

City of Westminster  
Community Development  
Department

# A GUIDE TO ACCESSORY DWELLING UNITS WORKSHOP



# OVERVIEW

1. Announcements
2. ADU process
3. ADU development standards
4. Questions and answers
5. Contacts



# ANNOUNCEMENTS

- Recorded meeting
- Video will be posted on Planning website
- Q & A instructions

# ADU PROCESS

# WHO NEEDS TO REVIEW AN ADU?

## PLANNING

- For compliance with the Zoning Code

## ENGINEERING

- For compliance with engineering standards, and floodplain administration requirements

## BUILDING

- For compliance with the California Building/Residential Code

# OLD PROCESS

**STEP 1  
ZONING  
CLEARANCE  
REVIEW**

**STEP 2  
BUILDING PERMIT  
PLAN CHECK  
REVIEW**

# NEW PROCESS

COMBINED  
ZONING  
CLEARANCE  
AND  
BUILDING PERMIT  
PLAN CHECK  
REVIEW

# COMBINED PROCESS OVERVIEW





# 1

## DESIGN ADU

- Consider the following:
  - Property owner goals
  - Zoning regulations
  - Flood zone requirements
  - Unpermitted construction
  - Easements
  - Grading plan requirement
- Hire a good design professional!

# 2

## PRE- SCREEN

- Visit the Planning and Engineering Divisions
- Bring your application and design for pre-screening review
- Receive comments immediately
- Incomplete applications and plans not accepted

# 3

## PREPARE CONSTRUCTION PLANS

- Architect, designer, or engineer designs the construction plans
- Contact the Building Division for pre-screening review

# 4

## REVIEW

- Formally submit plans for the combined process
- 1<sup>st</sup> review – four weeks
- 2<sup>nd</sup> and 3<sup>rd</sup> review – two weeks
- Plans are approved, permits are issued

# 4

## REVIEW

- If any inaccuracies or issues discovered, it is responsibility of the owner and architect to fix the problem
- If the problem cannot be resolved then the ADU must be denied, or the owner must waive the right to a 60-day review

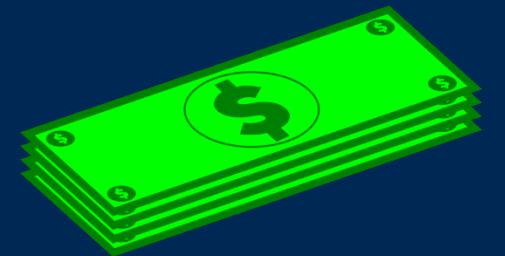
# 5

## BUILD

- Begin construction after permits are issued
- Inspections required during construction
- Each inspection must occur within six months from the last inspection

# FEES

- Planning Division processing fee
- Building Division permit and inspection fee
- School district fees
- Midway City Sanitary District fees
- Residential park impact fee



# PARK IMPACT FEE

- Applicable to ADUs  $> 750 \text{ ft}^2$
- Pay a portion of the total \$13,760 fee
- Maximum fee: \$4,000
- Fee dependent upon  $\frac{\text{Size of ADU}}{\text{Size of Primary Unit}}$

Example:  $\frac{1000}{2000} = 0.5$  or 50% of \$13,760



# WHAT CAN I DO TO EXPEDITE REVIEW?

- Submit plans that are:
  - Accurate
  - Complete
  - Dimensioned
  - Drawn to scale

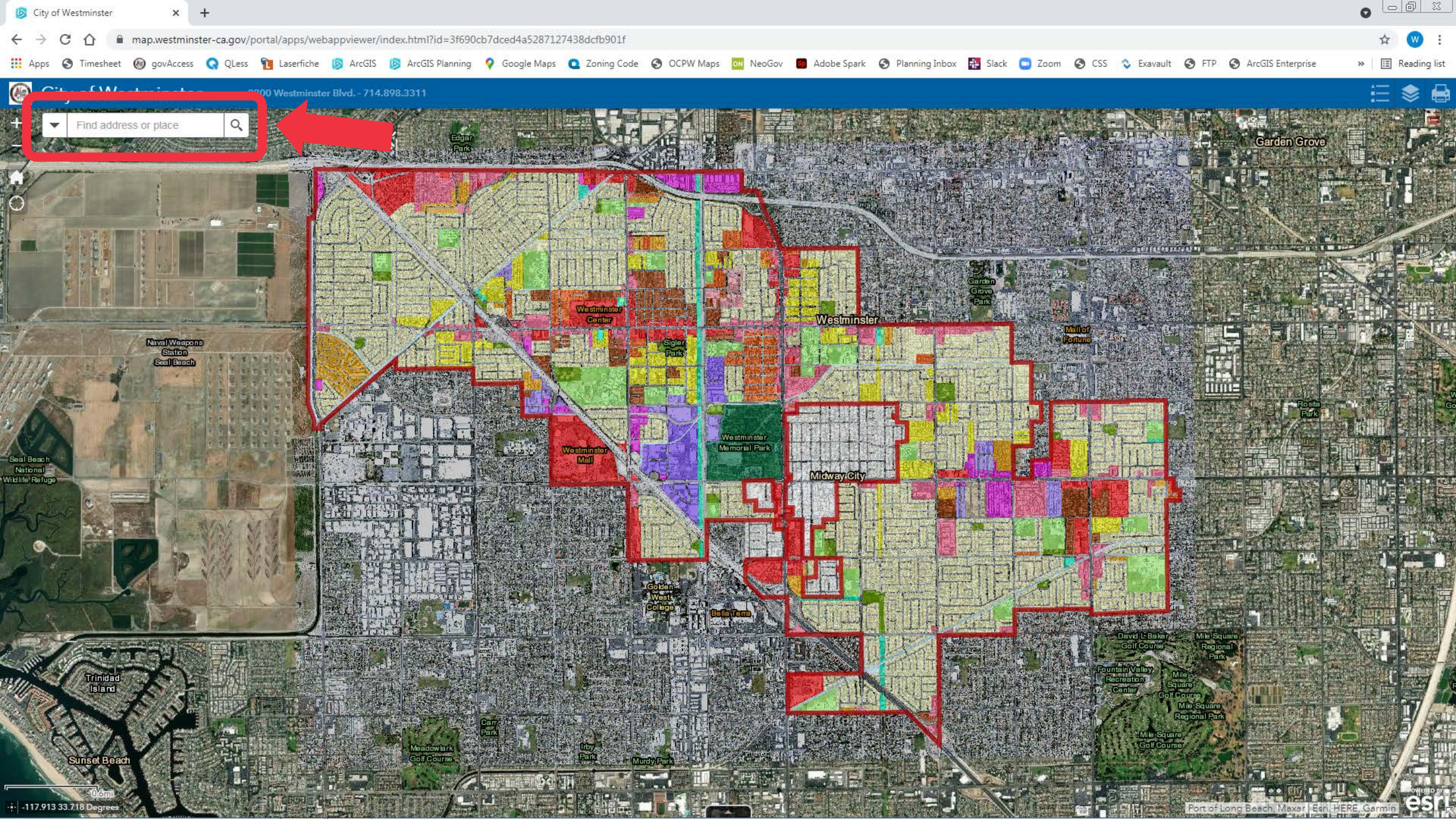
# WHAT CAN I DO TO EXPEDITE REVIEW?

- Verify unpermitted construction
- Verify the location of easements
- Verify the dimensions of property

**ADU  
DEVELOPMENT  
STANDARDS**

# ELIGIBLE PROPERTIES

- ADUs permitted in zones that allow for residential uses:
  - R1, R2, R3, R4, R5
- Must have a legal residence on the lot



# TYPES OF ADUs



## CONVERTED

- Converted from existing area



## ATTACHED

- Attached to an existing dwelling



## DETACHED

- Detached from existing dwelling

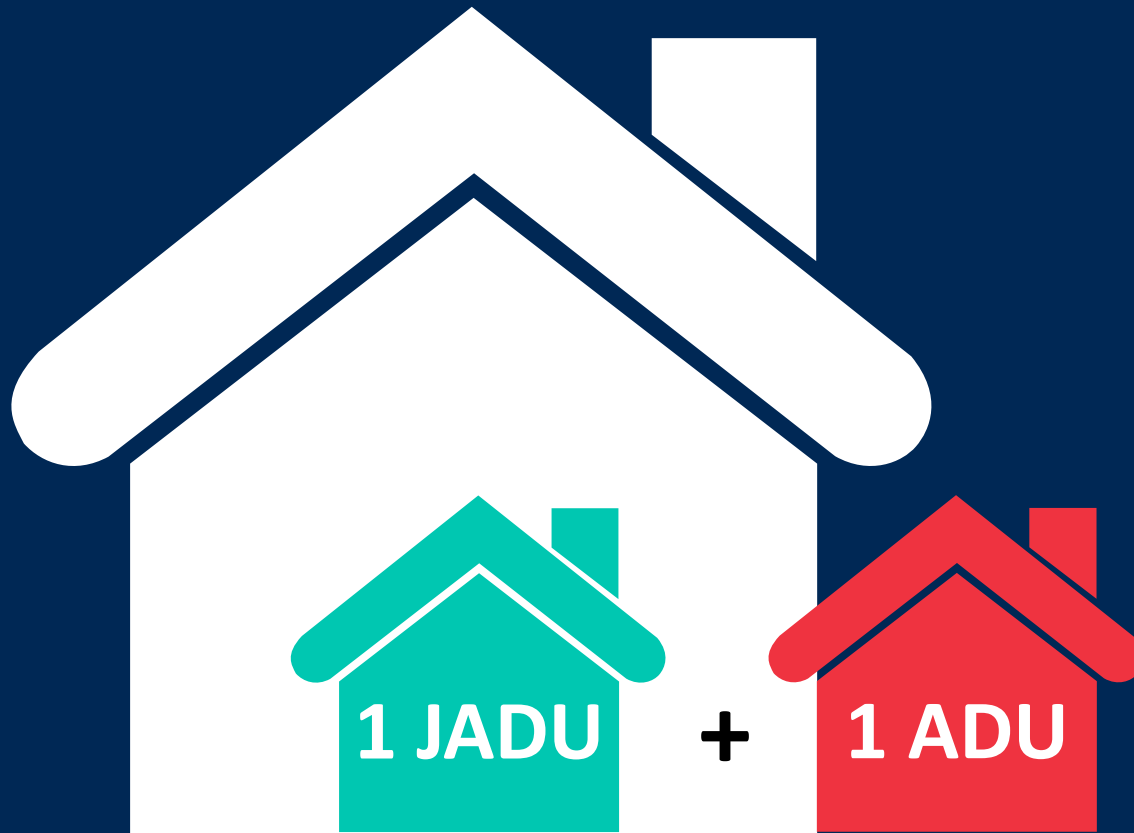


## JUNIOR

- Constructed within an existing or proposed SFR
- Owner occupied

# NUMBER OF ADUs PERMITTED

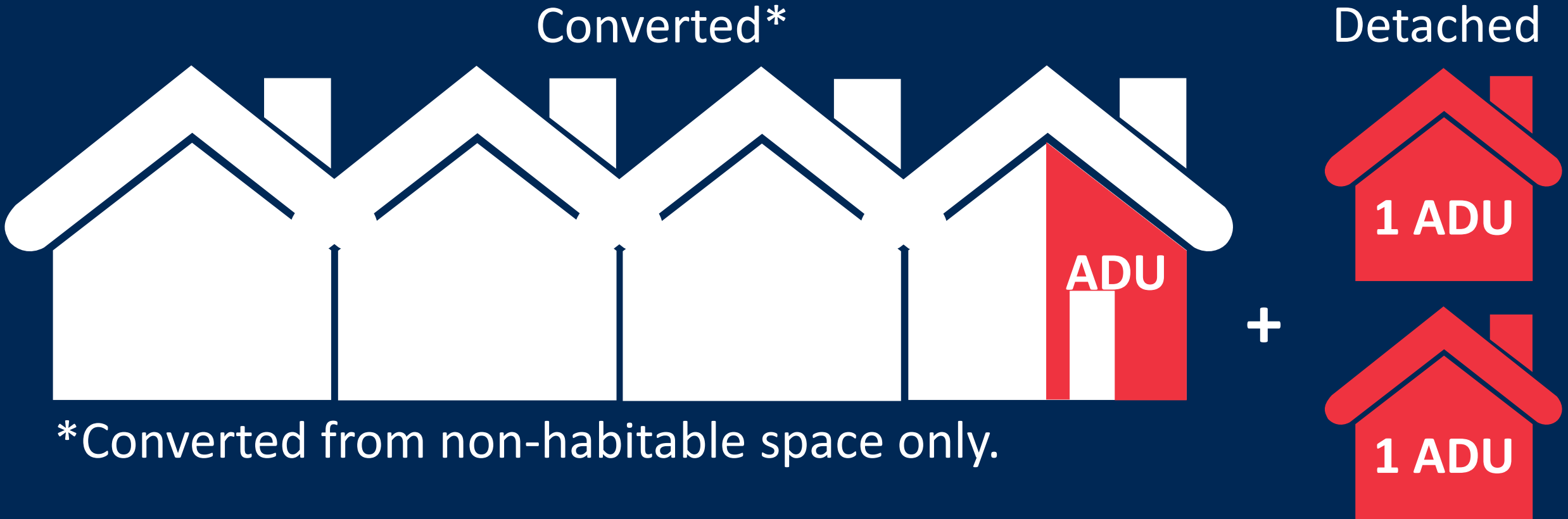
WITH SINGLE-FAMILY RESIDENTIAL



- Attached,
- Detached, or
- Converted

# NUMBER OF ADUs PERMITTED

## WITH MULTIPLE-FAMILY RESIDENTIAL

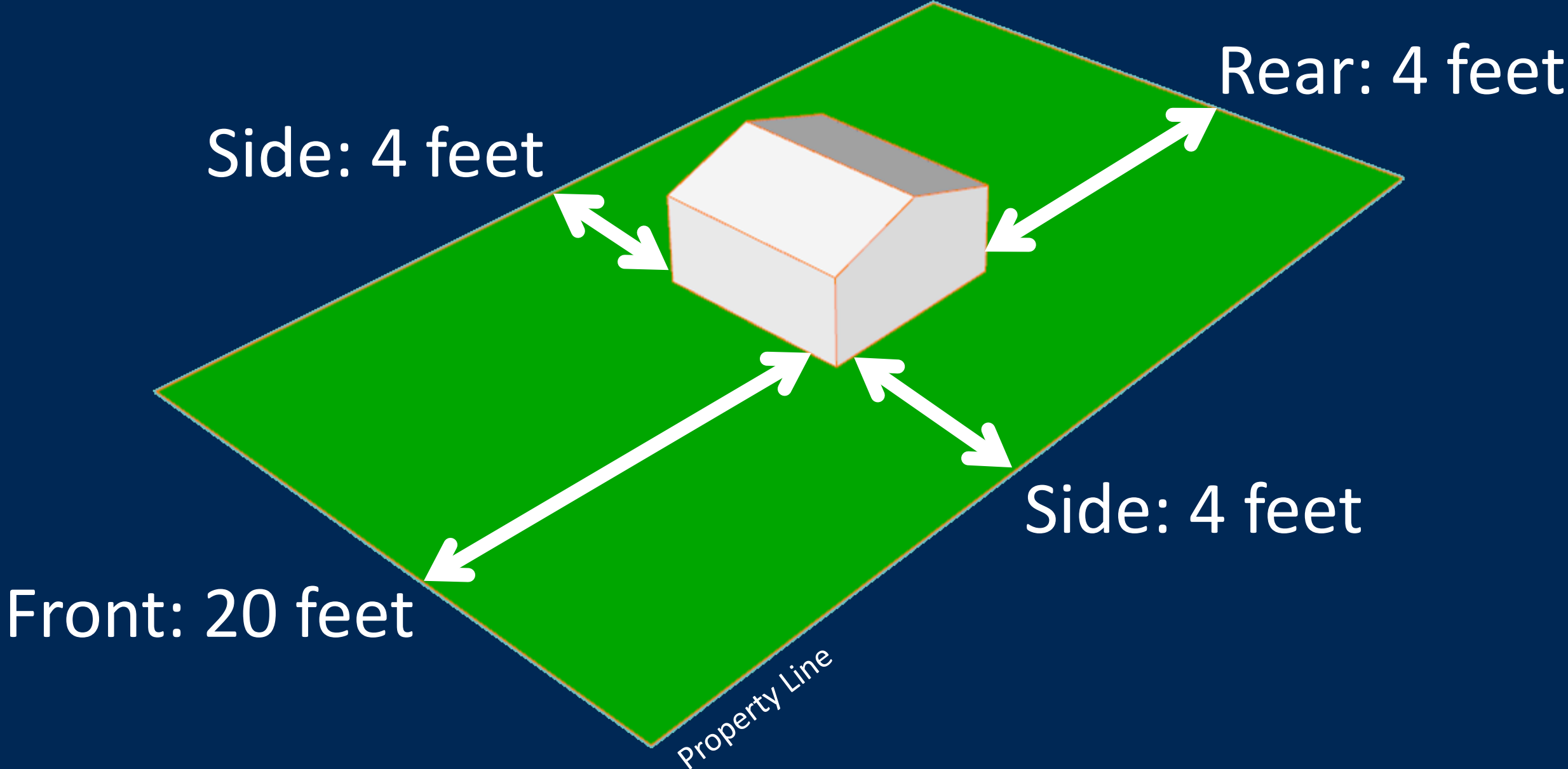


\*Converted from non-habitable space only.

$$\frac{\text{Total \# MFR Units}}{4} = \# \text{ of Converted ADUs Permitted}$$



# ADU SETBACKS



# ADU DISTANCE BETWEEN STRUCTURES

- R1 Zone: 6 feet
- R2-R5 Zones: 10 feet from dwellings, 6 feet from accessory structures

# ADU LOT COVERAGE

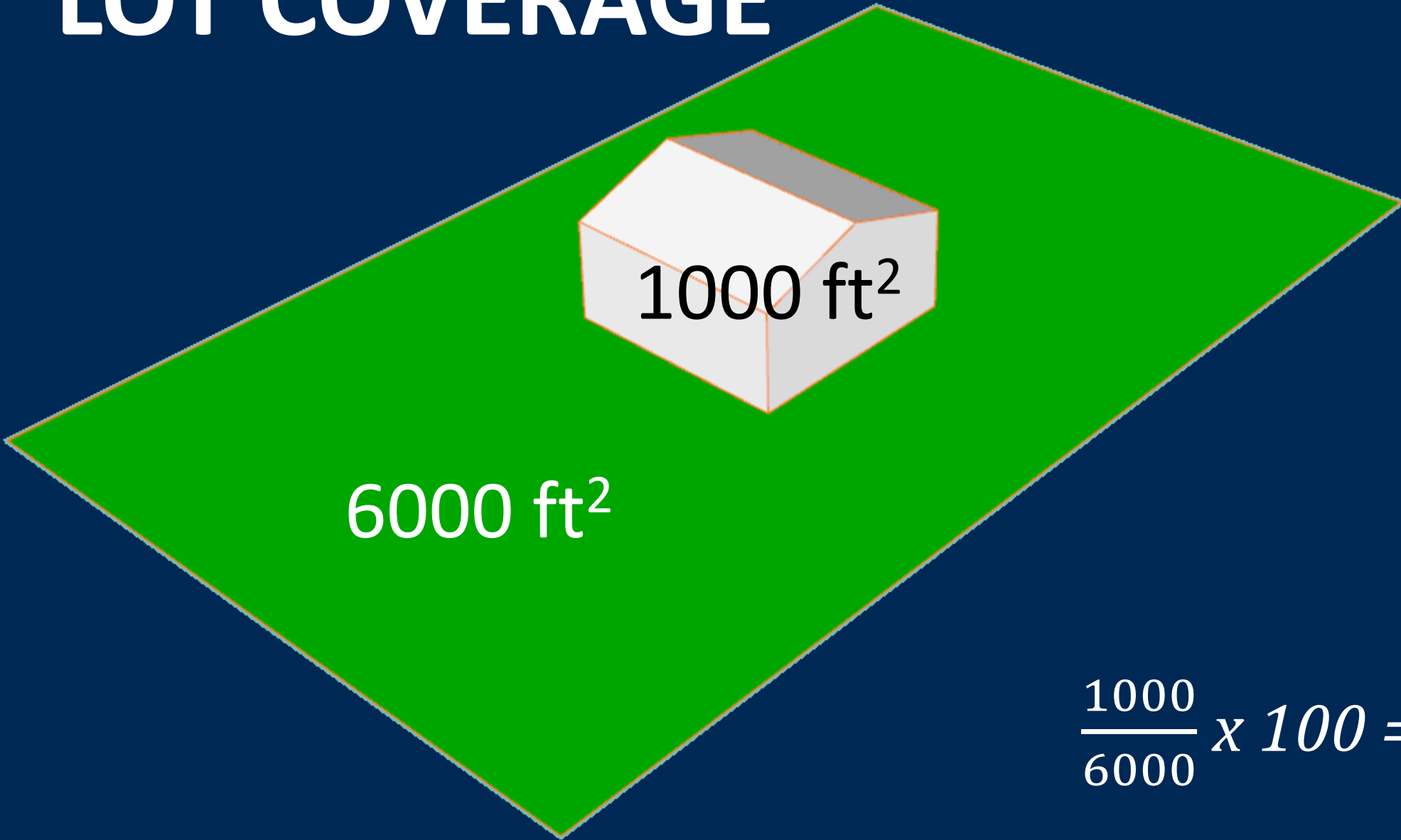
- ADUs that exceed 800 square feet must comply with lot coverage:
  - R1-R3 Zones: 40%
  - R4: 50%
  - R5: 60%

# LOT COVERAGE



$$\frac{\text{Building Footprint}}{\text{Lot Size}} \times 100 = \text{Lot Coverage \%}$$

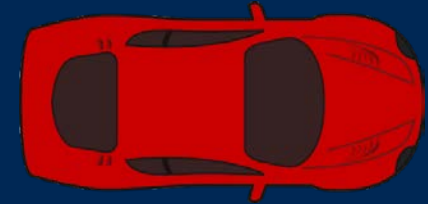
# LOT COVERAGE



$$\frac{1000}{6000} \times 100 = 16.67\%$$

# ADU PARKING

- One parking space is required
- Exceptions:
  - ADUs with no bedrooms
  - Within ½ mile of public transit
  - ADU is part of a proposed or existing residence/accessory structure



# ADU PARKING

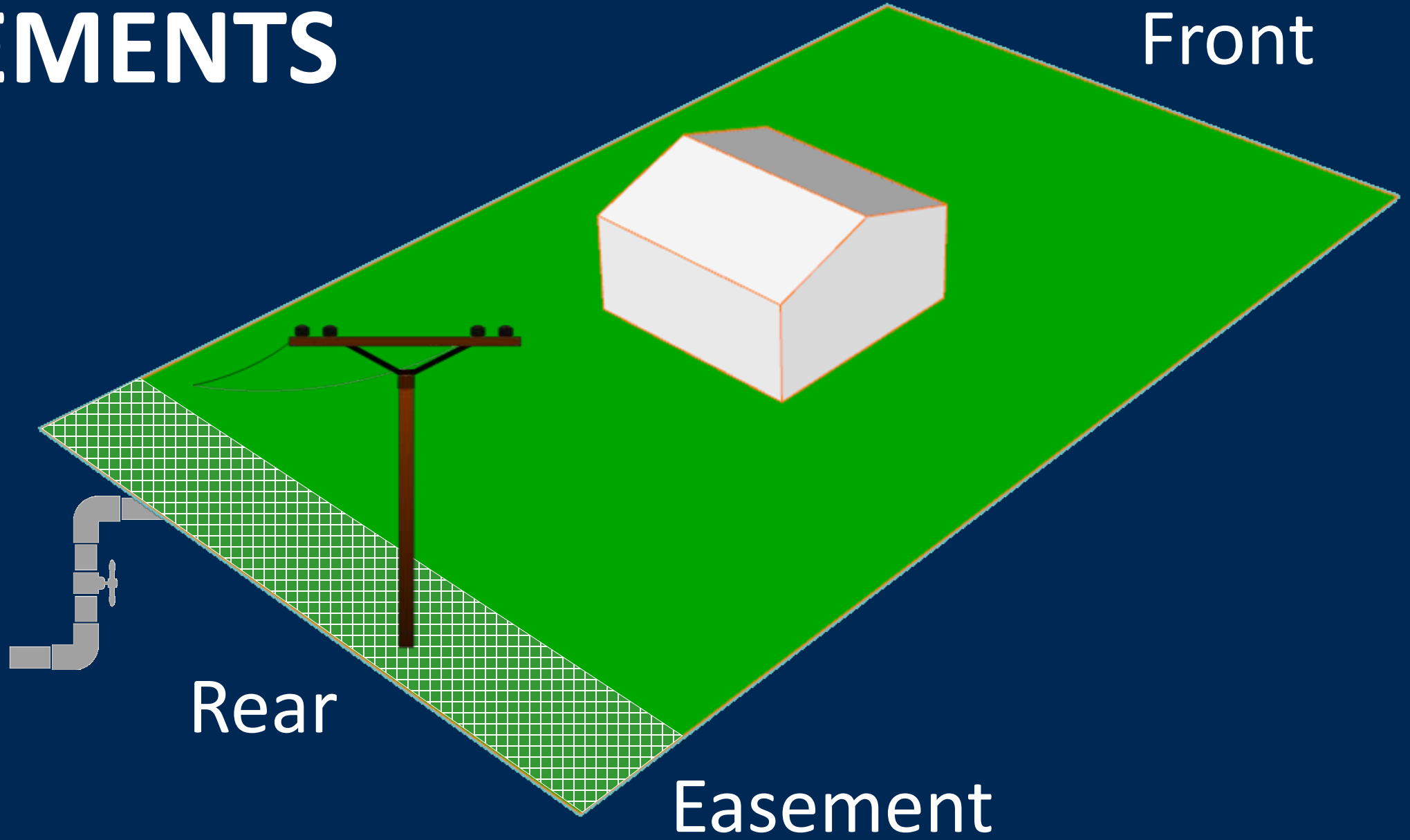
- No replacement parking is required when existing parking is removed.

# WHAT IS AN EASEMENT?

- An easement gives a person or entity the right to use someone else's property for a specific purpose.



# EASEMENTS



# EASEMENTS

*No part of a structure may encroach into an easement, including roof eaves*



# ADU MAXIMUM SIZE



## CONVERTED

- No maximum



## ATTACHED

- 1200 ft<sup>2</sup> or 50% of the dwelling, whichever is greater

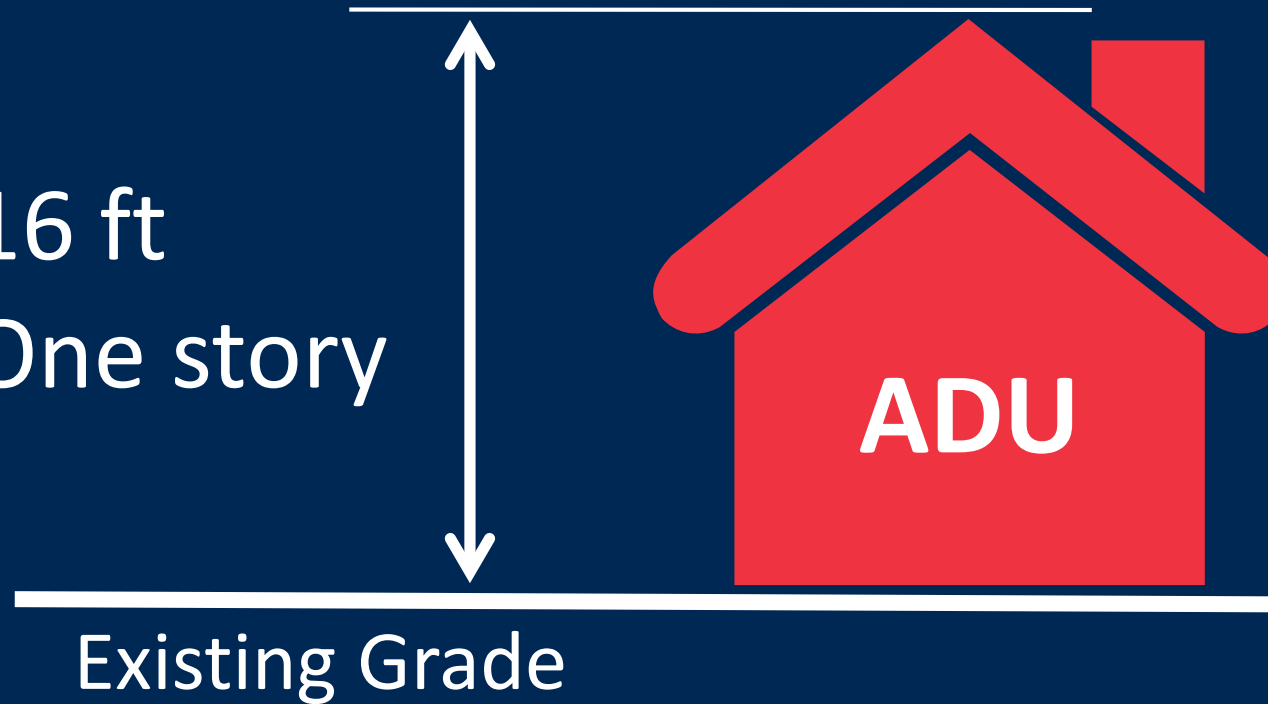


## DETACHED

- 1200 ft<sup>2</sup>

# ADU MAXIMUM HEIGHT

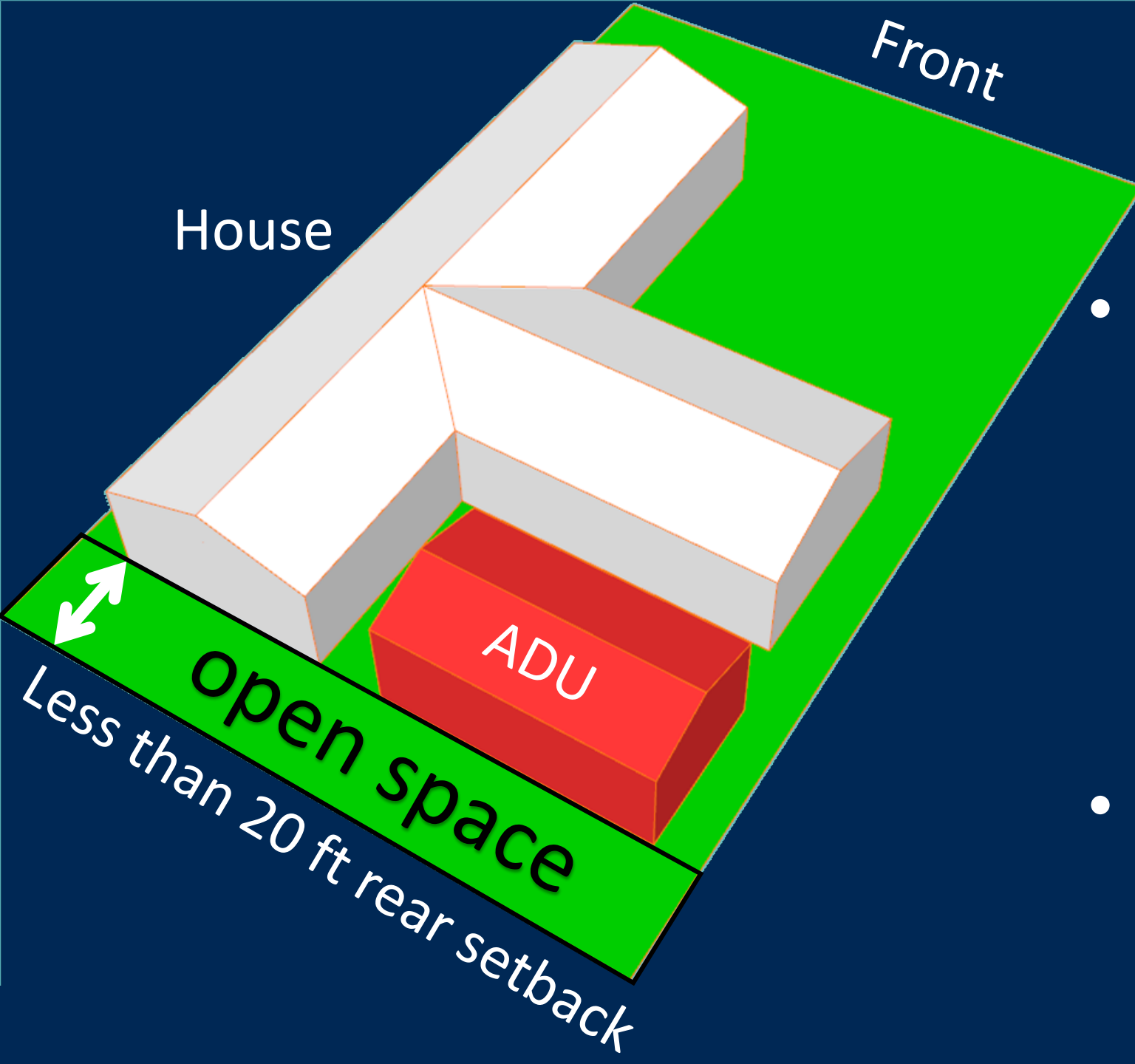
- 16 ft
- One story



# ADU ARCHITECTURAL DESIGN



Design shall be similar to and compatible with the primary dwelling



# OPEN SPACE

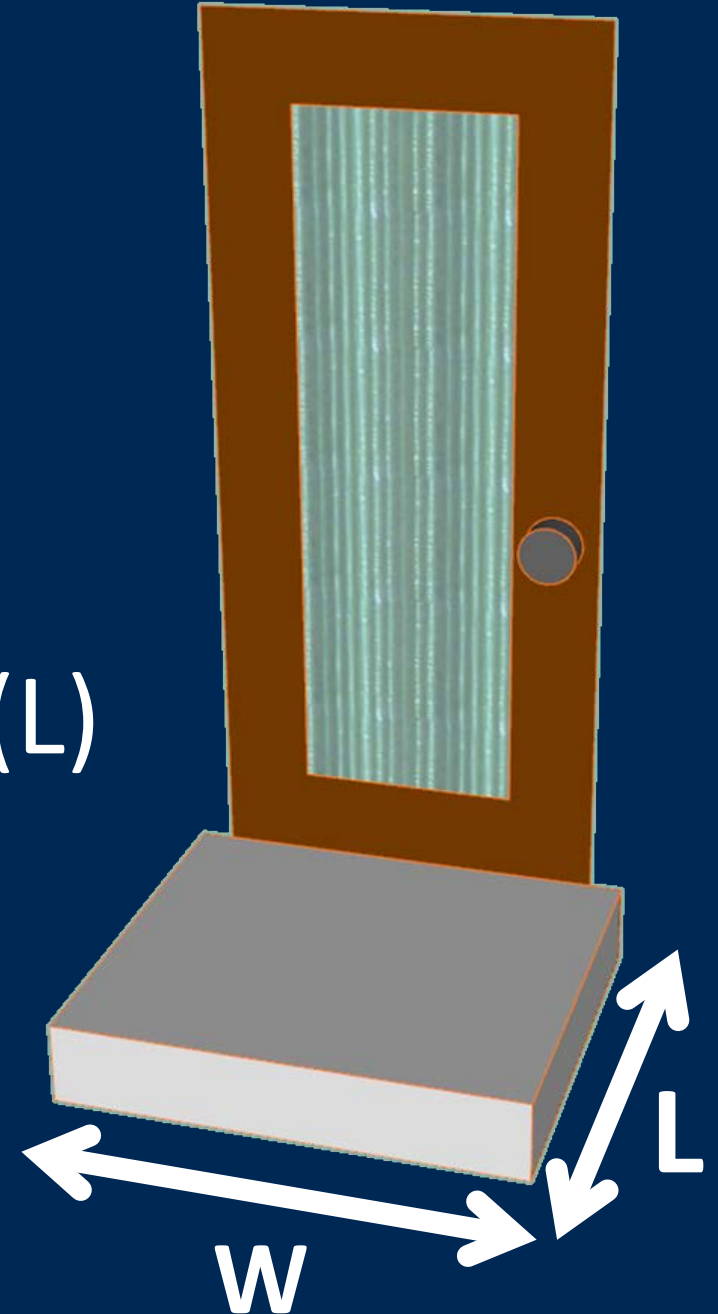
- If the following conditions exist:
  - R1- R4 Zone,
  - Primary home has a rear setback less than 20 ft, and
  - ADU exceeds 800 ft<sup>2</sup> in gross floor area
- Then 1000 ft<sup>2</sup> of contiguous open space must be maintained in the rear yard

# OPEN SPACE

- If the following conditions exist:
  - R2-R5 Zone,
  - Developed with multiple-family residences, and
  - ADU exceeds 800 ft<sup>2</sup> in gross floor area
- Then open space must comply with requirements of the underlying zone.

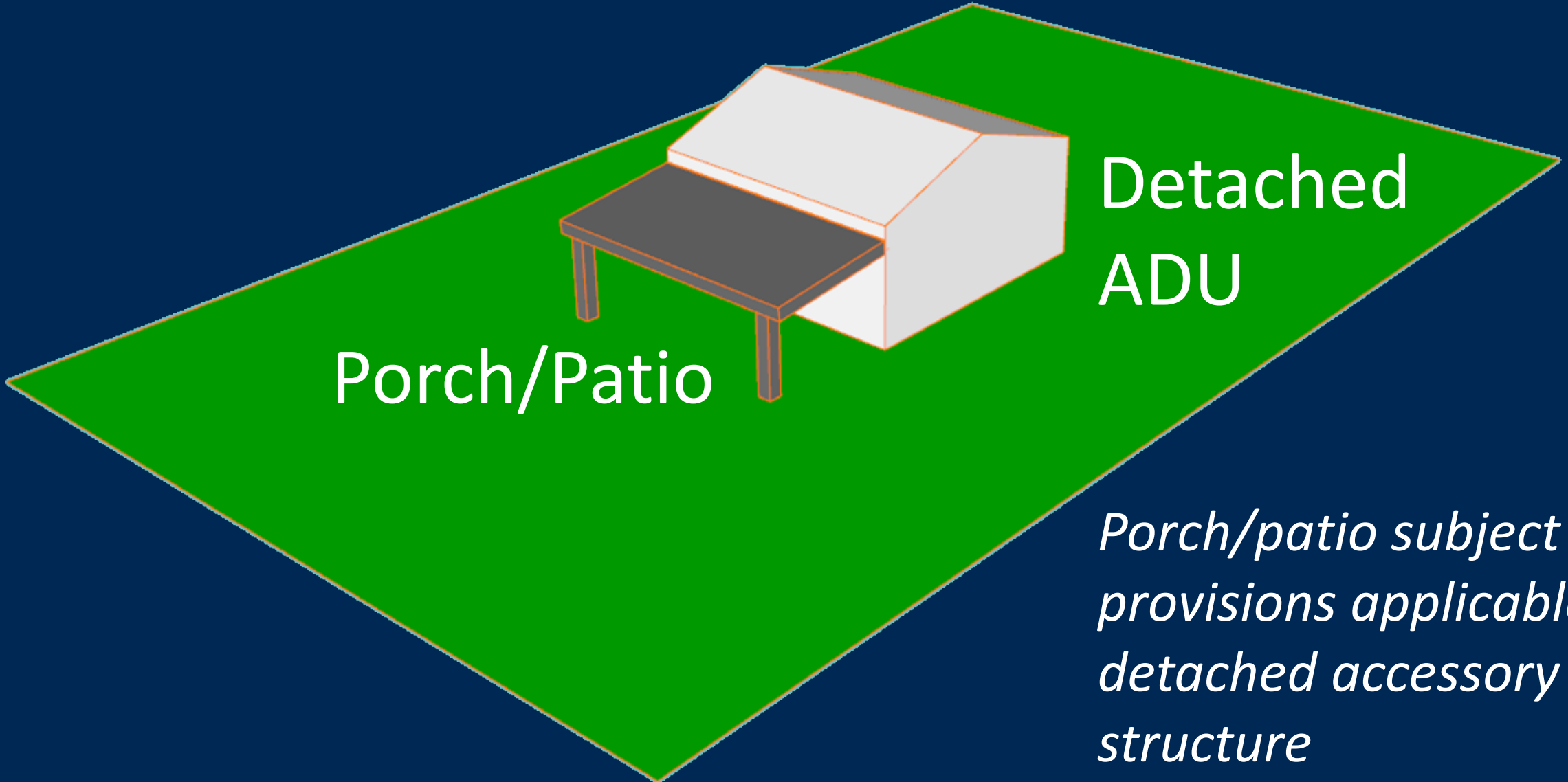
# RAISED LANDINGS

- Shall only lead into an exterior entry way
- Maximum 50 inches in length (L)
- Maximum 6 inches wider (W) than adjoining door





# PORCHES AND PATIO COVERS



Porch/Patio

Detached  
ADU

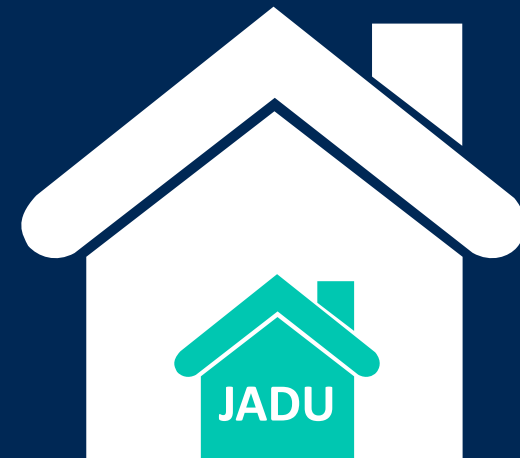
*Porch/patio subject to all provisions applicable to a detached accessory structure*

# DETACHED ACCESSORY STRUCTURES

- Maximum cumulative area: 200 ft<sup>2</sup>
- Corner lot street side setback: 10 ft

# JUNIOR ADU

- **Maximum size:** 500 SF
- **Location:** Entirely within a SFR or attached garage
- **Required parking:** None
- **Replacement parking:** Not required
- **Owner Occupancy:** Required on the lot
- **Deed Restriction:** Required



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# QUESTIONS & ANSWERS

# CONTACTS

DIVISION	PHONE	E-MAIL
PLANNING	714-548-3247	planning@westminster-ca.gov
ENGINEERING	714-548-3465 714-548-3466	
BUILDING	714-548-3254	