

### **MEMORANDUM**

DATE:

July 12, 2010

TO:

Housing Element Committee (HEC)

FROM:

Lilly Schinsing, Associate Planner

SUBJECT:

Revised Accessory Dwelling Unit Cover Letter and Questionnaire

At the June 28, 2010 meeting the HEC directed Staff to complete the following tasks:

- (1) Work with Vice-Chair Cox and Committee Member Stoddard on revisions to the Accessory Dwelling Unit Cover Letter and Questionnaire;
- (2) Distribute the revised Accessory Dwelling Unit Cover Letter and Questionnaire to the City Council at the June 29, 2010 City Council meeting;
- (3) Conduct a small "pilot test" of the revised Accessory Dwelling Unit Cover Letter and Questionnaire to random property owners of property zoned for single-family residential use in the City; and
- (4) Contact the "pilot test" property owners regarding their feedback on the questionnaire.

Revisions were made to the survey instruments and distributed to the Council on June 29, 2010. The revised Accessory Dwelling Unit Cover Letter and Questionnaire (attached) were mailed to ten random property owners of property zoned for single-family residential use on July 8, 2010. Staff will report to the HEC at the July 12, 2010 meeting regarding the feedback from the questionnaire.

Attachment: Revised Accessory Dwelling Unit Questionnaire and Cover Letter

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ITEM 5

# City of Sausalito Housing Element Committee

Something we've always wanted to know...
...but were too shy to ask...

How many accessory dwelling units are there in Sausalito?

More specifically, how many unidentified units are alive and well and providing much needed affordable housing in our single family residential neighborhoods and how many of you would like

to add an accessory unit to your home?

Here's why we're asking -

Sausalito is presently updating its Housing Element. As part of that process, we must satisfy the State that we're making a good faith effort to maintain a "housing mix" in our town. Accessory dwelling units, which are small living units that are ancillary to the main residence on a single-family lot, are often called by other names such as "in-law units," "granny units," and "second units" and have been used in various communities to provide affordable housing. These accessory dwelling units can have many property-owner and community benefits, including providing flexibility for the owner of the main home (such as providing an additional source of income or an apartment for elderly parents) and providing lower cost housing for various members of the community (such as single persons, young couples, seniors and various members of the workforce) as the units tend to be small.

Sacramento asks that we provide a diversity of housing, not only for the people who have lived here for years and those who can afford to buy homes, but for <u>all</u> citizens, including those of lower income (e.g., our firefighters, nurses, police officers and teachers). Actually, we may be doing a pretty good job already. If our hunch is right, some of our "fair share" of affordable housing is already in place. Our problem is we can't prove it. Whereas every other jurisdiction in Marin has legalized qualifying accessory units, Sausalito currently does not allow them. As a result, much of

our lower priced housing is "invisible". However, Sausalito's General Plan calls for legalizing existing accessory units and adopting an ordinance to allow new second units where

prescribed standards can be met.

That's where you can help us. If you own an accessory unit, (which, in many cases, is apt to be illegal), don't tear this up and go into hiding. Instead, answer and return the enclosed questionnaire. We guarantee—cross our hearts—that no one will ever know who you are and your responses will be confidential. This information will not be used in any way for enforcement action or tax collection purposes. Instead, we will use it to evaluate what amnesty program or other incentives might be appropriate for our accessory units. Please take ten minutes right now to provide us with this important information.

## It is very important that you mail the survey by [DATE TO BE DETERMINED]

If you are interested in more information regarding the Housing Element Update or want to be added to the email or mailing lists regarding accessory dwelling units, please contact: Lilly Schinsing, Associate Planner, Community Development Department, Planning Division, 420 Litho Street, Sausalito, CA 94965, (415) 289-4134 or LSchinsing@ci.sausalito.ca.us.

Additionally, if you are interested in the update please visit the City's Housing Element Update website at <a href="https://www.ci.sausalito.ca.us/Index.aspx?page=703">www.ci.sausalito.ca.us/Index.aspx?page=703</a>. Results from this survey will be posted on the website.

Thank you for participating!

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# City of Sausalito Accessory Dwelling Unit Questionnaire

### PLEASE COMPLETE AND SEND BACK THIS QUESTIONNAIRE BY [DATE TO BE DETERMINED]

Your answers are completely anonymous and confidential and <u>will not</u> be used for enforcement or tax collection purposes. Please <u>do not</u> include your name or address on this form.

#### What is an Accessory Dwelling Unit?

An accessory dwelling unit is a permanent residence that is accessory to a primary residence on the same site. Accessory dwelling units can be attached to, or detached from, the main residence. An accessory dwelling unit has:

• A separate bathroom • Separate food preparation facilities (which include a stove, refrigerator, and sink).

• A Separate pathroom • Separat	e 1000 preparation facilities (which	ch include a stove, refrigerator, and	i sinkj.
If you don't have an accommend	aco complete Carties A. If	ovieting appropriate the seed on the	ofinition objects with the Co. 11
	t .	existing accessory unit (based on the d	·
SECTION A -To be completed by	7) Do you have at least 500 sq.	12) Approximate size of the	21) What is the monthly rent of
owners with <u>no</u> accessory dwelling unit on their property	ft. of undeveloped space on your lot available for an	accessory unit is:  Under 600 sq. ft.	your unit (if unit is not currently
dwelling unit on their property	accessory unit?	· ·	occupied, please estimate what
1) If the City's zoning ordinance	□Yes	□ 600 − 1,000 sq. ft. □ Over 1,000 sq. ft.	you would charge if/when
was changed to permit new	□No	Over 1,000 sq. It.	rented)? <b>D</b> \$0, no rent charged
accessory dwelling units, would	□Don't know	13) The unit is:	□ \$0, no rent charged □ \$1-\$600/month
you be inclined to build one?	Don't know	Attached to my house	\$1-\$600/month
☐Yes	8) If an accessory unit were	Detached from my	\$801-\$1,000/month
□No	built, could you accommodate	house (if Detached, <b>skip</b>	\$1,001-\$1,200/month
	off-street parking for that unit	to #15)	\$1,001-\$1,200/month
2) If you were to build an	on your property?	to #13/	Over \$1,600/month
accessory dwelling unit, how	☐ Yes. Number of spaces	14) If <b>yes to #13</b> , is there internal	Over \$1,000/month
much rent do you think that you	□ No	access from your primary unit to	22) What is the approximate age
would charge?		the accessory unit?	of the current accessory unit
□Under \$600/month	9) What incentives might the	☐ Yes	occupants?
□ \$601-\$800/month	City offer to encourage	□ No	□ 18 - 30 years old
□ \$801-\$1,000/month	disclosure of existing accessory	_ 110	□ 31 - 45 years old
□\$1,001-\$1,200/month	units that the City doesn't know	15) The unit is a:	46 - 60 years old
□\$1,201-\$1,600/month	about?	Studio	Over 60 years old
□Don't know	☐Amnesty (legalization of	One bedroom	
	illegal units if certain criteria	Two or more bedroom	23) What is the overall condition
3) Do you currently have an	are met)		of your unit?
additional unit on your property	☐ Allowing increased floor area	16) When was your accessory	☐ Just redone
that does not qualify as an	on existing lot	unit built?	☐ In good condition
accessory unit based on the	☐ Discounted building permits	☐ Prior to or on 2/7/84	☐ Needs repairs
definition above?	to bring unit up to code	☐ After 2/7/84	■ Needs to be completely
□No	☐Other (please use the space	, ,	renovated
■Yes, and it does not qualify	in the comments section <b>on</b>	17) Does the unit have its own	
because it is missing:	the back to provide any other	outside entry?	24) What is the accessory unit
■A cooking facility	suggestions you may have)	□ Yes	occupants' primary form of
■A bathroom		<b>□</b> No	transportation?
	SECTION B - To be completed		☐ Car
4) Do you have an existing	by owners with an existing	18) Is the unit currently	■ Bus
structure on your property (e.g.	accessory dwelling unit on	occupied?	□ Ferry
greenhouse, office studio) that	their property	□ Yes	■ Motorcycle
could be converted into an		<b>□</b> No	■ Bike
accessory unit?	10) If the City established an		■ Walking
□Yes	amnesty program for illegal	19) If you answered <b>yes to #18</b> ,	
□No	accessory units would you	how many people currently	25) What is the number of cars
□Don't know	apply to legalize an existing	occupy the unit?	owned by the unit occupant?
	unit?	<b>□</b> One	<b>□</b> 0
5) Have you thought about	□ Yes	<b>□</b> Two	<b>□</b> 1
building an accessory unit or	□ No	More than two	☐ More than 1
incorporating one into your	I'm not sure		
house?	Does not apply	20) How often is the unit	26) Where is the accessory unit
Yes		occupied?	occupants' car(s) parked?
■ No (skip to #7)	11) Was the accessory unit	Only used by guests	☐ On-street
	constructed with building	Usually occupied by a	On my property
6) <u>If <b>y</b>es to <b>#5</b>, why?</u>	permits?	tenant	☐ Elsewhere
■Extra income	☐ Yes	Rarely occupied by a	
☐ Place for relative to live	<b>□</b> No	tenant	
□Other:	THE NAME OF	5 PAGE 5	

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Housing Element Committee City of Sausalito 420 Litho Street Sausalito, CA 94965

Please tape closed

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