



# GLAs & Mini-Dorm Primer

## Berkeley Municipal Code (BMC) Chapter 13.42

To see an interactive map of registered GLAs and Mini-Dorms, please visit: <https://arcg.is/1v51Pe>

### Definitions

1. **Group Living Accommodation (GLA)** is a building or portion of a building that is:
  - a. Residential by design and is occupied by persons who are not living together as a household.
  - b. Household is defined as: one or more persons, whether or not related by blood, marriage or adoption, sharing a dwelling unit in a living arrangement usually characterized by sharing living expenses, such as rent or mortgage payments, food costs and utilities, as well as maintaining a single lease or rental agreement.
2. **Exemptions** for GLA (may be exempt if):
  - a. Operating under the same protocols that the City of Berkeley has outlined in the BMC;
  - b. Occupied by the owner; or
  - c. Fraternities, sororities or student co-operatives (as long as they have a “Responsible Resident”)
3. **Mini Dorm** is a dwelling unit that is:
  - a. Occupied by six or more persons
  - b. Occupants are over the age of 18
  - c. In a residential zoning district
  - d. Not a GLA as defined by Berkeley Municipal Code (BMC) Chapter 23F.04

### To Dos for GLAs and Mini Dorms

1. **Obtain Permit or Registration:**
  - a. GLAs require approval and issuance of a use permit from the Land Use Planning Division of the City’s Planning Department.
  - b. Mini Dorms GLAs, and GLA exemptions require registration with the Neighborhood Services Code Enforcement Unit (NSCEU).
  - c. Any GLA with more than 15 students, or a GLA/Mini Dorm parcel whose owner owns multiple of such parcels, needs to hire a property manager who need not be a resident but must be available at all times.
2. **Provide Notice to Residents and NSCEU:** no later than September 1<sup>st</sup> each year, each mini-dorm and GLA owner/manager must provide to all residents within 300 ft of the property a notice containing...
  - a. The existence and location of the Mini-dorm or GLA;
  - b. The contact information for the Responsible Resident, which includes at least a telephone number or e-mail address or address at which the Responsible Resident can be reached anytime; and
  - c. The name and contact information for the property manager (if any) and the owner and the phone numbers at which they can be reached at any time.

Noticing must be provided to NSCEU whenever contact information changes. The City’s Planning Department can provide a list of all addresses which should receive a notice.
3. **Establish Property Management and/or Responsible Resident:** this individual is responsible for...
  - a. Collecting and managing all recycling and refuse on the property, and returning receptacles to appropriate locations;
  - b. Ensuring that all vehicles at each Mini-dorm or GLA utilize off-street parking in approved spaces; in compliance with BMC Section 23D.12.080;
  - c. Maintaining a written schedule for property maintenance;
  - d. Notifying neighbors within 100 yards of the property at least 48 hours in advance of entertainment events with 50 or more people and/or where alcohol is going to be served;
  - e. Responding to neighborhood complaints within 24 hours and maintaining an ongoing log of complaints that documents how they were addressed or were resolved; and
  - f. Notifying the property owner or manager of any notices under Berkeley Municipal Code 12.70 or 13.48.