

1 [Planning, Business and Tax Regulations Codes - Accessory Dwelling Units in New  
2 Construction]

3 **Ordinance amending the Planning Code and Business and Tax Regulations Code to**  
4 **authorize the addition of an Accessory Dwelling Unit in the construction of a new**  
5 **single-family home or multi-family building; clarifying the ministerial approval process**  
6 **and creating an expedited Board of Appeals process for certain Accessory Dwelling**  
7 **Units in single-family homes meeting specific requirements; affirming the Planning**  
8 **Department's determination under the California Environmental Quality Act; making**  
9 **findings of consistency with the General Plan and the eight priority policies of Planning**  
10 **Code, Section 101.1; and adopting findings of public necessity, convenience, and**  
11 **welfare under Planning Code, Section 302.**

12       **NOTE:** **Unchanged Code text and uncodified text** are in plain Arial font.  
13       **Additions to Codes** are in *single-underline italics Times New Roman font*.  
14       **Deletions to Codes** are in ~~strikethrough italics Times New Roman font~~.  
15       **Board amendment additions** are in double-underlined Arial font.  
16       **Board amendment deletions** are in ~~strikethrough Arial font~~.  
17       **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
18       subsections or parts of tables.

19       Be it ordained by the People of the City and County of San Francisco:

20       Section 1. Findings.

21       (a) The Planning Department has determined that the actions contemplated in this  
22 ordinance comply with the California Environmental Quality Act (California Public Resources  
23 Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of  
24 Supervisors in File No. 181156 and is incorporated herein by reference. The Board affirms  
25 this determination.

(b) On March 7, 2019, the Planning Commission, in Resolution No. 20403, adopted findings that the actions contemplated in this ordinance are consistent, on balance, with the City's General Plan and eight priority policies of Planning Code Section 101.1. The Board adopts these findings as its own. A copy of said Resolution is on file with the Clerk of the Board of Supervisors in File No. 181156, and is incorporated herein by reference.

(c) Pursuant to Planning Code Section 302, the Board of Supervisors finds that this ordinance will serve the public necessity, convenience, and welfare for the reasons stated in Planning Commission Resolution No. 20403.

Section 2. Article 1 of the Business and Tax Regulations Code is hereby amended by revising Sections 8 and 26, to read as follows:

## **SEC. 8. METHOD OF APPEAL TO THE BOARD OF APPEALS.**

(a) Except for variance decisions and permits issued by the Entertainment Commission or its Director, and as otherwise specified in this Section 8, appeals to the Board of Appeals shall be taken within 15 days from the making or entry of the order or decision from which the appeal is taken. Appeals of variance decisions shall be taken within 10 days.

(b) Appeals to the Board of Appeals of permit decisions made pursuant to Planning Code Section 343 shall be taken within 10 days of the permit decision. This subsection (b) shall expire on the Sunset Date of Planning Code Section 343, as defined in that Section. Upon the expiration of this subsection, the City Attorney shall cause this subsection to be removed from the Business and Tax Regulations Code.

(c) Appeals to the Board of Appeals of permit decisions made pursuant to Planning Code Section 207, subsection(c)(6), shall be taken within 10 days of the permit decision.

1                   (ed) Appeals of actions taken by the Entertainment Commission or its Director on the  
2 granting, denial, amendment, suspension, or revocation of a permit, or on denial of exceptions  
3 from regulations for an Extended-Hours Premises Permit, shall be taken within 10 days from  
4 the making of the decision. Nothing in this Section 8 is intended to require an appeal to the  
5 Board of Appeals if any provision of Article 15, Article 15.1 (Entertainment Regulations Permit  
6 and License Provisions), or Article 15.2 (Entertainment Regulations for Extended-Hours  
7 Premises) of the Police Code governing these permits otherwise provides.

8                   (de) Appeals shall be taken by filing a notice of appeal with the Board of Appeals and  
9 paying to said Board at such time a filing fee as follows:

10                   \* \* \* \*

11                   (8) An exemption from paying the full fee specified in subsections (de)(1)  
12 through (7) herein may be granted upon the filing under penalty of perjury of a declaration of  
13 indigency on the form provided and approved by the Board. All agencies of the City and  
14 County of San Francisco are exempted from these fees.

15                   (9) **Additional Requirements.**

16                   (A) Notice of appeal shall be in such form as may be provided by the  
17 rules of the Board of Appeals.

18                   (B) On the filing of any appeal, the Board of Appeals shall notify in writing  
19 the department, board, commission, officer, or other person from whose action the appeal is  
20 taken of such appeal. On the filing of any appeal concerning a structural addition to an  
21 existing building, the Board of Appeals shall additionally notify in writing the property owners  
22 of buildings immediately adjacent to the subject building.

23                   (C) Except as otherwise specified in this subsection (de)(9)(C), the Board  
24 of Appeals shall fix the time and place of hearing, which shall be not less than 10 nor more  
25

1 than 45 days after the filing of said appeal, and shall act thereon not later than 60 days after  
2 such filing or a reasonable time thereafter.

3 (i) In the case of a permit issued by the Entertainment  
4 Commission or its Director, the Board of Appeals shall set the hearing not less than 15 days  
5 after the filing of said appeal, shall act thereon not more than 30 days after such filing, and  
6 shall not entertain a motion for rehearing.

7 (ii) In the case of a decision on a permit application made  
8 pursuant to Planning Code Section 343, the Board of Appeals shall set the hearing not less  
9 than 10 days after the filing of said appeal, shall act thereon not more than 30 days after such  
10 filing, and shall not entertain a motion for rehearing. This subsection ~~(d)(9)(C)(ii)~~ shall expire  
11 on the Sunset Date of Planning Code Section 343, as defined in that Section. Upon the  
12 expiration of this subsection, the City Attorney shall cause this subsection to be removed from  
13 the Business and Tax Regulations Code.

14 *(iii) In the case of a decision on a permit application made pursuant to  
15 Planning Code Section 207, subsection (c)(6), the Board of Appeals shall set the hearing not less than  
16 10 days after the filing of said appeal, shall act thereon not more than 30 days after such filing, and  
17 shall not entertain a motion for rehearing.*

18 \* \* \* \*

19

20 **SEC. 26. FACTS TO BE CONSIDERED BY DEPARTMENTS.**

21 (a) Subject to subsection (b), in the granting or denying of any permit, or the revoking  
22 or the refusing to revoke any permit, the granting or revoking power may take into  
23 consideration the effect of the proposed business or calling upon surrounding property and  
24 upon its residents, and inhabitants thereof; and in granting or denying said permit, or revoking  
25

1 or refusing to revoke a permit, may exercise its sound discretion as to whether said permit  
2 should be granted, transferred, denied, or revoked.

3 \* \* \* \*

4 (e) Notwithstanding subsection (a), the provisions of Planning Code Section 343 shall  
5 govern actions taken on the granting, denial, amendment, suspension, and revocation of  
6 permits regulated under that Section 343, not the standards set forth in subsection (a) of this  
7 Section 26. This subsection (e) shall become operative upon receipt of preliminary approval of  
8 Planning Code Section 343 by the California Department of Housing and Community  
9 Development under California Government Code Section 66202. This subsection shall expire  
10 by the operation of law in accordance with the provisions of Planning Code Section 343(k).  
11 Upon its expiration, the City Attorney shall cause this subsection to be removed from the  
12 Business and Tax Regulations Code.

13 (f) Notwithstanding subsection (a), the provisions of Planning Code Section 207, subsection  
14 (c)(6), shall govern actions taken on the granting, denial, amendment, suspension, and revocation of  
15 permits regulated under that subsection (c)(6), not the standards set forth in subsection (a) of this  
16 Section 26.

17  
18 Section 3. The Planning Code is hereby amended by revising Sections 102, 207,  
19 209.1, 209.2, 307, and 311, and 711, to read as follows:  
20

21 **SEC. 102. DEFINITIONS.**

22 \* \* \* \*

23 **Dwelling Unit, Accessory.** Also known as a Secondary Unit or In-Law Unit, is a Dwelling Unit  
24 that is constructed either entirely within the existing built envelope, the “living area” as defined  
25 in State law, or the buildable area of an existing or proposed building in areas that allow

1      residential use; or is constructed within the existing built envelope of an existing and  
2      authorized auxiliary structure on the same lot.

3      \* \* \* \*

4

5      **SEC. 207. DWELLING UNIT DENSITY LIMITS.**

6      \* \* \* \*

7      (c)    **Exceptions to Dwelling Unit Density Limits.** An exception to the calculations  
8      under this Section 207 shall be made in the following circumstances:

9      \* \* \* \*

10     (4)    **Local Accessory Dwelling Unit Program: Accessory Dwelling Units in**  
11    **Multifamily Buildings; Accessory Dwelling Units in Single-Family Homes That Do Not**  
12    **Strictly Meet the Requirements in Subsection (c)(6).**

13     (A)    **Definition.** An “Accessory Dwelling Unit” (ADU) is defined in  
14    Section 102.

15     (B)    **Applicability.** This subsection (c)(4) shall apply to the construction  
16    of Accessory Dwelling Units on all lots located within the City and County of San Francisco in  
17    areas that allow residential use, except that construction of an Accessory Dwelling Unit is  
18    regulated by subsection (c)(6), and not this subsection (c)(4), if all of the following  
19    circumstances exist:

20        (i)    only one ADU will be constructed;  
21        (ii)   the ADU will be located on a lot that is zoned for single-  
22    family or multifamily use and contains an existing or proposed single-family dwelling;  
23        (iii)   the ADU is either attached to or will be constructed entirely  
24    within the “living area” (as defined in subsection (c)(6)(B)(iii)) or the buildable area of an the  
25    proposed or existing primary dwelling single-family home, or constructed within the built envelope

1 of an existing and authorized auxiliary structure on the same lot; provided, however, that (A)  
2 when a stand-alone garage, storage structure, or other auxiliary structure is being converted  
3 to an ADU, an expansion to the envelope is allowed to add dormers even if the stand-alone  
4 garage, storage structure, or other auxiliary structure is in the required rear yard and (B) on a  
5 corner lot, a legal stand-alone nonconforming garage, storage structure, or other auxiliary  
6 structure may be expanded within its existing footprint by up to one additional story in order to  
7 create a consistent street wall and improve the continuity of buildings on the block.

8 (iv) the ADU will strictly meet the requirements set forth in  
9 subsection (c)(6) without requiring a waiver of Code requirements pursuant to subsection  
10 (c)(4)(G); and

11 (v) the permit application does not include seismic upgrade  
12 work pursuant to subsection (c)(4)(F).

13 (C) **Controls on Construction.** An Accessory Dwelling Unit regulated by this  
14 subsection (c)(4) is permitted to be constructed in an existing or proposed building under the  
15 following conditions:

16 (i) For lots that have four existing Dwelling Units or fewer or where the  
17 zoning would permit the construction of four or fewer Dwelling Units, one ADU is permitted; for lots  
18 that have more than four existing Dwelling Units or are undergoing seismic retrofitting under  
19 subsection (c)(4)(F) below, or where the zoning would permit the construction of more than four  
20 Dwelling Units, there is no limit on the number of ADUs permitted; provided, however, that the  
21 Department shall not approve an application for construction of an ADU Accessory Dwelling  
22 Unit in any building regulated by this subsection (c)(4) where a tenant on the lot has been evicted  
23 pursuant to Administrative Code Sections 37.9(a)(9) through (a)(12) and 37.9(a)(14) under a  
24 notice of eviction served within 10 years prior to filing the application for a building permit to  
25 construct the ADU or where a tenant has been evicted pursuant to Administrative Code

1 Section 37.9(a)(8) under a notice of eviction served within five years prior to filing the  
2 application for a building permit to construct the ADU. This provision shall not apply if the  
3 tenant was evicted under Section 37.9(a)(11) or 37.9(a)(14) and the applicant(s) either (A)  
4 have certified that the original tenant reoccupied the unit after the temporary eviction or (B)  
5 have submitted to the Department and to the Rent Board a declaration from the property  
6 owner or the tenant certifying that the property owner notified the tenant of the tenant's right to  
7 reoccupy the unit and the tenant chose not to reoccupy it.

(ii) Except as provided in subsections (iii) and (iv) below, an

9 Accessory Dwelling Unit shall be constructed entirely within the buildable area of an existing  
10 lot, provided that the ADU does not exceed the existing height of *the an existing* building, or  
11 within the built envelope of an existing and authorized stand-alone garage, storage structure,  
12 or other auxiliary structure on the same lot, as the built envelope existed three years prior to  
13 the time the application was filed for a building permit to construct the ADU. For purposes of  
14 this provision, the "built envelope" shall include the open area under a cantilevered room or  
15 room built on columns; decks, except for decks that are supported by columns or walls other  
16 than the building wall to which they are attached and are multi-level or more than 10 feet  
17 above grade; and lightwell infills provided that the infill will be against a blank neighboring wall  
18 at the property line and not visible from any off-site location; as these spaces exist as of July  
19 11, 2016.- An ADU constructed entirely within the existing built envelope, as defined in this  
20 subsection (ii), along with permitted obstructions allowed in Section 136(c)(32), of an existing  
21 building or authorized auxiliary structure on the same lot, or where an existing stand-alone  
22 garage or storage structure has been expanded to add dormers, is exempt from the  
23 notification requirements of Section 311 of this Code unless the existing building or authorized  
24 auxiliary structure on the same lot is in an Article 10 or Article 11 District in which case the  
25 notification requirements will apply. If an ADU will be constructed under a cantilevered room

1 or deck that encroaches into the required rear yard, a pre-application meeting between the  
2 applicant and adjacent neighbors for all the proposed work is required before the application  
3 may be submitted.

4 (iii) When a stand-alone garage, storage, or other auxiliary structure is  
5 being converted to an ADU, an expansion to the envelope is allowed to add dormers even if  
6 the stand-alone garage, storage structure, or other auxiliary structure is in the required rear  
7 yard.

8 (iv) On a corner lot, a legal stand-alone nonconforming garage,  
9 storage structure, or other auxiliary structure may be expanded within its existing footprint by  
10 up to one additional story in order to create a consistent street wall and improve the continuity  
11 of buildings on the block.

12 (v) An Accessory Dwelling Unit shall not be constructed using space  
13 from an existing Dwelling Unit except that an ADU may expand into habitable space on the  
14 ground or basement floors provided that it does not exceed 25% of the gross square footage  
15 of such space. The Zoning Administrator may waive this 25% limitation if (a) the resulting  
16 space would not be usable or would be impractical to use for other reasonable uses included  
17 but not limited to storage or bicycle parking or (b) waiving the limitation would help relieve any  
18 negative layout issues for the proposed ADU.

19 (vi) *An existing* building undergoing seismic retrofitting may be eligible  
20 for a height increase pursuant to subsection (c)(4)(F) below.

21 (vii) Notwithstanding any other provision of this Code, an Accessory  
22 Dwelling Unit authorized under this Section 207(c)(4) may not be merged with an original  
23 unit(s).

(viii) An Accessory Dwelling Unit shall not be permitted in any building in a Neighborhood Commercial District or in the Chinatown Community Business or Visitor Retail Districts if it would eliminate or reduce a ground-story retail or commercial space.

**(D) Prohibition of Short-Term Rentals.** An Accessory Dwelling Unit shall not be used for Short-Term Residential Rentals under Chapter 41A of the Administrative Code, which restriction shall be recorded as a Notice of Special Restriction on the subject lot.

23 (i) ~~s~~ Shall be exempt from the notification requirements of Section ~~s~~ 311  
24 ~~and 312~~ of this Code; and

(ii) ~~May~~ expand a noncomplying structure, as defined in Section 180(a)(2) of this Code and further regulated in Sections 172, 180, and 188, without obtaining a variance for increasing the discrepancy between existing conditions on the lot and the required standards of this Code.

(iii) ~~e~~On lots where an ADU is added in coordination with a building undergoing mandatory seismic retrofitting in compliance with Chapter 4D of the Existing Building Code or voluntary seismic retrofitting in compliance with the Department of Building Inspection's Administrative Bulletin 094, the building and the new ADU shall maintain any eligibility to enter the condo-conversion lottery and may only be subdivided if the entire property is selected on the condo-conversion lottery.

(iv) Pursuant to subsection (4)(C)(i), there is no limit on the number of ADUs that are permitted to be added in connection with a seismic retrofit.

**(G) Waiver of Code Requirements; Applicability of Rent Ordinance.**

Pursuant to the provisions of Section 307(l) of this Code, the Zoning Administrator may grant an Accessory Dwelling Unit a complete or partial waiver of the density limits and ~~off-street parking, bicycle parking, rear yard, exposure, or open space standards of this Code~~. If the Zoning Administrator grants a complete or partial waiver of the requirements of this Code and the subject lot contains any Rental Units at the time an application for a building permit is filed for construction of the Accessory Dwelling Unit(s), the property owner(s) shall enter into a Regulatory Agreement with the City under subsection (c)(4)(H) subjecting the ADU(s) to the San Francisco Residential Rent Stabilization and Arbitration Ordinance (Chapter 37 of the Administrative Code) as a condition of approval of the ADU(s). For purposes of this requirement, Rental Units shall be as defined in Section 37.2(r) of the Administrative Code.

(H) **Regulatory Agreements.** A Regulatory Agreement required by subsection (c)(4)(G) as a condition of approval of an Accessory Dwelling Unit shall contain the following:

(i) a statement that the ADU(s) are not subject to the Costa Hawkins Rental Housing Act (California Civil Code Section 1954.50) because, under Section 1954.52(b), the owner has entered into this agreement with the City in consideration for a complete or partial waiver of the density limits, and/or ~~off-street parking~~, bicycle parking, rear yard, exposure, or open space standards of this Code or other direct financial contribution or other form of assistance specified in California Government Code Sections 65915 et seq. (“Agreement”); and

(ii) a description of the complete or partial waiver of Code requirements granted by the Zoning Administrator or other direct financial contribution or form of assistance provided to the property owner; and

(iii) a description of the remedies for breach of the Agreement and other provisions to ensure implementation and compliance with the Agreement.

(iv) The property owner and the Planning Director (or the Director's designee), on behalf of the City, will execute the Agreement, which shall be reviewed and approved by the City Attorney's Office. The Agreement shall be executed prior to the City's issuance of the First Construction Document for the project, as defined in Section ~~Section~~ 107A.13.1 of the San Francisco Building Code.

(v) Following execution of the Regulatory Agreement by all parties and approval by the City Attorney, the Regulatory Agreement or a memorandum thereof shall be recorded against the property and shall be binding on all future owners and successors in interest.

1           Any Regulatory Agreement entered into under this Section 207(c)(4) shall not preclude  
2 a landlord from establishing the initial rental rate pursuant to Section 1954.53 of the Costa  
3 Hawkins Rental Housing Act.

4           (I)     **Monitoring Program.**

5           (i)     **Monitoring and Enforcement of Unit Affordability.** The  
6 Department shall establish a system to monitor the affordability of the Accessory Dwelling  
7 Units authorized to be constructed by this subsection 207(c)(4) and shall use such data to  
8 enforce the requirements of the Regulatory Agreements entered into pursuant to subsection  
9 (c)(4)(H). Property owners shall provide the Department with rent information as requested by  
10 the Department. The Board of Supervisors recognizes that property owners and tenants  
11 generally consider rental information sensitive and do not want it publicly disclosed. The intent  
12 of the Board is for the Department to obtain the information for purposes of monitoring and  
13 enforcement but that its public disclosure is not linked to specific individuals or units. The  
14 Department shall consult with the City Attorney's Office with respect to the legal requirements  
15 to determine how best to achieve the intent of the Board.

16           (ii)    **Monitoring of Prohibition on Use as Short Term Rentals.** The  
17 Department shall collect data on the use of Accessory Dwelling Units authorized to be  
18 constructed by this subsection (c)(4) as Short-Term Residential Rentals, as that term is  
19 defined in Administrative Code Section 41A.4, and shall use such data to evaluate and  
20 enforce Notices of Special Restriction pursuant to subsection 207(c)(4)(D) and the  
21 requirements of Administrative Code Chapter 41A.

22           (iii)   **Department Report.** The Department shall publish a report  
23 annually until April 1, 2019, that describes and evaluates the types of units being developed  
24 and their affordability rates, as well as their use as Short-Term Residential Rentals. The report  
25 shall contain such additional information as the Director or the Board of Supervisors

1      determines would inform decision makers and the public on the effectiveness and  
2      implementation of this subsection (c)(4) and include recommendations for any amendments to  
3      the requirements of this Section 207(c)(4). The Department shall transmit this report to the  
4      Board of Supervisors for its review and public input. In subsequent years, this information on  
5      Accessory Dwelling Units shall be reported annually in the Housing Inventory.

6                          \* \* \* \*

7                          (6)      **State Mandated Accessory Dwelling Unit Program: Accessory Dwelling Units in**  
8      **Existing or Proposed Single-Family Homes or in a Detached Auxiliary Structure on the Same**  
9      **Lot.**

10                         (A)      **Applicability.** This subsection (c)(6) shall apply to the construction of  
11      Accessory Dwelling Units (as defined in Section 102) in existing or proposed single-family  
12      homes or in a detached auxiliary structure on the same lot if the ADU that meets the requirements  
13      of this subsection. An ADU constructed pursuant to this subsection is considered a residential  
14      use that is consistent with the General Plan and the zoning designation for the lot. Adding one  
15      ADU to an existing or proposed single-family home or in a detached auxiliary structure on the same  
16      lot does not exceed the allowable density for the lot. If construction of the ADU will not meet  
17      the requirements of this subsection and the ADU cannot be constructed without a waiver of  
18      Code requirements pursuant to subsection (c)(4)(G), the ADU is regulated pursuant to  
19      subsection (c)(4) and not this subsection (c)(6).

20                         (B)      **Lots Zoned for Single-Family or Multifamily Use and Containing an**  
21      **Existing or Proposed Single-Family Home; Controls on Construction.** An Accessory  
22      Dwelling Unit located in a residential zoning district on a lot that is zoned for single-family or  
23      multifamily use and contains an existing or proposed single-family dwelling and constructed  
24      pursuant to this subsection (c)(6) shall meet all of the following:

(i) The ADU will strictly meet the requirements set forth in this subsection (c)(6)(B) without requiring a waiver of Code requirements pursuant to subsection (c)(4)(G).

(ii) The permit application does not include seismic upgrade work pursuant to subsection (c)(4)(F).

(iii) Only one ADU will be constructed that is either attached to or will be constructed entirely within the “living area” (as defined in subsection (c)(6)(B)(iii)) or within the buildable area of ~~an the proposed or~~ existing ~~primary dwelling single-family home~~ or, except as provided by subsections (GB)(x) and (xi) below, within the built envelope of an existing and authorized auxiliary structure on the same lot. “Living area” means (as defined in Section 65852.2(i)(1) of the California Government Code) “the interior habitable area of a dwelling unit including basements and attics, but does not include a garage or any accessory structure.”

(iv) ~~If contained within the existing space of a single family residence or accessory structure, the~~ The ADU must have independent exterior access from the existing or proposed primary dwelling residence or existing accessory structure, and side and rear setbacks sufficient for fire safety.

(v) ~~If construction of the ADU will have adverse impacts on For projects involving a property listed in the California Register of Historic Places, or a property designated individually or as part of a historic or conservation district pursuant to Article 10 or Article 11, the ADU shall comply with any architectural review standards adopted by the Historic Preservation Commission to prevent adverse impacts to such historic resources or any other known historical resource, the Department shall require modification of the proposed project to the extent necessary to prevent or mitigate such impacts. Such projects shall not be required to obtain a Certificate of Appropriateness or a Permit to Alter.~~

(vi) The Department shall apply any design guidelines in the Code to the proposed project and review the design of the proposed project to ensure architectural compatibility with existing buildings on the subject lot.

(vii) No setback is required for an existing garage that is converted to an ADU.

(viii) All applicable requirements of San Francisco's health and safety codes shall apply, including but not limited to the Building and Fire Codes.

(ix) No parking is required for the ADU. If existing parking is demolished in order to construct the ADU, only the parking space required by this Code for the existing single-family home must be replaced. If replacement parking is required, it may be located in any configuration on the lot including but not limited to covered, uncovered, or tandem space or by the use of mechanical automobile parking lifts.

(x) When a stand-alone garage, storage, or other auxiliary structure is being converted to an ADU, an expansion to the envelope is allowed to add dormers even if the stand-alone garage, storage structure, or other auxiliary structure is in the required rear yard.

(xi) On a corner lot, a legal stand-alone nonconforming garage, storage structure, or other auxiliary structure may be expanded within its existing footprint by up to one additional story in order to create a consistent street wall and improve the continuity of buildings on the block.

(xii) When the ADU involves expansion of the built envelope of an existing primary dwelling, or an expansion of the built envelope of an existing and authorized stand-alone garage, storage structure, or other auxiliary structure on the same lot, or the construction of a new detached auxiliary structure on the same lot, the total floor area of the ADU shall not exceed 1,200 square feet.

**(C) Permit Application Review and Approval.** *Except as authorized by subsections (c)(6)(B)(v) and (vi),* ~~The Department shall approve an application for a permit to construct an Accessory Dwelling Unit within 120 days from receipt of the complete application, without modification or disapproval, if the proposed construction fully complies with the requirements set forth in subsection (c)(6)(B). No requests for discretionary review shall be accepted by the Planning Department for permit applications meeting the requirements of this subsection (c)(6). The Planning Commission shall not hold a public hearing for discretionary review of permit applications meeting the requirements of this subsection (c)(6). Permit applications meeting the requirements of this subsection (c)(6) shall not be subject to the notification or review requirements of Section 311 of this Code.~~

(D) **Appeal.** The procedures for appeal to the Board of Appeals of a decision by the Department under this subsection (c)(6) shall be as set forth in Section 8 of the Business and Tax Regulations Code.

**(DE) Prohibition of Short-Term Rentals.** An Accessory Dwelling Unit authorized under this subsection (c)(6) shall not be used for Short-Term Residential Rentals under Chapter 41A of the Administrative Code. This restriction shall be recorded as a Notice of Special Restriction on the subject lot.

## (E) Rental; Restrictions on Subdivisions.

(i) An ADU constructed pursuant to this subsection (c)(6) may be rented and is subject to all applicable provisions of the Residential Rent Stabilization and Arbitration Ordinance (Chapter 37 of the Administrative Code).

(ii) Notwithstanding the provisions of Article 9 of the Subdivision Code, a lot with an Accessory Dwelling Unit authorized under this subsection (c)(6) shall not be subdivided in a manner that would allow for the ADU to be sold or separately financed

1 pursuant to any condominium plan, housing cooperative, or similar form of separate  
2 ownership.

3                   (FG) **Department Report.** In the report required by subsection (c)(4)(l)(iii), the  
4 Department shall include a description and evaluation of the number and types of units being  
5 developed pursuant to this subsection (c)(6), their affordability rates, and such other  
6 information as the Director or the Board of Supervisors determines would inform decision  
7 makers and the public.

8                   (H) **Notification.** Upon determination that an application is in compliance with  
9 the standards of subsection 207(c)(6) of the Planning Code, the Planning Department shall  
10 cause a notice to be posted on the site pursuant to rules established by the Zoning  
11 Administrator and shall cause a written notice describing the proposed project to be sent in  
12 the manner described below. This notice shall be in addition to any notices required by the  
13 Building Code and shall have a format and content determined by the Zoning Administrator.  
14 This notice shall include a description of the proposal compared to any existing improvements  
15 on the site with dimensions of the basic features, elevations and site plan of the proposed  
16 project including the position of any adjacent buildings, exterior dimensions and finishes, and  
17 a graphic reference scale, existing and proposed uses or commercial or institutional business  
18 name, if known. The notice shall describe the project review process and shall set forth the  
19 mailing date of the notice.

20                   (i) Written notice shall be mailed to the project sponsor and tenants of  
21 the subject property. Written notice shall also be mailed to tenants of the subject property in  
22 unauthorized residential units.

23                   (ii) The notification package for a project subject to notice under this  
24 subsection 207(c)(6) shall include a written notice and reduced-size drawings of the project.  
25 The written notice shall compare the proposed project to the existing conditions at the

development lot. Change to basic features of the project that are quantifiable shall be disclosed on the written notice. The basic features of existing and proposed conditions shall include, where applicable, front setback, building depth, rear yard, depth side, setbacks, building height, number of stories, dwelling unit count and use of the building.

(iii) The written notice shall describe whether the project is a demolition, new construction or alteration project. If the project is an alteration, the type of alteration shall be described: horizontal, vertical, or both horizontal and vertical additions, and where the alteration is located.

(iv) A written project description shall be part of the notice. In addition, the notice shall describe the project review process, information on how to obtain additional information, and the contact information of the Planning Department.

(v) The building permit application number(s) shall be disclosed in the written notice.

(vi) 11x17 sized or equivalent drawings to scale shall be included with the written notice. The drawings shall illustrate the existing and proposed conditions in relationship to the adjacent properties. All dimensions and text throughout the drawings shall be legible. The drawings shall include a site plan, floor plans, and elevations documenting dimensional changes that correspond to the basic features included in the written notice. The existing and proposed site plan shall illustrate the project including the full lots and structures of the directly adjacent properties. The existing and proposed floor plans shall illustrate the location and removal of interior and exterior walls. The use of each room shall be labeled. Significant dimensions shall be provided to document the change proposed by the project. The existing and proposed elevations shall document the change in building volume: height and depth. Dimensional changes shall be documented, including overall building height and also parapets, penthouses, and other proposed vertical and horizontal building extensions.

The front and rear elevations shall include the full profiles of the adjacent structures including the adjacent structures' doors, windows, and general massing. Each side elevation shall include the full profile of the adjacent building in the foreground of the project, and the adjacent windows, lightwells and general massing shall be illustrated.

(vii) Language Access. All forms of public notice provided pursuant to this subsection 207(c)(6)(H) shall comply with the requirements of the Language Access Ordinance, Chapter 91 of the Administrative Code, to provide vital information about the Planning Department's services or programs in the languages spoken by a Substantial Number of Limited English Speaking Persons, as defined in Chapter 91. The notices required by this subsection 207(c)(6)(H) shall contain the information set forth in subsection 207(c)(6)(h)(ii)-(v) in the languages spoken by a Substantial Number of Limited English Speaking Persons, as defined in Administrative Code Chapter 91.

(viii) **Online Notice.** For 30 calendar days, on a publicly accessible website that is maintained by the Planning Department, the Planning Department shall provide a digital copy formatted to print on 11 x 17 inch paper of the posted notice, including the contents set forth in subsection 207(c)(6)(h)(ii)-(v) for the application; and digital copies of any architectural and/or site plans that are scaled and formatted to print on 11 x 17 inch paper, are consistent with Plan Submittal Guidelines maintained and published by the Planning Department, and that describe and compare, at a minimum, the existing and proposed conditions at the subject property, the existing and proposed conditions in relationship to adjacent properties, and that may include a site plan, floor plans, and elevations documenting dimensional changes required to describe the proposal.

## **SEC. 209.1. RH (RESIDENTIAL, HOUSE) DISTRICTS.**

\* \* \* \*

**Table 209.1**  
**ZONING CONTROL TABLE FOR RH DISTRICTS**

\* \* \* \*

\* Not listed below.

\* \* \* \*

6 (6) Construction of Accessory Dwelling Units may be permitted pursuant to Sections  
7 207(c)(4) and 207(c)(65).

\* \* \* \*

9

## **SEC. 209.2. RM (RESIDENTIAL, MIXED) DISTRICTS.**

\* \* \* \*

**Table 209.2**  
**ZONING CONTROL TABLE FOR RM DISTRICTS**

\* \* \* \*

\* Not listed below.

\* \* \* \*

(7) Construction of Accessory Dwelling Units may be permitted pursuant to Sections 107(c)(4) and 207(c)(6).

## **SEC. 307. OTHER POWERS AND DUTIES OF THE ZONING ADMINISTRATOR**

In addition to those specified in Sections 302 through 306 of this Code, the Zoning Administrator shall have the following powers and duties in administration and enforcement of this Code.

\* \* \* \*

1                   **(I) Exceptions from Certain Specific Code Standards Through Administrative**  
2                   **Review for Accessory Dwelling Units Constructed Pursuant to Section 207(c)(4) of this**  
3                   **Code.** The Zoning Administrator may allow complete or partial relief from the density limits  
4                   and from the ~~off-street parking~~, bicycle parking, rear yard, exposure, and/or open space  
5                   requirements of this Code when modification of the requirement would facilitate the  
6                   construction of an Accessory Dwelling Unit, as defined in Section 102 and meeting the  
7                   requirements of Section 207(c)(4) of this Code.

8                   \* \* \* \*

9

10                  **SEC. 311. PERMIT REVIEW PROCEDURES**

11                  (a) **Purpose.** The purpose of this Section 311 is to establish procedures for reviewing  
12                  building permit applications to determine compatibility of the proposal with the neighborhood  
13                  and for providing notice to property owners and residents on the site and neighboring the site  
14                  of the proposed project and to interested neighborhood organizations, so that concerns about  
15                  a project may be identified and resolved during the review of the permit.

16                  (b) **Applicability.** Except as indicated herein, all building permit applications in  
17                  Residential, NC, NCT, and Eastern Neighborhoods Districts for a change of use;  
18                  establishment of a Micro Wireless Telecommunications Services Facility; establishment of a  
19                  Formula Retail Use; demolition, new construction, or alteration of buildings; and the removal  
20                  of an authorized or unauthorized residential unit shall be subject to the notification and review  
21                  procedures required by this Section 311. In addition, all building permit applications that  
22                  would establish Cannabis Retail or Medical Cannabis Dispensary Uses, regardless of zoning  
23                  district, shall be subject to the review procedures required by this Section 311.  
24                  Notwithstanding the foregoing or any other requirement of this Section 311, a change of use  
25                  to a Child Care Facility, as defined in Section 102, shall not be subject to the review

1 requirements of this Section 311. Notwithstanding the foregoing or any other requirement of this  
2 Section 311, building permit applications to construct an Accessory Dwelling Unit pursuant to Section  
3 207(c)(6) shall not be subject to the notification or review requirements of this Section 311.

4 \* \* \* \*

5

6 **SEC. 710. NC-1 – NEIGHBORHOOD COMMERCIAL CLUSTER DISTRICT.**

7 \* \* \* \*

8 **Table 710. NEIGHBORHOOD COMMERCIAL CLUSTER DISTRICT NC-1**  
9 **ZONING CONTROL TABLE**

NC-1				
Zoning Category	§ References	Controls		
* * * *				
<b>RESIDENTIAL STANDARDS AND USES</b>				
<b>Residential Uses</b>		<b>Controls by Story</b>		
		1st	2nd	3rd+
Residential Uses	§ 102	P	P	P
Accessory Dwelling Unit Density	§§102, 207(c)(4), 207(c)(6)	P per Planning Code Sections 207(c)(4) and 207(c)(6) within the existing building envelope. 1 ADU allowed in buildings with 4 or fewer Dwelling Units. No limit in buildings with 5 or more Dwelling Units. ADUs may not eliminate or reduce ground story retail or commercial space.		
****	****	****		

1  
2  
3       Section 4. Amendment of Specific Article 2 Zoning Control Tables. Zoning Control  
4       Tables 209.3, 209.4, and 210.2 are hereby amended identically to the amendment of Zoning  
5       Control Table 209.2 in Section 3 of this ordinance. Note 5 of Zoning Control Table 210.1 and  
6       Note 3 of Zoning Control Table 210.4 are hereby amended identically to the amendment of  
7       Note 7 in Zoning Control Table 209.2.

8  
9       Section 5. Amendment of Specific Article 7 Zoning Control Tables. Zoning Control  
10      Tables 711 through 726 and 728 through 764 are amended identically to the amendment of  
11      Zoning Control Table 710 in Section 3 of this ordinance.

12  
13       Section 3 6. Effective Date. This ordinance shall become effective 30 days after  
14       enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
15       ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
16       of Supervisors overrides the Mayor's veto of the ordinance

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1           Section 4 7. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
2 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
3 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
4 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
5 additions, and Board amendment deletions in accordance with the "Note" that appears under  
6 the official title of the ordinance.

7  
8 APPROVED AS TO FORM:  
9 DENNIS J. HERRERA, City Attorney

10 By: PETER R. MILJANICH  
11 Deputy City Attorney  
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