

Guidelines for Accessory Dwelling Units and Two-Family Dwellings

I. Definitions

Dwelling unit: Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities that are used or intended to be used for living, sleeping, cooking, eating, and sanitation by one family.

Family: One or more persons each related to the other by blood, marriage, adoption, legal guardianship or as foster parent-children who are living together in a single dwelling and maintaining a common household. Not more than five persons not so related or not more than five emotionally and/or developmentally disabled persons along with the persons providing for their care and living together on the premises as a common household may constitute a "family". A "family" may include domestic servants residing with the "family".

Accessory dwelling unit: A residential (dwelling) unit, but not a mobile home, located on the same lot as a single-family dwelling unit, either within the same building as the single-family dwelling unit or as part of an attached or detached garage. An accessory dwelling unit may not exceed 800 square feet in floor area.

Floor area: The sum of the gross horizontal areas of several floors of a building or structure from the exterior face of exterior walls.

Two-family dwelling: A building containing two (2) dwelling units. Also a duplex.

*** Please note that if facilities are being shared, including kitchen, bathroom or living space; then it is considered to be a single family dwelling unit, and is not subject to secondary accessory or two-family dwelling unit standards.

II. Accessory dwelling units

➤ **Planning & Zoning Division Review Criteria**

- **Site Plan:** A minor site plan shall be submitted and reviewed prior to the approval of an accessory dwelling unit.
- **Maximum size:** The maximum size of the accessory dwelling unit may not exceed 800 square feet of floor area. Additional floor areas or unfinished areas which are not part of the unit must be separated by a door or other partitioned area approved the Planning and Development Department.
- **Location & Design:** May be located within a single-family dwelling, or as part of an attached or detached garage. Any new entrances to the principal building must face the side or rear of the building. If the accessory dwelling unit is an addition to an existing structure, roof pitch, windows, eaves and other architectural features must be the same or visually

compatible with those of the original building. Exterior finish materials and trim must be the same or closely match in type, size and location.

- **Owner must live on site:** The principal dwelling unit on the property shall be owner-occupied. The accessory dwelling unit may be rented or occupied by related or non-related persons. One accessory dwelling unit shall be allowed per lot or parcel.

➤ **Building Division Review Criteria**

- A separate kitchen (sink and food prep area), bathroom, and living space are required for each dwelling unit.
- Dwelling units must be separated from each other with 1-hour construction including walls, doors, and floor/ceiling separations.
- Conditioned air cannot be shared between units. Separate forced air systems are required for each unit; or provide alternate heating via baseboard or separate unit heaters.

III. Two-family dwellings

➤ **Planning & Zoning Division Review Criteria**

- **Site Plan:** A minor site plan shall be submitted and reviewed prior to the approval of a two-family dwelling unit.
- **Maximum size:** There is no size limitation for two-family dwelling units.
- **Front entrance location:** Access to each dwelling unit shall be through a separate entrance. Each unit shall have an entrance located on the façade fronting a public or private street, lane, or access easement.
- **USR-MF District:** Parking shall not be located in the front yard or between the front façade and the street, lane or access easement, except on a permitted driveway providing access to parking areas beyond the front yard.
- **VR District:** Parking shall not be located in the front yard or between the front façade and the street, lane or access easement, except on a permitted driveway providing access to parking areas beyond the front yard. New housing types should be introduced in limited quantities to increase diversity and housing choice, not to replace whole blocks of existing housing. Therefore, no two-family dwelling within a distance of 300 feet from any other two-family or multifamily dwelling located within the same block may be constructed.
- **AG & RR Districts:** Two-family dwellings are not allowed in the Agricultural or Rural Residential zoning districts.
- **Minimum level of services:** Minimum level of services as specified in Appendix A of the UDC must be met, including, but not limited to road, fire protection, septic, and well requirements.

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