

Accessory Dwelling Units A Tool for Built Out Cities



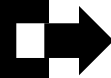
PUBLIC NEED
(Housing Crisis)

+

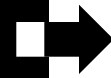
POLITICAL WILL

+

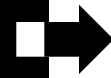
FUNDING



Public Education



Supportive Zoning



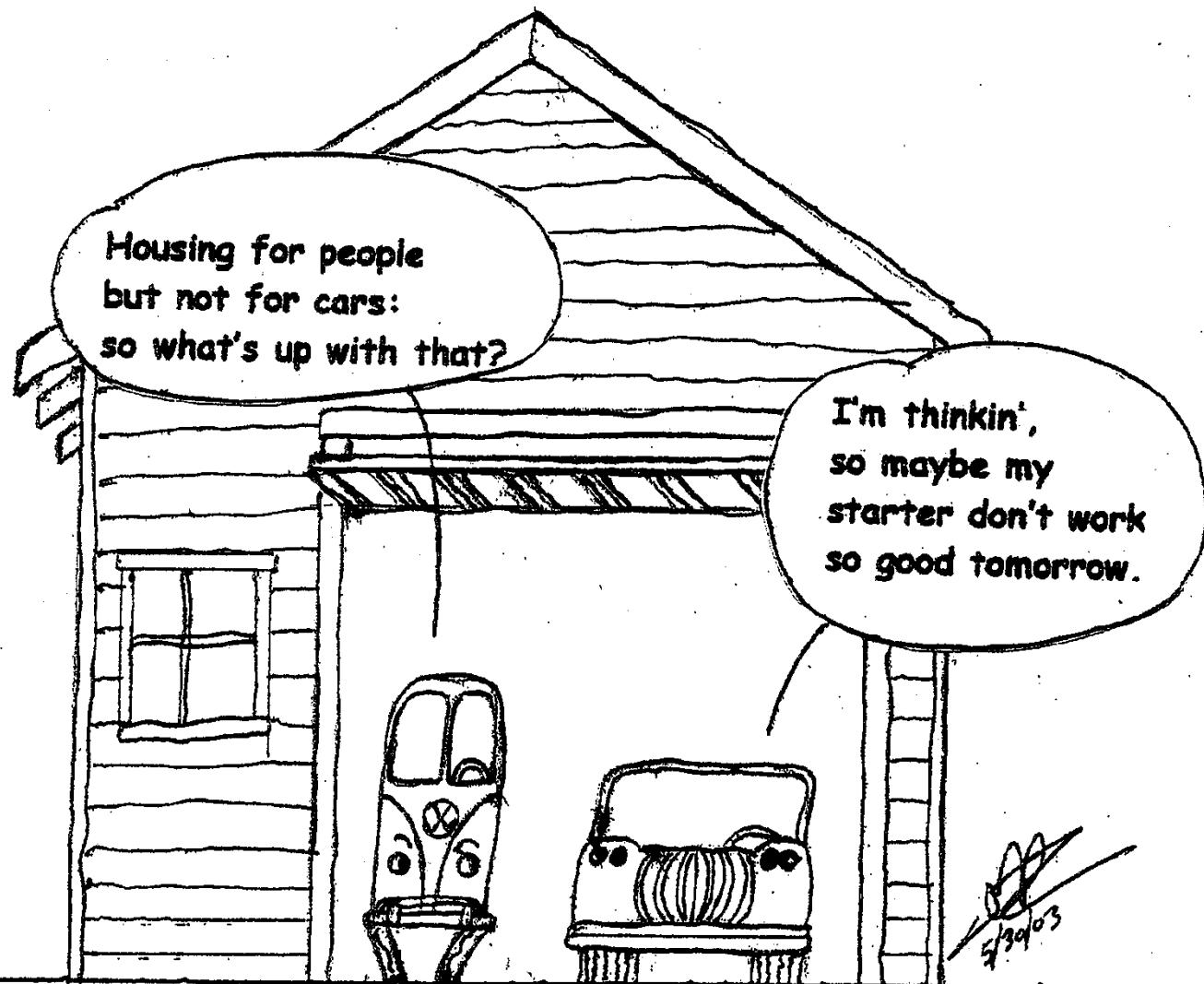
Homeowner Tools

Manuals

Prototypes

Financial Assistance

CARS DISCUSS NEW GRANNY UNIT ORDINANCE



REMOVE BARRIERS

1. Parking:
 - No covered parking.
 - Parking in front yard setback or in tandem count.
2. City controlled costs – water fees & sprinkler requirements.



HOUSING NEEDS

PRESERVE NEIGHBORHOOD

1. Maintain neighborhood scale.
2. Design relates to main house.

PROTECT NEIGHBORS

1. ADU windows and the entrance face away from neighbors.
2. Homeowner lives on property.



NEIGHBORS' NEEDS

FINANCIAL INCENTIVES

1. Fee Waiver Program: Income Restrictions for reduced fees.
2. Loan Program.
3. Technical Assistance.

ADU PROGRAM ASSISTANCE

1. Step by step manual on how to develop an ADU.
2. Garage conversion design manual.
3. 7 shelf ready ADU plans.



HOUSING NEEDS



NEIGHBORS' NEEDS

Homeowner Tools



- 2 “How To” Manuals
- 7 Prototype Designs – 11”X17” Plan Sets

GROWING SANTA CRUZ'S NEIGHBORHOODS FROM THE INSIDE



ACCESSORY DWELLING UNIT MANUAL

SANTA CRUZ, CALIFORNIA

GETTING STARTED Introduction to ADU development and how to start your project

DESIGNING YOUR ADU Neighborhood compatibility, planning your ADU and prototypical ADU designs

BEING A PROJECT MANAGER Understanding the application process, building your ADU and renting your ADU

MORE RESOURCES Glossary of terms, checklist and other useful information

Prepared by the City of Santa Cruz • 2003
Funded by the California Pollution Control Financing Authority
Sustainable Communities Grant and Loan Program



Section One: Getting Started

Mapping out your process to design and develop an Accessory Dwelling Unit (ADU) requires you to do your homework. Section One helps you get started. What is an ADU? Who can build them? What governs their development? What technical and financial assistance programs are offered by the City to help you build an ADU on your property?

Introduction to ADU Development

When you look around your neighborhood, you may see that some of your neighbors have built an ADU on their property. Perhaps to supplement their mortgage payments, provide for elderly parents or allow their children to stay in Santa Cruz. Each had their own reason to build their ADU and each had to navigate the development process. You may be wondering what an ADU is, who can build them, and how to get started. Here we go.

What is an ADU?

An Accessory Dwelling Unit (ADU) is an additional, self-contained housing unit that is secondary to the main residence. ADUs are sometimes referred to as “Granny units” or “Mother-In-Law units” since many ADUs were initially constructed to provide for family members.

ADUs can take many forms. In some cases, an ADU can be attached as an addition to the house or as a second story over a garage.

The garage itself may be converted to an ADU or the ADU may occupy a basement. An ADU can even be a section of the main house that has been separated from the main living space. And of course, an ADU can be a stand-alone unit like a small house or cottage. The City only requires that an ADU have a kitchen, bathroom, and place to sleep. Alleys provide excellent opportunities for ADU development with an access that is separate from the main house.

AB 1866 was signed by the Governor in 2003. The new law is intended to promote development of second units in existing and future single family lots. It makes review of Accessory Dwelling Units (ADUs) ministerial. That is, development of an ADU cannot be prohibited if it meets development standards.

ADU Zoning Standards

Zoning Code for ADUs	Typical R1-5 Requirements*	Exceptions/Comments
Minimum lot size	5,000 SF	NO exceptions.
Maximum unit size for lot up to 7,499 SF	500 SF	7,500-9,999 SF lot can have 640 SF ADU. 10,000 SF+ lot can have 800 SF ADU.
Side yard setback, one story	3 feet	5 feet for 2 story ADU.
Side yard setbacks, one story, on a corner lot	8 feet	8 feet for 2 story ADU.
Front yard setback	20 feet	ADU can built in front of the main house as long as required setback is maintained.
Rear yard setback, one story only	3 feet	20 feet for 2 story ADU without Administrative Use Permit.
Maximum height*	13 feet to mid roof**	22 feet to roof peak for 2 story ADU.
Minimum distance between habitable structures	10 feet	6 feet between habitable and non-habitable structures (sheds, garages, etc.)
Maximum rear yard coverage	30% of 20 foot setback	Not required if facing alley.
Parking spaces	1 space per ADU 2 spaces for house	Assumes 1 bedroom ADU and 3 bedroom house. More bedrooms need more spaces.
Covered parking	None	Building an ADU eliminates required covered parking for lot.***
Parking location	Up to 3 cars can be parked in tandem in driveway. Up to 3 spaces allowed in front yard (maximum of 50% front yard may be paved).	
ADU entrance, main windows and entry	May be oriented towards main house but not towards neighbor's property	
ADU exterior	Must relate to main house in building materials, roofline and other details.	

Notes: * Typical requirements for an ADU located in R-1-5 zone (check Zoning Code for your lot)

** Maximum height is measured to midpoint of highest gable.

*** This facilitates converting a garage into ADU



Section Two: Designing your ADU

Your ADU has to meet your needs, result in a livable home for the tenant, and be a compatible fit with your neighborhood. This section is about understanding how to plan your ADU. It includes methods for evaluating how to be a good neighbor, the best location for your ADU, and some examples of designs.

Neighborhood Compatibility

Santa Cruz residential neighborhoods have a variety of architectural styles, block and lot patterns. To make sure your ADU is a good neighbor, you will want to talk to your neighbors, take a look around, and see how your ADU can best fit on your site and into your neighborhood.

Take a Look Around: Assessing Your Neighborhood

Santa Cruz evolved from a lumber industry town in the 1800's to a sec-

ond home, university and resort community in the late-1900's. The combination of climate, natural setting, social consciousness and lifestyle has resulted in a community that values its historic neighborhoods while embracing counter culture attitudes about design. The City's neighborhoods reflect these traditions.

As a result, Santa Cruz has a broad variety of single-family neighborhood, each with distinct characteristics. By understanding the unique

features of your neighborhood, you can plan an ADU to preserve or enhance some of these features such as yards, views, and landscape or architectural character.

Neighborhoods in central Santa Cruz have been designated as historic districts with special guidelines and review procedures to protect their character. Some neighborhoods, such as the Morrissey Avenue area on the Eastside, were planned prior to WWII and have traditional plan features such as

Have a look at the "Take a Look Around Your Neighborhood" checklist on the next page. It has a list of questions to consider and the potential implications for planning your ADU.

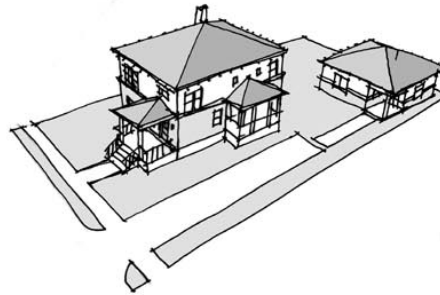
Detached ADUs

How can detached ADUs be in scale with the neighborhood and architecturally compatible with the existing house?

- In what ways is the ADU architecturally compatible with the primary structure and other houses in the neighborhood?
- Is the ADU subordinate in scale and size to the primary house?
- How is the ADU designed to reduce the impact on privacy of neighbors?
- Does the lowest side of the ADU roof face adjacent properties to reduce the visibility of the ADU from the adjacent property?
- Are ADU entries oriented towards rear alleys, the main house, or yard rather than the neighboring house or yard?
- Are ADU windows either oriented or glazed to ensure privacy for neighbors?

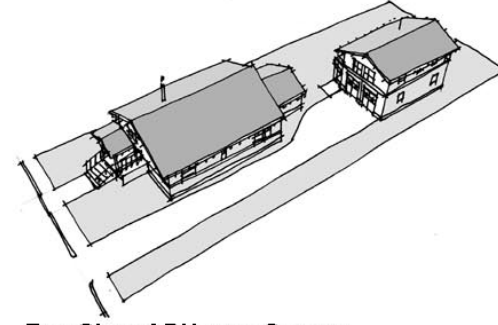


Sketch of Two Story ADU over Garage



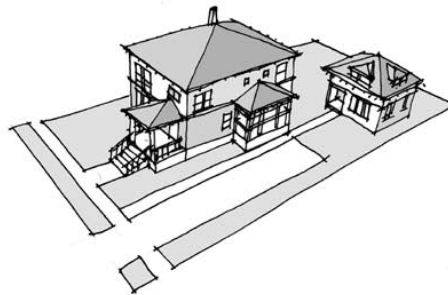
One Story Backyard Cottage

- 5' setbacks
- Uncovered parking in driveway



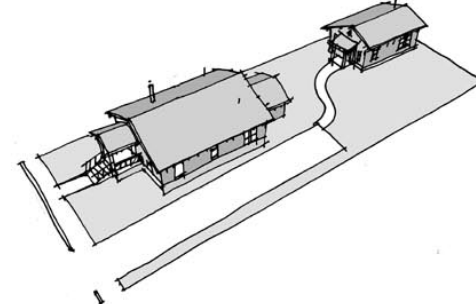
Two Story ADU over Garage

- 5' side yard setback
- 20' rear yard setback
- Parking in garage and driveway



1-1/2 Story Backyard Cottage

- 5' side yard setback
- 20' rear yard setback
- Uncovered parking in driveway



One Story Backyard Cottage

- 5' setbacks
- Uncovered parking in driveway

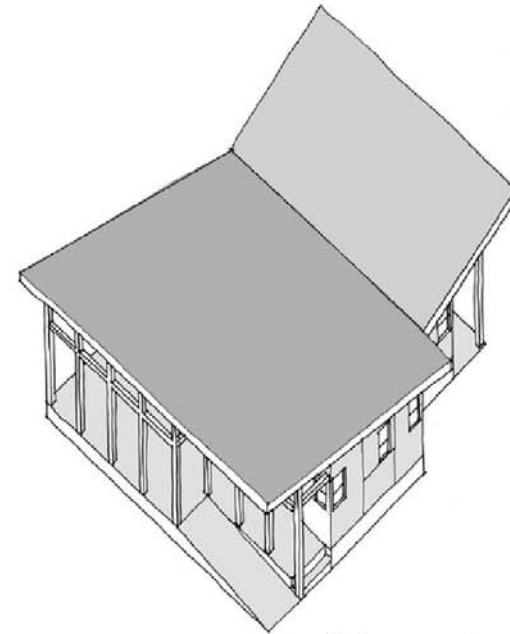
Floor Plan



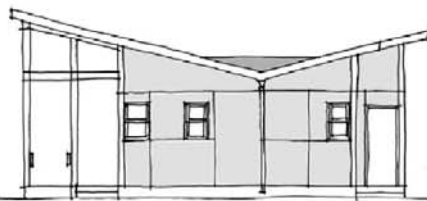
Left:
The floor plan provides easy visual and spatial flow between rooms. Corner windows provide views out but protects the privacy of neighbors and ADU occupants. The porch provides a semi-private space with a social purpose.

Massing

Right:
This drawing illustrates the shape of the roof and orientation of the ADU. The porch and column system adds visual interest to the front of the ADU. The illustration shows a fanciful "butterfly" roof form.



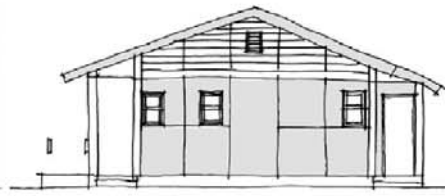
Elevations



Butterfly roof

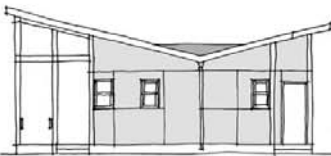


North-south gable roof

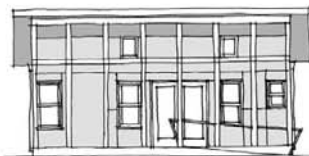


East-west gable roof

Left:
These illustrations show three approaches using different types of roof forms. You can take the same plans and develop elevations that match your home, fit the neighborhood or esthetic preferences.



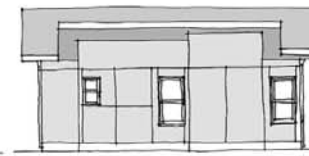
East Elevation



South Elevation



West Elevation



North Elevation

Left:
These sketches illustrate all four elevations of the ADU with a Butterfly Roof. Window placement reflects the need for privacy, sun access and views.

Using Green Building Materials

The following is a list of just a few "Green Building" materials considered to significantly reduce environmental impacts during manufacture, placement, lifetime use and post-lifecycle deconstruction. Combined with State mandatory energy conservation measures the finished structure poses much less impact on the environment and utility needs.

When ordering materials, consider not only the manufacturing process but also where materials are coming from. A local supplier/manufacturer can save considerable transport costs and use of fossil fuels. Compared with their conventional counterparts the following materials require generally less manufacturing and help to minimize environmental impacts:

Getting Started/Site Selection:

- Consider Renovating Older Building
- Deconstruct/Recycle/Reuse Existing Structures
- Choose Least Disruptive Pad Location To:
 - Minimize Grading / Land Disturbance
 - Work Around/Protect Existing Trees
 - Protect Eco/Archeologically Sensitive Areas.
 - Use Solar Orientation for Maximum Gain
 - Provide For Onsite Storm and Gray
- Water Management
- Locate Close to Public Transportation Hub

Foundation / Under Floor:

- High Volume Fly Ash Concrete (Min. 15%)
- CBA and/or ABQ Treated Wood (avoid arsenic)
- Permanent Forms / Insulated Foundations

Framing/Sheathing/Exterior Cover:

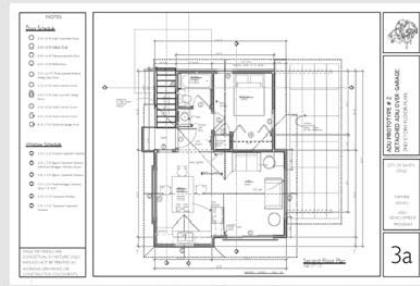
- Forest Stewardship Council Certified Lumber
- Light Gauge Steel Framing / Straw Bales
- Structurally Insulated Panels (SIP's)
- Finger Jointed /Engineered Wood
- Salvaged Timbers
- Agricultural Boards (wheat/straw)
- Europly / Medium Density Fiberboard
- Fiber-Cement/Recycled Content Siding & Roofing
- Recycled Content Decking

Interior Environment/Finishes:

- Cellulose or Cotton Insulation vs. Fiberglass
- Low or No VOC Adhesives/Solvents/Paints/Finishes
- Natural Linoleum vs. Oak/Vinyl
- Cork and/or Bamboo Flooring vs. Oak/Vinyl
- Recycled Ceramic Content Tiles
- Natural Fiber/Recycled Content Carpeting
- Salvaged Wood Flooring
- Recycled Door/Window Trims

Plumbing/Electrical/Mechanical:

- Tankless or Solar Water Heating
- Hot Water Circulation
- Ultra Low Flow Fixtures
- Ultra High Efficiency Lighting
- Solar Photovoltaic Electric Panels
- High Efficiency Heating/Cooling
- Passive/Active Solar Heating



Section Three: Being a Project Manager

As the owner-builder of an ADU, you will need to navigate the development process. This section walks you through how to get a planning and building permit, provides some observations about building your ADU, and offers suggestions on how to rent your ADU.

The ADU Planning and Building Permit Process

Thanks to a new State law (AB 1866) passed in 2002, the ADU review process is simpler and shorter. In addition, the City of Santa Cruz is encouraging ADU development as a way to provide greatly needed additional housing, and has revised its ADU regulations to reflect this. This section outlines how to get planning and building permits for an ADU, and also discusses how to obtain a technical

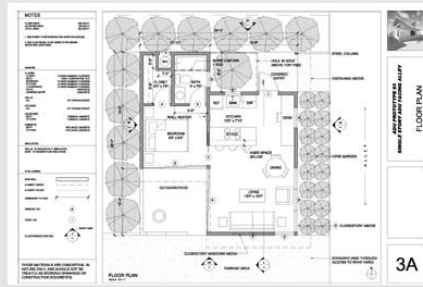
assistance grant from the City which will help defray part of the cost of hiring a design or construction professional.

First Stop, the City Planning Counter

After you have thought about what type of ADU you might want to build, it is time to head to City Hall. The Planning Counter is located in downtown Santa Cruz in the two-story annex building behind City Hall at 809 Center Street, Room #206. Counter hours are from 8 to 5, Monday through Thursday, and

from 8 to noon on Friday. You do not need an appointment. Just look for the “Zoning” sign, and a Planner will be there to help you. If you need to call the Planning Department, the phone number is (831)-420-5100.

For your first visit, bring a rough sketch showing your property, the location and outline of all structures, and where you would like to build the ADU on your lot. To do this, you will need to measure the distances from the property lines to



Appendix: More Resources

The Appendix contains additional resources for ADUs.

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Useful Web Sites.....	page 50
Building Codes.....	page 50
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ADU Plans Checklist.....	page 53
ADU Permit Fees.....	page 58
ADU Zoning Regulations	page 59
Sample Residential Lease Agreement	page 65

GROWING SANTA CRUZ'S NEIGHBORHOODS FROM THE INSIDE



ACCESSORY DWELLING UNIT GARAGE CONVERSION MANUAL

SANTA CRUZ, CALIFORNIA

CONVERSION ISSUES Introduction to ADU development and how to start your project

NEIGHBORHOOD FRIENDLY DESIGN Neighborhood compatibility and privacy

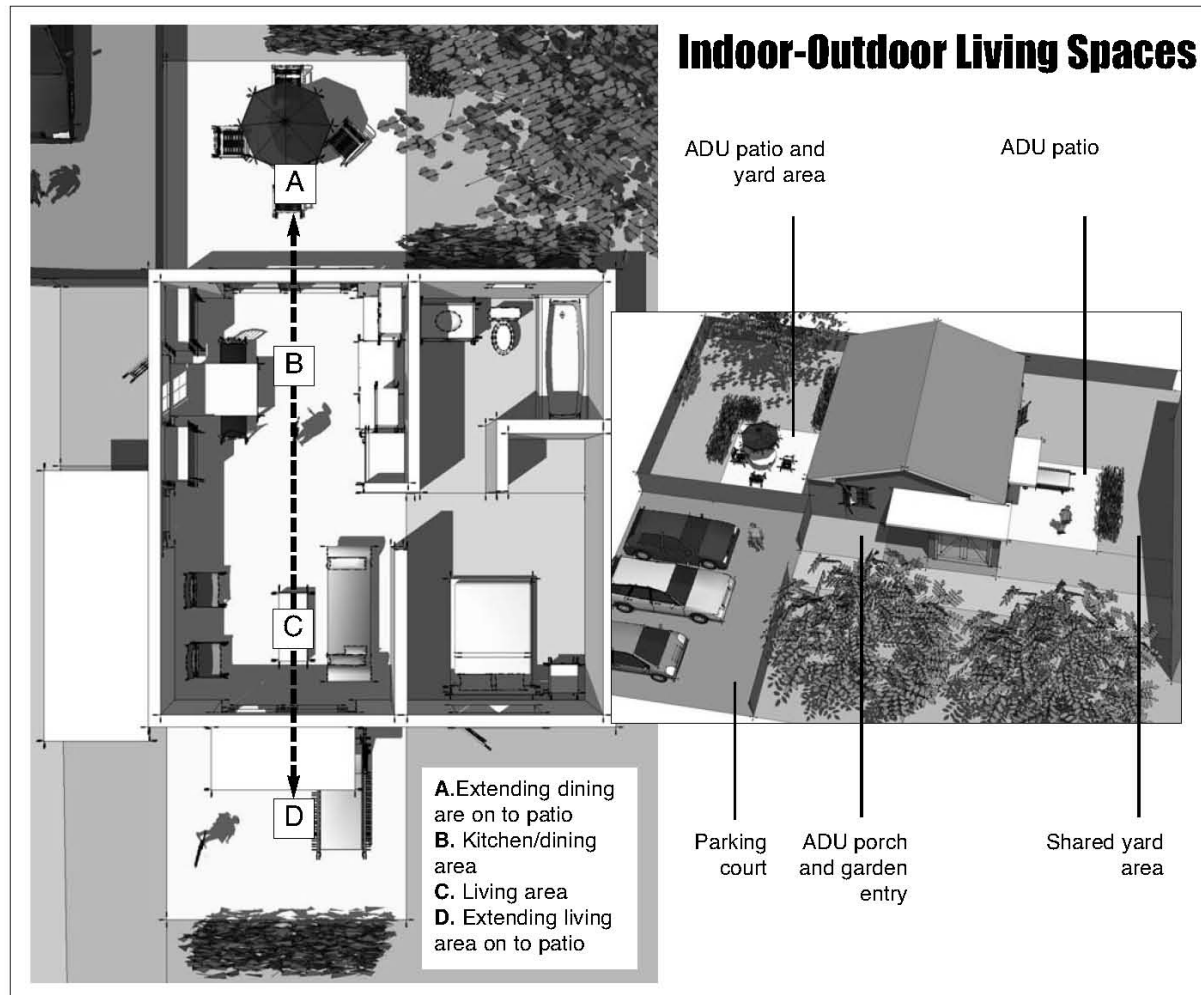
INTERIOR AND EXTERIOR SPACES Designing your garage conversion project

SAMPLE PLANS Glossary of terms, checklist and other useful information

www.ci.santa-cruz.us/pl/hcd/ADU/adu.html

Prepared by the City of Santa Cruz • 2003
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Above: Indoor-Outdoor Spaces

This diagram show how patios and gardens can expand the useable and visual space of a small garage ADU project.

Multi-Function Space Saving Opportunities

Using space for more than one function is necessary for living in small interior spaces. Double tasking spaces will require you to identify things that cannot move, such as fixtures, and things that can, such as furniture. Using circulation routes for overlapping functions is another strategy that can be exploited.

Circulation

The circulation planning should be kept simple as possible without redundant routes. In a small ADU, every circulation route should be “double tasked.” That means chairs can be pulled out from under tables, cabinets can be opened into them, and they can be temporarily used for activities like setting up an ironing board or an exercise mat.

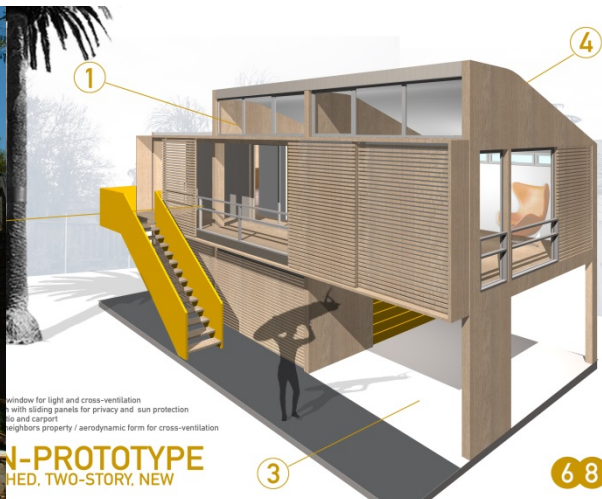
Think carefully about where you locate doors. How do they line up? How much room does their swing take? Where is the door when it is open? Doors dictate circulation routes and access to sleeping, eating, and bathing areas. Maybe your ADU will not have any interior doors. Should it be an open floor plan?

Fixed Furnishings and Equipment

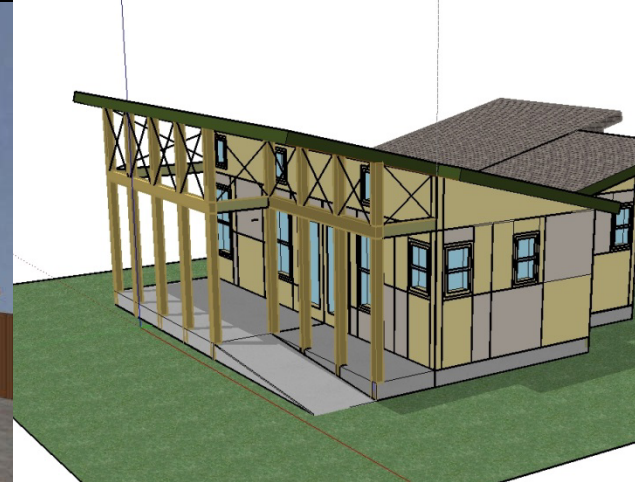
As in a boat, everything that is built-in



- ① Privacy window
- ② Paved walk
- ③ Existing driveway
- ④ Paved private garden
- ⑤ ADU identifier
- ⑥ Screen wall
- ⑦ Sawcut & remove existing driveway for planting area
- ⑧ Overhang at entry
- ⑨ Main house



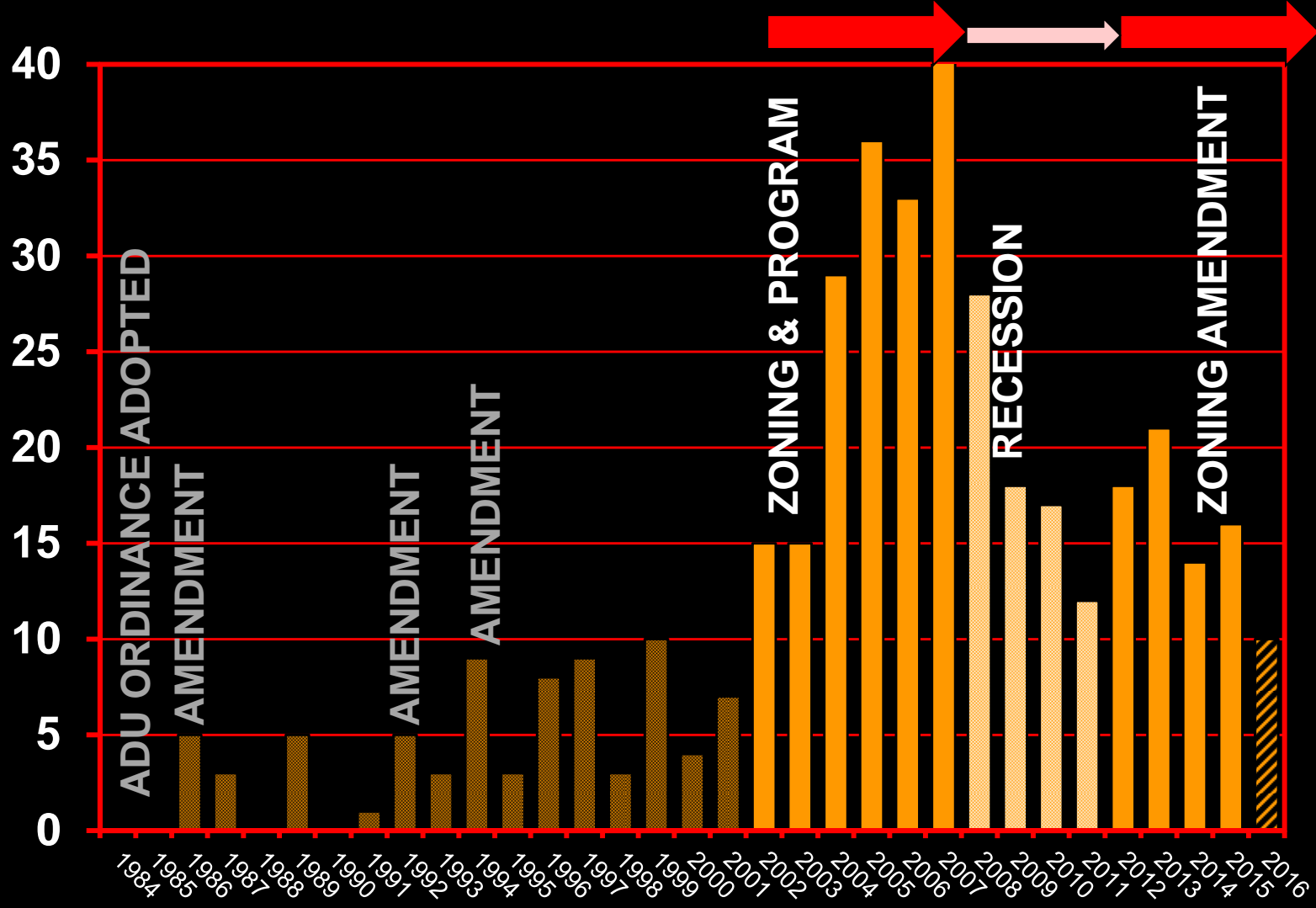
ADU PROTOTYPES



Community Education



- Workshops & Public Hearings
- Video on Community Television
- Active Website
- Great Press!!





2014 EXPANDED PATH TO CREATE LEGAL ADUS

1. **Reduced Minimum lot size.**
2. **Eliminated setbacks for existing legal structures.**
3. **Reduced distance between ADU & house.**
4. **Eliminated maximum rear yard lot coverage.**
5. **Standardized 1 parking space for any size ADU.**
6. **Linked ADU to lot size (10% up to 940 sf.).**
7. **Allowed up to 2 yr. rental with CC approvals.**



**my
House
my Home**

a Partnership for Aging-in-Place

- ✓ **Partnership with Habitat for Humanity.**
- ✓ **Helps “at risk” seniors age in place.**
- ✓ **Build a new accessible ADU.**
- ✓ **Creates affordable rental unit.**
- ✓ **Improves neighborhood.**



The City of Santa Cruz ADU Program