



MEMORANDUM

CITY OF SAUSALITO

TO: ADU Working Group

FROM: Lilly Schinsing, Associate Planner 

DATE: April 23, 2012

SUBJECT: Topics for Discussion—April 23, 2012

Regulations for Amnesty ADUs

- 1- Application Process
 - ✓ Ministerial (over the counter) process
 - ✓ To receive an ADU amnesty permit, all health and safety code violations must be corrected based on City building inspections of the unit.
 - ✓ For purposes of crediting the ADU towards the RHNA, property owners will be required to demonstrate that the unit did not have an individual address as of the 2000 census and does not have a building permit of record, and thus has not been accounted for in the count of existing units in the City's 2009-2014 RHNA. Acceptable documentation may include:
 - Written affidavits from current and/or former owners, tenants, or neighbors, signed and notarized under penalty of perjury;
 - County Assessor records;
 - Rental contracts and/or receipts;
 - Income tax records; and
 - Utility bills (*from draft housing element*)
- 2- Program Length
 - ✓ **Staff recommendation:** expires with new RHNA cycle (June 30, 2014)
- 3- Locations allowed
 - ✓ **Staff recommendation:** Identical to new ADUs: single-family (R-1-20, R-1-8, R-1-6), two-family (R-2-5, R-2-2.5) and multifamily (R-3) Zoning Districts
- 4- Exemptions from Parking, other development standards
 - ✓ Waiver of parking requirements;
 - ✓ Exemption of ADUs from building coverage, impervious surface, floor area limits (*from draft housing element*)
- 5- Safety Inspections

From draft housing element: To receive an ADU amnesty permit, all health and safety code violations must be corrected based on City building inspections of the unit.

6- Maximum Size

- ✓ **Staff recommendation:** limit to maximum size of new ADU (e.g., currently maximum 700 square feet) to control affordability; larger units (e.g., greater than 700 square feet) would be required to be deed restricted to maintain affordability in order to receive amnesty

7- Number of ADUs per parcel

- ✓ **Staff recommendation:** one per parcel

8- Occupancy Requirements

- ✓ **Staff recommendation:** owner required to reside in either primary or accessory unit; allowances for 1 year absentee owner

9- Waiver of annual fees (business license fee)

- ✓ **Staff recommendation:** relief from any retroactive business license fee

10- Waiver of building permit fees

- ✓ **Staff recommendation:** Waiver of first \$50K project valuation of Category 1 fees (see below).

	Project Valuation:	\$10,000	\$25,000	\$50,000	\$100,000	\$250,000
Category 1	Administrative Plan Check Fee (General Fund)	\$20	\$40	\$66	\$98	\$176
	Building Permit Fee (General Fund)	132	286	471	727	1,341
	Construction Fee (Dedicated Fund For Road Maintenance)	85	212	425	850	2,125
	Dwelling Unit Tax (General Fund)	300	300	300	300	300
Category 2	Consultant Plan Check Fee (Out of Pocket Cost)	156	306	506	756	1,356
	CA Seismic Tax (Out of Pocket Cost)	1	3	5	10	25
	State Surcharge (Out of Pocket Cost)	1	1	2	4	10
	<i>Subtotal Category 1 Fees</i>	537	838	1,262	1,975	3,942
	<i>Subtotal Category 2 Costs</i>	158	310	513	770	1,391
	Total	695	1,148	1,775	2,745	5,333

- ✓ For example, a project with a valuation of \$100,000 would receive a \$50,000 discount on the Category 1 fees:

Before Discount: \$1,975 + \$770 = **\$1,775 total fees**

After Discount: \$424 [\$1,262-\$838] + \$770 = **\$1,194 total fees**

Total Discount: \$838