

Program 2b | SECOND UNIT ORDINANCE REVISION

PURPOSE: Revise second unit regulations to stimulate development of new units through new construction and internal conversion of existing single family units.

AREA OF STUDY:

- *Identify barriers to second unit development, such as deed restriction, parking requirements, and others. Analyze how removal of identified barriers will affect second unit production.*
- *Incorporate analysis from impact fee study regarding actual impacts of second units on infrastructure and analyze what reducing or eliminating fees might have on production.*
- *Review existing provisions for internal conversions to identify any impediments and revise to accommodate provisions of “accessory dwelling unit” information provided to the city council.*
- *Identify / develop a process for removing existing deed restrictions which have been recorded for properties with second units. Identify cost and time process would take.*
- *How can process be streamlined/improved for applicants?*

STEPS:**Month one:**

- Research state law, pending legislation that might affect our work. Research to find other communities that have streamlined second unit processes to see if there is anything we should emulate.
- Identify stakeholders and develop notification list. Work with Planning and Economic Development Marketing and Outreach Coordinator and Community Engagement Office to develop an outreach and communication plan. Neighborhood involvement and input will be key to the revision since the council direction changes existing neighborhood protections.

Month two and three:

- Discuss results of research and analysis of how/if removal of deed restriction and parking requirement might spur second unit development. Include analysis of fee information. Based on conclusions, identify whether staff will revise existing second unit regulations or start afresh.
- Draft ordinance. Discuss with planning and building staff to identify any issues and to ensure ease of implementation. Develop a draft flowchart to identify the process and a “one-sheet” based on the code as part of the package to provide assistance to applicants and staff and to ensure associated materials are ready upon adoption.

Month four:

- Post draft on website and notice public meeting. Hold public meeting.
- Refine as appropriate after meeting and begin preparing for hearing.
- Develop CEQA document.

Month five/six:

- Hold public hearing at Planning Commission.

Month seven:

- Hold public hearing at City Council for adoption of ordinance.