

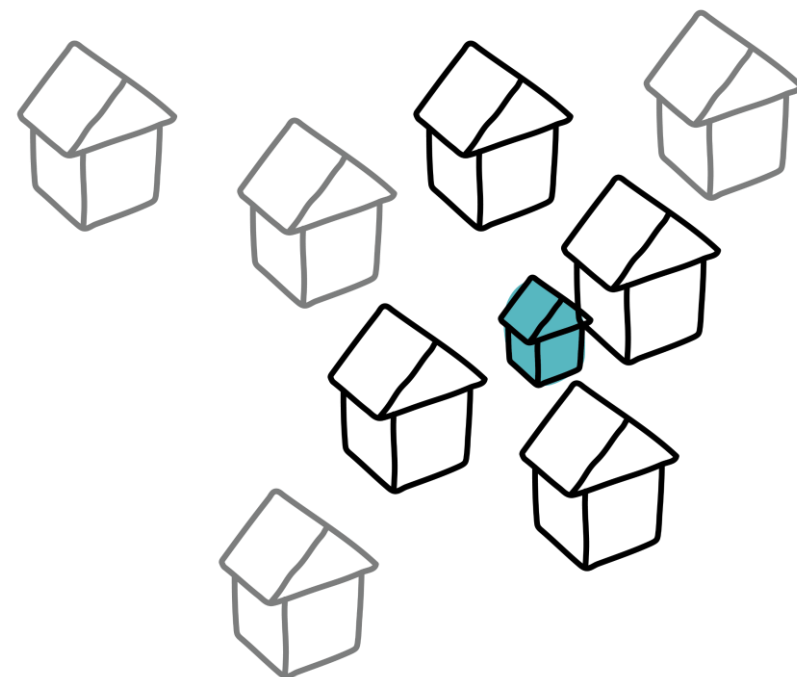


ADUs 201: Implementing ACCESSORY DWELLING UNITS in the San Joaquin Valley:

San Joaquin Valley Regional Early Action Planning Program

Housing Workshop Series

10.18.22



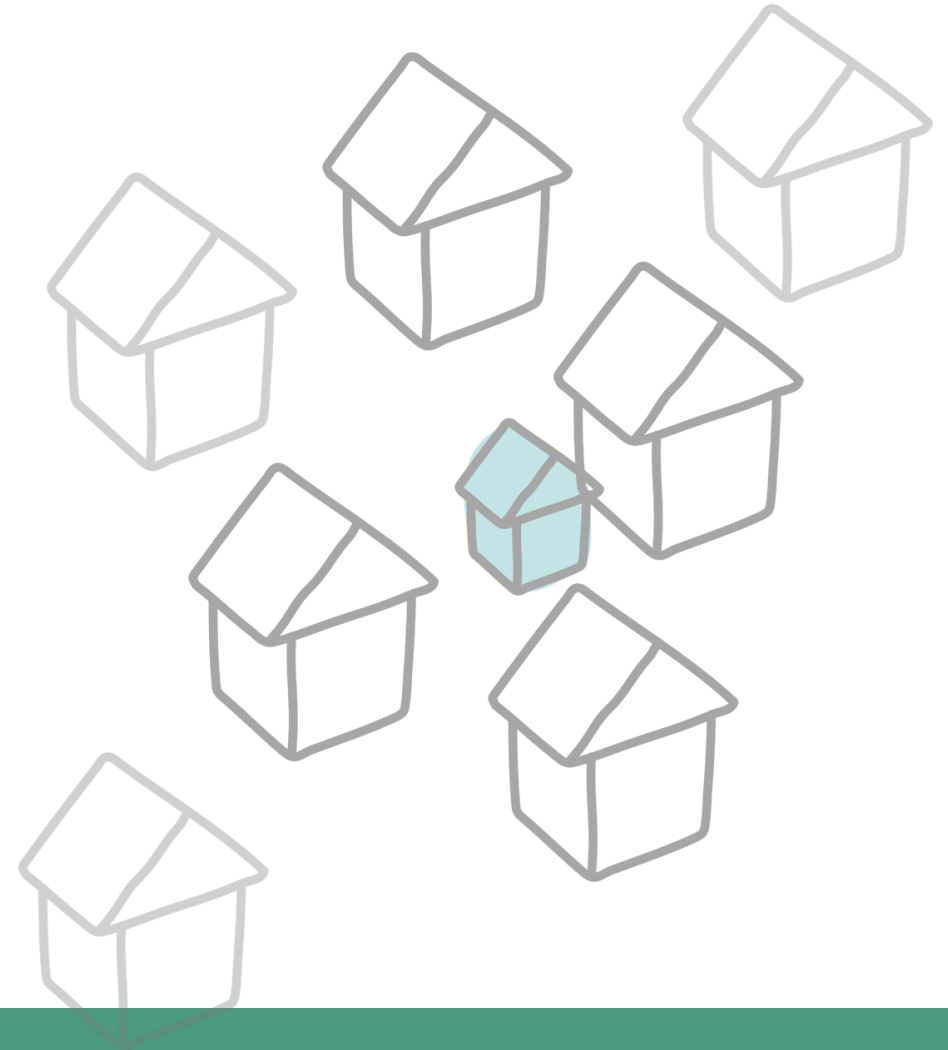
Panel Introductions

Bonique Emerson, MAUP, AICP

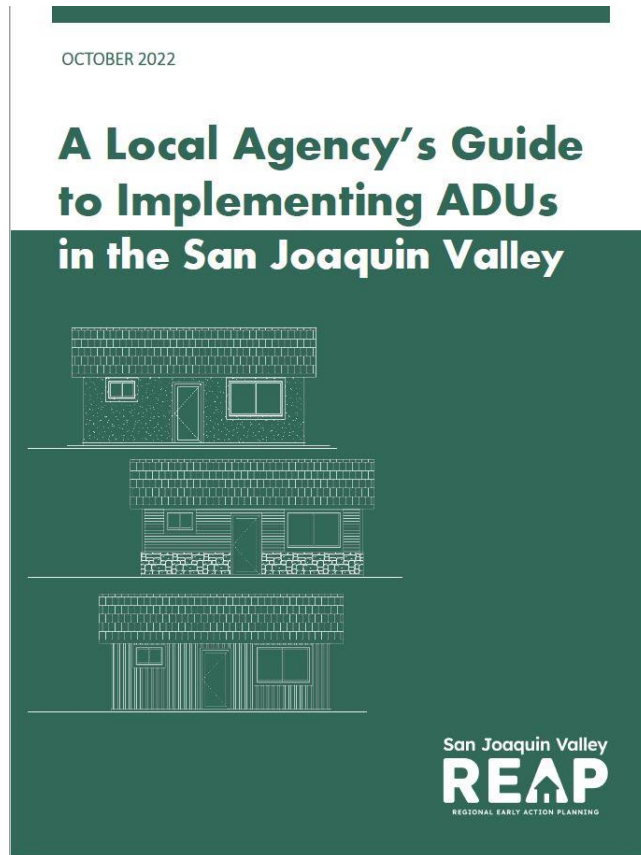
Vice President of Planning at Precision Civil Engineering

Jenna Chilingirian, MCRP, AICP

Senior Associate Planner at Precision Civil Engineering



Introducing the San Joaquin Valley wide ADU Program



A Local Agency's Guide to Implementing ADUs in the San Joaquin Valley (October 2022)

- San Joaquin Valley REAP Program Guide
- Prepared for Valley cities and counties
- Provides guidance, considerations, templates, and examples for ADU implementation
- Technical Assistance available

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Michelle Huerta, Project Architect, M Architecture and Design

Introducing the San Joaquin Valley wide ADU Program

Suite of Technical Assistance Tools

- ❑ ADU Introduction (Study Session/Workshop)
- ❑ Presentation Template (PPT)
- ❑ ADU Ordinance Template (Word)
- ❑ Interactive ADU Ordinance Template (PDF)
- ❑ Staff Report (PC/CC) Template (Word)
- ❑ Hearing Presentation Template (PPT)
- ❑ ADU Building Permit Application & Checklist (Word)
- ❑ ADU Internal Policy & Procedure Template (Word)
- ❑ Pre-Reviewed Plan Set (PDF/CAD)
- ❑ ADU Implementation Guide Handout (Agency) (PDF)
- ❑ ADU Overview Handout (Front Counter/Public) (PDF)
- ❑ ADU How-to Guide Template (PPT)



Previous Workshops

ADUs 101

ADUs in the San Joaquin Valley

- ADU Basics
- Regulating ADUs
- ADU Implementation
- ADU Programs in Action

Presented August 2021

Available at <https://sjvcogs.org/reap/reap-workshops/>

ADUs 101

ADUs in the San Joaquin Valley

A reprise

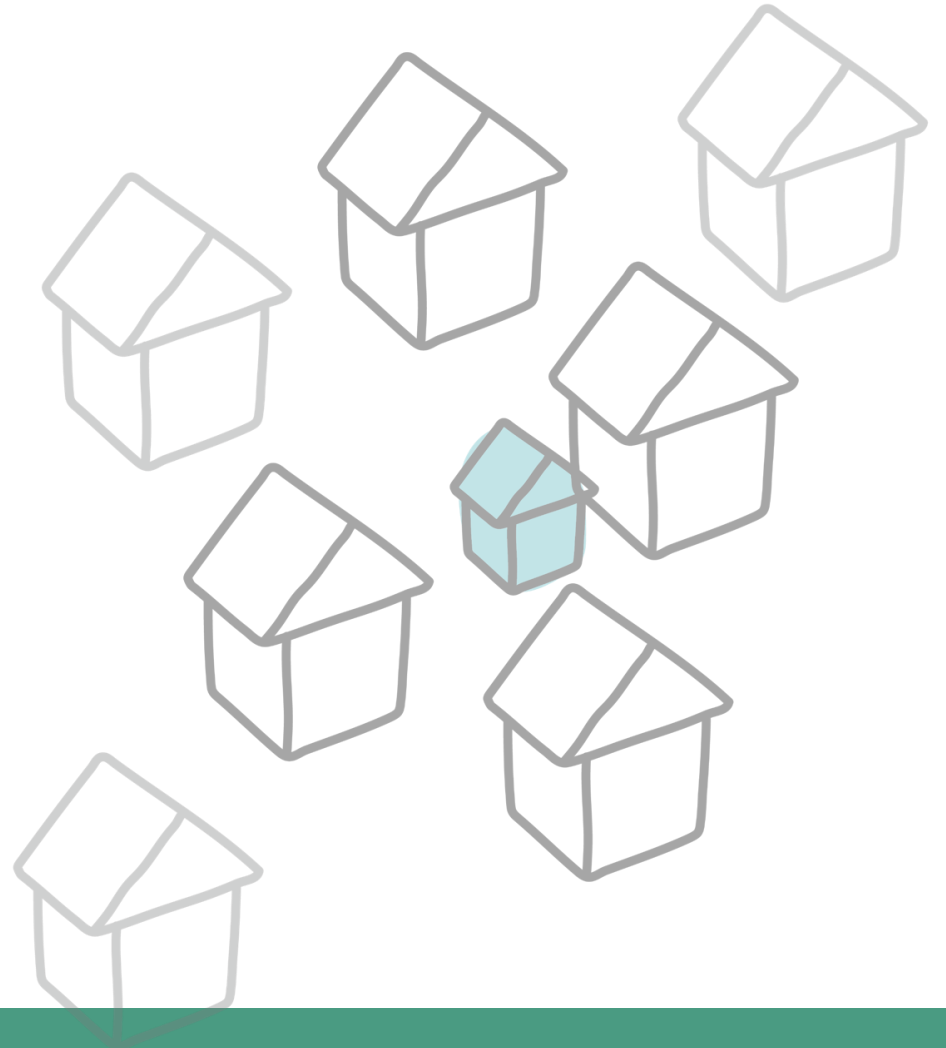
- ADU Basics
- Regulating ADUs
- ADU Implementation
- Supporting ADU Development in Your Jurisdiction
- ADU Case Study: City of Clovis

Presented May 2022

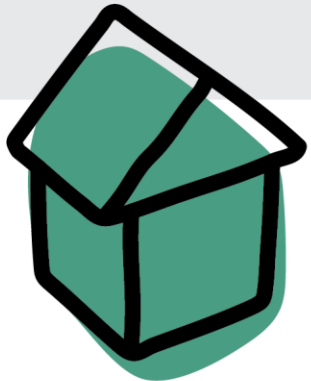
Available at <https://sjvcogs.org/events/>

Agenda

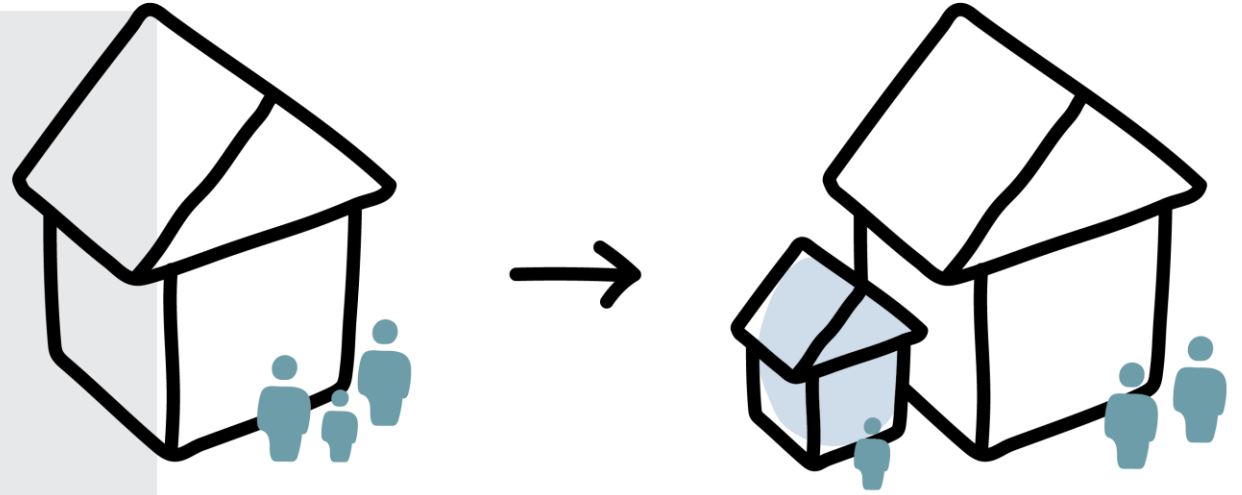
- Defining Your Role in ADU Development
- Supporting ADU Development in Your Jurisdiction
 - **Section 1.** Update Your ADU Ordinance
 - **Section 2.** Develop Pre-Approved Plans
 - **Section 3.** Implement an ADU Program
- SJV REAP Technical Assistance Tools
- Lessons Learned
- Next Steps
- Q&A



Defining Your Role in ADU Development



- ADU development process
- Barriers to ADU development
- Overcoming barriers to ADU development



The **ADU** Development Process

Because ADUs are homeowner-initiated, homeowners need to be willing and able to navigate the process in order to be successful. Agencies can play an important role in guiding homeowners through the process.

1	2	3
Designing	Permitting	Building
<ul style="list-style-type: none">• Decipher code and regulations• Hire Design Expert• Draft Building Plan Set• Prepare Application• Pay Fees	<ul style="list-style-type: none">• Application Acceptance• Review & Corrections• Approval & Conditions<ul style="list-style-type: none">• Impact Fees• Deed Restrictions	<ul style="list-style-type: none">• Secure Financing• Hire Contractor(s)• Construction• Inspection

Barriers to **ADU** Development

There are land use, regulatory, and financial challenges to bringing ADU development to scale.

Land Use

- Local Opposition
- Property Size
- Layout
- Foundation
- Utilities
- Privacy
- Use



Regulatory

- Permitting and Review
- Occupancy
- Off-Street Parking
- Setbacks, Lot Size
- Size, Height, Number
- Design Standards
- Impact Fees
- Utility Connections

Financial

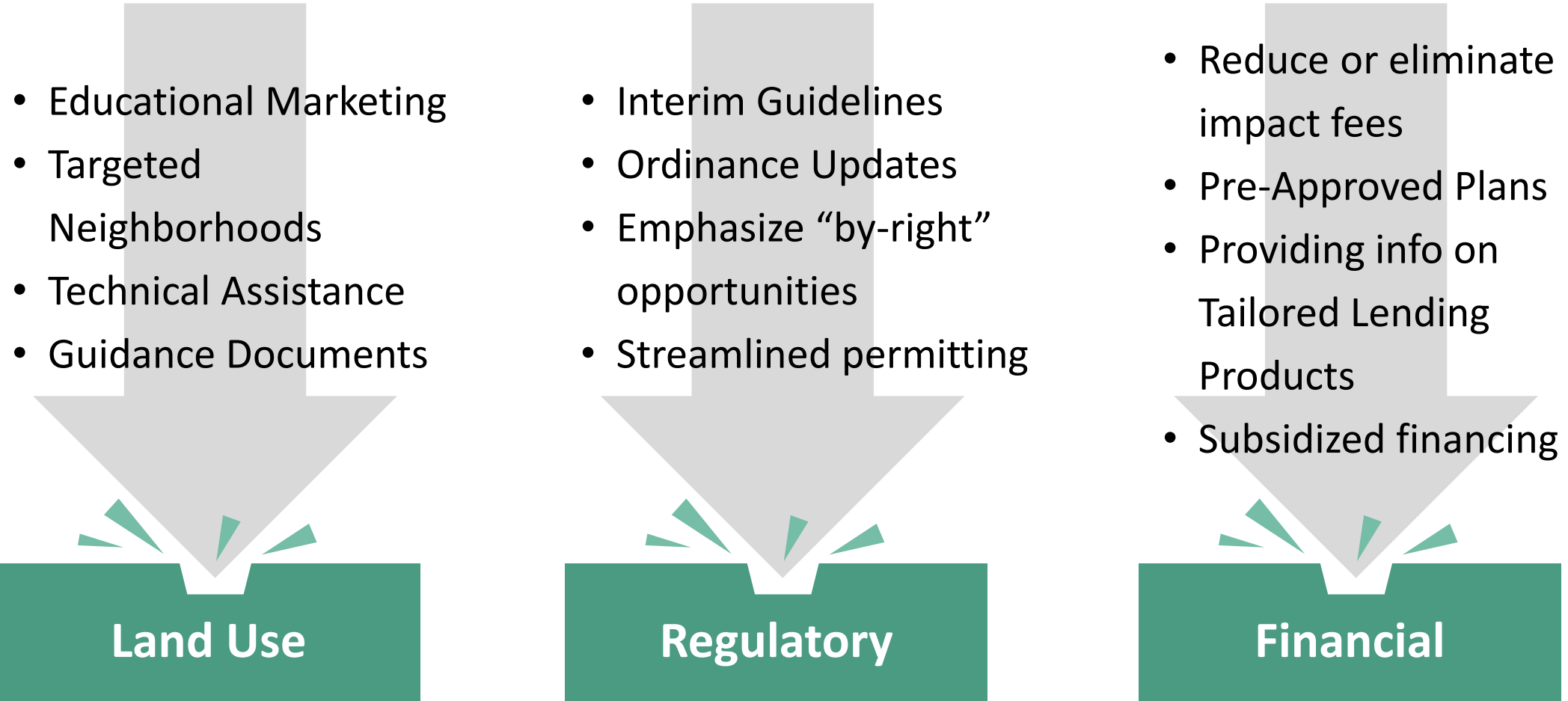
- Hard & Soft Costs
- Construction Loans
- Renovation Loans
- Loan Eligibility
- Loan Value
- ADU Appraising

**Since ADUs are not typical, more difficult to get financed.*



Overcoming Barriers to **ADU** Development

Agencies can play an important role in supporting homeowners through the process.

- 
- Educational Marketing
 - Targeted Neighborhoods
 - Technical Assistance
 - Guidance Documents

Land Use

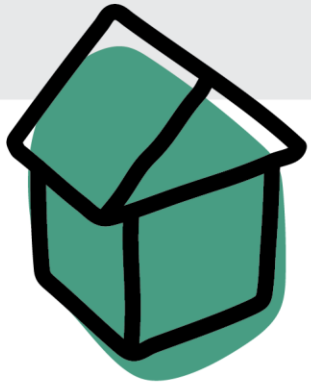
- Interim Guidelines
- Ordinance Updates
- Emphasize “by-right” opportunities
- Streamlined permitting

Regulatory

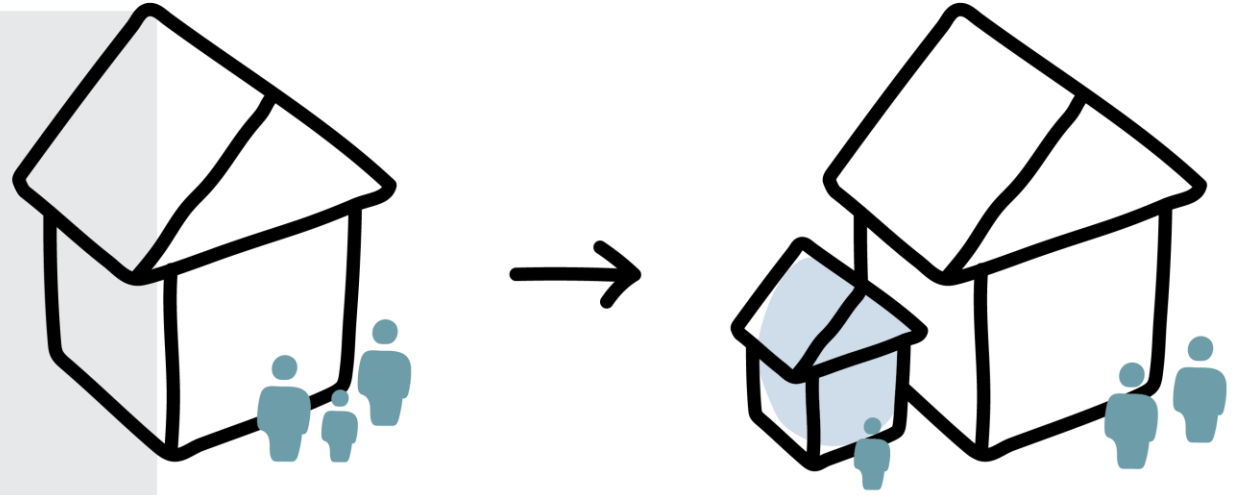
- Reduce or eliminate impact fees
- Pre-Approved Plans
- Providing info on Tailored Lending Products
- Subsidized financing

Financial

Supporting ADU Development in Your Jurisdiction

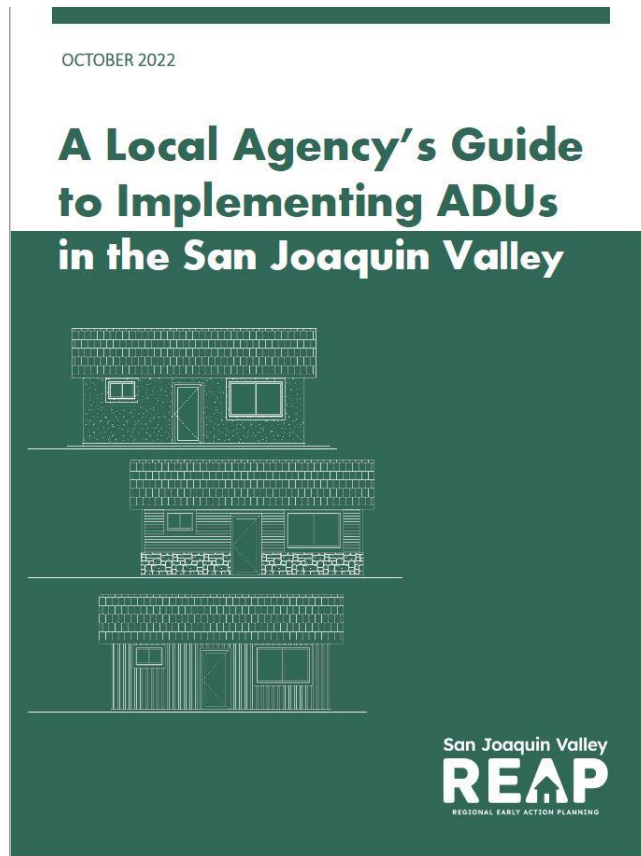


- Update Your ADU Ordinance
- Develop Pre-Approved Plans
- Implement an ADU Program



Supporting **ADU** Development in Your Jurisdiction

There are at least three ways that agencies can support ADU development.



Section 1. Update Your ADU Ordinance

Section 2. Develop Pre-Approved Plans

Section 3. Implement an ADU Program

Section 1. Update Your ADU Ordinance

- Complying with State ADU Law
- The Path to Updating Your ADU Ordinance
- Updating Your Ordinance: The Dos, Don'ts, and How tos

SJV REAP TECHNICAL ASSISTANCE TOOLS

- ☐ ADU Introduction (Study Session/Workshop) Presentation Template (PPT)
- ☐ ADU Ordinance Template (Word)
- ☐ Interactive ADU Ordinance Template (PDF)
- ☐ Staff Report (PC/CC) Template (Word)
- ☐ Hearing Presentation Template (PPT)
- ☐ ADU Building Permit Application & Checklist (Word)
- ☐ ADU Internal Policy & Procedure Template (Word)

Complying with State Law

The state has adopted several regulatory changes to streamline the ADU permitting processes and provide more flexibility in ADU development.

- Government Code Sections [65852.2](#) (ADUs) and [65852.22](#) (JADUs)
- California HCD [Accessory Dwelling Unit Handbook](#) (July 2022 Update)
- California HCD [ADU Ordinance Review Letters and Responses](#)
- SJV REAP Resource: [San Joaquin Valley Guide to Recent California Housing Laws](#)
- SJV REAP Resource (**NEW!**): A Local Agency's Guide to Implementing ADUs in the San Joaquin Valley ("Update Your ADU Ordinance: Dos, Don'ts, and How tos")

New Laws, Now What?

Although cities and counties are mandated to permit ADUs and JADUs, they are not required to adopt ADU ordinances.

Local Agency Decisions	
<u>Don't</u> Adopt ADU Ordinance	<u>Do</u> Adopt ADU Ordinance
Any proposed ADU would be subject only to standards contained in state law.	Agency can impose zoning, development, design, and other standards in compliance with state law. Agency can choose to go beyond the minimum as required under state law. <ul style="list-style-type: none">• Preliminary Review by HCD (prior to adoption); and/or• Formal Review by HCD (60 days post-adoption)

The Path to Updating Your ADU Ordinance

Aside from compliance with state law, a primary goal of updating your ADU ordinance should be to make it easy to understand for the reader, including homeowners and agency staff.

- ❑ **Know the Code:** review state ADU law, handbooks, and guides.
- ❑ **Use a Placeholder:** draft interim guidelines/FAQs for website and front counter.
- ❑ **Opt for Early Review:** take advantage of HCD's preliminary review process.
- ❑ **Strategize Implementation:** consider ways to support staff and applicants (i.e., introduction workshop/study session, application and checklist, internal policy and procedure, how-to guide, etc.)



Updating Your Ordinance: The Dos, Don'ts, and How Tos

UPDATING YOUR ORDINANCE: THE DOS, DON'TS, AND HOW TOS

The following section provides guidance for amending your ordinance to allow for the creation of ADUs in compliance with California Government Code Sections 65852.2 and 65852.22. The section contains details, explanations, and options to facilitate local agency decision-making pertaining to ADUs. This guidance can be used in conjunction with the *SJV REAP TOOL: ADU Ordinance Template* (click to download).

1 Purpose and Applicability

This section should introduce readers to the purpose of the chapter/article/section pertaining to accessory dwelling units and junior accessory dwelling units. At a minimum, this section should:

- Describe the purpose of the chapter/article/section as it relates to community-specific goals (e.g., housing, General Plan objectives, etc.). For example, the purpose of the ordinance may be "to increase housing opportunities."
- Reference California Government Code Sections 65852.2 (Accessory Dwelling Units) and 65852.22 (Junior Accessory Dwelling Units).
- Indicate where ADUs and JADUs are permitted (i.e., areas zoned to allow single-family or multi-family dwelling residential uses, either by-right or by conditional use). It is recommended that the agency does not list allowable zones because doing so may exclude some zones, intentionally or inadvertently. Therefore, it is recommended that the ordinance states that all areas zoned for single-family and multi-family residential uses must allow the development of ADUs and JADUs.
- If applicable, designate areas within the jurisdiction where ADUs are permitted based on: (1) adequacy of water and sewer services and (2) the impact of ADUs on traffic flow and public safety (e.g., severe fire hazard areas, areas of lesser car ownership rates, etc.). In cases where the local agency does not provide water or sewer services, consult with the service provider regarding the adequacy of services before designating an area. However, it is important to note that the local agency is responsible for designating these areas, not the applicant. A requirement for the applicant to provide evidence is viewed by the state as excessive and burdensome, constituting an undue constraint on a homeowner's ability to develop an ADU or JADU.

2 Application Process

This section is optional but recommended as it may clearly demonstrate the agency's compliance with state law. In this section, the agency can identify the application, review, and approval process for obtaining a permit to construct an ADU. At a minimum, this section may include:

- **Permit Required.** Describe the type of application and permit required. The application will be a zone clearance, administrative zoning review, or other permitting process that allows ministerial review. The permit will be a building permit.

[Section #] Purpose and Applicability

[Subsection #] Purpose

The purpose of this chapter is to establish the regulations and procedures for the review of accessory dwelling units ("ADU" or "ADUs") and junior accessory dwelling units ("JADU" or "JADUs") in conformance with California Government Code Sections 65852.2 (Accessory Dwelling Units) and 65852.22 (Junior Accessory Dwelling Units).

[Subsection #] Permitted Locations

The provisions included in this chapter are applicable to all lots that 1) are zoned to allow single-family or multi-family residential uses and 2) include a proposed or existing dwelling unit.

[Subsection #] Exceptions to Permitted Locations

If applicable, designate areas within the jurisdiction where ADUs are permitted based on: (1) adequacy of water and sewer services and (2) the impact of ADUs on traffic flow and public safety (e.g., severe fire hazard areas, areas of lesser car ownership rates, etc.). In cases where the local agency does not provide water or sewer services, consult with the service provider regarding the adequacy of services before designating an area. However, it is important to note that the local agency is responsible for designating these areas, not the applicant. A requirement for the applicant to provide evidence is viewed by the state as excessive and burdensome, constituting an undue constraint on a homeowner's ability to develop an ADU or JADU.]

[Section #] Application Process

- A. Permit Required. A [Type of Application] is required for ADUs and JADUs, along with a Building Permit. [Note: SB 2221 implies that a separate zoning approval process may no longer be allowed]
- B. Review and Approval.
 1. Ministerial Review. A [Type of Application] for an ADU or JADU shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding California Government Code Sections 65901 or 65906 or any

Common Mistakes to Avoid

- Missing References or Limited Definitions.
- Size, Height, and Setback Restrictions that do not meet State minimums.
- Requiring Discretionary Review or Public Hearings.
- Requiring Deed Restrictions without referencing exemptions.
- Subjective Design and Architectural standards.
- Occupancy Limitations or Bedroom Restrictions.
- Utility Connections and Fee Requirements.

View HCD ADU Ordinance Review Letters and Responses at:

<https://www.hcd.ca.gov/policy-and-research/accessory-dwelling-units>

Section 2. Develop Pre-Approved Plans

- San Joaquin Valley Pre-Reviewed ADU Plans
- Designing Your Pre-Approved Plan Program

SJV REAP TECHNICAL ASSISTANCE TOOLS

- ☐ Pre-Reviewed Plan Set Example (PDF)

San Joaquin Valley Pre-Reviewed ADU Plans

Four (4) pre-reviewed, detached ADU plan sets ranging in size from 375 sf. to 910 sf. have been prepared for use by local agencies in the San Joaquin Valley.

- Plan sets include:
 - Architectural Sheets (Floor Plans, Elevations)
 - Structural Sheets (Foundation, Roof Framing, Details)
 - Electrical Sheets (Electrical Plan)
 - Cal Green Forms

Layouts Available

- ☐ 375 sf. studio
- ☐ 550 sf. one bedroom
- ☐ 775 sf. two bedroom
- ☐ 910 sf. two bedroom

Styles Available

- ☐ Modern Farmhouse
- ☐ Craftsman/Bungalow
- ☐ California Ranch

San Joaquin Valley Pre-Reviewed ADU Plans

The plan sets have been pre-reviewed by a third party for compliance with the California Residential Code. The plan sets will require further review through each agency's plan review process to ensure compliance with local code.

How it Works: Requesting Full Plan Set(s)

- Interested agencies should fill in "Technical Assistance Request" form on San Joaquin Valley REAP Webpage and indicate interest in plan set(s)
- Full plan sets can be provided as CAD files
- Technical assistance available on a first come, first served basis to customize plan sets for your agency

Designing Your Own Pre-Approved Program

Pre-approved plans have the potential to save homeowners thousands of dollars and save local agencies hours of staff time. In determining your agency's approach to designing a pre-approved plan program, we recommend the following considerations.

Hiring Consultants

- ☐ Range of Design Experts
 - ☐ Architects
 - ☐ Engineers
 - ☐ Designers
- ☐ Extent of Plan Sets
 - ☐ Floor Plans
 - ☐ Elevations
 - ☐ Electrical Plans
 - ☐ Structural Plans
 - ☐ Calculations
 - ☐ Energy Efficiency
- ☐ Indemnification

Designing Layouts

- ☐ Location
 - ☐ City-wide
 - ☐ Location-specific
- ☐ ADU Types
 - ☐ Attached
 - ☐ Detached
 - ☐ Internal Conversion
- ☐ Common lot sizes
- ☐ CRC Thresholds (e.g., structural exemptions)
- ☐ State Exemption ADUs
- ☐ Impact Fee Thresholds
- ☐ Flexibility & Accessibility

Selecting Designs

- ☐ Common architectural styles
- ☐ Structural loads of design features (e.g., tile roofs)
- ☐ Cost-effective construction
- ☐ Design Workbook

Section 3. Implement Your ADU Program

- Putting it all together

SJV REAP TECHNICAL ASSISTANCE TOOLS

- ☐ ADU Implementation Handout (Agency) (PDF)
- ☐ ADU Overview Handout (Public) (PDF)
- ☐ ADU How-to Guide Template (PPT)

Putting it All Together

A primary goal of implementing an ADU Program should be to take the guesswork out of the process and reduce the resources needed to develop ADUs, for both homeowners and agencies. There are three (3) main ways to set up a program.

How-to Guide for Homeowners

- ☐ Determine audience
- ☐ Interpret regulations
- ☐ Technical yet visual
- ☐ Provide tools and examples
- ☐ Hyperlink for easy access

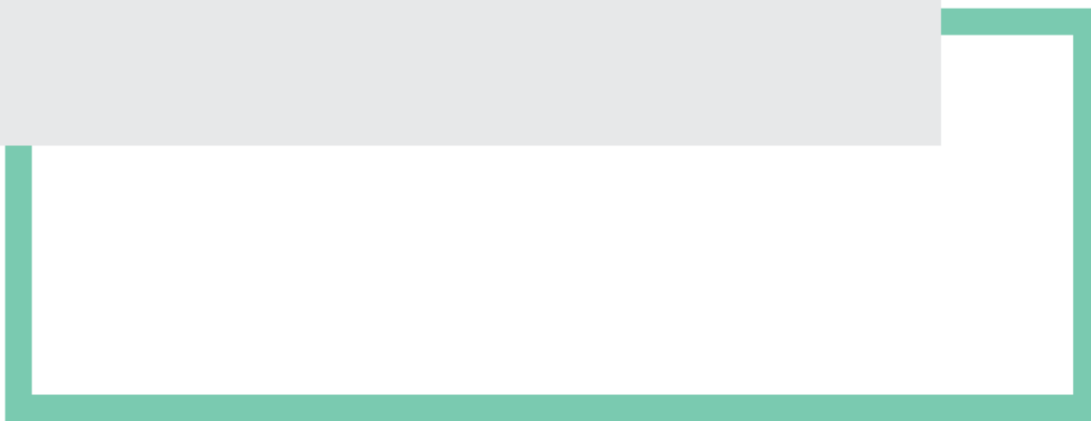
Technical Assistance

- ☐ Designate a staff member or email address for ADUs
- ☐ Utilize web-based services – webpage, cost-calculator, interactive GIS map, etc.
- ☐ Front Counter educational marketing materials – information sheet, templates, application checklist, etc.
- ☐ On-call consulting availability

Financial Assistance/Loans

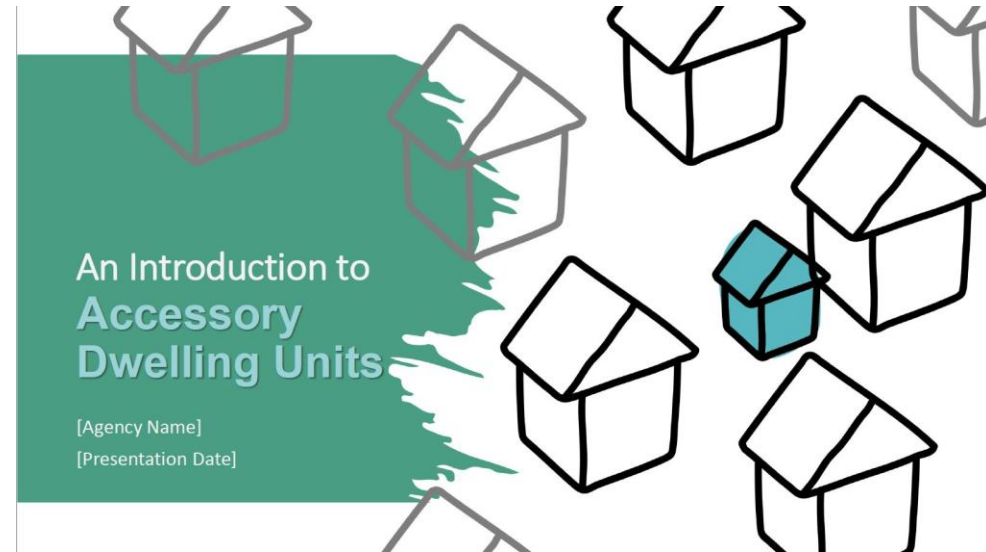
- ☐ Fee Waivers – city-controlled impact fees, development fees
- ☐ Amnesty Program to legalize illegal ADUs
- ☐ Grants or Loans

SJV REAP Technical Assistance Tools



ADU Introduction (Study Session/Workshop) Presentation Template

Customizable ADU PowerPoint Template for agency staff to use for council, board, or commission study sessions/workshops. This is intended as an introduction PowerPoint and is ideally presented early in the process.



Types of **ADUs**

- An **Attached ADU** is attached to a primary dwelling unit.
- A **Detached ADU** is separated from a primary dwelling unit.
- An **Internal Conversion ADU** is an ADU or JADU within an existing or proposed primary dwelling unit or within an existing accessory building.
- A **Junior ADU (JADU)** is an ADU of no more than 500 sf. and is contained entirely within an existing primary dwelling unit, including an attached garage.



ADU Ordinance Template

ADU Ordinance Template with detailed instructions to help guide staff through the writing process.

[Section #] Purpose and Applicability

[Subsection #] Purpose

The purpose of this chapter is to establish the regulations and procedures for the review of accessory dwelling units (“ADU” or “ADUs”) and junior accessory dwelling units (“JADU” or “JADUs”) in conformance with California Government Code Sections 65852.2 (Accessory Dwelling Units) and 65852.22 (Junior Accessory Dwelling Units).

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The provisions included in this chapter are applicable to all lots that 1) are zoned to allow single-family or multi-family residential uses and 2) include a proposed or existing dwelling unit.

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[If applicable, designate areas within the jurisdiction where ADUs are permitted based on: (1) adequacy of water and sewer services and (2) the impact of ADUs on traffic flow and public safety (e.g., severe fire hazard areas, areas of lesser car ownership rates, etc.). In cases where the local agency does not provide water or sewer services, consult with the service provider regarding the adequacy of services before designating an area. However, it is important to note that the local agency is responsible for designating these areas, not the applicant. A requirement for the applicant to provide evidence is viewed by the state as excessive and burdensome, constituting an undue constraint on a homeowner’s ability to develop an ADU or JADU.]

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- B. Review and Approval.
 - 1. Ministerial Review. A [Type of Application] for an ADU or JADU shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding California Government Code Sections 65901 or 65906 or any

Interactive ADU Ordinance Template

Interactive ADU Ordinance Template is a more user-friendly version of the word document previously shown. It is meant to help you get started thinking about what to include in your ordinance.

SAN JOAQUIN VALLEY
REGIONAL EARLY ACTION PLANNING PROGRAM
TECHNICAL ASSISTANCE TOOL

TITLE - ZONING ORDINANCE
PART -

ARTICLE - ACCESSORY DWELLING UNITS

Purpose and Applicability
 Purpose

The purpose of this is to establish the regulations and procedures for the review of accessory dwelling units ("ADU" or "ADUs") and junior accessory dwelling units ("JADU" or "JADUs") in conformance with [California Government Code](#) Sections 65852.2 (Accessory Dwelling Units) and 65852.22 (Junior Accessory Dwelling Units).

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SJV REAP | Interactive ADU Ordinance Template (version 1, dated 10/16/2024)

Staff Report (PC/CC/Board) & Presentation Template

Customizable Staff Report and PowerPoint template for ordinance or program adoption at public hearings.

SAN JOAQUIN VALLEY
REGIONAL EARLY ACTION PLANNING PROGRAM
TECHNICAL ASSISTANCE TOOL

STAFF REPORT AND PRESENTATION TEMPLATE

Disclaimer: The information provided in this staff report template does not, and is not intended to, constitute legal advice. All information and content presented is for general information purposes only. Please confer with your agency's attorney prior to finalizing your staff report.

REPORT TO THE PLANNING COMMISSION

[MONTH, DAY, YEAR]

FROM: [Name, Title]
[Department Name]

BY: [Name, Title]
[Department Name]

SUBJECT
Consideration of [Example: Development Code Text Amendment Application No. # and related Environmental Finding for Environmental Assessment No. #, amending Tables/Section # of the Municipal Code relating to Accessory Dwelling Units]:

- RECOMMEND ADOPTION** (to the City Council/Board of Supervisors), of [Example: a finding set forth in Environmental Assessment No. # dated MONTH, DAY, YEAR, of a No Possibility Exemption pursuant to CEQA Guidelines Section 15061(b)(3)], and,
- RECOMMEND APPROVAL** (to the City Council/Board of Supervisors) of [Example: Development Code Text Amendment Application No. #, amending Tables/Sections, relating to Accessory Dwelling Units and Junior Accessory Dwelling Units].

EXECUTIVE SUMMARY
[Example: The City Council/Board of Supervisors will consider Staff-initiated amendments to the Development Code resulting from a change in state law that facilitates the development of accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) and addresses potential obstacles to these developments. Proposed amendments include the creation/revision of Section # of the Municipal Code relating to ADUs and JADUs.]

BACKGROUND / ANALYSIS
[Example: As an effort to further address the housing shortage crisis, in 2019 and 2020 Governor Newsom signed a series of housing bills that change the way local municipalities regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs). These bills, collectively known and included as ADU Laws, are aimed at addressing the California Housing Crisis and include Senate Bill 13 and Assembly Bills 68, 345, 587, 670, 671 881, and

SAN JOAQUIN VALLEY
REGIONAL EARLY ACTION PLANNING PROGRAM
TECHNICAL ASSISTANCE TOOL

3182. These ADU Laws are intended to streamline ADU/JADU approval, address regulatory barriers to developing ADU/JADUs, and expand the capacity of ADU/JADUs. Development Code Text Amendment # is being proposed to accommodate the new ADU/JADU laws and make the Development Code consistent with State Law.

An ADU is an accessory structure to a primary residential structure that has complete living facilities independent of the primary structure. As shown in Figure 1, there are different types of ADUs. ADUs can either be attached or detached from the primary residential structure. Attached ADUs are a converted existing space, such as a primary bedroom or attached garage, or an addition to the primary residential structure. Junior Accessory Dwelling Units, or JADUs, are a specific type of converted space that is completely within an existing or proposed primary residential structure.

Figure 1

The ADU Laws identified above are the statutory minimum requirements mandated by the State Legislature and any local ordinance that does not meet the minimum requirements are null and void. Because of the current ordinance is no longer valid, the City/County of X has elected to adopt an ADU Ordinance that follows State ADU Law and simplifies the approval and permitting process for ADUs.]

SUMMARY OF DEVELOPMENT CODE TEXT AMENDMENT
[Example: Development Code Text Amendment Application No. # proposes to modify/add section # to the City/County Development Code to allow for the development of ADUs in

SJV REAP | ADU Staff Report & Presentation Template (version 1. dated 10/18/2022)

ADU Building Permit Application and Checklist Template

Customizable Permit Application with
 submittal checklists intended to help
 agencies roll out a complete ADU
 program.

Submittal Requirements for Accessory Dwelling Units and Junior Accessory Dwelling Units

Please use this checklist for submittal requirements for **Accessory Dwelling Units and Junior Accessory Dwelling Units Building Permit Applications**. The following items must be submitted in order to process your application. If the plans are not legible and/or do not contain the required information, your application will be rejected.

Instructions:

1. All plans and documents shall be [uploaded/emailed/mailed, etc.]

<input checked="" type="checkbox"/>	SUBMITTAL REQUIREMENTS
<input type="checkbox"/>	Building Permit Application & Fees – <ul style="list-style-type: none"> • Plan Check Fees will be invoiced after the application is submitted. All fees must be paid before the application is deemed complete. • Impact Fees will be invoiced prior to building permit approval – refer to the [City/County Impact Fee List/Schedule] for ADU fees.
<input type="checkbox"/>	Pre-Approved ADU Program – If participating in the pre-approved ADU program, [describe requirements: <ul style="list-style-type: none"> • Pre-Approved Plan Set (Download) • Truss Information and Calculations (See Below) • Title 24 Energy Information and Calculations (See Below) • Preliminary Title Report (See Below) • Etc.]
<input type="checkbox"/>	Building Plan Sets – <ul style="list-style-type: none"> • [Describe size, number of copies required, format] <ul style="list-style-type: none"> ○ Floor plan that includes the location of interior walls (if any) and the uses of rooms (if more than one). Include the size and location of windows and doors and the location of electrical, plumbing and mechanical features. Note that the electrical receptacles in most accessory buildings must be GFCI protected. ○ Roof framing plan that details the size and spacing of rafters, ceiling joists, roof sheathing, and the roof covering materials. ○ Elevation drawings of each building face (front, rear, left, right) and indicate the type of building materials for walls, windows, and doors. Show all

ADU Internal Policy and Procedure Template

Customizable internal Policy and Procedure meant to help guide staff and make for better and consistent implementation of an ADU program and issuance of ADU permits.

encouraged at both state and local levels, and may potentially be counted as affordable units in regard to [City/County's] Housing Element and Regional Housing Needs Allocation.]

Procedures:

A. Pre-Application/Counter Inquiries

Direct potential applicants interested in developing an ADU or JADU to [website, guide document, checklist, staff member].

B. Submittal

A [type of application and if applicable, checklist] has been created to assist with the processing of ADU permits. The goal of the checklist is to ensure that all documents required for both Planning and Building review are provided. The permit application and checklist can be found here [hyperlink].

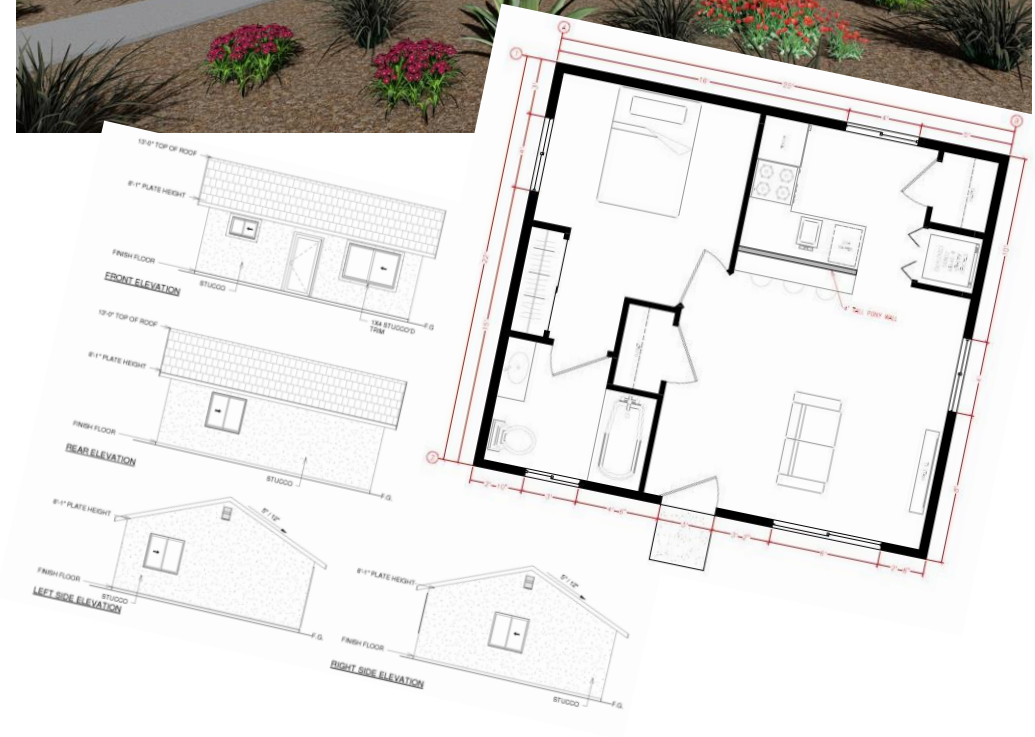
[If applicable: An applicant proposing to utilize one of the Pre-Approved ADU Plans will be required to download and submit the full plan set including cover sheets, floor plan, sections, elevations, foundation plan, roof framing plan, structural details, structural calculations and electrical plan. The entire set has been previously reviewed and approved and does not need to be re-reviewed by agency staff.]

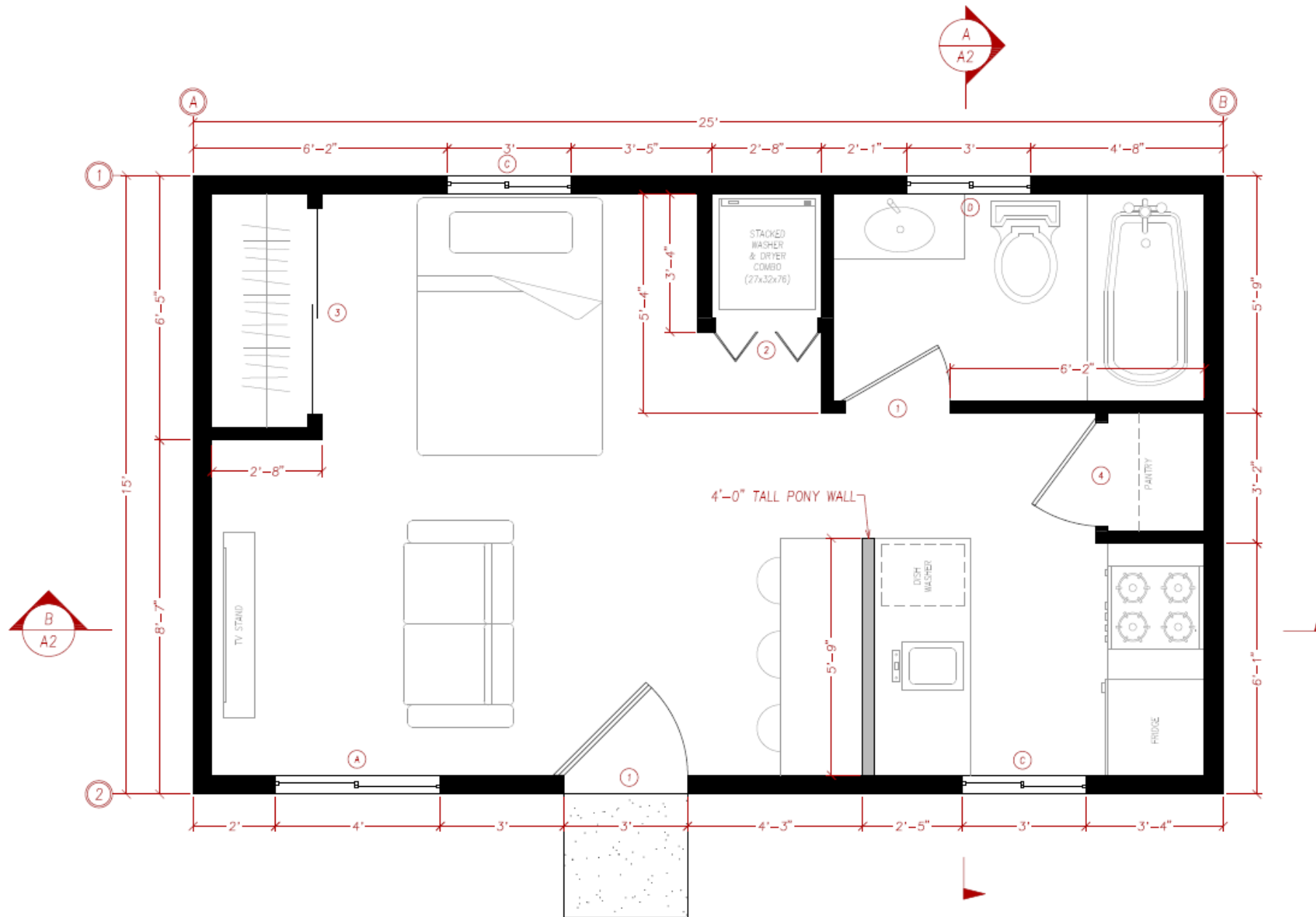
C. Processing

Once an application is submitted, staff shall verify all items on "Submittal Requirements for Accessory Dwelling Units and Junior Accessory Dwelling Units" have been submitted. All normal permit fees are required. Planning shall verify site plan meets zoning requirements. Once it is verified that all documents on the checklist have been submitted and the proposed

Standard ADU Plans & Elevations

ADU Plans & Elevations for four layouts (375 sf., 550 sf., 775 sf., 910 sf.) and three styles (modern farmhouse, craftsman/bungalow, California Ranch) including construction drawings and 3D renderings available upon request.





ADU Overview - Informational Handout

ADU Overview – Informational Handout intended to be a front counter handout for the general public to give them basic information of ADUs.



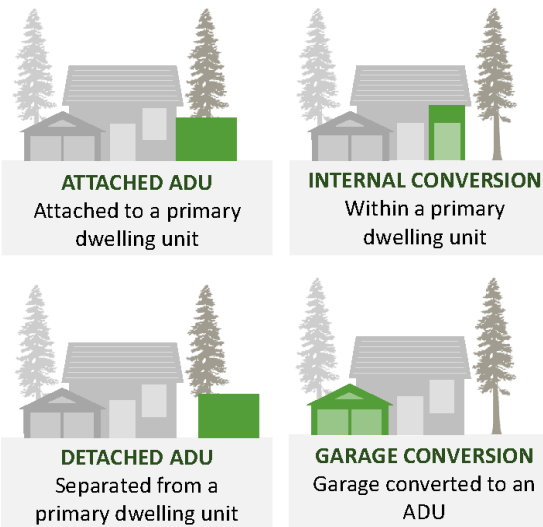
For more information,
please visit:
<https://sjvcogs.org/reap/>

DEFINING ADUs

An **ADU** is a secondary housing unit on a single – or multi-family residential lot that provides complete independent living facilities including kitchen and bathroom facilities for one or more persons. Also known as: second units, guest cottages, in-law suites, casitas, etc.

A **JUNIOR ADU** is an ADU of no more than 500 sf. and is contained entirely within an existing primary dwelling unit, including an attached garage.

TYPES OF ADUs



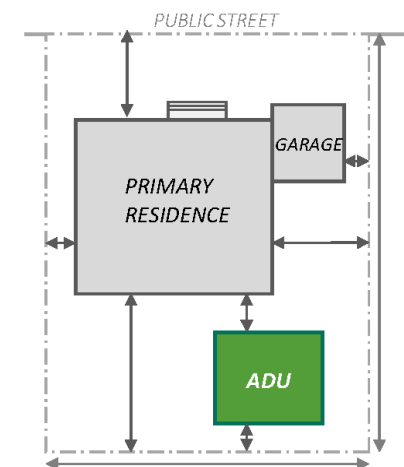
ADU CHARACTERISTICS

- Accessory and adjacent to a primary dwelling unit, existing or proposed.
- Smaller than the average U.S. single-family residential dwelling unit.
- Often owned by one owner on a single- or multi-family residential lot.
- Cannot be sold as a separate legal asset.

ADU BENEFITS

- Cost-effective to build.
- Income-generating and wealth-building.
- Increase housing supply and choice.
- Support aging-in-place.
- Provide housing that is closer to jobs and amenities.

EXAMPLE LOT

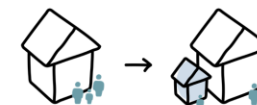


ADU Implementation Guide - Checklist

ADU Implementation Guide – Checklist. This is a summary of the staff implementation guide condensed into a single page.

A LOCAL AGENCY'S GUIDE TO IMPLEMENTING ACCESSORY DWELLING UNITS

3 ways to support ADU Development in your jurisdiction!



1

UPDATE YOUR ADU ORDINANCE

Aside from compliance with State ADU law, a primary goal of updating your ADU ordinance should be to make it easy-to-understand for the reader, including homeowners and agency staff. We recommend the following “add-ons” to ensure an efficient and effective ADU ordinance:

- ☐ Draft Interim Guidelines that are available to the public on the agency's website.
- ☐ Develop an Internal Policy and Procedure to guide current and future staff.
- ☐ Supplement ordinance with a How-to-Guide for homeowners and contractors.
- ☐ Create a separate ADU Application and Application Checklist.



2

DEVELOP PRE-APPROVED PLANS

A primary goal of developing pre-approved plans should be cost-savings to the customer – both time (e.g., permitting process) and money (e.g., design experts, construction, etc.). Pre-approved plans can range from floor plans and elevations to a complete set of construction plans, drawings, and specifications that are reviewed and approved through the plan review process. In determining your agency's approach to pre-approved plans, we recommend the following considerations.

1. HIRING CONSULTANTS

- Architect, Draftsperson, Designer
- Extent of Plan Sets
- Indemnification Forms/Waivers

3. SELECTING STYLES

- Common architectural styles
- Structural loads of design features
- Cost-effective construction materials
- Design Workbook showcases styles

2. DESIGNING LAYOUTS

- Applicable city-wide or within a specific area
- Attached, Detached, or Internal Conversion ADUs
- Common lot sizes (hint: look at building permits)
- Allowances under the CBC and CRC
- Fee thresholds (i.e., impact fees, school fees)
- Affordable, flexible, and accessible spaces

4. PLAN REVIEW

- In-house or third-party review



3

IMPLEMENT ADU PROGRAM

Put it all together and implement an ADU Program. A primary goal of implementing an ADU Program should be to take the guesswork out of the process and reduce the resources needed to develop ADUs, for both homeowners and agencies. There are three (3) main ways to set up a program. We recommend the following considerations when choosing components of your ADU Program.

1. PROCESSING GUIDE

- Determine audience
- Interpret regulations for public consumption
- Technical yet visual – adequately interpret the code present it in a visual way
- Provide tools and examples – plot plan, easements, lot coverage, special design standards (e.g., flood, geologic)
- Hyperlink

2. TECHNICAL ASSISTANCE

- Designate staff member or email address
- Utilize web-based services – webpage, cost-calculator, interactive GIS map, etc.
- Front Counter educational marketing materials – information sheet, templates, application checklist, etc.
- On-call consulting availability

3. FINANCIAL ASSISTANCE/ LOANS

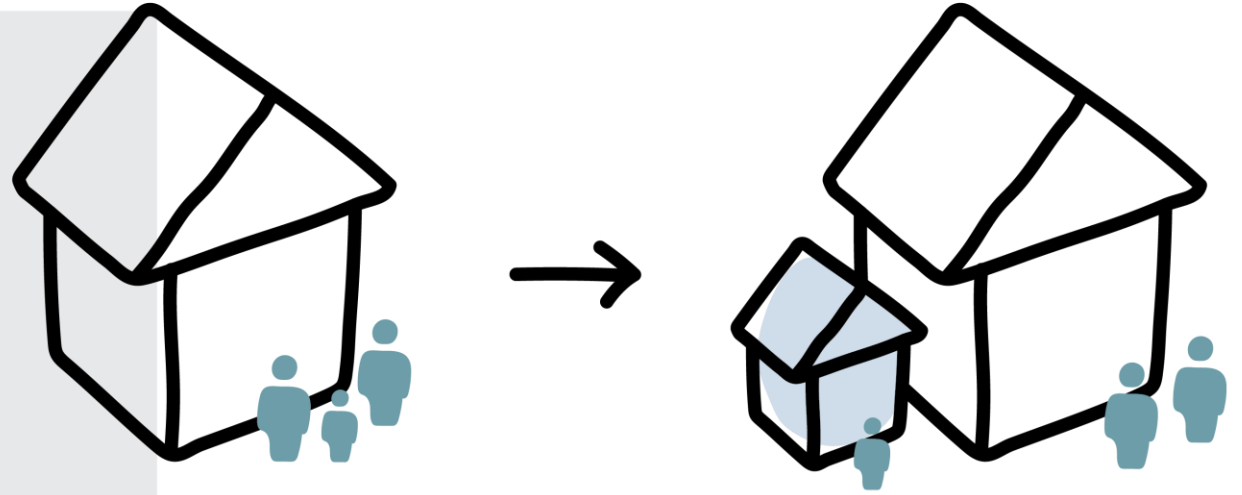
- Fee Waivers – city-controlled fees
- Amnesty Program to legalize illegal ADUs
- Grants or Loans



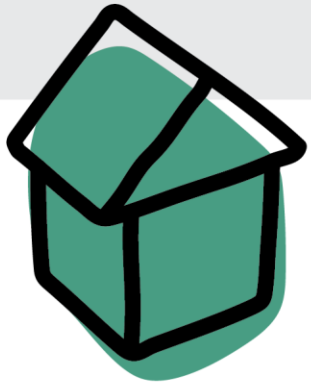
ADU How-to Guide Template

Customizable Adu How-to-Guide for agency staff to use to create a public-facing how-to-guide. This is intended to be a complete A to Z Guide.





Lessons Learned

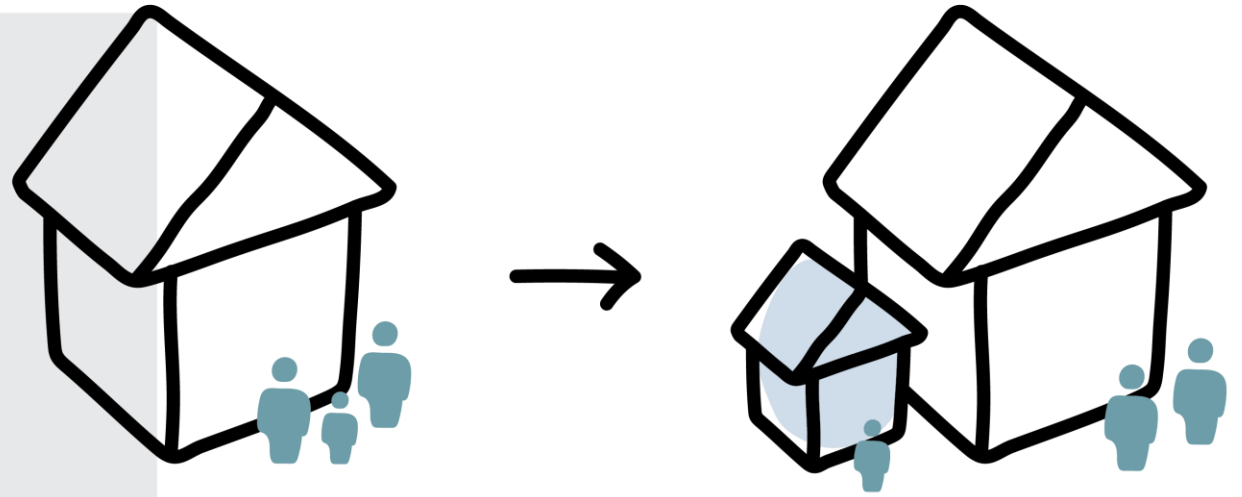


Lessons Learned

- **Think about all steps in the process/pieces in the puzzle.** Other departments and agencies are involved in the process. Make sure you understand and amend the process from beginning to end (from counter inquiries/permitting/inspections).
- **Update your code.** Rolling out a pre-approved program is great and will lower the barrier to entry, but you want to make sure your code supports ADUs.
- **Don't forget about internal guidance documents** as well as public guidance. The biggest mistake we see in some jurisdictions is not putting standard procedures in writing. Putting procedures in writing ensures that the staff implementing the program will understand the how and why, and will allow the program to live on, even if there is staff turnover.

Lessons Learned

- State law is constantly changing. **Make sure you code or implementation of the code is somewhat flexible.** We've designed tools in Word and PowerPoint so that the documents can be easily changed by staff.
- **Get Council/Board input early.** Yes, allowing ADUs is mandated by the state, but local agencies still have some control. Make sure elected officials are on board with where you want to go with your ADU program in advance. A workshop is recommended.



Next Steps



SJV REAP is Here to Help You Implement

Suite of Technical Assistance Tools

- ☐ ADU Introduction (Study Session/Workshop) Presentation Template (PPT)
- ☐ ADU Ordinance Template (Word)
- ☐ Interactive ADU Ordinance Template (PDF)
- ☐ Staff Report (PC/CC) Template (Word)
- ☐ Hearing Presentation Template (PPT)
- ☐ ADU Building Permit Application & Checklist (Word)
- ☐ ADU Internal Policy & Procedure Template (Word)
- ☐ Pre-Reviewed Plan Set (PDF/CAD)
- ☐ ADU Implementation Guide Handout (Agency) (PDF)
- ☐ ADU Overview Handout (Front Counter/Public) (PDF)
- ☐ ADU How-to Guide Template (PPT)

Materials Available for Download at <https://sjvcogs.org/reap/adus/>.

Technical Assistance available!
Inquire at:

<https://sjvcogs.org/reap/reap-technical-assistance/>

Examples of Assistance Available

- **ADU Ordinance Implementation**
 - Meet with city staff to understand ordinance needs
 - Modify ordinance template to be specific to jurisdiction
 - Prepare ordinance staff report
 - Take ordinance to Council/Board for approval
- **Implementation of Pre-Approved Plans**
 - Meet with staff to discuss typical requirements for ADU/residential permits. Determine if there are differences from the standard building code
 - Minor Modifications to plan sets to add City/County logo or other information
 - Minor Modifications to plan sets to address changes needed to comply with local building code
- **Preparation of How-to Guide for Homeowners**
 - Modify How-to Guide for Homeowners to be specific to jurisdiction
 - Create design template with City colors and theme to incorporate into How-to Guide for Homeowners
- **Public Meetings and Other Implementation Services**
 - Prepare PowerPoint and present workshop on ADU programs and pre-approved plans to commission/council/board
 - Prepare staff report on ADU program
 - Create permit application for ADU program
 - Create planning checklist and provide planner training for implementation

Q&A

