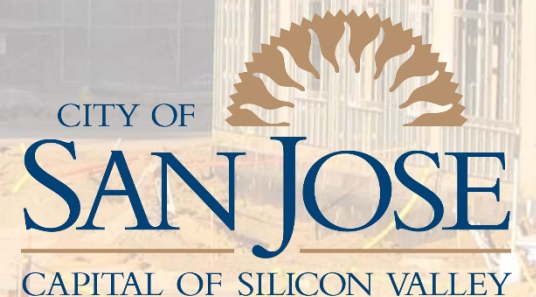


Ad-Hoc Committee on Housing Construction and Development Services



August 22, 2019



(d) 2. ADU Process Enhancement Update

ADUs are Growing in Popularity

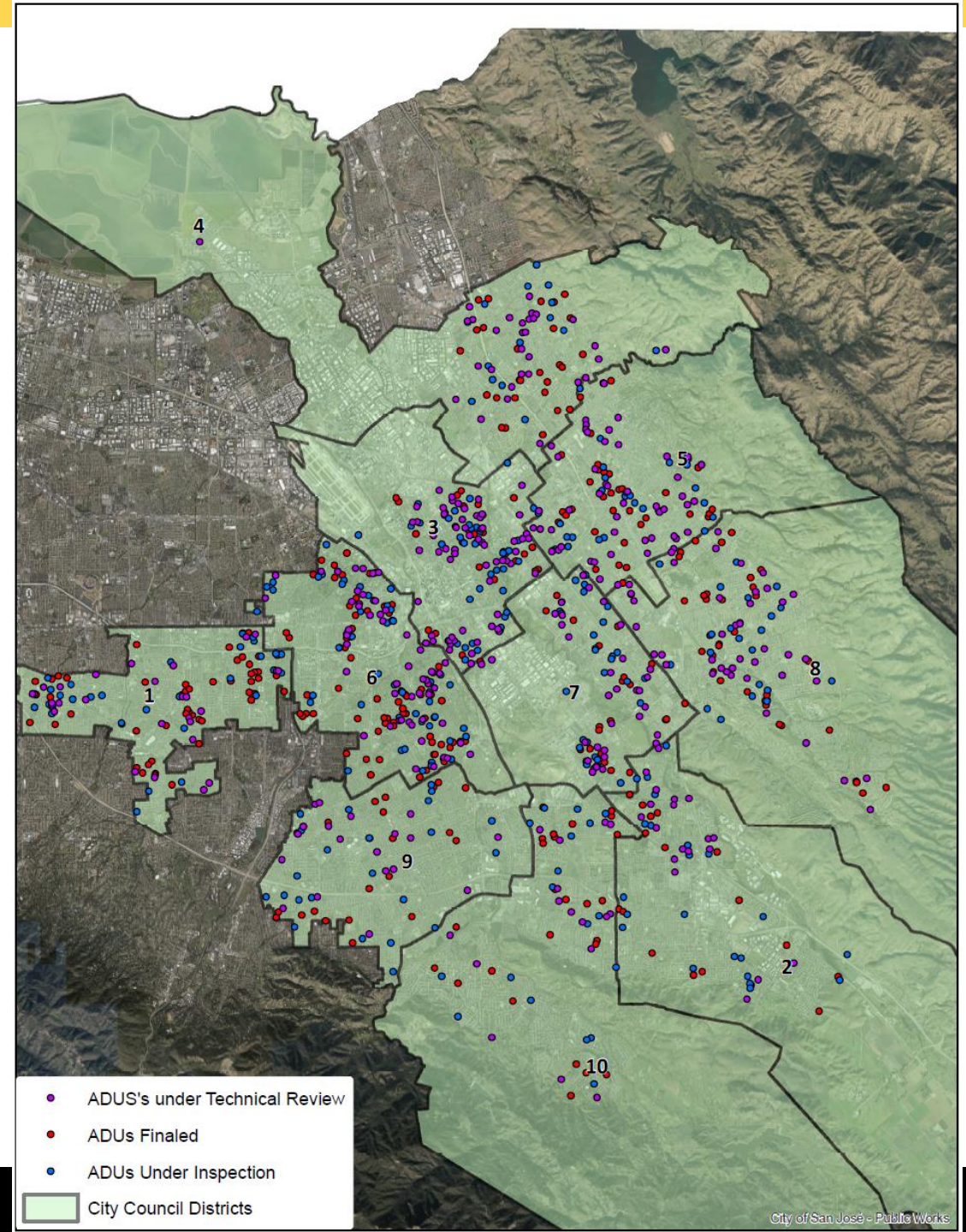
	Applications Submitted	Permits Issued
2016	40	39
2017	200	91
2018	350	190
2019*	288	191

*Through June 30



ADUs are Constructed Across San José

ADUs built or under construction since 2005



Tracking City Council Direction for ADUs

City Council Priority

March 7, 2017

Initiative

Status Note

<input checked="" type="checkbox"/> Update Zoning to Allow More ADUs	Complete – June
<input checked="" type="checkbox"/> Public Information Effort	Website - July (and ongoing)
<input type="checkbox"/> Amnesty Program	City Council September 24

“Yes, In My Backyard” Memo

May 14, 2019

Initiative

Status Note

<input checked="" type="checkbox"/> ADU Master Plan	Live July 2019 (and ongoing)
<input type="checkbox"/> Impact Fees	City Council Sept 10
<input type="checkbox"/> Forgivable Loans for Affordable ADUs	City Council Sept 10
<input type="checkbox"/> ADU Showcase	Fall 2019

Moderate Income Memo

June 21, 2019

Initiative

Status Note

<input checked="" type="checkbox"/> Universal Checklist	Complete – August
<input checked="" type="checkbox"/> ADU Master Plan	Complete – July (and ongoing)
<input checked="" type="checkbox"/> Fire Requirements	Complete – July
<input type="checkbox"/> ABC Intake	Fall 2019
<input type="checkbox"/> Automated Permit Issuance	Winter 2019



Promoting ADUs

<u>Tools/Initiatives</u>	<u>Description</u>	<u>Status</u>
ADU Ally	Point of contact for customers for ADU information, supports customers through permitting process, resolves issues before intake,	<input checked="" type="checkbox"/> August
ADU Tuesdays	<i>Every Tuesdays 8:30am-4:30pm in the Permit Center</i>	<input checked="" type="checkbox"/> Soft-Launch August
Express Appointments	Express plan review capacity is devoted to ADU customers	
ADU Intake Line	Dedicated submission line to ensure completeness	
ADU Website	Shared Development Partners website to serve as single source of information for customers	<input checked="" type="checkbox"/> July
ADU Kiosk	Repurposed Permit Center Kiosk to provide trilingual ADU information	<input type="checkbox"/> Fall 2019
ADU Workbook	Introductory document for early stage customers to help get started	<input type="checkbox"/> Fall 2019



ADU Performance Measurements

Total ADU Applications Submitted

Applications



ADU Permits Issued

Permits



ADU Permit Issuance Duration

Days



Average difference from submitted date to permit issued date

ADU Permit Issuances within 2 Review Cycles

Percent



Fire Requirements

Methodology

1 **Comparison**

Conducted comparison study of comparable benchmark cities' Fire requirements

2 **Aligned**

Reviewed and verified ADU requirements alignment with California Fire Code (CFC)

3 **Messaging**

Review existing informational documents for revisions to improve messaging to customers

Results



Clarified

Developed clear and comprehensive list of fire requirements included in Universal Checklist



Simplified

Expanded the distance ADUs may be from a Fire Hydrant and Street Access to expand the opportunity for ADUs



Streamlined

By expanding the criteria of projects not requiring variances, more can be reviewed by express appointment

