



# City of Sunnyvale

## Notice and Agenda Housing and Human Services Commission

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Wednesday, September 20, 2017

7:00 PM

West Conference Room, City Hall, 456 W.  
Olive Ave., Sunnyvale, CA 94086

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### **CALL TO ORDER**

### **SALUTE TO THE FLAG**

### **ROLL CALL**

### **ORAL COMMUNICATIONS**

*This category provides an opportunity for members of the public to address the commission on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow commissioners to take action on an item not listed on the agenda. If you wish to address the commission, please complete a speaker card and give it to the Recording Secretary. Individuals are limited to one appearance during this section.*

### **CONSENT CALENDAR**

- 1.A [17-0636](#) Approve the Housing and Human Services Commission Meeting Minutes of July 26, 2017

**Recommendation:** Approve the Housing and Human Services Commission Minutes of July 26, 2017 as submitted.

### **PUBLIC HEARINGS/GENERAL BUSINESS**

- 3 [17-0799](#) Review of 2016-17 Consolidated Annual Performance Evaluation Report (CAPER)

**Recommendation:** Alternative 1: Approve the draft CAPER as presented in Attachment 1 of the staff report.

- 2      [17-0888](#)      Study of Accessory Dwelling Unit Development Standards: Forward a Recommendation to the City Council to Adopt an Ordinance Amending Sunnyvale Municipal Code Section 19.68.040 (Accessory Dwelling Units), Adopt a Resolution Amending the Master Fee Schedule to Impose Transportation Impact Fees for Accessory Dwelling Units, and Find that these Actions are Exempt from CEQA.  
Project Planner: Shila Behzadiaria, (408) 730-7456, sbehzadiaria@sunnyvale.ca.gov

**Recommendation:** Staff recommends Alternatives 1, 5, 8, 11, 12, 13 and 14 as follows: 1. Reduce the minimum lot size for ADUs to 8,000 square feet in the R-1 zone and to 7,000 square feet in the R-0 zone; 5: Retain the 20-year owner-occupancy requirement and deed restriction; 8. Adopt a Resolution amending the Master Fee Schedule to establish the TIF fee for ADUs as the same as the multi-family rate (Attachment 7 to this report); 11. Modify the requirement that the entry door of ADU not face the public street (included in proposed ordinance, Attachment 7 of this report); 12. Clarify the ADU requirements in the zoning code (included in proposed ordinance, Attachment 7 of this report); 13. Find that the amendments to Sunnyvale Municipal Code Section 19.68.040 are exempt from the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080.17 and CEQA Guidelines Section 15378(b)(4); and 14. Find that the amendments to the Master Fee Schedule are exempt from CEQA.

- 4      [17-0898](#)      Annual Review of the City Code of Ethics and Conduct

**STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

- [17-0899](#)      Propose and/or review new Study Issues and Budget Issues

**NON-AGENDA ITEMS & COMMENTS**

**-Commissioner Comments**

**-Staff Comments**

## **ADJOURNMENT**

### *Notice to the Public:*

*Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the originating department or can be accessed through the Office of the City Clerk located at 603 All America Way, Sunnyvale, CA. during normal business hours and at the meeting location on the evening of the board or commission meeting, pursuant to Government Code §54957.5.*

*Agenda information is available by contacting Edith Alanis at (408) 730-7254. Agendas and associated reports are also available on the City's website at [sunnyvale.ca.gov](http://sunnyvale.ca.gov) or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.*

*Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Edith Alanis at (408) 730-7254. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.160 (b) (1))*



# City of Sunnyvale

## Agenda Item

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**17-0636**

**Agenda Date:** 9/20/2017

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**SUBJECT**

Approve the Housing and Human Services Commission Meeting Minutes of July 26, 2017

**RECOMMENDATION**

Approve the Housing and Human Services Commission Minutes of July 26, 2017 as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft

### Housing and Human Services Commission

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Wednesday, July 26, 2017

7:00 PM

West Conference Room, City Hall, 456 W.  
Olive Ave., Sunnyvale, CA 94086

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#### **CALL TO ORDER**

Chair Evans called the meeting to order at 7:02 p.m.

#### **SALUTE TO THE FLAG**

Chair Evans led the salute to the flag.

#### **ROLL CALL**

**Present:** 5 - Chair Patti Evans  
Vice Chair Minjung Kwok  
Commissioner Joshua Grossman  
Commissioner Avaninder Singh  
Commissioner Elinor Stetson

**Absent:** 2 - Commissioner Diana Gilbert  
Commissioner Ken Hiremath

**Commissioner Diana Gilbert (excused)**  
**Commissioner Ken Hiremath (excused)**  
**Council Liaison Gustav Larsson (present)**

#### **ORAL COMMUNICATIONS**

None.

#### **CONSENT CALENDAR**

**1.A**     [17-0635](#)     Approve the Housing and Human Services Commission  
Meeting Minutes of May 24, 2017

Chair Evans asked for a motion on the consent calendar, unless anyone wished to discuss it first.

MOTION: Commissioner Stetson moved and Vice Chair Kwok seconded the motion to Approve the Housing and Human Services Commission Minutes of May 24, 2017

as submitted.

The motion carried by the following vote:

**Yes:** 5 - Chair Evans  
Vice Chair Kwok  
Commissioner Grossman  
Commissioner Singh  
Commissioner Stetson

**No:** 0

**Absent:** 2 - Commissioner Gilbert  
Commissioner Hiremath

### **PUBLIC HEARINGS/GENERAL BUSINESS**

#### **2      [17-0764](#)      Discussion of Accessory Dwelling Unit Development Standards**

Housing Officer Suzanne Isé noted that staff was not providing a written report or recommendation on this item until the September 20, 2017 meeting. Therefore, no formal action was required by the commissioners at this time, but it was an additional opportunity to receive public comments during the public hearing.

Assistant Planner Shila Behzadiaria gave a slide presentation to update the commissioners on the progress of the Accessory Dwelling Unit study, which included a review of the current standards, input that has been received during the outreach meetings and the online survey thus far, and some potential recommendations.

After a short discussion and clarifying questions of staff, Chair Evans opened the public hearing at 8:05 p.m.

Housing Choices Executive Director Jan Stokley spoke in favor of ADUs as a way to help home owners that have adult children with developmental disabilities to be able to provide housing for them. She also asked for clarification on the owner-occupancy requirement and how it would apply to a special needs trust. Staff noted that the requirement would be fulfilled by the beneficiary or trustee living in the home, and that there is also a reasonable accommodation policy in place for residents with disabilities. That policy allows for reasonable adjustments to City codes or policies if needed to allow disabled residents to access and utilize housing.

Linda Davis, Sunnyvale resident, suggested that the City Council monitor the ratio of rentals versus owner-occupied homes. She added that, in her opinion, City Council was encouraging more rentals than owner-occupied properties. She is in favor of ADUs as a means for more affordable housing. Lastly, she asked why the home owner requirement on ADUs is limited to only 20 years, rather than in perpetuity.

Ladan Dalla Betta, resident, noted that she wants to build an ADU and the owner-occupancy deed restriction is the first requirement that comes up. She is not in favor of this requirement, because she doesn't believe the City should dictate what she can or cannot do with her lot. She asked what happens if an owner needs to move to an assisted living facility for any amount of time, does that automatically violate the owner-occupancy requirement? She added that the 20-year restriction does not address any concerns about short-term rentals.

Serge Rudaz, resident, spoke in favor of keeping the deed restriction to prevent predatory renting. He noted that the current market has encouraged large investment companies to buy properties to maximize rental profits, undermining the goal of ADUs as a means for more affordable housing.

Chair Evans closed the public hearing at 8:24 p.m.

### 3      [17-0629](#)      Election of Officers for FY 2017-2018

Chair Evans asked if anyone was interested in serving as Chair and opened the floor for nominations.

Commissioner Kwok moved and Commissioner Singh seconded to nominate Commissioner Grossman for the office of Chair.

Commissioner Grossman accepted the nomination.

Chair Evans asked if anyone else was interested in serving. No one did. Chair Evans closed the floor for nominations and opened the floor for discussion.

Commissioner Grossman was elected unanimously to the Office of Chair for FY 2017-18.

Chair Evans asked if anyone was interested in serving as Vice Chair and opened

the floor for nominations.

Commissioner Grossman moved and Commissioner Stetson seconded to nominate Commissioner Singh for the office of Vice Chair.

Commissioner Singh accepted the nomination.

Chair Evans closed the floor for nominations and opened the floor for discussion.

Commissioner Singh was elected unanimously to the Office of Vice Chair for FY 2017-18.

**STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

None.

**NON-AGENDA ITEMS & COMMENTS**

**-Commissioner Comments**

None.

**-Staff Comments**

Staff handed out a flier for an upcoming tour of Mayfield Place in Palo Alto, a recently completed project by Related California.

Staff noted that Related California was selected to develop the affordable housing site at the northwest corner of Iowa and Mathilda Avenues, also known as Block 15, and this tour was an opportunity to see one of its recent developments.

**ADJOURNMENT**

Chair Evans adjourned the meeting at 8:32 p.m.





# City of Sunnyvale

## Agenda Item

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17-0799

Agenda Date: 9/20/2017

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### REPORT TO HOUSING AND HUMAN SERVICES COMMISSION

#### **SUBJECT**

Review of 2016-17 Consolidated Annual Performance Evaluation Report (CAPER)

#### **BACKGROUND**

The CAPER is an annual performance report on the housing and community development activities funded by two federal grants received annually by the city: the Community Development Block Grant (CDBG) and the HOME Investment Partnership Programs grant (HOME). The CAPER describes the accomplishments and status of each of the grant-funded activities identified in the 2016-17 HUD Action Plan, and has been prepared in compliance with HUD requirements.

The period covered by the draft CAPER, provided in **Attachment 1**, is fiscal year (FY) 2016-17, which marks the second year of the Five-Year Consolidated Plan (2015-2020). The CAPER is required by the U.S. Department of Housing and Urban Development (HUD), the federal agency which administers these grants. It must be submitted to HUD by September 30 of each year to maintain the City's ongoing eligibility for these grants.

#### **EXISTING POLICY**

##### **2015-2020 HUD Consolidated Plan:**

- |        |  |
|--------|--|
| Goal A | Assist in the creation, improvement, and preservation of affordable housing for lower-income and special needs households. |
| Goal B | Alleviation of Homelessness  |
| Goal C | Support provision of essential human services, particularly for special needs populations.                                 |
| Goal D | Expanding Economic Opportunities   |

#### **ENVIRONMENTAL REVIEW**

This matter is not a project within the meaning of CEQA, because the creation of government funding mechanisms or other government fiscal activities, such as annual grant reporting, do not involve commitments to any specific project which may result in a potentially significant physical impact on the environment (CEQA Guideline 15378(b)(4)).

#### **DISCUSSION**

##### **Eligible Uses of the Grants**

The CDBG and HOME grants may only be used for activities that will primarily benefit the City's lower-income residents and neighborhoods. CDBG funds may be used for housing and community development activities, such as: housing rehabilitation, public services, public improvements and facilities, economic development, and certain other narrowly-defined community development activities. HOME grants may only be used for the creation and preservation of housing affordable to

lower-income residents, specifically: new construction, acquisition, and/or rehabilitation of deed-restricted affordable rental housing, tenant-based rental assistance (TBRA), or down-payment assistance programs. Both grants allow a limited amount of the funds to be used for program administration by the City. The draft CAPER confirms that the City has complied with these spending limitations during the past fiscal year.

### **Grant Reporting Requirements**

The HOME and CDBG grants are subject to various federal regulations that impose certain reporting requirements and expenditure time limits on all grantee jurisdictions. The primary reporting requirements are the following:

- Five-Year Consolidated Plan ("ConPlan"). The ConPlan is a five-year strategic plan that identifies the housing and community development needs of lower-income residents and neighborhoods of the City, based on community input. The ConPlan also prioritizes these needs, identifies funding available to the City to address them (primarily the CDBG and HOME grants), and establishes annual goals and objectives to meet the identified needs using the grant funds.
- Annual Action Plans. The Action Plan is essentially a one-year budget and grant application describing the proposed uses of the City's CDBG and HOME funds during the coming fiscal year. HUD must approve each Action Plan on or before July 1 of each year so the City can begin using the grant funds. Each Action Plan is appended into the ConPlan after approval by HUD.
- Annual Performance Report ("CAPER"). The CAPER describes each grantee jurisdiction's progress in implementing its most recent Action Plan. It includes a summary of the City's grant expenditures and the accomplishments of the grant-funded activities, most of which are implemented by non-profit agencies or "sub-recipients". The City must prepare and submit the CAPER to HUD within ninety days of the end of each fiscal year. The CAPERs allow both local and federal stakeholders to see how grantees around the country are using these HUD grants, and how well the grant-funded activities are performing.

The above plans and reports must be shared in draft form with the community to give local stakeholders an opportunity to comment and request changes before they are submitted to HUD. The City publishes notices in the Sunnyvale Sun and on its website, and holds public hearings before the Housing and Human Services Commission (and Council, in the case of the ConPlan and Action Plans) before each draft plan is finalized and sent to HUD.

The City's 2015-2020 ConPlan and most recent Action Plans and CAPERs can be found at: <https://sunnyvale.ca.gov/property/housing/default.htm>

### **Draft 2016-17 CAPER**

The draft CAPER describes the progress made towards achieving the housing and community development goals and objectives identified in the ConPlan and FY 2016-17 Annual Action Plan. The CAPER was prepared using accomplishment data reported by the City's sub-recipients, borrowers and sub-grantees. In general, the City's activities were successfully implemented during the past fiscal year, and many lower-income households benefitted from the programs or projects

funded by the grants. These activities helped many residents obtain jobs, housing, and human services addressing basic needs.

One of the most notable accomplishments of the past year was the closing on two City loans to MidPen Housing Corp. to assist in the development of Edwina Benner Plaza, a new 66-unit affordable rental project currently under construction at 460 Persian Drive in Sunnyvale. The City loans consisted of \$7.43 million in Housing Mitigation funds and \$600,000 in federal HOME Program funds. Building permits for the project were issued on May 8, 2017 and major construction work began in June. The project will include one-, two- and three-bedroom apartments, with units affordable to lower-income households with incomes ranging from 30 percent to 60 percent of area median income, and 13 units set aside for special needs households. The developer expects the project to be completed by next summer.

In addition, two other major programs funded in the past fiscal year, the Tenant Based Rental Assistance (TBRA) and WorkFirst Sunnyvale Programs, respectively, have continued to be very successful in helping homeless and at-risk households obtain regular paid employment and permanent housing. Further detail on the specific accomplishments achieved through these activities is provided in the draft CAPER (Attachment 1).

Comments provided by the Commission and/or members of the public during or prior to the hearing will be addressed in the final CAPER. Written comments received during the comment period, which runs from September 4 to September 20, will be included with the CAPER upon submittal to HUD.

### **FISCAL IMPACT**

There is no cost or fiscal impact related to approving this report, however timely submission of the CAPER allows the City to remain in good standing as a CDBG and HOME grantee and continue receiving both grants.

### **PUBLIC CONTACT**

Public contact was made through posting of the Housing and Human Services Commission agenda on the City's official-notice bulletin board, on the City's website, and the availability of the agenda and report in the Office of the City Clerk.

Notice of a public hearing, including a 15-day public comment and review period, was published in a legal advertisement in the *Sunnyvale Sun* newspaper on September 1, 2017. A copy of that notice is included in the CAPER. The draft CAPER was made available for public review at the One-Stop Permit Center at City Hall and at the Sunnyvale Library, and was posted on the City Housing website for the 15-day review period.

### **ALTERNATIVES**

1. Approve the draft CAPER as presented in **Attachment 1**.
2. Approve the draft CAPER with modifications.

### **RECOMMENDATION**

Alternative 1: Approve the draft CAPER as presented in **Attachment 1** of the staff report.

Prepared by: Katrina L. Ardina, Housing Programs Analyst  
Reviewed by: Suzanne Isé, Housing Officer  
Approved by: Trudi Ryan, Director, Community Development

**ATTACHMENTS**

1. Draft CAPER



Sunnyvale

***CITY OF SUNNYVALE***

***CONSOLIDATED ANNUAL  
PERFORMANCE EVALUATION REPORT  
(CAPER)***

***For Fiscal Year 2016-17:  
July 1, 2016 - June 30, 2017***

***Community Development Block Grant (CDBG) and  
Home Investment Partnership Program (HOME)***

***DRAFT***

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## EXECUTIVE SUMMARY

The City of Sunnyvale's FY 2016-2017 *Consolidated Annual Performance Evaluation Report (CAPER)* describes the progress made towards achieving the housing and community development goals identified in the City's *Five-Year (2015-2020) Consolidated Plan*, focusing on the goals and programs identified in the FY 2016-17 Action Plan, and includes activities funded in previous fiscal years with accomplishments reported during FY 2016-17. The FY 2016-17 CAPER covers the period from July 1, 2016 to June 30, 2017 and is the second annual report of this Consolidated Plan period. This CAPER was prepared for the City of Sunnyvale by the Housing Division of its Community Development Department, in compliance with U.S. Department of Housing and Urban Development (HUD) requirements. The document is a tool used by HUD and the City to evaluate accomplishments and actions taken during the previous program year.

### Summary of the Consolidated Plan Process

The City of Sunnyvale receives annual entitlement grants of federal Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds from HUD. HUD provides these funds to the City for various activities that benefit low-income people and/or areas of the City, such as affordable housing, public services, public improvements, and other community development activities.

As a CDBG/HOME entitlement grantee, the City is required to prepare a five-year strategic plan called a Consolidated Plan or "ConPlan". The ConPlan identifies the housing and community development needs of lower-income people and areas of the City, prioritizes these needs, identifies resources to address them, and establishes annual goals and objectives to meet the priority needs. As part of the ConPlan process, the City is also required to prepare an Action Plan for each year of the ConPlan. The Action Plan establishes the community's objectives for meeting the needs described in the ConPlan; identifies resources available within the community to meet ConPlan goals; and describes a one-year plan and budget for the intended uses of the City's CDBG and HOME funds, and any other HUD funds that may be available. At the end of each fiscal year, the City prepares a CAPER to report on the City's progress in meeting the goals and priorities in its ConPlan.

In FY 2016-17, the City met most of the annual goals that were identified in its 2016-17 Action Plan and/or Strategic Plan.<sup>1</sup> The CAPER focuses on projects and programs funded with CDBG and HOME funds.

The FY 2016-17 CAPER was prepared with input from local non-profit agencies, the Housing and Human Services Commission, and interested members of the public. Written comments were encouraged and any comments submitted have been addressed within the CAPER.

### Federal Resources

The City received entitlement grants of \$1,037,051 in CDBG funds and \$308,842 in HOME funds for FY 2016-17. In addition, \$127,679 in disencumbered CDBG grant funds were allocated to FY 2016-17 projects. The City also received \$206,542 in CDBG program income (loan payments) in FY 2016-17, of which \$150,000 was deposited into the City's Housing Rehabilitation Revolving Loan Fund (RLF), and the balance was allocated to eligible CDBG activities in the City's FY 2016-17 Action Plan. A total of \$140,342 in HOME program income was received during the fiscal year as HOME loan payments and allocated to eligible HOME activities.

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<sup>1</sup> The Strategic Plan is a part of the City's ConPlan, and it identifies the use of available resources to meet the needs identified in the ConPlan.

## CR-05 - Goals and Outcomes

*Progress the jurisdiction has made in carrying out its strategic plan and its action plan.*

**91.520(a):** *An overview that includes major initiatives and highlights that were proposed and executed throughout the program year.*

Two of the most important goals in the 2015-2020 ConPlan and the 2016-17 Action Plan were affordable housing and alleviation of homelessness. The highlights and initiatives described below were designed to address one or both of these goals.

### Highlights:

- In June of 2017, construction began on a new affordable rental housing project: Edwina Benner Plaza, a 66-unit affordable rental project at 460 Persian Drive in Sunnyvale. This project was funded with loans of \$600,000 in City HOME funds and \$7.43 million in local City "Housing Mitigation" funds. The project includes one-, two- and three-bedroom apartments affordable to lower-income households with incomes ranging from 30 percent to 60 percent of area median income. Thirteen of the units are reserved for homeless applicants. The project developer is MidPen Housing Corp., a local non-profit affordable housing developer. The project was also awarded federal low-income housing tax credits and loans from the County of Santa Clara and the Housing Trust of Silicon Valley.

### Initiatives:

- Tenant-Based Rental Assistance (TBRA) Program: the City's TBRA program, funded with HOME funds, provides rental assistance similar to a Section 8 voucher but for a maximum term of up to two years. The program is available to homeless clients and very low income households at immediate risk of homelessness. Clients must either be working, job-seeking, or have the ability to obtain employment or other sources of income after the two-year period ends, so that they can take over their full rent payment at that time. The clients are provided with case management and housing search assistance by partnering non-profit agencies (referring agencies) that help them find and apply for units to rent, maintain or obtain employment and benefits, and address related needs. This program began in 2011 as a pilot project and is now operating at full capacity, with as many clients leased up as the current funding allows. The program is administered directly by Abode Services, a non-profit agency.
- WorkFirst Sunnyvale Program: this innovative program, funded by CDBG as an employment development activity, provides workforce training, job-search skills, volunteer experience, career counseling, and case management to homeless clients, as well as supportive services such as food assistance, mainstream benefits enrollment, and housing assistance. The program is implemented by two agencies which also collaborate closely with the City on implementation of the TBRA program: Sunnyvale Community Services and Downtown Streets Team (DST). The two programs complement each other in the City's effort to help people get and maintain jobs and housing.

Through participation in volunteer activities, which included neighborhood clean-up efforts such as litter removal, the Sunnyvale DST team members (program clients) can develop a sense of belonging and stewardship in their community, which is a very important aspect of sustained recovery from homelessness. During the program year, 52 WorkFirst Sunnyvale clients graduated from Job Search Skills classes, 27 clients obtained regular paid employment and maintained it for at least 90 days, and 6 clients were assisted in obtaining housing.



- Crescent Terrace Apartments Renovation: rehabilitation of a 48-unit affordable rental property for lower-income seniors, owned by MidPen Housing Corp. Originally funded in 2015, this project was slightly delayed due to the elevator breaking down shortly after the project was approved. That required a major mechanical overhaul that was not included in the original scope of work. The scope of work was modified with City approval to include the elevator work and increase the project budget and CDBG loan amount by \$100,000, provided from the CDBG Revolving Loan Fund, for a total of \$600,000 in CDBG funds, as well as \$550,000 in HOME funds. The onsite work was completed in Summer of 2017, and the project is complete, pending expiration of the 30-day lien release period and final retention payment, both of which are expected to occur by November 1.

Table 1 below summarizes major accomplishments achieved during Program Year 2016-17, the second year of the ConPlan period.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

*Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.*

**Table 1: Accomplishments: Program Year & Strategic Plan to Date (FY 2016-17 and 2015-2020 Plan Total to Date)**

Goal	Category	FY 2016-17 Amount Budgeted	Indicator	Unit of Measure	5-Year Goal	5-Year Results	% of 5- Yr Goal	1-Year Goal	1-Year Result	% of 1-Yr Goal
Affordable Housing	Rental Housing Rehabilitation	\$100,000 (plus \$1,050,000 in FY 15-16)	Units rehabilitated	Housing Units	50	0 (48 in progress)	0% (96% in progress)	10	0 (48 in progress)	0% (480% in progress)
	Rental Housing Constructed	HOME: \$626,520	Units constructed	Housing Units	50	0 (3* in progress) * in 66-unit project	0% (6% in progress)	6	0 (3 in progress)	0% (50% in progress)
	Home Improvement Program	CDBG: \$50,037 CDBG RLF: \$150,000	Owner- occupied homes improved	Housing Units	50	17	34%	10	4	40%
	Fair Housing	CDBG: \$20,000	Services provided	Households	100	69	69%	20	38	190%
Alleviate Homelessness	Tenant-based Rental Assistance	\$0 (\$419,000 from prior years)	Units leased	Households	50	55	110%	12	28	233%
Alleviate Homelessness	CBDO Economic Development Activity	CDBG: \$404,225	Services provided	Individuals	300	106	35%	50	52	104%
Expand Economic Opportunities			Job Placements	Jobs	60	61	102%	15	27	180%
Community Development	Public (Human) Services	CDBG: \$190,000	Services Provided	Individuals	2,670	845	32%	396	419	106%
	Maintain/Expand Community Facilities and Infrastructure	CDBG: \$190,000	Curb Cuts	# of curb cuts	52	26	50%	24	26	108%
		CDBG: \$200,000	Persian Drive Sidewalk Extension	linear feet of sidewalk	1,500	0	0%	1,500	0	0%

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

### **Assessment of One Year Goals – FY 2016-17**

The highest priority in Sunnyvale in recent years has been expanding affordable housing supply and addressing homelessness. Both of these issues are major challenges facing the greater region (Silicon Valley and larger San Francisco Bay Area) as well as in many major metro areas around the U.S. in recent years. Sunnyvale has a long tradition of innovative policies and actions designed to address affordable housing, homelessness, and related priorities. The 2015-2020 Consolidated Plan focuses on expanding and preserving the existing supply of affordable housing, improving neighborhoods and increasing accessibility for persons with disabilities, alleviating homelessness, and supporting programs that help lower-income and special needs residents meet their basic needs in order to thrive in the community. All of these have been identified as priority needs in Sunnyvale. The majority of funding covered by the Action Plan was used to address these affordable housing, homelessness, and related priority needs, as shown in the table above and described below.

### **AFFORDABLE HOUSING**

Funding for housing-related priority needs was provided in accordance with the FY2016-17 Action Plan, as follows:

#### **1. Support affordable rental housing for lower income households**

- *Housing projects initiated or in progress in FY 2016-17:*

Benner Plaza - Construction of New Affordable Rental Housing (66 affordable rental units, 3 HOME units)

460 Persian Drive, Sunnyvale

*Borrower:* MP Edwina Benner Associates L.P. (affiliate of MidPen Housing Corp.)

HOME Loan: \$600,000

This project is currently in progress. Escrow on this loan closed in May 2017. Construction began in May and is planned for completion by December 2018.



### **Benner Plaza Housing Project Under Construction**

- *Housing projects funded in FY 2015/16 and nearing completion during the program year:*

#### **Crescent Terrace Rehabilitation Project (48 affordable senior rental units)**

130 Crescent Avenue, Sunnyvale

*Borrower:* MidPen Housing Corp.

*Loan of \$1.15 million: \$600,000 CDBG; \$550,000 HOME*

An additional \$100,000 was provided out of the CDBG Revolving Loan Fund during the program year for a total of \$600,000 in CDBG funds to modify the rehabilitation scope of work to include repair costs to the elevator. Project completion is expected by early fall.

## **2. Home Improvement Program (HIP)**

### **Owner-Occupied Housing Rehabilitation Loan Program**

Housing rehabilitation is one of the priorities in the five-year Consolidated Plan. The HIP program, available city-wide, provides deferred loans of up to \$60,000 for rehabilitation of owner-occupied, single family homes and up to \$15,000 for mobile homes. During the reporting period, the City funded one single family substantial rehabilitation loan from its revolving loan fund. This project

is currently in progress. Continued efforts are underway to increase public awareness about the program in order to increase utilization. These efforts include staff attendance at neighborhood meetings and City events, and marketing the program to likely eligible homeowners through various outreach channels including newsletters, blogs, brochures, flyers, email and website postings, and through non-profit partners. The HIP brochure is translated into Spanish and City staff is available to assist customers in English or Spanish, as well as other languages upon request, consistent with the City's Language Access Plan. Key materials also include a disclosure notice in six languages representative of the community such as Spanish, Vietnamese, Mandarin, Korean, Hindi, and Tagalog.

#### Home Access, Paint, and Emergency Repair Program

This program assists special needs and very low-income households, and is available city-wide. Over \$9,120 was expended to provide accessibility improvements at two homes occupied by disabled persons, including installation of electric wheelchair lifts at mobile homes. Approximately \$5,000 was issued in grants to provide paint and/or emergency repairs to two homes.

#### Energy Efficiency Matching Grant Program

This pilot program began in FY 2010 as an option typically combined with a rehabilitation loan on a single-family home. During the program year, there were no matching grants provided. Staff continues to collaborate with the other City Departments and the County to market this program, in conjunction with similar efforts provided through the CA Energy Upgrade program.

### **3. Fair Housing Services**

#### Fair Housing

The Law Foundation of Silicon Valley provides fair housing services to Sunnyvale residents. These services include fair housing outreach and education, investigation of housing discrimination complaints, conciliation of fair housing disputes, and legal representation for those who need legal redress for harms caused by housing discrimination. A total of 38 Sunnyvale clients received fair housing services funded by the CDBG grant to the Law Foundation during the program year.

The City continues to support fair housing efforts by providing information to the public about fair housing through the Housing Division's website and monthly e-newsletter, by posting flyers and brochures in various public facilities, sharing information with regional community organizations via listservs etc., and by organizing fair housing outreach events in April of each year.

### **ALLEVIATION OF HOMELESSNESS**

Programs designed to address this need aim to help people who are currently homeless or at imminent risk of homelessness to obtain employment or other sources of income, supportive services, and/or transitional rental assistance (TBRA) to obtain housing and achieve stability.

#### Actions to Address the Needs of Homeless Persons

In the past several years, the City provided financial and related development assistance to enable development of 117 new permanent supportive housing units within the Parkside Studios and Onizuka Crossing projects, completed in 2015 and 2016 respectively.

The City also provided \$404,225 to Sunnyvale Community Services, a Community-Based Development Organization (CBDO) to implement the "Work First Sunnyvale" Workforce Development Program. The program provides job readiness training, job skills training, and job placement to individuals who are currently homeless or at imminent risk of homelessness, working

with the local Downtown Streets Team.

Funded in FY 2015-16, the City's Tenant Based Rental Assistance (TBRA) Program, administered by Abode Services, expended \$386,597 in HOME funds during the 2016 program year to assist 28 households currently experiencing or at imminent risk of homelessness, to obtain and maintain rental housing through use of TBRA vouchers. Each tenant is provided up to two years of assistance through this program.

## **COMMUNITY DEVELOPMENT**

### **Removal of Architectural Barriers – (ADA Curb Retrofits to Sidewalks and Street)**

During FY 2016/17, the City provided CDBG funding to the Public Works Department to improve accessibility of local sidewalks by completing 26 ADA curb retrofits.

### **Persian Drive Sidewalk Extension**

The City allocated \$200,000 in 2016 CDBG funds to MidPen Housing to construct a new public sidewalk, drainage and related improvements along a segment of Persian Drive between Morse and Borregas Avenues where no sidewalk currently exists to improve pedestrian linkages to and from the Edwina Benner Housing Project and the existing residential area. At the same time, MidPen also applied for State funding to fund the remainder of the costs for this project, estimated at nearly \$1 million. That application was not successful, leaving a funding gap for this sidewalk project. Because the sidewalk extension would complete a critical neighborhood linkage for pedestrians and bikers in this neighborhood, the City allocated an additional \$482,132 in CDBG funds and a small amount of local funds for the sidewalk extension in the 2017 Action Plan and City budget. Staff is currently working with staff in several City departments and MidPen staff to finalize the project budget and funding agreements, and expects construction to begin within the next six months.

### **Human Services**

The City provided CDBG funding for human services (charitable) programs that serve various special needs clients (seniors, at-risk youth, disabled people, homeless people, domestic violence survivors, etc.). The CDBG grants typically represent just a very small portion of these agencies' overall operating budgets, and they serve many other clients (in Sunnyvale or elsewhere) beyond the numbers noted below, which include only the clients served with the City's CDBG grants for the specific services described below.

**The Bill Wilson Center** provides individual, couple, family and group counseling services to assist individual youth and their families with emotional and mental health issues. A CDBG grant of \$25,000 was provided to this agency to provide 238 counseling sessions to 42 unduplicated clients during the year. Additionally, the Bill Wilson Center operates a youth shelter and provides, care, and transitional housing for at-risk youth using other funding sources.

**LifeMoves (formerly known as InnVision Shelter Network)** provides shelter and comprehensive supportive services for Sunnyvale homeless clients at several shelter facilities in San Jose, including one for homeless women with or without children, and two for single adults, one of which serves those with mental health conditions. LifeMoves received \$50,000 in CDBG funds to provide 883 bed nights to 12 homeless Sunnyvale residents. Residents also received intensive case management and comprehensive supportive services.

**The Sunnyvale Senior Nutrition Program**, hosted by the First United Methodist Church, provides high-quality, cost effective, hot nutritious meals in a congregate setting, five days a week

to Sunnyvale residents age 60 or older. The Senior Nutrition Program received \$15,000 in CDBG funds to provide 1,773 hot meals to 136 Sunnyvale unduplicated older adults.

**Sunnyvale Community Services (SCS)** provides emergency financial assistance to households in crisis, as well as food, clothing, and other assistance. SCS received \$75,000 in CDBG funds to provide 1,847 bags of healthy, nutritious food to 180 lower-income clients through the Year-Round Food Assistance Program.

**YWCA Support Network** provides crisis counseling and related services to survivors of domestic violence who reside in Sunnyvale. This program received \$15,738.81 in CDBG funds from the City to provide a total of 209 sessions of individual counseling, group counseling, support groups, and/or children's play therapy to 49 Sunnyvale residents.

## EXPAND ECONOMIC OPPORTUNITIES

### "Work First Sunnyvale" Workforce Development Program (CBDO Activity)

Certified as a Community-Based Development Organization (CBDO), Sunnyvale Community Services (SCS) implements this program with the assistance of the Downtown Streets Team (DST), an organization committed to helping homeless men and women rebuild their lives through a volunteer work-readiness program. During the program year, 52 clients graduated from Job Search Skills classes, 27 obtained regular paid employment, and 6 obtained housing. Several program highlights are described in the Goals and Outcomes section above.

**CR-10 - Racial and Ethnic composition of families assisted**

Describe the families assisted (including the racial and ethnic status of families assisted).  
 91.520(a)

**Table 2: Assistance provided, by race and ethnicity of household head, and by source of funds**

	<b>CDBG</b>	<b>HOME</b>
White	299	24
Black or African American	21	3
Asian	110	2
American Indian or American Native	6	2
Native Hawaiian or Other Pacific Islander	23	0
Black or African American & White	0	1
Other Multi-Racial	29	5
<b>Total</b>	<b>488</b>	<b>37</b>
Hispanic	12	11
Not Hispanic	476	26

**Narrative**

As reflected in the table above, the City of Sunnyvale's programs served a diverse population generally representative of the Sunnyvale population. The City's outreach materials and agreements with subrecipient agencies require that funded programs be inclusive and accessible to all local populations in a non-discriminatory manner consistent with CDBG and HOME requirements.



**CR-15 - Resources and Investments 91.520(a)****Identify the resources made available****Table 3: Resources Made Available**

Source of Funds	Resources Made Available	Amount Expended During Program Year
CDBG	\$2,889,085	\$1,750,375
HOME	\$2,343,569	\$1,703,508

**Narrative**

Table 3 lists the amount of funding available in all CDBG and HOME accounts during FY 2016-17. Of that amount, the amounts shown in the right-hand column were spent during that year. The remaining funds are either being spent currently or will be spent soon on current projects and programs, or will be reallocated to new activities as part of the FY 2018-19 Action Plan.

**Identify the geographic distribution and location of investments****Table 4: Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
N/A	N/A	N/A	See below

**Narrative**

The City does not have any target areas for CDBG/HOME investments, as explained further in the ConPlan and Action Plans. Most of the CDBG and/or HOME-funded programs and services are provided on a city-wide basis to income-eligible and/or special needs households. Certain capital projects are assisted at a specific site, based on the location of the project, but projects may be proposed in any area of the City. There are no parts of the City suffering from “blight” or high poverty/unemployment rates that would warrant targeting efforts. Human services programs are delivered in a number of facilities and locations throughout the City, and in some cases just outside the City, as long as Sunnyvale residents are being served by the program. Affordable housing assistance is generally provided anywhere in the City, as opportunities arise, in order to avoid concentration of poverty, and to ensure fair access to affordable rental housing, rehabilitation assistance, and homeownership opportunities in all neighborhoods.

**Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Federal funds are highly leveraged with other sources, as the amount of federal funding available typically constitutes just a small fraction of the total cost of the funded activities. The City encourages non-profit developers to seek private and State sources of funding, both including grants, loans, and/or tax credit financing. Furthermore, as opportunities arise, the City will use its local Housing funds (from impact and in-lieu fee revenues) as appropriate to leverage federal funds and to match HOME funds.

The City continues to support human service agencies with its General Fund, in addition to the CDBG public services funds it provides. This funding is provided through a competitive grant program. The City provided \$135,000 in General funds to human services agencies in 2016-17. The City of Sunnyvale used various sources to fund affordable and supportive housing activities this past year. The City provided federal funds from the following sources: CDBG, CDBG Revolving Loan Fund, and HOME. A number of non-profit agencies provide housing and supportive services in the City. They are partially funded through CDBG and City General funds, with the remainder of funding provided by private and/or other public sector funders. These activities are described under the Human Services Section of this CAPER.

**Table 5: Fiscal Year Summary HOME Match Report**

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	\$20,179,747
2. Match contributed during current Federal fiscal year	\$18,189,400
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$38,369,147
4. Match liability for current Federal fiscal year	\$374,267
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$37,994,880

**Table 6: Match Contribution for the Federal Fiscal Year**

Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
various	PY2016	\$18,189,400						\$18,189,400

**Table 7: HOME Program Income FY 2016-17**

Program Income				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
\$336,322	\$140,342	\$420,445	\$6,120	\$56,219

**HOME MBE/WBE report (next page)**

The data for the MBE/WBE report is collected for the federal fiscal year (October 1 through September 30). Since this report was prepared before that period, the data is not yet available, but will be inserted before staff submits the CAPER to HUD.

**Table 8: Minority Business Enterprises and Women Business Enterprises:  
FFY: 10/01/15-09/30/16**

Contracts	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	1	0	1	0	0	0
Dollar Amount	\$17,885	\$0	\$17,885	\$0	\$0	\$0
Sub-Contracts						
Number	11	0	4	1	3	3
Dollar Amount	\$1,305,686	\$0	\$827,130	\$46,500	\$358,192	\$73,864
Contracts	Total	Women Business Enterprises	Male			
Number	1	0	1			
Dollar Amount	\$17,885	\$0	\$17,885			
Sub-Contracts						
Number	11	5	6			
Dollar Amount	\$1,305,686	\$427,542	\$878,144			

**Table 9: Minority Owners of Rental Property [N/A]**

Minority Owners of Rental Property: Number of HOME-assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	n/a	n/a	n/a	n/a	n/a
Dollar Amount	\$0	n/a	n/a	n/a	n/a	n/a

Not Applicable. All of the HOME funds used by the City to assist affordable rental developments was provided to properties owned and managed by non-profit entities, not individual investors.

**Table 10: Relocation and Real Property Acquisition**

Not Applicable. None of the projects funded with CDBG or HOME funds during this program year involved any tenant relocation or acquisition.

**CR-20 - Affordable Housing 91.520(b)**

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

**Table 11: Number of Households**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of homeless households to be provided affordable housing units*	0	0
Number of non-homeless households to be provided affordable housing units	6	0 (3 in progress)
Number of special-needs households to be provided affordable housing units	0 (47: FY 2015-16 Goal)	0 (47 in progress)
<b>Total</b>	<b>6</b>	<b>0</b>

**Table 12: Number of Households Supported**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of households supported through rental assistance	12*	28
Number of households supported through the production of new units*	6	0 (3 in progress)
Number of households supported through the rehab of existing units*	57	4 **(47 in progress)
Number of households supported through the acquisition of existing units	0	0
<b>Total</b>	<b>75</b>	<b>32</b>

\* Includes 2<sup>nd</sup> year TBRA Program goal, funded in PY2015.

\*\*Crescent Terrace Rehab, funded in PY2015.

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The FY 2016-17 Action Plan included a goal to provide a \$600,000 HOME loan to a project, Benner Plaza, that would include an estimated 6 new HOME-funded units, within a larger project of 66 units total. Most of the project funding came from various non-HOME sources, including City, County, and tax credit financing. Once the project costs and funding sources were clarified and staff performed the HOME subsidy layering analysis as required by HOME regulations, it turned out that the City's HOME loan was only enough to assist 3 units, rather than the initial estimate of 6. Regardless, the project still includes 66 total units, and the affordability restrictions will be relatively similar whether they are designated HOME units or not, based on all the restrictions imposed by the various funding entities. The project is currently under construction and will be completed in 2018, so the 3 HOME units will be reported as completed in next year's CAPER.

**Discuss how these outcomes will impact future annual action plans.**

These outcomes show that the City is on track to meet most if not all the goals in the 2015-2020 Consolidated Plan by the end of 2020, barring any major unforeseeable events that would prevent the City from doing so, and assuming that the federal funds for these grants continue to be appropriated annually by Congress.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

**Table 13: Number of Households Served**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low Income (up to 30% of Area Median)	235	24
Very Low Income (30% - 50% of AMI)	209	3
"Moderate" Income (51% - 80% of AMI, generally referred to as "Low Income" in California)	20	1
<b>Total</b>	<b>464</b>	<b>28</b>

**Narrative Information**

In total, the CDBG and HOME funds expended by the City during the program year assisted 492 households. Of those households, 259 had extremely low incomes, 212 had very low incomes, and 21 had low incomes (referred to as "moderate" by the federal CDBG program).

**CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The WorkFirst Sunnyvale, West Valley Haven to Home, and LifeMoves programs include outreach to homeless clients and assessment of their needs.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

Two of the human services grants (to LifeMoves and the YWCA) helped these agencies provide shelter, transitional housing, and services to homeless clients and victims of domestic violence. In addition, the TBRA is a transitional housing program for homeless households, providing assistance for up to two years.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Several of the Human Services grants supported the provision of services intended to prevent homelessness of Sunnyvale residents including the grants to Sunnyvale Community Services, LifeMoves (InnVision/Shelter Network), YWCA, and Bill Wilson Center. In addition, the fair housing services provided also helped tenants avoid eviction and/or homelessness by addressing discrimination practices. In addition to the activities funded with CDBG, the City also provided assistance to other programs that aim to prevent homelessness using local funds. These include grants to Senior Adults Legal Services, West Valley Community Services, and funding for tenant-landlord mediation programs. The City also provided a second year of funding to the Homelessness Prevention and Rapid Re-Housing (HPRR) Program with \$250,000 from the City's former redevelopment agency housing fund.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Several of the activities funded helped homeless clients and families transition to permanent housing, including: WorkFirst Sunnyvale, and the human services grants to LifeMoves, West Valley Community Services, and YWCA. Although funds were not allocated in FY 2016/17 for TBRA, the City continued to administer the program and provide assistance with prior year HOME funds. The total CDBG funding for these activities was \$489,225 in FY 2016-17, plus \$10,000 in



General Funds for the grant to West Valley Community Services.

During the program year, the City provided a significant amount of funding (\$790,822) for activities that helped homeless people obtain housing and jobs (WorkFirst Sunnyvale and TBRA). In addition, the City continues to participate in the county-wide efforts, such as the CoC and Destination Home, to end homelessness throughout the County. In addition, in FY 2013-14, the City provided over \$10 million in local and HOME funds to assist the development of the recently completed Parkside Studios and Onizuka Crossing projects, which include 47 permanent supportive housing units for homeless clients.

**CR-30 - Public Housing 91.220(h); 91.320(j)****Actions taken to address the needs of public housing****Actions taken to encourage public housing residents to become more involved in management and participate in homeownership****Actions taken to provide assistance to troubled PHAs**

This section is not applicable as there is currently no official public housing in Sunnyvale. The City collaborates with the Housing Authority of the County of Santa Clara (HACSC) on its efforts to provide Section 8 vouchers, mortgage credit certificates, supportive services and other assistance to Sunnyvale residents. The City also supports the HACSC in its efforts to increase federal appropriations for Section 8 and other affordable housing programs in Sunnyvale and in the County.

The City partnered with the Housing Authority on several efforts in recent years, including a joint TBRA program for clients on the Section 8 waiting list, and several Sunnyvale housing projects which were awarded project-based vouchers, including the Fair Oaks Senior Housing project, two senior group homes, and two new affordable rental projects (Parkside Studios and Onizuka Crossing).

### **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City does not impose any public policies that unreasonably constrain housing development. There are no growth limitations or rent control policies, and property tax policies are largely set by the State. The City's land use designations and zoning are supportive of development of a wide variety of housing types, including single- and multi-family housing, ownership and rental, mobile homes, manufactured/modular housing, and so on. The City follows the State building code, and its fees and charges are reasonable and consistent with prevailing prices in the region. Over the past ten years, between 2007 and 2016, a total of 4,905 new housing units were issued building permits by the City, for an average of 491 new units per year. Fifty-six percent of these units were multi-family rental units, while 44% were homes intended for sale, including townhomes, condominiums, and single-family homes.

In 2014-15, the City updated the Constraints Analysis of its Housing Element, as required under California Housing Element law (Government Code 65580), to analyze city policies and land use regulations to determine if they had any negative effects on development. The State determined, with its certification of the City's 2015-2023 Housing Element, that the City does not currently implement policies that create barriers to affordable housing. Additional detail is available in the City's Housing Element<sup>2</sup>, which is provided in its entirety on the City's website and in the Library. As noted above, thousands of new dwelling units of various types and price points have been developed and additional units renovated in recent years, in most cases without any direct assistance from the City. This provides evidence that the City's policies do not unduly constrain residential development. In addition, the City has successfully assisted a number of affordable housing developments in recent years, which demonstrates that City policies do not have negative effects on assisted housing production.

Non-governmental barriers, primarily market factors such as high land costs, construction costs, and high prevailing market prices for housing, have been the primary challenges facing jurisdictions in the region, including Sunnyvale, in recent years, not public policies. These barriers are addressed, within the City's limited ability to address them, through the housing activities listed in the City's Action Plan and through the goals and policies listed in the Housing Element.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City continues to seek opportunities to provide housing in the community for underserved residents. These opportunities include local policies and funding commitments that support the development, maintenance, and improvement of affordable housing in Sunnyvale. For instance, in 2016 the City provided a loan of \$5 million in local housing funds to assist the acquisition of a site for the Benner Plaza new affordable rental housing development of 66 units, including at least three homeless units. An additional \$2.43 million in local housing funds was provided this past year to increase the number of units available to current Sunnyvale applicants. The City's FY 2016/17 Action Plan allocated \$626,520 in HOME funds towards construction of this project, which is located at 460 Persian Drive in Sunnyvale. Construction began last May with an expected completion in fall 2018.

<sup>2</sup> <https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?BlobID=23978>

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The City continues to provide lead-based paint testing and assessment services on all housing built before 1978 that receives CDBG or HOME funding for rehabilitation and/or acquisition. The City ensures that the requirements for notification, evaluation and reduction of lead-based paint hazards in projects receiving federal assistance are met. Information about lead-based paint hazards is given to all property owners and residents before any rehabilitation work begins. The City also requires that all participating contractors and owner participants view the “Safe Work Practices” video developed by the City and read the “Lead Paint Safety” field guide prior to participating in the Paint Program. Staff continues to keep abreast of any new developments in lead-safe housing regulations. During the program year, there were no homes tested for lead, as there were no projects that required testing.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

In April 2016, the City adopted a new minimum wage ordinance to increase the minimum wage to \$15 by 2018. The current Sunnyvale minimum wage increased to \$13/hour on January 1, 2017. The ordinance includes an annual adjustment based on inflation starting on January 1, 2019, and every January 1 thereafter. This action alone will help many workers increase their household incomes to above the federal poverty levels.

**Employment Development Efforts**NOVA (North Valley Job Training Consortium)

Sunnyvale residents have access to employment development and training services provided by NOVA (North Valley Job Training Consortium). NOVA is funded entirely through federal, state and foundation grants, with the primary resources coming from the Workforce Innovation and Opportunity Act (WIOA). NOVA serves a consortium of seven cities in northern Santa Clara County (Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale), as well as all of San Mateo County. Many of the services and programs provided by NOVA target disadvantaged youth and adults who may have limited education or barriers to employment.

With unemployment continuing to decline, NOVA's WIOA funding for FY 2016–17 decreased by 8% from FY 2015–16. However, due to an increase in layoffs in the area, NOVA provided 48,538 unique services to 4,193 job seekers over the course of the year, only a 3% decrease in customers from the prior year.

A total of 884 Sunnyvale adults accessed the NOVA Job Center, receiving 14,005 services. NOVA enrolled 39 Sunnyvale youth who received in-depth career guidance services and/or work experience. NOVA responded to a large increase in layoffs experienced by companies in the region, with 96 layoff events at 58 companies, impacting over 6,500 individuals. Eleven of the layoffs affected 814 employees in Sunnyvale.

In addition to NOVA's regular WIOA grants, special grant investments and initiatives that benefit the Sunnyvale population included:

1. In January 2016 NOVA was awarded a \$3.2 million grant to serve job seekers laid off from the technology industry. The grant will provide career advising, job search workshops and resume assistance, and skills training where necessary for individuals to update their skills to be competitive in attaining new employment. NOVA plans to serve 920 participants during the term of the grant, which runs through December 31, 2017.

2. In FY 2014-15, NOVA was awarded a \$5.3 million grant specifically to work with individuals who have been out of work for over six months. The grant focuses on providing training in technology occupations to mid- to high-skilled job seekers throughout the Silicon Valley region, including San Francisco, San Mateo and Santa Clara Counties, and southern Alameda County. Several strategies unique to this population are being piloted through this grant, including intensive career advising, work experience, and financial counseling as needed. Over 1,200 participants will be served over the term of the grant, which ends October 31, 2018.
3. The *LinkedIn for Good* Foundation awarded NOVA a third \$30,000 grant to prepare low-income disadvantaged youth in this community for careers in a technology-driven economy. *LinkedIn* has been actively engaged in the NOVA youth program through hosting a variety of events for youth at its Sunnyvale campus.
4. In June, *Google.Org*, Google's philanthropic organization, awarded the *NOVAworks* Foundation a \$250,000 grant to build dedicated pathways for low-income youth and young adults to careers in the heart of the Silicon Valley innovation economy. The initiative will provide up to 60 low-income community members with the career navigation skills, networking support, and technical tools to prepare them for higher education opportunities and careers in high-skill, in-demand industries.

#### Work First Sunnyvale

As noted above, the City provided CDBG funding through the FY 2016-17 Action Plan to continue operating the WorkFirst Sunnyvale workforce development program that aims to reduce poverty, primarily serving homeless people, by helping them gain employment and/or increase earned income, and helping them move into housing. The program helps homeless clients obtain employment and/or other sources of income, and adequate support services/networks to obtain housing and achieve stability. Activities included job readiness training, job search skills training, development of employer networks, job coaching, and job placement.

#### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The institutional structure includes private industry, non-profit organizations, and public institutions that deliver the programs outlined in the Consolidated Plan.

The institutional structure for carrying out the City's housing and community development activities consists of the City's cooperative relationships within its departments and other government agencies, non-profit organizations, and other institutions involved in the activities described herein.

The City works with the State, neighboring cities, the Housing Authority of Santa Clara County (HACSC) and the County of Santa Clara, the Housing Trust of Silicon Valley, and other private and/or non-profit agencies to coordinate efforts and use resources strategically. Collaboration with industry groups is accomplished through an ongoing relationship with the Silicon Valley Leadership Group's Housing Action Coalition (HAC), which focuses on regional housing policy, and any other interested industry partners, such as lenders, builders, and real estate industry associations.

The City works with the above-mentioned entities in an effort to provide adequate and affordable housing for residents of Santa Clara County, particularly for those who live and/or work in Sunnyvale. The City participates in regional efforts to leverage private and local government resources with federal resources for the provision of affordable housing and human services for

residents of the region. In late 2016, voters of Santa Clara County passed Measure A, an affordable housing bond, that will provide nearly a billion dollars over ten years to support affordable housing production and related housing programs throughout the county. The City has been actively collaborating with staff of the County and other cities in planning programs and projects that will be able to utilize the Measure A bond funds, and the Sunnyvale Mayor is one of the members on the County's Measure A Bond Oversight Board, to further strengthen the City's role in this important regional housing effort.

Most human service agencies and affordable housing developers that receive funding through the City's entitlement grants serve either the entire county or several counties in the South Bay region, or even larger areas. Sunnyvale cooperates with the other jurisdictions to avoid duplication of services and to ensure that an efficient delivery system is in place. The City continues to cooperate with the County and the County Housing Authority on various programs and projects.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

**Coordination**

The City and other community development organizations in the County coordinate frequently on a variety of initiatives. The City Housing Division staff participates in a collaborative of HUD entitlement grantees within the County which holds quarterly meetings to discuss activities, technical assistance issues, and identify future opportunities for coordination and cooperation between local governments, housing providers, social service agencies, and the Housing Authority.

The City also participates in the County's Continuum of Care (CoC), comprised of governmental agencies, homeless service and shelter providers, homeless persons, housing advocates, affordable housing developers, and various private parties, including businesses and foundations. The CoC prepares the Countywide Homelessness Continuum of Care Plan, which seeks to create a comprehensive and coordinated system of affordable housing and supportive services for the prevention, reduction, and eventual end of homelessness. The Plan provides a common guide for the County, cities, service providers, the faith community, the business sector, philanthropy, and the broader community to follow in addressing local housing and the goals and services needs for homeless people. The actions included in the City's FY 2016/17 Action Plan to address housing needs and homelessness are consistent with the CoC's plans and policies.

The City also coordinates with other regional agencies, such as the Housing Trust of Silicon Valley, Joint Venture Silicon Valley, NOVA, the county-wide Fair Housing Task Force, the Valley Transportation Authority, and a number of other non-profit or public agencies, to achieve the goals described in the City's FY 2016/17 Action Plan.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Analysis of Impediments to Fair Housing Choice (AI)

The City's Analysis of Impediments to Fair Housing (AI) meets the requirements of 24 CFR 570.904(c)(1) for entitlement jurisdictions under the CDBG program administered by the U.S. Department of Housing and Urban Development (HUD).

An update to the City's AI was completed and presented to the Housing and Human Services Commission on September 28, 2011 using 2009 data provided in the 2015-20 Consolidated Plan and 2010 Census data. The AI is available on the City's website.

The Housing Division continues to follow updates related to the new Fair Housing Rule. The Housing Division understands that the Assessment of Fair Housing (AFH) is not due to HUD until 9 months prior to the start of a new consolidated plan, which will be sometime in 2019.

Staff continues to make efforts to improve access to services, programs, and activities, including affordable housing opportunities, for all residents, including persons and households with Limited English Proficiency (LEP). The AI includes recommendations to: expand awareness of LEP clients, educate service providers on their obligations to LEP clients, and assess housing and service providers to evaluate the ability of LEP clients to access sponsored services, programs, and activities.

#### Actions to Affirmatively Further Fair Housing

Sunnyvale was involved in the following activities to affirmatively further fair housing during FY 2016-17:

- Provided accessibility improvement grants for 2 homeowners with physical disabilities.
- Provided translation and interpretation services for the City's housing and community development programs.
- Provided information on foreclosure prevention, tenancy rights, financial education, and other fair housing related topics.
- In honor of Fair Housing Month, City staff partnered with Silicon Valley Law Foundation to hold two Fair Housing presentations at the Library.
- Provided additional CDBG funding for a major elevator repair to maintain housing accessibility at Crescent Terrace, which provides affordable rental housing for lower-income seniors.

The Fair Housing page on the City's website provides a link for residents to report discrimination complaints directly to HUD.

The City actively implements an affirmative marketing plan to inform the public about all housing programs and new housing opportunities, such as the up-coming Benner Plaza development. Housing programs are available to those who live or work in the City and the county, and minority and LEP participants are actively sought by reaching out to community organizations serving these communities. A number of program brochures are translated into Spanish. Last year, staff marketed housing programs online and via various electronic media. Staff also distributed housing brochures to the Sunnyvale Senior Center, Sunnyvale Public Library, Sunnyvale City Hall and the Sunnyvale Community Center.

**CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Monitoring

The City reviews its progress toward the goals of the Consolidated Plan, and continues to monitor all federally funded activities as required by HUD and OMB. All reporting requirements were met this program year. As of April 30, the City met HUD's "timeliness ratio" for expending the CDBG funds in a timely manner.

At the beginning of each program year, agreements are prepared with subrecipients outlining the responsibilities involved with the receipt of federal funds, and the performance standards to be met. During the program year, subrecipients are required to submit quarterly performance reports describing which program goals have been achieved on a quarterly basis. At least every two years, City staff conducts on-site programmatic and internal control monitoring, and visits its funding recipients to review the fiscal and program management of their federally funded programs. The subrecipient agencies maintain documentation of performance indicators available for inspection, with an audit trail from source documents to reports. At year's end, the City prepares biennial evaluations of these agencies. These evaluations are submitted to the Housing and Humans Services Commission for review during the grant application process.

Staff inspected all HOME housing rental units due for inspection in FY 2016-17. Overall, 120 units were monitored. Staff also monitored annual reports and/or leasing files for compliance with rent and income limits. All projects were in compliance with the City's housing standards. A sample of 79 units were inspected for Housing Quality Standards (HQS) compliance.

Outreach to Minority and Women-owned Business Enterprises (MBE/WBE)

The City continues to endeavor to contract with and/or hire MBE/WBE firms for its HOME-assisted projects. The City encourages City staff and CDBG/HOME sub-recipients to actively solicit minority and women-owned businesses in their procurement of goods and services related to HOME-funded projects.

**Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

A notice informing the public of the availability of the CAPER was published in the Sunnyvale Sun on September 1, 2017.

The draft CAPER was available for public review and comment for a 15-day period, beginning September 4, 2017 and concluding on September 20, 2017. Copies of the draft report were available at the City's One-Stop Permit Center and by going to the federal programs link found on the City's website: <https://sunnyvale.ca.gov/property/housing/default.htm>. The Housing and Human Services Commission held a public hearing on Wednesday, September 20, 2017 to take public comment.



**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

Not Applicable

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

Not Applicable

**CR-50 - HOME 91.520(d)****Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Staff inspected all HOME housing rental units due for inspection in FY 2016-17. Overall, 120 units were monitored. Staff also monitored annual reports and/or leasing files for compliance with rent and income limits. All projects were in compliance with the City's housing standards.

A sample of 79 units were inspected for Housing Quality Standards (HQS) compliance at the properties listed below:

<u>Property</u>	<u>Address</u>	<u>Units/Inspected</u>
➤ Aster Park	1059 Reed Avenue	20
➤ Carroll Street Inn	174 Carroll Street	10
➤ Fair Oaks Plaza	660 S. Fair Oaks Avenue	2
➤ Garland Plaza	662 Garland Avenue	11
➤ Homestead Park	1601 Tenaka Place	2
➤ Moulton Plaza	1601 Tenaka Place	2
➤ Onizuka Crossing	620 E. Maude	10
➤ Orchard Gardens	245-247 & 300 W. Weddell	11
➤ PACE	862 Hollenbeck	1
➤ PACE	854 Gary	1
➤ Parkside Studios	495 N. Wolfe	3
➤ Plaza de las Flores	233 Carroll Street	2
➤ Socorro Group Home	1353 Socorro	1
➤ Stoney Pine Villas	267 W. California Ave.	3

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.**

**92.351(b)**

The City's Analysis of Impediments to Fair Housing Choice includes Appendix A, *Affirmative Marketing Policies and Procedures for Affordable Housing*, which includes a detailed list of special outreach resources to ensure that outreach and marketing efforts will reach groups "least likely to apply," and to provide information to households with limited English proficiency, and/or "linguistically isolated" households. The City will continue to provide the Appendix to assisted housing developers for inclusion in their Marketing Plans.

The waiting lists of local affordable housing developments indicate that affirmative outreach efforts have been very successful in reaching various minority communities, as well as a broad range of household types. MidPen ensures that each of their projects perform outreach marketing in order to affirmatively further fair housing, pursuant to its commitment to non-discrimination and providing equal opportunity in housing, and the requirements and expectations of various regulatory and/or funding agencies. Local housing developers receiving City HOME funds follow a marketing plan that includes contacting local civic and community organizations representative of the ethnic and cultural diversity of the entire County in order to disseminate information about their projects. Both Charities Housing and MidPen Housing implemented a comprehensive affirmative marketing plan to lease the units available at Parkside Studios and Onizuka Crossing, respectively. Groups representing disabled and elderly clients are also contacted. MidPen is currently working on its affirmative marketing plan for the new units at Benner Plaza.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

A total of \$140,342 was received in HOME program income. During the program year, over \$420,445, which included prior year's HOME program income, was drawn to fund expenditures for the Benner Plaza project, Crescent Terrace, and TBRA program.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k)**

Please see the activities described under the Affordable Housing Section (Benner Plaza and Crescent Terrace) and Actions to Address the Needs of Homeless Persons (TBRA) of this report.



Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System

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## PR26 - CDBG Financial Summary Report

Program Year 2016

SUNNYVALE , CA

### PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	1,645,492.67
02 ENTITLEMENT GRANT	1,037,051.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	206,541.69
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	2,889,085.36

### PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,512,818.27
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,512,818.27
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	237,556.65
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	1,750,374.92
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	1,138,710.44

### PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	446,919.26
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,065,899.01
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,512,818.27
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

### LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2016 PY: 2017 PY: 2018
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	1,512,818.27
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	1,512,818.27
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%

### PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	584,963.81
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	(404,225.00)

CAPER

32

31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	180,738.81
32 ENTITLEMENT GRANT	1,037,051.00
33 PRIOR YEAR PROGRAM INCOME	364,328.65
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	(100,044.65)
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,301,335.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	13.89%
<b>PART V: PLANNING AND ADMINISTRATION (PA) CAP</b>	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	237,556.65
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	237,556.65
42 ENTITLEMENT GRANT	1,037,051.00
43 CURRENT YEAR PROGRAM INCOME	206,541.69
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,243,592.69
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	19.10%



# City of Sunnyvale

## Agenda Item

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17-0888

Agenda Date: 9/20/2017

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### REPORT TO HOUSING AND HUMAN SERVICES COMMISSION

#### **SUBJECT**

Study of Accessory Dwelling Unit Development Standards: Forward a Recommendation to the City Council to Adopt an Ordinance Amending Sunnyvale Municipal Code Section 19.68.040 (Accessory Dwelling Units), Adopt a Resolution Amending the Master Fee Schedule to Impose Transportation Impact Fees for Accessory Dwelling Units, and Find that these Actions are Exempt from CEQA.  
**Project Planner:** Shila Behzadaria, (408) 730-7456, sbhezadaria@sunnyvale.ca.gov

#### **REPORT IN BRIEF**

An Accessory Dwelling Unit (ADU), also known as a granny unit or second unit, is a small dwelling unit accessory to a single-family home and has been a development option on certain single-family home properties in Sunnyvale since the early 1980s. The regulations have been revised three times since they were first adopted. The City committed to examine the ADU regulations again, as an action in the adopted 2015 Housing Element of the General Plan. In 2016, state legislation was enacted that required cities to update the local ADU regulations, which Sunnyvale completed in December 2016 noting that further study, as specified in the Housing Element, would be completed in 2017.

As described in the Housing Element, the goals of the study are to: consider whether revisions to the current ADU codes are warranted to facilitate ADU development; evaluate the capacity for ADUs under current codes and property conditions in relevant zones; and identify possible code changes that could facilitate creation of ADUs in appropriate locations.

Staff has analyzed lot sizes of properties zoned for single-family houses, researched what other cities are allowing and requiring for ADUs, and conducted community outreach on the topic. Staff recommends reducing the minimum lot sizes to construct an ADU for the R-1 and R-0 zoning districts properties from 8,500 square feet (both zoning districts) to 8,000 square feet (R-1) and 7,000 square feet (R-0) and that ADUs be subject to the current multi-family rate for Transportation Impact Fees (TIF). Staff also recommends minor modifications to the accessory dwelling unit standards, including adjustment to the provision that the entry door of the ADU not be visible from public streets. Staff recommends that all other standards remain the same. The City Council consideration is scheduled for October 17, 2017.

#### **BACKGROUND**

An Accessory Dwelling Unit (ADU), also known as a granny unit or second unit, is a small dwelling unit accessory to a single-family home. ADUs are typically studios or one-bedroom units, with a kitchen, bathroom, and bedroom or sleeping area. ADUs may be attached to or detached from the primary home. Detached means that they are not physically connected to the main home at any point. This study of ADUs was planned in response to concerns expressed during outreach meetings on the 2015 Housing Element update that current ADU standards were too restrictive. The 2015

minimum lot size of 9,000 square feet was noted as a constraint. The Housing Element implementation plan included Program 15, Study of ADU Development Standards, with a planned completion date of 2017. The goals of the study were to: consider whether revisions to the current ADU codes are warranted to facilitate ADU development; evaluate the capacity for ADUs under current codes and property conditions in relevant zones; and identify possible code changes that could facilitate creation of ADUs in appropriate locations.

### **History of ADU Policies in Sunnyvale**

The first ADU regulations were codified in the City's zoning code in 1983 in response to State laws requiring local jurisdictions to allow ADUs unless strict findings are made that ADUs have an adverse impact on the community. The first ordinance allowed limited development of ADUs: detached ADUs were not allowed; the minimum lot size was 12,000 square feet; they were only allowed in single family zones (R-1 and R-0); and two covered parking spaces were required. In 1990 the ADU codes were revised to increase ADU opportunities. Minimum lot size in single family zones was reduced to 9,000 square feet; and ADUs were allowed in two additional zones (Medium-Low Density Residential or "R-2" and residential blocks of the Downtown Specific Plan), both with a minimum lot size of 5,000 square feet. Detached ADUs were allowed with a use permit, and the parking requirement was reduced to one uncovered parking space.

Two State laws (Senate Bill 1069 and Assembly Bill 2299) were enacted in late 2016 to further streamline ADU permitting by local governments. These bills clarified that local governments shall consider ADUs to be consistent with single-family residential zoning and density standards and required local jurisdictions to update their codes to be consistent with State requirements by January 1, 2017, otherwise the new State standards would prevail. On December 6, 2016, the City Council adopted an ordinance to comply with these State laws. Sunnyvale was the first city in the State to submit its ordinance to the State Department of Housing and Community Development (HCD), as required by the new laws. The most significant changes made by the 2016 ordinance included:

- Parking: ADUs were exempted from local parking requirements, and more flexibility was provided for creating replacement parking spaces in cases where an existing garage, carport, or covered parking structure is converted to an ADU.
- Converting part of an existing home into an ADU ("Conversion ADUs"): No minimum lot size is required when a portion of an existing home, including garage, is converted to an ADU. To qualify as a Conversion ADU, the project must include only minimal construction work, mainly related to egress and fire safety, and the existing space to be converted must have been built with permits. If additional square footage must be added to the home's footprint or height to create the ADU, it must comply with all the standards for a new ADU.
- Minimum Lot Size: The minimum lot size in R-0 and R-1 zoning districts (the most prominent single-family residential zones) was reduced from 9,000 to 8,500 square feet.

Some objectives of the Housing Element implementation were addressed by these code changes; however, Council directed staff to complete the study as planned, to consider whether additional changes are warranted, particularly regarding any further reduction to minimum lot size. A summary of the current ADU codes is provided in Attachment 2.

### **EXISTING POLICY**

#### **Sunnyvale General Plan, Housing Element:**

**GOAL HE-D** - Provide adequate sites for the development of new housing through appropriate land use and zoning to address the diverse needs of Sunnyvale's residents and workforce.

**Policy D.7** Take advantage of existing infrastructure and public improvements to provide additional housing by allowing accessory living units within residential neighborhoods.

**GOAL HE-C**- Minimize the impact of governmental constraints on the maintenance, improvement and development of housing.

**Policy C.1** Monitor and revise when appropriate all regulations, ordinances, departmental processing procedures and fees related to the rehabilitation and construction of housing units to assess the impact on housing costs and/or future supply.

### **Sunnyvale Municipal Code Section 19.68.040: Accessory Dwelling Units**

Existing zoning codes for ADUs were updated in 2016 to comply with new State laws. See Attachment 2 for summary.

### **ENVIRONMENTAL REVIEW**

The amendments to Sunnyvale Municipal Code Section 19.68.040 are statutorily exempt from environmental review pursuant to Public Resources Code Section 21080.17, which provides that the California Environmental Quality Act (CEQA) does not apply to the adoption of an ordinance under Government Code Section 65852.2 regulating accessory dwelling units. In addition, the amendments to the Master Fee Schedule do not require environmental review pursuant to CEQA Guidelines Section 15378(b)(4), which provides that a "project" within the meaning of CEQA does not include the creation of funding mechanisms and other fiscal activities that do not involve any commitment to a specific project that may result in a potentially significant physical impact on the environment.

### **DISCUSSION**

Many policy makers and advocates assert that ADUs are a good way to add housing in existing neighborhoods with minimal impacts on existing residents. Many also assert that ADUs typically tend to be more affordable to rent than standard single-family homes or apartments, and that they are usually developed without public subsidies. ADUs can allow homeowners to house an elderly parent or other extended family on site with more privacy than if they were to share the main home. Alternatively, the homeowner can rent out the ADU if desired, to earn rental income which can help in their retirement, or with home maintenance expenses or other financial needs.

### **Study Methods**

To better understand existing property conditions and other issues related to ADUs, staff conducted the following research:

1. Reviewed current ADU policies and gathered data on ADUs approved to date.
2. Conducted spatial analysis of existing single family lots in zones where ADUs are allowed, and their proximity to major transit routes, using the City's geographic information system (GIS).
3. Reviewed ADU policies of other cities in Santa Clara County, such as minimum lot size and owner-occupancy requirements.
4. Gathered community input on ADU policies through public outreach meetings held on June 13, a Planning Commission study session held on July 10, and a survey on Open City Hall.

### **ADUs Approved to Date**

Between 1996 and 2016, the City issued Planning permits for 111 ADUs, while 83 received Building permits. Of the remaining 28 ADUs that received Planning permits, 10 are still active, pending final



inspection, 5 were issued building permits that have expired without final inspection, and 13 never applied for the building permit. Staff was not able to easily identify any ADUs that may have been permitted before 1996, as dwelling unit recordkeeping was not as detailed prior to that time.

### Results of Spatial Analysis

Staff analyzed the size of existing single family lots in R-0 and R-1 zones to see how many of them could add an ADU if the minimum lot size was less than 8,500 square feet (see Attachment 3 for detailed analysis). There are currently 19,266 lots within R-0 and R-1 zones with a single-family home and no other uses on them. Fifteen percent of these lots are 8,500 or larger, meeting the current standard for ADUs. Within each zone, 44% of R-1 lots and 7% of R-0 lots meet the current minimum lot size. Staff analyzed how many more lots could add an ADU if the minimum lot size was further reduced, in 500 square foot increments.

**Table 1. Summary of Lot Size Analysis**

	R-1		R-0		Total R-1 + R-0	
	# Lots	% of R-1	# Lots	% of R-0	# Lots R-1 + R-0	% R-1 + R-0
Current Minimum Lot Size • 8,500 s.f.	1,958	44%	1,005	7%	2,963	<b>15%</b>
Recommended Minimum • R-1: 8,000 s.f. • R-0: 7,000 s.f.	3,247	72%	2,964	20%	6,211	<b>32%</b>
Total Lots in Zone	<b>4,499</b>	100%	<b>14,767</b>	100%	<b>19,266</b>	100%

Those findings, summarized above, show that if the minimum lot size were reduced to 8,000 square feet in R-1 and 7,000 square feet in the R-0 zone, 32% of the total single family lots in these zones could potentially add an ADU. This would essentially double the percentage of lots that would meet the ADU minimum lot size, while not overwhelming existing single-family neighborhoods by allowing ADUs on every lot. Under that scenario, 72% of R-1 lots and 20% of R-0 lots, which are much smaller on average, could potentially add an ADU, although based on past permit records, not all property owners that can will add one. This incremental change would provide additional opportunities for ADUs, with limits to address concerns about smaller lot neighborhoods.

Two additional zones, R-2 and DSP residential blocks, allow ADUs with a minimum lot size of 5,000 square feet. Staff is not recommending any further reduction in lot size for these zones because it would be difficult to meet other development standards, such as setbacks and FAR, on lots smaller than that. In addition, per the most recent changes to State law, Conversion ADUs are allowed on lots of any size.

### Proximity to Transit

Staff analyzed single-family lots in all four zones noted above to see how many properties are near high-quality transit corridors, defined in State law as corridors with fixed-route bus or rail service with headways of 15 minutes or less during peak commute hours. Two bus routes along El Camino Real (22 and 522) and one light rail line (902) meet the definition for high-quality transit. According to VTA, two planned routes (20 and 523) will begin service in late 2017; one route is north-south along Mathilda Avenue and Sunnyvale-Saratoga Road and the other route is east-west along Arques to

Downtown Sunnyvale. Maps provided in Attachment 5 show the single-family lots located within a quarter-mile and half-mile of those routes. Approximately 20% of the lots in the zones studied are within a quarter-mile, and 52% are within a half-mile of high quality transit corridors. Lowering the minimum lot size for properties near high-quality transit would result in more eligible ADU sites. Proximity (“as the crow flies” distances) does not always translate into convenient access due to long blocks and circuitous street patterns in Sunnyvale. Smaller distances such as 500 or 1,000 feet could be explored; however, this approach would not result in very many additional eligible properties and is more challenging to implement.

### **Owner-Occupancy Requirement**

The City currently requires properties to be owner-occupied to obtain an ADU permit. The owner must record a deed restriction that requires either the main home or the ADU to be owner-occupied for a term of 20 years. The owner may rent out one of the units, but must live in the other. The 2016 State legislation allows cities to require owner-occupancy and/or prohibit use of the ADU as a short-term rental (for stays of 30 or fewer days). If such requirements are imposed, the law states that a deed restriction should be recorded against the property to provide “constructive notice” to future owners, lenders, or others with an interest in the property. The rationale for requiring owner-occupancy is to address concerns of neighbors that believe that rental properties without an owner on site are not managed as well as those that are owner-occupied.

The owner-occupancy issue has been a point of community dialog during this study effort with several meeting attendees and many survey respondents expressing opposition and/or confusion about it. Some residents thought that it could prevent the original homeowner from moving out or selling the property during the 20-year term, or that it could impair its resale value. Other residents noted that the restriction may not be effective or enforceable. On the other hand, community members have expressed support for the occupancy requirement, including some who think the term should be longer or permanent. Staff has not seen any evidence of impacts on home values due to this requirement. It is more likely that the presence of an ADU would add more value to the property than would be lost due to any concerns about the deed restriction. There is also no evidence that the values of adjacent or near-by property are negatively affected.

The purpose of recording the deed restriction requiring owner-occupancy is to ensure prospective buyers, lenders, and others are informed of the owner-occupancy requirement. The recently passed State law on ADUs also states that if cities are going to require owner-occupancy as a condition of approval, they shall require a deed restriction to be recorded against title to the home, to provide constructive notice. The home owner may move from the property during the 20-year term and retain ownership, but they would not be able to rent out both units (separately) after that point.

If any party on title lives in one of the units, it could count as an owner-occupant and the other unit could be rented out. If the owner sells the property during the 20-year term, the new property owner would be subject to the owner-occupancy requirement for the remainder of the term; alternatively, both units could be rented to the same tenant. If a property owner decides to not live in either unit during the 20-year deed restriction period, the owner could rent/lease the entire property to a single household. If the property owner wants to remove the deed restriction, they would have to remove the ADU kitchen. An ADU does not have to be demolished, nor is the original homeowner bound to remain at the property for 20 years.

### **ADU Policies in Other Cities**

In researching other cities’ ADU policies, staff focused primarily on minimum lot size and owner-

occupancy requirements. Five cities in Santa Clara County have no minimum lot size requirement for ADUs, but apply Floor Area Ratio (FAR) and lot coverage standards to ADUs. In other cities, the minimum lot size varies from 5,000 square feet to one acre. It is challenging to compare minimum ADU lot sizes of the various cities due to the overall differences in lot size standards and local geography. Regarding owner-occupancy requirements, six other cities require the property to be owner-occupied. Of those, three cities (plus Sunnyvale) require a deed restriction to be recorded. Attachment 3 provides details on these aspects of ADU policy for each city within Santa Clara County.

### **Impact and Connection Fees**

Impact fees are imposed on new development or new uses for a variety of purposes. Generally, these fees are required to address the impacts of new development and are used to provide new facilities or infrastructure. The fees associated with Sunnyvale are described below. Staff also reviewed the practice of other cities relative to impact fees and ADUs and concludes that, similar to Sunnyvale, there is no uniform policy regarding impact fees for ADUs.

California Government Code Section 65852.2 does not prohibit cities from imposing impact fees on ADUs. However, the fees must be proportionate to the actual impact of the ADU on City facilities and services. Furthermore, the law provides that ADUs cannot be considered “new residential uses” for purposes of calculating fees. The fees must reflect a reasonable estimate of the likely impact of ADUs on City facilities and services, which may be less than other types residential uses. State law also provides that fees must not be so “arbitrary, excessive, or burdensome so as to unreasonably restrict the ability of homeowners to create accessory dwelling units in zones in which they are authorized by local ordinance” (Government Code Section 65852.150). According to the Technical Guidance manual published by California Department of Housing and Community Development in December 2016, ADU fees for sewer, traffic, and other impacts should be “significantly less than a single family home”.

### Housing Impact Fees

Sunnyvale Municipal Code Chapter 19.75 requires payment of a housing impact fee for net new nonresidential and residential development. The fees are required to mitigate the impact of developments on the need for housing for lower-income households in the city. Regarding residential development, the Master Fee Schedule lists housing impact fees for projects of four or more dwelling units; ADUs do not meet this threshold.

### Park Dedication In-Lieu Fees

The zoning code has provisions for new rental development to dedicate land or pay a park dedication in-lieu fee. This park dedication requirements apply only to multi-family rental development (three or more attached units) which excludes duplex development and ADUs as these are not included in the definition of a multi-family development. Rental housing units that are designated as affordable housing are expressly exempt from this requirement.

### Transportation Impact Fees (TIF)

Sunnyvale Municipal Code Chapter 3.50 requires payment of TIF by new development or a change of use that results in an increase in peak hour traffic. The Sunnyvale TIF fees are based on published peak hour trip data from the Institute of Transportation Engineers. The fee structure for TIF is based on broad categories of land use (e.g., retail covers all types of retail uses including department stores, restaurants and shoe stores) and the structure includes only single-family detached and multi-

family categories. There is a catch-all peak hour trip for uses not enumerated. Fees for residential development are charged for each new dwelling unit and no fee is required for remodeling or for an addition to an existing unit, which does not result in a new unit. ADUs have been considered new residential units and have been required to pay TIF since the TIF program was adopted in 2003. Staff has previously applied a multi-family TIF rate to ADUs, acknowledging that the amount of traffic of these smaller units, on average, is less than a single-family detached home and more similar to multi-family development. Under state law, the amount of the TIF must be proportionate to the transportation impacts ADUs will have, without assuming that the impact will be the same as other types of residential uses. City Council recently updated the TIF rates.

Staff research, which included discussion with several transportation consultants, reveals that there is no statistically valid information on the number of peak hour trips associated with an ADU; therefore, agencies rely on the most similar land use in order to determine the appropriate fees. Six of the 15 Santa Clara County cities require traffic/transportation impact fees for new residential development (only in limited Specific Plan areas in San Jose) and two cities are currently studying traffic impact fees. Since, in most cities, ADUs are relatively low in number, are typically geographically dispersed and are integrated with another land use, it would be challenging to determine trip generation rates specific to ADUs. Even if an ADU resident does not drive a vehicle, there are vehicle trips associated with services, deliveries and visitors. In Santa Clara County, there are three general approaches for setting the TIF for ADUs: 1) at the multi-family rate (approximately 60%-80% of the single-family rate in the cities surveyed), 2) at the senior housing rate (approximately 25% of the single-family detached rate in the cities surveyed), or 3) exempt ADUs from TIF. All three approaches are used by the six Santa Clara County cities that have TIF requirements for residential development.

Despite the lack of published data on the specific traffic impacts of ADUs, there is evidence to support a conclusion that occupants of ADUs have an impact on the City's streets and other traffic infrastructure similar to occupants of multi-family housing. The surveys that do exist have found a high rate of car ownership by ADU occupants. In 2013, the State of Oregon surveyed 860 owners of ADUs in Portland, Eugene, and Ashland, Oregon (Attachment 9). The survey found that 80% of ADUs were being occupied as someone's primary residence and 81% of ADU households owned one or more cars. The vehicle ownership rate in the Oregon survey may be lower than we would expect to find in California. Portland has an excellent mass transit system, and Eugene and Ashland are both college towns where a high number of renters are college students who may not own vehicles.

In 2011, the City of Sausalito surveyed 63 owners of ADUs (Attachment 10). Of these, 35 owners (56%) reported that the occupant of their ADU used a car as their primary mode of transportation, 4 (6%) used alternative means of transportation, and 19 owners (30%) did not respond to the question; so, based on only those who responded, 35 out of 39 (90%) of those ADU occupants owned a car.

For comparison, the 2012 California Household Transportation Survey ([http://www.dot.ca.gov/hq/tpp/offices/omsp/statewide\\_travel\\_analysis/chts.html](http://www.dot.ca.gov/hq/tpp/offices/omsp/statewide_travel_analysis/chts.html)) found that 92% of households in California own one or more cars overall. Based on data published by the federal Department of Transportation, residents of rental housing are six times more likely to be a zero-vehicle household. As noted, even persons who do not own a vehicle generate vehicle trips due to deliveries, visitors, services, and use of taxis or other private transportation services (such as Uber or

Lyft). However, persons who own vehicles can be expected to generate a higher number of vehicle trips than those without a vehicle. Therefore, the available data supports a conclusion that ADU occupants have a high rate of vehicle ownership and do not in fact generate fewer vehicle trips than similar-sized rental households. Based on this information, staff believes it is appropriate to continue to impose a TIF on ADUs at the existing rate for multi-family housing, which is approximately 60% of the single-family rate. This reduction from a single-family home is a significant reduction and is consistent with the guidance provided by HCD in their 2016 Technical Guidance (i.e., “significantly less than a single-family home”).

However, if the City Council would like to eliminate or reduce the TIF for ADUs the Council could ask staff to return with an amendment the Sunnyvale Municipal Code Chapter 3.50 to exempt ADUs from the TIF or perhaps to adopt a TIF similar to TIFs imposed on senior housing (25% of the single-family detached home rate). Community members, who are promoting ADUs as an affordable infill housing option in the City, generally favor a “no TIF” approach.

Over the past 21 years there have been an average of five ADUs per year. Five ADUs per year, at the historical multi-family residential rate, would yield (in 2017 dollars) about \$193,000 over twenty years. If the new ADU standards result in an increased average of ten ADUs per year, the result would be about twice the TIF revenue or \$386,000 (on 2017 dollars), at the multi-family rate. If the fee were reduced to the senior rate, the revenue over 20 years would be about \$161,000 (in 2017 dollars).

The potential TIF revenue from ADUs would be about 0.31 percent of the total expected TIF of \$126 million (or 0.04 percent of the \$906 million worth of transportation improvements). The requirement for roughly proportionate TIF fees does not allow the City to increase the fees of other land uses to cover the difference (

[https://www.rita.dot.gov/bts/sites/rita.dot.gov.bts/files/publications/highlights\\_of\\_the\\_2001\\_national\\_household\\_travel\\_survey/html/section\\_01.html](https://www.rita.dot.gov/bts/sites/rita.dot.gov.bts/files/publications/highlights_of_the_2001_national_household_travel_survey/html/section_01.html)); however, it could be argued that a lower or zero rate does not harm other participants in the program.

#### Utility Connection Fees

The state legislation that became effective on January 1, 2017 specifically precludes a city from requiring separate utility connections (e.g., water, sewer) for an ADU (although owner can voluntarily request a separate connection which would require connection fees). It further prohibits a city from increasing the utility charges for existing area converted to an ADU. New construction, whether an ADU or other addition to the site, may have fees associated with the upgraded services.

#### School Impact Fees

The public school districts that serve Sunnyvale residents collect fees on new residential construction. An addition to a house would be required to pay the fee, if the addition is over 500 square feet (whether or not it is an ADU). ADUs would be subject to the fees if it is new construction over 500 square feet but would be exempt if the ADU is a conversion of existing floor area, or less than 500 square feet. The City of Sunnyvale has no authority over these fees.

#### Impact Fee Summary

The following table summarizes the impact fee requirement for ADUs in Sunnyvale

**Table 2. Summary of Sunnyvale Impact Fee Requirements for ADUs**

<b>IMPACT FEE</b>	<b>No Fee for ADU</b>	<b>Fee for ADU</b>	<b>Upgrade Fee</b>
Housing	X		
Park Dedication	X		
Transportation		X	
Utility	X		X
Schools			X

Staff recommends continuation of the fees as currently structured, including using the multi-family TIF fee rate. Staff recommends that a TIF fee be expressly adopted for ADUs, by resolution amending the fee schedule.

### **OPTIONS**

#### **Minimum lot size**

1. Reduce to 8,000 square feet for R-1 and 7,000 square feet for R-0 lots.
2. Reduce further, if the lot is within ½ mile of high-quality transit.
3. Consider other minimum lot sizes than those shown in Option 1.
4. Make no change.

Staff recommends option 1. because, as shown in Table 1 above, it would double the percentage of lots in R-1 and R-0 zones that could potentially add an ADU from 15% currently to 32% with the proposed minimum lot sizes, while still preventing very small lots from adding ADUs in slightly denser single-family neighborhoods.

#### **Owner-occupancy requirement and deed restriction**

5. Retain the current 20-year restriction.
6. Make it permanent.
7. Eliminate the requirement.

Staff recommends retaining the 20-year restriction because it has been in place for several decades, and staff has not received many complaints about it, either from ADU applicants or from neighbors of those properties with expired restrictions. Further, it balances the community feedback on the topic which ranged from no requirement to a permanent occupancy requirement.

#### **Other policies related to ADU development**

- **Transportation Impact Fees**
  8. Adopt a Resolution specifying the TIF fee for ADUs to be same as the multi-family rate.
  9. Adopt a Resolution specifying the TIF fee for ADUs to be same as the senior housing rate, or other specified rate.
  10. Adopt a Resolution specifying the TIF fee for ADUs to be zero and direct staff to return with an amendment to Chapter 3.50 of the Sunnyvale Municipal Code to expressly exempt ADUs from the payment of TIF.
- **Other Zoning Code Modifications**
  11. Modify the requirement that the entry door of ADU not face the public street.
  12. Clarify the ADU requirements in the zoning code.

Staff recommends maintaining the current multi-family TIF rate for ADUs. Staff also recommends modifications to the front door locations restrictions and clarification to the ADU provisions, as presented in the Draft Ordinance (Attachment 7).

### **Conclusion**

Staff has completed the research objectives of the ADU study as described in the 2015 Housing Element Program 15. Public input received to date suggests concerns that the current ADU standards are too restrictive, particularly the minimum lot size; confusion or concerns about the owner-occupancy/deed restriction requirement; and concerns that ADUs could negatively impact single-family neighbors. Many are in favor of encouraging ADUs near transit and providing technical assistance to homeowners interested in adding ADUs. The findings and possible municipal code amendments will be considered by the City Council on October 17, 2017.

### **FISCAL IMPACT**

The recommended actions are not anticipated to have any significant fiscal impacts. If the City Council decides to reduce or eliminate the TIF for ADUs, there would be a decrease in potential revenue; as discussed above, staff does not find the decrease to be significant compared to the entire revenue stream for the Transportation Strategic Program.

### **PUBLIC CONTACT**

#### **Outreach Efforts**

Public input was gathered from two main sources: comments made at two outreach meetings in June, and responses to the online survey launched on June 12. A detailed summary of the survey responses received to date is provided in Attachment 5. Input from both sources has been relatively consistent so far, reflecting two main points of view on ADU regulations. The majority viewpoint (based on responses to date) is that the current ADU codes are too restrictive, preventing interested property owners from adding ADUs. The minority viewpoint reflects concerns about ADUs and fears of negative impacts to existing single-family neighborhoods, such as increased density and population, short-term rental of ADUs, traffic, noise, air pollution, and lower quality of life. Slightly more than half of the respondents were in favor of reducing the minimum lot size, and nearly a quarter were against reducing it. Many respondents (43%) were opposed to the owner-occupancy requirement, although 12% were in favor of keeping it with the 20-year term, and 20% would like it to be permanent.

Most of the survey respondents indicated that they are Sunnyvale single-family home owners residing in their home in Sunnyvale. The survey respondents and meeting attendees were self-selected, so input received so far may over-represent property owners interested in adding an ADU, compared to those with other viewpoints, who may not be as motivated to participate. Staff attempted to get input from a broad group including homeowners, renters, and others, by emailing outreach notices to neighborhood associations, housing stakeholders, and including an announcement in the City Manager's Blog. Additional input is anticipated at each of the hearings.

Public contact was also made by posting the Housing and Human Services Commission agenda on the City's official notice bulletin board and on the City's website. Notice of the public hearing was posted at City Hall, at the Sunnyvale Library, and on the City's website. Information about the ADU Study and opportunities for community engagement was published on City's website and in the City Manager's Blog, emailed to interested stakeholders and neighborhood associations, and shared on

social media.

### **ALTERNATIVES**

Recommend that the City Council:

#### **Minimum lot size:**

1. Introduce an ordinance to reduce the minimum lot size for ADUs to 8,000 square feet in the R-1 zone and to 7,000 square feet in the R-0 zone (Attachment 7).
2. Adopt an ordinance to reduce lot size further than Alternative 1, if the lot is within ½ mile of high-quality transit.
3. Consider other minimum lot sizes than those shown in Alternative 1.
4. Make no change to minimum lot size.

#### **Owner-occupancy requirement and deed restriction:**

5. Retain the current 20-year owner-occupancy requirement and deed restriction.
6. Lengthen or make permanent the owner-occupancy requirement and deed restriction.
7. Eliminate owner occupancy requirement for ADU sites.

#### **Other policies related to ADU development:**

8. Adopt a Resolution amending the Master Fee Schedule to establish the TIF for ADUs to be same as the multi-family rate (Attachment 8).
9. Adopt a Resolution amending the Master Fee Schedule to establish the TIF for ADUs to be same as the senior housing rate, or other specific rate.
10. Adopt a Resolution amending the Master Fee Schedule to establish the TIF for ADUs to be zero and direct staff to return with an amendment to Chapter 3.50 of the Sunnyvale Municipal Code to expressly exempt ADUs from the payment of TIF.
11. Modify the requirement that the entry door of ADU not face the public street (included in proposed ordinance, Attachment 7).
12. Clarify the ADU requirements in the zoning code (included in proposed ordinance, Attachment 7).

### **CEQA**

13. Find that the amendments to Municipal Code Section 19.68.040 are exempt from CEQA pursuant to Public Resources Code Section 21080.17 and CEQA Guidelines Section 15378(b)(4).
14. Find that amendments to the Master Fee Schedule are exempt from CEQA.

### **STAFF RECOMMENDATION**

Staff recommends Alternatives 1, 5, 8, 11, 12, 13 and 14 as follows: 1. Reduce the minimum lot size for ADUs to 8,000 square feet in the R-1 zone and to 7,000 square feet in the R-0 zone; 5: Retain the 20-year owner-occupancy requirement and deed restriction; 8. Adopt a Resolution amending the Master Fee Schedule to establish the TIF fee for ADUs as the same as the multi-family rate (Attachment 7 to this report); 11. Modify the requirement that the entry door of ADU not face the public street (included in proposed ordinance, Attachment 7 of this report); 12. Clarify the ADU requirements in the zoning code (included in proposed ordinance, Attachment 7 of this report); 13. Find that the amendments to Sunnyvale Municipal Code Section 19.68.040 are exempt from the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080.17 and CEQA Guidelines Section 15378(b)(4); and 14. Find that the amendments to the Master Fee Schedule are exempt from CEQA.



The recommended alternatives would allow more homeowners to add an ADU for extended family or a tenant. ADUs can help address local needs for housing at relatively affordable costs, and allow families to keep aging relatives out of expensive care facilities as long as possible. ADUs are an efficient use of land and infrastructure in existing lower density neighborhoods. When ADU standards are too restrictive, law-abiding homeowners will not pursue this option, while other property owners may build them illegally or without permits, which can lead to unsafe situations. The 20-year occupancy restriction has been implemented smoothly for several decades and has not generated many complaints. The TIF should be continued at a multi-family rate, which meets state legal requirements and establishes a fee significantly lower than fees for single family homes.

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Reviewed by: Suzanne Isé, Housing Officer

Reviewed by: Andrew Miner, Planning Officer

Reviewed by: Trudi Ryan, Director, Community Development Department

Approved by: Kent Steffens, Assistant City Manager

For: Deanna J. Santana, City Manager

#### **ATTACHMENTS**

1. *Not Used* (Reserved for Report to Council)
2. Summary of Current ADU Codes
3. ADU Policies in Nearby Cities
4. Analysis of ADU Capacity and Transit Lines
5. Summary of Outreach Meetings and Survey Results
6. Summary of July 10, 2017 Planning Commission Study Session
7. Proposed Ordinance
8. Resolution amending the Master Fee Schedule to establish the Transportation Impact Fee for Accessory Dwelling Units
9. Accessory Dwelling Unit Survey - Portland, Eugene, and Ashland, Oregon
10. Accessory Dwelling Unit Survey - Sausalito
11. Public Comments

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## Summary of Existing ADU Zoning Requirements

	Attached or Detached	Conversion of Existing Space
<b>Permit Required</b>	MPP	MPP
<b>Allowed Zoning Districts</b>	R-0, R-1, R-2, and Residential DSP Blocks	R-0 and R-1 only
<b>Minimum Lot Size</b>	8,500 sq.ft. for R-0 and R-1 5,000 sq.ft. for R-2 and DSP Residential Blocks	None
<b>Unit Size</b>	150 sq.ft. minimum 700 sq.ft. maximum	150 sq.ft. minimum No maximum
<b>Parking</b>	No additional parking required	If a garage is converted or demolished in conjunction with the construction of an accessory dwelling unit, those off-street parking spaces shall be replaced in any configuration

### Setback Requirements for ADUs

#### Attached

Zoning	Front	Side	Combined	Rear
R-0	20'	4'	20% of lot width* or 10' min	20'
R-1	20'	6'	20% of lot width* or 15' min	20'

#### Detached

Front	Side	Rear
Prohibited	Zoning Setback	10'

## ADU Policies in Nearby Cities

### Minimum Lot Size to Add ADU Required by Cities in Santa Clara County

City	Min Lot Size (Sq. Ft.)	Notes
San Jose	5,445 – 5 acre	Varying by zoning district/Different unit size based on lot size
Los Gatos	5,000 – 30,000	Only conforming lots
Morgan Hill	6,000 – 5 acre	Varying by zoning district
Santa Clara	7,000	Proposing 6,000 Sq. Ft.
Monte Sereno	8,000	
Saratoga	9,000	Or 90% of the min. conforming lot size
Campbell	10,000	
Los Altos	10,000	
Los Altos Hills	1 acre	

### Owner Occupancy in Other Cities in Santa Clara County

#### 8 Cities do not require owner occupancy:

Cupertino, Gilroy, Los Gatos, Los Altos Hills, Morgan Hill, Mountain View, San Jose, Santa Clara

#### 7 Cities require owner occupancy:

Campbell, Los Altos, Milpitas, Monte Sereno, Palo Alto, Saratoga, Sunnyvale

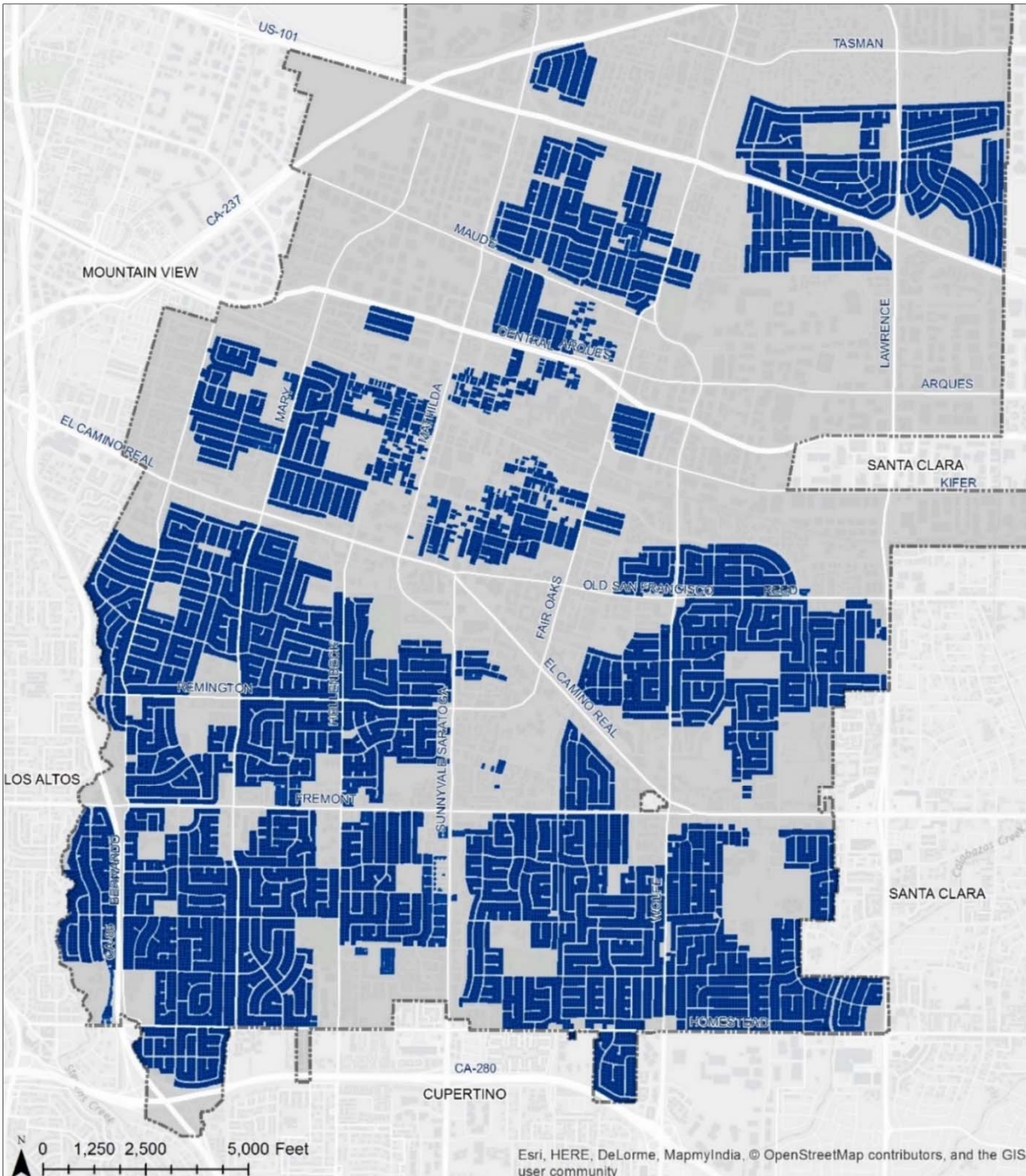
#### 4 Cities require deed restriction:

Campbell, Los Altos, Palo Alto , Sunnyvale

## Analysis of ADU Capacity and Proximity to Transit

### Part 1: Analysis of ADU Capacity

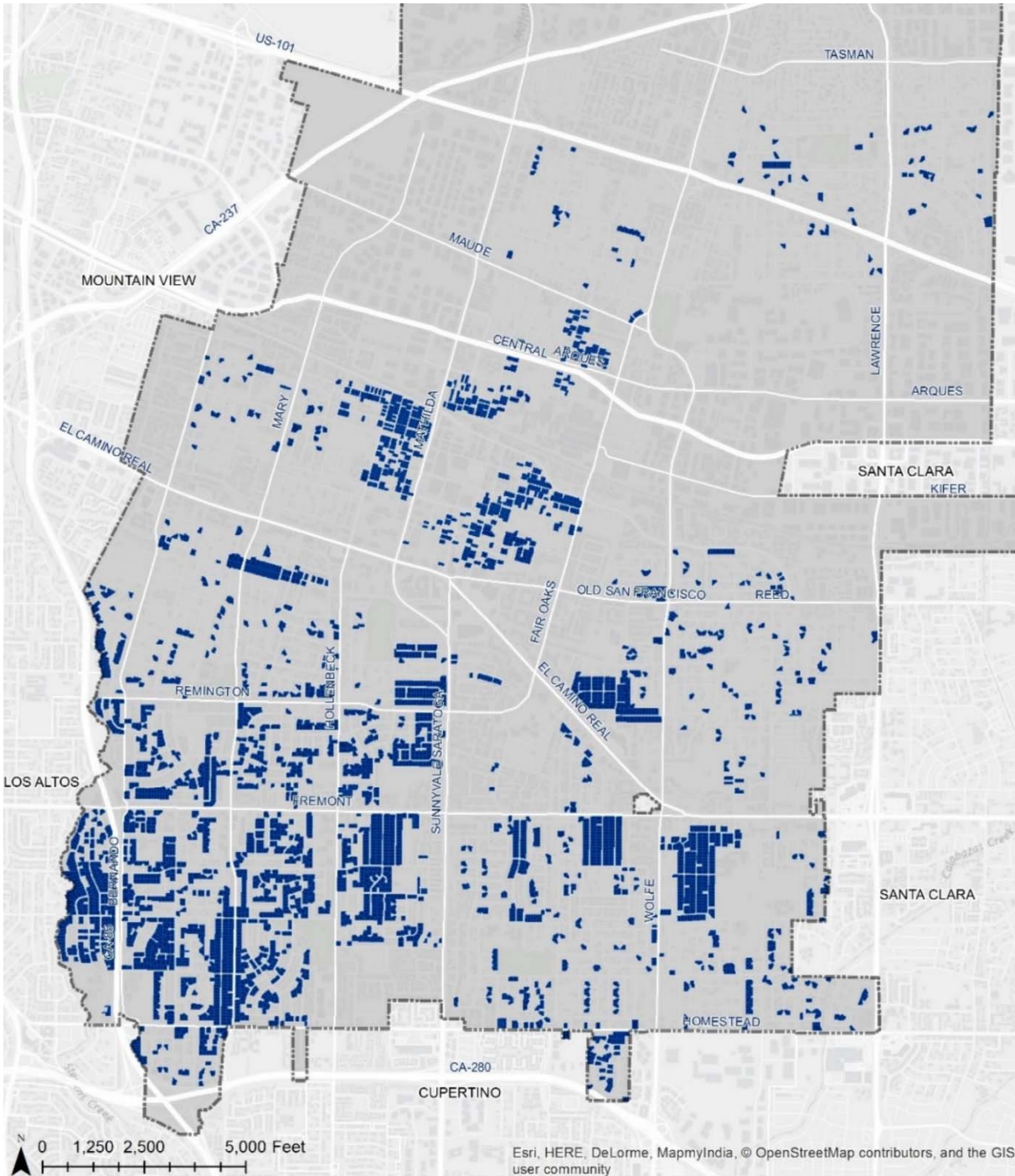
**Figure 1** shows all single-family lots in all zones (R-0, R-1, R-2, and DSP residential blocks) where ADUs are currently allowed. In this context, “single-family lots” means only those lots in these four zones which have an existing single-family home on them, and no other land uses/structures (i.e., commercial or mixed uses).



**Figure 1.** All single-family lots in R-0, R-1 and R-2 zones and residential blocks of DSP Area.

## Analysis of ADU Capacity and Proximity to Transit

**Figure 2** shows a subset of the lots shown in Figure 1: only those single-family lots that meet the minimum lot size currently required for an ADU (8,500 SF in R-1 and R-0, and 5,000 SF in R-2 and DSP-R). Only 17.6% of the lots shown on **Figure 1** meet the applicable minimum lot size for an ADU.



**Figure 2.** All single-family lots that meet the current minimum lot size for ADUs.

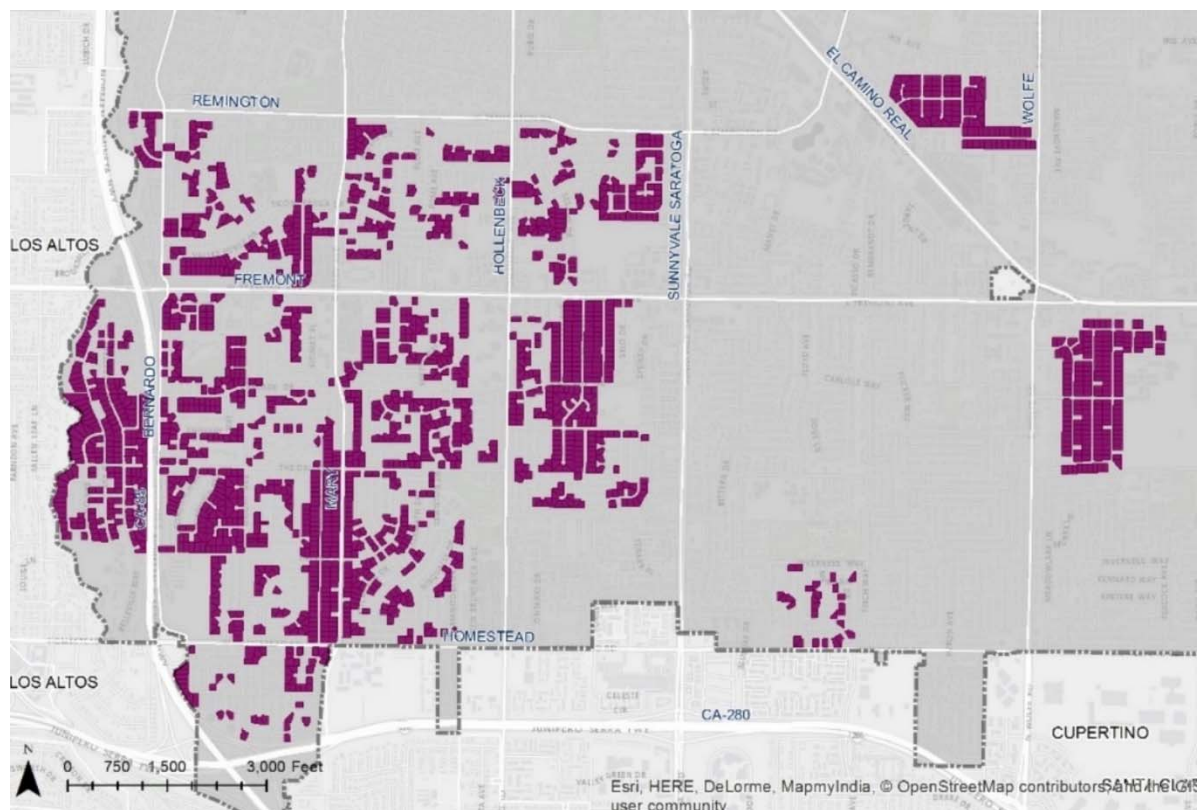


## Analysis of ADU Capacity and Proximity to Transit

### Lot Sizes in R-0 and R-1 Zoning District

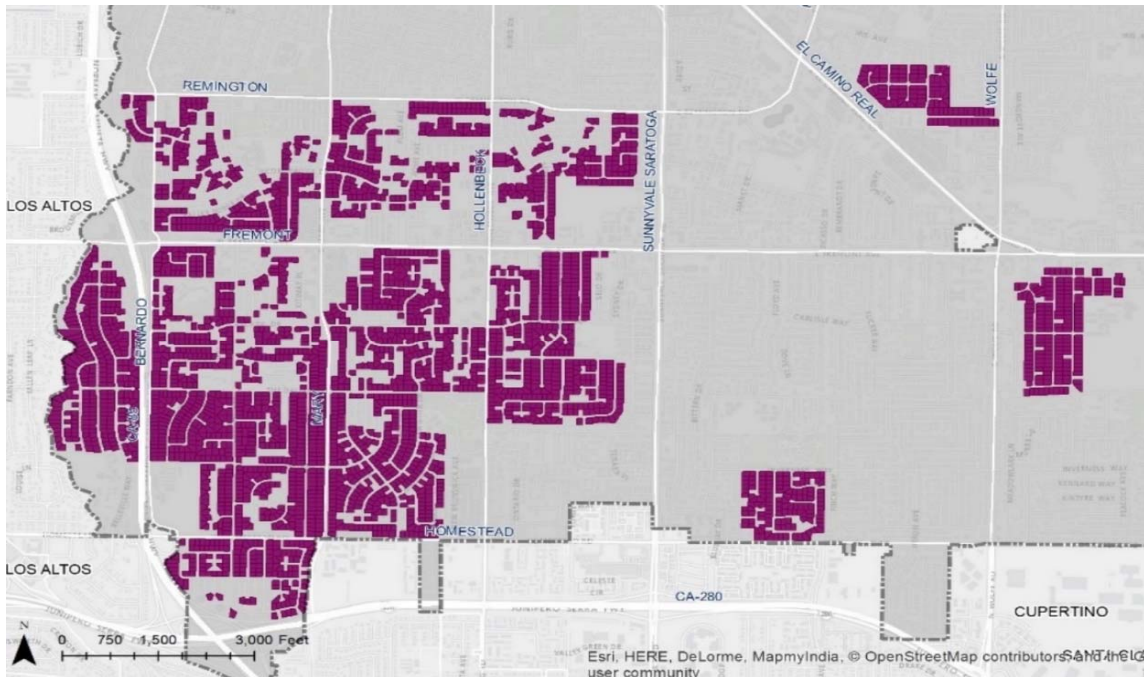
Currently the minimum lot size for newly built ADUs is 8,500 SF in R-0 and R-1 zones. There are currently 19,266 single-family lots within these two zones. Slightly more than fifteen percent of them, or 2,963 lots, meet the current ADU minimum lot size. The average lot size in R-0 is 6,467 SF, and in R-1 it is 8,770 SF. Since the average lot size in the R-0 zone is much smaller than in R-1, staff studied the two zones separately. By zone, 44% of the R-1 lots and 7% of the R-0 lots currently meet the ADU minimum lot size (8,500 SF). Two-thirds of the 2,963 lots of at least 8,500 SF are zoned R-1. Nearly 30 percent of the total single-family lots, or nearly 5,800 lots, are legal non-conforming (i.e., less than 6,000 SF in R-0 or 8,000 SF in R-1), which is less than the minimum lot size required today for new single-family subdivisions. This is not necessarily relevant to the ADU issue, but provided for context.

### Single-family Lots in R-1 Zone

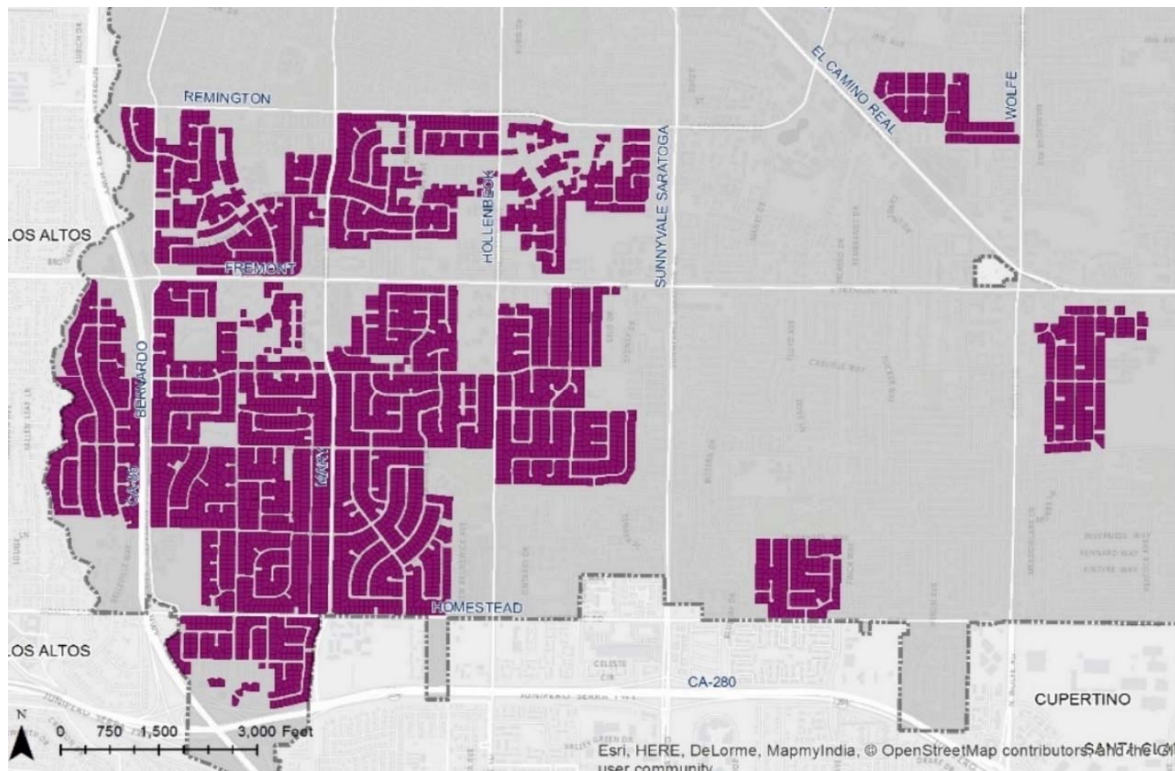


**Figure 3.** 44% of R-1 lots meet the current minimum lot size for ADUs (8,500 SF).

## Analysis of ADU Capacity and Proximity to Transit



**Figure 4.** If minimum lot size in R-1 was 8,000 SF, 72% of R-1 lots could potentially add an ADU.



**Figure 5.** If minimum lot size in R-1 was 7,500 SF, 88% of lots could potentially add an ADU.



## Analysis of ADU Capacity and Proximity to Transit

**Table 1** below shows the number of R-0 and R-1 lots that would have potential to add an ADU if the lot size was reduced to various levels, shown in 500 SF increments.

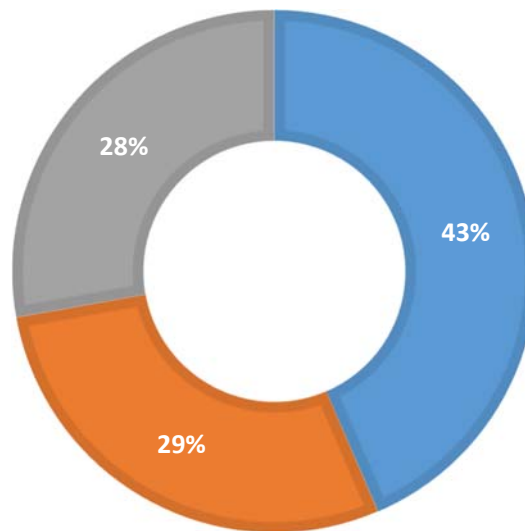
**Table 1.**

<b>R-1</b>	Minimum Lot Size for New Single Family Lot Subdivision	8,000 SF
	Average Size of Existing Single Family Lots	8,770 SF
	Minimum Lot Size Requirement for ADU	8,500 SF

Minimum Lot Size (SF)	No. of Lots (#)	Percent of Lots (%)	Cumulative (#)	Cumulative (%)
<b>&gt;=8,500</b>	1,958	44%	1,958	44%
<b>8,000-8,499</b>	1,289	29%	3,247	72%
<b>&lt;8,000</b>	1,252	28%	4,499	100%
<b>Total</b>	<b>4,499</b>	<b>100%</b>	<b>4,499</b>	<b>100%</b>

### LOT SIZES IN R-1 ZONING DISTRICT (SQ FT)

■ >=8500   ■ 8000-8499   ■ <8000



## Analysis of ADU Capacity and Proximity to Transit

### Single-Family Lots in R-0 Zoning District

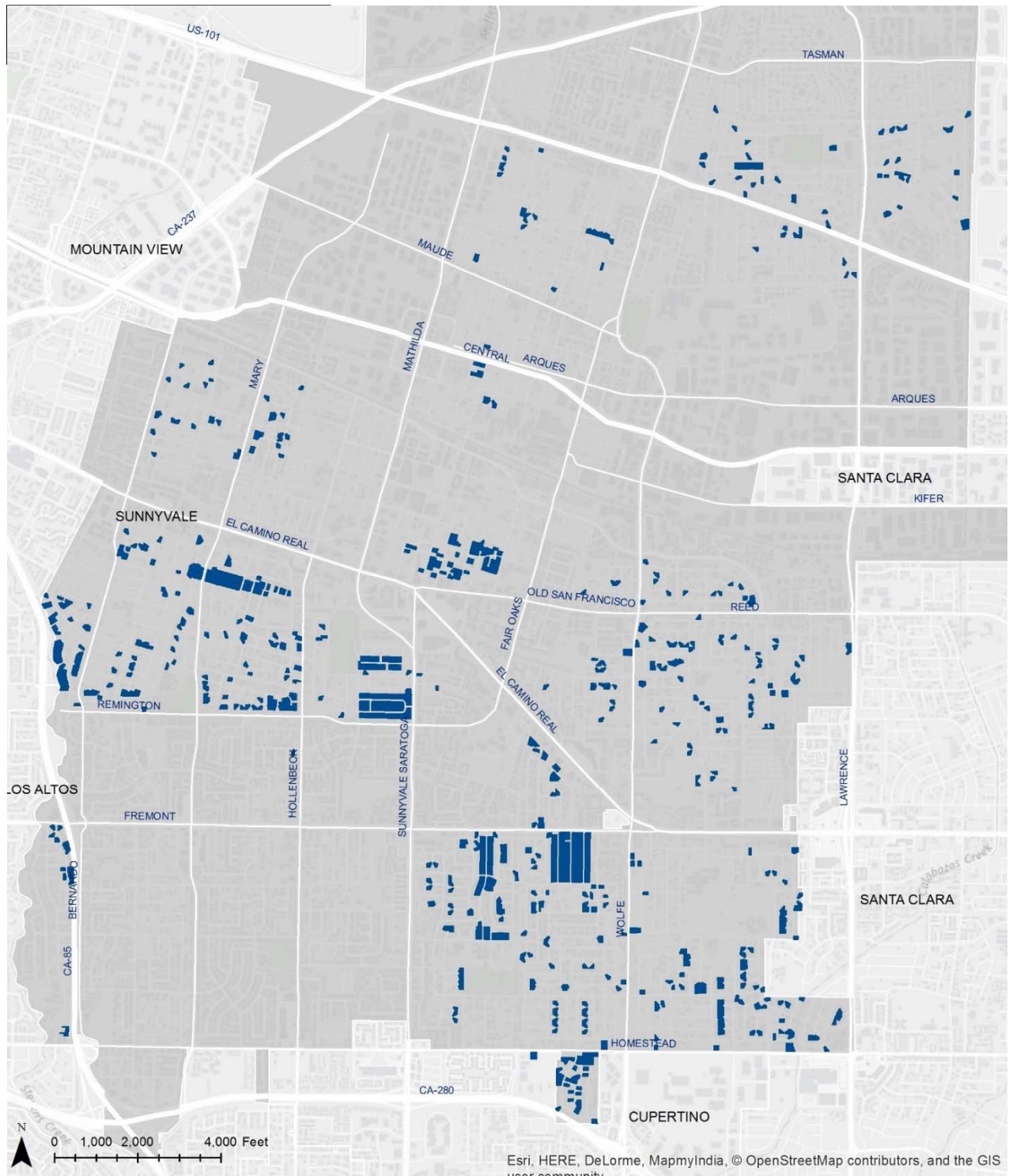


Figure 6. 7% of R-0 lots meet the current minimum lot size of 8,500 SF.

## Analysis of ADU Capacity and Proximity to Transit

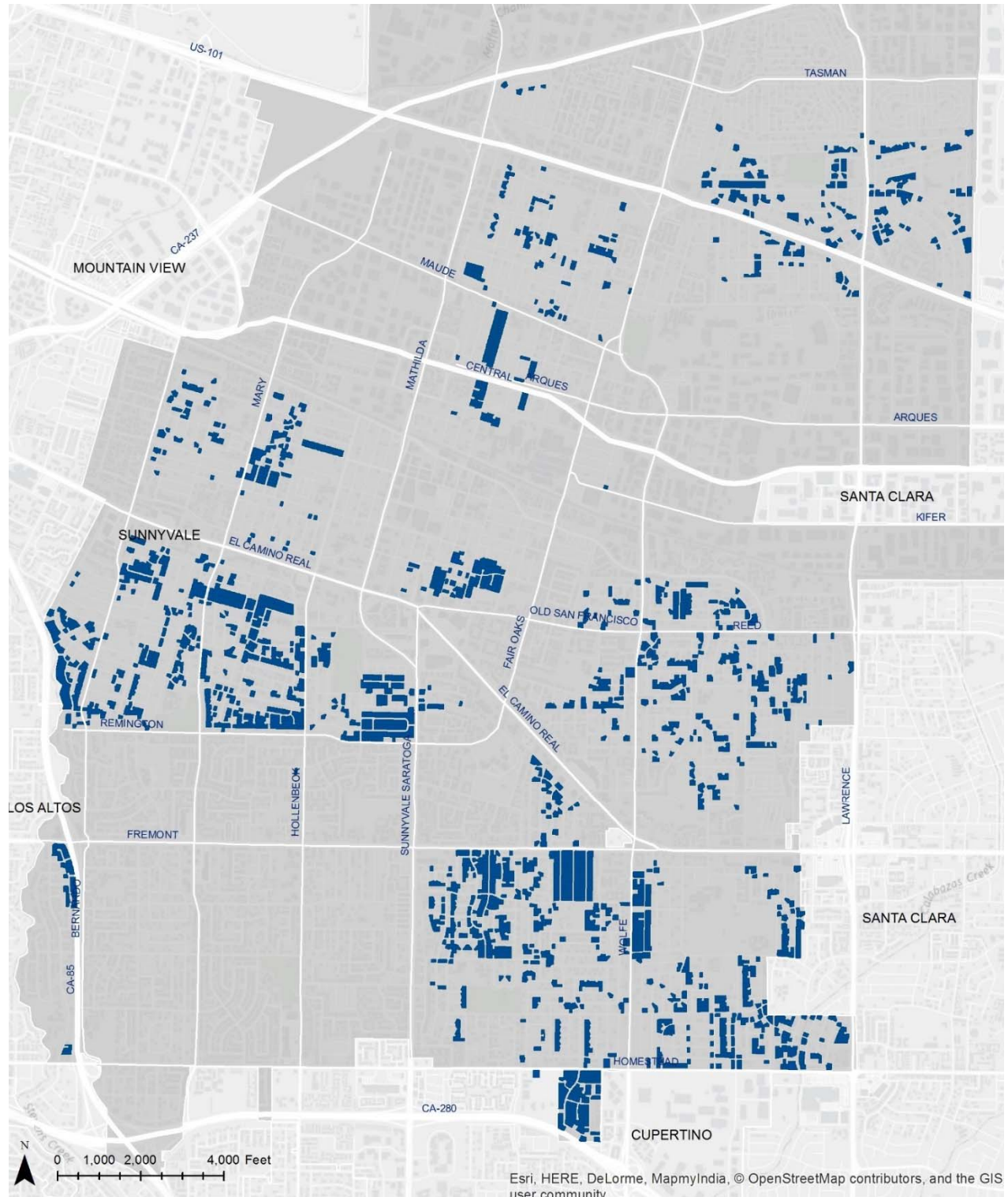


Figure 7. If minimum lot size was reduced to 7,000 SF, 20% of R-0 lots could potentially add an ADU.



## Analysis of ADU Capacity and Proximity to Transit

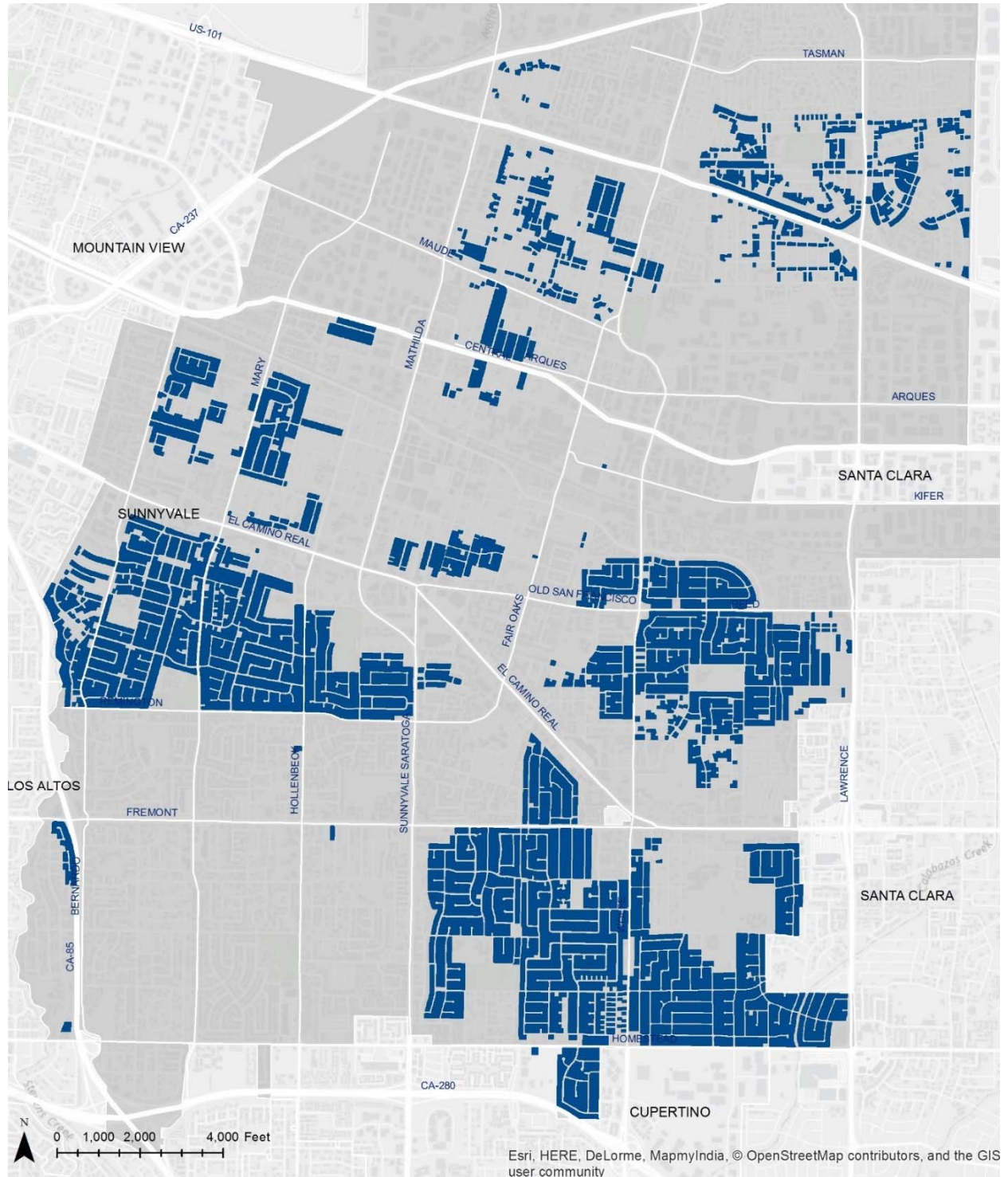


Figure 8. If minimum lot size were reduced to 6,000 SF, 69% of R-0 lots could potentially add an ADU.

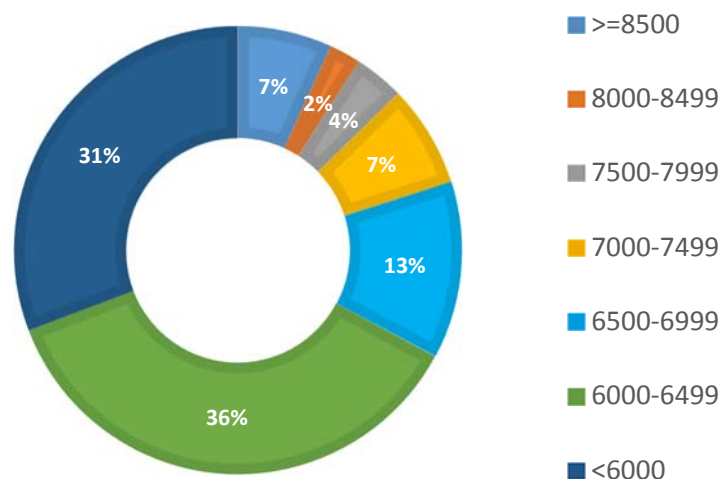
## Analysis of ADU Capacity and Proximity to Transit

*Table 2. The number of R-0 lots that could potentially add an ADU if minimum lot size was reduced, in 500 SF increments.*

<b>R-0</b>	Minimum Lot Size for New Single Family Lot Subdivision	6,000 SF
	Average Size of Existing Single Family Lots	6,467 SF
	Minimum Lot Size Requirement for ADU	8,500 SF

Minimum Lot Size (SF)	No. of Lots (#)	Percent of Lots (%)	Cumulative (#)	Cumulative (%)
<b>&gt;=8,500</b>	1,005	7%	1,005	7%
<b>8,000-8,499</b>	336	2%	1,341	9%
<b>7,500-7,999</b>	534	4%	1,875	13%
<b>7,000-7,499</b>	1,089	7%	2,964	20%
<b>6,500-6,999</b>	1,883	13%	4,847	33%
<b>6,000-6,499</b>	5,373	36%	10,220	69%
<b>&lt;6,000</b>	4,547	31%	14,767	100%
<b>Total</b>	<b>14,767</b>	<b>100%</b>	<b>14,767</b>	<b>100%</b>

### LOT SIZES IN R-0 ZONE (SF)





## Analysis of ADU Capacity and Proximity to Transit

### Part 2: Proximity to High Quality Transit

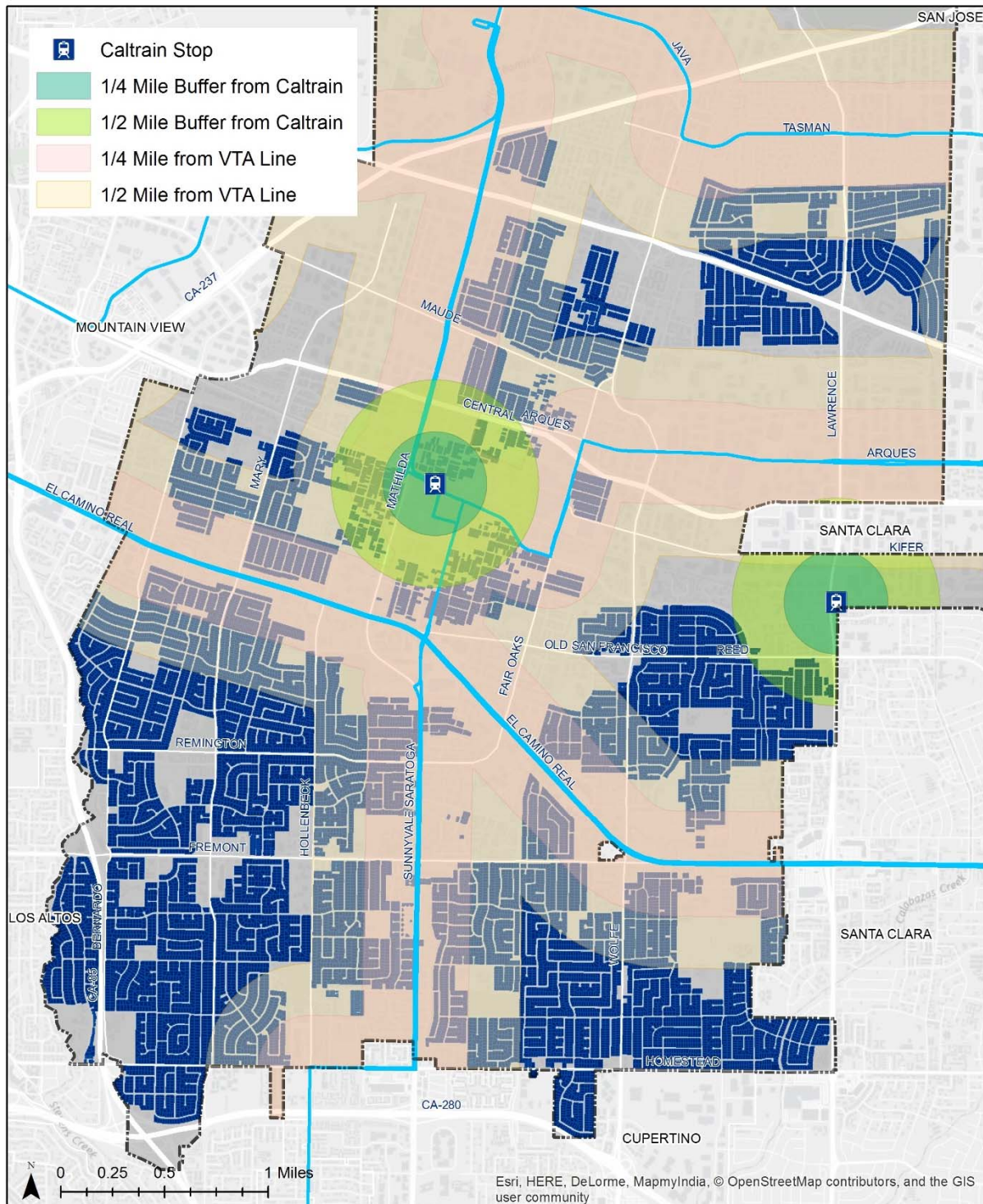
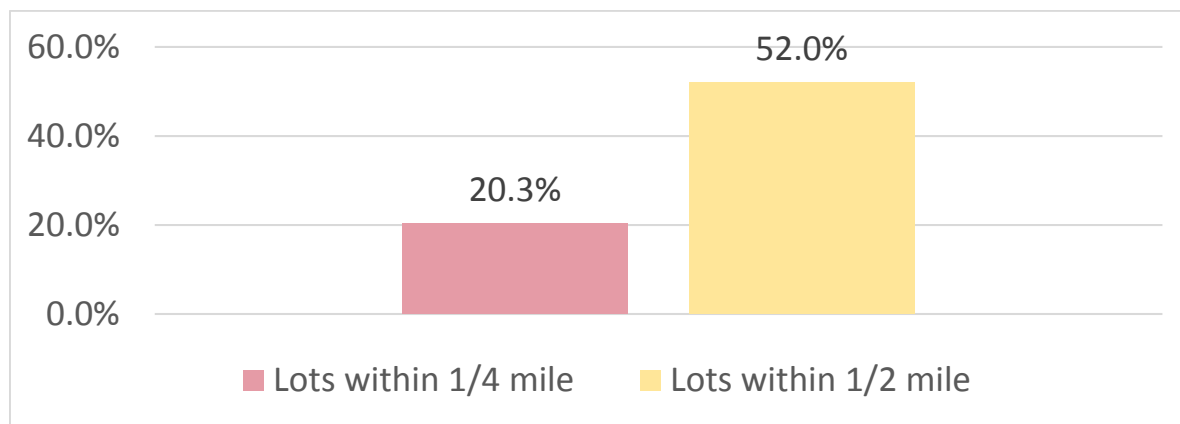


Figure 9. Single family lots (in R-0, R-1, R-2, and DSP-R zones) within ¼ mile and ½ mile of high-quality transit and Caltrain stations within the City.

## Analysis of ADU Capacity and Proximity to Transit

A high-quality transit corridor is defined by the State as a corridor with fixed route bus or rail service with service headways of 15 minutes or less during peak commute hours. Currently two bus routes along El Camino Real (22 and 522) and one light rail line (902) meet that definition. The Santa Clara Valley Transportation Authority (VTA) plans to increase bus service along the north-south corridor in Sunnyvale in late 2017, coinciding with the start of BART service to Santa Clara County. At that time, two new routes (20 and 523) will begin service along Sunnyvale-Saratoga Road / Mathilda Avenue (20 and 523). The chart below shows the percentage of all single-family lots (in the four zones studied) near these high-quality transit routes, as shown on Figure 9. This analysis was done in responses to suggestions that perhaps a lower minimum lot size for ADUs could or should be applied to lots closer to high-quality transit. Staff presents the results of the spatial analysis below for information and discussion purposes.



*Table 3. Number of R-0 lots near current and planned high-quality transit corridors, by lot size, in 500 SF increments.*

Number of R-0 Lots within 1/2 Mile of High Quality Transit Corridors			
Min. Lot Size (SF)	No. of Lots (#)	Cumulative (#)	Cumulative (%)
<b>&gt;=8,500</b>	644	644	7%
<b>8,000-8,499</b>	184	828	9%
<b>7,500-7,999</b>	299	1,127	13%
<b>7,000-7,499</b>	699	1,826	21%
<b>6,500-6,999</b>	1,007	2,833	32%
<b>6,000-6,499</b>	2,562	5,395	62%
<b>&lt;6,000</b>	3,370	8,768	100%
<b>Total</b>	<b>8,768</b>	<b>8,768</b>	<b>100%</b>

## Analysis of ADU Capacity and Proximity to Transit

Number of R-0 Lots within 1/4 Mile of High Quality Transit Corridors			
Min. Lot Size (SF)	No. of Lots (#)	Cumulative (#)	Cumulative (%)
<b>&gt;=8,500</b>	296	296	9%
<b>8,000-8,499</b>	59	355	11%
<b>7,500-7,999</b>	103	458	14%
<b>7,000-7,499</b>	219	677	21%
<b>6,500-6,999</b>	369	1,046	32%
<b>6,000-6,499</b>	771	1,817	56%
<b>&lt;6,000</b>	1,448	3,265	100%
<b>Total</b>	<b>3,265</b>	<b>3,265</b>	<b>100%</b>



## Outreach Meeting Highlights

Key themes from those who attended community outreach meetings identified what change they would like to see in ADU ordinance and offered ideas and solutions. The major themes raised during the meetings were consistent with the survey findings. Some participants expressed concern that the current ordinance is very restrictive for building an ADU. Minimum lot size and deed restriction were mentioned as the most significant constraints. Participant suggested that feasibility and the size of the ADU should be based on FAR and lot coverage, however, they agreed that ADUs should be smaller than the main house. Most participants favored ADUs on smaller lots near transit.

Public input at the outreach meetings and in the survey responses reflected significant support for making the code more flexible to allow more ADUs to be built. However, slightly less than 30% of the survey respondents expressed concerns about allowing more ADUs Impact on privacy and single-family neighborhoods and would result in increasing density and population, renting ADUs as short-term rentals, adding to traffic noise, and air pollution, and lowering the quality of life.

## Citywide Online Survey







The online survey results reveal two distinct points of view on ADU regulations. One viewpoint is that the current ordinance is too restrictive and does not allow many interested property owners to build ADUs on their properties. The other viewpoint reflects serious concerns about any additional density and possible negative impacts to existing single-family neighborhoods.

A large majority (80%) of the survey respondents are Sunnyvale single-family home owners residing in their home in Sunnyvale, and of those, 65% would consider developing an ADU on their property. 53% of all the respondents are in favor of allowing ADUs on lots smaller than the current minimum lot size for single-family lots in R-0 and R-1 zoning district, and 25% are against lowering minimum lot size requirement. More than 65% think ADU regulations should be more flexible so more single-family homeowners could potentially add one to their properties and ADUs should be encouraged (through more flexible development standards) in areas near transit.

The survey also included a question about types of incentives the City should offer to encourage more ADUs. 69% responded that the City should help people navigating the permit and design processes. Slightly less than half of the respondents would like to reduce the parking requirement, allow ADUs closer to property line, and/or allow ADUs larger than 700 square feet with more than 1 bedroom.

Currently, the City requires a deed restriction to be recorded that requires either the main home or the ADU on the property to be owner-occupied for 20 years from the date of recordation. The owner can rent out one of the units, but must live in the other. More than 43% of the respondents do not think the owner should have to live on the property if they decide to rent out both units. However, 31% think that City should keep the deed restriction requirement. In fact, more than 20% of those prefer the restriction to be permanent.







**1. Which of the following statements best describes you?**

		%	Count
Sunnyvale single family home owner residing at my home in Sunnyvale		79.7%	153
Sunnyvale single family home owner renting out my home in Sunnyvale		1.0%	2
City of Sunnyvale Renter		7.3%	14
I do not own property/live in Sunnyvale		2.1%	4
Mobile home/condominium owner		7.3%	14
Other		2.6%	5





**2. If you own a single-family residential property (not including mobile homes, condos or townhomes) in Sunnyvale, would you consider developing an ADU on your property?**

		%	Count
Yes		55.0%	105
No		28.8%	55
N/A (I don't own a single-family property)		16.2%	31




**3. Would you be in favor of allowing ADUs on lots smaller than the current minimum lot size for single-family lots in R0 and R1 zoning districts (8,500 square feet or greater)?**

		%	Count
Yes		52.6%	101
No		24.5%	47
Depends on what the new minimum lot size would be		12.0%	23
Depends on how big the ADU would be		6.8%	13
No strong opinion on the topic		2.1%	4
Other		2.1%	4







**4. Do you feel ADU regulations should be more flexible so more single-family homeowners could potentially add one to their property?**

		<b>%</b>	<b>Count</b>
Yes		65.1%	125
No		22.4%	43
Maybe		11.5%	22
Other please comment below		1.0%	2






**5. Do you think ADUs should be encouraged (through more flexible development standards) in areas near transit?**

		<b>%</b>	<b>Count</b>
Yes		61.5%	118
No		22.9%	44
No Strong Opinion		15.6%	30

**6. Do you think the City should offer the following types of incentives to encourage more ADUs?(check all that apply?)**

		<b>%</b>	<b>Count</b>
Allow them closer to the property line		47.4%	91
Allow ADUs larger than 700 square feet and/or more than 1 bedroom		43.8%	84
Provide assistance to help people navigate the permitting and design process		68.8%	132
Reduced parking requirements		45.8%	88
Other		7.3%	14
I do not think the City should offer any incentives to encourage more ADUs		25.5%	49

**7. Currently, the City requires a deed restriction to be recorded that requires either the main home or the ADU on the property to be owner-occupied for 20 years after the ADU is built. The owner can rent out one of the units, but must live in the other. Do you agree with this requirement?**

		%	Count
Yes, 20 years is a good time frame		11.5%	22
Yes, but this requirement should be permanent		19.9%	38
No, I do not think the owner should have to live on the property if they decide to rent out both units		42.9%	82
No strong opinion		10.5%	20
Other		15.2%	29

## Planning Commission Study Session Meeting Summary

The Planning Commission held a study session on July 10, 2017 in the West Conference Room at the City Hall. Staff provided background on the study of Accessory Dwelling Units (ADUs) and described several options staff has analyzed that could potentially allow more homeowners to add an ADU on their properties. Assistant Planner Shila Behzadiaria presented background and the findings of the ADU study, which included spatial analysis using the geographic information systems (GIS), a summary of other cities' ADU requirements, and input received during community outreach meetings and through an online survey.

Planning Commissioners provided the following comments/questions:

- Can existing duplexes in R-2 zone also add an ADU? *Staff response: No, lots in the R-2 zone can only add an ADU if there is currently no more than one dwelling unit (a single-family home) on the lot, for a maximum of two dwellings total.*
- Clarification: if an existing garage is converted into an ADU, the parking spaces eliminated from the garage need to be replaced.
- The owner-occupancy requirement and deed restriction is not an unreasonable requirement. It can protect the property from turning into a duplex rental situation with multiple cars, multiple tenants. Without a deed restriction, it would be very difficult to enforce the owner-occupancy requirement.
- The deed restriction does not negatively impact the property value, home with an ADU was just appraised, and the appraiser did not deduct anything from the property value because of the deed restriction, which is still in effect. This requirement is not intended to limit potential resale of the property, but to address community concerns and maintain primarily owner-occupied, single-family neighborhood character while allowing ADUs.
- The owner-occupancy requirement was adopted at the same time as the ADU ordinance because the City of Sunnyvale historically has made efforts to preserve homeownership and owner-occupancy as the majority tenancy type in the City.
- There is strong interest in having ADUs near transit. Higher density near transit is more desirable than adding more density to the existing single-family neighborhoods.
- The maximum size limit for newly built ADUs (attached or detached) is currently 700 square feet. There is no maximum size for ADUs created by converting existing built space within a home or accessory structure into an ADU.

Members of the public provided the following comments:

- There shouldn't be any minimum lot size for ADUs, especially near transit. Floor area ratio and lot coverage can be used to determine the feasibility of ADU instead of minimum lot size.
- Development of ADUs must be streamlined as much as possible since lack of available and affordable housing is causing a housing crisis in the City.
- The deed restriction requiring owner-occupancy is a liability to the property owner, reduces the value of the property. This prevents the owner of the property from selling it in the future. This requirement is based on community fears about rental properties based on emotion, not facts.

## ORDINANCE NO. \_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY  
OF SUNNYVALE TO AMEND SECTION 19.68.040  
(ACCESSORY DWELLING UNITS) OF TITLE 19 (ZONING)  
OF THE SUNNYVALE MUNICIPAL CODE.

THE CITY COUNCIL OF THE CITY OF SUNNYVALE DOES ORDAIN AS  
FOLLOWS:

SECTION 1. SECTION 19.68.040 AMENDED. Section 19.68.040 of Chapter 19.68 (Mobile, Accessory, and Single Room Occupancy Living Units) of Title 19 (Zoning) of the Sunnyvale Municipal Code is hereby amended to read as follows:

**19.68.040. Accessory dwelling units.**

(a) [Text unchanged]

(b) **Requirements applicable to all accessory dwelling units.** The following requirements apply to all accessory dwelling units:

(1) [Text unchanged]

(2) ~~Entrances and outside stairways serving accessory dwelling units shall not be constructed on any building elevation facing a public street. The entrance to the accessory dwelling unit and the entrance to the primary dwelling unit shall not be on the same wall plane facing the public street; however, if the entrance to the accessory dwelling unit is above the first floor, it shall not be on the same building elevation as the entrance to the primary dwelling unit.~~

(3) – (8) [Text unchanged]

(c) **Newly constructed or expanded structures.** The following requirements apply to all accessory dwelling units other than qualified conversions of existing interior space as provided in subsection (d), below.

(1) [Text unchanged]

(2) **Minimum Net Lot Area.**

(A) R-0 ~~and R-1~~ zoning districts ~~require eight thousand five hundred square feet. requires seven thousand square feet.~~

(B) R-1 zoning district requires eight thousand square feet.

~~(BC)~~ R-2 zoning district and residential DSP blocks require five thousand square feet.

(3) – (4) [Text unchanged]

(d) [Text unchanged]

SECTION 2. CEQA - EXEMPTION. The City Council finds that this ordinance is statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 21080.17 of the Public Resources Code, which provides that CEQA does not

apply to the adoption of an Accessory Dwelling Unit ordinance to implement the provisions of Section 65852.2 of the Government Code. The Council therefore directs that the Planning Division may file a Notice of Exemption with the Santa Clara County Clerk in accordance with the Sunnyvale Guidelines for the implementation of CEQA adopted by Resolution No. 118-04.

SECTION 3. CONSTITUTIONALITY; SEVERABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 4. EFFECTIVE DATE. This ordinance shall be in full force and effect thirty (30) days from and after the date of its adoption.

SECTION 5. POSTING AND PUBLICATION. The City Clerk is directed to cause copies of this ordinance to be posted in three (3) prominent places in the City of Sunnyvale and to cause publication once in The Sun, the official publication of legal notices of the City of Sunnyvale, of a notice setting forth the date of adoption, the title of this ordinance, and a list of places where copies of this ordinance are posted, within fifteen (15) days after adoption of this ordinance.

Introduced at a regular meeting of the City Council held on \_\_\_\_\_, and adopted as an ordinance of the City of Sunnyvale at a regular meeting of the City Council held on \_\_\_\_\_, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

\_\_\_\_\_  
City Clerk  
Date of Attestation: \_\_\_\_\_

\_\_\_\_\_  
Mayor

(SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



## RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SUNNYVALE THE CITY'S FEES, RATES AND CHARGES  
RESOLUTION, PERTAINING TO "TRANSPORTATION/  
TRAFFIC IMPACT FEES" AND SUPERSEDING  
RESOLUTION NO. 844-17**

WHEREAS, the City Council of the City of Sunnyvale ("City") adopted Resolution No. 836-17, the Master Fee Schedule, on June 20, 2017; and

WHEREAS, on August 22, 2017, the City Council adopted Resolution No. 844-17, to amend the fees and rates pertaining to the transportation impact fees; and

WHEREAS, the City currently has not specifically addressed accessory dwelling unit transportation impact fees; and

WHEREAS, the City desires to further amend the Fee Schedule to specify that the accessory dwelling unit transportation impact fee is the same as the multi-family transportation impact fee rate currently stated in the fee schedule; and

WHEREAS, the City Council approved an ordinance updating Section 19.68.040 (Accessory Dwelling Unit) of the Sunnyvale Municipal Code; and

WHEREAS, to ensure consistency with the new ordinance, the City desires to implement an updated Transportation/ Traffic Impact fee to include Accessory Dwelling Unit.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE AS FOLLOWS:

1. Section 8.03 "Transportation/ Traffic Impact Fees" of the Master Fee Schedule, is hereby amended as set forth in Exhibit A, attached hereto and incorporated herein.
2. The establishment of fees herein is exempt from the requirements of the California Environmental Quality Act pursuant to Public Resources Code 15378(b)(4) because it is related to the creation of government funding mechanisms or other fiscal activities which do not involve any commitment to any specific project.
3. This resolution shall be effective on the effective date of ordinance number \_\_\_\_\_ Section 19.68.040 (Accessory Dwelling Units) of the Sunnyvale Municipal Code.
4. This Resolution shall supersede Resolution No. 844-17.
5. All other provisions of Resolution No. 836-17 shall remain in effect.

Adopted by the City Council at a regular meeting held on \_\_\_\_\_, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

\_\_\_\_\_  
City Clerk  
(SEAL)

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**EXHIBIT A**  
**CITY OF SUNNYVALE**  
**FISCAL YEAR 2017/18**  
**FEE SCHEDULE**

	<b><u>Fiscal Year</u></b> <b><u>2017/18</u></b>	<b><u>Charge</u></b> <b><u>Code</u></b>	<b><u>Object Level</u></b> <b><u>3 &amp; 4</u></b>	<b><u>Title</u></b> <b><u>(Obj. Lvl. 3)</u></b>	<b><u>Title</u></b> <b><u>(Obj. Lvl. 4)</u></b>
<b><u>PUBLIC RIGHT-OF-WAY AND EASEMENT ABANDONMENT FEE</u></b>					
(Based upon CA Streets and Highways Code)					
Summary Vacation Per Process	\$2,086.00	310230	2900 - 6	Engineering Fees	Street/Easement Vacation
Standard Vacation Per Process	\$3,256.00	310230	2900 - 6	Engineering Fees	Street/Easement Vacation
Summary Vacation of Public Service Easement (per easement) (SMC Chap 18.50) (Ordinance 16-0860)	\$1,000.00	310230	2900 - 10	Engineering Fees	Easement Vacation
<b><u>SECTION 8.03 TRANSPORTATION / TRAFFIC FEES</u></b>					
(California Code of Regulations, Title 21, Chapter 4, Subchapter 7, Section 1411.3)					
For each single Transportation Permit issued by the Department of Public Works authorizing the operation on certain City streets of vehicles of a size, load weight or vehicle weight exceeding the maximum specified in the Vehicle Code of the State of California.					
	\$17.00	799636	1368	Permit - Transportation	
For each annual/repetitive permit, paid in its entirety with no provisions for transfer, proration and/or refund.					
	\$98.50	799636	1368	Permit - Transportation	
Alturas Avenue Residential Permit Parking Fee	\$21.50	119172	1368	Permit - Transportation	
Train Station Area Residential Parking Exemption Permit Fee	\$21.50	119171	1368	Permit - Transportation	
Traffic Directional Signs or Markings					
Actual cost of the signs or markings, which shall be provided by the City, and the cost of its installation. [Revised 14/15]	Actual Cost	799106	1364	Permit - Sign	
Consultant Preparation of Transportation Study	Actual Cost	799000		Deposits and Passthroughs	
	10% of actual consultant cost				
Staff Review of Transportation Study prepared by consultant		119440	1654	Environ. Review Fees	
<b><u>Transportation Impact Fee</u></b>					
A. Impact Fee--Area South of Route 237					
Single Family detached, per dwelling unit	\$3,114.00	799058	1649 - 2	Transportation Impact Fee	South
Multi-family attached, per dwelling unit, or accessory dwelling unit	\$1,931.00	799058	1649 - 2	Transportation Impact Fee	South
Office, per 1,000 square feet	\$4,640.00	799058	1649 - 2	Transportation Impact Fee	South
Retail, per 1,000 square feet	\$5,776.00	799058	1649 - 2	Transportation Impact Fee	South
Industrial, per 1,000 square feet	\$3,021.00	799058	1649 - 2	Transportation Impact Fee	South

**CITY OF SUNNYVALE  
FISCAL YEAR 2017/18  
FEE SCHEDULE**

	<b><u>Fiscal Year</u> <u>2017/18</u></b>	<b><u>Charge</u> <u>Code</u></b>	<b><u>Object Level</u> <u>3 &amp; 4</u></b>	<b><u>Title</u> <u>(Obj. Lvl. 3)</u></b>	<b><u>Title</u> <u>(Obj. Lvl. 4)</u></b>
<b>TRANSPORTATION / TRAFFIC FEES (cont'd)</b>					
Research and Development, per 1,000 square feet	<u>\$3,332.00</u>	799058	1649 - 2	Transportation Impact Fee	South
Hotel, per room	<u>\$1,868.00</u>	799058	1649 - 2	Transportation Impact Fee	South
Uses not enumerated, per trip	<u>\$3,114.00</u>	799058	1649 - 2	Transportation Impact Fee	South
B. Impact Fee--Industrial Area North of Route 237					
Industrial, per 1,000 square feet	<u>\$5,779.00</u>	799058	1649 - 1	Transportation Impact Fee	North
Research and Development, per 1,000 square feet	<u>\$6,375.00</u>	799058	1649 - 1	Transportation Impact Fee	North
Destination Retail, per 1,000 square feet	<u>\$11,052.00</u>	799058	1649 - 1	Transportation Impact Fee	North
Neighborhood Retail, per 1,000 square feet	<u>\$5,526.00</u>	799058	1649 - 1	Transportation Impact Fee	North
Hotel, per room	<u>\$3,575.00</u>	799058	1649 - 1	Transportation Impact Fee	North
Uses not enumerated, per trip	<u>\$5,958.00</u>	799058	1649 - 1	Transportation Impact Fee	North



# Accessory Dwelling Unit Survey for Portland, Eugene, and Ashland, Oregon

Final Methodology and Data Report  
September, 2013



Survey Research Lab



Portland State  
UNIVERSITY



State of Oregon  
Department of  
Environmental  
Quality

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# Methodology

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The Portland State University (PSU) Survey Research Lab (SRL) conducted a combined mail and web survey of owners of Accessory Dwelling Units (ADUs), on behalf of the Green Building Program at the Oregon Department of Environmental Quality (DEQ), Portland's Metro regional government (Metro), and AccessoryDwellings.org. The goal of this survey was to learn about how ADUs are being used by owners in Portland, Eugene, and Ashland, Oregon. The survey was conducted from June 5 to August 11, 2013, and resulted in a total of 369 completed surveys, with 290 completed surveys from Portland, 49 completed surveys from Eugene, and 30 completed surveys from Ashland.

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## Background

The purpose of conducting this survey was to gain a better understanding of how ADUs are being used, who is using them, the financing mechanisms for them, and some energy usage and structural characteristics of them. Prior to conducting the survey, the SRL assisted representatives of DEQ, the City of Portland, Metro, AccessoryDwellings.org, Energy Trust of Oregon, the City of Eugene, and the City of Ashland with finalizing the survey instrument to ensure the items were accurately worded, skip patterns would correctly guide respondents through the survey, and the collected data would provide them with the information they needed to understand the current status of ADUs in Portland, Eugene and Ashland.

The survey included questions about past, current, and future ADU use; current occupant demographics and rental logistics; construction; energy use; and owner demographics. The final mail survey instrument can be found in Appendix C of this report. The survey instrument was also programmed into Qualtrics<sup>1</sup> web survey software, and testing was conducted to ensure appropriate wording of questions, correct functioning of all skip patterns, and the accurate recording of data.

## Respondent Sampling

The target population for the survey included owners of ADUs in Portland, Eugene, and Ashland, Oregon. This included both owners who lived on the property where the ADU is located, owners who lived off the property, and registered businesses or property developers who owned properties with an ADU. Each city provided a list of names and contact information for ADU owners as found in building permit and tax records. There were initially 701 records for Portland, 104 records for Eugene, and 67 records for Ashland, for a total of 872 records. Because some individuals owned multiple properties with ADUs, each record in the list represented a single property with an ADU. From the original 872 records, 12 were removed due to incomplete addresses, or because the property was owned by a bank or city government, resulting in a final sample of 860 ADUs owned by 839 owners. The breakdown of the 860 total records included 689 from Portland, 104 from Eugene, and 67 from Ashland. Of those 860 ADU records, 68.8% were identified in the building permit and tax records as "owner-occupied", meaning they were located on properties where the owner lived. Within each city, the proportion of owner-occupied ADU records (i.e., prospective respondents who received the survey) was 64.7% (n=446) in Portland, 100% (n=104) in Eugene (where owner occupancy is required by code), and 62.7% (n=42) in Ashland.

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<sup>1</sup> <http://qualtrics.com>

Targets were set for the number of completed surveys that would be large enough to confidently generalize the findings to the total population of ADUs in each of the three cities. These were calculated based on the total population size (Portland=689, Eugene=104, Ashland=67), the degree of accuracy desired in the results (i.e., sampling error, usually at  $\pm 5\%$ ), the level of confidence that the data gathered from the sample is representative of the entire population (usually 95%) and how varied the population is expected to be (usually set at 50/50 to represent the widest variation). Using these factors, the targets for completed surveys were 248 for Portland, 82 for Eugene, and 57 for Ashland.

## Respondent Recruitment

Target respondents were initially mailed an introductory letter informing them of the purpose of the survey and inviting them to participate. Respondents were told that the survey would be arriving in the mail a few weeks later, but that they could complete the survey immediately online by going to [www.ADUSurvey.org](http://www.ADUSurvey.org) and logging on with their Survey ID. This initial letter was mailed to the full sample of 839 owners. A total of three mailings were sent to potential respondents. The first mailing included the introductory letter, the second mailing included a cover letter and the survey instrument, and the third mailing included a reminder postcard. Each mailing also provided the link to take the survey online. If an introductory letter or survey mailing was returned with a forwarding address, the it was resent to the correct address. As responses came in to each round of mailing, they were tracked accordingly so the survey mailing and reminder postcards were sent only to those owners who had not yet completed the survey on paper or online.

Mailings were sent on the following dates:

### Survey Mailings

Introductory Letter: Wednesday, June 5, 2013

Cover Letter & Survey Instrument: Friday, June 21, 2013

Reminder Postcard: Monday, July 8, 2013

There were 11 owners who owned multiple ADUs. These owners were sent modified introductory and survey cover letters that contained the Survey IDs for all of their ADUs, and received a separate paper survey for each ADU they owned in a single mailing packet. These mailings to multiple owners were sent a few days after the mailings for the individual owners. Due to printing and space constraints, these multiple ADU owners did not receive a reminder postcard.

The online survey went live on June 5, 2013, and concluded on August, 11, 2013. A total of 390 people responded to the survey by mail or online. Of those, 20 were removed from the final dataset because they did not provide complete data, resulting in a final count of 369 completed surveys across all three cities.

To help maximize the response rate, potential respondents were offered the opportunity to enter a drawing to win an Apple iPad Mini or a \$350 store gift card upon completion of the survey. Respondents could enter the drawing by filling out a separate slip of paper to be returned with the mailed survey instrument. Respondents who completed the survey online were automatically redirected to a separate form where they could enter their contact information to be entered in the drawing. The drawing was held on September 8, 2013.



## Response Rates

The response rate is calculated by dividing the number of completed surveys by the total number of records that were eligible and deliverable. Table 1 below includes a list and frequencies of all final record dispositions for each city, and for all cities combined. The dispositions “Paper Complete” and “Web Complete” represent all completed surveys that are included in the results presented later in this report. “Paper Partial or Incomplete” include surveys that had one or more applicable sections of the survey left blank; these are excluded from the data results. The dispositions “Ineligible”, “Not current owner of property”, and “Mail returned to sender” are excluded from the response rate calculations. Table 2 presents the response rates for each city, and the total response rate for all cities combined. For additional context, Table 3 lists the proportion of completed surveys from owner-occupied properties by city.

**Table 1: Final Record Dispositions**

Disposition	Portland		Eugene		Ashland		Total	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Paper Complete	119	17.4%	29	27.9%	22	32.8%	170	19.9%
Web Complete	171	24.8%	20	19.2%	8	11.9%	199	23.1%
Paper Partial or Incomplete	16	2.2%	1	1.0%	4	6.0%	21	2.3%
Refusal	1	0.1%	-	-	-	-	1	0.1%
Survey submitted after data collection period	2	0.3%	-	-	-	-	2	0.2%
Ineligible: No ADU at listed property	5	0.7%	-	-	-	-	5	0.6%
Not current owner of property	1	0.1%	-	-	1	1.5%	2	0.2%
Mail returned to sender	10	1.5%	13	12.5%	-	-	23	2.7%
No Response	364	52.8%	41	39.4%	32	47.8%	437	50.8%
<b>Total</b>	<b>689</b>	<b>100%</b>	<b>104</b>	<b>100%</b>	<b>67</b>	<b>100%</b>	<b>860</b>	<b>100%</b>

**Table 2: Final Response Rates**

	Target Completes	Total Completes	Valid Sample	Response Rate
Portland	248	290	673	43.2%
Eugene	82	49	91	53.8%
Ashland	57	30	66	45.5%
<b>Total</b>		<b>369</b>	<b>830</b>	<b>44.6%</b>

**Table 3: Completed Surveys for Owner-occupied ADUs by City (n=369)**

	Count	Percent
Portland	204	70.3%
Eugene	49	100.0%
Ashland	24	80.0%

## Sampling Error

When estimating the sample size needed for a survey, one of the criteria included is the sampling error, also known as the margin of error. The sampling error is the level of accuracy we would like to have in the results. Once the survey is completed, though, the actual sampling error can be calculated. For this calculation, we used a confidence interval of 95%, maximum variation (50/50), and the sample sizes achieved. Based on those figures and the size of the population, the sampling error for the results of all cities combined and for each city are as follows:

**Table 4: Sampling Error**

City	Sampling Error
Portland	±4.38%
Eugene	±10.22%
Ashland	±13.43%
<b>All Cities</b>	<b>±3.87%</b>

These figures indicate the range we would expect the “actual” findings for the entire population of ADUs in each of the three cities, as well as all the cities combined. For example, we found that 91.0% of the Portland respondents had a completed ADU (Table 5). Using the sampling error in Table 4, we would expect the actual percentage of ADUs in Portland to be within ±4.38% of 91.0%, or within the range of 86.62% to 95.38%. This sampling error can be applied to each of the items within the survey for the Portland respondents; whereas, ±3.87% can be applied to the findings in this report for all three cities combined. Both of these sampling errors are small and within a reasonable range for generalizing to the respective populations. However, the sampling errors for Eugene and Ashland are much larger and suggest that the sample sizes for those two cities are not large enough to generalize to the respective populations with sufficient confidence. This commonly occurs with such small population sizes as we had with these two cities.

## Notes on Data

The data presented on the following pages in this report include descriptive statistics for the City of Portland for all survey questions, as well as descriptive statistics for selected set of questions for all three cities combined. Due to the small final Ashland and Eugene sample sizes and relatively large margins of error, separate results for Ashland and Eugene are not included in this report.

This report is not intended to present any interpretation of the survey results. While reviewing these results, understand that further analyzing the data (e.g., intersecting selected items with each other using crosstabs) may provide a more detailed explanation of the results. It is also important to consider other information available that can provide context and further explain the findings. As needed and as more staff time comes available, DEQ will offer additional interpretation of these findings.

In this report, statistical tables are presented for each survey question. The header above each table includes the text of the original question, followed in parentheses by the question number and the “n” of each question. The “n” indicates the applicable sample size for each question – that is, the number of

respondents for whom the question was applicable. For questions where a numeric average is presented, the “n” represents the number of respondents who provided a valid response to that question.

A number of items in the survey instructed respondents to “check all that apply” from a series of options. For those items, all of the options are presented in one table, along with the respective frequencies and percentage of respondents who selected each option. Those tables do not include “total” frequency and percentage figures because they sum to totals beyond the sample size and greater than 100%.

Some survey questions were open-ended, or had “other” options where respondents could enter an open-ended response. These text responses are, for the most part, presented as they were written in by respondents. Where any text has been edited in these responses, it is presented as text in [brackets]. Editing was done in the following cases: To remove potentially personal or identifying information; to give similar answers across respondents the same wording to allow more accurate frequency counts; to shorten long or redundant responses for brevity and clarity. The original responses, excluding identifying information, are preserved in the final survey data file.



# Portland Data Results

## Section A: ADU Use – Portland

**Table 5: Is your ADU currently completed or still under construction? (Q1—Portland) (n=290)**

	Frequency	Percent
Completed	264	91.0%
Under construction	26	9.0%
Total	290	100.0%

**Table 6: How is your ADU currently being used? (Q2—Portland) (n=264)**

	Frequency	Percent
As someone's primary residence, and is currently occupied	205	77.7%
As someone's primary residence, but is currently vacant	5	1.9%
For short-term housing (less than 1 month stays)	12	4.5%
By the main house occupants as an extra room or workspace	30	11.4%
Not currently being used for anything	2	0.8%
Other	10	3.8%
Total	264	100.0%

**Table 7: "Other" Responses: How is your ADU currently being used? (Q2—Portland) (n=10)**

	Frequency
[For short-term housing (less than 1 month stays) and By the main house occupants as an extra room or workspace]	1
4/12 - 6/13 ADU used by someone whose house is under construction.	1
Family member	1
preschool	1
rented as secondary residence	1
Short term housing, more than one month	1
Sometime part year residence, otherwise as a guest house	1
Vacation rental of 28 days minimum	1
Visitors that come to visit short stay	1

**Table 8: If used as a primary residence, what best describes your situation? (Q2a—Portland) (n=210)**

	Frequency	Percent
ADU is used as a primary residence year-round	201	95.7%
ADU is used as a primary residence seasonally or for only part of the year	6	2.9%
Other	1	0.5%
Missing/Refused	2	1.0%
Total	210	100.0%

**Table 9: "Other" Responses: If used as a primary residence, what best describes your situation? (Q2a—Portland) (n=1)**

	Frequency
Private space for grandparents who also use our house	1

**Table 10: Regardless of current use, in the past 12 months, how many months has your ADU been occupied as someone's primary residence? (Q3—Portland) (n=264)**

	Frequency	Percent
0 months	40	15.2%
1-6 months	29	11.0%
7-11 months	29	11.0%
12 months	161	61.0%
Missing/Refused	5	1.9%
Total	264	100.0%

**Table 11: How have you used your ADU in the past? [check all that apply] (Q4—Portland) (n=264)**

	Frequency	Percent
As someone's primary residence	208	78.8%
For short-term housing (less than 1 month stays)	34	12.9%
By the main house occupants as an extra room or workspace	61	23.1%
Other	14	5.3%
Missing/Refused	4	1.3%

**Table 12: "Other" Responses: How have you used your ADU in the past? (Q4—Portland) (n=14)**

	Frequency
[New Construction]	6
Family member	1
Four months per year residence for out-of-state person	1
Free housing	1
Guest house for visiting relatives for 3 months	1
Prior to year was vacant and process of completion to an ADU	1
Short term housing, more than one month	1
Vacant	1
Missing/Refused	1

**Table 13: How are you planning to use your ADU in the future? [check all that apply] (Q5—Portland) (n=290)**

	Frequency	Percent
As someone's primary residence	235	81.0%
For short-term housing (less than 1 month stays)	43	14.8%
By the main house occupants as an extra room or workspace	56	19.3%
Other	17	5.9%
Missing/Refused	3	1.0%

**Table 14: “Other” Responses: How are you planning to use your ADU in the future? (Q5—Portland) (n=17)**

	Frequency
[Planning to or in process of selling property]	4
28 day or more vacation rentals	1
Don't know	1
Family member	1
Host artist residencies	1
Long term stays - one month or longer	1
Montessori classroom	1
Preschool	1
Private space for grandparents who also use our house	1
Rental unit	1
Rented as someone's secondary residence	1
Short term housing, more than one month	1
We are moving in two months, so I'm not sure how the ADU will be used.	1
Missing/Refused	1

## Section B: ADU Occupancy – Portland

**Table 15: If your ADU is currently being occupied, how many adults age 18 or older live there? (Q6—Portland) (n=205)**

	Frequency	Percent
1	132	64.4%
2	70	34.1%
3	2	1.0%
Missing/Refused	1	0.5%
Total	205	100.0%

**Table 16: How many children under age 18 live there? (Q7—Portland) (n=205)**

	Frequency	Percent
0	182	88.8%
1	13	6.3%
2	3	1.5%
Missing/Refused	7	3.4%
Total	205	100.0%

**Table 17: In the table below, please fill in how many of the current ADU occupants are female and male in each age range. (Q8—Portland) (n=202)**

	18-24 years	25-34 years	35-55 years	Over 55 years	Don't know	Totals by Gender	
						Frequency	Percent
Female	10	71	38	33	5	157	56.9%
Male	9	58	33	16	3	119	43.1%
Total	19	129	71	49	8	276	100.0%

**Table 18: How long has the current occupant been living in the ADU? If there is more than one occupant, please think about the person who has lived there the longest. (Q9—Portland) (n=205)**

	Frequency	Percent
Less than 1 year	75	36.6%
1 to less than 2 years	48	23.4%
2 to less than 3 years	27	13.2%
3 years or more	49	23.9%
Missing/Refused	6	2.9%
Total	205	100.0%

**Table 19: If there was not an ADU on your property, where would the current occupant(s) most likely live? (Q10—Portland) (n=205)**

	Frequency	Percent
In the main house	24	11.7%
In housing somewhere else in the city	146	71.2%
Other	6	2.9%
Don't know	28	13.7%
Missing/Refused	1	0.5%
Total	205	100.0%

**Table 20: "Other" Responses: If there was not an ADU on your property, where would the current occupant(s) most likely live? (Q10—Portland) (n=6)**

	Frequency
Dorm	1
In an assisted living community	1
Milwaukie or Wilsonville	1
Salem	1
Senior Assisted Living	1
With family elsewhere	1

**Table 21: In total, how many cars do the current ADU occupant(s) own? (Q11—Portland) (n=205)**

	Frequency	Percent
None	39	19.0%
1	130	63.4%
2	24	11.7%
3	3	1.5%
Don't know	7	3.4%
Missing/Refused	2	1.0%
Total	205	100.0%

**Table 22: If the occupants do own cars, where do they usually park? (Q11a—Portland) (n=159)**

	Frequency	Percent
On the street	73	45.9%
Off the street (e.g. garage, driveway, parking pad)	79	49.7%
Other	5	3.1%
Missing/Refused	2	1.3%
Total	159	100.0%

**Table 23: "Other" Responses: If the occupants do own cars, where do they usually park? (Q11a—Portland) (n=5)**

	Frequency
[On the street and Off the street (e.g. garage, driveway, parking pad)]	4
Either on the street or in the driveway	1

**Table 24: Which of the following options best describes your relationship to the current occupant when they first moved into the ADU? (Q12—Portland) (n=205)**

	Frequency	Percent
Family member	35	17.1%
Friend	18	8.8%
Acquaintance	14	6.8%
We didn't know each other	117	57.1%
ADU is occupied by myself	18	8.8%
Other	2	1.0%
Missing/Refused	1	0.5%
Total	205	100.0%

**Table 25: "Other" Responses: Which of the following options best describes your relationship to the current occupant when they first moved into the ADU? (Q12—Portland) (n=2)**

	Frequency
Ecovillage resident and renter	1
Friend of an acquaintance. Acquaintance lived there with the friend for first month.	1

**Table 26: Do you charge the current occupant(s) of your ADU rent? (Q13—Portland) (n=192)**

	Frequency	Percent
Yes	148	77.1%
No	21	10.9%
Don't know	2	1.0%
Missing/Refused	21	10.9%
Total	192	100.0%

**Table 27: How much rent do you receive monthly for your ADU? If rent includes utilities, how much is the rent without utilities? (Q13a and Q13b—Portland)**

	N	Minimum	Maximum	Mean	Std. Deviation
How much rent do you receive monthly for your ADU?	143	\$385	\$1800	\$880.20	\$239.42
If rent includes utilities, how much is the rent without utilities?	78	\$200	\$1700	\$811.85	\$248.09

**Table 28: Do you receive any services from the ADU occupant(s) in exchange for all or part of the rent (e.g. childcare, lawn maintenance)? (Q14—Portland) (n=192)**

	Frequency	Percent
Yes	19	9.9%
No	153	79.7%
Don't know	1	0.5%
Missing/Refused	19	9.9%
Total	192	100.0%

**Table 29: What service(s) do you receive? (Q14a—Portland) (n=19)**

	Frequency
Assistance with lawn maintenance	1
Childcare, pet sitting	1
Childcare, use of building as an occasional workspace	1
Childcare, yard maintenance	1
Consultation on other projects	1
Free dinner out occasionally	1
Handyman, security, yard care	1
Help with childcare	1
Help with yard care, some childcare, transportation for younger children.	1
Helps some with yard	1
House sitting while we are away	1
If I'm away for weekend or more, I reduce rent by \$10-15 for next month as occupant takes in mail, may water, rolls garbage cans back after collection. A casual arrangement.	1
Light gardening	1
Occasionally takes care of garden when we are gone.	1
Pet care, garden care and maintenance, handyman services	1
Sporadic maintenance	1
They take care of the lawn and are making the garden.	1
Will start to receive childcare next month, up until then, no services for rent	1
Yard work	1

## Section C: Construction – Portland

**Table 30: Which of the following best describes how you acquired your ADU? I purchased the house... (Q15—Portland) (n=290)**

	Frequency	Percent
with ADU already completed	50	17.2%
without any intent to build the ADU, but decided to build it later	135	46.6%
with the specific intent to build an ADU	80	27.6%
Other	24	8.3%
Missing/Refused	1	0.3%
Total	290	100.0%

**Table 31: “Other” Responses: Which of the following best describes how you acquired your ADU? I purchased the house... (Q15—Portland) (n=24)**

	Frequency
[Built the ADU along with a new house]	10
[With the ADU partially complete]	5
'ADU' is the original building on plot. Later added main house that was not originally planned.	1
ADU showed approved when purchased, but there was an error in reporting by the county and had to go through process of ADU approval	1
Forced by city to get 4 additional lots	1
Let family build on over lot	1
Partnered with previous house owner to collaborate on building of the ADU	1
With a completely screwed up, turned-out-not-to-be-legal set of apartments in the garage. Had to do giant unexpected remodel 3 months after buying; took 18 months.	1
With the ADU partially completed, with specific intent to complete ADU	1
With unpermitted ADU that I later upgraded	1
Missing/Refused	1

**Table 32: Who did the actual physical labor construction on your ADU? [check all that apply] (Q16—Portland) (n=240)**

	Frequency	Percent
A paid contractor	197	82.1%
An unpaid contractor	1	0.4%
A paid friend or relative	22	9.2%
An unpaid friend or relative	22	9.2%
Myself or another owner of the property	94	39.2%
Other	6	2.5%
Don't Know	2	0.8%
Missing/Refused	8	3.3%

**Table 33: “Other” Responses: Who did the actual physical labor construction on your ADU? (Q16—Portland) (n=6)**

	Frequency
[Previous property owner]	2
Employees	1
I am a licensed contractor; hired a licensed plumber and electrician	1
Paid sub-contractors, including a relative	1
Sub-contractors	1



**Table 34: Who designed your ADU? [check all that apply] (Q17—Portland) (n=240)**

	Frequency	Percent
A paid contractor	56	23.3%
An unpaid contractor	1	0.4%
A paid friend or relative	8	3.3%
An unpaid friend or relative	15	6.3%
A paid architect or designer	98	40.8%
An unpaid architect or designer	8	3.3%
Other	10	4.2%
Don't Know	1	0.4%
Missing/Refused	4	1.7%

**Table 35: "Other" Responses: Who designed your ADU? (Q17—Portland) (n=10)**

	Frequency
[Previous property owner]	3
[Designer]	1
[My wife and a designer]	1
Builder collaboration with me with architect and engineer input	1
My husband, a master builder in Oregon.	1
My partner is trained as an architect and has worked as a designer, she designed it	1
Spouse, designer	1
The primary resident	1

**Table 36: Approximately how many unpaid hours were spent, by you or anyone else, constructing your ADU? (Q18—Portland) (n=200)**

	Minimum	Maximum	Mean	Std. Deviation
Unpaid hours spent constructing ADU	0	11,640	386.84	1001.15

**Table 37: How much did you or someone else pay for your ADU to be constructed? Please include the costs for design, labor, materials, and permits. Your best estimate is fine. (Q19—Portland) (n=211<sup>1</sup>)**

	Minimum	Maximum	Mean	Std. Deviation
Amount paid to construct ADU	\$3,500	\$300,000	\$77,802.84	\$53,351.28

<sup>1</sup>This smaller sample size reflects those respondents who provided a dollar amount and excludes Don't Know, Not Applicable, or Missing/Refused responses.

**Table 38: How much did you or someone else pay for your ADU to be constructed? Please include the costs for design, labor, materials, and permits. Your best estimate is fine. (Q19—Portland) (n=290)**

	Frequency	Percent
Less than \$40,000	52	17.9%
\$40,000 to \$79,999	76	26.2%
\$80,000 to \$119,999	43	14.8%
\$120,000 to \$159,999	23	7.9%
\$160,000 to \$199,999	7	2.4%
\$200,000 or more	10	3.4%
Don't Know	7	2.4%
Not Applicable	52	17.9%
Missing/Refused	20	6.9%

**Table 39: How did you finance the construction cost? [check all that apply] (Q20—Portland) (n=240)**

	Frequency	Percent
Cash Savings	143	59.6%
Home equity line of credit	66	27.5%
Refinance and cash out option based on main home value only	26	10.8%
Refinance and cash out option based on main home and future ADU value	2	0.8%
Purchased main home and constructed ADU with cash out option based on future property value	1	0.4%
Loan from family member	31	12.9%
Credit cards	28	11.7%
Construction loan from bank	10	4.2%
Personal loan from bank	12	5.0%
Trade of services	8	3.3%
Other	28	11.7%
Missing/Refused	3	1.3%

**Table 40: "Other" Responses: How did you finance the construction cost? (Q20—Portland) (n=28)**

	Frequency
Inheritance	2
[ADU already completed when property was purchased]	1
[ADU partially complete when property was purchased]	1
[Family member sold house and paid for ADU]	1
[Funds from sale of prior residence]	1
[Structured retirement savings from parents who live in the ADU]	1
[Unable to finance completion of ADU]	1
Equity line of credit on a different property	1
FHA Title 1 Home Improvement Loan	1
Gift from family	1
Insurance policy from fire loss	1
Liens until I could pay contractors/city	1
Loan from professional money lender	1
PDC loan	1
Personal loan from my own retirement savings	1
Private investors	1
Refinance and cash out on other properties	1
Refinanced another rental property	1
Refinanced main home	1
Refinanced my car	1
Refinanced post-completion	1
Rehab mortgage (ADU financed along with purchase of property)	1
Retirement account	1
Some work trade but primarily sweat equity and HELOC for hard costs	1
Took out a primary mortgage - prior to construction there was no mortgage on the house.	1
Missing/Refused	2

**Table 41: What is the approximate square footage of your ADU? (Q21—Portland) (n=270)**

	Minimum	Maximum	Mean	Std. Deviation
Approximate square footage of ADU	200	1,500	664.66	202.42

**Table 42: What is the approximate square footage of your ADU? (Q21—Portland) (n=290)**

	Frequency	Percent
200 to 400 square feet	28	9.7%
401 to 500 square feet	45	15.5%
501 to 600 square feet	37	12.8%
601 to 700 square feet	39	13.4%
701 to 800 square feet <sup>1</sup>	88	30.3%
Over 800 square feet	33	11.4%
Don't Know	0	0.0%
Missing/Refused	20	6.9%

<sup>1</sup>Of these respondents, 46 (15.9%) reported exactly 800 square feet.

**Table 43: How many bedrooms does your ADU have? (Q22) (n=290)**

	Frequency	Percent
0 (studio)	77	26.6%
1	144	49.7%
2	63	21.7%
3 or more	4	1.4%
Missing/Refused	2	0.7%
Total	290	100.0%

**Table 44: Which of the following best describes the type of ADU you have? (Q23—Portland) (n=290)**

	Frequency	Percent
ADU is <b>attached</b> to the main house as a/an:		
basement unit	90	31.0%
attached garage conversion	8	2.8%
attached addition to house	19	6.6%
converted attic or other internal space (not the basement)	13	4.5%
<b>Subtotal – ADU is attached</b>	<b>130</b>	<b>44.8%</b>
ADU is <b>detached</b> from the main house as a/an:		
detached garage conversion	41	14.1%
addition above or beside an existing detached garage	38	13.1%
addition above or beside a new detached garage	36	12.4%
stand-alone detached unit	42	14.5%
<b>Subtotal – ADU is detached</b>	<b>157</b>	<b>54.1%</b>
Missing/Refused	3	1.0%
Total	290	100.0%

**Table 45: Regardless of how the ADU is currently being used, what was your primary reason for building the ADU or purchasing the property with an existing ADU? (Q24—Portland) (n=290)**

	Frequency	Percent
Potential rental income allowed us to buy a house we could not otherwise afford	25	8.6%
Extra income from ADU rent	125	43.1%
Separate living space for household member or helper (e.g. adult child, nanny, or elder family member)	66	22.8%
Planned on building additional living space and decided to permit space as ADU to provide flexibility for future use	26	9.0%
Existing ADU was not a factor in our decision to buy the property	7	2.4%
Other	40	13.8%
Missing/Refused	1	0.3%
Total	290	100.0%

**Table 46: "Other" Responses: Regardless of how the ADU is currently being used, what was your primary reason for building the ADU or purchasing the property with an existing ADU? (Q24—Portland) (n=40)**

	Frequency
[To rent the main house and live in the ADU]	3
[To provide office or studio space]	3
[Extra income from ADU rent; Separate living space for household member or helper]	2
[Extra income, flexible space, maximizing density on lot, sense of community]	1
[Income, potential extra living space, future living space]	1
[Personal use; To provide housing for aging in place; To increase property value for child's inheritance]	1
[Rental income and potential living space for family]	1
[Rental income and separate living space for family and friends]	1
[Rental income and to have a close neighbor]	1
[Seasonal residence for older friend]	1
[To provide ADA unit for aging in place]	1
[To provide separate office space; Rental income after retirement]	1
[To rent the main house and live in the ADU; Captured view of downtown]	1
[To retain as a rental after purchasing home with illegal ADU reported by neighbors]	1
[Work space for our business]	1
Anticipate living in it at some point as we age but saw it as potential income source to allow us to continue living at our current location	1
Community	1
Forced to do it by city to get four additional lots	1
Garage needed to be rebuilt. I was living overseas and wanted a place to live on vacations.	1
Guest house and office	1
Housing for a friend who has building skills and needed a job.	1
I love the 'small house movement' and have wanted to build one.	1
It's my primary residence.	1
Montessori classroom	1
Nice having the flexibility of having a unit that can be rented out.	1
Potential as a retirement home	1
Replaced a dilapidated shed	1

	Frequency
Self	1
Separate living space for me	1
So my elderly mom and dad could come visit	1
To split property and only own the ADU as a single family residence and share common space with main home owner (in doing so, we created a 3-house intentional community along with a 3rd adjacent home)	1
Upstairs was not an option, so made basement into ADU so we did not have to buy second house.	1
Wanted more family space	1
Wanted option to move there when I am retired and rent out main house	1
Missing/Refused	1

**Table 47: What were the two biggest challenges you faced in building your ADU? [check up to two] (Q25—Portland) (n=290)**

	Frequency	Percent
Obtaining financing	16	6.7%
Paying for the cost of construction	78	32.5%
Permitting fees	66	27.5%
Lot setbacks or height limits	48	20.0%
Utility connections	36	15.0%
Minimum parking requirements <sup>1</sup> (Eugene and Ashland only)	1	0.4%
Design constraints or challenges	83	34.6%
Don't know	11	4.6%
Other	62	25.8%
Missing/Refused	1	0.4%

<sup>1</sup>Although there are not minimum parking requirements in Portland, one respondent selected this response.

**Table 48: "Other" Responses: What were the two biggest challenges you faced in building your ADU? (Q25—Portland) (n=62)**

	Frequency
[No challenges]	4
[Never getting the same answer twice while applying for permits. It took many trips and 6-8 months to get the permits.]	1
[Working with the contractor]	1
Adhering to code	1
Appraisal valuation	1
BDS	1
Being abroad while building in Portland	1
City demanded separate water and sewer for coach house. I have to pay 2 water bills every month for 1 person!	1
City of Portland fees, planning criteria and process	1
City of Portland! They are crazy and disconnected with reality.	1
City permitting was slow	1
Code compliance	1
Contractor went bankrupt and stole \$80K	1
Contradictory/unclear building codes	1
Coordinating construction with contractor	1
Cost of new construction overall was a challenge, but not specifically to ADU	1
Crummy contractor, other code/regulations	1
Dealing with the City of Portland and neighbors	1
Dealing with, and getting straight answers from, Portland's Bureau of	1

	Frequency
Developmental Services.	
Deciding to do this big project, or move. But [we] love our neighborhood.	1
Designing an attractive space at grade for my current life style	1
Difficult relationship with general contractor	1
Disruption to our lives [because] we work at home	1
Final approval after it showed it was approved ADU when the county made a mistake in reporting as approved	1
Financing/construction cost and permitting were big factors. The project was also complicated by being on a zero setback against neighbor's garage (built concurrently) with design review requirements.	1
Getting the [redacted] City of Portland to approve it - took nearly two years.	1
Historic review (permit) not practical	1
Historical restrictions	1
I had to pay over \$6,000 to city to construct. Horrible! Also my ADU is in [redacted]. Even though it couldn't be seen by street, had to conform to historic standards; adds lots of money.	1
Inspector from BDS made up nonexistent rules. BDS sucks!!	1
Lags and run-arounds at city regarding permits and inspections.	1
Limitation of ceiling height - was later successfully appealed- limitation of height should be more flexible especially with plenty of windows. Also, was not able to separate meter.	1
Making existing unit meet all the code requirements and dealing with the city offices (Portland) and changing inspectors with differing opinions	1
Meeting code requirements given existing structure	1
Neighbor resistance	1
Neighborhood association	1
Neighbors unhappy with increase in density	1
New tax increases; my single family residence is now a duplex???? Taxwise.	1
Number of folks on total property and sewer issues, i.e., city requiring unrealistic sewer information on total of 2 persons in ADU and home.	1
Parking space requirement	1
Paying for the extra costs associated with appliances and utility hookups	1
Percentage of land to building ratio	1
Permit process	1
Permitting delays by Portland BDS	1
Permitting process - we received conflicting advice from people within the permitting office	1
Permitting requirements (The basement was too large so we had to get a variance. This delayed the project by months.)	1
Personal Time Commitment	1
Portland Building dept. not helpful, limited knowledge	1
Property taxes excessive - assume full rental market value	1
Required a variance to exceed SF design standard (the lot is just shy of 10,000 SF)	1
Retrofitting utility service of older home and other hoops I was required to meet added to cost, time and effort	1
Separate water/sewer and gas, and [loss of view] for existing living room and master bedroom	1
Septic tank and drain field limitations	1
The crack house next door	1
Time (It's taken longer to complete)	1

	Frequency
Time of labor	1
Unhappy neighbor	1
Was not allowed to expand footprint [or] height of very small garage	1
Water service requirements	1
Working with the contractor	1
Zoning issues	1

## Section D: Energy Use – Portland

**Table 49: Which utilities are metered separately, so the ADU gets its own bill? [check all that apply] (Q26—Portland) (n=290)**

	Frequency	Percent
Electricity	172	59.3%
Natural gas	80	27.6%
Water	47	16.2%
None	74	25.5%
Don't know	0	0.0%
Other	17	5.9%
Missing/Refused	20	6.9%

**Table 50: "Other" Responses: Which utilities are metered separately, so the ADU gets its own bill? (Q26—Portland) (n=17)**

	Frequency
[Cable]	4
Cable/Internet	2
[Electricity and water included in main house bill, meter is installed for manual calculation of ADU portion]	1
[Internet and TV]	1
Cable TV	1
Heating oil tank	1
Internet	1
None billed separate but water is personally metered at ADU	1
Phone	1
Phone/Data	1
Sewer	1
Telecom	1
TV	1

**Table 51: Which of the following systems are shared between the ADU and the main house? [check all that apply] (Q27—Portland) (n=290)**

	Frequency	Percent
Heating	46	15.9%
Hot water	94	32.4%
None	77	26.6%
Don't know	1	0.3%
Other	117	40.3%
Missing/Refused	30	10.3%



**Table 52: “Other” Responses: Which of the following systems are shared between the ADU and the main house? (Q27—Portland) (n=117)**

	Frequency
[Water/Sewer]	27
[Water]	26
Electricity	10
[Gas, electricity]	4
Garbage	4
Internet	3
[Sewer]	2
[Water and gas]	2
Electricity, garbage, water	2
Electricity, sewer	2
Water supply	2
Water, garbage	2
Wireless Internet	2
[Garbage, internet]	1
[Gas]	1
[Water and electric]	1
[Water, sewer, electricity]	1
Communications	1
Electric, garbage	1
Electric, water, sewer	1
Electricity and water	1
Electricity costs	1
Electricity, gas, water	1
Electricity, water	1
Electricity, water, sewer	1
Electricity; same meter, separate boxes.	1
Garbage, internet, water/sewer, electricity	1
Garbage/recycling and cable TV/internet	1
Garbage/recycling and laundry room	1
Heating and hot water are by gas, which is separately metered. Water and electricity come off the house meters for those utilities.	1
Internet, garbage	1
Internet, gas	1
Natural Gas	1
Phone and Cable, and Garbage/Recycling	1
Sewer drain	1
Unit is partially heated by steam pipes for the house	1
Waste management	1
Water, electricity	1
Water, hot water has own tank	1
Water, sewer, some exterior lighting	1
Water/Sewer and cable	1
Water/Sewer shared, but separate hot water tanks	1

**Table 53: What types of energy-using appliances are located inside your ADU? [check all that apply] (Q28—Portland) (n=290)**

	Frequency	Percent
Washer	182	62.8%
Water heater	204	70.3%
Central heating system (e.g., furnace)	62	21.4%
Dryer	178	61.4%
Gas fireplace	39	13.4%
Dishwasher	174	60.0%
Wall heaters (e.g., electric space heat, ductless heat pump)	179	61.7%
Refrigerator	263	90.7%
Stovetop or oven	250	86.2%
Don't know	3	1.0%
Other	32	11.0%
Missing/Refused	5	1.7%

**Table 54: "Other" Responses: What types of energy-using appliances are located inside your ADU? (Q28—Portland) (n=32)**

	Frequency
[Microwave]	7
[Air conditioner]	6
[ERV]	2
[Radiant floor heating]	2
[Wood-burning stove]	2
[Ductless heat pump/AC unit]	1
[Radiant floor heating from on-demand gas heater]	1
[Radiant floor heating from tankless water heater; Energy Star chest freezer]	1
[Radiant floor heating, gas boiler shared]	1
Air purification system	1
Bath and stove exhaust fans	1
Heat recovery ventilation unit (mini)	1
HRV - Passive house	1
Instant wall water heater	1
Pellet stove	1
Portable A/C unit	1
Radiant hot water heat and heated water	1
Whirlpool tub	1

**Table 55: What is your ADU's primary source of energy for heating? (Q29—Portland) (n=290)**

	Frequency	Percent
Electricity	174	60.0%
Solar	4	1.4%
Natural gas	96	33.1%
Wood or Pellets	4	1.4%
Fuel oil (kerosene)	2	0.7%
Other	5	1.7%
Don't know	1	0.3%
Missing/Refused	4	1.4%
Total	290	100.0%

**Table 56: "Other" Responses: What is your ADU's primary source of energy for heating? (Q29—Portland) (n=5)**

	Frequency
[Electricity and Natural Gas]	1
[Electricity and Wood or Pellets]	1
Electric ground source heat pump & solar	1
Heat pump hydronic	1
Radiant floor heating	1

**Table 57: What is your ADU's primary source of energy for hot water? (Q29—Portland) (n=290)**

	Frequency	Percent
Electricity	147	50.7%
Solar	2	0.7%
Natural gas	128	44.1%
Fuel oil (kerosene)	1	0.3%
Other	5	1.7%
Don't know	3	1.0%
Missing/Refused	4	1.4%
Total	290	100.0%

**Table 58: "Other" Responses: What is your ADU's primary source of energy for hot water? (Q29—Portland) (n=5)**

	Frequency
[Tankless heater]	2
[Electricity and Solar]	1
Electric ground source heat pump & solar	1
Instant exterior gas shared	1

**Table 59: When the ADU was being built, what energy efficient features or equipment, beyond what was required by code, did you install? [check all that apply] (Q30—Portland) (n=290)**

	Frequency	Percent
Did not incorporate any energy efficient features or equipment	18	6.2%
Weatherization (e.g. air sealing, duct sealing, extra insulation)	158	54.5%
Lighting (e.g. compact fluorescent lights, CFLs, LEDs)	126	43.4%
Windows	154	53.1%
Water heating	84	29.0%
Solar electric or photovoltaic (PV)	12	4.1%
Energy Star appliances	156	53.8%
Heating equipment	72	24.8%
Other	23	7.9%
Don't know	38	13.1%
Missing/Refused	7	2.4%
Total	290	100.0%

**Table 60: “Other” Responses: When the ADU was being built, what energy efficient features or equipment, beyond what was required by code, did you install? (Q30—Portland) (n=23)**

	Frequency
[Passive solar design]	2
[Eco-roofs over shed and porch]	1
[Pre-wired for future solar]	1
[Skylights]	1
Adding split source heat, R 40+ walls, R60 ceiling, R20 slab, triple glazed windows, .67ACH 50, passive solar	1
Advanced framing	1
Air gap between siding and outside wall	1
Below ground 4-5 feet integrated in design	1
Cooling system	1
Extra insulation	1
Heat Pump/AC	1
HRV System	1
I made it small!	1
LEED Platinum, low-flow faucets reduce hot water usage, deep eaves and reflective roof	1
Net-zero API - lots of EE design and mechanics	1
Passive house design	1
Planning on future solar	1
SIP roof, advanced framing on walls	1
Solar hot water, super-efficient straw bale wall constructions,	1
Solar orientation	1
Solatube	1
Washer/dryer	1

**Table 61: Approximately how many total light bulbs are installed in your ADU? (Q31—Portland) (n=272)**

	Minimum	Maximum	Mean	Std. Deviation
Total light bulbs installed in ADU	0	64	14.41	7.92

**Table 62: How many of these are compact fluorescent light bulbs (i.e., CFLs or twisty bulbs) or LED light bulbs? (Q32—Portland) (n=249)**

	Minimum	Maximum	Mean	Std. Deviation
Number of CFLs or LED light bulbs	0	30	8.74	6.78

## Section E: Demographics – Portland

**Table 63: What is your gender? (Q33—Portland) (n=290)**

	Frequency	Percent
Female	145	50.0%
Male	138	47.6%
Prefer not to answer	5	1.7%
Missing/Refused	2	0.7%
Total	290	100.0%

**Table 64: What is your age? (Q34—Portland) (n=288)**

	Minimum	Maximum	Mean	Std. Deviation
Respondent's age	23 years	83 years	52.18 years	12.51 years

**Table 65: What is your age? (Q34—Portland) (n=288)**

	Frequency	Percent
23 to 34 years	27	9.3%
35 to 44 years	58	20.0%
45 to 54 years	69	23.8%
55 to 64 years	82	28.3%
65 to 74 years	47	16.2%
75 years or older	5	1.7%
Missing/Refused	2	0.7%

**Table 66: How many people, including adults and children, live in the main house on the property? (Q35—Portland) (n=290)**

	Minimum	Maximum	Mean	Std. Deviation
How many people, including adults and children, live in the main house on the property?	0	7	2.70	1.207

**Table 67: How many people, including adults and children, live in the main house on the property? (Q35—Portland) (n=290)**

	Frequency	Percent
0 people	3	1.0%
1 person	35	12.1%
2 people	108	37.2%
3 people	74	25.5%
4 people	48	16.6%
5 people	16	5.5%
6 or more people	6	2.1%
Missing/Refused	0	0.0%

**Table 68: What was your approximate annual household income for 2012? Your best estimate is fine. (Q36—Portland) (n=290)**

	Frequency	Percent
\$0 - \$14,999	7	2.4%
\$15,000 - \$24,999	5	1.7%
\$25,000 - \$34,999	19	6.6%
\$35,000 - \$49,999	17	5.9%
\$50,000 - \$74,999	62	21.4%
\$75,000 - \$99,999	52	17.9%
\$100,000 - \$149,999	52	17.9%
\$150,000 or more	39	13.4%
Prefer not to answer	29	10.0%
Missing/Refused	8	2.8%
Total	290	100.0%

# Combined Cities Data Results

## Section A: ADU Use – Combined Cities

**Table 69: How is your ADU currently being used? (Q2—All Cities) (n=337)**

	Frequency	Percent
As someone's primary residence, and is currently occupied	265	78.6%
As someone's primary residence, but is currently vacant	9	2.7%
For short-term housing (less than 1 month stays)	14	4.2%
By the main house occupants as an extra room or workspace	35	10.4%
Not currently being used for anything	2	0.6%
Other	12	3.6%
Total	337	100.0%

**Table 70: "Other" Responses: How is your ADU currently being used? (Q2—All Cities) (n=12)**

	Frequency
[For short-term housing (less than 1 month stays) and By the main house occupants as an extra room or workspace]	1
4/12 - 6/13 ADU used by someone whose house is under construction.	1
Family member	1
Friends' summer vacation rental	1
preschool	1
rented as secondary residence	1
Short term housing, more than one month	1
Sometime part year residence, otherwise as a guest house	1
Vacation rental of 28 days minimum	1
Vacation rentals by owner/monthly rental	1
Visitors that come to visit short stay	1
Missing/Refused	1

**Table 71: If used as a primary residence, what best describes your situation? (Q2a—All Cities) (n=274)**

	Frequency	Percent
ADU is used as a primary residence year-round	259	94.5%
ADU is used as a primary residence seasonally or for only part of the year	10	3.6%
Other	2	0.7%
Missing/Refused	3	1.1%
Total	274	100.0%

**Table 72: "Other" Responses: If used as a primary residence, what best describes your situation? (Q2a—All Cities) (n=2)**

	Frequency
Monthly rental: primary at times	1
Private space for grandparents who also use our house.	1

**Table 73: How are you planning to use your ADU in the future? [check all that apply] (Q5—All Cities) (n=369)**

	Frequency	Percent
As someone's primary residence	301	81.6%
For short-term housing (less than 1 month stays)	53	14.4%
By the main house occupants as an extra room or workspace	67	18.2%
Other	22	6.0%
Missing/Refused	5	1.4%

**Table 74: "Other" Responses: How are you planning to use your ADU in the future? (Q5—All Cities) (n=22)**

	Frequency
[Planning to or in process of selling property]	5
28 day or more vacation rentals	1
Aging parents' residence	1
By a family member with a mental disability	1
Depends on pending changes in city regulations	1
Don't know	1
Family member	1
Host artist residencies	1
Long term stays - one month or longer	1
Montessori classroom	1
Not sure	1
Preschool	1
Private space for grandparents who also use our house	1
Rental unit	1
Rented as someone's secondary residence	1
Short term housing, more than one month	1
We are moving in two months, so I'm not sure how the ADU will be used.	1
Missing/Refused	1



## Section B: ADU Occupancy – Combined Cities

**Table 75: If your ADU is currently being occupied, how many adults age 18 or older live there? (Q6—All Cities) (n=265)**

	Frequency	Percent
1	170	64.2%
2	91	34.3%
3	3	1.1%
Missing/Refused	1	0.4%
Total	265	100.0%

**Table 76: How many children under age 18 live there? (Q7—All Cities) (n=265)**

	Frequency	Percent
0	238	89.8%
1	13	4.9%
2	5	1.9%
Missing/Refused	8	3.0%
Total	265	100.0%

**Table 77: In the table below, please fill in how many of the current ADU occupants are female and male in each age range. (Q8—All Cities) (n=263)**

	18-24 years	25-34 years	35-55 years	Over 55 years	Don't know	Totals by Gender	
						Frequency	Percent
Female	18	83	49	54	5	209	58.2%
Male	12	66	41	27	4	150	41.8%
Total	30	149	90	81	9	359	100.0%

	18-24 years	25-34 years	35-55 years	Over 55 years	Don't know
Female	18	83	49	51	5
Male	12	66	41	27	4
Total	30	149	90	81	9

**NOTE:** Two respondents who reported that their ADU had 1 occupant (in Q6) did not answer Q8; therefore, only 263 respondents are included in the above table.

**Table 78: If there was not an ADU on your property, where would the current occupant(s) most likely live? (Q10—All Cities) (n=265)**

	Frequency	Percent
In the main house	34	12.8%
In housing somewhere else in the city	186	70.2%
Other	6	2.3%
Don't know	38	14.3%
Missing/Refused	1	0.4%
Total	265	100.0%

**Table 79: "Other" Responses: If there was not an ADU on your property, where would the current occupant(s) most likely live? (Q10—All Cities) (n=6)**

	Frequency
Dorm	1
In an assisted living community	1
Milwaukie or Wilsonville	1
Salem	1
Senior Assisted Living	1
With family elsewhere	1

**Table 80: In total, how many cars do the current ADU occupant(s) own? (Q11—All Cities) (n=265)**

	Frequency	Percent
None	47	17.7%
1	165	62.3%
2	39	14.7%
3	5	1.9%
Don't know	7	2.6%
Missing/Refused	2	0.8%
Total	265	100.0%

**Table 81: If the occupants do own cars, where do they usually park? (Q11a—All Cities) (n=211)**

	Frequency	Percent
On the street	79	37.4%
Off the street (e.g. garage, driveway, parking pad)	120	56.9%
Other	10	4.7%
Missing/Refused	2	0.9%
Total	211	100.0%

**Table 82: "Other" Responses: If the occupants do own cars, where do they usually park? (Q11a—All Cities) (n=10)**

	Frequency
[On the street and Off the street (e.g. garage, driveway, parking pad)]	9
Either on the street or in the driveway	1

**Table 83: Which of the following options best describes your relationship to the current occupant when they first moved into the ADU? (Q12—All Cities) (n=265)**

	Frequency	Percent
Family member	49	18.5%
Friend	22	8.3%
Acquaintance	19	7.2%
We didn't know each other	141	53.2%
ADU is occupied by another property owner	1	0.4%
ADU is occupied by myself	30	11.3%
Other	2	0.8%
Missing/Refused	1	0.4%
Total	265	100.0%

**Table 84: "Other" Responses: Which of the following options best describes your relationship to the current occupant when they first moved into the ADU? (Q12—All Cities) (n=2)**

	Frequency
Ecovillage resident and renter	1
Friend of an acquaintance. Acquaintance lived there with the friend for first month.	1

**Table 85: Do you charge the current occupant(s) of your ADU rent? (Q13—All Cities) (n=244)**

	Frequency	Percent
Yes	183	75.0%
No	30	12.3%
Don't know	3	1.2%
Missing/Refused	28	11.5%
Total	244	100.0%

**Table 86: How much rent do you receive monthly for your ADU? If rent includes utilities, how much is the rent without utilities? (Q13a and Q13b—All Cities)**

	N	Minimum	Maximum	Mean	Std. Deviation
How much rent do you receive monthly for your ADU?	177	\$375	\$1800	\$851.80	\$240.00
If rent includes utilities, how much is the rent without utilities?	95	\$200	\$1700	\$769.04	\$243.69

**Table 87: Do you receive any services from the ADU occupant(s) in exchange for all or part of the rent (e.g. childcare, lawn maintenance)? (Q14—All Cities) (n=244)**

	Frequency	Percent
Yes	24	9.8%
No	193	79.1%
Don't know	2	0.8%
Missing/Refused	25	10.2%
Total	244	100.0%

**Table 88: What service(s) do you receive? (Q14a—All Cities) (n=24)**

	Frequency
[Occupant is family, have informal arrangement to share resources and help each other out where needed]	1
Assistance with lawn maintenance	1
Childcare, pet sitting	1
Childcare, use of building as an occasional workspace	1
Childcare, yard maintenance	1
Consultation on other projects	1
Free dinner out occasionally	1
Handyman, security, yard care	1
Help with childcare	1
Help with yard care, some childcare, transportation for younger children.	1
Helps some with yard	1
House sitting while we are away	1
If I'm away for weekend or more, I reduce rent by \$10-15 for next month as occupant takes in mail, may water, rolls garbage cans back after collection. A casual arrangement.	1
Light gardening	1

	Frequency
Occasional help with pet care when we are out of town (2 or 3 times a year)	1
Occasionally takes care of garden when we are gone.	1
Pet care, garden care and maintenance, handyman services	1
Security, gardening	1
Sporadic maintenance	1
They take care of the lawn and are making the garden.	1
Watering garden plants	1
Will start to receive childcare next month, up until then, no services for rent	1
Yard maintenance	1
Yard work	1

## Section C: Construction – Combined Cities

**Table 89: Which of the following best describes how you acquired your ADU? I purchased the house... (Q15—All Cities) (n=369)**

	Frequency	Percent
with ADU already completed	62	16.8%
without any intent to build the ADU, but decided to build it later	175	47.4%
with the specific intent to build an ADU	93	25.2%
Other	38	10.3%
Missing/Refused	1	0.3%
Total	369	100.0%

**Table 90: “Other” Responses: Which of the following best describes how you acquired your ADU? I purchased the house... (Q15—All Cities) (n=38)**

	Frequency
[Built the ADU along with a new house]	11
[With the ADU partially complete]	6
'ADU' is the original building on plot. Later added main house that was not originally planned.	1
[ADU was original residence, was converted to ADU after main house was newly constructed]	1
[With an illegal ADU]	1
ADU showed approved when purchased, but there was an error in reporting by the county and had to go through process of ADU approval	1
As primary residence	1
Built a shop, then converted	1
Built ADU whole remodeled	1
Completely rebuilt after fire. ADU was a possibility because of the shape of the attic.	1
Existing ADU grandfathered but could not adapt to current building codes, so had to tear down.	1
Forced by city to get 4 additional lots	1
Let family build on over lot	1
New main house and ADU	1
Partnered with previous house owner to collaborate on building of the ADU	1
Small study expanded to 198 square foot unit	1
We built the ADU when living in main house	1
We converted a shop into an ADU	1
With a completely screwed up, turned-out-not-to-be-legal set of apartments in the garage. Had to do giant unexpected remodel 3 months after buying; took 18 months.	1
With an illegal ADU which I then improved and legalized.	1
With the ADU partially completed, with specific intent to complete ADU	1
With unpermitted ADU that I later upgraded	1
Missing/Refused	1

**Table 91: How much did you or someone else pay for your ADU to be constructed? Please include the costs for design, labor, materials, and permits. Your best estimate is fine. (Q19—All Cities) (n=272)**

	Minimum	Maximum	Mean	Std. Deviation
Amount paid to construct ADU	\$3,500	\$300,000	\$81,766.54	\$57,643.42

**Table 92: How much did you or someone else pay for your ADU to be constructed? Please include the costs for design, labor, materials, and permits. Your best estimate is fine. (Q19—All Cities) (n=369)**

	Frequency	Percent
Less than \$40,000	62	16.8%
\$40,000 to \$79,999	93	25.2%
\$80,000 to \$119,999	62	16.8%
\$120,000 to \$159,999	30	8.1%
\$160,000 to \$199,999	9	2.4%
\$200,000 or more	16	4.3%
Don't Know	8	2.2%
Not Applicable	65	17.6%
Missing/Refused	24	6.5%

**Table 93: How did you finance the construction cost? [check all that apply] (Q20—All Cities) (n=307)**

	Frequency	Percent
Cash Savings	186	60.6%
Home equity line of credit	92	30.0%
Refinance and cash out option based on main home value only	31	10.1%
Refinance and cash out option based on main home and future ADU value	4	1.3%
Purchased main home and constructed ADU with cash out option based on future property value	2	0.7%
Loan from family member	34	11.1%
Credit cards	33	10.7%
Construction loan from bank	16	5.2%
Personal loan from bank	14	4.6%
Trade of services	11	3.6%
Other	32	10.4%
Missing/Refused	6	2.0%

**Table 94: "Other" Responses: How did you finance the construction cost? (Q20—All Cities) (n=32)**

	Frequency
Inheritance	2
[ADU already completed when property was purchased]	2
[ADU partially complete when property was purchased]	1
[Family member sold house and paid for ADU]	1
[Funds from sale of prior residence]	1
[Structured retirement savings from parents who live in the ADU]	1
[Unable to finance completion of ADU]	1
401k cash out	1
Equity line of credit on a different property	1
FHA Title 1 Home Improvement Loan	1
Gift from family	1

	Frequency
Insurance policy from fire loss	1
Liens until I could pay contractors/city	1
Loan from professional money lender	1
Money from sale of ADU occupant's previous residence	1
PDC loan	1
Personal loan from my own retirement savings	1
Private investors	1
Refinance and cash out on other properties	1
Refinanced another rental property	1
Refinanced main home	1
Refinanced my car	1
Refinanced post-completion	1
Rehab mortgage (ADU financed along with purchase of property)	1
Retirement account	1
Some inheritance	1
Some work trade but primarily sweat equity and HELOC for hard costs	1
Took out a primary mortgage - prior to construction there was no mortgage on the house.	1
Missing/Refused	2

**Table 95: What is the approximate square footage of your ADU? (Q21—All Cities) (n=346)**

	Minimum	Maximum	Mean	Std. Deviation
Approximate square footage of ADU	200	1,600	668.19	205.04

**Table 96: What is the approximate square footage of your ADU? (Q21—All Cities) (n=369)**

	Frequency	Percent
200 to 400 square feet	33	8.9%
401 to 500 square feet	60	16.3%
501 to 600 square feet	51	13.8%
601 to 700 square feet	47	12.7%
701 to 800 square feet <sup>1</sup>	112	30.4%
Over 800 square feet	43	11.7%
Don't Know	0	0.0%
Missing/Refused	23	6.2%

<sup>1</sup>Of these respondents, 64 (17.3%) reported exactly 800 square feet.

**Table 97: How many bedrooms does your ADU have? (Q22—All Cities) (n=369)**

	Frequency	Percent
0 (studio)	91	24.7%
1	193	52.3%
2	76	20.6%
3 or more	6	1.6%
Missing/Refused	3	0.8%
Total	369	100.0%

**Table 98: Which of the following best describes the type of ADU you have? (Q23—All Cities) (n=369)**

	Frequency	Percent
ADU is <b>attached</b> to the main house as a/an:		
basement unit	96	26.0%
attached garage conversion	13	3.5%
attached addition to house	29	7.9%
converted attic or other internal space (not the basement)	18	4.9%
<b>Subtotal – ADU is attached</b>	<b>156</b>	<b>42.3%</b>
ADU is <b>detached</b> from the main house as a/an:		
detached garage conversion	48	13.0%
addition above or beside an existing detached garage	66	17.9%
addition above or beside a new detached garage	43	11.7%
stand-alone detached unit	53	14.4%
<b>Subtotal – ADU is detached</b>	<b>210</b>	<b>56.9%</b>
Missing/Refused	3	0.8%
Total	369	100.0%

**Table 99: Regardless of how the ADU is currently being used, what was your primary reason for building the ADU or purchasing the property with an existing ADU? (Q24—All Cities) (n=369)**

	Frequency	Percent
Potential rental income allowed us to buy a house we could not otherwise afford	32	8.7%
Extra income from ADU rent	154	41.7%
Separate living space for household member or helper (e.g. adult child, nanny, or elder family member)	90	24.4%
Planned on building additional living space and decided to permit space as ADU to provide flexibility for future use	30	8.1%
Existing ADU was not a factor in our decision to buy the property	10	2.7%
Other	52	14.1%
Missing/Refused	1	0.3%
Total	369	100.0%



**Table 100: "Other" Responses: Regardless of how the ADU is currently being used, what was your primary reason for building the ADU or purchasing the property with an existing ADU? (Q24—All Cities) (n=52)**

	Frequency
[To rent the main house and live in the ADU]	4
[Extra income from ADU rent; Separate living space for household member or helper]	3
[To provide office or studio space]	3
[Rental income and potential living space for family]	2
[Extra income, flexible space, maximizing density on lot, sense of community]	1
[Had to rebuild existing ADU; Permitted as legal separate house to increase land value]	1
[Income, potential extra living space, future living space]	1
[Personal use; To provide housing for aging in place; To increase property value for child's inheritance]	1
[Rental for family member now, extra room and space for caregiver in the future]	1
[Rental income and separate living space for family and friends]	1
[Rental income and to have a close neighbor]	1
[Seasonal residence for older friend]	1
[To provide ADA unit for aging in place]	1
[To provide separate office space; Rental income after retirement]	1
[To rent the main house and live in the ADU; Captured view of downtown]	1
[To retain as a rental after purchasing home with illegal ADU reported by neighbors]	1
[Work space for our business]	1
Added income so I could afford to remain in the house I built, due to divorce.	1
Anticipate living in it at some point as we age but saw it as potential income source to allow us to continue living at our current location	1
Community	1
Could no longer manage the existing house	1
Forced to do it by city to get four additional lots	1
Garage needed to be rebuilt. I was living overseas and wanted a place to live on vacations.	1
Guest house and office	1
Housing for a friend who has building skills and needed a job.	1
I love the 'small house movement' and have wanted to build one.	1
It's my primary residence.	1
Montessori classroom	1
Nice having the flexibility of having a unit that can be rented out.	1
Potential as a retirement home	1
Rental income to help cover the cost of replacing the foundation and remodeling the original house	1
Replaced a dilapidated shed	1
Resale	1
Safe - level - handicapped features for senior property owner	1
Self	1
Separate living space for a friend	1
Separate living space for me	1
So my elderly mom and dad could come visit	1
To split property and only own the ADU as a single family residence and share common space with main home owner (in doing so, we created a 3-house intentional community along with a 3rd adjacent home)	1
Upstairs was not an option, so made basement into ADU so we did not have to buy second house.	1

	Frequency
Wanted more family space	1
Wanted option to move there when I am retired and rent out main house	1
We wanted to downsize. Sold our bigger house, moved into our existing rental house and built the ADU. Now we live in ADU and rent our house again.	1
Missing/Refused	1

**Table 101: What were the two biggest challenges you faced in building your ADU? [check up to two] (Q25—All Cities) (n=307)**

	Frequency	Percent
Obtaining financing	22	7.2%
Paying for the cost of construction	99	32.2%
Permitting fees	89	29.0%
Lot setbacks or height limits	60	19.5%
Utility connections	42	13.7%
Minimum parking requirements (Eugene and Ashland only)	10	3.3%
Design constraints or challenges	101	32.9%
Minimum lot size (Eugene only)	2	0.7%
Don't know	14	4.6%
Other	82	26.7%
Missing/Refused	2	0.7%

**NOTE:** Two respondents provided more than two answers (they provided three and four answers). Their additional responses are included in the above table.

**Table 102: "Other" Responses: What were the two biggest challenges you faced in building your ADU? (Q25—All Cities) (n=82)**

	Frequency
[No challenges]	5
[Never getting the same answer twice while applying for permits. It took many trips and 6-8 months to get the permits.]	1
[Working with the contractor]	1
Access for construction equipment	1
Adhering to code	1
All of the above	1
Application process	1
Appraisal valuation	1
BDS	1
Being abroad while building in Portland	1
Building around four fir trees	1
City demanded separate water and sewer for coach house. I have to pay 2 water bills every month for 1 person!	1
City inspections	1
City of Portland fees, planning criteria and process	1
City of Portland! They are crazy and disconnected with reality.	1
City permitting was slow	1
City planning!	1
City System Development Charges levied before income is generated.	1
Code compliance	1
Contractor went bankrupt and stole \$80K	1
Contractor/designer	1
Contradictory/unclear building codes	1
Coordinating construction with contractor	1

	Frequency
Cost of new construction overall was a challenge, but not specifically to ADU	1
Crummy contractor, other code/regulations	1
Dealing with the city of Portland and neighbors	1
Dealing with, and getting straight answers from, Portland's Bureau of Developmental Services.	1
Deciding to do this big project, or move. But [we] love our neighborhood.	1
Designing an attractive space at grade for my current life style	1
Difficult relationship with general contractor	1
Disruption to our lives [because] we work at home	1
Final approval after it showed it was approved ADU when the county made a mistake in reporting as approved	1
Financing/construction cost and permitting were big factors. The project was also complicated by being on a zero setback against neighbor's garage (built concurrently) with design review requirements.	1
Fire sprinkler system was required and was expensive	1
Getting insulation to meet code without having to take out existing in ceiling. We did have to remove and replace all the insulation in perimeter walls and added between existing concrete floor and new flooring.	1
Getting the [redacted] City of Portland to approve it - took nearly two years.	1
Historic review (permit) not practical	1
Historical restrictions	1
I had to pay over \$6,000 to city to construct. Horrible! Also my ADU is in [redacted]. Even though it couldn't be seen by street, had to conform to historic standards; adds lots of money.	1
Inspector from BDS made up nonexistent rules. BDS sucks!!	1
Irresponsible contractor	1
Lags and run arounds at city regarding permits and inspections.	1
Limitation of ceiling height - was later successfully appealed- limitation of height should be more flexible especially with plenty of windows. Also, was not able to separate meter.	1
Main house on historic register, had to get Historic Alteration permit and jump through hoops	1
Making existing unit meet all the code requirements and dealing with the city offices (Portland) and changing inspectors with differing opinions	1
Meeting code requirements given existing structure	1
Negotiating with family member (co-owner)	1
Neighbor resistance	1
Neighborhood association	1
Neighbors unhappy with increase in density	1
New tax increases; my single family residence is now a duplex???? Taxwise.	1
Number of folks on total property and sewer issues, i.e., city requiring unrealistic sewer information on total of 2 persons in ADU and home.	1
Parking space requirement	1
Paying for the extra costs associated with appliances and utility hookups	1
Percentage of land to building ratio	1
Permit process	1
Permit process, which we did ourselves. It was time consuming and excruciatingly expensive. We spent approximately \$12,000 in fees and associated construction for code.	1
Permitting delays by Portland BDS	1
Permitting process - we received conflicting advice from people within the permitting	1

	Frequency
office	
Permitting requirements (The basement was too large so we had to get a variance. This delayed the project by months.)	1
Personal Time Commitment	1
Portland Building dept. not helpful, limited knowledge	1
Property taxes excessive - assume full rental market value	1
Required a variance to exceed SF design standard (the lot is just shy of 10,000 SF)	1
Retrofitting utility service of older home and other hoops I was required to meet added to cost, time and effort	1
Separate water/sewer and gas, and [loss of view] for existing living room and master bedroom	1
Septic tank and drain field limitations	1
The crack house next door	1
Time (It's taken longer to complete)	1
Time of labor	1
Time slowdowns, especially city	1
Unbelievable amount of time the contractor took to build the house!	1
Unhappy neighbor	1
Was not allowed to expand footprint [or] height of very small garage	1
Water service requirements	1
Working with the city of Eugene!	1
Working with the contractor	1
Zoning issues	1

## Section E: Demographics – Combined Cities

**Table 103: What is your gender? (Q33—All Cities) (n=369)**

	Frequency	Percent
Female	183	49.6%
Male	177	48.0%
Prefer not to answer	5	1.4%
Missing/Refused	4	1.1%
Total	369	100.0%

**Table 104: What is your age? (Q34—All Cities) (n=366)**

	Minimum	Maximum	Mean	Std. Deviation
Respondent's age	21 years	84 years	53.35 years	12.68 years

**Table 105: What is your age? (Q34—All Cities) (n=369)**

	Frequency	Percent
23 to 34 years	28	7.6%
35 to 44 years	69	18.7%
45 to 54 years	84	22.8%
55 to 64 years	108	29.3%
65 to 74 years	68	18.4%
75 years or older	9	2.4%
Missing/Refused	3	0.8%

**Table 106: What was your approximate annual household income for 2012? Your best estimate is fine. (Q36—All Cities) (n=369)**

	Frequency	Percent
\$0 - \$14,999	9	2.4%
\$15,000 - \$24,999	9	2.4%
\$25,000 - \$34,999	30	8.1%
\$35,000 - \$49,999	27	7.3%
\$50,000 - \$74,999	76	20.6%
\$75,000 - \$99,999	60	16.3%
\$100,000 - \$149,999	64	17.3%
\$150,000 or more	48	13.0%
Prefer not to answer	36	9.8%
Missing/Refused	10	2.7%
Total	369	100.0%

# **Appendix A: Introductory Letter, Mailing 1**

---



**Survey Research Lab**  
1600 SW 4<sup>th</sup> Ave  
Suite 400  
Portland, OR 97201

**Debi Elliott, Ph.D.**  
Director  
Survey Research Lab

phone 503-725-9530  
toll-free 800-530-5875  
email srlweb@pdx.edu

**Jordan Palmeri**  
Green Building Program  
Oregon Department of  
Environmental Quality

phone 503-229-6766  
email palmeri.jordan@  
deq.state.or.us



[www.AccessoryDwellings.org](http://www.AccessoryDwellings.org)

**Complete the  
survey and you  
can enter to win  
an Apple iPad  
Mini or a \$350  
store gift card!**

<Mail\_Name>  
<Mail\_Name\_2>  
<Mail\_Street>  
<Mail\_City>, <Mail\_State> <Mail\_Zip>

<date>

Dear <Mail\_Name>,

I am writing to invite you to participate in a brief survey about [accessory dwelling units], known as [ADUs], in [City]. **The goal of this survey is to learn about how [ADUs] are being used in Portland, Eugene, and Ashland.**

This survey is being conducted by the PSU Survey Research Lab on behalf of the Green Building Program at the Oregon Department of Environmental Quality, Portland's Metro regional government, and [AccessoryDwellings.org](http://AccessoryDwellings.org).

[ADUs] show great potential for meeting housing needs, and the results of this survey are key to understanding the role they can play in future regional housing. As an [ADU] owner **your feedback will help efforts to improve policies and incentives to support development of [ADUs] in the future.**

In a few weeks, you'll receive this survey in the mail. **You can complete this survey right now online** by going to the following website and logging in with the Survey ID listed below.

**[www.ADUSurvey.org](http://www.ADUSurvey.org)**

**Survey ID: <ADU\_PIN>**

This survey will take about 10 minutes, and should be completed by you, or another owner who is familiar with the [ADU's] use and history. You were selected to participate in this survey because you are listed as the owner of a property that has a permitted [ADU] at: **<SITE ADDRESS>**.

**This survey is completely voluntary and confidential.** Your survey responses will not be connected with your name, your address, or the address of the [ADU].

**We know your time is valuable, and your participation in this important survey is genuinely appreciated.**

Sincerely,

Debi Elliott, Ph.D  
Director, PSU Survey Research Lab

An [ADU] is a small, secondary living space on a single family lot that includes its own kitchen, bathroom, and living/sleeping areas.

(e.g., converted garage or shed; finished basement or attic; addition to a house or a new structure).

## **Appendix B: Cover Letter, Mailing 2**

---





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**Jordan Palmeri**  
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deq.state.or.us



[www.AccessoryDwellings.org](http://www.AccessoryDwellings.org)

**Complete the  
survey and you  
can enter to win  
an Apple iPad  
Mini or a \$350  
store gift card!**

«MAIL\_NAME»  
«MAIL\_NAME\_2»  
«MAIL\_STREET»  
«MAIL\_CITY», «MAIL\_STATE» «MAIL\_ZIP»

«DATE»

«MAIL\_NAME»,

A couple weeks ago I wrote to invite you to participate in a brief survey about Accessory Dwelling Units, known as ADUs, in Portland. **Enclosed with this letter is your questionnaire along with a postage-paid return envelope.**

This survey is being conducted by the PSU Survey Research Lab on behalf of the Green Building Program at the Oregon Department of Environmental Quality, Portland's Metro regional government, and AccessoryDwellings.org. **The goal of this survey is to learn about how ADUs are being used in Portland, Eugene, and Ashland.**

ADUs show great potential for meeting housing needs, and the results of this survey are key to understanding the role they can play in future regional housing. Your participation is important, and will **help efforts to improve policies and incentives to support future development of ADUs.**

**You can complete the questionnaire and return it in the envelope provided, or you may complete the survey online** by going to the following website and logging in with the Survey ID listed below:

**[www.ADUSurvey.org](http://www.ADUSurvey.org)**

**Survey ID: #**

This survey will take about 10 minutes, and should be completed by you, or another owner who is familiar with the ADU's use and history. You were selected to participate in this survey because you are listed as the owner of a property that has a permitted ADU at: «MAIL\_ADDRESS»

**This survey is completely voluntary and confidential.** Your survey responses will not be connected with your name, address, or the address of the ADU.

**We know your time is valuable, and your participation in this important survey is genuinely appreciated.**

Sincerely,

Debi Elliott, Ph.D  
Director, PSU Survey Research Lab

An ADU is a small, secondary living space on a single family lot that includes its own kitchen, bathroom, and living/sleeping areas.

(e.g., converted garage; finished basement or attic; addition to a house or a new structure).

# Appendix C: Survey Instrument

---

# Accessory Dwelling Unit Survey

The purpose of this survey is to learn about how **Accessory Dwelling Units (ADUs)** are being used in Portland, Eugene, and Ashland, and to better understand the role they can play in future regional housing. It should be completed by you or another owner who is familiar with the use and history of the ADU that is listed in the letter included with this questionnaire.

Follow the **skip instructions** throughout the survey to answer the items that are applicable to you. For this survey, the term **ADU** will be used to mean "Accessory Dwelling Unit", "Accessory Residential Unit", and "Secondary Dwelling Unit".

Your responses are **voluntary** and **confidential**. **Questions?:** Contact Tara Horn at 503-725-8130, or srlweb@pdx.edu.

## 1. Is your ADU currently completed or still under construction?

☐ Completed

( Go to #2 )

☐ Under construction

( Skip to #5 )

## Section A: ADU USE

## 2. How is your ADU currently being used?

☐ As someone's primary residence, and is currently occupied

☐ As someone's primary residence, but is currently vacant

( Go to #2a )

☐ For short-term housing (less than 1 month stays)

☐ By the main house occupants as an extra room or workspace

☐ Not currently being used for anything

☐ Other: \_\_\_\_\_

( Skip to #3 )

### Primary Residence:

The place a person usually lives, sleeps, eats, and receives mail.

## 2a. If used as a primary residence, what best describes your situation?

☐ ADU is used as a primary residence year-round

☐ ADU is used as a primary residence seasonally or for only part of the year

☐ Other: \_\_\_\_\_

## 3. Regardless of current use, in the past 12 months, how many months has your ADU been occupied as someone's primary residence? \_\_\_\_\_ months

## 4. How have you used your ADU in the past? [Check all that apply]

☐ As someone's primary residence

☐ By the main house occupants as an extra room or workspace

☐ For short-term housing (less than 1 month stays)

☐ Other: \_\_\_\_\_

## 5. How are you planning to use your ADU in the future? [Check all that apply]

☐ As someone's primary residence

☐ By the main house occupants as an extra room or workspace

☐ For short-term housing (less than 1 month stays)

☐ Other: \_\_\_\_\_

## If your ADU is currently...

Used as someone's primary residence, and **currently occupied**

**Go to Section B:  
ADU OCCUPANCY**

Used as someone's primary residence, but **currently vacant**

**Skip to #13**

Under Construction

**Skip to Section C: CONSTRUCTION**

**NOT** used as someone's primary residence

## Section B: ADU OCCUPANCY

The questions below are aimed at gaining a better understanding of the people actually living in ADUs.

6. If your ADU is currently occupied, how many adults age 18 or older live there? \_\_\_\_\_ adults

7. How many children under age 18 live there? \_\_\_\_\_ children

8. In the table to the right, please fill in how many of the current ADU occupants are female and male in each age range.

	18-24 years	25-34 years	35-55 years	Over 55 years	Don't know
Female					
Male					

9. How long has the current occupant been living in the ADU? If there is more than one occupant, please think about the person who has lived there the longest.

- ☐ Less than 1 year
 ☐ 2 to less than 3 years
 ☐ Don't know  
☐ 1 to less than 2 years
 ☐ 3 years or more

10. If there was not an ADU on your property, where would the current occupant(s) most likely live? [Check one]

- ☐ In the main house
 ☐ Other: \_\_\_\_\_  
☐ In housing somewhere else in the city
 ☐ Don't know

11. In total, how many cars do the current ADU occupant(s) own? \_\_\_\_\_ cars ☐ None ☐ Don't know (Skip to #12)

11a. If the occupants do own cars, where do they usually park?

- ☐ On the street
 ☐ Other: \_\_\_\_\_  
☐ Off the street (e.g. garage, driveway, parking pad)
 ☐ Don't know

12. Which of the following options best describes your relationship to the current occupant when they first moved into the ADU? [Check one]

- ☐ Family member
 ☐ Acquaintance
 ☐ ADU is occupied by another property owner  
☐ Friend
 ☐ We didn't know each other
 ☐ ADU is occupied by myself (Skip to #15)  
☐ Other: \_\_\_\_\_

If your ADU is currently vacant, answer questions #13 to #14a based on what you typically do when the ADU is occupied.

13. Do you charge the current occupant(s) of your ADU rent?

- ☐ Yes
 ☐ No ☐ Don't know (Skip to #14)

13a. How much rent do you receive monthly for your ADU? \$ \_\_\_\_\_

13b. If rent includes utilities, how much is the rent without utilities? \$ \_\_\_\_\_

14. Do you receive any services from the ADU occupant(s) in exchange for all or part of the rent (e.g. childcare, lawn maintenance)?

- ☐ Yes
 ☐ No ☐ Don't know (Skip to #15)

14a. What service(s) do you receive?

## Section C: CONSTRUCTION

### 15. Which of the following best describes how you acquired your ADU? I purchased the house...

- ☐ with ADU already completed Skip to #21
☐ with the specific intent to build an ADU  
☐ without any intent to build the ADU, but decided to build it later
 ☐ Other: \_\_\_\_\_

**If your ADU is under construction**, answer the following questions based on what you expect when the ADU is completed.

### 16. Who did the actual physical labor construction on your ADU? *[Check all that apply]*

- ☐ A paid contractor
 ☐ A paid friend or relative
 ☐ Myself or another owner of the property  
☐ An unpaid contractor
 ☐ An unpaid friend or relative
 ☐ Other: \_\_\_\_\_
 ☐ Don't know

### 17. Who designed your ADU? *[Check all that apply]*

- ☐ A paid contractor
 ☐ An unpaid friend or relative
 ☐ Myself or another owner of the property  
☐ An unpaid contractor
 ☐ A paid architect or designer
 ☐ Other: \_\_\_\_\_  
☐ A paid friend or relative
 ☐ An unpaid architect or designer
 ☐ Don't know

### 18. Approximately how many unpaid hours were spent, by you or anyone else, constructing your ADU? \_\_\_\_\_ hours

### 19. How much did you or someone else pay for your ADU to be constructed?

Please include the costs for design, labor, materials, and permits. Your best estimate is fine. \$ \_\_\_\_\_

### 20. How did you finance the construction cost? *[Check all that apply]*

- ☐ Cash savings
 ☐ Loan from family member(s)
 ☐ Construction loan from bank
 ☐ Trade of services  
☐ Home equity line of credit
 ☐ Credit card(s)
 ☐ Personal loan from bank
 ☐ Other: \_\_\_\_\_  
☐ Refinance and cash out option based on main home value only  
☐ Refinance and cash out option based on main home and future ADU value  
☐ Purchased main home and constructed ADU with cash out option based on future property value

### 21. What is the approximate square footage of your ADU? \_\_\_\_\_ square feet

### 22. How many bedrooms does your ADU have? ☐ 0 (studio) ☐ 1 ☐ 2 ☐ 3 or more

### 23. Which of the following best describes the type of ADU you have?

ADU is attached to the main house as a/an...

- ☐ basement unit  
☐ attached garage conversion  
☐ attached addition to house  
☐ converted attic or other internal space (not the basement)

ADU is detached from the main house as a/an...

- ☐ detached garage conversion  
☐ addition above or beside an existing detached garage  
☐ addition above or beside a new detached garage  
☐ stand-alone detached unit

### 24. Regardless of how the ADU is currently being used, what was your primary reason for building the ADU or purchasing the property with an existing ADU? *[Check one]*

- ☐ Potential rental income allowed us to buy a house we could not otherwise afford  
☐ Extra income from ADU rent  
☐ Separate living space for household member or helper (e.g. adult child, nanny, or elder family member)  
☐ Planned on building additional living space and decided to permit space as ADU to provide flexibility for future use  
☐ Existing ADU was not a factor in our decision to buy the property  
☐ Other: \_\_\_\_\_

### 25. What were the two biggest challenges you faced in building your ADU? *[Check up to two]*

- ☐ Obtaining financing
 ☐ Lot setbacks or height limits
 ☐ Design constraints or challenges  
☐ Paying for the cost of construction
 ☐ Utility connections
 ☐ Minimum lot size (Eugene only)  
☐ Permitting fees
 ☐ Minimum parking requirements (Eugene and Ashland only)  
☐ Other: \_\_\_\_\_
 ☐ Don't know

## Section D: ENERGY USE

The next series of questions is aimed at gaining a better understanding of how energy efficient currently built ADUs are.

**If your ADU is under construction**, answer the following questions based on what you expect when the ADU is completed.

**26. Which utilities are metered separately, so the ADU gets its own bill?** *[Check all that apply]*

☐ Electricity    ☐ Natural gas    ☐ Water    ☐ Other: \_\_\_\_\_    ☐ None    ☐ Don't know

**27. Which of the following systems are shared between the ADU and the main house?** *[Check all that apply]*

☐ Heating    ☐ Hot water    ☐ Other: \_\_\_\_\_    ☐ None    ☐ Don't know

**28. What types of energy-using appliances are located inside your ADU?** *[Check all that apply]*

☐ Washer    ☐ Dryer    ☐ Dishwasher    ☐ Refrigerator    ☐ Stovetop or oven  
☐ Water heater    ☐ Gas fireplace    ☐ Wall heaters (e.g. electric space heat, ductless heat pump)  
☐ Central heating system (e.g. furnace)    ☐ Other: \_\_\_\_\_    ☐ Don't know

**29. What is your ADU's primary source of energy for...**

<b>Heating?</b>	<input type="checkbox"/> Electricity	<input type="checkbox"/> Natural gas	<input type="checkbox"/> Liquid propane gas	<input type="checkbox"/> Fuel oil (kerosene)
	<input type="checkbox"/> Solar	<input type="checkbox"/> Wood or Pellets	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Don't know
<b>Hot water?</b>	<input type="checkbox"/> Electricity	<input type="checkbox"/> Natural gas	<input type="checkbox"/> Liquid propane gas	<input type="checkbox"/> Fuel oil (kerosene)
	<input type="checkbox"/> Solar	<input type="checkbox"/> Wood or Pellets	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Don't know

**30. When the ADU was being built, what energy efficient features or equipment, beyond what was required by code, did you install?** *[Check all that apply]*

☐ Did not incorporate any energy efficient features or equipment    ☐ Windows    ☐ Energy Star appliances  
☐ Weatherization (e.g. air sealing, duct sealing, extra insulation)    ☐ Water heating    ☐ Heating equipment  
☐ Lighting (e.g. compact fluorescent lights/CFLs, LEDs)    ☐ Solar electric or photovoltaic (PV)  
☐ Other: \_\_\_\_\_    ☐ Don't know

**31. Approximately how many total light bulbs are installed in your ADU?** \_\_\_\_\_ bulbs

**32. How many of these are compact fluorescent light bulbs (i.e., CFLs or twisty bulbs) or LED light bulbs?** \_\_\_\_\_ bulbs

## Section E: Demographics

This final set of questions is for demographic purposes. Your responses will be combined with answers from other respondents.

**33. What is your gender?**    ☐ Female    ☐ Male    ☐ Prefer not to answer

**34. What is your age?** \_\_\_\_\_ years

**35. How many people, including adults and children, live in the main house on the property?** \_\_\_\_\_

**36. What was your approximate annual household income for 2012? Your best estimate is fine.**

☐ \$0 - \$14,999    ☐ \$25,000 - \$34,999    ☐ \$50,000 - \$74,999    ☐ \$100,000 - \$149,999  
☐ \$15,000 - \$24,999    ☐ \$35,000 - \$49,999    ☐ \$75,000 - \$99,999    ☐ \$150,000 or more    ☐ Prefer not to answer

Additional comments about this survey or ADUs:

**Thank You! Please take a moment now to return this survey with your completed entry form in the postage-paid return envelope to: Survey Research Lab, 1600 SW 4<sup>th</sup> Ave, Suite 400, Portland, OR 97211**

## Appendix D: Reminder Postcard

---

Dear «MAIL\_NAME»,

A few weeks ago, we invited you to participate in a brief survey about «TERM»s («ACRONYM»s). You should have received a **questionnaire** in the mail for you to complete. **Your participation is important, and will help efforts to improve policies and incentives to support future development of «ACRONYM»s. Complete the survey and you can enter to win an Apple iPad Mini or a \$350 store gift card!**

You were selected to participate in this survey because you are listed as the owner of a property that has a permitted «ACRONYM» at: «site\_street».

If you have already completed and returned the survey, please accept our sincerest thanks. **If you have not responded yet, could you take a few moments to do so?** You can complete the survey and return it in the postage-paid envelope provided, or you may complete the survey online:

[www.ADUSurvey.org](http://www.ADUSurvey.org)

Survey ID: «ADU\_PIN»

**If you need a new survey mailed to you, or have questions, please call 503-725-5130.**

This survey is being conducted by the PSU Survey Research Lab on behalf of the Green Building Program at the Oregon Department of Environmental Quality, Portland's Metro regional government, and AccessoryDwellings.org.

Sincerely,



Debi Elliott, Ph.D.  
Director, PSU Survey Research Lab



Portland State  
UNIVERSITY



# Accessory Dwelling Unit Survey Technical Report

## Two-Family and Multi-Family Zoning Districts

Housing Element Update

Approved: March 28, 2011

City of Sausalito

Community Development Department | Planning Division



## **Acknowledgments**

### **City of Sausalito Property Owners**

### **Sausalito Housing Element Task Force**

Stan Bair  
Susan Cleveland-Knowles  
Joan Cox  
Steve Flahive  
Mike Kelly  
Linda Pfeifer  
Kim Stoddard  
Chris Visher  
Ray Withy

### **Sausalito Community Development Department, Planning Division**

Jeremy Graves, AICP, Community Development Director  
Lilly Schinsing, Associate Planner-Project Manager  
Kayla Platt, Planning Intern

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## Introduction

In August, 2010 the Community Development Department staff conducted a survey of two-family and multi-family property owners regarding accessory dwelling units (ADUs). The 386 completed surveys revealed useful information about ADUs. Many ADUs in Sausalito are not recognized as a part of the housing stock because these units were built without permits and have not been reported to the City. The survey results indicate that while many of the surveyed property owners are not in favor of legalizing ADUs, others would support the addition of these units to the community and would even consider creating an ADU on their property. Other property owners reported that they already have an unpermitted ADU on their property and that they would apply to legalize that unit if an ADU amnesty program was established by the City. A detailed description of the methodology used to conduct the ADU survey is provided below, followed by a report of the survey results.

## Methodology

Planning Division Staff created a questionnaire to send to the owners of properties zoned for two-family and multi-family residential use (R-2-5, R-2-2.5, R-3, and P-R). See **Appendix A** for the questionnaire instrument. The questions included were based on an ADU questionnaire sent to Sausalito property owners in 1992 and other relevant questions as determined by members of the Housing Element Committee (HEC) and Staff. Furthermore, a cover letter accompanied the questionnaire to inform property owners of the Housing Element update process and of the importance of completing the questionnaire. The letter also informed property owners that questionnaires were to be filled out anonymously. See **Appendix B** for the cover letter.

The questionnaire had 30 questions, which were divided into 3 sections. Section A (Questions 1-3) was to be completed by all property owners. These questions were intended to identify the number of units and parking spaces on the property. Section B (Questions 4-12) was to be completed by property owners without an ADU on their property. These questions were designed to measure the inclination of property owners to build an ADU if such units were legalized by the City, as well as the incentives that might encourage them to do so. The questions also measured the potential for the addition of an ADU on the property owner's property based on certain parcel characteristics such as the amount of additional space on their property to accommodate an additional unit and/or additional parking.

Section C of the questionnaire (Questions 13-30) was completed by those property owners who currently have an ADU on their property. In addition to identifying which properties have unpermitted ADUs, the questions were intended to measure interest in a potential ADU amnesty program, as well as information about the unit itself (e.g., number of bedrooms, provision of parking, rental price and total square feet) and information for those people who reside in the ADU (e.g., age, primary form of transportation).

### Questionnaire Response Rate

In late August, 2010, the cover letter and questionnaire were sent to the owners of the 2,342 privately-owned properties zoned two-family (R-2), multi-family (R-3) and planned residential (PR) in Sausalito. Three-hundred and eight-six of these postage-paid, anonymous completed questionnaires were completed by property owners and returned to the City. In addition, five surveys, which were returned with no response, were not included in the tabulations. Full results from the survey are in **Appendix C**.

### Summary of Questionnaire Results

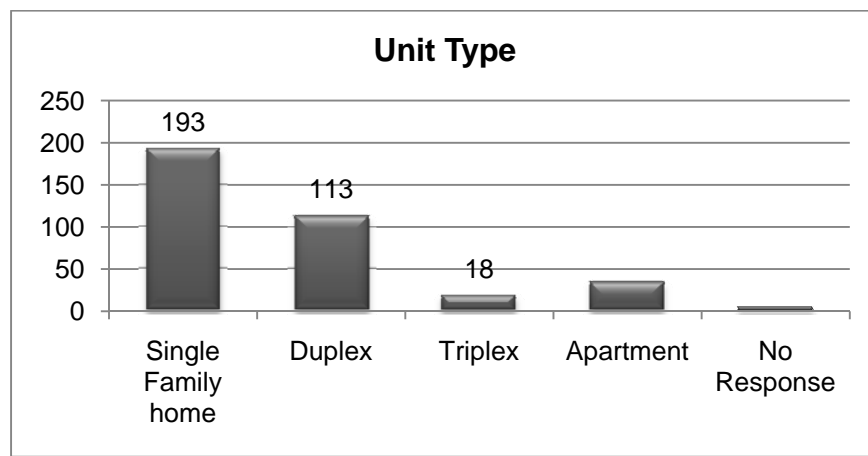
#### General Summary:

Total completed surveys received	386
Total properties with an ADU	65
Total properties without an ADU	321

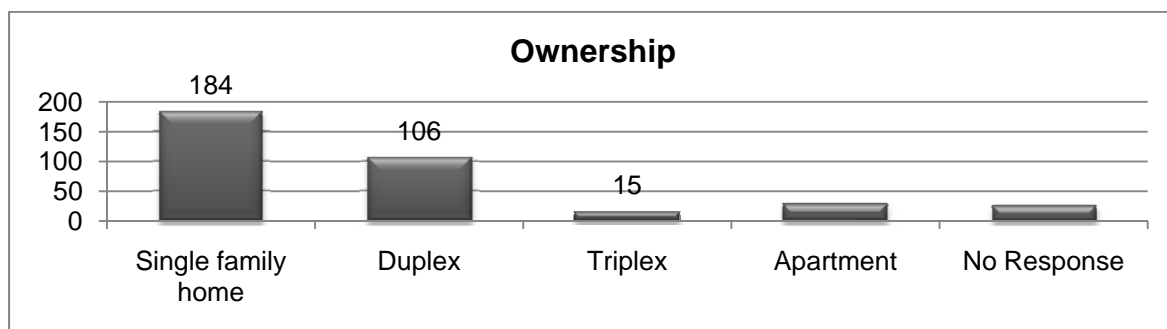
#### Section A Results—All Property Owners

Section A was completed by all property owners.

Question 1. What type of building(s) do you have on your property?



Question 2. Which building do you own?



**Question 3. How many total parking spaces do you have on your property?**

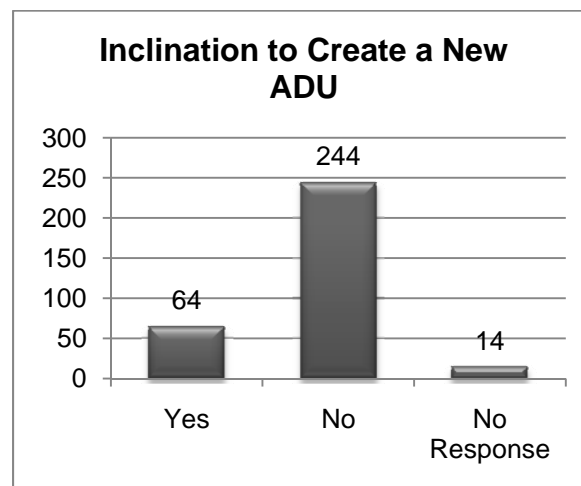
Zoning District	Zero Parking Spaces	One Parking Space	Two parking spaces	Three parking spaces	Four parking spaces	Five parking spaces	Six parking spaces	More than six parking spaces
<b>Respondents</b>	<b>26</b>	<b>45</b>	<b>152</b>	<b>33</b>	<b>50</b>	<b>7</b>	<b>14</b>	<b>17</b>

**Section B Results—Property Owners Without ADU**

Section B was completed by owners with no accessory dwelling unit on their property. A total of 321 respondents completed this section.

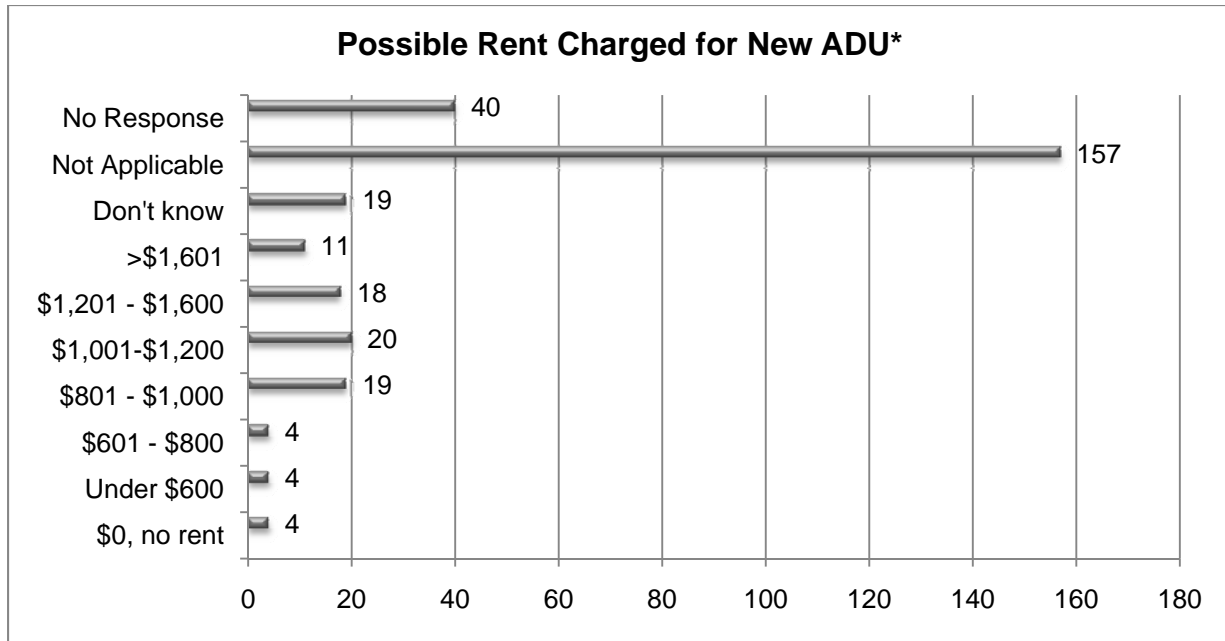
**Question 4. If the City's zoning ordinance was changed to permit new accessory dwelling units, would you be inclined to create one?**

Seventy-five percent of those owners who do not currently have an ADU on their property would not be inclined to build an ADU if the city changed its zoning ordinance to permit new ADUs. Twenty percent would be inclined to build an ADU and four percent were unsure if they would be inclined to build an ADU, or did not provide a response to this question.



**Question 5. If you were to create an accessory dwelling unit, how much rent do you think that you would charge?**

Among those property owners who do not currently have an ADU on their property, a majority of the respondents were unsure, did not think the question was applicable or did not provide a response to the question regarding how much rent they would charge if they built an ADU. For those who did respond to this question, there was a relatively equal distribution among the price range that they would anticipate charging if they were to build an ADU.



\*Note: "Above \$1,600" was not an available answer provided on the questionnaire. The omission may have skewed the results.

According to the State of California Department of Housing and Community Development 2010 State Income Limits, a one-person household in the "Lower Income" category can spend a maximum of \$1,505 on his/her monthly housing costs<sup>1</sup>. Similarly, a two-person household in the "Lower Income" category can spend a maximum of \$1,720 their monthly housing costs.

Any units rented for less than \$1,505 would be considered housing affordable to individuals in the "Lower Income" category, as defined by the state. Based on those respondents who provided a response for this question, 15.8% of respondents (51 owners) anticipate that they would charge \$1,200 or less per month if they were to build an ADU on their property. Assuming that utilities would not exceed \$300/month, these units would be considered affordable to property owners who fall in the "Lower Income" category. Further, roughly 5.6% of the respondents (18 owners) reported that they would charge \$1,200 - \$1,600 for their unit. Presumably, some of these units (those less than \$1,505 including expenses for utilities) would fall in the "Lower Income" category.

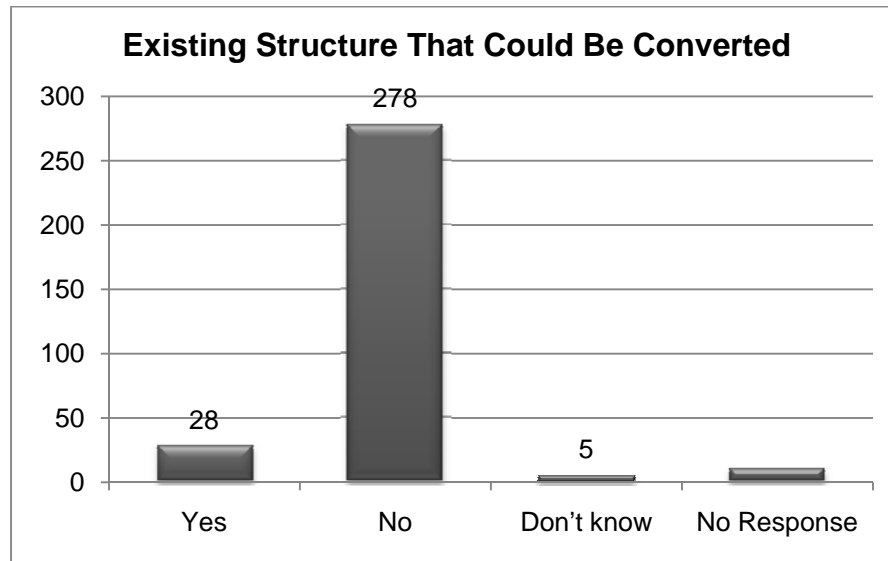
**Question 6. Do you currently have an additional unit on your property that does not qualify as an accessory unit as defined above?**

Nineteen respondents reported that they have an additional unit on their property, however it does not qualify as an ADU because it lacks either a bathroom or kitchen, or both. If ADUs were legalized in Sausalito, these types of units are potential sites for the creation of ADUs.

<sup>1</sup> Housing costs are assumed to be a 30% of annual income. Per the California Housing and Community Development Department, a household is considered to be overpaying for housing (or cost burdened) if it spends more than 30% of its income on housing.

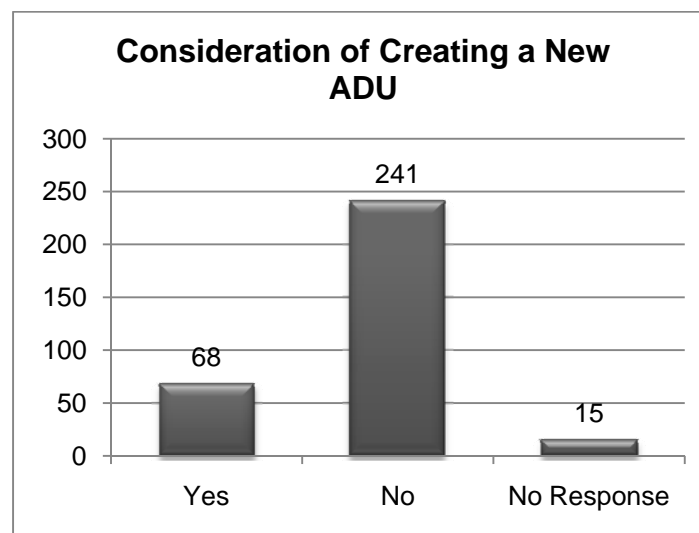
In an Additional Unit on Property?	Respondents
No additional unit	289
Yes, but it does not qualify because there is no cooking facility	17
Yes, but it does not qualify because there is no cooking facility or bathroom	2
No response	13

Question 7. Do you have an existing structure on your property (e.g. greenhouse, office studio) that could be converted into an accessory unit?



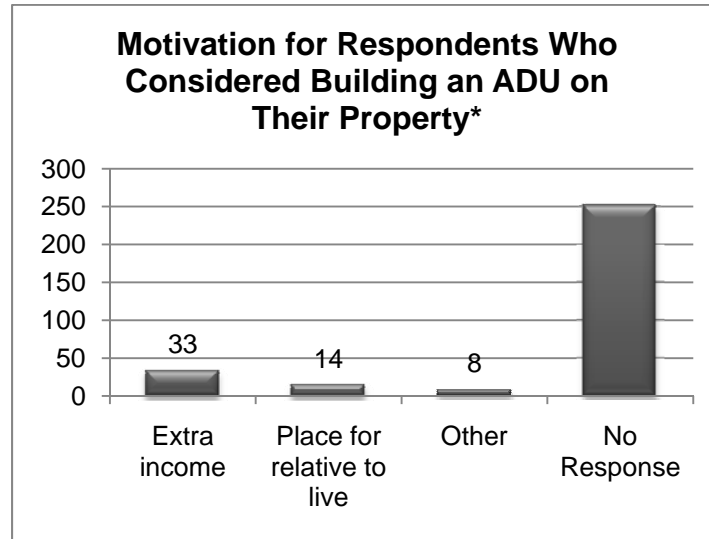
Question 8. Have you thought about creating an accessory unit or incorporating one into your house?

A majority of the respondents who do not currently have an ADU on their property have not considered adding one to their house. However, twenty-one percent of the respondents stated that they have.



**Question 9. If you have thought about building an accessory unit or incorporating one into your house, why?**

There are a variety of reasons why a property owner would consider constructing an ADU on their property. Twenty percent of respondents who do not currently have an ADU on their property but have considered building one reported that they would consider doing so in order to provide a place for a relative to live. Another 49 percent of respondents ( note that multiple answers from the same respondent were accepted for this question) would consider doing so in order to earn extra income. Other responses included: space for live-in caregivers and space for guests visiting from out of town.



\*Multiple answers accepted.

**Question 10. Do you have at least 500 sq. ft. of undeveloped space on your lot available for an accessory unit?**

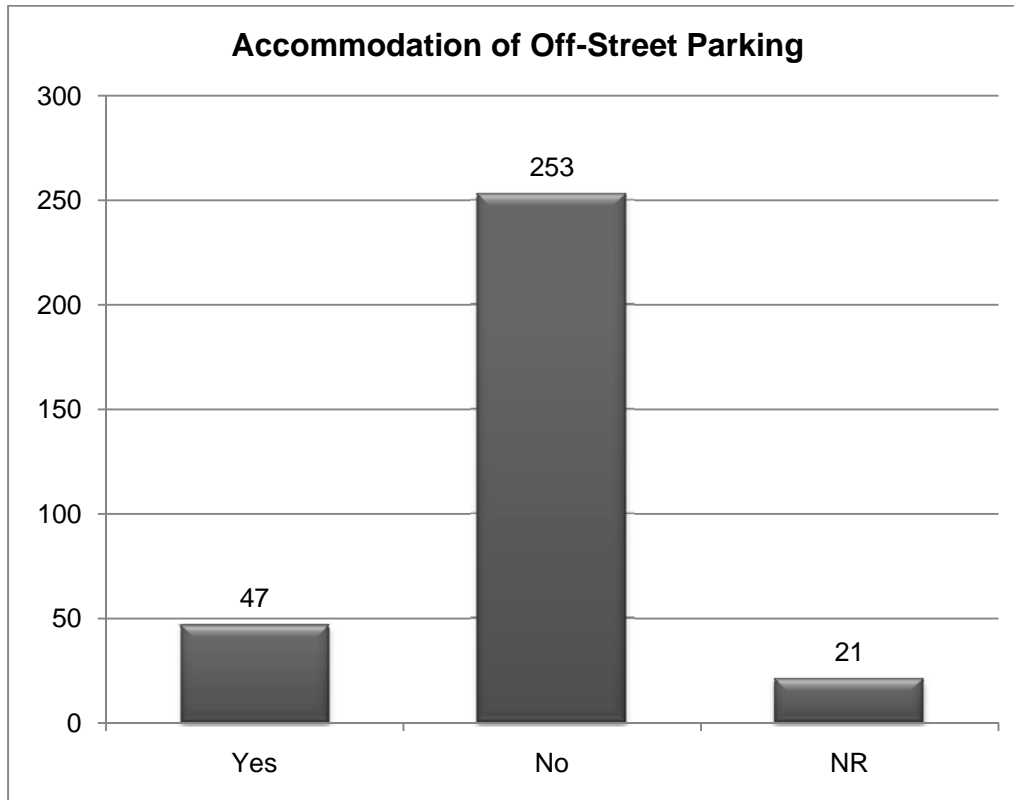
The addition of an ADU outside of the footprint of an existing structure requires that a property owner has adequate space on his/her property to build the additional unit. For the purposes of this survey it was estimated that at least 500 sq. ft. of undeveloped space is necessary for an additional unit on most properties. Eight-six survey respondents stated that they have at least an additional 500 sq. ft. of space available on their lot. If these respondents are inclined to build an additional unit on their property, there is the potential for them to do so if the City legalizes ADUs in the future and presuming that the property owned is able to meet all necessary legal requirements and building code standards to do so.

Space for ADU	Respondents
Yes	86
No	190
Don't know	0
No response	14



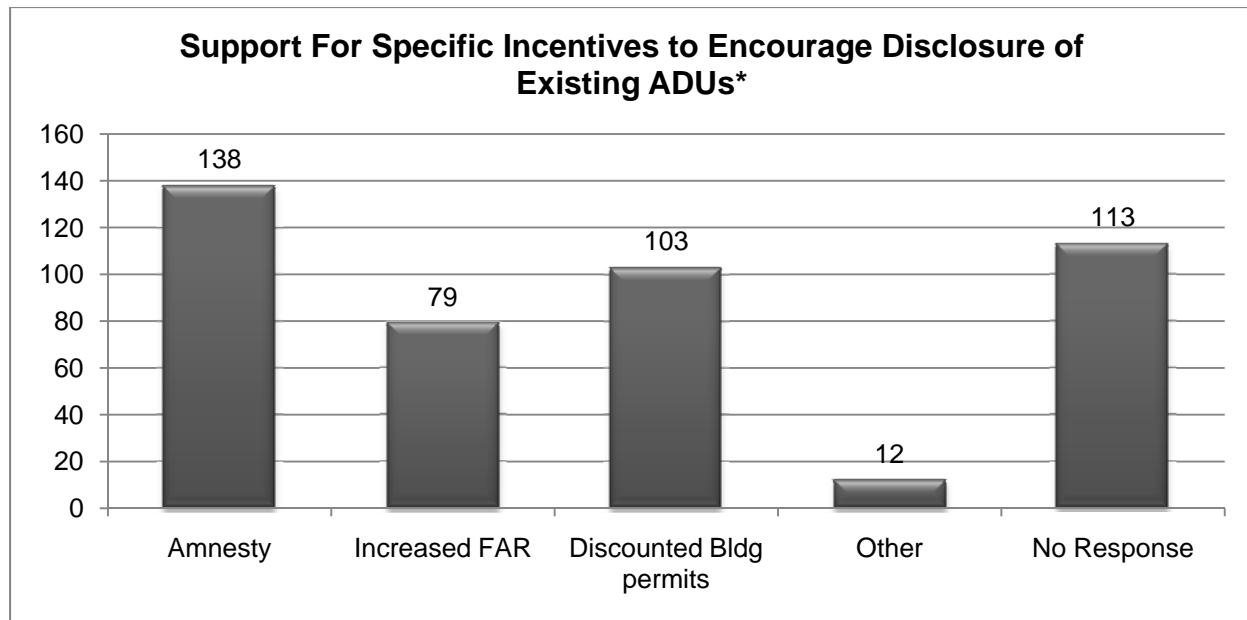
**Question 11. If an accessory unit were created, could you accommodate ADDITIONAL off-street parking for that unit on your property?**

Parking is a concern for many property owners of Sausalito. Many survey respondents indicated that they would only support ADUs if parking could be provided on the owner's property. This would reduce congestion issues and potential parking issues in Sausalito's neighborhoods. Many of the respondents to the questionnaire would not be able to provide additional parking on their property for an ADU. However, 47 respondents did indicate that they would be able to provide parking.



**Question 12. What incentives might the City offer to encourage disclosure of existing accessory units that the City doesn't know about?**

If the City opts to legalize ADUs, there are various incentives that could be offered to encourage property owners to construct these units. Options include: an ADU amnesty program (i.e. the legalization of existing illegal ADUs when certain criteria are met); increased permissible floor area on the existing lot; and discounted building permit fees in order to bring existing units up to code. Below is the number of people who supported these various incentives. Note that multiple answers were accepted.



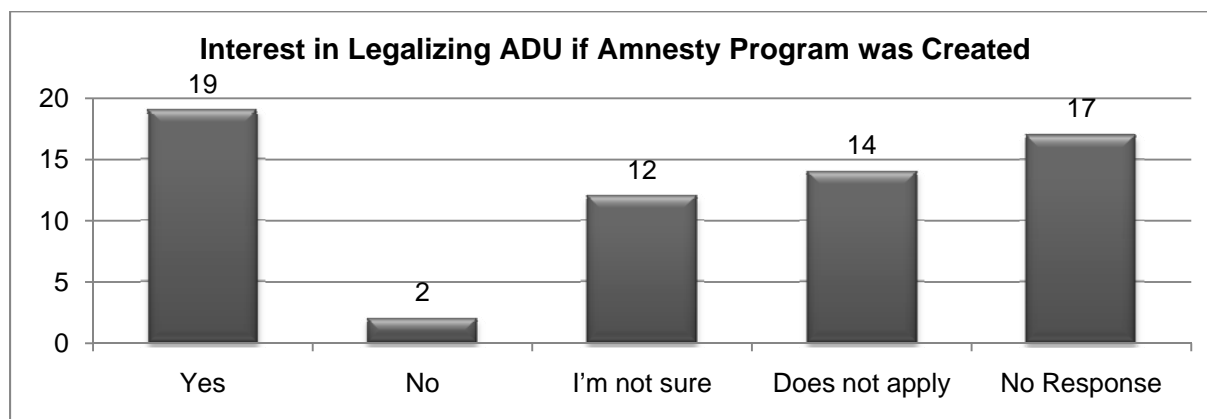
\*Multiple answers accepted.

### **Section C Results—Property Owners With Existing ADU**

Section C was completed by owners with an existing accessory dwelling unit on their property. A total of 65 respondents completed this section.

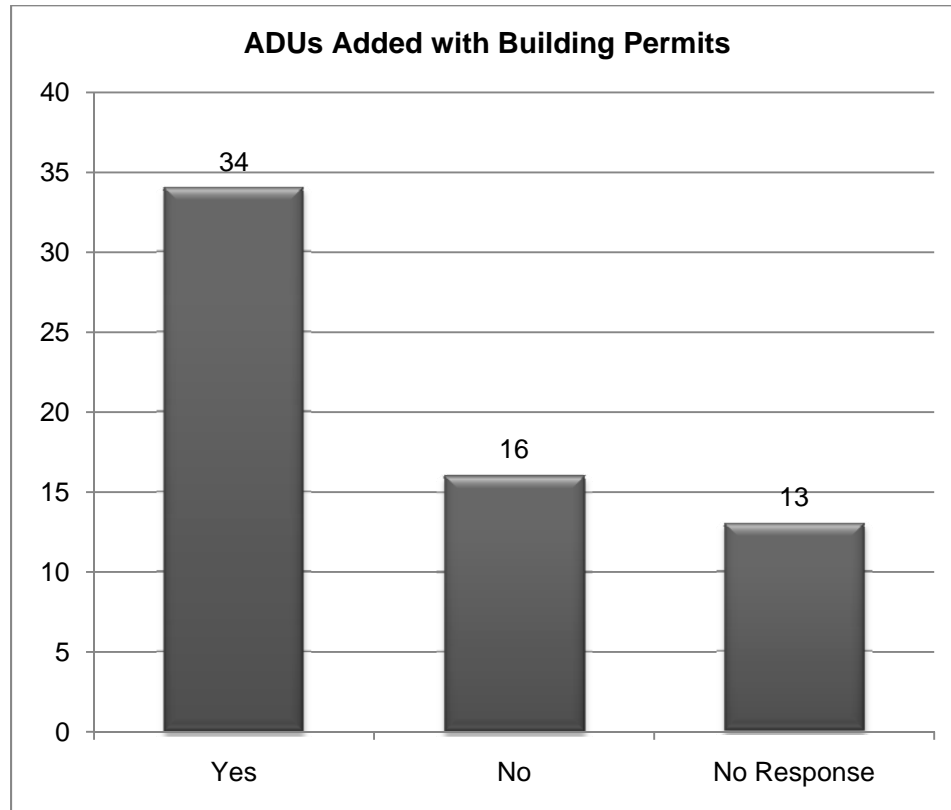
**Question 13. If the City established an amnesty program for illegal accessory units would you apply to legalize an existing unit?**

Of the 65 survey respondents who reported having an ADU on their property, 30 percent of these property owners (19 owners) said that they would apply to legalize the ADU if the City established an amnesty program for illegal units. Three percent (2 owners) reported that they would not apply to legalize their unit if the City established such a program. Eighteen percent of the respondents (12 owners) were unsure about what they would do and 21 percent (14 owners) responded that this question was not applicable to them, most likely because the unit on these properties are legal non-conforming (i.e. were built prior to the time that ADUs were made illegal in Sausalito). The rest of the survey respondents (26 percent/17 owners) did not provide a response.



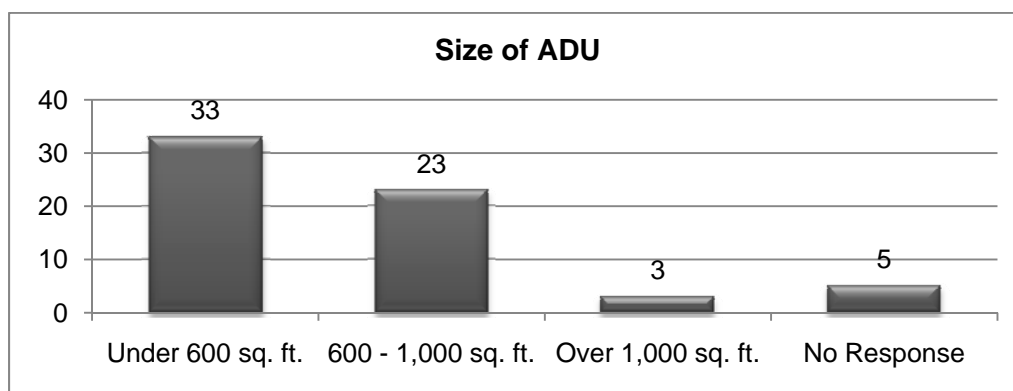
**Question 14. Was the accessory unit added with building permits?**

Of the 65 respondents who currently have an ADU on their property, 34 property owners (52%) reported that the unit was constructed with building permits; 16 property owners (25%) reported that the unit was not constructed with building permits; 13 respondents provided no response to this question.



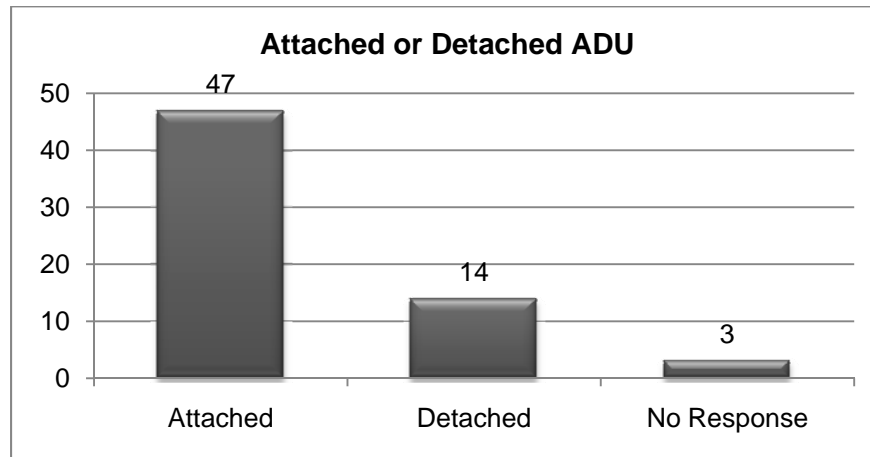
**Question 15. Approximate size of the accessory unit?**

Nearly all survey respondents indicated that the ADUs on their property is under 1,000 sq. ft. Thirty-three of the property owners who responded have a unit that is under 600 sq. ft. and 23 property owners reported having an ADU that is between 600 sq. ft. and 1,000 sq. ft.



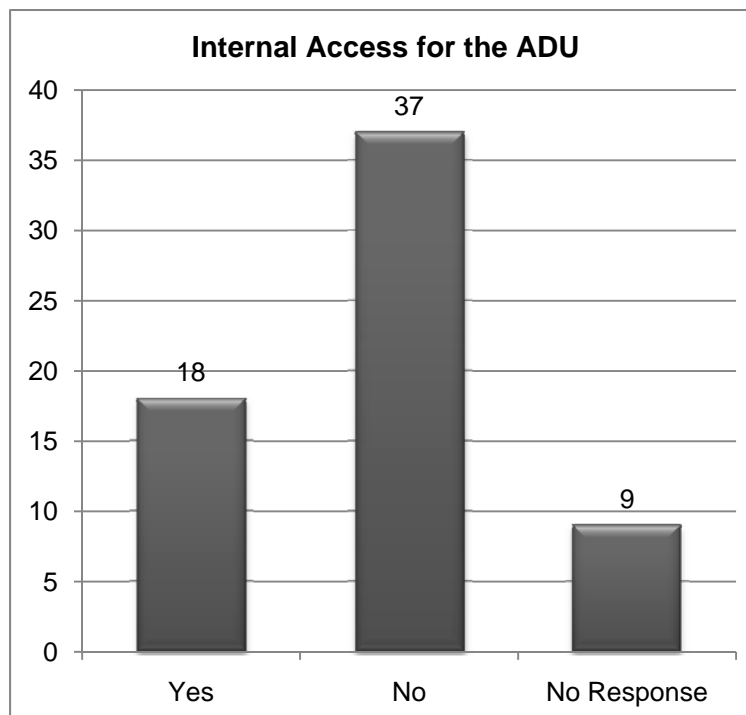
**Question 16. The unit is attached to the home or multi-family building or detached to the home or multi-family building?**

A large majority (47) of the 65 property owners who have an ADU on their property reported that that unit was attached to their home.



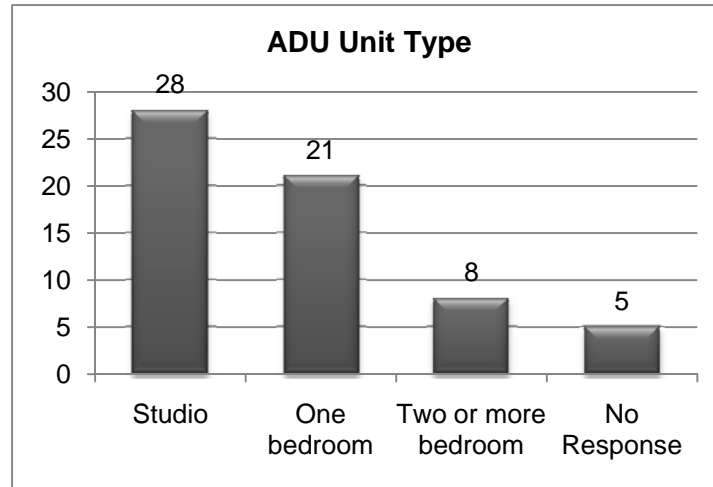
**Question 17. If yes to #16, is there internal access from your primary unit to the accessory unit?**

Of the 47 property owners who have an ADU attached to their primary unit 37 reported that that unit had internal access from the primary unit to the accessory unit.



**Question 18. The unit is a: Studio, One-Bedroom, Two or More Bedrooms**

About half of the owners who indicated the ADU unit type stated that it was a studio. The other approximately 35% are one-bedrooms and 15% are two or more bedroom units.

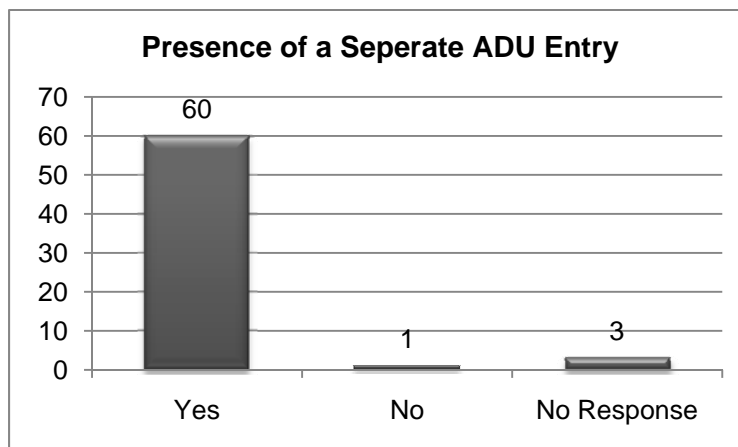


**Question 19. When was your accessory unit added?**

Ordinance No. 1003, adopted on February 7, 1984, prohibits new ADUs in all residential zoning districts. Therefore, since 1984, the City has not allowed the establishment of ADUs. ADUs built with appropriate permits prior to February 7, 1984 are classified as legally non-conforming as they were built legally prior to the adoption of this ordinance. ADUs built prior to February 7, 1984 without permits at a time permits were not required are also considered legally non-conforming. All other ADUs in Sausalito are unpermitted and are therefore illegal units. Seventy-five percent of the survey respondents (47 owners) reported that the ADU on their property was built prior to February 7, 1984. Sixteen percent of survey respondents (10 owners) reported that the ADU on their property was built after this date. Six owners did not respond to the question.

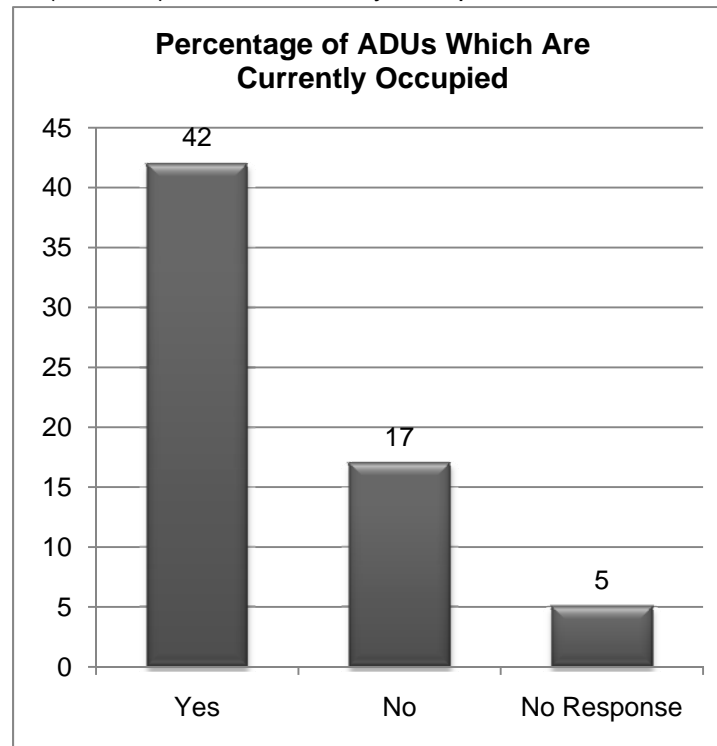
**Question 20. Does the unit have its own outside entry?**

All respondents except one reported that the ADU on their property has its own outside entry.



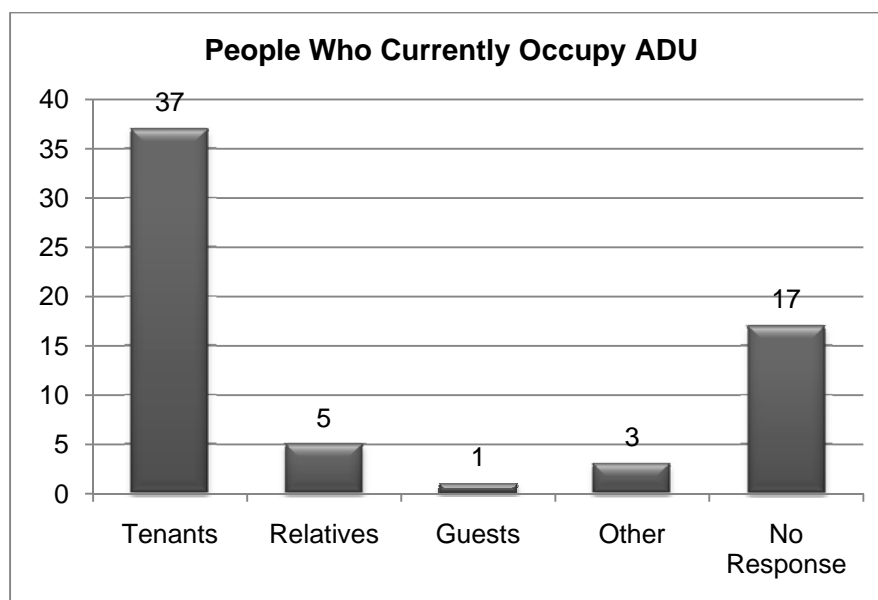
**Question 21. Is the unit currently occupied?**

Sixty-five percent (42 units) of those ADUs reported by respondents are currently occupied. Twenty-seven percent (17 units) are not currently occupied.



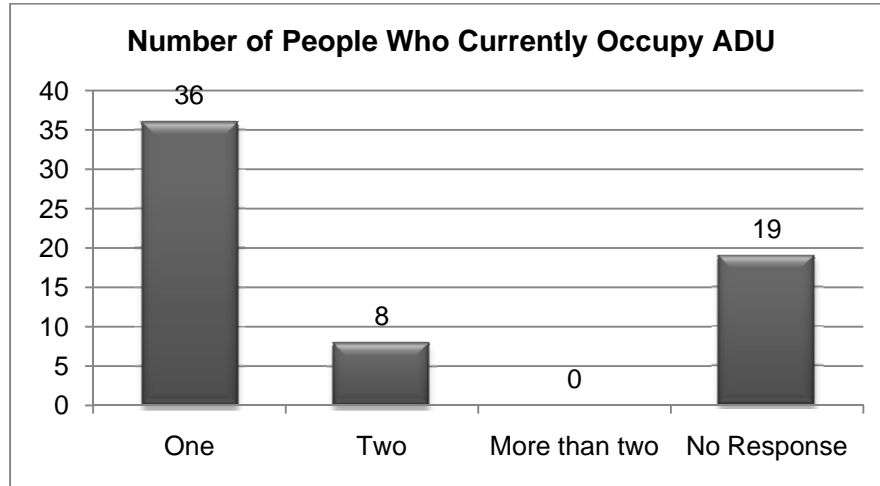
**Question 22. Who is the unit occupied by?**

Fifty-nine percent (37 units) of the ADUs reported by survey respondents are currently occupied by tenants. Six units are occupied by relatives and guests. Twenty owners either did not provide a response or indicated "other."



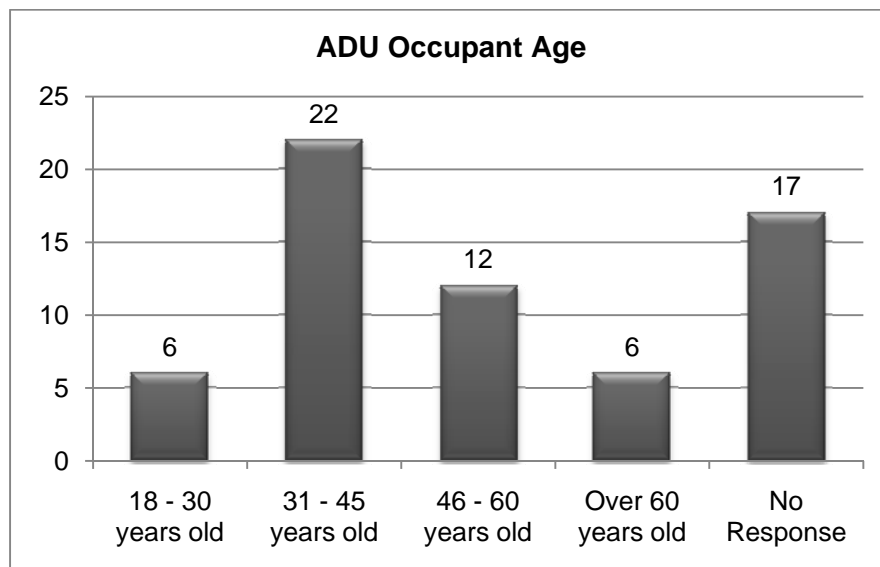
**Question 23. How many people currently occupy the unit?**

Fifty-seven percent (36 units) of the ADUs reported by survey respondents are currently occupied by a one person-household. The remaining eight units are occupied by two people. None of the respondents reported that more than two people occupy the ADU on their property. Nineteen owners did not respond to this question.



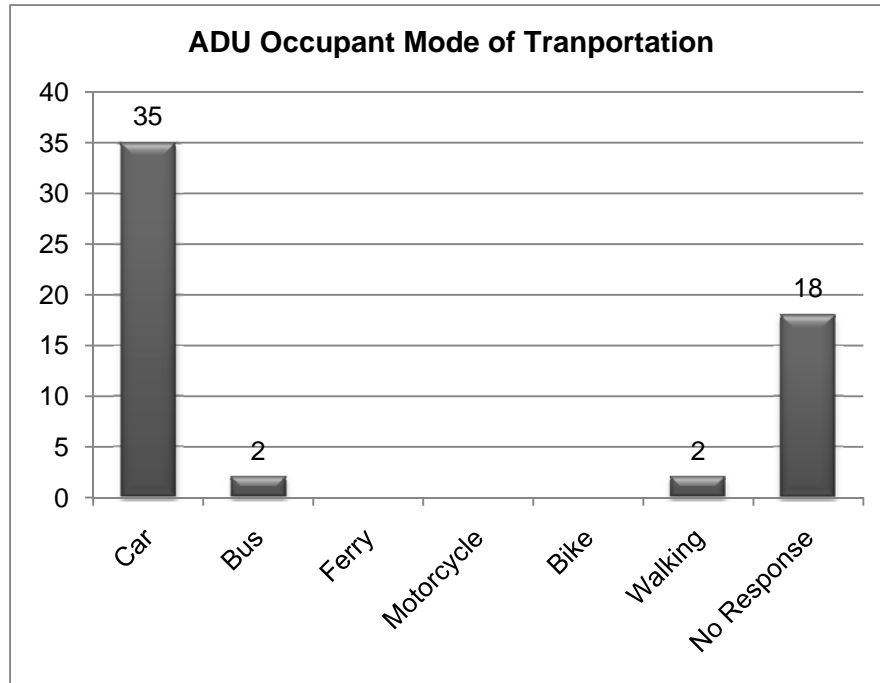
**Question 24. What is the approximate age of the current unit occupants?**

Individuals of all ages, both young and old, are living in the ADUs in Sausalito. Nine percent of respondents (6 people) reported that the age of the occupant living in their ADU is between 18 and 30-years. Thirty-five percent (22 owners) reported that the occupant is between 31 and 45-years. Another 19 percent (12 owners) reported that the occupant is between 46 and 60-years. Eight percent of ADU property owners (5 owners) are older than 60-years.



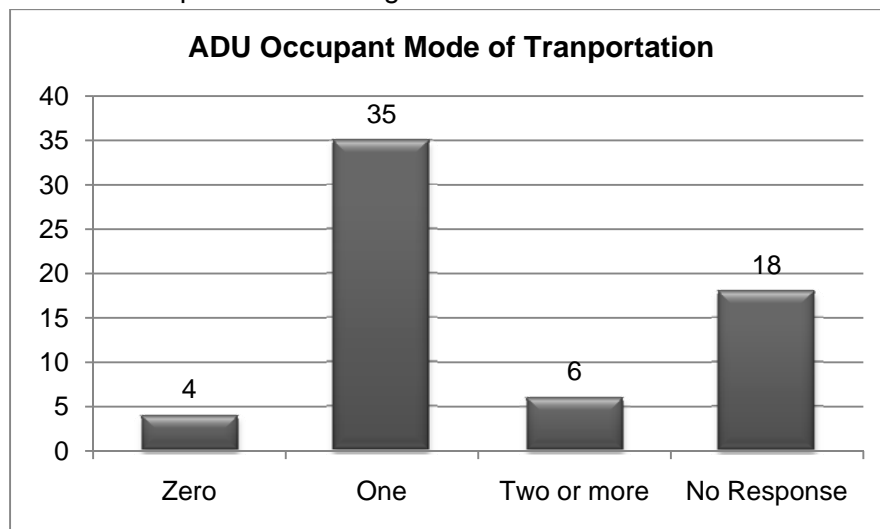
**Question 26. What is the unit occupants' primary form of transportation?**

The majority of the ADU occupant's primary form of transportation is by car. Two owners indicated that the occupants use the bus and another two indicated that the occupants walk.



**Question 26. What is the number of cars owned by the unit occupant?**

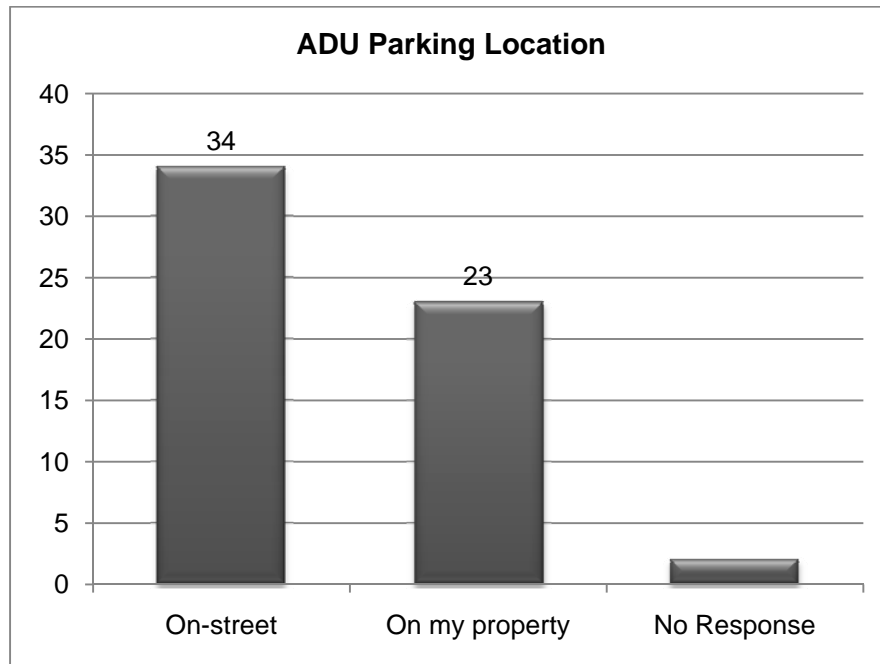
A majority of the ADU occupants own a single car.





**Question 27. Where do/would the occupants' car(s) park?**

23 owners) who provided information reported that their ADU occupant parks his/her car on the owner's property. 34 owners reported that the occupant parks on the street. The remaining respondents did not provide a response to this question.

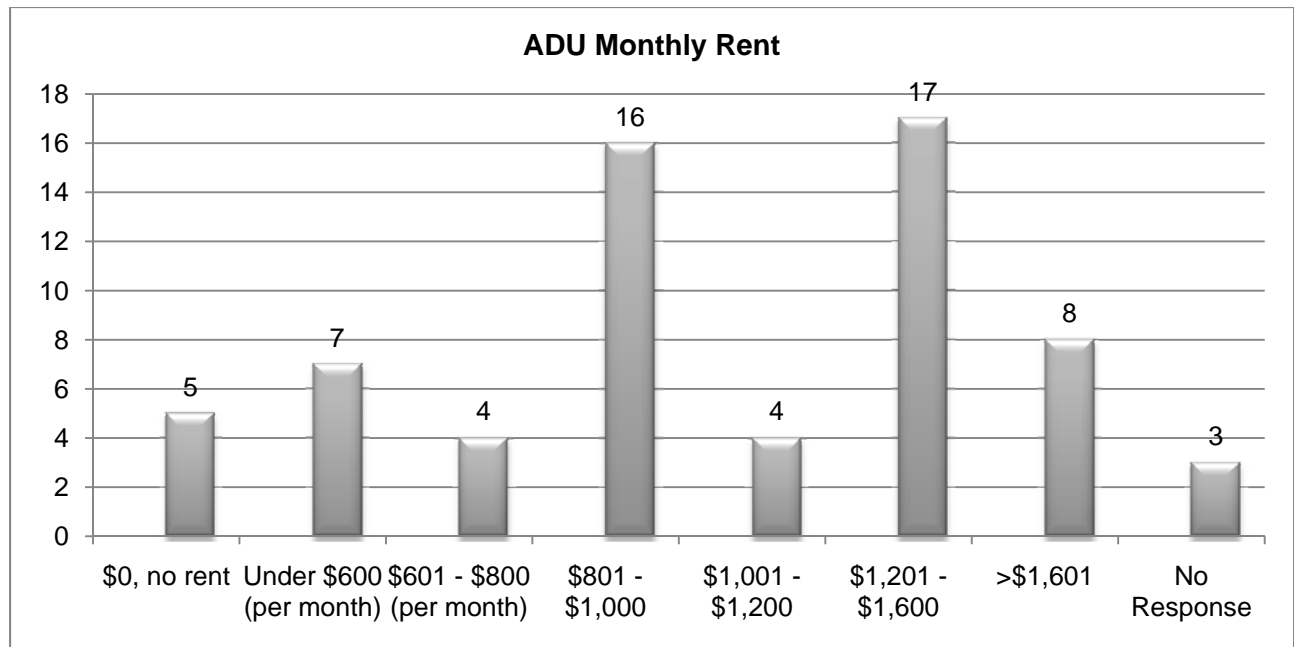


**Question 28. What is the monthly rent of your unit (if unit is not currently occupied, estimate what you would charge if/when rented)?**

According to the State of California Department of Housing and Community Development 2010 State Income Limits, a one-person household in the "Lower Income" category can spend a maximum of \$1,505 on his/her monthly housing costs<sup>2</sup>. Similarly, a two-person household in the "Lower Income" category can spend a maximum of \$1,720 their monthly housing costs.

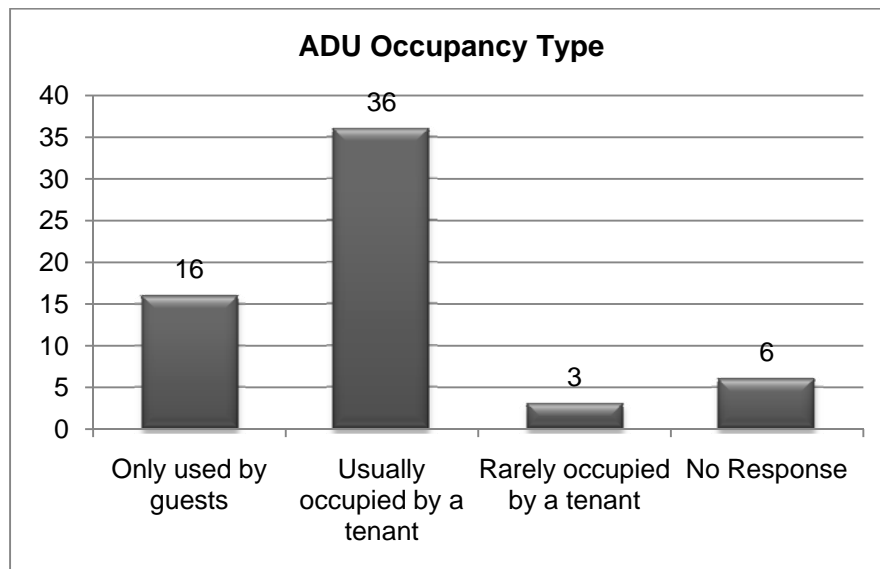
Fifty-six of the respondents to the ADU questionnaire reported that they charge (or would charge) \$1,200 or less for their ADU. Assuming that utilities would not exceed \$300/month, all of these units would therefore be considered housing affordable to individuals in the "Lower Income" category, as defined by the state. Further, over one-quarter of the respondents reported that they charge (or would charge) \$1,200 - \$1,600 for their unit. Some of these units (those less than \$1,505 including expenses for utilities) would fall in the "Lower Income" category.

<sup>2</sup> Housing costs are assumed to be a 30% of annual income. Per the California Housing and Community Development Department, a household is considered to be overpaying for housing (or cost burdened) if it spends more than 30% of its income on housing.



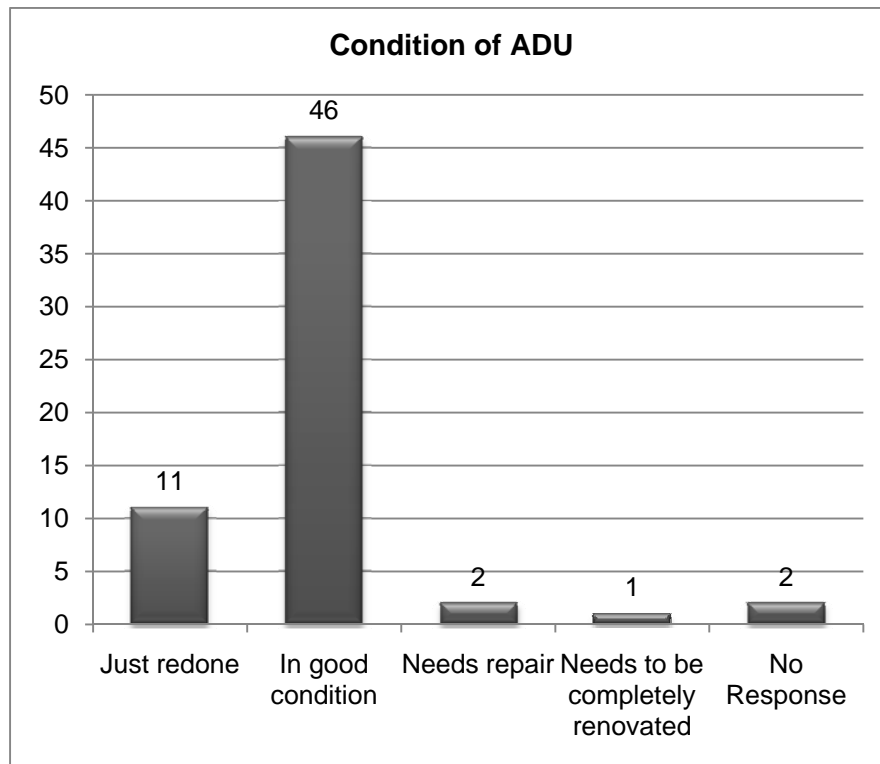
**Question 29. How often is the unit occupied?**

Thirty-six of the 43 property owners who currently have an ADU on their property reported that the unit is usually occupied by a tenant. Sixteen property owners reported that the unit is only used by guests. Three respondents reported that the unit is rarely occupied by a tenant.



**Question 30. What is the overall condition of your unit?**

A large majority of the respondents, 46 owners reported that the ADU on their property is “In good condition.”



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## **Appendix A**

### Survey Instrument

### City of Sausalito Accessory Dwelling Unit Questionnaire

PLEASE COMPLETE AND SEND BACK THIS QUESTIONNAIRE BY [DATE TO BE DETERMINED]

Your answers are completely anonymous and will not be used for enforcement or tax collection purposes. Please do not include your name or address on this form. There is space on the back for additional comments.

#### What is an Accessory Dwelling Unit?

An accessory dwelling unit is a permanent residence that is accessory to a primary residence (e.g., your single family house, duplex, triplex, apartment or any combination on the same lot). Accessory dwelling units can be attached to, or detached from, the main residence (i.e. a second unit, granny unit, in-law apartment.) An accessory dwelling unit has:

- A separate bathroom • Separate food preparation facilities (which include a stove, refrigerator, and sink).

#### SECTION A- Questions 1-4 to be completed by all property owners

<p>1) What type of building(s) do you have on your property? (For combinations, check each applicable box)</p> <p><input type="checkbox"/> Single Family Home</p> <p><input type="checkbox"/> Duplex</p> <p><input type="checkbox"/> Triplex</p> <p><input type="checkbox"/> Apartment (# of units: _____)</p>	<p>2) Which building do you own?</p> <p><input type="checkbox"/> Single Family Home</p> <p><input type="checkbox"/> Duplex</p> <p><input type="checkbox"/> Triplex</p> <p><input type="checkbox"/> Apartment</p>	<p>3) How many <u>total</u> parking spaces do you have on your property?</p> <p>Number of spaces: _____</p>
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#### SECTION B – Questions 4-12 to be completed by owners of single family homes, duplex, triplex and apartments with NO accessory dwelling unit (based on the definition above) on their property. If you have an accessory dwelling unit please skip to Section C, below.

4) If the City's zoning ordinance was changed to permit new accessory dwelling units, would you be inclined to create one?

☐ Yes

☐ No

5) If you were to create an accessory dwelling unit, how much rent do you think that you would charge?

- ☐ \$0, no rent
- ☐ Under \$600/month
- ☐ \$601-\$800/month
- ☐ \$801-\$1,000/month
- ☐ \$1,001-\$1,200/month
- ☐ \$1,201-\$1,600/month
- ☐ \$1,601/month or more
- ☐ Don't know
- ☐ Not applicable

6) Do you currently have an additional unit on your property that does not qualify as an accessory unit as defined above?

- ☐ No
- ☐ Yes, and it does not qualify because it is missing:
- ☐ A cooking facility
  - ☐ A bathroom

7) Do you have an existing structure on your property (e.g. greenhouse, office studio) that could be converted into an accessory unit?

- ☐ Yes
- ☐ No
- ☐ Don't know

8) Have you thought about creating an accessory unit or incorporating one into your house?

- ☐ Yes
- ☐ No (skip to #10)

9) If **yes to #8**, why?

- ☐ Extra income
- ☐ Place for relative to live
- ☐ Other:

10) Do you have at least 500 sq. ft. of undeveloped space on your lot available for an accessory unit?

- ☐ Yes
- ☐ No
- ☐ Don't know

11) If an accessory unit were created, could you accommodate ADDITIONAL off-street parking for that unit on your property?

- ☐ Yes. Number of spaces beyond the number you currently have \_\_\_\_\_
- ☐ No

12) What incentives might the City offer to encourage disclosure of existing accessory units that the City doesn't know about?

- ☐ Amnesty (legalization of illegal units if certain criteria are met)
- ☐ Allowing increased floor area on existing lot
- ☐ Discounted building permits to bring unit up to code
- ☐ Other (please use the space in the comments section on the back to provide any other suggestions you may have)

#### SECTION C - Questions 13-30 to be completed by owners with single family, duplex, triplex or apartments where **THERE IS AN existing accessory dwelling unit on the property.**

13) If the City established an amnesty program for illegal accessory units would you apply to legalize an existing unit?

- ☐ Yes
- ☐ No
- ☐ I'm not sure
- ☐ Does not apply

#### SECTION C, Continued

14) Was the accessory unit added with building permits?

- ☐ Yes
- ☐ No

15) Approximate size of the accessory unit is:

- ☐ Under 500 sq. ft.
- ☐ 600 – 1,000 sq. ft.
- ☐ Over 1,000 sq. ft.

16) The unit is:

- ☐ Attached to my house or multi-family building
- ☐ Detached from my house or multi-family building (if Detached, skip to #18)

17) If **yes to #16**, is there internal access from your primary unit to the accessory unit?

- ☐ Yes
- ☐ No

18) The unit is a:

- ☐ Studio
- ☐ One bedroom
- ☐ Two or more bedroom

19) When was your accessory unit added?

- ☐ Prior to or on 2/7/84
- ☐ After 2/7/84

20) Does the unit have its own outside entry?

- ☐ Yes
- ☐ No

21) Is the unit currently occupied?

- ☐ Yes
- ☐ No (skip to #25)

22) If you answered **yes to #21**, who is the unit occupied by?

- ☐ Tenants
- ☐ Relatives
- ☐ Guests
- ☐ Other: \_\_\_\_\_

23) If you answered **yes to #22**, how many people currently occupy the unit?

- ☐ One
- ☐ Two
- ☐ More than two

24) How often is the unit occupied?

- ☐ Only used by guests
- ☐ Usually occupied by a tenant
- ☐ Rarely occupied by a tenant

25) What is the monthly rent of your unit (if unit is not currently occupied, estimate what you would charge if/when rented)?

- ☐ \$0, no rent charged
- ☐ \$1-\$600/month
- ☐ \$601-\$800/month
- ☐ \$801-\$1,000/month
- ☐ \$1,001-\$1,200/month
- ☐ \$1,201-\$1,600/month
- ☐ Over \$1,600/month

26) What is the approximate age of the current accessory unit occupants?

- ☐ 18 - 30 years old
- ☐ 31 - 45 years old
- ☐ 46 - 60 years old
- ☐ Over 60 years old

27) What is the overall condition of your unit?

- ☐ Just redone
- ☐ In good condition
- ☐ Needs repairs
- ☐ Needs to be completely renovated

28) What is the accessory unit occupants' primary form of transportation?

- ☐ Car
- ☐ Bus
- ☐ Ferry
- ☐ Motorcycle
- ☐ Bike
- ☐ Walking

29) What is the number of cars owned by the unit occupant?

- ☐ 0
- ☐ 1
- ☐ 2 or more

30) Where is the accessory unit occupants' car(s) parked?

- ☐ On street
- ☐ On my property
- ☐ Elsewhere

COMMENT 

**COMMENTS:** What are your opinions on accessory dwelling units in Sausalito? Are there areas of the City where accessory dwelling units should be encouraged? Any areas where accessory dwelling units should be prohibited? What do you think the parking requirements for accessory dwelling units should be? What incentives might the City offer to encourage the disclosure of existing accessory units that the City doesn't know about? **Please provide written comments in this space:**

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The postage has been paid for by the City. Please fold, tape closed and mail by [DATE TO BE DETERMINED]. Thank you!

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Community Development Department  
City of Sausalito  
420 Litho Street  
Sausalito, CA 94965

Housing Element Committee  
City of Sausalito  
420 Litho Street  
Sausalito, CA 94965

Please tape closed

## Appendix B

### Cover Letter

## City of Sausalito Housing Element Committee



Something we've always wanted to know...  
...but were too shy to ask...

How many accessory dwelling units are there in Sausalito?  
And how many more can we accommodate?

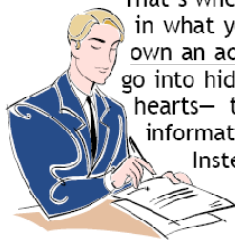
More specifically, how many unidentified units are alive and well and providing much needed affordable housing in our two-family and multi-family residential neighborhoods and how many of you would like to add an accessory unit to your home?

Here's why we're asking –

Sausalito is presently updating its Housing Element. As part of that process, we must satisfy the State that we're making a good faith effort to maintain a "housing mix" in our town. Accessory dwelling units, which are small living units that are ancillary to the main residence on a residential lot, are often called by other names such as "in-law units," "granny units," and "second units" and have been used in various communities to provide affordable housing. These accessory dwelling units can have many property-owner and community benefits, including providing flexibility for the owner of the main home (such as providing an additional source of income or an apartment for elderly parents) and providing lower cost housing for various members of the community (such as single persons, young couples, seniors and various members of the workforce) as the units tend to be small.



Sacramento asks that we provide a diversity of housing, not only for the people who have lived here for years and those who can afford to buy homes, but for all citizens, including those of lower income (e.g., our firefighters, nurses, police officers and teachers). Actually, we may be doing a pretty good job already. If our hunch is right, some of our "fair share" of affordable housing is already in place. Our problem is we can't prove it. Whereas every other jurisdiction in Marin has legalized qualifying accessory units, Sausalito currently does not allow them. As a result, much of our lower priced housing is "invisible". However, Sausalito's General Plan calls for legalizing existing accessory units and adopting an ordinance to allow new accessory units where prescribed standards can be met.



That's where you can help us. Even if you don't own an accessory dwelling unit we are interested in what your thoughts are on these units in general, and how they can fit into the City. If you own an accessory unit, (which, in many cases, is apt to be unpermitted), don't tear this up and go into hiding. Instead, answer and return the enclosed questionnaire. We guarantee— cross our hearts— that no one will ever know who you are and your responses are anonymous. This information will not be used in any way for enforcement action or tax collection purposes. Instead, we will use it to evaluate what amnesty program or other incentives might be appropriate for our accessory units. Please take ten minutes right now to provide us with this important information. Thank you for participating!

**It is very important that you mail the questionnaire by September 10, 2010**

**Show the world that Sausalito is a kinder, gentler place than anyone ever suspected.  
Come out and... BE COUNTED!**

If you are interested in more information regarding the Housing Element Update or want to be added to the email or mailing lists regarding accessory dwelling units, please contact: Lilly Schinsing, Associate Planner, Community Development Department, Planning Division, 420 Litho Street, Sausalito, CA 94965, (415) 289-4134 or [LSchinsing@ci.sausalito.ca.us](mailto:LSchinsing@ci.sausalito.ca.us). Additionally, if you are interested in the update please visit the City's Housing Element Update website at [www.ci.sausalito.ca.us/index.aspx?page=703](http://www.ci.sausalito.ca.us/index.aspx?page=703). **Results from this survey will be posted on the website.**



## Appendix C

### Survey Results

Total surveys received	391*
Total properties with an ADU	65
Total properties without an ADU	321

\*Five surveys were returned with no responses

#### **Section A – To be completed by all property owners**

##### **1) What type of building(s) do you have on your property?**

	Single family home	Duplex	Triplex	Apartment	NR
R3	41	20	8	23	1
R2	146	93	9	5	4
PR	6	0	1	6	0
<b>Total</b>	<b>193</b>	<b>113</b>	<b>18</b>	<b>34</b>	<b>5</b>

##### **2) Which building do you own?**

	Single family home	Duplex	Triplex	Apartment	NR
R3	38	20	6	19	8
R2	140	86	8	3	18
PR	6	0	1	6	0
<b>Total</b>	<b>184</b>	<b>106</b>	<b>15</b>	<b>28</b>	<b>26</b>

##### **3) How many total parking spaces do you have on your property?**

	Zero Parking Spaces	One Parking Space	Two parking spaces	Three parking spaces	Four parking spaces	Five parking spaces	Six parking spaces	More than six parking spaces
R3	6	16	22	22	6	4	7	9
R2	20	27	113	11	44	3	7	6
PR	0	2	17	0	0	0	0	2
<b>Total</b>	<b>26</b>	<b>45</b>	<b>152</b>	<b>33</b>	<b>50</b>	<b>7</b>	<b>14</b>	<b>17</b>

**Section B – To be completed by owners with no accessory dwelling unit on their property**

4) If the City's zoning ordinance was changed to permit new accessory dwelling units, would you be inclined to create one?

	Yes	No	NR
R3	10	64	2
R2	54	161	8
PR	0	19	4
<b>Total</b>	<b>64</b>	<b>244</b>	<b>14</b>

5) If you were to create an accessory dwelling unit, how much rent do you think that you would charge?

Rent per Month:	\$0, no rent	Under \$600	\$601 - \$800	\$801 - \$1,000	\$1,001 - \$1,200	\$1,201 - \$1,600	>\$1,601	Don't know	N/A	NR
R3	2	1	2	3	3	4	3	6	41	9
R2	2	3	2	16	17	14	8	13	103	25
PR	0	0	0	0	0	0	0	0	13	6
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>19</b>	<b>20</b>	<b>18</b>	<b>11</b>	<b>19</b>	<b>157</b>	<b>40</b>

6) Do you currently have an additional unit on your property that does not qualify as an accessory unit as defined above?

	No additional unit	Yes, no cooking facility	Yes, no bathroom	Yes, no cooking facility or bathroom	NR
R3	70	4	0	0	1
R2	199	13	0	2	9
PR	20	0	0	0	3
<b>Total</b>	<b>289</b>	<b>17</b>	<b>0</b>	<b>2</b>	<b>13</b>

7) Do you have an existing structure on your property (e.g. greenhouse, office studio) that could be converted into an accessory unit?

	Yes	No	Don't know	NR
R3	4	69	1	1
R2	24	190	3	6
PR	0	19	1	3
<b>Total</b>	<b>28</b>	<b>278</b>	<b>5</b>	<b>10</b>

8) Have you thought about creating an accessory unit or incorporating one into your house?

	Yes	No	NR
R3	14	60	1
R2	54	158	11
PR	0	20	3
<b>Total</b>	<b>68</b>	<b>241</b>	<b>15</b>

9) If yes to you thought about creating an accessory unit or incorporating one into your house, why?

	Extra income	Place for relative to live	Other	NR
R3	6	3	2	61
R2	27	11	5	169
PR	0	0	1	22
<b>Total</b>	<b>33</b>	<b>14</b>	<b>8</b>	<b>252</b>

10) Do you have at least 500 sq. ft. of undeveloped space on your lot available for an accessory unit?

	Yes	No	Don't know	NR
R3	14	54	6	1
R2	72	116	25	10
PR	0	20	0	3
<b>Total</b>	<b>86</b>	<b>190</b>	<b>31</b>	<b>14</b>

11) If an accessory unit were created, could you accommodate ADDITIONAL off-street parking for that unit on your property?

	Yes	No	NR
R3	7	66	2
R2	40	169	14
PR	0	18	5
<b>Total</b>	<b>47</b>	<b>253</b>	<b>21</b>

12) What incentives might the City offer to encourage disclosure of existing accessory units that the City doesn't know about?

	Amnesty	Increased FAR	Discounted Bldg permits	Other	NR
R3	35	14	24	4	28

R2	91	62	70	8	75
PR	12	3	9	0	10
<b>Total</b>	<b>138</b>	<b>79</b>	<b>103</b>	<b>12</b>	<b>113</b>

**Section C – To be completed by owners with an existing accessory dwelling unit on their property**

**13) If the City established an amnesty program for illegal accessory units would you apply to legalize an existing unit?**

	Yes	No	I'm not sure	Does not apply	NR
R3	4	0	6	4	6
R2	15	2	6	10	11
PR	0	0	0	0	0
<b>Total</b>	<b>19</b>	<b>2</b>	<b>12</b>	<b>14</b>	<b>17</b>

**14) Was the accessory unit added with building permits?**

	Yes	No	NR
R3	12	4	4
R2	22	12	9
PR	0	0	0
<b>Total</b>	<b>34</b>	<b>16</b>	<b>13</b>

**15) Approximate size of the accessory unit?**

	Under 600 sq. ft.	600 - 1,000 sq. ft.	Over 1,000 sq. ft.	NR
R3	12	6	1	1
R2	21	17	2	4
PR	0	0	0	0
<b>Total</b>	<b>33</b>	<b>23</b>	<b>3</b>	<b>5</b>

**16) The unit is attached to the home or multi-family building or detached to the home or multi-family building?**

	Attached	Detached	NR
R3	11	8	1
R2	36	6	2
PR	0	0	0
<b>Total</b>	<b>47</b>	<b>14</b>	<b>3</b>

**17) If yes to #16, is there internal access from your primary unit to the accessory unit?**

	Yes	No	NR
R3	2	14	4

R2	16	23	5
PR	0	0	0
<b>Total</b>	<b>18</b>	<b>37</b>	<b>9</b>

**18) The unit is:**

	Studio	One bedroom	Two or more bedroom	NR
R3	10	5	3	2
R2	18	16	5	3
PR	0	0	0	0
<b>Total</b>	<b>28</b>	<b>21</b>	<b>8</b>	<b>5</b>

**19) When was your accessory unit added?**

	Prior to or on 2/7/84	After 2/7/84	NR
R3	15	3	2
R2	32	7	4
PR	0	0	0
<b>Total</b>	<b>47</b>	<b>10</b>	<b>6</b>

**20) Does the unit have its own outside entry?**

	Yes	No	NR
R3	19	0	1
R2	41	1	2
PR	0	0	0
<b>Total</b>	<b>60</b>	<b>1</b>	<b>3</b>

**21) Is the unit currently occupied?**

	Yes	No	NR
R3	15	3	2
R2	27	14	3
PR	0	0	0
<b>Total</b>	<b>42</b>	<b>17</b>	<b>5</b>

**22) Who is the unit occupied by?**

	Tenants	Relatives	Guests	Other	NR
R3	12	2	0	2	4
R2	25	3	1	1	13
PR	0	0	0	0	0
<b>Total</b>	<b>37</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>17</b>

**23) How many people currently occupy the unit?**

	One	Two	More than two	NR
R3	16	0	0	4
R2	20	8	0	15
PR	0	0	0	0
<b>Total</b>	<b>36</b>	<b>8</b>	<b>0</b>	<b>19</b>

**24) What is the approximate age of the current unit occupants?**

	18 - 30 years old	31 - 45 years old	46 - 60 years old	Over 60 years old	NR
R3	1	8	4	1	6
R2	5	14	8	5	11
PR	0	0	0	0	0
<b>Total</b>	<b>6</b>	<b>22</b>	<b>12</b>	<b>6</b>	<b>17</b>

**25) What is the unit occupants' primary form of transportation?**

	Car	Bus	Ferry	Motorcycle	Bike	Walking	NR
R3	12	1	0	0	0	1	5
R2	23	1	0	0	0	1	13
PR	0	0	0	0	0	0	0
<b>Total</b>	<b>35</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>18</b>

**26) What is the number of cars owned by the unit occupant?**

	Zero	One	Two or more	NR
R3	1	12	1	6
R2	3	23	5	12
PR	0	0	0	0
<b>Total</b>	<b>4</b>	<b>35</b>	<b>6</b>	<b>18</b>

**27) Where do/would the occupants' car(s) park?**

	On-street	On my property	Elsewhere	NR
R3	12	5	0	1
R2	22	18	0	1
PR	0	0	0	0
<b>Total</b>	<b>34</b>	<b>23</b>	<b>0</b>	<b>2</b>

**28) What is the monthly rent of your unit (if unit is not currently occupied, estimate what you would charge if/when rented)?**

	\$0, no rent (per month)	Under \$600 (per month)	\$601 - \$800 (per month)	\$801 - \$1,000 (per month)	\$1,001 - \$1,200 (per month)	\$1,201 - \$1,600 (per month)	>\$1,601 (per month)	NR
R3	2	4	1	3	1	5	3	1
R2	3	3	3	13	3	12	5	2
PR	0	0	0	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>7</b>	<b>4</b>	<b>16</b>	<b>4</b>	<b>17</b>	<b>8</b>	<b>3</b>

**29) How often is the unit occupied?**

	Only used by guests	Usually occupied by a tenant	Rarely occupied by a tenant	NR
R3	5	11	1	3
R2	11	25	2	3
PR	0	0	0	0
<b>Total</b>	<b>16</b>	<b>36</b>	<b>3</b>	<b>6</b>

**30) What is the overall condition of your unit?**

	Just redone	In good condition	Needs repair	Needs to be completely renovated	NR
R3	2	16	0	0	2
R2	9	30	2	1	0
PR	0	0	0	0	0
<b>Total</b>	<b>11</b>	<b>46</b>	<b>2</b>	<b>1</b>	<b>2</b>

**Survey Comments**

Comments (directly transcribed)	
1	#12) Never thought about it - don't care because I'll not be in that situation. However, I don't like amnesty in general because - taxes, etc. - Just rewards bad behavior.

2	(#9 - place for caregiver to live in the future as I age.) I think existing accessory units should be legalized. I think the concept of accessory dwelling units is an important one to meet housing needs, provide diversity, and provide added income and security particularly for older residents. But an assessment of parking availability is critical before determining whether an area is suitable for accessory units. Old town, for example, is already very dense, already has large number of such units (many probably undocumented) and has severely limited parking. In such an area, existing units should be made legal but new units would be undesirable because of the pressure on parking.
3	1) Accessory units should be permitted. 2) No parking requirements. Form we own condo - not able to fill our form A.
4	1) Allow increased use of existing space (floor coverage). 2) Encourage creation of off street parking by easing cost and complexity of encroachment permits/agreements.
5	1) Don't be punitive. 2) Increase parking meter maids.
6	1) I vote for an accessory dwelling units. 2) Any area that neighbors would approve. 3) It depends on available street parking. 4) Bend the rules.
7	1) Old Town 2) Where additional street parking would be impacted 3) Off-street parking with city incentive in allowing sidewalk removal and cost. Permit incentives.
8	1) The city should offer amnesty to determine the number of existing accessory units. Only after the city has determined the total number of accessory units will it be in a position to make a fully informed decision regarding the incentives necessary to create additional units. 2) Additional accessory units should not add to congestion or undermine property values during an economic period of distress on the housing market. 3) Additional parking should be a condition for the construction of new accessory housing.
9	1) They are needed for many in our community. 2) Zero - Due to ease of transit access (Bus and ferry). 3) Access to transit (Bus & ferry).
10	1) We are surrounded by renters. 2) Contributes to a transient state. #12 There are already too many units (Valley/third/fourth) in our small neighborhood which adds to quality of life issues: noise, parking congestion, absentee landlord neglect. Note: most renters do not care about contributing to the peace and cleanliness of our community.
11	1) Whatever the ordinance allows is fine. 2) No special privileges or constraints are appropriate. 3) No special privileges or constraints are appropriate. 4) Whatever the ordinance requires is fair. One stall per bedroom should be the general requirements for all dwelling units! 5) None - enforce the ordinance as it is for a change!!



12	About my dwelling on [address hidden for confidentiality]: I am next door to two condos and also an apartment house on the other side. The apartment which is on the lower floor of my house had been rented by other owners since before my time. I was told multiple dwellings on this side of [address hidden for confidentiality] are legal.
13	Accessory dwelling units (ADU) should be permitted to the extent that off-street parking is provided - even if that parking is tandem. The extent to which property owners acknowledge for the record the existence of an ADU will entirely be a function of whether there will be negative consequences - either financial or regulatory.
14	Accessory dwelling units at [address hidden for confidentiality] in Sausalito should be prohibited.
15	Accessory dwelling units reduce property value throughout and should be prohibited in all of Sausalito.
16	Accessory dwelling units should be allowed subject to occupancy (x number of occupants per x hundred sq. ft.) restrictions and at a minimum, subject to fire and safety codes (not necessarily building codes).
17	Accessory dwelling units should be provided with off-street parking.
18	Accessory dwellings in Sausalito are a fantastic and much needed housing type needed by the city. It benefits all - allows highest efficiency/density on lots, provides more housing units and rental income, increases property use and value. Please proceed with this much needed and valuable housing. Personally, we could easily add a full kitchen to our existing accessory unit to make a wonderful low-income rental. The only thing preventing us is that currently it would not be a "legal" unit and we aren't willing to do an "illegal". We would gladly pay fees and make it legal.
19	Accessory dwellings should be allowed to include more people to live in Sausalito. This would increase our tax base. Such housing should be encouraged where there is adequate parking space. Granting amnesty is a good idea but owners that are receiving rental income should also pay appropriate property tax.
20	Accessory dwellings should be encouraged to provide housing for lower income people and additional income for owners. Parking - on street ok.
21	Accessory units should be prohibited due to limited parking. Disclosure would be difficult at best. It is a shame that teachers should have to live in sub-housing.
22	Address both existing designated parking spaces with creation of some additional ones. Great idea. Be like area C with restrictive residential parking enforcement after 6 p.m. Tie into requirements for creation of off road parallel parking. Where appropriate, amnesty is a great idea. So are ideas for easing permitting process.

23	After consulting with a const. engr. [sic] I was made aware of the fact that an additional unit could be constructed at the rear of my property...by extending the lower floor under the existing upper floor balcony. This property would remain a single family residence with a mother-in-law rental unit – If it would effect the zoning or the prop #13 status then the answer would be "no!"
24	Allowed increased coverage for parking on unused city property alongside paved street. Simplify and reduce outrageous encroachment fees.
25	Although we do not have a unit and could not realistically create, we believe they are beneficial to the community. It is admirable that the city is exploring this possibility. A big deterrent to cooperation by property owners is lack of trust and oppressive actions by local government in connection building permits, planning dept action and zoning. In these areas do not respect nor trust local authorities. The negative relationship could improve - It might take two generations.
26	Anywhere near downtown it seems crowded enough already
27	Apt [sic] with business license annually declared and received paid.
28	As mentioned, other Marin jurisdictions allow this. We are behind the times! Allow these units with one additional parking space.
29	City should allow partial kitchen and street parking so that part of house could be converted to separate unit.
30	Crack down on non conforming/non permitted [sic] units if not disclosed to city in amnesty program. Offer a "now or never" opportunity for existing owners with ADU's to come forward. Challenge Sac. Quotas - Don't lay back and just take the hell they give you.
31	Currently operating 6 units of very low income senior apartments under HUD contract. [address hidden for confidentiality]
32	Currently, we are not renting out the studio. We can not provide off street parking. If we could get a waiver on off street parking, then we might rent it.
33	Do not approve of accessory dwellings. Parking is too difficult!
34	Do not make "business permit" requirements of rents will go up.
35	Don't crowd us out! If driving, parking and tourism gets to tight you will kill the beauty of the city! Property prices will fall and so will taxes!!
36	Don't understand why they should be restricted. There are no parking or traffic problems where we live. Would love to have the ability to add another unit in our lower floor of the main house.
37	Each accessory dwelling unit must have off street parking.
38	Existing undocumented units are a neighborhood problem due to parking. The city should not allow them without at least one off street parking spot. Even if it does solve a regulatory problem from Sacramento.
39	First of all I think this is a great 1st step in getting a better idea of the additional non-recognized units that exist in Sausalito. A great opportunity to make them legal and bring those units up to code. -Great Job.

40	[Address hidden for confidentiality]. We own a single family home next to a 2-unit apartment building. We're parked in like sardines as it is. If their 3rd unit, now illegal, were to be approved I would be very unhappy to have yet another 1 - 2 cars, 1-2 people and who know how many pets within ear shot!
41	Grandfathered unit in when I bought the house more than 25 years ago.
42	Have 2 legal rentals with primary residence
43	I am against accessory dwelling units. There will not be enough parking places. There is not enough room on the streets for traffic! Leave enough room for tourists and shopping traffic!
44	I am not in favor of legalizing existing units or creating new units unless there is additional designated parking for that each unit
45	I am ok with more 2nd units.
46	I am totally against the state mandated "housing mix". It's an affront to personal liberty and the country's constitution and right to personal property. I will oppose it any legal way I can. Sausalito a "kinder gentler place"? Karl Marx loves it.
47	I am vehemently opposed to adding more dwelling units. Sausalito is already overly crowded with many residents having little space and privacy from their neighbors. Parking is commonly problematic. Moreover, Sausalito already does provide a diversity of housing. I personally know many residents who are of lower income (myself included). A past issue of the San Francisco Magazine featured an article on how rentals in Sausalito are a bargain compared with many other Bay Areas such as S.F. The State would do far better to pick on other much less diverse communities such as Belvedere and Tiburon.
48	I do not have an accessory unit now, but would very much like to add one. I don't think there should be different requirements for existing units as opposed to future units. If these units are grandfathered in and become legal that would increase the value of the owner's property. Therefore anyone wishing to add an additional unit should be allowed to without onerous process now required to do anything with property in Sausalito. Where some will benefit all should benefit. I am sure there will be legal challenges to any lessening of requirements be they code, planning or environmental on existing units from those of us who have been made to comply to the strictest interpretation of the codes.
49	I do think additional affordable housing i.e. rental units is a good idea. As for moving forward, the city process is a daunting, experience and could create numerous accessory issues, such as dense infill on neighboring properties with no recourse. There seems to be very little attention paid to buildings that almost completely cover the lot, is not compatible in style. It also forces more street parking, loss of light and privacy.
50	I don't know anything about where to have or not to have accessory dwellings. There should be off street parking for any additional housing. Amnesty for the disclosure of existing accessory units.
51	I encourage accessory units on lots with single family houses. If a duplex or triplex lot is large enough to accommodate an accessory dwelling unit, that's ok, too.

52	I favor the concept of [indecipherable]. To increase the density of buildings in Sausalito [indecipherable] - as it is surrounded by open space makes it so desirable. There is ample "suburbia" in other counties within reasonable commuting distance to our town.
53	I have a single family home with an accessory dwelling on a lower level, plus a free standing 2-car garage with a legal unit above. I have parking available in the garage (2 car) plus 2 space in driveway, which blocks the ingress/egress to the garage, so I'm assuming I only have 2 legal parking spaces off-street.
54	I have a studio on lower level - It was built with permits.
55	I have zero lot line against the house in back and a driveway in front. 2 small patios. No space for anything like this.
56	I own 1 units [address hidden for confidentiality] which I rent out.
57	I own a duplex and do not plan on other units. I'm sure there are many in Sausalito, but am [indecipherable] Probably better without any more.
58	I own a townhome in a 4-plex. I own only one of the 4 units.
59	I rent a bedroom/bath suite in my home. It's legal as far as I know. It's very expensive or impossible to add off-street parking. And, in my case, it would be an eyesore on the hill (I live on the downslope). That's a pretty universal problem in Sausalito - having enough parking to accomodate any extra units without ruining the character of the town that attracted us all in the first place...
60	I strongly support legalizing in-law units up to a limit in each neighborhood to avoid parking problems. I would add an ADU if I could. I encourage city to declare an amnesty. Many of my neighbors have illegal units and want to legalize them. I also think city need to relax restrictions on upgrades that penalize homeowners who improve their property. Some of my neighbors need to upgrade but don't want to be hassled by the city. Our inspections are notoriously unreasonable.
61	I think accessory dwelling units should be encouraged where there is parking to accommodate them (either on or off street) -In general they provide lower cost housing in a town that does not have many 'low-end' rentals - to encourage disclosure, make them legal.
62	I think accessory dwelling units would be very helpful to both senior citizens wishing to maintain some independence as well as the younger generation wishing to assist adults [indecipherable] for parents. However I do not think it wise to permit large "care facilities" marring the village concept and character of Sausalito.
63	I think it's a good idea because many people want to live here and cannot afford it. I think parking place should be required at a maximum. In some areas no parking place should be required. If the city gave its word that it would not disqualify accessory dwelling units but would legalize them unless they are unsafe owners might be willing to disclose them.

64	I think these types of units create unsanitary situations that can make the occupants ill. I have heard of lyme disease, mould issues leading to unsanitary problems and more. But for those that are up to code I think its great. P.S. unless they have parking - forget it!
65	I think these units are an asset.
66	I think we need all the low-medium priced rentals we can create. I think the major issue is parking. Perhaps there is some way the city could create pockets of reserved parking spaces "for residents" only which would help those residents that struggle for parking places. Kind of pocket parking like pocket parks.
67	I think where feasible it's an excellent net benefit for the city.
68	I would recommend 1 vehicle per accessory dwelling be authorized for street parking
69	Ideally, accessory dwelling units (unless more than 1 bedroom, perhaps or a maximum square footage) should be required to be low-cost housing. Accessory units should not be permitted under zoning exemptions if they create very high density of development and create a sense of "crowding" or invasion of privacy in a block/neighborhood. And there's always the issue of "view" preservation.
70	If the city allows increased floor area for people who broke the law, they should also allow it for those who did not break the law. I would love to increase my floor area - should I do it illegally and then hope for amnesty?
71	I'm favor of more affordable housing in Sausalito. Parts of the northern waterfront (Marinship) ought to be opened up for well-negotiated and closely monitored live-work housing. The parking requirement (strictly enforced) should be one on-site space per unit. The city could offer incentives for people to come forward about their previously hidden units by making the process as non-punitive and as uncomplicated as possible.
72	In general, the majority of homes in Sausalito are "up-scale", which not only adds to the aesthetic appeal of the city, but bolsters the value of property. While "making a good faith effort to maintain a housing mix" and condone accessory dwelling units is commendable in metropolitan area, I don't think it should be encouraged in Sausalito. In my vernacular, affordable housing is firmly entrenched and even mandated in cities like Richmond, Oakland - and, of course, San Francisco. I do not think it is appropriate for a city with such charisma as Sausalito.
73	Increase allowable sq ft for every parking spot added.
74	Increasing accessory dwelling units would tend to increase diversity that is so appealing in exciting, urban neighborhoods throughout the world. However, there is always the danger that it might attract criminals and others who tend to degrade the quality of life. On the whole I think it would enhance the environment of the already exciting Sausalito.
75	It is about time.
76	It seems that we need additional low-mid range rental units so some type of easing of current restrictions would be [indecipherable].

77	Legalized only if off-street parking can be provided!! Parking is one of the major issues in Sausalito. Received 3 questionnaires - one would have been sufficient! Think about the savings in postage \$1.76!! If you really want a count of legal units a block by block survey will give you numbers. You do not need to hire a consultant! Sausalito has plenty of volunteers that will happily help the city out!
78	Let's first assess existing accessory dwelling units by offering a discounted program to get building permits as necessary. Then continue to offer a discounted program for people who want to add space but only if the property can easily accommodate parking space.
79	Lower taxes, lower fees, issue exemptions. In dense areas, adding living space might be unreasonable. Our unit is in the north end of town, inviting more possibilities. How much rent per month would you consider low cost? We estimate that if an addition were to cost \$100,000, charging \$600 per month might pay off such a loan in fifteen years; that would be reasonable. We have often discussed and would consider adding a smaller low-income unit to our duplex. There is an area under our duplex now housing storage. This area could be developed - built - with a small, no view, lower cost apartment. A garden patio could be accommodated. We could undertake such a project only if it could be paid off in a reasonable time. We have no excess funds to underwrite this building extension if the rent incurred wouldn't cover it. Our duplex is our only retirement income aside from Social Security. Acknowledging the economic situation of those now living in our duplex, we certainly would not raise their rent to underwrite this kind of investment. To that end, the following considerations would be necessary: 1) Short term low cost construction loans would be available. 2) Reduced fees for permits, sewer hook-ups etc would be a fair exchange for owners taking upon themselves a responsibility the town most likely should have been doing for the last several years. 3) A tax break on the consequently increased value of the property, acknowledging the contribution to the community, must be granted. For this, you would, no doubt, need cooperation of the County. 4) Variances in off-street parking regulations need to be considered such as relocation of mailboxes, which may be in areas where an extra car (and only one) could be located.
80	Major concern with additional density is parking that is already at a premium.
81	Make permit process-fees inspections more friendly i.e. that Sausalito likes people in their community and wants to help!! This process of accessory units is of no [indecipherable] to me - I haven't the space nor the time or \$ to go through your process! Sorry-
82	Maximize individual flexibility and freedom - Its ridiculous to need a permit to replace a window.
83	Mill Valley licenses rentals. The license fee is reasonable, about \$30/year. If Sausalito had a similar program I'm sure many would subscribe. Folks just don't want to lose their small incomes to taxes.

84	My "illegal" unit was built during the WWII. Since buying the property in 1981 - I've totally upgraded the electric to meet code requirements and added a fire escape as there is only one [indecipherable] door. The property is in pristine condition and never unrented. Current rent is \$1250 including utilities. My own concern with "illegal" units is SAFETY.
85	My accessory dwelling would not impact neighborhood if it were a) legal and b) inhabited. It's built very nicely and just needs some final touches. Thank you.
86	My understanding is the code currently requires 2 spaces for additional units. One should be sufficient as these are typically only big enough for one person. Units should be allowed for all the persons stated in paragraph #1. Housing elderly parents, provide additional sources of income for HO, provide lower cost housing for single, young couples, seniors. We have an aging baby boomer generation as well as a growing number of college grads unable to enter a highly paid position.
87	No interest. Thank you.
88	No parking requirements. Get rid of churches or require permits for parking when church in residential neighborhoods.
89	No space for unit/sep apt., but would definitely create one if legal and could.
90	No specific parking requirements. Special incentives - no business license should be required.
91	Not applicable
92	Off street parking and code violations are the big problem.
93	Off street parking is necessary. Many streets are overly congested with on-street parking not allowing easy access for residents and commercial vehicles.
94	On larger parcels with existing space where a 2nd unit can be created, there should be 'easy track' process to implement studio space or 'granny units.' Existing units that meet set backs and basic parking should be 'legal'.
95	One 2 - 2.5 lot with the lower level built to code/zoning on a 2nd unit (2010 construction). As long as there is sufficient off-street parking for an accessory dwelling unit, I have no problem with them. The city would likely need to change the zoning and /or allow for [indecipherable] as to the unit limits in the zoning in order for people to be willing to disclose the units. The current ordinance that considers a room a separate unit if it has a sink and an exterior door is archaic, outdated, overbroad and useless. This should be updated for more realistic standards because the code compliance for an additional unit is expensive.
96	One space per unit.
97	Our duplex is too small to have any accessory dwelling.
98	Our property is a small duplex -- 2, 1 BR units and 2 1 (sic) car parking spaces. Major problem in our area is parking. Not much can be done about it.
99	Our unit dates to 1940's at least. It was probably built to accommodate folks building ships in WWII.

100	Parking allowed on street if reasonably available within 1.5 blocks. Incentive for small vehicles. Encourage more lower cost units within 10-15 minute walk to public transport.
101	Parking for one vehicle per unit (maximum)
102	Parking is a problem. Need more off street parking for these units.
103	Parking is already an issue on [address hidden for confidentiality]! No one seems to have off-street parking.
104	Parking is not a problem in my neighborhood. I've lived here for 10 yrs. I realize it may be worse in other neighborhoods, but how bad can it be [indecipherable] Compared to the city. Frankly I'm sick of whiners that complain about on street parking. If you want to always be guaranteed parking in front of your house, build or buy a house with a garage. Otherwise people don't have the right to claim parking spots on public streets. Period!
105	Parking issue is huge - especially when SFR w/accessory unit are together on narrow often 1 way residential streets. Many renters take mass transit (bus) or ferries and leave personal car on street - units should be safe and permitted without hassle from neighbors or authorities - especially in this housing period (economy). This format is a good idea - am wondering if "amnesty" period with a safety inspection required would be acceptable at this time with rental housing more scarce.
106	Parking already a huge issue. Don't increase problem by allowing more units!
107	Parking permits for residents should again be free!
108	Parking requirement should be on the premises (off street). There are already too many cars parked on the street making it very difficult to navigate our narrow streets. I am totally opposed to higher density living in Sausalito. In our neighborhood there are already too many rental units. Those units are not well maintained - they bring down the value of surrounding homes and leave the area looking bad. If you are trying to get more low income housing buy foreclosures and convert them to low-income housing.
109	Parking requirements should be off street. Amnesty and no increase in taxes for those units that the city is not aware. have a house with an apartment on [address hidden for confidentiality], the only unpaved street in Sausalito. My father was required to pave half of the street in front of our units. I noticed the city has repaved [address hidden for confidentiality], but did not depave the portion that my father was required to put down. I feel that is unfair and unjust. [Address hidden for confidentiality] except for the part my father paid for is all gravel and ruts that are muddy and terrible in the winter. If the city wants to be such a kinder and gentler place consider all of its streets and keep up what is required by builders that have put lots of money into accessory dwellings.
110	Parking will be an issue/challenge to figure out - maybe only those units with parking incentives offered due to off street at resident [indecipherable] All areas should be treated equally. No special zones should be created based upon location with city. My lot cannot accommodate add'l [sic] building(s) but all for this plan if done well and lots don't become fully loaded with property.



111	Please do continue to require on property parking for new or newly legalized units. Two way streets are reduced to one lane with all the cars parking on the street.
112	Reduce outrageous fees for encroachment permits/agreements
113	Sausalito is primarily a hillside community. Frequently there is substantial unused space beneath the living area that can be used for a small apartment. There are a very large number of these buildings that are used in this manner but are not constructed to any code and therefore can be very hazardous. On many (most) of the streets the city owns substantially more land than that covered by the paved or traveled way. The city planning staff goes out of its way to ensure none of this extra area is covered for parking etc. Thus creating and facilitating very dangerous driving conditions. This policy needs to change. And while the unit I am reporting on has ample (6 spaces) off street parking many others do not and yet they may have illegal units that need parking.
114	Sausalito needs more affordable housing. Parking is not an issue in our location. And bikes and walking frequently take place of vehicles. The city should encourage rather than discourage these units/duplexes to provide more diversity and spaces for artists and self-employed individuals.
115	Sausalito parking requirements makes it illegal to rent out my small guestroom. A student or a low income elderly, who can't afford a car -therefore don't need parking - could be a potential tenant!
116	Since parking is critical and scarce in Sausalito I think accessory dwelling units need to provide parking spaces for tenants.
117	So many bldgs [sic] are oversized and grandfathered. The city has made it almost impossible to get variances for even modest additions to such properties, let alone encourage creation of additional ("in-law"). Until the city is willing to work with [indecipherable] time property owners to encourage improvements, in our opinion few property owners would be willing to go on record for mods [sic] made [indecipherable] permits - there must be so many.
118	Stop red tagging so strongly and allow owner to do own building. Sausalito is anti-growth and home improvements have been made so costly that they are not done. i.e. \$100 permit to put in \$500 water heater.
119	Thank you for doing this survey! I know from when we were looking to buy our house there were MANY single family houses w/ second units. I see them everywhere on my walks. Although we do not own a house w/ an accessory unit, I think they are an important part of our affordable housing stock and should be "legalized". We would support a one-time amnesty that would not require parking (its time we stop supporting growth in autos) but instead perhaps an in lieu fee that could be used for transit- based improvements. We support transit-based development standards. Also, make them pay prop tax on second units and ensure they are safe.
120	Thanks for doing this. Sorry for delay.
121	The biggest problem I see in developing accessory dwelling units is finding lots with 1) enough space to build a unit and 2) enough space for parking on the lot as well.

122	The city clearly needs more low-rent dwellings - For instance, it is the case that many city employees have to go to Novato or elsewhere to find affordable space. Accessory units would help at the low end, I think.
123	The City needs to be more "user-friendly" in regards to building permits. Most of us are terrified to even start a project. In years past, it has served like the "gestapo". Homeowners feel like they "rent" from the city and have no control over remodels or building. Things need to change.
124	The cost of real estate and high rents make Sausalito unaffordable for many younger people. Encouraging the creation and legalization of accessory dwellings in areas of low density where there is ample on street parking would allow for legal accommodation with rent in the \$1,000- \$1500 month range. Such an initiative would favorably change the mix of the residents of Sausalito. In my view a desirable change.
125	The fees are excessive to the point of discouraging any repairs (legal) or additions. The planning department fees are out of control and out of line!!!
126	The illegal units you are contemplating should not be allowed. The existing property owners in Sausalito have major parking problems. Allowing illegal units will make that problem worse.
127	The only thing I care about here is safety - making sure accessory dwellings are up to code - and revenue to the city. Of course, I also worry the city squanders much of its revenue. In short, not very strong opinions.
128	The problem is that bringing them up to code is very expensive and it may be hard for older property owners to pay the added expenses, so they might not want to be known!
129	There are many illegal units that are being rented out already that do not have parking. I would suggest parking permits should be required for street parking at night. The city could charge a fee and provide one permit per accessory dwelling. All units should be accessible from the primary unit. Also, all accessory dwelling units should comply with building codes.
130	There is a small room in basement plus a bathroom used by owners infrequently, but could be rented for maybe \$350. If cars are small - 4 can be parked 2 (one behind other).
131	There needs to be off-street parking for any unit created. Our streets are too crowded and too narrow for increased parking.
132	This apartment declared with annual business license.
133	This does not apply to condo owner.
134	This is a great idea. We do not have space for a unit but I know that many people would. Off-hand sprinklers would be a big cost issue for people considering new units or legitimizing existing ones. Even without sprinklers, units that meet other codes would possibly be safer than what exists. Most of the town has ample parking so this shouldn't be a huge issue.

135	This unit was added, probably during WWII. It has been remodeled since then and is in excellent condition. The issue is always ceiling height and parking. Parking, however, is not a problem for this unit as there is adequate street parking. While I was installing a new kitchen cabinet I found postcards from WWII. In fact, I found many old items from the '40s and '50s and donated them to the women's club because I thought they might be able to divert them to the city for their use.
136	This unit was counted in census - I've been told that is true for many "in-law" units, tho [sic] not "legal" already counted for low income credit.
137	To generate tax on new dwelling units (accessory) in my case to give my mother who is almost incontinent and 88 years old a home which is accessible by wheel chair. And to waive all building permit fees including shower permits. And if the property already has accessory dwelling and no off street parking to grant them amnesty. The same thing that Ronald Regan did in transportation (amnesty) to keep the same tax structure and to provide incentives again to generate more tax for the city of Sausalito. I would like to say kind of a middle of the bridge meeting.
138	Too few parking spaces as it is. We need to focus on more viable public transportation options before creating more dwellings.
139	Unfortunately, Sausalito is notorious for making things very difficult and expensive for homeowners. When they approach City Hall, even with simple, common-sense proposals. Understandably, nobody wants to get involved with city hall. We appreciate this new attitude of openness [sic] and spirit of cooperation. Rather than the oppression of an excess of rules, regulations, committees, fees, forms permits etc. etc. If a home-owner has room on his/her property, the attitude of the city should be to encourage, to assist the citizen achieve what he/she wants to do. If it is reasonable, and provide a living space for those who need it, and some extra income for the owner, who may be retired on a fixed, small income and cannot stay in Sausalito w/out extra income.
140	We do not need more units in Sausalito - the city is very dense already. I strongly oppose any additional units and the accessory dwelling units should be discouraged.
141	We do not want accessory dwelling units in Sausalito.
142	We have a storage room that could be converted to an efficiency apartment. We would love to do that for our grandparents/parents to use. Amnesty, increased floor area and discounted building permits would be great!
143	We own a legal duplex that also has an illegal studio on the property. We have 3 parking spaces on our property. 3 yrs ago we were made by the city to get rid of our tenant who was renting the studio. Our tenant was upset because she was unable to find anything else affordable in Sausalito.
144	What will the city do about unsafe/illegal trams servicing accessory units? I know of at least one hillside tram that services an illegal unit. The state inspector said he would not ride in it himself because it is so old and beyond permits. Please post response on your website. Thank you.
145	Why tell you about it? Cannot put up a bird perch now without the B [sic] Inspector sniffing around. Besides, if it's legal, you'll tax it.

146	Wish I had the space and capacity to offer it. This is a great way to comply with diversity requirements.
147	With all the yacht harbors in Sausalito there are many boats that could be lived on but the BCDC doesn't allow "live aboards."
148	With the economy-We may consider converting an office into a studio apt.[sic]
149	Work with home owner to "streamline" the permit/planning/building process - the homeowner becomes a "partner" in the Sausalito housing element goals.
150	Yes, yes, yes. Sausalito is such an expensive place to live that all accessory dwelling units should be encouraged to meet code and be rented. We tried to create more off-street parking with enthusiastic participation of our neighbor. But, the planning dept would not allow the equal exchange of property necessary to create more offstreet parking, Our neighbor desperately wanted a bit of our back yard and we needed a 5' x 30' piece of theirs to create 2 parking spaces.
151	You are all ignoramist [sic] idiots. To all Sausalito city hall Get the job!! ASAP!!! PLUS lower your wages and benefits!!!
152	Your fawning letter was amusing, total kowtow for an apparent end of Federal Aid or something. C of S has a long history of being tough - why would anyone want to get a permit?

I:\CDD\PROJECTS - NON-ADDRESS\Housing Element\2009 Update\Accessory Dwelling Units\R2 and R3\Reports\Draft R2 and R3 ADU Technical Report- March 2011.docx

**Katherine Hall**

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**From:** Katherine Hall  
**Sent:** Monday, September 11, 2017 12:40 PM  
**To:** Katherine Hall  
**Subject:** FW: Comments on Accessory Dwelling Units Proposal

-----Original Message-----

From: Lou Saviano [REDACTED]  
 Sent: Saturday, September 09, 2017 3:39 PM  
 To: PlanningCommission AP <PlanningCommission@sunnyvale.ca.gov>  
 Cc: Shila Behzadiaria <SBehzadiaria@sunnyvale.ca.gov>  
 Subject: Comments on Accessory Dwelling Units Proposal

Dear Members of the Sunnyvale Planning Commission,

I'm writing to you about the contemplated changes to the city ordinance regarding Accessory Dwelling Units. I'm alarmed by the proposed changes, as I understand them, and urge you to seriously consider the likely negative consequences to our neighborhoods if they are adopted.

My wife and I have lived in our single family home for 34 years. We love our neighborhood near Ortega Park, and have no plans to move anytime soon. Our lot size is approximately 7,400 sq. feet. I believe we are an R-O Zoned property. From my understanding of the proposal, our lot might be permitted to accommodate an "ADU." We would never think of building such a structure on our property, and we can only imagine the reaction from our six adjoining neighbors if we did. But when we sell our home someday, the new buyer presumably could build an ADU. That possibility would probably increase the value of our property when we sell it, but I expect it would clearly decrease the value of the surrounding homes. I can't imagine someone would want to live next to a home with a 700 square foot ADU crammed up against their back yard fences? The impact on privacy, noise and street parking would be striking. The new owner of our home probably wouldn't care about that if he or she were not required to live in one of the units. I believe this policy would substantially change the character of our neighborhoods. This is not what anyone contemplated when they bought single family homes such as ours, zoned as they are today. The online survey conducted by the city had about 192 replies by my count, a tiny fraction of the city population. I expect most residents are not even aware of this proposal. I'm surprised it is actually being seriously considered.

Yes, there is a housing crisis in our region. This proposal is not the solution. I fear that policy adopted years ago to allow "granny units," in which a homeowner could keep a family member housed nearby and care for them, is simply devolving into a tactic to help some existing homeowners maximize income from their property, or to help investors who want to buy homes for their anticipated appreciation and rental income. Expanding the potential for ADUs would give such investors a "twofer" — buy one home and get the green light to build another, creating two rental revenue streams for them, without having to live in either unit or deal with the consequences to the neighborhood. It's unthinkable! I simply ask you: If one (or more) of your adjoining neighbors built an ADU in their back yard, would the value of your property, or quality of your living space, be enhanced?

The housing crisis is serious and complicated, but in the end it exists because demand for housing exceeds supply. Policy makers rightly search for ways to increase the "supply" of housing, but I see little effort to address the "demand" side of the equation. Some portion of this demand comes not from people looking for a place to live but from investors searching for better return on their money than they can get on other asset classes. They want to profit not only from increasing property values, but from the sky-high rents they can charge. You will never build enough new units to satisfy this demand by investors. We can't simply build our way out of this problem. The changes being contemplated seem to

**Katherine Hall**

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**From:** Katherine Hall  
**Sent:** Monday, September 11, 2017 12:41 PM  
**To:** Katherine Hall  
**Subject:** FW: POLICY--FW: Granny needs parking (but not on-street!)

**From:** Thomas Mayer  
**Sent:** Friday, September 08, 2017 12:31 PM  
**To:** Kevin Jackson  
**Subject:** Re: Granny needs parking (but not on-street!)

I am OK with reduced parking requirements. We don't need to pave over the whole city for steel boxes.

However, it needs to be made very clear to anyone pulling a building permit that on street parking may be removed. All of the parking needs of a parcel needs to be met on that parcel.

Sent from Thom's iPad

On Sep 7, 2017, at 11:33 PM, Kevin Jackson wrote:

Hi, folks-

You may be aware that Sunnyvale is studying changes to allow more ADUs (Accessory Dwelling Units, a.k.a. Granny Flats), which are additional living units built on the same lot as a single-family residence. These have many appealing aspects from a housing standpoint, but one entry in the on-line survey raised a red flag in my mind. It proposes "Reduced Parking Requirements" as an incentive to encourage more ADUs.

As background, since 2008 the City municipal code requires all developments to provide sufficient off-street parking to meet demand. Over time this should eliminate the conflict between a purported "need" for street parking at the expense of safe accommodation for cyclists. So will "Reduced Parking Requirements" for ADUs undermine this goal by allowing more dwelling units on a parcel without a corresponding increase in the off-street parking supply?

To find out I contacted the staff person listed on the survey, and the answer was even more disturbing than I expected. She sent me references to the state law establishing the ADU regulations, and one of the provisions is that if the property has reasonable access to transit (which includes virtually all of Sunnyvale, according to the staff person) then approval of the ADU cannot be contingent on provision of additional parking.

In theory this might appear to make some sense, since proximity to transit should lead to a reduction in the perceived need for car ownership. But given our current reality it is a recipe for utter failure. Property owners will eagerly take advantage of this loophole to build ADUs as cheaply as possible. Yet when the City tries to install bike lanes on the street, these same people will complain loudly that we must be heartless bastards for trying to deprive Granny of the parking she so desperately needs. And of course staff and council will fall all over themselves to defend Granny.

## Katherine Hall

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**From:** Katherine Hall  
**Sent:** Monday, September 11, 2017 1:17 PM  
**To:** Katherine Hall  
**Subject:** FW: ADU State Bills

-----Original Message-----

From: Kevin Jackson  
Sent: Saturday, August 19, 2017 9:39 PM  
To: Shila Behzadiaria <SBehzadiaria@sunnyvale.ca.gov>  
Subject: Re: ADU State Bills

Hi, Shila-

I appreciate you sending this information. I'll review it in detail as time permits, but a quick reading confirms your assessment that additional parking cannot be required for ADUs with reasonable transit access. I don't have any problem with that, as long as it's not later used as an excuse to demand street parking when we try to install bike lanes.

It appears there are also provisions in the law to encourage alternative off-street parking strategies (e.g., stacked parking). I hope any Sunnyvale ordinance will include strong language to ensure street parking will not be considered until every other possibility to satisfy parking demand (or better yet eliminate it, due to proximity to transit) has been thoroughly examined first.

Thanks,

Kevin



# City of Sunnyvale

## Agenda Item

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**17-0898**

**Agenda Date: 9/20/2017**

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### **SUBJECT**

Annual Review of the City Code of Ethics and Conduct

As stated within the attached Sunnyvale Code of Ethics and Conduct, the Code is intended to be largely self-enforced, and it is believed to be most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, the Code is reviewed annually by City Council and all City boards and commissions. This review gives commissioners an opportunity to ask for clarification of any of its contents, if necessary, or to make recommendations regarding the Code, if they have any suggestions for updates or improvements.

The City Council considers all recommendations from boards and commissions and updates the document as necessary. It was last reviewed by Council on March 28, 2017.

### **ATTACHMENTS**

1. 2017 Code of Ethics and Conduct





## **City of Sunnyvale**

### **2017 Code of Ethics and Conduct for Elected and Appointed Officials**

*"Conduct is three-fourths of our life and its largest concern."*

*-- Matthew Arnold*

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*For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Sunnyvale City Council or the City's boards and commissions established by the City Charter, City Ordinance or Council policy.*

## **Policy Purpose**

The Sunnyvale City Council has adopted a Code of Ethics and Conduct for members of the City Council and the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

### **A. ETHICS**

The citizens and businesses of Sunnyvale are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the City of Sunnyvale Commitment to Excellence, the effective functioning of democratic government therefore requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Sunnyvale City Council has adopted a Code of Ethics and Conduct for members of the City Council and of the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation. The Ethics section of the City's Code of Ethics and Conduct provides guidance on ethical issues and questions of right and wrong.

1. Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Sunnyvale and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Sunnyvale City Council, boards and commissions.
2. Comply with both the spirit and the letter of the Law and City Policy. Members shall comply with the laws of the nation, the State of California and the City of Sunnyvale in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; the Sunnyvale City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.
3. Conduct of Members. The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public.
4. Respect for Process. Members shall perform their duties in accordance with the processes and rules of order established by the City Council and board and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

*For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Sunnyvale City Council or the City's boards and commissions established by the City Charter, City Ordinance or Council policy.*

5. Conduct of Public Meetings. Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.
6. Decisions Based on Merit. Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
7. Communication. Members shall publicly disclose substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.
8. Conflict of Interest. In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.
9. Gifts and Favors. Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.
10. Confidential Information. Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.
11. Use of Public Resources. Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.
12. Representation of Private Interests. In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
13. Advocacy. Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do.

*For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Sunnyvale City Council or the City's boards and commissions established by the City Charter, City Ordinance or Council policy.*

Councilmembers and board and commission members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, board/commission meetings, or other official City meetings.

14. **Policy Role of Members.** Members shall respect and adhere to the council-manager structure of Sunnyvale City government as outlined by the Sunnyvale City Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Except as provided by the City Charter, members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.
15. **Independence of boards and commissions.** Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.
16. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

## **B. CONDUCT**

The Conduct section of the City's Code of Ethics and Conduct is designed to describe the manner in which Councilmembers and board and commission members should treat one another, City staff, constituents, and others they come into contact with in representing the City of Sunnyvale. It reflects the work of a Council Policy and Protocol Subcommittee that was charged with defining more clearly the behavior, manners, and courtesies that are suitable for various occasions. The Subcommittee also considered a wide variety of policy changes and clarifications designed to make public meetings and the process of governance run more smoothly.

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected and appointed officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers and board and commission members to do the right thing in even the most difficult situations.

### **1. Elected and Appointed Officials' Conduct with One Another**

*"In life, courtesy and self-possession, and in the arts, style, are the sensible impressions of the free mind, for both arise out of a deliberate shaping of all things and from never being swept away, whatever the emotion, into confusion or dullness."*

*-- William Butler Yeats*

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Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

### **1(a). In Public Meetings**

#### *Use formal titles*

Elected and appointed officials should refer to one another formally during public meetings, such as Mayor, Vice Mayor, Chair, Commissioner or Councilmember followed by the individual's last name.

#### *Practice civility and decorum in discussions and debate*

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

#### *Honor the role of the chair in maintaining order*

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

#### *Avoid personal comments that could offend other members*

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.

#### *Demonstrate effective problem-solving approaches*

Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

Outside of official board or commission meetings, individual board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose. In private settings, board and commission members may communicate at any time and on any subject with individual members of the City Council, and may express to them individual viewpoints and opinions. In public, however, all members shall represent the official policies or positions of their board or commission, with the following exception. During a Council public hearing on any item addressed by the board or commission, any member may speak under standard time limits, but shall indicate whether their testimony represents an official position (majority opinion) or a minority opinion of the board/commission to which they belong. The chair shall represent the majority view of the

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board or commission, but may report on any minority views as well, including his or her own. When an official board or commission position differs from staff's recommendation on a particular policy issue, then at the Mayor's discretion additional time may be provided to the chair of the board or commission (or his/her designee) to explain the position of the board/commission or to rebut statements made by staff or the public. If new information is brought to light during a public hearing which was not shared previously with the board or commission, the Mayor may allow the board or commission chair to respond. If the Council deems the new information sufficient to warrant additional study, then by majority vote Council may remand the issue back to the board or commission for further study prior to taking other action itself.

Individual opinions and positions may be expressed by board and commission members regarding items that have not come before the particular board/commission to which they belong. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do.

Although a board or commission may disagree with the final decision the Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the Council.

### **1(b). In Private Encounters**

*Continue respectful behavior in private*

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

*Be aware of the insecurity of written notes, voicemail messages, and E-mail*

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message were played on a speaker phone in a full office? What would happen if this E-mail message were forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

*Even private conversations can have a public presence*

Elected and appointed officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

In private, board and commission members may communicate at any time and on any subject with the City Council, and may express to Council individual viewpoints and opinions.

## **2. Elected and Appointed Officials' Conduct with City Staff**

*"Never let a problem become an excuse."*

*-- Robert Schuller*

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Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City staff who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

*Treat all staff as professionals*

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

*Member questions/inquiries to City staff*

1. General. Council and board/commission communications with City staff should be limited to normal City business hours unless the circumstances warrant otherwise. Responses to Council questions posed outside of normal business hours should be expected no earlier than the next business day.
2. Routine Requests for Information and Inquiries. Members may contact staff directly for information made readily available to the general public on a regular basis (e.g., "What are the library's hours of operation?" or "How does one reserve a tee time at the golf course?"). Under these circumstances staff shall treat the member no differently than they would the general public, and the member shall not use their elected status to secure preferential treatment. The city manager does not need to be advised of such contacts.
3. Non-Routine Requests for Readily Available Information. Members may also contact staff directly for easily retrievable information not routinely requested by the general public so long as it does not require staff to discuss the issue or express an opinion (e.g., "How many traffic lights are there in the City?" or "Under what circumstances does the City lower its flags to half mast?").
4. Non-Routine Requests Requiring Special Effort. Any member request or inquiry that requires staff to compile information that is not readily available or easily retrievable and/or that requests staff to express an opinion (legal or otherwise) must be directed to the city manager, or to the city attorney, as appropriate (e.g., "How many Study Issues completed over the past five years have required 500 or more hours of staff time?", or "What is the logic behind the City's sign ordinances affecting businesses along El Camino Real?"). The city manager (or city attorney as appropriate) shall be responsible for distributing such requests to his/her staff for follow-up. Responses to such requests shall be copied to all Councilmembers (if originating from a Councilmember), relevant board or commission members (if originating from a board or commission member), the city manager, the city attorney as appropriate and affected department directors.
5. Meeting Requests. Any member request for a meeting with staff must be directed to the city manager or city attorney, as appropriate.
6. Public Safety Restrictions. Under certain circumstances, requests for information regarding operations or personnel of the Department of Public Safety may be legally restricted. Applicable statutes include: The Peace Officers' Procedural Bill of Rights (California Government Code

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Section 3300, et seq.), Confidentiality of Peace Officer Records (California Penal Code Section 832.5-7), and a number of exceptions to the California Public Records Act, defined in Government Code Section 6254. Providing information in response to such requests could violate the law, and might also violate due process rights that have been defined for peace officers in the State of California. Accordingly, it shall be the policy of the City of Sunnyvale to strictly comply with all applicable legal authorities governing the release of Department of Public Safety information and records.

*Do not disrupt City staff from their jobs*

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

*Never publicly criticize an individual employee*

Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the city manager through private correspondence or conversation. Comments about staff in the office of the city attorney should be made directly to the city attorney. Appointed officials should make their comments regarding staff to the city manager or the Mayor.

*Do not get involved in administrative functions*

Elected and appointed officials must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits. [See Code of Ethics] The Sunnyvale City Charter, Section 807, also contains information about the prohibition of Council interference in administrative functions.

*Check with City staff on correspondence before taking action*

Before sending correspondence, Councilmembers should check with City staff to see if an official City response has already been sent or is in progress. Board and commission members shall not send correspondence except as authorized under the City's policies governing volunteers. (Council Policy 7.2.19, Boards and Commissions.)

*Limit requests for staff support*

Routine secretarial support will be provided to all Councilmembers. The Council Executive Assistant opens all mail for Councilmembers, unless a Councilmember requests other arrangements. Mail addressed to the Mayor is reviewed first by the city manager who notes suggested action and/or follow-up items.

Requests for additional staff support – even in high priority or emergency situations – should be made to the city manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

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*Do not solicit political support from staff*

Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

### **3. Elected and Appointed Officials' Conduct with the Public**

*"If a man be gracious and courteous to strangers, it shows he is a citizen of the world, and that his heart is no island cut off from other lands, but a continent that joins to them."*

*-- Francis Bacon*

#### **3(a). In Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

*Be welcoming to speakers and treat them with care and gentleness. While questions of clarification may be asked, the official's primary role during public testimony is to listen.*

"I give many public presentations so standing up in front of a group and using a microphone is not new to me. But I found that speaking in front of Council was an entirely different experience. I was incredibly nervous and my voice was shaking. I think the reason was because the issue was so personal to me. The Council was going to take a vote that would affect my family's daily life and my home. I was feeling a lot of emotion. The way that Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity."

*Be fair and equitable in allocating public hearing time to individual speakers.*

"The first thing the Mayor said to me was to be brief because the meeting was running late and the Council was eager to go home. That shouldn't be my problem. I'm sorry my item was at the end of the agenda and that there were a lot of speakers, but it is critically important to me and I should be allowed to say what I have to say and believe that the Council is listening to me."

The chair will determine and announce limits on speakers at the start of the public hearing process. Questions should not be asked for the express purpose of allowing one speaker to evade the time limit imposed on all others (e.g., "Was there something else you wanted to say?"). Generally, each speaker will be allocated three minutes with applicants and appellants or their designated representatives allowed ten. If many speakers are anticipated, the chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the chair requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the chair reopens the public hearing for a limited and specific purpose.

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*Give the appearance of active listening*

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

*Maintain an open mind*

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials. To express an opinion or pass judgment prior to the close of a public hearing casts doubt on a member's ability to conduct a fair review of the issue. This is particularly important when officials are serving in a quasi-judicial capacity.

*Ask for clarification, but avoid debate and argument with the public*

Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

If speakers become flustered or defensive by questions, it is the responsibility of the chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by members to the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

*No personal attacks of any kind, under any circumstance*

Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

*Follow parliamentary procedure in conducting public meetings*

The city attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The chair, subject to the appeal of the full Council or board/commission makes final rulings on parliamentary procedure.

### **3(b). In Unofficial Settings**

*Make no promises on behalf of the Council, board/commission or City*

Members will frequently be asked to explain a Council or board/commission action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council or board/commission action, or to promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

*Make no personal comments about other members*

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other members, their opinions and actions.

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*Remember that despite its impressive population figures, Sunnyvale is a small town at heart. Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Sunnyvale. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.*

#### **4. Council Conduct with Other Public Agencies**

*"Always do right. This will gratify some people and astonish the rest."  
-- Mark Twain*

*Be clear about representing the City or personal interests*

When representing the City, the Councilmember must support and advocate the official City position on an issue, not a personal viewpoint. Outside of official board or commission meetings, board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose.

When representing another organization whose position is different from the City, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Councilmembers should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

*Correspondence also should be equally clear about representation*

City letterhead may be used when the Councilmember is representing the City and the City's official position. A copy of official correspondence should be given to the Council Executive Assistant to be filed in the Council Office as part of the permanent public record.

City letterhead should not be used for non-City business nor for correspondence representing a dissenting point of view from an official Council position.

#### **5. Council Conduct with Boards and Commissions**

*"We rarely find that people have good sense unless they agree with us."  
--Francois, Duc de La Rochefoucauld*

The City has established several boards and commissions as a means of gathering more community input. Citizens who serve on boards and commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

*If attending a board or commission meeting, be careful to only express personal opinions*

Councilmembers may attend any board or commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a board or commission meeting should be

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clearly made as individual opinion and not a representation of the feelings of the entire City Council.

*Limit contact with board and commission members to questions of clarification*

It is inappropriate for a Councilmember to contact a board or commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact board or commission members in order to clarify a position taken by the board or commission.

*Remember that boards and commissions serve the community, not individual Councilmembers*

The City Council appoints individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow policy established by the Council. But board and commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten board and commission members with removal if they disagree about an issue. Appointment and re-appointment to a board or commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A board or commission appointment should not be used as a political "reward."

*Be respectful of diverse opinions*

A primary role of boards and commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on boards and commissions, but must be fair and respectful of all citizens serving on boards and commissions.

*Keep political support away from public forums*

Board and commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support board and commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

## **6. Conduct with the Media**

*"Keep them well fed and never let them know that all you've got is a chair and a whip."*

*-- Lion Tamer School*

Board and commission members are not authorized to represent the City outside of official board/commission meetings unless specifically authorized to do so.

Councilmembers are frequently contacted by the media for background and quotes.

*The best advice for dealing with the media is to never go "off the record"*

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

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*The Mayor is the official spokesperson for the City on City positions.*

The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Councilmember is contacted by the media, the Councilmember should be clear about whether their comments represent the official City position or a personal viewpoint.

*Choose words carefully and cautiously*

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

## **C. SANCTIONS**

*"You cannot have a proud and chivalrous spirit if your conduct is mean and paltry;  
for whatever a man's actions are, such must be his spirit."*

*-- Demosthenes*

### *Model of Excellence*

City Councilmembers, Board and Commission Members, and Council appointees who do not sign the Model of Excellence (Appendix A) shall be ineligible for intergovernmental assignments or Council subcommittees.

### *Ethics Training for Local Officials*

City Councilmembers, Board and Commission Members, and Council appointees who are out of compliance with State- or City-mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council sub-committees, and may be subject to sanctions.

### *Public Disruption*

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

### *Inappropriate Staff Behavior*

Councilmembers should refer to the city manager any City staff or to the city attorney any City Attorney's staff who do not follow proper conduct in their dealings with Councilmembers, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

### *Councilmembers Behavior and Conduct*

**Compliance and Enforcement.** The Sunnyvale Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Sunnyvale City Council, boards and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of boards and commissions and the Mayor and Council have the additional responsibility to

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intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

City Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of Sunnyvale or with inter-government agencies) or have official travel restricted. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Council.

Councilmembers should point out to the offending Councilmember infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Vice Mayor.

It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

#### *Board and Commission Members Behavior and Conduct*

Counseling, verbal reprimands and written warnings may be administered by the Mayor to board and commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective board or commission, the city clerk, the city attorney, the city manager, and the City Council. Written reprimands administered by the Mayor shall not be included in packets for public meetings and shall not be publicized except as required under the Public Records Act.

The City Council may impose sanctions on board and commission members whose conduct does not comply with the City's policies, up to and including removal from office. Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures, including hard copies to numerous public facilities and posting online. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Office of the city attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

When deemed warranted, the Mayor or majority of Council may call for an investigation of board or commission member conduct. Should the city manager or city attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the city manager and/or the city attorney to investigate the allegation and report the findings.

The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as "Information Only". Any such report shall be made public and distributed in accordance with normal procedures (i.e., hard copies to numerous public locations and posted online). Any report to Council addressing the

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investigation of board and commission members shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

It shall be the Mayor and/or the Council's responsibility to determine the next appropriate action. Any such action taken by Council (with the exception of "take no further action") shall be conducted at a noticed public hearing. These actions include, but are not limited to: discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

Under the City Charter, the City Council also may remove members of boards and commissions from office. A violation of this Code of Ethics and Conduct shall not be considered a basis for challenging the validity of a Council, board or commission decision.

#### **D. PRINCIPLES OF PROPER CONDUCT**

##### **Proper conduct IS ...**

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

##### **Proper conduct IS NOT ...**

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

##### **It all comes down to respect**

Respect for one another as individuals ... respect for the validity of different opinions ... respect for the democratic process ... respect for the community that we serve.

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## **E. CHECKLIST FOR MONITORING CONDUCT**

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

## **F. GLOSSARY OF TERMS**

<b>attitude</b>	The manner in which one shows one's dispositions, opinions, and feelings
<b>behavior</b>	External appearance or action; manner of behaving; carriage of oneself
<b>civility</b>	Politeness, consideration, courtesy
<b>conduct</b>	The way one acts; personal behavior
<b>courtesy</b>	Politeness connected with kindness
<b>decorum</b>	Suitable; proper; good taste in behavior
<b>manners</b>	A way of acting; a style, method, or form; the way in which things are done
<b>point of order</b>	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
<b>point of personal privilege</b>	A challenge to a speaker to defend or apologize for comments that a fellow member considers offensive
<b>propriety</b>	Conforming to acceptable standards of behavior
<b>protocol</b>	The courtesies that are established as proper and correct
<b>respect</b>	The act of noticing with attention; holding in esteem; courteous regard

## **G. IMPLEMENTATION**

As an expression of the standards of conduct for members expected by the City, the Sunnyvale Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, this document shall be included in the regular orientations for candidates for City Council, applicants to

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board and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of Sunnyvale Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be annually reviewed by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update it as necessary.

(Adopted: RTC 08-113 (4/8/08), Update: RTC 09-036 (2/3/09); Updated: RTC 09-047 (2/24/09); Approved with no changes: RTC 10-078 (3/23/10); Approved with no changes: RTC 11-058 (3/29/11); Approved with no changes: RTC 12-067 (3/20/2012); Updated: RTC 13-060 (3/19/13); Approved with no changes: RTC 14-0211 (3/18/14); RTC 15-0050 (3/24/15); RTC 16-0360 (4/5/16); RTC 17-0161 (3/28/17)

Lead Department: Office of the City Manager

APPENDIX A - Model of Excellence Member Statement

**MODEL OF EXCELLENCE**

**Sunnyvale City Council, Boards and Commissions**

**MEMBER STATEMENT**

As a member of the Sunnyvale City Council or of a Sunnyvale board or commission, I agree to uphold the Code of Ethics and Conduct for Elected and Appointed Officials adopted by the City and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Sunnyvale;
- Treat all people with whom I come in contact in the way I wish to be treated;

***I affirm that I have read and understood the City of Sunnyvale Code of Ethics and Conduct for Elected and Appointed Officials.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

City Council Seat #\_\_\_\_

*For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Sunnyvale City Council or the City's boards and commissions established by the City Charter, City Ordinance or Council policy.*



# City of Sunnyvale

## Agenda Item

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**17-0899**

**Agenda Date:** 9/20/2017

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### **SUBJECT**

Propose and/or review new Study Issues and Budget Issues

Attached for your review is an overview of the process for proposing Study Issues and/or Budget Issues, which can also be found online at <https://sunnyvale.ca.gov/government/governance/study/default.htm> and under tab 11 of the 2017 Boards and Commissions' Handbook.

### **ATTACHMENTS**

1. Study Issues Overview

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# Study Issues Overview

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## What is a Study Issue?

A study issue is a topic of concern that may result in new or revised city policy. City Council and staff use a formal study issue process to identify, prioritize and manage the review of these topics during each calendar year.

## How do I Propose a Study Issue?

The public can suggest study issue topics at any time for City Manager, City Council or a board or commission to sponsor and move forward in the formal process.

- [Suggest a Study Issue for City Manager Review](#)
- [Suggest a Study Issue for City Council Review](#)
- [Suggest a Study Issue for Board or Commission Review](#)
  - Select and email the Board or Commission that is most relevant to your topic.

If your topic is sponsored, staff will prepare a study issue paper for City Manager approval, and the topic will move to the annual Council Study Issues Workshop, where City Council will review it and rank its priority.

## Where to Find Study Issue Papers, Results and Status Reports

[View proposed Study Issues](#), as well as those issues which are currently underway or completed.

## Study Issue Annual Process

Timing	Activity
Before Oct. 1	Although study issue ideas can be submitted at any time, for an issue to potentially receive consideration for the next calendar year, it should be submitted before Oct. 1 to allow time for staff to prepare materials ahead of the upcoming annual prioritizing process.

<b>November</b>	Boards and commissions rank any proposed study issue that falls under their purview for next calendar year. Board and commission priority rankings are forwarded to Council.
<b>December</b>	Staff publishes all proposed study issue papers, board and commission priority rankings, and the draft agenda for the public hearing to the City's website.
<b>Early January</b>	Council holds a public hearing on study issues proposed for current calendar year. Members of the public comment on study issues.
<b>Late January to early February</b>	Council Study Issues Workshop held. Council assigns priority ranking to study issues.
<b>Early February to mid-February</b>	Staff "Draws the Line": The City Manager considers staff resources by department to determine how many issues can be studied during the calendar year (issues are always studied in priority order), noting start and complete dates for each issue. Staff presents Council a list of the study issues that will be undertaken during the current calendar year, given currently budgeted resources.

If a study issue has been ranked, but staff "draws the line" above it and finds that the issue will not be studied in the current calendar year, the issue can be deferred or dropped. A deferred issue will not be considered for study until the following calendar year. A dropped issue will not be considered again, unless four councilmembers vote to bring it back.