

Guidelines for Accessory Dwelling Units

ACCESSORY DWELLING UNITS

An Accessory Dwelling Unit is a secondary dwelling unit located on the same lot as a principal dwelling, which may take the following forms:

- A detached (stand-alone) unit;
- A unit that is part of an attached or detached accessory structure; or
- A unit that is part of a principal dwelling.

The accessory dwelling unit provides complete independent living facilities for one or more persons, which at a minimum includes permanent provisions for living, cooking, and sanitation, including a bathroom and kitchen, and which has an independent access. Accessory building size limitations shall apply as appropriate. An accessory dwelling unit may not exceed 1,200 square feet in floor area.

➤ **Planning & Zoning Division Review Criteria**

- **Site Plan:** A minor site plan shall be submitted and reviewed prior to the approval of an accessory dwelling unit.
- **Maximum size:** The maximum size of the accessory dwelling unit may not exceed 1,200 square feet of floor area. Additional floor areas or unfinished areas which are not part of the unit must be separated by a door or other partitioned area approved the Planning and Development Department. In addition to the square footage of the accessory dwelling unit, all garages, unenclosed porches and carports external of the accessory dwelling unit floor area footprint shall be limited by the accessory structure size limitations of the underlying zoning district.
- **Location & Design:**
 - When located within a principal dwelling, any new entrances to the principal building must face the side or rear of the building.
 - When located within a detached accessory structure, accessory structure size limitations of the underlying zoning district shall apply.
 - If the accessory dwelling unit is an addition to an existing structure, roof pitch, windows, eaves and other architectural features must be the same or visually compatible with those of the original building. Exterior finish materials and trim must be the same or closely match in type, size and location.
- **Owner must live on site:** The principal dwelling unit on the property shall be owner-occupied. The accessory dwelling unit may be rented or occupied by related or non-related persons. One accessory dwelling unit shall be allowed per associated principal dwelling.

➤ **Building Division Review Criteria**

- A separate kitchen (sink and food prep area), bathroom, and living space are required for each dwelling unit.
- Dwelling units must be separated from each other with 1-hour construction including walls, doors, and floor/ceiling separations.
- Conditioned air cannot be shared between units. Separate forced air systems are required for each unit; or provide alternate heating via baseboard or separate unit heaters.

OTHER DEFINITIONS

Accessory dwelling unit: A secondary dwelling unit located on the same lot as a principal dwelling, which may take the following forms: a detached unit, a unit that is part of an accessory structure, or a unit that is part of a principal dwelling. The accessory dwelling unit provides complete independent living facilities for one or more persons, which at a minimum includes permanent provisions for living, cooking, and sanitation, including a bathroom and kitchen, and which has an independent access. Accessory building size limitations shall apply as appropriate. An accessory dwelling unit may not exceed 1,200 square feet in floor area.

Dwelling unit: Any room or group of rooms forming a single habitable unit with permanent provisions for living, cooking, and sanitation including, but not limited to a bathroom and kitchen, which is used by one or more persons.

Floor area: The total area of all floors of a building, measured from the exterior face of the exterior walls of the building. Floor area shall also include all overhangs more than two feet from the exterior walls as measured horizontally from exterior of the wall face. For rooms with sloped ceilings, the area having a ceiling height of less than seven feet shall not count towards the total floor area.

Accessory dwelling unit floor area: The total area of all floors of a building or structure, measured from the exterior face of exterior walls, including, but not limited to, floor area dedicated to living, cooking, and sanitation. Bathrooms, toilet rooms, closets, halls, stairs, breezeways with greater than 100 square feet in floor area, basements, storage or utility spaces and similar areas shall be considered part of the accessory dwelling unit floor area. For rooms with sloped ceilings, the area having a ceiling height of less than seven feet shall not count towards the total floor area. Garages, unenclosed porches and carports, and uncovered steps and fire escapes are not included in the total accessory dwelling unit floor area. For accessory dwelling units in detached structures, accessory structure size limitations of the underlying zoning district shall apply.

*** Please note that if facilities are being shared, including kitchen, bathroom or living space; then it is considered to be a single-family dwelling unit, and is not subject to accessory dwelling unit standards.