

SECONDARY UNIT REVIEW WORKSHEET (Section 20.30.150)



ADDRESS: _____ BLDG. FILE NO. : _____

ZONING: _____ LOT SIZE _____ SqFt UNIT TYPE: Attached / Detached HISTORIC RESOURCE? Yes/ No (If yes, Planning permit needed)

Project	Municipal Code Requirements	Staff Comment
Zoning	All R-1 Districts ; R-2 District with only a One-Family Dwelling on the lot; PD Districts with R-1 standards and allowed uses	
Lot Size	Minimum 5,445 sq. ft.	
Maximum Floor Area	<ul style="list-style-type: none"> • ≤ 9,000 sq.ft. lot – 600 sq.ft. • 9,001 to 10,000 lot – 650 sq.ft. • > 10,000 lot – 800 sq.ft. 	
	Attached - Maximum 50% of floor area of primary dwelling	
No. of Bedrooms	A studio or only one, maximum 400 sq.ft, bedroom	
Storage/ Closet	60 sq. ft. maximum for the entire unit	
Kitchen / Bath	(a) Kitchen required (sink, food storage, permanent cooking facilities) (b) Maximum one bathroom	
Parking	One space in addition to the required parking spaces for the primary dwelling, unless secondary unit qualifies for exemptions (see following page for list of exemptions)	
	1) The parking space must be located on a mud-free, dust free surface. 2) The parking space must be located outside of the front and side setbacks of the property, except that the parking space may be allowed in the front setback if it is located within a garage driveway apron that is a minimum of 18 feet in length	
Setbacks	Same as the zoning district. Also subject to the provisions below. (20.30.150.J.1)	
	Single-story unit - Rear setback can be reduced to 5 feet, if secondary unit occupies 50% or less of area between 5 feet and required rear setback. (20.30.150.J.1)	
	Attached, above an attached garage –Rear and side setback can be 5 feet (20.30.150.J.1.a).	
	Garage conversion - If an existing legal garage is converted to a secondary unit, no additional setback is required. (20.30.150.J.1.a)	
	Riparian - For a lot greater than or equal to ½ acre, a minimum 100-foot riparian setback is required. (20.30.150.J.8.)	
Height	Attached – Same requirement as the zoning district Detached - One story, 18 feet maximum and 14 feet average (20.30.150.J.5)	
Location	Attached – (1) Share a wall or (2) have integral roof structure with primary residence, and separated by no more than 10 feet. (20.30.150.J.2)	
	Detached - (1) Must be located in the rear yard, with a 6-foot separation from the main residence. (20.30.150.J.3 & 4) (2) May be attached to detached garage, if it meets Building and Fire Code; but may not be attached to other accessory buildings.(20.30.150.J.6)	
Rear Yard Coverage	Cumulative total of the rear yard covered by detached unit, accessory buildings, and accessory structures cannot exceed 40%. (20.30.150.J.7)	
Materials/ Design	Materials, texture and appearance of façade and building elements to be similar, and roof form and pitch to match One-family Dwelling (20.30.150.K1 &2).	
Front Door for Attached Unit	Front door cannot be on same street-facing façade as that of primary residence, unless all other locations for placing front door would require a pathway that is unobstructed, clear to the sky and extending from a street to the front door. (20.30.150.K.3)	



SECONDARY UNIT APPLICATION – PLANNING REVIEW

PLANNING REVIEW INSTRUCTIONS

Planners will review plans for the second unit for consistency with the Zoning Code using the checklist on the next page.

OWNER'S DECLARATION

Complete this Owner's Declaration and attach it with the Building permit application.

I hereby affirm, under penalty of perjury, that I am the owner of the property identified in this application, and that I do not intend the Secondary Dwelling for sale, separate from the primary residence.

Property owner signature: _____ Date: _____

Name of Property Owner: (Please Print) _____

PARKING EXEMPTION (20.30.150.I):

No additional parking shall be required for a Secondary Dwelling that meets any of the following criteria:

1. The Secondary Dwelling is located within one-half (1/2) mile of, and has a path of travel that is always publicly accessible to a Site containing an existing public rail-transit station or at least one (1) public bus route with a frequency-of-service interval of fifteen (15) minutes or less during the morning and afternoon peak commute periods.
2. The Secondary Dwelling is located within a Historic District identified in the City's Historic Resources Inventory as defined in Chapter 13.48 of Title 13 this Municipal Code.
3. The Secondary Dwelling is part of the existing primary residence or part of an existing Accessory Structure.
4. When on-Street parking permits are required but not offered to the occupant of the Secondary Dwelling.
5. When there is a motor vehicle that is operated as part of a regional fleet by a public agency or publicly-leased motor-vehicle-sharing organization and provides hourly and daily service located within one (1) block of the Secondary Dwelling.