

This Guide is not a substitute for the San Benito County Code, If there are discrepancies between this Guide and the County Code, the language in the County Code will govern.

Some properties may have environmental or utility constraints that increase costs, restrict siting options, or require extra review for ADUs. Please consult with County staff for projects with these special circumstances.



TABLE OF CONTENTS

Handbook Introduction PG. 04

What is an ADU? PG. 05

Purpose / Design Guidelines PG. 06

ADU Design Conc<mark>ep</mark>ts PG. 10

Appendices

ADU Planning and Permit PG. 28

PG. 16

Process

- Glossary
- Key Contacts
- References

INTRODUCTION TO THE HANDBOOK

WHY WAS THIS HANDBOOK CREATED?

California Governor Gavin Newsom signed into law State Assembly Bills 68, 587, 670, 671, 881 and Senate Bill 13 making it easier and more affordable to build Accessory Dwelling Units – aka. Granny Flats, and Guest Houses – in California. Changes to ADU laws effective January 1, 2020, further reduce barriers, better streamline approval processes, and expand capacity to accommodate the development of Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs).

This handbook provides guidance for homeowners interested in building an ADU on their property. It describes different types of ADU's and provides design guidelines and concepts to help ensure that the new structure is of high quality, maintains the character and integrity of the main dwelling, and fits with the neighborhood.

HOW DO I USE THIS HANDBOOK?

Included in this handbook are general guidelines for the design of your ADU/JADU -- these guidelines provide direction on *where* it should be placed and *what* it should look like. They lay emphasis on being a good neighbor by promoting quality design and construction and encouraging compatibility with the immediate surroundings. Guidelines consider setbacks and orientation, height and massing, façade treatment and roof design, materials and colors, and other related design concerns.

Additionally, the handbook includes design concepts that put the guidelines into practice, exploring different ADU/JADU configurations and options available to homeowners. A property owner may select one of the design concepts as a starting point for their own ADU/JADU or proceed with a custom design that better suits their needs. Design concepts include sample 3-d perspectives and floor plans to help prepare the drawings that you will need for review and approval by pertinent County agencies. Plan submittal requirements are included in the Appendices to this handbook.

DO I NEED ANYTHING ELSE?

Please note that these design guidelines and concepts serve as a supplement to the San Benito Zoning Code and other County Ordinances. Property owners should consult all applicable requirements before engaging in the design and construction of an ADU. If there are any discrepancies, the language of the County Code shall govern. Additional information may be found in the Key Contacts and Resources listed in the Appendices.



Above: Simple to construct and comfortable to live in



Above: ADUs are spaces people can feel happy calling home

WHAT IS AN ADU & JADU?

An Accessory Dwelling Unit (ADU) is a permanent residential dwelling unit that provides complete independent living facilities for one or more persons and is accessory to a primary dwelling; ADU's include provisions for living, sleeping, eating, cooking, and sanitation. In the past, they were often referred to as "Granny Flats" or "In-Law Units" as they were initially constructed to provide independent living facilities for extended family members. Today, they may still be referred to by those and other terms such as Second Units and Casitas. An ADU may be created by constructing a new detached structure, an addition to the primary structure, or conversion of interior space within the primary dwelling. A Junior Accessory Dwelling Unit (JADU) is an additional, independent living unit created through the conversion of an existing legally permitted room in a single-family dwelling.

WHY ADUS?

Building a new ADU or converting existing space can be a smart investment for many homeowners. They present a unique opportunity to address particular housing needs, for example, by providing an affordable option for a range of occupants often not readily accommodated by traditional housing types, including extended family members and friends, students, the elderly, in-home health care providers, individuals with disabilities, and others. Moreover, ADU's are an opportunity to increase the County's housing supply by sensitively integrating smaller units within existing neighborhoods with minimal impacts. Finally, property owners adding an ADU may reap benefits through rental income and increased property values.

ADU BENEFITS



Generate Rental Income



Add Housing Stock To The County



Increase Your Property Value



House Friends & Family



Traditional Style One-Story Attached ADU



Traditional Style Two-Story Attached ADU



Modern Style One-Story Detached ADU



Modern Two-Story Detached ADU

PURPOSE OF THE DESIGN GUIDELINES

The design of your ADU may deviate from these specific guidelines depending on your individual needs and the size and shape of your property. The design guidelines contained in this section are intended to promote the following objectives.

BE A GOOD NEIGHBOR: ADU placement and design should consider the privacy concerns of your main dwelling and any immediate neighbors when applicable, including views into the main house and private backyards; this is an especially important consideration for second story accessory dwelling units located on small lots. ADU placement and design should also consider such factors as sun and shade and parking impacts on neighbors.

FIT WITH THE SURROUNDINGS: ADUs should comfortably fit within their neighborhood, conforming to existing patterns of dwelling unit spacing and placement, as well as the architectural and landscape character of the surrounding area. Additionally, ADU's should normally complement the main house in terms of architectural scale, style, and character, including façade and roof treatment, materials and details, etc.

EMPLOY QUALITY DESIGN AND CONSTRUCTION: ADUS should be constructed of quality materials that provide an appearance of permanence. Design and construction should be of at least equal quality and conform to the appearance of the main dwelling.

Property owners should engage designers, contractors and County department(s) for guidance on how to construct a visually appealing and highly functional ADU.

- A. UNIT PLACEMENT + ARRANGEMENT
- B. EXTERIOR MASSING + DESIGN
- C. MATERIALS, COLORS & DETAILS
- D. OUTDOOR SPACE + LANDSCAPING
- E. PARKING + UTILITIES
- F. GREEN DESIGN

A. UNIT PLACEMENT + ARRANGEMENT

- MINIMIZE NEGATIVE IMPACTS: As far as feasible, place your ADU to minimize its visual prominence and reduce its visibility from adjacent properties; placement should maintain your neighbor's and the primary dwelling's privacy. Additionally, ensure any solar access is protected.
- PROVIDE SUITABLE SETBACKS: Fit your ADU into the pattern of setbacks for houses and garages that has already been established throughout the neighborhood; placement should also allow for a usable and attractive outdoor space located between the primary dwelling and a detached ADU.
- PROTECT YOUR PRIVACY: Your unit should be oriented to minimize impacts on the privacy of the main dwelling, taking into consideration the location of public and private rooms, the placement of doors and windows, and the positioning of associated parking and outdoor space.
- INCORPORATE A SEPARATE ENTRANCE: Your ADU should have exterior access separate from the main dwelling; locate the entrance to minimize the impact on adjacent properties, in particular by orienting it away from a neighboring house or yard. A safe path of travel should be provided between your ADU's entrance and the street or alley; where available, alley or side street access is encouraged.



Above: Your ADUs placement on your property, heights, and window placement play a big role in keeping your neighborhood happy

B. EXTERIOR MASSING + DESIGN

- MAKE YOUR ADU SUBORDINATE: Consider the ADU's massing in relation to the primary dwelling; typically, it should be subordinate to the main house in terms of size and scale. A one-story ADU is recommended in a neighborhood of primarily one-story dwellings, lot size and other constraints permitting.
- ADD ARCHITECTURAL INTEREST: The main elevations of your ADU should incorporate architectural variations, thereby adding visual interest to the unit while complementing the appearance of the main dwelling. An attached ADU should especially blend with the existing structure.
- MATCH WINDOWS & DOORS: Use similar window and door patterns and dimensions as the main dwelling, while keeping in mind that window placement and orientation should minimize the impact on privacy of your main dwelling.
- DESIGN A COMPATIBLE ROOF: Mirror the roof design of the main house; roof pitch and overhang, as well as roof materials and details should complement the primary dwelling and fit with the overall look of your ADU.
- ARCHITECTURAL STYLE: While an ADU should blend with the style of the existing structure, the design should not veer from these 4 styles/materials: stucco, rustic, farmhouse chic, and metal.

C. MATERIALS, COLORS + DETAILS

- USE QUALITY MATERIALS: Select quality materials that withstand wear and weather regardless of architectural style; consider "green" building materials (e.g., renewable and recycled materials) and energy efficient design options for long-term savings.
- COMPLEMENT THE MAIN DWELLING: Use the same or complementary materials and details to harmonize with the main dwelling; siding types and colors should be consistent. This consistency is especially important for attached ADU's.
- WILDLAND URBAN INTERFACE: Exterior design types of ADUs/JADU in zones of transition between unoccupied land and human development should have an "Add-on" or alteration material that meets the Wildland Urban Interface Standards and it a basic level should be ignition-resistant and be able to resist the entry of flying embers and fire radiation during a wildfire.





Above: You can play with the height, size and design to give your ADU its own unique flare.





Above: Your ADU can be designed to complement the look and feel or your house

D. OUTDOOR SPACE + LANDSCAPE

- PROVIDE USEABLE OUTDOOR SPACE: Consider how your lot's yard space is to be shared and/or assigned exclusively for the use of the main dwelling and the ADU. Various landscape materials, including planting, paving, fencing, etc., are effective at delineating outdoor space. Consider the massing of the two structures and how they complement one another to result in usable and attractive outdoor spaces between them.
- INTRODUCE PORCHES, DECKS & FENCING: Use porches, decks, and similar features to add architectural interest and provide useable outdoor space. As with other features of your ADU, consider privacy and design consistency in the provision of decks and fencing in regards to the main dwelling.
- ADD PLANTINGS TO SCREEN AND MAINTAIN PRIVACY: Consider the use of vegetation to maintain privacy, as well as to screen parking for your ADU. Nonetheless, landscape materials and features should fit with the character of the surroundings, and as far as feasible, existing mature trees should be preserved.
- FAVOR NATIVE & ADAPTED PLANTS: Plant materials should be compatible with those found throughout the community; native, adapted, and drought tolerant species are especially encouraged. Plant materials, sizing and location are components in creating an overall landscape pallet.
- BIOSWALES: Consider bioswales as an aesthetically-pleasing alternative to managing stormwater run-off. Employ vegetated low-lying areas or troughs that use plant materials and specialized soil mixes to treat, absorb, and convey stormwater runoff. Bioswales provide landscaping that, depending on the plant species chosen, may create habitats for birds, butterflies, and local wildlife.

E. GREEN DESIGN

- CONSIDER GREEN DESIGN SOLUTIONS: Green building design solutions and technologies are encouraged, including the use of sustainable building materials, alternative energy sources, cisterns, and natural light and ventilation to improve the building's environmental performance and promote the overall health and comfort of the occupants.
- GREEN BUILDING: Good insulation, water saving fixtures, power saving appliances and water saving landscape are all steps in the direction of a sustainable design for your Companion Unit.
- EMPLOY LOW IMPACT DESIGN: Low-impact site development practices should be used; in particular, locate and design your ADU to minimize grading, limit disruption to the site, and control stormwater run-off.
- PHOTOVOLTAIC PANELS: When budgets allow and your site has good access to sun light, photovoltaic panels will help reduce power consumption by providing a natural source of electricity to augment use.



Above: Adding raised decks can create a sense of private outdoor space for ADU tenants



Above: Use a diverse materials palette to help delinate outdoor space and walkways



Above: Outdoor space for ADUs can be designed to accomodate parking and/or a space for outdoor enjoyment

F. OTHER APPLICABLE RULES

- SHORT TERM RENTALS: ADUs and JADUs may not be rented for a period of fewer than 30 days.
- ZERO LIABILITY: The County is not to be held liable in any way for the conceptual designs shown within this package, they are visual representations only of possibile design layouts.
- OWNERSHIP: ADUs and JADUs may not be sold or conveyed separately from the main residence.



Above: Solar panels on the roof can help to generate power on-site while reducing long-term power costs



Above: Sustainable design enhancements can reduce your ADUs environmental impact (e.g. high efficiency building envelopes, FSC certified wood products, and low or zero VOC/ formaldehyde)



Above: An ADU cisten system can help collect on-site water; especially important for rural and drought prone areas



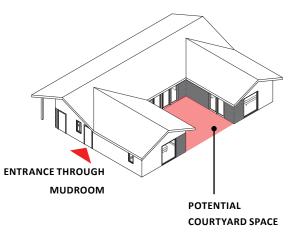
Above: Considering you ADU's orientation & materials can assist with solar protection while also reducing heating and cooling costs

ADU TYPE DESIGN CONCEPTS

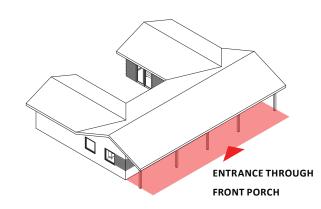
MODEL 1-Large ADU

This 1,500 sq ft model is a 3-bedroom, 2-bath ADU with a loft. These ADUs are intended to be single-story, detached structure that can connect to a center courtyard space that is accessible from the living space and bedrooms.





AXON 1

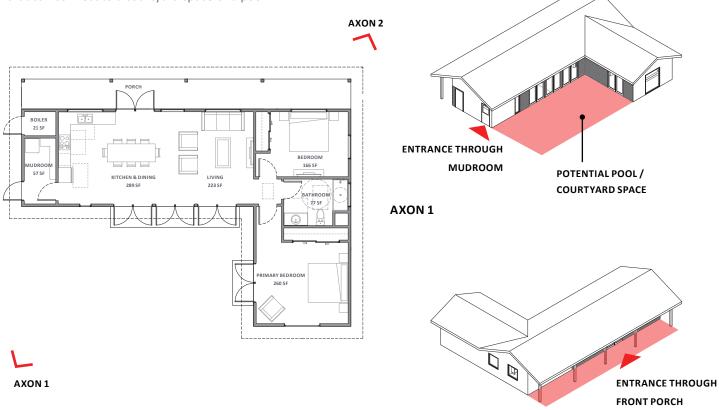


AXON 2



MODEL 2 - Large ADU

This 1,190 sq ft model is a 2-bedroom,1-bath ADU with a loft. These L-shaped ADUs are intended to be single-story structure that can connect to a courtyard space or a pool.



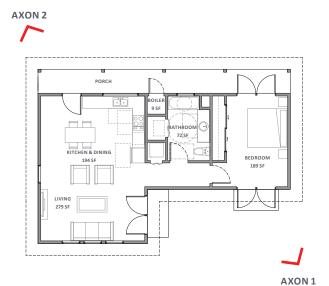


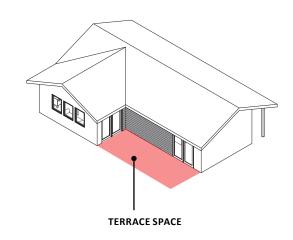


SAN BENITO ADU HANDBOOK

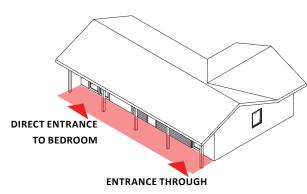
MODEL 3 - Medium ADU

This 750 sq ft model is a small 1-bedroom, 1-bath ADU with a loft. This L-shaped ADU is intended to be single-story, detached structure.





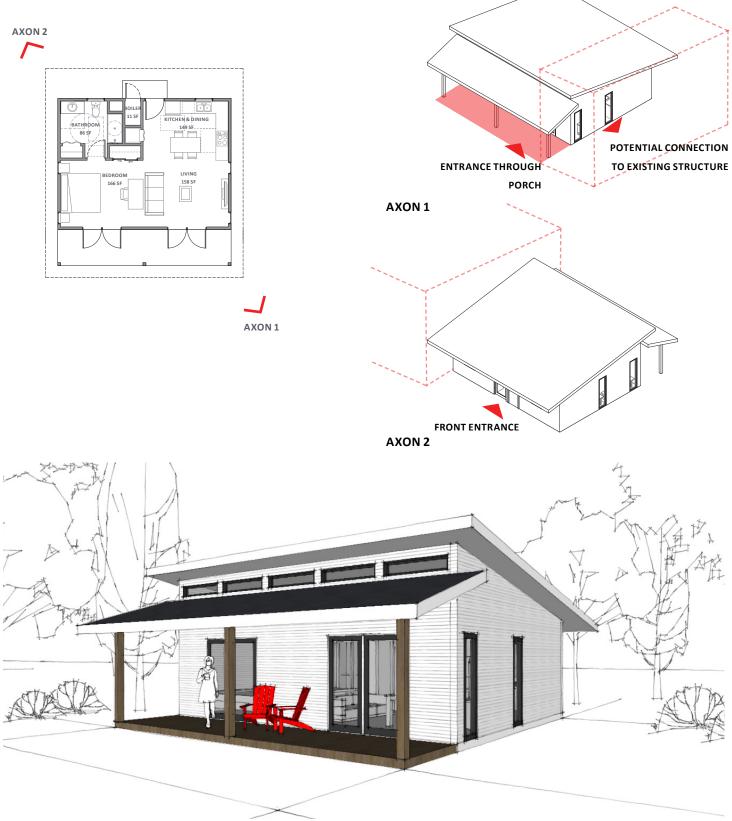






MODEL 4-Small ADU

This 500 sq ft model is an open plan concept studio style ADU. This ADU is intended to be single-story structure or as an extension to an existing structure.

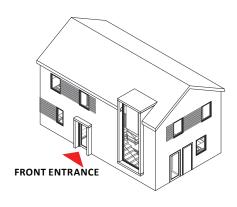


SAN BENITO ADU HANDBOOK

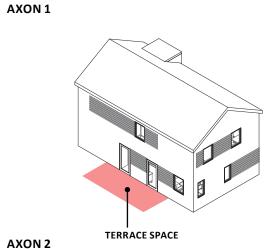
MODEL 5 - Large ADU with Small Footprint

This 1,200 sq ft model is a 2-bedroom, 1-bath ADU. This ADU is a stand-alone, two-story unit with a small footprint. The private bedroom spaces can be separated to the above floor while the social living spaces remain on the first floor.





AXON 2 | IVING | STITCHEN BUNNED | STITCHEN BUN

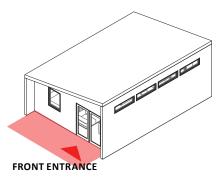




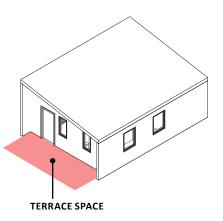
MODEL 6 - JADU Garage Conversion

This 450 sq ft model is a Junior Accessory Dwelling Unit based on a typical two-car garage. It can include an optional bathroom within the space along with kitchen & dining area, living space and a bedroom.



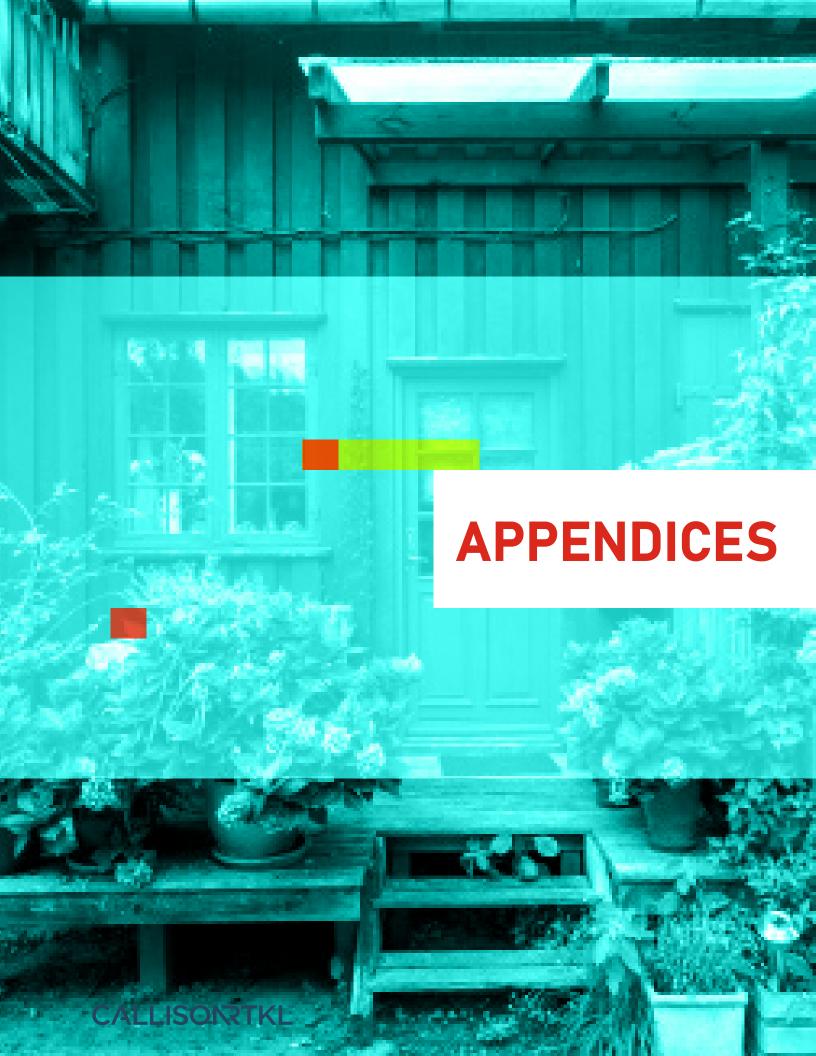


AXON 1



AXON 2





GLOSSARY

ACCESSORY DWELLING UNIT

An attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary dwelling.

ACCESSORY STRUCTURE

A structure that is accessory and incidental to a dwelling located on the same parcel.

BUILDING COVERAGE

The percentage of the lot covered by the principal and accessory buildings. ADU must comply with the building maximum coverage requirements of the underlying zoning district or applicable overlay zoning district, whichever is more restrictive.

CAR SHARE

A program that allows customers hourly access to shared vehicles from a dedicated home location, with the vehicles required to be returned to that same location at the end of the trip.

CONDITIONAL USE

A land use, that because of its unique characteristics or potential impact on the municipality, surrounding neighbors, or adjacent land uses, may not be compatible in some areas or may be compatible only if certain conditions are required to mitigate or eliminate the detrimental impacts.

EFFICIENCY KITCHEN

A cooking facility that includes all of the following: 1) A sink with a drain. 2) An appliance for cooking or heating food powered by 120-volt electricity. 3) A food preparation counter. 4) Food storage cabinets.

EFFICIENCY UNIT

As defined in the local Building Code.

FOOTPRINT

The shape of the building on the ground and the amount of ground an object occupies.

INDEPENDENT LIVING FACILITY

A residential dwelling unit having permanent provisions for living, sleeping, eating, cooking, and sanitation.

LIVING AREA

The interior habitable area of a dwelling unit. Equivalent to "conditioned space" as defined in the Building Code.

OWNER OCCUPANT

An individual who is listed on a recorded deed as an owner of the property; any person who is related by blood, marriage, or adoption to an individual who is listed on a recorded deed as an owner of the property; or an individual who is a trustor of a family trust who possesses legal ownership of the property.

OWNERSHIP

An accessory dwelling unit shall not be sold separately or subdivided from the principal dwelling unit or lot unless compliant with subdivision regulations.

PASSAGEWAY

A pathway that extends from a street or alley to one entrance of the accessory dwelling unit.

PRIMARY DWELLING

An existing or proposed single family home on a lot with an accessory dwelling unit.

PUBLIC TRANSIT

A location, including but not limited to a bus stop or train station, where the public may access buses, trains, subway, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

REAR YARD COVERAGE

When it comes to accessory buildings, the rear yard is considered the area between the rear of the house and the rear property line. Accessory buildings, detached garages, sheds, and ADUs cannot collectively cover more than 50% of the rear yard.

SETBACKS

An open space which is unoccupied and unobstructed from its ground level to the sky, except as otherwise permitted.

SINGLE-UNIT, TWO-UNIT, AND MULTI-UNIT

Means the same, respectively, as single-family, duplex, and multi-family residential units.

TANDEM PARKING

Two or more automobiles parked on a driveway or in any other location on a parcel, lined up behind one another.

ZONING DISTRICT

Areas of the County in which requirements and standards for the use of land and buildings are prescribed.

KEY CONTACTS

SAN BENITO COUNTY RESOURCE MANAGEMENT AGENCY

Arielle Goodspeed, Senior Planner agoodspeed@cosb.us 831-902-2547

Jamila Saqqa, Housing Coordinator JaSaqqa@cosb.us 831-902-2266

CITY OF HOLLISTER

339 5th Steet Hollister ca 95023 831-636-4360 planning@hollister.ca.gov

CITY OF SAN JUAN BAUTISTA

311 2nd street P.O. Box 1420 San Juan Bautista CA 95045 831-623-4661 cityplanning@san-juan-bautista.ca.us

COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

330 Tres Pinos Rd C7 Hollister CA 95023 831-637-7665 info@sanbenitocog.org

PAJARO VALLEY WATER MANAGEMENT AGENCY

36 Brennan St. Watsonville CA 95076 831-722-9292

SAN BENITO RESOURCE CONSERVATION DISTRICT

2337 Technology Pkwy c Hollister CA 95023 831-637-4360

PAJARO COMPASS NETWORK

info@pajarocompass.org

SAN BENITO WORKING LANDSCAPES GROUP

831-313-3344 info@pinnaclesfoundation.org

SAN BENITO AGRICULTURAL LAND TRUST

PO BOX 1066 Tres Pinos CA 95075 831-593-1030

CALTRANS

John Olejnik, Senior Transportation Planner Planning Management Liaison California Dept of Transportation 50 Higuera Street San Luis Obispo, CA 93401 (805) 542-4751 john.olejnik@dot.ca.gov

ENVIRONMENTAL HEALTH

351 Tres Pinos Rd C-1 Hollister CA 95023 831-636-4035

SAN BENITO WATER DISTRICT

831-637-8218

SUNNYSLOPE WATER DISTRICT

831-637-4670

TRES PINOS WATER DISTRICT

831-628-3319

AROMAS WATER DISTRICT

831-726-3155

CITY OF HOLLISTER WATER SERVICE

831-636-4377

HOLLISTER FIRE-831-636-4325

AROMAS FIRE-831-726-3130

CALFIRE-831-367-4475

ADU REFERENCE LIST

CALHOME PROGRAM

https://www.hcd.ca.gov/grants-funding/active-no-funding/calhome.shtml State funds to local public agencies and nonprofit corporations for first-time homebuyer mortgage assistance including a home purchase with an ADU or JADU; owner-occupied rehabilitation assistance including rehabilitation of ADUs or JADUs; ADU/JADU assistance including construction, repair, and reconstruction; and homeownership development project loans including predevelopment and carrying costs during construction related to ADUs and JADUs (HCD CalHome program).

LOCAL EARLY ACTION PLANNING (LEAP) GRANTS

https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml
State grants to local jurisdictions including eligible partnerships for
housing planning, and developing or improving an ADU ordinance in
compliance with Section 65852.2 of the Government Code (HCD LEAP
program)

LOCAL HOUSING TRUST FUND (LHTF) PROGRAM -

https://www.hcd.ca.gov/grants-funding/active-funding/reap.shtml
Matching funds to local and regional housing trust funds. Funds may
also be used for the construction, conversion, repair, reconstruction or
rehabilitation of ADUs or JADUs (HCD LHTF program)

REGIONAL EARLY ACTION PLANNING (REAP) GRANTS

https://www.hcd.ca.gov/grants-funding/active-funding/reap.shtml
Grants to council of governments (COGs) and other regional entities
for activities relating to housing planning and activities including
establishing Prohousing Policies such as adopting ADU ordinances or
other mechanisms that reduce barriers for property owners to create
ADUs (HCD REAP program)

SB 2 PLANNING GRANTS

https://www.hcd.ca.gov/grants-funding/active-funding/planning-grants.shtml Grants to local governments including eligible partnerships for housing planning and to encourage ADUs and other innovative building types through ordinances, outreach, fee waivers, preapproved plans, website zoning clearance assistance, and other homeowner tools or finance tools (HCD SB2 program)

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG

https://www.hcd.ca.gov/grants-funding/active-funding/cdbg.shtml
Federal funds allocated to non-entitlement jurisdictions, and non-entitlement jurisdictions that partner with non-federally recognized
Native American communities for community development activities
including single- and multi-family rehabilitation and potential local
ADU rehabilitation and planning programs. Applicants must be income
qualified in low- to moderate-income households for rehabilitation
and areas for planning. Contact your local jurisdictions for more
information.

ABOUT ACCESSORY DWELLING UNITS — AN EVALUATION OF LOCAL ADU ORDINANCES AND OPPORTUNITIES TO FOSTER MORE ADU CONSTRUCTION

https://aducalifornia.org/

Institute of Governmental Studies, Center for Community Innovation (CCI) (UC Berkeley)

REACHING CALIFORNIA'S ADU POTENTIAL: PROGRESS TO DATE AND THE NEED FOR ADU FINANCE

https://ternercenter.berkeley.edu/research-and-policy/reaching-californias-adu-potential-progress-to-date-and-the-need-for-adu-finance/

ACCESSORY DWELLING UNIT HANDBOOK

https://www.hcd.ca.gov/policy-research/docs/adu_december_2020_handbook.pdf

CALIFORNIA ENERGY COMMISSION UPDATES FOR ADU: BLUEPRINT NEWSLETTER ISSUE 129 JANUARY 2020 - MARCH (PDF)

https://www.hcd.ca.gov/policy-research/docs/cec-blueprint-newsletter-129.pdf ADUs and adoption of 2019 Energy Code: PV (solar panel) Requirements for ADUs

ADU UPDATE: EARLY LESSONS AND IMPACTS OF CALIFORNIA'S STATE AND LOCAL POLICY CHANGES (PDF)

https://www.hcd.ca.gov/policy-research/docs/accessory-dwelling-unit-update_terner-center_december-2017.pdf

Provides an overview of ADUs as a housing solution for California. Covers recent policy changes at the state and local level, California's progress to date, and remaining barriers. Written by David Garcia at the Terner Center (U.C. Berkeley), December 2017

"ADU EDUCATIONAL WORKSHOP"

https://www.hppcares.org/adu-educational-workshop Virtual ADU educational workshops, including planning, permitting, building, financing and property management

ADU POSSIBILITIES ON YOUR LOT

https://build.symbium.com/

Discover the potential for an ADU on your property. Lot and zoning information by simply providing your address –

AMERICAN PLANNING ASSOCIATION (APA) WEBINAR FOR ADU STATUTE UPDATES, EFFECTIVE JANUARY 1, 2020

https://www.youtube.com/watch?v=n6q8evPinG0

Technical assistance (TA) presentation addressing the updates to accessory dwelling unit and junior accessory dwelling law, effective January 1, 2020.

ADU RESOURCE CENTER THE AMERICAN INSTITUTE OF ARCHITECTS (AIA)

http://plus1house.org/

THE ABCS OF ADUS (PDF)

https://www.hcd.ca.gov/policy-research/docs/adu-guide-web-singles.pdf A guide to Accessory Dwelling Units and how they expand housing options for people of all ages (from AARP)

ACCESSORY DWELLINGS

https://accessorydwellings.org/

One-stop resource about accessory dwelling units. (Portland, OR)

