



COMMUNITY DEVELOPMENT DEPARTMENT  
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## Secondary Dwelling Units and Guest Houses

**Purpose:** This handout is intended to provide clarification to development standards for secondary dwelling units and guest houses, Municipal Code Sections 40.01.010, 40.03.040(e-g), 40.26.010, and 40.26.450. This handout does not include the Downtown and Traditional Residential Neighborhood Guidelines Area.

Listed below are the definitions, permit processes, and standards for 2<sup>nd</sup> Dwelling Units and Guest Houses.

### Definitions

**Secondary Dwelling Unit:** Any residential dwelling unit which provides living, sleeping, eating, cooking, and sanitation facilities on the same lot where at least one other single-family residence exists.

**Guest House:** Living quarters within a building for the temporary use of guests living or working on the lot. Such quarters may have bathroom facilities (toilet, sink, tub/shower) and shall have no kitchen or cooking facilities.

### Permit Process

A project which only requires a building permit is considered “ministerial.”

Secondary dwelling units and guest houses that do not meet the standards for ministerial approval may be considered through a discretionary permit process - Conditional Use Permit (CUP) or Design Review. Depending on the zoning district, one or the other discretionary permit process is required. The Planning Commission (PC) reviews CUPs. Design Review may or may not require PC review, depending on the size and location of the structure. See reverse page for the standards of both ministerial and discretionary secondary dwelling units and guest houses.

A minor CUP calls for a lesser level of review and will be processed for a detached or attached second dwelling unit request.

A major CUP is required when a variance is requested from the standards of the zoning district. A variance requires a separate permit process, but can be processed concurrent with the CUP.

### Submittal Requirements

Applications for ministerial second dwelling units and guest houses meeting all of the above standards require a building permit. The application must include the following documents in addition to those that may be required by the City Building Department:

- Plot Plan (drawn to scale): Include dimensions and locations of all setbacks, existing and proposed structures, easements, right of way(s), building envelopes, parking, paved areas, and the perimeter of the parcel on which the secondary dwelling unit or guest house will be located.
- Floor Plans: Complete floor plans of both existing and proposed conditions with dimensions of each room and the resulting floor area calculation. Label the use of each room, the size and location of all doors, closets, walls, and cooking facilities.
- Elevations: North, south, east, and west elevations that show all exterior structure dimensions, all architectural projections, and all openings for both the existing residence and the proposed secondary dwelling unit.
- Floor Area Ratio, Usable Open Space and Lot Coverage calculations.

## Secondary Dwellings Units and Guest Houses

<u>Structure</u>	<u>Development Standards: 2<sup>nd</sup> Dwelling Units &amp; Guest Houses</u>												
Code Reference	Front Yard Setback	Rear Yard Setback	Interior Side Setback	Street Side Setback	Maximum Height	Min. Dist. From Other Structures	Lot Coverage	Usable Open Space	Rear Yard Coverage	Parking Requirement	Floor Area Ratio (FAR)	Maximum Size	Building Permit Required
<b>Ministerial Attached 2nd Unit and Guest House</b>	Same as Primary Dwelling Unit	Same as Primary Dwelling Unit	Same as Primary Dwelling Unit	Same as Primary Dwelling Unit	Same as Primary Dwelling Unit	N/A	Same as Primary Dwelling Unit (In most cases max. 40%)	Same as Primary Dwelling Unit (In most cases min. 20%)	30% in all cases	Requires an additional parking space per bedroom, covered or uncovered. Refer to Zoning District	Included in FAR of Primary Dwelling (In most cases 40%)	500 s.f. (No more than 325 s.f. can be new floor area addition) See Example Drawing	Yes
<b>Ministerial Detached 2nd Unit and Guest House</b>	Same as Primary Dwelling Unit	Same as Primary Dwelling Unit	Same as Primary Dwelling Unit	Same as Primary Dwelling Unit	15 ft	6 feet	50% for all structures combined	Same as Primary Dwelling Unit (In most cases min. 20%)	30% in all cases	One parking space required for a secondary dwelling unit. Refer to Zoning District	Included in FAR of Primary Dwelling (In most cases 40%)	325 s.f.	Yes
<b>With a CUP</b>	15 feet	10 feet	5 feet	10 feet	30 ft	6 feet	50% for all structures combined	Same as Primary Dwelling Unit (In most cases min. 20%)	30% in all cases	Requires an additional parking space if more than 4 bedrooms or as required in the Zoning District	Included in FAR of Primary Dwelling (In most cases 40%)	1200 s.f. or no more than 50% of the primary dwelling	Yes

### Standards:

- **Units Above Garage:** Where the zoning allows a garage or carport to encroach into the setbacks otherwise established for the primary dwelling, secondary dwelling units above garages must meet the second story setback standards established for the primary dwelling, unless specifically permitted otherwise by the zoning district in which it is located.
- **Number of Units Per Lot:** A maximum of one secondary dwelling unit or one guest house may be permitted on any lot zoned for single family residential, where at least one, but no more than one, single family residence exists on the property. No ministerial secondary unit will be permitted on a property containing multiple dwellings.

## Secondary Dwellings Units and Guest Houses

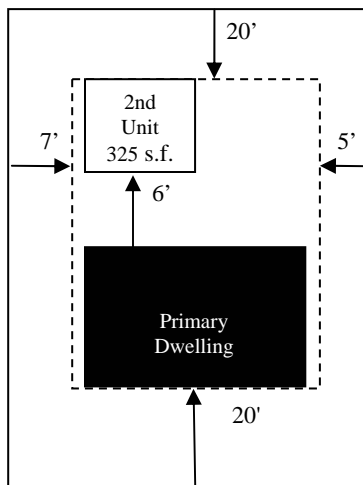
### (Ministerial Process)

**Note:** These setbacks are for example purposes only. Setbacks for a parcel can be obtained from the Community Development Department. This handout does not include the Downtown and Traditional Residential Neighborhood Guidelines Area.

#### Example of Detached Ministerial Secondary Dwelling Unit:

Aerial view of typical lot with typical R-1 setbacks. The dashed line represents the primary structure minimum setbacks.

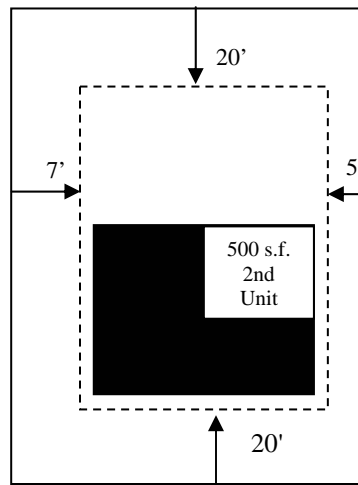
*Example illustrates a 325 square foot detached secondary dwelling.*



#### Example of Attached Ministerial Secondary Dwelling Unit:

Aerial view of typical lot with typical R-1 setbacks. The dashed line represents the primary structure minimum setbacks.

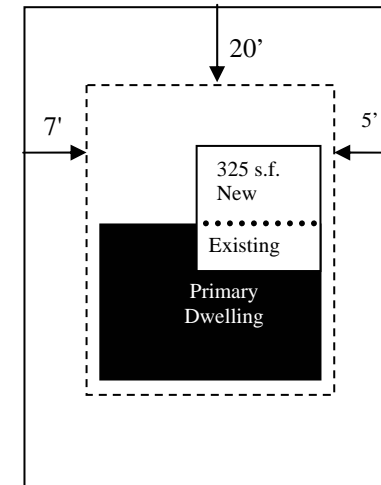
*Example illustrates a 500 square foot secondary dwelling in converted space within an existing house.*



#### Example of Attached Ministerial Secondary Dwelling Unit in Converted Space:

Aerial view of typical lot with typical R-1 setbacks. The dashed line represents the primary structure minimum setbacks.

*Example illustrates a 500 square foot secondary dwelling consisting of new (325 square foot maximum) and 175 square feet existing space.*



## Secondary Dwellings Units and Guest Houses

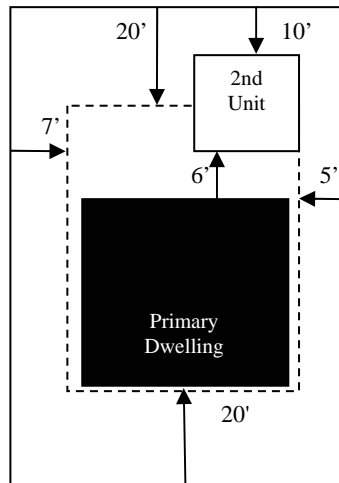
(CUP or Design Review)

**Note:** These setbacks are for example purposes only. Setbacks for a parcel can be obtained from the Community Development Department. This handout does not include the Downtown and Traditional Residential Neighborhood Guidelines Area.

### Example of Detached Secondary Dwelling Unit through Conditional Use Permit

Aerial view of typical lot with typical R-1 setbacks. The dashed line represents the primary structure minimum setbacks.

*Example illustrates a 2<sup>nd</sup> Unit outside the primary structure setbacks but consistent with accessory structure setbacks.*



### Example of Attached Secondary Dwelling Unit in Converted Space through Conditional Use Permit

Aerial view of typical lot with typical R-1 setbacks. The dashed line represents the primary structure minimum setbacks.

*Example illustrates a 2<sup>nd</sup> Unit in converted or additional space of greater than 500 square foot within an existing house.*

