



# Collaborating to Advance ADUs

**SANTA CLARA COUNTY PLANNING COLLABORATIVE**



# Agenda

- Program Goals
- Program Options + Examples
  - Improved Calculator + Address Lookup Tool
  - ADU Website, Workbook + Spotlights
  - ADU Plans Gallery
  - Amnesty + Affordability Tools
  - Process Tools
  - ADU Resource Center
  - ADU Nonprofit
- Feedback / Direction





# Program Goals

- Facilitate the creation of more ADUs
- Support homeowners in evaluating options, developing plans + navigating the process
- Support each jurisdiction to provide better information and streamline the process
- Save everyone time and money
- Help achieve Housing Element goals
- Do more together than we can on our own
- Regional consistency



# Starting Points

- ADU Cost Calculator:  
[santaclaracounty.aducalculator.org](https://santaclaracounty.aducalculator.org)
- Other Regional Efforts
  - Napa Sonoma ADU
  - San Mateo County
- REAP budget can fully or substantially cover costs





# Program Considerations

- Right-sizing for budget and capacity
- Potential phasing
- Meeting near-term needs while building long-term value
- Long term sustainability + funding (ADU Nonprofit?)

Low → High Investment

Low → High Impact

# Calculator & Address Lookup

- Calculator estimates costs, fees, and potential rents
- Homeowner Education Portal
- “Can I Build an ADU?” Address Lookup Tool and technical “How-To” Memo for city staff

Structure

Construction

Finances

Rents

Physical Characteristics

Where will your second unit be built?  
Santa Rosa

Type of Construction

New Construction

Conversion of Part of Garage or Pool House

Modular

Conversion of Finished Part of House

Conversion of Unfinished Part of House

Bedrooms

Studio123

Monthly Rent

\$1,684

Monthly Expenses

\$1,522

Development Cost

\$265K

Monthly Rent

\$1,684

Monthly Expenses

\$1,522

Development Cost

\$265K

Monthly Rent

\$1,684

Monthly Expenses

\$1,522

Development Cost

\$265K

## Find out what you're eligible to build

Enter an address in Napa or Sonoma County to see if you are allowed to build an ADU that adds square footage to your property.

Enter your address below:

715 KING ST SANTA ROSA

Go!

If you don't see your address, try using abbreviations (e.g. "ST" for "Street" or "W" for "West") and include your city and zipcode. If it still doesn't show up, then contact the email at the bottom of the page.

Jurisdiction: Santa Rosa

Recorded Use: Residential

Zone: PD

Number of Dwellings: 1

Approximate Lot Size: 8,399 square feet

Approximate Building Footprint: 864 square feet

Approximate Living Area: 864 square feet

Average Site Slope: 0.2 degrees

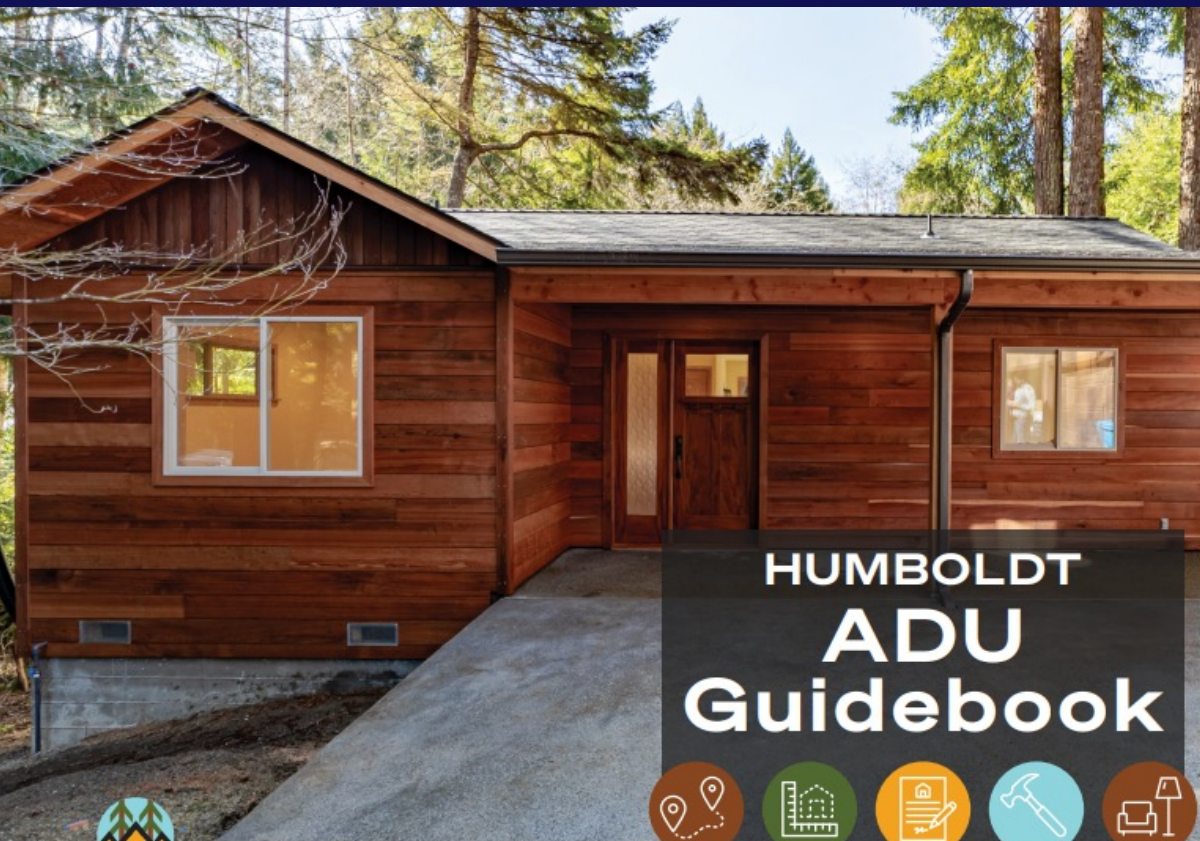
Good news, you are in an area where ADUs are allowed!

- Max attached ADU studio/one bedroom size: 800 square feet
- Max attached ADU 2+ bedroom size: 800 square feet





# Website, Workbook + Exercises



- Step by Step Guide
- City/County Requirements
- Design & Construction
- Rental Guidance

## GUIDEBOOK FEATURES



### Exercises

This guidebook includes interactive exercises to help you plan your ADU project. Exercises are available as a [downloadable PDF](#).

#### GETTING STARTED

- ☐ Identifying Goals & Concerns
- ☐ Keeping Your Eyes on the Prize
- ☐ Documenting Property Information
- ☐ Making a Rough Property Sketch
- ☐ Planner Meeting Worksheet

#### BUDGETING & FINANCE

- ☐ Budgeting Exercise

#### DESIGN

- ☐ Initial Design Exercise
- ☐ Design Ideas Exercise
- ☐ Designer Considerations Exercise

#### PERMITTING

- ☐ Permit Application Planning and Organization

#### MOVE-IN

- ☐ Identifying What You Want in a Lease

#### Exercises PDF

Use the buttons and QR codes listed throughout this Guidebook to access the Exercises PDF.



### Key Information

Am I allowed to build an ADU?	10
What will it cost?	18
How long does it take?	7
How will it affect my taxes?	22
How do I find a designer?	26
How do I find a builder?	45
What is involved in being a landlord?	50
How do I get started?	15



### The ADU Process

8



### Spotlights

<b>Andrew &amp; Kristin</b> Extra income for the family	30
<b>Joni &amp; Scott</b> Housing independence for their son	38
<b>Thomas &amp; Terra</b> A community effort for accessibility	49

## Accessing Content Online

This guidebook and all accompanying exercises and documents are available online.

### GUIDEBOOK

This guidebook is available at [humboldtadu.org/guidebook](http://humboldtadu.org/guidebook).

### EXERCISES

**OPTION 1: WEB BROWSER**  
All exercises are available in one interactive PDF at [humboldtadu.org/exercises](http://humboldtadu.org/exercises).

**OPTION 2: YELLOW BUTTONS**  
Click on the yellow "Exercises PDF" button throughout this workbook.

### Exercises PDF

**OPTION 3: QR CODE**  
Point your phone camera at the graphic below, as if you were taking a photo of it. Once your phone recognizes it as a QR code, it will give you the option of opening the website.



# ADU Spotlights

## Video Stories

### Neighbor Spotlight: Jane and Doug in Mill Valley

In 1969, we bought this house in the canyon and raised our family here. By the mid-90s, our three sons were all grown up or in college. We had a pool table in the basement that had entertained the boys for many years, and once they left, it mostly gathered dust. We were aware of housing problems even then in Marin because people would post ads looking for units, so you could learn something about them before renting.

It took a while back then to get a permit, but once it was remodeled, we rented it based on word of mouth. Some leases were for just a couple of years because young people would move on as their careers and lives changed, but one tenant stayed for 17 years! She was a checker at the local market and close to retirement when she first moved in. Our current tenant works at the same market. He has told us that living here has made an enormous difference in his life. He used to commute an hour and half each way and now is just a ten-minute walk away.

Having an ADU has been wonderful. We help each other – I give them rides and make them cookies, and they help with the cat and the newspapers when we are away. We are very concerned about the affordable housing crisis, and it feels good to know we've done a little bit.



## Print Stories

### SPOTLIGHT A HOME FOR THREE GENERATIONS



### CHERYL, LEE & KATHY

When we were expecting our first child, there was an inescapable pull back to Marin. For ten years my husband and I had been living in San Francisco in a small one-bedroom apartment and going over the bridge to Marin for work. Plus, our moms still lived in the homes we grew up in and we wanted to be close to them.

It was tough to find something affordable, so my mom threw out the idea that we move into the pool house temporarily. Since my family moved in 30 years ago they had added a bathroom and closet, but it wasn't very livable, so we started talking about renovation. At first, my mom and I were pretty skeptical, but my husband took on the project and ran with it. We worked with a contractor he knew from high school who found us a great architect, and it was completed in a year.

The positives of being right next to my mom but not in her space are huge. We are all so comfortable. My two- and three-year-olds can go to my mom's just across the way. We spend a lot of time outside together. My husband's mom lives nearby, and we have family dinners once or twice a week. We think of ourselves as one big family unit, which has been such a blessing, especially during Covid. We are also able to help my mom out with the maintenance, which turns out is a lot. Someday she can rent out the ADU or move into it, but we aren't planning on leaving any time soon.

*"It's not something we see much anymore, but having family support and connection with my mom just across the way is such a blessing, especially with children."*

LOCATION	SAN ANSELMO
ADU TYPE	CONVERTED EXISTING STRUCTURE
PRICE	\$120,000
YEAR COMPLETED	2019
TIME	13 MONTHS TOTAL 9 MONTHS TO BUILD
SIZE	550 SF



Cheryl, Lee & Kathy's Converted Pool House



# Online ADU Plans Gallery

## Welcome to the Napa Sonoma ADU Standard Plans Program

- ✓ Find an ADU design you like that works for your property.
- ✓ Connect with the designer, architect, or prefab company.
- ✓ Save time and money!

This webpage is hosted by the nonprofit [Napa Sonoma ADU Center](#), working in collaboration with jurisdictions across Napa and Sonoma counties. Browse the gallery of ADU designs to find the one that works best for you.

**FAQ** What is Napa Sonoma ADU? What does it mean to be "pre-reviewed"? Which jurisdictions are participating? See answers to these and more frequently asked questions.

[SEE THE FAQS](#)

## HOW THIS WORKS



PRE-WORK

### Determine What's Possible

Get help from the Napa Sonoma ADU Center with:

- ADU feasibility consult
- Help understanding costs, financing options, and return on investment
- Info on your local ADU rules & permit process

[GET STARTED](#)

Takes you to the Napa Sonoma ADU Center website



STEP 1

### Pick Your Plan

Filter the gallery of plans to find which ones you like.



STEP 2

### Contact Your Designer

Use the contact information on your chosen plan to get in touch with the designer, license the plan, and learn next steps.



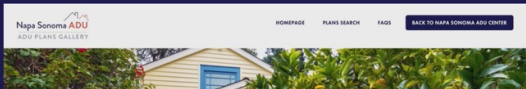
STEP 3

### From Plan to Permit

Contact your jurisdiction's building department and develop your full ADU permit application.

## How this works

See the site in action and learn how it can help you get started on your ADU project.



- No- and low-cost ADU plans, including prefab and site-built options
- Option for city-specific pre-reviewed plans
- Grow the regional ADU marketplace
- Build off structure already in place

## ADU Plans Gallery

### FIND YOUR PLAN

[CLEAR FILTERS](#) / [SEE ALL PLANS](#)

Size Category: Medium: 500-749 SF

### OPTION A "PRE-REVIEWED" PLANS

What does "pre-reviewed" mean?

If you're looking for "pre-reviewed" plans, start by choosing a jurisdiction, then continue filtering below. Skip to the filters below to search all plans.

Search...

- ☐ American Canyon (8)
- ☐ Calistoga (8)
- ☐ Cloverdale (8)
- ☐ Cotati (8)
- ☐ Healdsburg (8)
- ☐ Napa City (8)
- ☐ Napa County (8)



[PREFABRICATED](#)

### Villa 550 VILLA

569 SF (MEDIUM)

1 1 1

LICENSE FEE: \$0 [See listing details](#)

[VIEW LISTING](#)

[ADD FAVORITE](#)



[SITE-BUILT](#)

### The Mews MAYBERRY WORKSHOP

532 SF (MEDIUM)

1 1 1

LICENSE FEE: \$500

[VIEW LISTING](#)

[ADD FAVORITE](#)



[SITE-BUILT](#)

### Urban Cottage WINDWOOD DESIGNS

542 SF (MEDIUM)

1 1 1

LICENSE FEE: \$595

[VIEW LISTING](#)

[ADD FAVORITE](#)



Select Language

A photograph of a modern, single-story accessory dwelling unit (ADU) with a light-colored exterior and large glass windows. The unit is situated on a wooden deck with a black metal railing. A large tree with green leaves is in the foreground, partially obscuring the view of the unit. The text "ADU Plans: Sourcing" is overlaid on the image in a large, white, sans-serif font.

# ADU Plans: Sourcing

- Gather existing publicly-owned plans
- Call for submittals from local architects
- Potentially incorporate pre-reviewed plans from San Jose and elsewhere



# Process Tools

- Handouts & Resources for Jurisdictions
- Tailored Digital Materials
- Process Improvement Guidance

## ADU At-A-Glance

Newport Beach ADU is here to help you through the ADU building process. Please contact the Planning Division at 949-644-3204 and visit our website at [newportbeachca.gov/adu](http://newportbeachca.gov/adu) for more information.

### 1 GET STARTED

- **Think about what you want**, including the goals and concerns for your project
- **Look for inspiration** – visit our ADU website to see ADU floorplans and case studies.
- **Make an informal sketch of your property** and what space is available – the [interactive exercises](#) on our ADU website can help.
- **Estimate costs** and possible rental income using the [Orange County ADU Calculator](#).



### 3 DESIGN YOUR ADU

- **Consider using one of our pre-approved ADU plans**, which can ease the process.
- **Hire your team** – we recommend hiring a licensed architect or designer to design your ADU and a licensed contractor to construct it, or a design/build team. Whoever you hire will help with permitting.
- **Create your initial design** and discuss it with planning staff. You can visit the Permit Center during business hours or call to make an appointment.
- **Finalize your design** for permitting.



### 5 CONSTRUCT YOUR ADU

- **Ensure all funding is in place** before beginning construction.
- **Monitor construction** (which typically takes 6-12 months) by checking in regularly with your contractors, making decisions about materials as needed and ensuring required inspections are moving along.
- **Pass final inspection** – your contractor will schedule inspections throughout the construction process by calling 949-644-3255. Once your ADU has passed the final inspection, it's ready for move-in!



### 2 LEARN THE RULES

- **Learn about your property**, relevant service providers, and restrictions that might apply using the [Newport Beach Address Finder](#).
- **Learn what you can build** in this book and the [ADU Development Matrix](#).
- **Meet with city staff** to discuss the rules that apply to your property and proposed ADU and the deed restriction requirements.
- **Adjust your project budget** as needed and create a plan for financing your project.



### 4 APPLY FOR PERMITS

- **Prepare your application package:** Zoning Clearance, Plan Check, and Building Permit. Coastal Zone properties may first need to receive a [Coastal Development Permit](#).
- **Submit your application** at the Permit Counter. Zoning Clearance has no fee; Plan Check fees are due at submission. Applications are reviewed within 10-20 business days.
- **Revise your application** – ADU applications typically require 2-3 reviews, each taking 10-20 days. Check permit status in the City's [CIVIC Portal](#). Building Permit fees are due upon approval.



### 6 MOVE IN!



## ADU GLOSSARY



### Important ADU Vocabulary

**ACCESSORY DWELLING UNIT (ADU)** Self-contained living units built on the same lot as an existing or proposed primary dwelling. They can be attached, detached, enclosed within an existing built above a garage. The types of ADUs are as follows:



**DETACHED** New or converted freestanding structure, such as a backyard cottage



**ATTACHED** New or converted sharing at least one wall with the primary house



**REMODEL OR EXPANSION** New and converted space with square footage added to the primary house



**INTERIOR CONVERSION** Converted existing space (e.g., an attic, bedroom, or basement)



**GARAGE APARTMENT** Converted former garage space



**ABOVE GARAGE** New or converted space above a garage

**BUILDING CODE** Standards that ensure buildings are built safely. Building codes are made up of various sections (plumbing, electrical, etc.). These are established by the State of California and are often amended by cities.

**DEED RESTRICTIONS** Conditions or rules that are added to a deed for a house. For example, state law now requires homeowners building a JADU to specify that they will live in the main house while renting their JADU or that they will live in the JADU while renting the main house and that both will not be rented at the same time.

**FLOOR AREA RATIO (FAR)** FAR is the number of built square feet divided by the size of a lot. FAR includes built area on all floors. The zoning code will specify the maximum FAR for your property if this applies.

**LOT COVERAGE** The area of a property that is allowed to have buildings on it in relation to the total lot area, generally expressed as a percentage. Zoning code will specify the maximum lot coverage for your lot.

**MINISTERIAL REVIEW** Review by the city that allows a homeowner to build an ADU as long as it meets all set requirements. There is no discretion or judgment involved on the reviewer's part and no public hearings needed.

### Fees

**ENTITLEMENT FEES** Fees levied by cities to cover the administrative costs of applications. These typically range from hundreds to thousands of dollars and are not levied in all cities.

**BUILDING PERMIT FEES** Fee that cover the costs of inspections before, during, and after construction. These fees can vary and are often a few thousand dollars.

**DEVELOPMENT IMPACT FEES** Fees that help pay for new infrastructure in your neighborhood and the surrounding area, such as new roads or parks. These are often the larger fees that are charged. ADUs under 750 square feet are exempt from these fees.

**WATER AND SEWER FEES** Fees which support the cost of providing water and sewer service to the community. Recent changes to state law have significantly reduced the water fees for ADUs: existing buildings do not require water fees, while new buildings can only be charged fees in proportion to the size of the unit.

**SCHOOL DISTRICT FEES** Fees which support the schools in your area through a per-square-foot development fee. These are paid directly to the school district.

A photograph of a modern, single-story building with large windows and a wooden deck, surrounded by trees. The building has a flat roof and a mix of light-colored siding and dark trim. A wooden railing with a wire mesh infill is in the foreground. The text "Amnesty + Affordability" is overlaid in white.

# Amnesty + Affordability

- Best Practices Guide
- Model Ordinances
- Technical Assistance



# Shared Resource Center

- Cross-Jurisdiction Resources
- Digital Materials
- Homeowner Outreach & Education
- Connect to City Resources
- Staffed or unstaffed



**A little house brings  
great stability.**

[Learn More >](#)

## Second Unit Resources Center

The Second Unit Center is a program of the County of San Mateo's Home for All initiative providing information and tools to make it easier for homeowners to build second units, to help increase the housing supply in the County.

### WHY BUILD

#### **Your backyard solution.**

Second Units are a great option for those interested in affordably housing a friend or family member, aging in place, creating a new income source, and helping tackle our regional housing shortage.

[Learn More >](#)



### GETTING STARTED

#### **What you need to know.**

Are you interested in building a second unit? Identify next steps, including how to find the right kind of second unit for your situation, how to secure a building permit, and how to find your construction team.

[Learn More >](#)



# What do you think?

- Tell us what interests you most:  
<https://forms.gle/fjUBCKPM7je5H4Z46>
- What stands out?
- Which options best meet your needs?
- Questions? Concerns? Other ideas?





# ADU Regional Collaboration

**SANTA CLARA COUNTY PLANNING COLLABORATIVE**