



CITY OF SIERRA MADRE

PLANNING COMMISSION REGULAR MEETING AGENDA

Thursday, March 19, 2026, 5:30 PM

City Council Chambers, 232 W. Sierra Madre Blvd.

AMERICANS WITH DISABILITIES ACT

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 574-5455. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

PUBLIC COMMENT & ACCESS

The Brown Act provides the public with an opportunity to make public comments at any public meeting. As an alternative, public comment may be submitted by e-mail to publiccomment@sierramadreca.gov by 3:00PM on the day of the meeting. Emails will be acknowledged at the Planning Commission meeting, filed into public record, and scanned onto the City website for public review.

A copy of the posted agenda and a live video stream of the meeting can be found on the City's website at sierramadreca.gov, on Foothills Media website at foothillsmmedia.org/sierramadre, and broadcast on Government Access Channel 3 (Spectrum).

If you require special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 355-7135 at least 48 hours prior to the meeting.

CODE OF CONDUCT

The purpose of a Planning Commission meeting is to conduct City business. Members of the public that behave in a manner that interrupts or obstructs the Planning Commission's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the Planning Commission's ability to conduct City business are prohibited. No signs, posters, or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb, or otherwise impede the orderly course of the meeting.

1. CALL TO ORDER

2. ROLL CALL OF PLANNING COMMISSION MEMBERS

Thomas Denison, Chair
Patrick Simcock, Vice Chair,
Kevin Brennan, Commissioner
Christine Moran, Commissioner
Yong Yoo, Commissioner

3. APPROVAL OF AGENDA

4. REPORT FROM CITY COUNCIL LIASON

5. PRESENTATIONS

6. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Any person wishing to speak before the Planning Commission is asked to complete a Speaker Card and provide it to staff prior to the start of the meeting. Speakers are generally limited to three (3) minutes per person and time may not be delegated; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the Planning Commission is prohibited from discussing or taking action on any item not listed on the posted agenda.

Addressing the Planning Commission from the audience is not permitted; all comments addressing the Commission must be made from the podium. Only public comment made from the podium will be recognized by the Planning Commission and entered into public record.

7. PUBLIC HEARING

Any person wishing to speak before the Planning Commission on a public hearing item is asked to complete a Speaker Card noting the agenda item number and provide it to staff prior to the start of the public hearing. Separate and apart from the applicant (who may speak longer in the discretion of the Commission) speakers are generally limited to three (3) minutes per person; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the Planning Commission is prohibited from discussing or acting on any item not listed on the posted agenda. The applicant may additionally submit rebuttal comments, at the discretion of the Commission.

Following the closure of the public hearing and prior to the final decision, Commissioners shall disclose any ex parte communication that has taken place pertaining to the public hearing item. Planning Commissioners shall also disclose all visits to a site that is the subject of a quasi-adjudicatory proceeding before the Planning Commission. The disclosure will include whether the site visit was organized by staff, upon the invitation of the applicant, or on the Commissioners' own accord. The Commissioner must disclose all information learned from the site visit that is not included in the agenda packet and that informs his or her decision-making.

8. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless a member of the Planning Commission requests that a specific item be removed from the Consent Calendar for separate discussion and action.

- A. Regular Meeting Minutes of February 19, 2026
CEQA: Not a Project
Recommended Action: Approve

- B. 2025 General Plan and Housing Element Annual Progress Reports
CEQA: Not a Project
Recommended Action: Approve

9. DISCUSSION ITEMS

A. Municipal Code Text Amendment (MCTA 26-01) Amending Chapter 17.22 (Accessory Dwelling Units) of Title 17 (Zoning) of the Sierra Madre Municipal Code

The Planning Commission will discuss a Municipal Code Text Amendment proposed by staff to amend Chapter 17.22 (Accessory Dwelling Units) of Title 17 (Zoning) of the Sierra Madre Municipal Code. The purpose of the amendments is to revise development standards and provisions related to accessory dwelling units consistent with California state laws imposed by Assembly Bills 1154 and 462, and Senate Bills 9 and 543.

CEQA: Exempt

Recommended Action: Provide staff with direction

10. REPORTS FROM PLANNING COMMISSION

11. REPORTS FROM CITY STAFF

12. ADJOURNMENT

The Planning Commission will adjourn to its next regular meeting on April 2, 2026.

INFORMATION TO THE PUBLIC

The Planning Commission will consider the last item at 10:30 p.m. and they will adjourn the meeting by 11:00 p.m. The Planning Commission will continue all unfinished business to an adjourned meeting on the following Thursday at 5:30 p.m. or to a different time and date certain.

Copies of the Agenda are available for your convenience at the rear of the Council Chambers. State legislation (Govt. Code Section 54954.2) limits the Planning Commission's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Planning Commission on any item if not posted on the agenda, except that Commissioners or staff may briefly respond to statements made or questions posed by the public, a Commissioner or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. A Commissioner or the Planning Commission itself may provide a reference to staff to report back to the Planning Commission at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

REQUIRED FINDINGS

Conditional Use Permit and Variance considerations are "quasi-judicial" decisions made by the Planning Commission. As such, these decisions may be challenged in court. Accordingly, courts require an adequate "record" to exercise judicial review. This means that the documentation supporting the approval or denial of a project must include an explanation of how the Planning Commission processed the raw information and evidence considered in reaching its decision. The California Supreme Court has laid down distinct, definitive principles of law detailing the need for findings when a public agency approves or denies a project while acting in a "quasi-judicial" roll. This decision is based upon the case, *Topanga Assoc. for a Scenic Community v. County of Los Angeles* ("Topanga"). The "Topanga" court outlined the following 5 purposes for making findings:

- Provide a framework for making principled decisions, enhancing the integrity of the administrative process;

- Facilitate orderly analysis and reduce the likelihood the agency will randomly leap from evidence to conclusions;
- Serve a public relations function by helping to persuade the parties that the administrative decision making is careful, reasoned, and equitable;
- Enable the parties to determine whether and on what basis they should seek judicial review and remedies; and
- Apprise the reviewing court of the basis for the agency's decision.

For more information on the necessary "Findings" that the Planning Commission must make, please contact the Planning and Community Preservation Department at (626) 355-7138.

(Source: Curtin's California Land Use & Planning Law, Daniel)

Date Posted: March 16, 2026



Thursday, February 19, 2026, 5:30 P.M.

City Council Chambers, 232 W. Sierra Madre Blvd.

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1. CALL TO ORDER

Chair Denison called the meeting to order at 5:30 p.m. Director Lin called the roll.

2. ROLL CALL OF PLANNING COMMISSIONERS

Present: Thomas Denison, Chair
Patrick Simcock, Vice Chair
Kevin Brennan, Commissioner
Yong Yoo, Commissioner

Absent: Christine Moran, Commissioner

Also Present: Clare Lin, Director of Planning and Community Preservation
Julia Homaechvarria, Deputy City Attorney
Joshua Wolf, Senior Planner
Katelyn Huang, Assistant Planner
Greg Silva, Code Enforcement Officer

3. APPROVAL OF AGENDA

Chair Denison asked for a motion to approve the agenda as presented.

Commissioner Brennan made a motion to approve the agenda as presented.

Commissioner Yoo seconded the motion.

Ayes: Chair Denison, Vice-Chair Simcock, Commissioner Brennan, and Commissioner Yoo

Noes:

Absent: Commissioner Moran

Abstain:

The motion to approve the agenda as presented was approved by a unanimous voice vote by all commissioners present.

4. REPORTS FROM CITY COUNCIL LIAISON

Mayor Lowe reported that the City Council will be reviewing the Design Review Permit for the Meadows and requested that a member of the Commission attend the meeting.

5. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

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Addressing the Planning Commission from the audience is not permitted; all comments addressing the Commission must be made from the podium. Only public comment made from the podium will be recognized by the Planning Commission and entered into public record.

Chair Denison opened the podium for public comment on items not on the agenda.

Senior Planner Wolf announced that no speaker cards had been submitted for items not on the agenda.

Seeing no one come forward, Chair Denison closed public comment.

6. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless a member of the Planning Commission requests that a specific item be removed from the Consent Calendar for separate discussion and action.

a) Regular Meeting Minutes of January 15, 2026

CEQA: Not a Project

Recommended Action: Approve

Chair Denison asked for a motion to approve the January 15, 2026, Meeting Minutes.

Vice-Chair Simcock made a motion to approve the January 15, 2026, Meeting Minutes.

Commissioner Yoo seconded the motion.

Ayes: Chair Denison, Vice-Chair Simcock, Commissioner Brennan, and Commissioner Yoo
Noes:
Absent: Commissioner Moran
Abstain:

The motion to approve the January 15, 2026, Planning Commission Meeting Minutes was passed by a majority voice vote by all commissioners present.

7. DISCUSSION ITEMS

- a) Resolution No. 26-02 Declaring a Public Hearing to Investigate a Potential Public Nuisance

CEQA: Not a Project

Recommended Action: Approve

Deputy City Attorney Homaechearria provided an overview for code enforcement actions for abatement and nuisance reporting.

The Code Enforcement Officer presented a summary of the ongoing enforcement history at 281 W. Carter Avenue, noting that all attempts to contact the property owner were unsuccessful and no responses were received. The property has not yet been recorded as non-compliant with the Los Angeles County Recorder's Office, as staff is awaiting further direction from the Planning Commission.

Deputy City Attorney Homaechearria added that the staff report includes proposed findings consistent with Sierra Madre Municipal Code Section 8.16.01 defining a nuisance, and that it would be the Commission's responsibility to determine whether those findings could be made.

Community Input

Chair Denison opened the floor for community input for discussion item A.

Senior Planner Wolf announced that no speaker cards had been submitted for discussion item A. Staff did receive a public comment online that was forwarded to the Planning Commission.

Deliberation

Chair Denison expressed sincere concern about infringing on private property rights, noting the difficulty in distinguishing between aesthetic preferences and genuine public safety hazards. He questioned where the line should be drawn, using examples such as non-operational vehicles parked on public streets for years and ivy on neighboring hillsides. However, the clarification from City Attorney Giragosian—that the Commission would review and select specific items at the public hearing, and that abatement would be surgical rather than sweeping—provided sufficient comfort.

Commissioner Brennan stated that while he was also sensitive to property owners' rights, the documentation and photographic evidence provided by the Code Enforcement Officer, combined with his own visit to the property and the applicable Sierra Madre Municipal Code provisions under Section 8.16.0110DHI, led him to conclude that sufficient evidence existed. He cited fire hazards from overgrowth or debris and potential pest issues as significant concerns directly linked to the property's state.

Commissioner Yoo concurred, expressing regret that the situation had escalated and noting the significant strain it had placed on staff resources.

Vice Chair Simcock concurred, stating that given the years of unaddressed fines and ongoing noncompliance, proceeding to a public hearing was the appropriate next step.

Deputy City Attorney Homaechearria explained that the property owner would be notified of the public hearing and could voluntarily abate the property before or after the hearing. If abatement was ordered and not complied with or appealed within 30 days, the matter would

move to City Council closed session, after which the City Attorney could seek a court warrant and administrative inspection order.

Vice-Chair Simcock made a motion to approve Resolution No. 26-02

Commissioner Yoo seconded the motion.

Ayes: Chair Denison, Vice-Chair Simcock, Commissioner Brennan, and Commissioner Yoo

Noes:

Absent: Commissioner Moran

Abstain:

The motion to approve Resolution No. 26-02 declaring a public hearing to investigate a potential public nuisance at 281 W. Carter Avenue was passed by majority vote of all commissioners present.

b) California Legislative Update Part 1 – Permit Streamlining

CEQA: Not a Project

Recommended Action: Receive and File

Deputy City Attorney Homaechvarria presented an overview of recently enacted California legislation focused primarily on ADU law and related permit streamlining measures.

AB 3074 – Zone 0 Fire Safety / Defensible Space

Deputy City Attorney Homaechvarria stated that AB 3074, though signed into law, is not yet enforceable pending guidelines. It requires a 0–5-foot ember-resistant “Zone 0” around structures in fire hazard areas and will be an exception to the AB 130 building standards moratorium once effective.

Chair Denison noted that enforceable Zone 0 requirements could effectively act as setback restrictions for ADUs, and Deputy City Attorney Homaechvarria agreed.

AB 130 – ADU Law, Building Standards Moratorium, CEQA Exemption, and Shelter Inspections

Deputy City Attorney Homaechvarria stated that AB 130 removes a prior exception allowing some cities to impose standards on certain protected ADUs and clarifies that reasonable restrictions may not include fees or costs that increase ADU creation.

Senior Planner Wolf clarified, in response to a question from Chair Denison, that because Sierra Madre has adopted building code standards mitigating for construction within the high fire hazard severity zone, the exceptions that would otherwise prohibit certain construction in those zones—such as those applicable under SB 9—do not apply to the city.

Senior Planner Wolf also noted that, under AB 130, all developable areas in Sierra Madre meet the criteria for urban infill, making them eligible for the CEQA infill exemption.

Deputy City Attorney Homaechvarria added that AB 130’s annual homeless shelter inspections and reporting requirements could plausibly be a response to San Francisco’s encampment relocations.

SB 543 – ADU and JADU Maximum Size, Processing Timelines, and Fee Limitations

Deputy City Attorney Homaechvarria explained that SB 543 measures ADU and JADU sizes by net livable interior space, including areas for living, sleeping, eating, cooking, or sanitation.

Chair Denison noted this could raise questions about spaces like closets.

Commissioner Brennan noted that under SB 543, the codified unit limits and fee exemptions could allow a single-family lot to include a triplex plus a detached unit and also allow internal

and external ADUs on multifamily lots, reflecting the law's provisions for ADUs and JADUs per lot.

Senior Planner Wolf explained that a JADU, up to 500 sq. ft., has its own cooking and sleeping areas and separate entrance but can share a bathroom, while an ADU is fully self-sufficient. He clarified that attached non-livable spaces like garages are excluded from JADU measurements, but converting a detached garage counts as an ADU.

AB 1154 – JADU Short-Term Rental Prohibition and Owner Occupancy

Deputy City Attorney Homaechearria noted that while AB 1154's owner occupancy requirement for JADUs can be recorded as a deed restriction, its practical enforcement remains unclear.

AB 462 – ADU Certificate of Occupancy During Emergency Rebuilding

Deputy City Attorney Homaechearria explained that AB 462 codifies a prior executive order from the Eaton Fire, allowing ADUs to receive certificates of occupancy before the primary dwelling is rebuilt if the original home was destroyed in an emergency.

Chair Denison asked whether the law imposed a time limit on how long a property owner would have to rebuild the primary structure.

Deputy City Attorney Homaechearria indicated she believed a time window existed tied to the duration of the state of emergency, but she would confirm the details.

Chair Denison also asked whether a property owner could sell before obtaining a certificate of occupancy for the primary structure.

Deputy City Attorney Homaechearria committed to looking into that question.

SB 9 (2026) – ADU Ordinance Submission to HCD

Deputy City Attorney Homaechearria clarified that SB 9 provides that city ADU ordinances not timely submitted to HCD, or not addressed within 30 days of HCD findings, become null and void. In that case, the city would be limited to applying state ADU law when processing applications. It is unclear whether resubmission would be permitted after a lapse.

AB 1061 – Historic Resource Exceptions to SB 9 Ministerial Approval

Deputy City Attorney Homaechearria elaborated on AB 1061, addressing issues where certain jurisdictions have excessively applied the historic resource exception in relation to SB 9 ministerial approvals within historic districts.

Deputy City Attorney Homaechearria noted that a Part 2 of the California Legislative Update would be presented at a future meeting.

8. REPORTS FROM PLANNING COMMISSION

No reports

9. REPORTS FROM CITY STAFF

Planning Director Lin reported that the City Council would hear the Meadows Project design review appeal at their next meeting, with all materials available on the city's transparency portal at www.sierramadeca.gov/meadows.

Planning Director Lin announced that the next Planning Commission meeting would review municipal code text amendments for the ADU ordinance and other cleanup ordinances. She noted that if time permits and proper public hearing notice can be provided, the public hearing for the nuisance abatement case would also be scheduled.

10. ADJOURNMENT

The meeting was adjourned at 6:39pm to the next meeting on March 5, 2026.

Secretary to the Planning Commission
Clare Lin, Director of Planning and Community Preservation



CITY OF SIERRA MADRE

STAFF REPORT

PLANNING & COMMUNITY PRESERVATION

DATE: March 19, 2026

TO: Honorable Chair and the Planning Commission

FROM: Clare Lin, Planning Director
By: Katelyn Huang, Assistant Planner

SUBJECT: 2025 General Plan and Housing Element Annual Progress Reports

RECOMMENDATION

It is recommended that the Planning Commission adopt PC Resolution 26-04 (Attachment 3), approving the 2025 General Plan Annual Progress Report and 2025 Housing Element Annual Progress Reports, and direct staff to forward these reports to City Council, the California Department of Housing and Community Development (HCD) and Office of Land Use and Climate Innovation (LCI).

SUMMARY

The City of Sierra Madre is providing an annual report to HCD and LCI on the status and progress made in implementing the General Plan and Housing Element with focus on the progress made toward meeting Sierra Madre's Regional Housing Needs Allocation (RHNA). RHNA is the state-mandated process that sets the number of housing units that must be included, at all affordability levels, in each local jurisdiction's housing element.

Provided in [Attachment 1](#) is the General Plan 2025 Annual Progress Report and in [Attachment 2](#) is the Housing Element 2025 Annual Progress Report.

DISCUSSION & ANALYSIS

General Plan Annual Progress Report

Government Code Section 65400 subdivision (a)(1) and 65700 mandates the City to prepare an annual report on the status of the General Plan and progress in its implementation to LCI by April 1st of each year.

The General Plan Annual Progress Report provides for the annual review of the General Plan to assess the level of implementation and effectiveness of the General Plan as a guide for orderly growth and development, preservation and conservation of open space land and natural resources, and the efficient expenditure of public funds. The General Plan Annual Progress Report also provides information regarding the City's progress in meeting its share of regional housing needs.

The General Plan is the City's official policy that guides decisions affecting future physical development and change within the City. The General Plan was adopted on July 14, 2015. Each element of the General Plan sets forth implementation actions and programs that are intended to carry out a policy and achieve specific objectives. The General Plan implementation actions and programs provided the basis from which to document the General Plan's progress. The format and the content of the annual progress report were prepared in accordance with the State's submittal requirements under the California Government Code Section 65400 subdivision (a)(1). The 2025 progress report is organized into three sections with six appendices and is available online at: www.sierramadrecalocal.gov/GeneralPlan. A summary of the progress report is provided below:

Section 1 Introduction: This section summarizes the purpose and the content of the General Plan, lists important dates, and identifies the location of the implementation actions and programs. The introduction also provides an overview of the General Plan Guidelines, as provided by the LCI, and the degree to which the City's General Plan complies with LCI.

Section 2 General Plan Amendment Status: This section reviews the content and status of amendments to the General Plan adopted in 2025.

Section 3 General Plan Implementation Progress: This section identifies the progress the City has made toward implementing the actions and programs of the General Plan during the reporting period. Each implementation action or program is presented in its entirety, followed by a summary of the related activity that occurred.

Appendices: Appendix A) General Plan Goals and Implementation actions; Appendix B) Copy of 2024 Housing Element Annual Progress Table submitted to HCD; Appendix C) Presentation from the State of the City Address; Appendix D) Annual City Budget report Fiscal Year 2025-2026; and Appendix E) City of Sierra Madre's Housing Element Compliance Letter from HCD dated August 1, 2022.

Housing Element Annual Progress Report

Pursuant to Government Code Section 65400, local governments must provide by 1st of April of each year the annual report for the previous calendar year to the legislative bodies, the HCD and LCI.

Progress in Meeting Regional Housing Need Allocation

The City of Sierra Madre's 2021-2029 Housing Element was adopted by City Council on June 6, 2022 and accepted by HCD in full compliance with State Housing Element Law on August 10, 2022. The Housing Element is required to demonstrate an ability to accommodate the RHNA reported in the housing element at the various income levels through vacant or underutilized land designated to allow residential development and housing production.

The APR is an important tool to facilitate implementation of a community's housing element and in tracking and monitoring progress in addressing housing needs and goals. The APR includes information on the City's progress in addressing the regional housing need allocation, including the number of housing units permitted by income level, the status of programs in the housing element and efforts to remove governmental constraints.

The RHNA Progress Report - Net units issued with entitlement, building permit, and final construction by Affordability is provided in Attachment 2 of this report. Cities that are able to satisfy their entire RHNA allocation for all income categories are no longer subject to certain State housing laws, including Senate Bill No. 35 and portions of the Housing Accountability Act.

Cities and counties with a compliant housing element and up-to-date submissions of APRs gain access to SB 2 Building Homes and Jobs Act funds.

Reporting requirements have updated with the passage of recent legislation (Statutes of 2017: AB 879 and SB 35; Statutes of 2022: SB 6 and AB 2011; Statutes of 2023: SB 423). The report must now indicate whether housing development applications were subject to streamlining pursuant to any statutes.

ENVIRONMENTAL ANALYSIS

This annual report is exempt from the requirements of the California Environmental Quality Act (CEQA) as it is not a “project” as defined in CEQA Guidelines Section 15378(b)(5).

Approved by:

Clare Lin
Planning and Community Preservation Director

Attachments

[Attachment 1: 2025 General Plan Annual Progress Report](#)

[Attachment 2: 2025 Housing Element Annual Progress Report](#)

[Attachment 3: PC Resolution 26-04](#)

CITY OF SIERRA MADRE
GENERAL PLAN
ANNUAL PROGRESS REPORT
2025



Prepared by:

City of Sierra Madre

Planning and Community Preservation Department

232 West Sierra Madre Boulevard

Sierra Madre, CA 91024

Contact: Clare Lin, Director of Planning and Community Preservation

Joshua Wolf, Senior Planner

Katelyn Huang, Assistant Planner

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Appendix B	Department of Housing and Community Development Annual Housing Element Progress Tables
Appendix C	State of the City Address 2025
Appendix D	Annual City Budget Fiscal Year 2025-2026
Appendix E	City of Sierra Madre’s Housing Element Compliance letter dated August 10, 2022

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1.0 Introduction

Government Code Section 65400 and 65700 mandate the City to prepare an annual report on the status of the General Plan and progress in its implementation to the Governor's Office of Planning and Research (OPR), and the Housing and Community Development (HCD) by April 1 of each year.

The General Plan Progress Report provides for the annual review of the General Plan to assess the level of implementation and effectiveness of the General Plan as a guide for orderly growth and development, preservation and conservation of open space land and natural resources, and the efficient expenditure of public funds. The General Plan Progress Report also provides information regarding the City's progress in meeting its share of regional housing needs.

The General Plan is the City's official policy that guides decisions affecting future physical development and change within the City. The General Plan was adopted on July 14, 2015, contains the seven State-required Elements as follows: Circulation Element, Conservation Element, Housing Element, Land Use Element, Noise Element, Open Space Element, Safety and Seismic Safety Element.

Each Element of the General Plan, except the Housing Element, concludes with a set of implementation actions and programs that are intended to carry out a policy and achieve specific objectives. The Housing Element combines sub-policies with implementation actions. The General Plan implementation actions and programs provide the basis from which to document General Plan progress. A list of Implementation Actions and Programs are provided in Appendix A of this report.

This General Plan Progress Report summarizes the General Plan implementation progress for 2025. Section 2.0 includes the status of General Plan Amendments. Section 3.0 presents a review of the implementation actions, by General Plan Element. The regional housing needs status update is provided under the Housing Element review in Section 3.3 of this report.

The General Plan was not amended in 2025. Consistent with Government Code Section 65400(a)(2), this General Plan Progress Report must be presented to the City Council for its review and acceptance on a regular meeting agenda.

2.0 General Plan Amendment Status

Local governments are required to keep their General Plans current and internally consistent. Although General Plans must be kept current, there is no specific requirement that a local government update its General Plan on a particular timeline, with the exception of the Housing Element, which is formally required to be updated every eight years, the Open Space Element, which must be updated by January 1, 2026, per Government Code 65565.5 (Senate Bill No. 1425), the Circulation Element, which must be updated by January 1, 2028, per subdivision (e) of Government Code 65098.1 (Assembly Bill No. 98), and the Conservation Element, which must be updated alongside any other General Plan element updated on or after January 1, 2028, per Government Code section 65302 (Assembly Bill No. 1889). The procedures for the initiation of processing of requests for a General Plan amendment can be referred to the City Council for initiation at a public hearing prior to processing. Once initiated, the General Plan Amendment and related environmental document are considered by the Planning Commission and a recommendation is made to the City Council through resolution. The City Council takes final action at a public hearing.

2.1 Open Space and Conservation Elements

In September of 2025, the City commenced an update to the Open Space Element and Conservation Element of its General Plan, as required by Government Code section 65565.5 and subdivision 65302(d).

The Open Space Element is being updated to address the following:

- Access to open space for all residents in a manner that considers social, economic, and racial equity.
- Climate resilience and other cobenefits of open space, correlated with the safety element.
- Rewilding opportunities, correlated with the land use element.

The Conservation Element is being updated to accomplish the following:

- Identify and analyze connectivity areas, permeability, and natural landscape areas within Sierra Madre.
- Identify and analyze existing or planned wildlife passage features, including, but not limited to, wildlife passage features included in the inventory of connectivity needs on the state highway system to ensure that planned development does not undermine the effectiveness of existing and potential wildlife passage features.
- Consider the impacts of development and the barriers caused by development to wildlife and habitat connectivity.
- Avoid, minimize, or mitigate impacts and barriers to wildlife movement to the extent feasible.
- Analyze and consider opportunities to remediate existing barriers to wildlife connectivity and restore degraded habitat and open space.

Through the end of 2025, the City has worked with consulting services to gather data, conduct public workshops, and coordinate with various City departments in its effort to make necessary updates. These updates are expected to be presented as a General Plan Amendment to be adopted by the Sierra Madre City Council by June 30, 2026.

3.0 General Plan Implementation Progress

The following subsections represent the progress the City has made towards implementing the actions of the General Plan during the 2025 reporting period. Please refer to Appendix A of this report for a checklist of progress by implementation action/program. The following subsections and Appendix A are provided consistent with the requirements of Government Code Section 65400(a)(2)(A).

3.1 Housing Element

July 26, 2022: Sierra Madre's Housing Plan has been developed in response to community and decision-maker input; identified housing needs, resources and constraints; and experience gained from implementation of the existing Housing Element. The Housing Plan sets forth goals, policies and programs to address the following goals:

Goal 1: Maintain and enhance the quality of existing housing and ensure that new residential development is consistent with the Sierra Madre's small-town character.

Goal 2: Facilitate the provision of a range of housing types to meet community needs.

Goal 3: Reduce governmental constraints on the maintenance, improvement and development of housing while maintaining community character.

Goal 4: Promote equal housing opportunities for all residents, including Sierra Madre's special needs populations, so that residents can reside in the housing of their choice.

Goal 5: Promote environmental sustainability through support of existing and new development which minimizes reliance on natural resources.

This final Housing Plan section presents City of Sierra Madre's goals, policies and programs for the 2021-2029 period and implementation actions. Please refer to Appendix A of this report.

3.2 Grants

Community Development Block Grant (CDBG): On September 4, 2024, the Senior Minor Home Rehabilitation Program (MHRP) was established. The City coordinated with the Los Angeles County Community Development Authority and the Federal Government's Department of Housing and Urban Development for the use of CDBG funding to offer low- and moderate-

income seniors in Sierra Madre grants for eligible construction costs not-to-exceed \$17,255 per MHRP project. Eligible projects are intended to make mobility easier and may include but are not limited to: wheelchair ramps, handrails, grab bars, tub conversions to roll-in showers, roof repairs, plumbing repairs, and window replacement. Through 2025, the program remained active and was offered to 2 eligible seniors during the last half of fiscal year 24-25 and 6 eligible seniors during the first half of fiscal year 25-26. By December 31, 2025, 14 seniors submitted pre-qualification forms to the City. To determine eligibility, requests for additional information were sent to each applicant who submitted interest forms. Seniors determined eligible were sent a formal MHRP application. By December 31, 2025, 10 formal MHRP applications were received.

3.3 Regional Housing Needs Status

Adopted on July 26, 2022, the 6th Cycle Housing Element identifies the Regional Housing Needs Assessment (RHNA), assigning the City of Sierra Madre 204 housing units to be created between 2021 and 2029. Of the 204 housing units to be created, RHNA allocates a distribution of housing units at various affordability levels to be created. The table below mirrors Table II-24 of Sierra Madre's 6th Cycle Housing Element.

Income Level	Percent of AMI*	RHNA Units	Share of Total
Very Low	0-50%	79	38%
Low	51-80%	39	19%
Moderate	81-120%	35	17%
Above Moderate	120%+	51	26%
Total		204	100%

* AMI – Area Median Income

The California Department of Housing and Community Development (HCD) considers a housing unit created when a building permit has been issued to construct it. The table below represents the progress of housing units created for all years in the 6th Cycle Housing Element.

Income Level	Units Created to Date	RHNA Units	Percent Created
Very Low	0	79	0.012%
Low	71	39	100%
Moderate	1	35	2.9%
Above Moderate	31	51	60.8%

The 2025 Annual Housing Element Progress Tables are provided in Appendix C of this report.

Appendix A

General Plan Goals and Implementation Actions

Table V-4: Housing Programs Summary 2021-2029

Housing Program	Program Goal	2021-2029 Objective	Funding Source	Responsible Agency	Time Frame
PRESERVING HOUSING ASSETS					
1. Preservation of Historic Structures	Preserve and maintain historic structures, and revitalize older housing and neighborhoods.	Continue to advertise preservation incentives and process Mills Act applications in a timely manner.	General; Federal Tax Credits	Planning & Community Preservation Department	2021-2029
2. Adaptive Reuse	Restore the economic usefulness of historic buildings.	Provide expanded opportunities for housing, including on properties in the Religious Housing Overlay (RHO).	General	Planning & Community Preservation Department	Conduct workshop with congregations and non-profit developers in 2022.
3. Minor Home Repair Program	Provide financial assistance for home repairs to lower income households.	Develop program guidelines and conduct outreach through the Senior Center, Senior Commission, City newsletter and City website. Seek to assist 6 households annually.	CDBG	Planning & Community Preservation Department; Public Works Department	Initiate program and conduct outreach to homeowners by 2022. Report on progress annually to City Council and LACDC.
4. Condominium Conversion Ordinance	Provide protections for tenants in apartments proposed for conversion.	Continue to implement condominium conversion regulations.	General	Planning & Community Preservation Department	2021-2029
HOUSING DIVERSITY					
5. Promote Accessory Dwelling Units (ADUs)	Provide additional sites for rental housing within existing neighborhoods. Legalize existing, non-permitted ADUs, making them safe and sanitary.	Update ADU ordinance to incorporate incentives and expand to C and M zone districts. Initiate amnesty program. Advertise in the City Newsletter and on the website. Seek to achieve 12 units annually, for 98 over the planning period.	General; Housing Asset Fund (for ADU incentives)	Planning & Community Preservation Department	Amend ordinance in 2022 and re-initiate the amnesty program. Conduct mid-cycle review in 2025, and if production or affordability falling short, ensure adequate sites to meet lower income RHNA or commit to rezoning.

Housing Program	Program Goal	2021-2029 Objective	Funding Source	Responsible Agency	Time Frame
6. Housing Opportunity Sites & Rezone Program	Provide adequate sites to address the City's RHNA and incentivize production of affordable units.	1) Adopt new Land Use designations with Housing Element; 2) Est. and adopt new multi-family & Religious Housing Overlay designations; 3) Amend Code for by-right approval of projects with min 20% lower income units on rezone and 5 th cycle sites	General	Planning & Community Preservation Department	Adopt Housing Element in 2021. Adopt new zoning and amend Code for by-right approvals in mid-2022.
6a. Lot Consolidation Program	Provide incentives for the consolidation of parcels into larger development sites.	Conduct outreach to property owners in the Housing Element rezone sites and adopt a Lot Consolidation Ordinance to codify available incentives.	General	Planning & Community Preservation Department	Adopt Ordinance in 2022. Conduct a mid-cycle review in 2025 and make modifications as necessary to promote housing on small sites.
6b. Replacement Housing Program	Ensure no net loss of units affordable to lower income households	Update Code to specify replacement housing requirements consistent with Government Code 65583.2(g)(3).	General	Planning & Community Preservation Department; City Attorney's Office	Update Code within one year of Housing Element adoption
7. Facilitate Affordable Housing on Non-Vacant Sites	Facilitate development of affordable housing consistent with the community's needs.	Provide regulatory and financial assistance and outreach to property owners and the development community in support of affordable/mixed income housing on HE sites.	General; Housing Asset Fund; CDBG	Planning & Community Preservation Department	Starting in 2022
8. Partnerships with Affordable Housing Developers	Partner with affordable housing developers to leverage their expertise and access to funds.	Continue to partner with housing providers through incentives and/or direct assistance. Conduct a follow-up workshop with congregations.	General	Planning & Community Preservation Department	Conduct workshop with congregations and non-profit developers in 2022.

Housing Program	Program Goal	2021-2029 Objective	Funding Source	Responsible Agency	Time Frame
9. Affordable Housing Funding Sources	Leverage local funds to maximize assistance.	Actively pursue a variety of funding sources for affordable housing. Support developers in securing outside funding.	Federal, State, county and private	Planning & Community Preservation Department	As projects are proposed.
10. Section 8 Rental Assistance	Assistance extremely low and very low income households with rental payments.	Outreach to landlords to encourage their participation. Continue to provide information and a link to the program on the City's website.	HUD Section 8	Planning & Community Preservation Department; LA County Housing Authority	Landlord outreach 2022 and 2025
11. Homeowner Assistance	Expand homeownership opportunities to low and moderate income households.	Continue to provide information on City website on available programs. Apply to State in conjunction with future projects.	General; State and County funds	Planning & Community Preservation Dept; LA County CDC; State HCD	2021-2029
REMOVAL OF GOVERNMENTAL CONSTRAINTS					
12. Reduced Development Fees for Affordable Housing	Reduce the costs of developing affordable housing.	Provide planning fee reductions, deferrals or waivers for affordable housing projects.	General	Planning & Community Preservation Department	2021-2029
13. Affordable Housing Density Bonus	Provide density and other incentives to facilitate affordable housing.	Continue to promote density bonus incentives in conjunction with discussions with development applicants.	General	Planning & Community Preservation Department	2021-2029
14. Alternative Housing Models	Support the provision of non-traditional, innovative housing types to meet unique needs.	Offer flexible zoning and other incentives to foster alternative housing types.	General	Planning & Community Preservation Department	2021-2029
EQUAL HOUSING OPPORTUNITIES AND SPECIAL NEEDS					
15. Fair Housing/ Affirmatively Furthering Fair Housing	Promote fair housing practices and prevent housing discrimination.	Refer fair housing complaints to the Housing Rights Center. Disseminate fair housing information.	General; CDBG	LA County CDC; Housing Rights Center; City Manager's Office	2021-2029

Housing Program	Program Goal	2014-2021 Objective	Funding Source	Responsible Agency	Time Frame
16. Housing Opportunities for Persons Living with Disabilities	Support a range of housing options for persons with physical, developmental and mental disabilities.	Provide reduced fees for ADUs with accessibility features. Provide accessibility grants through Minor Home Repair Program. Provide developers Universal Design Checklist and encourage them to offer features to buyers. Pursue State and Federal funds available for supportive housing in future affordable housing projects. Expand large community care facilities to residential zone districts.	Housing Asset Fund; CDBG; State and Federal funds.	Planning & Community Preservation Department	Amend ADU Ordinance in 2022. Adopt Minor Home Repair Program, provide Universal Design Checklist, and amend Zoning Code to expand large community care facilities to residential zones in 2022.
17. Homeless Services Strategy	Assist the homeless and persons at-risk of homelessness in obtaining shelter and services.	Continue to: 1) Support the SGVCOG Housing and Homelessness Coordinating Council 2) Provide homelessness resources on the City website. Amend the Code to increase the size capacity for shelters to 30 beds. Develop processing procedures for Low Barrier Navigation Centers.	General	City Manager's Office; Police Department	Amend the Code in 2022. Develop processing procedures in 2022
ENVIRONMENTAL SUSTAINABILITY					
18. Sustainable Energy Programs	Encourage property owners to utilize renewable energy and install energy and water efficiency improvements.	Promote State programs, programs offered through local utilities, and the Community Choice program.	General	Planning & Community Preservation Department	Update the City's website in 2021 with information on sustainable energy programs

Housing Program	Program Goal	2014-2021 Objective	Funding Source	Responsible Agency	Time Frame
19. Energy, Environment and Natural Resources Commission	Achieve higher levels of energy efficiency and reduce greenhouse gas emissions.	Provide outreach and education to the development community and residents on how to incorporate sustainability in project design and existing structures.	General	Planning & Community Preservation Department	2021-2029

Appendix B

Department of Housing and Community Development

2025 Annual Housing Element Progress Tables

Data is auto-populated based on data entered in Tables A, A2, C, and D

Jurisdiction	Sierra Madre	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	10
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		20
Total Units		30

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	42	0	4
2 to 4 units per structure	0	4	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	18	26	11
Mobile/Manufactured Home	0	0	0
Total	60	30	15

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	26	30
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	16
Number of Proposed Units in All Applications Received:	59
Total Housing Units Approved:	42
Total Housing Units Disapproved:	0

Use of Streamlined Ministerial Approval Process or SMAP (formerly SB 35 / 423) - Applications	
Number of SMAP Applications	0
Number of SMAP Applications Approved	0

Units Constructed - SMAP (formerly SB 35 / 423) - Permits			
Income	Rental	Ownership	Total
Acutely Low	0	0	0
Extremely Low	0	0	0
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SMAP	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	14	15
Discretionary	2	44

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	5
Sites Rezoned to Accommodate the RHNA	0

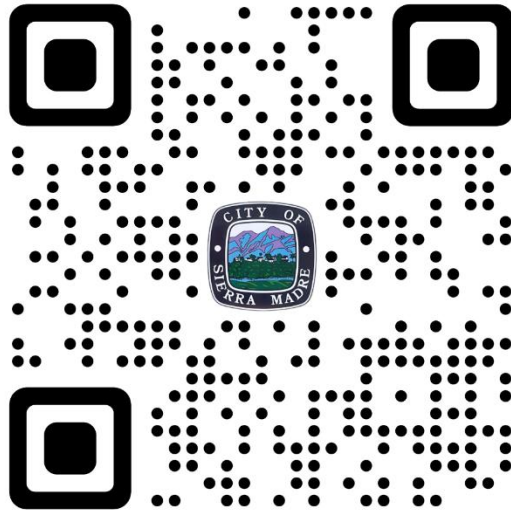
Cells in grey contain auto-calculation formulas

Appendix C

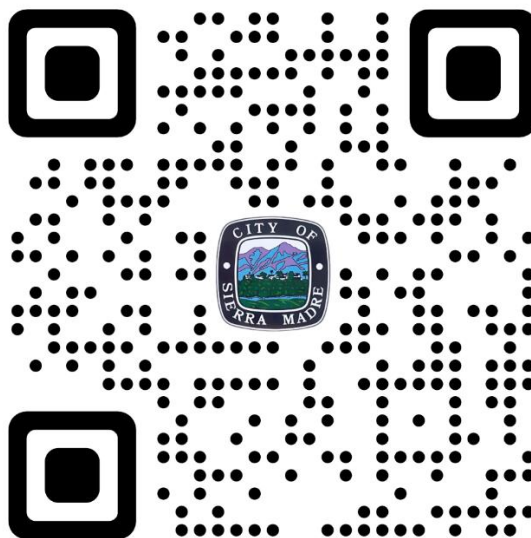
State of the City Address 2025

The State of the City Address 2025 Presentation has been made available to view on the City's Website and a feature video presentation is available to watch on the City's YouTube page.

State of the City Address Presentation: [City Communications | City of Sierra Madre](#)



State of the City Address Video Recording: <https://www.youtube.com/watch?v=7n38JqMLv78>



Appendix D

Annual City Budget Fiscal Year 2025-2026

Excerpt of the Planning and Community Preservation Department Budget

Due to the length of the full Budget Report, the document is available to download on the City's website at:

<https://www.sierramadrea.gov/leadership-transparency/budget-and-finance/budgets/#YearlyBudgets>



Appendix E

City of Sierra Madre's 6th Cycle Housing Element Compliance Letter from California State Department of Housing and Community Development dated August 1, 2022.

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



August 10, 2022

Jose Reynoso, City Manager
City of Sierra Madre
232 W. Sierra Madre Blvd
Sierra Madre, CA 91024

Dear Jose Reynoso:

RE: City of Sierra Madre's 6th Cycle (2021-2029) Adopted Housing Element

Thank you for submitting the City of Sierra Madre's (City) housing element adopted on June 6, 2022 and received for review on July 26, 2022. Pursuant to Government Code section 65585, subdivision (h), the California Department of Housing and Community Development (HCD) is reporting the results of its review.

HCD is pleased to find the adopted housing element in full compliance with State Housing Element Law (Article 10.6 of the Gov. Code). The adopted element, including changes, addresses the statutory requirements described in HCD's May 27, 2022 review.

Additionally, the City must continue timely and effective implementation of all programs including, but not limited to, the following:

- Program 5 (Promote Accessory Dwelling Units)
- Program 6a (Lot Consolidation Program)
- Program 7 (Facilitate Development of Affordable Housing on Non-Vacant Sites)
- Program 15 (Fair Housing/Affirmatively Furthering Fair Housing)

The City must monitor and report on the results of these and other programs through the annual progress report, required pursuant to Government Code section 65400. Please be aware, Government Code section 65585, subdivision (i) grants HCD authority to review any action or failure to act by a local government that it determines is inconsistent with an adopted housing element or housing element law. This includes failure to implement program actions included in the housing element. HCD may revoke housing element compliance if the local government's actions do not comply with state law.

HCD commends the City on its commitment to address its housing needs, including the successful completion of Program 6 (Housing Opportunity Sites and Rezone Program) through the recent adoption of the Religious Housing Overlay Zone and the new multifamily land use designation. These actions will allow for a variety of housing types and result in significant beneficial outcomes for the community.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City meets housing element requirements for these and other funding sources.

HCD appreciates the hard work and dedication Karen Warner, the City's consultant, Vincent Gonzalez, Planning and Community Development Director and Clare Lin, Associate Planner, provided in preparation of the City's housing element and looks forward to following the City's progress through the annual progress report pursuant to Government Code section 65400. If you have any questions or need additional technical assistance, please contact me at Melinda.Coy@hcd.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melinda Coy', with a long horizontal stroke extending to the right.

Melinda Coy
Proactive Housing Accountability Chief
Division of Housing Policy Development

Please Start Here

General Information	
Jurisdiction Name	Sierra Madre
Reporting Calendar Year	2025
Contact Information	
First Name	Clare
Last Name	Lin
Title	Planning & Community Preservation Director
Email	Clin@sierramadrecal.gov
Phone	6263557135
Mailing Address	
Street Address	232 W. Sierra Madre Blvd.
City	Sierra Madre
Zipcode	91024

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v_02_19_26

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://hcd.my.site.com/hcdconnect>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions
<p>Please save your file as Jurisdictionname2025 (no spaces). Example: the City of San Luis Obispo would save their file as SanLuisObispo2025</p> <p>Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:</p> <ol style="list-style-type: none">1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. <i>Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.</i>2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	Sierra Madre
Reporting Year	(Jan. 1 - Dec. 31) 2025
Planning Period	6th Cycle 10/15/2021 - 10/15/2025

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "*" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes										Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Historic Sites	Density Bonus Law Applications	Application Status	Project Type	Notes							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22										
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4.5+ ADU,MH)	Tenure R=Rentor O=Owner	Date Application Submitted (see instructions)	Acutely Low-Income Deed Restricted	Acutely Low-Income Non-Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non-Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above-Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by Project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L7?	Did the housing development seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*			
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	0	11	0	1	47	59	42	0										
	5767-022-002	47 AUBURN AVE		214193	ADU	O	8/15/2025	0	0	0	0	0	0	0	1	0	0	0	1			NONE	No	No	N/A	Approved	Ministerial				
	5767-002-010	238 AUBURN AVE		ENT-250001	ADU	O	3/10/2025	0	0	0	0	0	0	0	1	0	0	1	2			NONE	No	No	N/A	Approved	Discretionary	1 SFD and 1 ADU, VAR 2			
	5767-020-026	70-72 AUBURN AVE		ENT-250004	ADU	O	7/15/2025	0	0	0	0	0	0	0	0	0	0	2	2			NONE	No	No	N/A	Approved	Ministerial	2 ADUs			
	5767-005-008	80 E GRAND VIEW AVE		ENT-250005	ADU	O	4/10/2025	0	0	0	0	0	0	0	1	0	0	0	1			NONE	No	No	N/A	Approved	Ministerial				
	5767-009-004	258 N MOUNTAIN TRAIL AVE		214517	ADU	O	4/10/2025	0	0	0	0	0	0	0	1	0	0	0	1			NONE	No	No	N/A	Approved	Ministerial				
	5767-001-002	126 W GRAND VIEW AVE		ENT-250006	ADU	O	6/3/2025	0	0	0	0	0	0	0	0	0	1	0	1			NONE	No	No	N/A	Approved	Ministerial				
	5781-016-010	401 N GROVE ST		ENT-250007	ADU	O	8/15/2025	0	0	0	0	0	0	0	0	0	0	1	1			NONE	No	No	N/A	Approved	Ministerial				
	5786-019-023	165 OLIVERA LN		214559	ADU	O	8/13/2025	0	0	0	0	0	0	0	0	0	0	1	1			NONE	No	No	N/A	Approved	Ministerial				
	5789-031-016	475 MANZANITA AVE		B-BLD-250035	ADU	O	7/14/2025	0	0	0	0	0	0	0	1	0	0	0	1			NONE	No	No	N/A	Approved	Ministerial				
	5788-011-011	109 N LIMA ST 520		ENT-250024	ADU	O	11/18/2025	0	0	0	0	0	0	0	0	0	0	1	0			NONE	No	No	N/A	Approved	Ministerial				
	5788-035-019	MANZANITA AVE		214948	ADU	O	10/23/2025	0	0	0	0	0	0	0	1	0	0	0	1			NONE	No	No	N/A	Approved	Ministerial				
	5787-036-003	177 OAK MEADOW RD		ENT-250027	ADU	O	8/29/2025	0	0	0	0	0	0	0	1	0	0	0	1			NONE	No	No	N/A	Approved	Ministerial				
	5784-035-014	588 LOTUS LN 205 N		ENT-250041	ADU	O	11/17/2025	0	0	0	0	0	0	0	1	0	0	0	1			NONE	No	No	N/A	Approved	Ministerial				
	5787-003-024	BALDWIN AVE		ENT-250036	ADU	O	10/23/2025	0	0	0	0	0	0	0	1	0	0	0	1			NONE	No	No	N/A	Approved	Ministerial				
	5782-012-013	500 N BALDWIN AVE		ENT-250046	ADU	O	11/5/2025	0	0	0	0	0	0	0	1	0	0	0	1			NONE	No	No	N/A	Approved	Ministerial				
	5781-002-008	700 N SUNNYSIDE	The Meadows Project	ENT-250011	SFD	O	5/8/2025	0	0	0	0	0	0	0	0	0	0	42	42			NONE	No	No	N/A	Approved	Discretionary				

Jurisdiction	Sierra Madre	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement											5	6
1					2	3	4											5	6
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA, SFD, 2 to 4, 5+, ADU, MH)	Tenure R=Renter O=Owner	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	11	0	1	48		60
	5762-024-010	365 TOYON RD		213381	ADU	O											1	2/12/2019	1
	5763-012-004	325 STURTEVANT DR		207921	ADU	O					1							4/24/2019	1
	5764-009-002	334 CAMILLO RD		208940	ADU	O					1							4/14/2020	1
	5768-018-008	373 W SIERRA MADRE BLVD		208969	ADU	O											1	4/14/2020	1
	5767-026-020	115 LOWELL AVE		208981	ADU	O					1							4/9/2020	1
	5767-009-042	201 N CANON AVE		209386	ADU	O					1							8/11/2020	1
	5762-026-014	285 W GRANDVIEW AVE		209276	ADU	O											1	2/24/2021	1
	5766-019-002	615 E ORANGE GROVE AVE		209254	ADU	O											1	2/24/2020	1
	5767-006-018	126 E GRANDVIEW AVE		209180	ADU	O									1			7/21/2020	1
	5766-002-010	420 E LAUREL AVE		209384	ADU	O					1							11/8/2020	1
	5767-007-024	153 E HIGHLAND AVE		209515	ADU	O					1							12/10/2020	1
	5761-013-016	451 N SUNNYSIDE AVE		209573	ADU	O					1							12/23/2020	1
	5766-002-035	501 E HIGHLAND AVE		209590	ADU	O									1			1/8/2021	1
	5767-033-022	251 RANCHO RD		208716	ADU	O					1							9/20/2019	1
	5762-012-008	62 E CARTER AVE		209916	SFD	O											1	7/15/2021	1
	5762-030-025	610 BALDWIN CT		202063	SFD	O											1	6/12/2018	1
	5762-030-023	630 BALDWIN CT		202061	SFD	O											1	7/12/2019	1
	5762-030-022	638 BALDWIN CT		202062	SFD	O											1	6/20/2019	1
	5767-007-027	127 E HIGHLAND AVE		209371	2 to 4	R											2	11/9/2020	2
5767-026-008, 5767-026-036	5767-026-039	30 SUFFOLK AVE		209434	5+	R							1				4	2/18/2021	5
	5768-033-037	181 S SUNNYSIDE AVE		210084	SFD	O											1	9/19/2021	1

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction	Sierra Madre	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

	5763-011-012	259 STURTEVANT DR		213345	ADU	O												1			5/6/2024		1		
	5762-007-003	153 MERRILL AVE		213349	ADU	O															1		5/1/2024		1
	5768-002-018	257 WILSON ST		213367	ADU	O															1		5/22/2024		1
	5763-011-012	685 EDGEVIEW DR		213539	ADU	O															1		7/17/2024		1
	5767-007-023	195 E SIERRA MADRE BLVD		213583	ADU	O															1		7/24/2024		1
	5768-002-018	205 S MOUNTAIN TRL		213690	ADU	O															1		9/4/2024		1
	5761-009-027	383 SYCAMORE PL		214149 214159	ADU	O															1		8/27/2024		1
	5761-019-012	347 GROVE ST		213716	ADU	O															1		8/27/2024		1
	5761-027-021	375 DEODAR CIR		B-BLD-250176	ADU	O															1		10/10/2024		1
	5762-005-016	595 AUBURN AVE		211208	ADU	O															1		9/5/2024		1
	5768-026-022	72 ROSS PL		213900	ADU	O															1		12/12/2024		1
	5763-022-024	675 WOODLAND DR		B-BLD-250002	ADU	O															1		1/2/2025		1
	5761-019-041	465 W GRANDVIEW AVE		213998	ADU	O															1		10/31/2024		1
	5761-025-020	717 W GRANDVIEW AVE		213999	ADU	O															1		11/4/2024		1
	5763-030-010	453 E GRANDVIEW AVE		214038	ADU	O															1		11/19/2024		1
	5761-019-033	434 FAIRVIEW AVE		214059	ADU	O															1		12/4/2024		1
	5766-003-005	470 E HIGHLAND AVE		214068	ADU	O															1		12/4/2024		1
	5763-028-005	259 E GRANDVIEW AVE		214082	ADU	O															1		12/19/2024		1
	5766-018-014	600 E SIERRA MADRE BLVD		B-BLD-250004	ADU	O															1		12/11/2024		1
	5768-034-015	225 S SUNNYSIDE AVE		211807	ADU	O															1		8/6/2024		1
	5767-022-002	47 AUBURN AVE		214193	ADU	O															1		8/15/2025		1
	5767-002-010	238 AUBURN AVE		ENT-250001	ADU	O															1		3/10/2025		2
	5767-020-026	70-72 AUBURN AVE		ENT-250004	ADU	O															2		7/15/2025		2
	5767-005-008	80 E GRAND VIEW AVE		ENT-250005	ADU	O															1		4/10/2025		1
	5767-009-004	258 N MOUNTAIN TRAIL AVE		214517	ADU	O															1		4/10/2025		1
	5767-001-002	126 W GRAND VIEW AVE		ENT-250006	ADU	O															1		6/3/2025		1
	5761-016-010	401 N GROVE ST		ENT-250007	ADU	O															1		8/15/2025		1
	5766-019-023	165 OLIVERA LN		214559	ADU	O															1		8/13/2025		1
	5768-031-016	475 MANZANITA AVE		B-BLD-250035	ADU	O															1		7/14/2025		1
	5768-011-011	109 N LIMA ST		ENT-250024	ADU	O															1		11/18/2025		0
	5768-035-019	520 MANZANITA AVE		214948	ADU	O															1		10/23/2025		1
	5767-036-003	177 OAK MEADOW RD		ENT-250027	ADU	O															1		8/25/2025		1
	5764-035-014	588 LOTUS LN		ENT-250041	ADU	O															1		11/17/2025		1
	5767-003-024	205 N BALDWIN AVE		ENT-250036	ADU	O															1		10/23/2025		1
	5762-012-013	500 N BALDWIN AVE		ENT-250046	ADU	O															1		11/5/2025		1
																									0
																									0
	5761-002-008	700 N SUNNYSIDE	The Meadows Project	ENT-250011	SFD	O															42		5/8/2025		42

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier									8	9
Current APN	Street Address	Project Name ⁺	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits <u>Date Issued</u>	# of Units Issued Building Permits
			0	0	10	0	0	20		30
5762-024-010	365 TOYON RD							1	6/9/2025	1
5763-012-004	325 STURTEVANT DR		1						5/1/2019	1
5764-009-002	334 CAMILLO RD		1						12/9/2021	1
5768-018-008	373 W SIERRA MADRE BLVD									0
5767-026-020	115 LOWELL AVE		1						12/9/2020	1
5767-009-042	201 N CANON AVE		1						8/3/2021	1

5762-026-014	285 W GRANDVIEW AVE							1	6/23/2021	1
5766-019-002	615 E ORANGE GROVE AVE							1	6/8/2021	1
5767-006-018	126 E GRANDVIEW AVE						1		3/5/2021	1
5766-002-010	420 E LAUREL AVE		1						4/15/2021	1
5767-007-024	153 E HIGHLAND AVE		1						5/24/2021	1
5761-013-016	451 N SUNNYSIDE AVE		1						3/23/2021	1
5766-002-035	501 E HIGHLAND AVE						1		12/7/2021	1
5767-033-022	251 RANCHO RD		1						8/20/2020	1
5762-012-008	62 E CARTER AVE							1	1/27/2022	1
5762-030-025	610 BALDWIN CT							1	9/21/2021	1
5762-030-023	630 BALDWIN CT							1	9/21/2021	1
5762-030-022	638 BALDWIN CT							1	9/21/2021	1
5767-007-027	127 E HIGHLAND AVE							2	3/3/2021	2
5767-026-039	30 SUFFOLK AVE			1				4	11/8/2021	5
5768-033-037	181 S SUNNYSIDE AVE							1	12/22/2021	1
5768-006-002	261 N LIMA ST		1						10/18/2021	1
5768-002-013	245 N SUNNYSIDE AVE		1						8/24/2021	1
5768-010-022	234 W HIGHLAND AVE		1						4/12/2021	1

5763-006-026	830 SKYLAND DR									0
5764-035-007	710 STURTEVANT DR		1						9/1/2021	1
5768-037-016	280 MANZANITA AVE		1						4/18/2022	1
5768-025-010	657 RAMONA AVE									0
5768-025-024	649 RAMONA AVE		1						9/13/2023	1
5767-013-009	78 E HIGHLAND AVE		1						7/20/2022	1
5763-005-016	833 SKYLAND DR		1						8/9/2023	1
5766-018-007	54 RANCHO RD		1						1/17/2023	1
5762-014-010	94 E MIRA MONTE AVE		1						3/1/2022	1
5768-037-020	295 W ORANGE GROVE AVE		1						3/7/2023	1
5767-036-005	209 OAK MEADOW RD		1						1/27/2022	1
5767-037-034	90 E BONITA AVE				1				6/28/2023	1
5764-008-021	625 E GRANDVIEW AVE		1						9/27/2022	1
5767-011-010	265 E MONTECITO AVE		1						5/22/2023	1

5762-012-008	62 E CARTER AVE		1						10/16/2019	1
5767-001-003	118 W GRANDVIEW AVE		1						2/16/2022	1
5762-014-004	49 E ALEGRIA AVE									0
5767-025-014	98 E SIERRA MADRE BLVD				1				4/14/2022	1
5767-025-019	33 SIERRA PL				1				3/28/2022	1
5768-010-011	285 W MONTECITO AVE				1				11/1/2022	1
5768-015-030	674 W MONTECITO AVE				1				2/7/2023	1
5767-024-031	85 S BALDWIN AVE				2				6/6/2023	2
5766-001-007	430 E GRANDVIEW AVE				1				9/13/2023	1
5766-002-039	455 E HIGHLAND AVE				1				3/9/2023	1
5764-009-026	451 FOOTHILL AVE				1				9/19/2022	1
5767-039-037	139 S BALDWIN AVE				1				1/16/2024	1
5767-035-002	230 S CANON AVE				1				11/21/2022	1
5768-021-010	33 S LIMA ST				1				12/5/2022	1

5767-027-023	194 SANTA ANITA CT				1				7/18/2023	1
5768-006-005	241 N LIMA ST				1				1/5/2023	1
5768-009-012	213 N HERMOSA AVE				1				3/12/2024	1
5768-017-005	440 W MONTECITO AVE				1				10/11/2023	1
5767-027-001	142 E SIERRA MADRE BLVD				1				3/8/2023	1
5761-019-042	430 FAIRVIEW AVE				1				6/26/2023	1
5762-030-026	600 BALDWIN CT						1		9/1/2022	1
5762-030-040	15 NATHANIEL TER						1		10/5/2022	1
5761-002-009	700 N SUNNYSIDE AVE	The Meadows at Bailey Canyon								0
5767-038-006	182 S BALDWIN AVE						4		6/11/2025	4
5767-021-001	182 W HIGHLAND AVE						3		7/27/2023	3
5762-030-027	608 BALDWIN CT						1		3/20/2024	1
5762-030-024	620 BALDWIN CT						1		5/13/2024	1
5762-030-003	605 BALDWIN CT									0
5762-030-038	603 BALDWIN CT									0
5767-006-015	108 E GRANDVIEW AVE				1				5/10/2023	1
5768-021-029	421 MARIPOSA AVE				1				8/23/2023	1
5764-007-011	346 FOOTHILL AVE						1		7/30/2025	1
5767-035-018	190 OAK MEADOW RD				1				6/26/2023	1

5766-021-025	82 MONTEREY LN				1				7/18/2023	1
5767-006-009	177 E LAUREL AVE				1				5/1/2023	1
5761-018-020	355 W GRANDVIEW AVE									0
5761-022-002	633 W ALEGRIA				1				9/25/2023	1
5761-025-009	670 W ALEGRIA				1				2/13/2024	1
5768-021-023	32 PARK AVE				1				4/8/2024	1
5761-017-016	472 N GROVE ST				1				11/13/2025	1
5768-037-014	205 E ORANGE GROVE AVE				1				2/3/2025	1
5768-007-030	209 W LAUREL AVE				1				1/17/2024	1
5767-040-014	80 W BONITA AVE				1				10/1/2024	1
5764-028-022	722 WOODLAND DR				1				11/2/2023	1
5768-017-008	451 W SIERRA MADRE BLVD				1				3/20/2024	1
5762-026-040	311 ADAMS ST				1				11/13/2023	1
5768-002-020	239 WILSON ST				1				9/9/2024	1

5767-026-005	80 S BALDWIN AVE				1				8/26/2024	1
5761-017-002	400 W CARTER AVE				1				1/3/2024	1
5767-007-028	119 E HIGHLAND AVE							1	4/25/2023	1
5767-015-008	11 N MOUNTAIN TRAIL AVE				1				8/7/2023	1
5766-004-005	470 E MONTECITO AVE				1				5/9/2023	1
5762-030-006	9 NATHANIEL TERR							1	2/7/2023	1
5765-019-005	1930 VISTA AVE				1				1/9/2025	1
5768-016-014	521 W SIERRA MADRE BLVD									0
5762-018-008	58 W MIRA MONTE AVE							1	8/14/2025	1
5764-003-009	2055 LILIANO DR				1				2/13/2025	1
5768-009-010	199 N HERMOSA AVE				1				6/26/2024	1
5766-004-012	420 E MONTECITO AVE				1				5/30/2024	1
5766-004-012	535 AUBURN AVE									0
5763-011-012	259 STURTEVANT DR				1				9/19/2024	1
5762-007-003	153 MERRILL AVE									0
5768-002-018	257 WILSON ST							1	4/22/2025	1
5763-011-012	685 EDGEVIEW DR							1	2/20/2025	1

5767-007-023	195 E SIERRA MADRE BLVD									0
5768-002-018	205 S MOUNTAIN TRL									0
5761-009-027	383 SYCAMORE PL							1	9/22/2025	1
5761-019-012	347 GROVE ST									0
5761-027-021	375 DEODAR CIR							1	11/20/2025	1
5762-005-016	595 AUBURN AVE							1	9/30/2024	1
5768-026-022	72 ROSS PL									0
5763-022-024	675 WOODLAND DR							1	9/15/2025	1
5761-019-041	465 W GRANDVIEW AVE									0
5761-025-020	717 W GRANDVIEW AVE							1	8/21/2025	1
5763-030-010	453 E GRANDVIEW AVE							1	6/26/2025	1
5761-019-033	434 FAIRVIEW AVE							1	7/22/2025	1
5766-003-005	470 E HIGHLAND AVE							1	6/9/2025	1
5763-028-005	259 E GRANDVIEW AVE									0
5766-018-014	600 E SIERRA MADRE BLVD							1	10/9/2025	1
5768-034-015	225 S SUNNYSIDE AVE				1				2/3/2025	1
5767-022-002	47 AUBURN AVE									0
5767-002-010	238 AUBURN AVE									0
5767-020-026	70-72 AUBURN AVE							2	9/3/2025	2
5767-005-008	80 E GRAND VIEW AVE				1				7/17/2025	1
5767-009-004	258 N MOUNTAIN TRAIL AVE									0
5767-001-002	126 W GRAND VIEW AVE				1				9/26/2025	1
5761-016-010	401 N GROVE ST									0
5766-019-023	165 OLIVERA LN							1	8/19/2025	1

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier													11	12
Current APN	Street Address	Project Name ⁺	Acutely Low Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units issued Certificates of Occupancy or other forms of readiness
			0	0	0	0	2	0	9	0	0	4		15
5762-024-010	365 TOYON RD													0
5763-012-004	325 STURTEVANT DR						1						3/3/2021	1
5764-009-002	334 CAMILLO RD						1						1/3/2024	1
5768-018-008	373 W SIERRA MADRE BLVD													0
5767-026-020	115 LOWELL AVE						1						1/25/2022	1
5767-009-042	201 N CANON AVE						1						2/24/2022	1
5762-026-014	285 W GRANDVIEW AVE													0
5766-019-002	615 E ORANGE GROVE AVE											1	1/12/2026	1
5767-006-018	126 E GRANDVIEW AVE													0
5766-002-010	420 E LAUREL AVE						1						6/6/2022	1
5767-007-024	153 E HIGHLAND AVE						1						11/3/2022	1
5761-013-016	451 N SUNNYSIDE AVE						1						7/18/2022	1

5768-006-005	241 N LIMA ST									1				6/9/2023	1
5768-009-012	213 N HERMOSA AVE									1				11/19/2024	1
5768-017-005	440 W MONTECITO AVE														0
5767-027-001	142 E SIERRA MADRE BLVD									1				6/23/2023	1
5761-019-042	430 FAIRVIEW AVE									1				4/3/2024	1
5762-030-026	600 BALDWIN CT									1				6/2/2025	1
5762-030-040	15 NATHANIEL TER														0
5761-002-009	700 N SUNNYSIDE AVE	The Meadows at Bailey Canyon													0
5767-038-006	182 S BALDWIN AVE														0
5767-021-001	182 W HIGHLAND AVE														0
5762-030-027	608 BALDWIN CT											1	6/2/2025		1
5762-030-024	620 BALDWIN CT											1	6/2/2025		1
5762-030-003	605 BALDWIN CT														0
5762-030-038	603 BALDWIN CT														0
5767-006-015	108 E GRANDVIEW AVE														0
5768-021-029	421 MARIPOSA AVE									1				8/9/2024	1
5764-007-011	346 FOOTHILL AVE														0
5767-035-018	190 OAK MEADOW RD														0
5766-021-025	82 MONTEREY LN									1				5/10/2024	1
5767-006-009	177 E LAUREL AVE									1				9/12/2023	1
5761-018-020	355 W GRANDVIEW AVE														0
5761-022-002	633 W ALEGRIA									1				7/2/2024	1
5761-025-009	670 W ALEGRIA														0
5768-021-023	32 PARK AVE									1				1/22/2025	1

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier			Streamlining	Historic Sites	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes
			13	14	16	17	18	19	20			21	22	23	24	25
Current APN	Street Address	Project Name*	Please select the streamlining provision the project was APPROVED pursuant to. (may select multiple)	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L?	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*
									4							
5762-024-010	365 TOYON RD		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5763-012-004	325 STURTEVANT DR		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5764-009-002	334 CAMILLO RD		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5768-018-008	373 W SIERRA MADRE BLVD		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							Withdrawn by applicant
5767-026-020	115 LOWELL AVE		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							1200 sq. ft. ADU
5767-009-042	201 N CANON AVE		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5762-026-014	285 W GRANDVIEW AVE		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5766-019-002	615 E ORANGE GROVE AVE		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5767-006-018	126 E GRANDVIEW AVE		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5766-002-010	420 E LAUREL AVE		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5767-007-024	153 E HIGHLAND AVE		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5761-013-016	451 N SUNNYSIDE AVE		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5766-002-035	501 E HIGHLAND AVE		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5767-033-022	251 RANCHO RD		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region									
5762-012-008	62 E CARTER AVE		NONE	No												
5762-030-025	610 BALDWIN CT		NONE	No					0							
5762-030-023	630 BALDWIN CT		NONE	No					0							
5762-030-022	638 BALDWIN CT		NONE	No					0							
5767-007-027	127 E HIGHLAND AVE		NONE	No					0							
5767-026-039	30 SUFFOLK AVE		NONE	No	Other	DB	Use Affordability calculator - Monthly Rent \$2431 for 3 bedrooms		1	Demolished	O	15.0%		Development Standards Modification	No	
5768-033-037	181 S SUNNYSIDE AVE		NONE	No					0							
5768-006-002	261 N LIMA ST		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5768-002-013	245 N SUNNYSIDE AVE		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5768-010-022	234 W HIGHLAND AVE		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5763-006-026	830 SKYLAND DR		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5764-035-007	710 STURTEVANT DR		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							
5768-037-016	280 MANZANITA AVE		NONE	No			Based on SCAG Regional ADU Affordability Analysis for 1- and 2-person HH; Final affordability assumptions for LA County II region		0							

Jurisdiction	Sierra Madre	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B Regional Housing Needs Allocation Progress Permitted Units Issued by Affordability														
Income Level	RHNA Allocation by Income Level	1	Projection Period 06/30/2021-10/14/2021	2									3	4
				2021	2022	2023	2024	2025	2026	2027	2028	2029		
Acutely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
Extremely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
Very Low	Deed Restricted	79	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	79
Low	Deed Restricted	39	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted	5	5	11	26	14	10	-	-	-	-	-	71	-
Moderate	Deed Restricted	35	-	-	1	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	1	34
Above Moderate		51	4	-	3	2	2	20	-	-	-	-	-	20
Total RHNA		204												
Total Units			9	5	15	28	16	30	-	-	-	-	103	133

*For years prior to 2025, Acutely Low-Income units are reported within the Extremely Low-Income category

*For jurisdictions that received RHNA determinations for the current cycle prior to the passage of AB 3093 (September 19, 2024):

- You were not allocated Acutely Low-Income and Extremely Low-Income RHNA targets, therefore the allocations in Field 1 are listed as "0"
- If you wish to set your own targets in these income categories for informational purposes, contact HCD staff at apr@hcd.ca.gov.
- All Acutely Low-Income and Extremely Low-Income units reported during the cycle are counted towards Very-Low Income RHNA progress

*For years prior to 2025, data on deed-restricted vs. non-deed restricted Extremely Low-Income units is approximated from whether the projects reported any deed-restricted Very Low-Income Units. If you wish to edit this historical data for accuracy or have any questions about the data, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Jurisdiction		Sierra Madre						
Reporting Year		2025		(Jan. 1 - Dec. 31)				
Table D								
Program Implementation Status pursuant to GC Section 65583								
Housing Programs Progress Report								
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.								
1	2	3	4	5	6	7	8	9
Name of Program	Objective	Projected Completion Date in Housing Element	Applicable Cycle	Status of Program Implementation	Program Implementation Details	Quantified Outcomes: Category	Quantified Outcomes: Count	Supporting Documents
Promote Accessory Dwelling Units (ADUs)	Update ADU ordinance to incorporate incentives and expand to C and M zone districts. Initiate amnesty program. Advertise in the City Newsletter and on the website. Seek to achieve the production of an average of 12 ADUs annually, for a total of 98 ADUs over the planning period, through the adoption of various incentives for the production of ADUs affordable to lower and moderate income households.	1/1/2025	6th Cycle	Completed	Update accessory dwelling units ordinance in full compliance with the State Law. ADU is identified in Sierra Madre's certified Housing Element as an integral program to provide affordable rental property options. These studio or one-bedroom dwelling units are considered affordable to low income persons. (See housing element Table I-1). Earlier ADUs produced (2014) were affordable to very low income persons, due to their small size (below 600 sqft) and studio configuration. The City amended its second unit ordinance to increase the minimum square footage and for compliance with Government code Section 65852.2. The units produced after 2014 comply with the amended City ordinance and Government Code Section 65852.2 and fall into the category of affordable to persons of low income given their average 637 sq/ft, single bedroom configuration. In May 2022.	Units	0	City website page for AB 2533: https://www.sierramadreca.gov/cityhall/departments/planning_community_preservation_department/aduasemsty_bill_2533
Housing Opportunity Sites & Rezone	1) Adopt new Land Use designations with Housing Element. 2) Establish and adopt new multi-family and Religious Housing Overlay designations; 3) Amend Code for bright approval of projects with min 20% lower income units on rezone and 5th cycle sites.	4/12/2022	6th Cycle	Completed	Housing Element adopted in 2021 and revised in 2022. The City Council adopted Ordinance 1449 and 1450 for a new multi-family zoning, Religious Housing Overlay, and by-right approvals on April 12, 2022.	Units	0	Ordinance 1449: https://library.municode.com/ca/sierra_madre/ordinances/code_of_ordinances?nodeId=1171426 ; Ordinance 1450: https://library.municode.com/ca/sierra_madre/ordinances/code_of_ordinances?nodeId=1171427 ; Ch. 17.39 - Religious Housing Overlay Zone: https://library.municode.com/ca/sierra_madre/codes/code_of_ordinances?nodeId=TT17Z0_CH17.39RREHOVZO ; Ch. 17.29 - R-3-20 and R-3-30 High Density Residential Zone: https://library.municode.com/ca/sierra_madre/codes/code_of_ordinances?nodeId=TT17Z0_CH17.292030HDEREZO
Lot Consolidation Program	Provide incentives for the consolidation of parcels into larger development sites.	4/12/2022	6th Cycle	Completed	The City Council adopted Ordinance 1449 on April 12, 2022 for lot consolidation incentives.	Units	0	Ordinance 1449: https://library.municode.com/ca/sierra_madre/ordinances/code_of_ordinances?nodeId=1171426 ; Ch. 17.29.040: https://library.municode.com/ca/sierra_madre/codes/code_of_ordinances?nodeId=TT17Z0_CH17.292030HDEREZO_17.29.040LOO
Small Home Lot Development and Urban Lot Split	Provide affordable housing choices and diversity.	4/12/2022	6th Cycle	Completed	Implement the City's urban lot split and small home development Ordinance (adopted consistent with SB 9 and AB 803) to expand the housing supply in High Resource single-family zones and support the development of starter homes; create an easy-to-follow application checklist to facilitate development under the Ordinance 1452 adopted by City Council on April 12, 2022.	Units	0	Ordinance 1452: https://library.municode.com/ca/sierra_madre/ordinances/code_of_ordinances?nodeId=1171431 ; Ch. 16.18 - Urban Lot Splits: https://library.municode.com/ca/sierra_madre/codes/code_of_ordinances?nodeId=TT16SU_CH16.18ULOSP ; Ch. 17.58 - Small Home Lot Developments: https://library.municode.com/ca/sierra_madre/codes/code_of_ordinances?nodeId=TT17Z0_CH17.58SMHLODE ; Ch. 17.59 - Ministerial Design Review Permits: https://library.municode.com/ca/sierra_madre/codes/code_of_ordinances?nodeId=TT17Z0_CH17.59MIDEREPE
Minor Home Repair Program	Provide financial assistance for home repairs to lower income households.	6/30/2027	6th Cycle	Continuous	City initiated a Senior Minor Home Rehabilitation Program for very low to moderate income senior homeowners. Program provides grants up to \$17,255 to senior to complete minor rehab projects such as: re-roofs, tub to walk-in shower conversions, HVAC replacements, etc.). The program is fully funded by the Community Development Block Grant (CDBG) Funds. The City offered grants to 2 eligible seniors in FY 2024-2025 and 6 eligible seniors in the first half of FY 2025-2026. City Council has adopted Resolution 26-07 on January 13, 2025 to allocate FY 2025-2027 CDBG funds and continue the Senior MHRP.	Other	8	City website page for Senior MHRP: https://www.sierramadreca.gov/building-planning/planning-and-zoning/sustainable-housing-and-grant-programs/senior-minor-home-rehabilitation-program/

Jurisdiction	Sierra Madre	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E

Commercial Development Bonus Approved pursuant to GC Section 65915.7

Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Sierra Madre	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.			TOTAL UNITS ⁺	The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺		
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Sierra Madre	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Period	6th Cycle	10/15/2021 - 10/15/2029

element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	Sierra Madre	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2025		

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						
5763-014-900	487 Woodland	Vacant	0	Surplus Land	0.357	6/8/21 Declared Surplus by City Council Resolution. City Council directing the sale of the property by Resolution No. 22-17 on 4/12/22. Property reappraised in 07/2025. City Council directing the sale of the property by Resolution 25-52 on 9/9/2025.

Jurisdiction	Sierra Madre	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

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Housing Element Implementation

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table J														
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915														
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved							Units (Beds/Student Capacity) Granted	Notes
1				2	3	4							5	6
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SH - Student Housing)	Date	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Total Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

Jurisdiction	Sierra Madre	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		
Notes		

Data is auto-populated based on data entered in Tables A, A2, C, and D

Jurisdiction	Sierra Madre	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	10
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		20
Total Units		30

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	42	0	4
2 to 4 units per structure	0	4	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	18	26	11
Mobile/Manufactured Home	0	0	0
Total	60	30	15

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	26	30
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	16
Number of Proposed Units in All Applications Received:	59
Total Housing Units Approved:	42
Total Housing Units Disapproved:	0

Use of Streamlined Ministerial Approval Process or SMAP (formerly SB 35 / 423) - Applications	
Number of SMAP Applications	0
Number of SMAP Applications Approved	0

Units Constructed - SMAP (formerly SB 35 / 423) - Permits			
Income	Rental	Ownership	Total
Acutely Low	0	0	0
Extremely Low	0	0	0
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SMAP	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	14	15
Discretionary	2	44

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	5
Sites Rezoned to Accommodate the RHNA	0

Cells in grey contain auto-calculation formulas

PLANNING COMMISSION RESOLUTION 26-04
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE ACCEPTING THE GENERAL PLAN ANNUAL PROGRESS REPORT AND THE HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR THE CALENDAR YEAR 2025 AUTHORIZING STAFF TO SUBMIT THE REPORTS TO THE GOVERNOR'S OFFICE OF PLANNING AND RESEARCH AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:

WHEREAS, California Government Code Section 65400 requires the planning agency to provide an annual report to the City Council, the Governor's Office of Planning and Research and the State Department of Housing and Community Development regarding progress toward implementation of the Housing Element of the General Plan; and

WHEREAS, Section 2.44.020 of the Sierra Madre Municipal Code establishes the duties required by applicable state law to the planning commission; and

WHEREAS, planning staff has prepared a General Plan 2025 Annual Progress Report and Housing Element 2025 Annual Progress Report, utilizing the prescribed forms and instructions provided by the State Department of Housing and Community Development; and

WHEREAS, the General Plan 2025 Annual Progress Report and Housing Element 2025 Annual Progress Report was forwarded to the Planning Commission for their review; and

WHEREAS, the Planning Commission reviewed the reports on March 19, 2026.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Sierra Madre hereby receives and accepts the General Plan 2025 Annual Progress Report and Housing Element 2025 Annual Progress Report, attached and incorporated by reference herein, and authorizes staff to forward the report to the Governor's Office of Land Use and Climate Innovation and the State Department of Housing and Community Development pursuant to Government Code Section 65400.

I HEREBY CERTIFY the foregoing Resolution was duly adopted by the Planning Commission of the City of Sierra Madre, California, at a regular meeting held on the 19th day of March, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

March 19, 2026

Tom Denison, Planning Commission Chair

Attest:

Clare Lin, Director
Planning & Community Preservation Department



CITY OF SIERRA MADRE

STAFF REPORT

PLANNING & COMMUNITY PRESERVATION

DATE: March 19, 2026

TO: Honorable Chair and the Planning Commission

FROM: Clare Lin, Planning Director
By: Julia Homaechearria, Deputy City Attorney

SUBJECT: **Municipal Code Text Amendment (MCTA 26-01) Amending Chapter 17.22 (Accessory Dwelling Units) of Title 17 (Zoning) of the Sierra Madre Municipal Code**

RECOMMENDATION

It is recommended that the Planning Commission review the proposed amendments to the Sierra Madre Accessory Dwelling Units Ordinance, Chapter 17.22 of Title 17 (Zoning) of the Sierra Madre Municipal Code, as drafted by City staff, and provide direction, if any, to City staff regarding the proposed Municipal Code Text Amendment.

SUMMARY

The Sierra Madre Accessory Dwelling Units Ordinance governs the development and use of accessory dwelling units (ADUs) in Sierra Madre. These units are additional residential structures in areas zoned to allow residential use and provide housing options and can help address housing shortages.

The ordinance needs to be updated to align with recent state laws and policies that promote the creation of more ADUs to increase affordable housing availability. Updating the ordinance will ensure that local regulations are consistent with state requirements and support community goals for housing development.

DISCUSSION & ANALYSIS

Response to state laws

On February 19, 2026, the Planning Commission a legislative update presentation from the City Attorney's Office detailing the changes to California State Law regarding Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) made by Assembly Bills (AB) 1154, 130, and 462 and Senate Bills (SB) 9 and 543.

- AB 1154, Juan Carillo, (Increasing Parity in JADU Regulation) creates a single set of statewide rules for JADUs prohibiting parking standards for these small units, and removing owner-occupancy requirements for certain JADUs with independent bathrooms. It prohibits short-term rentals of JADUs, aligning JADU treatment more closely with existing ADU law. Sierra Madre's ADU Ordinance currently prohibits short-term rentals for all ADUs, including JADUs, and requires owner-occupancy in either the primary dwelling or the JADU located within, regardless of whether the JADU includes an independent bathroom.
- AB 130, Committee on Budget, (ADU and JADU CC&Rs) prohibits fees and other financial requirements from being included in a covenant or deed restriction for an ADU or JADU.

- AB 462, Josh Lowenthal, (ADU Occupancy in emergencies) allows detached ADUs to receive certificates of occupancy in certain disaster-recovery situations even if the primary dwelling is not yet reconstructed. The Sierra Madre Accessory Dwelling Unit Ordinance, in line with state laws, allows an ADU on the same lot as an existing or proposed single-family dwelling or multifamily dwelling. Currently, Section 17.22.100(E) prohibits issuance of certificate of occupancy for an ADU or JADU prior to the issuance of a certificate of occupancy for a primary dwelling.
- SB 9, Jesse Arreguín, (Removing Local Barriers to ADUs) requires submission of an ADU or JADU ordinance to the Department of Housing and Community Development (HCD) and authorizes HCD to determine that a local ADU ordinance is inconsistent with state law and to declare that ordinance void, thereby requiring the local agency to apply state default ADU standards until a compliant local ordinance is adopted. This statute strengthens state oversight of ADU implementation and creates significant risk for jurisdictions that retain restrictive or non-conforming ADU provisions in their municipal codes. This law by itself does not require an amendment to the Sierra Madre Accessory Dwelling Unit Ordinance, but must be complied with if and when an amendment is adopted.
- SB 543, Jerry McNerney, (ADU Clarity and Consistency) codifies key HCD guidelines by (1) giving HCD explicit oversight and enforcement authority over local JADU ordinances, (2) requiring local governments to complete initial review of ADU applications within 15 business days, and (3) clarifying size, safety, density, and impact-fee rules for ADUs and JADUs. The law takes effect January 1, 2026 and aims to reduce local variation and delay in ADU permitting across the state. Currently, the Sierra Madre Accessory Dwelling Unit Ordinance specifies that an application for accessory dwelling unit shall be reviewed within 60 days of receipt of a complete application, but does not specify the time in which deeming an application complete shall take.

Sierra Madre's Accessory Dwelling Unit Ordinance, last amended in 2023, includes provisions that have become inconsistent with these newly enacted state laws. Staff recommends an amendment to Sierra Madre's Accessory Dwelling Unit Ordinance to bring it consistent with current state laws.

- To address the change to owner-occupancy requirements, staff recommends amending SMMC Section 17.22.050(A) to provide an exemption for JADUs with an independent bathroom.
- To address the change to conditions and deed restrictions, staff recommends amending SMMC Section 17.22.090 to specify what reasonable restrictions are permitted.
- To address the exemption for an ADU's certificate of occupancy, staff recommends amending 17.22.100 to provide an exemption for issuance of a certificate of occupancy for an ADU before the primary dwelling due to the primary dwelling being substantially damaged or destroyed by an event referenced in a proclaimed state of emergency exemption.
- To address the change to floor area standards, staff recommends amending various sections under SMMC Chapter 17.22 relating to floor area to specify interior livable area. Furthermore, staff recommends requiring that any floor area be governed by the underlying zone if it extends beyond the exterior walls necessary to enclose the interior livable area of an ADU and which is not interior livable area.
 - For example, if an ADU is proposed on an R-1 lot with an existing single-family dwelling and the proposed ADU includes a proposed carport or patio covered by a solid roof or a garage, the area of that carport, patio, or garage must be proposed in conformance with development standards applicable under R-1 standards, including maximum height and minimum setbacks for accessory structures (SMMC 17.20.060), permissible lot coverage (SMMC 17.20.120), and allowable gross floor area (SMMC 17.20.125) and may be subject to discretionary approval (where, for example, the area of the carport, patio, or garage causes the gross floor area for the lot to exceed a certain threshold, it is subject to approval of a design review permit under SMMC 17.20.027(C)).
- To accommodate the 15-business-day requirement to determine whether an application is complete, staff recommend amending SMMC Section 17.22.100(B) in such a way that separates application completeness from project compliance review. Due to the frequency at which state laws require local code amendments, staff recommend that applicants be required to provide a complete application within one year of initial application submittal. Instead of a single-step review process, ADUs will be reviewed in a two-step process:
 1. Upon receipt of an application, within 15 business days determine whether the application is complete with all required items as specified in SMMC Section 17.22.100(A); and

2. Upon determining an application is complete, within 60 calendar days determine whether the project complies with all applicable development standards of the zoning code.

- During the ADU compliance review, within 60 days of deeming an application complete staff will either determine the application is approved or denied. If the application is denied, staff will include in its notice of application denial citations of the zoning code for which the proposed ADU does not comply. The applicant will then be able to submit revised application items necessary to remedy the issues of compliance. Due to the frequency at which state laws require local code amendments, staff recommends including provisions in SMMC Section 17.22.100(B) that applicants be required to submit revisions within 90 days, consistent with the Permit Streamlining Act, specifically Government Code section 65941.1(e)(2).
 - Optionally, Planning Commission should consider whether to allow staff to approve proposed ADUs that are noncompliant in their application with conditions that ensure their compliance through building plan check review by further amending SMMC Section 17.22.100(B).
- To provide a process for applicants to appeal determinations of completeness or compliance to the Planning Commission, staff recommends amending SMMC Section 17.22.100(C) to include an appeal process.

Clean-up of inconsistency

Since the last amendment to the Accessory Dwelling Unit Ordinance in 2023, there has been an ordinance amending other parts of the Zoning Code. Ordinance 1484, adopted in September of 2025, revised the Discretionary Demolition Permit regulations by adding new definitions and refining its procedure. To remain consistent with this ordinance staff recommends amending Section 17.22.140 by incorporating similar terminology adopted under Ordinance 1484 and clarifying the applicable procedure to create an accessory dwelling unit remain ministerial.

All recommendations described above have been incorporated in a draft document included in this report. Attachment A includes code text amendments as redlines of Chapter 17.08 (Definitions) and Chapter 17.22 (Accessory Dwelling Units); Attachment B is a clean version of the amendments as proposed.

Ambiguity to be discussed and addressed

Allowable number of ADUs. Currently, SMMC Section 17.22.020 states that one (1) accessory dwelling unit and one (1) junior accessory dwelling unit shall be permitted within zones that allow for residential uses. This is currently inconsistent with Government Code section 66323 allowing a total of four (4) dwelling units one a lot allowing single-family residential use: one (1) single-family dwelling, one (1) ADU created from existing or proposed interior space of the single-family dwelling or an accessory structure, one (1) detached newly construction ADU, and one (1) JADU created from within no more than 500 square feet of an existing single-family dwelling. The current and proposed ordinance codify Government Code section 66323 as SMMC Section 17.22.060. The proposed ordinance amends SMMC Section 17.22.020 by generalizing the number of ADUs with respect to how many shall be permitted. To be expressly clear about how many ADUs shall be permitted and in which configurations they can be permitted, Planning Commission may consider directing staff to make this explicitly clear in SMMC Section 17.22.020. However, the number of allowable ADUs is currently covered under SMMC Section 17.22.060, including with respect to multifamily dwellings.

ADUs exempted by state law. As mentioned above, Government Code section 66323 provides that ADUs of certain configurations shall be permitted notwithstanding any local ordinances regulating ADUs. However, it remains unclear whether the first exemption (Government Code section 66323(a)(1)) pertains exclusively to ADUs proposed as conversions of space. As stated, one ADU or JADU shall be permitted if (boldened for emphasis):

“The accessory dwelling unit or junior accessory dwelling unit is **within the proposed space of a single-family dwelling** or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.”

In the case where a “proposed space of a single-family dwelling” Planning staff has interpreted that this pertains to nuanced situations where the proposed space has already been approved, and an applicant proposes to convert part of it to an ADU or JADU. That proposed space of a single-family dwelling having been approved implies that it may have been subject to discretionary approval as governed by the underlying zone. Therefore, it is reasonable to understand this exemption applies to the conversion of an existing space in a single-family dwelling or proposed space within a single-family dwelling that has been approved and pending construction.

The second exemption under Government Code section 66323(a)(2) pertains to newly constructed detached ADUs on lots with an existing or proposed single-family dwelling. Alone, this exemption has no ambiguity but interpreted together with the first exemption (Government Code section 66323(a)(1)), it implies that there is no exemption available to newly constructed ADUs attached to an existing or proposed single-family dwelling.

As recommended by staff, the proposed amendments include that applications deemed incomplete or denied be resubmitted within 90 days of that determination, which is consistent with the Permit Streamlining Act requirements for preliminary applications for housing developments. After 90 days, the application expires and shall have no further force or effect. This means that applicants taking longer than 90 days to resubmit will be required to pay new application fees for their submittal. Due to probable fluctuation in prices of construction materials and labor for the near-foreseeable future, the Planning Commission may want to consider extending this time by any length or including a provision allowing applicants to request extensions on application resubmittal within reason. Under state ADU law (Government Code section 66310 et. seq.) there is no express requirement to or restriction from establishing such a requirement.

PROCEDURE TO AMEND THE SIERRA MADRE MUNICIPAL CODE

Chapter 17.64 of the Sierra Madre Municipal Code requires that amendments to provisions of the Sierra Madre Zoning Code be considered by the Planning Commission at a hearing. Government Code section 65854 requires that notice of a hearing to amend the Sierra Madre ADU Ordinance be provided in a newspaper circulated within Sierra Madre at least 20 days prior to the hearing. The Commission's action shall be by resolution and shall be limited to recommending the City Council approve in whole or in part the amendment or denying the amendment under consideration.

A hearing for this amendment has been scheduled for April 16, 2026, and notice is expected in the March 14, 2026, edition of the Mountain Views News that is circulated in Sierra Madre. The commission may continue the discussion to April 2, 2026, if it finds it necessary to further discuss a topic of the amendment prior to the hearing, or conclude the discussion until the hearing as scheduled.

ENVIRONMENTAL ANALYSIS

This project is exempt from the California Environmental Quality Act under Public Resources Code Section 21080.17 as a local ordinance regulating the construction of accessory dwelling units.

PUBLIC NOTICE

This item has been noticed through the regular agenda notification process. Copies of this report are available on the City's website at www.SierraMadreCA.gov.

Approved by:

Clare Lin
Planning and Community Preservation Director

Attachments

[Attachment A: Proposed Municipal Code Text Amendment - Redline](#)

[Attachment B: Proposed Municipal Code Text Amendment - Clean](#)

Chapter 17.08 DEFINITIONS

17.08.020 Words, terms, phrases defined.

"Living area", "interior livable floor area", or "interior livable space" means the interior habitable area of a dwelling unit intended for living, sleeping, eating, and cooking, including habitable areas of basements and attics, ~~but does not include a garage or any accessory structure.~~ measured from the interior side of the walls enclosing the dwelling unit, and including interior walls.

[Note: "living area" is currently only used under Title 17 in Sections 17.22.030 and 17.22.050 and is intended to reflect the definition in Government Code Section 66313.]

Chapter 17.22 ACCESSORY DWELLING UNITS

17.22.010 Purpose and intent.

The purpose of this chapter is to implement the requirements under Government Code 66310 et seq. Sections 65852.2 and 65852.22 for accessory dwelling units and junior accessory dwelling units. If this chapter part of the Government Code Sections 65852.2 or 65852.22 are ever repealed or deemed to be unconstitutional or no longer in effect, this chapter of the code shall automatically be repealed.

Accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, shall be considered a residential use that is consistent with the existing general plan and zoning designation for the lot and shall not be considered to exceed the allowable density for the lot upon which the accessory dwelling unit is located.

17.22.015 Applicability of other zoning standards.

Nothing in this chapter shall be construed to mean that an accessory dwelling unit or junior accessory dwelling unit is at all times exempt from any other section of this code, as applicable.

Although this chapter permits the new construction of an accessory dwelling unit or junior accessory dwelling unit that may exceed otherwise allowable zoning requirements for lot coverage, open space, floor area and front setback, or structure conversion, such an accessory dwelling unit or junior accessory dwelling unit, once permitted and built, may preclude the addition, expansion or enlargement of the primary dwelling unit or accessory structure otherwise permitted or conditionally permitted prior to the permitting of said accessory dwelling unit.

Section Footnotes:

Example 1: The new construction of an eight hundred square foot accessory dwelling unit increases the gross floor area of a property in the R-1 zone to a number equal to the maximum allowed in the R-1 zone. Future additions, expansions and enlargements are no longer possible without removal of floor area to compensate the addition, expansion or enlargement.

Example 2: The conversion of a two-car garage to an accessory dwelling unit or junior accessory dwelling unit, located on a lot in the R-1 zone, creates a nonconformity with the Parking Code (Chapter 17.68) where the minimum requirement for parking is the provision for two covered spaces. Bedroom additions in the R-1 zone are required to meet compliance with the Parking Code and thus the size of the bedroom addition would be limited or entirely precluded to necessitate the additional area for a garage or carport.

17.22.020 ~~Eligibility~~ Use permitted by-right.

~~One a~~ Accessory dwelling units and one junior accessory dwelling unit shall be a use permitted within zones that permit or conditionally permit residential uses by-right with the following limitations when the following conditions are met:

- ~~1. Except as provided by Government Code Section 65852.26, the accessory dwelling unit may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence;~~

Commented [JW1]: I discussed with other planners the idea to take a more simple measure than to subtract minutia non-livable floor area (such as mechanical closets). This is to better facilitate freedom to change interior spaces with the advancements of technology. For example, advancements in water heating technology could make water heaters obsolete thus allowing the space that occupied a water heater to be reconfigured as interior livable area without being further restricted by zoning requirements. Same concept applies to interior walls, etc.

Commented [JH1R2]: That makes sense. Not sure I understand why it includes interior walls but I will defer to you on that.

- 43 A. The lot is zoned to allow single-family or multifamily residential use and ~~2. The lot~~ includes at least one
44 proposed or existing primary dwelling;
- 45 ~~3.B. The a~~A accessory dwelling units ~~is~~are either attached to, or located within, ~~the a~~a proposed or existing primary
46 dwelling, including an attached garages, storage areas or similar uses, or ~~an accessory structure or~~ detached
47 from the proposed or existing primary dwelling and located on the same lot as the proposed or existing
48 primary dwelling. including detached garages; and
- 49 C. Accessory dwelling units meet all applicable development standards of this code or are exempt under Section
50 17.22.060.
- 51
- 52 ~~4. Neither the primary residential dwelling unit nor the accessory dwelling units shall be a mobile home, trailer,~~
53 ~~or vehicle; and~~
- 54 ~~5. Manufactured homes and modular dwelling units mounted to a permanent foundation shall be permitted as~~
55 ~~an accessory dwelling unit or as a junior accessory dwelling unit when proposed as part of a primary dwelling~~
56 ~~unit that is a manufactured home or modular dwelling unit.~~

57 **17.22.025 Limitations.**

58 Accessory dwelling units shall be subject to the following limitations on use.

- 59 A. Accessory dwelling units may be rented separate from the primary residence, but shall not be sold or
60 otherwise conveyed separate from the primary residence; and
- 61 B. A proposed primary dwelling unit or accessory dwelling units shall not be a mobile home, trailer, or vehicle.
62 Except that, manufactured homes and modular dwelling units mounted to a permanent foundation shall be
63 permitted as an accessory dwelling unit or as a junior accessory dwelling unit when proposed as part of a
64 primary dwelling unit that is a manufactured home or modular dwelling unit.

65 **17.22.030 Development standards.**

- 66 A. Building and Design Standards.
- 67 1. Except when necessary to preserve historic architectural value, ~~For an attached unit,~~ the exterior
68 materials, windows and other architectural features ~~of an attached new construction accessory~~
69 dwelling unit shall match the existing structure by employing the same building form, color tones,
70 window design, door and window trims, roofing materials and roof pitch; ~~except as stated otherwise in~~
71 this subsection.
- 72 2. No new roof decks are permitted on any accessory dwelling unit or junior accessory dwelling unit.
- 73 B. Fire Safety Standards.
- 74 1. Fire Sprinklers. The construction of an accessory dwelling unit or junior accessory dwelling unit shall
75 not trigger a requirement for fire sprinklers to be installed in the existing single family, multifamily, or
76 primary dwelling. Unless otherwise required by the fire department, the installation of a fire sprinkler
77 system in an accessory dwelling unit or junior accessory dwelling unit shall not be required except in
78 the following circumstances.
- 79 (i) Where a fire sprinkler system has been installed in the primary residence.
- 80 (ii) Where a fire sprinkler system is required to be installed in the primary residence.
- 81 2. All new accessory dwelling units are required to comply with Chapter 15.24 of this code.
- 82 3. Where two accessory dwelling units are configured as sharing a common wall, a one-hour fire wall
83 between the units is required.
- 84 4. All new accessory dwelling units are required to use fire-resistant building materials.

- 85 5. All new accessory dwelling units are required to comply with Chapter 8.36 (Hazardous Brush
86 Clearance).
- 87 C. ~~Floor Area Standards.~~ The area requirements of this subsection are subject to compliance with the
88 requirements of the underlying zone for floor area.
- 89 1. The interior livable floor area of an attached accessory dwelling unit attached to or converted from
90 the existing area of a single-family dwelling shall not exceed the greater of:
- 91 a. 850 square feet of interior livable floor area;
- 92 b. 1,000 square feet of interior livable area if the accessory dwelling unit provides more than one
93 bedroom; or
- 94 c. fifty percent of the existing interior livable area (including a habitable basement and attic) of
95 the single-family dwelling.
- 96 2. The total interior livable floor area for ~~a~~ detached or attached accessory dwelling units shall not exceed
97 ~~one thousand two hundred~~ 1,200 square feet.
- 98 3. The interior livable ~~maximum~~ floor area ~~for of~~ a junior accessory dwelling unit shall not exceed ~~five~~
99 ~~hundred~~ 500 square feet.
- 100 4. The minimum floor area for a ~~detached or attached~~ ny accessory dwelling unit shall be governed by the
101 California Building Standards Code Section 1207.
- 102 5. Floor area that is not the interior livable floor area of ~~Except as provided by Section 17.22.060, the~~
103 ~~total floor area of all buildings on the lot, including the~~ accessory dwelling units ~~(e.g. storage areas or~~
104 ~~garages); shall not exceed the maximum floor area otherwise allowed in accordance with this title~~
105 ~~conform be subject to conformance with applicable floor area and lot coverage requirements governed~~
106 ~~by the underlying zone. For the purpose of this requirement, the area of structural framing necessary~~
107 ~~to enclose the interior livable area of accessory dwelling units shall not apply.~~
- 108 D. Height Standards.
- 109 1. For ~~a~~ detached accessory dwelling units on a lot with an existing or proposed single family or
110 multifamily dwelling unit, the height shall not exceed sixteen feet.
- 111 2. Where the height of an existing building exceeds sixteen feet, the conversion of that building to an
112 accessory dwelling unit, in whole or in part, shall not exceed the existing height.
- 113 3. For a detached accessory dwelling unit on a lot with an existing or proposed single family or
114 multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or
115 a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources
116 Code, the height shall not exceed eighteen feet. An additional two feet in height shall be permitted to
117 accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the
118 primary dwelling unit.
- 119 4. A detached accessory dwelling unit shall be allowed an additional two feet of height, not to exceed
120 eighteen feet in total, if ~~all of the following conditions are met:~~ it is upon a lot with an existing or
121 proposed multifamily dwelling that is multistory.
- 122 a. ~~—~~
- 123 ~~There is more than one primary dwelling unit on the property; and~~
- 124 ~~b. — There is a primary dwelling on the property within a structure. The main building on the property~~
125 ~~that is more than one story~~
- 126 5. For new construction ~~an~~ accessory dwelling units ~~that is~~ attached to a structure with a primary
127 dwelling, the height shall not exceed ~~the lesser of twenty five feet or as governed by the applicable~~
128 ~~zoning requirements~~ the existing or proposed structure height or twenty five feet, whichever is less.

Commented [JH2]: see language of 66321

- 129 6. This section shall not be construed to allow an accessory dwelling unit to exceed two stories.
- 130 E. Lot ~~Coverage~~ coverage Standards. ~~Except as provided by Section 17.22.060, the lot coverage standards in this~~
131 ~~chapter~~ shall be governed by the lot coverage standards in the underlying zone.
- 132 F. Parking Standards.
- 133 1. One on-site parking space shall be designated for each accessory dwelling unit. In order to
134 accommodate required parking on site, parking for an accessory dwelling unit may be allowed in
135 setback areas (in locations determined by the city) and through tandem parking. In no event shall
136 parking be allowed in a designated front yard landscaped area.
- 137 2. When a garage, carport, or other covered parking structure is demolished in conjunction with the
138 construction of an accessory dwelling unit or is converted to an accessory dwelling unit, ~~the~~
139 ~~required replacement of~~ off-street parking ~~for the primary unit need not be replaced~~ shall not be
140 required.
- 141 3. Exemptions. No additional parking space is required for ~~the~~ accessory dwelling units meeting if any one
142 of the following is true:
- 143 (i) ~~The unit is~~ located within one-half mile of a regularly scheduled public transit stop.
- 144 (ii) ~~The unit is~~ located within a city council designated historic district.
- 145 (iii) ~~The unit is p~~Part of ~~the an~~ existing legal ~~primary~~ single-family residence or an existing legal
146 accessory structure.
- 147 (iv) On-street parking permits are required by the city but not offered to the occupant of the unit.
- 148 (v) A publicly accessible and presently operating car share vehicle parking facility is located within
149 one block of the unit.
- 150 (vi) The unit is ~~proposed in accordance with~~ exempted pursuant to Section 17.22.060.
- 151 (vii) The unit is a junior accessory dwelling unit.
- 152 (viii) ~~The unit is~~ located in the R-1 (One-family Residential) or R-H (Hillside Management) zone.
- 153 ~~4. (ix)~~ When a permit application for an accessory dwelling unit is submitted with a permit application to
154 create a new single-family dwelling or a new multifamily dwelling on the same lot, no additional
155 parking space is required for the accessory dwelling unit, provided that the accessory dwelling unit
156 or the parcel satisfies at least one ~~other~~ criteria for exemption listed in ~~this~~ paragraph (3).
- 157 G. Setback Standards. Accessory dwelling units shall be subject Sections 17.48.030 (Yard regulations), 17.48.120
158 (Permissible projections of structures into yards), 17.48.130 (Walls and fences) and the standards below:
- 159 1. No setback shall be required for the conversion of an existing structure that is built to the same
160 dimensions, including height, as the existing structure.
- 161 2. A setback of no less than four feet from the side and rear lot lines shall be required for new
162 construction or replacement structures.

163 **17.22.040 Conversion of existing structures into accessory dwelling units.**

- 164 A. Prior to the approval of an accessory dwelling unit permit for the conversion of an existing structure for
165 which there is no record of a building permit being issued, satisfactory completion of a safety inspection by
166 the city's building official and fire department is required. An applicant must commit to upgrade the
167 accessory dwelling unit to health and safety codes in order to be granted approval of an accessory dwelling
168 unit permit, including without limitations the following items:
- 169 1. Independent entrance to accessory dwelling unit.
- 170 2. Direct access to exterior of building from bedroom (door or window).

- 171 3. Adequate light and ventilation in each habitable room.
- 172 4. Minimum seven-foot high ceiling in all rooms, kitchens, halls, and baths.
- 173 5. Properly installed electrical wiring including separate access to electrical shut off.
- 174 6. Structural Integrity:
- 175 (i) Foundation not cracked, damaged, or shifting.
- 176 (ii) Framing not sagging or deteriorated.
- 177 7. Comfort Heating:
- 178 (i) Heating as required per the building code.
- 179 (ii) Separate access to gas shut-off, if applicable.
- 180 8. Working Plumbing:
- 181 (i) Kitchen and bathroom facilities with hot water.
- 182 (ii) Water heater strapped and properly vented.
- 183 (iii) Connection to approved sewage system.
- 184 9. Fire Safety:
- 185 (i) Hallways serving sleeping rooms must have smoke and carbon monoxide detectors.
- 186 (ii) Each sleeping room must have a smoke detector.
- 187 B. Once an inspection by the city's building official and fire department occurs, the applicant is required to
- 188 correct those items that are identified as violating current health and safety codes for the structure's current
- 189 use even in the event that the applicant decides to withdraw the accessory dwelling unit permit application.
- 190 C. In enforcing building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part
- 191 1.5 of Division 13 of the Health and Safety Code for an accessory dwelling unit that was built on or before
- 192 May 24, 2022, the city, upon request of an owner of an accessory dwelling unit for a delay in enforcement,
- 193 shall delay enforcement of a building standard, subject to compliance with Section 17980.12 of the Health
- 194 and Safety Code.

195 **17.22.050 Junior accessory dwelling units.**

- 196 A. The owner must reside in either the single-family dwelling or within the ~~newly created~~ junior accessory
- 197 dwelling unit if the junior accessory dwelling unit shares sanitation facilities with the primary structure.
- 198 B. All junior accessory dwelling units shall include, at a minimum, an efficiency kitchen and living area. It may
- 199 include separate sanitation facilities or may share sanitation facilities with the existing structure.
- 200 C. The junior accessory dwelling unit must include a separate entrance from the main entrance to the proposed
- 201 or existing single-family residence.
- 202 D. A junior accessory dwelling unit shall be constructed within the walls of a proposed or existing single-family
- 203 residence. For purposes of this paragraph, enclosed uses within the residence, such as attached garages, are
- 204 considered a part of the proposed or existing single-family residence.

205 **17.22.060 Exemptions.**

- 206 A. Notwithstanding any section of this chapter, ~~the city shall approve an application for a building permit within~~
- 207 ~~areas zoned to allow single-family or multi-family dwelling;~~ residential or mixed-use zone, a building permit
- 208 shall be issued to create any of the following:

- 209 1. One accessory dwelling unit and/or one junior accessory dwelling unit per lot with a proposed or
 210 existing single-family dwelling if all of the following conditions are met apply:
- 211 (i) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a
 212 single-family dwelling or existing space of a single-family dwelling or accessory structure and may
 213 include an expansion of not more than one-hundred fifty square feet beyond the same physical
 214 dimensions as the existing accessory structure (an expansion beyond the physical dimensions of
 215 the existing accessory structure shall be limited to accommodating ingress and egress);
- 216 (ii) The space has exterior access from the proposed or existing single-family dwelling;
- 217 (iii) The side and rear setbacks are sufficient for fire and safety; and
- 218 (iv) The junior accessory dwelling unit complies with the requirements of Section 17.22.050.
- 219 2. One attached or detached, new construction, accessory dwelling unit that does not exceed four-foot
 220 side and rear yard setbacks, an interior livable total floor area of eight hundred square feet, and a
 221 height as defined in Section 17.22.030(D) of this Chapter for a lot with a proposed or existing single-
 222 family dwelling. Any non-livable floor area attached to the exterior walls enclosing the livable area of
 223 an accessory dwelling unit shall be subject to compliance with the underlying zone's development
 224 standards; any such non-livable area subject to discretionary approval shall be considered prior to and
 225 separately from an accessory dwelling unit permit. The accessory dwelling unit may be combined with
 226 a junior accessory dwelling unit described in paragraph (1). For the purpose of this Section, "interior
 227 livable floor area" means the enclosed floor area inside an accessory dwelling unit that is intended for
 228 living, measured from the interior side of the walls enclosing the accessory dwelling unit, and including
 229 interior walls.
- 230 3. Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that
 231 are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways,
 232 attics, basements, or garages, if each unit complies with state building standards for dwellings. One
 233 accessory dwelling unit within an existing multifamily dwelling and up to twenty-five percent of the
 234 existing multifamily dwelling units may be permitted.
- 235 4. Not more than eight two accessory dwelling units that are located on a lot that has an existing
 236 multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit
 237 as defined in Section 17.22.030(D) of this chapter and four-foot rear yard and side setbacks. However,
 238 the number of accessory dwelling units shall not exceed the number of existing primary dwelling units
 239 on the lot. If the existing multifamily dwelling has a rear or side setback of less than four feet, no
 240 modification of the existing multifamily dwelling shall be required as a condition of approving the
 241 application to construct an accessory dwelling unit that satisfies the requirements of this paragraph.
- 242 5. Not more than two accessory dwelling units that are located on a lot with a proposed multifamily
 243 dwelling, but are detached from that multifamily dwelling and are subject to a height limit as defined in
 244 Section 17.22.030(D) of this chapter and four-foot rear yard and side setbacks.
- 245 B. A permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit shall
 246 not require the correction of existing nonconforming zoning conditions.
- 247 C. The installation of fire sprinklers shall not be required in an accessory dwelling unit or junior accessory
 248 dwelling unit if sprinklers are not required for the primary residence.

249 **17.22.070 Utilities.**

250 All accessory dwelling units and junior accessory dwelling units shall have the utilities be connected to the
 251 primary dwelling. The city shall not impose a related connection fee or capacity charge, unless the accessory
 252 dwelling unit or junior accessory dwelling unit was constructed with a new single-family dwelling.

Commented [3]: I was asked to make this about attached ADUs but this highlighted part precludes that because it pertains to ADUs converted from existing or proposed space. In my mind, "attached ADUs" are different in that they are newly constructed.

ADUs being converted from proposed space feels like a very nuanced situation because it prompts us to review the proposed space for compliance with the underlying zone (maybe requiring discretionary approval) before considering that it would be converted. Therefore, I think it pertains more to proposed home expansions that have been approved but not yet built.

I think it makes more sense to regulate attached new construction ADUs in paragraph 2.

Commented [JH4]: JADUs can only be attached so 66323(a)(1)(a) is for attached ADUs and... to mirror 66323 it would be 4 categories:

- 1 - attached ADU w/ single (what about "proposed" of single being conversion to ADU)
- 2 - detached ADU w/single
- 3 - attached multi
- 4 - detached multi

Commented [5]: @josh per gov code 66321 should we include that the max is 800 square feet OR 1000 square feet if the ADU is more than one bedroom?

Commented [JW5R2]: This code doesn't regulate ADUs based on number of bedrooms. It allows any number of bedrooms within an ADU of any allowable size.

Commented [JW5R3]: Also, 17.22.060 is intended to mirror GC 66323. Wherever else GC allows local agencies to regulate ADUs will be in other sections of the SMMC.

Commented [JW5R4]: So, with respect to GC 66321(b), "a local agency shall not establish by ordinance..." no part of the SMMC should be regulating ADUs limited by this GC provision.

Commented [JW5R5]: I modified 17.22.030(C)(1) to reflect GC 66321

Commented [JH5R6]: My only concern is that 66323(a)(2) is for detached ADUS not both attached and detached and here we are including both attached and detached so under 66321 we cant impose that maximum of 800sq feet for attached adus with more than one bedroom?

253 **17.22.080 Ownership.**

254 Neither an accessory dwelling unit nor a junior accessory dwelling unit may be owned or sold separately
255 from the primary dwelling unit.

256 **17.22.090 Recordation.**

257 A. As a prerequisite to obtaining a building permit, the applicant for an accessory dwelling unit permit shall
258 record a covenant or deed restriction specifying that the accessory dwelling unit will at all times comply with
259 the provisions of this chapter and applicable state law. The recorded covenant shall run with the land, shall
260 set forth the requirements of this chapter, shall contain provisions implementing the requirements of this
261 chapter and the terms of the recorded covenant, and authorizing the city to abate any violation of this
262 chapter at the cost of the then owner, including that the city may record a lien to recover the cost of such
263 abatement proceedings including all reasonable administrative costs in connection therewith.

264 **17.22.100 Application review.**

265 A. Application Contents. A ~~complete-building permit~~ application for an accessory dwelling unit permit shall
266 ~~include-be supplemented with~~ the following:

- 267 1. A vicinity map reflecting a one-half mile radius street system surrounding the project site, with the
268 project site identified;
- 269 2. A project data table containing the following information:
- 270 ~~(i)~~a. Total area of the site in square feet;
- 271 ~~(ii)~~b. Gross and net building area calculations of (a) existing and proposed square footage, and (b)
272 existing and proposed number of buildings and dwelling units;
- 273 ~~(iii)~~c. Existing building construction dates;
- 274 ~~(iv)~~d. Existing and proposed vehicular parking spaces reflecting the minimum number required by this
275 title;
- 276 ~~(v)~~e. Existing and proposed floor area ratio, including the maximum allowed by this title. Floor area
277 ratio is the total floor area of all buildings including garages and other nonhabitable areas, and
278 each floor within, divided by the total area of the lot, as a percentage;
- 279 ~~(vi)~~f. Existing and proposed lot coverage, reflecting the maximum allowed by this title;
- 280 ~~(vii)~~g. Existing and proposed building heights and number of stories;
- 281 ~~(viii)~~h. Total area of the project site proposed to be dedicated towards landscaping, if any;
- 282 ~~(ix)~~i. Total area of the project site proposed to be dedicated towards hardscape/paving, if any;
- 283 ~~(x)~~j. Existing zoning and land use designation;
- 284 ~~(xi)~~k. Existing and proposed Universal Building Code occupancy group classifications and construction
285 types for each building;
- 286 3. A site or plot plan of the existing conditions of the subject property drawn to a scale no greater than
287 one-quarter inch to one foot and not less than a scale of one inch to one hundred feet, reflecting the
288 following information:
- 289 ~~(i)~~a. Property lines and adjoining sidewalks and streets.
- 290 ~~(ii)~~b. Existing structures — location, outside dimensions and use of all existing buildings and structures
291 including building features such as elevated porches and outside stairs.

- 292 ~~(iii)~~c. Existing trees with accurate canopies depicted, numbered to correspond to the tree survey
293 provided and indicating those that are protected by the tree preservation and protection
294 ordinance and those that are proposed to be removed, retained or relocated.
- 295 ~~(iv)~~d. Existing landscaped areas.
296 ~~(v)~~e. Existing paved areas.
297 ~~(vi)~~f. Existing fences, walls or retaining walls.
298 ~~(vii)~~g. Footprints of adjacent buildings on abutting property.
- 299 4. A site or plot plan of the proposed conditions of the subject property drawn to a scale no greater than
300 one-quarter inch to one foot and not less than a scale of one inch to one hundred feet, reflecting the
301 following information:
- 302 ~~(i)~~a. All information listed on the existing site plan that is proposed to remain.
303 ~~(ii)~~b. If on-site structure or tree relocation is proposed, depict the proposed new locations.
304 ~~(iii)~~c. For additions and new construction, clearly indicate location, outside dimensions and use of
305 proposed new construction.
- 306 ~~(iv)~~d. Indicate proposed location of electrical vault, gas and electrical meters, fire sprinkler valves,
307 backflow preventer, HVAC condensers, and any other ground-level mechanical equipment,
308 including proposed method of screening from public view.
- 309 5. Existing floor plan for each floor of buildings proposed to be affected by the project, including the
310 following information and clearly indicating any walls, windows, doors or other building elements
311 proposed to be removed or altered (not required for projects proposing demolition of all existing
312 structures):
- 313 ~~(i)~~a. Exterior and interior walls of the affected structure.
314 ~~(ii)~~b. Attached exterior features such as awnings, canopies or balconies.
315 ~~(iii)~~c. Locations and sizes of all window and door openings.
- 316 6. Proposed floor plan for each floor of buildings proposed to be affected by the project or for proposed
317 new buildings, including the following information:
- 318 ~~(i)~~a. All information listed on the existing floor plan that is proposed to remain or for each floor of
319 proposed new buildings.
320 ~~(ii)~~b. Clearly indicate all proposed new walls, windows, doors or other features.
321 ~~(iii)~~c. Include callouts to locations of building sections provided.
- 322 7. Existing roof plan for buildings proposed to be affected by the project, including the following
323 information and clearly indicating any areas or features of the roof proposed to be removed or altered
324 (not required if no changes are proposed to be made to the roof or for projects proposing demolition
325 of all existing structures):
- 326 ~~(i)~~a. Ridges and valleys of the existing roof.
327 ~~(ii)~~b. Direction and pitch of roof slopes.
328 ~~(iii)~~c. Existing roof materials.
329 ~~(iv)~~d. Existing eaves or parapets, including any exposed rafters, beams, brackets fasciae, gutters and
330 other features of the roof.
- 331 8. Proposed roof plan for buildings proposed to be affected by the project, including the following
332 information, if changes to the roof are proposed or for proposed new construction:

- 333 (i)a. All information listed on the existing roof plan that is proposed to remain or that is proposed for
334 new construction.
- 335 (ii)b. Clearly indicate new roof areas and new roof features.
- 336 (iii)c. Proposed locations of all exterior rooftop mechanical equipment.
- 337 9. Existing building elevations for building facades proposed to be affected by the project, including the
338 following information and clearly indicating any features proposed to be removed or altered (not
339 required for projects proposing demolition of all existing structures):
- 340 (i)a. Accurate depiction of affected facades including roof form, eaves or parapets, building walls,
341 window and door openings and detailing, foundations and all architectural features including
342 awnings, canopies, bulkheads, cornices, gutters, downspouts and other architectural details on
343 the façade.
- 344 (ii)b. Depict and call out all existing exterior façade materials and features.
- 345 (iii)c. Call out building heights.
- 346 (iv)d. For projects proposing replacement of historical exterior materials, provide accurate
347 representation, dimensions and finishes of existing materials proposed to be replaced.
- 348 10. Proposed building elevations in color and black and white including courtyard or other secondary
349 elevations with the following information:
- 350 (i)a. All information listed on the existing building elevations that is proposed to remain or for
351 proposed new construction.
- 352 (ii)b. For alterations of existing buildings, clearly indicate new façade elements, window or door
353 openings, light fixtures, etc.
- 354 (iii)c. For additions, clearly demarcate the location of existing walls and new walls.
- 355 (iv)d. For new construction, provide:
- 356 (a) Elevations of existing buildings adjacent to front elevation.
- 357 (b)ii) Locations of through-the-wall mechanical vents.
- 358 (c)iii) Locations of downspouts and drainage outlets or scuppers.
- 359 (d)iv) Locations of lighting fixtures.
- 360 (v)e. Include callouts to locations of wall sections provided.
- 361 (vi)f. Street elevation drawing or photographic rendering of proposed elevation and adjacent
362 building(s) on abutting property, to scale.
- 363 11. Proposed building and site sections (cross and longitudinal, for new construction, referenced to
364 callouts provided on the proposed floor plans):
- 365 (i)a. Building walls (including freestanding walls).
- 366 (ii)b. Floor-to-floor dimensions.
- 367 (iii)c. Cut, fill, and spot elevations, as required.
- 368 12. Phasing plan (for multi-phased projects) depicting all elements of the project proposed to be
369 completed within each construction phase.
- 370 13. Proposed landscape plan (not required for projects not proposing any changes to landscaping or
371 hardscaping):

- 372 (ii)a. Planting plan showing location, spacing, common name, botanical name, container size, quantity
373 of all proposed new plant material, with distinct plant symbols for each specimen.
- 374 (iii)b. Landscape construction plan with dimensions, materials, finishes (drawings, manufacturer
375 specifications, and/or photographs of an existing installation).
- 376 (iii)c. Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls,
377 site furniture, etc.
- 378 (iv)d. Exterior lighting including type of fixture and manufacturer specifications.
- 379 (v)e. Existing trees proposed to remain (trees with a four-inch diameter or greater shall be identified
380 by species and diameter-at-breast height).
- 381 (vi)f. Tree protection plan if existing public or private protected trees are proposed to be retained
382 during construction.
- 383 14. Manufacturer's specifications (e.g., brochures/cut-sheets) for new manufactured features including
384 new windows, doors, light fixtures, vent/drain caps, etc. including materials, finishes and colors.
- 385 15. Materials palette (digital) including images, manufacturer and product name/number and finishes and
386 textures for all proposed exterior materials including cladding, accent materials, proposed color/paint
387 and fabric swatches.
- 388 16. Project Site Context. Color photographs of the existing project site taken from various vantage points
389 from the street and from within the project site showing the existing structure(s), tree(s), and other
390 existing site improvements. Provide full elevation photographs of all site structures including detailed
391 images of affected architectural features proposed for alteration.
- 392 17. Neighborhood Context. Color photographs of existing buildings on both sides of the street on which
393 the project is proposed, between two cross streets. Photographs should identify the address of the
394 property depicted and should be taken perpendicular to the building. If the project is on a corner lot,
395 photographs should include both streets.
- 396 18. Photographic key map indicating from where and at what angle the photographs were taken. All
397 photographs provided should be labeled to correspond to the locations on the photographic key map.

- 398 B. Procedure
- 399 ~~1. A building permit application for an accessory dwelling unit and/or junior accessory dwelling unit shall be~~
400 ~~considered ministerially in the following manner, notwithstanding the issuance of variances or special use~~
401 ~~permits.~~
- 402 2.1. Application completeness.
- 403 a. The director shall determine whether a building permit application for an accessory dwelling
404 unit and/or junior accessory dwelling unit permit is complete and provide written notice of this
405 determination within fifteen (15) business days after receipt of the application.
- 406 b. If the director determines an application is incomplete, along with the notice of such
407 determination, the director shall, within the time period described in this subsection, provide the
408 applicant with a list of incomplete items and a description of how the application shall be made
409 complete.
- 410 c. An applicant whose application was deemed incomplete may re-submit the
411 application to cure and address the items included in the list provided.
- 412 d. If the application is determined to be incomplete, the applicant shall submit the specific
413 information needed to complete the application within 90 days of receiving the written notice
414 and list of incomplete items. If the applicant does not re-submit their application with the

Commented [JW6]: I wanted to change the procedure a bit by untying the actions from the director and making it generic to facilitate streamlining decisions through building permit application process

Commented [JH7]: See Gov code 65941.1(e)(2) for mirrored language

415 necessary items within the 90-day period, the preliminary application shall expire and have no
416 further force or effect.

417 ~~ed.~~ If an applicant re-submits an application ~~pursuant to subparagraph (c), the director shall~~
418 determine whether the additional application has remedied all incomplete items listen in the
419 determination notice. This additional application is subject to the timeliness and requirements
420 specified in subparagraph (a).

421 ~~fe.~~ If the director has not made a determination regarding the completeness of the
422 application within fifteen (15) business days, the application shall be deemed complete for
423 purposes of application review.

424
425 ~~3.2. Project compliance review. The director shall complete the review approve or deny of the a building~~
426 permit application for an accessory dwelling unit permit and/or junior accessory dwelling unit permit
427 shall be approved or denied within sixty (60) days of receipt of a complete submission application if
428 there is an existing single-family or multifamily dwelling on the lot. If the permit application for an
429 accessory dwelling unit permit and/or junior accessory dwelling unit is submitted with a permit
430 application to create a new single-family or multifamily dwelling on the lot, the director a decision may
431 be delayed approving or denying for the permit application for the accessory dwelling unit permit
432 and/or junior accessory dwelling unit until the permit application to create the new single-family or
433 multifamily dwelling is approved or denied, but the building permit application for the accessory
434 dwelling unit permit and/or junior accessory dwelling unit shall still be considered ministerially. If the
435 applicant requests a delay, the 60-day time period shall be tolled for the period of the delay.

436 ~~Review of, and the approval or denial of, an application for an accessory dwelling unit permit by the city is a~~
437 ~~ministerial action.~~

438 ~~4.3. The director shall not approve an A building permit application for an accessory dwelling unit and/or~~
439 ~~junior accessory dwelling unit permit shall not be approved or issued an accessory dwelling unit and/or~~
440 ~~junior accessory dwelling unit permit unless the proposed accessory dwelling unit and/or junior~~
441 ~~accessory dwelling unit complies with the requirements of this chapter. All proposed accessory~~
442 ~~dwelling units are subject to review for compliance with the terms of this chapter by the director of~~
443 ~~planning and community preservation all applicable provisions of this code and all applicable federal,~~
444 ~~state, and county laws.~~

445 ~~2.4. If the director denies an building permit application for an accessory dwelling unit and/or junior~~
446 ~~accessory dwelling unit is denied, the director applicant shall be provided in writing, within the time~~
447 ~~period described in this subsection, return in writing a full set of comments to the applicant with a list~~
448 ~~of items that are defective or deficient and a description of how the application can be remedied by~~
449 ~~the applicant.~~

450 ~~3.5. If the applicant has taken no action to remedy an incomplete or denied the defective or deficient~~
451 ~~application within one year from the date the written comments were provided to the applicant, the~~
452 ~~application shall be considered abandoned and withdrawn for consideration.~~

453 ~~4.6. If the director has not approved or denied the a building permit application has not approved or~~
454 ~~denied within sixty (60) days, the application shall be deemed approved.~~

455 ~~5.7. For the purposes of this subsection, an application being deemed incomplete has the same effect as an~~
456 ~~application being denied.~~

457 ~~6.7.8. If a permit is determined to be incomplete under paragraph (12) or denied under paragraph (23) of this~~
458 ~~subsection, the applicant may appeal that decision in writing to the planning commission.~~

459 ~~a.- The planning commission shall provide a final written determination within sixty (60)~~
460 ~~business days of receipt of the written appeal.~~

Commented [8]: Note that the 60 day requirement is if there is an existing single-family or multifamily dwelling on the lot. If the permit application for an ADU is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, the City may delay approving or denying the permit application for the ADU until the permit application to create the new single-family or multifamily dwelling is approved or denied, but the application for the ADU shall be considered without discretionary review or hearing. And, if the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay.

Commented [8R2]: @Josh, what are your thoughts as to include ^^ this in B.3. of Procedure or not?

Commented [JW8R3]: I think this is good as long as it doesn't counter or circumvent the HAA.

- 461 C. ~~The decision of the director shall be final and conclusive. An a~~ Applicants proposing to create an accessory
 462 dwelling unit and/or junior accessory dwelling unit, whether by conversion of an existing guest house,
 463 legalization of an unpermitted dwelling unit, or otherwise, who obtains an accessory dwelling unit permit
 464 shall be required to obtain a building permit for the accessory dwelling unit and/or junior accessory dwelling
 465 unit.
- 466 D. A demolition permit for a detached garage that is to be replaced with an accessory dwelling unit shall be
 467 reviewed, in accordance with Code Section 15.04.115 (Section 105.7 Demolition Permits), with the
 468 application for the accessory dwelling unit and issued at the same time.
- 469 E. A certificate of occupancy for an accessory dwelling unit or junior accessory dwelling unit shall not be issued
 470 before the issuance of a certificate of occupancy for the primary dwelling.
- 471 ~~1. In the event that a primary dwelling is substantially damaged or destroyed by an event~~
 472 ~~referenced in a proclaimed state of emergency made by the Governor, a certificate of occupancy for~~
 473 ~~an ADU shall be issued a certificate of occupancy even if the primary dwelling has not yet been issued~~
 474 ~~a certificate of occupancy. The primary dwelling shall be repaired or rebuilt within the later of: (a) a~~
 475 ~~year after the sunset of the applicable proclaimed state of emergency, or (b) six years of the date of~~
 476 ~~the Governor's proclamation of a state of emergency.~~

Commented [JW9]: Here, we need to respond to the PC who asked how long will someone have to rebuild the primary unit?

Commented [JH9R2]: Added. However, I am concerned that not all states of emergency have a clear sunset date. I am researching CA law on termination of a state of emergency and will be prepared to address this at the meeting.

477 **17.22.110 Permit termination.**

- 478 A. An accessory dwelling unit permit validly issued pursuant to this chapter shall terminate when any one or
 479 more of the following occur:
- 480 1. The permit has been abandoned, discontinued or is not used within one year from the date of permit
 481 issuance;
- 482 2. The accessory dwelling unit owner files a declaration with the director that the permit has been
 483 abandoned or discontinued; or
- 484 3. The permit has been revoked because it was obtained by fraud or misrepresentation or failed to abide
 485 by the terms of this chapter, this code, or applicable state or federal law.
- 486 B. If a permit is terminated pursuant to subsection (A), then any improvement related to a permit for accessory
 487 dwelling unit shall be removed from the property.

488 **17.22.120 Fees.**

- 489 A. A building permit application for an accessory dwelling unit or junior accessory dwelling unit application
 490 must be submitted to the city along with the appropriate fee as established by the city council by resolution
 491 in accordance with applicable law.
- 492 B. The city will not consider an accessory dwelling unit or junior accessory dwelling unit to be a new residential
 493 use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer
 494 service, unless the accessory dwelling unit was constructed with a new single-family dwelling.
- 495 ~~C. An accessory dwelling unit or junior accessory dwelling unit that contains less than five hundred square feet~~
 496 ~~of interior livable space shall, for the purpose of 17620(a)(1)(C) of the state Education Code, be considered~~
 497 ~~other residential construction that does not increase assessable space by 500 square feet.~~
- 498 C. The city shall not impose any impact fee or public facilities fee upon the development of an accessory
 499 dwelling unit less than seven hundred fifty square feet of interior livable space or a junior accessory dwelling
 500 unit less than five hundred square feet of interior livable space. Any impact fees or public facilities fee
 501 charged for an accessory dwelling unit of seven hundred fifty square feet or more may be charged
 502 proportionately in relation to the square footage of the primary dwelling unit.
- 503 D. The city may charge a fee to inspect an accessory dwelling unit or junior accessory dwelling unit to determine
 504 compliance with applicable building standards in accordance with Section 17.22.040.

505 **17.22.130 Rental restrictions.**

- 506 A. An accessory dwelling unit or junior accessory dwelling unit may be rented for terms no less than thirty days.
507 The person or party responsible for ownership of property that has an accessory dwelling unit or junior
508 accessory dwelling unit shall obtain and maintain an annual business license, in accordance with Title 5, for
509 dwelling accommodations when actively renting or advertising the rental of the dwelling unit.
- 510 B. No accessory dwelling unit or junior accessory dwelling unit shall be used or advertised as a short-term
511 rental.

512 **17.22.140 Historic preservation.**

- 513 A. ~~If a the creation of an accessory dwelling unit project proposes requires a structure be to altered or~~
514 ~~demolished a structure~~ and the structure is ~~of the type protected a~~ preservation candidate as defined under
515 Section 17.60.056 of this code, the applicant ~~will shall~~ prepare a ~~written~~ historic assessment or
516 survey resource evaluation report as described defined in paragraph D of Section 17.60.056 of this code. For
517 the purpose of this requirement, "altered or demolished", "historic resource evaluation report", and
518 "preservation candidate" shall have the same meaning as ascribed under Section 17.60.056. Furthermore,
519 the creation of an accessory dwelling unit shall not be subject to the granting of a discretionary demolition
520 permit under Section 17.60.056. To facilitate the creation of accessory dwelling units through a ministerial
521 permitting process, the provisions of this section shall apply when the provisions under Section 17.60.056
522 would otherwise apply. However, when the scope of a project also requires a structure be altered or
523 demolished but does not involve the creation of an accessory dwelling unit, the provisions of Section
524 17.60.056 shall apply and a discretionary demolition permit shall be required for that portion of the
525 proposed project.
- 526 B. All historic ~~assessments or surveys~~ resource evaluation reports ~~shall be prepared in the form of State of~~
527 ~~California Department of Parks and Recreation Series 523 Forms and shall further~~ report a status code of
528 eligibility as a historic resource according to the California Office of Historic Preservation.
- 529 C. When a historic ~~assessment or survey~~ resource evaluation results reports that a structure to be altered or
530 demolished is eligible for historic designation in (a status code of categories one through five, inclusive), the
531 applicant ~~is required to shall~~ obtain a Historic Resource Design Review prepared by a historian certified by the
532 Secretary of Interior Professional Qualification Standards for the treatment of historic properties selected at
533 the discretion of the city. The Historic Resource Design Review ~~will shall~~ list measures to mitigate the harmful
534 impacts of the proposed project on the ~~historic~~ structure eligible for historic designation and those ~~To the~~
535 extent that mitigation measures requires the preservation of any physical attribute of a structure, building
536 plans will shall be made a reflect the required mitigation condition of approval of the accessory dwelling unit
537 as a requisite for issuance of a building permit.
- 538 D. When a historic ~~assessment or survey results~~ resource evaluation reports ~~in~~ a status code of category six, an
539 applicant may proceed in accordance with this chapter.
- 540 E. When a historic ~~assessment or survey results in~~ resource evaluation reports a status code of category seven,
541 the property shall be reevaluated according to the missing criteria identified in such report; the application
542 shall be deemed incomplete until a historic assessment or survey results in a status code of categories one
543 through six.

544 **17.22.150 Tree preservation.**

- 545 A. When the director of public works determines that an application for an accessory dwelling unit permit
546 requires removal or substantial trimming of a protected tree, as defined in Section 12.20.020 of this code, a
547 certified arborist selected by the city and paid for by the applicant shall prepare a tree survey and arborist
548 report in accordance with paragraph A of Section 12.20.115 of this code.

- 549 B. The arborist report will list measures to mitigate the harmful impact of the proposed project on ~~the~~
550 protected tree(s) and those mitigation measures will be made a condition of approval of the accessory
551 dwelling unit permit.
- 552 C. Prior to the removal or substantial trimming of any protected tree, the applicant must obtain a [tree removal](#)
553 [or tree trimming](#) permit and pay all accompanying fees.

Chapter 17.08 DEFINITIONS

17.08.020 Words, terms, phrases defined.

"Living area", "interior livable floor area", or "interior livable space" means the interior habitable area of a dwelling unit intended for living, sleeping, eating, and cooking, including habitable areas of basements and attics, measured from the interior side of the walls enclosing the dwelling unit, and including interior walls.

[Note: "living area" is currently only used under Title 17 in Sections 17.22.030 and 17.22.050 and is intended to reflect the definition in Government Code Section 66313.]

Chapter 17.22 ACCESSORY DWELLING UNITS

17.22.010 Purpose and intent.

The purpose of this chapter is to implement the requirements under Government Code 66310 et seq. for accessory dwelling units and junior accessory dwelling units. If this chapter of the Government Code is ever repealed or deemed to be unconstitutional or no longer in effect, this chapter of the code shall automatically be repealed.

Accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, shall be considered a residential use that is consistent with the existing general plan and zoning designation for the lot and shall not be considered to exceed the allowable density for the lot upon which the accessory dwelling unit is located.

17.22.015 Applicability of other zoning standards.

Nothing in this chapter shall be construed to mean that an accessory dwelling unit or junior accessory dwelling unit is at all times exempt from any other section of this code, as applicable.

Although this chapter permits the new construction of an accessory dwelling unit or junior accessory dwelling unit that may exceed otherwise allowable zoning requirements for lot coverage, open space, floor area and front setback, or structure conversion, such an accessory dwelling unit or junior accessory dwelling unit, once permitted and built, may preclude the addition, expansion or enlargement of the primary dwelling unit or accessory structure otherwise permitted or conditionally permitted prior to the permitting of said accessory dwelling unit.

Section Footnotes:

Example 1: The new construction of an eight hundred square foot accessory dwelling unit increases the gross floor area of a property in the R-1 zone to a number equal to the maximum allowed in the R-1 zone. Future additions, expansions and enlargements are no longer possible without removal of floor area to compensate the addition, expansion or enlargement.

Example 2: The conversion of a two-car garage to an accessory dwelling unit or junior accessory dwelling unit, located on a lot in the R-1 zone, creates a nonconformity with the Parking Code (Chapter 17.68) where the minimum requirement for parking is the provision for two covered spaces. Bedroom additions in the R-1 zone are required to meet compliance with the Parking Code and thus the size of the bedroom addition would be limited or entirely precluded to necessitate the additional area for a garage or carport.

17.22.020 Use permitted by-right.

Accessory dwelling units shall be a use permitted by-right when the following conditions are met.

- A. The lot is zoned to allow single-family or multifamily residential use and includes at least one proposed or existing primary dwelling;
- B. Accessory dwelling units are either attached to, or located within, a proposed or existing primary dwelling, including an attached garage, storage area or similar use, or detached from the proposed or existing primary

41 dwelling and located on the same lot as the proposed or existing primary dwelling, including detached
42 garages; and
43 C. Accessory dwelling units meet all applicable development standards of this code or are exempt under Section
44 17.22.060.

45 **17.22.025 Limitations.**

46 Accessory dwelling units shall be subject to the following limitations on use.

- 47 A. Accessory dwelling units may be rented separate from the primary residence, but shall not be sold or
48 otherwise conveyed separate from the primary residence; and
49 B. A proposed primary dwelling unit or accessory dwelling units shall not be a mobile home, trailer, or vehicle.
50 Except that, manufactured homes and modular dwelling units mounted to a permanent foundation shall be
51 permitted as an accessory dwelling, unit or as a junior accessory dwelling unit when proposed as part of a
52 primary dwelling unit that is a manufactured home or modular dwelling unit.

53 **17.22.030 Development standards.**

54 A. Building and Design Standards.

- 55 1. Except when necessary to preserve historic architectural value, the exterior materials, windows and
56 other architectural features of an attached new construction accessory dwelling unit shall match the
57 existing structure by employing the same building form, color tones, window design, door and window
58 trims, roofing materials and roof pitch.
59 2. No new roof decks are permitted on any accessory dwelling unit or junior accessory dwelling unit.

60 B. Fire Safety Standards.

- 61 1. Fire Sprinklers. The construction of an accessory dwelling unit or junior accessory dwelling unit shall
62 not trigger a requirement for fire sprinklers to be installed in the existing single family, multifamily, or
63 primary dwelling. Unless otherwise required by the fire department, the installation of a fire sprinkler
64 system in an accessory dwelling unit or junior accessory dwelling unit shall not be required except in
65 the following circumstances.
66 (i) Where a fire sprinkler system has been installed in the primary residence.
67 (ii) Where a fire sprinkler system is required to be installed in the primary residence.
68 2. All new accessory dwelling units are required to comply with Chapter 15.24 of this code.
69 3. Where two accessory dwelling units are configured as sharing a common wall, a one-hour fire wall
70 between the units is required.
71 4. All new accessory dwelling units are required to use fire-resistant building materials.
72 5. All new accessory dwelling units are required to comply with Chapter 8.36 (Hazardous Brush
73 Clearance).

74 C. Area Standards. The area requirements of this subsection are subject to compliance with the requirements
75 of the underlying zone for floor area.

- 76 1. The interior livable floor area of an accessory dwelling unit attached to or converted from the existing
77 area of a single-family dwelling shall not exceed the greater of:
78 a. 850 square feet of interior livable floor area;
79 b. 1,000 square feet of interior livable area if the accessory dwelling unit provides more than one
80 bedroom; or

- 81 c. fifty percent of the existing interior livable area (including a habitable basement and attic) of the
82 single-family dwelling.
- 83 2. The total interior livable floor area for detached or attached accessory dwelling units shall not exceed
84 1,200 square feet.
- 85 3. The interior livable floor area of a junior accessory dwelling unit shall not exceed 500 square feet.
- 86 4. The minimum floor area for any accessory dwelling unit shall be governed by the California Building
87 Standards Code.
- 88 5. Floor area that is not the interior livable floor area of accessory dwelling units (e.g. storage areas or
89 garages) shall conform with applicable floor area and lot coverage requirements governed by the
90 underlying zone. For the purpose of this requirement, the area of structural framing necessary to
91 enclose the interior livable area of accessory dwelling units shall not apply.
- 92 D. Height Standards.
- 93 1. For detached accessory dwelling units on a lot with an existing or proposed single family or multifamily
94 dwelling unit, the height shall not exceed sixteen feet.
- 95 2. Where the height of an existing building exceeds sixteen feet, the conversion of that building to an
96 accessory dwelling unit, in whole or in part, shall not exceed the existing height.
- 97 3. For a detached accessory dwelling unit on a lot with an existing or proposed single family or
98 multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or
99 a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources
100 Code, the height shall not exceed eighteen feet. An additional two feet in height shall be permitted to
101 accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the
102 primary dwelling unit.
- 103 4. A detached accessory dwelling unit shall be allowed an additional two feet of height, not to exceed
104 eighteen feet in total, if it is upon a lot with an existing or proposed multifamily dwelling that is
105 multistory.
- 106
- 107 5. For new construction accessory dwelling units attached to a structure with a primary dwelling, the
108 height shall not exceed the existing or proposed structure height or twenty five feet, whichever is less.
- 109 6. This section shall not be construed to allow an accessory dwelling unit to exceed two stories.
- 110 E. Lot coverage shall be governed by the lot coverage standards in the underlying zone.
- 111 F. Parking Standards.
- 112 1. One on-site parking space shall be designated for each accessory dwelling unit. In order to
113 accommodate required parking on site, parking for an accessory dwelling unit may be allowed in
114 setback areas (in locations determined by the city) and through tandem parking. In no event shall
115 parking be allowed in a designated front yard landscaped area.
- 116 2. When a garage, carport, or other covered parking structure is demolished in conjunction with the
117 construction of an accessory dwelling unit or is converted to an accessory dwelling unit, replacement of
118 off-street parking shall not be required.
- 119 3. Exemptions. No additional parking space is required for accessory dwelling units meeting any one of
120 the following:
- 121 (i) Located within one-half mile of a regularly scheduled public transit stop.
- 122 (ii) Located within a city council designated historic district.
- 123 (iii) Part of an existing legal single-family residence or an existing legal accessory structure.

- 124 (iv) On-street parking permits are required by the city but not offered to the occupant of the unit.
- 125 (v) A publicly accessible and presently operating car share vehicle parking facility is located within
- 126 one block of the unit.
- 127 (vi) The unit is exempted pursuant to Section 17.22.060.
- 128 (vii) The unit is a junior accessory dwelling unit.
- 129 (viii) Located in the R-1 (One-family Residential) or R-H (Hillside Management) zone. 4. When a permit
- 130 application for an accessory dwelling unit is submitted with a permit application to create a new
- 131 single-family dwelling or a new multifamily dwelling on the same lot, no additional parking space is
- 132 required for the accessory dwelling unit, provided that the accessory dwelling unit or the parcel
- 133 satisfies at least one criteria for exemption listed in paragraph (3).
- 134 G. Setback Standards. Accessory dwelling units shall be subject Sections 17.48.030 (Yard regulations), 17.48.120
- 135 (Permissible projections of structures into yards), 17.48.130 (Walls and fences) and the standards below:
- 136 1. No setback shall be required for the conversion of an existing structure that is built to the same
- 137 dimensions, including height, as the existing structure.
- 138 2. A setback of no less than four feet from the side and rear lot lines shall be required for new
- 139 construction or replacement structures.

140 **17.22.040 Conversion of existing structures into accessory dwelling units.**

- 141 A. Prior to the approval of an accessory dwelling unit permit for the conversion of an existing structure for
- 142 which there is no record of a building permit being issued, satisfactory completion of a safety inspection by
- 143 the city's building official and fire department is required. An applicant must commit to upgrade the
- 144 accessory dwelling unit to health and safety codes in order to be granted approval of an accessory dwelling
- 145 unit permit, including without limitations the following items:
- 146 1. Independent entrance to accessory dwelling unit.
- 147 2. Direct access to exterior of building from bedroom (door or window).
- 148 3. Adequate light and ventilation in each habitable room.
- 149 4. Minimum seven-foot high ceiling in all rooms, kitchens, halls, and baths.
- 150 5. Properly installed electrical wiring including separate access to electrical shut off.
- 151 6. Structural Integrity:
- 152 (i) Foundation not cracked, damaged, or shifting.
- 153 (ii) Framing not sagging or deteriorated.
- 154 7. Comfort Heating:
- 155 (i) Heating as required per the building code.
- 156 (ii) Separate access to gas shut-off, if applicable.
- 157 8. Working Plumbing:
- 158 (i) Kitchen and bathroom facilities with hot water.
- 159 (ii) Water heater strapped and properly vented.
- 160 (iii) Connection to approved sewage system.
- 161 9. Fire Safety:
- 162 (i) Hallways serving sleeping rooms must have smoke and carbon monoxide detectors.

- 163 (ii) Each sleeping room must have a smoke detector.
- 164 B. Once an inspection by the city's building official and fire department occurs, the applicant is required to
165 correct those items that are identified as violating current health and safety codes for the structure's current
166 use even in the event that the applicant decides to withdraw the accessory dwelling unit permit application.
- 167 C. In enforcing building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part
168 1.5 of Division 13 of the Health and Safety Code for an accessory dwelling unit that was built on or before
169 May 24, 2022, the city, upon request of an owner of an accessory dwelling unit for a delay in enforcement,
170 shall delay enforcement of a building standard, subject to compliance with Section 17980.12 of the Health
171 and Safety Code.

172 **17.22.050 Junior accessory dwelling units.**

- 173 A. The owner must reside in either the single-family dwelling or within the junior accessory dwelling unit if the
174 junior accessory dwelling unit shares sanitation facilities with the primary structure.
- 175 B. All junior accessory dwelling units shall include, at a minimum, an efficiency kitchen and living area. It may
176 include separate sanitation facilities or may share sanitation facilities with the existing structure.
- 177 C. The junior accessory dwelling unit must include a separate entrance from the main entrance to the proposed
178 or existing single-family residence.
- 179 D. A junior accessory dwelling unit shall be constructed within the walls of a proposed or existing single-family
180 residence. For purposes of this paragraph, enclosed uses within the residence, such as attached garages, are
181 considered a part of the proposed or existing single-family residence.

182 **17.22.060 Exemptions.**

- 183 A. Notwithstanding any section of this chapter, within a residential or mixed-use zone, a building permit shall
184 be issued to create any of the following:
- 185 1. One accessory dwelling unit and/or one junior accessory dwelling unit per lot with a proposed or
186 existing single-family dwelling if all of the following apply:
- 187 a. The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a
188 single-family dwelling or existing space of a single-family dwelling or accessory structure and may
189 include an expansion of not more than one-hundred fifty square feet beyond the same physical
190 dimensions as the existing accessory structure (an expansion beyond the physical dimensions of
191 the existing accessory structure shall be limited to accommodating ingress and egress);
- 192 b. The space has exterior access from the proposed or existing single-family dwelling;
- 193 c. The side and rear setbacks are sufficient for fire and safety; and
- 194 d. The junior accessory dwelling unit complies with the requirements of Section 17.22.050.
- 195 2. One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear
196 yard setbacks, an interior livable floor area of eight hundred square feet, and a height as defined in
197 Section 17.22.030(D) of this Chapter for a lot with a proposed or existing single-family dwelling. Any
198 non-livable floor area attached to the exterior walls enclosing the livable area of an accessory dwelling
199 unit shall be subject to compliance with the underlying zone's development standards; any such non-
200 livable area subject to discretionary approval shall be considered prior to and separately from an
201 accessory dwelling unit permit. The accessory dwelling unit may be combined with a junior accessory
202 dwelling unit described in paragraph (1). For the purpose of this Section, "interior livable floor area"
203 means the enclosed floor area inside an accessory dwelling unit that is intended for living, measured
204 from the interior side of the walls enclosing the accessory dwelling unit, and including interior walls.

- 205 3. Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that
 206 are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways,
 207 attics, basements, or garages, if each unit complies with state building standards for dwellings. One
 208 accessory dwelling unit within an existing multifamily dwelling and up to twenty-five percent of the
 209 existing multifamily dwelling units may be permitted.
- 210 4. Not more than eight accessory dwelling units that are located on a lot that has an existing multifamily
 211 dwelling, but are detached from that multifamily dwelling and are subject to a height limit as defined in
 212 Section 17.22.030(D) of this chapter and four-foot rear yard and side setbacks. However, the number
 213 of accessory dwelling units shall not exceed the number of existing primary dwelling units on the lot. If
 214 the existing multifamily dwelling has a rear or side setback of less than four feet, no modification of the
 215 existing multifamily dwelling shall be required as a condition of approving the application to construct
 216 an accessory dwelling unit that satisfies the requirements of this paragraph.
- 217 5. Not more than two accessory dwelling units that are located on a lot with a proposed multifamily
 218 dwelling, but are detached from that multifamily dwelling and are subject to a height limit as defined in
 219 Section 17.22.030(D) of this chapter and four-foot rear yard and side setbacks.
- 220 B. A permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit shall
 221 not require the correction of existing nonconforming zoning conditions.
- 222 C. The installation of fire sprinklers shall not be required in an accessory dwelling unit or junior accessory
 223 dwelling unit if sprinklers are not required for the primary residence.

224 **17.22.070 Utilities.**

225 All accessory dwelling units and junior accessory dwelling units shall have the utilities be connected to the
 226 primary dwelling. The city shall not impose a related connection fee or capacity charge, unless the accessory
 227 dwelling unit or junior accessory dwelling unit was constructed with a new single-family dwelling.

228 **17.22.080 Ownership.**

229 Neither an accessory dwelling unit nor a junior accessory dwelling unit may be owned or sold separately
 230 from the primary dwelling unit.

231 **17.22.090 Recordation.**

232 A. As a prerequisite to obtaining a building permit, the applicant for an accessory dwelling unit permit shall
 233 record a covenant or deed restriction specifying that the accessory dwelling unit will at all times comply with
 234 the provisions of this chapter and applicable state law. The recorded covenant shall run with the land, shall
 235 set forth the requirements of this chapter, shall contain provisions implementing the requirements of this
 236 chapter and the terms of the recorded covenant, and authorizing the city to abate any violation of this
 237 chapter at the cost of the then owner, including that the city may record a lien to recover the cost of such
 238 abatement proceedings including all reasonable administrative costs in connection therewith.

239 **17.22.100 Application review.**

- 240 A. Application Contents. A building permit application for an accessory dwelling unit permit shall be
 241 supplemented with the following:
- 242 1. A vicinity map reflecting a one-half mile radius street system surrounding the project site, with the
 243 project site identified;
- 244 2. A project data table containing the following information:
- 245 a. Total area of the site in square feet;

- 246 b. Gross and net building area calculations of (a) existing and proposed square footage, and (b)
 247 existing and proposed number of buildings and dwelling units;
- 248 c. Existing building construction dates;
- 249 d. Existing and proposed vehicular parking spaces reflecting the minimum number required by this
 250 title;
- 251 e. Existing and proposed floor area ratio, including the maximum allowed by this title. Floor area
 252 ratio is the total floor area of all buildings including garages and other nonhabitable areas, and
 253 each floor within, divided by the total area of the lot, as a percentage;
- 254 f. Existing and proposed lot coverage, reflecting the maximum allowed by this title;
- 255 g. Existing and proposed building heights and number of stories;
- 256 h. Total area of the project site proposed to be dedicated towards landscaping, if any;
- 257 i. Total area of the project site proposed to be dedicated towards hardscape/paving, if any;
- 258 j. Existing zoning and land use designation;
- 259 k. Existing and proposed Universal Building Code occupancy group classifications and construction
 260 types for each building;
- 261 3. A site or plot plan of the existing conditions of the subject property drawn to a scale no greater than
 262 one-quarter inch to one foot and not less than a scale of one inch to one hundred feet, reflecting the
 263 following information:
- 264 a. Property lines and adjoining sidewalks and streets.
- 265 b. Existing structures — location, outside dimensions and use of all existing buildings and structures
 266 including building features such as elevated porches and outside stairs.
- 267 c. Existing trees with accurate canopies depicted, numbered to correspond to the tree survey
 268 provided and indicating those that are protected by the tree preservation and protection
 269 ordinance and those that are proposed to be removed, retained or relocated.
- 270 d. Existing landscaped areas.
- 271 e. Existing paved areas.
- 272 f. Existing fences, walls or retaining walls.
- 273 g. Footprints of adjacent buildings on abutting property.
- 274 4. A site or plot plan of the proposed conditions of the subject property drawn to a scale no greater than
 275 one-quarter inch to one foot and not less than a scale of one inch to one hundred feet, reflecting the
 276 following information:
- 277 a. All information listed on the existing site plan that is proposed to remain.
- 278 b. If on-site structure or tree relocation is proposed, depict the proposed new locations.
- 279 c. For additions and new construction, clearly indicate location, outside dimensions and use of
 280 proposed new construction.
- 281 d. Indicate proposed location of electrical vault, gas and electrical meters, fire sprinkler valves,
 282 backflow preventer, HVAC condensers, and any other ground-level mechanical equipment,
 283 including proposed method of screening from public view.
- 284 5. Existing floor plan for each floor of buildings proposed to be affected by the project, including the
 285 following information and clearly indicating any walls, windows, doors or other building elements

- 286 proposed to be removed or altered (not required for projects proposing demolition of all existing
287 structures):
- 288 a. Exterior and interior walls of the affected structure.
- 289 b. Attached exterior features such as awnings, canopies or balconies.
- 290 c. Locations and sizes of all window and door openings.
- 291 6. Proposed floor plan for each floor of buildings proposed to be affected by the project or for proposed
292 new buildings, including the following information:
- 293 a. All information listed on the existing floor plan that is proposed to remain or for each floor of
294 proposed new buildings.
- 295 b. Clearly indicate all proposed new walls, windows, doors or other features.
- 296 c. Include callouts to locations of building sections provided.
- 297 7. Existing roof plan for buildings proposed to be affected by the project, including the following
298 information and clearly indicating any areas or features of the roof proposed to be removed or altered
299 (not required if no changes are proposed to be made to the roof or for projects proposing demolition
300 of all existing structures):
- 301 a. Ridges and valleys of the existing roof.
- 302 b. Direction and pitch of roof slopes.
- 303 c. Existing roof materials.
- 304 d. Existing eaves or parapets, including any exposed rafters, beams, brackets fasciae, gutters and
305 other features of the roof.
- 306 8. Proposed roof plan for buildings proposed to be affected by the project, including the following
307 information, if changes to the roof are proposed or for proposed new construction:
- 308 a. All information listed on the existing roof plan that is proposed to remain or that is proposed for
309 new construction.
- 310 b. Clearly indicate new roof areas and new roof features.
- 311 c. Proposed locations of all exterior rooftop mechanical equipment.
- 312 9. Existing building elevations for building facades proposed to be affected by the project, including the
313 following information and clearly indicating any features proposed to be removed or altered (not
314 required for projects proposing demolition of all existing structures):
- 315 a. Accurate depiction of affected facades including roof form, eaves or parapets, building walls,
316 window and door openings and detailing, foundations and all architectural features including
317 awnings, canopies, bulkheads, cornices, gutters, downspouts and other architectural details on
318 the façade.
- 319 b. Depict and call out all existing exterior façade materials and features.
- 320 c. Call out building heights.
- 321 d. For projects proposing replacement of historical exterior materials, provide accurate
322 representation, dimensions and finishes of existing materials proposed to be replaced.
- 323 10. Proposed building elevations in color and black and white including courtyard or other secondary
324 elevations with the following information:
- 325 a. All information listed on the existing building elevations that is proposed to remain or for
326 proposed new construction.

- 327 b. For alterations of existing buildings, clearly indicate new façade elements, window or door
328 openings, light fixtures, etc.
- 329 c. For additions, clearly demarcate the location of existing walls and new walls.
- 330 d. For new construction, provide:
- 331 (i) Elevations of existing buildings adjacent to front elevation.
- 332 (ii) Locations of through-the-wall mechanical vents.
- 333 (iii) Locations of downspouts and drainage outlets or scuppers.
- 334 (iv) Locations of lighting fixtures.
- 335 e. Include callouts to locations of wall sections provided.
- 336 f. Street elevation drawing or photographic rendering of proposed elevation and adjacent
337 building(s) on abutting property, to scale.
- 338 11. Proposed building and site sections (cross and longitudinal, for new construction, referenced to
339 callouts provided on the proposed floor plans):
- 340 a. Building walls (including freestanding walls).
- 341 b. Floor-to-floor dimensions.
- 342 c. Cut, fill, and spot elevations, as required.
- 343 12. Phasing plan (for multi-phased projects) depicting all elements of the project proposed to be
344 completed within each construction phase.
- 345 13. Proposed landscape plan (not required for projects not proposing any changes to landscaping or
346 hardscaping):
- 347 a. Planting plan showing location, spacing, common name, botanical name, container size, quantity
348 of all proposed new plant material, with distinct plant symbols for each specimen.
- 349 b. Landscape construction plan with dimensions, materials, finishes (drawings, manufacturer
350 specifications, and/or photographs of an existing installation).
- 351 c. Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls,
352 site furniture, etc.
- 353 d. Exterior lighting including type of fixture and manufacturer specifications.
- 354 e. Existing trees proposed to remain (trees with a four-inch diameter or greater shall be identified
355 by species and diameter-at-breast height).
- 356 f. Tree protection plan if existing public or private protected trees are proposed to be retained
357 during construction.
- 358 14. Manufacturer's specifications (e.g., brochures/cut-sheets) for new manufactured features including
359 new windows, doors, light fixtures, vent/drain caps, etc. including materials, finishes and colors.
- 360 15. Materials palette (digital) including images, manufacturer and product name/number and finishes and
361 textures for all proposed exterior materials including cladding, accent materials, proposed color/paint
362 and fabric swatches.
- 363 16. Project Site Context. Color photographs of the existing project site taken from various vantage points
364 from the street and from within the project site showing the existing structure(s), tree(s), and other
365 existing site improvements. Provide full elevation photographs of all site structures including detailed
366 images of affected architectural features proposed for alteration.

- 367 17. Neighborhood Context. Color photographs of existing buildings on both sides of the street on which
368 the project is proposed, between two cross streets. Photographs should identify the address of the
369 property depicted and should be taken perpendicular to the building. If the project is on a corner lot,
370 photographs should include both streets.
- 371 18. Photographic key map indicating from where and at what angle the photographs were taken. All
372 photographs provided should be labeled to correspond to the locations on the photographic key map.
- 373 B. Procedure. A building permit application for an accessory dwelling unit and/or junior accessory dwelling unit
374 shall be considered ministerially in the following manner, notwithstanding the issuance of variances or
375 special use permits.
- 376 1. Application completeness.
- 377 a. The director shall determine whether a building permit application for an accessory dwelling unit
378 and/or junior accessory dwelling unit permit is complete and provide written notice of this
379 determination within fifteen (15) business days after receipt of the application.
- 380 b. If the director determines an application is incomplete, along with the notice of such
381 determination, the director shall, within the time period described in this subsection, provide the
382 applicant with a list of incomplete items and a description of how the application shall be made
383 complete.
- 384 c. An applicant whose application was deemed incomplete may re-submit the application to cure
385 the items included in the list provided.
- 386 d. If the application is determined to be incomplete, the applicant shall submit the specific
387 information needed to complete the application within 90 days of receiving the written notice
388 and list of incomplete items. If the applicant does not re-submit their application with the
389 necessary items within the 90-day period, the preliminary application shall expire and have no
390 further force or effect.
- 391 e. If an applicant re-submits an application, the director shall determine whether the additional
392 application has remedied all incomplete items listed in the determination notice. This additional
393 application is subject to the timeliness and requirements specified in subparagraph (a).
- 394 f. If the director has not made a determination regarding the completeness of the application
395 within fifteen (15) business days, the application shall be deemed complete for purposes of
396 application review.
- 397 2. Project compliance review. A building permit application for an accessory dwelling unit permit and/or
398 junior accessory dwelling unit shall be approved or denied within sixty (60) days of receipt of a
399 complete application if there is an existing single-family or multifamily dwelling on the lot. If the permit
400 application for an accessory dwelling unit permit and/or junior accessory dwelling unit is submitted
401 with a permit application to create a new single-family or multifamily dwelling on the lot, a decision
402 may be delayed for the permit application for the accessory dwelling unit permit and/or junior
403 accessory dwelling unit until the permit application to create the new single-family or multifamily
404 dwelling is approved or denied, but the building permit application for the accessory dwelling unit
405 permit and/or junior accessory dwelling unit shall still be considered ministerially. If the applicant
406 requests a delay, the 60-day time period shall be tolled for the period of the delay.
- 407 3. A building permit application for an accessory dwelling unit and/or junior accessory dwelling unit shall
408 not be approved or issued unless the proposed accessory dwelling unit and/or junior accessory
409 dwelling unit complies with the requirements of this chapter. All proposed accessory dwelling units are
410 subject to review for compliance with all applicable provisions of this code and all applicable federal,
411 state, and county laws.
- 412 4. If a building permit application for an accessory dwelling unit and/or junior accessory dwelling unit is
413 denied, the applicant shall be provided in writing, within the time period described in this subsection, a

- 414 full set of comments with a list of items that are defective or deficient and a description of how the
415 application can be remedied by the applicant.
- 416 5.
- 417 6. If a building permit application is not approved or denied within sixty (60) days, the application shall be
418 deemed approved.
- 419
- 420 7. If a permit is determined to be incomplete under paragraph (1) or denied under paragraph (2) of this
421 subsection, the applicant may appeal that decision in writing to the planning commission.
- 422 a. The planning commission shall provide a final written determination within sixty (60) business
423 days of receipt of the written appeal.
- 424 C. Applicants proposing to create an accessory dwelling unit and/or junior accessory dwelling unit, whether by
425 conversion of an existing guest house, legalization of an unpermitted dwelling unit, or otherwise, shall be
426 required to obtain a building permit for the accessory dwelling unit and/or junior accessory dwelling unit.
- 427 D. A demolition permit for a detached garage that is to be replaced with an accessory dwelling unit shall be
428 reviewed, in accordance with Code Section 15.04.115 (Section 105.7 Demolition Permits), with the
429 application for the accessory dwelling unit and issued at the same time.
- 430 E. A certificate of occupancy for an accessory dwelling unit or junior accessory dwelling unit shall not be issued
431 before the issuance of a certificate of occupancy for the primary dwelling.
- 432 1. In the event that a primary dwelling is substantially damaged or destroyed by an event referenced in a
433 proclaimed state of emergency made by the Governor, a certificate of occupancy for an ADU shall be
434 issued a certificate of occupancy even if the primary dwelling has not yet been issued a certificate of
435 occupancy. The primary dwelling shall be repaired or rebuilt within the later of: (a) a year after the
436 sunset of the applicable proclaimed state of emergency, or (b) six years of the date of the Governor's
437 proclamation of a state of emergency.

438 **17.22.110 Permit termination.**

- 439 A. An accessory dwelling unit permit validly issued pursuant to this chapter shall terminate when any one or
440 more of the following occur:
- 441 1. The permit has been abandoned, discontinued or is not used within one year from the date of permit
442 issuance;
- 443 2. The accessory dwelling unit owner files a declaration with the director that the permit has been
444 abandoned or discontinued; or
- 445 3. The permit has been revoked because it was obtained by fraud or misrepresentation or failed to abide
446 by the terms of this chapter, this code, or applicable state or federal law.
- 447 B. If a permit is terminated pursuant to subsection (A), then any improvement related to a permit for accessory
448 dwelling unit shall be removed from the property.

449 **17.22.120 Fees.**

- 450 A. A building permit application for an accessory dwelling unit or junior accessory dwelling unit must be
451 submitted to the city along with the appropriate fee as established by the city council by resolution in
452 accordance with applicable law.
- 453 B. The city will not consider an accessory dwelling unit or junior accessory dwelling unit to be a new residential
454 use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer
455 service, unless the accessory dwelling unit was constructed with a new single-family dwelling.

456

457 C. The city shall not impose any impact fee or public facilities fee upon the development of an accessory
458 dwelling unit less than seven hundred fifty square feet of interior livable space or a junior accessory dwelling
459 unit. Any impact fees or public facilities fee charged for an accessory dwelling unit of seven hundred fifty
460 square feet or more may be charged proportionately in relation to the square footage of the primary
461 dwelling unit.

462 D. The city may charge a fee to inspect an accessory dwelling unit or junior accessory dwelling unit to determine
463 compliance with applicable building standards in accordance with Section 17.22.040.

464 **17.22.130 Rental restrictions.**

465 A. An accessory dwelling unit or junior accessory dwelling unit may be rented for terms no less than thirty days.
466 The person or party responsible for ownership of property that has an accessory dwelling unit or junior
467 accessory dwelling unit shall obtain and maintain an annual business license, in accordance with Title 5, for
468 dwelling accommodations when actively renting or advertising the rental of the dwelling unit.

469 B. No accessory dwelling unit or junior accessory dwelling unit shall be used or advertised as a short-term
470 rental.

471 **17.22.140 Historic preservation.**

472 A. If the creation of an accessory dwelling unit requires a structure be altered or demolished and the structure
473 is a preservation candidate as defined under Section 17.60.056 of this code, the applicant shall prepare a
474 historic resource evaluation report as defined in Section 17.60.056. For the purpose of this requirement,
475 “altered or demolished”, “historic resource evaluation report”, and “preservation candidate” shall have the
476 same meaning as ascribed under Section 17.60.056. Furthermore, the creation of an accessory dwelling unit
477 shall not be subject to the granting of a discretionary demolition permit under Section 17.60.056. To
478 facilitate the creation of accessory dwelling units through a ministerial permitting process, the provisions of
479 this section shall apply when the provisions under Section 17.60.056 would otherwise apply. However, when
480 the scope of a project also requires a structure be altered or demolished but does not involve the creation of
481 an accessory dwelling unit, the provisions of Section 17.60.056 shall apply and a discretionary demolition
482 permit shall be required for that portion of the proposed project.

483 B. All historic resource evaluation reports shall report a status code of eligibility as a historic resource according
484 to the California Office of Historic Preservation.

485 C. When a historic resource evaluation reports that a structure to be altered or demolished is eligible for
486 historic designation (a status code of categories one through five, inclusive), the applicant shall obtain a
487 Historic Resource Design Review prepared by a historian certified by the Secretary of Interior Professional
488 Qualification Standards for the treatment of historic properties selected at the discretion of the city. The
489 Historic Resource Design Review shall list measures to mitigate the harmful impacts of the proposed project
490 on the structure eligible for historic designation. To the extent that mitigation requires the preservation of
491 any physical attribute of a structure, building plans shall reflect the required mitigation as a requisite for
492 issuance of a building permit.

493 D. When a historic resource evaluation reports a status code of category six, an applicant may proceed in
494 accordance with this chapter.

495 E. When a historic resource evaluation reports a status code of category seven, the property shall be
496 reevaluated according to the missing criteria identified in such report; the application shall be deemed
497 incomplete until a historic assessment or survey results in a status code of categories one through six.

498 **17.22.150 Tree preservation.**

- 499 A. When the director of public works determines that an application for an accessory dwelling unit permit
500 requires removal or substantial trimming of a protected tree, as defined in Section 12.20.020 of this code, a
501 certified arborist selected by the city and paid for by the applicant shall prepare a tree survey and arborist
502 report in accordance with paragraph A of Section 12.20.115 of this code.
- 503 B. The arborist report will list measures to mitigate the harmful impact of the proposed project on protected
504 tree(s) and those mitigation measures will be made a condition of approval of the accessory dwelling unit
505 permit.
- 506 C. Prior to the removal or substantial trimming of any protected tree, the applicant must obtain a tree removal
507 or tree trimming permit and pay all accompanying fees.