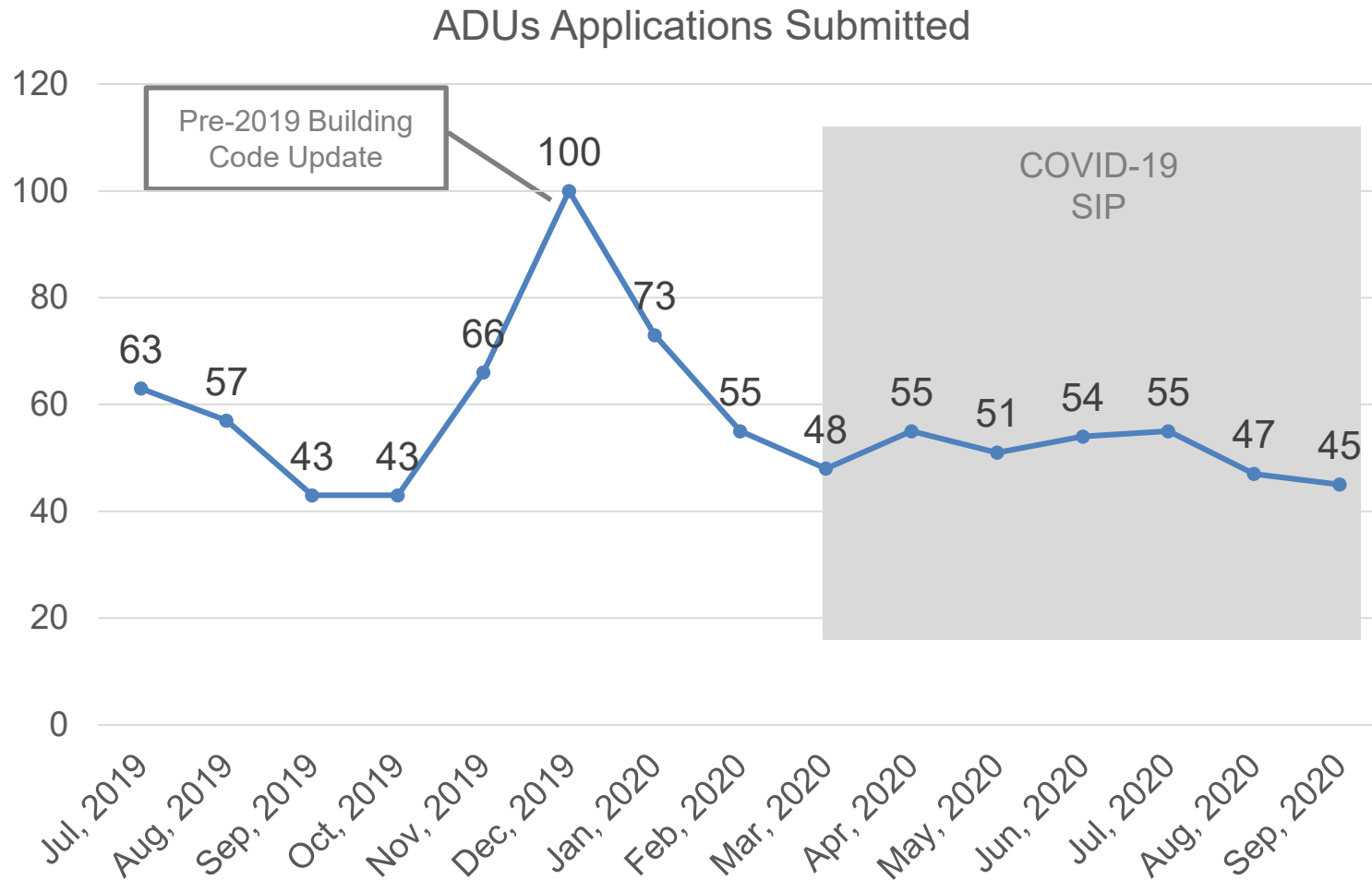
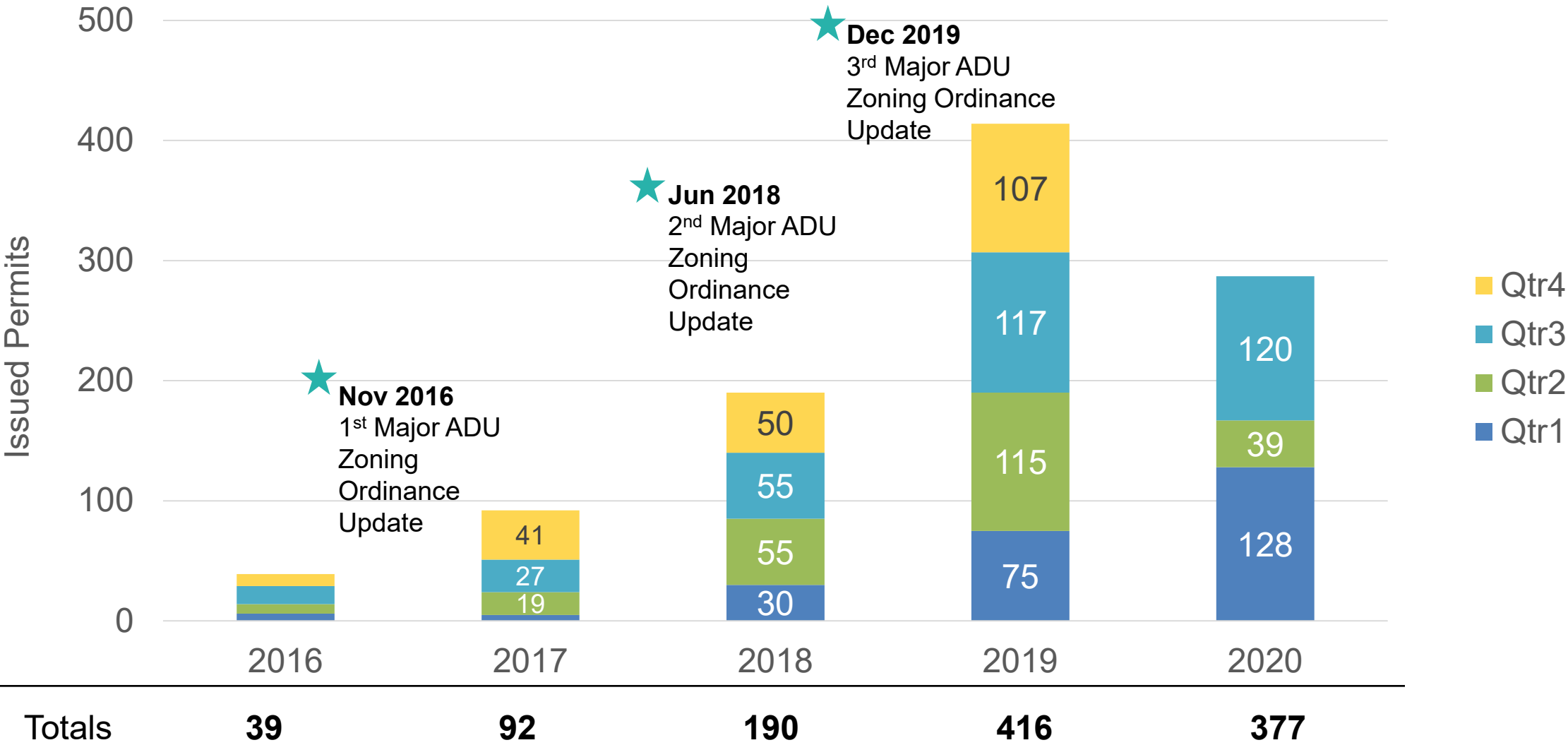


## **(d) 2. Accessory Dwelling Unit (ADU) Process Enhancement Update**

# ADU Permit Applications

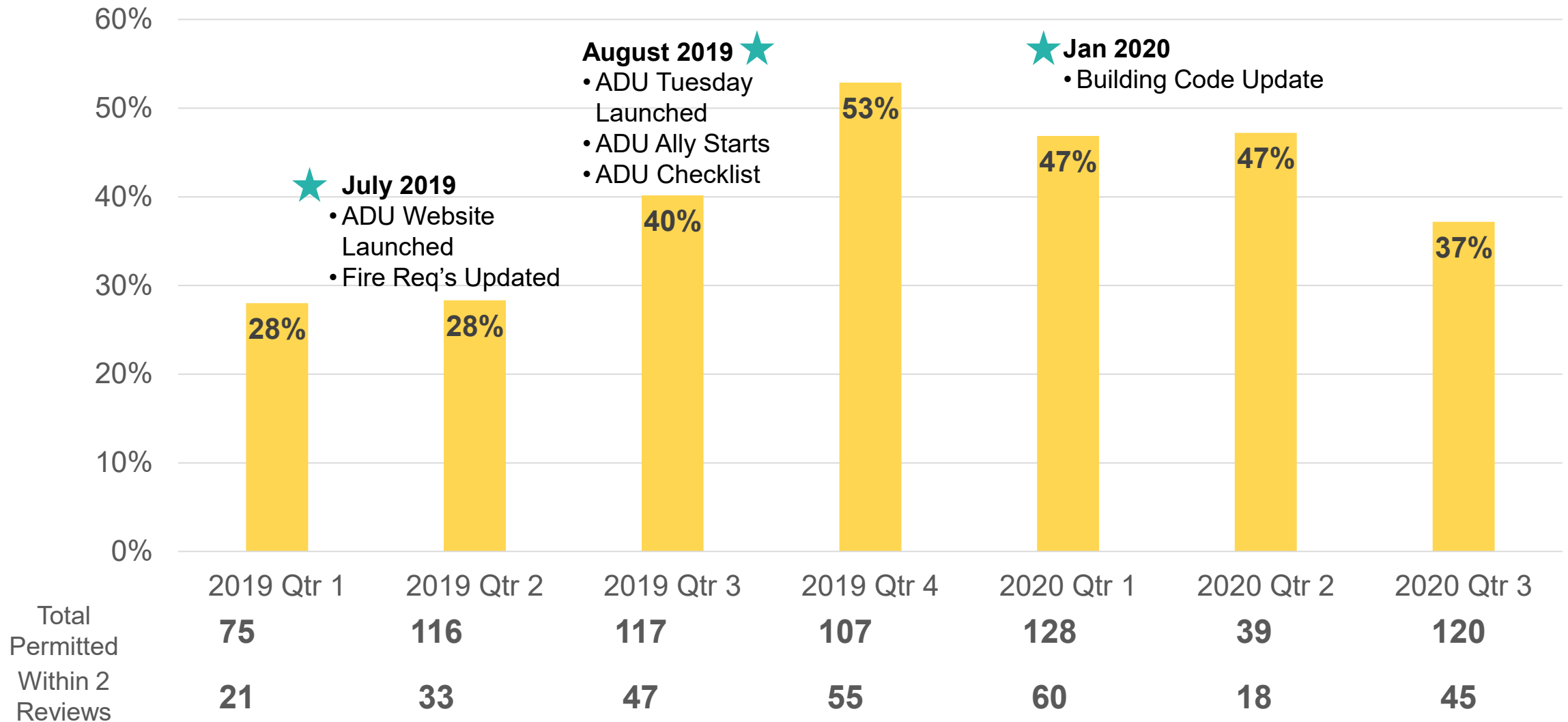


# Permits Issued Since 2016



# Tracking ADU Permitting Process

Permit Issuance Within 2 Review Cycles



# Analyzing 2 Review Cycle Data

	Takeaway	Description	Action
1	<b>400-500 SF Are Easier</b>	ADUs between 400-500 Square Feet tend to perform better(55%) than ADUs greater than 500 square feet (40%).	➔ Continue to encourage pre-approved plans that generally fall into this category
2	<b>Garage Conversions Struggle</b>	Garage Conversions permitted within 2 review cycles only 41% of the time	➔ <ul style="list-style-type: none"> <li>• Develop guide for garage conversions</li> <li>• Assign garage conversation to “specialized” plan reviewer</li> </ul>
3	<b>A Second Planning Review Indicates Site Issues/Missing Info</b>	If an ADU requires a second review from Planning, it will only meet the 2 review cycle target 30% of the time. This indicates issues with (1) site specific issues and/or (2) missing application components.	➔ <ul style="list-style-type: none"> <li>• Continue to strongly encourage homeowners and design team to: <ul style="list-style-type: none"> <li>• Use Checklist and provide a site plan for initial screening with planning</li> </ul> </li> <li>• Use online portal to verify site-specific information related to the Checklist</li> </ul>
4	<b>Applicant Design Teams Make a Difference</b>	Contractors that have managed 5 or more ADUs get their permits within 2 review cycles 57% of the time. Of the frequent contractors, 11 have permitted 85 ADUs only at a 32% performance, half of their peer’s average.	➔ <ul style="list-style-type: none"> <li>• Encourage homeowners to hire a qualified design team</li> <li>• Continue to work with design team to improve outcomes</li> <li>• Develop initial screening with planning</li> </ul>

*Attached/Detached showed no significant difference regarding the two review cycle metric*



# Customer / Public Feedback

## *Agenda Item: (d) 2. ADU Process Enhancement Update*



# Committee Discussion/Vote

## *Agenda Item: (d) 2. ADU Process Enhancement Update*

***Recommendation:*** Verbal update and discuss the enhancement activities to Accessory Dwelling Unit (ADU) permit application process and the ADU Amnesty Program.  
Discussion and feedback to staff.