MOUNTAIN HOUSING COUNCIL OF TAHOE TRUCKEE

White Paper

Accessory Dwelling Units

www.mountainhousingcouncil.org

PROJECT OF TAHOE TRUCKEE COMMUNITY FOUNDATION

ABOUT THE MOUNTAIN HOUSING COUNCIL OF TAHOE TRUCKEE

The Mountain Housing Council of Tahoe Truckee, a project of the Tahoe Truckee Community Foundation, is a regional coalition of diverse stakeholders working to accelerate solutions to achievable local housing. Over the past three years, these 29 partners have joined together to identify innovative policies, programs, and funding to create solutions for much needed locals' housing.

PARTNER SUPPORT

The following list of Mountain Housing Council Partners support the research in the ADU White Paper.

Community Collaborative of Tahoe Truckee
Contractors Association of Truckee Tahoe
Martis Fund
Mountain Area Preservation
Nevada County
North Lake Tahoe Resort Association
Placer County
Sierra Business Council
Sierra Community House
Squaw Valley | Alpine Meadows
Squaw Valley Public Service District
Sugar Bowl Resort
Tahoe City Public Utility District
Tahoe Donner Association
Tahoe Forest Hospital District
Tahoe Prosperity Center
Tahoe Regional Planning Agency
Tahoe Sierra Board of Realtors
Tahoe Truckee Community Foundation
Tahoe Truckee Unified School District
Town of Truckee
Truckee Chamber of Commerce
Truckee Donner Public Utility District
Truckee Downtown Merchants Association
Truckee North Tahoe Transportation Management Association
Truckee Tahoe Airport District
Vail Resorts / Northstar California

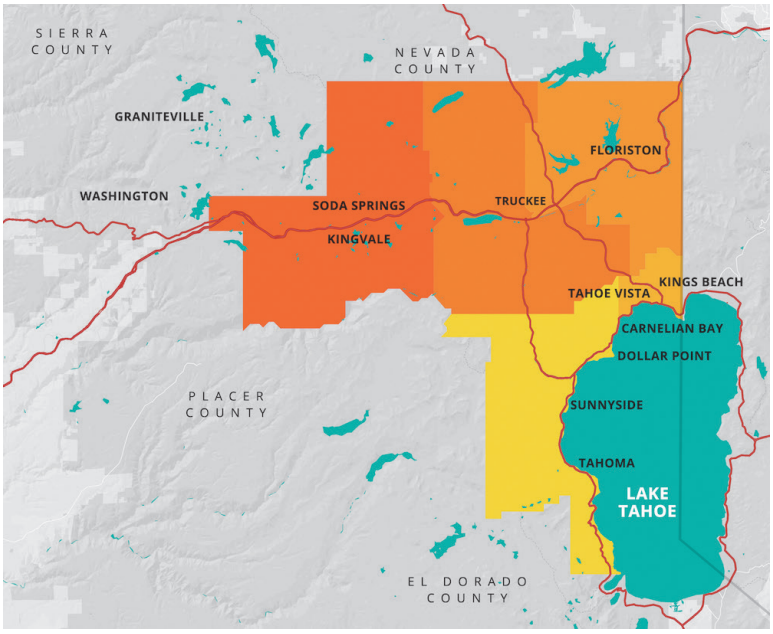

FIGURE 1 ▶ Geographic Scope of Mountain Housing Council

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I. PURPOSE OF STUDY

The Mountain Housing Council of Tahoe Truckee (MHC) produced the following Accessory Dwelling Unit (ADU) White Paper in order to:

1. Increase understanding of ADUs and how they create housing opportunities for those who live and work in the region
2. Highlight the numerous ADU laws recently passed by the State of California, aimed at decreasing barriers to ADU creation
3. Offer ideas on ways to increase the number of ADUs being built in our region
4. Outline ways to offer incentives to homeowners who want to rent an ADU to a long-term tenant

Who is This Study For?

- Builders and Developers
- Community Members
- Elected Officials
- Employers
- Financial Institutions
- Homeowners
- Homeowners Associations
- Local and Regional Government
- Real Estate and Insurance Professionals
- Special Districts

II. MOUNTAIN HOUSING COUNCIL POSITION

Mountain Housing Council believes that accessory dwelling units:

1. Increase the diversity of housing types in the region
2. Can accelerate solutions for achievable local housing
3. Produce homes that are affordable by design
4. Create more socioeconomically diverse neighborhoods
5. Offer homeowners a solution for changing family and financial needs, such as housing a relative, caregiver, or as an alternative living space
6. Generate infill housing in existing neighborhoods which reduces sprawl

III. DEFINITIONS

ACCESSORY DWELLING UNIT

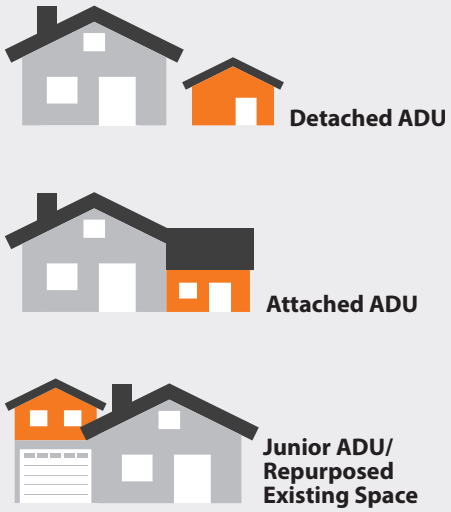
An Accessory Dwelling Unit, or ADU (also referred to as a second unit, in-law unit, granny flat, residential unit, or guest suite) is generally defined by the State of California Housing and Community Development Department as an attached or detached residential dwelling unit which provides complete independent living facilities for one or more persons "including permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling unit is situated[1]." For local jurisdiction definitions, slightly different from state, see **Attachment A**.

The State of California generally recognizes the following ADU forms[1]:

1. **Detached:** The unit is separate from the primary structure
2. **Attached:** The unit is attached to the primary structure
3. **Repurposed Existing Space:** Space (e.g. master bedroom) within the primary residence that is converted into an independent living unit
4. **Junior Accessory Dwelling Units (JADU):** Similar to repurposed space with various streamlining measures. The JADU can be no more than 500 square feet, must have cooking facilities*, including a sink with a maximum water line diameter of 1.5 inches, but is not required to have its own bathroom. Must have a separate main entrance with an interior entry to main living area

**Cooking facilities/kitchen is defined as appliances which are connected to electric or gas systems.*

FIGURE 2 ▶ Forms of ADUs



AREA MEDIAN INCOME

Area Median Income (AMI) is the household income for the median — or middle — household in a region. The US Department of Housing and Urban Development (HUD) publishes AMI data annually by household size for different geographic regions.

EXAMPLES:

- Nevada County AMI for family of four: $85,100 (2019)
- Placer County AMI for family of four: $83,600 (2019)

For more information on understanding AMI, visit www.mountainhousingcouncil.org/tool-kit

[1] California Department of Housing and Community Development. Accessory Dwelling Unit Memorandum (www.hcd.ca.gov , 2018).

ACHIEVABLE LOCAL HOUSING

A framework, developed by MHC in 2017, to define the range of housing needs in the North Tahoe-Truckee region, which includes very low income earners as well as households earning up to 195% of the AMI (middle income).

Tahoe Regional Planning Agency (TRPA), using the MHC framework as a starting point, adopted its own framework to define the needs in the Tahoe Basin county by county. The TRPA defines achievable local housing in Eastern Placer County, as up to 215% AMI for multi-family and 235% AMI for single-family residences.

DEED RESTRICTIONS

A deed restriction is an agreement that restricts the use of a property in some way.

DEED RESTRICTED ADUs

Deed restrictions are a tool that local jurisdictions can use to either incentivize or require ADUs to be used for certain purposes, including:

- Tenant income limits
- Prohibiting short-term rentals
- Requiring long-term rentals
- Requiring primary residency of a tenant

Deed restrictions can be required in exchange for granting an incentive or subsidy to a project or to the homeowner to provide an ADU for a certain purpose.

INCENTIVES

Incentives are policies, programs, or funds which local jurisdictions use to encourage development of a certain type of housing such as:

- Fee deferrals or funds to reimburse fees
- Low-to-no interest loans and small grants
- Technical assistance for permits, design, and construction
- On-going property management support and landlord training
- Purchasing a deed restriction from a homeowner to limit occupancy to the local market[2]

Generally, some type of deed restriction must be in place in exchange for receiving an incentive from a jurisdiction.

ADU ZONING CODE

Each local government agency is charged with writing and enforcing regulations around ADUs — where they can be built, how big, use, parking, etc. In the North Tahoe-Truckee region, the four local government agencies that regulate what can and cannot be built, and how are Nevada County, Placer County, Town of Truckee, and TRPA. Each agency has slightly different rules around ADUs but all local governments must comply with state laws except TRPA because of its status as a bi-state agency. For a summary of current ADU zoning codes, see **Attachment A**.

[2] Vail, Colorado. Vail Indeed Program (www.vailindeed.com/)

IV. CALIFORNIA LAWS ON ADUs

Recently, the state of California has passed many ADU laws which aim to make it easier for homeowners to build these units.

In the event that a local agency has an existing ADU ordinance that does not meet the requirements of new state laws, that ordinance will be null and void until the local agency adopts an ordinance that complies with the State.

STATE COMMITMENT TO ADUs

The California legislature found and declared that [ADUs] should be allowed in both single-family and multi-family zones and are an essential component in addressing housing needs in California.[3]

Summary of Local Adoption of State ADU Laws

- The Town of Truckee, Nevada County and Placer County, have updated, or are in the process of updating, several of their ADU ordinances to meet state requirements as shown in **Table 1** below.
- TRPA has not adopted the California ADU laws because of its status as a bi-state agency.
- Placer County and TRPA are discussing proposed amendments to the Tahoe Basin Area Plan that would alleviate constraints on ADUs in the Basin.

Below is a summary of recent laws passed in California and status of local jurisdiction adoptions as of November, 2019.

TABLE 1 ▸ Approved State ADU Laws and Local Adoption Status (as of 11/4/2019)

		LOCAL ADOPTION STATUS			
Law	**Purpose**	**Town of Truckee**	**Placer County**	**Nevada County**	**TRPA**
SB 1069 (effective 1/1/2017)	Makes ADUs easier to build and approve by reducing parking and fire sprinkler requirements for some ADU types, prohibiting local agencies from precluding ADUs, or requiring utility connections or fees for some ADU types, and requiring ministerial approval of ADUs if they meet specified conditions. Provides that ADUs are not additional density.	Pending	Adopted	Adopted	Not adopted
AB 670 (effective 1/1/2020)	Prohibits an HOA from precluding the construction of ADUs within common interest developments (CIDs) on lots that are zoned single-family.	Pending	Pending	Has not adopted but issues permits within HOAs	Not adopted
AB 101 (effective 7/31/2019)	Creates a planning grant program that can be used to create or modify local ADU ordinances. Also authorizes the CalHOME program to fund ADU projects.	Actively pursues housing grant funding on an on-going basis	Actively pursues housing grant funding on an on-going basis	Not adopted	N/A

Table 1 continued on next page

[3] California Department of Housing and Community Development. Accessory Dwelling Unit Memorandum (www.hcd.ca.gov, 2018).

Table 1 below continued from previous page

Law	Purpose	Town of Truckee	Placer County	Nevada County	TRPA
SB 2299 (effective 1/1/2017)	Requires local governments to approve ADUs if the unit complies with certain parking, size, and setback requirements.	Adopted	Adopted	Adopted	Not adopted
AB 2406 (effective 9/28/2016)	Creates more flexibility for housing options by authorizing local governments to permit JADUs (under 500 square feet). Requires owner occupancy.	Adopted	Adopted	NC does not have a JADU ordinance but does not prohibit them because they are considered an attached ADU	Not adopted
Title 7 CA Government Code, section 65852.2(a)(1)	Allows a local agency to adopt ordinances that allow ADUs in single-family and multi-family residential zones.	Adopted	Adopted	Adopted	Not adopted
SB13 (effective Jan 1, 2020)	Creates a tiered fee structure which charges ADUs more fairly based on their size and location. Also lowers the application approval timeframe, creates an avenue to get unpermitted ADUs up to code, and enhances an enforcement mechanism allowing the state to ensure that localities are following ADU statute.	In review	In review	In review	Not reviewing
AB 68 (becomes effective 1/1/2020)	Removes requirements regarding minimum lot size for ADUs. Sets a standard timeframe for ADU approvals, sets minimum square footage, mandates minimum 30-day rentals of ADUs, modifies impact fees, and expands ministerial approvals.	In review	In review	In review	No action
AB 881 (become effective 1/1/2020)	Expands the types of ADUs eligible for ministerial approval, prohibits owner occupancy requirements until 2025, and modifies zoning, transit, and parking requirements.	In review	In review	In review	No action
AB 671 (becomes effective 1/1/2020)	Requires local agencies to include in their Housing Element a plan for incentivizing and promoting ADUs at affordable rates (defined as moderate income and below).	In review	In review	In review	No action
AB 587 (becomes effective 1/1/2020)	Allows a narrow exemption in the law for affordable housing nonprofits to sell deed restricted ADUs to eligible low-income homeowners separate from the sale of main housing units.	In review	In review	In review	No action

V. ADU TRENDS

Local ADU Zoning Codes

Today, because of the suite of state laws passed over the last few years, ADUs are allowed on many parcels throughout the North Tahoe-Truckee region. Following is a summary of ADU policies in place in the region. For a more detailed matrix of ADU Zoning Codes in place in the region, please see **Attachment A**.

PARCELS IN PLACER COUNTY, INSIDE THE TAHOE BASIN

- For parcels under one acre, ADUs are allowed if the unit is deed restricted for low income
- Short-term rental (STR) policy: a secondary unit is allowed if it is deed restricted to prohibit STRs. If the parcel is smaller than one acre, the ADU must be deed restricted for affordability. Additionally, either the primary or secondary residence on the site should be occupied at least ten months per year

PARCELS IN PLACER COUNTY, OUTSIDE THE TAHOE BASIN

- No more than one ADU allowed per parcel
- ADUs allowed in certain zones (all residential zones, Resort, Ag. Exclusive, and Forest zones)
- STR policy: If there is a secondary dwelling unit on a property with a single residence, only one can be rented short-term at any given time

PARCELS IN THE TOWN OF TRUCKEE

- One secondary residential unit is permitted in all zones where single-family residential is permitted
- STR policy: STRs only allowed on one of the two units in single-family residential zones. STRs only allowed in multi-family dwelling (apartment/condo) units with a use permit

PARCELS IN NEVADA COUNTY

- One ADU allowed per lot in certain zones
- STR policy: If there are two units on the property they cannot be rented separately at the same time but both can be rented to the same person/family at the same time

New Law for Parcels in HOAs (AB 670)

On January 1, 2020, a new law (created by AB 670) will go into effect preventing HOAs from prohibiting ADUs within their jurisdiction on lots zoned single-family. The new law also voids existing prohibitions on ADUs in current HOA Covenants, Conditions, and Restrictions (CC&Rs).

To clarify further:

- AB670 only applies to single-family, planned development lots — basically anything that falls under the category of a "common interest development," such as condominiums and timeshares.
- HOAs will still be allowed to impose reasonable restrictions on ADU or JADU development, so long as those restrictions do not unreasonably raise the costs of building as to make it too expensive or difficult to build.
- Planned ADUs in common interest developments must still meet all applicable state laws pertaining to ADUs. This law does not streamline or create an incentive for ADUs; it merely lessons the ability of HOAs to prevent ADU construction.

For more information on this new rule, go to:
https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB670.

ADU Incentives

Incentives are programs put in place by local jurisdictions to encourage development of a specific type of housing. Incentives are determined by each jurisdiction and generally come in the following forms:

1. Fee waivers
2. Fee reductions
3. Infrastructure investments (e.g. jurisdiction pays some cost of parking or roundabout)
4. Land (e.g. jurisdiction offers free land to development project)
5. Density bonuses
6. Parking reductions
7. Expedited process review

Because of the recent passage of SB13, which will automatically reduce development impact fees based on a tiered structure and address processing time on all ADUs, local governments will need to rethink their incentive programs as many listed in **Table 2** focus on fee reductions and streamlining. See examples of what types of incentives other communities are offering on pages 18–21. Most of the incentives listed in other communities are in place to encourage ADU production in general but do not focus on incentives that target long-term rental occupancy.

CREATION OF ADUs AS LONG-TERM RENTALS

If homeowners want to use their ADU, as a long-term rental, local agencies may offer — in exchange for this community benefit — some sort of incentive. It is up to each local agency to define their own incentive program.

Listed below are some of the current incentives being offered in the North Tahoe-Truckee region that target the production of low-income ADUs. Again, these incentives are mostly in the form of fee reduction or waivers and will need to be updated in light of the passage of SB13 which automatically reduces fees for ADUs. Local agencies may need to look at incentives such as:

1. Increased technical support and services for homeowners
2. Community education tools
3. Partnerships outside of government for construction offset grants
4. Deed purchase programs

For examples of how others have implemented these types of incentives, see pages 18–21: Learnings from other Communities.

The main incentive tool used in our region to ensure use of ADUs by specific users, such as low-income or primary residents, is a deed restriction. When a public subsidy (e.g. exemption, fee waiver, or reduction, etc.) is given to help produce an ADU, the common approach to protect the public investment has been deed restrictions.

HOW DEED RESTRICTIONS WORK

The jurisdiction provides the homeowner with the deed restriction that is placed on the property and the owner submits proper documentation annually to show compliance.

TABLE 2 ► Incentives Currently in Place, or In the Works, in the Region

Law	Placer County (in Basin)	Placer County (out of Basin)	Nevada County	Town of Truckee	TRPA
Incentives	For parcels smaller than one acre, if ADU is deed restricted for affordable (up to 80% AMI) incentives include: 1 Fee Exemption: Exempt from payment of Building Permit Fees, Parks Impact Fees and Traffic Impact Fees	If ADU is deed restricted to tenants earning up to 120% AMI, they can be exempt from payment of Building Permit Fees, Parks Impact Fees and Traffic Impact Fees	If ADU is deed restricted for affordability up to 80% AMI, incentives include: Delayed payment of fees until Certificate of Occupancy is secured if: 1 Meet income requirements above 2 Unit is under 800SF	No impact fees for: 1 Converting existing space (JADU) 2 Spaces less than 500SF Facilities and Traffic impact fees are based on square footage In progress: Researching potential additional incentives	If ADU is deed restricted affordable, moderate, or achievable, and is within 1/2 mile of an existing transit stop, it will automatically receive a bonus unit from the bonus pool

ADU Permit Trends in California

According to a report published by the Terner Center for Housing Innovation at UC Berkeley, many cities across California are experiencing a significant increase in ADU permits as a result of new state laws that have loosened regulations.[4]

The report states that "planners from most of these cities indicated in interviews that the state-level laws enacted in 2017 have been a significant factor in the rise of interest in ADUs. Not only did these laws remove specific barriers, but they also raised the profile of ADUs in general, sparking interest amongst a broader group of property owners."

[4] Terner Center of Housing Innovation at UC Berkeley. ADU Update Brief (http://ternercenter.berkeley.edu/uploads/ADU_Update_Brief_December_2017_.pdf, 2017).

TABLE 3 ► ADU Applications Received 2015–2017

California City	2015	2016	2017*
Los Angeles**	90	80	1,980
Long Beach	0	1	42
Oakland	33	99	247
Sacramento	17	28	34
San Diego	16	17	64
San Francisco***	41	384	593
San Jose	28	45	166

** Through November 1, 2017*
*** 2015/2016 Los Angeles data are for ADU construction permits; staff did not collect data on ADU applications prior to 2017. Date are through November 8, 2017*
**** San Francisco data is only through Q3 2017*

ADU Permit Trends in North Tahoe-Truckee

While there has been some increase in the number of ADU permits in the local region, the rise has not been at the same pace as the rest of the state. The following **Table 4** and **Figure 3** show the trends in ADU permits issued by Placer County and the Town of Truckee. There was an upward trend in issuance of ADU permits in 2018 and 2019.

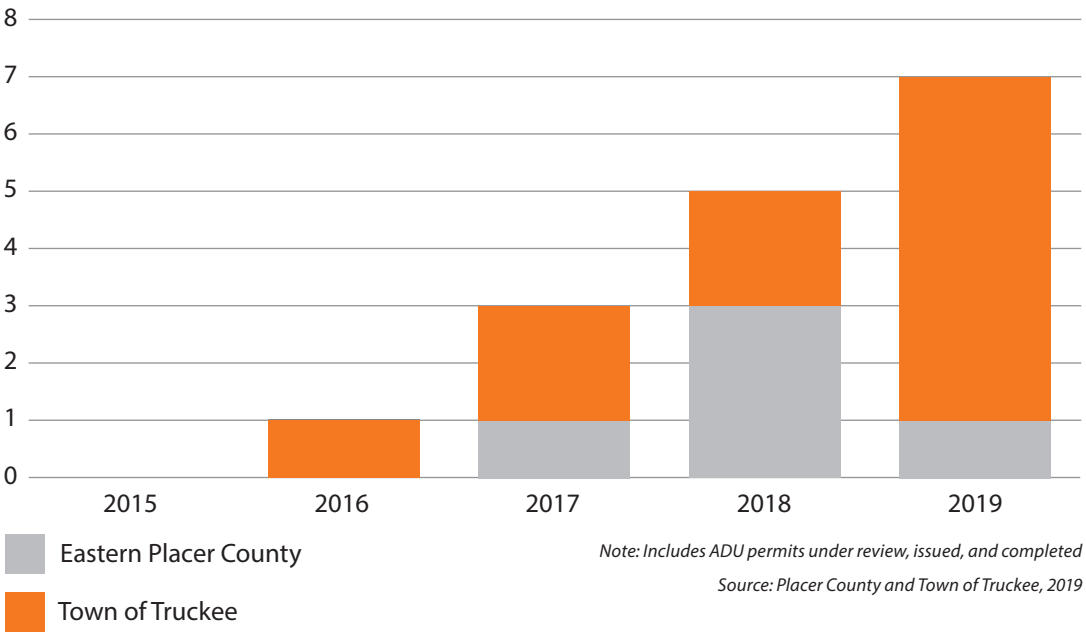
TABLE 4 ►
ADU Permits Issued in Eastern Placer County and Town of Truckee (2015–2019)

	EASTERN PLACER COUNTY			TOWN OF TRUCKEE		
Permit Issue Year	**Issued**	**Completed**	**Total Completed**	**Issued**	**Completed**	**Total Completed**
2015		1	1		1	1
2016		1	1	1	2	2
2017	1			2	1	1
2018	3			2	8	8
2019	1	1	2	6	2	2
Totals	**5**	**3**	**4**	**11**	**14**	**14**

Source: Placer County and Town of Truckee, 2019.

FIGURE 3 ►

ADU Permits Issued in Eastern Placer County and Town of Truckee (2015–2019)



Note: Includes ADU permits under review, issued, and completed

Source: Placer County and Town of Truckee, 2019

The Town of Truckee transitioned to a new building permit system in 2015 and cannot provide ADU permit data prior to 2015. In eastern Placer County an additional five ADU permits have been issued and 21 completed since 2004, nine of which were in the Basin.

Based on conversations with local agency staff, the growth of ADU permits is attributed in part to:

- A desire to make existing unpermitted units legal
- A desire to build housing for a relative, adult child, or employee
- Income generation potential as a short-term rental

Nevada County's building permit system is unable to break out ADU permits specifically for the eastern portion of the county. Per the County's Planning Director, however, it is unlikely Nevada County has issued more than three ADU permits in the last ten years.

According to conversations with Town of Truckee, Placer County, and Nevada County planning staff, the data above accurately reflects permitted ADUs. Staff recommended that the actual number of ADUs in the region is likely higher due to non-permitted or illegal units. Data for the number of unpermitted units in the region is not collected at this time.

ADUS USED AS SHORT-TERM RENTALS

To date, there is no data collected by the Town of Truckee, Placer County, or Nevada County on the use of ADUs as short-term rentals. Information is available on the number of short-term rentals in the region, but is not categorized by type of housing unit.

NUMBER OF DEED RESTRICTED ADUS IN THE REGION

There are currently no deed restricted ADUs in eastern Placer County, Nevada County, or Town of Truckee.

VI. ADU CHALLENGES

Local homeowners have been slow to respond to ADU opportunities despite new state laws loosening regulations, the high demand for rental units, and incentive programs. According to a survey sent out in August 2019 by the Contractors Association of Truckee Tahoe, MHC, and the Truckee Chamber of Commerce, more than 90 respondents stated that the main challenges in adding ADUs to their property include:

- Regulatory barriers: design or permit applications which are overly complicated and a challenge to understand (78%)
- Cost: ADUs are costly to build and the development and building permit fees are too high (67%)
- Local community does not allow ADUs (i.e. HOAs) (45%)

Knowing there are barriers to building ADUs, incentives identified by survey respondents that may help increase ADUs include:

- Waiving the development and/or building permit fee (79%)
- Offering help from Town/County staff for homeowners navigating the complicated permit approval process (70%)
- Providing financial incentives, e.g., payments to homeowners who restrict rentals to primary residents or payment to help with construction/design costs (63%)
- Offering pre-approved ADU designs for homeowners (60%)

Monitoring and Enforcing Deed Restrictions on ADUs

According to planning staff, monitoring compliance of deed restrictions on ADUs can be a challenge for local government. Therefore, the simpler the deed restriction the better, in terms of enforcement. As mentioned earlier, often the jurisdiction will provide the deed restriction to the homeowner for the restricted ADU (in exchange for the incentive) and the owner is expected to submit some form of compliance documentation annually. Currently, Town of Truckee, Placer County, Nevada County, and TRPA manage their own deed restrictions. Additionally, onerous qualifying criteria for renters increases the difficulty of ensuring compliance. Through deed restrictions, for example, Crested Butte, Colorado requires all ADUs be deed restricted for long-term rental (meaning six months or more) to ensure occupancy by locals.

Crested Butte employs compliance actions also include:

1. Asking ADU owners to provide a copy of the lease, either when alerted by neighbors that there may be a concern, or every two years
2. Conducting a census of the use of all housing units in town every two years. This was instituted as part of their affordable housing program to monitor the loss of units to second homeownership and STRs over time, but is now also used to track ADU compliance

Cost to Build

Building any type of home is expensive, especially in California, and even more so in snowy climates and in the highly regulated Tahoe Basin. As demonstrated in survey results and in conversations with local builders, the cost to build an ADU is a major barrier for homeowners. According to local contractors, a 700 square foot detached ADU can run upwards of $300,000 to build. In a housing costs and affordability report prepared for TRPA in 2018, the high cost of housing was primarily due to land costs (40–47%) and construction costs (17–22%)[5]. In response to the high cost of building ADUs and their increasing demand, many modular companies are responding with products that drop the price to build a small, detached ADU closer to $100,000.

Site Development

Both the TRPA and local jurisdictions have site development requirements that may limit the buildable area of a parcel. For instance, in Lake Tahoe there are coverage restrictions based on environmental sensitivity of the lot. TRPA and local jurisdictions also have setback regulations that dictate how close a structure can be to the edge of the lot. These rules can limit the amount of available space a homeowner has to construct a new, detached ADU on their property. In cases where a homeowner does not have enough buildable area, they may be able to construct an attached ADU over a garage, or by turning existing space in to a separate unit.

Prevailing Wage Requirements

Financial incentives provided by local jurisdictions may trigger prevailing wage requirements, which affect the cost of construction.

[5] Placeworks. Housing Costs and Affordability Report (www.trpa.org/wp-content/uploads/0_GreenReport_Housing-Costs-and-Affordability_011518.pdf, 2018).

VII. ADU BENEFITS

Many communities are prioritizing ADUs as a way to diversify housing choices and increase housing stock.

Below are commonly cited benefits of ADUs[6]:

- **Bring private solutions to a regional issue:** Residents in neighborhoods do the work rather than large, outside developers.
- **Increase diversity of housing types:** Single-family housing is the predominant form of development in the North Tahoe-Truckee area, representing over 80% of the region's housing units[7]. ADUs offer an additional rental option currently in limited supply.
- **Create infill in existing neighborhoods:** Investing in existing neighborhoods and backyards limits urban sprawl and preserves open space.
- **Create affordability by design:** Small ADUs, specifically those 500 square feet and under, tend to be less expensive to build and rent.
- **Offer an age-in-place and multi-generational living solution:** ADUs offer many options for homeowners: a caretaker home, a space for parents/grandparents, and the ability for homeowners to rent the main home by moving into the ADU. Second dwelling units give homeowners the flexibility to share independent living areas with family members and others, allow seniors to age in place as they require more care, and help extended families be near one another while maintaining privacy.
- **Create local investments:** ADUs are a form of local investment where business and property owners may directly house their own employees or those of other local businesses. The rent stays in the local economy and does not transfer to large outside institutional investors.
- **Generate rental income:** ADUs can generate rental income to help homeowners cover expenses.

The August 2019 survey echoes these conclusions, suggesting that the main benefits of ADUs are that they:

- Add more housing variety and choices for locals (88%)
- Provide more affordable housing stock because ADUs are generally smaller units, translating to a lower rental price and the potential to share utility costs (77%)
- Provide an opportunity for homeowners to collect rental income to subsidize mortgage and home maintenance costs (76%)
- Provide housing for older adults who want to downsize but stay near families and/or neighborhoods (69%)
- Add equity to the home (58%)

AUGUST 2019 ADU SURVEY RESULTS

90% of respondents like the idea of ADUs as a strategy to house those who live and work locally.

[6] AARP. The ABC's of ADUs (www.aarp.org/livable-communities/housing/info-2019/accessory-dwelling-units-adus.html).
[7] BAE Urban Economics. Truckee North Tahoe Regional Workforce Housing Needs Assessment (www.ttcf.net/wp-content/uploads/2016/01/NorthTahoe-Truckee-Housing-Study-Final-Presentation-Bookmarked.pdf, 2016).

VIII. LEARNINGS FROM OTHER COMMUNITIES

Following is a list of communities that have taken various steps to increase the number of ADUs in their neighborhoods. Some have relaxed regulations, making it easier for homeowners to build ADUs. Some invested in programs to help educate homeowners by offering ADU templates, how-to manuals, videos, brochures, and support services. Others offered cash payments for deed restrictions as an incentive. All of these communities have made ADUs a priority and the results of their efforts are listed below.

Who/Where	City of San Francisco, CA
Program	**Incentives** ▶ Low- and no-interest loans and small grants ▶ Permit fee waivers ▶ Forgivable loans up to 100% of construction cost ▶ Sliding scale incentive program: the more affordable the unit, the bigger the incentives for the homeowner ▶ Project management support including technical assistance with permits, design, construction (Navigator) ▶ On-going property management support and landlord training ▶ Staffed program and application process required to qualify for incentives
Results	▶ Went from three permits in 2013 to nearly 600 in 2017
Contact + Info	**Daisy Quan, Affordable ADU Program Coordinator, City of SF** **daisy.quan@sfgov.org** **www.sfplanning.org/accessory-dwelling-units**

Who/Where	City of Santa Cruz, CA
Program	**Regulatory** ▶ Elimination of covered parking requirements **Incentives** ▶ Fee waiver for low- and very-low income earners (with deed restriction) ▶ Low interest loan program from local credit union **Information/Education** ▶ Created How-to Manual for homeowners ▶ Created ADU model plans (3)
Results	▶ Tripled legal ADU production ▶ Average 40–50 ADU permits per year ▶ Community Development Director attributes increase of ADU permits to changes in regulations, making it easier to build ADUs
Contact + Info	**(831) 420-5416** **planningcounter@cityofsantacruz.com**

Who/Where	City of Clovis, CA
Program	**Incentives/Regulation/Information** ▶ Cottage Home Program: For properties with access to alleys, the city offers three plans for pre-designed units to fit a variety of property configurations at no cost to the homeowner
Results	▶ Plans and permits available within 10 days of application ▶ Plan development takes 6–8 months to complete with a comprehensive design cost of $27,000 ▶ To date, there are 10 completed cottage homes and one in progress. New permits in the pipeline for 2019–2020
Contact + Info	**Maria Spera, (559) 324-2355** **cottagehomes@cityofclovis.com** **www. cloviscottagehomes.com**

Who/Where	City of Portland, OR
Program	**Regulatory** ▶ Reduced requirements around ADU placement and structural form ▶ Removed requirement of off-street parking ▶ Removed owner-occupancy requirements **Education** ▶ Created an ADU program guide to educate homeowners on city website **Incentives** ▶ Implemented a System Development Charge Waiver if ADU owners follow City regulations
Results	▶ Went from 24 permits in 2000 to 660 in 2018
Contact + Info	**(503) 823-7300** **bds@portlandoregon.gov** **www.portlandoregon.gov**

Who/Where	Town of Crested Butte, CO
Programs	**Regulatory** ▶ ADUs are a conditional uses on all lots ▶ As condition of approval, ADU must be restricted to long-term rental for at least six months (restrictive covenant defined in the development code) **Incentives** ▶ Additional floor area ratio granted ▶ Two thirds of tap fees (water/sewer hookups) paid by the Town (about $12,000 per ADU) **Information/Education** ▶ Mailers to community about ADU program **Enforcement** ▶ Census of units and their use conducted by the Town every two years ▶ Violators fined $100/day if not rented for a consecutive 3-month period ▶ Violators publicized in paper ▶ 0.25 time staff person dedicated to enforcement
Results	▶ 96 have been built since 1989 — 7% of all structures in Town ▶ Near 100% compliance — long-term rentals by default house residents/local employees ▶ Wide community support
Contact + Info	**Michael Yerman, Community Development Director** **MYerman@crestedbutte-co.gov** **www.crestedbutte-co.gov/?SEC=F9CA8442-B3B9-488D-8018-DACFFF57D855**

Who/Where	City of Durango, CO
Program	**Regulatory** ▶ Launched "Amnesty" program to bring illegal ADUs into legal compliance **Information/Education** ▶ City launched a public education campaign to show how ADUs can weave into existing neighborhoods: www.youtube.com/watch?v=_s0p-zJeDpQ
Results	▶ Community acceptance of ADUs ▶ Registration of more than 300 existing ADUs ▶ Permitted 25 new ADUs between 2014–2018 ▶ Expanded allowance of ADU construction in a number of neighborhoods within the City
Contact + Info	**(970) 375-4850** **plansrvcs@durangogov.org** **www.durangogov.org/850/ADU-Program-Information**

Who/Where	Town of Ridgway, CO
Program	**Regulatory** ▶ Increased ADU square footage allowance to 800SF in 2005 ▶ Revised hook-up requirements so ADUs can use primary residence sewer/water hookups ▶ Implemented owner occupancy regulations and 90-day rental minimums to ensure safety of the "community fabric" ▶ Worked with one neighborhood to update building requirements to allow for ADUs on 25+ lots **Information/Education** ▶ Created an informational flyer: www.colorado.gov/pacific/ridgway/adus-ridgway ▶ Partnered with a local bank to help with outreach: bank distributed personal letter and ADU flyer to community members
Results	▶ Increase in ADU construction ▶ Positive relationship with the community through transparency and communication
Contact + Info	**Shay Coburn, Planner** **(970) 626-5308 ext. 222** **scoburn@town.ridgway.co.us**

Who/Where	City of Vancouver, British Columbia
Program	**Regulatory** ▶ Established the 2006 initiative EcoDensity — a city-wide dialogue around urban form and sustainability (including ADUs) ▶ Adopted the 2009 Laneway Housing Guidelines to allow for increased development of ADUs: https://vancouver.ca/people-programs/laneway-houses-and-secondary-suites.aspx **Education** ▶ Developed an informational guide: https://vancouver.ca/home-property-development/build-a-new-house-or-laneway-house.aspx
Results	▶ Community acceptance of increased density ▶ Highest number of ADUs in North America. Since 2009, when the Laneway Housing Program was adopted, more than 3,000 permits have been issued for laneway houses across the City
Contact + Info	**(604) 873-7611**

IX. RECOMMENDATIONS

Following is a set of recommendations that outline ways to **increase the production and supply of ADUs to house those who live and work in the North Tahoe-Truckee region.** The recommendations are a compilation of suggestions from the August 2019 survey, input from local jurisdiction planning and management staff already working on these issues, research from other communities, and multiple conversations with Mountain Housing Council and community partners. Many of the recommendations listed below are already being implemented by local jurisdictions.

We recognize that ADUs are not the silver bullet that will fix the housing challenges in our region but believe they are a productive and meaningful way to increase the inventory and affordability of units for the community.

Education + Information Solutions	Recommendation
Collaborate Regionally to Create ADU Marketing Materials	1 Implement an ADU education and marketing initiative ▶ Consider a regional approach ▶ Bring in marketing expertise, outside of local government, to create materials including: • How-to website, videos, brochures • Simple deed restriction, tool kits, online return on investment calculator ***Status*** ▶ Town of Truckee: Working on educational booklet/pamphlet, to be released by end of 2019 ▶ Placer County: Working on ADU Tool Kit
Appoint one person at each jurisdiction to serve as the "ADU Navigator"	1 Consider implementing an ADU program at Town of Truckee and Placer County to: ▶ Develop incentive programs (beyond AB 670/fee reductions) ▶ Assign ADU Navigator at each jurisdiction to consistently walk homeowners through process ***Status*** ▶ Town of Truckee hiring Housing Coordinator in 2020 ▶ TRPA created Housing Ombudsman Position in 2019 ▶ Placer County adding staff in Tahoe to support housing in 2020

Regulatory Improvements	Recommendations
Comply with all current and future ADU state laws	1. Town of Truckee, Nevada County, Placer County: Continue work of adopting all state ADU laws 2. TRPA: consider adopting more flexible ADU regulations or regulations that allow local jurisdictions the flexibility to implement their respective state laws 3. Special Districts: update ordinances to comply with state ADU laws (SB13) in 2020 — scalable fee vs. flat fee methodology 4. HOA: Review State Law AB670 and consider application ***Status*** ▶ See page 8–9 for summary of state law compliance

Incentive Program	Recommendation
Expand incentives programs beyond SB13*, to encourage more ADU production and occupancy by long-term renters *SB13 requires jurisdictions, special districts, water districts, charge ADU impact fees based on tiered methodolgy*	1. Consider allocating funds for an ADU incentive program beyond SB13 aimed at long-term renters that requires a deed restriction or some other type of guarantee that the unit will be rented long-term. Suggest that any incentive and deed program be supported with monitoring and compliance capacity (staff and resources) ***Status*** ▶ Town of Truckee: The General Plan Advisory Committee (GPAC) made a recommendation to the Town Council to use one-time housing money ($1M) to create a formalized ADU program ▶ Placer County working on ADU incentive pilot

Construction Solutions	Recommendation
Pre-approved modular ADUs	1. Consider funding a regional ADU program that: ▶ Creates pre-approved ADU plans and designs ▶ Secures a local lending partner who offers ADU loan products ▶ Establishes relationships with ADU modular companies that can design and build pre-approved units at an affordable price ▶ Establishes relationships with local vendors to lower costs of site work, engineering, etc. ***Status*** ▶ MHC has built relationships with several modular companies and started conversations with Placer County and Town of Truckee planning staff to consider a pre-approved, detached modular product

ATTACHMENT A ►

MATRIX OF CURRENT REGIONAL ADU POLICIES

Current Accessory Dwelling Units (ADU) Zoning Codes in the Tahoe Truckee Region
Updated: September 6, 2019

	Placer County Inside Basin (Tahoe Basin Area Plan)	Placer County Outside of Basin	Nevada County	Town of Truckee	TRPA
Definition + Purpose	**Definition:** Secondary Residence is defined in section 21.3.2 of the TRPA Code of Ordinances: One secondary residence shall be considered an accessory use to the primary use it serves and may be permitted where the primary use is a permissible use. Secondary units may include a guest house; an affordable or market-rate rental unit; a caretaker residence for a residential use, commercial use, public service or recreational use; and a manager's quarters for a tourist accommodation or multi-residential use. A secondary residence shall be considered a residential unit subject to the residential allocation limitations and transfer provisions.	**Definition:** "Secondary Dwellings" (Land Use) means a second permanent dwelling that is accessory to a primary dwelling on a site. A secondary dwelling may be either a detached or attached dwelling unit which provides complete, independent living facilities for one more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel or parcels as the primary dwelling. Secondary dwellings also include multi-generation housing units and are synonymous with accessory dwelling units as defined by California Government Code Section 65852-2. See Section 17.56.200 for specific use requirements applicable to secondary dwellings.	**Definition:** An ADU is a secondary dwelling unit with complete independent living facilities for one or more persons.	**Definition:** An attached or detached residential dwelling which provides complete independent living facilities for one or more persons on the same site as a single-family residence. Also known as an accessory dwelling unit. The secondary residential unit shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as a single-family dwelling.	**Definition:** Secondary Residence is defined in section 21.3.2 of the TRPA Code of Ordinances: One secondary residence shall be considered an accessory use to the primary use it serves and may be permitted where the primary use is a permissible use. Secondary units may include a guest house; an affordable or market-rate rental unit; a caretaker residence for a residential use, commercial use, public service or recreational use; and a manager's quarters for a tourist accommodation or multi-residential use. A secondary residence shall be considered a residential unit subject to the residential allocation limitations and transfer provisions.
Policy in Place	Secondary residences are permitted as accessory to a single family residence. If the parcel is one acre or smaller, the secondary residence must be deed restricted to prohibit the secondary residence to be converted to a tourist use or utilized as a vacation rental, and for affordability as determined by the Placer County Housing Specialist and in accordance with current California Department of Housing and Community Development requirements. A secondary residence shall be considered a Residential Unit subject to the residential allocation and transfer provisions of the TRPA Code of Ordinances. Could be prohibited HOAs	No more than one secondary dwelling shall be allowed per parcel. Secondary dwellings allowed in certain zones (all residential zones, Resort, Ag, Exclusive and Forest zones).	1 per lot allowed in certain zones. The County will issue a permit for an ADU even within an HOA that does not allow them. The responsibility of abiding by HOA rules are up to the property owner. County will not enforce CCR's.	One secondary residential unit is permitted in all zones where single-family residential is permitted. If the Town is aware of HOA regulations that would prohibit secondary residential units, the Town notifies the applicant; however, the Town will issue building permits iregardless of HOA rules. Parcels that are less than three acres in size that are on septic are not allowed to have secondary residential units.	Allowed on lots greater than one acre in size; on lots smaller than one acre in size where permitted by an Area Plan, or where included in a TRPA-certified Local Government Housing Program.
Type of Units Allowed	Attached to primary unit or detached.	Attached to the primary unit or detached. Detached secondary dwellings: may be attached to residential accessory structures as long as the secondary dwelling unit has a separate entrance with no internal circulation to the attached residential accessory structure, unless said structure is a garage.	1. Conventionally on-site constructed attached or detached structure from the primary residence (structures that meet building/electrical/fire codes. No tiny homes, RV's, tents, yurts, etc. Includes units within existing primary unit. 2. A manufactured home that meet building codes. 3. Converted existing accessory structure (such as a barn or garage) Needs to meet building codes.	Within, attached, or primary residence.	1. Within main house 2. Attached to main house 3. Detached from the existing main dwelling
Occupancy and Use Requirements	1. Either the primary or secondary residence on the site shall be occupied at least 10 months per year. 2. Short-term rental of a secondary residence or its bedrooms to overnight guests for fewer than 30 consecutive days is prohibited.	Either the primary or secondary dwelling on the site shall be owner occupied or rented on a long-term basis. This provision is not to be construed as requiring occupancy of one of the dwellings on a continuous basis; rather it requires owner occupancy or long-term rental of one of the units at any one time. For purposes of this section, "long-term rental" is defined as thirty-one (31) consecutive calendar days or more. Failure to comply with this requirement shall be a violation of the County Code and subject to enforcement action by the county. No secondary dwelling may be sold separately from the primary single-family dwelling.	Either the primary or second dwelling unit on the site shall be owner occupied. 1. Short-term rentals (less than 30-days) are allowed on properties that qualify for agritourism activities as allowed by Land Use and Development Code Section L-II 3.3 and verified by the County Agricultural Commissioner; 2. Short-term rentals (less than 30-days) are allowed on properties that are within the Soda Springs Rural Center as defined of the County General Plan Land Use Maps; 3. Renting an ADU within the Truckee Sphere of Influence for either a short or long term basis are subject to the same rental standards as established in the Town of Truckee Zoning Ordinance.	Both of the units can be long-term rented, but both cannot be short-term rented (only one can be short term rented).	

<table>
<tr><th></th><th>Placer County Inside Basin
(Tahoe Basin Area Plan)</th><th>Placer County Outside of Basin</th><th>Nevada County</th><th>Town of Truckee</th><th>TRPA</th></tr>
<tr><td>Lot Size/Location on Lot</td><td>Construction associated with any secondary residence shall conform to the height, setback, lot coverage, site plan review, fees, charges, and other requirements generally applicable to residential construction within the zoning subdistrict where the subject property is located.</td><td>Secondary dwellings are a residential use that is consistent with the existing General Plan and Zoning designation for the lot. See Section 17.56.180 for limitations on the total cumulative square footage of residential accessory structures on parcels of various sizes.</td><td>ADUs are allowed on any parcel that allows a primary dwelling unit regardless of parcel size as long as setbacks can be met.</td><td>ADUs are allowed on any parcel that allows a primary dwelling unit except if the parcel is on septic, then there is a 3-acre minimum.</td><td>Allowed on lots greater than one acre in size; on lots smaller than one acre in size where permitted by an Area Plan, or where included in a TRPA-certified Local Government Housing Program.</td></tr>
<tr><td>Floor Area/Size Limitations</td><td>The maximum floor area allowed for a secondary residence, whether attached to the primary unit or detached, shall be based on the area of the lot as follows:

Attached unit shall not increase the floor area of an existing primary residence by more than 30 percent. [NOTE: “Floor area” as used in this section means the living area of a residence, exclusive of any garage or carport, which is measured from the outside surfaces of exterior walls or walls between living areas and a garage.]

Maximum Secondary Residence size
Lot Area of Site — Maximum Secondary Residence Floor Area
2.29 acres or less — 840 sq. ft.
2.3 to 4.99 acres — 1,000 sq. ft.
5 acres or more — 1,200 sq. ft.</td><td>The maximum floor area of a secondary dwelling attached to, or contained within the existing space of the primary single-family dwelling shall not exceed fifty (50) percent of the primary single-family dwelling living area, with a maximum floor area of one thousand two hundred (1,200) square feet. The maximum floor area for a secondary dwelling detached from an existing single-family dwelling shall not exceed one thousand two hundred (1,200) square feet. [Note: “Living area,” for the sole purpose of calculating the maximum floor area of an attached secondary dwelling, means the interior habitable floor area of a dwelling unit, as measured to the outside surface of exterior walls, including habitable basements and attics, but does not include a garage or any accessory structure that was not developed as habitable space.]</td><td>1. Attached Units: maximum 50% of the existing residence gross floor area, but not to exceed 1,200 square feet.

2. Detached Units: maximum size shall be 1,200 square feet.

3. Detached second dwelling units may have an attached garage or carport that does not exceed 480 square feet.

*Exception: Previously approved senior citizen or disabled housing units may be modified to increase the square footage, not to exceed 1,200 square feet.</td><td>Minimum size of 150 square feet required.

Maximum size in relation to the main dwelling: the gross floor area of the unit shall not exceed the lesser of 50 percent of the existing living area of the main dwelling or:

1. On parcels less than one acre: 800 square feet of gross floor area; or

2. On parcels of one acre or more: 1,200 square feet of gross floor area.

A secondary unit shall be allowed at least 500 square feet of gross floor area in all cases</td><td>Defers to local regulations.</td></tr>
<tr><td>Water/Sewage</td><td>If property is on septic, septic system must demonstrate capacity of ADU or be expanded.</td><td>If property is on septic, septic system must demonstrate capacity for ADU or be expanded.</td><td>All water supply and sewage disposal requirements shall be complied with as administered by the Department of Environmental Health.</td><td>All water supply and sewage disposal shall be provided by an established community system or by an on-site system approved by the Nevada County Health Department. A secondary unit shall not be allowed on a parcel that is served by an on- site septic system and is less than three acres.</td><td>Defers to local regulations.</td></tr>
</table>

DESIGN STANDARDS	Placer County Inside Basin (Tahoe Basin Area Plan)	Placer County Outside of Basin	Nevada County	Town of Truckee	TRPA
Appearance	The secondary residence shall be architecturally compatible with the primary residence. For attached units, the appearance of the building shall remain that of a single-family residence.		N/A	N/A	N/A
Porches, Entryways, & Decks	N/A	May be added provided that any such covered feature is open on at least two sides and occupies an area no larger than twenty-five (25) percent of the allowable living space of the secondary dwelling.	Shall not exceed a 10-foot depth. Enclosed decks or porches shall not exceed 15% of the total gross floor area of the second dwelling unit and shall be constructed as non-habitable space.	N/A	N/A
Garages, Driveways, & Pedestrian Access	**Allowable Garage Area.** Detached secondary residences may be allowed an attached garage or carport with a maximum size of 576 square feet in addition to maximum permitted living area. Such space must be clearly designed for the storage of an automobile(s).		Meet the minimum fire safe driveway standards pursuant to the Land Use and Development Code. Additional requirements for second dwelling units that are located beyond the dead-end road limit.	Served by the same driveway encroachment as the main dwelling unit. Exceptions for 2nd units on corner lots can be requested from Community Development Director.	
Parking	2 parking spaces required per unit	In addition to parking required for the primary single-family dwelling by Article 17.54, one parking space per unit shall be provided on-site for the secondary dwelling. Tandem parking on an existing driveway or in setback areas is permissible. In areas subject to winter snow removal operations, new encroachments onto county-maintained roadways shall be prohibited in order to preserve available snow storage areas. No additional parking is required if the proposed secondary dwelling is: a. Within one-half mile of a public transit stop; b. Within an architecturally and historically significant historic district; c. Within the existing single-family dwelling or an existing residential accessory structure; d. In an area where on-street parking permits are required but not offered to the occupant of the secondary dwelling; or e. Within one block of a car share vehicle pick-up location. Notwithstanding Section 17.54.130(B) (Resolution of conflicts), parking for secondary dwellings in Squaw Valley	Must require 1 or more parking spaces depending on proximity to transportation.	*Pending approval of Truckee Town Council (as of 10/21/19):* One on-site parking space shall be provided for a studio or one-bedroom secondary unit and two on-site spaces shall be provided for a secondary unit with two bedrooms or more, in addition to that required for the main dwelling unit, in compliance with Chapter 18.48 (Parking and Loading Standards), except as described below: Parking exemptions: On-site parking shall not be required if the secondary unit is located within a half mile of a transit stop or within the Downtown Specific Plan Area General Plan Land Use Designation; the secondary unit is part of an existing primary residence or an existing accessory structure; or a car share vehicle station is located within one block of the secondary unit.	
Building Code	Detached secondary residences or additions to existing primary residences shall comply with appropriate building code requirements, minimum parcel size requirements, maximum unit floor area limits for the secondary residence, parking standards and building set-back standards.				
Set Backs	Must meet zone district setbacks	Must meet zone district setbacks	5'-30' ft depending on zoning *Can apply for variance and setback easements	Same as the main dwelling. Except for conversions to and additions to legally constructed garages: Conversions: A legally constructed garage located within a front yard setback that is approved for conversion to a secondary unit shall comply with the requirements of Development Code Section 18.30.120.F.3, including restrictions on windows and other wall openings on the elevation facing the street. No additional setback is required for the conversion of legally constructed garages within a side or rear yard setback. Additions: A minimum five-foot side or rear yard setback may be approved for a secondary unit that is constructed above or below a legally constructed garage.	

ADU PROGRAM SERVICES	Placer County Inside Basin (Tahoe Basin Area Plan)	Placer County Outside the Basin	Nevada County	Town of Truckee	TRPA
Incentives	If deed restricted for affordable, TRPA Residential unit comes from bonus pool (no TRPA cost). Deed-Restricted Secondary Dwelling Units: In the case where a property owner voluntarily opts to deed-restrict a secondary dwelling unit for affordability, said unit shall be exempt from payment of building permit fees and those fees identified in Articles 15.28 (Road Network) and 15.34 (Park and Recreation). Deed-restricted secondary dwelling units are secondary dwelling units that are restricted for affordability as verified by the county housing specialist and in accordance with current State Department of Housing and Community Development requirements. Said verification must be rendered in writing prior to exemption from fees. (Ord. 5816-B § 5, 2016; Ord. 5134-B Exh. A, 2001)	Deed-Restricted Secondary Dwelling Units: In the case where a property owner voluntarily opts to deed-restrict a secondary dwelling unit for affordability, said unit shall be exempt from payment of building permit fees and those fees identified in Articles 15.28 (Road Network) and 15.34 (Park and Recreation). Deed-restricted secondary dwelling units are secondary dwelling units that are restricted for affordability as verified by the county housing specialist and in accordance with current State Department of Housing and Community Development requirements. Said verification must be rendered in writing prior to exemption from fees. (Ord. 5816-B § 5, 2016; Ord. 5134-B Exh. A, 2001)	Fees deferred until COB for: 1. Deed restricted ADU's up to 80% AMI 2. ADU less than 800 sq. ft	Current: Facilities and Traffic impact fees are based on a square footage basis. In the works: Researching potential incentives in addition to HOA and septic restrictions. Fees based on square footage. No impact fees for: 1. Converting existing space 2. Spaces less than 500 sq. ft	
Building Permits, Timeline			Only a building permit is required for ADU's. Processing time is typically 30 days for new construction, conversions may be less.	Generally, only a building permit is required. Processing time is typically 30 days for new construction, with additional time for corrections.	30 days for completeness review and 120 days to complete the permit.