

# **Accessory Dwelling Units Fee Policy**



**City of Roseville  
Development Services Department**

Adopted by City Council on May 23, 2018 by Resolution No. 18-185  
Amended by City Council on (Date) by Resolution No. 21-\_\_\_\_\_

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## INTRODUCTION

An accessory dwelling unit (ADU) is defined by Government Code Section 65852.2, as it now exists or may hereafter be amended, and means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. The unit shall be located on a permanent foundation, have an independent exterior access, and shall include permanent provisions (or infrastructure to support permanent provisions (such as stubbing gas, water or sewer lines) for living, sleeping, eating, cooking, and sanitation on the same parcel as where a single-family, two-family or multi-family dwelling is situated or proposed<sup>1</sup> to be situated. ADUs can also include efficiency units, as defined in Section 17958.1 of the Health and Safety Code, manufactured homes, as defined in Section 18007 of the Health and Safety Code, second dwelling units, granny flats, in-law quarters, carriage units, and tiny houses as long as such units otherwise meet this definition. Roseville Municipal Code (RMC) Chapter 19.60 outlines the requirements for ADUs, which includes minimum and maximum sizes for ADUs.

A junior accessory dwelling unit is defined by Government Code Section 65852.22, as it now exists or may hereafter be amended, and means a unit that is no more than 500 square feet in size and contained entirely within a single-family dwelling. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.

The City of Roseville (City) originally established a fee policy for ADUs (formerly Second Dwelling Units) in the 1990's which has periodically been updated. The latest update occurred in May of 2018. New legislation has resulted in revisions to RMC Chapter 19.60 addressing ADUs and requires revisions to the fee policy. This fee policy recognizes that since ADUs generally result in fewer infrastructure demands and impacts to City services than single-family dwelling units, fees are charged proportionally for ADUs. It is the City's intent, consistent with State law, that this policy also apply to any ADU where a primary dwelling (single-family, two-family or multi-family unit) and ADU are being constructed at the same time.

The purpose of maintaining and updating this fee policy is to clarify the application of fees on the various types of ADUs that may be constructed within the City. Specifically, this policy outlines the methodology pursuant to Government Code Section 65852.2 for the application of development impact and connection fees related to ADUs that are charged on a per unit basis. It is the City's goal, consistent with State law and as reflected in this policy, to encourage the development of ADUs that can meet current City standards.

ADUs can take on multiple building configurations (attached and detached), type of ADU (existing or new), and service connections (shared or separate). The multiple configurations create different demands for services, and accordingly, fees are calculated and applied differently. This policy serves to address these different scenarios.

In the event that a provision of RMC Chapter 19.60 or this fee policy conflicts with the terms of a specific plan or associated development agreement, the provision that is most favorable to the property owner will be applied.

<sup>1</sup> For purposes of this policy, a single-family, two-family or multi-family dwelling unit will be deemed "proposed" provided that an application for a building permit has been submitted to the City for the unit.

## I. Utility Connection Fees

Pursuant to Section 65852.2(f)(4) of the California Government Code, the City may not require the payment of utility connection fees or capacity charges for an ADU if the ADU is developed within the existing space of a single-family residence or accessory structure unless the ADU was constructed simultaneously with a new single-family residence. For newly constructed ADUs, Section 65852.2(f)(5) authorizes the City to charge such fees as long as the charges are proportionate to the burden of the proposed ADU. As of the date of the adoption of this policy, the City charges the following utility connection fees: water connection fee (RMC Chapter 14.08), regional sewer connection fee (RMC Section 14.16.080), local sewer connection fee (RMC Section 14.16.060), and electric backbone mitigation fee (RMC Chapter 4.54).

The following includes the provisions that will be applied to ADUs based on the type of structure and utilities proposed which include: (a) New Structures with Shared Connections; (b) New Structures with Separate Connections; (c) Existing Structures/Spaces/Living Areas with Shared Connections; and (d) Existing Structures/Spaces/Living Areas with Separate Connections.

### a. “New Structures” with Shared Connections

Attached or detached ADUs developed as new structures, or the addition of new square footage to an existing structure, with common water, sewer, and/or electric connections will be subject to the following:

#### i. Water

1. When an ADU is constructed on the same parcel as an existing or proposed single-family dwelling, water service may be provided by utilizing a single water service for both the primary dwelling and the ADU.
  - a. When the existing water service is utilized for both the primary dwelling and the ADU, the property owner must prepare and submit an analysis demonstrating that the size of the water service is adequate to serve both units. If the existing service size is not adequate to serve both dwelling units, at the property owner’s discretion, the water service will either require upsizing to current City standards at the property owner’s expense or a second service shall be installed at the property owner’s expense pursuant to Section I(b)(i).
2. Please contact the Environmental Utilities Department Engineering Division at (916) 774-5752 for cost estimates.

#### ii. Sewer/Wastewater

1. When an ADU is constructed on the same parcel as an existing or proposed single-family dwelling, sewer service may be provided by

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utilizing a single sewer service for both the primary dwelling and the ADU.

- a. When the existing sewer service is utilized for both the primary dwelling and the ADU, the property owner must prepare and submit an analysis demonstrating that the size of the sewer service is adequate to service both units. If the existing service size is not adequate to serve both dwelling units, at the property owner's discretion, the sewer service will either require upsizing to current City standards at the property owner's expense or a second service shall be installed at the property owner's expense pursuant to Section I(b)(ii).

2. Please contact the Environmental Utilities Department Engineering Division at (916) 774-5752 for cost estimates.

### iii. Electric

1. When an ADU is constructed on the same parcel as an existing or proposed single-family dwelling, electric service may be provided by utilizing a single electric metered service panel for both the primary dwelling unit and the ADU.
  - a. When the existing metered service panel is utilized for both the primary dwelling and the ADU, the property owner must prepare and submit an analysis demonstrating that the size of the existing metered service panel is adequate to service both units. If the existing service panel is not adequate to serve both dwelling units, the panel and service entrance conductor will require upsizing to meet the version of the California Building Code standards adopted by the City. This may also require the upsizing of the service box by the property owner to meet City standards. All costs associated with upgrading the customer owned infrastructure shall be at the property owner's expense.
2. The property owner should be aware that any upsizing of Roseville Electric equipment required to feed the additional load will be at the property owner's expense. Please contact the Electric Department – New Services Division at (916) 797-6937 for cost estimates.

### b. “New Structures” with Separate Connections

Attached or detached ADUs developed as new structures, or the addition of new square footage to an existing structure, with separate water, sewer, and/or electric connections will be subject to the following:

- i. Water

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1. When an ADU is constructed on the same parcel as an existing or proposed single-family, two-family or multi-family dwelling and is utilizing a separate water service, the property owner shall be responsible for payment of water service connection fees and a City meter installed per current City standards for the separate service.
  2. In addition to the water service connection fees and the City water meter fee, the property owner shall also be charged for the installation costs by the City. Please contact the Environmental Utilities Department Engineering Division at (916) 774-5752 for cost estimates.
- ii. Sewer/Wastewater
1. When an ADU is constructed on the same parcel as an existing or proposed single-family, two-family or multi-family dwelling and is utilizing a separate sewer connection, the property owner shall be responsible for the payment of regional and local sewer service connection fees charged to the ADU.
  2. In addition to regional and local connection fees, the property owner shall also be charged for the installation costs by the City. Please contact the Environmental Utilities Department Engineering Division at (916) 774-5752 for cost estimates.
- iii. Electric
1. When an ADU is constructed on the same parcel as an existing or proposed single-family, two-family or multi-family dwelling and is utilizing a separate electric metered service panel, the property owner shall be responsible for payment of an electric backbone fee for the ADU.
  2. Only one point of connection is allowed per lot. Both the primary and secondary electric metered service panel shall be located at the same location.
  3. If the existing secondary service conduit and conductor from the City service box to the dual meter location is not adequate to serve both dwelling units, the customer owned service conduit and conductor will require upsizing to meet the version of the California Building Code standards adopted by the City. This may also require the upsizing of the service box by the property owner to meet City standards. All costs associated with upgrading the customer owned infrastructure shall be at the property owner's expense.
  4. The property owner should be aware that any upsizing of Roseville Electric equipment required to feed the additional load will be at the property owner's expense. Please contact the Electric Department – New Services Division at (916) 797-6937 for cost estimates.

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## c. “Existing Structures/Spaces/Living Areas<sup>2</sup>” with Shared Connections

Attached or detached ADUs developed within existing structures/spaces/living areas with common water, sewer, and/or electric connections will be subject to the following:

### i. Water

1. When an ADU is proposed within an “existing structure,” “existing space,” or “existing living area” as defined in RMC Chapter 19.60, water service may be provided by utilizing a single water service for both the primary dwelling and the ADU.
  - a. When the existing water service is utilized for both the primary dwelling unit and the ADU, the property owner must prepare and submit an analysis demonstrating that the size of the water service is adequate to serve both units. If the existing service size is not adequate to serve both dwelling units, the water service will require upsizing to current City standards at the property owner’s expense. While not required, at the property owner’s discretion, the property owner can choose to install a second service pursuant to Section I(d)(i).

#### i. There are two scenarios in this situation which are:

##### 1. Shared connection and adequate capacity:

- a. Property owner may utilize the existing shared connection. If the shared connection has adequate capacity and a shared connection is utilized, no residential water service connection charges will be imposed on the ADU; or
- b. Even though adequate capacity exists, if the property owner requests a separate connection, the separate connection would be at the property owner’s discretion and expense. Water connection fees and the City meter fee would be charged. Additionally, the property owner will be charged time and materials costs for the installation of the portion of the second service located on public property.

##### 2. Shared connection and inadequate capacity:

<sup>2</sup> An “existing structure or space” is an existing accessory structure or non-living area (e.g., garage). An “existing living area” is a habitable space within an existing dwelling unit (e.g., basements, attics).

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- a. At property owner's cost, the existing line will be upsized to current City standards. No connection charges will be imposed. However, the property owner will be responsible for the cost of time and materials for upsizing the portion of the system located on public property; or
    - b. At property owner's request and cost, a second service may be installed. Water connection fees and the City meter fee would be charged. Additionally, the property owner will be charged time and materials costs for the installation of the portion of the second service located on public property.
  2. Please contact the Environmental Utilities Department Engineering Division at (916) 774-5752 for cost estimates.
- ii. Sewer/Wastewater
  1. When an ADU is proposed within an "existing structure," "existing space," or "existing living area" as defined in RMC Chapter 19.60, sewer service may be provided by utilizing a single sewer service for both the primary dwelling and the ADU.
    - a. When the existing sewer service is utilized for both the primary dwelling and the ADU, the property owner must prepare and submit an analysis demonstrating that the size of the sewer service is adequate to service both units. If the existing service size is not adequate to serve both dwelling units, the sewer service will require upsizing to current City standards at the property owner's expense. While not required, at the property owner's discretion, the property owner can choose to install a second service at the property owner's cost pursuant to Section I(d)(ii).
      - i. There are two scenarios in this situation which are:
        1. Shared connection and adequate capacity:
          - a. Property owner may utilize the existing shared connection. If the shared connection has adequate capacity and a shared connection is utilized, no regional or local sewer service connection charges will be imposed on the ADU; or



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- b. Even though adequate capacity exists, if the property owner requests a separate connection, the separate connection would be at the property owner's discretion and expense. Regional and local sewer connection fees would apply along with time and materials costs for the construction of the portion of the second service located on public property.

## 2. Shared connection and inadequate capacity:

- a. If the shared connection has inadequate capacity, regional and local sewer service connection charges will be imposed if the property owner chooses to install a second service. Additionally, the property owner shall be charged time and materials costs for the construction of the portion of the second service located on public property; or
- b. At property owner's cost, the existing line will be upsized to current City standards. No regional or local sewer service connection fees will be imposed if the property owner chooses to upsize the existing line to current City standards. The property owner will be responsible for the cost of time and materials for upsizing the portion of the system located on public property.

- 2. Please contact the Environmental Utilities Department Engineering Division at (916) 774-5752 for cost estimates.

## iii. Electric

- 1. When an ADU is proposed within an "existing structure," "existing space," or "existing living area" as defined in RMC Chapter 19.60, electric service may be provided by utilizing a single electric metered service panel for both the primary dwelling and the ADU.
  - a. When the existing metered service panel is utilized for both the primary dwelling and the ADU, the property owner must prepare and submit an analysis demonstrating that the size of the existing metered service panel is adequate to service both units. If the existing service panel is not adequate to serve both dwelling units, the panel and service entrance conductor

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will require upsizing to meet the version of the California Building Code standards adopted by the City. This may also require the upsizing of the service box by the property owner to meet City standards. All costs associated with upgrading the customer owned infrastructure shall be at the property owner's expense.

2. The property owner should be aware that any upsizing of Roseville Electric equipment required to feed the additional load will be at the property owner's expense. Please contact the Electric Department – New Services Division at (916) 797-6937 for cost estimates.

## d. “Existing Structures/Spaces/Living Areas” with Separate Connections

Attached or detached ADUs developed within existing structures/spaces/living areas with separate water, sewer, and/or electric connections will be subject to the following:

### i. Water

1. When an ADU is proposed within an “existing structure,” “existing space,” or “existing living area” as defined in RMC Chapter 19.60, separate utility connections are not required. However, if the property owner chooses to install a separate connection in place of utilizing the existing system (if adequate) or in place of upsizing the system to current City standards, the property owner shall be responsible for time and materials costs for the installation of the portion of the separate water service located on public property, the cost of the City water meter, and the water service connection fee.
2. Please contact the Environmental Utilities Department Engineering Division at (916) 774-5752 for cost estimates.

### ii. Sewer/Wastewater

1. When an ADU is proposed within an “existing structure,” “existing space” or “existing living area” as defined in RMC Chapter 19.60, separate utility connections are not required. However, at the property owner's discretion, if the property owner chooses to install a separate connection in place of utilizing the existing system (if adequate) or in place of upsizing the system to current City standards, the property owner shall be responsible for payment of time and materials costs for the installation of the portion of the separate sewer service located on public property, in addition to the regional and local sewer service connection fees.
2. Please contact the Environmental Utilities Department Engineering Division at (916) 774-5752 for cost estimates.

### iii. Electric

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1. When an ADU is proposed within an “an existing structure,” “existing space,” or “existing living area” as defined in RMC Chapter 19.60, a second electric metered service panel is not required. However, if the property owner chooses to install a second electric metered service panel in place of a shared service, the property owner shall be responsible for payment of an electric backbone fee for the ADU.
2. Only one point of connection is allowed per lot. Both the primary and secondary electric metered service panel shall be located at the same location.
3. If the existing secondary service conduit and conductor from the City service box to the dual meter location is not adequate to serve both dwelling units, the customer owned service conduit and conductor will require upsizing to meet the version of the California Building Code standards adopted by the City. This may also require the upsizing of the service box by the property owner to meet City standards. All costs associated with upgrading the customer owned infrastructure shall be at the property owner’s expense.
4. The property owner should be aware that any upsizing of Roseville Electric equipment required to feed the additional load will be at the property owner’s expense. Please contact the Electric Department – New Services Division at (916) 797-6937 for cost estimates.

## II. Development Impact Fees

Development Impact Fees (also known as Mitigation Fees)<sup>3</sup> will not be charged for ADUs less than 750 square feet and for junior ADUs. Development Impact Fees will apply to all ADUs greater than 750 square feet, whether newly constructed or constructed within existing spaces or living areas. As provided for in State law, Development Impact Fees charged for ADUs shall be charged proportionally in relation to the square footage of the primary dwelling unit.

Detached units tend to function more as separate standalone units and may generate the same level of service or utility impacts as the primary residence. For this reason, fees are assessed to each of the detached units. For the purpose of assessing fees, attached structures shall be deemed attached when connected by a common wall. Breezeways, corridors, gazebos or other like features shall not be considered attached units for the purpose of this policy. It must be recognized that this fee policy is established for the calculation and assessment of fees and the provisions within this policy do not correlate to the building code or other construction or improvement standards. For example, a breezeway connecting two structures may meet the building code requirements for the two structures to be considered attached; however, the building code definition has no bearing on the application of impact fees for ADUs.

<sup>3</sup> For purposes of this policy, “development impact fee” shall have the same meaning as the term “fee” is defined in Government Code Section 66000(b), except that it also includes fees specified in Government Code Section 66477 (Quimby Act). “Development impact fee” does not include any utility connection fee or capacity charge.

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## a. Traffic Mitigation Fees (Over 750 Square Feet)

- i. **Attached ADU:** Where the primary dwelling unit and the ADU are constructed as attached structures, the development impact fees shall be calculated for the primary dwelling unit only at the single-family development impact fee rate and no fee shall apply to the attached ADU. Fees are to be calculated consistent with the fee established for the property/plan area.
- ii. **Detached ADU:** A detached ADU shall be charged a development impact fee at the multi-family rate consistent with the traffic impact fees established for the property/plan area. The multi-family rate is the dwelling unit equivalent (DUE) established for Land Use (220) "Apartment" by the Institute of Transportation Engineers (ITE) in their regularly published Trip Generation report, the latest copy of which is incorporated into the City's approved Traffic Mitigation Fee program (TMF). At the time of adoption of this policy, the DUE equivalent for multi-family development is 0.62 dwelling units.

When a single permit is required for construction of the primary residence and the ADU, the development impact fees for the new primary dwelling and ADU shall be calculated as follows:

Primary dwelling unit	= 1.0
ADU	= <u>+0.62</u>
Primary and ADU Unit Fee	= 1.62 DUE

Where separate permits are required or utilized, the primary unit shall be charged traffic mitigation fees based on 1.0 DUE and the ADU shall be charged traffic mitigation fees based on 0.62 DUE or the current multi-family rate approved with the City's TMF program if other than 0.62 DUE.

Notwithstanding the foregoing, traffic mitigation fees shall be charged proportionately in relation to the square footage of the primary dwelling unit if that methodology results in lower fees than using the multi-family rate set forth above.

## b. Park and Bike Trail Fees (Over 750 Square Feet)

Neighborhood park development fees shall be waived.

As it relates to Citywide Park and Bike Trail fees the following shall apply.

- i. **Attached ADU:** Construction of an attached ADU shall not be subject to City-wide park development and bike trail fees provided the primary dwelling unit paid the fees at the full single-family rate.
- ii. **Detached ADU:** City-wide park development and bike trail fees for construction of detached ADUs shall be charged proportionately in relation to the square footage of the primary dwelling unit.

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## c. Public Facility Fees (Over 750 Square Feet)

- i. **Attached ADU:** Construction of an attached ADU shall not be subject to public facility fees provided the primary dwelling unit paid the fees at the full single-family rate.
- ii. **Detached ADU:** Public facility development impact fees for construction of detached ADUs shall be charged proportionately in relation to the square footage of the primary dwelling unit..

## d. Connection, Capacity, and Other Development Impact Fees

For development impact fees not listed above, including utility connection fees and capacity charges, fees for ADUs will be charged as follows:

1. **Refuse Fees:** Solid waste impact fees that are collected will be charged at the full flat rate based on a single-family dwelling unit.
2. **Water Connection Fees:** Water connection fees that apply to an ADU will be based on the high density residential rate. If additional water connection(s) to a lot is required due to insufficient capacity or at the request of the property owner, then the equivalent water connection fees will be applied. If an upsize of the existing service is required due to insufficient capacity or at the request of the property owner, the applicable water connection fee for the new service size will be charged less any previous water connection fees paid.
3. **Sewer Fees:** Regional and local sewer connection fees shall not be charged for ADUs unless additional sewer connection(s) to a lot is required due to insufficient capacity or at the request of the property owner. In such cases, an equivalent number of additional regional and local sewer connection fees will be applied.

If not addressed in the list directly above, fees will be charged as follows:

4. **Dwelling Unit Types:** For fees charged based on dwelling-unit type, ADUs will be charged proportionately in relation to the square footage of the primary dwelling unit..
5. **Flat Rate:** For fees charged based on a flat rate, ADUs will be charged proportionately in relation to the square footage of the primary dwelling unit..

## III. Other Fees

Property owners shall be responsible for paying all other applicable City fees including, but not limited to, permit fees, administrative fees, service fees, and any other fees set forth in development agreements applicable to the property or plan area.

## IV. Carriage Units

Some Specific Plans and Development Agreements include an additional dwelling type referred to as "Carriage Units". These types of Carriage Units have been approved for construction on medium density residential parcels in some areas of the City. In these instances, a Carriage Unit is limited to a maximum of 500 square feet and includes a kitchen. They shall have a studio configuration, be constructed over a garage only, and have separate entrances which may be accessible from alleys. A single electrical service is required; however, separate meters may be installed. Carriage Units that meet this definition are required to have a single water and sewer service to the primary dwelling (separate water and sewer services are not allowed). For purposes of collecting fees, these types of Carriage Units will not be charged development impact fees.