

**Accessory Dwelling Unit Draft Ordinance**  
4/10/2023-8/2/2023 - revisions highlighted in yellow

**AMEND ARTICLE II DEFINITIONS:**

ACCESSORY DWELLING UNIT: A self-contained housing unit, inclusive of sleeping, cooking and sanitary facilities on the same lot as a principal dwelling, subject to otherwise applicable dimensional and parking requirements, that: (i) maintains a separate entrance, either directly from the outside or through an entry hall or corridor shared with the principal dwelling sufficient to meet the requirements of the state building code for safe egress; (ii) is not larger in floor area than 1/2 the floor area of the principal dwelling or 900 square feet, whichever is smaller; and (iii) is subject to such additional restrictions as may be imposed by a municipality, including but not limited to additional size restrictions, owner-occupancy requirements and restrictions or prohibitions on short-term rental of accessory dwelling units.

SHORT-TERM RENTAL: A residential dwelling where rooms are rented for less than twenty-eight (28) days to transients, as defined by this ordinance, catering to their needs by the furnishing of sleeping accommodations, and may include the provision of meals.

**ADD SECTION 4.3.8 ACCESSORY DWELLING UNITS**

1. Purpose.
  - a. To add diversity of housing options to meet the needs of smaller households, enable aging-in-place, and make housing units available to households who might otherwise have difficulty finding housing;
  - b. To provide a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods, and obtain extra income, security, companionship, and services; and
  - c. To encourage the efficient use of the city's housing supply while preserving the character of the city's neighborhoods.
2. Process.
  - a. No accessory dwelling unit shall be constructed without a building permit issued by the Division of Development Services. The permit application must include:
    - i. Proof of ownership of the property or authorization from the owner of the property; and
    - ii. A floor plan of the accessory dwelling unit, the principal dwelling where it will be located, and all elevations. All plans must be drawn to scale and identify the existing structure and the proposed modifications to create the accessory dwelling unit.
  - b. At least one (1) owner of the property must reside in either the primary dwelling unit or the accessory dwelling unit. Proof of owner-occupancy must be provided with a notarized letter stating that the owner will occupy one of the dwelling units on the premises as the owner's primary residence. This shall be recorded at the Registry of Deeds and a copy shall be submitted to the Division of Development Services.

- c. No use as an accessory dwelling unit shall be permitted prior to the issuance of a Certificate of Occupancy by the Division of Development Services.
- d. The occupancy permit shall be revoked upon determination by the Building Commissioner or their designee that any conditions imposed by this section has not been fulfilled.
- e. By filing the application for Building Permit for an accessory dwelling unit, all owners consent to an inspection upon reasonable notice by the Building Commissioner or their designee to ensure compliance with all terms of this ordinance.
- f. Upon sale of the property, the new owner shall be required to file a new application with Development Services to maintain the accessory dwelling unit.

### 3. Requirements.

- a. The use of the subject property shall be a single-family residential use.
- b. No more than one (1) accessory dwelling unit shall be located on a single property.
- c. At least one (1) owner of the property must reside in either the primary dwelling unit or the accessory dwelling unit. Proof of owner-occupancy must be provided with a notarized letter stating that the owner will occupy one of the dwelling units on the premises as the owner's primary residence. This shall be recorded at the Registry of Deeds and a copy shall be submitted to the Division of Development Services.
- d. The accessory dwelling unit may not be sold separately from the principal dwelling.
- e. The accessory unit shall be clearly subordinate in use, size, and design to the principal dwelling.
- f. The accessory dwelling unit must be capable of being discontinued as a separate dwelling unit without demolition of any structural component of the principal dwelling.
- g. Short-term rentals are prohibited in both the primary and accessory dwelling unit.
- h. Utilities for the accessory unit, such as water, electric, and gas shall be extensions of the existing utilities serving the primary dwelling. No new utilities meters shall be installed for the use of the accessory dwelling unit.
- i. No more than five (5) accessory dwelling units shall be permitted in any City Councilor voting district per calendar year.

### 4. Conditions.

- a. An accessory dwelling unit is a separate, subordinate living area constructed as part of an existing or newly constructed, owner-occupied single-family structure and built in a manner which maintains the appearance of a single-family structure.
  - i. The accessory dwelling unit may be in a detached accessory structure that exists as of the adoption of this ordinance or which has been in existence for at least ten (10) years, and complies with Section 4.3.5(4) and Section 4.4.
- b. An accessory dwelling unit shall not contain more than two (2) bedrooms.
- c. An accessory dwelling unit shall require one (1) off-street parking space per bedroom.
- d. An additional entrance exclusively for the accessory dwelling unit must not be located facing the street, unless it is located below the main level of the house and is substantially concealed from view from the public way.

- e. The accessory dwelling unit shall not be larger in floor area than 1/2 of the gross floor area of the principal dwelling or 900 square feet, whichever is smaller.
5. Special Permit Required.
- a. In the event that the proposal cannot meet the conditions set forth in Section 4.3.8(4), a Special Permit is required from the Zoning Board of Appeals.
  - b. All detached accessory dwelling units shall require a Special Permit from the Zoning Board of Appeals.
6. Termination.
- a. The accessory dwelling unit shall terminate immediately upon any violation of any term or condition of this ordinance that the owner fails to cure, upon two weeks of written notice mailed to primary dwelling unit address by certified mail, return receipt requested.
  - b. Duties of the owner upon termination include:
    - i. The owner shall discontinue use of the accessory dwelling unit as a separate dwelling unit.
    - ii. The kitchen facilities of the accessory dwelling unit shall be removed unless determined by the Building Commissioner or their designee that they are incidental and subordinate as an accessory use of the principal structure.
    - iii. Any additional exterior entrance constructed to provide access to the accessory living space area shall be permanently closed, unless the Building Commissioner or their designee provides a waiver.
    - iv. The owner shall permit an inspection by the Building Commissioner or their designee.

