

FINAL

ADU ACCELERATION REGIONAL EARLY ACTION PLANNING (REAP) PROJECT

Final Report

B&V PROJECT NO. 412477

PREPARED FOR



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

South Bay Cities Council of Governments (SBCCOG)

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**South Bay Cities Council of Governments (SBCCOG) | ADU Acceleration Regional Early Action Planning (REAP)
Project**

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1.0 Introduction | Executive Summary

South Bay Cities Council of Governments (SBCCOG), via Request for Proposal (RFP) No. 20220104 Accessory Dwelling Unit (ADU) Acceleration Regional Early Action Planning (REAP) Project, selected Black & Veatch as the consultant to collect and analyze robust and multifaceted data and report the resultant assessments and findings in a geographic information system (GIS) layer, specific topic memorandums, and this comprehensive final report. The project was funded through a Regional Early Action Planning (REAP) grant from the California Department of Housing and Community Development and administered through the Southern California Association of Governments (SCAG). The objective was to provide decision-grade information to the eight participating South Bay cities to improve their ADU programs and meet their Regional Housing Needs Assessment (RHNA) requirements. The eight participating cities were El Segundo, Gardena, Hawthorne, Hermosa Beach, Manhattan Beach, Rancho Palos Verdes, Redondo Beach, and Rolling Hills. This Final Report on ADU Acceleration is based on Black & Veatch's analysis of robust data to determine housing market impacts, successful and unsuccessful regulations, outreach practices, and city and neighborhood impacts that should be addressed for the ADU program to succeed; recommendations for ADU acceleration are also included.

2.0 Housing Policy Comparison

With the passage of ADU bills in 2016, 2017, and 2020, the state of California codified its intent to make ADUs a more viable housing option for millions of Californians. The resulting state code, and the numerous variations found in local ordinances, provide a regulatory framework for homeowners and property owners to more easily develop ADUs.

However, average homeowners who are commonly pursuing ADU development (i.e., building ADUs) do not have the experience or financial resources of traditional property developers. The average homeowner has never undertaken a project of such size and scale as permitting and building a habitable unit; they face a significant learning curve (compared to traditional developers) in navigating the bureaucratic process for the one-time event of building an ADU. Homeowners often experience uncertainty over the development process, confusion about the rules and limitations of the new ADU codes, and a reluctance to expose themselves to significant financial risk. For these reasons, ADU development is more intensely impacted by local government codes and permitting processes than traditional large-scale residential development.

In discussing ADU policies, it is also important to recognize that ADU development is subject to different challenges than larger, traditional development. Even in cases where a template ADU plan or prefabricated ADU can be utilized, the uniqueness of the property upon which it is built means that every ADU project faces unique challenges. Besides many personal and other external factors, each element of the local government's sphere, be it ordinance, department policy, internal training and coordination, or review processes, can help or hinder development of individual ADUs.

While local governments have significant abilities to influence ADU development, the state has created a class of ADUs that are outside of a local government's control, the "Statewide Exemption ADU". The "Statewide Exemption ADU" is defined in state law as a detached ADU, 800 square feet (sf) or less, and less than 16 feet tall with 4 foot rear and 4 foot side setbacks. When an ADU fits within these limitations, very few elements of local control can be applied. In the case of the "Statewide Exemption ADU," local governments can make the biggest impact on advancing ADU development by streamlining their local permitting processes and increasing education and outreach programs.

2.1 Summary

Black & Veatch collected housing policies from participating cities to evaluate how they could impact ADU development in each city. To gain a holistic understanding of each city's housing policies, interviews with city staff were conducted to assess ADU ordinances, general plans, zoning ordinances, permit submittal processes (documents required, submittal method), review processes (planning, building, environmental, fire, and any other department), inspection processes (during construction), and associated fees. City websites were reviewed to evaluate the presence of and navigability of ADU-related content such as ADU guides, submittal checklists, ADU-specific staff contact, ADU template plans, or other tools that help homeowners understand the ADU process. The project team also identified incentives, outreach activities, or other ADU-specific programs completed or planned by each city.

Please see Attachment A. Housing Policy Comparison for the full Memorandum and analysis.

2.2 Key Takeaways

Generally, the cities' zoning ordinances complied with state law, with some varying exceptions: many cities limit the number of ADUs to one attached or one junior ADU (JADU) (where state law allows both), some cities had a larger minimum size requirement, and a few others had some other minor discrepancies. In review of Housing Elements (draft versions reviewed at the time of study) most cities had at least one policy or goal to promote ADU development. The two most common policies/goals were: (1) develop tools and/or incentives to facilitate ADU development and (2) conduct outreach and education on ADU options and requirements and/or make information available to interested homeowners throughout the planning period. Reviews of each city's website resulted in very few outreach, educational, or other ADU-specific materials.

During interviews with city staff, respondents indicated that while ADU development is still relatively new, most have seen upticks in the number of ADU applications submitted in their communities. Most respondents did not have clear data on how many ADUs were being rented or if rented units were considered affordable, but anecdotally, respondents reported that a low percentage of ADUs are considered affordable. Instead, ADUs seem to be rented at market rates or not rented out and used by the primary homeowner for personal use or to house visiting friends and family. Finally, most respondents indicated to some degree that initial pushback/negative sentiment regarding ADUs from residents have waned, but the impacts of mandated state law changes continue to negatively impact cities' staffing resources and reduced local control.

From the analysis of information collected from the eight participating cities, each city's practices and policies were compared with industry best practices. The best practices and recommendations were gleaned from multiple sources, including the Casita Coalition, California Department of Housing and Community Development, Turner Center for Housing Innovation at UC Berkeley, and unpublished memos and example experience provided by Pocket Housing. A matrix (Table 2-1) was developed to highlight the recommended best practices identified as being specifically applicable to accelerate ADU development in the South Bay region.¹ The matrix also includes an assessment of the level of ease to implement the practice and the potential impact,² as well as a notation for those best practices that may be best conducted on a subregional level or by a city with subregional help from regional partnerships as appropriate. Finally, the last column indicates existing work, identified goals, and/or barriers identified from research and the interviews.

¹ Costs to implement any best practice have not been calculated, since is outside the scope of this study. In general, best practices defined as being easy to implement could be implemented without additional funding; however, best practices defined as being of an advanced complexity to implement may require additional funding from the state for a city to achieve the best possible outcomes.

² This matrix does not identify any "high" impact best practices under policy improvements. The policies mandated by state laws were viewed as the highest impact policy improvements available; in other words, the easiest, high impact policy choices have already been implemented. The policy best practices that remain are the more challenging (or potentially expensive) but lower impact changes.

Table 2-1 Comparison Matrix

	Complexity to Implement	Level of Impact	Subregional Support Opportunity	Notes from Research and Interviews
Process Improvements				
Ensure jurisdiction leadership provides a clear directive to all relevant agencies to promote and support ADUs (planning, building, fire, public works, etc.).	Easy	Low		According to interviews, planning and building departments tend to work interchangeably and coordinate well, but other supporting departments (public works, engineering, health, fire, schools, utilities) are often less collaborative.
Ensure that ADU permit applications are fully processed by any relevant agency within the 60-day turnaround as required by state law. To achieve this additional permit, tracking and staffing may be required.	Medium	Medium		General consensus by interviewees is that their cities strive to meet this goal; however, staffing shortages and other permit-related backlogs impact this goal. ³
Conduct internal audits of ADU permitting process and timelines from application submittal through issuance. Empower audit team to suggest and/or implement responsive new program designs where needed.	Medium	Medium		General consensus by interviewees reveals a lack of staffing and/or very small teams to begin with. For example, Rolling Hills has a planning staff of one.
Create an ADU Task Force from members of all relevant departments and offer concurrent review by designated ADU reviewers. Provide a unified set of comments on ADU permit applications across all agencies. Conduct regular staff training, especially for counter staff, on customer service for homeowners interested in building an ADU.	Medium	Medium	X	No cities appear to have this as a distinct goal.
Produce a work plan that identifies ADU actions across all departments.	Medium	Medium		No cities appear to have this as a distinct goal.

³ Several cities shared during the interviews that they are limited on resources and staffing. ADU initiatives compete with other priorities for funding.

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	Complexity to Implement	Level of Impact	Subregional Support Opportunity	Notes from Research and Interviews
Provide electronic application submittal and plan review.	Medium	Medium		Interviewee from Hawthorne stated that the city went to paper submittals during COVID, but it is trying to get back to electronic submittals. An El Segundo interviewee stated the city is working on an online portal versus submittals via email. Interviewees from other cities have stated they utilize electronic reviews through either email or online portals.
Conduct research and analysis on the ADU permit process by tracking permitting issues, canceled permits, and interviews with homeowners and builders who have interacted with the ADU permit process.	Advanced	High	X	Hermosa Beach had previously tried to survey ADU homeowner/builders but did not get results and subsequently stopped. General consensus by cities is that it would be good to have the information, but a lack of staffing precludes it. El Segundo, Gardena, Manhattan Beach, Redondo Beach, and Rolling Hills have identified monitoring ADU trends in their draft Housing Elements.
Designate an ADU ombudsperson to act as a homeowner advocate and advise on ADU processes from a holistic, customer perspective. Ombudsperson may be a regional staff planner facilitated by SBCCOG and funded in partnership with participating cities.	Advanced	High	X	No cities appear to have this as a distinct goal.
Public Education				
Improve jurisdictional website and educational materials (flyers, handouts, etc.) using plain language and graphic design to illustrate the ADU process. SBCCOG can facilitate development of template materials that be easily tailored for each city as appropriate.	Easy	Low	X	Most interviewees state this as a goal but mention that other tasks and city issues have priority. All cities have identified improving their website and/or developing tools and incentives as goals in their draft Housing Elements. Most interviewees indicated they solely use their ADU zoning code section as a handout to give to interested homeowners.
Develop a marketing campaign/message that calls out ADU benefits and easy “next steps” to the public.	Easy	Low		No cities appear to have this as a distinct goal.

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	Complexity to Implement	Level of Impact	Subregional Support Opportunity	Notes from Research and Interviews
Produce comprehensive ADU information packets in digital and physical formats.	Easy	Low		Gardena and Hermosa Beach both have an ADU summary handout. Interviewees from El Segundo and Redondo Beach mentioned that draft handouts were in the works. All cities have identified improving website and/or developing tools and incentives as goals in their draft Housing Elements.
Host ADU information sessions on-line and in-person to answer questions from the public. Include targeted populations such as low-income areas and multi-lingual neighborhoods.	Medium	Medium	X	No cities appear to have this as a distinct goal. However, Gardena, Hawthorne, Hermosa Beach, Manhattan Beach, Redondo Beach, and Rolling Hills have a goal to increase outreach in their draft Housing Elements.
Develop ADU spotlights, such as local case studies, ADU tours, and interviews with homeowners who have completed ADUs to showcase success stories and inspire others.	Advanced	High	X	No cities appear to have this as a distinct goal.
Create a community forum that can encourage peer-to-peer interactions with local homeowners to support each other through the ADU development process.	Advanced	High	X	No cities appear to have this as a distinct goal.
Identify and showcase nonprofit groups that are willing to support ADU development.	Advanced	High	X	No cities appear to have this as a distinct goal.
Identify and showcase new ADU funding opportunities and provide information on the various ways people have financed their ADUs.	Advanced	High	X	El Segundo, Gardena, Rancho Palos Verdes, and Rolling Hills have goals in their draft Housing Elements to identify funding opportunities and pursue funding opportunities to increase ADU development, and Manhattan Beach has a goal to pursue funding if the city is not meeting stated projections.
Policy				
Ensure that the code is clear, easy to understand by homeowner, and compliant with state law.	Easy	Low		Many of the interviewees stated that their code is based at least in part on the state template, and that there are some components that may not be applicable in their cities. Gardena, Redondo Beach, and Rolling Hills have goals in their draft Housing Elements related to making additional changes to their development codes to increase production of ADUs.

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	Complexity to Implement	Level of Impact	Subregional Support Opportunity	Notes from Research and Interviews
In the event of emergency or natural disaster (e.g., flooding, landslide, fire), allow ADUs to be built before the primary house is built to help homeowners secure housing.	Easy	Low		No cities appear to have this as a distinct goal.
Create a vendor registry of licensed professionals who have experience in the city to help connect homeowners with ADU professionals.	Easy	Low	X	No cities appear to have this as a distinct goal. All cities have identified improving website and/or developing tools and incentives as goals in their draft Housing Elements.
Coordinate with external participating agencies (e.g., county reviewing departments) to ensure alignment of ADU policy and unified voice.	Medium	Medium	X	No cities appear to have this as a distinct goal.
Adopt pro-ADU policies that go beyond state minimums.	Medium	Medium		Some interviewees have described goals to continue reviewing and updating policies to make ADU access easier. Gardena, Redondo Beach, and Rolling Hills have goals in their draft Housing Elements related to making additional changes to their development codes to increase production of ADUs.
Launch an ADU amnesty program and code enforcement delay policy for unpermitted ADUs along with a roadmap for helping unpermitted ADUs become legal.	Medium	Medium		No cities appear to have this as a distinct goal. A Hawthorne interviewee mentioned that pre-ADU the city allowed units above garages, but it does not actively code enforce if they are legal.
Advance Equity and Affordability				
Density: Allow more ADUs if some of them are affordable through short-term (5 year or less) restrictions.	Advanced	High		No cities appear to have this as a distinct goal.
Subsidy: Provide direct financial incentive or reduction/waiver of permitting fees for ADUs and JADUs.	Advanced	High		No cities appear to have this as a distinct goal. El Segundo, Gardena, Rancho Palos Verdes, and Rolling Hills have goals in their draft Housing Elements to identify various types of funding opportunities and pursue funding opportunities to increase ADU development, and Manhattan Beach has a goal to pursue funding if the city is not meeting stated projections.

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	Complexity to Implement	Level of Impact	Subregional Support Opportunity	Notes from Research and Interviews
Management: Provide project management support during construction, help finding tenants, and/or offer property management services to affordable units.	Advanced	High	X	No cities appear to have this as a distinct goal.
Partner with local nonprofits, banking institutions, or other agencies to create funding opportunities.	Advanced	High	X	No cities appear to have this as a distinct goal.

3.0 Surveys on ADU Application Process and ADU Occupants

The California Department of Housing and Community Development (HCD) collects statewide data annually on residential housing units permitted or constructed, including ADUs. However, data are limited based on the developer’s experience during the application and permitting process, characteristics of the ADUs constructed, and how they are used. In 2021, UC Berkeley Center for Community Innovation (CCI) released a report presenting the results of the first survey of California-based homeowners with an ADU. A goal of that report was to help policymakers, planners, and government officials understand the experiences of those with an ADU on their properties to learn how best to support the production of ADUs in their jurisdictions. The CCI report served as a foundation for a SBCCOG survey with the goal to collect actual local data from ADU homeowners and ADU occupants on their experience of ADU development through current use of the ADU, including affordability as compared to the RHNA income categories.

3.1 Summary

Black & Veatch conducted surveys of “ADU Applicants” and “ADU Occupants.” ADU Applicants (i.e., homeowners or developers who applied for an ADU building permit and/or built an ADU) were surveyed to learn about their experience of the ADU permit application and construction process, the characteristics of the ADU, and the characteristics of the occupants. ADU Occupants were surveyed to learn about who is renting and living in ADUs, their living environment, migration patterns, living costs, and transportation patterns. Below are specific areas identified from each survey.

ADU Applicants (grouped by those with ADUs “Approved but Not Built” and “Approved and Built”)

- Characteristics of the ADU:
 - Type (attached, detached, garage conversion, JADU) and size.
 - Ultimate use (for rent or for personal use).
 - Cost of rent, utilities, parking, and other amenities.
- Characteristics of the occupant(s):
 - Relationship to occupants (relative, friend, stranger, number of occupants).
- Personal experience during the ADU application, permitting, and building process:
 - The ease or difficulty of working with the city on ADU approvals.
 - The applicants’ understanding of ADU laws, rules, and standards.
 - Surprises of permitting process.

ADU Occupants

- Characteristics of the occupant(s):
 - Prior city residency and housing type they lived in before the current ADU.
- Satisfaction of living in the ADU in the neighborhood:
 - Rent and utilities.

- Commute, transportation, and parking issues:
 - Approximate distance to work from their current ADU residence.
 - Vehicles owned by each occupant and description of motor vehicle use.

To collect information, Black & Veatch developed and administered a digital survey in both English and Spanish. One survey was used for both ADU Applicants and ADU Occupants and used a branching question to direct the respondent to the appropriate section of the survey. California HCD, Housing Element Annual Progress Report (APR) Data, supplemented with a list of ADU/JADUs provided by the city of Hermosa Beach, was used to determine those properties that applied for an ADU permit and/or received a Certificate of Occupancy for an ADU.

Using three rounds of mailings, a total of 2,372 postcards were sent to 404 unique residents of the primary residences (ADU Applicants) and 413 unique tenants of ADUs/JADUs (ADU Occupants).

To increase survey response rate, an in-person outreach campaign was conducted. A SBCCOG staff member and a volunteer conducted door-to-door outreach on 11/22/2022 between 9:00 a.m. – 3:00 p.m. They visited homes in all participating cities except Rolling Hills as that city is gated. In total, 30 locations were visited. The surveyors introduced themselves as representatives of SBCCOG and the local city. Every resident contacted was at the primary house; SBCCOG did not get opportunities to contact people at the ADU itself. For all contacts, the staff member urged that both the homeowner and person in the ADU complete the survey.

A total of 93 surveys were completed (11 percent overall response rate), 71 by residents of the primary residences (18 percent response rate) and 22 by tenants of ADUs/JADUs (5 percent response rate).

Given the relatively limited sample size, the SBCCOG survey report results and analysis are in aggregate. Because of the very low base size, these survey results are reported directionally⁴, and extreme caution should be used when drawing conclusions.

Please see Attachment B. Surveys on ADU Application Process and of ADU Occupants for the full Memorandum and analysis.

3.2 Key Takeaways

The survey results indicate that most ADUs are traditionally constructed (versus modular, manufactured, or prefabricated units), approximately half are detached from the main residence, and the average size is less than 600 sf. More than 75 percent of respondents had completed their ADU, and most homeowners reported that the ADU permitting and construction process was from “easy” to “ok” to understand and navigate; however, they listed permitting fees, the approval process, and construction costs as the three biggest challenges faced when building their ADU.

⁴ Since there were small sample sizes, there is a higher chance of the data being skewed or biased due to random variation. Therefore, statistical testing was not performed and there are no indicators of significant differences in the data within the report. Caution should be used when drawing conclusions.

Almost three quarters of respondents reported that it was easy or moderately easy to find tenants, and most tenants found the ADUs via online means (e.g., website/social media). Most have tenants for longer than 1 year and provide access to an outdoor space. Overall, most tenants are very satisfied with the ADU.

Most ADUs are studios or 1-bedroom units and provide housing for 1 to 2 working adults. Often tenants have downsized from a larger single-family home or unit in a small multi-plex. Reported rents range from \$600 to \$4,500, with an average rent of \$1,834 and a median rent of \$1,600, and approximately half report that utilities are included in the rent.

Almost all tenants have a car, and approximately half reported that parking is shared or on the street. Approximately two-thirds commute farther than 10 miles to work, and more than half are interested in less-expensive, zero emission, local-use vehicles. Less than 20 percent use public transportation.

4.0 City Infrastructure

All housing is supported by a combination of local governmental agencies and private utilities. Municipal utility infrastructure typically includes water, wastewater (sewer), stormwater, and solid waste collection (through third-party vendors). Privately owned utilities include electricity, natural gas, and telecommunications (e.g., cable, cellular, fiber). ADUs, like other housing, rely on the existing infrastructure, and any increase in development has the potential to increase the total burden on the infrastructure systems.

To reduce the cost of building ADUs, the state of California has passed laws limiting impact fees cities or counties can charge to permit and construct an ADU. Limits on these fees reduce city revenue and resources needed to build and maintain municipal infrastructure.

4.1 Summary

To understand the conditions and capacity that could affect ADU development at an increased scale that will address local RHNA requirements, and to understand whether ADU development would encumber carrying capacity, Black & Veatch analyzed infrastructure in the eight participating cities to determine the conditions and capacity of the water supply and its distribution system, sewer infrastructure, solid waste disposal, and budget constraints.

Black & Veatch collected infrastructure data using interviews with city staff, reports, notes from public meetings, and publications. Representatives from the utilities departments of the participating cities were interviewed. Additionally, Golden State Water Company Southwest District (which supplies water for approximately 50 percent of the population in the participating cities) provided data.

Impact of increased water demand from ADUs can be divided into two main categories: water supply and water distribution system infrastructure. Water management plans required by the state for water suppliers serving the participating cities were reviewed to identify any concerns about future water supply needed to meet the increased demand.

Black & Veatch reviewed the Urban Water Management Plans (UWMP) and Water Shortage Contingency Plans (WSCP) submitted to the California Department of Water Resources (DWR) by the water suppliers serving the cities to identify any concerns about future water supply needed to meet the increased demand water management plans.

Black & Veatch reviewed historical daily water demand for each participating city using data from the State Water Resources Control Board to determine the level of impact ADUs may have on the water distribution system. To estimate the percentage increase in the water demand, historical daily residential use per capita was multiplied by the potential population increase from the addition of the total forecasted ADUs for each city.

Finally, historical population data were reviewed to determine the historical maximum levels of population served by the infrastructure and the infrastructure capacities to determine if there would be an impact from the estimated population with ADUs as forecasted by the cities in their Housing Elements for the 6th RHNA Cycle (drafts).

Please see Attachment C. City Infrastructure for the full Memorandum and analysis.

4.2 Key Takeaways

The design capacity requirements for municipal infrastructure are determined according to the number of homes, an assumed occupancy of the homes, and the characteristics of the homes (number of bedrooms, count of fixtures, number of bathrooms, etc.). The actual demand experienced by the water distribution, wastewater collection, and power distribution systems depends on the population being served. All eight cities have experienced population decline in recent years. When the potential population increase (because of the addition of the number of ADUs the participant cities forecasted in their draft Housing Element for the 6th RHNA Cycle) is added, each city's population will still be less than the maximum population that the existing infrastructure has supported in the past.

All the water suppliers serving the participating cities will be able to meet the projected water demand for the projected populations for a normal hydrologic year, which represents the water supplies available under normal conditions. Since ADUs represent a small portion of the projected increase in the populations of each city, ADU development would not impact water supplies.

Some cities own and maintain their own water distribution systems, while other cities use systems owned and managed by private companies. City representatives were not experiencing any water distribution system capacity issues caused by ADUs and did not have concerns regarding the supply. Golden State Water Company Southwest, the supplier for Gardena, parts of El Segundo, Redondo Beach, and Hawthorne (Golden State Water's largest district with a large capacity) stated it has not experienced any impacts to the water supply or distribution system because of ADU development and that it has no concern related to growth in the district.

Since ADUs represent a small increase in water usage, ADU development would not impact overall water distribution. Impact on the larger supply lines (main and submains) in the distribution system would be minimal from any increase in population from ADUs in the participating cities. It is possible that branch lines serving individual streets could experience some capacity impacts if a significant number of ADUs were added in a confined geographic area at the same line. Severity of this impact would be based on the characteristics of the specific line and existing capacity.

The volume of wastewater is largely determined by the water usage, typically 90 percent of the water used enters the wastewater collection system. Given the minimal impact of ADUs on water demand and distribution system, the wastewater flow increase from added ADUs would have minimal impact on the collection system and overall treatment demand, although individual collection lines may be impacted if a significant number of ADUs are added in a localized area.

In each of the participating cities, storm drains collect rainwater and convey it to the ocean. The total volume of flow is directly related to the amount of rainfall. ADU development would increase the stormwater flow because of reduced porous surfaces, thus decreasing the area available to absorb rainwater. The cities noted that though there likely will be increase, it is not a concern.

Southern California Edison (SCE) is the power distribution utility for all eight of the participating cities, with a total of 199 different circuits, serving approximately 135,000 customers (customers are defined as utility meters). The small increase in the load from ADUs is not considered a concern because SCE will be upgrading its system and increasing supply to meet higher future demand for power. SCE estimates a 60 percent increase in demand and 40 percent increase in peak load by 2045 due to electric vehicle charging and electrification of building loads. SCE's Pathway 2045, a comprehensive plan to guide carbon-free growth through the year 2045, demonstrates that projected need can be met through two

different models using clean generation techniques, including modernizing its system to integrate distributed energy resources.

The impacts of increased ADU development alone will be minimal for solid waste. New state requirements for waste disposal and the processing of collected waste by all jurisdictions are resulting in significant changes to solid waste management practices. Each of the participating cities is serviced by one or more private haulers. Increases in solid waste collection were not noted as a concern by any of the participating cities during interviews since it is a contracted service. Some cities do have concerns about the impact of additional bins on available parking spaces if placed in the street or pedestrian access if placed on sidewalks.

Like other cities in California, the participant cities are working to reduce organic waste disposal to meet methane emissions reduction targets set by a state law requiring cities to reduce organic waste disposal by 75 percent by 2025. Waste collected from ADUs will need to meet the diversion targets, and residents will either use their own bins to separate their waste or add to the ones used by the primary home.

The analysis of information collected for the eight participating cities in the SBCCOG indicates that the cities are not experiencing any infrastructure conditions or capacity issues that could affect ADU development at an increased scale that will address local RHNA requirements, nor is ADU development encumbering carrying capacity. No notable infrastructure issues were identified related specifically to the addition of ADUs and increased residential density, and no obvious indicators were identified that ADUs are having an impact on the supporting infrastructure. The cities are in various stages of planning for the infrastructure needed because of the increased need for housing in aggregate and not specifically concerned about increased ADU development. The rate of ADU construction is low compared to the rate of multifamily and single-family housing construction.

5.0 Comparison and Forecast of ADUs

Black & Veatch conducted comparative analysis of data on current ADUs and future housing needs to forecast potential ADU development in the eight participating cities in the SBCCOG. This included both a forecast if the current rate of ADU development is maintained and a forecast if the cities implement best practices to increase ADU development. A four-step approach was utilized. First, Black & Veatch analyzed the current ADU housing supply and then compared it to ADU forecasts as identified in each city's Housing Elements (draft editions) to meet the 6th Cycle RHNA. Second, utilizing the findings from the surveys on ADU Application Process and ADU Occupants regarding rental prices, Black & Veatch analyzed ADU affordability compared to specific income and rent categories according to HCD's RHNA. Third, Black & Veatch compared existing ADUs on the ground with the ADU-eligible parcels identified in the study "Accessory Dwelling Unit (ADU) Potential in the SCAG Region" to determine full potential of ADU development in the region. Finally, potential ADU growth was forecasted if the participating cities implement best practices similar to those in cities that have been identified as having best practices and ADU friendly policies (Best Practice Cities).

5.1 Summary

In the first step, Black & Veatch analyzed current ADU supply in the participating cities. Black & Veatch determined the rate at which ADUs are completed by comparing the number of ADUs constructed to the number of ADUs permitted. To do this, one primary data source (HCD, Housing Element Annual Progress Report [APR] Data) was used, supplemented with information obtained from participant cities' Housing Elements and permitting data during the period of 2018 to 2022. Of the eight participating cities, Redondo Beach and Manhattan Beach have the highest ADU completion rates, with 58 percent and 55 percent, respectively. In total, of the 597 total ADUs permitted across the eight participating cities, only 144 were constructed (approximately 25 percent).

In the second step, Black & Veatch analyzed the affordability of ADUs based on the rental price responses to the surveys on ADU Application Process and ADU Occupants. Of the 93 total responses, 48 included information on the number of bedrooms, household size, and rent collected. Black & Veatch compared the reported ADU rental amounts to the number of bedrooms in the ADU and categorized them based on the income classifications of Extremely Low, Very Low, Low, Moderate, and Above Moderate.

Based on the number of bedrooms, 65 percent of the units can be categorized as affordable for income categories Extremely Low, Very Low, or Low, and 35 percent can be categorized as affordable for income categories Moderate or Above Moderate.⁵

In the third step, Black & Veatch estimated what the full potential for ADU development could be for the eight participating cities in the SBCCOG. Overlaying the ADUs permitted and constructed in the participating cities onto the "ADU Eligible Parcels" data extracted from the SCAG HELPR 2.0 with Relaxed Development Regulations,⁶ it is evident that there is ADU permitting and construction activity not only on properties deemed "eligible parcels" (aka zoned single-family residential with sufficient land space to

⁵ Black & Veatch compared the maximum rent a household should pay based on the income limits set by the HCD – Division of Housing Policy Development (Los Angeles County State Income Limits for 2022 by Income Category Level).

⁶ For detailed explanation, refer to Southern California Association of Governments (SCAG) Housing Element Parcel (HELPR) Tool 2.0, version 2.1 documentation. <https://rdp.scag.ca.gov/helpr/helpr-documentation.pdf>.

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build a detached ADU) but also in areas zoned for other uses (multi-family) or on smaller lots (through attached ADUs or JADUs). Of these mapped ADUs in the participating cities, approximately 25 percent of the ADU locations (whether permitted and/or constructed) are outside of the “eligible parcels.” Using this, a total ADU potential was created for each city:

	# of "ADU-Eligible Parcels" Relaxed Assumptions	ADUs Constructed (2018-2022)	Remaining "Eligible Parcels"	25% Increase - Estimated ADUs on "Non-Eligible Parcels"	Total ADU Potential
El Segundo	2,595	9	2,586	647	3,233
Gardena	8,222	15	8,207	2,052	10,259
Hawthorne	6,501	7	6,494	1,624	8,118
Hermosa Beach	1,466	11	1,455	364	1,819
Manhattan Beach	5,942	17	5,925	1,481	7,406
Rancho Palos Verdes	323	5	318	80	398
Redondo Beach	6,258	80	6,178	1,545	7,723
Rolling Hills	0	0	0	0	0

* The baseline assumption is that single-family residential parcels can accommodate a detached ADU if the unbuild parcel land area exceeds the size of a typical 800 sf ADU and allows for a 4-foot setback surrounding the parcel, a 600 square feet driveway, and a 200 square feet parking stall.

^ ADU-eligible parcels with a combination of reduced setback from 4 to 2 feet, smaller ADU size from 800 sf to 600 sf, and removed parking space

The above total ADU potential assumes an ADU would be constructed on all eligible parcels; it does not consider “if” people want to build ADUs. Using the findings from “Exploring Homeowners’ Openness to Building Accessory Dwelling Units in the Sacramento Metropolitan Area,” the total ADU potential was reduced by 33 percent (low range) and 47 percent (high range) to account for homeowner willingness to construct ADUs.

	Total ADU Potential	Low Range of Homeowners Open to ADU	High Range of Homeowners Open to ADU
El Segundo	3,233	1,067	1,519
Gardena	10,259	3,385	4,822
Hawthorne	8,118	2,679	3,815
Hermosa Beach	1,819	600	855
Manhattan Beach	7,406	2,444	3,481
Rancho Palos Verdes	398	131	187
Redondo Beach	7,723	2,548	3,630
Rolling Hills	0	0	0

In the fourth step, Black & Veatch forecasted potential ADU growth if the participating cities implement the best practices identified as being specifically applicable to accelerate ADU development. Fourteen cities⁷ have been identified that have distinguished themselves as ADU friendly and use best practices similar to those recommended in the Housing Policy Comparison Memorandum (Best Practice Cities). Compared to the participating cities, these Best Practice Cities generally had higher rates of completed ADUs (percentage of ADUs permitted versus ADUs constructed), higher rates of ADUs permitted per housing unit, and higher rates of ADUs constructed per housing unit. Applying the average increase of these factors that the Best Practice Cities showed to the participating cities results in the following forecast table. Even though the forecasts increase the number of ADUs completed in each participating

⁷ Del Mar, Eureka, Goleta, Hillsborough, La Mesa, Los Angeles, Milpitas, Oceanside, Pomona, San Luis Obispo, Santa Cruz, Sausalito, Sebastopol, Sunnyvale.

city, the forecasts in red indicate that the increase will not meet the cities’ original projections as indicated in their respective Housing Elements.

	Housing Element ADU Annual Forecast	Total Annual ADU Forecasts, by Model			
		Model 1: Increased Completion Rate	Model 2: Increased ADUs Permitting Rate	Model 3: Increased ADU Construction Rate	Model 4: Increased ADU Completion Rate and ADU Permitting Rate
El Segundo	10	3.5	2.5	4.1	10.4
Gardena	20	7.7	4.2	12.1	26.9
Hawthorne	18	4.1	2.0	17.1	37.9
Hermosa Beach	13	3.6	3.1	5.4	12.1
Manhattan Beach	10	11.5	7.4	8.1	18.0
Rancho Palos Verdes	5	3.0	2.9	8.9	19.8
Redondo Beach	30	32.6	22.6	29.4	37.2
Rolling Hills	5	0.8	0.0	0.4	1.0

Please see Attachment D: Comparison and Forecast of ADUs for the full Memorandum and analysis.

5.2 Key Takeaways

This analysis specifically focused on elements that are within a city’s control to influence ADU development; however, it is clear that there are other factors that impact ADU development such as homeowner ability and willingness to construct an ADU, demographics (income, rents, race), and physical characteristics (parcel size, number of buildings on the parcel, proximity to jobs) of property. Constructing an ADU is subject to more unique challenges than larger traditional residential development and ADUs require a significant amount of capital to construct. Additionally, each individual ADU will typically face unique site constraints, inexperienced developers, and a need for minimal delays.

Depending on physical properties of residential land and willingness or interest of homeowners in building ADUs, the potential of future growth of ADUs can reach into the thousands. However, according to historical growth data, ADU development in the participating cities will likely remain low for the foreseeable future. Implementing best practices to increase ADU development has the potential to increase the number of ADUs constructed; however, even with best practices implemented, some of the participating cities may have trouble reaching their own forecasted ADU numbers.

Finally, while a goal of this study was to compare the rental prices as reported in the surveys on ADU Application Process and ADU Occupants to determine ADU affordability, given the relatively limited sample size and response rate, extreme caution should be used when drawing conclusions.

6.0 Analysis and Recommendations for ADU Acceleration

The state of California has stated that ADUs are an innovative and effective option for adding much needed housing in California.⁸ By creating a suite of new laws that rewrite local planning code, the state is using ADUs as one of the tools to help increase housing affordability and equity. These laws are merely the first step toward that goal. Additional work at the local level must be undertaken to realize the potential benefits of ADUs. This work should include locally focused research, community outreach and education, modification of local policy and processes, and even exploring publicly funded incentives to maximize ADU production where appropriate.

SBCCOG sponsored this project to inform member cities about the potential contribution of ADUs to meeting Regional Housing Needs Assessment (RHNA) requirements, and about ways to strengthen their ADU programs. Costs to implement any best practice have not been calculated, since is outside the scope of this study. Some recommendations may be easier to implement and could be implemented without additional funding. Recommendations that may be more complex and/or expensive to implement may require additional funding from the state for a city to achieve the best possible outcomes.

6.1 Housing Market Impacts

Housing market impacts can be hard to predict, given the small number of ADUs currently completed under the new regulatory environment. However, the surveys on ADU Application Process and ADU Occupants in the SBCCOG study area provide some early insights into likely future impacts. Survey responses indicate that ADUs have potential to be a legitimate source of small-scale affordable housing.⁹ Most responses indicated that ADUs rent at an amount that is affordable for Moderate and below income limits. ADUs can serve as low-impact affordable housing for often underserved populations (seniors and non-families) and help jurisdictions meet their RHNA goals without the long development times of large-scale development projects.

Considering the geographic and physical characteristics of residential properties, there appears to be ample potential for ADU projects within the existing land-use environment to meet and exceed each city's forecasted ADU goals. However, the rate of ADU production is not currently sufficient to meet those numbers within the 6th Cycle of RHNA. Many factors affect the rate of ADU production, including broader economic forces, but there are opportunities for cities to improve the number of ADU permit applications as well as the percentage of projects that reach completion. Currently, in the study area, the rate of ADU project completion is between 0 and 58 percent of permit applications, depending on the city. Improving the rate of completion can help meet RHNA goals, but additional effort is needed to spur ADU permit applications against a challenging economic landscape of high construction costs and rising interest rates if jurisdictions hope to meet their RNHA goals by 2031.

6.2 Other Key Barriers Identified

Many forces impact successful ADU construction that is outside of city control: costs of construction; the challenge and cost of financing; the ability to find key professionals, such as architects, designers, engineers, and general contractors; and negative public perception of ADUs. Construction costs have risen sharply over the past 3 years, which has made ADU development more challenging and riskier for

⁸ Source: <https://www.hcd.ca.gov/policy-and-research/accessory-dwelling-units>.

⁹ Because of the survey response size, extreme caution should be used in drawing conclusions.

homeowners who will be incurring significant debt or spending down assets to complete their project. Identified utility upgrades such as electrical or sewer improvements can cause unforeseen costs and long delays, which put ADU projects at risk of being abandoned or delay completion. Finding appropriate financing and rising interest rates have compounded the cost barriers as ADU projects are typically financed through mortgage refinancing or secondary debt instruments. Since most ADU projects are beyond the scope of the average homeowner's knowledge or skillset, professionals are commonly employed to design, process, and construct ADUs. While there is an increasing market to explore, choosing appropriate professionals can be overwhelming and difficult. Finally, as the state has mandated changes in policy, public backlash against ADU construction still exists in many communities.

While these forces are outside of city control, there are best practices that cities can utilize to lessen impacts of these barriers; these practices include increasing public education, creating partnerships with ADU financial lenders or other non-profits, and fostering relationships between homeowners and ADU professionals.

6.3 City and neighborhood impacts that should be addressed

According to city interviews, the two most common impacts to neighborhoods that affect ADU success are small lot sizes/tight configurations and parking. Many of the cities are densely urbanized with large houses on small lots, reducing space available for attached or detached units. Likewise, both on-street and off-street parking availability in these neighborhoods are often severely burdened. Converting a garage into an ADU or otherwise adding ADUs to lots in parking-impacted neighborhoods will exacerbate parking supply.

To address these issues, a starting place is through neighborhood workshops meant to address local issues. Education and guidance can be provided on how to build an attached ADU or JADU on small lots. Homeowners of small lots can be provided with success stories or paired up with an ADU owner who has successfully developed on constrained lots. For the issue of parking supply, parking studies could be employed to understand congested areas and identify potential solutions, such as permit parking, paid parking, identified public lots, or increased or modified public transit routes. Promoting the use of micromobility – slow-speed – vehicles through the South Bay's Local Travel Network would also reduce the need for parking. These vehicles (neighborhood electric vehicles, bikes, scooter, etc.) can be accommodated in ½ the space or less of a regulation parking space

6.4 Unsuccessful ADU regulations and processes

While most of the ADU ordinances analyzed were compliant with state law, some topics or areas cities regulated can inhibit ADU construction. Some ordinances limit having one ADU or JADU, instead of allowing both as allowed by state law. Some ordinances outlined multiple permit processes (planning permit first, then building permit), while some require a conditional use permit or extra review for any element that is beyond the State Exempt ADU. Some cities contain architectural standards that require additional design or review. Concerning processes, all cities interviewed used external review agencies to some extent to help relieve city staff burden. However, none participated in any coordination with these external agencies to ensure smooth or unified processing of ADU applications. None of the cities discussed undertaking audits of ADU processes or researching ADU applications to understand repeated roadblocks or issues.

At a minimum, adjusting ordinances to be compliant with state law should be completed. Broadening the ordinance beyond what the state law requires can create a more favorable environment for ADU

development, especially on properties that may be constrained by unique circumstances. Policy changes across jurisdiction departments can remove internal barriers and improve rates of ADU project completion. The policy changes recommended can be summarized as the following:

- Cross-department coordination.
- Audit current policies in relation to ADU projects that were not completed.
- Create a formal plan to track and improve ADU actions across all relevant agencies.
- Prioritize ADU permit processing to meet the 60-day permit approval requirements found in state law.

Other measures, such as greater fee reductions or waivers can be powerful incentives to homeowners considering an ADU project.

6.5 Recommendations for accelerating ADU construction

Jurisdictions play a key role in creating an environment where ADU projects can succeed. Creating that environment requires a multi-disciplinary approach that examines the process holistically, going beyond individual departments. While the total number of permit applications can be heavily affected by outside, often economic forces, beyond the jurisdiction's control, there are many opportunities for internal improvements, public education, outreach, and support that can maximize the success of the applications that are filed.

There are elements within a city's sphere of influence that can directly or indirectly spur ADU development. These elements have been identified as Best Practices in the Housing Policy Comparison, and include four categories: Process Improvements, Public Education, Policy, and Advanced Equity and Affordability.

Due to the fact that each city must tailor best practices to meet their individual needs, costs to implement any best practice have not been calculated. Funding resources outside of city general funds could be identified to support staff resources or other costs of implementation. State grants, loans, or other programs could be explored as a potential funding source, as well as partnerships with local groups, non-profits, or financial institutions.

Process Improvements

Implementing process improvements with regard to ADU development is critical to achieving ADU goals. Process improvements tend to fall into two categories: internal and external.

Internal facing processes help align staff toward desired outcomes. This may start with jurisdictional leadership providing clear directives toward all relevant agencies and staff, such as planning, building, fire, public works, etc., to promote and support ADUs. Directives should include the creation of a work plan that identifies ADU-related actions across all departments and then conducting internal audits of permitting process and tracking timelines from submission to permit issuance. The work plan should include regular staff training, especially counter-staff, on ADU issues. The goal of process improvement is to meet or exceed the 60-day turnaround of ADU permits as required by state law.

External facing processes help reduce confusion and frustration of homeowners looking to build ADUs, while helping reduce permit issuance times due to better initial submissions. One way to minimize time from ADU permit application to issuance is through creation of an ADU Task Force with members of all

relevant departments. A Task Force can provide benefits by offering a concurrent review by designated ADU reviewers and providing a comprehensive, unified set of comments for applicants to respond to. An electronic application and plan review process can help minimize delays over in-person, paper submittals. City research and tracking of ADU applications process, especially the unsuccessful applications, can provide valuable insight into where further process improvements could be made. Finally, designating an ADU ombudsman to act as homeowner advocate and educator can provide valuable advice to homeowners considering an ADU, which can improve ADU submissions, success, and total outcomes.

Public Education

Public education of ADUs and the building process is important, and each city is ideally placed to provide up-to-date information from the source. Cities have the ability to create educational tools and foster relationships that can promote and educate the public about ADUs. ADU educational resources should use plain language and graphical elements and be made available both in digital (online) and printed format (via a planning or building department). Basic educational materials include an up-to-date webpage and supplemental resources such as “how-to” informational flyers, ADU design guidelines, frequently-asked-questions, or similar handouts. Public education initiatives can include many other formats, such as hosting on-line sessions or in-person town halls to answer questions from the public. These meetings should include low-income areas and multilingual neighborhoods. Public education can be used to inspire homeowners to consider what is possible through the development of ADU spotlights, tours, and interviews with homeowners who have completed their projects to help on-the-fence homeowners better visualize their progress. Public education can foster relationships between a prospective homeowner wishing to build an ADU with local nonprofits or advocacy groups. Finally, public education can include outside resources such as financing methods or landlord training.

Policy

Policy is the backbone of ADU development. Well-formed, easy to understand policy can spur ADU development, while the opposite is also true. At a minimum, cities must continue to ensure that their ADU ordinances are clear, easy to understand by homeowners, and compliant with state law. Beyond the minimum, cities can adopt pro-ADU policies that exceed the state minimum requirements. Some options include providing policy options for post-disaster rebuild projects to build an ADU first before the primary house is started to allow for rapid re-housing of those affected, creating an ADU amnesty program, or delaying code-enforcement on unpermitted ADUs in concert with a roadmap for helping unpermitted ADUs become legal. Coordination with neighboring communities and external agencies to ensure alignment of ADU codes would reduce the complexity for professionals working in the ADU field. The success of ADU projects can be maximized by developing a non-endorsement vendor list of ADU professionals to help homeowners move forward with their project.

Advanced Equity and Affordability

ADUs provide greater possibilities for housing equity and affordability for both homeowners and tenants. Cities can encourage ADU production by providing density allowances for affordable ADUs. This can work in concert with more active programs such as providing subsidies as a direct financial incentive or via reducing permitting and processing fees. Additional programs could be in partnership with local non-profits, financial institutions, or other agencies to provide services, such as construction management, or additional financial assistance and funding mechanisms.

Attachment A. Housing Policy Comparison Memorandum

FINAL

ATTACHMENT A.

HOUSING POLICY COMPARISON MEMORANDUM

ADU Acceleration Regional Early
Action Planning (REAP) Project

B&V PROJECT NO. 412477

PREPARED FOR



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

South Bay Cities Council of Governments (SBCCOG)

31 JULY 2023



The contents of this report reflect the views of the author who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of South Bay Cities Council of Governments or the Department. This report does not constitute a standard, specification or regulation.

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1.0 Introduction

With the passage of ADU bills in 2016, 2017, and 2020, the State of California codified its intent to make ADUs a more viable housing option for millions of Californians. The resulting state code, and the numerous variations found in local ordinances, provide a regulatory framework for homeowners and property owners to develop ADUs and thus provide additional housing opportunities at lower cost than traditional multi-family or greenfield development.

However, average homeowners who are commonly pursuing ADU development (i.e., building ADUs) do not have the experience or financial resources of traditional property developers. The average homeowner has never undertaken a project of such size and scale as permitting and building a habitable unit; they face a significant learning curve (compared to traditional developers) in navigating the bureaucratic process for the one-time event of building an ADU. Homeowners often experience uncertainty over the development process, confusion about the rules and limitations of the new ADU codes, and a reluctance to expose themselves to significant financial risk. For these reasons, ADU development is more intensely impacted by local government codes and permitting processes than traditional large-scale residential development.

In discussing ADU policies it is also important to recognize that ADU development is subject to more unique challenges than larger, traditional development. Each unit proposed will typically face unique site constraints, as well as budget concerns, inexperienced developers, and a need for minimal delays. Besides many personal and other external factors, each element of the local government's sphere, be it ordinance, department policy, internal training and coordination, or review processes, can help or hinder development of individual ADUs.

It is important to note that while local governments have significant abilities to influence ADU development, the state has created a class of ADUs that are less dependent on local codes: the Subdivision (e) ADU or "Statewide Exemption ADU," which is defined in state law as a detached ADU, 800 square feet (sf) or less, and less than 16 feet tall with 4 foot rear and 4 foot side setbacks. When an ADU fits within these limitations, very few elements of local control can be applied. In the case of the "Statewide Exemption ADU," local governments can make the biggest impact on advancing ADU development by streamlining their local permitting processes and increasing education and outreach programs.

Several new ADU laws went into effect on January 1, 2023 and these changes are intended to close permitting loopholes (requiring specific reasoning for denials, prohibiting denials based on unpermitted work, and requiring demolition permits to be issued with ADU approvals where needed), and provide more flexibility on development standards (additional height in certain circumstances, setback exemptions to allow building an 800 SF ADU). The data for this memo was collected in 2022 and the memo content is based on the 2022 state law and local ordinances that were in effect at the start of this study. It is too early to know how these changes will be implemented by Cities or what awareness homeowners have of these new ADU laws.

2.0 Methodology

The housing policies, zoning ordinances, and reviews of the City websites from the eight participating cities were collected and evaluated to determine their impact on ADU development in each city. Interviews were also conducted with staff from each city to understand how ADUs are reviewed and processed, as well as to gain perspective on how the interviewed staff feel ADU development has progressed since the State Law took effect. Please see Appendix A for an ADU Policy Matrix and Visual Analysis and Appendix B for a Housing Element Matrix. These summarize Black & Veatch's research. Please see Appendix C for the City Interview Notes and all the housing policy documents collected. Analysis and recommendations include best practices among the eight participating cities, as well as from jurisdictions within the region and state that have successful ADU adoption.

3.0 Best Practices

Based on the analysis of information collected from the eight participating cities in the South Bay Cities Council of Governments (SBCCOG), a comparison of each city’s practices and policies with industry best practices was conducted. The best practices and recommendations were gleaned from multiple sources, including the Casita Coalition, California Department of Housing and Community Development, Turner Center for Housing Innovation at UC Berkeley, and unpublished memos and example experience provided by Pocket Housing. A matrix was developed to highlight the recommended best practices identified as being specifically applicable to accelerate ADU development in the South Bay region¹. The matrix also includes an assessment of the level of ease to implement the practice and the potential impact², as well as a notation for those best practices that may be best conducted on a sub-regional level, or by a city with sub-regional help from regional partnerships as appropriate. Finally, the last column indicates existing work, identified goals, and/or barriers as obtained from Black & Veatch’s research and interviews.

	Complexity to Implement	Level of Impact	Subregional Support Opportunity	Notes from Research and Interviews
Process Improvements				
Ensure jurisdiction leadership provides a clear directive to all relevant agencies to promote and support ADUs (planning, building, fire, public works, etc.).	Easy	Low		According to interviews, planning and building departments tend to work interchangeably and coordinate well, but other supporting departments (public works, engineering, health, fire, schools, utilities) are often less collaborative.
Ensure that ADU permit applications are fully processed by any relevant agency within the 60-day turnaround as required by state law. To achieve this additional permit, tracking and staffing may be required.	Medium	Medium		General consensus by interviewees is that their cities strive to meet this goal; however, staffing shortages and other permit-related backlogs impact this goal. ³

¹ Costs to implement any best practice have not been calculated, since is outside the scope of this study. In general, best practices defined as being easy to implement could be implemented without additional funding; however, best practices defined as being of an advanced complexity to implement may require additional funding from the state for a city to achieve the best possible outcomes.

² This matrix does not identify any “high” impact best practices under policy improvements. The policies mandated by state laws were viewed as the highest impact policy improvements available; in other words, the easiest, high impact policy choices have already been implemented. The policy best practices that remain are the more challenging (or potentially expensive) but lower impact changes.

³ Several cities shared during the interviews that they are limited on resources and staffing. ADU initiatives compete with other priorities for funding.

	Complexity to Implement	Level of Impact	Subregional Support Opportunity	Notes from Research and Interviews
Conduct internal audits of ADU permitting process and timelines from application submittal through issuance. Empower audit team to suggest and/or implement responsive new program designs where needed.	Medium	Medium		General consensus by interviewees reveals a lack of staffing and/or very small teams to begin with. For example, Rolling Hills has a planning staff of one.
Create an ADU Task Force from members of all relevant departments and offer concurrent review by designated ADU reviewers. Provide a unified set of comments on ADU permit applications across all agencies. Conduct regular staff training, especially for counter staff, on customer service for homeowners interested in building an ADU.	Medium	Medium	X	No cities appear to have this as a distinct goal.
Produce a work plan that identifies ADU actions across all departments.	Medium	Medium		No cities appear to have this as a distinct goal.
Provide electronic application submittal and plan review.	Medium	Medium		Interviewee from Hawthorne stated that the city went to paper submittals during COVID, but it is trying to get back to electronic submittals. An El Segundo interviewee stated the city is working on an online portal versus submittals via email. Interviewees from other cities have stated they utilize electronic reviews through either email or online portals.
Conduct research and analysis on the ADU permit process by tracking permitting issues, canceled permits, and interviews with homeowners and builders who have interacted with the ADU permit process.	Advanced	High	X	Hermosa Beach had previously tried to survey ADU homeowner/builders but did not get results and subsequently stopped. General consensus by cities is that it would be good to have the information, but a lack of staffing precludes it. El Segundo, Gardena, Manhattan Beach, Redondo Beach, and Rolling Hills have identified monitoring ADU trends in their draft Housing Elements.
Designate an ADU ombudsperson to act as a homeowner advocate and advise on ADU processes from a holistic, customer perspective. Ombudsperson may be a regional staff planner facilitated by SBCCOG and funded in partnership with participating cities.	Advanced	High	X	No cities appear to have this as a distinct goal.

	Complexity to Implement	Level of Impact	Subregional Support Opportunity	Notes from Research and Interviews
Public Education				
Improve jurisdictional website and educational materials (flyers, handouts, etc.) using plain language and graphic design to illustrate the ADU process. SBCCOG can facilitate development of template materials that be easily tailored for each city as appropriate.	Easy	Low	X	Most interviewees state this as a goal but mention that other tasks and city issues have priority. All cities have identified improving their website and/or developing tools and incentives as goals in their draft Housing Elements. Most interviewees indicated they solely use their ADU zoning code section as a handout to give to interested homeowners.
Develop a marketing campaign/message that calls out ADU benefits and easy “next steps” to the public.	Easy	Low		No cities appear to have this as a distinct goal.
Produce comprehensive ADU information packets in digital and physical formats.	Easy	Low		Gardena and Hermosa Beach both have an ADU summary handout. Interviewees from El Segundo and Redondo Beach mentioned that draft handouts were in the works. All cities have identified improving website and/or developing tools and incentives as goals in their draft Housing Elements.
Host ADU information sessions on-line and in-person to answer questions from the public. Include targeted populations such as low-income areas and multi-lingual neighborhoods.	Medium	Medium	X	No cities appear to have this as a distinct goal. However, Gardena, Hawthorne, Hermosa Beach, Manhattan Beach, Redondo Beach, and Rolling Hills have a goal to increase outreach in their draft Housing Elements.
Develop ADU spotlights, such as local case studies, ADU tours, and interviews with homeowners who have completed ADUs to showcase success stories and inspire others.	Advanced	High	X	No cities appear to have this as a distinct goal.
Create a community forum that can encourage peer-to-peer interactions with local homeowners to support each other through the ADU development process.	Advanced	High	X	No cities appear to have this as a distinct goal.
Identify and showcase nonprofit groups that are willing to support ADU development.	Advanced	High	X	No cities appear to have this as a distinct goal.

	Complexity to Implement	Level of Impact	Subregional Support Opportunity	Notes from Research and Interviews
Identify and showcase new ADU funding opportunities and provide information on the various ways people have financed their ADUs.	Advanced	High	X	El Segundo, Gardena, Rancho Palos Verdes, and Rolling Hills have goals in their draft Housing Elements to identify funding opportunities and pursue funding opportunities to increase ADU development, and Manhattan Beach has a goal to pursue funding if the city is not meeting stated projections.
Policy				
Ensure that the code is clear, easy to understand by homeowner, and compliant with state law.	Easy	Low		Many of the interviewees stated that their code is based at least in part on the state template, and that there are some components that may not be applicable in their cities. Gardena, Redondo Beach, and Rolling Hills have goals in their draft Housing Elements related to making additional changes to their development codes to increase production of ADUs.
In the event of emergency or natural disaster (e.g., flooding, landslide, fire), allow ADUs to be built before the primary house is built to help homeowners secure housing.	Easy	Low		No cities appear to have this as a distinct goal.
Create a vendor registry of licensed professionals who have experience in the city to help connect homeowners with ADU professionals.	Easy	Low	X	No cities appear to have this as a distinct goal. All cities have identified improving website and/or developing tools and incentives as goals in their draft Housing Elements.
Coordinate with external participating agencies (e.g., county reviewing departments) to ensure alignment of ADU policy and unified voice.	Medium	Medium	X	No cities appear to have this as a distinct goal.
Adopt pro-ADU policies that go beyond state minimums.	Medium	Medium		Some interviewees have described goals to continue reviewing and updating policies to make ADU access easier. Gardena, Redondo Beach, and Rolling Hills have goals in their draft Housing Elements related to making additional changes to their development codes to increase production of ADUs.

	Complexity to Implement	Level of Impact	Subregional Support Opportunity	Notes from Research and Interviews
Launch an ADU amnesty program and code enforcement delay policy for unpermitted ADUs along with a roadmap for helping unpermitted ADUs become legal.	Medium	Medium		No cities appear to have this as a distinct goal. A Hawthorne interviewee mentioned that pre-ADU the city allowed units above garages, but it does not actively code enforce if they are legal.
Advance Equity and Affordability				
Density: Allow more ADUs if some of them are affordable through short-term (5 year or less) restrictions.	Advanced	High		No cities appear to have this as a distinct goal.
Subsidy: Provide direct financial incentive or reduction/waiver of permitting fees for ADUs and JADUs.	Advanced	High		No cities appear to have this as a distinct goal. El Segundo, Gardena, Rancho Palos Verdes, and Rolling Hills have goals in their draft Housing Elements to identify various types of funding opportunities and pursue funding opportunities to increase ADU development, and Manhattan Beach has a goal to pursue funding if the city is not meeting stated projections.
Management: Provide project management support during construction, help finding tenants, and/or offer property management services to affordable units.	Advanced	High	X	No cities appear to have this as a distinct goal.
Partner with local nonprofits, banking institutions, or other agencies to create funding opportunities.	Advanced	High	X	No cities appear to have this as a distinct goal.

4.0 Housing Policy (Zoning)

Included in Appendix A is the City ADU Policy Matrix, which summarizes all development regulations as they pertain to ADUs in each city. Taking a step further, we created a Visual Analysis Matrix identifying in a visual format those regulations that are “Less restrictive than State Law/Allows the greatest flexibility,” “Complies with State Law,” and are “More restrictive than State Law.”

+	Less restrictive than State Law / Allows greatest flexibility
=	Complies with State Law
-	More restrictive than State Law

Applicable sections of this Visual Analysis are included in accordance with the category below. The complete Visual Analysis is also included in Appendix A.

4.1 ADU Allowance

ADU allowance is the most basic filter on ADU development for a local government. It sets the number and types of ADUs allowed per lot and the owner occupancy requirements for the ADU. ADU allowance answers the first question most homeowners ask when considering building an ADU: Can I build one?

To help homeowners answer this question, SBCCOG has developed the South Bay Cities ADU Calculator that can be accessed from the SBCCOG website at <https://southbaycities.org/programs/housing/> or directly at <https://southbaycities.aducalculator.org/4>.

In general, fewer restrictions on ADU allowance can help maximize the number of potential ADU projects.

	El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos	Redondo Beach	Rolling Hills
Max Number of ADUs Allowed (Single Family)	-	-	-	-	=	-	=	=
Max Number of ADUs Allowed (Multi-family)	=	=	=	=	-	=	=	=

+	Less restrictive than State Law / Allows greatest flexibility
=	Complies with State Law
-	More restrictive than State Law

Of the eight participating cities in the SBCCOG, for single-family lots:

- Manhattan Beach, Redondo Beach, and Rolling Hills have the most permissive ADU allowance, and they comply with State Law.
- Rancho Palos Verdes matches the State standard for ADUs; however, there is a process in place restricting ADU development because building an ADU requires following the Conditional Use Permit process in areas of Very High Fire Severity Zone (VHFSZ), which accounts for about 30 to 40 percent of residential properties. This situation is similar to the City of Agoura Hills’ restriction on ADUs in a VHFSZ. HCD’s ADU ordinance review letter to the City of Agoura Hills (dated February 3, 2023) explained that ADU approvals must be ministerial.

⁴ Cities must opt-in to the calculator and at the time of this writing, three of the eight participating cities are available: Hermosa Beach, Manhattan Beach, and Rolling Hills (other SBCCOG cities available include Inglewood, Rolling Hills Estates, and Torrance).

- The other cities El Segundo, Gardena, Hawthorne, and Hermosa Beach offer more restrictive policies based on only allowing one attached ADU or one JADU, whereas the State standard allows both.

Redondo Beach and Rolling Hills allowances are also more permissive than many of the jurisdictions that received grades of A or A+ by the Center for Community Innovation (CCI) at UC Berkeley in their report “The ADU Scorecard”. Many of those highly rated jurisdictions conform to the state standard of one ADU and one JADU per lot. One alternate example is the City of Cloverdale in Sonoma County which allows for two ADUs per lot provided that the total square footage does not exceed 800 sf on lots less than 6,000 sf, or 1,200 sf on lots greater than 6,000 sf.

Regarding multi-family lots:

- Seven of the cities maintain the allowance of one attached ADU or 25 percent of units, whichever is greater, within existing space, and two detached units.
- Manhattan Beach limits newly constructed multi-family buildings to one ADU.

4.2 Owner Occupancy

Under current state law, owner occupancy requirements for ADUs have been waived through December 31, 2024 but are required for properties with JADUs. Enforcing owner occupancy requirements after the grace period can reduce the number of potential ADU projects as rental properties. Both single-family and multi-family units without owner occupation will be unable to develop an ADU.

	El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos	Redondo Beach	Rolling Hills
Owner Occupancy	=	=	-	=	+	+	-	=
Covenant / Deed Restriction required?	=	=	=	=	=	=	-	=

+	Less restrictive than State Law / Allows greatest flexibility
=	Complies with State Law
-	More restrictive than State Law

Of the eight participating cities in the SBCCOG:

- Manhattan Beach and Rancho Palos Verdes have the most permissive owner occupancy requirements.
- The remaining cities all have variations of the State guideline, where owner occupancy is required outside the waiver period of January 1, 2020, through December 31, 2024.
- Redondo Beach uses covenant and deed restrictions to limit the number of rentals to one, which reduces the potential positive effects of allowing two ADUs per parcel, as well as the owner occupancy waiver. Hawthorne code only references that owner-occupancy is not required if the owner is a government agency, land trust, or housing organization; it does not reference the state law waiver through December 31, 2024.

Covenant and deed restrictions are common across the state for ADU ordinances, particularly for JADU ordinances. Most of the cities use this instrument to restrict separate sale of the ADUs, limit short-term rental (less than 30 days, typically), and provide a mechanism for enforcement of the ADU ordinance terms.

4.3 Development Standards

Development standards define the minimum and maximum square-footage of an ADU as well as the maximum heights allowed. The City Housing Policy Matrix and analysis reflect the current (2022) state law and local ordinances in effect at the start of this study. Since then, several new ADU laws went into effect on January 1, 2023, which added some additional development standards options: additional height in certain circumstances, setback exemptions to allow building an 800 SF ADU, and clarification on sprinklers in the primary unit.

Standards for attached and detached ADUs tend to follow certain norms. For detached ADUs, most ordinances either limit size to 1,200 sf or use a tiered approach of 850 sf for one-bedroom ADUs and 1,000 sf for more than one-bedroom ADUs. This conforms with state law that requires local governments to allow at least 850 sf for one-bedroom ADUs and 1,000 sf for more than one-bedroom.

It should be noted that HCD argues that ADU ordinances should be worded as referenced above, e.g., “more than one bedroom” as opposed to the more common “2 bedroom” since limits on the number of bedrooms is overly restrictive. An example is HCD’s ADU ordinance review letter to the City of Anaheim (dated December 14, 2021), however HCD has used this type of argument in numerous ADU ordinance review letters to jurisdictions including Buena Park, Rancho Palos Verdes, Rolling Hills, and San Juan Capistrano among others.

For attached ADUs, limits of 50 percent of the existing square-footage with allowable maximums of 800 to 850 sf are common. These minimums allow for a fairly uniform set of standards across jurisdictions. Once setbacks and building separation requirements are considered, many suburban and urban lots do not have enough building envelope remaining to meet maximum size limits.

Maximum size limitations are less critical than ADU allowances for ADU potential. However, more permissive standards, such as 1,200 sf maximum for both attached and detached ADUs, tend to maximize the number of potential residents in ADUs.

		El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos	Redondo Beach	Rolling Hills
Minimum size	Attached ADU	=	=	-	=	-	=	=	=
	Detached ADU	=	=	-	=	-	=	=	=
	JADU	=	=	-	=	-	=	=	=
Maximum size	Attached ADU	=	=	=	=	=	=	=	=
	Detached ADU	+	=	=	=	+	=	=	=
Maximum Height	Attached ADU	+	=	=	+	=	=	+	=
	Detached ADU	+	+	=	=	+	=	=	=
Minimum Side Yard Setback		=	=	=	=	=	-	=	=
Minimum Rear Yard Setback		=	=	=	=	=	-	=	=
Separation from Buildings		=	=	=	=	=	=	=	=
Maximum Lot Coverage		=	=	=	=	=	=	=	=
Minimum Open Space		=	=	=	=	=	=	=	=

+	Less restrictive than State Law / Allows greatest flexibility
=	Complies with State Law
-	More restrictive than State Law

Of the eight participating cities in the SBCCOG:

- El Segundo has the most permissive standards for size.
- The other cities are very evenly matched with their development standard:
 - Manhattan Beach and Hawthorne have the largest minimum size allowed at 220 sf.
 - El Segundo, Gardena, Hermosa Beach, Rancho Palos Verdes, Redondo Beach, and Rolling Hills either explicitly or implicitly allow ADUs of 150 sf. Without an explicit reference to a minimum, the ordinance implicitly allows for 150 sf.

4.3.1 Height

Maximum allowable height of ADUs changed as of January 1, 2023, because of AB 2221 and SB 897. A brief summary of those changes is below:

- If a detached ADU is located within 1/2 mile of a major transit stop or corridor it may be up to 18 feet tall by right and may be up to 25 feet if needed to match the roof pitch of the existing residence.
- If a detached ADU is on a proposed or existing multi-story multifamily structure, it can be 18 feet tall by right.
- An attached ADU may be up to 25 feet or as high as a primary dwelling if allowed under the existing zoning, whichever is lower. Local jurisdictions may still limit the ADU to two stories.

Of the eight participating cities in the SBCCOG, based on 2022 laws in effect at the time of our study:

- Gardena and El Segundo allow for greater flexibility in design and height for detached ADUs.

- Manhattan Beach allows for 26 feet above a detached garage, which is an option not listed for the other cities.
- The other cities follow the 16 feet by right minimum for detached ADUs.

These cities will need to ensure compliance with new AB2221 and SB 897 laws. Creating options that allow for additional height with some oversight enables the city and homeowner to move forward with projects that may otherwise not be allowed. For example, in other areas a height allowance over 16 feet could be approved with a Zoning Administrator Permit, thus providing some flexibility for ADUs while maintaining city oversight.

4.3.2 Setbacks

Setbacks, like height limits, are fairly consistent across eight participating cities. State law allows for some variation in setback requirements, but jurisdictions must allow a State Exempt ADU with 4 foot side and rear setbacks. Front yard setbacks are not covered in the ADU Policy Matrix, but the recent changes to ADU laws in 2023 explicitly state that front yard setbacks cannot prevent a State Exempt ADU. Local ordinances will need to be updated to reflect this rule change.

Of the eight participating cities in the SBCCOG:

- All but one follows the same pattern: Attached ADUs must meet underlying zoning requirements, and detached ADUs may take advantage of the 4 foot side and rear setback requirements.
- One City maintains a 5 foot side and rear setback requirement for detached ADUs, which seems to be inconsistent with state law, particularly the State Exempt ADU allowances.

Using underlying zoning setbacks for attached ADUs is fairly common in other jurisdictions, but it can limit ADU projects, especially on smaller suburban lots. Many developments built in the last two decades maximize house square-footage on smaller lots often right up to the zoning setback limits. These smaller lots often do not have much space for a detached ADU once setbacks and building separation are calculated. Attached ADUs, when allowed within the 4 foot side and rear setbacks, can be a viable alternative.

4.3.3 Building Separation

Building separation requirements are not always found in the zoning code but are typically a function of fire codes where the standard minimum is 5 feet without automatic fire sprinklers or fire-rated assemblies. Since each jurisdiction has unique aspects of fire threat, topography, and other local conditions, the Fire Marshal in each jurisdiction develops the minimum distance requirements to meet each jurisdiction's circumstances.

- In the cities where standards are codified (Gardena, Hawthorne, Manhattan Beach, and Redondo Beach), none exceed 6 feet, which is the common distance for separation in many other areas around the state.
- In areas of VHFSZ like Rancho Palos Verdes, larger building separations and/or requirements for sprinklers in all ADUs may be warranted, provided separations listed do not exceed relevant fire codes.

Minimizing building separation while considering fire-life-safety issues can help maximize ADU project potential.

4.3.4 Lot Coverage

Lot coverage requirements are not applicable to State Exempt ADUs but can be applied to other ADUs. Lot coverage requirements, like setbacks and building separation, tend to have a greater effect on ADU viability for smaller lots.

Of the eight participating cities in the SBCCOG:

- Most either do not include lot coverage rules in their ADU ordinance or default to underlying zoning requirements. This is consistent with many ADU ordinances around the state.
- Rolling Hills is unique in the SBCCOG in that it has a 50 percent lot coverage and 50 percent minimum open space requirement for ADU projects.

4.4 Architectural Standards

4.4.1 Structure

Unlike most of the requirements above, architectural standards are not typically applied in ways that reduce the viability of an ADU project, but they can limit options for homeowners, especially regarding prefabricated ADU units. Unlike other kinds of development projects, architectural standards for ADUs must be objective. Objective standards, in this case, means the following:

“...Standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.” State of California Government Code § 65913.4, subd. (a)(5)

As with the previous sections, a State Exempt ADU is not subject to architectural standards or design review outside what is covered under Subdivision (e) of the State Law.

		El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos	Redondo Beach	Rolling Hills
Architectural Standards (Structure)	General statement	=	=	=	=	+	=	=	=
	Entrance placement	=	=	+	+	+	=	=	=
	Window Placement	+	-	+	+	=	=	+	=
Architectural Standards (Yard)	Landscaping	+	+	=	+	+	+	+	=
	Decks	+	+	+	=	=	=	+	+
	Storage	+	+	+	=	=	+	+	+
Architectural Standards (Site)	Alleys / Curb cuts	+	=	+	+	=	+	=	+
	VHFSV	=	=	=	=	=	-	=	=

+	Less restrictive than State Law / Allows greatest flexibility
=	Complies with State Law
-	More restrictive than State Law

Regarding the architectural standards for the structure of the ADU:

- Manhattan Beach has the least potentially restrictive standards. It is only concerned with preserving privacy of neighboring properties.
- The other cities are consistent with requiring “architectural compatibility” through various means and language. It is important to note that HCD’s ADU ordinance review letter to the City of American Canyon (dated February 7, 2023) refutes the idea of aesthetic or neighborhood compatibility or privacy impacts.
- Privacy protection of adjacent properties in some form appears in four of the eight participating cities: Gardena, Manhattan Beach, Rancho Palos Verdes, and Rolling Hills.

As noted above, architectural standards can help ensure that the ADU is aesthetically harmonious with the main residence, but they can also restrict options and creative solutions for difficult sites. According to HCD’s July 2022 Accessory Dwelling Unit Handbook:

“Development and other decision-making standards must be sufficiently objective to allow for ministerial review. Examples include numeric and fixed standards such as heights or setbacks, or design standards such as colors or materials. Subjective standards require judgement and can be interpreted in multiple ways, such as privacy, compatibility with neighboring properties, or promoting harmony and balance in the community; subjective standards must not be imposed on ADU development. Further, ADUs must not be subject to hearing requirements or any ordinance regulating the issuance of variances or special use permits and must be considered ministerially. (Gov. Code § 65852.2, subds. (a)(3) and (a)(4).)”

4.4.2 Yard

Architectural standards are not limited to the structure. Some jurisdictions include requirements for yard elements such as landscaping, decks, storage, fencing, etc. Other jurisdictions handle those requirements within the underlying zoning regulations.

The eight participating cities in the SBCCOG approach yard standards differently. Several provide no standards within the ADU code, while others provide minimal requirements or rely on existing requirements elsewhere in their codes.

- Rancho Palos Verdes and Hermosa Beach restrict roof decks, which is consistent with privacy concerns for adjacent properties. Hermosa Beach also provides detailed requirements for external storage facilities.
- Manhattan Beach relies on an existing section of their code to define how refuse containers must be stored.
- Rolling Hills is unique in requiring evergreen landscape screening or a solid fence between adjacent parcels.

The architectural standards applied to yards as shown above are unlikely to have a significant impact on ADU development.

4.4.3 Site

Architectural standards for the site itself are covered in the City Housing Policy Matrix. The two components are curb cut requirements and additional requirements within the VHFSZ. Similar to the

yard requirements, site requirements regarding curb cuts and fire severity zones may be handled in other sections of the city's code and thus are not captured here.

Curb cut requirements are unlikely to significantly affect ADU development; but as with the other standards, having a pathway for unique situations is a good practice to ensure that ADU development is not unnecessarily restricted.

Of the eight participating cities in the SBCCOG:

- Only Rancho Palos Verdes includes architectural standards for projects within the VHFSZ. Increased setbacks and site ingress/egress are standard measures for areas of elevated fire risk, and appropriate given the increasing risk of wildfires in California. It is important to note that even with these additional restrictions there is a path for additional oversight and possible approval on sites that would otherwise be unbuildable. HCD's ADU ordinance review letter to the City of Dana Point (January 13, 2023) takes a strong view against jurisdictions putting VHFSZ restrictions in the ADU code, stating that jurisdictions should instead rely on pre-existing fire codes and California Building Code chapter 7A to address any fire/life safety issues.

As noted above, many additional restrictions and requirements are typically found in other sections of the code for fire related issues and the ADU Policy Matrix should not be considered a comprehensive guide to restrictions in areas of elevated fire risk.

4.5 Parking Requirements

Changes in parking requirements stemming from the 2020 state laws are an often-cited improvement in ADU project viability. Many jurisdictions across the state limit themselves to the state guidelines; however, some have gone farther by removing any parking requirements. According to HCD's July 2022 Accessory Dwelling Unit Handbook:

A local agency shall not impose ADU parking standards for any of the following ADUs, pursuant to Government Code section 65852.2, subdivisions (d)(1-5) and (j)(10):

- (1) ADUs located within one-half mile walking distance of public transit.*
- (2) ADUs located within an architecturally and historically significant historic district.*
- (3) ADUs that are part of the proposed or existing primary residence or an accessory structure.*
- (4) When on-street parking permits are required but not offered to the occupant of the ADU.*
- (5) When there is a car share vehicle located within one block of the ADU.*

All eight participating cities in the SBCCOG follow the state exemptions for parking requirements. For requirements beyond the state guidelines, differences may seem minor but can have significant effect on ADU development where the state exemptions do not apply.

Where parking is required but not allowed within setbacks, or requires paving within a setback, ADU development viability can suffer, especially when paved parking spots can count against lot coverage limits. Fitting an ADU on most suburban and urban lots is a significant challenge without also finding space outside of a setback (especially front setbacks) to provide a parking spot.

	El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos	Redondo Beach	Rolling Hills
Parking	=	+	=	=	=	=	+	=

+	Less restrictive than State Law / Allows greatest flexibility
=	Complies with State Law
-	More restrictive than State Law

Of the cities that specify parking requirements beyond the state exemptions, both Gardena and Redondo Beach provide the most permissive requirements as they allow required off-street parking through tandem parking or within required setback areas, provided that tandem or parking in required setback areas do not affect fire and life safety concerns.

5.0 Housing Element

Housing Elements are a “blueprint” for how a city intends to guide future housing needs. They include an analysis of historic patterns, existing conditions, and anticipated needs. The result of the analysis is a set of goals, policies, and strategies. ADUs are a component of housing, and so Housing Elements can play an important part in creating a framework for more effective ADU development. The Housing Elements of each city were evaluated and summarized. However, it is important to note that these Housing Elements were still going through the certification process with HCD and changes may have occurred since then. The goals and policies identified for each city have been generalized for comparison purposes and included as the Housing Element Matrix in Appendix B.

The most common policy amongst the cities is to develop tools and/or incentives to facilitate increased production of ADUs, as well as increase outreach and education of ADU options. Additional common policies include updating websites with specific ADU resources, pursuing funding opportunities, monitoring trends to determine progress of meeting ADU projections, and adjusting policy or additional tools as needed.

6.0 City Interviews

Each city was asked to participate in an interview and invite who they determined was most able to provide relevant information about the policy of ADUs, as well as describe the day-to-day application of processing questions and permits. Notes were taken by Black & Veatch, reviewed by SBCCOG, and provided to the interviewed participants for confirmation. The final City Interview Notes are provided in Appendix C. Generalizations of these conversations are summarized below.

The majority of interviewed participants agreed that the State Law ADU mandate has resulted in the following:

- Increased resident awareness of the development of ADUs.
- Increased calls/questions/inquiries from homeowners inquiring if an ADU can be built.
- Increased permit submittals and construction of ADUs.
- Shortage of staffing and other City resources needed to comply with mandate, including code amendments and policy changes.

Overall, interviewees do not feel that their development standards or policies create roadblocks to ADU development. A common statement from the interviewees is that “the majority of people who want to build an ADU, and have the financial means, do so.” Also, ADU ordinances now give people a chance to legitimize units that were previously built without permits. Common elements that interviewees see as roadblocks include the following:

- Cost of construction, including ability to finance. Many of the permits that have been approved but never built are largely because of costs. In some cases, permits have been modified after approval with scaled-down plans to reduce construction costs to make viable projects.
- Parking requirements in Coastal Zones tend to be a policy hurdle that effects ADU development. The California Coastal Commission is not allowing cities to waive parking requirements for ADUs and this results in an ADU developer still needing to meet off-street parking requirements.
- Elements unique to the jurisdiction and/or individual properties:
 - Limited buildable area because of large homes on small lots.
 - Topography, geological constraints, or steep terrains reduce buildable space or cause extreme costs to engineer.
 - On lots that have septic, an ADU could necessitate upgrading the existing septic system, causing escalating construction costs.

Most interviewees saw some amount of pushback or strong reactions from residents because of initial concerns regarding traffic, parking, additional density/development, privacy, and effects on property values. However, in most cases, these concerns have not been realized and interviewees stated that residents have become more receptive to ADUs. One exception to this is parking impacts; interviewees discussed that in areas already experiencing on-street parking congestion, resident concerns about increased parking impacts because of ADU development have remained.

Interviewees discussed that the elected officials and city leaders want to be in compliance with State Law and are generally receptive to ADU changes. However, most feel that one-size-fits-all mandates from the State reduce local control and complicate their ability to make sound policy that fits their city’s needs, which creates some resentment. Numerous State Law changes have negatively impacted city resources in their attempts to adopt codes that comply.

Anecdotally, interviewees opined that while ADU development (as a result of State Law changes) has increased the number of ADUs being built, it has not resulted in high percentages of new rentable units.

- Interviewees discussed stories of ADUs being built to circumvent other zoning regulations. For example, as a result of "no net loss" a two-unit building can be demolished to build one large house with an ADU (with no intent to rent out the ADU) to serve only one family. ADUs are also being used to take advantage of parking loopholes. For example: building an ADU to add additional bedrooms or square footage without the requirement to increase off-street parking.
- Interviewees hear that ADUs are commonly used for "short-term" family or friend visits, or are used to support college-aged children, aging parents, or adult children who need additional caretaking.
- Interviewees discussed hearing that many ADUs used as rentals are rented at market-rates.
- Interviewees said that their cities do not have the capabilities to support or monitor units that are rented at affordable rates. However, the general feeling is that it is a low percentage of occurrence. Owners need to make up the high cost of construction through higher rents.
- A few cities experience more multi-family conversions of space into ADUs than the building of single-family ADUs, but interviewees from those cities stated that they believe these units are likely not being rented as affordable units.

Interviewees overall stated that their cities have developed some goals and policies to create educational/informational materials, update websites, and continue to ease development or process restrictions that aim to increase ADU development; however, staffing resources and a continued need to work through HCD certification and code amendments to comply with state mandates are prioritized.

Interviewees across the board discussed that most inquiries about ADU development are made by homeowners, and they are directed to Planning departments as a first point of contact. There is a general lack of educational materials or "how-to" guides across these cities. Aside from a few exceptions, the interviewees explained that the ADU section of the zoning code is the primary source of information their staff give to people who are inquiring about the development of an ADU. Across the board, interviewees indicated that all their staff are considered capable of handling ADU questions and processing ADU permits; no interviewee stated that their city has an "expert" or single point of contact on ADU matters.

Interviewees discussed that a majority of ADU permits are applied for and navigated by consultants or representatives of the homeowners. Based on the information provided by the interviewees concerning the permitting process for an ADU, it is similar across all cities. In summary, ADU permit processing involves both Building and Planning department reviews, but cities also rely on additional departments that review as necessary; examples include Public Works staff, LA County Public Health for sewer, and/or Fire if sprinklers are required. Interviewees discussed that all departments seem to have their own standard operating procedures in regard to processing ADU permits and that there is not a unified voice across the agencies/departments. In terms of processing times, interviewees stated that their cities strive to comply with quick processing times but in some cases are delayed because of staffing constraints or backlogs. None of the interviewees mentioned coordinating with external agencies to ensure that processing time requirements are met or there is a unified voice in how codes are applied. Most cities have minimal or no impact fees, and the highest fee is building plan check, which varies based on project square footage and/or valuation.

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Appendix A. ADU Policy Matrix and Visual Analysis

		El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos Verdes	Redondo Beach	Rolling Hills
Max Number of ADUs Allowed (Single Family)		One ADU <u>or</u> one JADU within primary per lot.-Or-One <u>detached</u> ADU and one JADU.	One ADU <u>or</u> one JADU within primary per lot.-Or-One <u>detached</u> ADU and one JADU.	Not more than one ADU. No JADU if ADU is proposed or existing.	One ADU <u>or</u> one JADU within primary per lot.-Or-One <u>detached</u> ADU and one JADU.	Total of two. IE: 1 ADU/1 JADU, or 2 ADU's(Not more than 1 ADU can be detached.)	One ADU and JADU per lot	Total of two. IE: 1 ADU/1 JADU or 2 ADUs	Total of two. IE: 1 ADU/1 JADU or 2 ADUs
Max Number of ADUs Allowed (Multi-family)		One ADU or 25% of existing multi-family units, within existing space, whichever is greater. Two detached ADU per lot.	One ADU or 25% of existing multi-family units, within existing space, whichever is greater. Two detached ADU per lot.	One ADU or 25% of existing multi-family units, within existing space, whichever is greater. Two detached ADU per lot.	One ADU or 25% of existing multi-family units, within existing space, whichever is greater. Two detached ADU per lot.	Newly constructed multi-family building: One ADU. For redevelopment of existing multi-family buildings: One ADU or 25% of pre-existing units.	One ADU or 25% of existing multi-family units, within existing space, whichever is greater. Two detached ADU per lot.	One ADU or 25% of existing multi-family units, within existing space, whichever is greater. Two detached ADU per lot.	One ADU or 25% of existing multi-family units, within existing space, whichever is greater. Two detached ADU per lot.
Owner Occupancy		Yes, for ADU bldg. permit applied after 1/1/2025. Primary or ADU must be occupied by owner as their primary residence	In R-1 zone, owner must be occupant of primary or ADU in order for one of the two units be rented. Owner may rent both primary and ADU to one party with a restriction in lease that such party may not further sublease any portion. Shall not be imposed if approved between now and 1/1/2025	Yes. Owner occupancy shall not be required if the owner is a government agency, land trust, or housing org.	1) ADU's before 1/1/2020: natural person with legal or equitable title to property must reside on property (primary or ADU) as permanent residence 2) ADU after 1/1/2020 but before 1/1/2025: no owner-occupancy requirement 3) after 1/1/2025: natural person with legal or equitable title to property must reside on property (primary or ADU) as permanent residence 4) for all JADUs, natural person with legal or equitable title to property must reside on property (primary or ADU) as permanent residence. However, the owner-occupancy requirement of this subsection does not apply if property is entirely owned by another gov agency, land trust, or housing org.	Only for JADU	Only for JADU	Any previous restrictions recorded in conjunction with ADU is valid and binding on any future owner unless ADU is removed. For units after 1/1/2025 for sfr zones, the unit shall be occupied by owner of property.	1) ADU's before 1/1/2020: Subject to owner-occupancy requirement in place when ADU was created 2) ADU after 1/1/2020 but before 1/1/2025: no owner-occupancy requirement 3) after 1/1/2025: natural person with legal or equitable title to property must reside on property (primary or ADU) as permanent residence 4) for all JADUs, natural person with legal or equitable title to property must reside on property (primary or ADU) as permanent residence. However, the owner-occupancy requirement of this subsection does not apply if property is entirely owned by another gov agency, land trust, or housing org.
Covenant / Deed Restriction required?		Yes, approved by Director as to form by City Attorney 1) ADU may not be used in violation of this chapter 2) any rental of ADU must be 30 days or longer	Yes, recorded in form approved by city attorney	For JADU only	ADU/JADU: Prior to issuance of BP, deed restriction must be recorded against title of property in county and city. 1) JADU shall not be sold separately from primary 2) unit is restricted to size and attributes of this chapter, including prohibition of short term rental 3) Shall run with the land and bind all future owners 4) covenants may be removed if owner eliminates ADU/ JADU, as evidenced by example, kitchen. (there is additional info as to how to process this)5) deed restriction is enforceable by director for benefit of City.	Record declaration of restrictions, in form approved by city attorney, restricting property and future successors: ADU is to be rented for 30 days or longer, ADU is not to be sold or conveyed, owner and successor shall maintain ADU in accordance with all applicable standards, any violation will be subject to penalties.	Prior to CO, fully executed use covenant and restriction, run with land, recorded by city: constructed and maintained pursuant to this section to protect health, safety, welfare, prohibition on sale, restriction of size and attributes.	Prior to issuance of building permit, covenant recorded that specifies no more than one unit may be rented.	ADU/JADU: Prior to issuance of BP, deed restriction must be recorded against title of property in county and city. 1) JADU shall not be sold separately from primary 2) unit is restricted to size and attributes of this chapter 3) Shall run with the land and bind all future owners 4) covenants may be removed if owner eliminates ADU/ JADU, as evidenced by example, kitchen. (there is additional info as to how to process this)5) deed restriction is enforceable by director for benefit of City. IF on or within 600' of real property listed in California Register of Historic Properties, is subject to all objective standards imposed by Secretary of Interior.
Minimum size	Attached ADU	*	150 sf	220 sf	At least that of efficiency unit	220 sf	*	150 sf	*
	Detached ADU	*	150 sf	220 sf	At least that of efficiency unit	220 sf	*	150 sf	*
	JADU	*	*	220 sf	At least that of efficiency unit	220 sf	*	150 sf	*

		El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos Verdes	Redondo Beach	Rolling Hills
Maximum size	Attached ADU	Max 49% of total floor area of combined dwellings but not to prohibit up to: 850 sf studio or one bedroom 1,000 sf two bedroom	850 sf studio or one bedroom 1,000 sf two bedroom	50% of habitable space, not to exceed 1,000 sf	50% of floor area of existing primary, not to exceed 850 sf studio or one bedroom 1,000 sf two bedroom	50% of floor area of existing primary, not to exceed 850 sf studio or one bedroom 1,200 sf two bedroom	50% of floor area of existing primary, not to exceed 850 sf studio or one bedroom 1,000 sf two bedroom	* No max stated for Streamlined Process. 850 sf studio or 1 bedroom 1,000 sf two bedroom (non-streamlined)	* No Max stated for Building permit only process. 50% of primary area not to exceed: 850 sf studio or 1 bedroom 1,000 sf two bedroom (ADU permit + Bldg. permit)
	Detached ADU	1,200 sf	850 sf studio or one bedroom 1,000 sf two bedroom	1,000 sf	850 sf studio or one bedroom 1,000 sf two bedroom	850 sf studio or one bedroom 1,200 sf two bedroom	850 sf studio or one bedroom 1,000 sf two bedroom	800 sf (streamlined)850 sf studio or 1 bedroom 1,000 sf two bedroom (non-streamlined)	800 sf (Building permit only process) 850 sf studio or 1 bedroom 1,000 sf two bedroom (ADU permit + Bldg. permit)
Maximum Height	Attached ADU	Same as residential structures in R-1 zone	*	*	Not to exceed as permitted by base zone	*	16'	Not to exceed as permitted by base zone	16'
	Detached ADU	Same as residential structures in R-1 zone	25'	16' and one story	16' and one story	16' Above detached garage not to exceed 26'	16'	16'	16'
Minimum Side Yard Setback	Attached ADU	Same as primary in zone they are situated	Same as primary in zone they are situated	4'	Same as primary in zone they are situated	Same as primary in zone they are situated	Same as primary in zone they are situated	Same as primary in zone they are situated	Same as primary in zone they are situated
	Detached ADU	4'	4'	4'	4'	4'	5'	4'	4'
Minimum Rear Yard Setback	Attached ADU	Same as primary in zone they are situated	Same as primary in zone they are situated	4'	Same as primary in zone they are situated	Same as primary in zone they are situated	Same as primary in zone they are situated	Same as primary in zone they are situated	Same as primary in zone they are situated
	Detached ADU	4'	4'	4'	4'	4'	5'	4'	4'
Separation from Buildings	Attached ADU	*	*	6'	*	*	*	*	*
	Detached ADU	None noted.	6'	6'	None noted.	5'	None noted.	5'	None noted.
Maximum Lot Coverage		None Noted.	None Noted.	Shall conform to zoning district standard.	None Noted.	Shall conform to zoning district standard.	Shall conform to zoning district standard.	None Noted.	50%
Minimum Open Space		None Noted.	None Noted.	500 sf	Shall conform to zoning district standard.	Shall conform to zoning district standard.	None Noted.	None Noted.	50%
Architectural Standards (Structure)	General statement	Architecturally Compatible	Shall be consistent in architectural style, materials, colors, and appearances with the existing or proposed dwelling and quality of materials shall be the same or exceed primary	When visible from public right-of-way (including alley) the architectural design shall be visually compatible with the primary dwelling and with neighborhood character	Exterior finished materials on the ADU or JADU shall match the exterior finished material for the primary	None noted.	Shall be architecturally consistent with primary residence, such as complimentary color palettes, exterior finishes, matching roof pitch from all sides. Roof slope must match that of dominant roof slope of primary dwelling. Any removed garage door opening shall be treated and finished to match primary Exterior lighting must comply with section 17.56.030	Non-streamlined - ADU shall use similar exterior siding materials, colors, window types, door and window trims, roofing materials, and roof pitch as primary.	ADU Permit- ADU shall use similar exterior siding materials, colors, window types, door and window trims, roofing materials, and roof pitch as primary. Exterior lighting must be limited to down-lights or otherwise required by code. Interior horizontal dimensions of ADU must be at least 10' wide in every direction, with min interior wall height of 7'.
	Entrance placement	May not face front yard, must be located on side or rear.	Located on different plane than primary.	None Noted.	None Noted.	None Noted.	Faces away, not visible to public right-of-way.	Encouraged to locate so it does not face front property line. For non-streamlined process: If detached, entrance shall be 4' from and p/l, encouraged to located at least 10' from p/l. IF attached to sfr, new entrance/exit are allowed on side and rear of structures only.	For ADU Permit Process: located on side or rear building façade, not facing public right-of-way.
	Window Placement	None Noted.	Shall be sensitive to maintaining privacy between ADU and primary and neighboring residences	None Noted.	None Noted.	For any second story detached ADU, all exterior openings, including windows and doors, that are within 15' of a rear non-alley or side interior property line shall be fitted with translucent glazing and satisfy one of the following: be fixed, or be located at least 5' above the finished floor level at the windows lowest point.	Windows at or above 6' on any façade that face adjacent property	None Noted.	ADU permit: Windows and doors may not have direct line of sight to adjoining residential property. Fencing, landscaping, or privacy glass may be used to provide screening and prevent direct line of sight. Windows and doors less than 30' from p/l that is not a r/w line must either be clerestory with bottom of glass at least 6' above finished floor, utilize frosted or obscure glass, or opaque doors.

		El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos Verdes	Redondo Beach	Rolling Hills
Architectural Standards (Yard)	Landscaping	None Noted.	None Noted.	ADU 800 sf or less, shall have no minimum landscape area. Greater than 800 sf shall be that of the underlying zoning district.	None Noted.	None Noted.	None Noted.	None Noted.	Evergreen landscape screening must be planted and maintained between ADU and adjacent parcel: 1 fifteen gal plant/5' linear feet of exterior wall, or one 24" box plant / 10 linear feet of exterior wall. Must be 8' tall when installed, or solid fence of 8'. Drought tolerant, on city's approved plant list.
	Decks	None Noted.	None Noted.	None Noted.	No roof deck is permitted.	No outdoor deck at a height greater than 30" above local grade located in the primary dwellings required yards.	Roof deck not permitted on detached ADU. Exterior stairs to entrance shall be allowed, when compliant with other standards.	None Noted.	None Noted.
	Storage	None Noted.	None Noted.	None Noted.	Storage facilities shall include an area sufficient to accommodate refuse containers (trash, recycle, green waste) for all units on site. 1) attached to outside of structure on private property enclosed on all sides not less than 4' in height, so no open to public view, may have one side as gate, and have concrete, asphalt or similar base and ventilated. 2) constructed within the building structure or 3) a separate structure enclosed on all sides by screening of not less than 4' so not open to public view, one side may be a gate, concrete, asphalt or similar base and ventilated. 4) within accessory building such as garage or storage shed, or within primary structure in service porch-type area.	refuse containers shall comply with municipal code section 5.24.030	None Noted.	None Noted.	None Noted.
Architectural Standards (Site)	Alleys / Curb cuts	None Noted.	Number of curb cuts allowed by underlying zoning regulations.	None Noted.	None Noted.	If property abuts an alley, any new driveway access for an ADU must be provided through the alley.	None Noted.	If property abuts an alley, any new driveway access for an ADU must be provided through the alley. (non-streamlined)	None Noted.
	Very High Fire Severity Zone	None Noted.	None Noted.	None Noted.	None Noted.	None Noted.	Where in a zone, shall be prohibited on lot unless lot has two distinct means of vehicular access such that they do not overlap each other - see figure. (If does not meet this, a CUP may be applied for.)Detached ADU must maintain 10' separation, and 5' rear and side setback. For garage, carport, or covered parking that is converted to ADU, onsite replacement shall be required that meet subsection 17.02.030(e).	None Noted.	None Noted.

	El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos Verdes	Redondo Beach	Rolling Hills
Parking	1) no parking spaces are required for ADU within 1/2 mile of transit stop 2) when a garage, carport, or covered parking structure is demolished for construction of ADU, or converted to ADU, replacement parking for lost spaces are not required	1) shall be required at the rate of 1 space for each ADU. No parking shall be required for ADU created within existing living space 2) parking may be provided through tandem parking on existing driveway, provided it does not encroach into sidewalk 3) may be provided in paved portions of setback areas, provided amount of paving does not exceed total amount of paving and hardscaped areas otherwise allowed by this title 4) when garage, carport, or covered parking structure is demolished or converted with ADU, such parking spaces need not be replaced 5) tandem parking and parking in setback areas shall not be allowed if community development director make specific findings that such parking is not feasible based upon specific site or regional topographical, or fire and life safety conditions. 6) notwithstanding this section, no parking shall be require for ADU if: located with 1/2 mile of transit, located in architecturally and historically significant district, part of existing primary or accessory structure, when on-street parking permits are required, but not offered to occupant of ADU, or when there is a car share vehicle located within one block of ADU.	1 space tandem parking is permitted*no parking if within 1/2 mile of transit*no parking if within architecturally historically significant district*ADU is part of proposed / existing primary or accessory structure*when on-street parking permits are required but not offered to occupant*when there is a car share vehicle located within one block ad ADU*when garage, carport, or covered parking structure is demolished in conjunction of construction/conversion to ADU, no replacement of parking is required.*the driveway leading up to garage may serve as replacement parking, provided vehicles can safely navigate for purposes of ingress/egress	parking shall comply with chapter 17.44 (off-street parking) except: 1) no parking for JADU's 2) minimum of one parking space shall be provided for each ADU - parking may be tandem 3) exceptions: no parking for the ADU is required in following situation: a) ADU is within 1/2 mile of public transit b) ADU is located in architecturally significant historical district c) ADU is converted as part of proposed or existing primary residence or accessory structured) when on-street permits are required but not offered to ADU occupant e) when there is an established car share within one block of ADU. 4) when a garage, carport, or covered parking structure is demolished in conjunction with the construction of or converted to ADU or JADU those off-street parking spaces are not required to be replaced. 3)	In addition to off-street parking spaces required for primary, one off-street parking shall be provided, except when: a) ADU is within 1/2 mile of public transit b) ADU is located in architecturally significant historical district c) ADU is converted as part of proposed or existing primary residence or accessory structured) when on-street permits are required but not offered to ADU occupant e) when there is an established car share within one block of ADU. Required setbacks, yards, and open space shall not be used for parking, except: a) parking may be located within enclosed accessory building as permitted by municipal code, b) parking may be located outside of front yard setback on existing driveways existing prior to -- that are conforming in width and clearance. The dimensions of all parking spaces, driveways, vehicular access turning radius and similar parking standards shall comply with requirement set forth in municipal code When ADU is created by converting or demolishing garage, carport, or covered parking, replacement eliminated is not required as long as ADU remains in uses as a legal ADU. Existing driveways that formerly served parking spaces that have been converted to ADU may remain for parking.	minimum of one parking space, which may be enclosed shall be provided for ADU and meet min dimensions stated in sub 17.02.030(e)(5). For properties not located in Very High Fire Hazard Severity Zone, parking may be tandem to primary parking. No parking may be required if: located within 1/2 mile of transit, where car share designation pick-up /drop-off within one block IF ADU/JADU in exiting space or primary or accessory structure, no parking is required. For garage, carport, covered parking that is converted to ADU/JADU, replacement spaces can be located in any other configuration on the same lot as ADU without adversely impacting traffic flow and public safety.	non-streamlined: minimum of one off-street parking space, in addition to primary, unless: 1) located within 1/2 mile of transit 2) located within architecturally/ historically significant district 3) ADU is part of proposed or existing primary or accessory structure 4) when on-street parking permits are required but not offered 5) where there is car share within 1 block of ADU required space may be tandem in existing driveway or required setback, may have permeable all-weather surface, unless finding that parking in setback or tandem is not feasible due to specific site, topographical, fire and life safety conditions. space dimensions shall conform to section 10-2.1704 when private garage, carport, covered parking structure is demolished or converted in conjunction with construction of ADU, replacement space not required.	ADU Permit: minimum of one off-street parking space, which may be tandem, in addition to primary, unless: 1) located within 1/2 mile of transit 2) located within architecturally/ historically significant district 3) ADU is part of proposed or existing primary or accessory structure 4) when on-street parking permits are required but not offered 5) where there is car share within 1 block of ADU when private garage, carport, covered parking structure is demolished or converted in conjunction with construction oaf ADU, replacement space not required.

***Assumptions**
 Minimum size, Attached ADU: Assumption is 150 sf (Efficiency unit)
 Maximum size, Attached ADU: Assumption is shall not exceed 50% of primary for attached or 1,200 sf
 Maximum Height, Attached ADU: Assumption is not to exceed as permitted by base zone.
 Separation from Buildings: Attached ADU Assumption is not to exceed as permitted by base zone.

		El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos Verdes	Redondo Beach	Rolling Hills
Max Number of ADUs Allowed (Single Family)		-	-	-	-	=	-	=	=
Max Number of ADUs Allowed (Multi-family)		=	=	=	=	-	=	=	=
Owner Occupancy		=	=	-	=	+	+	-	=
Covenant / Deed Restriction required?		=	=	=	=	=	=	-	=
Minimum size	Attached ADU	=	=	-	=	-	=	=	=
	Detached ADU	=	=	-	=	-	=	=	=
	JADU	=	=	-	=	-	=	=	=
Maximum size	Attached ADU	=	=	=	=	=	=	=	=
	Detached ADU	+	=	=	=	+	=	=	=
Maximum Height	Attached ADU	+	=	=	+	=	=	+	=
	Detached ADU	+	+	=	=	+	=	=	=
Minimum Side Yard Setback		=	=	=	=	=	-	=	=
Minimum Rear Yard Setback		=	=	=	=	=	-	=	=
Separation from Buildings		=	=	=	=	=	=	=	=
Maximum Lot Coverage		=	=	=	=	=	=	=	=
Minimum Open Space		=	=	=	=	=	=	=	=
Architectural Standards (Structure)	General statement	=	=	=	=	+	=	=	=
	Entrance placement	=	=	+	+	+	=	=	=
	Window Placement	+	-	+	+	=	=	+	=
Architectural Standards (Yard)	Landscaping	+	+	=	+	+	+	+	=
	Decks	+	+	+	=	=	=	+	+
	Storage	+	+	+	=	=	+	+	+
Architectural Standards (Site)	Alleys / Curb cuts	+	=	+	+	=	+	=	+
	VHFSV	=	=	=	=	=	-	=	=
Parking		=	+	=	=	=	=	+	=

+	Less restrictive than State Law / Allows greatest flexibility
=	Complies with State Law
-	More restrictive than State Law

Appendix B. Housing Element Matrix

Housing Element Policies / Goals	El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos Verdes	Redondo Beach	Rolling Hills
Develop tools and/or incentives to facilitate ADUs development.	Yes	Yes	Yes	-	Yes	Yes	Yes	Yes
Update Website to provide more ADU specific resources, including funding resources (ie: CalHFA)	Yes	Yes	-	-	-	Yes	-	Yes
Pursue funding opportunities to help facilitate ADU construction	Yes	Yes	-	-	If not meeting projections	-	-	Yes
Monitor trends to determine City's progress, and make adjustments / create additional tools or incentives as needed.	Yes	Yes	-	-	Yes	-	Yes	Yes
For tracking purposes, conduct surveys of ADU owners/builders to determine if they can accommodate low - to moderate - income renters.	-	-	Yes	-	-	-	-	Yes
Make additional zoning code and regulation changes to increase production of ADUs	-	Yes	-	-	-	-	Yes	Yes
Create a inventory of parcels with habitable spaces that could be developed into ADUs	-	-	-	-	-	-	-	Yes
Conduct increased outreach and education on ADU options and requirements and/or make information available to interested homeowners throughout the planning period.	-	Yes	Yes	Yes	Yes	-	Yes	Yes

Appendix C. City Interview Notes

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with Manhattan Beach		01
Location	Date	Time
Virtual	7/20/2022	2:00 pm PST
Recorded By		
Jagmeet Khangura, Sarah Chmielak and Jason Haney		

Participants			
Name	Title	Organization	Email
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com
Sarah Chmielak	City Planning Lead	Black & Veatch	chmielaks@bv.com
Ryan Heise	Building Department	Manhattan Beach	
Carrie Tai	Director	Manhattan Beach	
Ted Faturos	Planning	Manhattan Beach	
Talyn Mirzakhanian	Building Manager	Manhattan Beach	

Minutes:

- If homeowner asks for guidance on building an ADU, they are directed to Chapter 10.74 of the Code, and then offered a suggestion that they speak to Building Department for information on building permit.
 - Advice is to do early and informal design review with Planning staff (before significant amount of the design is completed) to see if the ADU meets requirements
 - Chapter 10.74 outlines the permits that are needed along with other requirements
 - A specific ADU permit is identified in Code, including exemption under certain circumstances, but there is no separate ADU Permit process. This is borrowed language from State Law that was included in the ordinance but is not relevant.
 - The application is routed to the 4 agencies as necessary after submittal (Planning, Building and Safety, Fire and Public Works)
 - City does not have designated ADU experts, all planners and plan checkers are familiar with the requirement and are able to do reviews.
- Permitting process:
 - Online submittal process in-place since before COVID. COVID has not changed or impacted the processing timelines.
 - The City does not charge impact fees for any ADU. They have no plan to charge in the future. The only caveat is school fees, but this is not under City control
 - Fees for ADUs consist of plan check and permit. For a max 1,200 sf ADU, the fees charged would be around \$9,000.

- ADU applications are most commonly submitted by Architects or Consultants (not homeowners themselves)
- Many ADUs are part of a bigger projects (new SFH construction on existing lot or significant remodel of existing SFH with ADU included) and aren't submitted separately. So, processing time can be around 6 months for the entire project including ADU.
- The City has a somewhat unique characteristic compared to other cities in the study area – people have built very large homes on compact lots, resulting in lots that are maxed out in terms of buildable area. This has an effect of limiting the ability to create detached ADUs.
- The City sees a lot of redevelopment of housing stock – homes as new as built in 2000 are being demolished for newer homes.
- The City is located in a Coastal Zone, which presents unique challenges in regard to ADU development.
 - The City is still trying to get the ADU requirements certified through the Coastal Commission – it's been over 1 year of review to date.
 - Since the code is not certified by the Coastal Commission, any ADUs proposed in the Coastal Zone are approved by utilizing the State Code.
 - There was no original intent by the City to require a separate coastal development permit for ADUs. However, Coastal Commission is directing the City to require one. So, unless an ADU is converting existing habitable space, it is likely that a separate coastal development permit will be required for ADU development in the Coastal Zone.
 - City feels that there is a discrepancy between State HCD (requires administrative review of ADUs) and Coastal Commission (preference for discretionary review) that needs to be rectified through a legislative fix. The HCD perspective is completely different than the CCC perspective. Competing priorities. It has caused a lot of confusion between the two state agencies so they can't figure out how to approve ordinances.
 - CC has developed a memo with guidelines, but its staff do not fully understand how it should be applied
 - City states that they are the first to take an ADU ordinance through Coastal Commission review, and that they will likely help set the standard/process for future cities.
- Housing Element
 - 6th Cycle Housing Element has been adopted by the City, but has not been certified by HCD yet. They are still working through comments.
 - Also under review by Coastal Commission
 - ADU development not serving its intended purpose of increasing rental stock: ADUs in the City have largely been built to get around rules and regulations. Example: smaller, older homes with two units may be torn down and built as one large house with an attached ADU. The ADU is built to ensure that there is 'no net loss' (reference to 2019 SB 330) but the owner has no intention of utilizing the ADU for its intended purpose as a separate unit.

- ADU's are also being built in order to take advantage of loopholes like parking reductions.
- Non-conforming multi-family buildings with non-permitted conversions of non-habitable space to habitable space are using ADU law to add more legal units
- Most ADUs (potentially higher portion than other cities) are being built for visiting family members, or related adults needing special care, not for income or to individuals/families not related to the primary inhabitants.
- In the minor instances where the units are rented, staff have heard of ADU rental prices around \$3000 for units ranging 400-500 sqft, which is not affordable. One reason may be the owners need to recoup the high cost to develop.
- Some cases of owner moving into ADU and renting out primary home.
- City does not feel there are any code-related obstacles of ADU development:
 - Window permission in code makes it harder to develop a design that works but very rarely it makes an ADU impossible
 - City ADU rules more generous than the state (up to 1,200 sqft)
 - Minor Exception only used once early when ADUs started being built, not very common
- Template ADU plans:
 - Low value in pre-reviewed/approved designs because each ADU project design submitted is very highly customized to the primary homes. The lots and homes vary significantly, making it different to develop a design that can be used for multiple sites.
 - Potential benefit to one sub-group, seniors that have lived in the community for a very long time and are on a fixed income. Cost is still a big barrier for these individuals.
- Affordable Housing Trust Fund
 - Funding options to help older people construct homes
 - Could use money to help low income and/or elderly to build ADUs
- Covid has increased cost of construction, many homeowners doing remodels and ADU construction get a sticker shock when they get bids.
- ADU construction is \$300-\$350 sqft
- State law impact on the City
 - Being a 'customized' City, both its resident and city council wanted to ensure that ADU policy met its specific community values. This means that the State Law could not be simply approved and applied verbatim.
 - Required change in city code, complicated further by Coastal Zone
 - Took significant City resources (both staff time and money) to conduct community engagement and processing of code amendments
 - State Law also keeps changing, this causes the process to be repeated, also out of sync with the three-year cycle for building code change
 - Continuous change requires lot of work for all cities



Innovative Housing Solutions (HIS) Meeting Minutes

- While it does present significant resource challenges for cities, the mandated State Law requiring ADU development, has succeeded in leading to more ADUs being added and has created an opportunity that was not present before.
- Public engagement is higher for ADU than other laws, ADUs have been “embraced” by the population
- Lower issues seen by public than other laws

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject	Meeting No.	
ADU Interview with Gardena	01	
Location	Date	Time
Virtual	7/21/2022	2:00 pm PST
Recorded By	Jagmeet Khangura, Sarah Chmielak and Jason Haney	

Participants			
Name	Title	Organization	Email
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com
Sarah Chmielak	City Planning Lead	Black & Veatch	Chmielaks@bv.com
Greg Tsujiuchi	Building Department	Gardena	
Amanda Acuna	Planning	Gardena	
Mark Berg	Planning	Gardena	

Minutes:

- If a homeowner asks for guidance on an ADU, they are directed to Planning staff to answer questions.
 - Planning Staff will suggest they set up an appointment to determine if ADU is feasible / proposed design meets code.
 - If preliminary check is satisfactory, they are directed to submit for Building Permits.
 - City does not have dedicated ADU staff, inquiries and reviews handled by everyone
 - City has a one-page handout on ADUs summarizing the zoning regulations.
 - City sees a mix of both homeowners and consultants submitting and managing ADU projects. Homeowners require extra effort to educate/guide.
- Permitting Process
 - Electronic submittal for Building Permit
 - Routed internally to Planning, Engineering, Public Works and Building
 - No Separate Fire Review, this is done by Building
 - No separate ADU permit, only regular building permit
 - ~10 days for Building and Safety Review; 5 Days for recheck. Overall processing timeline depends on time for resubmittal by applicant after plancheck.
 - Fees
 - Only City-imposed Impact Fee is \$1000 per unit (units 750 sq ft or smaller are exempt per State Law)
 - School fees are separate and not exempt

- Building Plan Check & Permit based on valuation - Approximately \$7000 for plan check and permit fees for 1,000 sq ft ADU
- Certificate of Occupancy – when discussing ‘constructed’ units versus ‘permitted’ units, the number of constructed units may be under-counted as Certificates of Occupancy were not initially being issued to attached ADUs (essentially, seen as a home remodel not needing a CO).
 - Detached and Garage Conversions do require Certificate of Occupancy
 - Recently the City made a change to start requiring COs for all ADU units – attached or detached.
 - [ADU Permit Status report provided to BV via email on 7/29 – after interview]
- Housing Element
 - Housing Element adopted by the city, not yet certified by the State. City will be resubmitting to State with responses, which will impact the Certification deadline
 - Goals outlined in the Housing Element Policy pertaining to ADU development has not had much progress, due to staffing resources working through the certification process.
 - Necessary amendments will be grouped together by the end of the year, one potential amendment to ADUs they plan to bring forth this year is to increase size to 1,200 sq ft for ADUs and get rid of architectural compatibility
 - RHNA - Not sure why the numbers are so high
 - Almost the entire city is a disadvantaged community; SCAG has indicated they don't want to require additional housing in that area
 - The additional overlays on commercial/industrial will reduce jobs
 - Projected 20 ADUs per year in the future based on past performance
- State Law impact on City
 - Council is generally okay complying with State Law
 - City experienced financial impact – required additional effort by City to implement the mandate without funding
 - Took additional resources/time from City staff and Attorney fees
- City has a lot of rental properties, many of the ADUs are being added to rental properties, and City foresees this leading to future parking issues.
- Curious to see if general community interest in ADU starts to wane if/when resident quality of life starts to wane caused by ADU-related impacts like reduced parking
- City doesn't feel there are any code-related obstacles ADU development. They get a lot of interest and calls.
 - Those who want to develop ADUs know about it, and do it.
 - Rental property owners seem the most apt to develop ADUs

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with Hawthorne		01
Location	Date	Time
Virtual	7/27/2022	9:00 am PST
Recorded By		
Jagmeet Khangura, Sarah Chmielak, Catherine Guentert and Jason Haney		

Participants			
Name	Title	Organization	Email
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com
Sarah Chmielak	City Planning Lead	Black & Veatch	Chmielaks@bv.com
Catherine Guentert	Project Manager	Black & Veatch	Guentertc@bv.com
Maria Majcherek	Senior Planner	Hawthorne	Mmajcherek@cityofhawthorne.org
Gregg McClain	Community Development Director (Interim)	Hawthorne	Gmclain@cityofhawthorne.org

Minutes:

- If a homeowner asks for guidance on an ADU, they are directed to Planning staff to answer questions.
 - Homeowners usually call to know if they can build an ADU on their property
 - Planning staff review location and zoning to determine feasibility
 - City requests the homeowners submit an early design/rendering before detailed design to confirm it meets requirements prior to homeowner spending money on plans
 - Most homeowners are interested in garage conversions
 - No information on website on ADUs, handouts, or educational materials
 - A specific ADU permit is identified in Code, including exemption under certain circumstances, but there is no separate ADU Permit process. This is borrowed language from State Law that was included in the ordinance but is not relevant. Also, a table in code can lead to confusion, and homeowners need help understanding the process
 - No ADU specialist, all staff are capable of reviewing ADU permits and answering questions - it is a small staff
- Permitting Process
 - Physical submittal of building permit is currently required. Prior to COVID, electronic submittals were accepted by the city until the previous director changed it back to paper submittal during pandemic. A new electronic permitting system is currently in the works.



Innovative Housing Solutions (HIS) Meeting Minutes

- Routed internally to Planning, Public Works, and Building and Safety. If sprinklers are required, application is routed to Fire (LA County)
- Current processing review time can take 3-4 months, this is longer than normal, but currently there is an extreme shortage of staff.
- Fees:
 - School fees
 - Building Plan Check & Permit based on valuation of project
 - Unsure if any impact fees are currently being charged for ADUs
- Housing Element
 - Housing Element adopted by the city, not yet certified by the State. City will be resubmitting to State with responses, which will impact the Certification deadline
 - Goals outlined in the Housing Element Policy pertaining to ADU development has not had much progress, due to staffing resources working through the certification process.
 - Housing Element goals and policy have been a good way to push changes in the city.
 - City's RHNA number is relatively low since there is no transit system
- General City Information
 - Lots of changes in city staff over the past years, lack of staff stability has led to delays in implementing ADU related changes (current policy was written pre-pandemic) in city code and other ADU related changes.
 - Building and safety had an entire staff turnover in the last couple of years.
 - Code enforcement department lost half its staff due to retirements
 - Excessive turnover, short staffed, lack of a manger has caused "turmoil" for several years. Current leadership trying to reorganize and stabilize.
- Majority of ADU development is through garage conversions. This is driven by space limitations more than anything: lots are small (6000 sq ft average) with limited backyard, long driveways, no alleys. Attached/Detached ADUs would take up too much space.
- City historically allowed 2 units over the garage but removed this in response to the State ADU law. Many homeowners currently would like to build ADU units over the garage but cannot due to this change in city code.
 - Staff thinks that attitudes are changing again, and the policy prohibiting units above garages may be reversed in the future.
 - Code Enforcement has a long history of being very aggressive on garage conversions and additions.
 - Since garage conversion are preferred by the residents, many do them illegally over the weekend when code enforcement is not available.
 - Many residents don't know that conversions are now allowed, those who are caught doing illegal conversions are surprised to be informed they can do the conversion legally.
 - Most file a permit and meet the requirement



Innovative Housing Solutions (HIS) Meeting Minutes

- Some ADUs are being used for short term rentals but City has limited resources to identify and address
- State Law impact on City
 - Because it was mandated, City Council was not supportive of State Law. Overtime, political opposition has waned.
 - City is following State Law as is, no changes have been made to ADU policy since pre-pandemic. Revisions to Ordinance may be needed to reflect changes in State Law but staff shortage limits this ability to review/amend.
- City doesn't feel there are any code-related obstacles of ADU development. They get a lot of interest and calls, and have noticed an increase in demand in permits. Obstacles mostly related to high construction costs.
- There are likely many existing illegal garage conversions that could potentially be legalized, but it is not a priority due to limited resources (staffing and funding)
- Template ADU Plans -These would be very beneficial but not current goal due to resource and staffing constraints. They would reduce costs for homeowners, and also make the process easier for the city staff through less review time and easier review/approval. Template plans are seen as a greater benefit to the City in this respect.

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with El Segundo		01
Location	Date	Time
Virtual	8/3/2022	11:00 am PST
Recorded By		
Catherine Guentert, Sarah Chmielak and Jason Haney		

Participants			
Name	Title	Organization	Email
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Sarah Chmielak	City Planning Lead	Black & Veatch	chmielaks@bv.com
Catherine Guentert	Project Manager	Black & Veatch	GuentertC@bv.com
Michael Allen	Director of Community Development	El Segundo	mallen@elsegundo.org
Eduardo Schonborn	Planning Manager	El Segundo	eschonborn@elsegundo.org
Siavosh Poursabahian	Building & Safety	El Segundo	spoursabahian@elsegundo.org

Minutes:

- If a homeowner asks for guidance on an ADU, they tend to start their inquiry at the Planning Department.
 - Planners would walk the homeowner through development standards (setbacks, height, parking, max square footage).
 - Additional nuances unique to their circumstances may be discussed such as limitation of max buildable to existing accessory structures, and additional processing requirements such as needing a covenant for STR restriction.
 - After questions from planning are answered, they are directed to Building Department for any questions related to plan check.
 - City does not have designated ADU experts, all staff are capable of reviewing ADU permits and answering questions.
 - Planning does not currently have ADU-specific educational or informational handouts to give to residents aside from zoning ordinance, but a draft document is in process and they hope to have it available by end of the year. Building Department does have an information bulletin pertaining to garage conversions to ADU.
 - City sees a mix of homeowners and consultants inquiring about ADUs, but consultants tend to navigate the permit process more than homeowners. This is a benefit to the city as consultants tend to know the process better.
- Permitting Process

- Digital application process is available via e-mail submittal, or in-person. City does not currently have an application portal but is working to implement one.
- There is no separate ADU permit, only regular Building Permit.
- Routed internally to Planning, Building & Safety, Fire (internal, if sprinklers are required) and Public Works (sewer). All reviews happen concurrently.
- When a permit is ready to be approved Planning will further assist the homeowner by putting together the required covenant prohibiting Short-Term Rentals.
- Length of the review process:
 - Regular Plan check – 30 working days for comments back from all agencies
 - Expedited Plan check (pay extra 50% fee) – 25 days to get comments back from all agencies
- Fees:
 - Impact fees listed in the Housing Element are the maximum, ADUs (greater than 750 sf) are charged impact fees proportional to the primary house. i.e. if the existing house is 2X the size of the ADU, then homeowners assessed 50% of the fee maximum
 - School fees are also charged, this is not under City control.
 - Plan check fees/permit fees are based on valuation, calculating the fees for a maximum-sized ADU at 1,200 sf depends on the total valuation of the project so cannot give a typical estimate.
- Certificate of Occupancy – all completed/constructed ADU permits would be issued a Certificate of Occupancy, even attached ADUs that converted existing living space in a primary home. The reason for this is Building Department would change the classification from single-family to duplex for their own internal reporting purposes, which would require a CO (note: it would not be considered a 'duplex' for density/planning purposes).
- Housing Element
 - Housing Element adopted by the city, not yet certified by HCD. El Segundo is working on reviewing comments and resubmit to State.
 - Goals outlined in Housing Element pertaining to ADU development has not progressed much, due to staffing resources and working through certification process.
 - Limited resources, only about 6-8 total staff between Planning and B&S departments
 - Dealing with other state mandates, there is a need to pick and choose priorities
 - City will bring in outside resources (i.e., consultants) as needed and when able to in order to help with resources.
- Coastal Zone – the City is located in a Coastal Zone, however, only non-residential zones are within this area, so ADU regulations do not have to go through the Coastal Commission.
- City does not feel there are any code-related or process-related obstacles of ADU development.
 - Word is out on the street – realtors, residents, council members are all aware. A variety of people are doing it in terms of demographics and intent.

- Financial issues with homeowners potentially a barrier, getting a loan may be difficult and interest rate hike doesn't help. Cost of construction is high to build an ADU – \$75,000-100,000 is typical but they've heard upwards of \$600,000 to build an ADU.
- There is a generalization that “cities are obstructing the process”, however, the process for permitting an ADU is the same as building or renovating a home. If someone has the financial means and desire to build an ADU, they are doing it.
- Template or Pre-approved plans could help expedite plan/check processes.
 - It would be interesting to hear about the impact of pre-approved plans in cities/counties that have implemented it.
 - Building & Safety met with a company that had a ‘standard plan’ template and recalls it may have been used for one submittal (well over a year ago).
 - It seems that most people would lean towards some amount of modification from a template, which would result in eliminating the benefit of pre-approval as modifications would warrant review.
- General attitude of ADU development in City
 - 2017 strong “global” pushback by residents – fear of unknown impacts to privacy, air, light, and solar.
 - Today, most people have accepted ADUs. Impacts that people were afraid of have not come to fruition. Fewer complaints today than before. People are more adept to accept it now.
 - City has seen increase of ADU permitting and construction. Staff is unsure if the intent of these ADUs is for extra income, or extra space for use by primary homeowners.
 - Mostly seeing conversion and attached, less detached. This may be due to site constraints:
 - Lot size - Typical lot is small in comparison to region ~ 2,500 sf
 - Topography - Most properties have some slope, causing limitations related to (drainage, sewer laterals, sump pumps)
 - Potential unintended consequence of ADU may be resulting in higher property values. People who are selling homes are increasing value due to ability to add second unit. This may be impacting overall affordability of the region.
- State Law Impact on City
 - Because of the mandate, Council was initially resentful of ADU state laws. There was a fear of no more R1 zoning.
 - City staff were rushed in creating/amending ordinances to comply with mandated timelines. Due to legal public noticing requirements (for both PC and CC), and timing of Planning Commission and City Council schedules, the deadline to make changes (in approximately 4 months) was not reasonable.
 - Additional/subsequent State changes to ADU policy has continued to exacerbate city resources.



Innovative Housing Solutions (HIS) Meeting Minutes

- State-level policies don't work for every city due to lots of different factors. Cities are vastly different. Preference to allow cities to customize ADU policy within specified parameters vs universal standards.

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with Rolling Hills		01
Location	Date	Time
Virtual	8/9/2022	2:00 pm PST
Recorded By		
Catherine Guentert, Jagmeet Khangura, Sarah Chmielak and Jason Haney		

Participants			
Name	Title	Organization	Email
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Sarah Chmielak	City Planning Lead	Black & Veatch	Chmielaks@bv.com
Catherine Guentert	Project Manager	Black & Veatch	GuentertC@bv.com
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com
John Signo	Director of Planning & Community Services	Rolling Hills	jjsigno@cityofrh.net

Minutes:

- If a homeowner asks for guidance on an ADU:
 - Planner would walk the homeowner through development standards (setbacks, height, parking, max square footage) and process.
 - After questions from planning are answered, they are directed to LA County and Rolling Hills Community Association for any questions related to those entities' processes.
 - City does not have designated ADU experts, all staff are capable of reviewing ADU permits and answering questions.
 - Planning does not currently have ADU-specific educational or informational handouts to give to residents aside from zoning ordinance.
 - City sees a mix of homeowners and consultants inquiring about ADUs, but consultants tend to navigate the permit process more than homeowners.
- Permitting Process – two-step process:
 - First step – ADU permit. This step has a two-step process as well.
 - Apply for administrative approval process through the City (Community Development Department) for compliance of zoning ordinance / development standards.
 - Submit plans through the Rolling Hills Community Association (RHCA) for review of CC&R compliance (typically more architectural/design related in nature).
 - Second step – Apply for Building Permit through LA County.
 - The City contracts Building & Safety and associated services to LA County.



- Additional departments (Public Works, Health Department, Fire) may be routed through LA building permit process as is applicable to the project.
 - When a permit is ready to be approved Planning will further assist the homeowner by putting together the required covenant that must be recorded.
 - Length of the review process:
 - ADU permit – 30 working days for first comments back
 - Building Permit – unsure of typical length, but the County is backlogged
 - There is an expedited process of building permit plan check through 3rd party Wildan (more expensive option).
 - Fees:
 - RHCA impact fees as noted in Housing Element, not under City control.
 - School fees are also charged, this is not under City control.
 - Plan check fees/permit fees are based through LA County
- Certificate of Occupancy – LA County is responsible for inspections and Certificates of Occupancy.
- Housing Element
 - Housing Element adopted by the city, not yet certified by HCD. Rolling Hills just met with HCD and whittled comments from 30 to 5, hoping to have document certified by September.
 - Goals outlined in Housing Element pertaining to ADU development has not progressed yet, due to staffing resources and working through certification process.
 - Limited resources, only 3 staff in entire department.
 - Majority of the RHNA allocation is through using ADUs. The other main portion will be through a vacant lot owned by school district that can be developed as multi-family.
 - Housing Element includes result of survey where 25% of respondents already have some sort of separate building with kitchen and bedroom facilities. Examples are guest houses and pool houses. These may be easily converted into ADU units.
- Coastal Zone – the City is not located in a Coastal Zone
- City does not feel there are many code-related or process-related obstacles of ADU development.
 - 25% Already have some sort of 2nd unit thought not classified as ADU (guest/pool house)
 - There is a covenant requirement to provide stables/corral on each property. However, City would allow homeowner to get by this if they want to build an ADU
 - There is an increase in interest from residents.
 - There are unique site constraints that could limit ADU development:
 - Topography/terrain is steep, there may not be sufficient room on lot.
 - Most homes are on septic (~95%), adding an ADU may require upgrade to septic.
 - While this is an affluent community, money isn't necessarily an issue. Those who want an ADU most likely can afford it.



Innovative Housing Solutions (HIS) Meeting Minutes

- Caveat is there is a high senior citizen population. Many are on fixed incomes. While they are land rich through equity, they are cash strapped.
- Costs associated with grading (due to terrain) or septic systems may be prohibitive.
- Rolling Hills is unique in that the entire city (aside from a few non-residential parcels) is controlled by the RHCA. Communication and coordination between CITY and RCHA is amicable. There may be some cases where a homeowner has some trouble in getting their ADU permit through the RHCA review process.
- Template or Pre-approved plans could help expedite plan/check processes and reduce cost for elderly.
- General attitude of ADU development in City
 - City wants to be in compliance with State laws regarding ADU policies. Passed density bonus. Supportive of daycare homes and employee housing. Also supportive of transitional housing.
 - Just recently passed updated zoning code to ensure compliance with state law.
 - Citizens have voiced concern about traffic, and additional development. But it seems overall there is not a strong negative reaction or pushback.
 - The city is a gated community, all roads are private, and only 3 entrances. Privacy is important.
- State Law Impact on City - City got help from City Attorney to draft ordinances to ensure compliance.

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with Hermosa Beach		01
Location	Date	Time
Virtual	9/8/2022	2:00 pm PST
Recorded By		
Catherine Guentert, Sarah Chmielak, Jason Haney and Jagmeet Khangura		

Participants			
Name	Title	Organization	Email
Jagmeet Khangura	Study Lead	Black & Veatch	KhanguraJK@bv.com
Sarah Chmielak	City Planning Lead	Black & Veatch	chmielaks@bv.com
Catherine Guentert	Project Manager	Black & Veatch	GuentertC@bv.com
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Jeannie Naughton	Community Development Director	Hermosa Beach	jnaughton@hermosabeach.gov
Jonathon Masi	Associate Planner	Hermosa Beach	jmasi@hermosabeach.gov
James Atkins	Planner	Hermosa Beach	jatkins@hermosabeach.gov

Minutes:

- If a homeowner asks for guidance on an ADU:
 - Planning staff would walk the homeowner through ADU ordinance, including explaining the table that breaks down different scenarios and standards.
 - Planner would discuss the homeowner's specific case and discuss the process to obtain approval.
 - City does not have designated ADU experts, all staff are capable of reviewing ADU permits and answering questions.
 - The City has a summary handout to give to homeowners that explains the different types of ADUs and development standards. They find it to be a helpful tool.
 - City sees a mix of homeowners and consultants inquiring about ADUs, but consultants tend to navigate the permit process more than homeowners especially in the Coastal Zone where additional standards/procedures apply.
- Permitting Process:
 - No separate ADU building permit
 - Submit Building Permit via e-mail.
 - Planning reviews for deed restriction and addressing and compliance with ADU code, Building & Safety reviews for compliance with building codes. For ADUs of 400 square feet or greater, Public Works reviews, and LA Fire reviews if fire sprinklers are required.

- Prior to final permit issuance, Planning does one more review to ensure any changes made during review maintained consistency with code.
- Certificate of Occupancy/Finale Permit is provided after completion and inspection of ADU whether it is an attached or detached unit.
- Fees:
 - Building Permit fees are based on valuation of the project.
 - Only school fees are also charged, this is not under City control.
 - Hermosa Beach is progressive on offering rebates and incentives on sustainability features such as Solar, EV Charging.
- Housing Element
 - Housing Element has been adopted by the city, not yet certified by HCD.
 - City received comments from HCD earlier this year. The consultant assisting the City with the Housing Element left recently, so the City expects certification to happen in the Spring of 2023.
 - The City has ADU goals outlined in Housing Element in terms of resident education and outreach, but certification will not necessarily delay the progress of these goals. The City is proactive in engagement and community involvement, and the City Manager is proactive on reaching out to the residents on topics such as ADU education. The City will wait to see if there is any need to make their policies more robust.
- Coastal Zone – about 50% of the City is in the Coastal zone. The City has been watching the Coastal Commission’s review of other cities’ ADU ordinances. The Coastal Commission does not want to allow any reduction of parking for ADUs, as it can reduce on-street parking availability and therefore reduce access in general.
- City does not feel there are many City code-related or process-related obstacles of ADU development.
 - People are perceptive to ADUs, and the process is streamlined.
 - The biggest code-related hurdle is the requirement of parking in the Coastal Zone – it poses a heavy burden. A part of this burden is not having an approved Local Coastal Program (LCP).
 - The city has areas of housing development where there are smaller structures on small lots where many housing units are now out of compliance with current code. These properties have not been able to be updated without costly upgrades until now. ADU ordinance has created a streamlined process to solve problems. Examples:
 - A sfu with detached garage with an illegal unit above can now be legitimized with no need for additional parking.
 - Nonconforming garages can be converted into ADUs without needing to upgrade the entire property. The City is seeing more conversions of existing space here.
 - More conversions of existing spaces vs. new detached.

- Template or Pre-approved plans could help expedite plan/check processes. There is enough consistency in the built environment that pre-approved plans for one-story detached ADU plans could fit across the City. While Hermosa Beach is proud of an eclectic architectural style, even minor customizations of these standard plans could help lessen the cost.
 - Staff pointed to a nearby city (Rolling Hills Estates) that recently rolled out template architectural ADU plans for use in May of 2022. The creation of the plans was complicated in terms of understanding liability, risk, and future code changes, but the potential rewards are exciting.
 - Demographics in Hermosa Beach does not contain a high population of senior citizens, but they are a population that could potential benefit from standard plans.
- General attitude of ADU development in City
 - ADUs started out as taboo. There has been a conflicting question people try to process: can an ADU rental unit increase my property value, or will it decrease my property value by changing the quality of Single-Family zoning?
 - Density bonus and building of duplexes seen as being more negative than ADUs in the community as most of the ADUs are used by the owners to provide additional space or as multi-generation housing with increased privacy and not out on the rental market.
 - Currently, residents are becoming more approachable to ADUs. The stigma of negative impacts from rental units (ie: decreased property values, parking) in single family areas are not being realized.
 - Parking has always been an issue in this City being a beach community, and the ‘one-off’ nature of ADU has not resulted in an impact as much as a large development/ redevelopment project may result in.
 - Most common types of ADU are room or garage conversions since the lots are smaller and couldn’t support a detached ADU
 - Many people who build ADUs may be using it as a token to get around “No Net Loss”. There may be a difference in Beach Cities versus Suburban Cities, in that residents are more likely wanting to merge lots and build one unit. In this case, building an ADU would maintain two units, and likely these units would not be rented out.
 - While some ADUs may be used as rentals, staff is hearing that many ADU units are being used for intergenerational family members.
 - Hermosa Beach has a higher percentage of renters than other cities > 55% renter occupied. Therefore, rental ADUs may have higher rental rates in this area. It may also be easier to finance, as the property owners would already have proof of rental income.
 - Younger population, this demographic is about to pay much higher rent thus making addition ADUs on existing rental properties profitable.
- State Law Impact on City – The Planning staff is fairly new, and do not know of any specific impact to the City during this time.

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject	Meeting No.	
ADU Interview with Rancho Palos Verdes	01	
Location	Date	Time
Virtual	9/19/2022	10:00 am PST
Recorded By	Catherine Guentert, Sarah Chmielak, Jason Haney	

Participants			
Name	Title	Organization	Email
Sarah Chmielak	City Planning Lead	Black & Veatch	chmielaks@bv.com
Catherine Guentert	Project Manager	Black & Veatch	GuentertC@bv.com
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Ken Rukavina	Community Development Director	Rancho Palos Verdes	krukavina@rpvca.gov
Octavio Silva	Deputy Director	Rancho Palos Verdes	OctavioS@rpvca.gov
Jahee Yoon	Senior Planner	Rancho Palos Verdes	jyoon@rpvca.gov

Minutes:

- If a homeowner asks for guidance on an ADU:
 - Planning staff would walk the homeowner through ADU ordinance and process, including explaining where/when an ADU would require a Conditional Use Permit (CUP) or an Over-the-Counter approval. Information pertaining to the required covenant would also be provided.
 - The City has created a GIS layer to help identify properties that would require a CUP, which currently accounts for 30-40% of residential properties.
 - Staff also may discuss the requirements for approval of a “Guest House”, which is similar to an ADU but does not allow for kitchen facilities. These would not require CUPs.
 - After planning questions are answered, they would be directed to Building & Safety for any additional questions for building permit process.
 - City does not have designated ADU experts, all staff are capable of reviewing ADU permits and answering questions.
 - The City does not have summary handouts/educational materials to give to homeowners at the time, they point to the ADU ordinance as reference material.
 - City sees a mix of homeowners and/or consultants inquiring about ADUs, but consultants tend to navigate the permit process for homeowners.
- Permitting Process: there is a 2-step process, planning and then building.
 - Planning Permit:

- Over-the-counter approval – granted where ADU is compliant with ADU ordinance including objective standards such as window/door placement, setbacks, etc.
- Conditional Use Permit – required where ADU does not comply with ordinance (most notably - contain two means of vehicular access in VHFHSZ).
 - CUPs may take 3-6 months depending on the need for any project revisions and resubmittal timelines.
 - The City reduced the standard CUP fee from \$6406 to \$2165 to help alleviate burden of cost for homeowners applying.
- Building Permit:
 - Regular building permit is submitted electronically.
 - 10-day typical turnaround for review. B&S plancheck is contracted out to Transtech.
 - If fire review is needed, would be routed to LA Fire. If ADU proposed on lot with septic system, would be routed to LA County Health Department.
- Prior to issuance of a Certificate of Occupancy, homeowner must record covenant and use restriction with LA County.
- Certificate of Occupancy/Finale Permit is provided after completion and inspection of ADU.
- Fees:
 - ADU fee – ministerial fee is \$357. Covenant document is \$400. CUP fee is \$2165.
 - Building Permit fees are based on square footage of the project. Additional review fees may be needed if geological, grading, septic, or fire is needed.
 - The City does not charge Impact Fees - only school fees are also charged, this is not under City control.
- Housing Element
 - Housing Element has been adopted by the city, not yet certified by HCD.
 - City received comments from HCD this year and they are working through the comments.
 - The City has ADU goals outlined in Housing Element in terms of resident education and outreach, template plans and more. The City's focus is on getting the Housing Element certified before prioritizing resources on these items. The City will wait to see if there is any need to make revisions to their policies.
 - In addition, the City's ADU ordinance has been deemed non-compliant by HCD, notably for the CUP requirements in the VHFHSZ, and the City has upcoming meetings to address these issues.
- Coastal Zone –City is in the Coastal zone however only a small portion of residential properties are located in it. Any ADUs proposed in the Coastal Zone would need to comply with the City's LCP. Coastal Commission hearings would not be required for an ADU.
- Obstacles to ADU development:

- City staff does see that there are City code-related or process-related obstacles of ADU development and understands that the CUP requirement is a huge obstacle. However, the concerns related to emergency egress and sub-standard streets are prioritized.
- Other obstacles include: geographic conditions (steepness of the lot or lots that were not originally mass-graded into pads) or geologic conditions in areas that are susceptible to landslides. These issues make it more costly to design and build.
- Template or Pre-approved plans could help expedite plan/check processes, and it is a goal stated in the Housing Element.
- General attitude of ADU development in City
 - Residents seem to be split for or against.
 - Those that are for ADUs tend to appreciate the ability to have more space for the family – kids, elderly, college-aged students.
 - Those that are against ADUs tend to be concerned about density, overdevelopment, and privacy. There are many residents that have lived in the community since before it became incorporated, and desire to maintain its semi-rural character and history.
 - From a City perspective, the general attitude leans against ADU development. Concerns include:
 - Fire/safety issues
 - Many residential properties are located on dead-end streets, many of which have sub-standard widths according to LA Fire requirements. Adding density or increasing on-street parking demand can exacerbate emergency egress impacts.
 - ADUs may impact geologically-sensitive landslide areas (increased grading and built environment, increased water penetration on septic).
 - Cumulative impact from increased development.
 - The City is interested in relaxing their concern if it is found there are appropriate ways to mitigate these issues.
 - Maintaining character of City - Sense of privacy and buffers from neighboring property lines
 - Reducing local control
 - State-mandated laws tend to take away controls that maintain community values of privacy and rural character.
 - There is acknowledgement that ADUs can be a helpful way to meet RHNA numbers.
 - Anecdotally staff hear that:
 - It seems that most people who build ADUs do not rent them out, rather they use for family.
 - In some cases, people are building ADUs to get around other zoning and development policies, such as adding extra space.



Innovative Housing Solutions (HIS) Meeting Minutes

- A minority of people use build ADUs are renting out at market values.
- Attached ADU and JADU seem to be more common than detached.
- The City has approved many ADU units administratively, however, the few that required CUP process were denied, with the main reason being cumulative impacts of traffic / emergency-related traffic.
- State Law Impact on City – City had to spend staffing hours on numerous meetings and hearing with Planning Commission and City Council to keep up and adapt. The City has struggled in balancing compliance with mandates while maintaining local community values and identity.

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with Redondo Beach		01
Location	Date	Time
Virtual	9/28/2022	3:00 pm PST
Recorded By		
Catherine Guentert, Sarah Chmielak, Jason Haney, Jagmeet Khangura		

Participants			
Name	Title	Organization	Email
Sarah Chmielak	City Planning Lead	Black & Veatch	chmielaks@bv.com
Catherine Guentert	Project Manager	Black & Veatch	GuentertC@bv.com
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com
Brandy Forbers	Director of Community Development	Redondo Beach	Brandy.Forbes@redondo.org
Antonio Gardea	Senior Planner	Redondo Beach	Antonio.Gardea@redondo.org

Minutes:

- If a homeowner asks for guidance on an ADU:
 - Planning staff would bring up the property in question through the City's GIS system and walk through different options as the specific site relates to the ADU regulations.
 - Staff discusses general compliance with the ADU code, such as setbacks, heights, and other objective standards.
 - The process and requirements of obtaining permits is explained, including nuances such as needing a survey if the proposed unit will be closer than 6' from the property line.
 - Staff will talk through streamlined vs non-streamlined ADUs. In either case, the permitting process is the same, but if non-streamlined (ie, those that do not abide by State default) additional regulations may apply.
 - City does not have designated ADU experts, all staff are capable of reviewing ADU permits and answering questions.
 - The City does not have summary handouts/educational materials to give to homeowners at the time, they point to the ADU ordinance as reference material. Staff is currently in process of updating residential guidelines, which includes an ADU primer. A general update to the City website is also in the works.
 - In terms of single-family properties, the City sees more homeowners than consultants inquiring about and navigating the ADU process; for multi-family properties, the City sees more design consultants navigating the process.

- Permitting Process: Application for a Building permit takes a 2-step process, planning and then building. Submittal can be electronic or in-person.
 - Planning Review: Planner checks to see if proposed ADU is compliant with basic objective standards of ordinance such as setbacks, height, etc.
 - If not compliant, they will work with applicant to revise.
 - If compliant, plan is stamped approved by planning and moved to plancheck review.
 - It is possible to get an over-the-counter approval if the proposed ADU is compliant, however, many applications need to be taken in for review/revision.
 - Plancheck review: application is reviewed for structural, Title 24, soils, survey, etc as deemed relevant.
 - Departments that review include Building and Safety, Public Works (for any offsite improvements), and Fire Department, if applicable.
 - It is feasible to receive an approved building permit within 60 days, however, it is not typical where revisions are required, as the applicant's turnaround time varies.
 - The City conducts a Final Inspection, which triggers the completion of the project.
 - Fees:
 - Building Permit fees are based on the project square footage compared to existing primary square footage, including elements such as number of fixtures, so fees can vary.
 - The City charges a Waste Water Impact Fee, which is triggered if project is 50% or more of the existing square footage. School fees are also charged, this is not under City control.
- Housing Element
 - Housing Element was just certified by HCD September 1st. They have until February 2025 to implement.
 - The City has ADU goals outlined in Housing Element in terms of resident education and outreach, template plans and more. These are a work in progress as staffing allows. The update to Residential Guidelines / ADU Primer is currently being worked on. Also in progress is updating permitting software to better track and pull information.
- Coastal Zone – a portion of the City is in the Coastal zone. Recent adoptions to the ADU ordinance went to the Coastal Commission for review, but they requested changes that the City will need to modify – pertaining to replacement parking (specifically for garage conversions).
- Obstacles to ADU development:
 - City staff has seen a large number of ADU projects applied for and built, more so than surrounding cities. The City's yearly ADU projections have already been exceeded.
 - Staff does not see internal policies or regulations as barriers. The only obstacle pertaining to codes/policies are when initial design/submission of ADU projects do not

take into account basic code regulations. These are usually workable through plan adjustments.

- Financing is the biggest obstacle. Most ADU projects seem to be financed through personal equity. There are many ADU projects that have to come back in to be scaled down after the applicant realizes the construction costs are too high.
- Template or Pre-approved plans would not be helpful in the City. There is no standard lot configuration where a template plan would apply in many cases. The City has evolved in phases over time, which has created many different and unique housing, lot, and street styles. Furthermore, many ADUs are conversions of existing space so a template plan would not apply.
- General attitude of ADU development in City
 - There is a small vocal contingent that voices opposition at hearings. The main concern is conversion of garage space to ADUs in multi-family properties. The reduction of off-street parking impacts surrounding neighborhoods, especially where one-way streets prohibit parking on one or both sides of the street.
 - From a City perspective, there is a general openness to ADU development, but the lack of control in regulations has left a negative feeling toward it. The requirement by the Coastal Commission to require replacement parking (negating the state-mandate to not require replacement parking) helps with one aspect where local control felt lost.
- In the past, the City tried to send surveys to get an understanding of how ADUs are being used. Once SCAG's methodology was released (for Housing Element purposes), and due to lack of response of the surveys, the City stopped trying to locally track. Anecdotally staff sees:
 - In Single-Family:
 - It seems that most people who build ADUs do not rent them out, they may be used for additional family space, or as a guest house.
 - A lot of garage conversions and conversions of existing primary space.
 - In Multi-Family:
 - Conversions of existing space (rec rooms, laundry rooms, etc) is rented out right away, at market rates.
 - Many apartments are owned by large companies, and they are maxing out ADU potential on each property.
- State Law Impact on City –
 - While the City utilized some grant money to pay for attorney fees, a large amount of Staff and Attorney time was spent writing ordinances to comply with state mandates. Back-to-back state changes meant new ordinances being written and adopted in very short timeframes. In addition, local property owners and developers tried to challenge City processes and ordinances so additional time was spent to defend.
 - State mandates have not had a full environmental review to understand potential local impacts. The one-size-fits-all approach handed down by the state creates local issues that the City has to address.

Attachment B. Surveys on ADU Application Process and of ADU Occupants Memorandum

FINAL

ATTACHMENT B.

SURVEYS ON ADU APPLICATION PROCESS AND OF ADU OCCUPANTS MEMORANDUM

ADU Acceleration Regional Early
Action Planning (REAP) Project

B&V PROJECT NO. 412477

PREPARED FOR



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

South Bay Cities Council of Governments (SBCCOG)

24 JULY 2023



**South Bay Cities Council of Governments (SBCCOG) | Surveys on ADU Application Process and of ADU Occupants
Memorandum**

The contents of this report reflect the views of the author who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of South Bay Cities Council of Governments or the Department. This report does not constitute a standard, specification or regulation.

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1.0 Introduction

The California Department of Housing and Community Development (HCD) collects statewide data annually on residential housing units permitted or constructed, including ADUs. However, data are limited on the developer’s experience during the application and permitting process, characteristics of the ADUs constructed, and how they are used. While conducting interviews with staff from each of the eight participating cities in the South Bay Cities Council of Governments (SBCCOG) as part of the Housing Policy Comparison, the city staff anecdotally observed an increase in resident awareness of the development of ADUs, an increase in the number of calls and questions from homeowners inquiring about the process to build an ADU, an increase in the number of ADU permits submitted, and an increase in the construction of ADUs. The goal of these surveys was to collect actual local data from ADU homeowners and ADU occupants on their experience of ADU development through current use of the ADU, including affordability as compared to the Regional Housing Needs Allocation (RHNA) income categories.

In 2021, UC Berkeley Center for Community Innovation (CCI) released a report¹ presenting the results of the first survey of California-based homeowners with an ADU. A goal of that report was to help policymakers, planners, and government officials understand the experiences of those with an ADU on their properties to learn how best to support the production of ADUs in their jurisdictions. The CCI report served as a foundation for a SBCCOG survey to homeowners.

Black & Veatch conducted separate surveys for “ADU Applicants” and “ADU Occupants” by using one survey with a branching question to direct the respondent to the appropriate section of the survey.

ADU Applicants (i.e., homeowners or developers who applied for an ADU building permit and/or built an ADU) were surveyed to learn about their experience of the ADU permit application and construction process, the characteristics of the ADU, and the characteristics of the occupants. ADU Occupants were surveyed to learn about who is renting and living in ADUs, their living environment, migration patterns, living costs, and transportation patterns. Below are specific areas identified to learn from each survey.

ADU Applicants (grouped by those with ADUs “Approved but Not Built” and “Approved and Built”)

- Characteristics of the ADU
 - Type (attached, detached, garage conversion, JADU) and size
 - Ultimate use (for rent, or for personal use)
 - Cost of rent, utilities, parking, and other amenities
- Characteristics of the occupant(s)
 - Relationship to occupants (relative, friend, stranger, number of occupants)

¹ Chapple, Karen, et al. (April 22, 2021). Implementing the Backyard Revolutions: Perspectives of California’s ADU Owners. Retrieved from <https://www.aducalifornia.org/research/>.

- Personal experience during the ADU application, permitting, and building process
 - The ease or difficulty of working with the City on ADU approvals
 - The applicants' understanding of ADU laws, rules, and standards
 - Surprises of permitting process

ADU Occupants

- Characteristics of the occupant(s)
 - Prior city residency and housing type they lived in before the current ADU
- Satisfaction of living in the ADU in the neighborhood
 - Rent and utilities
- Commute, transportation, and parking issues
 - Approximate distance to work from their current ADU residence
 - Vehicles owned by each occupant and description of motor vehicle use

2.0 Methodology

2.1 Survey Population

To collect information from those who experienced the ADU Application Process and from ADU Occupants, Black & Veatch developed and administered a digital survey in both English and Spanish (please see Appendix A for Full Survey Text). One survey was used for both groups, using a branching question to direct the respondent to the appropriate section of the survey.

One primary data source was used to determine properties that applied for an ADU permit and/or received a Certificate of Occupancy for an ADU:

California Department of Housing and Community Development (HCD), Housing Element Annual Progress Report (APR) Data by Jurisdiction and Year; APR Table A2 Annual Building Activity Report Summary - New Construction, Entitled, Permitted, and Completed Units. (May 2022). Retrieved from <https://data.ca.gov/dataset/housing-element-annual-progress-report-apr-data-by-jurisdiction-and-year>

Survey recipients were identified via the following methodology:

- Eight (8) participating cities in the SBCCOG:
 - El Segundo, Gardena, Hawthorne, Hermosa Beach, Manhattan Beach, Rancho Palos Verdes, Redondo Beach, Rolling Hills
- UNIT_CAT_DESC = Accessory Dwelling Unit, and
- BP_ISSUE_DT1 = NOT BLANK, and/or
- CO_ISSUE_DT1 = NOT BLANK

The HCD data were supplemented with a list of ADU/JADUs built since 2017 in the city of Hermosa Beach provided by the City of Hermosa Beach.

2.2 Postcards

Based on the population of addresses with ADUs, three rounds of postcards were sent out addressed to either ADU applicants (Resident of Primary Residence) or ADU occupants (Tenant of ADU/JADU) asking the recipient to take the online survey. A marketing campaign was also conducted where SBCCOG coordinated with each city to communicate the survey through the City's established marketing and social media channels (please see Appendix B for Postcard and Marketing Examples). Each postcard contained a survey URL and a scannable QR code that directed the postcard recipient to the digital survey. The recipients had the option to complete the survey in either English or Spanish. To incentivize the recipients to complete the survey, an e-gift card for \$10.00 was offered to the first 500 respondents².

² Although multiple measures were taken to maintain respondent anonymity while also minimizing the potential for fraudulent survey responses, there were instances of surveys being completed by "bots" and "cheaters" resulting in fraudulent distributions of e-gift cards. Examples included bots completing surveys en masse and respondents taking surveys on behalf of someone else multiple times. These fraudulent responses were reviewed and excluded.

South Bay Cities Council of Governments (SBCCOG) | Surveys on ADU Application Process and of ADU Occupants
Memorandum

Using three rounds of mailings, a total of 2372 postcards were sent to 817 unique recipients: 404 residents of the primary residences and 413 tenants of ADUs/JADUs. In total, 1176 postcards were sent to the residents of the primary residences and 1196 postcards were sent to the tenants of ADUs/JADUs.

Post Card Round	1	2	3	Total
Date Mailed	9/6/2022	10/11/2022	11/9/2022	Totals
El Segundo				
Resident of Primary Residence	55	55	55	165
Tenant of ADU	56	56	56	168
	111	111	111	333
Gardena				
Resident of Primary Residence	77	77	77	231
Tenant of ADU	78	78	78	234
	155	155	155	465
Hawthorne				
Resident of Primary Residence	70	70	70	210
Tenant of ADU	70	70	70	210
	140	140	140	420
Hermosa Beach				
Resident of Primary Residence	20	56	56	132
Tenant of ADU	20	52	52	124
Tenant of JADU	0	11	11	22
	40	119	119	278
Manhattan Beach				
Resident of Primary Residence	16	16	16	48
Tenant of ADU	16	16	16	48
	32	32	32	96
Rancho Palos Verdes				
Resident of Primary Residence	29	29	29	87
Tenant of ADU	29	29	29	87
	58	58	58	174
Redondo Beach				
Resident of Primary Residence	100	100	100	300
Tenant of ADU	100	100	100	300
	738	817	817	2372
Rolling Hills				
Resident of Primary Residence	1	1	1	3
Tenant of ADU	1	1	1	3
	2	2	2	6

Post Card Round	1	2	3	Total
Date Mailed	9/6/2022	10/11/2022	11/9/2022	Totals
Grand Total				
Resident of Primary Residence	368	404	404	1176
Tenant of ADU/JADU	370	413	413	1196
	738	817	817	2372

2.3 In-Person Outreach

Overview

To increase survey response rate, an in-person outreach campaign was conducted. An SBCCOG staff member and a volunteer conducted door-to-door outreach on 11/22/2022 between 9:00 am – 3:00 pm. They visited homes in all participating cities except Rolling Hills as that city is gated. In total, 30 locations were visited. The surveyors introduced themselves as representatives of SBCCOG and the local city. Every resident contacted was at the primary house; SBCCOG did not get opportunities to contact people at the ADU itself. For all contacts, the staff member urged that both the homeowner and person in the ADU complete the survey.

Method of Address Selection

Addresses were randomly selected from the population of addresses with ADUs. An initial location scan was conducted using Google Maps/Street View to determine if the house was accessible. If the house was gated or inaccessible in other ways, the address was disregarded and a new address was randomly selected, and spot checked. The final list of addresses appeared fully accessible for contact based on Google Street View.

Summary of Key Observations

Of the 30 locations visited, contact was made with 7 persons: 4 were adult residents at the main house, 1 was a neighbor, and 2 were minors without parents at home.

Most visits resulted in “no answer” at the front door. In these cases, an information packet was posted at the property comprised of a flyer (please see Appendix B for Postcard and Marketing Examples) which contained the URL and a scannable QR code that directed the recipient to the digital survey, a SBCCOG business card, and a SBCCOG one-sheet.

Nearly all homes had smart doorbell cameras. For each home where contact was not made, the doorbell camera was engaged, with the presumption that a resident would see the surveyors and come to the door. Only one person out of several locations answered after the doorbell camera was engaged. At 3 locations, the surveyors left a recorded video on the doorbell camera explaining who they were, the purpose of the visit, and to encourage completion of the ADU Survey. For all other locations, there was no response at the door.

For the 4 adult residents contacted at the main house the surveyors explained who they were, the reasons for the outreach, and the ADU Survey. Out of those residents, 3 said they did not receive ADU Survey postcards, despite three rounds having been sent. One person got the postcard but hadn’t yet taken the survey. The surveyors urged the residents to take the ADU Survey ASAP and that the deadline

was extended to 12/2. At one house, a neighbor stated that the resident was not home but would be back soon. The neighbor said they would tell the resident about the visit and posted information. At 2 locations, residents under 18 answered the door. Since their parents or other adults weren't home, the information packet was posted outside.

From the contacts made, people appeared hesitant to talk at their doorsteps. For all these locations, the surveyors briefly summarized the project and the ADU Survey goals and urged the resident to take 10-15 minutes to complete it. All persons contacted got the information packet.

Summary of Outreach by City

El Segundo

- Contacted a resident of the main house. Resident said they didn't get postcards. They said a lot has been happening personally, so this is not on their radar. Information packet left with resident. SBCCOG staff asked them to please review and take the survey when available.
- No contacts at remaining locations. Information packets posted at the properties.

Gardena

- Contacted a resident of the main house. Resident said they didn't get postcards and "Maybe the property owner got it." Information packet left with resident. SBCCOG staff asked them to please review and take the survey when available.
- No contacts at remaining locations. Information packets posted at the properties.

Hawthorne

- No contacts at any of the locations. Information packets posted at the properties.

Hermosa Beach

- No contacts at any of the locations. Information packets posted at the properties.

Manhattan Beach

- Minor under 18 answered the door, said parent was not home. Information packet posted outside for parent to review and take survey when available.
- No contacts at remaining locations. Information packets posted at the properties.

Rancho Palos Verdes

- Contacted a resident of the main house. Resident said they got the postcard but hadn't yet taken the survey. SBCCOG staff asked that they take the ADU Survey ASAP, that it would take more than 10-15 minutes, and the deadline was extended to 12/2. Information packet left with resident.
- Minor under 18 answered the door, said parent was not home. Information packet posted outside for parent review and take survey when available.
- No contacts at remaining locations. Information packets posted at the properties.

Redondo Beach

- Contacted a resident of the main house. Resident said they didn't get postcards and that they were on a long-distance phone call and could not talk. Information packet left with resident. SBCCOG staff asked them to please review and take the survey when available.
- Contacted a neighbor of one ADU location. Neighbor reported that the resident was not home but would be back in a few days. Neighbor said they would tell the resident about the SBCCOG surveyors visit and ADU Survey information packet posted at the property.
- No contacts at remaining locations. Information packets posted at the properties.

Rolling Hills

- No homes visited.

3.0 Results

A total of 93 surveys were completed (11% overall response rate), 71 by residents of the primary residences (18% response rate) and 22 by tenants of ADUs/JADUs (5% response rate).

Given the relatively limited sample size, the SBCCOG survey report results, and analysis are in aggregate. Due to the very low base size, these survey results are reported directionally³, and extreme caution should be used when drawing conclusions.

The initial goal was to compare the SBCCOG survey results to the CCI results, but limitations of the CCI and the SBCCOG data precluded a direct comparison. Additionally, the SBCCOG survey instrument, methodology, and collection timing were different. For example, the SBCCOG questions were asked differently, the population was slightly different, the COVID pandemic potentially impacted respondents' answers, etc. CCI had 178 responses from homeowners in Los Angeles County (23.7% of the total number of responses statewide) and although the CCI findings were reported at the state level, some analysis was conducted specifically for Los Angeles County. Since data from the SBCCOG surveys are from eight cities in the South Bay subregion of Los Angeles County, comparisons with the CCI Los Angeles County findings are notated where applicable.

Please see Appendix C for All Survey Results and Analysis.

³ Since there were small sample sizes, there is a higher chance of the data being skewed or biased due to random variation. Therefore, statistical testing was not performed and there are no indicators of significant differences in the data within the report. Caution should be used when drawing conclusions.

Appendix A. Full Survey Text

Full Survey Text:

SBCCOG Surveys on ADU Application Process and of ADU Occupants

Start of Block: Intro and Branching Question - SEEN BY ALL

Q68 Thank you for your participation in this survey! South Bay Cities Council of Governments (SBCCOG), in partnership with your city, is interested in learning more about your ADU with the help of researchers from Black & Veatch. An ADU is an Accessory Dwelling Unit with complete independent living facilities for one or more persons (also referred to as second units, in-law units, casitas, or granny flats).

Your responses will be **CONFIDENTIAL**, and your identity will remain **ANONYMOUS**. The data will be aggregated and used for research purposes only.

Please contact marketresearch@bv.com with any survey questions or see here for Additional Survey Information (*at of survey)

As a thank you for your participation, the first 500 people who complete this survey have an opportunity to claim a \$10.00 reward.

Survey Instructions:

- Your answers will be saved when you click the forward arrow button within the survey.
- If you exit the survey, click the survey link to resume right where you left off.
- Please do not use your browser back and forward buttons to navigate this survey.
- Use the arrow buttons within the survey to progress.
- Please do not refresh your browser.
- Scroll to the top/bottom of each page to view all questions.

Q39 Are you an Accessory Dwelling Unit (ADU) owner or occupant? (Select one)

- Owner
- Occupant

End of Block: Intro and Branching Question - SEEN BY ALL

Start of Block: APPLICANT INTRO

Q3 Which statement below applies to your ADU? (Select one)

- I have an approved permit, but have not built an ADU
- I have an approved permit and have built an ADU

Q2 In what city is your ADU located? (Specify below)

Q69 In what zip code is your ADU located? (Specify below)

*Display This Question:
If Q3 = I have an approved permit and have built an ADU*

Q19 What best describes how your ADU is currently being used? (Select all that apply)

- It needs physical work to be livable
- A relative/friend is staying for free
- I am looking for a tenant
- It is being used for something else (home office, workshop, studio, etc.)
- It is currently being rented out
- Other (specify) _____

End of Block: APPLICANT INTRO

Start of Block: ADU Rental Characteristics - SEEN BY RENTED

Q20 How many people live in the ADU? (Select one)

- 1
- 2
- 3
- 4 or more

Q23 Is the tenant a relative, friend or stranger? (Select one)

- Relative
- Friend
- Stranger
- Other (specify) _____

Q24 How did your tenant learn about the ADU? (Select one)

- Word of mouth
- Social media posting
- Renting website (Zillow, Apartments.com, etc.)
- Other (specify) _____

Q25 Please answer the following on a scale of 5 (Easy) to 1 (Difficult).

How easy was it to find tenants for your ADU? (Select one)

- 5 (Easy)
- 4
- 3
- 2
- 1 (Difficult)

Q10 What is the length of the rental or lease term? (Select one)

- Short-term (less than 1 month stay)
- Month-to-month
- Less than 1 year
- Annual or longer
- Other/Undefined period

Q11 How much do you charge for rent per month? (Numbers only: E.g. 1500)

Q12 How do you manage utility (gas, electric, water, sewer) costs for the ADU? (Select all that apply)

- All utilities are included in the rental cost
- Utilities are charged separately to the tenant
- Utilities are set up, managed, and paid by tenant
- Other (specify) _____

Q13 On average, how much does the tenant pay for utilities per month? (Numbers only: E.g. 250)

Q14 Which of the following are included in the rent cost? (Select all that apply)

- Cable TV
- Satellite TV
- Internet access
- None of the above

Q15 What amenities are included with the ADU? (Select all that apply)

- A/C
- Stove
- Refrigerator
- Washer/Dryer
- Pool
- Pet friendly
- Furnishings
- Swimming pool access
- Dishwasher
- Washer/Dryer hookup
- Other (specify) _____

Q18 How many total cars do your guest/tenants, living in the ADU, normally park on the street? (Select one)

- None
- 1
- 2
- 3 or more

Q21 Are there any children (18 & under) living in the ADU? (Select one)

- Yes, one
- Yes, more than one
- No

Q22 Are there any senior citizens (65+) living in the ADU? (Select one)

- Yes, one
- Yes, more than one
- No

End of Block: ADU Rental Characteristics - SEEN BY RENTED

Start of Block: ADU Characteristics - SEEN BY BUILT

Q4 Are you the owner of the property/ADU? (Select one)

Yes

No

Q26 Did you own the property when the ADU was built? (Select one)

Yes

No

Q8 How many bedrooms are in the ADU? (Select one)

0 - Studio

1

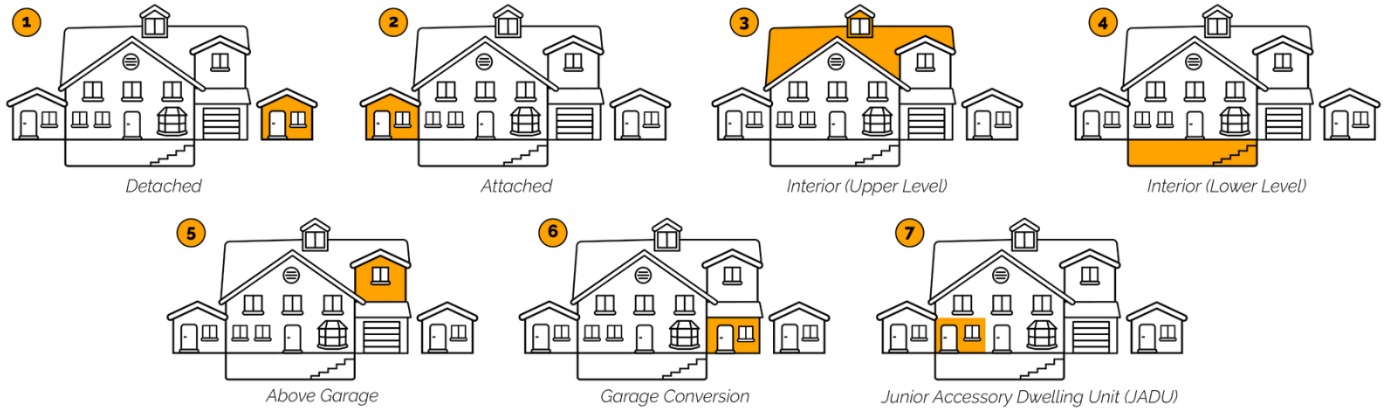
2

3

4 or more

Q5 What is the approximate square footage of your ADU? (Numbers only: E.g. 600)

Q6 How would you best describe the type of your ADU? (Select one)



- Detached: The unit is separated from the primary structure.
- Attached: The unit is attached to the primary structure.
- Converted Existing Interior Space: Space in the primary residence that is converted into an independent living unit (e.g., attic, basement, master bedroom, storage area, etc.)
- Above Garage: The unit is built above the garage which can still be used.
- Converted Garage: The garage was converted to or replaced by the unit.
- Junior Accessory Dwelling Unit (JADU): A specific type of conversion of existing space that is contained entirely within a single-family residence. Less than 500 square feet, typically bedrooms that have an entrance into the unit from the main home and an entrance to the outside. Has cooking facilities, including a sink, but maybe not a private bathroom.
- Other (specify) _____

Q7 What construction type is your ADU? (Select one)

- Traditional construction (e.g., site built, or stick built)
- Modular – delivered in large section(s) by a truck and a crane (California Department of Housing and Community Development (HCD) approved)
- Manufactured – delivered in large section(s) by a truck and a crane (United States Department of Housing and Urban Development (HUD) approved)
- Prefabricated - Panelized – delivered sections and installed on site
- Other (describe) _____

Q16 Does the ADU have its own outdoor space? (Select one)

- Yes, the ADU guest/tenant has their own space
- No, the ADU guest/tenant shares the outdoor space with me or other tenants
- The unit has no outdoor space

Q17 Is there separate parking for ADU? (Select all that apply)

- Yes, parking is available on the property (they have a parking space/garage)
- Yes, parking is available off site (such as a parking lot or /garage)
- No, parking is shared or on the street
- Other (specify) _____

Q27 What were the TOP THREE **biggest challenges** when building your ADU? (Select up to three challenges)

- Figuring out how to get started
- Obtaining financing
- Finding a designer or architect/contractor/other professionals
- Cost of design or plans package
- Design constraints
- Parking requirements
- Lot setbacks or height limits
- Approval processes (city/county, utilities, fire, etc.)
- Permitting fees to the city/county
- Cost of construction
- Managing designer or architect/contractor/other professionals
- Construction challenges
- Delays and cost overruns

Utility connections

Other (specify) _____

Q29 Please answer the following on a scale of 5 (Easy) to 1 (Difficult).

How easy was it to build your ADU according to the city/county’s ADU development requirements? (Select one)

This may include zoning counter issues, level of transparency of requirements, duration of permitting timelines, number of plan revisions required, and code changes impacting design mid-city review.

- 5 (Easy)
- 4
- 3
- 2
- 1 (Difficult)

Q30 Please answer the following on a scale of 5 (Easy) to 1 (Difficult).

How easy was it to navigate the construction process for your ADU? (Select one)

This may include issues finding a contractor.

- 5 (Easy)
- 4
- 3
- 2
- 1 (Difficult)

Q31 Please answer the following on a scale of 5 (Easy) to 1 (Difficult).

How easy was it to understand the ADU laws, rules, and standards when building your ADU? (Select one)

- 5 (Easy)
- 4
- 3
- 2
- 1 (Difficult)

Q34 Is there anything else about your experience building or owning an ADU that you would like to tell us about? (Specify below)

End of Block: ADU Characteristics - SEEN BY BUILT

Start of Block: ADU Application Process - SEEN BY ALL

Q28 Please answer the following on a scale of 5 (Easy) to 1 (Difficult).

How easy was it to obtain the necessary permits for your ADU? (Select one)

This may include zoning counter issues, level of transparency of requirements, duration of permitting timelines, number of plan revisions required, and code changes impacting design mid-city review.

- 5 (Easy)
- 4
- 3
- 2
- 1 (Difficult)

*Display This Question:
If Q3 = 1 have an approved permit, but have not built an ADU*

Q38 Please share why you have not completed your ADU. (Specify below)

Q32 Please share any surprises that arose during or after the ADU process. (Specify below)

Q33 Is there anything your city or county (e.g., planning, permitting, building, fire, public works or other departments) could change to make it easier for homeowners to successfully complete their ADU projects? (Specify below)

End of Block: ADU Application Process - SEEN BY ALL

Start of Block: OCCUPANT INTRO

Q41 In what city is the ADU you live in located? (Specify below)

Q70 In what zip code is the ADU you live in located? (Specify below)

End of Block: OCCUPANT INTRO

Start of Block: Occupant Living Environment/Characteristics - SEEN BY ALL

Q1 How many bedrooms does your rental unit have? (Select one)

- 0 - Studio
- 1
- 2
- 3
- 4 or more

Q2 How many people live in your rental unit? (Select one)

- 0
- 1
- 2
- 3
- 4 or more

Q3 How much is your rent per month? (Numbers only: E.g., 1500)

Q4 How are utilities (gas, electric, water) paid? (Select one)

- Utilities are included in the rental cost
- Utilities are charged separately by the landlord
- I set up, manage, and pay utilities on my own
- Other (specify) _____

Q5 How much do you pay for utilities per month? (Numbers only: E.g., 25)

Q6 Which of the following are included in the rent cost? (Select all that apply)

- Cable TV
- Satellite TV
- Internet access
- None of the above

Q7 What amenities are included with the ADU? (Select all that apply)

- A/C
- Stove
- Refrigerator
- Washer/dryer
- Pool
- Pet friendly
- Furnishings
- Swimming pool access
- Washer/dryer hook-ups
- Dishwasher
- Other (specify) _____

Q8 Do you have your own outdoor space? (Select one)

- Yes, I have my own space
- No, I share my outdoor space with the landlord or other tenants
- The unit has no outdoor space

Q9 How did you hear about the rental unit? (Select one)

- Word of mouth
- Social media posting
- Rental website (Zillow, Apartments.com, etc.)
- Craigslist
- Other (specify) _____

Q10 Are you a relative or friend of your landlord? (Select one)

- Yes
- No

Q11 Did you know your landlord prior to renting? (Select one)

- Yes
- No

Q12 What city did you live in prior to renting your current unit? (Specify below)

Q13 What type of housing did you live in before renting your current ADU? (Select one)

- Single-Family Detached Unit
- Building with 2- (duplex), 3-plex, or 4-plex units
- Building with 5 or more units
- Mobile Home Unit
- Accessory Dwelling Unit
- Other (specify) _____

Q14 Did you own or rent your previous housing? (Select one)

- Own
- Rent
- Other (specify) _____

Q15 How much did you pay per month for your previous housing? (Numbers only: E.g., 1500)

Q16 Please answer the following on a scale of 5 (Satisfied) to 1 (Dissatisfied).

How satisfied are you with your rental unit? (Select one)

- 5 (Satisfied)
- 4
- 3
- 2
- 1 (Dissatisfied)

*Display This Question:
If Q16 = 2
Or Q16 = 1 (Dissatisfied)*

Q17 Why are you dissatisfied with your current rental? (Specify below)

End of Block: Occupant Living Environment/Characteristics - SEEN BY ALL

Start of Block: Transportation - SEEN BY ALL

Q1 Are you currently working? (Select one)

- Yes
- No

*Display This Question:
If Q1 = Yes*

Q2 What is the approximate distance to work from your rental? (Select one)

- Less than 5 miles
- Between 6-10 miles
- More than 10 miles
- More than 15 miles
- More than 20 miles
- Other (specify) _____
- Don't know

Q3 Do you own a vehicle (E.g., car, motorcycle, etc.)? (Select one)

- Yes
- No

Q4 Do you use public transit? (Select one)

- Yes
- No

Q5 Please answer the following on a scale of 5 (Often) to 1 (Rarely). (Select one)

I use public transit to travel to work, shopping, etc.

- 5 (Often)
- 4
- 3
- 2
- 1 (Rarely)

Q6 Are you interested in owning a less expensive zero emission, local use vehicle (E.g., golf carts, eBikes, eScooters, segways, etc.) for local use? (Select one)

- Yes
- No
- Already owned

Q7 How many vehicles do you and/or your family park at the ADU? (Select one)

- 0
- 1
- 2
- 3 or more

Q8 Is there separate parking for the ADU? (Select all that apply)

- Yes, parking is available on the property (I have a parking space/garage)
- Yes, parking is available off site (such as a parking lot or /garage)
- No, parking is shared or on the street
- Other (specify) _____

Q9 Please answer the following on a scale of 5 (Easy) to 1 (Difficult).

How easy is on-street parking in the community where the ADU is located? (Select one)

- 5 (Easy)
- 4
- 3
- 2
- 1 (Difficult)

End of Block: Transportation - SEEN BY ALL

Start of Block: Closing

Q35 Would you be willing to participate in an “online/virtual” focus group about building and owning an ADU?

If “Yes”, please provide an email address so we can contact you. To protect your anonymity, your email address will not be associated with your survey response.

- Yes - Email Address _____
- No

*Display This Question:
If Q35 = Yes - Email Address
And Q35 = No*

Q72 Would you like to claim your reward?

If you select "Yes", you'll be directed to a new page to enter your contact information. We have taken this step to protect your anonymity and your contact details will not be associated with this survey.

- Yes
- No

End of Block: Closing

*Additional Survey Information

Your individual responses to survey questions will be kept confidential by South Bay Cities Council of Governments (SBCCOG), each participating City, and the research company, Black & Veatch. Confidential data are information that may not be released outside of this survey project (that is, your identity will not be associated with your survey response in any kind of reporting).

The survey project will generate aggregate reports (that is, individual survey results will be combined and presented as a group) that contain city information to help South Bay Cities Council of Governments and the City help improve services and programs to meet the needs and wishes of the residents. Data from open-ended questions will be provided to SBCCOG and the City in deidentified, redacted form (that is your identity will not be associated with the response and the response will be edited as necessary to remove any identifying information). Group data will not be shared in publications and research reports in instances where respondent groups contain less than five individuals (that is, results for small groups of respondents will not be reported when there is any risk of breach of confidentiality). Only deidentified record level data will be retained, and only deidentified aggregate analyses will be shared in publications and research reports. Black & Veatch will store data on secure servers and will destroy all identified data upon completion of the survey administration. By participating, you will be contributing valuable information to your city. SBCCOG, the City, and Black & Veatch have taken numerous steps to protect participants in this survey project. This survey has been reviewed and approved according to the policies and procedures of SBCCOG and Black & Veatch. By continuing, you acknowledge that you have read and understood the above information and agree to participate in this survey. If you have any questions about the survey, contact marketresearch@bv.com.

Información Adicional de la Encuesta

El South Bay Cities Council of Governments (SBCCOG), cada ciudad participante y la empresa de investigación, Black & Veatch, mantendrán la confidencialidad de sus respuestas individuales a las preguntas de la encuesta. Los datos confidenciales son información que no se puede divulgar fuera de este proyecto de encuesta (es decir, su identidad no se asociará con su respuesta a la encuesta en ningún tipo de informe).

El proyecto de encuesta producirá informes agregados (es decir, los resultados de las encuestas individuales se combinarán y presentarán grupalmente), los que contienen información de la ciudad para ayudar al South Bay Cities Council of Governments y a la Ciudad a mejorar los servicios y programas para satisfacer las necesidades y los deseos de los residentes. Los datos de las preguntas abiertas serán entregados a SBCCOG y a la Ciudad en forma redactada y sin identificación (es decir, su identidad no se asociará con la respuesta y la respuesta se editará, según sea necesario, para eliminar cualquier información de identificación). Los datos del grupo no se compartirán en publicaciones e informes de investigación en los casos en que los grupos de encuestados contengan menos de cinco personas (es decir, los resultados de pequeños grupos de encuestados no se informarán cuando exista algún riesgo de violación de la confidencialidad). Solo se conservarán los datos de nivel de registro no identificados, y solo los análisis agregados no identificados se compartirán en publicaciones e informes de investigación. Black & Veatch almacenará los datos en servidores seguros y destruirá todos los datos identificados al finalizar la administración de la encuesta. Al participar, estarás aportando información valiosa para tu ciudad. SBCCOG, la Ciudad y Black & Veatch han tomado numerosas medidas para ayudar a los participantes en este proyecto de encuesta.

Esta encuesta ha sido revisada y aprobada, de acuerdo con las políticas y procedimientos de SBCCOG y Black & Veatch. Al continuar, reconoce que ha leído y entendido la información anterior y acepta participar en esta encuesta. Si tiene alguna pregunta sobre la encuesta, comuníquese con marketresearch@bv.com.

Appendix B. Postcard and Marketing Examples

Sample - Survey “Coming Soon” Announcement (email/social media)

Coming soon to your mailbox! The City of [CITY], in partnership with South Bay Cities Council of Governments (SBCCOG) is conducting a survey of residents to evaluate how Accessory Dwelling Units (ADUs) can increase housing supply in the city. This survey will help us identify those issues residents of the city feel should be addressed to reduce the barriers for building and renting an ADU.

[CITY] is particularly interested in learning from the experiences of those who have tried to build or completed an ADU; and from those who have decided to live in an ADU.

The survey will be sent to addresses where an ADU building permit or certificate of occupancy was issued.

Watch for your invitation to take the ADU survey.

We need your help! Your feedback is invaluable and greatly appreciated.



Figure 1 Twitter



Figure 2 Instagram



Manhattan Beach Resident

We need your input!

Share your experience

First 500 people get a \$10.00 reward!

The City of Manhattan Beach and South Bay Cities Council of Governments (SBCCOG) wants your input to evaluate how Accessory Dwelling Units (ADUs) can increase housing supply.

Our research firm, Black & Veatch, selected you from a list of addresses with an ADU building permit or certificate of occupancy.

We want to learn your experience of permitting/building or living in an ADU.

The Survey is **CONFIDENTIAL** and **ANONYMOUS**

How to Complete the Survey

- Scan QR Code with mobile device (or enter Survey Link below)
- Complete survey (10-15 mins)
- Provide email to get reward

Questions: Contact marketresearch@bv.com



Survey QR Code



Survey Link: https://blackandveatch.az1.qualtrics.com/jfe/form/SV_6M5F8RI7FvGvQbQ

Manhattan Beach Residente Necesitamos su participación!

Comparta su experiencia

Las Primeras 500 personas obtienen \$10.00 premio!

La Ciudad de Manhattan Beach y el Consejo de Gobiernos de las Ciudades de South Bay (SBCCOG) quieren su opinión para evaluar cómo las Unidades de Vivienda Accesorias (ADU) pueden aumentar la oferta de viviendas.

Nuestra firma de investigación, Black & Veatch, lo seleccionó de una lista de direcciones con un permiso de edificación ADU o un certificado de ocupación.

Queremos conocer su experiencia de obtener permisos/construir o vivir en una ADU.

La Encuesta es **CONFIDENTIAL** y **ANÓNIMA**

Como completar la Encuesta

- Escanee el código QR con el dispositivo móvil (o ingrese al link de la encuesta abajo)
- Encuesta completa (10-15 minutos)
- Proporcione el correo electrónico para obtener el premio

Preguntas: Comuníquese con marketresearch@bv.com

Manhattan Beach Resident - We need your input and experience!

First 500 people get a \$10.00 reward!

The City of Manhattan Beach and South Bay Cities Council of Governments (SBCCOG) wants your input to evaluate how Accessory Dwelling Units (ADUs) can increase housing supply.

Our research firm, Black & Veatch, selected you from a list of addresses with an ADU building permit or certificate of occupancy.

We want to learn your experience of permitting/building or living in an ADU.

The Survey is **CONFIDENTIAL** and **ANONYMOUS**

If you have already taken this survey, please disregard.

How to Complete the Survey

- Scan QR Code with mobile device (or enter Survey Link below)
- Complete survey (10-15 mins)
- Provide email to get reward



Questions: Contact marketresearch@bv.com



Manhattan Beach Residente - Necesitamos su participación!

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Queremos conocer su experiencia de obtener permisos/construir o vivir en una ADU.

La Encuesta es **CONFIDENTIAL** y **ANÓNIMA**

Si ya realizó esta encuesta, por favor, ignore.

Como completar la Encuesta

- Escanee el código QR con el dispositivo móvil (o ingrese al link de la encuesta abajo)
- Encuesta completa (10-15 minutos)
- Proporcione el correo electrónico para obtener el premio

Preguntas: Comuníquese con marketresearch@bv.com

Survey Link: https://blackandveatch.az1.qualtrics.com/jfe/form/SV_6M5F8R17FvGvQbQ



**WE
NEED
YOUR
HELP**



Manhattan Beach Resident We need your input and experience!

Manhattan Beach Residente Necesitamos su participación!

If you have already taken this survey, please disregard.

Si ya realizó esta encuesta, por favor, ignore.

The City of Manhattan Beach and South Bay Cities Council of Governments (SBCCOG) wants your input to evaluate how Accessory Dwelling Units (ADUs) can increase housing supply.

La Ciudad de Manhattan Beach y el Consejo de Gobiernos de las Ciudades de South Bay (SBCCOG) quieren su opinión para evaluar cómo las Unidades de Vivienda Accesorias (ADU) pueden aumentar la oferta de viviendas.

Our research firm, Black & Veatch, selected you from a list of addresses with an ADU building permit or certificate of occupancy.

Nuestra firma de investigación, Black & Veatch, lo seleccionó de una lista de direcciones con un permiso de edificación ADU o un certificado de ocupación.

We want to learn your experience of permitting/building or living in an ADU.

Queremos conocer su experiencia de obtener permisos/construir o vivir en una ADU.

The Survey is **CONFIDENTIAL** and **ANONYMOUS**

La Encuesta es **CONFIDENTIAL** y **ANÓNIMA**

How to Complete the Survey

- Scan QR Code with mobile device (or enter Survey Link below)
- Complete survey (10-15 mins)



Questions: Contact marketresearch@bv.com

Como completar la Encuesta

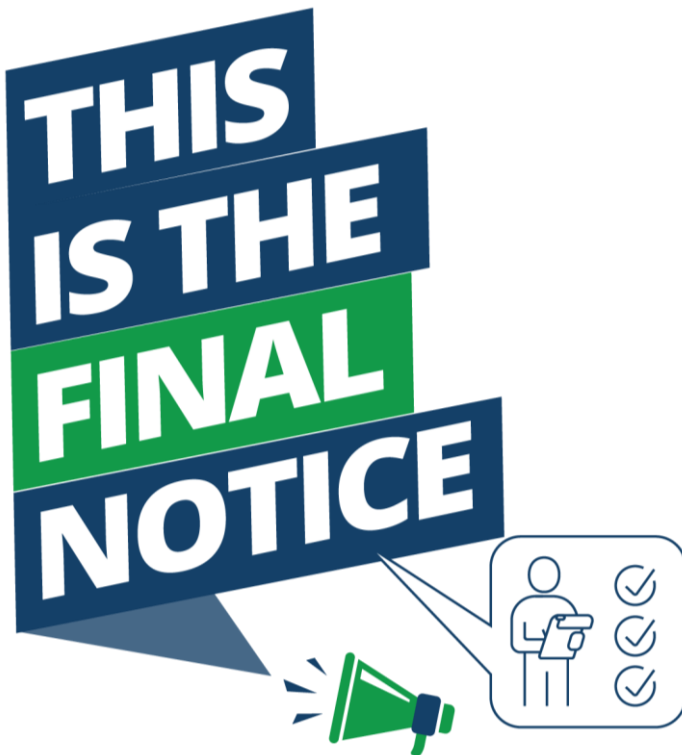
- Escanee el código QR con el dispositivo móvil (o ingrese al link de la encuesta abajo)
- Encuesta completa (10-15 minutos)



Preguntas: Comuníquese con marketresearch@bv.com



Survey Link: https://blackandveatch.az1.qualtrics.com/jfe/form/SV_6M5F8RI7FvGvQbQ





Manhattan Beach Resident!



The City of Manhattan Beach and South Bay Cities Council of Governments (SBCCOG) wants your input to evaluate how Accessory Dwelling Units (ADUs) can increase housing supply.

Our research firm, Black & Veatch, selected you from a list of addresses with an ADU building permit or certificate of occupancy.

The Survey is **CONFIDENTIAL** and **ANONYMOUS**

If you **HAVE NOT** taken this survey, please take it by **December 2, 2022**

- Scan QR Code with mobile device (or enter Survey Link below)
- Complete survey (10-15 mins)

Questions: Contact marketresearch@bv.com



Help us learn about your experience permitting/building or living in an ADU!



Survey Link: https://blackandveatch.az1.qualtrics.com/jfe/form/SV_6M5F8RI7FvGvQbQ

¡Manhattan Beach Residente!



La Ciudad de Manhattan Beach y el Consejo de Gobiernos de las Ciudades de South Bay (SBCCOG) quieren su opinión para evaluar cómo las Unidades de Vivienda Accesorias (ADU) pueden aumentar la oferta de viviendas.

Nuestra firma de investigación, Black & Veatch, lo seleccionó de una lista de direcciones con un permiso de edificación ADU o un certificado de ocupación.

La Encuesta es **CONFIDENTIAL** y **ANÓNIMA**

Si aún **no ha hecho** esta encuesta, por favor, hágalo antes del **2 de diciembre de 2022**

- Escanee el código QR con el dispositivo móvil (o ingrese al link de la encuesta abajo)
- Encuesta completa (10-15 minutos)

Preguntas: Comuníquese con marketresearch@bv.com



¡Queremos conocer su experiencia de obtener permisos/construir o vivir en una ADU!

Appendix C. All Survey Results and Analysis

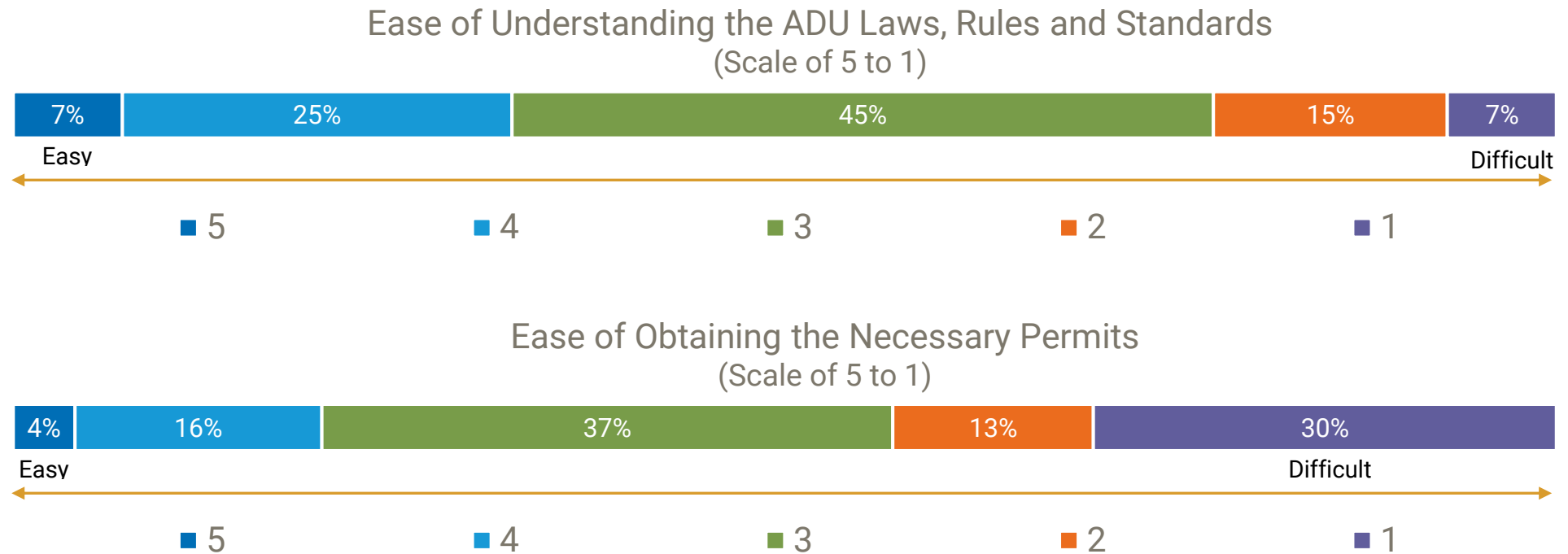
All Survey Results and Analysis

Survey on ADU Application Process

Survey of ADU Occupants

Results Among ADU Applicants

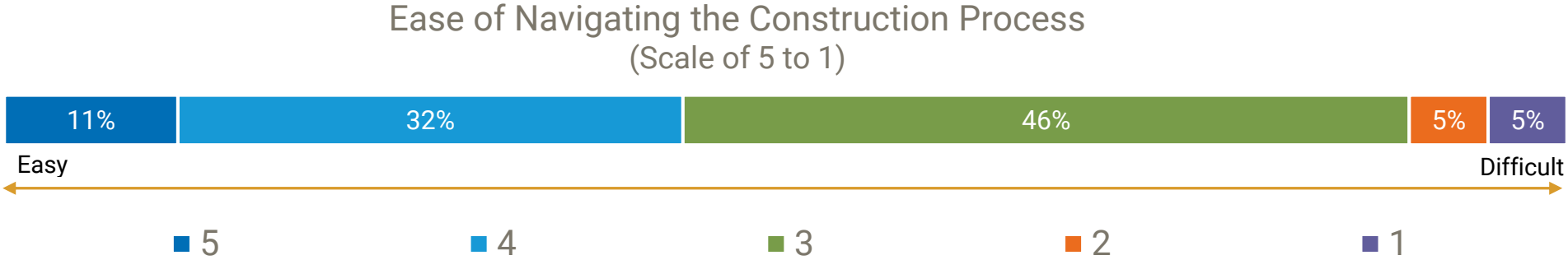
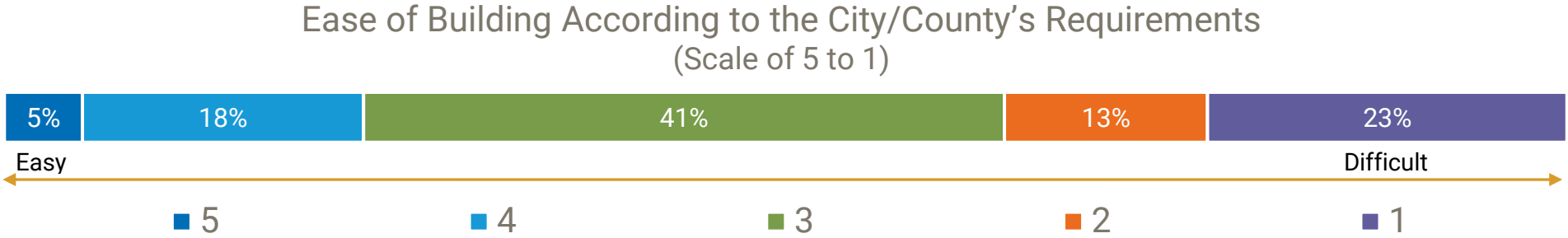
Homeowners face challenges pursuing an ADU, especially when trying to obtain permits.



Q31 - Please answer the following on a scale of 5 (Easy) to 1 (Difficult). How easy was it to understand the ADU laws, rules, and standards when building your ADU? (Select one) (n=56)

Q28 - Please answer the following on a scale of 5 (Easy) to 1 (Difficult). How easy was it to obtain the necessary permits for your ADU? (Select one) This may include zoning counter issues, level of transparency of requirements, duration of permitting timelines, number of plan revisions required, and code changes impacting design mid-city review. (n=71)

Owners find navigating the construction process to be easier than building according to requirements.

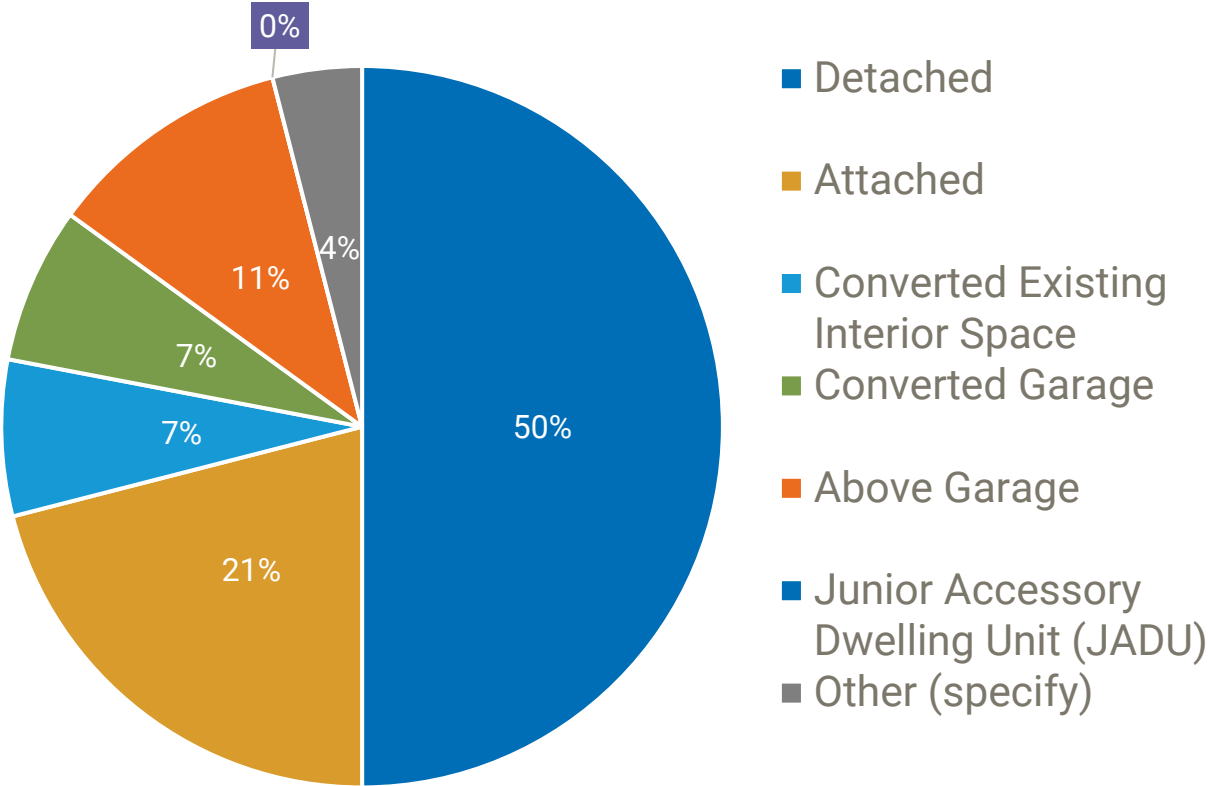


Q29 - Please answer the following on a scale of 5 (Easy) to 1 (Difficult). How easy was it to build your ADU according to the city/county's ADU development requirements? (Select one) This may include zoning counter issues, level of transparency of requirements, duration of permitting timelines, number of plan revisions required, and code changes impacting design mid-city review. (n=56)

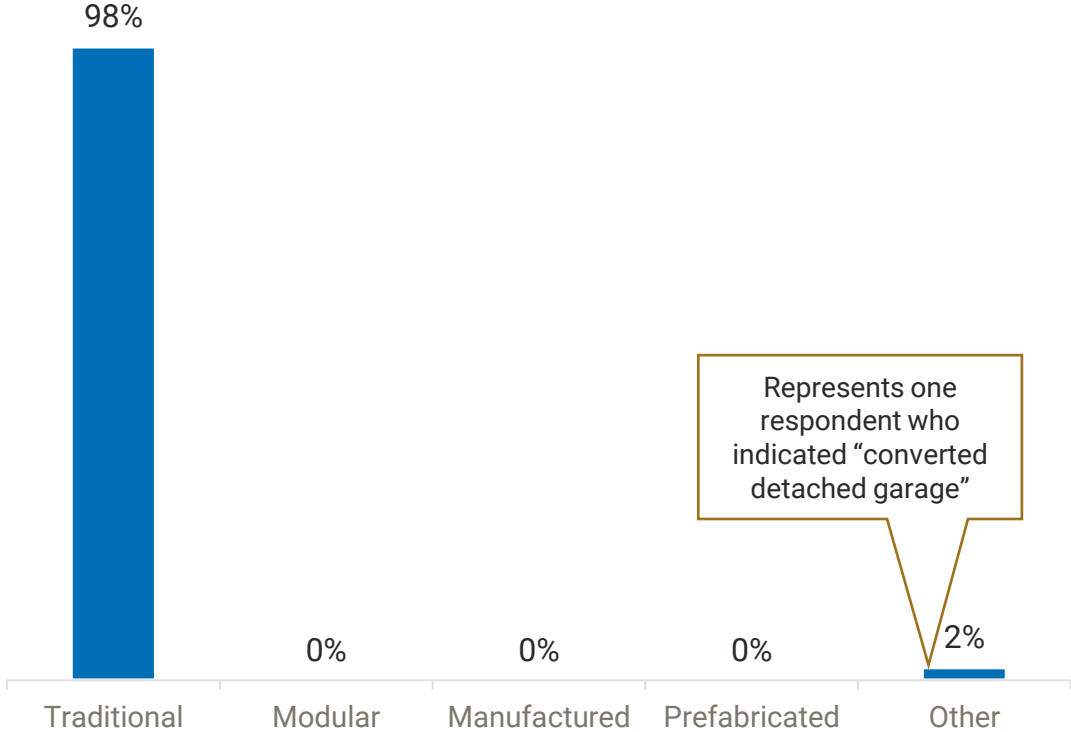
Q30 - Please answer the following on a scale of 5 (Easy) to 1 (Difficult). How easy was it to navigate the construction process for your ADU? (Select one) This may include issues finding a contractor. (n=56)

Half of the owners surveyed have a detached ADU with almost all being of traditional construction.

Type of ADU



Construction Type

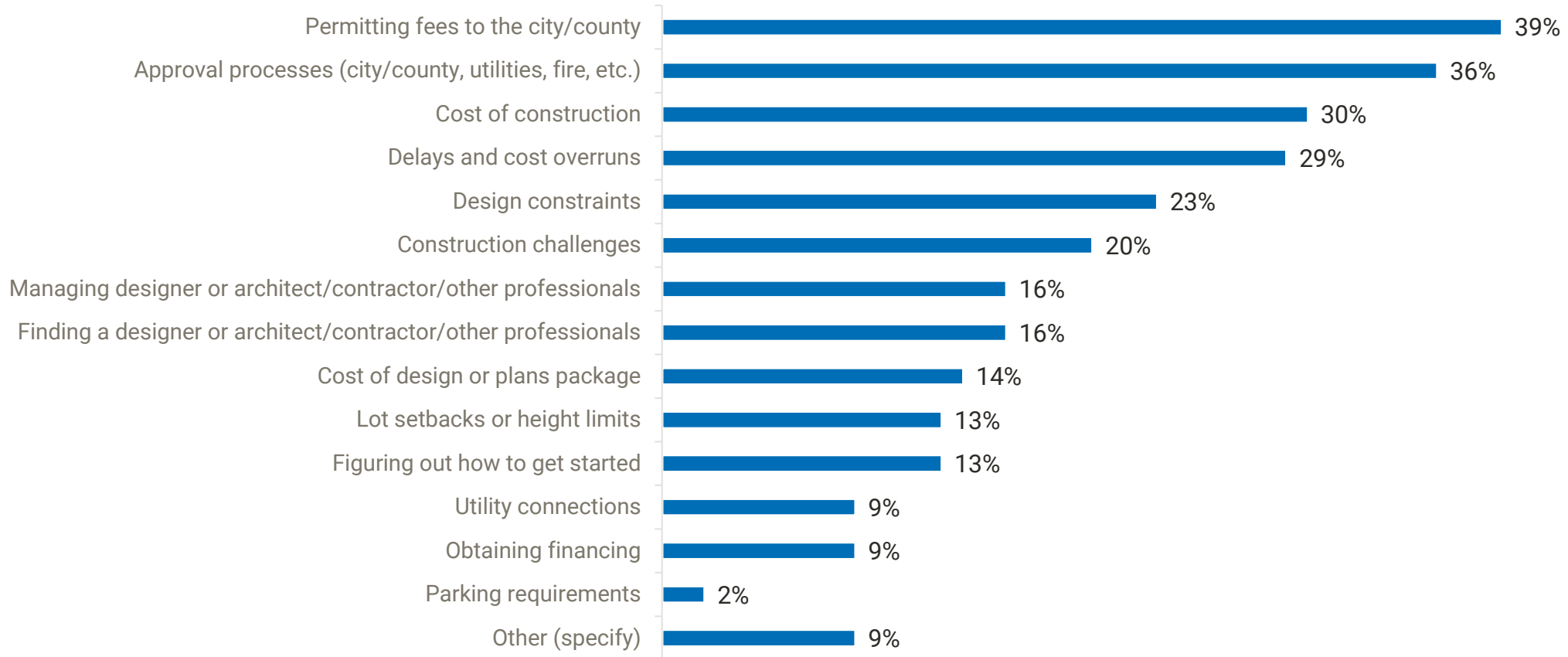


Q6 - How would you best describe the type of your ADU? (Select one) (n=56)

Q7 - What construction type is your ADU? (Select one) (n=50)

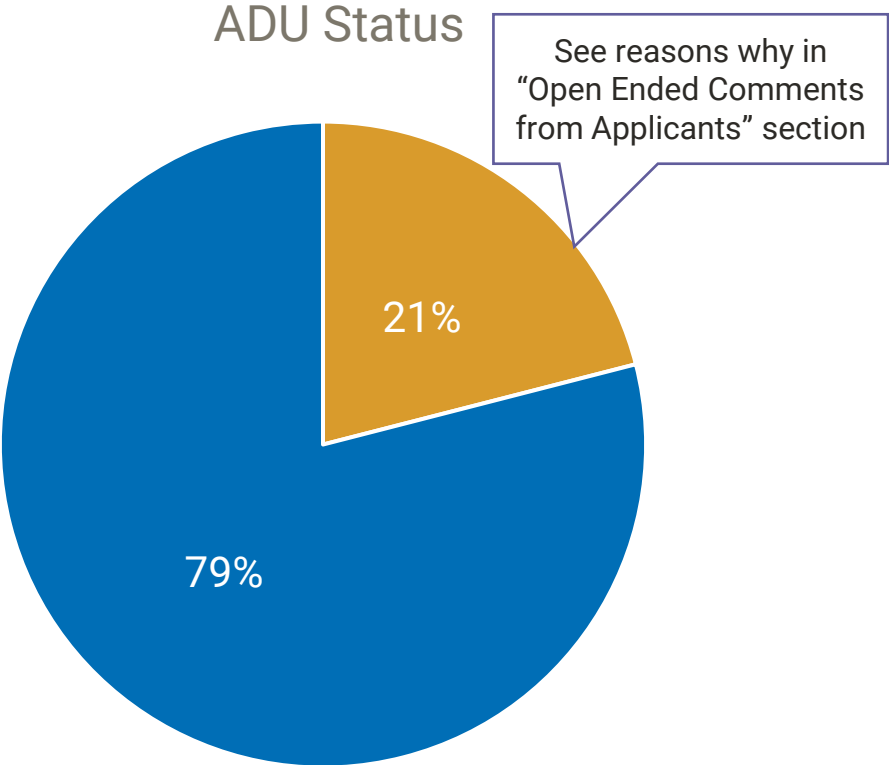
The biggest challenges facing those building an ADU are cost (permitting fees, construction costs and overruns) along with approval processes.

Biggest Challenges

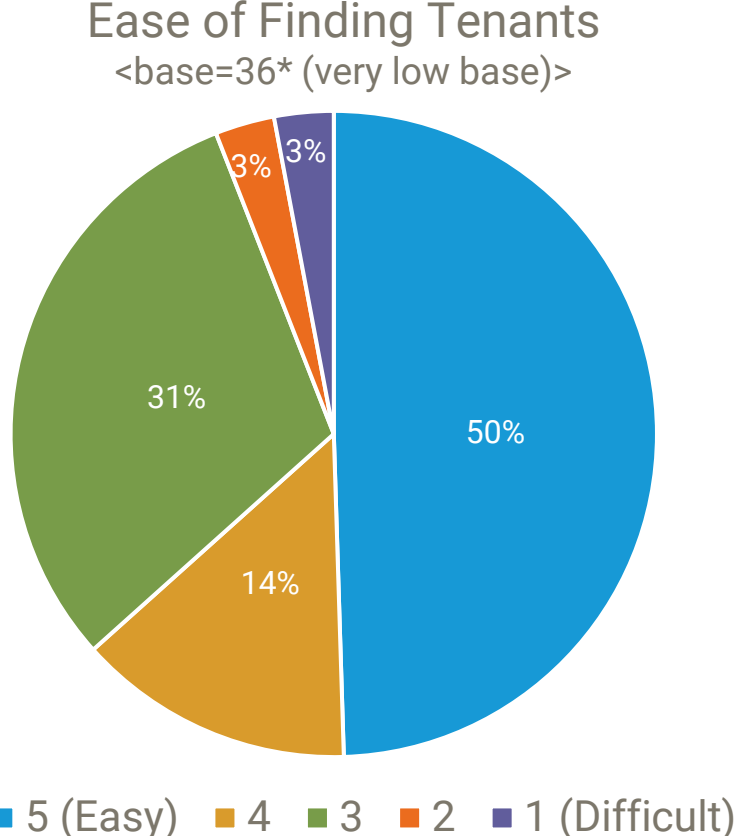


Q27 - What were the TOP THREE biggest challenges when building your ADU? (Select up to three challenges) (n=56)

Most owners in the survey have built their ADU and have not had difficulty finding tenants.



- Have an approved permit but have not built an ADU
- Have an approved permit and have built an ADU



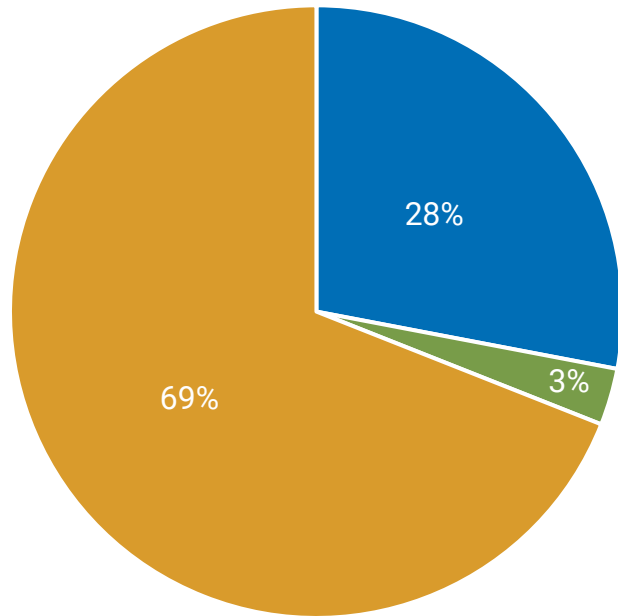
* Base size is very low, use caution when drawing conclusions

Q3 - Which statement below applies to your ADU? (Select one) (n=71)

Q25 - Please answer the following on a scale of 5 (Easy) to 1 (Difficult). How easy was it to find tenants for your ADU? (Select one) (n=36)

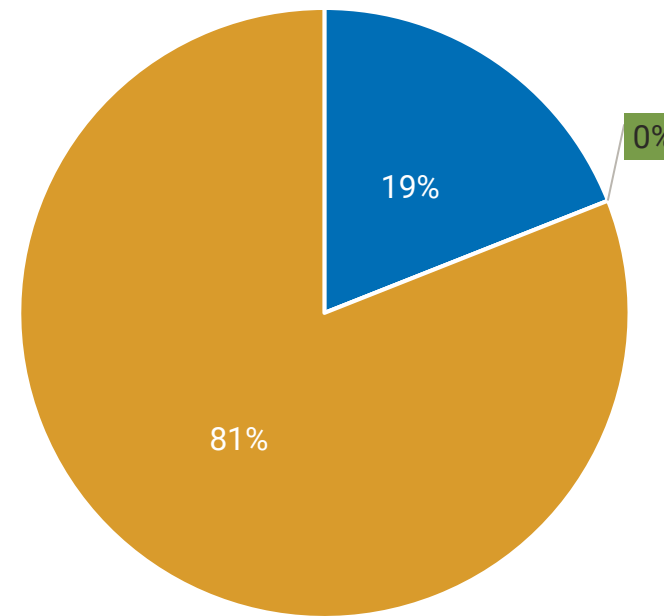
Few ADUs have children or seniors currently residing in the them.

Children in the ADU
<base=36* (very low base size)>



■ Yes, one ■ Yes, more than one ■ No

Seniors in the ADU
<base=36* (very low base size)>

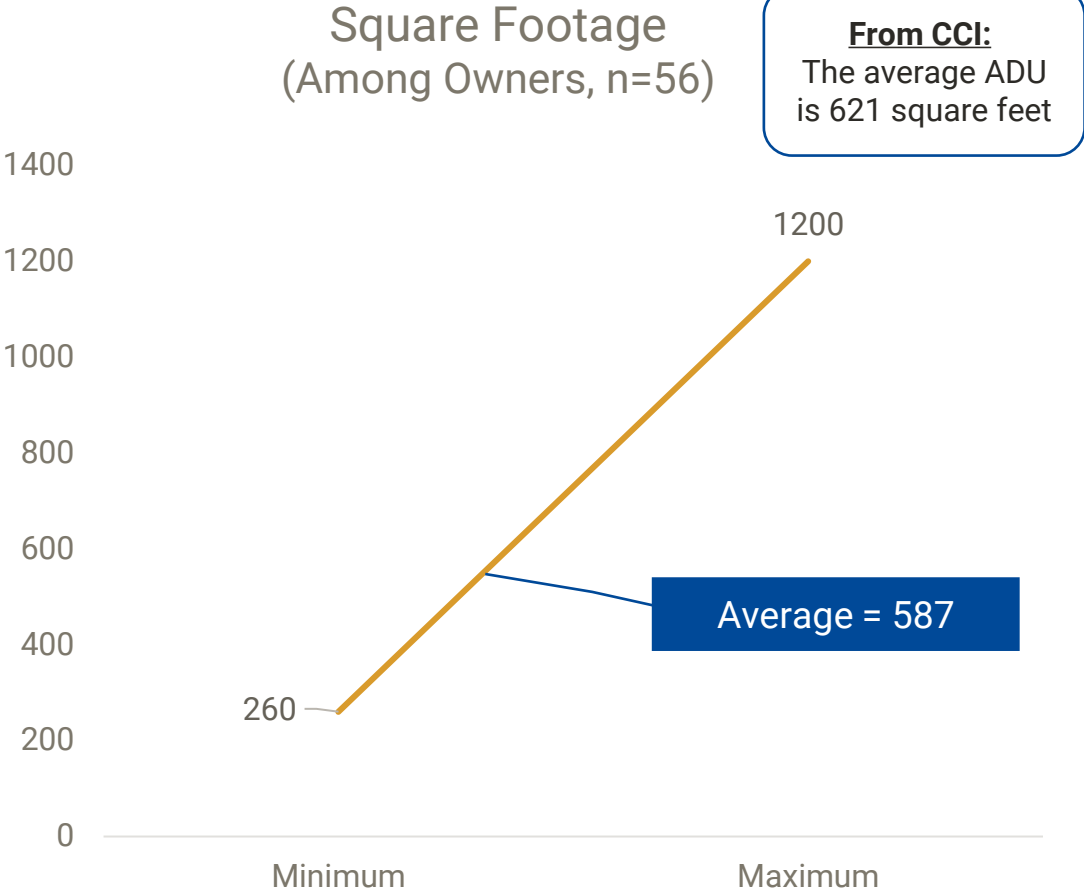
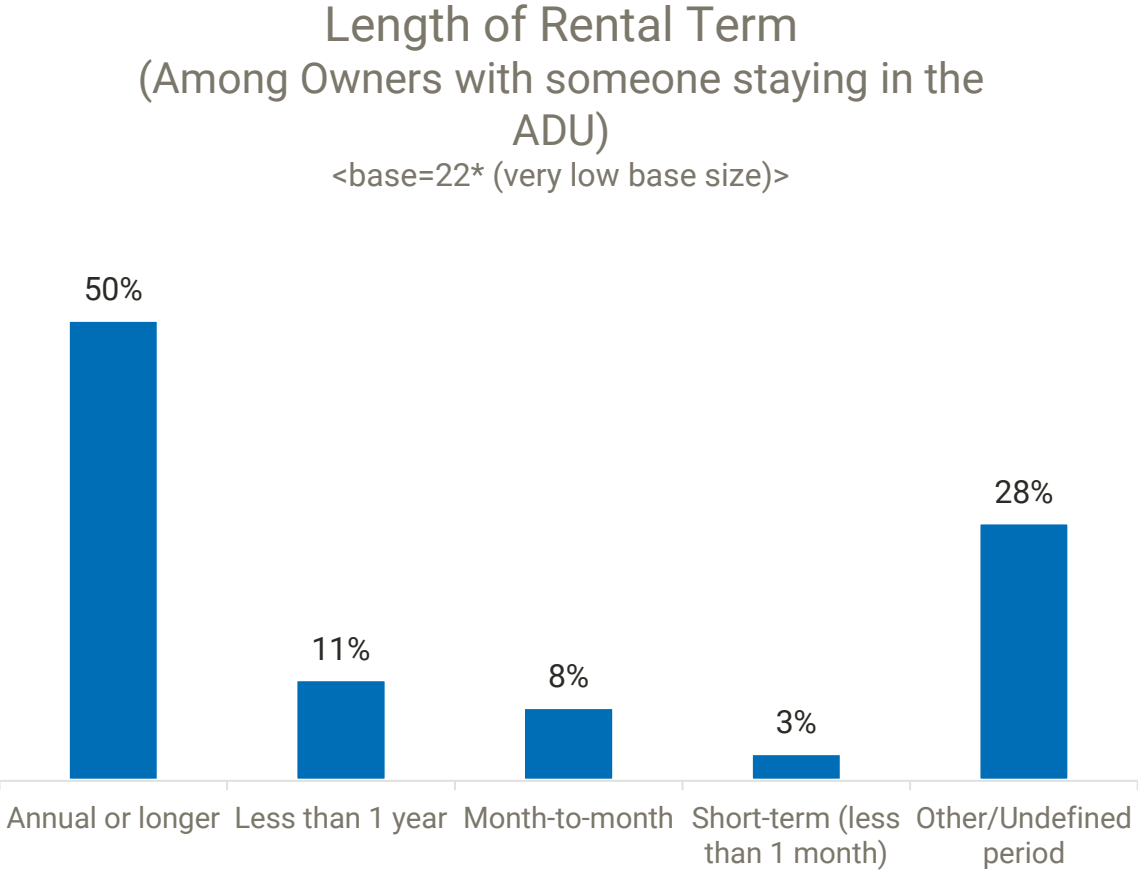


■ Yes, one ■ Yes, more than one ■ No

Q21 - Are there any children (18 & under) living in the ADU? (Select one) (n=36)
Q22 - Are there any senior citizens (65+) living in the ADU? (Select one) (n=36)

* Base size is very low, use caution when drawing conclusions

Few owners rent out the ADU for less than a year.

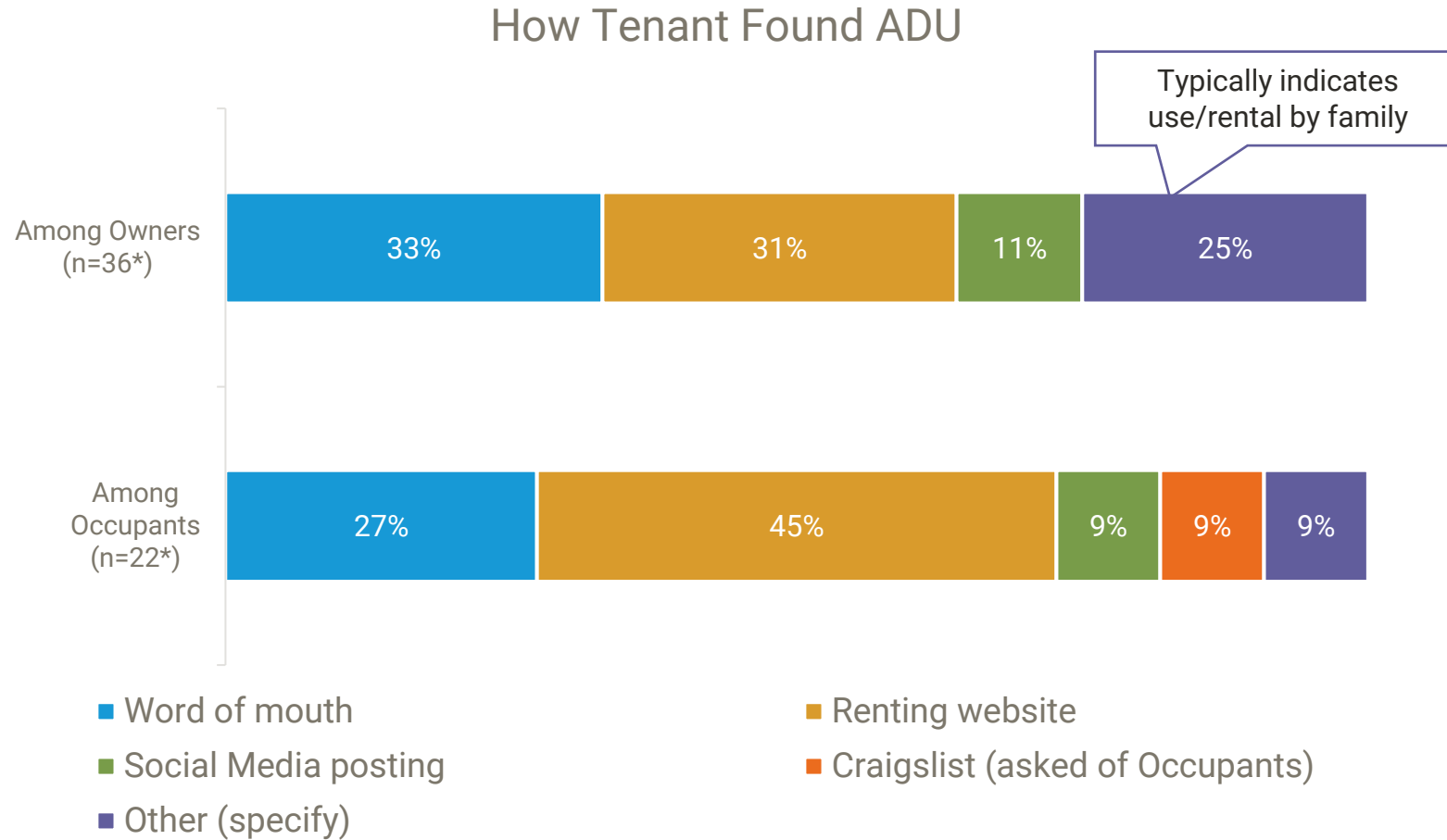


Q10 - What is the length of the rental or lease term? (Select one) (n=36)
 Q5 - What is the approximate square footage of your ADU? (Numbers only: e.g. 600) (n=56)

* Base size is very low, use caution when drawing conclusions

Results Among Both Applicants and Occupants

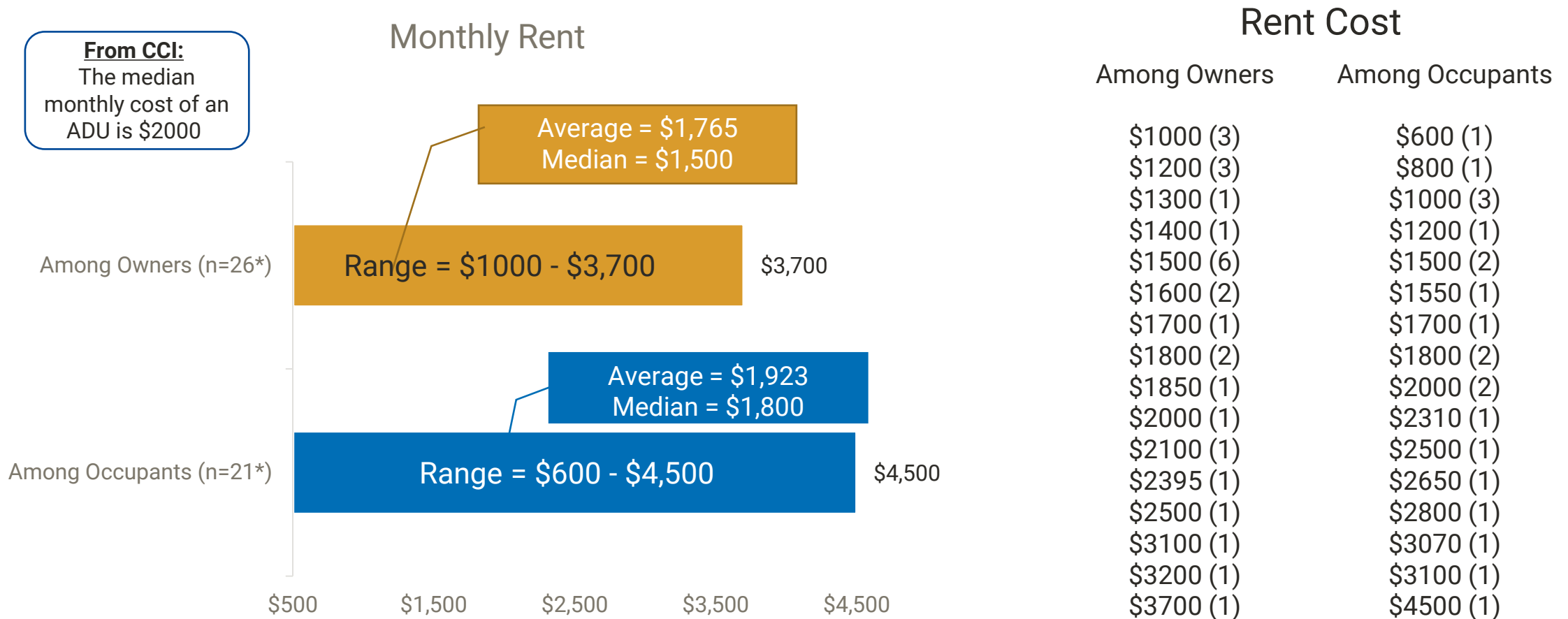
Word of mouth and rental websites are the most common ways tenants find available ADUs.



* Base size is very low, use caution when drawing conclusions

Q24 - How did your tenant learn about the ADU? (Select one) (n=36); Q9 - How did you hear about the rental unit? (Select one) (n=22)

Depending on the source, rents range from as low as \$600 to as high as \$4,500 per month.

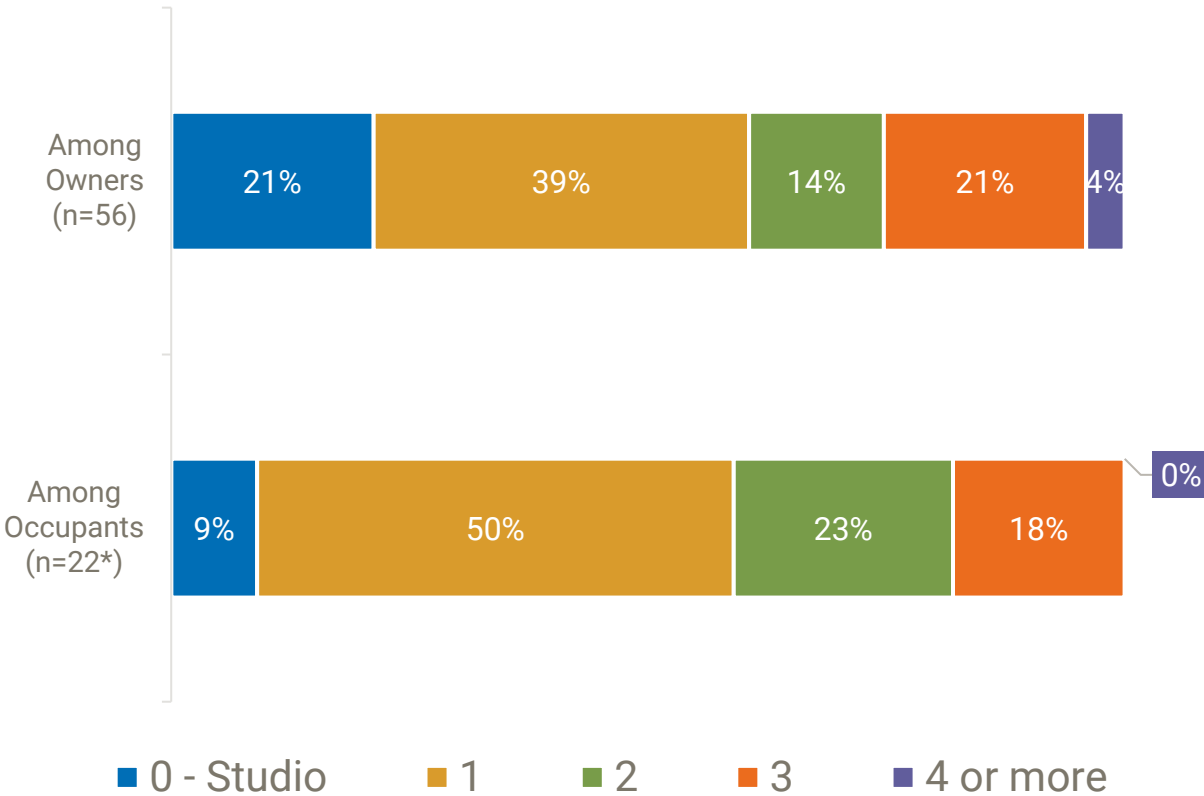


* Base size is very low, use caution when drawing conclusions

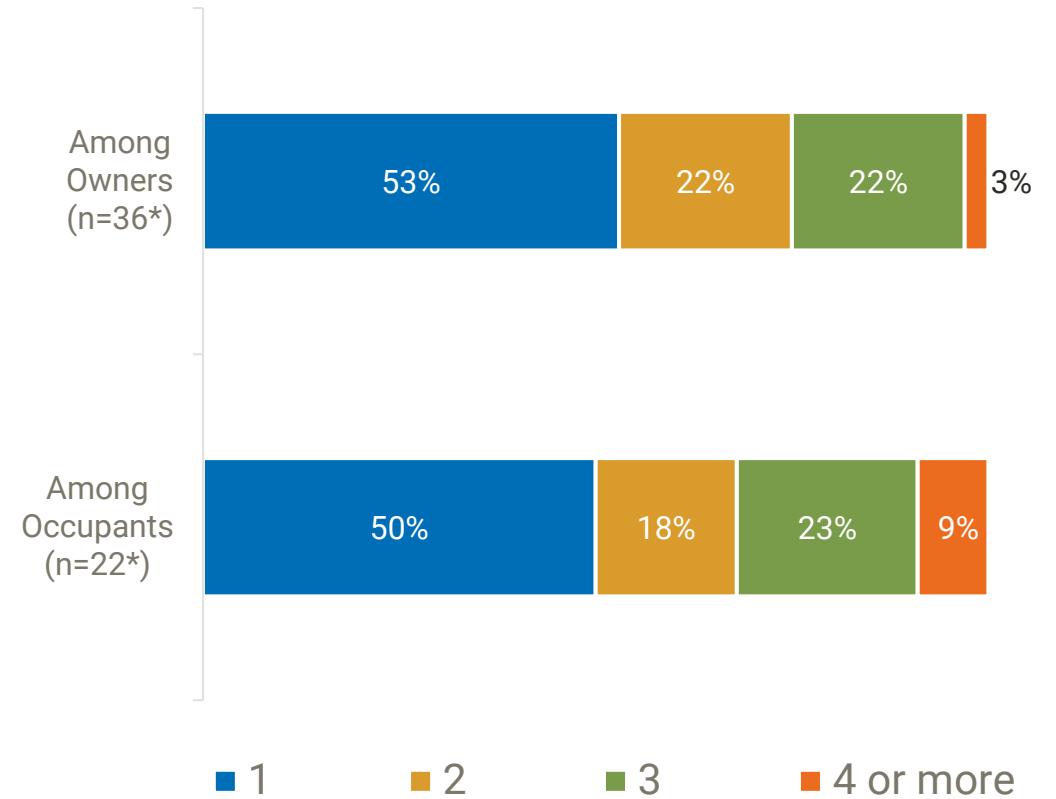
Q11 - How much do you charge for rent per month? (Numbers only: e.g. 1500) (n=26); Q3 - How much is your rent per month? (Numbers only: E.g., 1500) (n=21)

Most ADUs in the survey are studios or one bedrooms with two or less living there.

Number of Bedrooms



Number of People Living in the ADU

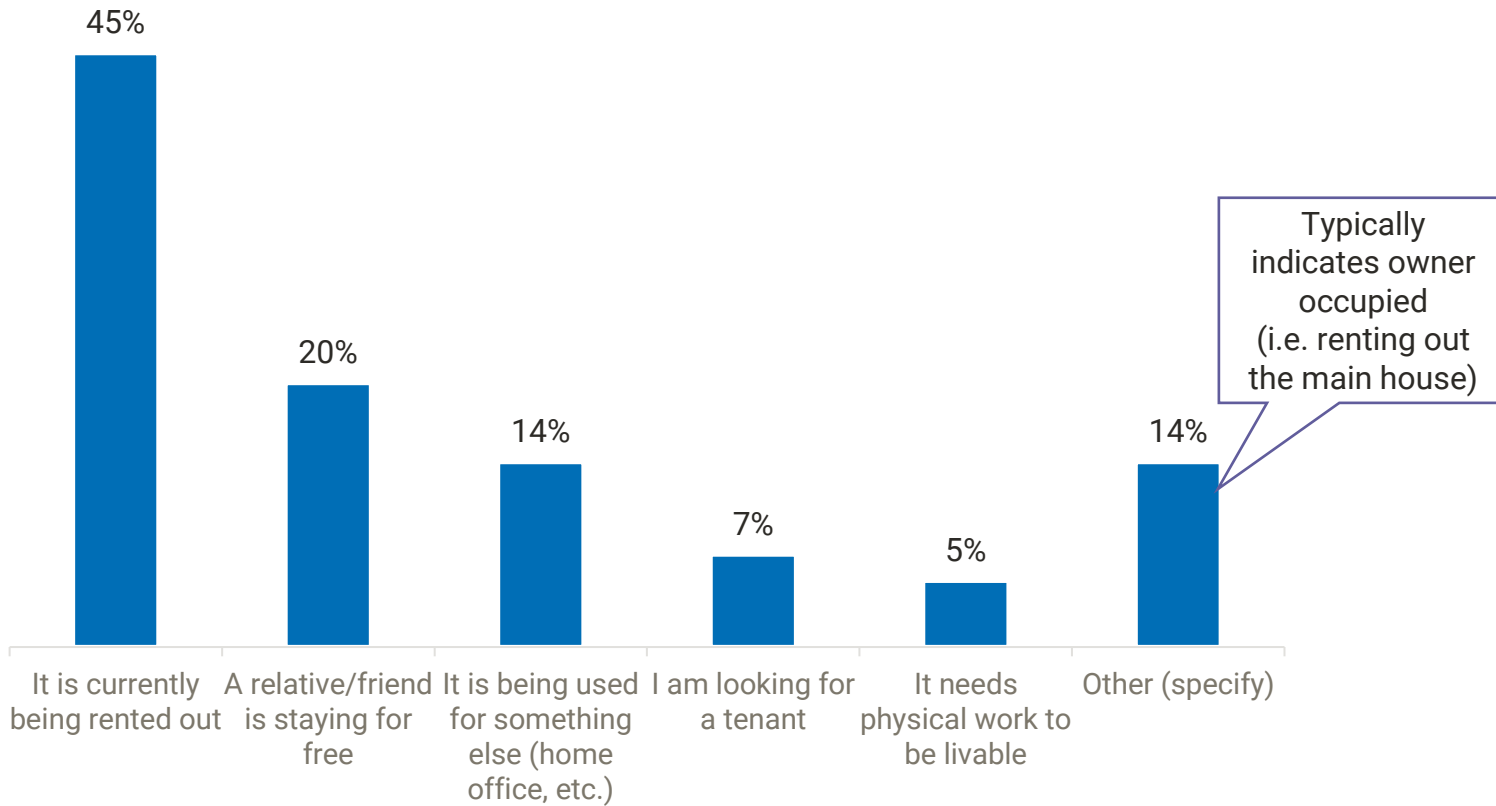


* Base size is very low, use caution when drawing conclusions

Q8 - How many bedrooms are in the ADU? (Select one) (n=56) Q1 - How many bedrooms does your rental unit have? (Select one) (n=22)
 Q20 - How many people live in the ADU? (Select one) (n=36); Q2 - How many people live in your rental unit? (Select one) (n=22)

Most owners in the survey have someone staying in the ADU with half saying the tenant is a stranger.

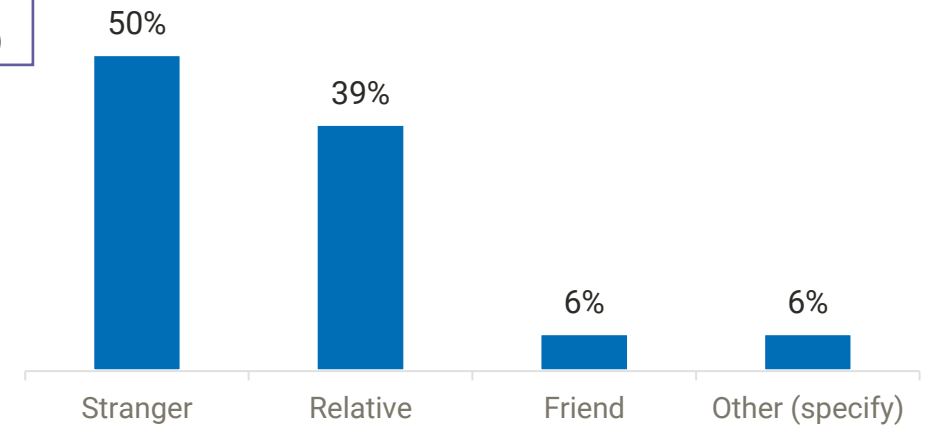
ADU Rental Status



Relationship to Tenant

(Among Owners)

<base=22* (very low base size)>



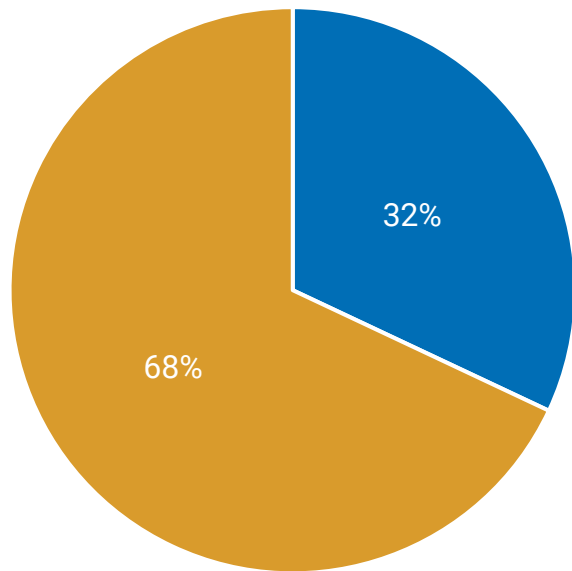
Q19 - What best describes how your ADU is currently being used? (Select all that apply) (n=56)

Q23 - Is the tenant a relative, friend or stranger? (Select one) (n=36)

* Base size is very low, use caution when drawing conclusions

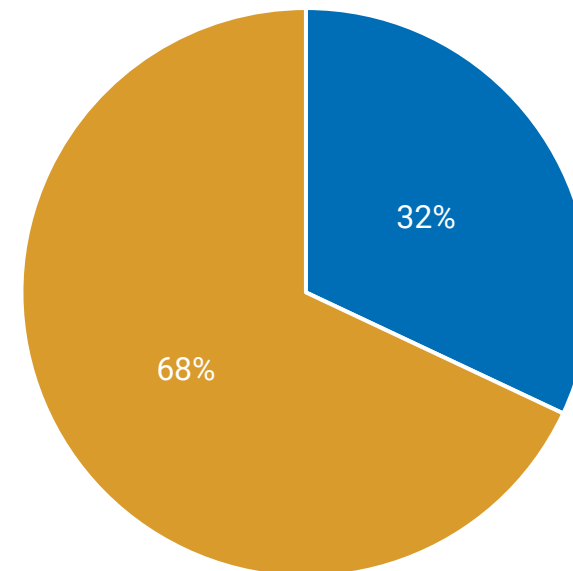
Tenants are not likely to be related to the owner of the ADU.

Related to Owner
(Among Occupants)
<base=22* (very low base size)>



■ Yes ■ No

Knew Owner Before Renting
(Among Occupants)
<base=22* (very low base size)>



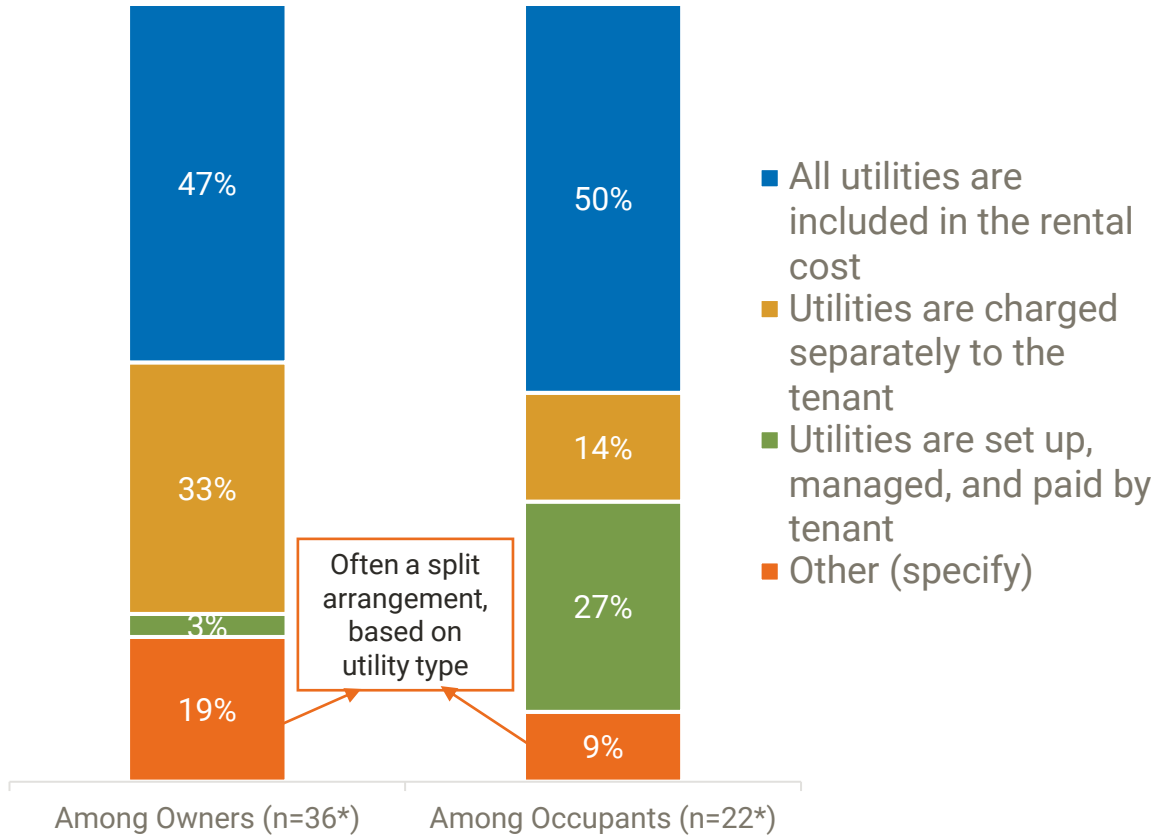
■ Yes ■ No

Q10 - Are you a relative or friend of your landlord? (Select one) (n=22)
Q11 - Did you know your landlord prior to renting? (Select one) (n=22)

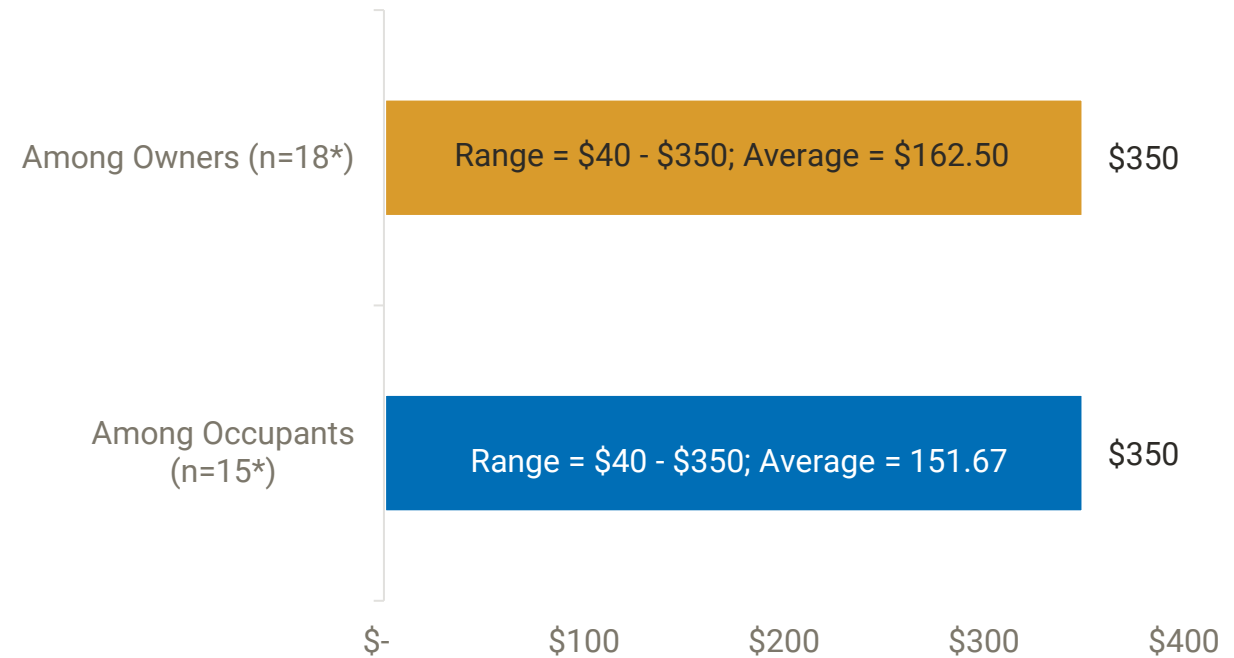
* Base size is very low, use caution when drawing conclusions

About half of those in the survey say utilities are included in the monthly rent.

Utility Cost Management



Utility Costs (among those paying utilities)



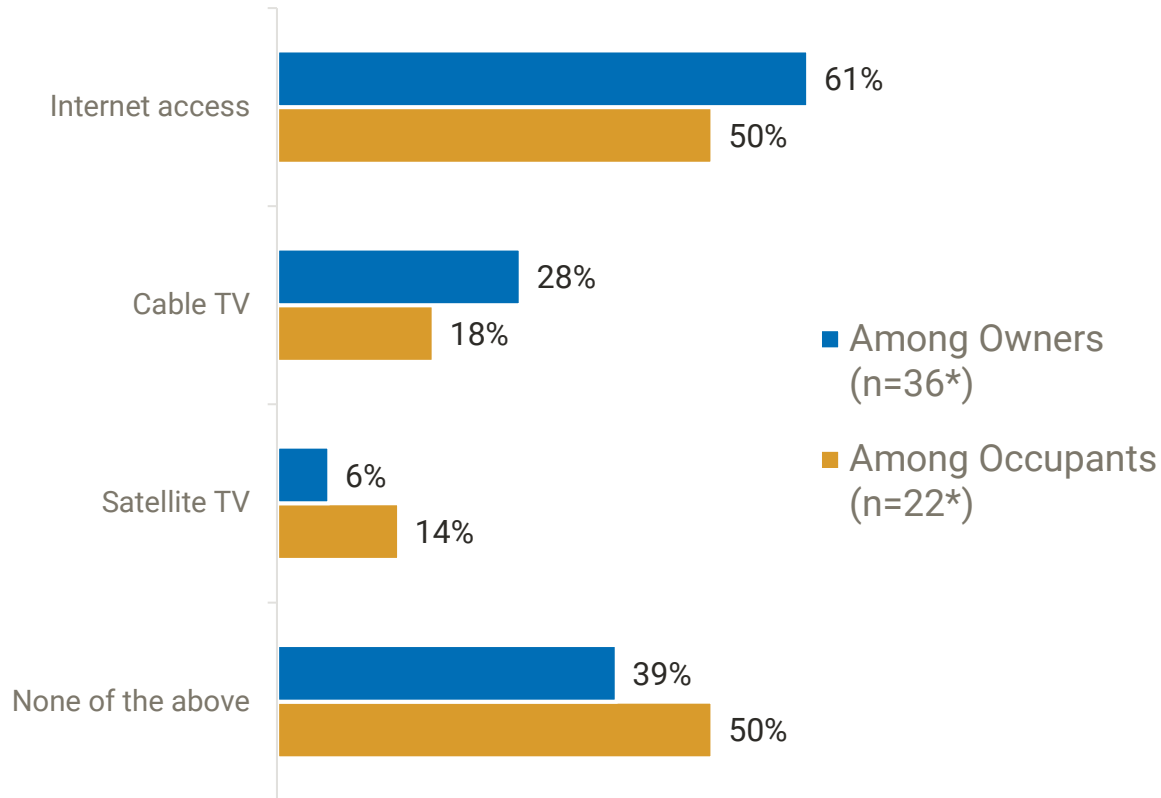
* Base size is very low, use caution when drawing conclusions

Q12 - How do you manage utility (gas, electric, water, sewer) costs for the ADU? (Select all that apply); Q4 - How are utilities (gas, electric, water) paid? (Select one) (n=22)

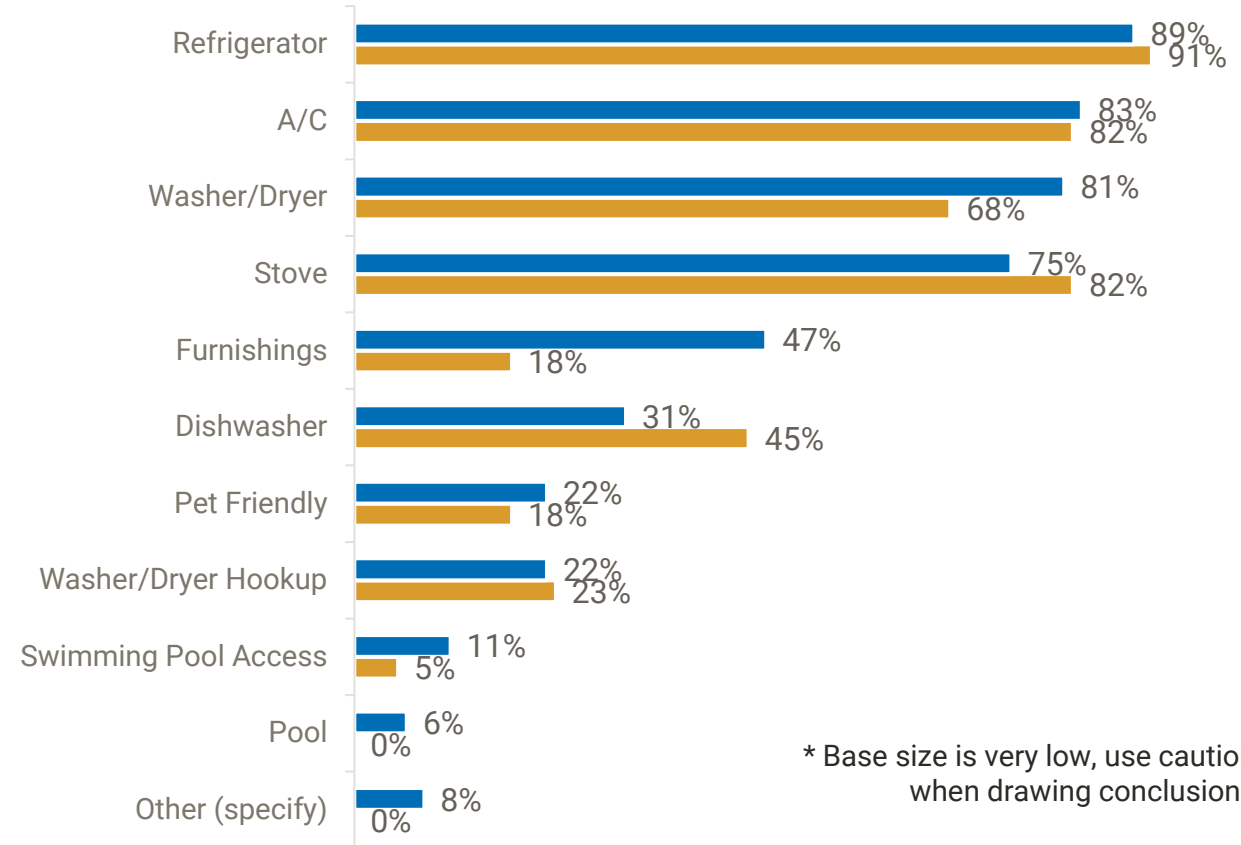
Q13 - On average, how much does the tenant pay for utilities per month? (Numbers only: E.g. 250); Q5 - How much do you pay for utilities per month? (Numbers only: E.g., 25) (n=22)

Internet is more likely than cable/satellite to be built-in to the rent. Refrigerators, stoves, washer/dryers and A/C are the most common amenities included.

Included in Rental Cost



Amenities



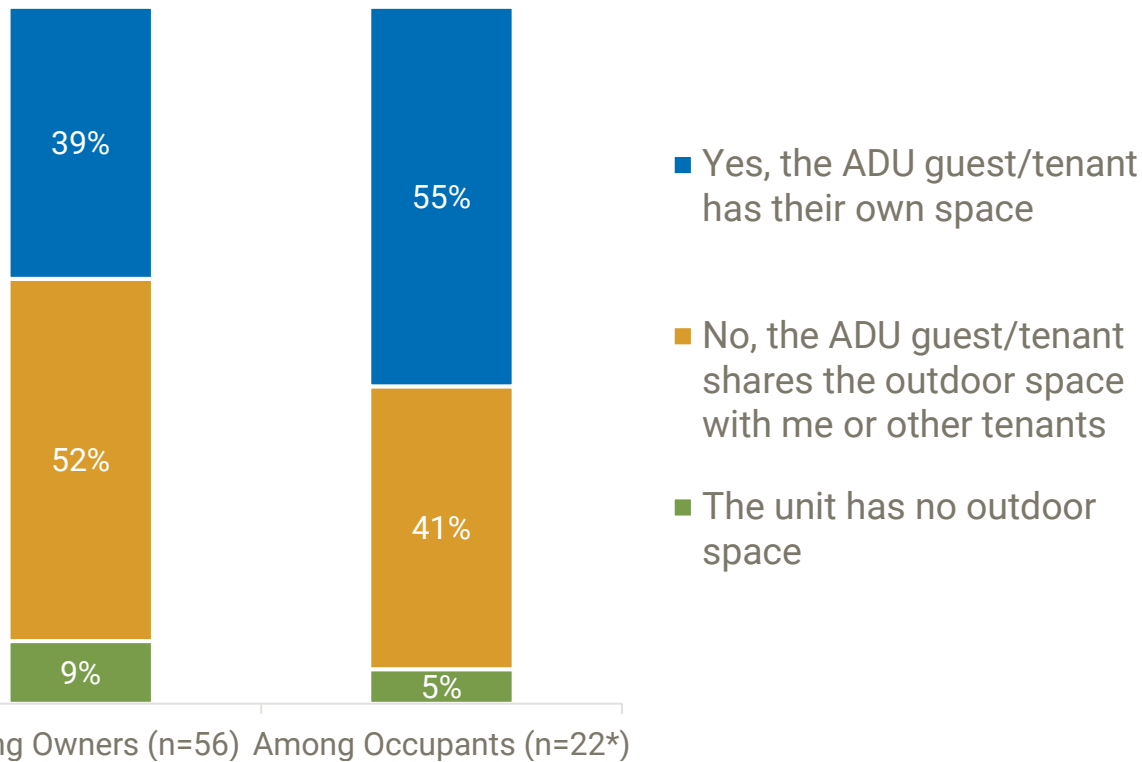
* Base size is very low, use caution when drawing conclusions

Q14 - Which of the following are included in the rent cost? (Select all that apply) (n=36); Q6 - Which of the following are included in the rent cost? (Select all that apply) (n=22)

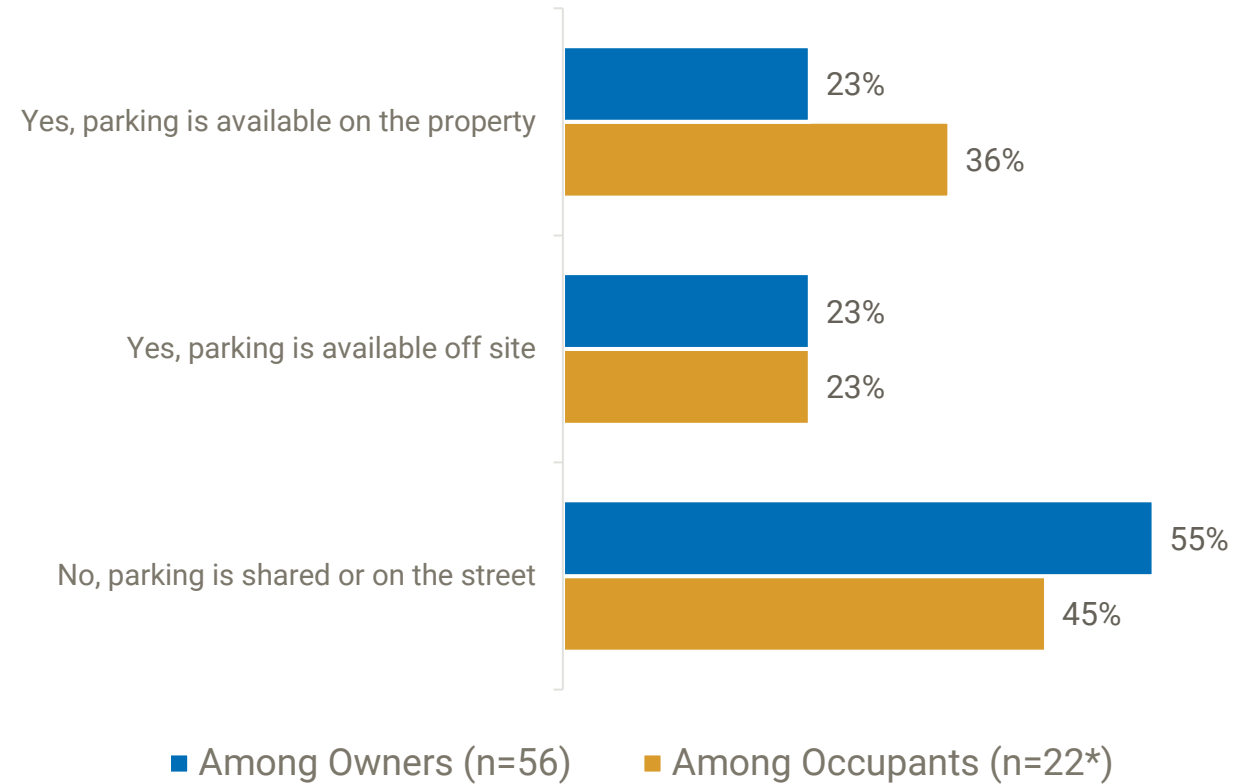
Q15 - What amenities are included with the ADU? (Select all that apply) (n=36); Q7 - What amenities are included with the ADU? (Select all that apply) (n=22)

Tenants are likely to have access to an outdoor space, whether it's shared or not. About half say parking is shared or in the street.

Outdoor Space



Parking



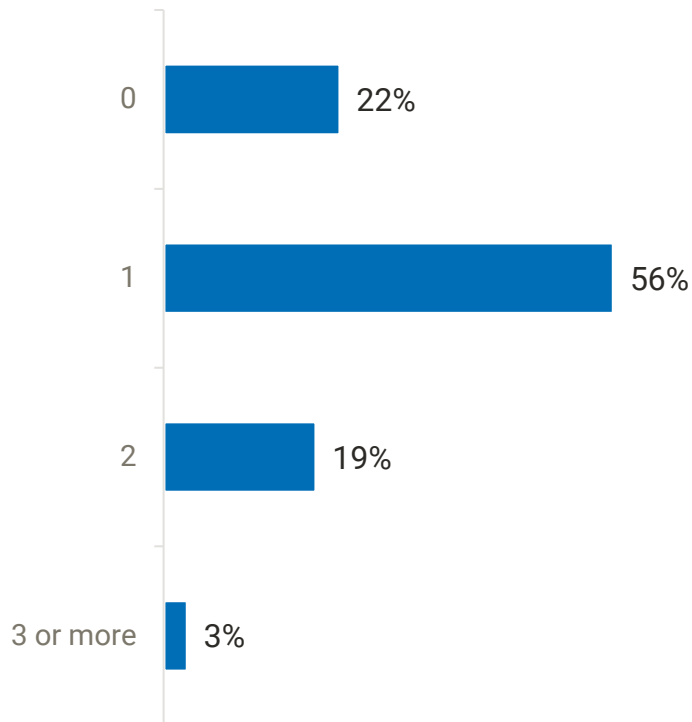
Q16 - Does the ADU have its own outdoor space? (Select one) (n=56); Q8 - Do you have your own outdoor space? (Select one) (n=22)
 Q17 - Is there separate parking for ADU? (Select all that apply) (n=56); Q8 - Is there separate parking for the ADU? (Select all that apply) (n=22)

* Base size is very low, use caution when drawing conclusions

Regardless of where it's being parked, tenants are most likely to just have one car.

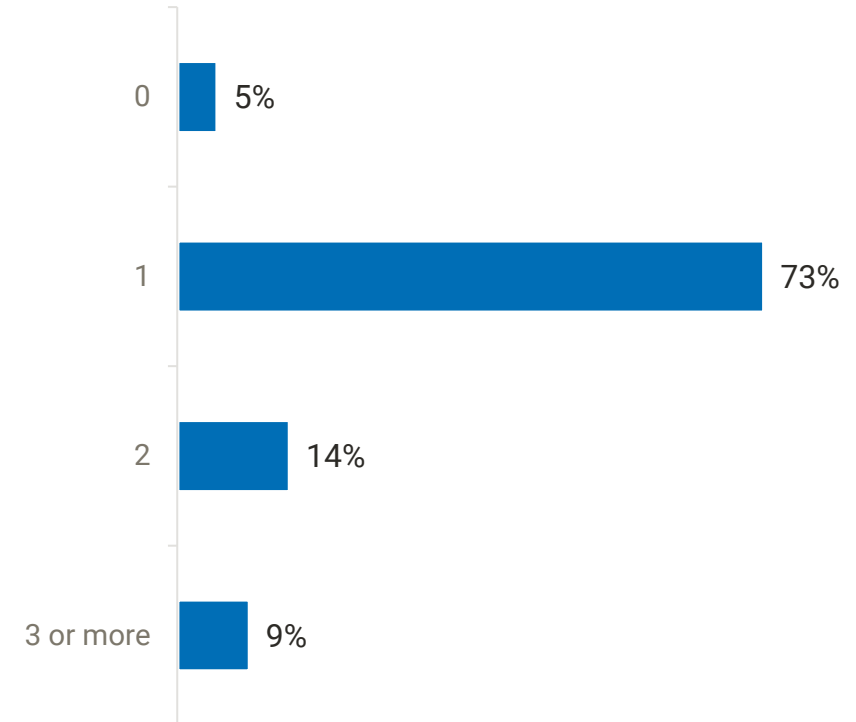
Number of Cars Parked on the Street (Among Owners)

<base=36* (very low base size)>



Number of Cars Parked at the ADU (Among Occupants)

<base=22* (very low base size)>



Q18 - How many total cars do your guest/tenants, living in the ADU, normally park on the street? (Select one) (n=36)

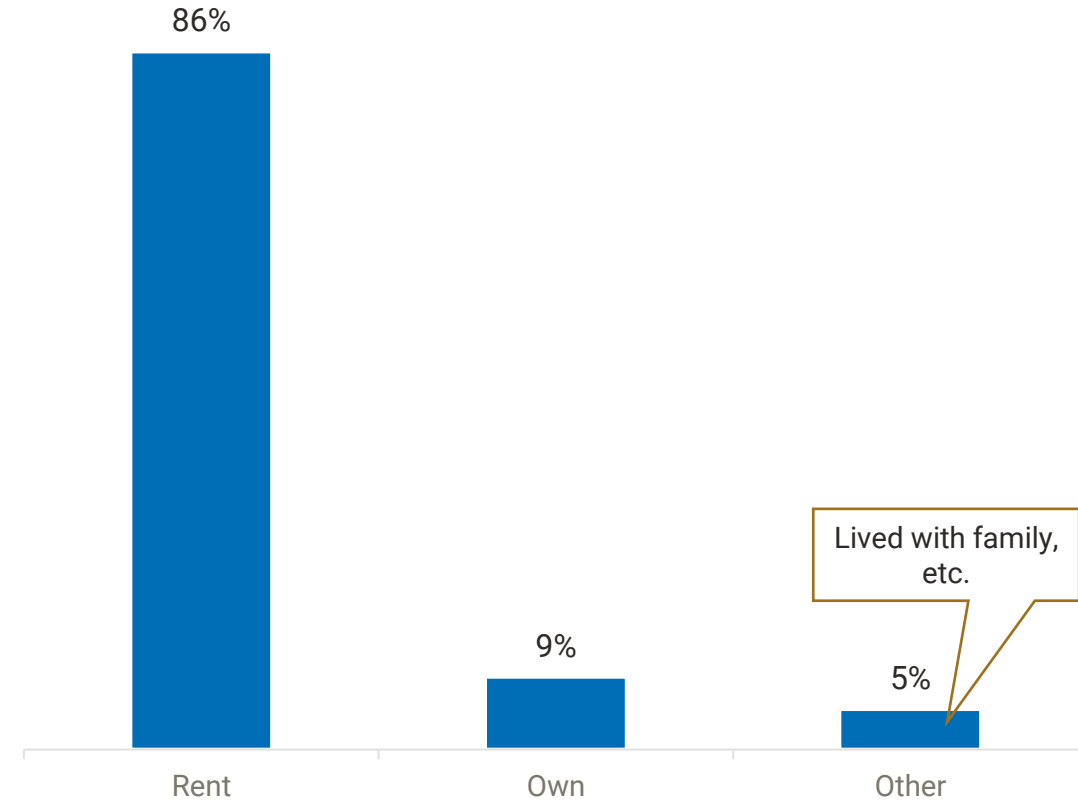
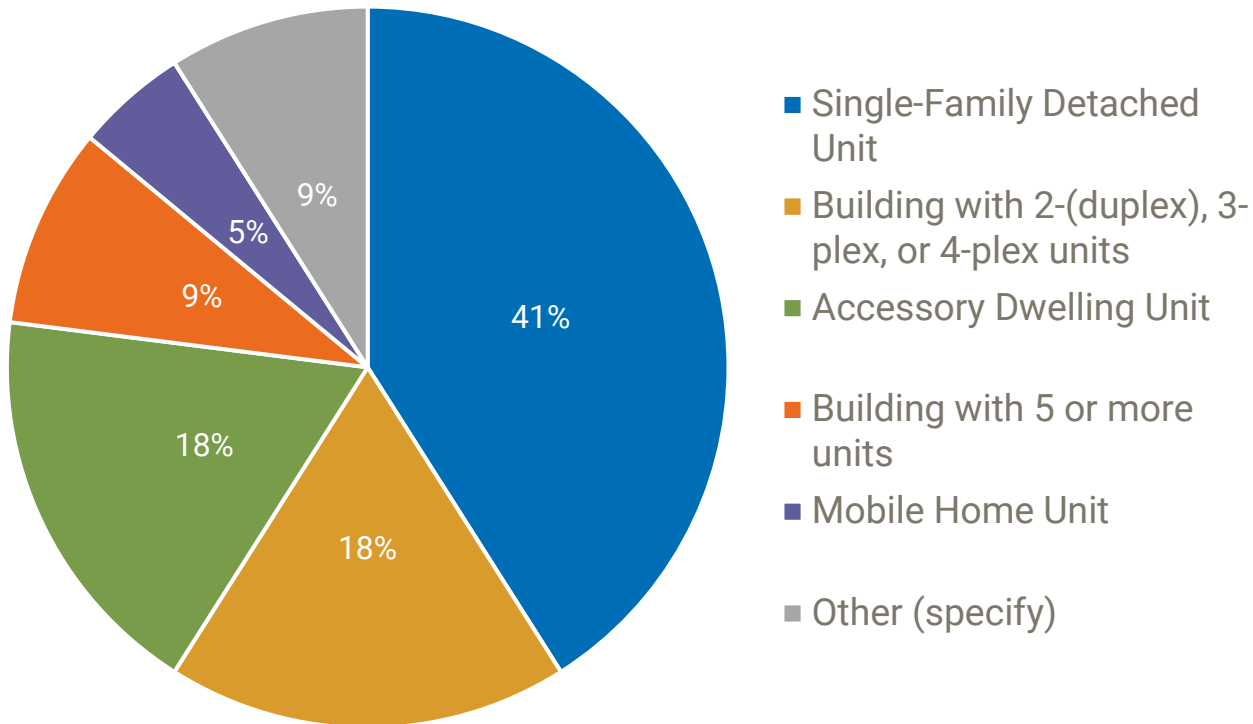
Q7 - How many vehicles do you and/or your family park at the ADU? (Select one) (n=22)

* Base size is very low, use caution when drawing conclusions

Results Among Occupants

Tenants are most likely to have rented previously and typically lived in a single-family detached unit, ADU or building with 4 or less units.

Type of Previous Housing
 <base=22* (very low base size)>



Q13 - What type of housing did you live in before renting your current ADU? (Select one) (n=22)

Q14 - Did you own or rent your previous housing? (Select one) (n=22)

* Base size is very low, use caution when drawing conclusions

City Movement (among occupants)

Previous City

California

- Arcadia
- Gardena (4)
- Hawthorne
- Hermosa Beach (2)
- Los Angeles
- Palos Verdes Estates
- Rancho Palos Verdes
- Redondo Beach (3)
- Rolling Hills Estates
- Westminster

Other

- New York City, NY
- Merrimack, NH
- Washington D.C
- Ecuador

Current City

- Gardena (5)
- Hawthorne (5)
- Hermosa Beach (2)
- Rancho Palos Verdes (3)
- Redondo Beach (6)
- Rolling Hills (1)

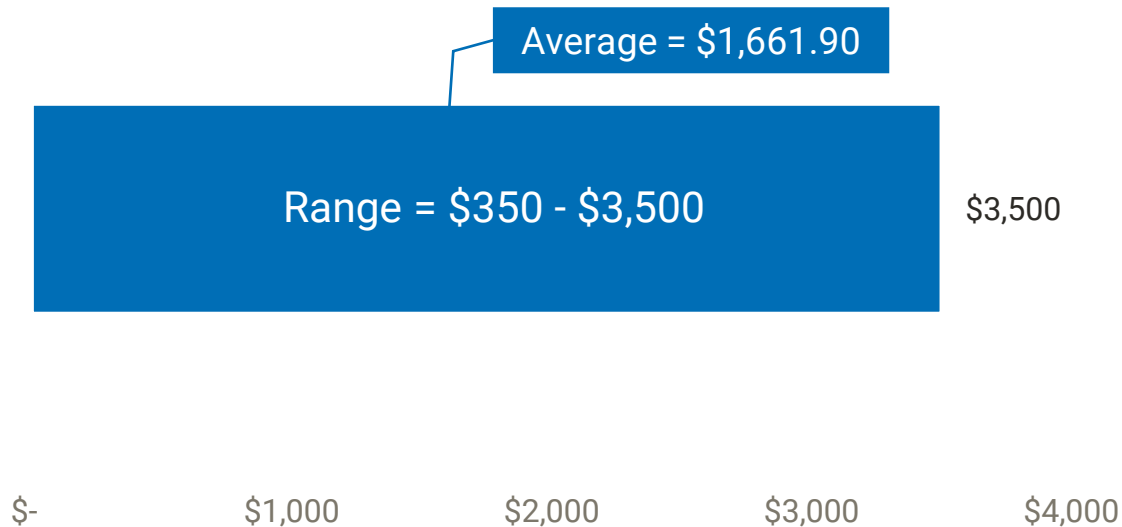
Q12 - What city did you live in prior to renting your current unit? (Specify below)

Q41 - In what city is the ADU you live in located? (Specify below)

Most occupants are satisfied with their ADU.

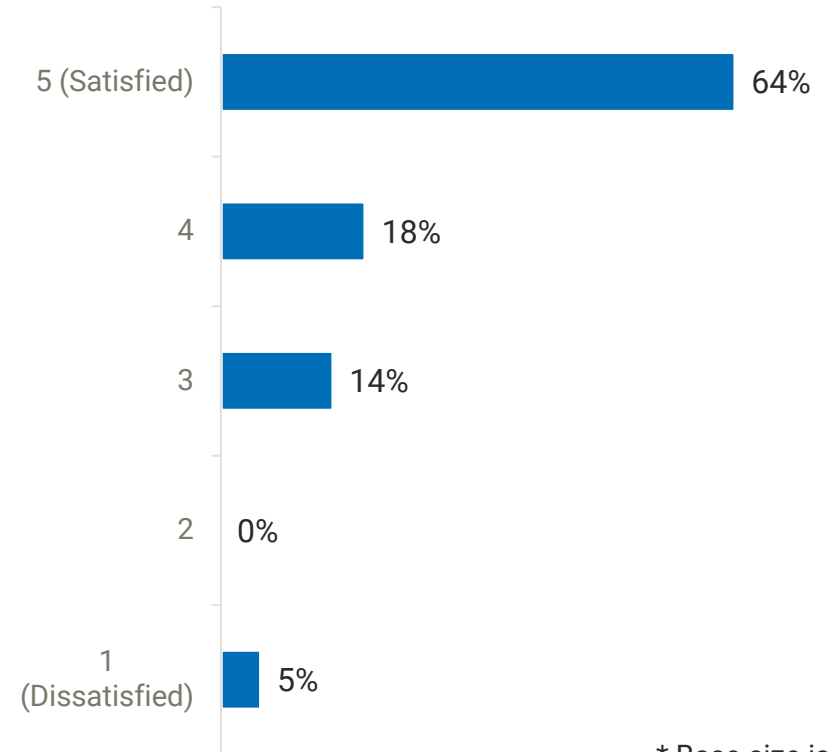
Previous Monthly Rent

<base=20* (very low base size)>



Satisfaction with Current ADU

(Among Occupants) <base=22* (very low base size)>

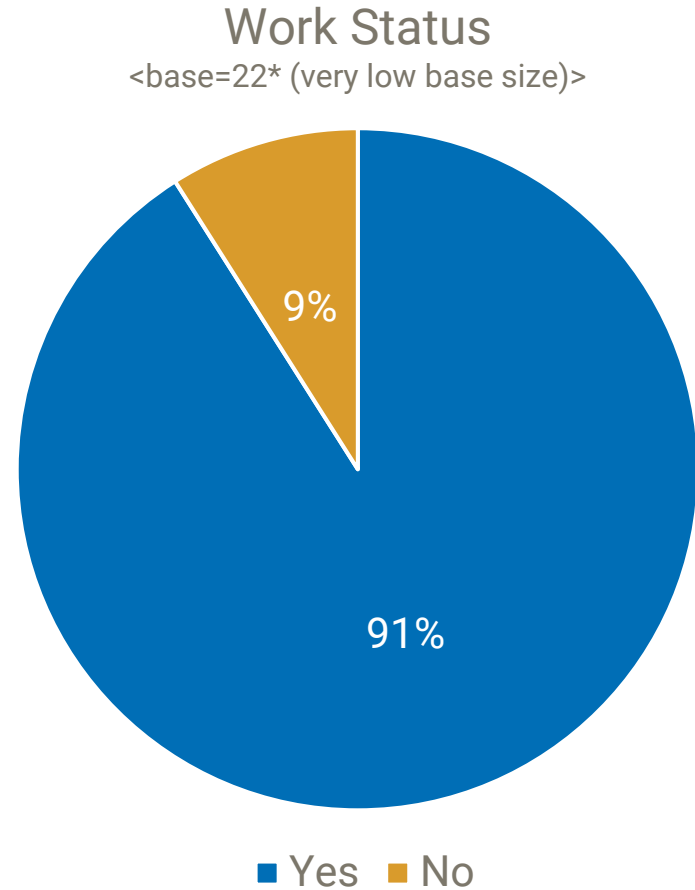


* Base size is very low, use caution when drawing conclusions

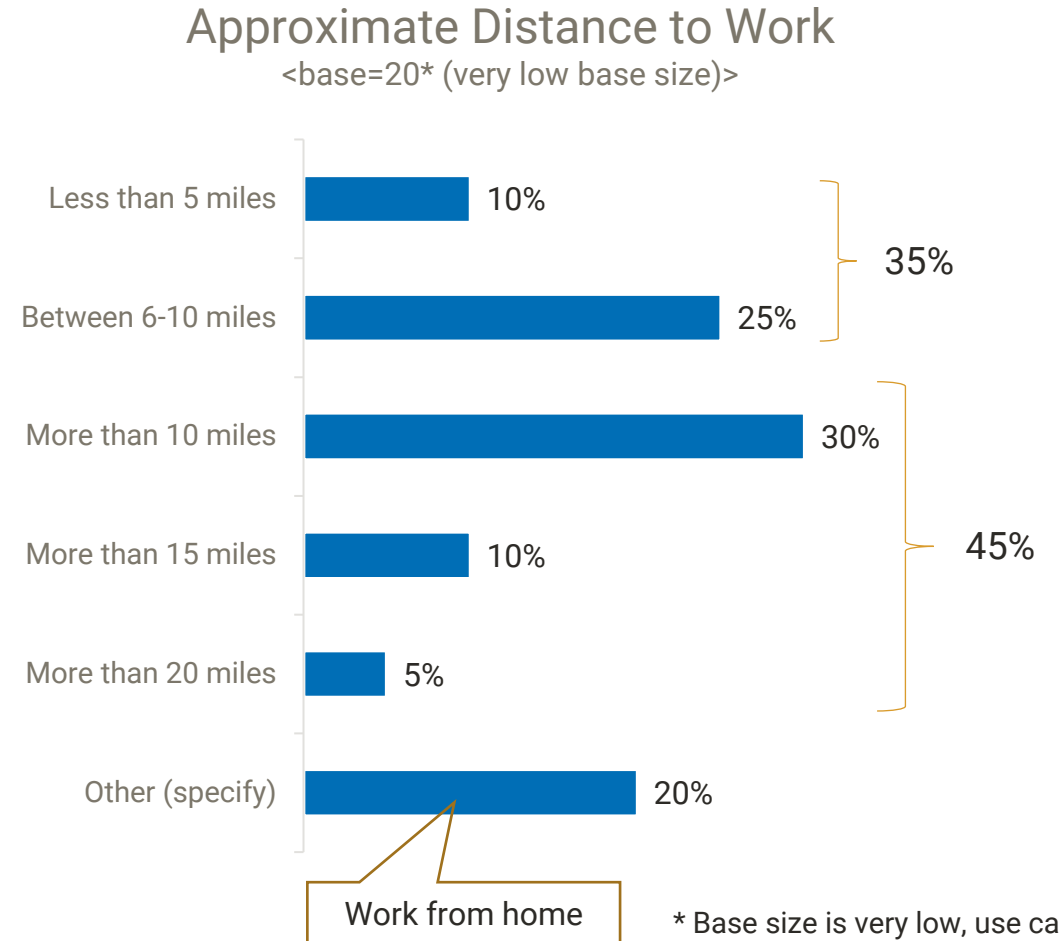
Q15 - How much did you pay per month for your previous housing? (Numbers only: E.g., 1500) (n=22) (Those answering \$0 have been excluded from the chart)

Q16 - Please answer the following on a scale of 5 (Satisfied) to 1 (Dissatisfied). How satisfied are you with your rental unit? (Select one) (n=22)

About a third (35%) of occupants work less than 10 miles from home.



When excluding remote workers:	
Less than 5 miles	13%
Between 6-10 miles	31%
More than 10 miles	38%
More than 15 miles	13%
More than 20 miles	6%



* Base size is very low, use caution when drawing conclusions

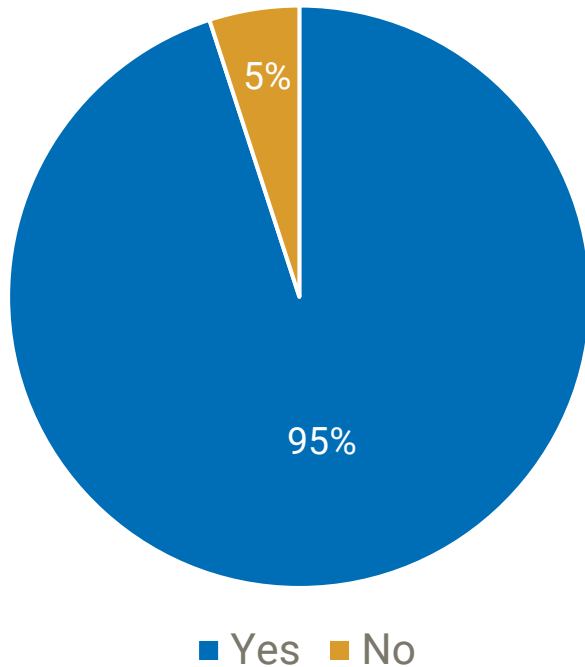
Q1 - Are you currently working? (Select one) (n=22)

Q2 - What is the approximate distance to work from your rental? (Select one) (n=22)

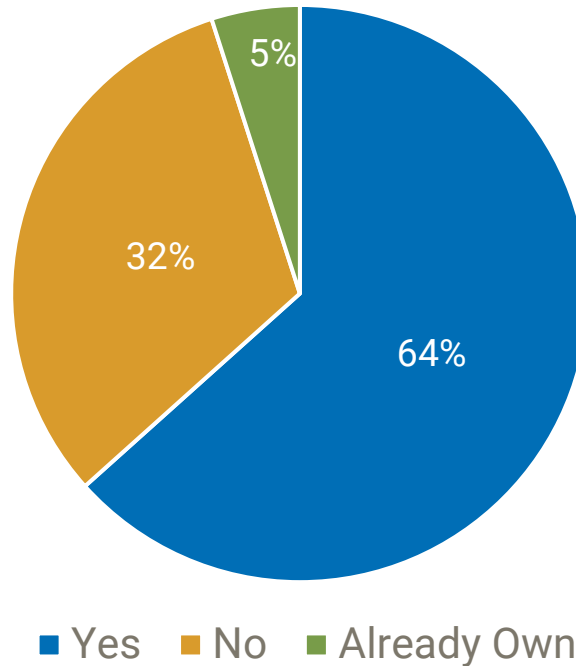
The vast majority of the tenants surveyed own a vehicle and most would be interested in a local use vehicle.

* Base size is very low, use caution when drawing conclusions

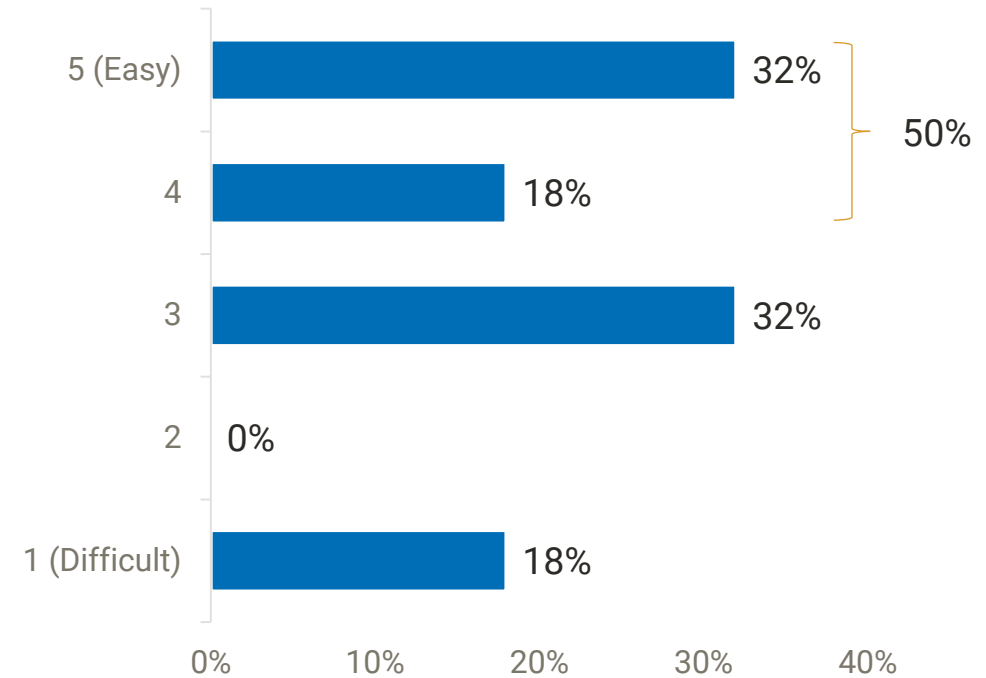
Vehicle Ownership
<base=22* (very low base size)>



Interest in Less Expensive, Zero Emission, Local Use vehicle
<base=22* (very low base size)>



Ease of On-street Parking in the Community
<base=22* (very low base size)>

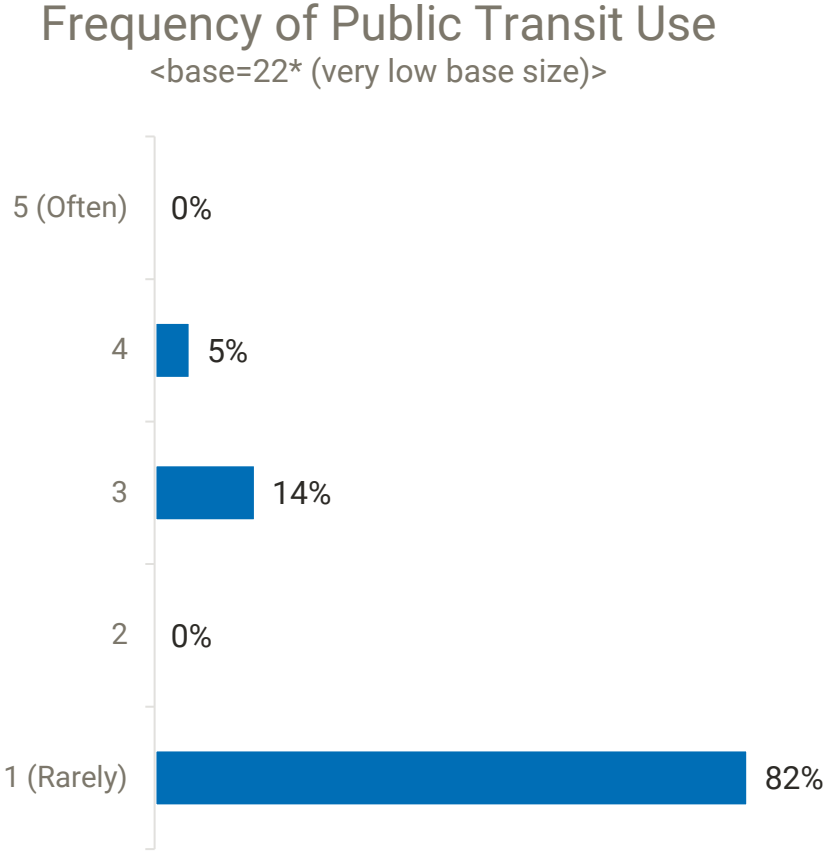
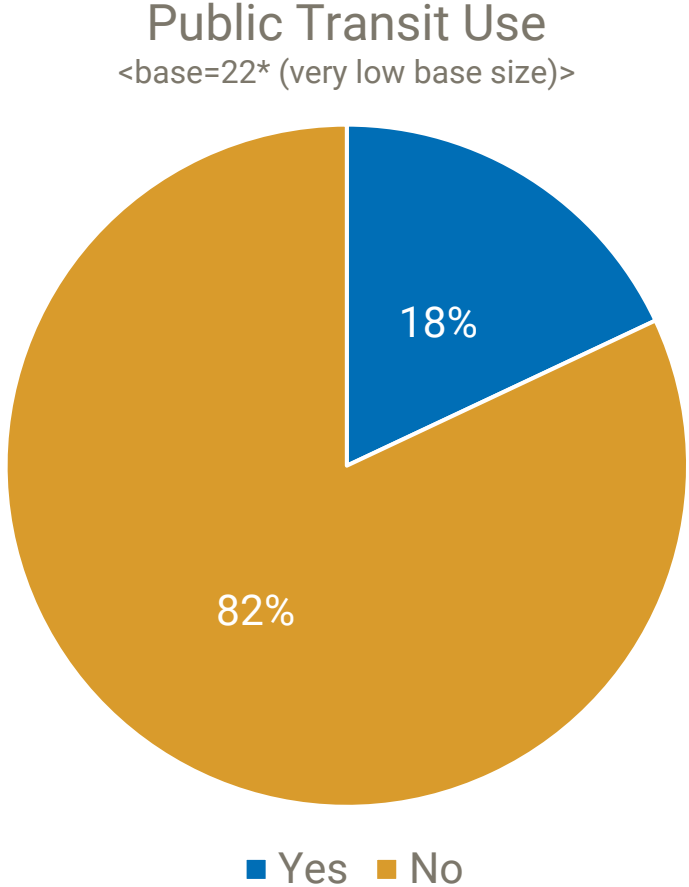


Q3 - Do you own a vehicle (E.g., car, motorcycle, etc.)? (Select one) (n=22)

Q6 - Are you interested in owning a less expensive zero emission, local use vehicle (E.g., golf carts, eBikes, eScooters, segways, etc.) for local use? (Select one) (n=22)

Q9 - Please answer the following on a scale of 5 (Easy) to 1 (Difficult). How easy is on-street parking in the community where the ADU is located? (Select one) (n=22)

Occupants are not very likely to use public transit.



* Base size is very low, use caution when drawing conclusions

Q4 - Do you use public transit? (Select one) (n=22)

Q5 - Please answer the following on a scale of 5 (Often) to 1 (Rarely). (Select one) I use public transit to travel to work, shopping, etc.(n=22)

Open Ended Comments from Applicants

Reasons for Not Completing ADU

Cost

- We haven't finished submitting the plans. It ended up being not in our budget at present.
- I'm sorry, but I have not completed the ADU because I cannot afford the fees and I do not want to lose my house.
- I'm not actually able to finish my ADU because I don't have enough money right now. It's not that I don't want to, it's just that I can't afford it right now.

Administration

- City constantly changing the rules and requirements

Timing

- I have not completed my ADU because it is taking me a lot of time to get the permits for it.
- We haven't completed our ADU because we're waiting for the city to approve it. We're so excited about this project and can't wait to move forward with it, but we have to wait for the city to approve our plans.

Other

- The ADU is currently under construction as part of a larger remodel. We had hoped to be finished by now, but there have been several delays.
- It is in process. We are about 60% complete
- I've been really busy with my job, but I promise that I'll get it done soon!
- I have not completed my ADU because I have been working on other projects that are more pressing and important.
- I have not completed my ADU because I have been working on other projects, and this one has fallen by the wayside.
- I've been working on it for a while now, and I'm almost done with the framing and electrical work. The only thing left is the drywall, which is still in progress because it takes longer than I thought it would.
- I haven't completed my ADU yet because I'm not ready to go through the process of buying a building and renovating it
- I have not yet completed my ADU because I'm still trying to make up my mind about the best location.

Q38 - Please share why you have not completed your ADU. (Specify below) (asked of owners)

Surprises During or After the ADU Process (Positive Comments)

Surprises During or After the ADU Process

- I was surprised by how much I enjoyed the process of building my ADU. It was a fun, challenging project that I got to do with my dad, who is an architect. I don't think I've ever been so excited about something going on in my own home before!
- Our surprise was that the process of getting our ADU built and approved was much more complicated than we expected, but in a good way! We had not realized that there would be so many steps involved to get the project started and then all the rules that had to be followed. We were also surprised by how many people were interested in what we were doing, and how much help they offered along the way.

Other Comments

- I am valedictorian of my masters of architecture class, so I tend to understand UBC more easily than others without such background.
- I've been trying to get a garage converted into an ADU for years. The process was so complicated and time-consuming that I almost gave up. But then I discovered [company]! They were able to help me navigate the local permitting process and even found someone who could do the work for a reasonable price. Now I have a beautiful new guest house where my friends and family can stay when they visit!
- Love the convenience and flexibility this city construction ADU policy allows for families.
- My ADU was an existing guest house built in 1990, so my experience is different than folks are encountering today. It was used for my mother's caregiver. Both are now gone, so it became available to rent. The ADU made it possible for my tenant to live in El Segundo, and the income has made it possible for me to continue to live here.
- My architect was crucial in navigating the design process and construction challenges when they came up. The build turned out great and my mom is very happy in her new space.

Q32 - Please share any surprises that arose during or after the ADU process. (Specify below) (asked of owners)

Surprises During or After the ADU Process (Negative Comments)

Requirements

- I had two different inspectors. The first made many very expensive demands. The second who came to sign off was shocked at the demands made by the first.
- Building size, height and neighborhood compatibility requirements were confusing
- City requirements not clear or changing
- I was also surprised by how much work went into making sure that my ADU met all of the city's regulations - it took me hours of research just to figure out which regulations applied to my particular situation, and then even longer to make sure that everything was up-to-code.
- It needs its own solar panels and main house couldn't be used in energy calculations
- Missed structural requirements that were found during construction and inspection process
- Owner occupancy covenant is a terrible requirement and limits an owner's desire to build an ADU if they're held to stay in property forever. Sometimes life necessitates a relocation; residency restriction can be a burden.
- Requirement to have separate address and electric meter was not clear at the beginning but pointed out by inspector midway.
- Separate electrical meter required. Limited number of inspections per day so multiple days required which causes the contractor to over schedule the inspector.
- The entire approval process from planning to building and safety was a surprise. Every time I turned around there was something else, I did not know about, and no one told me in advance. I got the "did you do this or did I do that? And penalized with delays. If I asked questions, I was told that is the problems you have when you chose to do builder owner. Building and safety provided nothing to assist in the process. Finally got a job card but that does not explain anything. It is not specific to the job. It has all the requirements but no explanation of what comes first and what is required like engineering, PO address clearance, and when the electrical meter can go in. Getting the occupancy letter took over a month because it was not clear what was needed and what came first. Out of the blue I had to have an affidavit notarized. A lot of the piece to the puzzle were not on the job card and I had no idea it was needed. The job card is a good start but there needs to be more. The entire city process was very frustrating, stressful, and demeaning.
- Water reclamation requirements, fire retardation requirements; prevention of using slate roof despite it being used on the main residence; insulation requirements, prohibition of wood siding; solar requirements; these and other things have made the ADU enormously expensive especially for something that is barely 800 square feet

Q32 - Please share any surprises that arose during or after the ADU process. (Specify below) (asked of owners)

Surprises During or After the ADU Process (Negative Comments)

Administration

- COVID issues; city took forever to get process moving forward could not get answers in a timely fashion; project took too long to complete
- City took very long to approve
- Coastal commission was impossible
- Had to apply for a waiver and then an exemption with Coastal. Took way too long
- Difficult to get clear answers from building safety dept, shuffled between different staff during the process
- Last minute changes to the dice we were allowed to build. The city ignoring the state laws and making it impossible to build in a reasonable amount of time. We have been working on this for over three years
- Surprised at the length of time it took to get permits and inspections done.
- Surprises: The biggest surprise was how much time it took to make the ADU happen. It took three months to get all the paperwork together, and then there were a lot of meetings. It was also surprising how much this cost - much more than I expected!
- The permitting process for the overall remodel was extremely slow. It took over a year from when we submitted our plans until when it was approved, with several months of no feedback, even after multiple attempts from us to get updates.
- The permitting process was very lengthy for what should have been a notional plan check. The footprint of the existing structure didn't change, and the structural engineering was simple and straightforward. However, it took 8 months to get through the city process.
- We paid for expedited review and our review was conducted no faster. It was a waste of money. Also, construction occurred during COVID. When we had a very minor structural change which should have been an over-the-counter review, it took El Segundo Bldg one month to review and approve the change, costing us a lot of money in financing.
- The only surprise that arose was with Southern California Edison. They took a while to send someone over to set up the electrical box, but that was understandable because we were in the middle of the pandemic, and they were having issues with some infected workers. Other than that, it went pretty smooth.

Q32 - Please share any surprises that arose during or after the ADU process. (Specify below) (asked of owners)

Surprises During or After the ADU Process (Negative Comments)

Cost

- Added cost of plumbing to the Main Street.
- Too much fees or high fees. Too many corrections.
- I have to replace all the old plumbing of the current house to meet requirements building the ADU. Another surprising cost to fix the walkway outside the street which has nothing to do with the ADU.
- Very expensive retaining wall requirements- overkill if you ask me.
- In general terms, the frustrating part is having to jump through all the hoops BEFORE knowing how much it would cost. The initial estimate was quite a bit off from what the reality was. So having to invest so much time and money into the process only to find out it is more than twice the original estimate was frustrating, especially with all the up-front costs required with the city.

Other

- The biggest surprise was that it's really hard to find a contractor who can do everything you need, from installing the bathroom to getting the electrical up to code. I thought I would be able to find someone that could do one or the other, but not both.
- Setback of new construction attached to existing garage.
- The pandemic caused severe challenges across the board including labor shortages, longer build timeframe, and significant materials increases.

Q32 - Please share any surprises that arose during or after the ADU process. (Specify below) (asked of owners)

Suggestions to Make it Easier

Process

- A meeting to review entire permit process upon first submission is needed
- Don't make it too difficult for homeowners to obtain permits.
- Expedite coastal or give cities ability to approve for minor projects
- Have all requirements clearly published.
- Have meetings with the owners to know what to expect.
- Have rules more easily accessible and available for contractor and architect
- Make the process for getting permits and inspections easier and faster.
- Provide more information about the process of building an ADU. We think this would help homeowners make better decisions about their project and also reduce the number of questions they have during construction.
- We've seen a lot of confusion about what's required in terms of permits, and we think that if homeowners knew exactly what they needed to do to get a permit, they would be able to complete their projects more easily.
- With pandemic the counter experience sometimes became sorta frustrating, but I am sure that has been addressed
- 1. Create a standard operating procedure (SOP) explaining the process and what to expect to build an ADU within the city. 2. Provide training to city employees on customer service and how to interact with the community when providing service. I truly felt like an imposition and irritant to most employees. 3. If the hours of operation are truly M-F 7:30-5:30 with everything other Thursday closing at 4:30 and Friday off, then the city should be servicing the residents during that time. The building should not be lock early and the phones should not be ignored.
- I think the city and county could help us with the process of getting permits for our ADU by having the process take place online, instead of in person. It would be much easier and faster to be able to do it all online.
- I think the city could make it easier for homeowners to complete ADU projects by changing the permitting process. Right now, it's a long and complicated process that requires multiple applications and fees. I'd like to see them simplify the process so that people can get their permits quicker and with fewer headaches.
- In my city, we have a lot of support from the fire department, but not so much from the planning and permitting departments. I think it would be helpful if all of these departments could work together with homeowners to help them through the process of getting started on their project.
- Make it easier to get a permit for an ADU. The permitting process can be complicated and costly, so we recommend making it easier for homeowners to complete their projects.
- Maybe a how-to guide and what may come up in the process. Waiting on the city pushed back timelines to get renters in which was extremely stressful as well.

Q33 - Is there anything your city or county (e.g., planning, permitting, building, fire, public works or other departments) could change to make it easier for homeowners to successfully complete their ADU projects? (Specify below) (asked of owners)

Suggestions to Make it Easier

Cost

- Definitely, public work should not make owner to pay for the cost of fixing walking side street. It is relatively high cost added into the budget.
- More affordable fee structure; cooperation between City & Coastal Commission.
- Not having all the up-front costs (changing building plans to accommodate city etc.) paid unless the ADU actually comes to fruition.
- School fees were crazy, and they are handled separately. Having to make a trip to the school board and then they would not accept a check. Suggest all handled from one city department.
- Communication
- Answer their phones, charge one permit for the complete project issue green tags to Edison in a timely fashion
- Easier direct access to departments and inspectors. More staff.
- It would be good to get all of the people involved on the same page

Timing

- Don't take so long
- Fast track the approval process
- Faster plan check turnaround times
- Increase staffing to reduce the excessive delays in plan checking. Timeliness for Redondo Beach are far in excess of other nearby cities.
- Keep commitments to review times and work with a sense of urgency knowing time costs owners lots of money.
- Quicker process to obtain permits and clear expectations from the inspectors.
- Shorter review times
- Speed up the permitting process. Provide more timely updates.
- Yes, review applications faster and not require so many revisions (accurate review the first time]

Q33 - Is there anything your city or county (e.g., planning, permitting, building, fire, public works or other departments) could change to make it easier for homeowners to successfully complete their ADU projects? (Specify below) (asked of owners)

Suggestions to Make it Easier

Requirements

- Decrease kitchen requirements as this impacted how to design ADU
- If the city, or state truly wants to increase housing, the inspector should not make it very difficult for us to pass certain requirements. I'm not going to go to the details, but some are not even code specific. It is just purely power tripping. I am saying this again, hope this survey is truly anonymous

Other

- Build on top of the garage
- Architect was able to navigate with city.
- More support for building ADUs Digital plans
- Most of the complaints I've heard were off the staff at Gardena
- Require the Coastal Commission to comply with state ADU laws.
- Stay in line with state legislatures
- Yes, follow state laws and stop being a deterrent to allowing the elderly to stay on their property
- Yes. Push back on the state intervention on local policies.
- I am a homeowner who has completed an ADU project on my property, and I believe that there are several things that my city or county (e.g., planning, permitting, building, fire, public works or other departments) could change to make it easier for homeowners to successfully complete their ADU projects.
- Its hard to say because since the construction took place during the pandemic and city hall was closed to the public, everything had to be done by phone or email, but we still managed to make it work out.

Q33 - Is there anything your city or county (e.g., planning, permitting, building, fire, public works or other departments) could change to make it easier for homeowners to successfully complete their ADU projects? (Specify below) (asked of owners)

Other Comments

Requirements

- Yes, the city is very strict with building codes.
- Sewage was the hardest issue. Main city lines are only 2-3 ft underground so restricts where ADU bathroom can go to get enough slope.
- Didn't like how it forced a lot of design decisions on the main house due to setbacks
- The rules with respect to whether neighborhood compatible was required was confusing.

Administration

- Dealing with the El Segundo city was a very difficult process.
- El Segundo has an ordinance that says you can't have a short-term rental if the space is not connected to your primary dwelling. It should be changed so that any space is allowed, attached or detached, as long as the owner lives on the property.
- It is extremely difficult to get approvals from RPV
- It was extremely difficult in dealing with the city of Hawthorne permit and building departments They are short staffed and take a great deal of time to process anything. We are trying to remodel the kitchen in the main house and are still waiting for a permit over three weeks.
- "Looking to build more! In Hawthorne, street parking and additional residents in the area seem to be neighborhood concerns."
- Multiple people on the project have noted the city of Gardena has been the worst city they have ever dealt with. I think that in itself says a lot.
- The city of Gardena was terrible with regard to permitting process timeline and number of plan revisions required, significantly delaying the project.
- Redondo beach city very hard to work with

Process

- The inspector change they mind every time they come to inspection
- I don't think it's mostly on the city's but more in the individual inspector that is making it hard. I have different inspector in the past and the current one we have is so difficult to work with. I hope this is truly anonymous.
- The process took way too long, from getting the permits which it took almost 1 year. To the inspectors not available sooner and 1 inspector will come have us change things and 2 weeks later another will come and change it again plus 10 more things.
- City needs to streamline Permitting process and city needs to issue occupancy permit.
- Permitting and inspection timelines are unacceptable and detrimental to the process.
- School fees expensive, HVAC, hot water, fire code requirements not super clear

Q34 - Is there anything else about your experience building or owning an ADU that you would like to tell us about? (Specify below) (asked of owners)

Other Comments

Timing

- It took over a year to get my plans through the city approval process. It Took forever to get a response from the city, sometimes over a month for a simple question. I would call, leaves messages, and email with no response. I could not come to see anyone because they would not let you in without an appointment. I could not get an appointment because my plans were in the approval process. The Inspector was demeaning to me because I was a female, owner builder. Very short, rude and not helpful during process. Told me I should hire a contractor instead of doing it myself. Happy to find even the smallest thing to delay my construction. I finally had to have one of my male contractor present when this inspector came just so he would take my project seriously. He would not accept what another inspector signed off. He had to reinspect. When I would ask a question, he told me a contractor would know this and he does not have time for this.

Cost

- The biggest issue we had before construction. We had gone to US Bank, but they had too many restrictions to get financed, and they had to do with the property value upon completion of the project. They wanted to make sure it was at a certain percentage, so US Bank can be profitable. With all of the frustration associated in dealing with them, I dropped them and instead went with Guild Mortgage, they were able to help me out, and the whole construction experience went smoothly.

Other

- The city kept quoting pending legislation but did not put it in place. They tried their best to discourage the build citing jurisdictional authority that didn't exist. I was able to legally complete the project, but they put hurdle after hurdle in front of me. They held up the project and cost me \$25K making me install fire sprinklers when state law stated I didn't have to do it. It was worth it and I'd do it again but hire a lawyer early.
- Why does the Calif Coastal Commission not have to follow the State's ADU laws. For example, they impose parking requirements for their approval when the state does not, such as within 0.5 miles of a transit stop. Seems the CCC is restricting ADU development in a coastal zone. Hermosa Beach is a prime example, a city with very small lots unable to fit additional parking spaces. Also getting a coastal development permit is a long & laborious process that needs to be fulfilled prior to a city's ADU approval.
- City was slow to adopt the CA ADU law, but they came around and all is good.
- Knowing exactly what in the construction contract before signing it.

Q34 - Is there anything else about your experience building or owning an ADU that you would like to tell us about? (Specify below) (asked of owners)

Attachment C. City Infrastructure Memorandum

FINAL

ATTACHMENT C.

CITY INFRASTRUCTURE MEMORANDUM

ADU Acceleration Regional Early
Action Planning (REAP) Project

B&V PROJECT NO. 412477

PREPARED FOR



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

South Bay Cities Council of Governments (SBCCOG)

21 AUGUST 2023



The contents of this report reflect the views of the author who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of South Bay Cities Council of Governments or the Department. This report does not constitute a standard, specification or regulation.

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1.0 Introduction

All housing is supported by municipal infrastructure provided by the local governmental agency, often the city or the county of residence. Municipal utility infrastructure typically includes water, wastewater (sewer), stormwater, and solid waste collection. Other infrastructure is often privately owned, including electricity; natural gas; and telecommunications (i.e., cable, cellular, fiber). Accessory dwelling units (ADUs), like other housing, rely on the existing infrastructure, and any increase in development increases the total burden on the infrastructure systems.

To reduce the cost of building ADUs, the state of California has passed laws limiting the fees cities or counties can charge to permit and construct an ADU. Limits to fees that can be charged for water and sewer services reduce city revenue and resources to build and maintain municipal infrastructure.

State of California Assembly Bill 68 Land use: accessory dwelling units (Oct 2019) § 65852.2, subd. (f)(2)

(2) An accessory dwelling unit shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.

(3) (A) A local agency, special district, or water corporation shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 square feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

(B) For purposes of this paragraph, "impact fee" has the same meaning as the term "fee" is defined in subdivision (b) of Section 66000, except that it also includes fees specified in Section 66477. "Impact fee" does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation.

(4) For an accessory dwelling unit described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge, unless the accessory dwelling unit was constructed with a new single-family home.

(5) For an accessory dwelling unit that is not described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its size or the number of its plumbing fixtures, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

To understand the conditions and capacity that could affect ADU development at an increased scale that will address local Regional Housing Needs Allocation (RHNA) requirements, and to understand whether ADU development would encumber carrying capacity, Black & Veatch conducted an analysis of infrastructure in the eight participating cities in the South Bay Cities Council of Governments (SBCCOG) to determine the conditions and capacity of the water supply and its distribution system, sewer infrastructure, solid waste disposal, and budget constraints.

2.0 Methodology

Black & Veatch collected and analyzed city infrastructure data from the eight participating cities¹ using interviews with city staff, reports, notes from public meetings, and publications. Black & Veatch kicked off the project by presenting at a SBCCOG Infrastructure Working Group (IWG) meeting in November 2022. The agenda item “ADUs and Infrastructure – REAP project” consisted of a 15 minute conversation with city Department of Public Works (DPW) directors and staff and a brief discussion on ADUs and their impacts on city infrastructure. The following questions were sent to participants beforehand which guided the discussion and served as the outline to solicit general comments:

1. Which services will be most impacted by increased ADU development?
 - a. Water supply and its distribution system.
 - b. Sewer infrastructure.
 - c. Solid waste disposal.
2. How will the system conditions/capacity be impacted by the increase of ADUs?
3. Are there any budget constraints or other constraints that may affect the city’s ability to increase ADU development?
4. Are there any factors that could negatively impact the city’s budgets because of California’s law exempting ADUs under 750 square feet from impact fees?

Interviews were then conducted with representatives of each of the eight participating cities to collect their input on conditions and capacity of the water supply and its distribution system, sewer infrastructure, solid waste disposal, and budget constraints to understand the conditions and capacity that could affect ADU development at an increased scale and whether ADU development would overload carrying capacity. The interviews included a discussion of utilities to determine any budget constraints, or other constraints, that may impact their ability to increase ADU development or factors that could negatively affect the city’s budgets because of California’s law exempting ADUs under 750 square feet from impact fees. Specifically, the infrastructure discussed included the following:

- Water supply, treatment, and distribution.
- Wastewater collection system and treatment.
- Solid waste collection (trash, recycling, and green waste) and disposal.

At the end of each meeting, Black & Veatch requested any data sets or reports that could be made available for the study, such as utility infrastructure data sets, financial reports, and strategic plans related to public works. The public works departments were unable to provide data for analysis. In some instances, the data sets provided were not useful to the analysis; in other instances, there was no data to provide, or it was not provided. Because of a lack of data and/or reports provided by the cities, this analysis relies heavily on the information collected from the city public works directors during the interviews. To supplement the interview data, Black & Veatch conducted research to identify public works-related projects being considered or constructed by the cities. Refer to Appendix A for a list of

¹ Participant cities: El Segundo, Gardena, Hawthorne, Hermosa Beach, Manhattan Beach, Rancho Palos Verdes, Redondo Beach, and Rolling Hills.

active infrastructure projects identified during the desktop study and Appendix B for the city interview notes and all the documents collected.

While the scope of this study was to collect infrastructure data from each of the participating cities, Black & Veatch also attempted to collect infrastructure data from the external agencies that service the cities. SBCCOG facilitated communication between Black & Veatch and the various agencies that provide services to the cities; however, Black & Veatch was unable to meet with all the external agencies or obtain data from them. Black & Veatch conducted research to identify public data available, and where available, this data was used for analysis. This includes data reported to the state.

3.0 Interviews

Each city was asked to participate in an interview and invite representatives determined most able to provide relevant information about the city infrastructure. The notes taken by Black & Veatch were reviewed by SBCCOG and provided to the interviewed participants for confirmation. The final city interview notes are provided in Appendix B. Generalizations of these conversations are summarized below.

3.1 Water

- Some cities own and maintain their own water distribution systems, while other cities use systems owned and managed by private companies.
- Currently, all cities receive water supply from third-party suppliers, although Manhattan Beach is in the process of adding a groundwater pumping station and water treatment plant. Construction is scheduled to be completed by the end of 2023.
- The cities are not aware of any distribution system capacity issues caused by ADUs and generally do not have a concern about water supply issues.
- Black & Veatch contacted Golden State Water Company Southwest, the supplier for Gardena, parts of El Segundo, Redondo Beach, and Hawthorne, to inquire if they have experienced any impacts to the water supply and distribution system because of ADU development, and any if there are any potential future impacts anticipated. Golden State Water Company noted that Southwest is their largest district with a large capacity, and they have no concern related to growth in the district. They do not evaluate ADUs specifically in their plans, but the associated growth is included in the future population forecast. They anticipate being able to support hundreds of ADUs without any problems. They also noted that some ADUs replace landscape that would otherwise be irrigated using potable water and, in these cases, the addition of the structure actually offsets some of the water demand.

3.2 Sewer

- Most of the sewer collection systems and treatment facilities are owned and maintained by cities, although a portion of the sewer system in most cities is owned by Los Angeles County.
- The cities have no concerns related to sewer capacity caused by the addition of ADUs. However, the cities do have concerns about the sewer infrastructure that may result from the anticipated population growth of the overall RHNA allocations.

3.3 Stormwater

- The stormwater system is shared by the cities and county.
- The increase of hard surfaces resulting from development adds to the overall stormwater flow, although the cities are not experiencing any specific issues because of current or anticipated increases in ADU development. However, the cities do have concern about the stormwater infrastructure that may result from the anticipated population growth of the overall RHNA allocations.

3.4 Solid Waste

- All cities contract with third parties to collect solid waste.
- Some cities expressed concern that an increase of ADUs would result in an increase in the number of bins (trash, recycling, and green waste) that impact sidewalk access and street parking.

3.5 General

- Several cities are concerned that the increase of ADUs would increase the demand for parking in parking-congested areas.
- The cities have a general concern about budget constraints and a lack of infrastructure funds; the inability to collect impact fees for ADUs adds to this overall issue.
- Rancho Palos Verdes has specific concerns about increased density and increased traffic from ADU development because of its unique geographical characteristics, substandard street widths, and fire risk. Increased density of housing in the high fire area affects the ability to evacuate residents in case of a threat. Increased density and increased traffic also affect access for emergency response vehicles. Additionally, increased traffic is a concern because additional resources, such as traffic signals, are needed to accommodate more cars on the road.

4.0 Analysis

The analysis of information collected from the eight participating cities in the SBCCOG indicates that the cities are not experiencing any infrastructure conditions or capacity issues that could affect ADU development at an increased scale that will address local RHNA requirements, nor is ADU development encumbering carrying capacity. No notable infrastructure issues were identified related specifically to the addition of ADUs and increased residential density, and no obvious indicators were identified that ADUs are having an impact on the supporting infrastructure. Although increased development of ADUs is increasing the demand on the infrastructure, the extent cannot be determined without detailed modeling and study. The cities are in various stages of planning for the infrastructure needed because of the increased need for housing in aggregate and not specifically concerned about increased ADU development. The rate of ADU construction is low compared to the rate of the multifamily and single-family housing construction necessary to meet RHNA requirements. In addition, Task 2.6, Comparison and Forecast, illustrates that the rate of constructed ADUs remain low in comparison to the overall housing units in each city.

The design capacity requirements for municipal infrastructure are determined according to the number of homes; an assumed occupancy of the homes; and the characteristics the homes (number of bedrooms, count of fixtures, number of bathrooms, etc.). The actual demand experienced by the water distribution, wastewater collection, and power distribution systems depends on the population being served. Table 4-1 illustrates each city’s maximum historical population, the year the maximum population occurred, and the most current population estimate. All eight participant cities have experienced population decline in recent years. When the potential population increase (because of the addition of the number of ADUs the participant cities forecasted in their draft Housing Element for 6th RHNA Cycle) is added, each city’s population will still be less than the maximum population that the existing infrastructure has supported in the past. Historical population information by city from 1990 to 2023 are provided in Appendix C.

The decrease in the population experienced by the participating cities also means that per capita availability for basic city services such as parks and similar municipal services is currently lower than historical values; the impact from population increase from higher ADU production by itself will likely not result in overburdening these services.

Table 4-1 Population Data for Eight Participating Cities

	El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos Verdes	Redondo Beach	Rolling Hills
Year of Maximum Population ⁽¹⁾	2020	2018	2016	2014	2017	2016	2020	2005
Maximum Population between 1990 and 2023 ⁽¹⁾	17,298	61,006	88,318	19,868	35,889	13,764	70,242	1,912
2023 Population ⁽¹⁾	16,928	59,809	85,702	19,018	34,284	12,935	68,407	1,669

	El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	Rancho Palos Verdes	Redondo Beach	Rolling Hills
Forecasted Number of ADUs	80	160	144	104	83	40	240	40
Estimated Population with ADUs (assuming two occupants per unit)	17,088	60,129	85,990	19,226	34,450	13,015	68,887	1,749
Note: 1. Source: California Department of Finance, E-4, 1990-2023								

4.1 Water Impacts

Water management is accomplished by developing long-term resource plans to ensure that adequate water supplies are available to meet existing and future water needs. Within the cities, demand management programs are implemented to sustain and increase the future reliability of water resources. Demand management programs also provide systemwide benefits by decreasing the demand for imported water, which lessens the burden on the district’s infrastructure, thereby reducing system costs and freeing up conveyance capacity to the benefit of all participating entities. Such programs include groundwater recovery, local resources, local projects, seawater desalination, on-site retrofit, stormwater pilots, conservation, and more metropolitan programs. To assess the impact of any increased water demand resulting from the addition of ADUs, the focus can be divided into two main categories: water supply and water distribution system infrastructure.

4.1.1 Water Supply

The California Urban Water Management Planning Act requires every urban water supplier, which provides water directly or indirectly to more than 3,000 customers or supplies more than 3,000 acre-feet of water annually, to prepare and adopt an Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP) and submit them to the California Department of Water Resources (DWR) every 5 years². Black & Veatch reviewed the water management plans for water suppliers serving the cities to identify any concerns about future water supply needed to meet the increased demand.

Table 4-2 summarizes the water suppliers projected water demand and how the demand will be met. All but one of the suppliers project the population for the service areas using population growth rate projection data provided by the Southern California Association of Governments (SCAG)³. El Segundo projected the population using a different data set.⁴

All the water suppliers serving the participating cities will be able to meet the projected water demand for the projected populations for a normal hydrologic year, which represents the water supplies

² Source: https://wuedata.water.ca.gov/uwmp_plans.asp?cmd=2020

³ Source: The 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy of the SCAG, dated September 2020

⁴ Source: El Segundo UWMP with 2040 based on California DOF E-1 Estimates (1/1/2020) with exponential growth

available under normal conditions. Since ADUs represent a small portion of the projected increase in the populations of each city, ADU development would not impact water supplies.

Table 4-2 Water Supplier Summary – UWMP Plan Year 2020

Water Supplier Name	Service Area (Participant Cities in Bold)	Projection Year	Population	Projected Water Demand (Potable and Nonpotable) (AFY)	Summary (Quantities in AFY)
City of El Segundo	El Segundo	2040	16,250*	11,340 AFY (5,349 AFY Potable; 5,991 AFY Recycled Water)	Demand will be met with 5,349 AFY purchased or imported water and 5,991 AFY recycled water
Golden State Water Company Southwest	Gardena Lawndale Parts of the Cities of El Segundo Redondo Beach Hawthorne Carson Compton Inglewood The adjacent unincorporated communities of Athens, Del Aire, El Camino Village, Lennox, and Gardena Heights	2045	284,417	28,608 AFY	Demand will be met with West Basin 21,000 AFY, 500 AFY recycled water
California Water Service Company	Hawthorne	2045	47,046	3,958 AFY (3,863 AFY Potable; 95 AFY Recycled Water)	Demand will be met with 2,580 AFY Groundwater, 1,283 AFY purchased or imported water and 95 AFY recycled water
California Water Service Company Hermosa/Redondo	Hermosa Beach Redondo Beach	2045	100,006	10,757 AFY	Demand will be met with 4,070 AFY Groundwater, 6,494 AFY purchased or imported water and 193 AFY recycled water

Water Supplier Name	Service Area (Participant Cities in Bold)	Projection Year	Population	Projected Water Demand (Potable and Nonpotable) (AFY)	Summary (Quantities in AFY)
City of Manhattan Beach	Manhattan Beach	2045	37,528	5,740 AFY	Demand will be met with 1,100 AFY groundwater, 4,365 AFY purchased or imported water and 275 AFY recycled water
California Water Service Company Palos Verdes	Rancho Palos Verdes Rolling Hills Palos Verdes Estates Rolling Hills Estates A portion of Lomita	2045	73,256	18,494 AFY (18,300 AFY Potable; 194 AFY Recycled Water)	Demand will be met with 18,300 AFY purchased or imported water and 194 AFY recycled water
AFY = Acre-feet-year					

4.1.2 Drought Risk Management

In addition to the normal hydrologic year, UWMPs include a water service reliability assessment during a dry year and a consecutive 5 year drought. These are defined as follows:

- A single dry year represents the lowest available water supply.
- A consecutive 5 year drought represents the driest 5 year period in the historical record.

Table 4-3 illustrates the 2025 estimated drought risk in acre feet for each city to meet the total projected growth. These values come from the 5 Year Drought Assessment required in the UWMP. Water districts are using various mitigation strategies to reduce water demand. These strategies include increased use of recycled water for irrigation, rain barrel distribution, distribution of water efficiency kits, rebates for upgrades that reduce water use, and educational outreach.

Table 4-3 2025 Estimated Drought Risk

Water Supplier Name	Service Area	Shortfall (Acre-Feet)
City of El Segundo	El Segundo	933
Hawthorne District	Hawthorne	0
California Water Service Company Hermosa Redondo District	Hermosa Beach Redondo Beach	0
Golden State Water Company Southwest	Gardena, parts of El Segundo, Redondo Beach, and Hawthorne	0
City of Manhattan Beach	Manhattan Beach	328
Rancho District	Rancho Palos Verdes	184
California Water Service Company Palos Verdes District	Rolling Hills	0

4.1.3 Distribution System

To determine the level of impact ADUs may have on the water distribution system, Black & Veatch reviewed historical daily water demand for each city using data from the State Water Resources Control Board⁵. Average monthly daily residential water usage is available for each water supplier in the state from June 2015 to December 2021. Table 4-4 summarizes the water usage for participant cities.

Table 4-4 Historical Residential Water Usage

City	Water Supplier Name	City Average of Total Daily Residential Water Use (Millions of Gallons per Day)	Notes
El Segundo	City of El Segundo	1.29 +/- 11%	
Hawthorne	California Water Service Company and Golden State Water Company Southwest	5.38 +/- 16%	California Water Service Company City of Hawthorne District only serves the city. Remaining population is served by Golden State Water Company Southwest. Population served by California Water Service Company is subtracted from total population to calculate population served by Golden State Water Company.
Hermosa Beach	California Water Service Company Hermosa/Redondo	7.34 +/- 10%	System serves both cities. Values provided are for combined water use.
Redondo Beach	California Water Service Company Hermosa/Redondo		
Gardena	Golden State Water Company Southwest	1.02 +/- 9%	Population of Gardena used to determine city water use ⁽²⁾
Manhattan Beach	City of Manhattan Beach	2.98 +/- 10%	
Rancho Palos Verdes	California Water Service Company Palos Verdes	2.41 +/- 21% ⁽²⁾	Population of Rancho Palos Verdes used to determine city Water Use ⁽²⁾
Rolling Hills	California Water Service Company Palos Verdes	0.33 +/- 21% ⁽¹⁾	Population of Rolling Hills used to determine city water use ⁽²⁾
<p>Notes:</p> <ol style="list-style-type: none"> 1. It is assumed that the variability in water demand for Rancho Palos Verdes and Rolling Hills is reported as the same due to being the same water supplier and the data is aggregated. Actual variability for the individual cities may be different. 2. California Department of Finance, E-4, 1990-2023. 			

⁵ Source: https://www.waterboards.ca.gov/water_issues/programs/conservation_portal/conservation_reporting.html

While the maximum total daily residential water use has not significantly increased over a 6 year period, it is evident that residential water use varies seasonally and annually. Water consumption also changes based on conservation practices because of limited supply. This often takes the form of encouraging residents to reduce frequency of watering lawns and minimizing other non-essential uses. Figure 4-1 illustrates the total residential water use in the participating cities over a 6 year period.

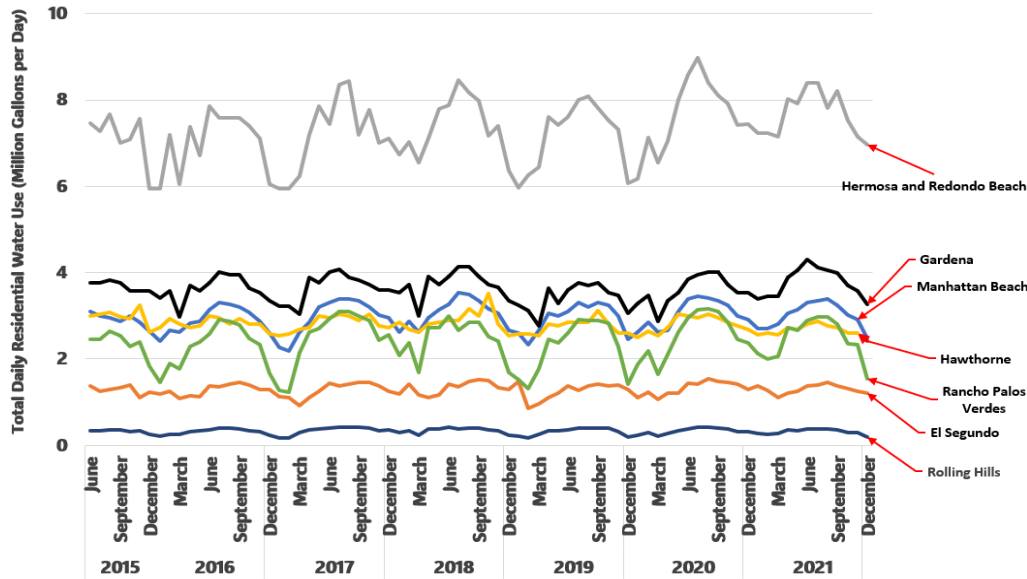


Figure 4-1 Total Residential Water Use Over a 6 Year Period

Black & Veatch estimated the potential population increase from the forecasted number of ADUs the cities included in their Housing Element for 6th RHNA cycle (drafts) (as documented in the Comparison and Forecast of ADUs Memorandum, previous Task 2.6). Refer to Table 4-5.

Table 4-5 Forecasted Number of ADUs

City	Total Number of ADUs Forecasted	ADUs Needed per Year to Meet Forecast	Total New Population (Assuming 2 People per ADU)
El Segundo	80	10	160
Hawthorne	144	18	288
Hermosa Beach	104	13	208
Gardena	160	20	320
Manhattan Beach	83	10	166
Rancho Palos Verdes	40	5	80
Redondo Beach	240	30	480
Rolling Hills	40	5	80

The historical population served was reviewed to determine a historical baseline for the system’s demonstrated capacity. Refer to Table 4-6.

Table 4-6 Historical Population Served

Year	Manhattan Beach ⁽¹⁾	Hermosa Beach and Redondo Beach ⁽¹⁾	Gardena ⁽²⁾	El Segundo ⁽¹⁾	Hawthorne ⁽¹⁾	Rancho Palos Verdes ⁽²⁾	Rolling Hills ⁽²⁾
2015	35,957	95,821	60,617	16,654	88,146	13,744	1,907
2016	35,951	95,948	60,791	16,654	88,318	13,764	1,905
2017	35,974	95,986	60,870	16,654	88,197	13,725	1,901
2018	35,996	96,141	61,006	16,654	88,144	13,591	1,897
2019	35,996	96,318	58,854	16,654	84,360	13,444	1,867
2020	35,996	96,460	60,923	16,654	88,017	13,355	1,738
2021	35,996	96,561	60,651	16,654	87,605	13,231	1,716

Notes:

1. Population reported to State Water Resources Control Board
2. California Department of Finance, E-4, 1990-2023

The percentage increase in water demand because of ADUs was estimated by multiplying the historical daily residential use per capita by the calculated population increase because of the ADUs. Table 4-7 summarizes the results.

Table 4-7 Increase in Water Demand Because of ADUs

City	Estimated Increase in Water Demand Due to ADUs*
El Segundo	1.00%
Hawthorne	0.37%
Hermosa Beach	0.17%
Redondo Beach	
Gardena	0.53%
Manhattan Beach	0.46%
Rancho Palos Verdes	0.53%
Rolling Hills	4.40%

Since ADUs represent a small increase in water usage, ADU development would not impact overall water distribution. Impact on the larger supply lines (main and submains) in the distribution system would be minimal due to increase in population from ADUs in the participating cities. It is possible that branch lines serving individual streets could experience some capacity impacts if a significant number of ADUs were added in a confined geographic area on the same line. Severity of this impact would be

based on the characteristics of the specific line and existing capacity. Since Rolling Hills could experience the greatest increase in water demand, further analysis was conducted for that one city.

Rolling Hills is serviced by California Water Service Company Palos Verdes, which also services Palos Verdes Estates, Rolling Hills Estates, Rancho Palos Verdes, and portion of Lomita. Figure 4-2 illustrates the district service area. Palos Verdes District serves approximately 70,000 customers, approximately 2.7% of those are in Rolling Hills⁶. Rolling Hills could experience an impact on the distribution system caused by the addition of a high number of new ADU occupants relative to the current population if the ADUs were built in a concentrated area that was served by one main. To assess the potential impacts of this scenario, the capacity and conditions of the existing distribution system and location of the ADUs would need to be known.

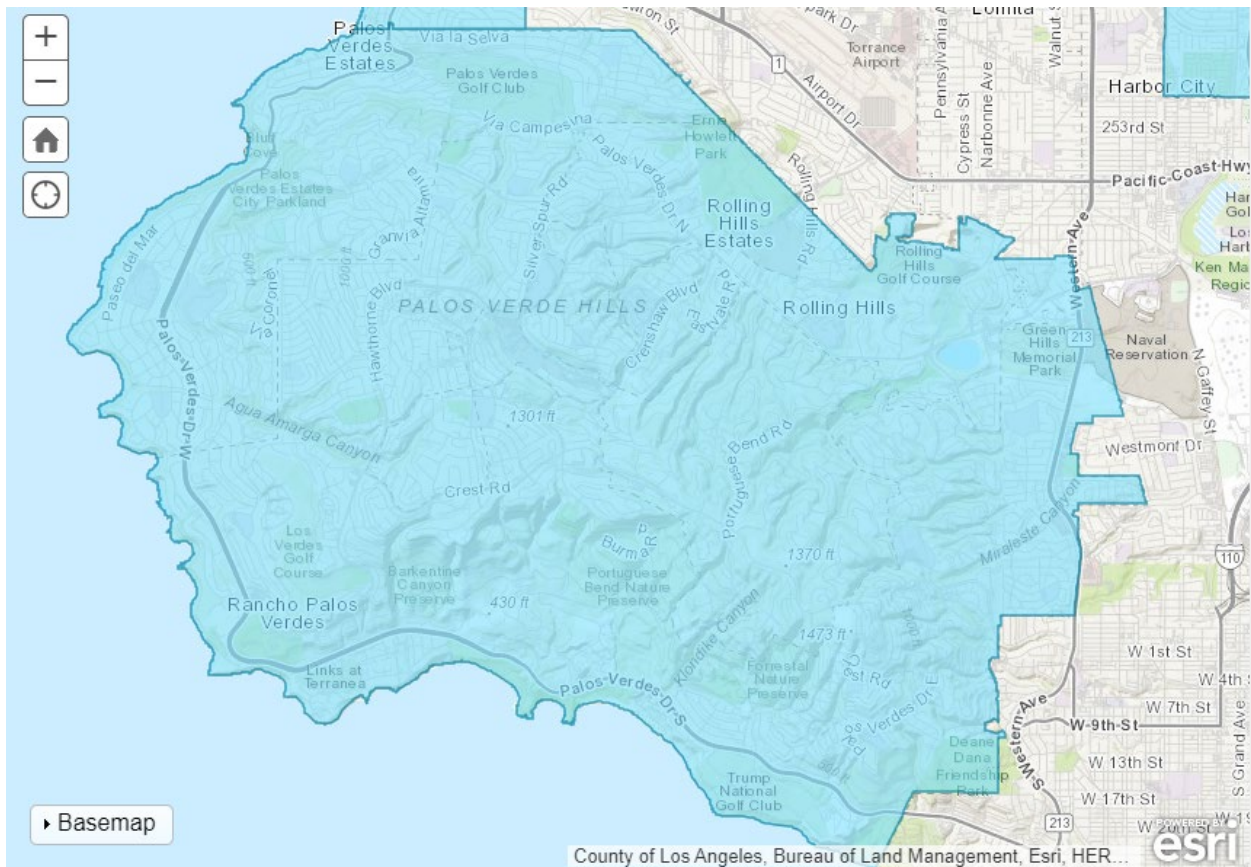


Figure 4-2 California Water Service Company - Service Area

⁶ Source: <https://www.calwater.com/>

The possibility of any capacity issue caused by ADU development is likely to be nonexistent because, historically, the city infrastructure has supported a population greater than what would result from the addition of ADUs. The maximum supported population was 1,912 people, and the 2021 population of 1,702 people, with a projected population increase of 80 occupants, is 1,782 people. Figure 4-3 illustrates how the population of Rolling Hills has declined over time⁷. Historical population information by city from 1990 to 2023 is provided in Appendix C.

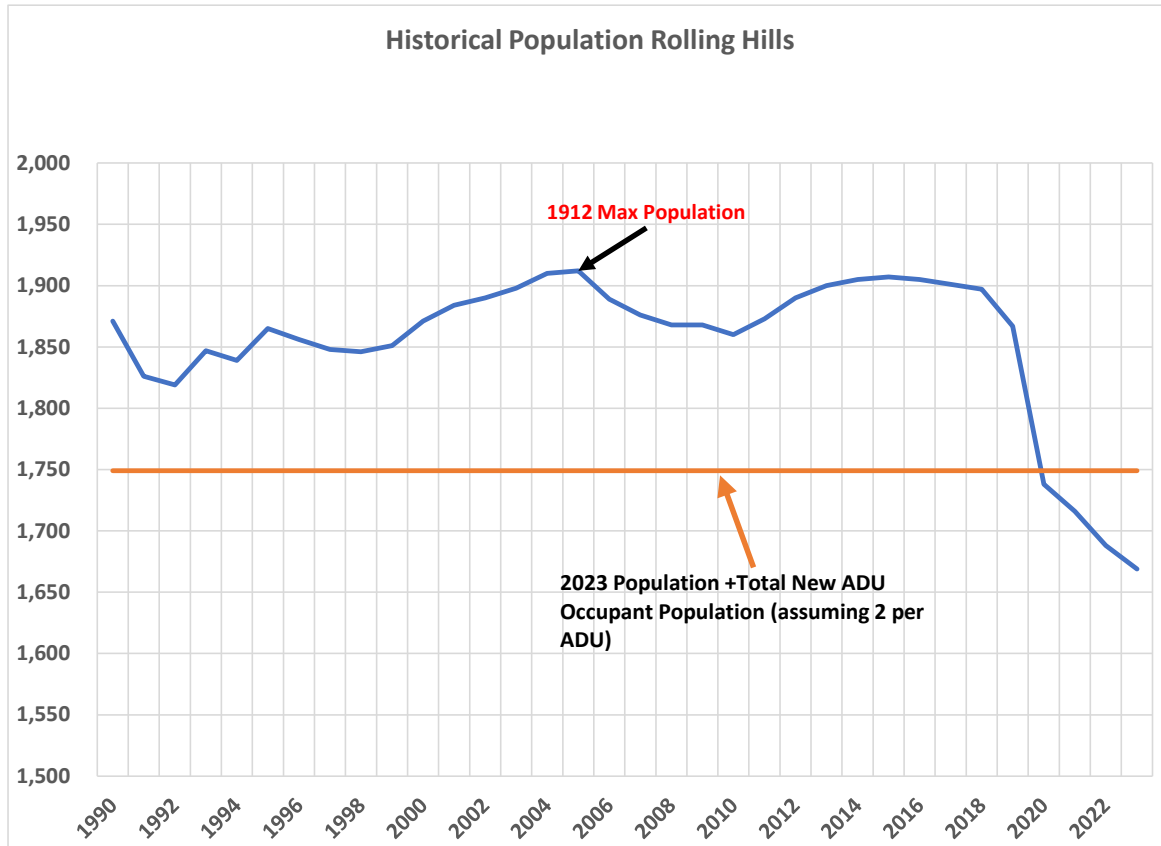


Figure 4-3 Historical Population Rolling Hills

⁷ Source: California Department of Finance, E-5, 1990-2023

4.2 Sewer Impacts

The volume of residential wastewater is largely determined by the water usage; typically 90% of the water used enters the wastewater collection system. Sewers for the participating cities are either city or county owned (refer to Table 4-8) . Rolling Hills and El Segundo have some residents that use private systems.

Table 4-8 Cities and Sewer System Owners

City	Sewer System Owner
El Segundo	County owned and some private systems
Hawthorne	City owned
Hermosa Beach	City owned
Gardena	City owned
Manhattan Beach	City owned
Rancho Palos Verdes	County owned
Redondo Beach	City owned
Rolling Hills	County owned and some private systems

Given the minimal impact of ADUs on water demand and the water distribution system, the wastewater flow increase from additional ADUs will have a minimal impact on the collection system and overall treatment capacity. It is possible that the demand though localized and individual collection lines may be impacted if a significant number of ADUs were to be built in a concentrated area.

Similar to the water distribution system, Rolling Hills could experience an impact on the collection system because of the addition of a high number of new ADU occupants relative to the current population if the ADUs were built in a concentrated area that was served by the same collection system. To assess the potential impacts of this scenario, the capacity and conditions of the existing collection system and location of the ADUs would need to be known.

4.3 Stormwater Impacts

In each of the participating cities, storm drains collect rainwater and convey it to the ocean. The total volume of flow is directly related to the amount of rainfall. ADU development would increase the stormwater flow because of reduced porous surfaces, thus decreasing the area available to absorb rainwater. The cities noted that though there likely will be increase, it is not a concern.

4.4 Power Impacts

Southern California Edison (SCE) is the power distribution utility for all eight of the participating cities, with a total of 199 different circuits, serving approximately 135,000 customers (customers are defined as utility meters).⁸ Table 4-9 illustrates the potential load increase if the total number of ADUs forecasted are built, assuming that for each ADU the load increase is proportional to the number of new customers (i.e., utility meters) that will be served by the utility.

Table 4-9 Potential Load Increase

City	Number of Housing Units 2020	Total Number of ADUs Forecasted	Percent Load Increase
El Segundo	7,500	80	0.55%
Hawthorne	31,578	144	0.24%
Hermosa Beach	10,038	104	0.71%
Gardena	22,393	160	1.04%
Manhattan Beach	14,994	83	1.07%
Rancho Palos Verdes	16,497	40	0.77%
Redondo Beach	30,999	240	0.46%
Rolling Hills	702	40	5.70%

The percent increase of households is highest for Rolling Hills, the impact on the power delivery infrastructure will be dependent on the capacity available feeder the ADUs though likely to be negligible. It is important to consider the broader context of energy supply to households and how added load from ADUs will be a small part of the changes impacting SCE. The impact of population increases from ADUs on the power supply and the distribution system are negligible compared to estimates of future power demand in general. SCE estimates a 60% increase in demand and 40% increase in peak load by 2045 caused by electric vehicle charging and electrification of building loads. To plan for this, SCE has created Pathway 2045, a comprehensive plan to guide carbon free growth through the year 2045. This plan demonstrates that projected need can be met through two different models using clean generation techniques, including modernizing its system to integrate distributed energy resources.

4.5 Solid Waste Impacts

Similar to water usage and wastewater impact, the impacts of increased ADU development alone will be minimal for solid waste. New state requirements for waste disposal and the processing of collected waste by all jurisdictions are resulting in significant changes to solid waste management practices. Each of the participating cities uses one or more private haulers. Increases in solid waste collection was not noted as a concern by any of the participating cities during interviews since it is a contracted service. Some cities do have concerns about the impact of additional bins on available parking spaces if placed in the street or pedestrian access if placed on sidewalks.

⁸ Source: <https://www.sce.com/outage-center/outage-information/reliability-reports>

Like other cities in California, the participant cities are working to reduce organic waste disposal to meet methane emissions reduction targets⁹. Organic waste in landfills emit 20% of the state’s methane and to reduce these emissions, the state law requires cities to reduce organic waste disposal by 75% by 2025. Organics include items like food scraps, yard trimmings, paper, and cardboard. Waste collected from ADUs will need to meet the diversion targets, and residents will either use their own bins to separate their waste or add to the ones used by the primary home.

Los Angeles County (County) estimated the amount of organic waste that will be disposed by the County and the jurisdictions within the County according to the SB 1383 requirements. The County must also identify the existing organic waste recycling infrastructure capacity that is verifiably available and estimate the required new capacity. The County estimated that approximately half of the 89 jurisdictions have a gap in their organic waste processing capacity. Jurisdictions need to develop a plan for increasing capacity by December 31, 2024. The County is conducting a regional assessment of 300 existing, potential, planned, and proposed expanded organic waste processing facilities.¹⁰

The LA County Countywide Organics Management Plan 2020 Annual Report stated “the County would not be able to process or recycle all the projected countywide organic waste to be disposed through the 15-year planning period by utilizing existing in-County capacity alone. The County would also be unable to process all the projected organic waste to be disposed even when portions of out-of-County capacity is utilized as well. It should be noted that certain materials have a much greater shortfall in capacity than others, particularly food, wood waste, and paper products, with a combined annual shortfall in in-County capacity of about 4 million tons. All other material types, aside from green waste, fall short in capacity as well. There appears to be sufficient capacity in County facilities to divert the green waste that is currently disposed.”¹¹ The County concluded that to meet the goals, 50 to 100 new or expanded organic waste recycling facilities are needed in addition to edible food recovery infrastructure expansion.¹²

⁹ Source: SB 1383 Lara, Chapter 395, Statutes of 2016

¹⁰ Source: <https://dpw.lacounty.gov/epd/swims/ShowDoc.aspx?id=3910&hp=yes&type=PDF>

¹¹ <https://dpw.lacounty.gov/epd/swims/ShowDoc.aspx?id=8693&hp=yes&type=PDF>

¹² <https://dpw.lacounty.gov/epd/swims/OrganicCapacityPlanning/docs/April%20%20%2022,%202021%20Meetings%20-%20Full%20Presentation%20Slides.pdf>

5.0 Conclusion

Overall, it is assessed that the cities are not experiencing any infrastructure conditions or capacity issues that could affect ADU development at an increased scale that will address local Regional Housing Needs Allocation (RHNA) requirements, nor is ADU development encumbering carrying capacity. Although increased development of ADUs is increasing the demand on the infrastructure, the extent is minimal when compared with the overall increase on demand from the population in general. The rate of ADU construction is low compared to the rate of the multifamily and single-family housing construction necessary to meet RHNA requirements. Infrastructure planning, installation, and operation is focused on the population at a large scale and the addition of individual ADUs, even in increased numbers, do not pose a significant capacity challenge to the existing infrastructure.

Appendix A. Active Infrastructure Projects

City	Program/Upgrade/Plan	Recent Status and Details
El Segundo	El Segundo has hired an environmental expert to create a better line of communication between the city and a nearby wastewater treatment facility and to urge officials at the Los Angeles-run facility to make odor mitigating equipment fixes as soon possible.	Michael Stenstrom, a UCLA civil and environmental engineering professor, will work with El Segundo on all issues related to the Hyperion Water Reclamation Plant, City Manager Darrell George. Sources: (1) https://www.dailybreeze.com/2023/03/11/ucla-wastewater-expert-could-help-el-segundo-turn-hyperion-odor-around/ corroborated by the following: (2) https://www.youtube.com/watch?v=qXEcl5ckylE (Hyperion City Manager Update - March 21, 2023) (3) https://www.elsegundo.org/our-city/hyperion-what-you-need-to-know
	El Segundo Diversification of Water Sources	In the 2015 UWMP, the West Basin Municipal Water District stated that it was diversifying its water sources to meet its target of reducing imported water from the region through MWD by 17% within 20 years. This will be done through the development of ocean water desalination and expanding its recycled water system. Source: https://wuedata.water.ca.gov/getfile?filename=/public%2Fuwmp_attachments%2F7228116691%2FEIsegundo.2020UWMP.FINAL.pdf
Gardena	Gardena Industrial Center Project	Located at 1600 W W135th Street, the approved project consists of a new 190,860 square foot tilt-up concrete industrial building, comprising 180,860 square feet of industrial uses and 10,000 square feet of office uses. The proposed building has been designed to accommodate up to two tenants with a wide variety of uses, including light assembly, manufacturing, e-commerce, and warehousing/distribution. The proposed project is concurrently applying for a conditional use permit (CUP) for warehousing/distribution and a site plan review (SPR). This project will improve the distribution system and ensure Golden State Water can continue providing reliable water service to local customers. According to the City of Gardena’s General Plan, industrial uses create 200 gallons of wastewater per 1,000 square feet. The existing building space proposed for demolition totals 296,630 square feet of industrial uses, generating approximately 59,326 gallons of wastewater per day. As the Proposed Project includes the construction of a 190,860 industrial warehouse building, it would generate approximately 38,172 gallons of wastewater per day. This would result in a net reduction of approximately 21,154 gallons of wastewater per day compared to existing use. Sources: (1) https://www.gswater.com/post/gardena-capital-projects (2) https://legistarweb-production.s3.amazonaws.com/uploads/attachment/attachment/1848204/Exhibit_A_-_Final_IS_MND_dated_March_2023.pdf (3) https://cityofgardena.org/community-development/planning-projects/ (4) https://d2kkoa27fdvtw.cloudfront.net/cityofgardena/ee9941afba47733f3aa0ab230b6da5720.pdf (5) https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/1906249/Exhibit_B_-_Response_to_Comments_dated_February_2023.pdf
Hawthorne	Sewer Rehabilitation Project Phase 3 - In Progress	\$2.5 million sewer fund project consists of performing all operations, including required traffic control and sewer bypass pumping, necessary for the following work: - “Repair of 12 point repairs of an existing 8 inch vitrified clay pipe (VCP) sewer main, including reconnection of sewer laterals.” - Lining 17,535 linear feet of existing 8 inch VCP sewer main with folded and reformed polyvinyl chloride (PVC) liner. - Rehabilitation of 193 existing sewer manholes. Source: https://www.cityofhawthorne.org/departments/public-works/engineering/capital-improvement-projects
Hermosa Beach	2022-23 Capital Improvement Program (CIP)	The 2022-23 CIP is divided into three main sections: Capital Improvement Program Summary, Capital Improvement Program Funding Summary, and Capital Improvement Project Description Pages. The CIP Summary is divided into five main project types: Street and Highway Improvements, Sewer/Storm Drain Improvements, Park Improvements, Public Building and Ground Improvements, and Studies. Funding is broken down into remaining prior year funding, FY 2022-23 funds, and total project funds. Total Cumulative Project Funding: \$23,452,610: - CIP Sewer and Storm Drain \$5,498,983 (23.4%). - CIP-Public Building and Ground Improvements \$10,335,705 (44.1%). Source: https://stories.opengov.com/hermosabchca/published/QCESTq4Axi
	Study 438 Stormwater Dry Wells Assessment	As required by the region’s Enhanced Watershed Management Plan, this study will assess the implementation of a series of drywells east of PCH between 1st Street and 10th Street to capture stormwater and dry weather flows within 118 acres of the Herando Drain (SMB-6-1) watershed. Estimated Project Completion: January 2024. Source: https://hermosabeach.maps.arcgis.com/apps/Shortlist/index.html?appid=d4f16ff6c37544a0b8bd0dc0a725452f

City	Program/Upgrade/Plan	Recent Status and Details
Manhattan Beach	Water Infrastructure Improvement Project	<p>July 2023 Project Update--The project is in the construction phase. Pipe installation is complete. Crews will be installing water services and valves through winter 2022/2023, . Closeout is anticipated in Summer 2023. The budget is \$2,210,000. Cycle 2 has commenced and is in the design phase. Construction is expected to begin Winter 2023. Project updates will be posted once construction begins. Cycle 2 closeout is anticipated for Summer 2024.</p> <p>For this project, portions of the system selected for replacement include those having deficient fire flow capacity because of pipe size and locations having severe operations and maintenance issues. Addressing pipe size and operational deficiencies will resolve issues relating to fire flow and residual pressure, which minimizes potential for negative impacts to public health and the environment. Proposed operational improvements and valve additions will also minimize the number of residents impacted by main breaks and allow for more isolated main shutdown during emergency repairs. The Cycle 1 Water Infrastructure Improvement Project consists of excavation, installation of ductile iron pipe (DI), installation of valves, curb to curb pavement rehabilitation, required ADA compliant curb ramp replacements, and all appurtenant work as shown on the plans and delineated in the specifications. Many of the street segments within the project area will be resurfaced for the entire width of the roadway. The Project includes over 3,200 linear feet of 6 inch and 8 inch ductile iron pipe, curb to curb pavement restoration, and 19 valves at the following six locations in the City.</p> <p>Source: https://www.manhattanbeach.gov/departments/public-works/engineering-division/capital-improvement-program-cip-budget-and-project-updates/cycle-1-water-infrastructure-improvement-project</p>
	Redrill & Equip Well 15	<p>The plan to redrill Well 15 to increase capacity has a planned implementation year of 2024. There is an expected increase in water supply to the supplier of 2,200 gpm.</p> <p>Source: https://wuedata.water.ca.gov/getfile?filename=/public%2Fuwmp_attachments%2F4259061515%2FFinal%20City%20of%20Manhattan%20Beach%202020%20UWMP%20-%20Appendices.pdf</p>
	Peck Reservoir and Treatment Facility	<p>The plan to install a replacement reservoir and manganese treatment facility has a planned implementation year of 2022.</p> <p>Source: https://wuedata.water.ca.gov/getfile?filename=/public%2Fuwmp_attachments%2F4259061515%2FFinal%20City%20of%20Manhattan%20Beach%202020%20UWMP%20-%20Appendices.pdf</p>
Rancho Palos Verdes	Ladera Linda Community Park Project	<p>Ladera Linda Community Park Project Update August 2, 2023</p> <p>During the week of July 24,2023, construction crews continued installing exterior tiles and the aluminum framing for the building’s exterior glazing system. Crews completed installing stucco at the recessed doorways, roof edge flashing, and continued taping and sanding drywall in the interior of the building. Crews also completed concrete paving in the perimeter of the building and formed the concrete path and stairs between the building and the lower tier of the park. Crews continued to install site lighting, irrigation, and decomposed granite pathways. C During the week of July 31, 2023, crews continued installing the building’s exterior glazing system and exterior tiles, installing irrigation and decomposed granite pathways, placing the remaining concrete for paths and stairs around the site, and installing parking lot lights.</p> <p>Source: https://www.rpvca.gov/982/Ladera-Linda-Community-Park-Project</p>
	Recycled Water Accelerated Retrofit Program	<p>Rancho Water has planned, designed, and committed funds to the installation of approximately 1 mile of new recycled water distribution pipeline, the abandonment of existing water meters and laterals at 58 sites, and the connection of 58 new nonpotable meters and laterals to the new distribution pipeline. This improved delivery of recycled water will offset 413 AFY imported water demand. Rancho Water has arranged financing for the project and has started the design. The planned implementation year is 2024 and is expected to increase 413 gallons of water supply to the supplier.</p> <p>Source: https://wuedata.water.ca.gov/getfile?filename=/public%2Fuwmp_attachments%2F3882917106%2FRancho%20Water%202020%20UWMP%20Main%20Text%20and%20Appendices.pdf</p>
	Palos Verdes Infrastructure Improvement Highlights	<p>California Water Service presented in the Los Altos, Palos Verdes, Visalia, and Willows public participation hearing that took place April 20, 2022:</p> <ul style="list-style-type: none"> • \$17.7M for replacing 5.1 miles of main. • \$5.5M for hardening water systems against wildfire. • \$7.0M for increasing reliability throughout the system (e.g., pumps, meters, valves, and pressure vessel replacements). • \$3.9M for developing new water supplies, improving treatment of existing supplies. <p>Customers would see a 9¢ per day increase in 2023, about \$2.64 per month based on typical customer.</p> <p>Source: https://www.calwater.com/docs/iip/2021a/presentations/2022-0420-presentation-las-pv-vis-wil.pdf</p>

City	Program/Upgrade/Plan	Recent Status and Details
	Significant Investments in AMI Software Tool	<p>Rancho Water has made significant investments in the development of a software tool which is designed to analyze existing advanced metering infrastructure (AMI) data. This software is encoded with features that can be adopted to assess demand reduction during a drought. During normal, nondrought periods, the software is used to: 1) identify malfunctioning water meters to target for replacement and 2) to measure water savings associated with water conservation efforts. During periods of drought, this latter feature can be used to determine if shortage response actions are bringing about the desired reduction goals.</p> <p>The software analyzes historical water usage and weather data for each customer site that participates in a particular conservation project and uses this data to create a baseline consumption model for each customer. This baseline model, along with actual weather data for the time-period, is used to predict how much water the customers would have used if they had not participated in the conservation program. The prediction is then compared to the actual consumption that occurs following project participation and determines a gross water reduction. This tool has already been effective in identifying inadvertent violations of the District’s mandatory restrictions on water use.</p> <p>Source: https://wuedata.water.ca.gov/getfile?filename=/public%2Fuwmp_attachments%2F3882917106%2FRancho%20Water%202020%20UWMP%20Main%20Text%20and%20Appendices.pdf</p>
Redondo Beach	Morgan Sewer Pump Station Design/Construction	<p>The Morgan Sewer Pump Station project will replace the existing deficient and damaged pump house, discharge and suction pipes, valves, wet and dry wells, controls, electronics, and mechanical components. This project includes the design and construction phases. Design will begin between 2023 and 2024. Construction is set to begin between 2025 and 2026.</p> <p>Source: https://www.redondo.org/civicax/filebank/blobdload.aspx?BlobID=42190</p>
Rolling Hills	Shen Residence (77 Portuguese Bend Road)	<p>A Notice of Intent (NOI) was released to inform the public that an Initial Study/Mitigated Negative Declaration (IS/MND) was prepared in accordance with the California Environmental Quality Act (CEQA) guidelines. The public review period was from December 15, 2022, to January 31, 2023. On December 20, 2022, Director Signo gave a report on the Housing Element certification, Notice of Intent to Adopt a Mitigated Negative Declaration for the Shen Residence at 77 Portuguese Bend Road, and the upcoming SBCCOG Housing Education Forum, which were all included in the agenda package. He gave an overview of the projects the Commission worked on in 2022, expectations in 2023, and thanked the Commission for its work.</p> <p>The project site consists of an undeveloped 21.14 acre parcel located at 77 Portuguese Bend Road and an existing private off-site access drive. The proposed project involves four components: (1) construction of an 8,847 square foot single-family residence (hereafter referred to as “proposed home”), (2) construction of a 2,427 square foot guesthouse, (3) construction of a 2,766 square foot pool area, and (4) the realignment and potential modification of an existing road and driveway into the easement area located between residences at 73 and 74 Portuguese Bend Road. The proposed home would include two 2-car garages, four bedrooms, four bathrooms, and two half-bathrooms. Amenities associated with the proposed home would include an open central courtyard, a gym/workshop, a breakfast nook, a laundry room, and a pantry. The proposed guesthouse would include an open pond courtyard, one bedroom, one bathroom, and one half-bathroom. The proposed pool area would include a swimming pool with a pool gate, jacuzzi, walkway, and pool deck. The proposed project would also include a 450 square foot stable, a 550 square foot corral, and a trash enclosure near the northern boundary of the project footprint.</p> <p>Sources: (1) https://www.rolling-hills.org/government/planning_and_community_services/index.php (2) https://cms5.revize.com/revize/rollinghillsca/CL_AGN_230221_PC_AgendaPacket_F.pdf</p>

City	Program/Upgrade/Plan	Recent Status and Details
	Transportation Enhancement and ADA Improvements for Dapplegray School at Palos Verdes Drive North	<p>Palos Verdes Drive North is a primary roadway providing access to the cities on the peninsula including Rolling Hills, Rancho Palos Verdes, Palos Verdes Estates, and Rolling Hills Estates. The proposed project will widen an approximate 1,015 foot segment of the roadway east and west of London Lane, along the frontage of the Dapplegray Elementary School campus, to enhance traffic flow and to improve the intersection’s accessibility (ADA access). Widening will include two additional through lanes: one eastbound and one westbound lane. The project will also include the following features:</p> <ul style="list-style-type: none"> - Replacing 8 inch traffic signal heads with 12 inch heads. - Replacing a temporary signal pole with a custom steel pole according to city specifications. - Adding illuminated street name signs. - Upgrading ADA access ramps. - Removing and replacing two bus shelters according to city specifications. - Constructing six cast-in-place earth-colored concrete retaining walls of various heights. - Removing +/- 39 non-native trees to accommodate widening, new medians, and retaining wall construction. - Realigning a segment of the bridle trail after retaining walls are constructed. - Constructing and planting a new raised median with trees, bunchgrasses, and groundcover. <p>Source: https://www.rollinghillsestates.gov/departments/administration/city-clerk/public-notice</p>
Multiple	Hermosa-Redondo Water Infrastructure Improvement	<p>California Water Service Hermosa-Redondo Improvement Plans for 2022-2025</p> <ul style="list-style-type: none"> • \$12.9M for replacing 3.8 miles of main. • \$6.9M for increasing reliability throughout the system (e.g., pumps, meters, valves, and pressure vessel replacements). • \$4M for developing new water supplies, improving treatment of existing supplies. • The proposed Infrastructure Improvement Plan would affect customer bills; customers would see a +4¢ per day increase in 2023, about \$1.15 per month based on typical customer, and a -\$0.07 per month without consolidation. <p>Sources:</p> <ol style="list-style-type: none"> (1) https://www.calwater.com/district-information/?dist=rd (2) https://www.calwater.com/docs/iip/2021a/presentations/2022-0405-presentation-dom-hr.pdf
	Clearwater Project	<p>The Clearwater Project will protect local waterways by addressing aging infrastructure. The project involves constructing a new 7 mile, 18 foot diameter tunnel to convey cleaned water from the Joint Water Pollution Control Plant (JWPCP) in Carson to existing ocean outfalls located on the Palos Verdes Peninsula. The Clearwater Project is the result of a multi-year planning effort that began in 2006 to identify improvements needed to ensure the reliability and future capacity needs of the main sewer system serving over 5 million people in Los Angeles County. The new tunnel will replace the existing two tunnels that are over 60 and 80 years old. The construction of the Clearwater Project was approved by the Board of Directors in January 2019. Construction is underway, and the project is expected to be completed in 2027.</p> <p>Source: https://www.lacsd.org/services/wastewater-sewage/wastewater-significant-projects</p>
	Palo Verdes Water Infrastructure Improvement	<p>California Water Service Palos Verdes Improvement Plans for 2022-2025</p> <p>Cal Water has prepared a multi-year Infrastructure Improvement Plan to ensure it is able to continue providing a reliable supply of safe, clean drinking water both now and for decades to come. The improvements include the following :</p> <ul style="list-style-type: none"> • \$17.7M for replacing 5.1 miles of main. • \$5.5M for hardening water systems against wildfire. • \$7.0M for increasing reliability throughout the system (e.g., pumps, meters, valves, and pressure vessel replacements). • \$3.9M for developing new water supplies, improving treatment of existing supplies. <p>Source: https://www.calwater.com/docs/iip/2021a/presentations/2022-0420-presentation-las-pv-vis-wil.pdf</p>

City	Program/Upgrade/Plan	Recent Status and Details
	Golden State Water Company Southwest	<p>The general rate case, approved June 29, 2023, invests over \$33 million in the Southwest Customer Service Area. The new rates are being invested in the service area’s water tank improvements and upgrades, booster station upgrades, new main installation, and backup power equipment.</p> <p>Project Name: Chadron Plant Pump Station Upgrade (Hawthorne) Demolish existing facilities and install a new pump station. This project will improve the distribution system and ensure Golden State Water can continue providing reliable water service to local customers.</p> <p>Project Name: Emergency Interconnections Upgrade Project (Hawthorne) Upgrade emergency interconnections. This project will improve the distribution system and ensure Golden State Water can continue providing reliable water service to local customers.</p> <p>Project Name: 16325-16407 S Main St. Project (Gardena) Install one 8 inch FS, one 2 inch IRR., one 2 inch DS, ABAND. one 8” FS and two 2” DS. This project will improve the distribution system and ensure Golden State Water can continue providing reliable water service to local customers.</p> <p>Project Name: 215 – 229 E El Segundo Blvd. Project (El Segundo) Install seven 1 inch domestic services, one 6 inch fire hydrant, and reuse one 1” domestic service. This project will improve the distribution system and ensure Golden State Water can continue providing reliable water service to local customers.</p> <p>Project: 108th Street & 110th Street Area Main Replacement (Hawthorne) The new pipeline will be installed on 108th and 110th Street from Prairie Ave. to Lemoli Ave. Replace the existing water main with a new main and install new fire hydrants and water services. This project will ensure Golden State Water can continue providing reliable water service to local customers.</p> <p>Project: Water Quality Area 4 – Phase 1 (Hawthorne) Install a new water main, domestic services, and fire hydrants. This project will ensure Golden State Water can continue providing reliable water service to local customers.</p> <p>Source: https://www.gswater.com/southwest</p>

Appendix B. City Interview Notes

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with Gardena - Infrastructure resources		01
Location	Date	Time
Virtual	11/29/2022	8:30 am PST
Recorded By		
Jagmeet Khangura, Sarah Chmielak and Jason Haney		

Participants			
Name	Title	Organization	Email
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com
Sarah Chmielak	City Planning Lead	Black & Veatch	Chmielaks@bv.com
Alan Rigg	Director, Public Works	Gardena	ARigg@cityofgardena.org

Minutes:

WATER

- The City receives water from West Basin, but Golden State water is the local provider.
- BV/SBCCOG can reach out to Golden State Water.
- Staff is looking at rezoning/upzoning to meet RHNA #s, not just ADUs.
- City is concerned about the concurrent issues of implementing water restrictions at the same time as increased water demand due to increased residential housing (including ADUs). Increase caused by ADUs / RHNA will exacerbate water emergency they are already in.
- They are working through landscaping and other policies to meet State mandates.
- As a customer, the City is responsible for making policy to reduce water consumption.
- Potable water cannot be used for cleaning purposes (i.e.: bus cleaning, etc.). There is only one source of recycled water at a city park, but there is a health restriction against using recycled water for cleaning.
- There is no City responsibility for water hookups/connections, residents go directly through Golden State.
- Since the city does not manage the water system, they cannot answer questions related to system constraints, distribution impacts, or water supply.

STORMWATER

- About half of the storm drains are owned by city, half by county.
- No concerns about overall volume, flow, or quality due to ADUs.
- In 2001, LA County changed policy, and cut volumetric rates in half for 25 and 50 year storm estimates, rainfall amounts had become significantly less, so design can be smaller - hence storm drain system is currently oversized. Increase in development not an issue.
- LA County has GIS available for the storm drains under their authority.

SEWER

- Sewer master plan is currently being drafted, anticipated report due in December with flow monitoring and projections. The report will include how over- or under-sized the system is.
- Sewer was not sized for the ADU increase specifically but would count toward the system capacity as found in the coming report.
- Report being prepared by Corollo Engineers and should be available by end of 2022.
- The City has an annual maintenance program where the entire sewer system is cleaned every year. There are occasional hot spots due to grease by restaurants and siphon areas – absent this program, there would be significant issues / blockages.

SOLID WASTE

- RWG is contracted waste resources group - franchise was recently renegotiated.
- While there are ongoing challenges with landfill and capacity, organics mandates, and lack of market for recyclables, City doesn't see concerns with additional waste generated by ADUs – waste vendor is capable of handling.
- In terms of separate bins – it depends on the type of land use. SFR requires three bins (waste, recycle, organics). Depending on size of MFR dictates if separate bins are required. Size of commercial land uses dictates if recycling and organics is required.
- State mandates (example SB1383) regarding waste collection services are made complicated by existing franchise agreements, and the level of difficulty in modifying those agreements.

GENERAL

- The City doesn't really charge impact fees, so the waiver of fees for ADUs less than 750 SF is not an issue. However, the City intends to examine Impact Fees in the future.
- State mandates pushing increased housing densities without considering the overall impacts and taking a comprehensive look at infrastructure resources and environmental impact is not good policy. Planning Staff is trying their best to update codes and land uses to allow for increased RHNA numbers, but once you change land use, you change estimated flows, peaks, etc which directly impacts infrastructure.
- On a scale of 1-10, assess the infrastructure impact of ADU's is a 2. Overall RHNA mandates will have a much larger impact than ADUs alone.

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with Redondo Beach - Infrastructure resources		01
Location	Date	Time
Virtual	12/5/2022	10:00 am PST
Recorded By		
Jagmeet Khangura, Sarah Chmielak and Jason Haney		

Participants			
Name	Title	Organization	Email
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com
Sarah Chmielak	City Planning Lead	Black & Veatch	Chmielaks@bv.com
Andrew Winie	City Engineer	Redondo Beach	Andrew.Winje@redondo.org
Ted Semaan	Director, Public Works	Redondo Beach	Ted.Semaan@redondo.org

Minutes:

WATER

- Cal Water owns and operates distribution system. They have been performing recent replacement of mains, and they would be best to answer if there are any issues or need to upsize mains for additional future demand.
- City has no particular concerns regarding water supply and ADUs, however, drought is a concern generally. Redondo Beach has always had high density housing, so the addition of ADUs is not a significant problem.
- The City's concerns involve drought and irrigation issues. It manages quite a bit of open space that they are responsible for irrigating (owned by SCE but City has license agreement to use). This land uses a lot of water. They've inquired about recycled water from West Basin, however, West Basin has moved their recycled water business from residential landscaping to larger industrial users.

STORMWATER

- Many stormwater drains are very old, and undersized compared to current design standards of the County. There is a lack of infrastructure.
- Any new hardscape will exacerbate runoff.
- It is not known if ADUs are required to meet new construction standards related to reducing runoff, but it would be beneficial from an infiltration standpoint – the city has excellent draining soils.
- Storm drain impact fee is collected for larger projects (not ADUs)

SEWER

- The City owns/manages/cleans the sewer system. They have a good maintenance program in plan, and is enterprise funded so there is enough money.
- Current routine of maintenance includes annual contracts for jetting lines, removing roots mains.
- ADUs are added into zoning and master planning projections, but not necessarily added in infrastructure-specific planning efforts.
- The City has seen a massive transition from single family to multi-family - they see 5-6 condo conversions per month - which has not been addressed in sewer planning. Sewer infrastructure was not looked at when zoning laws were changed long ago, so sewer is a concern.
- North Redondo is under capacity due to the increase in density.
- A new general plan update is under review, and now staff is looking at adding zoning changes into the infrastructure master planning in the future.
- Sewer Masterplan was completed in 2006/2007 before changes in ADU laws

SOLID WASTE

- Athens is the contracted waste provider.
- Demand is generated by the user, if a single family home's 3 carts are inadequate, they can pay for additional carts as needed.
- There is no fiscal impact to the City for any additional demand caused by ADUs as it is a pass thru cost, residences pay for the service.
- Increase trucks due to increased demand would cause more wear and tear on City roads. This can be better planned for larger developments, it is hard for ADUs on existing streets in residential areas.
- ADUs alone won't be significant, however, high zoning upgrades in general is significant.
- SB1383 (organics waste separation) was addressed in the last contract.

GENERAL

- The City doesn't charge impact fees for ADUs that affects infrastructure. Sewer is an enterprise fund, so any increased use of water, residents pay their fair share. There is no enterprise fund or ability to collect from a land development perspective. Impact fees are one-time, and collected for larger developments, but not triggered by ADUs.
- Parking is not a 'utility' infrastructure, but it is a concern. The City is looking at ways to introduce more on-street parking, not just off-street. Artesia Blvd is a particular concern regarding parking. ADU policy allows for reduced parking to be met by transit use, however the City does not have high-utilization for transit services. The Green line is controversial, and residents do not want it in the city – they want it adjacent to City. Reduced travel lanes will not reduce single-use vehicle trips, it will only cause more congestion.

- Electrical infrastructure is mostly aerial. Impacts of additional transformers will cause a visual impact and cause blight. Maintenance can be a problem as it takes backyard work to be done. Rule 20A is gone, cities can no longer put aside money for undergrounding work.
- The addition of communications infrastructure (5G) to meet future demand will also cause visual blight. Power poles are getting more congested, and it is not a clean look.
- Scale of 1-10.... No number was given. However, parking concerns are most significant compared to other infrastructure concerns. Since individual ADUs are low impact, they don't make much difference to the day-to-day infrastructure usage, but since they aren't planned for in the whole there could be a tipping point where the impacts become noticed. It's the small changes that you don't see everyday that ends up sinking the ship.

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with El Segundo - Infrastructure Resources		01
Location	Date	Time
Virtual	12/6/2022	1:00 pm PST
Recorded By		
Jagmeet Khangura, Sarah Chmielak and Jason Haney		

Participants			
Name	Title	Organization	Email
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com
Sarah Chmielak	City Planning Lead	Black & Veatch	Chmielaks@bv.com
Elias Sassoon	City Engineer	El Segundo	esassoon@elsegundo.org

Minutes:

WATER

- The City owns the water distribution system.
- City does not have a water treatment plant and purchases potable water.
- West Basin supplies the water.
- There are no concerns regarding water distribution – the system was designed to accommodate Chevron with potable water, but Chevron switched to purple/recycled water so there is now over capacity and water supply.

STORMWATER

- No concerns, ADUs create such a small quantity in terms of runoff, there is plenty of capacity.

SEWER

- The sewer system is over 100 years old. Many laterals are clay or built too flat, or only 4” in diameter.
- The collection system is maintained through contracts, but the City has emergency vacs if needed.
- Any ADU will be required to submit CCTV of sewer laterals as a condition of approval (~\$360 cost).
 - If there are no issues seen, then the resident doesn’t have to do anything more.
 - If the CCTV shows issues, then the resident will need to replace the lateral, and it would need to comply with new 6” diameter. This benefits the homeowner since they need to update/upgrade the lateral to support their home and the ADU anyway.

- If a homeowner wants a new lateral, then it needs to comply with the new 6" diameter and once complete they need to submit a CCTV to validate.

SOLID WASTE

- Any increase in demand by ADUs would warrant larger or additional bins. There is no concern in terms of increased collection truck traffic.
- The City currently has 7 commercial haulers and 1 residential hauler, the City intends to reduce the number of commercial haulers down to 2 when contracts are up.

GENERAL

- Generally, ADUs will not cause any financial impact.
- There currently isn't a need to conduct infrastructure master planning. The City is maintaining the system as-is, there are no plans to expand as there is enough capacity.
- Only concern with increased ADUs relates to parking. The City is located very close to LAX, and people will park in the City and taxi to the airport, leaving their car for days. For this reason, the City plans to conduct a City-wide parking study. Possible improvements may include parking permits, as requested by impacted neighborhoods.

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with Rolling Hills - Infrastructure Resources		01
Location	Date	Time
Virtual	12/13/2022	3:00 pm PST
Recorded By		
Jagmeet Khangura, Sarah Chmielak and Jason Haney		

Participants			
Name	Title	Organization	Email
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com
Sarah Chmielak	City Planning Lead	Black & Veatch	Chmielaks@bv.com
John Signo	Director of Planning and Community Services	Rolling Hills	jsigno@cityofrh.net
Jonathan Pacheco	Project Manager	SBCCOG	jonathan@southbaycities.org

Minutes:

WATER

- Golden State supplies the water.
- There are no concerns regarding water distribution or capacity.

STORMWATER

- The City is looking to join peninsula group in terms of where stormwater goes, as the city's system consists mainly of natural drainage (via canyons, etc). There are only a few manmade drainage structures, owned by LA County.
- Any increase in impervious surfaces via ADUs could increase surface flows.

SEWER

- No concerns, much of the City is on private septic.
- There is a small part of the City on the west side that is connected to County sewer. In this area, ADU may need to put in new or over-size the sewer laterals, due to high cost, it may impact development of ADUs.

SOLID WASTE

- City contracts with private hauler – Republic Services.
- Residential yards have 'service yards' / trash enclosures, so additional bins created by ADUs are not a concern.



Innovative Housing Solutions (HIS) Meeting Minutes

- City roads are narrow and hilly, Republic uses scooter trucks that can go up residential driveways to collect bins.

GENERAL

- Generally, ADUs will not cause any financial impact.
- Parking is not a concern since most residences have long driveways to accommodate parking.
- Planning code is up to date, and the City continually monitors for needed updates.
- SCE is the local power company. There are two projects to underground wires, using Rule 20A grant money. Otherwise, electric lines are above ground.

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with Manhattan Beach - Infrastructure Resources		01
Location	Date	Time
Virtual	12/28/2022	11:00 am PST
Recorded By		
Jagmeet Khangura, Sarah Chmielak and Jason Haney		

Participants			
Name	Title	Organization	Email
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com
Sarah Chmielak	City Planning Lead	Black & Veatch	Chmielaks@bv.com
Erick Lee	Public Works Director	Manhattan Beach	elee@manhattanbeach.gov

Minutes:

WATER

- West Basin supplies the City water.
- City owns distribution lines and is working on a groundwater pumping station and water treatment plant (completion estimated end of 2023). Intent is to use for additional drinking supply, blend with West Basin.
- In general, any additional density can exacerbate the system, however, the small number of ADUs likely won't have an impact.

STORMWATER

- System is over 110 years old and not sized for the level they are at. There is a struggle to minimize flooding in some areas.
- System is a blend of city-owned and county-owned infrastructure.
- Impervious increase by ADUs likely will not move the needle, numbers too small to cause a concern.

SEWER

- City owns system, it is integrated into the County system, and treated in Carson.
- It is an aging system, 100+ years. There are some hot spots in terms of grease / fog.
- Unsure if ADUs need to increase or improve their own laterals.
- Overall, ADU development is not a major concern.

SOLID WASTE



Innovative Housing Solutions (HIS) Meeting Minutes

- City contracts with private hauler – Waste Management. They are responsible for ensuring compliance with SB1383 (organics) and providing bins/collection.
- Additional Bins could potentially impact parking where there are currently problems.
- Overall, ADU development is not a concern.

GENERAL

- Generally, ADUs will not cause any financial impact.
- SCE is the local power company, system is old. Council is assessing coastal areas to underground. Other areas of city electric lines are overloaded with infrastructure (blight / unsightly).

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with Hawthorne - Infrastructure Resources		01
Location	Date	Time
Virtual	02/22/2023	11:00 am PST
Recorded By		
Jagmeet Khangura and Jason Haney		

Participants			
Name	Title	Organization	Email
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com
Sarah Chmielak	City Planning Lead	Black & Veatch	Chmielaks@bv.com
Heecheol Kwon	Senior Engineer, Public Works	City of Hawthorne	HKwon@cityofhawthorne.org

Minutes:

WATER

- Golden State Water and California Water Company lease the distribution system and provide the water. Golden State Water ~60% and California Water Company ~40%
- West Basin provides recycled water.
- City does not have data on water usage/capacity, they must request it from above entities

STORMWATER

- Increasing ADU development probably does impact storm water. When ADUs are added on SFHs, they take away from vegetation area and increase the amount of impervious area, thus increasing the flow in areas and causing flooding.
- Old stormwater system (greater than 50 years old), city owns approximately 20-30%, and the rest are owned and maintained by LA County flood control

SEWER

- Primarily owned and operated by the city (80-90%), main trunk is owned by county.
- There could be impacts of ADUs in some areas where there are known capacity constraints. The City has hired a consultant to perform modeling when large projects come in to evaluate its impacts on sewer.
- Sewer additions are expensive, inability to collect the sewer connection charge impacts the money available to do updates and additions.
- ~40% of housing in city is dense (multifamily)
- Sewer capacity in some areas is limited



- So far maintenance has not been impacted by ADUs. However, the City does see that peak flow / capacity is close to full. Rainy season makes the sewer full.
- The sewer master plan is old and does not include ADUs and the City has identified that it may need to be updated based on potential of increased residencies.

SOLID WASTE

- New address for ADUs means new trash bins (unless the owner can replace existing bins with larger bins and share). This could lead to a lot more containers that either block the sidewalk (ADA issues) or block parking if on the street
 - Parking is already a concern.
 - Street parking is enforced by the City issuing stickers - 2 cars are allowed on street per address.

GENERAL

- There is an issue and potential confusion with assigning new addresses to ADUs since there may not be enough numbers available for the new units or letters are assigned to designate individual units. The addresses are used by the utilities and the solid waste collectors and a non-standard assignment has unintended consequences.
- Greatest challenge is parking spaces since every single street has parking.

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject	Meeting No.	
ADU Interview with Rancho Palos Verdes - Infrastructure Resources	01	
Location	Date	Time
Virtual	02/28/2023	02:00 pm PST
Recorded By	Jagmeet Khangura and Jason Haney	

Participants			
Name	Title	Organization	Email
Jason Haney	Project Director	Black & Veatch	HaneyJD@bv.com
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com
Ramzi Awwad	Director of Public Works	Rancho Palos Verdes	rawwad@rpvca.gov

Minutes:

WATER

- Cal Water supplies the city water.
- Cal Water also manages the distribution system.

STORMWATER

- ADUs could have an impact over times but it is hard to know the impact till there is full build out.
- System is a blend of city-owned and county-owned infrastructure.
- Stormwater capacity plan is process of being updated.
- Separate stormwater (not combine with sewer)

SEWER

- Primarily owned and operated by the County.
- Approximately 200 homes connected to city owned sewer. Recent addition in landslide prone area.
 - Increase in density due to ADU will be minimal due to geographic constraints.
- Some septic systems in the city.
- Overall, ADU development is not a major concern.

SOLID WASTE

- City contracts with private hauler. They are responsible for ensuring compliance with SB1383 (organics) and providing bins/collection.



Innovative Housing Solutions (HIS) Meeting Minutes

- No near-term issues but concerned that there might not be sufficient capacity to process the organic waste as required by SB1383
- Additional bins not a concern because of the suburban/semi-rural nature of the city.

GENERAL

- Budget is a concern; they city has minimal staff. The reduced fees add to the concerns.
- Transportation is a concern. Additional resources such as more signals needed to accommodate more cars on the road.
- Increased density and higher traffic also concern due to access/evacuation in high fire risk areas.
- SCE is the local power company. Power is mostly overhead but city is trying to underground especially in high fire risk areas.

Innovative Housing Solutions (HIS) Meeting Minutes

Project Name	Project No.	File No.
ADU Acceleration Regional Early Action Planning Project	412477	
Subject		Meeting No.
ADU Interview with Hermosa Beach - Infrastructure Resources		01
Location	Date	Time
Virtual	06/01/2023	02:00 pm PST
Recorded By		
Jagmeet Khangura		

Participants			
Name	Title	Organization	Email
Joseph SanClemente	Public Works Director	City of Hermosa Beach	jsanclemente@hermosabeach.gov
Jagmeet Khangura	Study Lead	Black & Veatch	Khangurajk@bv.com

Minutes:

WATER

- Cal Water supplies the city water.
- Cal Water also manages the distribution system.

STORMWATER

- No concerns related to ADUs, the rate of ADU construction is low (~13 per year)

SEWER

- Owned and operated by the city.
- Some old lines need to be replaced in the commercial areas.
- Volume of added inflow from ADUs is low and not a concern for the city.

SOLID WASTE

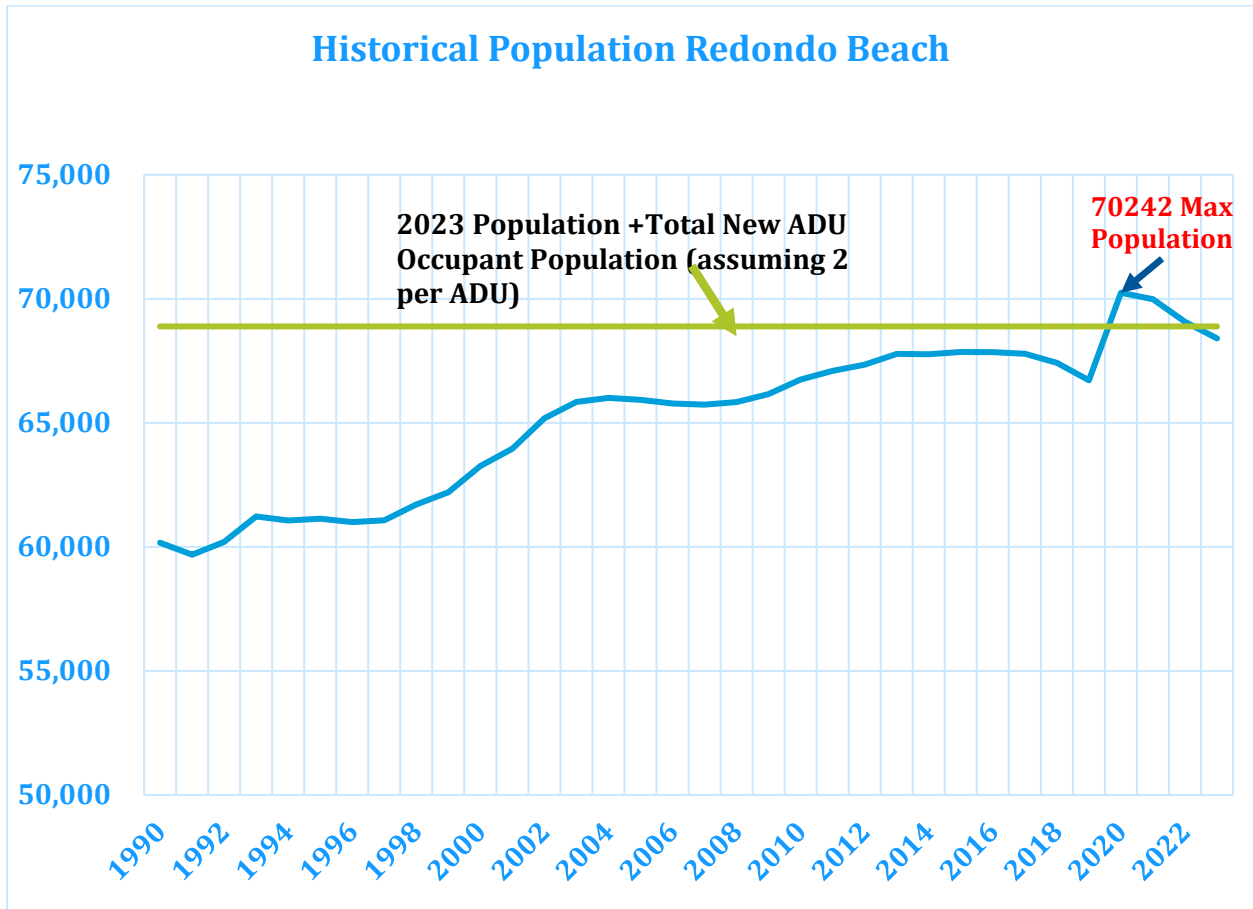
- City contracts with Athens private hauler. They are responsible for ensuring compliance with SB1383 (organics) and providing bins/collection.
- No concern or issues due to ADUs.

GENERAL

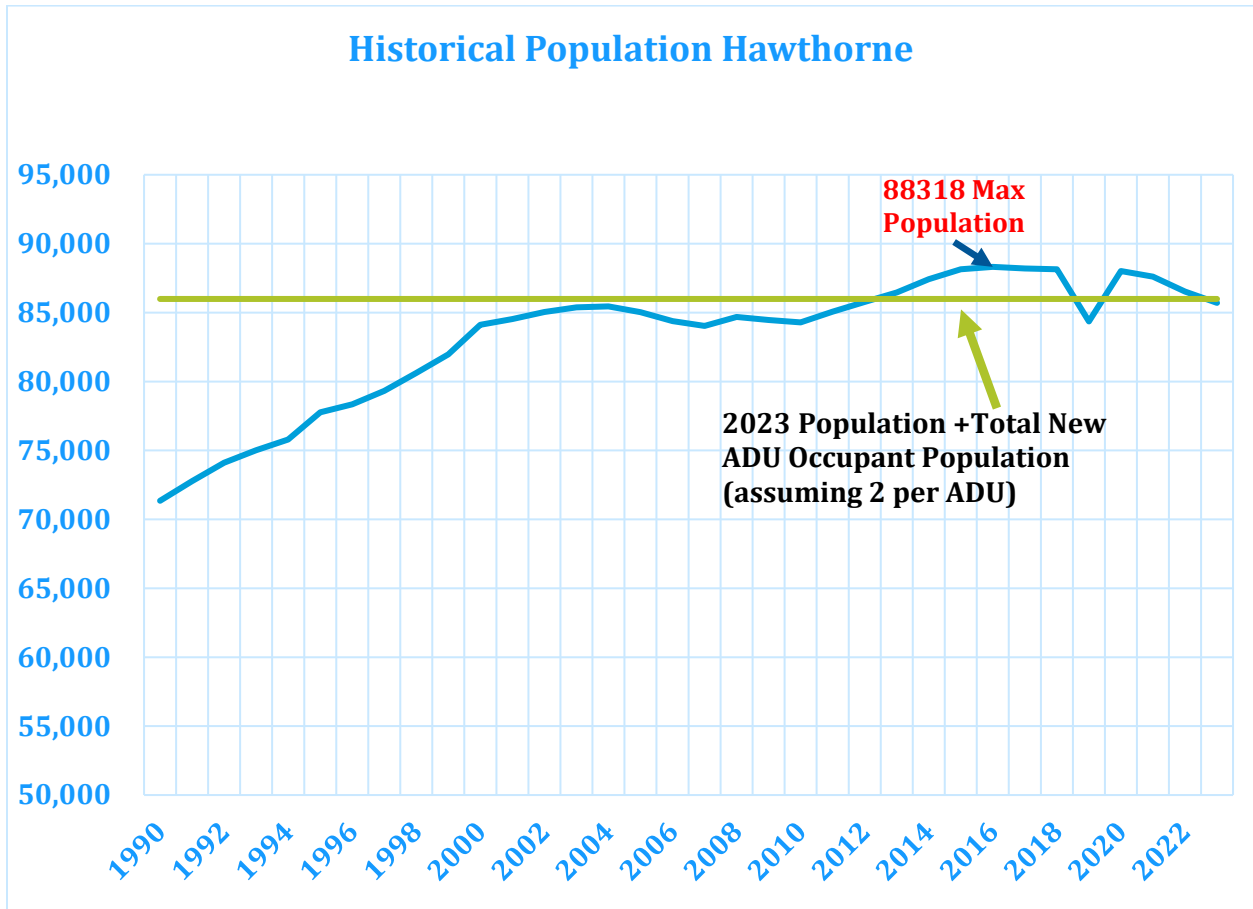
- Parking in the issue is an issue because it is a beach community. ADUs add to this concern.

Appendix C. Historical Population Information by City from 1990 to 2023

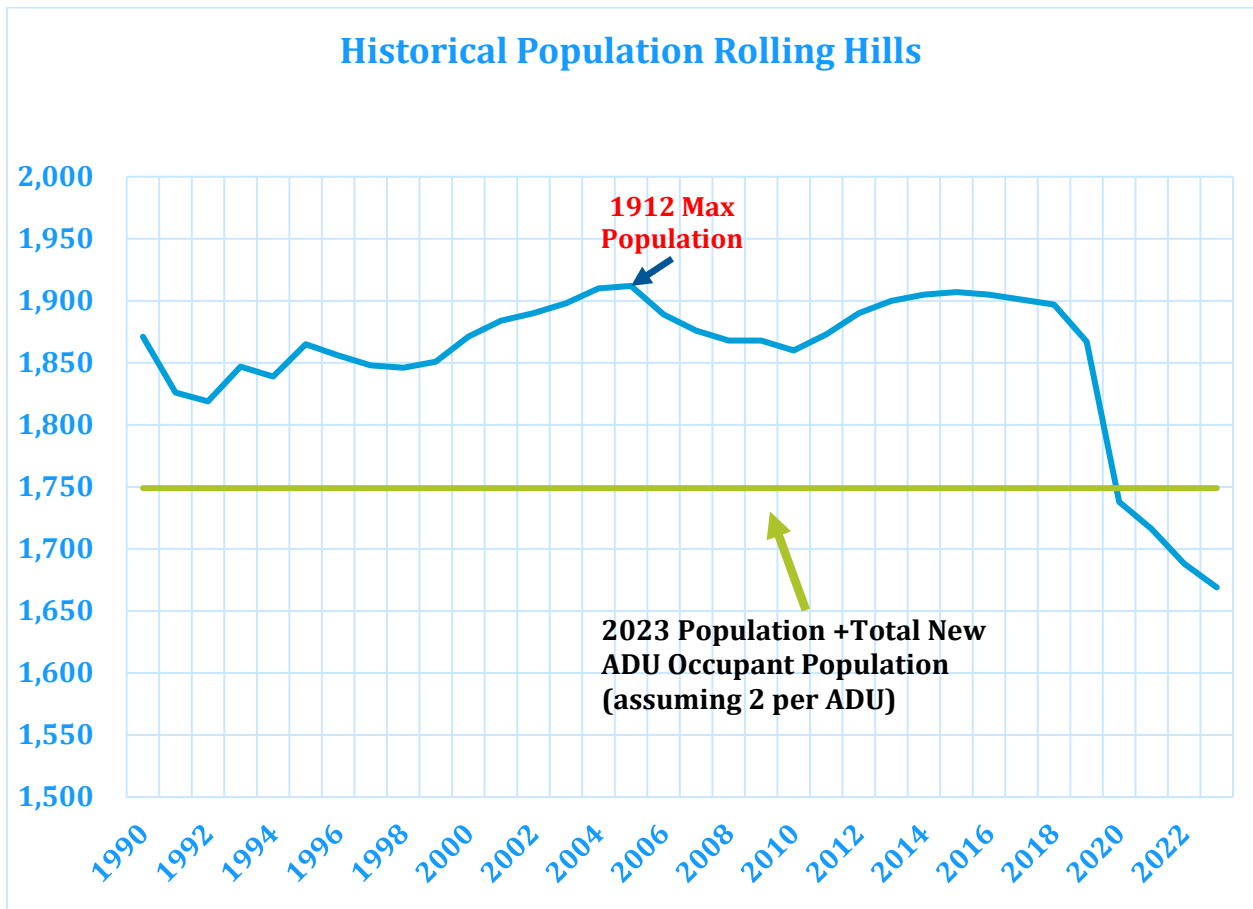
Redondo Beach



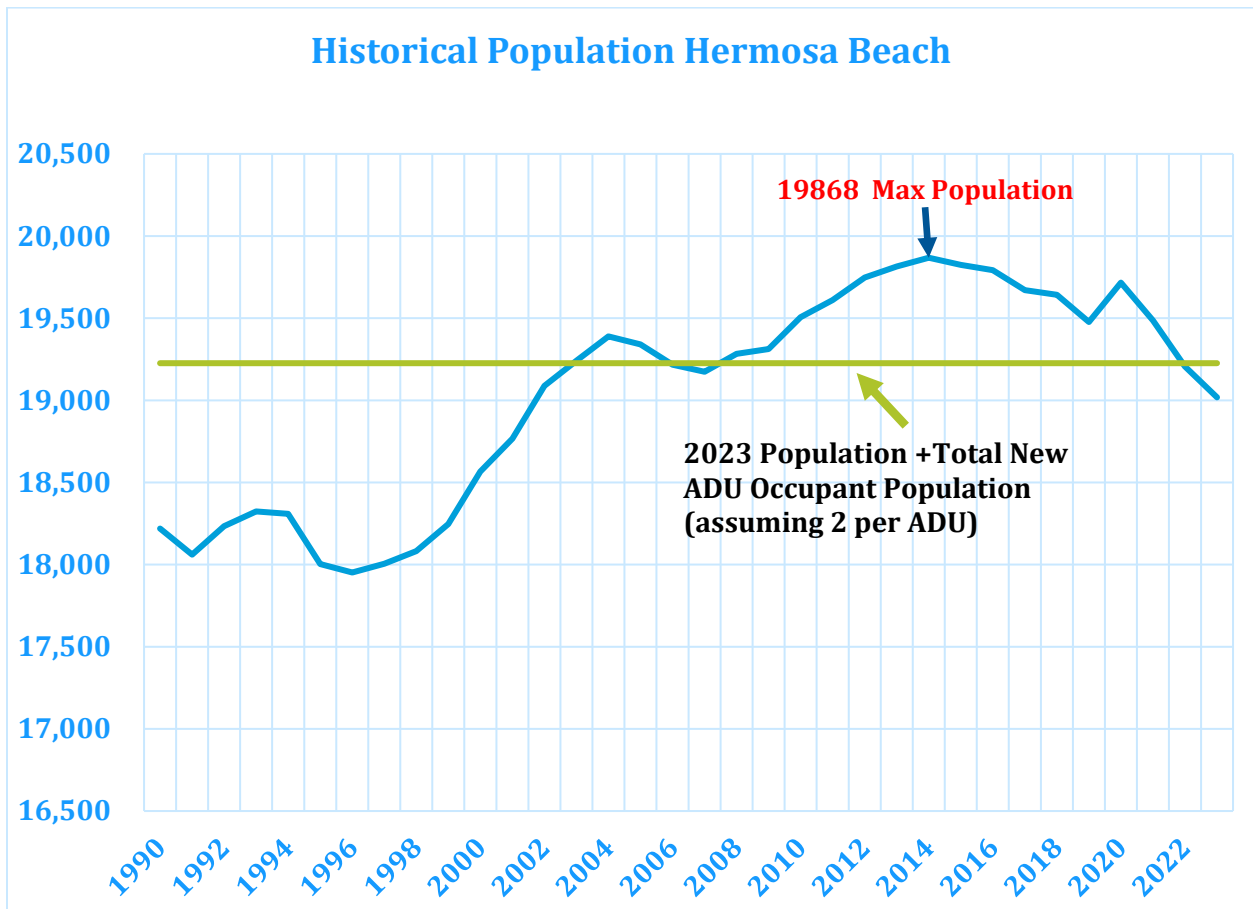
Hawthorne



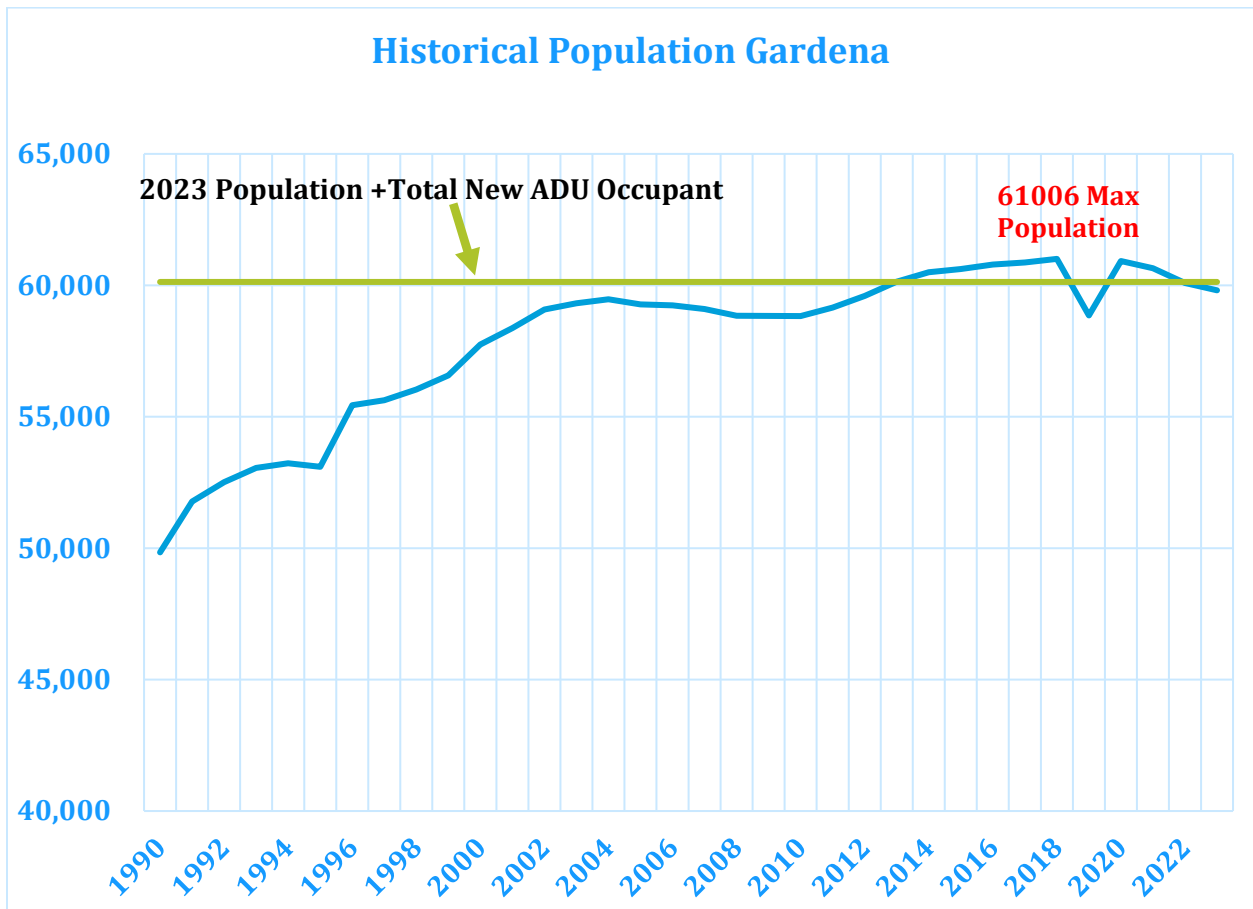
Rolling Hills



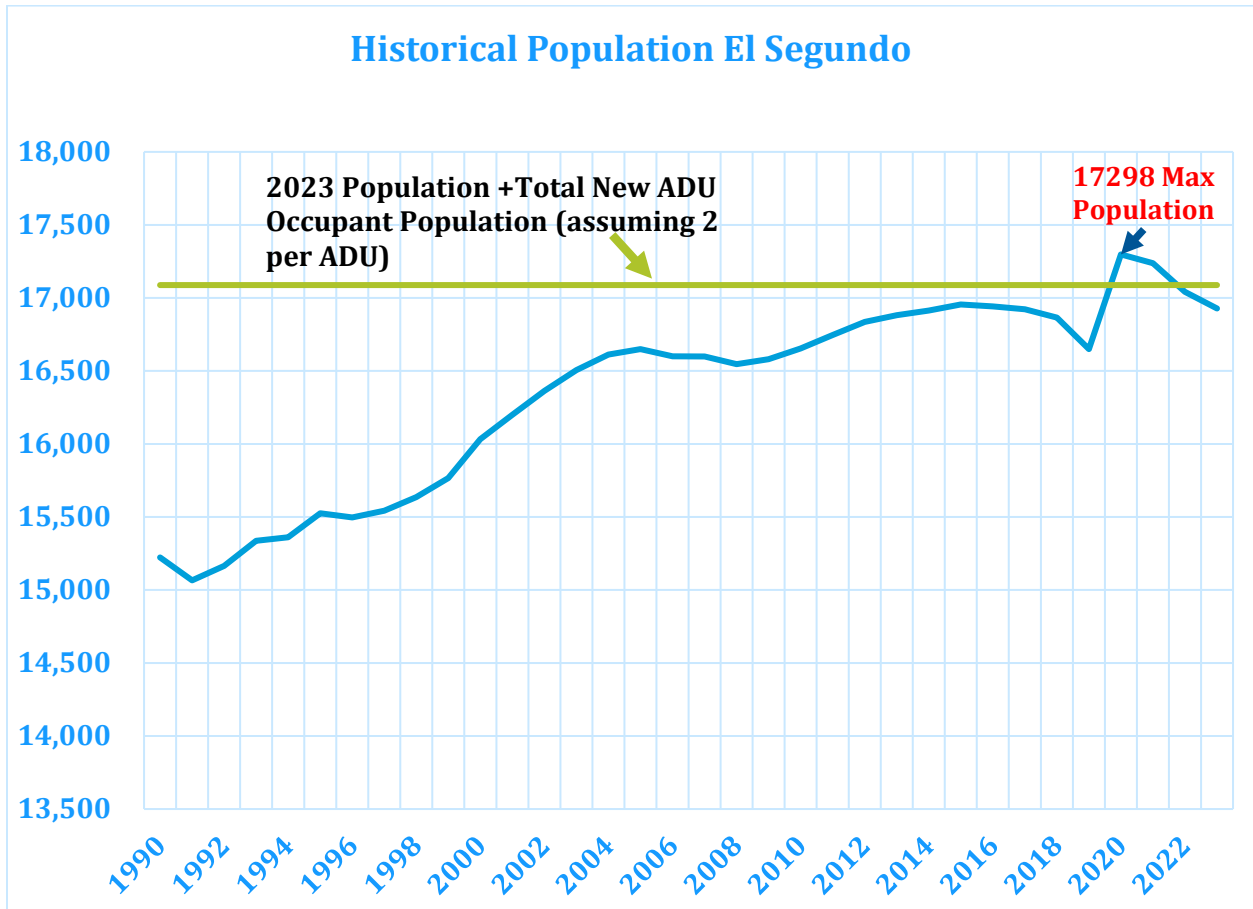
Hermosa Beach



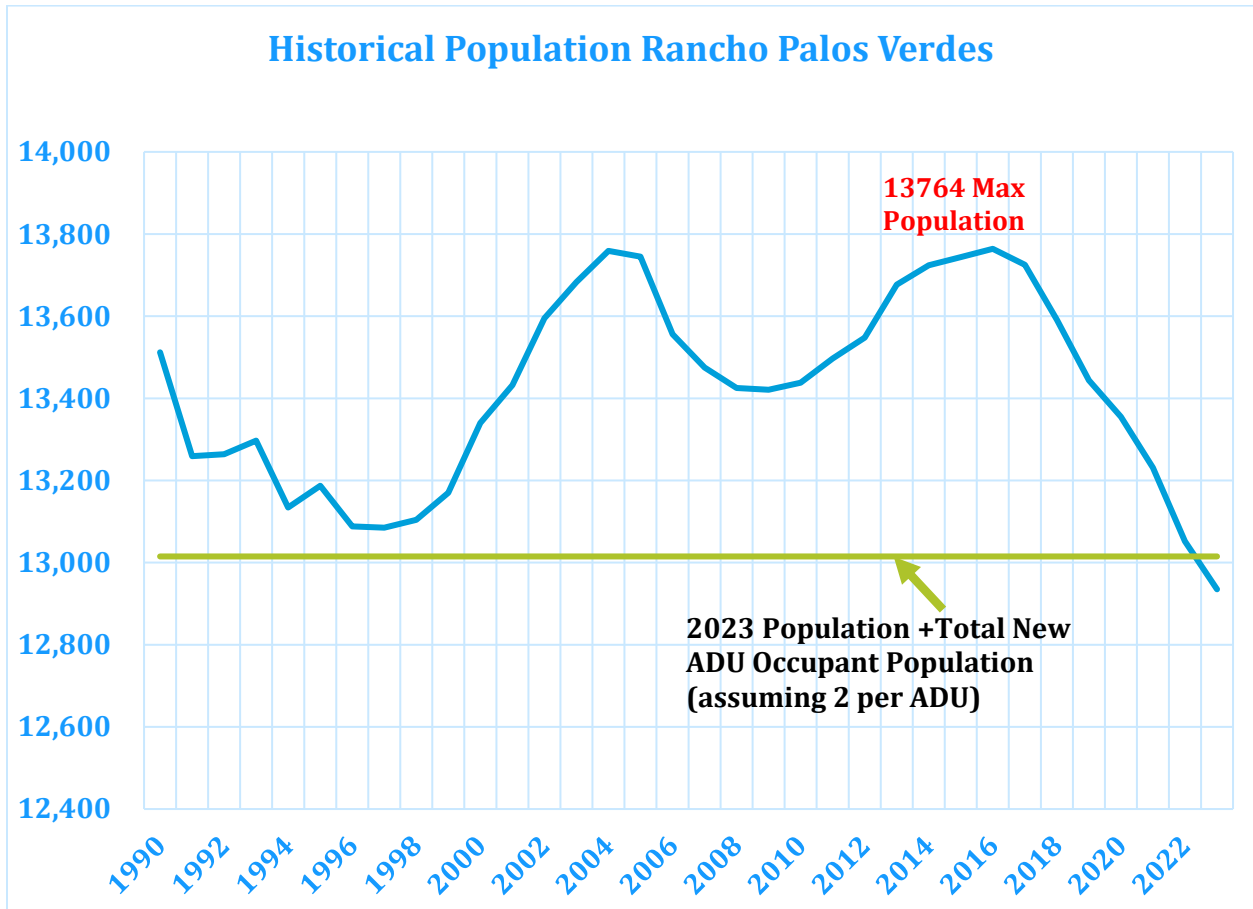
Gardena



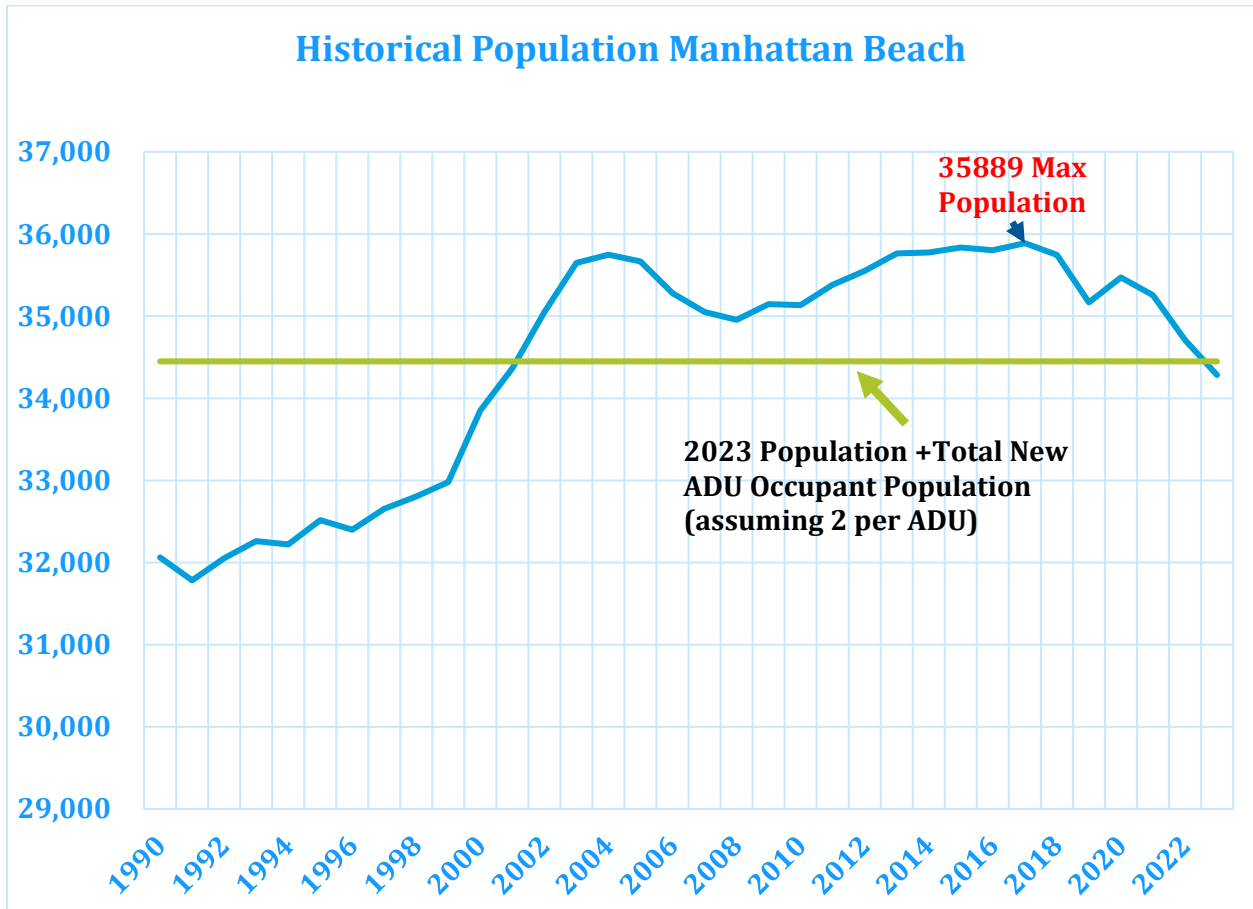
El Segundo



Rancho Palos Verdes



Manhattan Beach



South Bay Cities Council of Governments (SBCCOG) | City Infrastructure Memorandum

	Manhattan Beach	Palos Verdes Estates	El Segundo	Gardena	Hermosa Beach	Rolling Hills	Hawthorne	Redondo Beach
1990	32063	13512	15223	49841	18219	1871	71349	60167
1991	31784	13259	15066	51777	18061	1826	72775	59686
1992	32054	13264	15165	52511	18234	1819	74110	60204
1993	32261	13297	15337	53054	18324	1847	75015	61225
1994	32221	13134	15361	53232	18309	1839	75788	61067
1995	32516	13187	15525	53098	18003	1865	77764	61136
1996	32399	13088	15497	55439	17952	1856	78343	61002
1997	32656	13085	15543	55631	18005	1848	79326	61071
1998	32806	13104	15636	56036	18082	1846	80620	61713
1999	32981	13170	15766	56571	18247	1851	81968	62199
2000	33852	13340	16033	57746	18566	1871	84112	63261
2001	34367	13432	16200	58373	18767	1884	84528	63963
2002	35051	13595	16363	59082	19088	1890	85040	65184
2003	35649	13683	16506	59320	19241	1898	85385	65844
2004	35748	13759	16612	59468	19389	1910	85450	66008
2005	35667	13745	16649	59277	19340	1912	85030	65931
2006	35278	13556	16600	59235	19217	1889	84380	65782
2007	35051	13475	16599	59095	19174	1876	84033	65738
2008	34955	13425	16547	58841	19283	1868	84684	65839
2009	35147	13421	16581	58834	19312	1868	84465	66162
2010	35135	13438	16654	58829	19506	1860	84293	66748
2011	35382	13497	16746	59154	19610	1873	85072	67095
2012	35552	13548	16836	59597	19748	1890	85770	67345
2013	35763	13677	16882	60139	19815	1900	86455	67781
2014	35776	13724	16914	60497	19868	1905	87429	67767
2015	35836	13744	16955	60617	19824	1907	88146	67856
2016	35802	13764	16942	60791	19792	1905	88318	67852
2017	35889	13725	16922	60870	19671	1901	88197	67783
2018	35747	13591	16865	61006	19642	1897	88144	67415
2019	35168	13444	16650	58854	19477	1867	84360	66716
2020	35472	13355	17298	60923	19716	1738	88017	70242
2021	35256	13231	17238	60651	19487	1716	87605	69986
2022	34713	13052	17042	60090	19206	1688	86535	69078
2023	34284	12935	16928	59809	19018	1669	85702	68407

Attachment D. Comparison and Forecast of ADUs Memorandum

FINAL

ATTACHMENT D.

COMPARISON AND FORECAST OF ADUS MEMORANDUM

ADU Acceleration Regional Early
Action Planning (REAP) Project

B&V PROJECT NO. 412477

PREPARED FOR



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

South Bay Cities Council of Governments (SBCCOG)

21 AUGUST 2023



The contents of this report reflect the views of the author who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of South Bay Cities Council of Governments or the Department. This report does not constitute a standard, specification or regulation.

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1.0 Introduction

Black & Veatch conducted comparative analysis of data on current Accessory Dwelling Units (ADUs) and future housing needs to forecast potential ADU development in the eight participating cities (Participant Cities) in the South Bay Cities Council of Governments (SBCCOG). Black & Veatch analyzed the current conditions and opportunities, identified the current ADU housing supply, and compared this with the future housing needs as specified by the California Department of Housing & Community Development's (HCD's) Regional Housing Needs Allocation (RHNA) according to specific income and rent categories. The analysis identified the current conditions to quantify ADU growth under these current conditions and then forecasted potential ADU growth if the Participant Cities implement best practices identified as being specifically applicable to accelerate ADU development.

2.0 Methodology

A four-step approach was employed to forecast potential ADU growth if the Participant Cities implement the recommended best practices identified as being specifically applicable to accelerate ADU development in the South Bay region.

2.1 ADU Current Supply and Forecast

In the first step, Black & Veatch analyzed current ADU supply. Using data gathered during the Geographic Information System (GIS) analysis (task 2.1 of this project), geographical patterns of growth were determined. Black & Veatch determined the rate at which ADUs are completed by comparing the number of ADUs constructed to the number of ADUs permitted. To do this, one primary data source (California Department of HCD, Housing Element Annual Progress Report [APR] Data) was used, supplemented with information obtained from participant cities' Housing Elements and permitting data during the period of 2018 to 2022.

Black & Veatch compared each City's ADU Completion Rate to its Housing Element for the 6th RHNA cycle to determine how the ADU Completion Rate compares with the RHNA allocation and ADU forecast (Note: The Housing Elements analyzed were still in draft form at the time of this study).

2.2 ADU Affordability

In the second step, Black & Veatch analyzed the affordability of ADUs. Utilizing data gathered during surveys on the ADU application process and of ADU occupants (tasks 2.3 and 2.4 of this project), Black & Veatch analyzed the ADU rental information to determine the viability of ADUs as affordable units and compared this affordability data to the information published by the Southern California Association of Governments (SCAG) in a 2020 study.

2.3 ADU Highest Potential

In the third step, Black & Veatch estimated what the full potential for ADU development could be for the eight Participant Cities in the SBCCOG. The data and results derived from the first two steps were compared to the analysis reported in "Accessory Dwelling Unit (ADU) Potential in the SCAG Region" and "Exploring Homeowners' Openness to Building Accessory Dwelling Units in the Sacramento Metropolitan Area."

2.4 ADU Forecast if Best Practices are Implemented

In the fourth step, Black & Veatch forecasted potential ADU growth if the Participant Cities implement the best practices identified as being specifically applicable to accelerate ADU development. Fourteen (14) cities¹ have been identified that have distinguished themselves as ADU friendly and utilize similar best practices as recommended in the Housing Policy Comparison Memorandum (task 2.2 of this project). Using the same primary data source and methodology as in the first step, Black & Veatch determined ADU growth rate for those cities. Taking the median growth rate of these 14 cities, Black & Veatch drew inferences of an increased ADU growth rate for the Participant Cities if they were to implement recommended best practices.

¹ Del Mar, Eureka, Goleta, Hillsborough, La Mesa, Los Angeles, Milpitas, Oceanside, Pomona, San Luis Obispo, Santa Cruz, Sausalito, Sebastopol, Sunnyvale.

3.0 Analysis

Detailed analysis from each step is described below.

3.1 ADU Current Supply and Forecast

3.1.1 Current Supply

Using the HCD APR data as a foundation, the total number of ADUs permitted and the total number of ADUs constructed during the period 2018 to 2022 were extracted. Since the HCD data is self-reported by cities, Black & Veatch also extracted from each City’s Housing Element (2021 to 2029), and updated totals where there was no reporting to HCD or where the Housing Element provided higher totals. Any updates to the HCD APR data via the Housing Elements are notated in red font.

City	2018		2019		2020		2021		2022		Total (2018-2022)	
	ADUs Permitted	ADUs Constructed	ADUs Permitted	ADUs Constructed	ADUs Permitted	ADUs Constructed	ADUs Permitted	ADUs Constructed	ADUs Permitted	ADUs Constructed	ADUs Permitted	ADUs Constructed
El Segundo	16	1	13	3	22	5	9	0	30	0	90	9
Gardena	12	0	18	1	23	0	26	6	59	8	138	15
Hawthorne	14	0	13	0	27	7	21	0	25	0	100	7
Hermosa Beach	7	0	6	1	26	0	13	2	14	8	66	11
Manhattan Beach	3	3	1	0	1		10	5	16	9	31	17
Rancho Palos Verdes	1	0	1	0	5	0	5	5	14	0	26	5
Redondo Beach	17	5	30	23	21	7	35	23	34	22	137	80
Rolling Hills	0	0			0	0	9	0	0	0	9	0

Dividing the total number of constructed ADUs by the total number of permitted ADUs during this 5-year period results in the “ADU Completion Rate.” Of the eight Participant Cities, Redondo Beach and Manhattan Beach have the highest ADU completion rates, with 58 percent and 55 percent, respectively. In total, of the 597 total ADUs permitted across the eight Participant Cities, only 144 were constructed (approximately 25 percent).

	Total ADUs Permitted (2018-2022)	Total ADUs Constructed (2018-2022)	ADU Completion Rate
Redondo Beach	137	80	58%
Manhattan Beach	31	17	55%
Rancho Palos Verdes	26	5	19%
Hermosa Beach	66	11	17%
Gardena	138	15	11%
El Segundo	90	9	10%
Hawthorne	100	7	7%
Rolling Hills	9	0	0%

Where geo-locating data permitted, Black & Veatch mapped the locations (task 2.1 of this project) of 359 ADUs as either Permitted (but not confirmed as constructed) or Constructed.

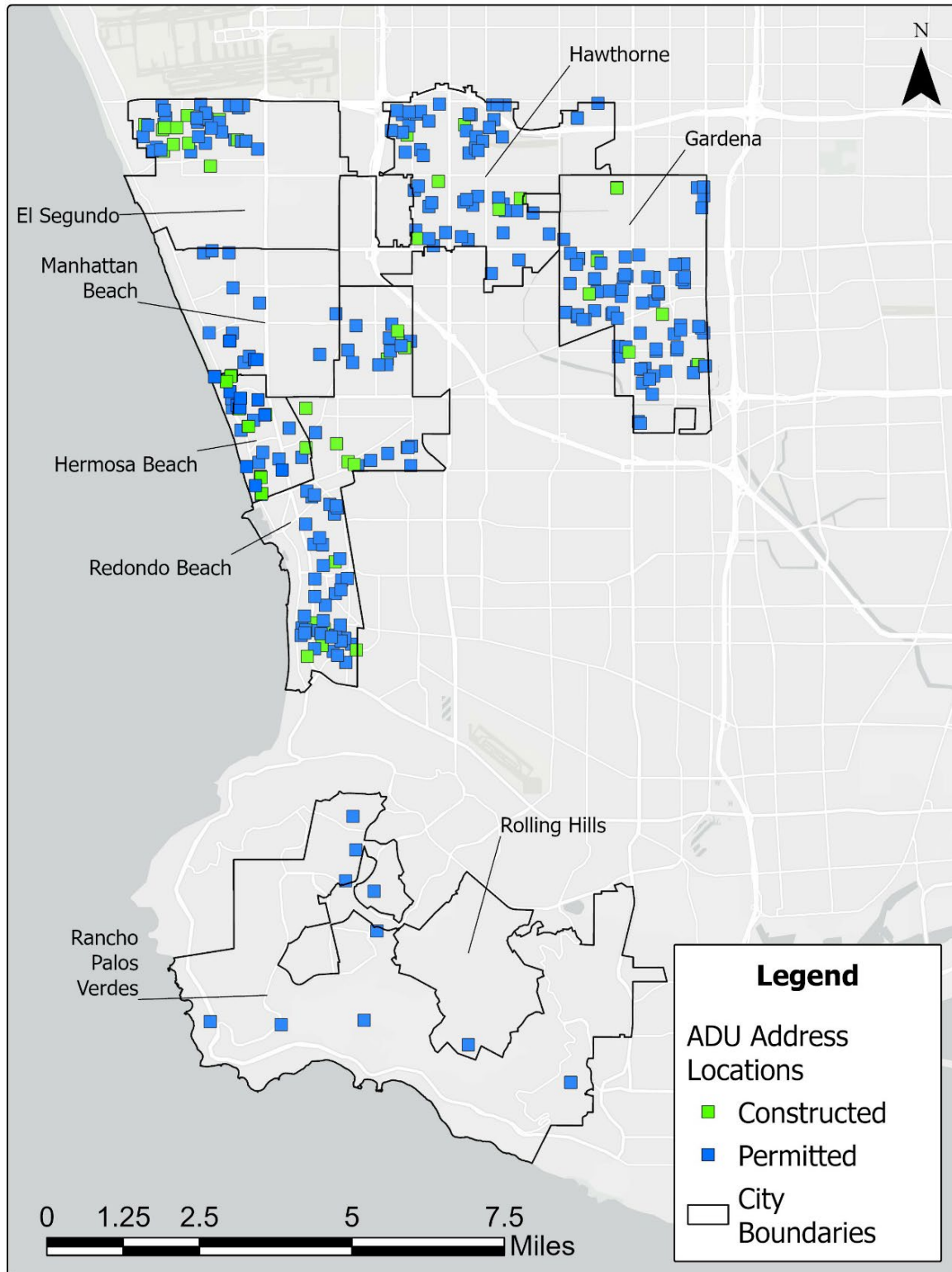


Figure 3-1 SBCCOG Participant Cities ADUs Permitted and/or Constructed

3.1.2 Current Forecast

To determine the number of ADUs that each Participant City is currently forecasting, each city's Housing Element was utilized. As a requirement to show compliance with HCD's 6th cycle RHNA, each city updated their Housing Element indicating how they propose to meet their RHNA allocation. Forecasts of future ADU construction are included in each Housing Element as one source of meeting the RHNA allocation. During this study, all Housing Elements analyzed were in various stages of draft form and none were yet certified by HCD. It is important to note that each city based their Housing Element ADU forecast on the number of ADUs permitted in their jurisdiction during a specific period and not the number of ADUs constructed. Additionally, each city either took a conservative estimate, using less than the average number of ADUs permitted yearly, or an aggressive estimate, assuming continued year over year growth of ADU permits.

Since Black & Veatch has the numbers (as reported to HCD) of how many ADUs were constructed during 2018 to 2022, they estimated whether the forecasts could be met. Black & Veatch calculated the number of ADUs the cities forecast being constructed per year by dividing the total number forecasted by the 8-year forecast period of 2021 to 2029 and calculated the yearly average of each city's total number of ADUs constructed during the 5-year period of 2018 to 2022. Redondo Beach has the highest average number of ADUs constructed per year with 16, while Manhattan Beach has the second highest average of 3.4 ADUs constructed per year.

Finding: Comparing the number of ADUs the Participant Cities forecast per year to the average number of ADUs actually constructed per year indicates that if ADUs continue to be constructed at the current average rate, the forecasted number of ADUs will not be met.

It should be noted though that each city had an increase in ADU permit activity from 2021 to 2022. Understanding that construction takes 6 months to 1 year or longer, the permits issued in 2022 are likely in the construction pipeline for 2023. Multiplying the number of ADU permits issued in 2022 by each city's historic ADU Completion Rate equals a higher yearly projection, yet even taking this into account, the cities will likely not meet their forecasted ADU allocations.

The table below summarizes the analysis of this section.

City Housing Element (drafts) for 6th RHNA Cycle				HCD Data (2018-2022)	
	RHNA allocation	Forecasted ADU Allocation	ADUs Needed per Year to Meet Forecast	Average # of ADU Constructed per Year	2023 Construction Pipeline using current Completion Rates
El Segundo					
Total	492	80	10	1.8	3
Extremely Low / Very low	189	14	1.75		
Low	88	34	4.25		
Moderate	84	5	0.625		
Above Moderate	131	27	3.375		
Gardena					
Total	5,735	160	20	3.0	6.4
Extremely Low / Very low	1,485	28	3.50		
Low	761	68	8.50		
Moderate	894	10	1.25		
Above Moderate	2,595	54	6.75		
Hawthorne					
Total	1,734	144	18	1.4	1.8
Extremely Low / Very low	445	24	3		
Low	204	62	7.75		
Moderate	249	9	1.125		
Above Moderate	836	49	6.125		
Hermosa Beach					
Total	558	104	13	2.2	2.3
Extremely Low / Very low	232	18	2.25		
Low	127	45	5.63		
Moderate	106	6	0.75		
Above Moderate	93	35	4.38		
Manhattan Beach					
Total	774	83	10	3.4	8.8
Extremely Low / Very low	322	14	1.75		
Low	165	36	4.5		
Moderate	155	5	0.625		
Above Moderate	132	28	3.5		
Rancho Palos Verdes					
Total	639	40	5	1.0	2.7
Extremely Low / Very low	253	12	1.50		
Low	139	12	1.50		
Moderate	125	2	0.25		
Above Moderate	122	14	1.75		
Redondo Beach					
Total	2,490	240	30	16.0	19.9
Extremely Low / Very low	936	41	5.125		
Low	508	103	12.875		
Moderate	490	14	1.75		
Above Moderate	556	82	10.25		
Rolling Hills					
Total	45	40	5	0.0	0
Extremely Low / Very low	20	12	1.50		
Low	9	6	0.75		
Moderate	11	8	1.00		
Above Moderate	5	14	1.75		

3.1.3 Limitations of Data

Included below are limitations of data that can affect this analysis:

- The HCD APR data is self-reported by each Participant City to HCD, and it is not verified by HCD.
- While conducting interviews with city officials as part of the data collection for the Housing Policy Comparison Memorandum (task 2.2 of this project), Black & Veatch discovered that not all cities issued Certificates of Occupancy for attached ADUs, or otherwise did not track completed ADU permits if they were attached to the primary house. Therefore, it is possible that the data reported to HCD does not provide the complete number of ADUs permitted and/or constructed. After the interview with Hermosa Beach, for example, the city provided an updated list of ADUs and not all of them were reflected in the HCD data.
- The reporting period of 2018 to 2022 included 2 years of COVID restrictions, which may have dampened the ability for the cities to have higher completion rates of ADUs constructed.

3.2 ADU Affordability

To determine the viability of ADUs as affordable units, Black & Veatch compared the maximum rent a household should pay based on the income limits set by the Department of Housing and Community Development – Division of Housing Policy Development (Los Angeles County State Income Limits for 2022 by Income Category Level) to the rental data Black & Veatch gathered during surveys on the ADU application process and of ADU occupants (tasks 2.3 and 2.4 of this project). A total of 93 survey responses were collected (11% overall response rate), 71 from residents of the primary residences (18% response rate) and 22 from tenants of ADUs/JADUs (5% response rate).

The table below shows the 2022 state income limits by household size for Los Angeles County for each income category (Extremely Low, Very Low, Low, and Moderate).

Income Limits of Los Angeles County, 2022								
Income Category	One person Household	Two person Household	Three person Household	Four person Household	Five person Household	Six person Household	Seven person Household	Eight person Household
Extremely Low	\$ 25,050	\$ 28,600	\$ 32,200	\$ 35,750	\$ 38,650	\$ 41,500	\$ 44,350	\$ 47,200
Very Low	\$ 41,700	\$ 47,650	\$ 53,600	\$ 59,550	\$ 64,350	\$ 69,100	\$ 73,850	\$ 78,650
Low	\$ 66,750	\$ 76,250	\$ 85,800	\$ 95,300	\$ 102,950	\$ 110,550	\$ 118,200	\$ 125,800
Moderate	\$ 76,500	\$ 87,450	\$ 98,350	\$ 109,300	\$ 118,050	\$ 126,800	\$ 135,550	\$ 144,300

Since the common rule is that households are considered, cost burdened when they spend more than 30 percent of their income on rent, mortgage, and other housing needs, the maximum rent a household should pay per month was calculated by multiplying each income limit by 30 percent and dividing by 12 months.

The table below shows the calculated monthly rent per income limit and household size.

Maximum Monthly Rent, Los Angeles County								
Income Category	One person Household	Two person Household	Three person Household	Four person Household	Five person Household	Six person Household	Seven person Household	Eight person Household
Extremely Low	\$ 626	\$ 715	\$ 805	\$ 894	\$ 966	\$ 1,038	\$ 1,109	\$ 1,180
Very Low	\$ 1,043	\$ 1,191	\$ 1,340	\$ 1,489	\$ 1,609	\$ 1,728	\$ 1,846	\$ 1,966
Low	\$ 1,669	\$ 1,906	\$ 2,145	\$ 2,383	\$ 2,574	\$ 2,764	\$ 2,955	\$ 3,145
Moderate	\$ 1,913	\$ 2,186	\$ 2,459	\$ 2,733	\$ 2,951	\$ 3,170	\$ 3,389	\$ 3,608

To determine a maximum monthly rent limit of an ADU, the methodology in the State of California Health and Safety Code § 50052.5 was used, which uses median income adjusted for family size appropriate for the unit, where “adjusted for family size appropriate to the unit” means a household of

one person in the case of a studio unit, two persons in the case of a one-bedroom unit, three persons in the case of a two-bedroom unit, and four persons in the case of a three-bedroom unit.

Adjusting household size appropriate to the unit, the maximum rents of ADUs according to their bedroom count was calculated.

The table below shows the calculated monthly rent per number of bedrooms in an ADU.

Maximum Rent Limit by Number Bedrooms				
	Studio	1 Bedroom	2 Bedroom	3 Bedroom
Extremely Low	\$ 626	\$ 715	\$ 805	\$ 894
Very Low	\$ 1,043	\$ 1,191	\$ 1,340	\$ 1,489
Low	\$ 1,669	\$ 1,906	\$ 2,145	\$ 2,383
Moderate	\$ 1,913	\$ 2,186	\$ 2,459	\$ 2,733

Using the data collected from the surveys on ADU Application Process and of ADU Occupants Memorandum (tasks 2.3 and 2.4 of this project), of the 93 total responses, 48 included information on the number of bedrooms, household size, and rent collected for ADUs. Black & Veatch compared the reported ADU rental amounts to the number of bedrooms in the ADU and categorized them based on the income classifications determined above.

Based on the number of bedrooms, 65 percent of the units can be categorized as affordable for income categories Extremely Low, Very Low, or Low, and 35 percent can be categorized as affordable for income categories Moderate or Above Moderate.

Based on the number of people reported living in the ADUs, 58 percent are affordable for income categories Extremely Low, Very Low, or Low, and 42 percent are affordable for income categories Moderate or Above Moderate.

The table below shows surveyed ADUs categorized by rent according to two factors: number of bedrooms and number of people reported living in unit (i.e., household size).

Affordability of Surveyed Units				
	Based on # Bedrooms in ADU	% of total (48)	Based on # of People Reported in ADU	% of total (48)
Extremely Low	2	4%	1	2%
Very Low	8	17%	8	17%
Low	21	44%	19	40%
Moderate	4	8%	4	8%
Above Moderate	13	27%	16	33%

The 48 units included in the affordability analysis above do not include 11 ADUs where the respondents indicated the ADU was “occupied by friends of family members at no or reduced rent,” or four ADUs described as “occupied by the owners.” To analyze the potential impact of these ADUs, Black & Veatch added these 15 additional surveyed units, with the assumption that “occupied by friends of family members at no or reduced rent” are affordable at Extremely Low income and that “occupied by the owners” are at Above Moderate income (assuming “rent” includes the mortgage or construction cost of the ADU unit). Adding these 15 units into the above analysis, the number of affordable units for income categories Extremely Low, Very Low, or Low increased to 67 percent, with 33 percent units being affordable for income categories Moderate or Above Moderate.

The table below shows Surveyed ADUs categorized by rent according to number of bedrooms, including ADUs that are rented for free or reduced cost and owner-occupied units.

Affordability of Surveyed Units*		
*Addition of units reported as "reduced/rent free to friends/family" and "occupied by owner"		
	Based on # of Bedrooms in ADU	% of total (63)
Extremely Low	13	21%
Very Low	8	13%
Low	21	33%
Moderate	4	6%
Above Moderate	17	27%

3.2.1 Comparison to SCAG Affordability Analysis

Others have conducted previous studies to answer the question, “Are ADUs affordable housing options?” One that is particularly applicable to the geographic area of this study is the “SCAG Regional Accessory Dwelling Unit Affordability Analysis,” published by SCAG where a survey of ADU rents between April to June 2020 was conducted. SCAG’s methodology to determine affordability was conducted in multiple steps, in summary: 1) based on the rent as if each ADU was rented to a 1-person household, 2) based on the rent as if each ADU was rented to a 2-person household, 3) the average taken of both for a combined affordability result, and 4) include the assumption of an additional 15 percent of units being rented to friends or family for free. The SCAG analysis was categorized by geographic regions and the category “LA County I” with a sample size of 59 ADU rents most closely aligns with the SBCCOG geographic area of this analysis.

To compare this survey’s data with the SCAG analysis, Black & Veatch used the SCAG methodology to categorize the reported rents from their survey. Black & Veatch calculated the rent as if each ADU was rented as either a 1-person household or 2-person household and then took the average of both to calculate a combined affordability result. Black & Veatch then finally classified the 11 units reported as “occupied by friends of family members at no or reduced rent” as affordable at Extremely Low income and classified the four units reported as “occupied by the owners” at Above Moderate income (again, assuming “rent” includes the mortgage or construction cost of the ADU unit). Using the SCAG methodology, the rates of affordable units from the survey data are higher than the SCAG findings.

This table shows Surveyed ADUs categorized by rent using SCAG 2020 methodology, compared to the results of the SCAG 2020 study, for each step.

	Affordability of Surveyed Units - Comparison to SCAG Study							
	1-person methodology		2-person methodology		Combined Affordability		Affordability for all ADUs*	
	Surveyed ADUs	SCAG 2020 results	Surveyed ADUs	SCAG 2020 results	Surveyed ADUs	SCAG 2020 results	Surveyed ADUs	SCAG 2020 results
Extremely Low	2%	0%	2%	0%	2%	0%	21%	15%
Very Low	15%	0%	15%	5%	15%	3%	13%	2%
Low	35%	34%	50%	68%	43%	51%	33%	43%
Moderate	15%	12%	8%	2%	11%	7%	6%	6%
Above Moderate	33%	54%	25%	25%	29%	40%	27%	34%

* Surveyed ADUs - Includes eleven units rented to friends/family as Extremely Low, and four owner-occupied units as Above Moderate.
 SCAG 2020 - Includes 15% assumption of non-rented to friends and family as Extremely Low.

Overall, using the SCAG methodology to analyze the Black & Veatch ADU survey data resulted in a lower affordability rate than the results from their original methodology as described above.

	Study methodology		Affordability of Surveyed Units - Comparison to SCAG Study			
	Based on # Bedrooms in ADU	Based on # of People Reported in ADU	1-person methodology	2-person methodology	Combined Affordability	Affordability for all ADUs*
Extremely Low	4%	2%	2%	2%	2%	21%
Very Low	17%	17%	15%	15%	15%	13%
Low	44%	40%	35%	50%	43%	33%
Moderate	8%	8%	15%	8%	11%	6%
Above Moderate	27%	33%	33%	25%	29%	27%

* Surveyed ADUs - Includes eleven units rented to friends/family as Extremely Low, and four owner-occupied units as Above Moderate.

3.2.2 Limitations of Data

- Given the relatively limited sample size, and because of the very low base size, extreme caution should be used when drawing conclusions.

3.3 ADU Highest Potential

To estimate what the full potential for ADU development could be for the eight Participant Cities, Black & Veatch compared the information presented above to the analysis reported in “Accessory Dwelling Unit (ADU) Potential in the SCAG Region” and “Exploring Homeowners’ Openness to Building Accessory Dwelling Units in the Sacramento Metropolitan Area.”

First, Black & Veatch examined how ADU development of the study region compared with the “Accessory Dwelling Unit (ADU) Potential in the SCAG Region.” The mapped locations of permitted and constructed ADUs were overlaid onto the “ADU Eligible Parcels” data extracted from the SCAG HELPR 2.0. For this comparison, Black & Veatch downloaded the parcel data without any filters applied (“Baseline Assumptions”) and with all filters applied (“Relaxed Development Regulations”) to assume all defined standards are relaxed². To illustrate the impact that Relaxed Development Regulations can have on ADU development, the number of ADU eligible parcels increases from 2 to 41 percent (depending on the city) from the Baseline Assumptions.

As was determined by the SCAG study, it is difficult, if not impossible, to determine whether a parcel is eligible for a JADU or attached ADU based solely on physical factors. Therefore, the “ADU Eligible Parcels” only include parcels with enough physical room to build a detached ADU on a single-family zoned lot. It is also important to note that certain jurisdictional constraints (e.g., safety considerations or infrastructure availability) that limit ADU development were included in the baseline assumptions. For example, the SCAG HELPR 2.0 tool only lists 322 eligible parcels in Rancho Palos Verdes, and 0 eligible parcels for Rolling Hills. This is likely because of Very High Fire Hazard Severity Zone (VHFSZ) that covers these cities.

Overlaying the ADUs permitted and constructed in the Participant Cities onto the “ADU Eligible Parcels” data extracted from the SCAG HELPR 2.0, it is evident that there is ADU permitting and construction activity not only on properties deemed “eligible parcels” (aka zoned Single-Family Residential with sufficient land space to build a detached ADU) but also in areas zoned for other uses (multi-family) or on smaller lots (through attached ADUs or JADUs). Of these mapped ADUs in the Participant Cities,

² For detailed explanation, see Southern California Association of Governments (SCAG) Housing Element Parcel (HELPR) Tool 2.0, version 2.1 documentation. <https://rdp.scag.ca.gov/helpr/helpr-documentation.pdf>

approximately 25 percent of the ADU locations (whether permitted and/or constructed) are outside of the “Eligible Parcels.”

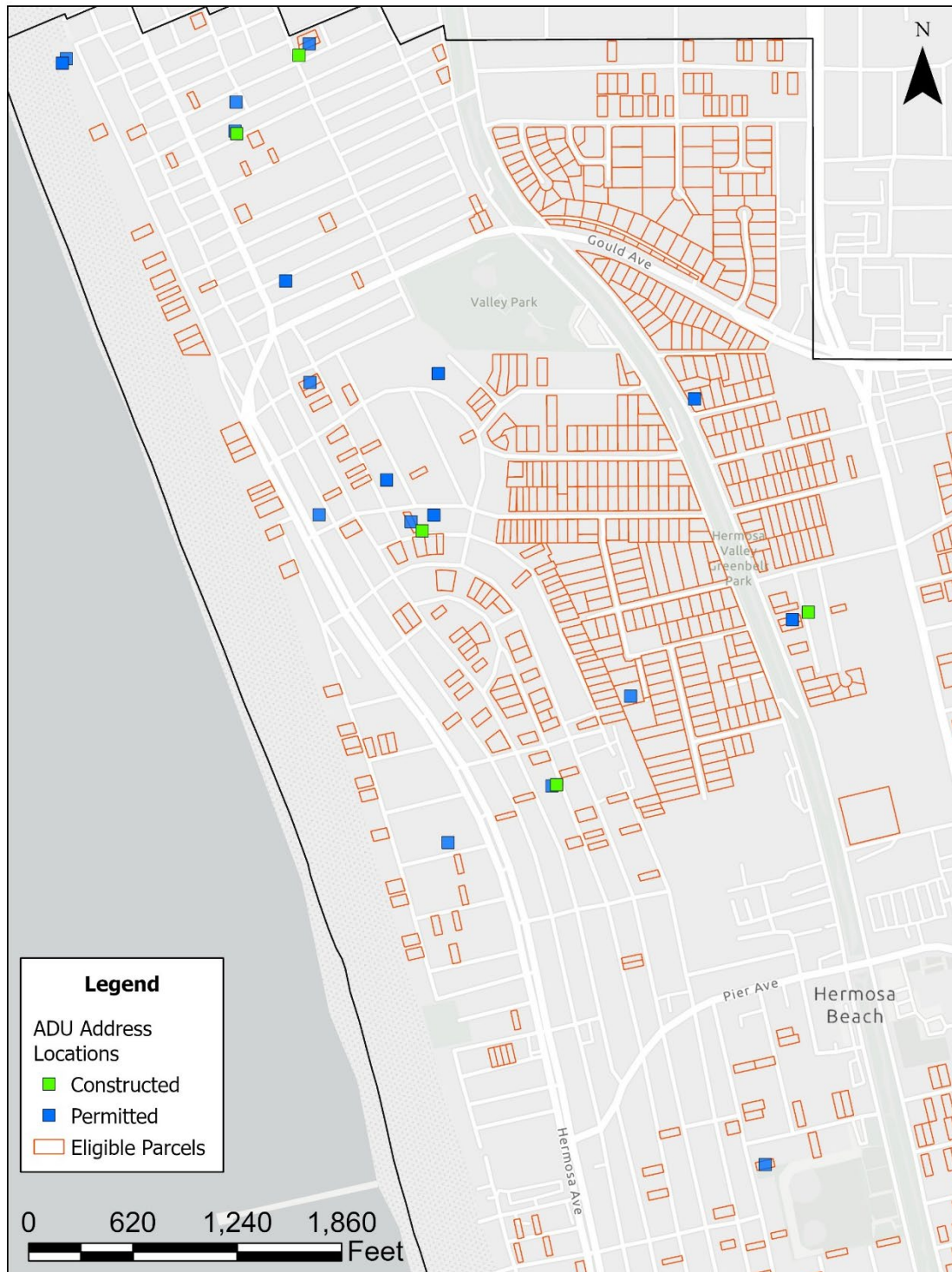


Figure 3-2 Example Area of ADUs Permitted and/or Constructed Overlaid onto SCAG HELP 2.0 Map Identifying “ADU Eligible Parcels”

Based on these factors above, Black & Veatch determined a Total ADU Potential for each city by subtracting the number of constructed units by the relaxed ADU-eligible assumptions and added 25 percent to account for multi-family and smaller residential lots.

	# of "ADU-Eligible Parcels" Relaxed Assumptions	ADUs Constructed (2018-2022)	Remaining "Eligible Parcels"	25% Increase - Estimated ADUs on "Non-Eligible Parcels"	Total ADU Potential
El Segundo	2,595	9	2,586	647	3,233
Gardena	8,222	15	8,207	2,052	10,259
Hawthorne	6,501	7	6,494	1,624	8,118
Hermosa Beach	1,466	11	1,455	364	1,819
Manhattan Beach	5,942	17	5,925	1,481	7,406
Rancho Palos Verdes	323	5	318	80	398
Redondo Beach	6,258	80	6,178	1,545	7,723
Rolling Hills	0	0	0	0	0

* The baseline assumption is that single-family residential parcels can accommodate a detached ADU if the unbuilt parcel land area exceeds the size of a typical 800 sf ADU and allows for a 4-foot setback surrounding the parcel, a 600 square feet driveway, and a 200 square feet parking stall.

^ ADU-eligible parcels with a combination of reduced setback from 4 to 2 feet, smaller ADU size from 800 sf to 600 sf, and removed parking space

The above "Total ADU Potential" assumes an ADU would be constructed on all eligible parcels. This does not consider "if" people want to build ADUs. The study "Exploring Homeowners' Openness to Building Accessory Dwelling Units in the Sacramento Metropolitan Area" attempted to answer the question: "Are homeowners interested in building an ADU on their property?" The result was that of 502 single-family homeowners, 33 to 47 percent might be open to building an ADU. Conversely, it can be deduced that 53 to 67 percent of single-family homeowners would not be open to building an ADU. Applying these findings to the study area, the number of "ADU Eligible Parcels" would be reduced as shown in the table below.

	Total ADU Potential	Low Range of Homeowners Open to ADU	High Range of Homeowners Open to ADU
El Segundo	3,233	1,067	1,519
Gardena	10,259	3,385	4,822
Hawthorne	8,118	2,679	3,815
Hermosa Beach	1,819	600	855
Manhattan Beach	7,406	2,444	3,481
Rancho Palos Verdes	398	131	187
Redondo Beach	7,723	2,548	3,630
Rolling Hills	0	0	0

3.4 ADU Forecast if Best Practices are Implemented

To forecast the potential of ADU development if the eight Participant Cities implement the best practices recommended in the Housing Policy Comparison Memorandum (task 2.2 of this project), Black & Veatch identified 14 cities that have distinguished themselves as ADU friendly by implementing similar best practices and calculated their ADU development rates. There are many factors that contribute to ADU development and while adoption of any combination of best practices may not guarantee similar results, there does appear to be correlation between the adoption of best practices and higher ADU development rates. The scope of this study did not include factors outside the control of the cities.

3.4.1 Methodology - Selection of “Best Practice” Cities

Using the “California ADU: The ADU Scorecard,” Black & Veatch first filtered out the 25 cities that achieved a grade of A- or better. The scorecard not only graded each city based on their compliance with State Law at the time, but also graded on best practices and reduction of programmatic hindrances. The higher the grade, the higher the probability that a city has an ADU friendly regulatory and process-oriented environment. The grading methodology can be viewed online at: <https://www.aducalifornia.org/grades/>.

Black & Veatch next developed two metrics to further filter the “Best Practice” Cities: 1) ADUs built per capita (x1,000) and, 2) ADUs built per housing unit (x1,000). These ADU ratios were developed to allow direct comparisons of the cities. Comparing both ratios, the same 14 cities had the highest ratios and were selected as the Best Practice Cities for analysis.

City	ADUs Built per Capita X 1000 (2018-2020)	City	ADUs Built per Housing Unit x 1000 (2018-2020)
SEBASTOPOL	2.54	SEBASTOPOL	5.33
SAN LUIS OBISPO	1.91	SANTA CRUZ	4.91
SANTA CRUZ	1.84	LOS ANGELES	4.70
LOS ANGELES	1.84	SAN LUIS OBISPO	4.22
SAUSALITO	1.11	LA MESA	2.00
DEL MAR	1.02	SAUSALITO	1.81
LA MESA	0.86	POMONA	1.71
EUREKA	0.67	DEL MAR	1.55
GOLETA	0.58	EUREKA	1.51
POMONA	0.49	GOLETA	1.50
SUNNYVALE	0.45	MILPITAS	1.19
OCEANSIDE	0.4	SUNNYVALE	1.16
MILPITAS	0.37	OCEANSIDE	1.04
HILLSBOROUGH	0.36	HILLSBOROUGH	1.02
GROVER BEACH	0.31	ESCONDIDO	0.76
ESCONDIDO	0.25	GROVER BEACH	0.68
CAMARILLO	0.24	CAMARILLO	0.61
WILLITS	0.2	BELLFLOWER	0.59
BELLFLOWER	0.19	WILLITS	0.47
POWAY	0.08	POWAY	0.24
EMERYVILLE	0.08	EMERYVILLE	0.13
ROHNERT PARK	0.02	ROHNERT PARK	0.06
BANNING	0	BANNING	0.00
RIVERSIDE, city	0	RIVERSIDE, city	0.00

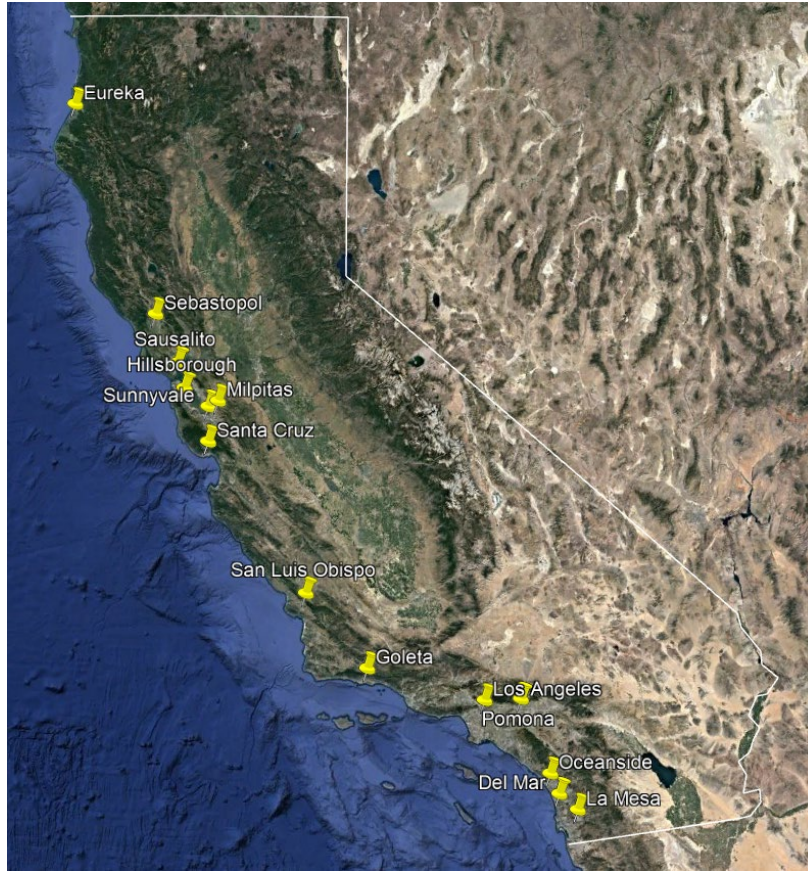


Figure 3-3 Locations of Best Practice Cities

3.4.2 Analysis

To perform the analysis, Black & Veatch imported data from several sources:

- California Department of Finance, E-5 Population and Housing Estimates for Cities, Counties, and the State, 2020-2022. Retrieved from <https://dof.ca.gov/forecasting/demographics/estimates/e-5-population-and-housing-estimates-for-cities-counties-and-the-state-2020-2022/>
- California Department of HCD, Housing Element Annual Progress Report (APR) Data by Jurisdiction and Year; APR Table A2 Annual Building Activity Report Summary - New Construction, Entitled, Permitted, and Completed Units. (May 2022). Retrieved from <https://data.ca.gov/dataset/housing-element-annual-progress-report-apr-data-by-jurisdiction-and-year>
- California Department of HCD, APR - Data Dashboard and Downloads. (2018 - 2022). Retrieved from <https://www.hcd.ca.gov/planning-and-community-development/housing-open-data-tools/housing-element-implementation-and-apr-dashboard>
- City of Hermosa Beach. List of ADU/JADUs built since 2017 in the city of Hermosa Beach
- United States Census Bureau. Census Data. Retrieved from <https://www.census.gov/quickfacts/>, <https://data.census.gov/>

The table below shows the reported ADUs permitted and constructed by year during the period 2018 to 2022, with the last columns totaling the ADUs permitted and constructed during the period. It is important to note that the data are self-reported by the cities to HCD and are not verified by HCD. Note: Blank cells represent no reporting by that city for that year; the eight Participant Cities are shown in blue text.

	ADUs Permitted 2018	ADUs Constructed 2018	ADUs Permitted 2019	ADUs Constructed 2019	ADUs Permitted 2020	ADUs Constructed 2020	ADUs Permitted 2021	ADUs Constructed 2021	ADUs Permitted 2022	ADUs Constructed 2022	Total ADUs Permitted (2018-2022)	Total ADUs Constructed (2018-2022)
Del Mar	1	1	3	0	14	3	22	5	25	18	65	27
Eureka	14	3	6	7	6	8	11	12	25	13	62	43
Goleta	3	7	8	2	18	10	18	13	25	18	72	50
Hillsborough	13	0			22	4	54	12			89	16
La Mesa	19	11	35	13			65	39	62	14	181	77
Los Angeles	4,079	1,424	4,792	2,591	3,425	3,022	5,064	2,969			17,360	10,006
Milpitas	1	0	16	17	17	13	32	25	71	26	137	81
Oceanside	21	21	30	15	49	34	103	78	137	81	340	229
Pomona	17	3	71	24	56	47	92	43			236	117
San Luis Obispo	30	25	40	26	60	40	68	22	97	82	295	195
Santa Cruz	54	35	59	46	67	37	80	55	99	80	359	253
Sausalito	1	1	6	1	4	6	9	0	15	4	35	12
Sebastopol	12	7	4	8	8	4	6	5	8	14	38	38
Sunnyvale	30	13	49	26	59	39	79	70	59	48	276	196
El Segundo	16	1	13	3	22	5	9	0	30	0	90	9
Gardena	12	0	18	1	23	0	26	6	59	8	138	15
Hawthorne	14	0	13	0	27	7	21	0	25	0	100	7
Hermosa Beach	7	0	6	1	26	0	13	2	14	8	66	11
Manhattan Beach	3	3	1	0	1		10	5	16	9	31	17
Rancho Palos Verdes	1	0	1	0	5	0	5	5	14	0	26	5
Redondo Beach	17	5	30	23	21	7	35	23	34	22	137	80
Rolling Hills	0	0			0	0	9	0	0	0	9	0

To further compare the “Best Practice” Cities with the eight Participant Cities, basic demographic data was compared as noted in the table below.

Finding: In general, the averages of the Participant Cities indicate they have slightly less population, a slightly higher owner-occupancy rate, and a slightly lower vacancy rate, but a much higher value of housing, rent, and household income than the Best Practice Cities.

	Best Practice Cities	Participant Cities	All Cities
Average ADU Completion Rate	58%	24%	46%
Median Population	53,691	38,900	44,615
Median Housing Units	22,788	15,746	19,030
Average Vacancy Rate	7%	6%	7%
Average Persons per Household	2.5	2.5	2.5
Average Owner Occupied	53%	58%	55%
Average Renter Occupied	47%	42%	45%
Average Value of Owner-Occupied Housing Units	\$984,186	\$1,299,975	\$1,099,018
Average Gross Rent	\$2,148	\$2,421	\$2,247
Average Household Income	\$110,886	\$138,223	\$120,827
Average Per Capita Income in past 12 months	\$62,249	\$79,020	\$68,348

Black & Veatch analyzed the data using three different metrics to compare the Best Practice Cities to the Participant Cities. The differences were used to develop models to forecast the number of ADUs that could be constructed if the Participant Cities adopt the best practices³.

³Note: Costs to implement any best practice have not been calculated, since is outside the scope of this study. In general, best practices defined as being easy to implement could be implemented without additional funding,

3.4.3 ADU Completion Rate

Calculated by dividing the number of ADUs constructed by the number of ADUs permitted during the 2018 to 2022 period. Note that Sebastopol has a 100 percent ADU completion rate, and the Best Practice Cities are near the top end of the list.

Of the Participant Cities, Redondo Beach and Manhattan Beach have high completion rates of 58 percent and 55 percent, respectively. However, the rest are at the low end of the scale, with less than 20 percent of permitted ADUs being constructed.

	ADU Completion Rate
Sebastopol	100%
Sunnyvale	71%
Santa Cruz	70%
Goleta	69%
Eureka	69%
Oceanside	67%
San Luis Obispo	66%
Milpitas	59%
Redondo Beach	58%
Los Angeles	58%
Manhattan Beach	55%
Pomona	50%
La Mesa	43%
Del Mar	42%
Sausalito	34%
Rancho Palos Verdes	19%
Hillsborough	18%
Hermosa Beach	17%
Gardena	11%
El Segundo	10%
Hawthorne	7%
Rolling Hills	0%

Average Completion rate in the Best Practice Cities = 58 percent

Average Completion rate in the Participant Cities = 22 percent

Finding: In total, the ADU Completion Rate in the Best Practice Cities is 62 percent greater than the rate in the Participant Cities.

In general, there are many factors that contribute to ADU development and while adoption of any combination of best practices may not guarantee similar results, this metric may indicate that the cities with higher completion rates have more ADU friendly environments and processes, and/or provide more support for property owners to build ADUs. Using this metric to forecast the ADU potential of the Participant Cities, Black & Veatch calculated the number of ADUs constructed per year if the cities increased their Completion Rate by 62 percent. In cases when increasing the Completion Rate still does

however, best practices defined as being an advanced complexity to implement may require additional funding from the State in order for a city to achieve the best possible outcomes.

not bring it to the minimum rate of the Best Practice Cities (18 percent), the Participant City was assigned the minimum rate of 18 percent. For example, even if Hawthorne increased their current Completion Rate of 7 percent by 62 percent, it results in a new rate of only 11.3 percent, which is below the minimum rate of the Best Practice Cities. Therefore, in the model Hawthorne’s new Completion Rate is the minimum of 18 percent. Additionally, to reflect the more recent permitting successes, the model uses the average number of permitted ADUs from 2021 to 2022 (the highest 2-year period) rather than the average number of permits over the 5-year period 2018 to 2022.

	Housing Element ADU Annual Forecast	Current Average ADUs Permitted per Year (2021-2022)	Current ADU Completion Rate	*New ADU Completion Rate (Assume 62% Increase)	New Average ADUs Constructed per Year	Does New Forecast meet HE Annual Forecast?
El Segundo	10	19.5	10%	*18%	3.5	No
Gardena	20	42.5	11%	*18%	7.7	No
Hawthorne	18	23.0	7%	*18%	4.1	No
Hermosa Beach	13	13.5	17%	27%	3.6	No
Manhattan Beach	10	13.0	55%	89%	11.5	Yes
Rancho Palos Verdes	5	9.5	19%	31%	3.0	No
Redondo Beach	30	34.5	58%	95%	32.6	Yes
Rolling Hills	5	4.5	0%	*18%	0.8	No

*Assume 18% if New Completion Rate (.62 multiplied by current rate) does not reach minimum Completion Rate of at least 18%.

3.4.4 ADUs Permitted

- Number of ADUs permitted per 1,000 housing units (during the 5-year period 2018-2022).
- Average number of ADUs permitted per 1,000 housing units, per year.

This metric uses a standard ratio to provide insight into how many ADUs each city permitted. Note that Del Mar tops the list with an average of five ADUs permitted per 1,000 housing units.

Of the Participant Cities, Rolling Hills, and El Segundo rank the highest with an average of 2.56 and 2.4 ADUs permitted per 1,000 housing units respectively. Hermosa Beach and Gardena rank in the middle of the list with between 1.3 to 1.2, and the remaining four are at the bottom, permitting an average of less than 1 ADU per 1,000 housing units.

Average number of ADUs permitted per 1,000 housing units, per year for the Best Practice Cities = 2.07
Average number of ADUs permitted per 1,000 housing units, per year for Participant Cities = 1.22

Finding: In total, the average number of ADUs permitted per 1,000 units in the Best Practice Cities is 41 percent greater than average number in the Participant Cities.

	ADUs Permitted per Housing Unit (2018-2022)	Average ADUs Permitted per Year, per 1,000 Housing
Del Mar	25.25	5.05
Hillsborough	22.62	4.52
Santa Cruz	14.95	2.99
San Luis Obispo	13.68	2.74
Rolling Hills	12.82	2.56
El Segundo	12.00	2.40
Los Angeles	11.60	2.32
Sebastopol	10.67	2.13
Sausalito	7.91	1.58
La Mesa	6.94	1.39
Hermosa Beach	6.58	1.32
Gardena	6.16	1.23
Goleta	5.69	1.14
Pomona	5.44	1.09
Milpitas	5.44	1.09
Eureka	5.19	1.04
Oceanside	5.05	1.01
Sunnyvale	4.50	0.90
Redondo Beach	4.42	0.88
Hawthorne	3.17	0.63
Manhattan Beach	2.07	0.41
Rancho Palos Verdes	1.58	0.32

In general, there are many factors that contribute to ADU development and while adoption of any combination of best practices may not guarantee similar results, this metric may indicate the success of the Best Practice Cities regarding their ADU education and outreach, ADU development standards, and ease of navigating the permitting process.

Using this metric to forecast the ADU potential of the Participant Cities, Black & Veatch calculated the number of ADUs constructed per year if the cities increased their Average number of ADUs permitted per 1,000 housing units, per year by 41 percent. In cases when increasing the number of ADU permits still does not bring it to the minimum of the Best Practice Cities (0.90), the Participant City was assigned the minimum of 0.90. For example, even if Hawthorne increased their current average number of permits of 0.63 by 41 percent, it results in a new value of only 0.88, which is below the minimum average number of permits of the Best Practice Cities. Therefore, in the model Hawthorne’s new average number of ADU permits is the minimum of 0.90.

	Housing Element ADU Annual Forecast	Current Average ADUs Permitted per 1,000 Housing Unit (2018-2022)	*New Average ADUs Permitted per 1,000 Housing Unit (Assume 41% increase)	Current ADU Completion Rate	New Average ADUs Constructed per year, per 1,000 Housing Unit	New ADUs Constructed per Year	Does New Forecast meet HE Annual Forecast?
El Segundo	10	2.40	3.38	10%	0.34	2.5	No
Gardena	20	1.23	1.74	11%	0.19	4.2	No
Hawthorne	18	0.63	*0.90	7%	0.06	2.0	No
Hermosa Beach	13	1.32	1.85	17%	0.31	3.1	No
Manhattan Beach	10	0.41	*0.90	55%	0.49	7.4	No
Rancho Palos Verdes	5	0.32	*0.90	19%	0.17	2.9	No
Redondo Beach	30	0.88	1.25	58%	0.73	22.6	No
Rolling Hills	5	2.56	3.62	0%	0.00	0.0	No

*Assume 0.9 if New ADU Permitted per 1,000 Housing Unit (.41 multiplied by current rate) does not reach minimum of at least 0.9.

3.4.5 ADUs Constructed

- Number of ADUs constructed per 1,000 housing units (during the 5-year period 2018 to 2022).
- Average number of ADUs constructed per 1,000 housing units, per year.

This metric uses a standard ratio to provide insight into how many ADUs get constructed in each Participant City. Note that Sebastopol is the leading city with an average of 2.13 ADUs constructed per 1,000 housing units.

Of the Participant Cities, all rank at the bottom of this list with an average of less than 0.52 ADUs constructed per 1,000 housing units.

Average number of ADUs constructed per 1,000 housing units, per year for the Best Practice Cities = 1.10

Average number of ADUs constructed per 1,000 housing units, per year for the Participant Cities = 0.18

Finding: In total, the average number of ADUs constructed per 1,000 housing units, per year in the Best Practice Cities is 84% greater than the average number in the Participant Cities.

	ADUs Constructed per Housing Unit (2018-2022)	Average ADUs Constructed per Year, per 1,000 Housing Unit
Sebastopol	10.67	2.13
Santa Cruz	10.54	2.11
Del Mar	10.49	2.10
San Luis Obispo	9.04	1.81
Los Angeles	6.69	1.34
Hillsborough	4.07	0.81
Goleta	3.95	0.79
Eureka	3.60	0.72
Oceanside	3.40	0.68
Milpitas	3.22	0.64
Sunnyvale	3.20	0.64
La Mesa	2.95	0.59
Sausalito	2.71	0.54
Pomona	2.70	0.54
Redondo Beach	2.58	0.52
El Segundo	1.20	0.24
Manhattan Beach	1.13	0.23
Hermosa Beach	1.10	0.22
Gardena	0.67	0.13
Rancho Palos Verdes	0.30	0.06
Hawthorne	0.22	0.04
Rolling Hills	0.00	0.00

In general, there are many factors that contribute to ADU development and while adoption of any combination of best practices may not guarantee similar results, this metric may indicate the success of the Best Practice Cities in ensuring all code compliance issues are worked out at the permitting stages (i.e., there are no surprise compliance discoveries at the time of inspection), in providing or clearly communicating available funding opportunities, in providing assistance at finding credible or reliable vendors to assist the property owner with building the ADU, and/or in providing support to the property owner during the construction stage.

Using this metric to forecast the ADU potential of the Participant Cities, Black & Veatch calculated the number of ADUs constructed per year if the Participant Cities increased their Average number of ADUs constructed per 1,000 housing units, per year by 84 percent. In cases when increasing the number of ADUs constructed still does not bring it to the minimum of the Best Practice Cities (0.54), the City was assigned the minimum of 0.54. For example, even if Hawthorne increased their current average number of ADUs constructed of 0.04 by 84 percent, it results in a new value of only 0.07, which is below the minimum average number of ADUs constructed by the Best Practice Cities. Therefore, in the model Hawthorne’s new average number of ADUs constructed is the minimum of 0.54.

	Housing Element ADU Annual Forecast	Average ADUs Constructed per Year, per 1,000 Housing Unit	*New ADUs Constructed per 1,000 Housing Unit (Assume 84% increase)	New ADUs Constructed per Year	Does New Forecast meet HE Annual Forecast?
El Segundo	10	0.24	*0.54	4.1	No
Gardena	20	0.13	*0.54	12.1	No
Hawthorne	18	0.04	*0.54	17.1	No
Hermosa Beach	13	0.22	*0.54	5.4	No
Manhattan Beach	10	0.23	*0.54	8.1	No
Rancho Palos Verdes	5	0.06	*0.54	8.9	Yes
Redondo Beach	30	0.52	0.95	29.4	No
Rolling Hills	5	0.00	*0.54	0.4	No

*Assume 0.54 if New ADU Constructed per 1,000 Housing Unit (.84 multiplied by current rate) does not reach minimum of at least 0.54.

Finally, Black & Veatch used the averages of the Best Practice Cities for two of the above metrics to forecast the ADU potential of the Participant Cities by calculating the number of ADUs constructed per year if the Participant Cities increased their Average number of ADUs permitted per 1,000 housing units, per year to 2.07 (the average of the Best Practice Cities) and also increased their Average Completion rate to 58 percent (the average of the Best Practice Cities). In cases when the current values already exceed the average of the Best Practice Cities, the current value is used. For example, El Segundo and Rolling Hills have a higher number of ADU permits than the Best Practice Cities average, so the current rates were used.

	Housing Element ADU Annual Forecast	*New ADUs Permitted per 1,000 Housing Unit (Assume 2.07 minimum)	*New Completion Rate (Assume 58% minimum)	New ADUs Constructed per 1,000 Housing Unit per Year	New ADUs Constructed per Year	Does New Forecast meet HE Annual Forecast?
El Segundo	10	*2.4	58%	1.39	10.4	Yes
Gardena	20	2.07	58%	1.20	26.9	Yes
Hawthorne	18	2.07	58%	1.20	37.9	Yes
Hermosa Beach	13	2.07	58%	1.20	12.1	No
Manhattan Beach	10	2.07	58%	1.20	18.0	Yes
Rancho Palos Verdes	5	2.07	58%	1.20	19.8	Yes
Redondo Beach	30	2.07	58%	1.20	37.2	Yes
Rolling Hills	5	*2.56	58%	1.48	1.0	No

*Use current rate if higher than Best Practice City average of 2.07.

3.5 Other Factors Impacting ADU Construction

While the scope of this study was to forecast the potential increase of ADUs if city policies are amended to follow best practices for ADU construction, it is acknowledged that there are other factors impacting ADU permitting and construction that are outside a city's control. Black & Veatch conducted a literature review and additional analysis to determine the extent that other factors, such as household income, may have on ADU development.

In the study "Evaluating California's Accessory Dwelling Unit Reforms: Preliminary Evidence and Lessons for State Governments", the authors analyzed ADU permitting data in the Bay Area and Southern California (including LA County and the Participant Cities) and using regression models determined which parcel-level, tract-level, and city-level characteristics are associated with ADU permitting and whether city policies supporting ADU development could correlate with ADU permitting. To assess whether different municipal-level attributes are related to ADU permitting, the authors ran a random effects regression model. The authors' regression models indicate the following:

- ADUs are more likely to be permitted on larger parcels and on parcels with multiple structures (e.g., a house and a detached garage, rather than just a house). The size of parcels containing an ADU in Southern California is generally equivalent to the parcels not containing an ADU, although the smallest residential parcels are relatively unlikely to include an ADU.
- ADUs are more likely to be permitted on parcels with good jobs accessibility.
- ADUs are more likely to be permitted in lower-middle income tracts than in low-income tracts.
- ADUs are more likely to be permitted on parcels in tracts with slightly lower median rents compared to the region as a whole. There is a nonlinear relationship between rents and ADU permitting, with ADU permitting being less likely to occur in neighborhoods where rents are very low or high, relative to rents in the low-to-middle range.
- There is a positive correlation between the number of ADUs and percentage of the tract's population identifying as Hispanic or Latino and a negative correlation between a census tract's proportion of parcels with an ADU and the percentage of the tract's population identifying as Asian.
- Among the city-level variables, only HOA intensity was statistically significant with a positive correlation between HOA intensity and an associated decrease in the odds of an ADU being permitted on a parcel.

In summary, the authors determined that many of the factors that drive demand for ADUs are beyond a city's control, such as jobs accessibility, median gross rent, and median household income.

The authors developed a model to assess the potential impact of a city amending their ordinances to facilitate ADU development. The authors assessed the probability that a parcel received an ADU permit as a function of (1) the median gross rent in the census tract where the parcel is located; (2) the proportion of the census tract consisting of vacant land; (3) the area of the parcel; (4) the number of buildings on the parcel; and (5) the municipality where the parcel is located. The authors include a fixed effect for each municipality, which captured the residual effect on ADU permitting of a parcel's location in a particular municipality, after controlling for the other variables. Their approach accounted for parcel-level and neighborhood-level attributes that are largely outside the control of local governments.

The results were presented graphically, and each city was plotted as a point indicating the city-level coefficient of the probability of a typical parcel, with typical tract-level characteristics (rents and vacant

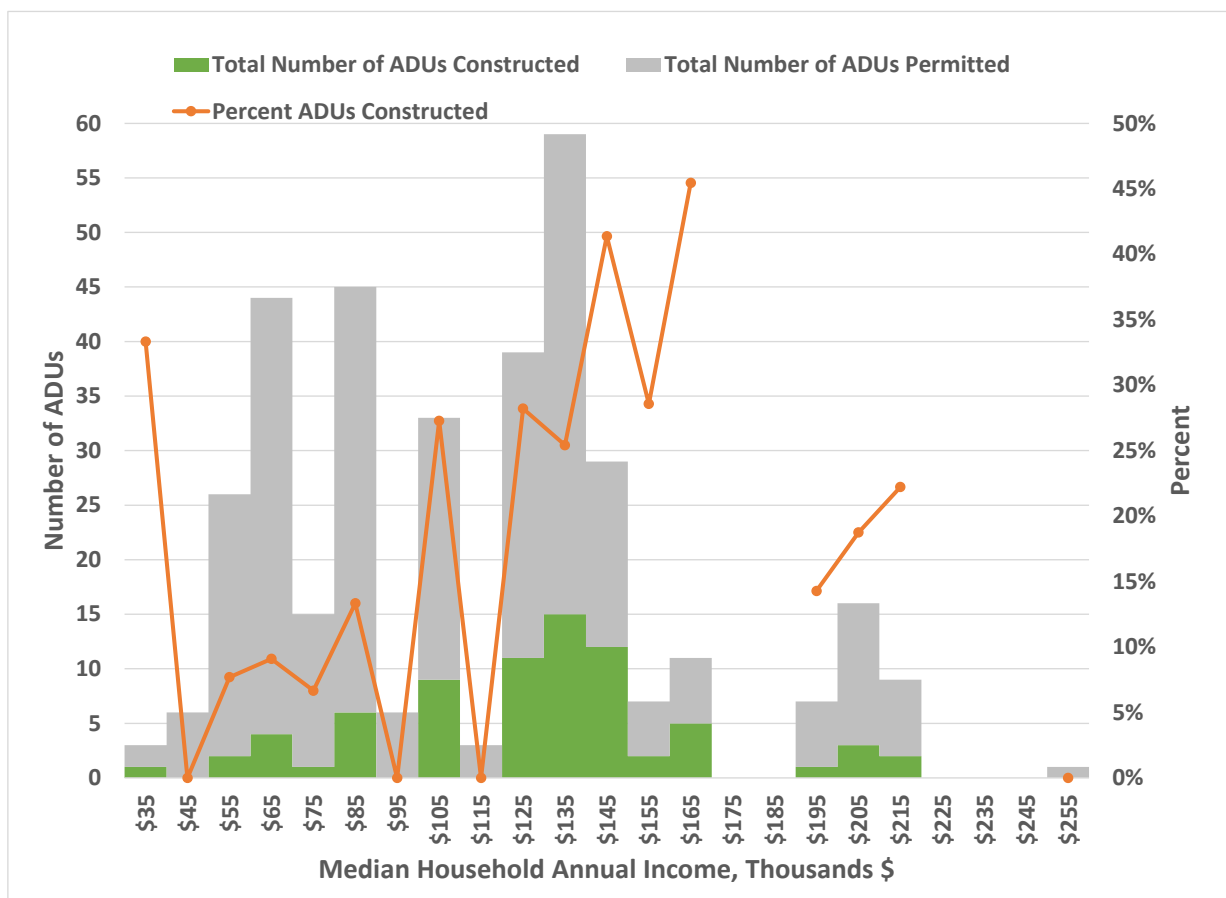
land), receiving an ADU permit if the parcel and tract were located in that city. Additionally, a 95 percent confidence interval around the point estimate was calculated. This method controlled for parcel and tract level characteristics. If all cities were equally likely to permit ADUs, then the confidence interval for 95 percent should include the coefficient value of zero. Any city with a positive fixed effect coefficient is permitting more ADUs than expected. Any city with a negative fixed effect is permitting fewer ADUs than expected, given the attributes of the relevant parcels and neighborhoods. Due to limitations on accurately determining the numerical values from the graphic in the published study, a summary of the results of the Participant cities is below. The Participant cities (and the three Best Practice cities that were in the study area) are listed in descending order of each city's point fixed effect coefficient. For example, in the city El Segundo, the fixed effect coefficient indicates that a single-family parcel is approximately .8 to 1.85 percent more likely than the mean single-family parcel in Southern California and the Bay Area after holding equal rents, tract-level vacant land, parcels' buildable area, and the number of existing structures on those parcels.

- Likelihood of Permitting more ADUs than expected
 - Los Angeles - *Best Practice City*
 - El Segundo – *Participant City*
 - Redondo Beach – *Participant City*
 - Pomona – *Best Practice City*
 - Bellflower – *Best Practice City*
- Likelihood of Permitting the number of ADUs expected
 - Gardena – *Participant City*
 - Rancho Palos Verdes – *Participant City*
 - Hawthorn – *Participant City*
 - Manhattan Beach – *Participant City*
- Potentially permitting less ADUs than expected
 - Hermosa Beach – *Participant City*
 - Rolling Hills – *Participant City*

In addition, Black & Veatch conducted an independent analysis to determine the relationship between the Median Household Annual Income, the number of ADUs Permitted, and number of ADUs Constructed. The analysis was performed at the census tract-level.⁴ To stratify the data further, the income was divided into quartiles.

- First = \$35,000 - \$90,000
- Second = \$90,000 - \$150,000
- Third = \$150,000 - \$205,000
- Fourth = \$205,000 - \$260,000

In summary, as shown in the following chart, ADUS are more likely to be Permitted **and** Constructed in the lower and lower-middle tracts (first and second quartiles) as income increases, but less likely in the higher-middle and higher tracts (third and fourth quartiles) as income increases. Overall, ADUs are more likely to be Permitted in lower and lower-middle income tracts (first and second quartiles) than in higher-income tracts (third and fourth quartiles), however within the first and second quartiles, ADUs are more likely to be Constructed in the lower-middle income tracts (the second quartile) than in the low-income tracts (first quartile). Finally, in general, tracts with higher Median Annual Household Income have a higher percentage of the permitted ADUs being constructed.



⁴ American Community Survey (ACS) data. Income data is based on a monthly rolling sample. This data is reported as a 60-month average and updated for release on an annual basis.

4.0 Conclusion

Summarizing the forecast results from the four models described above, the below table compares each City’s current Housing Element ADU forecast to the forecast of how many ADUs could potentially be constructed if the Participant Cities instituted best practices. The forecast numbers in **bold** highlight instances where the model indicates a Participant City may meet their Housing Element forecast, and **red text** where the model indicates a Participant City may not meet their Housing Element Forecast.

	Housing Element ADU Annual Forecast	Total Annual ADU Forecasts, by Model			
		Model 1: Increased Completion Rate	Model 2: Increased ADUs Permitting Rate	Model 3: Increased ADU Construction Rate	Model 4: Increased ADU Completion Rate and ADU Permitting Rate
El Segundo	10	3.5	2.5	4.1	10.4
Gardena	20	7.7	4.2	12.1	26.9
Hawthorne	18	4.1	2.0	17.1	37.9
Hermosa Beach	13	3.6	3.1	5.4	12.1
Manhattan Beach	10	11.5	7.4	8.1	18.0
Rancho Palos Verdes	5	3.0	2.9	8.9	19.8
Redondo Beach	30	32.6	22.6	29.4	37.2
Rolling Hills	5	0.8	0.0	0.4	1.0

As previously noted, direct correlations of specific practices could not be found as to what specifically drives ADU Completion Rate or the ratios of ADUs Permitted or ADUs Constructed in the Best Practice Cities. Similarly, no direct correlations could be found concerning the Best Practice Cities or Participant Cities and their demographic or economic characteristics, including vacancy rates, percent owner- or renter-occupied, median value of housing, gross rent, median income, or per capita income.

Furthermore, other studies have indicated that there are other factors outside a city’s control that impact ADU development, these include but are not limited to cost of construction, homeowner willingness to construct an ADU, demographics (income, rents, race), and physical characteristics (parcel size, number of buildings on the parcel, proximity to jobs) of property.

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