

OFFICE OF THE COUNTY CLERK

COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov/county/clerk

January 19, 2017

Honorable Stacy Crivello, Chair
Housing, Human Services, and
Transportation Committee
Council of the County of Maui
Wailuku, Hawaii 96793

Dear Chair Crivello:

By communication dated December 23, 2016, to the County Clerk, Council Chair White recommended that pending matters listed in County Communication No. 17-2, be referred to various standing committees.

At its meeting of January 16, 2017, the Council approved the recommended referrals and filed County Communication No. 17-2.

Respectfully transmitted are copies of the following items that were referred to your Committee:

- County Communication Nos. 16-132, 13-343, 16-76, 15-206, 15-252, 16-114, 16-130, 16-131, and 16-133; and
- Matter relating to expediting the building plan review process by developing a catalog of pre-approved plans;
- Matter relating to exploring zoning and permitting issues to establish "tiny house" communities and tiny houses on existing lots;
- Matter relating to identifying underdeveloped properties with multifamily and industrial designations that could be targeted for redevelopment as multifamily housing;
- Miscellaneous Communication from the County Clerk, referring the matter relating to building affordable homes for sale or rent on County-owned properties in West and South Maui;

Honorable Stacy Crivello, Chair
Housing, Human Services, and
Transportation Committee

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January 19, 2017

- Miscellaneous Communication from the County Clerk, referring the matter relating to licensing animals other than dogs;
- Miscellaneous Communication from the County Clerk, referring the matter relating to a third-party chief (not a County employee) to coordinate construction of affordable housing;
- Miscellaneous Communication from the County Clerk, referring the matter relating to revising County housing policies in Chapters 2.86 and 2.96, Maui County Code, to encourage the development of affordable housing and reduce barriers and costs;
- Miscellaneous Communication from the County Clerk, referring the matter relating to the sale or development of County-owned properties at the Maui Lani Fairways and Sand Hill Estates Subdivisions;
- Miscellaneous Communication from the County Clerk, referring the matter relating to allowing for an independent third-party building plan review process; and
- Miscellaneous Communication from the County Clerk, referring the matter relating to a "one-stop shop" at the new County service center or other appropriate location for processing permits.

Respectfully,



JOSIAH K. NISHITA
Deputy County Clerk

/jym

Enclosures

cc: Director of Council Services

COUNCIL OF THE COUNTY OF MAUI
PLANNING COMMITTEE

December 2, 2016

Committee
Report No. 16-190

Honorable Chair and Members
of the County Council
County of Maui
Wailuku, Maui, Hawaii

Chair and Members:

Your Planning Committee, having met on November 17, 2016, makes reference to a report by your Committee's Temporary Investigative Group, dated October 6, 2016. The TIG was formed on July 19, 2016, for the purpose of making findings and recommendations to increase the County's inventory of available housing.

Your Committee notes that between July 19, 2016, and September 22, 2016, the TIG met with County personnel and various stakeholder representatives for the purpose of identifying steps the County could take to facilitate the development of housing. In its report, the TIG ranked ideas that were appropriate for consideration by your Committee.

Your Committee notes it previously reported on this matter through Committee Report 16-176, which recommended referral of nine matters to your standing committees. At its meeting of November 4, 2016, the Council approved your Committee's recommendations.

Your Committee considered the TIG's recommendations and recommended referral of the following five additional matters to the Council Chair for the term beginning January 2, 2017:

1. The matter relating to comprehensive rezoning based on community plans;
2. The matter relating to comprehensive District Boundary Amendments based on the Maui Island Plan;
3. The matter relating to expediting the building plan review process by developing a catalog of pre-approved plans;
4. The matter relating to exploring zoning and permitting issues to establish "tiny house" communities and tiny houses on existing lots; and

COUNCIL OF THE COUNTY OF MAUI
PLANNING COMMITTEE

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Committee
Report No. 16-190

5. The matter relating to identifying underdeveloped properties with multifamily and industrial designations that could be targeted for redevelopment as multifamily housing.

Each of the recommended referrals is described in greater detail in Exhibit "1" of this report.

Your Committee voted 5-0 to recommend referral of the five matters to the Council Chair for the term beginning January 2, 2017. Committee Chair Couch, Vice-Chair Carroll, and members Baisa, Cochran, and White voted "aye." Committee members Guzman and Victorino were excused.

Your Planning Committee RECOMMENDS the following:


1. That the matter relating to comprehensive rezoning based on community plans be REFERRED to the Council Chair for the term beginning January 2, 2017;
2. That the matter relating to comprehensive District Boundary Amendments based on the Maui Island Plan be REFERRED to the Council Chair for the term beginning January 2, 2017;
3. That the matter relating to expediting the building plan review process by developing a catalog of pre-approved plans be REFERRED to the Council Chair for the term beginning January 2, 2017;
4. That the matter relating to exploring zoning and permitting issues to establish "tiny house" communities and tiny houses on existing lots be REFERRED to the Council Chair for the term beginning January 2, 2017; and
5. That the matter relating to identifying underdeveloped properties with multifamily and industrial designations that could be targeted for redevelopment as multifamily housing be REFERRED to the Council Chair for the term beginning January 2, 2017.

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PLANNING COMMITTEE

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Committee
Report No. 16-190

This report is submitted in accordance with Rule 8 of the Rules of the Council.



DON COUCH, Chair

pc:cr:16037(2)ab:gjg

Exhibit “1” - Referrals

1. The matter relating to comprehensive rezoning based on community plans.

- Summary: Identify parcels that are appropriate for comprehensive rezoning by the Council based upon land use designations made in the community plans.
- Recommended Actions:
 1. Request that the Department of Planning develop amended zoning maps designating areas identified in the community plans that are appropriate for comprehensive rezoning by the Council.
 2. Prepare rezoning bill.

2. The matter relating to comprehensive District Boundary Amendments based on the Maui Island Plan.

- Summary: Identify parcels that are appropriate for comprehensive District Boundary Amendments by the County based upon Urban Growth Boundary areas identified in the Maui Island Plan.
- Recommended Actions:
 1. Request that the Department of Planning identify parcels located within the Urban Growth Boundary areas that are appropriate for comprehensive District Boundary Amendments by the County.
 2. Research the application process for a comprehensive District Boundary Amendment.

3. The matter relating to expediting the building plan review process by developing a catalog of pre-approved plans.

- Summary: Allow building designs that have already been approved and given a design registration number to be kept in a catalog of pre-approved plans for use by the public. Interested parties can use a pre-approved design on their approved lot, saving the time and money that comes with the design and approval process. Architects may provide their designs free of charge or on a fee per-use-basis.
- Recommended Actions:
 1. Work with the Department of Public Works and local architects to expand the County’s plan registration process to include a catalog of plans available for the public’s use.
- Resources attached as **Exhibit “A”**:
 1. Kent, Washington Permit Center Summary of “Basic” Building Plans.

2. Sacramento County Infill Home Plan Program.
3. "Santa Cruz Implements 'Granny Flat' Program," Institute for Local Government.
4. "What's Not to Like? — Pre-Approved Plans Offer Faster Permitting, Cheaper Housing, Quality Design," Municipal Research and Service Center, July 2014.

4. The matter relating to exploring zoning and permitting issues to establish "tiny house" communities and tiny houses on existing lots.

- Summary: Tiny homes are being used successfully in many communities on the mainland to provide for needed housing. Some tiny homes are smaller homes (less than 400 square feet) that are built from conventional materials in the conventional manner. These homes are permitted under the county building code, but are treated as any other home for zoning purposes. Other tiny homes are house-like construction built on a trailer chassis. It is unclear how tiny homes with wheels are treated for purposes of the building and zoning codes.
- Recommended Actions:
 1. Investigate the use of tiny homes in the County, including how to define the term "tiny home," whether tiny homes could be clustered and where, what services (roadways, water, sanitation, etc.) would be required, and in what zoning districts they would be appropriate.
 2. Consider model ordinances from other jurisdictions where tiny homes programs have been successfully implemented.
- Resources attached as **Exhibit "B"**:
 1. City of Fresno Development Code 15-2754, Amended January 2016, to allow a tiny house on wheels (THOW) to be used as a second dwelling unit, backyard cottage, and accessory living quarters on single-family residential lots.

5. The matter relating to identifying underdeveloped properties with multifamily and industrial designations that could be targeted for redevelopment as multifamily housing.

- Recommended Actions:
 1. Ask the Department of Planning to identify properties that are underdeveloped and to query owners about their reasons for not building on their lots.

2. Use the information gathered by the Department of Planning to find solutions and incentives for the landowners who are willing to build multifamily housing projects on their properties.

pc:misc:CR Exhibit 1 Referrals_16037(2)ab

**Exhibit “A”
Pre-Approved Plans**



Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895
(253) 856-5300 FAX: (253) 856-6412
www.ci.kent.wa.us/buildingservices

Permit Center

“Basic” Building Plans

A “basic” is a single family detached house design that has been pre-approved for construction, allowing a builder to construct houses of the same design on multiple sites without having to obtain plan approval each time. The use of “basic” building plans on sites in Kent is authorized by Council Resolution.

Plans submitted for approval as “basics” must be of sufficient clarity to indicate the design, nature and extent of the work proposed and show in detail that it will comply with minimum requirements of the applicable International and Uniform Codes as amended by the Washington Administrative Code (WAC) and all related codes and ordinances.

“Basic” plans must bear all of the authors’ (including, but not limited to, the architect, engineer, or others) acknowledgments and approvals of the plans submitted for use in the construction of multiple buildings on multiple sites. If any portion of the structure is designed by a licensed architect or engineer, **state law requires that the plans must bear the original wet stamp and signature of the designer.**

Submittal Requirements

One set of construction drawings, energy code calculations, structural calculations, engineer-stamped truss drawings and related documents must be submitted to the Permit Center along with a non-refundable plan review fee. At the time of submittal, the plan review fee will be based on the structure’s calculated valuation. The calculated valuation is determined by multiplying the square footages shown on the application of the various house components (house, garage, covered porch, deck, etc.) by the amounts contained in the square-foot valuation charts currently used by the City of Kent. The fee is based on R108 of the International Residential Code and Council Resolution. The final valuation will be determined by the plan reviewer and assessed fees will be adjusted as necessary. The square foot area of each floor, the total living

area and the total building area must be listed on the first page of each “basic” building plan.

Plans must be complete, specific and definitive. Allowable optional features are very limited on “basic” plans. Some options to a “basic” plan allowed without requiring a secondary “basic” plan to be approved, include: a) optional fireplace locations within the exterior envelope; b) skylights; c) optional floor plans not affecting load path, egress, or smoke detectors, and; d) optional foundation systems (excluding basements) for steeply sloped lots. Those plans containing options which alter the exterior dimensions or structure of the building will not be approved except as a secondary “basic” plan in conjunction with an approved primary “basic”.

Additional optional features can, however, be included in a separate secondary “basic” plan identical to the initial primary “basic”, except for those specific optional features, at a reduced fee. These additional “basic” plans may include features such as an additional (or deleted) garage bay, exterior fireplaces or bay windows, hip or gable roof versions, basement, crawl space or slab versions, sunrooms, or an additional bedroom or bonus room or other room expansions and similar feature options. A separate application must be made for each secondary basic and **the specific options included in the secondary “basic” plan must be listed on the first page of the plans and in the project description section of the permit application.** A full plan check fee is charged for the primary “basic” plan. Any additional “basic” plan that is identical to the primary “basic”, except for certain specified optional features discussed above, will be reviewed for the optional features only, at a reduced rate of \$93 per hour, rather than a full plan review based on the building valuation.

Plan Review

Plans will be reviewed for compliance with all applicable codes and ordinances. If needed, a correction letter will be sent and/or redlined drawings and documents will be returned for corrections so that the applicant can make all necessary changes and corrections. The corrections shall be incorporated into a set of clean and complete plans and resubmitted, **along with the redlined drawings (if any)**, to the Permit Center for final review. Once all corrections are made and approved by the City, a final file copy on mylar or vellum of the plan and documentation must be provided to the Permit Center. At that time, the plan will be certified as a “basic” in the City of Kent and a “Basic Plan Approval Certification” letter will be sent to the applicant.

Once your “basic” plan is approved, you may apply for site-specific building permits. For each project based on an approved “basic”, please provide a completed application form, one copy of the “Basic Plan Approval Certification” letter and five copies of the site plan. The Permit Center will provide an approved copy of the basic plan when an application for construction of that plan is approved for a specific site and a permit issued. The plan check fee for a site-specific application is \$69.00 for each permit, in addition to the normal permit and zoning fees, and building plan copy costs.

The normal processing time for a “basic” house plan review is approximately three weeks and one week for a site-specific plan review. However, increased workloads at certain times of the year may result in longer than anticipated review timelines.

Structural Design

Structures that do not comply with the conventional, light-framing construction provisions of the 2003 International Residential Code Section R301 and Chapters 4 through 8 and/or buildings of unusual shape, size or split levels must be designed by a Washington State licensed architect or engineer. Calculations and plans must be wet stamped by the Washington State licensed architect or engineer responsible for their preparation.

Connections which resist vertical or lateral forces shall be detailed on the drawings. The location, type, size, and spacing of holddowns and the location and nailing schedules for required shear walls and diaphragms and drag struts shall be shown on the drawings. Any inconsistencies between the “basic” plans and the design calcula-

tions should be corrected before “basic” plans are submitted for review.

Energy Code

Plan review for “basics” includes a review for compliance with the 2003 Washington State Energy Code. The plans must clearly indicate whether the Energy Code compliance is achieved by the component method or by the prescriptive design method. In addition, plans must clearly show details of the heating system with specific heating appliances; a window schedule; and details of ventilating systems, including fresh air intake sources.

Foundations

Because “basic” plans will be used at various different sites with varying topography, foundations must be designed to comply with code requirements assuming a range of foundation heights up to eight (8') feet with not more than four (4') feet of unbalanced backfill. For a two-story dwelling built on soil with an assumed bearing capacity of 1500 pounds per square foot, concrete foundations comprised of footings supporting stem walls will need to have:

- Footings a minimum of 15 inches wide by 8 inches deep,
- One horizontal #4 rebar a minimum of 3 inches clear of the bottom of the footing,
- Vertical #4 standard hook rebars wet set to 3 inches clear of the footing bottom, not more than 4 feet on center, and extending a minimum of 14 inches into the stem wall,
- Stem walls a minimum of 8 inches thick, with one horizontal #4 rebar within the upper 12 inches, and
- 3000PSI air-entrained concrete.

Any sites so steeply sloped that the basic foundation design limitations will be exceeded must have a foundation system designed by a Washington State licensed engineer, submitted, approved and issued by the City as a revision to a site-specific permit.

Expiration of “Basic” Plan Review

“Basics” are approved subject to the laws and ordinances in effect at the time of the initial plan review. If codes or other pertinent laws or ordinances are amended subsequent to the date of the original approval, certification of “basic” plans will automatically expire.

Infill Home Plan Program

PROGRAM PARTNERS:

City of Sacramento



Program Adoption 5-18-2010
Updated 4-1-2013



County Sponsored Infill Home Plan Program

The County of Sacramento is joining the City of Sacramento in an Infill Home Plan Program. Established by the City of Sacramento, this program was developed to streamline the process for development of high quality single family homes in older neighborhoods and redevelopment areas.

Under this program, the public can purchase plans that are **pre-approved** by the County's Design Review and Building plan check review process, saving time and money. Because of the nature of the program and with financial support from SMUD and SHRA the cost to purchase these plans from the Architect, is significantly less than one would normally pay to have a home designed. Private Developers may also request to have their plans pre-approved for repeated use in a small subdivision.

There are several plans to choose from to accommodate two different lot sizes; one for lots that are 40 feet wide (approx 4,000-4,800sf) and the other for lots that are 50+ feet wide (5,000sf +). Each plan has 2-3 elevations, and range in size from 1,260 sq. ft to 1,670 sq. ft. All come with garages. All homes have been designed to be consistent with the SMUD So-Smart Energy Efficient Home design, which exceeds the new 2010 Title 24 energy efficiency requirements. Home Plan upgrades to accommodate solar are also available as well as Home of the Future increased efficiency plans.

Once a plan has been purchased, the following is the basic procedure required to obtain a building permit from the County of Sacramento:

- ✓ Complete Residential Building Permit applications parts "A" and "B"
- ✓ Submit applications, plans, front yard landscaping plan and possibly a soils report to any one of the four Sacramento County Building Inspection Offices.
- ✓ Route plans to other Departments for plan review approval i.e. Planning, Technical Resources, the Fire Department, etc.
- ✓ Once all approvals are completed return to Building Inspection and submit plans for comparison/review to the approved "Infill House Plans" on file.
- ✓ After the plan review is complete, all agencies/departments have cleared all holds on the parcel and all fees are paid, permit issuance will occur and inspections can proceed.

Please see attached Sacramento County Building Inspection Document "AD409 – Infill House Plan Program" for more details on requirements and processes to participate in the Infill House Plan Program. This program only applies to the plan check-review process. Building Inspection fees will need to be paid.

For Building Inspection forms, information, hours and locations, please visit our website at:

www.bldginspection.org

For specific program information contact:

Judy Robinson, Infill Coordinator

RobinsonJu@sacounty.net

(916) 874-4551

Available Models:



Plans Available for purchase from Piches Architecture:

40' lot Plan 2 story 1,648sf 3br/2.5ba

Plan 1648 - The English Gable

PICHES

Plan 1648 - The English Gable

PICHES



Elevation Scheme - A



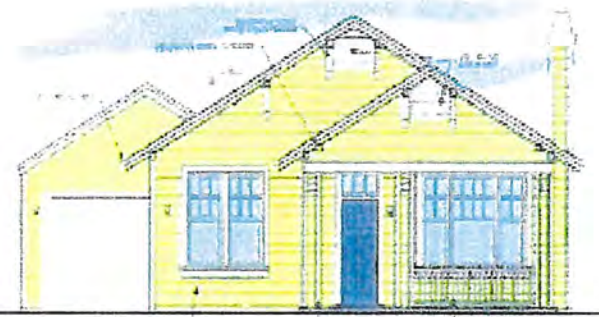
Elevation Scheme - B

Plans Available for purchase from Piches Architecture:

50' lot Plan 1 story 1,435sf & 1,670sf 3br/2ba



SCHEME - 1
1.5 x 1.1



SCHEME - 3
1.4 x 1.0

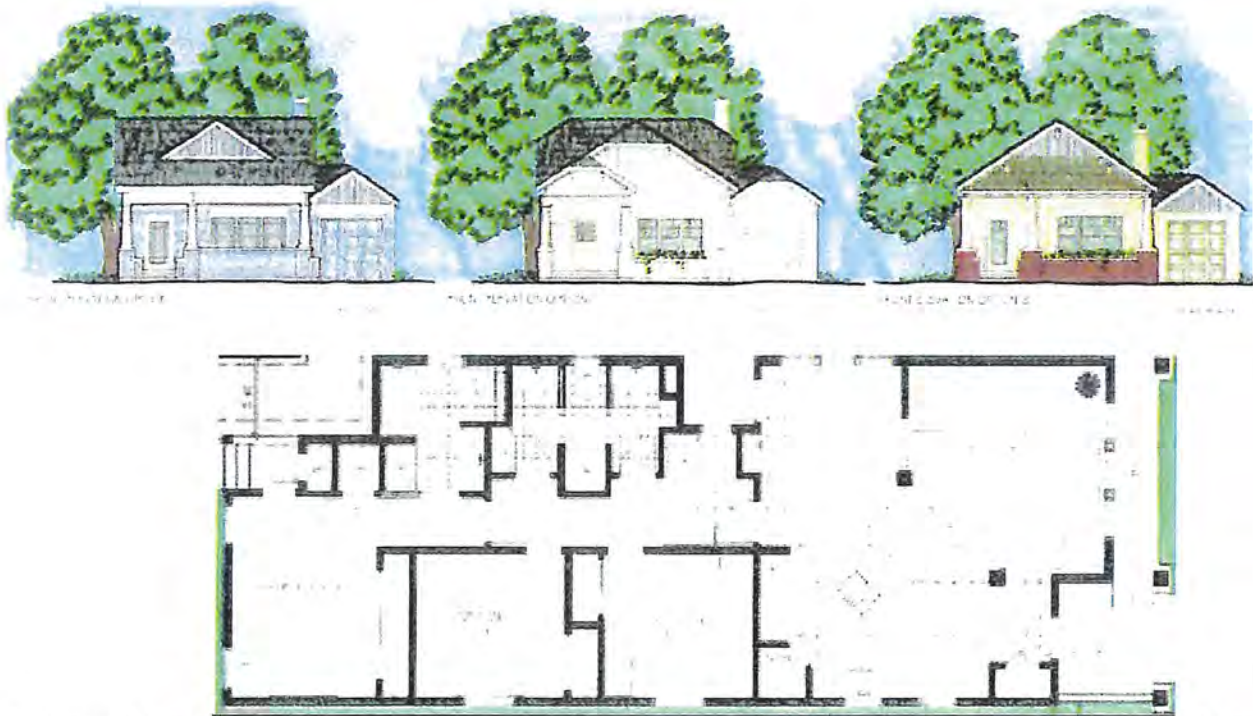


Plans Available for purchase from Cynthia Easton Architects:

40' lot Plans 1 story 1,262 & 1,350sf

Choices of: 2br/2ba; 3br/1ba; 3br/2ba and an accessible 3br/2ba unit.

(Note: a two story 1,600sf model, 4br/3ba is currently under design)



All architectural drawings and renderings are exclusive property of Cynthia Easton Architects and Piches Architecture. Any reproduction of drawings or renderings without written consent is punishable by law.

Frequently Asked Questions – Infill Home Plan Program

Where in the county can these plans be used?

The plans are approved for use throughout the county. There are certain neighborhoods that have specific design requirements where these plans might not be compatible (i.e. Neighborhood Preservation Areas, Special Planning Areas). It is important that you first check with the County Planning Department prior to purchasing these plans to check on compatibility as well as setback requirements.

(Note: these plans are also available for use in certain areas of the City of Sacramento. Contact Desmond Parrington email: dparrington@cityofsacramento.org or the infill house plan website:

<http://www.cityofsacramento.org/dsd/planning/infill-house-plan-program> for more information.

Where can I purchase plans and how much do they cost?

The plans can be purchased directly from the Architect. The cost is \$2,250 and also includes a site plan layout for the lot. The Architect will provide customers with **two** stamped sets of approved model home plans and a site plan.

What information will I need to submit and where do I submit them?

Bring the stamped plans and the site plan to any County Building Inspection Department Public Plan Check Counter to apply for building permits. **You will need to submit:** Completed Applications Parts A & B, two (2) stamped approved model home plans, a site plan that shows: the sitting of the home on the parcel, location of any easements and trees, driveway location and curb information; a landscape plan for the front yard that includes at least 1 shade tree¹, possibly a soils report and drainage conditions. Consult BID's "AD409-Infill House Plan Program" for specific information and procedures.

Additional information regarding hours, locations, applying for permits and fees can be found on line at:

www.bldginspection.org.

What needs to be in the landscape plan?

Landscape plans shall be provided for the front yard only. This plan is very flexible and can be as simple or as elaborate as you desire. A basic landscape plan, prepared by the County, can also be used free of charge. It does not need to be done by a landscape architect or contractor. It shall include at least 1 shade tree. SMUD Shade Tree Program will provide you with a free tree. Visit SMUD.org or

<http://www.smud.org/en/residential/trees/Pages/index.aspx> to learn more about their program. When you are ready to develop your plan, call the Sacramento Tree Foundation (916-924-8733) to schedule a site visit. A Community Forrester will meet you at the site to help you select a tree. Sacramento County Water Resources Department has helpful information on "River Friendly Landscaping" that can help lower your water bill. Visit this website for ideas and resources: <http://www.msa.saccounty.net/sactostormwater/RFL/default.asp>

What additional fees should I expect to pay?

While the plans have already been pre-approved, saving time and money, there are additional review fees the County collects. One hour of review time will be charged by BID to compare plans with the original approved plans, as well as seismic and soil conditions. The plans will be routed to other departments for their review and approval. To save time applicants can choose to hand-carry plans to the necessary approving agencies. The County also collects other fees required from other jurisdictions such as schools, parks, fire and sewer. Additional information can be found on line at: <http://www.msa2.saccounty.net/ce/cmld/bid/Pages/Documents/Fees.aspx>

What properties or lot sizes are eligible?

The lots need to be zoned for single family residential development. They need to be of adequate size to accommodate the home within the setbacks required by the zoning code, as well as a detached garage (if desired). The plans are designed to fit on the most common sizes of vacant lots. Minimum recommended lot sizes are 40' x 100' and 50' x 120' for the respective models. These homes can also be accommodated on larger lots and can support 1, 1 ½ or 2 car garages, again depending on lot size and configuration. The County Planning Department can assist you with zoning code requirements for your particular property. Contact the public information counter at: 916-874-6221 or e-mail: sacplan@saccounty.net.

What if I want to use the plans multiple times?

Plans may be used multiple times and at different locations. This is allowed and encouraged. The same submittal requirements and County fees apply. Plans used multiple times are subject to additional fees by the Architect. Check with each Architect for fee amount.

Plans may also be used in small subdivisions, but a single plan may not be utilized more than 35% on one block. If a county standard block is 400-600 feet then an ideal mix would consist of using three plans per block frontage. If building two of the same plan next to each other, different elevations with differing façades must be utilized.

What if I want to modify the home plans?

¹ The County has prepared a very basic landscape plan that is free, and available for use and meets 2013 water conservation requirements. Other plans may also be submitted but will need review. This review may add time to getting permits.

The plans have been approved through design review and building plan review processes, so there are very limited modifications that can occur without the plans losing their pre-approved status. Once the plans are purchased, they must be constructed using the approved materials. Modifications will be dealt with in one of the following ways:

- Upgrades or substitutions of equivalent quality materials can be approved administratively by County design review staff.
- Elevation changes shall be purely cosmetic and non structural. Other substitutions or changes to exterior materials or features (e.g. windows) must include a provision for additional design review, plan review and additional fees, due to the changes to the building envelope and energy budget of that home. Changes may also affect any energy rebates the property owner is eligible for.
- Alterations to the interior (i.e., changing the floor plan) can be negotiated with the individual architects. If these alterations materially change the approved building plans, the revised plans would need to be reviewed and approved through the regular building plan check process.

How much do the houses cost to build?

Generally, construction costs are expected to be comparable to any other single family residential construction in the area. One of the goals of the program is to design the homes as cost efficient as possible to keep construction costs affordable. As projects are built, that information will become more readily available

Can I use these plans outside the County?

The City of Sacramento utilizes these same plans within certain areas of the City. Contact the City of Sacramento for information on where these plans may be used. For use in other jurisdictions, you would need to negotiate a price with the architects since they are the owners of the plans.

How do I contact the Architects to purchase plans?

Piches Architecture
David Piches, Architect
115 Taylor Street
Roseville, CA 95678
Tel (916) 783-4624
dpiches@surewest.net

Cynthia Easton Architects
Ida Clair, Architect
4532 Freeport Blvd.
Sacramento, CA 95822
Tel (916) 453-1505
www.eastonarchitects.com
ida@eastonarchitects.com

SETBACK INFORMATION

The table below provides general zoning information for your reference. Please contact the County Planning Department for more specific information.

SETBACK CHART
Minimum Setback from:

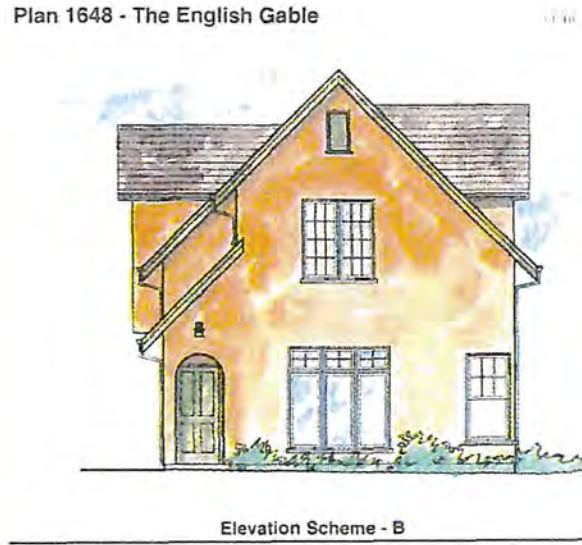
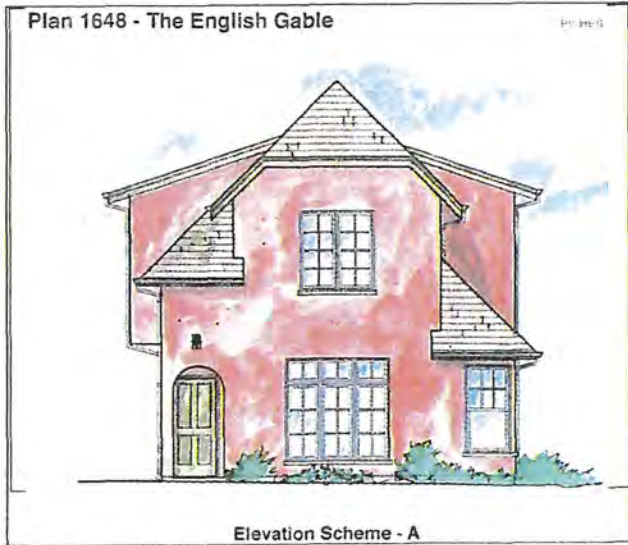
LOT SIZE	Front Yard	<u>Side Yard</u>	Rear Yard
Interior Lots	—		
Depth – 125’ or more	20’ minimum	5’ (footnote 1)	25’ (footnotes 1, 2 & 3)
Depth – less than 125’	20’ minimum	5’ Minimum (footnote 1)	20% of average depth of lot (footnotes 1, 2 & 3)
Zero Side yards		Special requirements exist. Contact the Planning Department.	
Corner Lots (footnote 4)	20’ minimum	12’6” side street 5’ interior side yard	same as above for interior lots

Footnotes:

1. Main building requires 5’ side & 25’ rear yard setbacks. Garages have a minimum 3’ side and 3’ rear yard setback.
2. In no case, less than 10’ for 1-story bldg and 15’ for 2 & 3 story buildings
3. The main building may project into the required rear yard provided an equal area is provided as a yard or court within the buildable portion of the lot.
4. Open Space for Corner Lots: each lot shall provide and maintain a minimum open space area within the buildable portion of the lot equivalent to 10% of the net lot area.

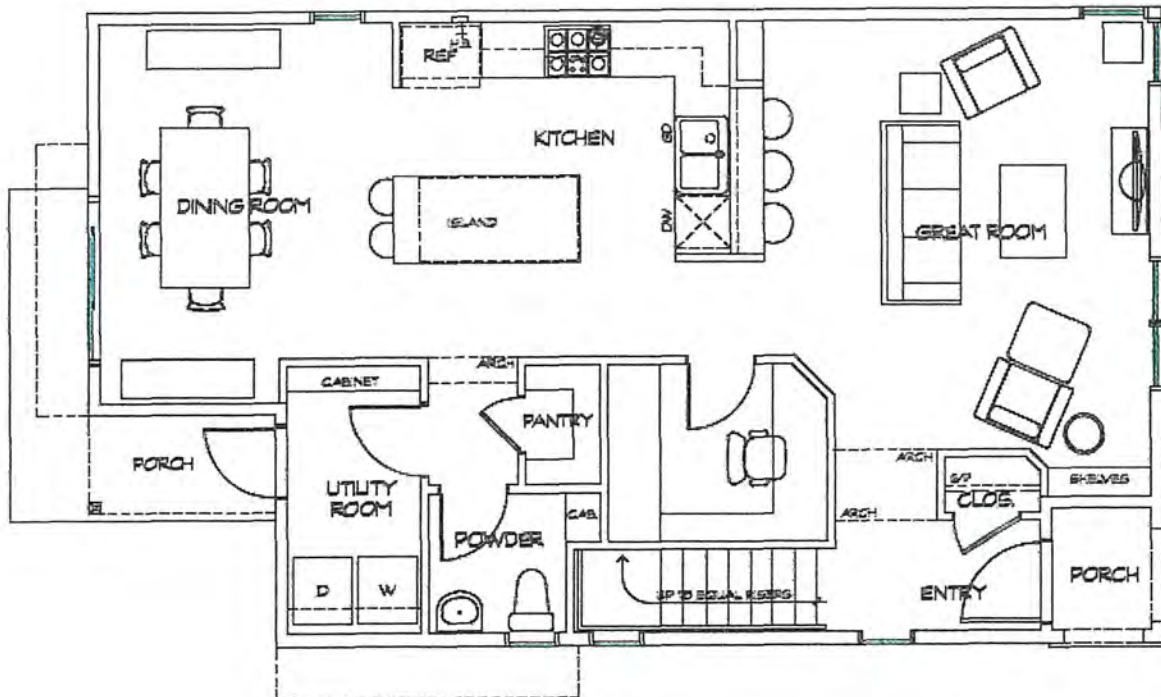
MODELS & FLOOR PLANS

PICHES ARCHITECTURE – 40' LOT



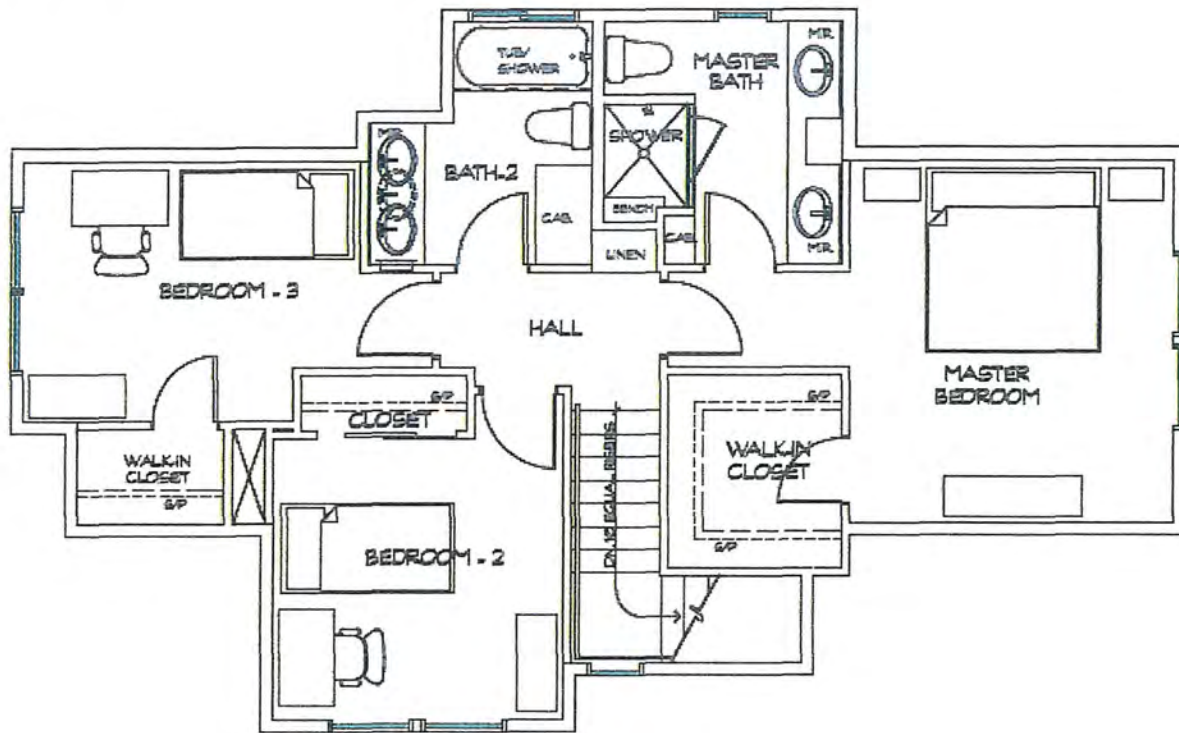
These two story homes are currently under design and will be available with these 2 elevations. Homes are 1,648sf for a 3br/2.5ba. This home will fit on a minimum 40' x 100' lot.

1,648 SF MODEL



FIRST FLOOR PLAN
1/4" = 1'-0"

PICHES - 1,648 SF MODEL (2nd floor)



SECOND FLOOR PLAN
1/4" = 1'-0"

First Floor	889sf
Second Floor	759sf

PICHES ARCHITECTURE – 50’ LOT

Available and upgraded with SMUD’s energy enhancements.

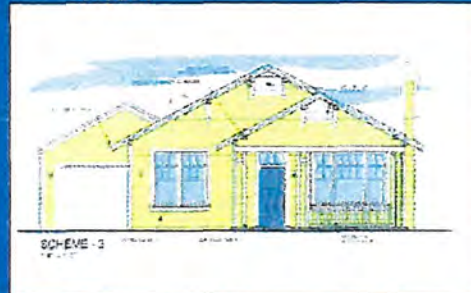
Piches Architecture Plan A – The Cottage
1,670 sq ft 3 Bedroom/ 2 Bath
w/ 397 sq ft Detached 1 Car Garage & Storage

- Covered Front Porch
- Large Open Kitchen
- Master Suite with Walk-in Closet
- Large Great Room with Fireplace

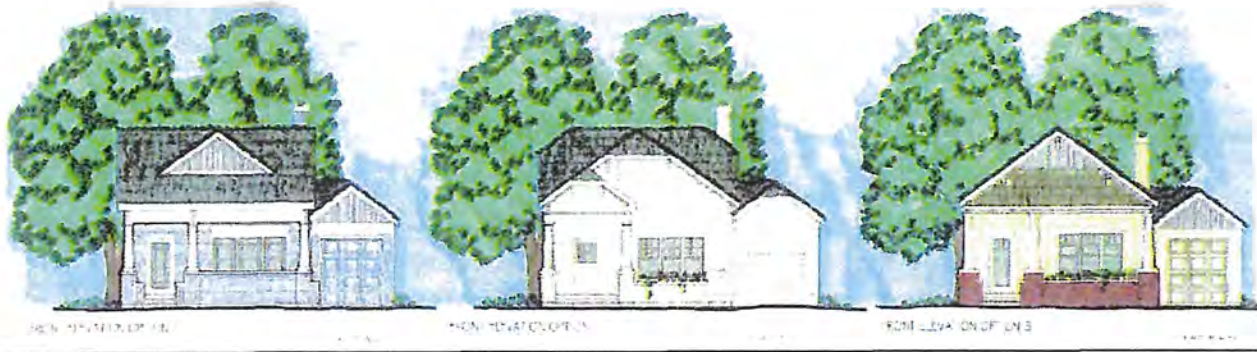


Piches Architecture Plan B – The Bungalow
1,435 sq ft 3 Bedroom/ 2 Bath
441 sq ft Detached 2 Car Garage & Storage Or
Optional 476 sq ft Attached 2 Car Tandem

- Large Covered Front Porch and Patio
- See Thru Kitchen
- Large Great Room with Fireplace
- Master Suite with Large Walk-In Closet

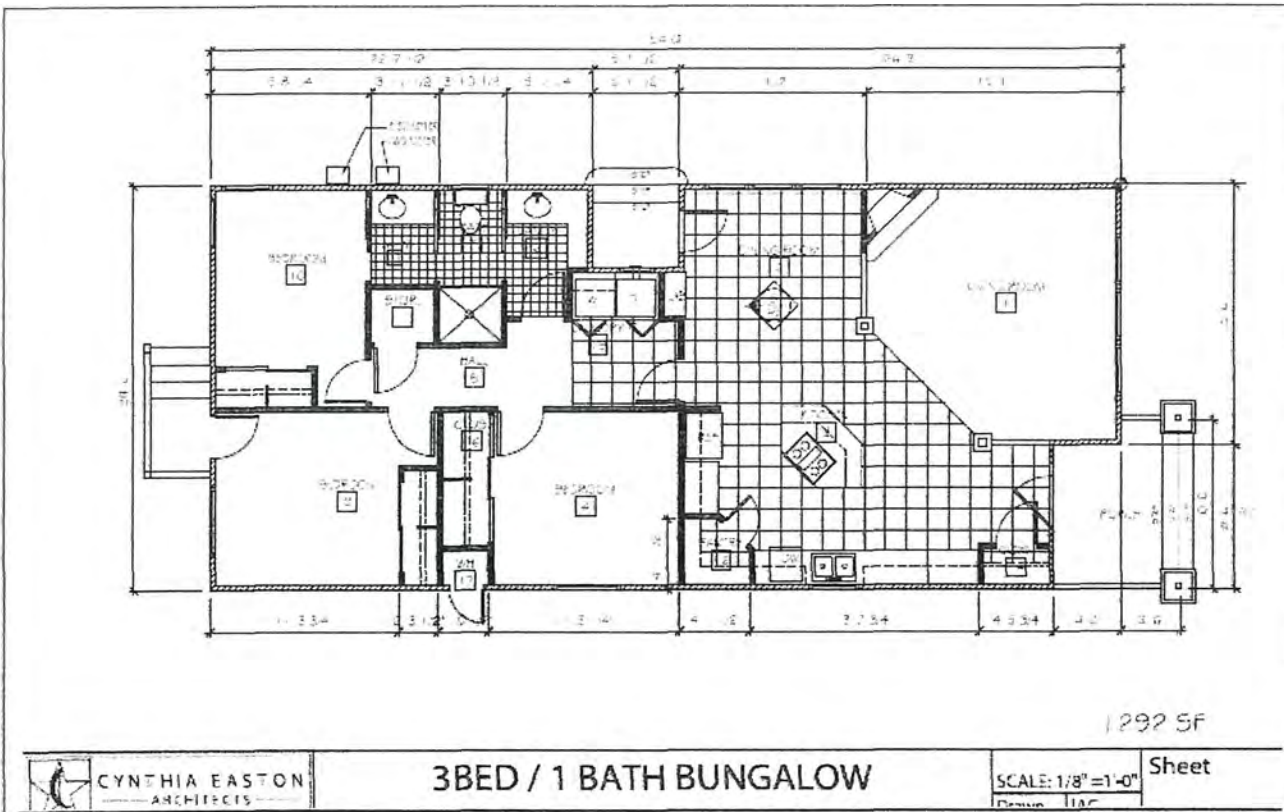


EASTON – 40' LOT

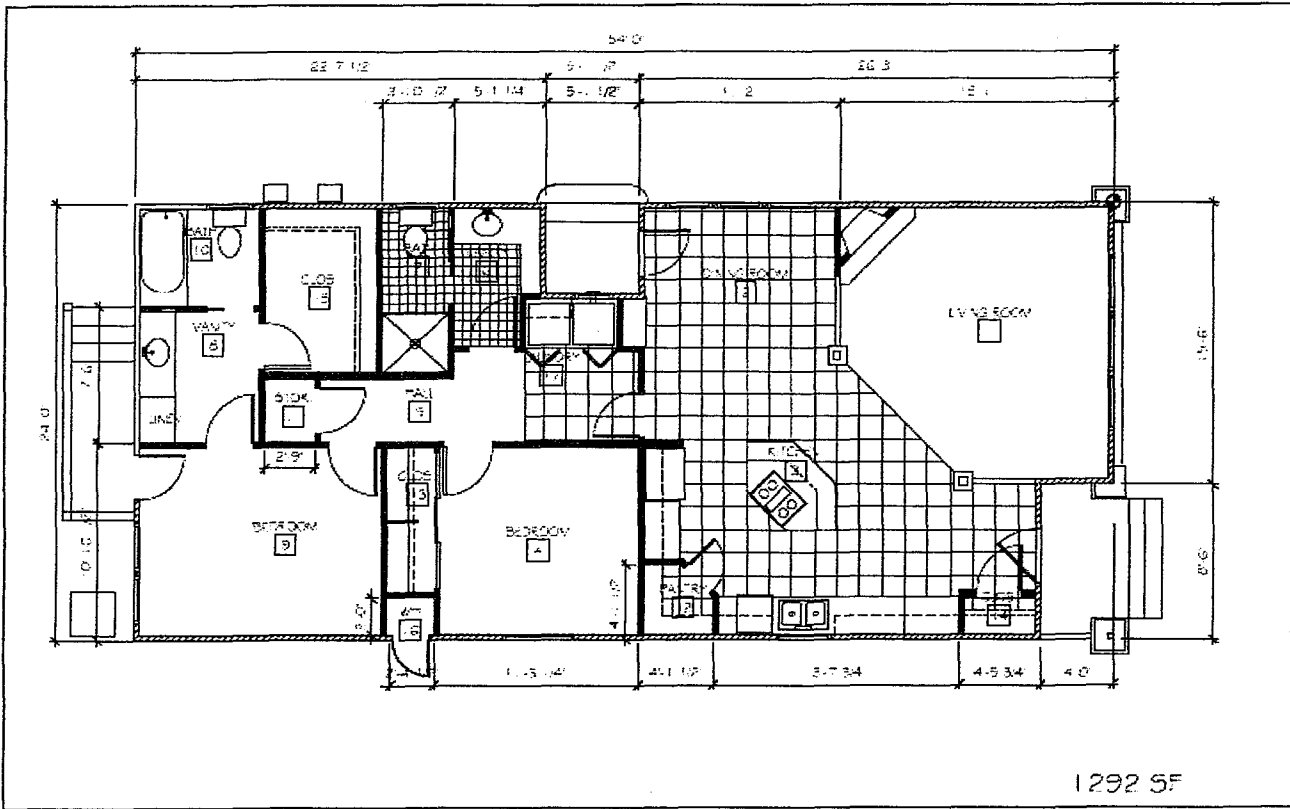


These single story homes are all available with these 3 elevations. Bungalow: Plan C 1,350sf 3br/2ba (also available in an accessible model). Modified Bungalow: Plan C1 1,262sf 2br/2ba and Plan C2 1,262 3br/1ba (both have the same footprint). A new two story plan is currently under-development that will be approximately 1,600sf and have 4br/3ba and will fit on a minimum 37' x'80' lot.

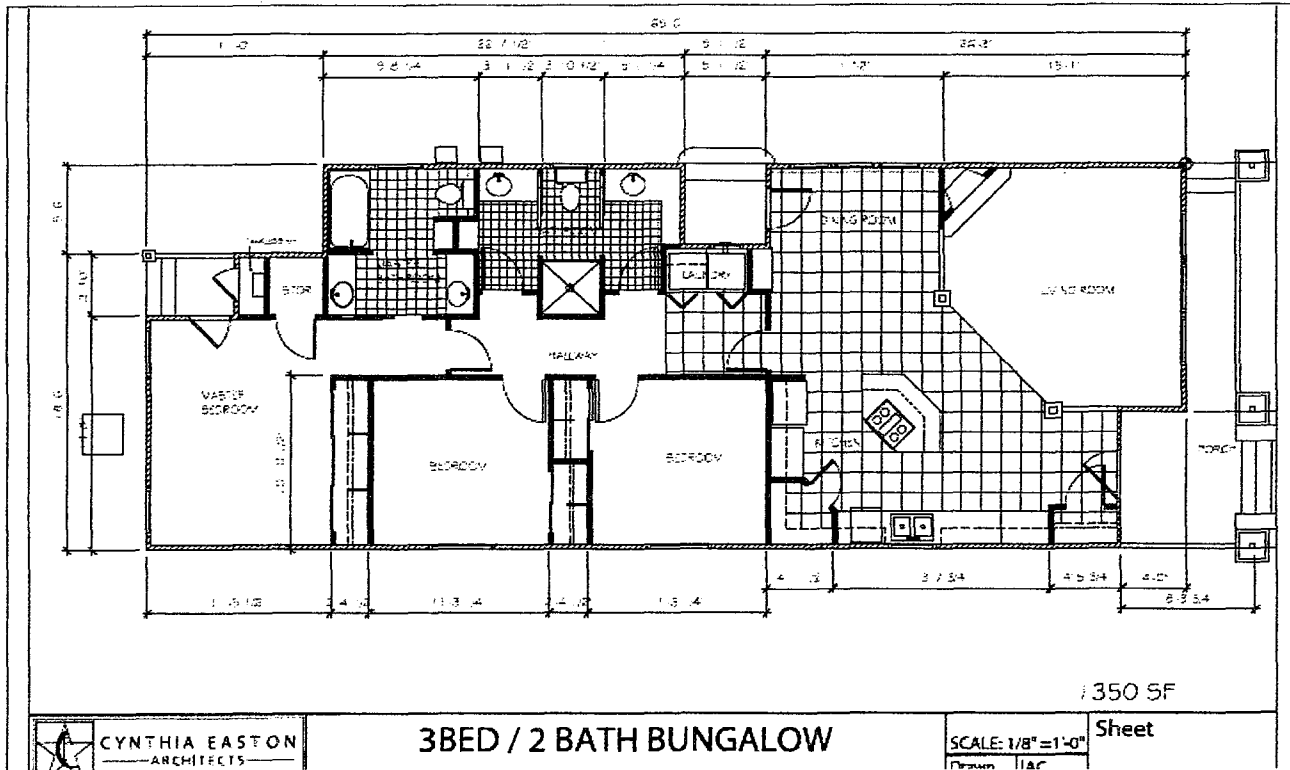
1,262 SF MODEL



1,262 SF MODEL – 2 BED/2 BATH BUNGALOW



1,350 SF MODEL



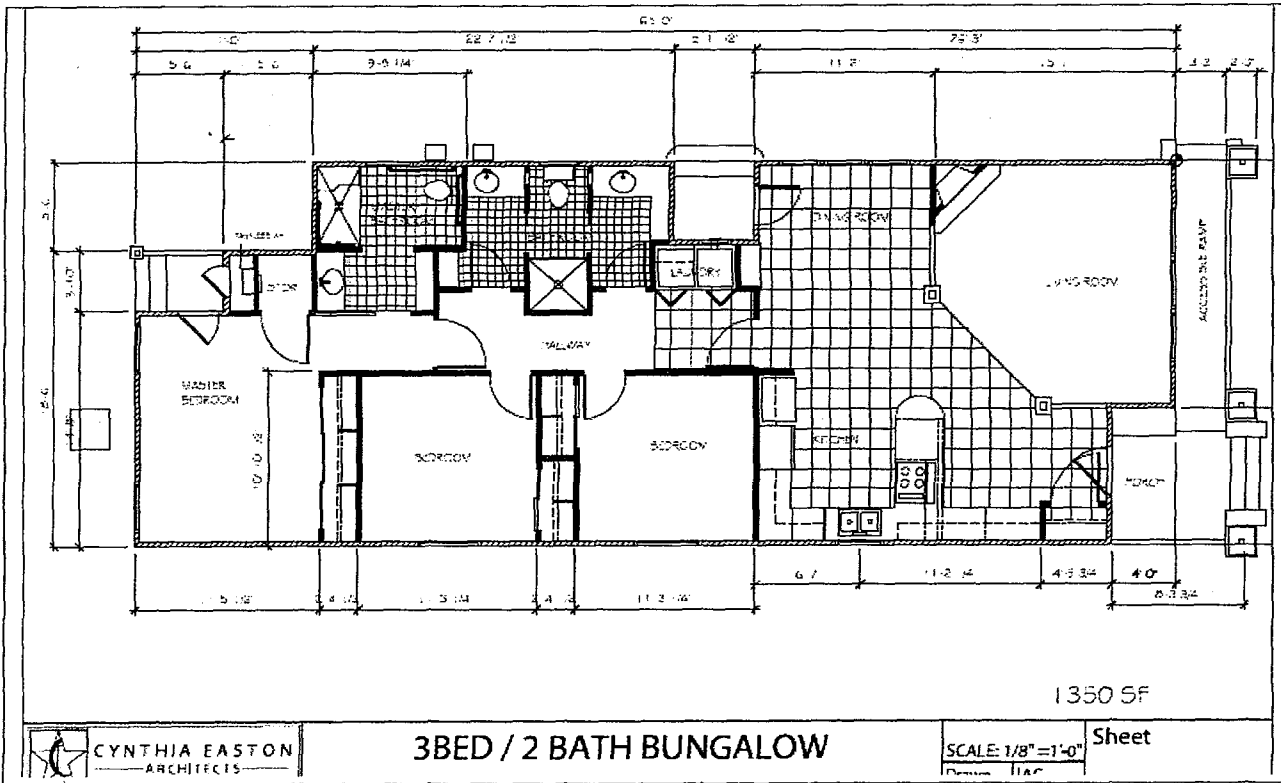
**1,350 SF
ACCE
SSIBL
E
MOD
EL**

CYNTHIA EASTON ARCHITECTS

3BED / 2 BATH BUNGALOW

SCALE: 1/8"=1'-0"
Drawn: JAC

Sheet



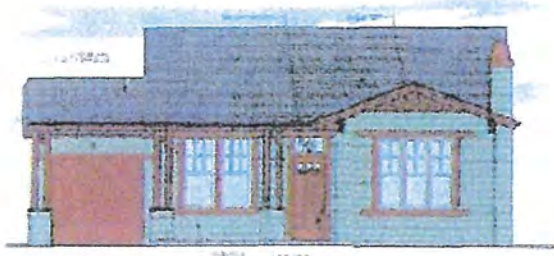
SMUD ENERGY EFFICIENCY PROGRAM COMPARISONS

Energy Efficiency Measure	SolarSmart 35-40% > Code* *2009 Title 24 Bldg Code	Home of the Future 65-70%> Code* *2009 Title 24 Bldg Code
Attic Insulation	R-38	R-50 ceiling assembly or equivalent
Radiant Barrier	Required	No
Wall Insulation	R-13 + R-4 Rigid Foam	Advanced Framing - 2x6, 24" o.c. R19-R21 cavity/R12 insulating sheathing (R-30 wall assembly) or equivalent
Quality Installation Inspection	Required	Required
Title-24 Low Air Infiltration Testing	Required	Required Tight Envelope, .0002 SLA (1 ACH50)
Windows	Energy Star Rated .40 U-Value/.30 SHGC	Energy Star Rate 0.30 U-value, 0.26 SHGC
Furnace AFUE	0.92	.92 + ECM
A/C SEER/EER	14.5/12 w/ TXV	18+/12 +

ACCA Design Manuals J,D, & S	Required	Required
Duct Insulation	R-6	R-6 Ducts inside conditioned space
Title -24 Duct Testing	Required	Required
Mechanical Ventilation to meet ASHRAE 62.2 Standards	Required	Required
Water Heating	.62 Energy Factor (EF) Gas Storage	Solar hot water with tankless gas water heater (.82 Energy Factor) or high efficiency gas boiler hot water (.82 Energy Factor) backup OR Condensing Tankless hot water heater (.90 Energy Factor) or Condensing Storage Hot Water Heater (.90 Energy Factor)
Home Energy Rating HERS II	Required	Required
Lighting	All Hardwire Light Fixtures Energy Star Rated Fixtures with Compact Fluorescent Lamps (CFLs)	All Hardwire Light Fixtures Energy Star Rated Fixtures with Compact Fluorescent Lamps (CFLs)
Solar Electric	2 kW AC Solar PV	3.5-4 AC kW Solar PV
Solar Thermal (Hot Water)	Not Required	Optional
Appliances (Clothes Washer & Drier, Refrigerator, Dishwasher)	Not Required	Energy Star Rated Tier II

FRONT YARD LANDSCAPE DESIGNS
INFILL HOME PLAN PROGRAM

Piches Plan A – Cottage with attached garage



SCHEME - 2
1/4" = 1'-0"

Piches Plan B – Bungalow with detached garage



SCHEME - 2
1/4" = 1'-0"

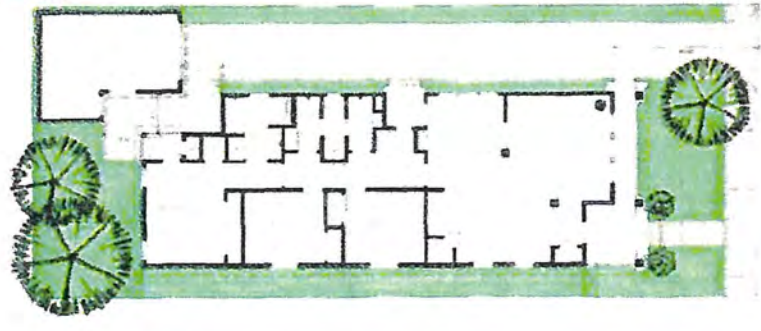


SITE PLAN

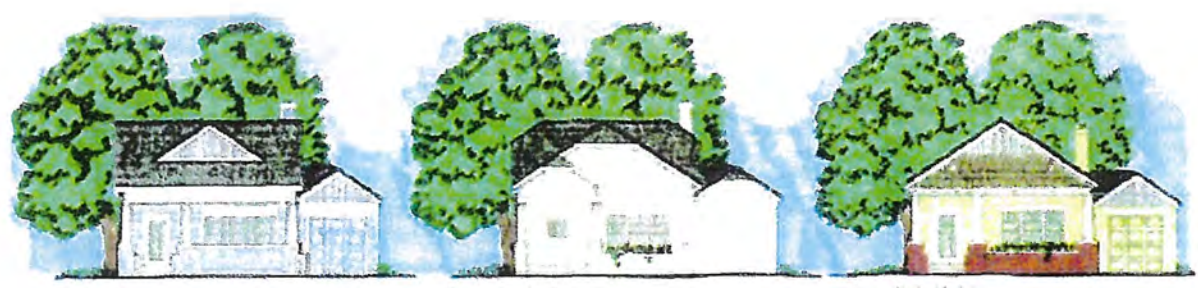


SITE PLAN

Easton Plans – Options 1, 2 & 3

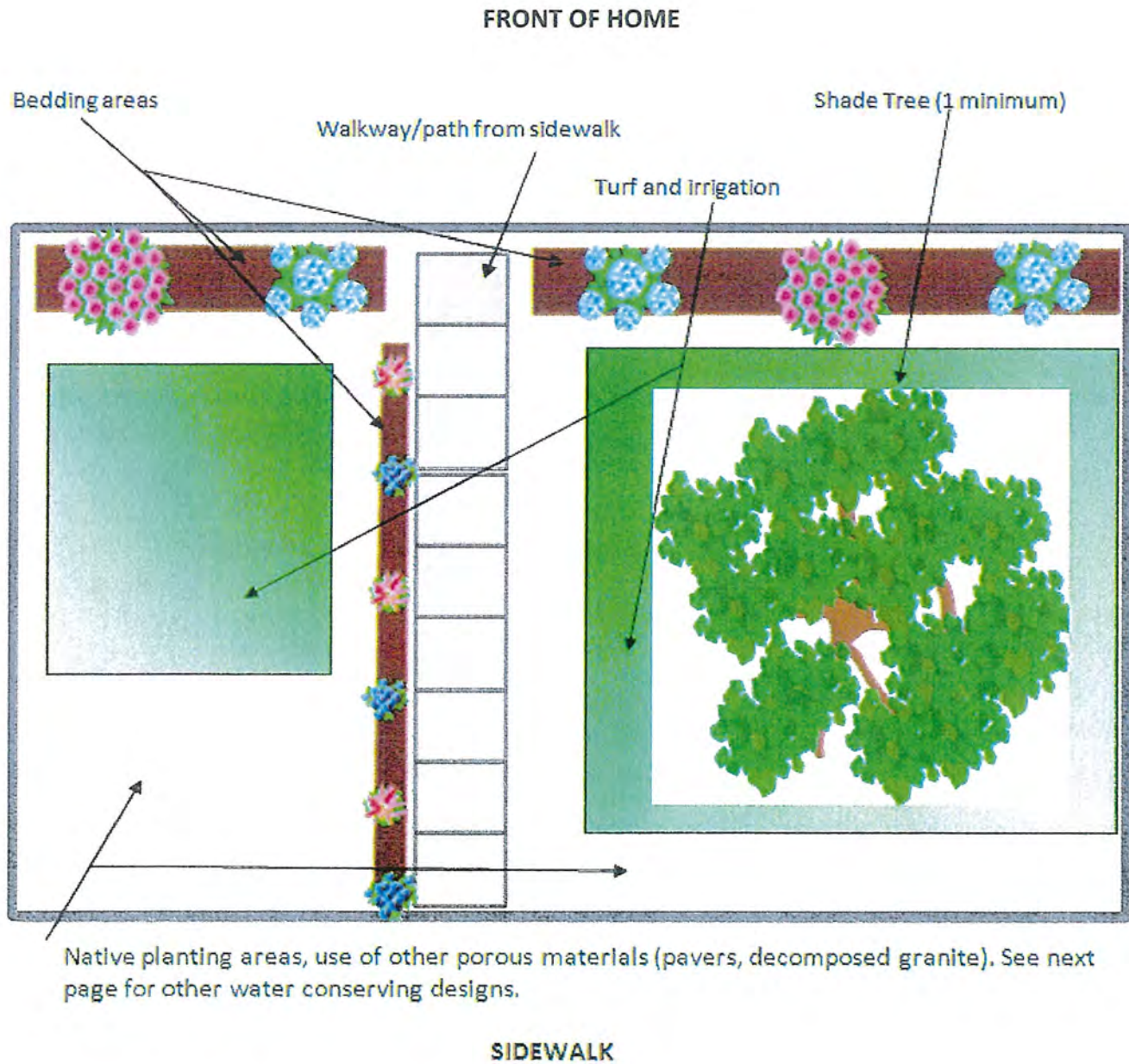


SITE PLAN



Basic Landscape Plan Components
Free County Plans for use with Infill Home Plans

1. Shade Tree (1 minimum)
2. Bedding areas
3. Walkway/path from sidewalk to front porch (porous materials)
4. Turf and drought tolerant plantings
5. Irrigation (spray and drip)



Single-Family Home
 California Native and Drought-Tolerant
 Low Water-Use Plants

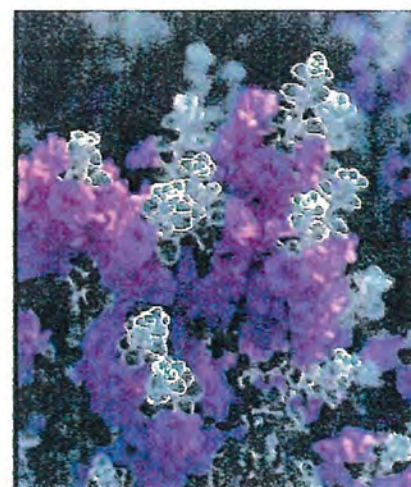
Botanical Name	Common Name	Qty.	Size	Mature Size
<i>Baccharis pilularis</i> 'Twin Peaks #2'	Twin Peaks #2 Ground Cover Baccharis	2	#1	3' T / 8' W
<i>Ceanothus maritimus</i> 'Valley Violet'	Violet maritime ceanothus	3	#1	2' T / 4' W
<i>Chitalpa X tashkentensis</i> 'Pink Dawn'	Chitalpa Pink Dawn	1	#5	30' T / W
<i>Leucophyllum zygophyllum</i> 'Cimarron'	Cimarron Blue Ranger	4	#2	3' T / 3' W
<i>Nandina domestica</i> 'Harbour Dwarf'	Heavenly Bamboo Harbour Dwarf	6	#1	2-3' T / W
<i>Phlomis fruticosa</i>	Jerusalem Sage	1	#1	4' T / W
<i>Rhamnus californica</i> 'Eve Case'	Eve Case Compact Coffeeberry	2	#5	4-8 T / W
<i>Salvia</i> 'Bee's Bliss'	Bee's Bliss Creeping Sage	3	#1	1-2' T / 6-8' W
<i>Salvia clevelandii</i> 'Winnifred Gilman'	Winifred Gilman Blue Sage	5	#1	3-5' T / 4-5' W
<i>Perovskia x atriplicifolia</i> 'Lacey Blue'	Lacey Blue Russian Sage	3	#1	1-1.5' T / 2-3' W



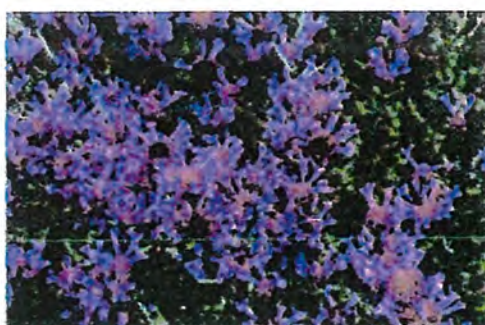
Nandina domestica
 'Harbour Dwarf'
 Heavenly Bamboo Harbour Dwarf



Chitalpa X tashkentensis
 'Pink Dawn'
 Chitalpa Pink Dawn



Leucophyllum zygophyllum
 'Cimarron'
 Cimarron Blue Ranger



Salvia clevelandii 'Winnifred Gilman'
 Winifred Gilman Blue Sage



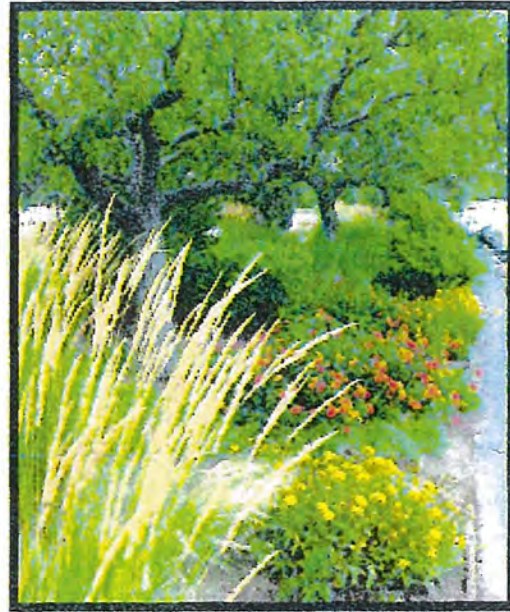
Salvia 'Bee's Bliss'
 Bee's Bliss Creeping Sage

Irrigation Scheduling

for Sacramento County

Low-Water-Use Plant Sprinkler Runtimes

Month	Minutes Per Week	# of Days per week
January	2	1-2 days (if no rain)
February	5	2 days (if no rain)
March	7	2-3 days (if no rain)
April	11	3-4 days
May	15	3-4 days
June	18	5+ days
July	20	5+ days
August	17	5+ days
September	13	3-4 days
October	9	2-3 days
November	4	1-2 days
December	2	1-2 days (if dry)



Lawn Sprinkler Runtimes

Month	Minutes to irrigate per week	# of Days per week
January	2	1-2 (if no rain)
February	12	2 (if no rain)
March	20	2-3 (if no rain)
April	30	3-4 days
May	40	3-4 days
June	49	5+ days
July	52	5+ days
August	45	5+ days
September	35	3-4 days
October	23	2-3 days
November	11	1-2 (if no rain)
December	6	1-2 (if no rain)



These runtimes are for fixed spray sprinklers only. More time will need to be added for other watering methods, such as drip, rotary nozzles, or rotors. Cut these runtimes in half if using microsprays.

“Ball Park” Installation Cost Estimate

- Based on approximately 430 square feet of landscaping.
- Includes cost of materials and installation.
- Estimate only includes items listed below.
- Estimate does not include additional demolition or site preparation.
- Estimate does not include irrigation system (installation or repairs).

Lawn Removal	Top Soil	Plants	Mulch	Total
Based on \$1.50 per sq. ft. / 370 sq. ft. of lawn	Based on \$100 per yard / 2-3/4 yds.	23 - #1 / \$25 per plant = \$575	Based on \$100 per yard / 2-3/4 yds.	
		4 - #2 / \$40 per plant = \$160		
		3 - #5 / \$50 per plant = \$150		
\$555	\$275	\$885	\$275	\$1,990

Note regarding plant sizes:

#1 is accurate term/size for the nursery container; however, it is commonly referred to as a 1-gallon plant.

#2 also referred to as a 2-gallon plant.

#5 also referred to as a 5-gallon plant.

**BUILDING INSPECTION DEPARTMENT
AD409 – INFILL HOUSE PLAN PROGRAM**



**County of Sacramento
Municipal Services Agency
Building Inspection
General Information: (916) 875-5296
www.bldginspection.org**

INFILL HOUSE PLAN PROGRAM

Purpose

This program was developed to streamline the process for development of high quality single family homes on vacant lots in older neighborhoods and redevelopment areas.

Background

The County of Sacramento is joining the City of Sacramento in an Infill House Plan Program. Established by the City of Sacramento, This program was developed to streamline the process for development of high quality single family homes in older neighborhoods and redevelopment areas.

Under this program, the public can purchase plans that are pre-approved by the County's Design Review and Building Inspection plan review process, saving time and money. Because of the nature of the program and with the financial support from SMUD and SHRA the cost to purchase these plans from the architect is significantly less than one would normally pay to have a home designed. Private Developers may also request that their plans be pre-approved for repeated use for small subdivisions. This program only applies to the plan check-review process. Building Inspection fees will need to be paid.

All homes have been designed to be consistent with the SMUD So-Smart Energy Efficient Home design, which exceeds the new 2010 Title-24 energy efficiency requirements. Home plan upgrades to accommodate solar are also available.

The plans are approved for use throughout the County. The lots need to be zoned for single family residential development. They need to be of adequate size to accommodate the home within the setbacks required by the zoning code as well as a detached garage (if desired). The plans are designed to fit on the most common sizes of vacant lots. Minimum recommended lot sizes are 40'x100' and 50'x120' for the respective models. These homes can also be accommodated on larger lots and can support 1, 1 ½ or 2 car garages, again depending on lot size and configuration. The County Planning Department can assist you with zoning code requirements for your particular property. Contact the public information counter at (916) 874-6221 or e-mail: sacplan@saccounty.net

Wildland Urban Interface

Infill House Plan construction within Wildland Urban Interface areas are to comply with CBC Chapter 7-A. The Office of the State Fire Marshal in Sacramento can provide additional information. See their web site at: <http://www.fire.ca.gov/wildland.php>.

Procedure

1. Purchase plans directly from one of the architects participating in this program. The plans will also include a site plan layout for the lot. The architect will provide the customer with two stamped sets of approved plans and site plans.
2. Bring your plans with the following information to any one of the four Building Inspection Offices. Sacramento County Building Inspection office locations and hours can be found at the following website: www.bldginspection.org.

Submittal Requirements

You will need to submit two (2) complete, stamped, approved plans and site plan prepared by the architect that shows: the placement of the home on the parcel, location of any easements and trees, driveway location and curb information; a landscape plan for the front yard that includes at least 1 shade tree, and possibly a soils report and drainage conditions*. The submitted plans will receive an infill home plan case number.

Effective January 1, 2011 a separate submittal for Residential Fire Sprinkler Design must be provided to your local Fire District. Please contact them directly for submittal requirements, location, fees and business hours.

Cal Green Code requirements: Effective January 1, 2011 Div. 4.1 Site Development Storm Water Pollution Prevention Plan (SWPPP) and drainage plan will be additional submittals to Building for review.

Storm water drainage and retention during construction Section 4.106.2

Projects which disturb less than one acre of soil and are not part of a larger common plan of development which in total disturbs one acre or more, shall manage storm water drainage during construction. In order to manage storm water drainage during construction, one or more of the following measures shall be implemented to prevent flooding of adjacent property, prevent erosion and retain soil runoff on the site.

Retention basins of sufficient size shall be utilized to retain storm water on the site.

Where storm water is conveyed to a public drainage system, collection point, gutter, or similar disposal method, water shall be filtered by use of a barrier system, wattle or other method approved by the enforcing agency. Consult the California Green Code or CMID for additional drainage requirements.

Surface drainage Section 4.106.3

Site shall be planned and developed to keep surface water from entering buildings.

A "complete set of plans" consists of the following items:

a. Foundation Plan*.

Indicate if the foundation type is a slab on grade or a raised wood floor. Provide dimensioned details complying with the soil report. Accurately locate all interior, exterior, and isolated footings. Identify the type and location of any required hold-downs and hardware. Note the size and spacing of all floor-framing members, and provide under-floor ventilation calculations.

b. Floor Plan*.

Indicate room usages, window/door type and sizes, show locations of all heating and mechanical equipment, show firewall details, provide reference symbols to section details, identify the attic access location and show any options that increase the square footages to the house and garage areas.

c. Roof Plan*.

Indicate roof pitch and roofing material type.

(1) For conventional framing, show grade, size, and spacing of all framing members. Show the bearing points and framing sizes of all purlins and struts.

(2) For trussed roof frames, provide truss calculations and truss layout, cross-referencing the roof plan.

(3) Provide attic ventilation calculations.

d. Building Elevations.

Clearly identify each exterior elevation, specify exterior features and finishes, indicate building heights and chimney termination point and show all doors and windows.

e. Electrical Plan.

Indicate the service size and its location, identify the size and location of the service-grounding electrode (UFER), provide a receptacle and lighting layout; show the future electrical vehicle charging circuit; and show location and wiring of smoke detectors. The electrical plan may be incorporated within the floor plan.

f. Plumbing/Mechanical Isometrics.

Show location of all the mechanical equipment. If a duct design is used as part of the energy compliance methods, provide a duct layout and design calculations, hose bibs, water heater and all plumbing fixtures. If more than three water closets are installed, a drain, waste, and vent design will be required.

g. Engineering.

Engineering is required on all structural elements that do not comply with the conventional construction provisions of the California Building Code. Designed plan sheets need to be wet stamped and signed by the design professional.

h. Title 24 Energy Calculations.

Show compliance with the 2010 energy efficiency standards.

i. Structural Detail Sheets.

Directional reference symbols should reflect where, on the plan sheets, that each applicable detail applies.

j. Fees.

After submittal of plans and other documents, fee summaries will be created and sent to the applicant. It is the owner/developer/contractor's responsibility to provide payment prior to any plan review. Building Inspection fees will also need to be paid.

k. Cover sheet with the following:

Project name and address, design professional's name, title, address, and phone number, occupancy groups and type of construction, current applicable codes, square footage breakdowns of the dwelling, garage, porches/patios, and decks (including options), index of drawings and stamped and wet signatures of the design professionals. **Plans shall also be marked "County Infill Home Plan Program," by the Architect.**

l. Site Plan

Show the location of the new dwelling on the parcel, any existing structures, the location of any easements and trees, the driveway location and curb information, property lines and drainage conditions with arrows to show rain water flow.

* The foundation, floor, and roof framing plans need to be of matching scale.

2. Modifications.

Modifications are limited to non-structural and cosmetic changes only. Only one set of complete plans needs to be submitted for a modification, provided, the plans comply with the submittal requirements given in item 1 above and the plans clearly detail all of the modifications. An additional one (1) hour minimum of plan review will be assessed for each plan for processing costs. In addition any modifications may incur an hourly charge. (NOTE: Design Review will also be required by the Planning Department. Contact Planning to obtain costs for this additional Review).

3. Code and Updates.

Sacramento County enforces the California Building Standards Code. Approximately every three years, there is a code change. At that time, the owner/developer/contractor will be required to update all Infill House Plans on file with Sacramento County Building Inspection to comply with the new model

codes. The plans will receive a complete plan review as if it were a new submittal. New permits cannot be issued until the Infill House plans have been approved to the new model codes.

4. Replacement of Plans.

If the owner/developer/contractor's approved Infill House plans have been destroyed, lost, or an approved copy is needed, a duplicate plan must be obtained as follows:

- a. Submit a complete set of plans per the submittal requirements listed above.
- b. A plan review fee per the current labor rate schedule will be charged and will be billed by invoice.
- c. The plan reviewer will compare plan sets and documents and transfer all notes, comments, etc. to the replacement plan set.

Infill Home Plan Permit Intake Processing Requirements.

1. Submittal Requirements for each lot:

- a) Two sets of complete plans.
- b) Two copies of the plot plan with air conditioner locations on minimum 8½" x 14" paper.
- c) One copy of the floor plan sheet on minimum 11"x17" paper which identifies any option to be built.
- d) Residential Building Permit application, Part "A" and "B".
- e) Landscape plan for the front yard that includes at least 1 shade tree. (County landscape plan available free of charge).

2. Additional requirements after Building Inspection assigns a case/permit number and before permit issuance:

- a) Plans need to be routed to additional agencies i.e. Planning, Technical Resources, Water Resources, and Fire Department, etc. based on conditions and requirements for each particular lot. (Building Inspection can route plans, to do this, one additional complete set of plans must be submitted and this could extend the time required to approve plans). School district development fee form showing that any required fees have been paid.
- b) Fire Letter (If Required).

Note: All conditions and/or holds need to be complied with before issuance of a permit.

3. Plan Review Fee.

The initial infill housing plan review process fees will be paid by SMUD as per agreement between SMUD and the County of Sacramento.

Permit Applicants using pre-approved Infill Plans are subject to a flat rate of one (1) hour at the current county labor rate (this offsets costs related to departmental review costs, permit processing, and clerical functions) for minor review to check plan consistency with the original approved plans and site conditions.

Any plan review required due to modifications will be based on the current hourly rate with a minimum one (1) hour review.

4. Permit Applications.

Permit applications expire 180 days after the date of submittal. An extension of another 180 days may be granted under certain conditions. See Subsection 105.3.2 of SCC 16.02.160 for expiration of permits.

INFILL HOME PROGRAM COST COMPARISON

Piches Architecture

Model 1670 w/397 sq. ft. garage & 28 sq. ft. porch

	Standard	W/ Reduction
Permit Fee	\$1,967.44	\$1,967.44
Plan Review Fee	1311.63	100.99
Additional Fees:		
Zone Ck	170.51	170.51
Long Range Planning	229.53	229.53
AB1473	8	8
IT Recovery	110.61	110.61
Totals	3,797.73	2,587.08

Reduction of \$1,210.65

Model 1435 w/476 sq. ft. garage and 28 sq. ft. porch

	Standard	W/Reduction
Permit Fee	\$1,844.84	\$1,844.84
Plan Review Fee	1229.9	100.99
Additional Fees:		
Zone Ck	159.89	159.89
Long Range Planning	215.23	215.23
AB1473	7	7
IT Recovery	103.71	103.71
Totals	3,560.56	2,431.66

Reduction of \$2,431.66

Cynthia Easton Architects

Model 1292 w/ 400 sq. ft. garage and 40 sq. ft. porch

	Standard	W/Reduction
Permit Fee	\$1,745.60	\$1,745.60
Plan Review Fee	1163.73	100.99
Additional Fees:		
Zone Ck	151.29	151.29
Long Range Planning	203.65	203.65
AB1473	6	6
IT Recovery	98.11	98.11
Totals	3,368.38	2,305.64

Reduction of \$1,062.74

Easton cont.

Model 1350 w/ 400 sq. ft. garage and 40 sq. ft. porch

	Standard	W/Reduction
Permit Fee	\$1,780.63	\$1,780.63
Plan Review Fee	1187.08	100.99
Additional Fees:		
Zone Ck	154.32	154.32
Long Range Planning	207.74	207.74
AB1473	7	7
IT Recovery	101.1	100.1
Totals	3,436.87	2350.78
	Reduction of \$1086.09	

Model 1600 w/400 sq. ft. garage and 40 sq. ft. porch

	Standard	W/Reduction
Permit Fee	\$1,932.41	\$1,932.41
Plan Review Fee	1288.28	100.99
Additional Fees:		
Zone Ck	167.48	167.48
Long range Planning	225.45	225.45
AB1473	8	8
IT Recovery	108.65	108.65
Totals	3,730.26	2,542.98
	Reduction of \$1187.28	

Prepared By:

Chuck Iniguez

Principal Building Inspector

Building Inspection - Construction Management and Inspection Division

Municipal Services Agency - Sacramento County

Office: (916) 875-1210 Cell: (916) 869-2512

ATTACHMENT 3
COMMENT LETTER FROM DESIGN REVIEW ADMINISTRATOR

January 19, 2010

I offer my wholehearted support to the Infill Model Homes Program. The design of each of the models available under this program is excellent. From an esthetic perspective I can state that each model as delineated will prove to be a positive addition to its neighborhood. The variation in exterior designs provide good options for fitting into existing contexts, and where little exists at present, to providing a positive direction for the future. The use of exterior elements such as porches, dormers, extensive trim and the like provide an enriched design vocabulary.

From a livability perspective each of the design plans is to be commended. Each has creatively dealt with small interior spaces and the interior room layout and circulation in a way that provides a truly usable living environment.

The fact that each of these homes incorporates sustainable energy saving elements should make them both desirable and a worthy addition to our housing stock now and in the future.

Infill development on small lots is a way to both add viably to our housing stock where needed and to improve the appearance and function of a number of our existing neighborhoods. The cost effective approach offered by this program should be commended and supported.

Barry L. Wasserman, FAIA
Design Review Administrator
Planning and Community Development Department
Municipal Services Agency
County of Sacramento

ATTACHMENT 4
PHOTOS OF BUILT HOMES-CITY OF SACRAMENTO
936 Hawk Avenue, North Sacramento (Piches Plan)



2525 – 37th Street, near Med Ctr (Easton Plan)



709 Grand Avenue, North Sacramento (Easton Plan)



2245 Empress Street, North Sacramento (Piches Plan)



4815 Mascot Avenue, Oak Park (Piches Plan)



5071 Martin Luther King Jr. Blvd., Oak Park (Easton Plan)

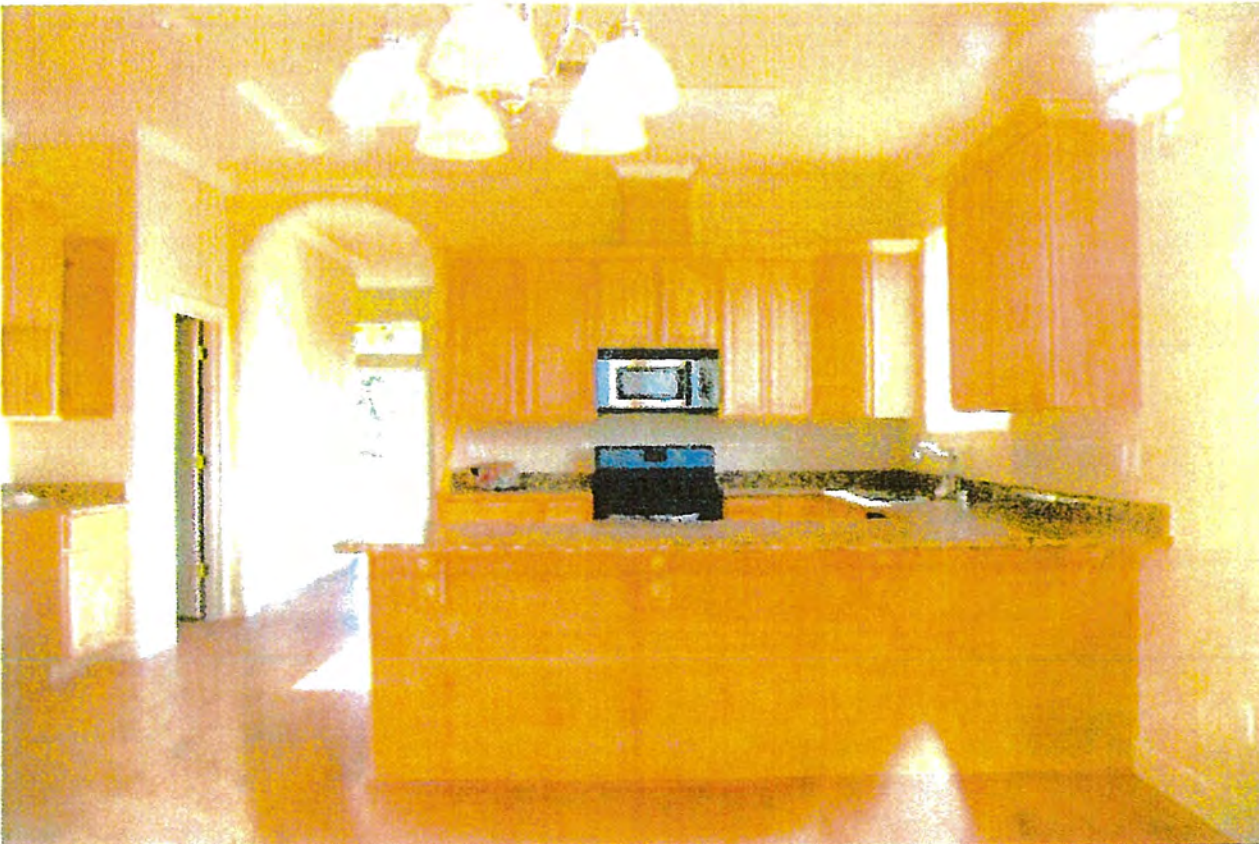


INTERIOR PHOTOS

2525 – 37th Street (Easton Plan)



2245 Empress Street (Piches Plan)





**INSTITUTE FOR
LOCAL GOVERNMENTSM**

Promoting Good Government at the Local Level

Santa Cruz Implements "Granny Flat" Program

Like many small cities across the country, Santa Cruz is struggling to maintain its small-town character despite enormous growth pressures. With few new development sites left, the city has turned to its primary asset for help – its single-family neighborhoods, where it is allowing property owners to develop accessory dwelling units, commonly known as a "granny flat."

Community Profile

Although Santa Cruz follows "smart growth" principles by encouraging greater density along transportation corridors, more housing is needed. The city has one of the least affordable housing markets in the country for both home buyers and renters. The availability of affordable housing is crucial for Santa Cruz to retain both its diverse neighborhoods and sense of community. The result is an innovative Accessory Dwelling Unit (ADU) Development Program. An ADU, commonly known as a "granny flat," is an additional rental unit on a single-family lot. It may be attached or detached from the primary residence.



Taking Advantage of an Existing Resource

This unconventional "lot-by-lot" development program sees backyards and garages as opportunities for new rental housing. And because 95 percent of Santa Cruz's homes are within a half-mile of public transportation, this program also supports smart growth. With ADU development, affordable rental housing is built at no cost to the city, renters have more diverse housing options and homeowners can earn extra income to help with their mortgage: a win-win-win situation.

Program Overview

Santa Cruz's ADU Development Program has four components:

1. **Zoning Incentives.** Under most zoning, three cars typically use at least 25 percent of a 5,000-square-foot lot. To help provide space for ADU development, Santa Cruz eliminated covered

parking requirements (thus freeing up the garage) and allowing up to three parking spaces in the driveway/front yard setback. Space once reserved for cars can now be used for housing.

2. "How To" Manual and Design Prototypes. Most homeowners are hesitant to build an ADU because they lack knowledge and experience. To help homeowners become developers, the city created a "how to" manual that goes step by step from designing the ADU through becoming a landlord. To further help with design, the city engaged seven architects to create a range of ADU prototypes, which were then pre-approved by the city's Planning Department. Sharing these designs saves the homeowner money, speeds up the permit process and results in well-designed ADUs.

3. Financing. The expense of building an ADU stops many homeowners who are already strapped with a mortgage. In exchange for affordability restrictions (the owner agrees to make the housing affordable for low-income households), the city offers an ADU Loan Program in partnership with a local credit union and a Development Fee Waiver Program. In addition, a Wage Subsidy Program, linked to an existing construction jobs training program, can further reduce costs.

4. Community Education. To both educate the public about ADUs and hear neighborhood concerns, the public was invited to a series of five workshops. More than 400 people attended at least one session. The local newspaper featured extensive coverage of each workshop and ran a series on the ADU prototypes. A video of the workshops appeared on the local public television station.

Anticipated Results

Though in its infancy, the ADU program has resulted in dramatic change. Prior to implementing the program, Santa Cruz averaged less than eight ADU building permits per year. Since the fall of 2002, when the zoning change came into effect, the average has jumped to eight ADU permits a quarter. Although these numbers may not sound like much, the cumulative effect can be considerable. As momentum builds, the city could easily average 10 or more units per quarter. Over a five-year period this equals a 200-plus unit development, which is significant for a small city of 56,000.

Serving as a Model for Other Communities

Perhaps the most useful lesson that other communities can learn from Santa Cruz is the importance of removing obstacles in the permitting process. By supplying a number of pre-approved prototypes and a "how to" manual for homeowners, the city streamlined the often cumbersome and costly procedure of planning and developing an ADU, which is frequently overwhelming for individuals. The other practical aspect of removing obstacles is reflected in the city's community education and outreach effort, which stimulated discussion and built widespread support for the ADU program.

MRSC Insight

The Blog of Municipal Research and Services Center

What's Not to Like? – Pre-Approved Plans Offer Faster Permitting, Cheaper Housing, Quality Design

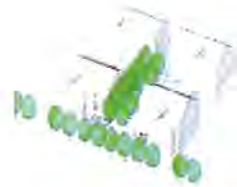
Posted on July 3, 2014 by Sue Enger

It is probably fair to say that most homeowners or builders who visit city hall (or the county) for a single family or small project permit, have less than fond memories of the experience. Permit processes provide important protections for the community. But the array of zoning and building code and utility permit requirements can feel overwhelming, especially for the non-professional.



Sacramento Pre-Approved House Plan

Some West Coast communities have successfully initiated a pre-approved plan permit option that can reduce some of the frustration. They offer homeowners or contractors the opportunity to purchase and use house plans that have been reviewed for conformance with building codes and many other standards in advance. This simple, inexpensive-to-implement option reduces the permit process time for selected housing types and can contribute to more affordable housing. Some of these plan programs also seek to promote improved residential design that fits the neighborhood context.



Portland Cottage Cluster Prototype

In the approach used in Portland, Sacramento, and Roanoke, the local jurisdictions have developed a library of pre-approved plans. The plans are prepared by architects who are chosen by the city, often through a competitive process. In contrast, in the approach that prevails in Washington communities, the applicant submits a “basic” plan. Once reviewed and approved, the jurisdiction keeps it on file. The applicant can reuse the pre-approved plan in the future for a reduced fee, with minimal review time required.

The programs vary from community to community targeting objectives of local concern. Sacramento offers “permit ready” plans for single family infill housing in older neighborhoods. The Portland program targets design solutions for small multiple-unit projects on infill sites, and Santa Cruz offers accessory dwelling unit plans for a variety of contexts. Lee County, FL even offers pre-approved plans for [sheds!](#)

Since time is money for a home builder, pre-approved plans can translate into reduced housing costs that can be passed on to the home buyer. A contractor’s holding time costs for property taxes, construction loans, and similar costs can be reduced in addition to the contractor’s time on the project. The jurisdiction can also reduce or even waive permit fees, since minimal review time is needed, even when minor changes are made to the base plan. And, of course, the pre-approved plans themselves can substantially reduce the design costs.

Many of these communities have the additional objective of using pre-approved plans to promote well-designed housing. For instance, Portland’s prototype plans were developed based on design contest winners. The resulting

multi-family housing prototypes and site layouts, such as the house-plex, corner lot multi-family, contextual rowhouses, or cottages clustered along a green, significantly reduce the appearance of density. The designs tend to look like a large single family house from the street view. Sacramento developed its plans with considerable input from the recipient neighborhoods. Roanoke's plans are pre-approved as meeting neighborhood design district and building permit standards. Santa Cruz offers accessory dwelling unit plans for many different contexts and provides a step-by-step "how-to" manual for homeowners.



Portland House-plex
Prototype (3-4 units)

One potential concern is that using the same plans repeatedly could lead to the dreaded cookie cutter, look-alike neighborhoods. But, of course, some builders are already predisposed toward using standard plans repeatedly. Some of the approaches above can produce a generally improved quality that fits neighborhood context. Offering a variety of plans, with some variations allowed, can help. In some cases, communities limit the number of times a plan can be used in a given area, and plans in some communities expire after several years.

Some communities may be reluctant to offer this option because of anticipated opposition from design professionals who may fear lost business. Some of the tactics of the above communities, including the use of pre-approved plans on a more limited basis such as for ADU housing, may alleviate potential fears. Also, if the community uses plans prepared by a number of firms, and the firms can sell the plans multiple times, they are more likely to be supportive. Having a plan in the jurisdiction's library may provide good publicity. The Washington basic plan approach may mollify design professionals, since they still prepare plans for applicants.

The pre-approved plan is a simple idea, but it may take many such good practices added together to reduce housing costs, to make permit processes less frustrating, and to improve a community's visual quality. Here are some examples.

Examples from Other States

- [Portland Infill Design](#) and [Portland Housing Prototypes](#) – Solutions for achieving density and neighborhood-friendly design on small infill sites
- Sacramento CA [Infill House Plans](#)
- Roanoke VA [Residential Plans Library](#) and award-winning [Residential Pattern Book](#)
- [Historic Macon Pre-Approved House Plans](#) – Fully permitted plans and minimum specifications manual offered by a historic foundation
- [Santa Cruz Implements "Granny Flat" Program](#), Institute for Local Government – City provides "how-to" manual and design prototypes
- [Santa Cruz Accessory Dwelling Unit Manual](#) – Includes design prototypes for different contexts (See pp. 19 – 36)

Washington Examples

- King County [Residential Basics Program](#), Permitting Customer Information Bulletin 12A, 12/31/2012 – King County keeps an applicant's plan on file when they intend to build additional houses using the same basic plan. Limited review time and no plan review fee charged

- Pierce County [Guide to the Building Permit Application Process for Single-Family Dwellings](#) – See Residential Submittal Requirements Instructions, p. 8, N – P – Applicant can purchase one-time rights to a pre-approved “base plan” from a company that has submitted plans to the county
 - [A User’s Guide for Base Plans](#), 05/2012 – Applicant can submit a base plan that will be kept on file for use for future buildings and that will be considered pre-approved
- Kent [“Basic” Building Plans](#)

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About Sue Enger

Sue helps cities and counties with planning and growth management information. She has authored guidebooks on transit-supportive land use, infill development, master-planned resorts, park planning, citizen participation, and a various growth management topics for MRSC and the State. She has directed planning departments and has extensive work experience with various-sized cities and counties.

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**Exhibit “B”
Tiny Homes**

CITY OF FRESNO DEVELOPMENT CODE

15-2754 SECOND DWELLING UNITS, BACKYARD COTTAGES, AND ACCESSORY LIVING QUARTERS

A. Purpose. The purpose of this section is to:

1. Maintain the character of single-family neighborhoods;
2. Ensure that new units are in harmony with developed neighborhoods; and
3. Allow Second Dwelling Units as an accessory use to Single-Unit Dwellings, consistent with the Government Code (Section 65852.2).

B. Architectural Compatibility. If visible from a public street or park, the architectural design, roofing material, exterior materials and colors, roof pitch and style, type of windows, and trim details of the Second Dwelling Unit, Backyard Cottage, or Accessory Living Quarters shall be substantially the same as and visually compatible with the primary dwelling.

C. District Standards. Second Dwelling Units, Backyard Cottages and Accessory Living Quarters may be established on any lot in any residential district where single-unit dwellings are permitted. Only one Second Unit, Backyard Cottage or Accessory Living Quarters may be permitted on any one lot. Minor Deviations and/or Variances to meet the minimum lot sizes are not permitted.

D. Minimum Lot Sizes.

1. Second Dwelling Unit. 6,200 square feet.
2. Backyard Cottage.
 - a. Interior Lot Size: 6,000 square feet.
 - b. Corner Lot Size: 5,000 square feet.
3. Accessory Living Quarters. 5,000 square feet.

E. Type of Unit.

1. Second Dwelling Unit. May provide separate, independent living quarters for one household. Units may be attached, detached, or located within the living areas of the primary dwelling unit on the lot, subject to the standards of this subsection. Kitchens, including cooking devices are permitted.

2. Backyard Cottage. May provide separate, independent living quarters for one household. Units may be attached, detached, or located within the living areas of the primary dwelling unit on the lot, subject to the standards of this subsection. Kitchens, including cooking devices are permitted. Backyard Cottages shall be located behind the primary dwelling unit, unless attached and integral to the primary dwelling unit.

a. A Tiny House may be considered a Backyard Cottage if it meets all the requirements of this section.

b. The Director shall review the design of the Tiny House to insure that the structure is compatible with the main home and the neighborhood.

3. Accessory Living Quarters. Accessory Living Quarters provide dependent living quarters. They may be attached, detached, or located within the living areas of the primary dwelling unit on the lot, subject to the standards of this subsection. Accessory Living Quarters may not provide kitchen facilities, however a bar sink and an undercounter refrigerator are allowed, but no cooking devices or other food storage facilities are permitted. Accessory Living Quarters shall not be located in front of the primary single-family dwelling.

F. Maximum Floor Area. The following are the maximum square footages of habitable area. The following calculations only include habitable floor space. Minor Deviations and/or Variances are not permitted to increase the maximum floor areas.

1. Second Dwelling Units. 1,250 square feet.

2. Backyard Cottages. 440 square feet.

3. Accessory Living Quarters. 500 square feet or 30 percent of the primary single-family dwelling, whichever is less.

G. Development Standards. Units shall conform to the height, setbacks, lot coverage and other zoning requirements of the zoning district in which the site is located, the development standards as may be modified per this subsection, other requirements of the zoning ordinance, and other applicable City codes.

H. Lot Coverage. Per the underlying zone district.

I. Setbacks.

1. Front Yards. Per the underlying zone district.

2. Side Yards/Street Side Yards. Per the underlying district.

3. Rear Yards. Shall be separated from the main home by a minimum of six feet.

a. Second Dwelling Unit. Per the underlying zone district.

b. Backyard Cottage and Accessory Living Quarters.

i. Alley Present. Three feet.

ii. No Alley Present.

(1) Abutting an RS. 10 feet.

c. A tandem parking space may also be used to meet the parking requirement for the Second Dwelling Unit, providing such space will not encumber access to a required parking space for the primary single-unit dwelling.

d. An existing two vehicle garage and/or carport may not be provided in-lieu of these parking requirements unless the parking spaces are accessed from different garage doors.

4. Backyard Cottage. No additional parking required.

5. Accessory Living Quarters. No additional parking required.

J. Access. Vehicular access shall be provided in the following manner:

1. Driveways. Shall be provided per the underlying district.

2. Pedestrian Access. An all-weather surface path to the Second Dwelling Unit, Backyard Cottage, or Accessory Living Quarters shall be provided from the street frontage.

K. Mechanical Equipment. Mechanical equipment shall be located on the ground or, in the case of a tiny house on wheels, incorporated into the structure, but shall in no case be located on the roof.

L. Utility Meters/Addresses.

1. Second Dwelling Units. Separate gas and electric meters may be permitted if approved by the Building Official and Pacific Gas & Electric.

2. Backyard Cottage and Accessory Living Quarters. Separate utility meters and/or addresses are not permitted.

M. Home Occupations. Home occupations are permitted pursuant to Section 15-2735, Home Occupations.

N. Airports. All applications shall comply with operative airports plans.

O. Owner Occupancy Requirements. The following shall apply prior to the issuance of a building permit.

1. Second Dwelling Unit and Backyard Cottage.

a. Either the primary dwelling unit, the Second Dwelling Unit, or the Backyard Cottage shall be owner-occupied.

b. The property owner shall enter into a restrictive covenant with the City, which shall be recorded against the property.

c. The covenant shall confirm that either the primary dwelling unit, the Second Dwelling Unit, or the Backyard Cottage shall be owner-occupied and prohibit rental of both units at the same time.

d. It shall further provide that the Second Dwelling Unit or Backyard Cottage shall not be sold, or title thereto transferred separate and apart from the rest of the property.

DEFINITION OF TINY HOUSE ADDED TO CITY OF FRESNO DEVELOPMENT CODE

Tiny House. A structure intended for separate, independent living quarters for one household that meets these six conditions:

1. Is licensed and registered with the California Department of Motor Vehicles and meets ANSI 119.2 or 119.5 requirements;
2. Is towable by a bumper hitch, frame-towing hitch, or fifth-wheel connection. Cannot (and is designed not to) move under its own power. When sited on a parcel per requirements of this Code, the wheels and undercarriage shall be skirted;
3. Is no larger than allowed by California State Law for movement on public highways;
4. Has at least 100 square feet of first floor interior living space;
5. Is a detached self-contained unit which includes basic functional areas that support normal daily routines such as cooking, sleeping, and toiletry; and
6. Is designed and built to look like a conventional building structure.

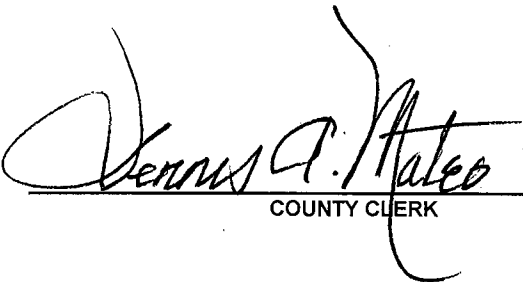
COUNCIL OF THE COUNTY OF MAUI

WAILUKU, HAWAII 96793

CERTIFICATION OF ADOPTION

It is HEREBY CERTIFIED that the recommendations contained in COMMITTEE REPORT NO. 16-190 were adopted by the Council of the County of Maui, State of Hawaii, on the 2nd day of December, 2016, by the following vote:

MEMBERS	Michael B. WHITE Chair	Donald S. GUZMAN Vice-Chair	Gladys C. BAISA	Robert CARROLL	Eleanora COCHRAN	Donald G. COUCH, JR.	S. Stacy CRIVELLO	G. Riki HOKAMA	Michael P. VICTORINO
ROLL CALL	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Excused



COUNTY CLERK