



# **ACCESSORY DWELLING UNIT MASTER PLAN REIMBURSEMENT PROGRAM GUIDELINES**

**Approved by Town Council on November 28, 2023**



## **Accessory Dwelling Unit Master Plan Reimbursement Program**

### **TABLE OF CONTENTS**

<b>1.</b>	<b>General.....</b>	<b>Pg. 2</b>
<b>2.</b>	<b>Definitions.....</b>	<b>Pg. 2</b>
<b>3.</b>	<b>Program Outreach and Marketing.....</b>	<b>Pg. 2</b>
<b>4.</b>	<b>Conflict of Interest Requirements.....</b>	<b>Pg. 3</b>
<b>5.</b>	<b>Non-Discrimination Requirements.....</b>	<b>Pg. 3</b>
<b>6.</b>	<b>Applicant Qualifications.....</b>	<b>Pg. 3</b>
<b>7.</b>	<b>ADU Location and Characteristics.....</b>	<b>Pg. 3</b>
<b>8.</b>	<b>Application Process.....</b>	<b>Pg. 4</b>

## **Accessory Dwelling Unit Master Plan Reimbursement Program Guidelines**

### **1. General**

The Accessory Dwelling Unit Master Plan Reimbursement Program (“Program”) offers reimbursement for the \$1,200 cost to use the Town’s pre-approved ADU construction plans in exchange for leasing the Accessory Dwelling Unit (ADU) for at least one (1) year to a full-time tenant. The purpose of the Program is to offer financial incentives in order to increase the inventory of safe, long-term rental housing units that serve the workforce in the region.

The goal of the ADU Master Plans is to streamline efforts to achieve affordable and workforce housing development, improving access to a less expensive and more streamlined permitting process and to improve achievability of construction for housing in the Town of Truckee, Nevada County, Sierra County, Placer County, City of Grass Valley, and City of Nevada City.

The Program will run through the end of FY 26/27. Applications will be processed on a first-come-first-served basis until June 30, 2027, or until Program funds are exhausted.

### **2. Definitions**

The following definitions are relevant to the Program:

- A. Accessory Dwelling Unit: An ADU is an attached or detached residential dwelling which provides complete independent living facilities for one or more persons on the same site as a single-family or multifamily residence. The ADU includes permanent provisions for living, sleeping, eating, cooking, and sanitation.
- B. Applicant: The individual(s) applying for the Program who own the Property on which the ADU is located.
- C. ADU Master Plans: The pre-approved construction for ADUs available on the Town of Truckee website.
- D. Property: The legal parcel and all improvements thereon, including the primary dwelling and the ADU or JADU

### **3. Program Outreach and Marketing**

Town staff will post the opening of the application period, along with application information and materials, on the Town’s website. Town staff will also issue a press release and Program information will be provided to all interested parties.

- A. The Fair Housing logo will be placed on all outreach materials and applications.
- B. The Program Administrator (“the Administrator”) will work closely with local homeowners providing information for eligible ADU development.
- C. All program information will be offered in English and Spanish.

#### **4. Conflict of Interest Requirements**

Town employees excluded from participation in the Program include the Town Manager and the Assistant to the Town Manager and members of the Town Council. Other Town employees are eligible to participate in the Program.

#### **5. Non-Discrimination Requirements**

The Program will be implemented in ways consistent with the Town's commitment to non-discrimination. No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination under any program or activity funded in whole or in part with Town funding on the basis of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation or any other arbitrary cause.

#### **6. Applicant Qualifications**

In order to be eligible for the Program, an Applicant must:

- A. Own a Property within the Truckee town limits.
- B. Have created an ADU on their Property using the ADU Master Plans.
- C. Have rented the ADU to a full-time occupant for at least one (1) year.
- D. There are no income limitations or requirements for the Applicant.
- E. Applicant is NOT required to occupy the Property (main dwelling) as their primary residence.

#### **7. ADU Location and Characteristics**

- A. The ADU must be located on a parcel that is geographically located within the town limits of the Town of Truckee.
- B. All ADUs receiving reimbursement must comply with current State and local ADU development codes, building codes and standards in place at the time of permitting. In no case will the unpermitted ADU be held to prior years' building or code standards.
- C. The ADU must be permitted as a separate and independent living unit meeting all Town requirements of an ADU/JADU, including but not limited to a separate entrance, address, etc.

#### **8. Application Process**

Timing: A property owner may apply for the Program reimbursement after (1) Utilizing the Town's ADU Master Plans to complete construction of a new ADU within the Town of Truckee;

and (2) Leasing the completed ADU for twelve (12) months of full-time occupancy. *Applicant will not be eligible for reimbursement until the lease term is complete.*

Step 1: Applicant submits application.

Required documentation for the reimbursement will include:

- Proof of ownership of the Property (e.g. Deed of grant deed, mortgage statement)
- Receipt from Jackson and Sands for cost of Master Plans and Title 24 energy calculations
- Copy of lease showing at least 12 months of full-time occupancy

Step 2: If approved, staff will inform the Applicant and issue the reimbursement.