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1 **DIVISION 7. ACCESSORY DWELLING UNITS**

2 **Sec. 29.10.305. Intent and authority.**

3 This Division is adopted to comply with amendments to Government Code §§ 65852.2, 65852.22, 65852.23,  
4 and 65852.26, which mandate that applications for accessory dwelling units be considered ministerially without a  
5 public hearing; and sets Town standards for the development of accessory dwelling units in order to increase the  
6 supply of affordable housing in a manner that is compatible with existing neighborhoods.

7 **Sec. 29.10.310. Definitions.**

8 The following words, terms, and phrases, when used in these accessory dwelling unit regulations, shall have the  
9 meanings ascribed to them in this section:

10 *Accessory dwelling unit* means a detached or attached residential dwelling unit that is located on the same  
11 parcel as a proposed or existing primary dwelling. It shall provide complete independent living facilities for one or  
12 more persons with permanent provisions for living, sleeping, eating, cooking, and sanitation. An accessory dwelling  
13 unit also includes efficiency units and manufactured homes.

14 (1) A detached accessory dwelling unit is physically separate from a primary dwelling.

15 (2) An attached accessory dwelling unit is contained within the space of and/or physically attached to a  
16 proposed or existing primary dwelling.

17 *Efficiency kitchen* means a limited kitchen that includes a cooking facility with appliances, a food preparation  
18 counter, and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling  
19 unit. Examples of cooking appliances that may be used are: microwave ovens, hot plates, and similar appliances  
20 intended for use on top of a countertop. Refrigerator size is not limited.

21 *Efficiency unit* has the meaning set forth in Section 17958.1 of the Health and Safety Code.

22 *High-quality transit corridor* has the meaning set forth in Section 21155 of the Public Resources Code.

23 *Junior accessory dwelling unit* means a dwelling unit that does not exceed a floor area of five hundred (500)  
24 square feet and is entirely contained within the space of a proposed or existing single-family residence. For the  
25 purposes of this definition, enclosed spaces within the single-family residence, such as attached garages, are  
26 considered a part of the proposed or existing single-family residence.

27 *Kitchen* means a cooking facility that includes a permanently installed cooking appliance, sink, refrigerator, food  
28 preparation counter, and storage cabinets that are of reasonable size in relation to the size of the dwelling unit.

29 *Legal nonconforming zoning condition* means a physical improvement on a property that was lawful when it was  
30 constructed but does not conform with current zoning standards.

31 *Living area* means the interior habitable area of a dwelling unit, including basements and attics, but does not  
32 include a garage or any accessory structure.

33 *Major transit stop* has the meaning set forth in Section 21155 of the Public Resources Code.

34 *Manufactured home* has the meaning set forth in Section 18007 of the Health and Safety Code.

35 *Nonconforming accessory dwelling unit* means a unit that exists under the following circumstances:

36 (1) A unit which was created or converted lawfully but, which due to a zone change or an amendment to  
37 the zoning ordinance, has become nonconforming; or

38 (2) A unit which was created lawfully while within the County, but which upon annexation to the Town,  
39 became nonconforming.

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40 *Objective design standards* means standards that involve no personal or subjective judgment by a public official  
41 and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and  
42 knowable by both the development applicant or proponent and the public official prior to submittal.

43 *Passageway* means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of  
44 the accessory dwelling unit and/or junior accessory dwelling unit.

45 *Proposed dwelling* means a dwelling that is the subject of a permit application and that meets the requirements  
46 for permitting.

47 *Public transit* means a location, such as a bus stop or train station, where the public may access buses, trains,  
48 subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the  
49 public.

50 *Tandem parking* means that two or more automobiles are parked on a driveway or in any other location on a lot,  
51 lined up behind one another.

52 *Unpermitted accessory dwelling unit* means a dwelling unit that was created through the construction of a new  
53 structure or expansion of an existing structure without the benefit of a Building Permit (at a time when a Building  
54 Permit was required) and that cannot be otherwise legalized because it does not comply with development  
55 standards provided in this Chapter.

#### 56 **Sec. 29.10.315. Review process.**

57 (a) Development of an accessory dwelling unit and/or junior accessory dwelling unit consistent with this Division  
58 shall be reviewed ministerially as a Building Permit and the Town shall take final action within sixty (60) days  
59 of submittal of a complete application.

60 (1) When an accessory dwelling unit and/or junior accessory dwelling unit is proposed in conjunction with a  
61 permit application to create a new single-family or multi-family dwelling, the Town shall not take final  
62 action on the accessory dwelling unit and/or junior accessory dwelling unit until the application for the  
63 new single-family or multi-family dwelling is approved.

64 (2) The Town shall not issue a Certificate of Occupancy for an accessory dwelling and/or junior accessory  
65 dwelling unit before the Town issues a Certificate of Occupancy for the primary dwelling.

66 (b) *Notification.* The Town shall not require, and the applicant shall not be otherwise required to provide written  
67 notice or post a placard for construction of an accessory dwelling unit and/or junior accessory dwelling unit.

68 (c) *Denial.* An application may be denied if it does not meet the design and development standards. An  
69 application may also be denied if the following findings are made:

70 (1) Adverse impacts on health, safety, and/or welfare of the public.

71 (d) *Appeals.* Accessory dwelling units and junior accessory dwelling units that are consistent with this Division are  
72 ministerial and are not subject to an appeal.

#### 73 **Sec. 29.10.320. General requirements and restrictions.**

74 (a) *Incentive program.* Any accessory dwelling unit or junior accessory dwelling unit developed under an Incentive  
75 Program which may be established by Resolution of the Town Council shall be made affordable to eligible  
76 applicants pursuant to the requirements of the Incentive Program. A Deed Restriction shall be recorded  
77 specifying that the accessory dwelling unit or junior accessory dwelling unit shall be offered at a reduced rent  
78 that is affordable to a lower income renter (less than eighty (80) percent AMI) provided that the unit is  
79 occupied by someone other than a member of the household occupying the primary dwelling.

80 (b) *Parcel requirements.* An accessory dwelling unit and/or junior accessory dwelling unit may only be created on  
81 parcels satisfying all the following general requirements:

82 (1) *Permitted zones.* A parcel zoned to allow single-family or multi-family residential use.

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- 83 (2) *Dwelling unit.* A parcel that includes a proposed or existing primary dwelling.
- 84 (c) *Number.* Accessory dwelling units and/or a junior accessory dwelling unit may be permitted on a residential  
85 parcel as follows:
- 86 (1) *Single-family development.* Not more than one (1) junior accessory dwelling unit contained within the  
87 space of a proposed or existing single-family dwelling, and one (1) accessory dwelling unit, may be  
88 permitted on a lot with a proposed or existing primary dwelling.
- 89 (2) *Multi-family development.* Not more than a number equal to twenty-five (25) percent of the existing  
90 multi-family dwelling units rounded-up to the next whole number, within the portions of an existing  
91 multi-family dwelling not used as livable space (such as storage rooms, boiler rooms, passageways, attics,  
92 basements, or garages), and two (2) detached accessory dwelling units, may be permitted on a lot with a  
93 proposed or existing multi-family dwelling.
- 94 (d) *Floor area ratio (FAR) standards.*
- 95 (1) *Accessory dwelling units.* Accessory dwelling units (attached or detached) are allowed a ten (10) percent  
96 increase in the floor area ratio standards for all structures, excluding garages. Exception: Up to eight  
97 hundred (800) square feet of gross floor area of an accessory dwelling unit shall be exempt from the  
98 applicable FAR standards. This subsection does not apply to junior accessory dwelling units.
- 99 (2) *Junior accessory dwelling units.* Junior accessory dwelling units are subject to the floor area ratio  
100 standards for all structures, excluding garages.
- 101 (e) *Lot coverage.* Accessory dwelling units and junior accessory dwelling units are exempt from the lot coverage  
102 standards applicable to the zone and the accessory structure lot coverage limitations included in Section  
103 29.40.015 (A)(5).
- 104 (f) *Parking.* One (1) parking space per accessory dwelling unit or per bedroom, whichever is less, shall be  
105 provided in addition to the required minimum number of parking spaces for the primary dwelling. These  
106 spaces may be provided in a front or side setback abutting a street on a driveway (provided that it is feasible  
107 based on specific site or fire and life safety conditions) or through tandem parking. In addition to parking  
108 otherwise required for units as set forth in section 29.10.150 of the Town Code, the number of off-street  
109 parking spaces required by this Chapter for the primary dwelling shall be provided prior to the issuance of a  
110 Building Permit or final inspection, for a new accessory dwelling unit.
- 111 (1) *Exceptions.* No parking space shall be required under any of the following conditions:
- 112 a. No additional parking shall be required for a junior accessory dwelling unit.
- 113 b. The accessory dwelling unit is located within one-half mile walking distance of public transit.
- 114 c. The accessory dwelling unit is located within an architecturally and historically significant historic  
115 district.
- 116 d. The accessory dwelling unit is contained within the proposed or existing space of, or constructed in  
117 substantially the same location and manner as, an existing primary dwelling or accessory structure.
- 118 e. When on-street parking permits are required but not offered to the occupant of the accessory  
119 dwelling unit.
- 120 f. When there is a car share vehicle (as defined by the California Vehicle Code) located within one (1)  
121 block of the accessory dwelling unit.
- 122 g. When a permit application for an accessory dwelling unit is submitted with a permit application to  
123 create a new single-family dwelling or multi-family dwelling on the same lot.
- 124 h. When a garage is demolished in conjunction with the construction of an accessory dwelling unit, or  
125 converted to an accessory dwelling unit, any lost off-street parking spaces required for the primary  
126 dwelling shall not be required to be replaced.
- 127 i. When the Director finds that the lot does not have adequate area to provide parking.
- 128 (g) *Design standards.* The purpose of these objective design standards is to ensure that the residential  
129 appearance of a property is maintained and that an accessory dwelling unit and/or junior accessory dwelling

130 unit are compatible with the primary dwelling and the neighborhood. The following objective design  
 131 standards apply to the construction of an accessory dwelling unit and/or junior accessory dwelling unit:

- 132 (1) *Front entryway.* A front entryway framing a front door shall have a roof eave that matches or connects at  
 133 the level of the adjacent eave line.
- 134 (2) *Front porch.* If proposed, front porches shall have a minimum depth of six (6) feet and a minimum width  
 135 equal to twenty-five (25) percent of the linear width of the front elevation.
- 136 (3) *Windows.* All second-story windows less than ten (10) feet from rear and/or side property lines shall be  
 137 clerestory with the bottom of the glass at least six (6) feet above the finished floor, except as necessary  
 138 for egress purposes as required by the Building Code.
- 139 (4) *Balconies and Decks.* Balconies, rooftop terraces, and second-story decks are prohibited for all accessory  
 140 dwelling units and junior accessory dwelling units.

141 (h) *Grading.*

- 142 (1) To the extent required by Chapter 12, Article II and Section 29.10.09045 (b) of the Town Code, the grading  
 143 activities set forth in subsection (2) below may require a Grading Permit, but will not require discretionary  
 144 review of an Architecture and Site Application.
- 145 (2) Grading activities associated with the construction of an accessory dwelling unit and/or junior accessory  
 146 dwelling unit shall not exceed fifty (50) cubic yards, cut plus fill, except:
  - 147 a. Light wells that do not exceed the minimum required by the Building Code shall not count as grading  
 148 activity for the purpose of this section.
  - 149 b. Excavation within the footprint of a proposed accessory dwelling unit shall not count as grading  
 150 activity for the purpose of this section.

151 (i) *Cut and fill.* Construction of an accessory dwelling unit and/or a junior accessory dwelling unit shall be subject  
 152 to the cut and fill requirements specified by Table 1-1 (Cut and Fill Requirements for Accessory Dwelling Units  
 153 and Junior Accessory Dwelling Units) below:

Table 1-1 – Cut and Fill Requirements for Accessory Dwelling Units and Junior Accessory Dwelling Units		
Site Element	Cut*	Fill*
Accessory dwelling unit/junior accessory dwelling unit	4 feet	3 feet
Driveways**	4 feet	3 feet
Other (decks, yards)*	4 feet	3 feet
* Combined depths of cut plus fill for an accessory dwelling unit or junior accessory dwelling unit shall be limited to six (6) feet.		
** Excludes cut and fill for the minimum driveway and fire access standards as required by the Santa Clara County Fire Department.		

154 (j) *Retaining walls.* Retaining walls shall not exceed five (5) feet in height and shall not run in a continuous  
 155 direction for more than fifty (50) feet without a break, offset, or planting pocket. Retaining walls shall have a  
 156 five (5) foot landscape buffer adjacent to the street.

157 (k) *Light reflectivity value.* Exterior materials for accessory dwelling units and/or junior accessory dwelling units in  
 158 the Hillside Overlay shall comply with requirements in Chapter V, Section I, of the Town’s Hillside  
 159 Development Standards and Guidelines.

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- 160 (l) *Landscaping.* All landscaping shall comply with the California Model Water Efficient Landscape Ordinance  
161 (MWELO).
- 162 (m) *Lighting.* New exterior lighting fixtures shall be downward directed and utilize shields so that no bulb is visible  
163 to ensure that the light is directed to the ground surface and does not spill onto neighboring parcels consistent  
164 with Section 29.10.09015 of the Town Code.
- 165 (n) *Trees.* Any proposed work shall comply with the protection, removal, and replacement requirements for  
166 protected trees in Chapter 29, Article I, Division 2, "Tree Protection," of the Town Code.
- 167 (o) *Stormwater management.* The development shall comply with the requirements of the Town's National  
168 Pollution Discharge Elimination System Permit as implemented by Chapter 22 of the Town Code, and as  
169 demonstrated by a grading and drainage plan prepared by a registered civil engineer.
- 170 (p) *Conveyance.* Except as provided in CA Government Code Section 65852.26, an accessory dwelling unit may be  
171 rented separate from the primary dwelling but may not be sold or otherwise conveyed separate from the  
172 primary dwelling.
- 173 (q) *Town codes and ordinances.* All accessory dwelling units and junior accessory dwelling units shall comply with  
174 all the provisions of this Chapter and other applicable Town Codes.
- 175 (r) *Building codes.* All accessory dwelling units and junior accessory dwelling units shall comply with applicable  
176 building, health, and fire codes, except that the construction of an accessory dwelling unit shall not constitute  
177 a Group R occupancy change under the local building code, as described in Section 310 of the California  
178 Building Code (Title 24 of the California Code of Regulations), unless the Building Official or enforcement  
179 agency of the local agency makes a written finding based on substantial evidence in the record that the  
180 construction of the accessory dwelling unit could have a specific, adverse impact on public health and safety.
- 181 (s) *Rentals longer than 30 days.* Rentals for durations of less than thirty (30) days, including short-term rentals (as  
182 defined by the California Government Code), are prohibited.
- 183 (t) *Maximum number of dogs, cats, or litters.* All accessory dwelling units shall comply with Section 4.40.010 of  
184 the Town Code.

185 **Sec. 29.10.325. Accessory dwelling unit development standards.**

186 An accessory dwelling unit must comply with the following objective development standards:

- 187 (a) *Location.*
- 188 (1) No detached accessory dwelling unit may be constructed in front of the primary dwelling except in the  
189 HR zones.
- 190 (2) No accessory dwelling unit may be constructed in front of a primary dwelling or added to an existing  
191 second story of a primary dwelling that is any of the following:
- 192 a. A Historic Structure, as defined in Section 29.10.020 of the Zoning Code;
- 193 b. Listed in the Town of Los Gatos Historic Resource Inventory, as defined by Town Code Chapter 29,  
194 Article VII, Division 3, "Historic Preservation and LHP or Landmark and Historic Preservation Overlay  
195 Zone;" or
- 196 c. Listed in the California Register of Historical Resources.

197 (b) *Setbacks.* Accessory dwelling units shall be subject to the setback requirements specified in Table 1-2  
 198 (Accessory Dwelling Unit Setback Requirements) below:

Table 1-2. Accessory Dwelling Unit Setback Requirements <sup>(1)</sup>						
	Single-Family			Multi-Family		
	New construction detached ADU	New attached ADU within the <u>existing</u> space of the primary dwelling <sup>(2)</sup> or accessory structure	New attached ADU within the <u>proposed</u> space of the primary dwelling	New construction detached ADU	Conversion of portions existing multi-family dwelling not used as livable space <sup>(3)</sup>	Conversion of existing accessory structure(s)
Front	Per the applicable zoning district <sup>(4)</sup>	N/A	Per the applicable zoning district	Per the applicable zoning district	N/A	N/A
Rear	4 feet minimum	Sufficient for fire and safety		4 feet minimum		
Side (including street-side)	4 feet minimum			4 feet minimum		
From any other structure located on the same lot <sup>(5)</sup>	5 feet minimum	N/A	5 feet minimum	5 feet minimum	N/A	N/A

(1) Cornices, eaves, belt courses, sills, canopies, bay windows, chimneys, or other similar architectural features may extend into required setbacks as specified in Section 29.40.070 (b) of the Zoning Code.  
 (2) Includes attached garages.  
 (3) Such as storage rooms, boiler rooms, passageways, attics, basements, or garages.  
 (4) Front setback requirements shall not preclude construction of an 800 square-foot accessory dwelling unit.  
 (5) Measured from the exterior wall surface and/or supporting posts.

199 (c) *Maximum unit size.*

- 200 (1) The maximum floor area of an accessory dwelling unit is one thousand two hundred (1,200) square  
 201 feet.
- 202 (2) An attached accessory dwelling unit that is not created through conversion of existing space shall not  
 203 exceed fifty (50) percent of the size of the existing primary dwelling. Exception: Up to eight hundred  
 204 (800) square feet of gross floor area of an attached accessory dwelling unit shall be exempt from this  
 205 subsection.
- 206 (3) Detached accessory dwelling units exceeding a combined square footage of four hundred fifty (450)  
 207 square feet in the R-1, R-D, R-M, RMH, and R-1D zones shall not be subject to the Administrative  
 208 Procedure for Minor Residential Projects. Detached accessory dwelling units exceeding a combined  
 209 square footage of six hundred (600) or one thousand (1,000) square feet in the HR and RC zones shall  
 210 not be subject to Development Review Committee or Planning Commission approval.

211 (d) *Maximum number of bedrooms.* There is no limit on the number of bedrooms in an accessory dwelling unit.

212 (e) *Stories.* Accessory dwelling units shall be contained within one (1) story.

213 (f) *Height.* Accessory dwelling units shall be subject to the height requirements below:

- 214 (1) A height of sixteen (16) feet for a detached accessory dwelling unit on a lot with a proposed or existing  
 215 single-family or multi-family dwelling.

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- 216 (2) A height of eighteen (18) feet for a detached accessory dwelling unit on a lot with a proposed or  
217 existing single-family or multi-family dwelling that is within one-half of one mile walking distance of a  
218 major transit stop or a high-quality transit corridor. An additional two feet in height shall be provided  
219 to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the  
220 primary dwelling unit.
- 221 (3) A height of eighteen (18) feet for a detached accessory dwelling unit on a lot with a proposed or  
222 existing multi-family, multi-story dwelling.
- 223 (4) A height of twenty-five (25) feet or the height limitation of the applicable zoning district that applies to  
224 the primary dwelling, whichever is lower, for an accessory dwelling unit that is attached to a proposed  
225 or existing two-story primary dwelling.
- 226 (5) Accessory dwelling units may be added directly above an existing one-story accessory structure on a  
227 property with a proposed or existing two-story primary dwelling in the R-1, R-D, R-M, RMH, and R-1D  
228 zones. These second-story accessory dwelling units may not be internally connected to the accessory  
229 structure below by an interior staircase.
- 230 (g) *Entrances.* Attached accessory dwelling units shall include a separate entrance from the main entrance to the  
231 proposed or existing primary dwelling. An accessory dwelling unit contained on a second story shall be served  
232 by a separate, dedicated interior or exterior stairway. A passageway from the accessory dwelling unit to a  
233 public street may be created but shall not be required by the Town.
- 234 (h) *Interior connection.* An attached accessory dwelling unit may, but shall not be required to, contain an interior  
235 doorway connection between the primary dwelling and the accessory dwelling unit.
- 236 (i) *Conversion of existing floor area.* An accessory dwelling unit shall be permitted if the accessory dwelling unit  
237 is contained within the existing space of, or constructed in the same location and manner as, an existing  
238 primary dwelling or accessory structure. The following provisions shall apply:
- 239 (1) The accessory dwelling unit shall be located on a lot zoned to allow single-family, two-family, or multi-  
240 family residential use.
- 241 (2) The accessory dwelling unit shall have separate entrance from the primary dwelling.
- 242 (3) The accessory dwelling unit shall have existing side and rear setbacks sufficient for fire safety.
- 243 (4) An expansion of one hundred fifty (150) square feet beyond the physical dimensions of an existing  
244 structure, limited to accommodating ingress and egress, shall be permitted.
- 245 (5) When an existing structure is nonconforming as to setback standards and converted to an accessory  
246 dwelling unit, any expansion of that structure may not be nearer to a property line than the existing  
247 building in accordance with section 29.10.245.
- 248 (j) *Density.* Accessory dwelling units that conform to California Government Code Section 65852.2 shall be  
249 deemed an accessory use and shall not be considered to exceed the allowable density for the lot upon which  
250 the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent  
251 with the existing General Plan and zoning designation for the lot.
- 252 (k) *Fire sprinklers.* Accessory dwelling units shall not be required to provide fire sprinklers if they are not required  
253 for the primary residence. The construction of an accessory dwelling unit shall not trigger a requirement for  
254 fire sprinklers to be installed in the existing primary dwelling.

255 **Sec. 29.10.330. Junior accessory dwelling unit development standards.**

- 256 (a) *Location.* A junior accessory dwelling unit shall be constructed entirely within the walls of the proposed or  
257 existing single-family residence. For the purposes of this paragraph, enclosed uses within the residence, such  
258 as attached garages, are considered a part of the proposed or existing single-family residence. Junior  
259 accessory dwelling units may not be located within the space of, or attached to, a detached accessory  
260 structure of any type.

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- 261 (b) *Setbacks.* A junior accessory dwelling unit shall be subject to the setback requirements of the applicable  
262 zoning district for a single-family residence or the setbacks established by the existing single-family residence  
263 within which the junior accessory dwelling unit is located, whichever is less and sufficient for fire safety.
- 264 (c) *Maximum unit size.* The maximum floor area of a junior accessory dwelling unit is five hundred (500) square  
265 feet, measured from the outer face of exterior walls and the centerline of shared interior walls.
- 266 (d) *Entrances.* A junior accessory dwelling unit shall include a separate entrance from the main entrance to the  
267 proposed or existing single-family residence. When separate sanitation facilities are not included within the  
268 space of the junior accessory dwelling unit, an interior entry into the main living area of the primary dwelling  
269 shall be provided in addition to the separate entrance from the main entrance to the proposed or existing  
270 single-family residence. A junior accessory dwelling unit contained on a second story shall be served by a  
271 separate, dedicated interior or exterior stairway. A passageway from the accessory dwelling unit to a public  
272 street may be created but shall not be required by the Town.
- 273 (e) *Kitchen.* A junior accessory dwelling unit shall contain a kitchen or an efficiency kitchen.
- 274 (f) *Sanitation facilities.* A junior accessory dwelling unit may include separate sanitation facilities, or it may share  
275 sanitation facilities with the single-family residence. If sanitation facilities are not provided within the space of  
276 the junior accessory dwelling unit, an interior doorway shall be provided between the junior accessory  
277 dwelling unit and the living area of the single-family dwelling.
- 278 (g) *Owner-occupancy.* The property owner shall reside in the single-family residence in which the junior accessory  
279 dwelling unit will be located. The property owner may reside in either the remaining portion of the single-  
280 family residence or the newly created junior accessory dwelling unit. Owner-occupancy shall not be required  
281 if the owner is another governmental agency, land trust, or housing organization.
- 282 (h) *Deed Restriction.* Prior to Building Permit issuance, the applicant shall record a Deed Restriction in the form  
283 prescribed by the Town, which shall run with the land and provide for all the following:
- 284 (1) A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-  
285 family residence, including a statement that the deed restriction may be enforced against future  
286 purchasers.
- 287 (2) A restriction on the size and attributes of the junior accessory dwelling unit that conforms with this  
288 section.
- 289 (3) Owner-occupancy consistent with this section.
- 290 (i) *Fire or life protection.* For purposes of any fire or life protection ordinance or regulation, a junior accessory  
291 dwelling unit shall not be considered a separate or new dwelling unit.

292 **Sec. 29.10.335. Unpermitted units.**

293 This section provides a mechanism to legalize unpermitted accessory dwelling in compliance with  
294 Government Code Section 65852.23.

- 295 (a) *Applicability.* This section applies to accessory dwelling units that were unlawfully constructed prior to  
296 January 1, 2018, and that have not been deemed substandard pursuant to Section 17920.3 of the Health  
297 and Safety Code by the building official. The Community Development Director may determine  
298 construction date by any credible means warranted, including use of aerial photography, county records,  
299 photographs, and signed affidavits.
- 300 (b) *Relief.* The Town shall not deny a permit to legalize an unpermitted accessory dwelling solely due to either  
301 of the following:
- 302 (1) The accessory dwelling unit is in violation of building standards pursuant to Article 1 (commencing  
303 with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code; or

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- 304 (2) The accessory dwelling unit does not comply with Government Code Section 65852.2; or  
305 (3) The accessory dwelling unit does not comply with this Chapter.
- 306 (c) *Approval.* An unpermitted accessory dwelling unit may be legalized in compliance with Section 29.10.315  
307 (Review Process).
- 308 (d) *Enforcement.* A property owner who makes known to the Town the existence of an unpermitted accessory  
309 dwelling unit but who fails to obtain and finalize a Building Permit, shall be subject to enforcement and  
310 penalties as specified by Division 9 of this Chapter.
- 311 (e) *Exception.* The Town may deny a permit to legalize an unpermitted accessory dwelling unit and instead  
312 require correction of the violation(s) if the Building Official makes a finding that correcting the violation(s) is  
313 necessary to protect the health and safety of the public or occupants of the structure.

314 **Sec. 29.10.340. Nonconforming accessory dwelling units and junior accessory dwelling units.**

- 315 (a) *Permits.* The owner of a nonconforming accessory dwelling unit and/or junior accessory dwelling unit, as  
316 defined in Section 29.10.310, must obtain a permit in compliance with Section 29.10.315 (Review Process).
- 317 Where an application has been submitted for a nonconforming accessory dwelling unit and/or junior  
318 accessory dwelling unit and Town records do not establish its nonconforming status, the property owner will  
319 have sixty (60) days from the date the Town provides notice of its findings to submit any facts and evidence to  
320 support a claim that the unit is nonconforming as defined in this Article. If at the end of sixty (60) days  
321 evidence has not been submitted by the property owner to establish the accessory dwelling unit and/or junior  
322 accessory dwelling unit is nonconforming to the satisfaction of the Community Development Director, the unit  
323 shall be determined to be an unpermitted accessory dwelling unit pursuant to section 29.10.3xx and subject to  
324 its regulations.
- 325 (b) *Units existing at time of annexation.* Upon annexation a lawful accessory dwelling unit and/or junior accessory  
326 dwelling unit shall become nonconforming and the owner must either apply for a permit pursuant to Section  
327 29.10.315 (Review Process) within one (1) year of the date of annexation. A property owner who makes  
328 known to the Town the existence of a nonconforming accessory dwelling unit and/or junior accessory  
329 dwelling unit but who fails to obtain and finalize a Building Permit, shall be subject to enforcement and  
330 penalties as specified by Division 9 of this chapter.

331 **Sec. 29.10.350. Elimination and/or demolition of existing accessory dwelling units and/or**  
332 **junior accessory dwelling units.**

333 In order to eliminate and/or demolish, without replacement, an approved accessory dwelling unit and/or  
334 junior accessory dwelling unit, the Development Review Committee shall make the finding that the proposed  
335 elimination and/or demolition, (without replacement), is consistent with the Town's Housing Element of the  
336 General Plan. In order to eliminate and/or demolish an existing accessory dwelling unit, the Development Review  
337 Committee must make the demolition findings pursuant to Section 29.10.09030.

338 **Sec. 29.10.355. Nonconforming zoning conditions.**

339 The Town shall not deny an application for a permit to create an accessory dwelling unit and/or junior  
340 accessory dwelling unit based on a need for the correction of nonconforming zoning conditions, building code  
341 violations, or unpermitted structures that do not present a threat to public health and safety and that are not  
342 affected by the construction of the accessory dwelling unit and/or junior accessory dwelling unit.

343 **Sec. 29.10.360. Utilities.**

- 344 (a) An accessory dwelling unit may be required to have a new or separate unity connection, including a separate  
345 sewer lateral, between the accessory dwelling unit and the utility. A connection fee or capacity charge may be

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346 charged that is proportionate to the size in square feet of the accessory dwelling unit or its drainage fixture  
347 unit (DFU) values.

348 (1) Exceptions: Junior accessory dwelling units, accessory dwelling units within the proposed space of a  
349 single-family dwelling, or accessory dwelling units within the existing space of a single-family dwelling or  
350 accessory structure are exempt from any requirement to install a new or separate utility connection and  
351 to pay any associated connection or capacity fees or charges, unless the accessory dwelling unit was  
352 constructed with a new single-family dwelling.

353 **Sec. 29.10.365. Fees.**

354 (a) *Connection fees and capacity charges.* An accessory dwelling unit shall not be considered by the Town, special  
355 district, or water corporation to be a new residential use for purposes of calculating connection fees or  
356 capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was  
357 constructed with a new single-family dwelling.

358 (b) *Impact fees.* An accessory dwelling unit less than 750 square feet or a junior accessory dwelling unit is exempt  
359 from impact fees imposed by the Town, special district, or water corporation. An accessory dwelling 750  
360 square feet or greater is subject to the Traffic Impact Fee requirements of the Town's Traffic Impact Policy  
361 (Policy 1-08), as may be amended from time to time. Any impact fees charged for an accessory dwelling unit  
362 of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary  
363 dwelling unit. For purposes of this subparagraph, "impact fee" has the same meaning as the term "fee" is  
364 defined in subdivision (b) of CA Government Code Section 66000, except that it also includes fees specified in  
365 Section 66477. "Impact fee" does not include any connection fee or capacity charge charged by a local  
366 agency, special district, or water corporation.

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368 **Sec. 29.10.195. Termination of legal nonconforming use status.**

- 369 (a) Unless this ~~division~~ Division is amended to provide otherwise, the following legal nonconforming uses may  
370 continue interminably so long as they conform to the other requirements of this Division:
- 371 (1) ~~Nonconforming~~ Legal nonconforming residential uses (~~except nonconforming accessory dwelling units~~  
372 ~~pursuant to Section 29.10.320~~).
- 373 (2) Schools.
- 374 (3) Church uses.
- 375 (4) Nonresidential uses in the downtown which would otherwise be nonconforming due to zone changes and  
376 ordinance amendments which occurred after July 1, 1982.
- 377 (5) Residential care facilities for the elderly that existed as of January 1, 1988 and are nonconforming only as  
378 to parking.
- 379 (6) Hotels/motels located in residential zones which were converted to multiple-family dwelling units prior to  
380 March 22, 1986, if a conditional use permit is obtained.
- 381 (7) Commercial uses that are nonconforming as to parking if parking has been provided on-site by July 1,  
382 1992, or twenty (20) years from the date the use became legal nonconforming, whichever is later.
- 383 (b) The following legal nonconforming uses shall cease at the end of the following time periods:
- 384 (1) A junkyard shall cease ninety (90) days from the date it becomes nonconforming.
- 385 (2) Where there are improvements on land, but of a type for which no Building Permit would currently be  
386 required, the legal nonconforming use shall cease three (3) years from the date the use becomes legal  
387 nonconforming.
- 388 (3) Where the land is improved with one (1) or more structures of a type for which a Building Permit would  
389 currently be required and the structure(s) are utilized in connection with the legal nonconforming use, the  
390 legal nonconforming use shall cease twenty (20) years from March 23, 1966, or twenty (20) years from  
391 the date the use became legal nonconforming, whichever is later.
- 392 (4) When a zoning amendment is adopted after 1981 that causes a use to be legal nonconforming solely by  
393 subjecting it to the requirement of obtaining a conditional use permit, all uses affected by the  
394 amendment shall apply for a use permit within sixty (60) days after the amendment becomes effective.  
395 Failure to make such application within that time shall make the subject use immediately unlawful
- 396 (5) A business engaged in the retail sales [of] firearms and/or destructive devices shall cease four (4) years  
397 from the date it becomes legal nonconforming.
- 398 (c) If any period of authorized duration is held by a court to be too short and therefore unconstitutional or  
399 unlawful on its face or as applied, the period of duration shall be extended to such time as the court  
400 determines is lawful.

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402 **Sec. 29.10.630. Requirements.**

403 (e) Floor Area Ratio and Lot Coverage.

404 (1) The maximum floor area ratio and lot coverage shall be as specified by the applicable zoning regulations.

405 (2) For flag/corridor lots, the gross lot size includes the access corridor for the purposes of determining  
406 maximum floor area ratio and lot coverage as follows:

407 i. When an easement is used to provide access, the access corridor is included in the gross lot size  
408 for the lot granting the easement; and

409 ii. When the access corridor is owned in-fee and is part of the rear lot, the access corridor is  
410 included in the gross lot size for the rear lot.

411 (3) The maximum size of the first new residential unit shall not exceed 1,200 square feet.

412 (4) When a two-unit housing development is proposed, a 10 percent increase in the floor area ratio standards  
413 for residential structures is allowed, excluding garages, and this increase in floor area cannot be combined  
414 with a separate increase for an Accessory Dwelling Unit allowed by Town Code Section 29.10.320. The  
415 additional floor area allowed by this subsection shall not exceed 1,200 square feet.

416 (5) Notwithstanding the floor area ratio standards in this subsection, a new two-unit housing development  
417 with unit sizes of 800 square feet or less shall be permitted.

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419 **Sec. 29.20.960. Civil penalties.**

420 Notwithstanding section 29.20.950 relating to criminal penalty, any person found to have violated section  
421 29.10.0970 shall be liable to pay the Town a civil penalty as prescribed in subsections (1) through (3). Any person  
422 found to have violated section 29.10.320 shall be liable to pay the Town a civil penalty as prescribed in subsection  
423 (4):

- 424 (1) Replacing the unlawfully removed tree with a new tree as similar thereto as reasonably feasible, or if  
425 such replacement is not feasible because of size or age of tree, with such number of similar trees as will  
426 provide reasonably equivalent aesthetic quality based on the determination of the Director of Parks,  
427 Forestry and Maintenance Services. Where similar replacement trees will not provide reasonably  
428 equivalent aesthetic quality, the Director of Parks, Forestry and Maintenance Services shall calculate  
429 the value of the removed tree in accordance with The Guide for Establishing Values of Trees and Other  
430 Plants by the International Society of Arboriculture and such value will be the civil penalty for violation  
431 of section 29.10.0970 in addition to subsection (2). Where replanting cannot be accomplished to the  
432 satisfaction of the Director of Parks, Forestry and Maintenance Services, the amount of the value of the  
433 removed tree shall be deposited into the street tree deposit account.
- 434 (2) The cost of enforcing this ~~chapter~~ Chapter, which shall include all costs, staff time, and attorneys' fees.
- 435 (3) All replacement trees planted as required by subsection (1) shall be maintained by the property owner  
436 under a two-year written maintenance agreement with the Town.
- 437 (4) A five thousand dollar (\$5,000.00) civil penalty shall be imposed against any property owner found in  
438 violation of section 29.10.320(b) in addition to any application fees required and the cost for correcting  
439 any housing code deficiencies.

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