

Planning Commission Meeting

June 24, 2025 at 7:00 PM

Council Chambers: 201 North Broadway, Escondido, CA 92025

WELCOME TO YOUR COMMISSION MEETING

We welcome your interest and involvement in the legislative process of Escondido. This agenda includes information about topics coming before the Commission.

CHAIR

Stan Weiler

VICE CHAIR TBD

Commissioners Carrie Mecaro Barry Speer Jeff Jester Dustin Steeve Marc Correll Corey Gustafson

MINUTES CLERK

Alex Rangel

HOW TO WATCH

The City of Escondido provides one way to watch a Commission meeting:

In Person



201 N. Broadway, Escondido, CA 92025





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HOW TO PARTICIPATE

The City of Escondido provides two ways to communicate with the Commission during a meeting:





Fill out Speaker Slip and Submit to City Clerk



https://escondido-ca.municodemeetings.com

ASSISTANCE PROVIDED

If you need special assistance to participate in this meeting, please contact our ADA Coordinator at 760-839-4869. Notification 48 hours prior to the meeting will enable to city to make reasonable arrangements to ensure accessibility. Listening devices are available for the hearing impaired – please see the City Clerk.





CITY of ESCONDIDO

Tuesday, June 24, 2025

Agenda

CALL TO ORDER

FLAG SALUTE

ROLL CALL

APPROVAL OF MINUTES

1. May 27, 2025

WRITTEN COMMUNICATIONS

Under state law, all items under Written Communications can have no action, and will be referred to the staff for administrative action or scheduled on a subsequent agenda.

ORAL COMMUNICATIONS

Under state law, all items under Written Communications can have no action, and will be referred to the staff for administrative action or scheduled on a subsequent agenda.

This is the opportunity for members of the public to address the Commission on any item of business within the jurisdiction of the Commission.

PUBLIC HEARINGS

Please limit your testimony to three minutes.

2. PL22-0010 / 2022 General Plan Amendment

REQUEST: TABLE PL22-0010 TO A DATE UNCERTAIN TO BE RENOTICED IN ACCORDANCE WITH ARTICLE 61, DIVISION 6 OF THE ESCONDIDO ZONING CODE.

A General Plan Amendment to modify the Community Protection chapter; the addition of an Environmental Justice section to the Community Health and Services chapter; and an Addendum to the previously certified 2012 General Plan's Final Environmental Impact Report (FEIR) (SCH #20100716054) ("Project").

PROPERTY SIZE AND LOCATION: CityWide

APPLICANT: City of Escondido, Development Services Department



CITY of ESCONDIDO

Tuesday, June 24, 2025

CEQA RECOMMENDATION: The Project relies on a previously adopted addendum to the FEIR for the 2012 General Plan Update ("Addendums 1 – 3 of the FEIR"). The FEIR for the 2012 General Plan Update (SCH #20100716054) was certified on May 23, 2012. A fourth addendum to the previously adopted FEIR and Addendums 1-3 of the FEIR has been prepared for the Project ("Addendum #4").

STAFF RECOMMENDATION: Receive and File

CITY COUNCIL HEARING REQUIRED: _X_YES ___NO

CURRENT BUSINESS

3. PL24-0286 – Urban Forestry Management Plan

REQUEST: A request for Planning Commission to receive the Urban Forestry Management Plan project ("Project") presentation.

PROPERTY SIZE AND LOCATION: CityWide

APPLICANT: City of Escondido, Development Services Department

CEQA RECOMMENDATION: Statutory Exemption – CEQA Guidelines Section 15262 (Feasibility and Planning Studies)

STAFF RECOMMENDATION: Planning Commission to receive the Urban Forestry Management Plan project ("Project") presentation and provide feedback.

CITY COUNCIL HEARING REQUIRED: ___YES ___X_NO

4. PL23-0381– Pre-approved Accessory Dwelling Unit Program Information Session

REQUEST: A request for Planning Commission to receive and file the Pre-approved Accessory Dwelling Unit ("PAADU") Program project presentation

PROPERTY SIZE AND LOCATION: CityWide

APPLICANT: City of Escondido

CEQA RECOMMENDATION: State law requires local jurisdictions to approve Accessory dwelling units ministerially. CEQA Guidelines Section 15268 exempts ministerial projects from the requirements of CEQA.

STAFF RECOMMENDATION: None

CITY COUNCIL HEARING REQUIRED: ___YES ___X_NO





Tuesday, June 24, 2025

FUTURE AGENDA ITEMS

ORAL COMMUNICATIONS

Under state law, all items under Written Communications can have no action, and will be referred to the staff for administrative action or scheduled on a subsequent agenda.

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SELECTION OF CHAIR AND VICE-CHAIR

PLANNING COMMISSIONERS REPORT

CITY PLANNER'S REPORT

5. Tentative Future Agenda

ADJOURNMENT



Planning Commission Minutes

May 27, 2025 at 7:00 PM Council Chambers: 201 North Broadway, Escondido, CA 92025

WELCOME TO YOUR COMMISSION MEETING

We welcome your interest and involvement in the legislative process of Escondido. This agenda includes information about topics coming before the Commission.

CHAIR Stan Weiler

VICE CHAIR TBD

COMMISSIONERS Marc Correll

Jeff Jester Carrie Mecaro Barry Speer Dustin Steeve Corey Gustafson

MINUTES CLERK

Alex Rangel

HOW TO WATCH

The City of Escondido provides one way to watch the Planning Commission meeting:

In Person



201 N. Broadway, Escondido, CA 92025

Planning Commission Minutes

Tuesday, May 27, 2025

MINUTES

CALL TO ORDER: 7:00 p.m.

FLAG SALUTE: Chair Weiler.

ROLL CALL:

Commissioners Present: Stan Weiler, Chair; Jeff Jester, Commissioner; Barry Speer, Commissioner; Dustin Steeve, Commissioner; and Corey Gustafson, Commissioner.

Commissioner Absent: Marc Correll, Commissioner; Carrie Mecaro, Commissioner.

City Staff Present: Oscar Romero, Principal Planner; Dare DeLano, Assistant City Attorney; Jason Christman, Engineering Manager; Ivan Flores, Principal Planner; and Alex Rangel, Minutes Clerk.

APPROVAL OF MINUTES:

1. May 13, 2025 Meeting Minutes.

Motion to approve meeting minutes. Motion: Commissioner Jester; Second: Commissioner Speer. Motion carried (3-0) to approve the minutes, as amended. Ayes: Weiler, Jester, Speer. Nays: None. Abstain: Steeve, Gustafson. Absent: Correll, Mecaro.

WRITTEN COMMUNICATIONS:

None.

ORAL COMMUNICATIONS:

None.

PUBLIC HEARINGS:

2. PL25-0149/PL25-0150/PL25-0151 -339 S. Escondido Boulevard/West 4th Lofts

REQUEST: Approval of a Planned Development Permit (Master and Precise Plan) and a Design Review Permit to allow for the construction of a 5-story multi-family building with a total of 35 units on a 0.23acre site with residential units on the ground-floor ("Project"). The Project site is zoned Specific Planning Area (S-P), and has a General Plan Land Use Designation of Specific Planning Area 9 (Downtown Specific Plan). The Project includes a density bonus request, and would provide four (4) Very-Low-Income units.



Planning Commission Minutes

Tuesday, May 27, 2025

In accordance with State Density Bonus Law and Article 67 (Density Bonus and Residential Incentives), the Project would utilize two (2) incentives/concessions to reduce the required amount of open space, and to allow balconies to project into a required front yard setback. The Project also includes on- and off-site improvements consisting of new off-street parking spaces, open space, stormwater management, and right-of-way improvements. The Project includes an environmental determination.

PROPERTY SIZE AND LOCATION: The 0.23-acre site is located on the northwest corner of S Escondido Boulevard and 4th Avenue is addressed at 339 S Escondido Boulevard. (Assessor's Parcel Number(s): 233-141-15-00).

ENVIRONMENTAL STATUS: Categorical Exemption – CEQA Guidelines Section 15332 (In-Fill Development Projects)

APPLICANT: Stephen Dalton Architects

STAFF RECOMMENDATION: Recommended approval to City Council.

PUBLIC COMMENT:

Kyle Carruthers, applicant, spoke in favor of the project. Mark Gombos submitted a public comment in opposition of the project, citing public parking concerns. CalHDF submitted a public comment in favor of the project.

COMMISSION DISCUSSION:

The commissioners spoke in great detail regarding the project. Discussion topics included the project's request pursuant to AB 2097, density bonus concession requests, and the Downtown Specific Plan's Design Guidelines.

COMMISSION ACTION:

Motion to approve Planning Commission Resolution No. 2025-06, recommending approval of the project to the City Council. Motion: Commissioner Speer; Second: Commissioner Jester. Ayes: Weiler, Gustafson, Jester, Speer. Nays: Steeve. Absent: Correll, Mecaro.

CURRENT BUSINESS:

None.

FUTURE AGENDA ITEMS:



PLANNING COMMISSION MINUTES

Tuesday, May 27, 2025

None.

ORAL COMMUNICATIONS:

None.

SELECTION OF CHAIR AND VICE-CHAIR:

This item is postponed until a full commission can be present.

PLANNING COMMISSIONERS:

None.

CITY PLANNER'S REPORT:

Oscar Romero, Principal Planner provided the City Planner's Report in place of Veronica Morones regarding information for the next regularly scheduled Planning Commission meeting.

ADJOURNMENT

Chair Weiler adjourned the meeting at 8:19 p.m.

Oscar Romero, Acting Secretary to the Escondido Planning Commission

Alex Rangel, Minutes Clerk



STAFF REPORT

DATE: June 24, 2025 PL22-0010 / 2022 General Plan Amendment

PROJECT NUMBER / NAME: PL22-0010 / 2022 General Plan Amendment

REQUEST: TABLE PL22-0010 TO A DATE UNCERTAIN TO BE RENOTICED IN ACCORDANCE WITH ARTICLE 61, DIVISION 6 OF THE ESCONDIDO ZONING CODE.

A General Plan Amendment to modify the Community Protection chapter; the addition of an Environmental Justice section to the Community Health and Services chapter; and an Addendum to the previously certified 2012 General Plan's Final Environmental Impact Report (FEIR) (SCH #20100716054) ("Project").

PROPERTY SIZE AND LOCATION: CityWide

APPLICANT: City of Escondido, Development Services Department

GENERAL PLAN / ZONING: N/A

PRIMARY REPRESENTATIVE: Veronica Morones, City Planner

DISCRETIONARY ACTIONS REQUESTED: None

PREVIOUS ACTIONS: N/A

CEQA RECOMMENDATION: The Project relies on a previously adopted addendum to the FEIR for the 2012 General Plan Update ("Addendums 1 – 3 of the FEIR"). The FEIR for the 2012 General Plan Update (SCH #20100716054) was certified on May 23, 2012. A fourth addendum to the previously adopted FEIR and Addendums 1-3 of the FEIR has been prepared for the Project ("Addendum #4").

STAFF RECOMMENDATION: Receive and File

REQUESTED ACTION: Table to a date uncertain.

CITY COUNCIL HEARING REQUIRED:	х	YES	NO
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REPORT APPROVALS: Christopher W. McKinney, Interim Director of Development Services

X Veronica Morones, City Planner



STAFF REPORT

DATE: 06/24/2025

PL24-0286 – Urban Forestry Management Plan Informational Item

PROJECT NUMBER / NAME: PL24-0286 – Urban Forestry Management Plan				
REQUEST: A request for Planning Commission to receive the Urban Forestry Management Plan project ("Project") presentation.				
PROPERTY SIZE AND LOCATION: CityWide	APPLICANT: City of Escondido, Development Services Department			
GENERAL PLAN / ZONING: N/A	PRIMARY REPRESENTATIVE: Pricila Roldan, Associate Planner and Dudek			
DISCRETIONARY ACTIONS REQUESTED: N/A				
PREVIOUS ACTIONS: <u>August 14, 2024</u> : The Escondido City Council voted 5-0 to adopt Resolution No. 2024-127, authorizing the City to accept grant funds from the US Department of Agriculture ("USDA")/US Forest Service ("USFS") in the amount of \$665,500 to develop the Urban Forestry Management Plan and fund maintenance for Arbor Day plantings.				
October to December 2024: Planning staff released a Request for Proposals soliciting consultant support for the grant. City staff concluded that Dudek would be the most qualified consulting team due to their experience and ability to deliver on the grant's scope of work.				
<u>February 19, 2025</u> : The Escondido City Council approved Resolution No. 2025-09, awarding a consulting agreement to Dudek for development of the Urban Forestry Management Plan.				
CEQA RECOMMENDATION: Statutory Exemption – CEQA Guidelines Section 15262 (Feasibility and Planning Studies)				
STAFF RECOMMENDATION: Planning Commission to receive the Urban Forestry Management Plan project ("Project") presentation and provide feedback.				
REQUESTED ACTION: Receive presentation and provide feedback to City staff.				
CITY COUNCIL HEARING REQUIRED:YESX_NO				
REPORT APPROVALS: Dare DeLan	o, Assistant City Attorney			
X Veronica Morones, City Planner				





STAFF REPORT

BACKGROUND

The City of Escondido's Climate Action Plan ("CAP") seeks to reduce Citywide emissions through 11 strategies and over a dozen implementation measures. Strategy 9 of the CAP directs the City to develop an Urban Forestry Plan ("UFMP"). Urban Forestry Plans are documents that guide the care for a City's urban forests. An urban forest is a collection of trees that grow within a city, and may include public spaces, such as: trees in parks, along street rights of way, as well as any other public property area. Urban forests may also include private property as well, such as in private yards. Current literature on urban forests shows that expanding a City's urban forest reduces exposure to heat and particulate matter thereby improving public health; lowers energy bills through reducing pockets of heat from impervious surfaces like asphalt; and makes public spaces more enjoyable for community members.

In 2024, the Escondido City Council voted 5-0 to adopt Resolution No. 2024-127, authorizing the City to accept grant funds from the USDA/USFS in the amount of \$665,500 ("UFMP Grant"). The UFMP Grant aims to produce an UFMP and fund ongoing tree maintenance for tree plantings. In late 2024, Planning staff released a Notice of Request for Proposals and selected Dudek as the most qualified consultant to develop an UFMP.

The UFMP Grant was initially scoped to take place during a three-year timeframe. However, in March 2025 the Federal Administration announced mass reductions and early retirements to the USFS which forecasts spending cuts across several Forest Service programs in the next fiscal year--which begins in October 2025. Funding uncertainty has reduced the UFMP Grant's initial timeline to September 30, 2025, making the three-year project a five-month project. Staff has been working diligently with Dudek to deliver on the grant's objectives within the new timeframe.

SUMMARY OF REQUEST

The UFMP Grant seeks to develop a document/plan that will guide how the City cares for its urban forest. Recommendations will be based on:

- 1. An Analysis of Urban Forestry Resources: A tree-inventory sustainability and environmental services analysis for publicly-managed trees, and a Citywide canopy cover analysis for the entire urban forest (public and private trees); and
- 2. A programmatic review of the processes, policies, and procedures of the City's tree maintenance program to ensure alignment across all regulatory and guiding documents; and
- 3. A collection of community input from outreach and engagement events.

Initially, the City planned to use a portion of the UFMP Grant to fund ongoing tree maintenance specifically for Arbor Day plantings. However, changes to the UFMP Grant's timeline have re-directed a partial amount of funding for tree plantings to more generalized areas for planting. The UFMP Grant stipulates a focus on neighborhoods identified as experiencing a disproportionate amount of heat, air pollution, health risks and more, in accordance with the Council on Environmental Quality's <u>Climate and Economic Justice Screening Tool</u> ("CEJST"). The City's application for the UFMP Grant included a focus on CEJST neighborhoods, which waived a 50-percent match requirement. To meet the UFMP Grant's stipulations, the City will prepare planting sites to occur in CEJST identified areas.

Resident engagement for tree plantings is currently underway. When a planting site is identified, homes will receive information about Escondido's Free Street Tree Planting Program. Residents who opt-in will select a tree species



STAFF REPORT

based on their potential planting sites identified in their adjacent parkway area. Staff will guide the resident in species selection, and encourage the selection of the largest stature tree appropriate for each site. While tree plantings will be specific to CEJST communities and occur prior to the final UFMP, the final UFMP will provide findings and future recommendations for the entirety of the City.

To date, Dudek and City staff have begun analyses including tree-inventory sustainability and environmental values, community engagement and outreach efforts, and preparing a planting list for identified CEJST sites. The City is actively seeking input from the community via a survey and during community events. Timeline for the Project is as follows:

- April 2025: Begin existing conditions assessment
- May to August 2025: Community engagement
- May to September 2025: Identification of vacant sites, tree plantings, and tree maintenance
- August 2025: UFMP Draft and regulatory update

FISCAL ANALYSIS

This item is informational only. The Urban Forestry Management Program, comprised of the creation of the Urban Forestry Management Plan, tree plantings, and subsequent policy alignment, is grant funded by the U.S. Department of Agriculture and U.S. Forest Service in the amount of \$665,500.

ENVIRONMENTIAL ANALYSIS

The Project is Statutorily Exempt in accordance with Section 15262 of the CEQA Guidelines which does not require the preparation of an EIR or Negative Declaration for projects involving feasibility or planning studies that have not been approved, adopted, or funded.

PUBLIC INPUT

Dudek and City staff plan to conduct two focus group events in late June.

An Urban Forestry Management Plan survey is available for the public to provide input until July 18, 2025. The survey can be accessed via the following link and is available in both English and Spanish.

https://arcg.is/0C0Da2

Dudek and City staff will attend various community events in Spring and Summer 2025 including Escondido's Street Festival, Valley Vibes, Cruising Grand Kick off, and National Night Out Against Crime.

CONCLUSION AND RECOMMENDATION: Planning Commission to receive the Urban Forestry Management Plan project ("Project") presentation and provide feedback

ATTACHMENTS

- 1. Attachment 1- Urban Forestry Management Plan Survey Flyer
- 2. Attachment 2- Urban Forestry Management Plan Free Tree Program Door Hanger

ATTACHMENT 1

Help shape the future of **ESCONDIDO'S TREES**



Thoughts on Escondido's trees?

The City of Escondido is creating a plan to care for our trees, and we want to hear from you!

Take the survey. It takes less than 10 minutes!

Survey closes June 30th



Why trees matter:

- Lower energy bills
- Clean our air and water
- Keep neighborhoods cooler
- Make outdoor spaces more enjoyable

Questions?

Email us: UFMP@dudek.com Learn more: www.escondido.gov/651





Sé parte del futuro de LOS ÁRBOLES DE ESCONDIDO



¿Y tus opiniones sobre los árboles de Escondido?

¡La Ciudad de Escondido está creando un plan para cuidar nuestros árboles queremos escuchar tu opinión!

Toma nuestra enuesta. Toma menos de 10 minutos.

La encuesta termina el 30 de Junio



Los árboles importan porque:

- Limpian nuestro aire y agua
- Mantienen los vecindarios más frescos
- Reducen el costo de energía
- Hacen que los espacios al aire libre sean más agradables

¿Preguntas?

Envíanos un correo: UFMP@dudek.com Aprende más: www.escondido.gov/651





Adopt a Tree Today!

The City of Escondido is planting trees. The open space near your street curb was identified as a great place to grow a tree!

To qualify you must agree to:

- Y Have a tree planted
- Commit to watering your new tree, twice a week for 3 years during the Dry Season (from May-November).

Why 3 years?

Newly planted trees need time to adjust to their new homes. Watering helps their roots "establish" to the soil and climate.

Scan the QR code below before July 31.

The City will come and plant a tree for free!

¡La Ciudad de Escondido está plantando árboles! Las áreas verdes alrededor de tu casa han sido identificadas como lugares ideales para plantar un árbol.

10

Para calificar, debes comprometerte a lo siguiente:

- 💈 Permitir que se plante un árbol
- Regar tu árbol dos veces por semana durante 3 años en temporada de sequía (de mayo a noviembre).

¿Por qué 3 años?

Los árboles recién plantados necesitan tiempo para adaptarse a su nuevo hogar. Regarlos con regularidad ayuda a que sus raíces se establezcan y se adapten al clima.

Escanea el código QR a continuación **antes del 31** de julio.

¡La Ciudad vendrá y plantará tu árbol gratis!





When you adopt tree through the Request a Free Tree program, you contribute to your community by creating shaded walking paths, that cool your neighborhood and provide cleaner air and water for your community.

How it works:

- A City inspector will visit your home to confirm it's eligible.
- During the visit, they'll help you choose a tree species that fits the space and avoids conflicts with utilities like power lines, street lights, and water meters.
 - The City will come back to plant the tree
 - You help the tree grow by watering. Once your tree matures and grows larger, the City will maintain pruning for the tree.

Please note that trees will only be planted within the City right-of-way

Cuando adoptas un árbol a través del programa Solicita un Árbol Gratis, contribuyes a tu comunidad, dandole sombra a tu vecindad. Los arboles tambien ayudan a mantener el agua y aire limpio.

*

Cómo funciona:

- Un inspector visitará tu casa para confirmar que sea elegible.
- Durante la visita, le ayudará a elegir el árbol adecuado para su espacio, asegurándose que no cause conflictos con servicios públicos como cables eléctricos y medidores de agua.
- Luego, la Ciudad regresará para plantar su árbol
 Al regarlo, ayudaras al árbol a crecer.
 Cuando el árbol madure y crezca, la Ciudad se encargará de podarlo.

Ten en cuenta que los árboles solo se plantarán en áreas residenciales y dentro del la vía de la Ciudad.

Want more information?

¿Quiere más información? escondido.gov/627/Request-a-Free-Tree Call us to adopt at **760-839-4668**



Funding for this project is supported by GreenLatinos and the U.S. Departmen Agriculture, Forest Service." 17



STAFF REPORT

DATE: 06/24/2025

PL23-0381 – Pre-approved Accessory Dwelling Unit Program Information Session

PROJECT NUMBER / NAME: <u>PL23-0381– Pre-approved Accessory Dwelling Unit Program Information Session</u>				
REQUEST: A request for Planning Commission to receive and file the Pre-approved Accessory Dwelling Unit ("PAADU") Program project presentation				
PROPERTY SIZE AND LOCATION: CityWide	APPLICANT: City of Escondido			
GENERAL PLAN / ZONING: N/A	PRIMARY REPRESENTATIVE: Pricila Roldan, Associate Planner			
DISCRETIONARY ACTIONS REQUESTED: N/A				
PREVIOUS ACTIONS:				
<u>August 2021 to December 2023:</u> The Escondido City Council adopted the Sixth Cycle Housing Element in 2021, amended the Element in 2023, and received funding from the California Department of Housing and Community Development to create a pre-approved Accessory Dwelling Unit ("PAADU") Program consistent with Housing Element Program 2.1.				
January 2024 to March 2024: The City of Escondido released a Request for Proposals soliciting consultant support for the development of a PAADU program and contracted with RRM Design Group.				
March 2024 to January 2025: Staff worked with RRM Design group to create and launch the PAADU program.				
CEQA RECOMMENDATION: State law requires local jurisdictions to approve Accessory dwelling units ministerially. CEQA Guidelines Section 15268 exempts ministerial projects from the requirements of CEQA.				
STAFF RECOMMENDATION: None				
REQUESTED ACTION: Receive the Staff Report and presentation				
CITY COUNCIL HEARING REQUIRED:YESX_NO				
REPORT APPROVALS: Dare DeLan	o, Assistant City Attorney			
X_Veronica M	orones, City Planner			





STAFF REPORT

BACKGROUND

In 2021, the City of Escondido adopted the Sixth Cycle Housing Element which set forth the goals, policies, and programs that will meet current and future housing needs of residents living within the City. Program 2.1 of the Housing Element seeks to address the California state legislature's requirement to create a pre-approved Accessory Dwelling Unit ("PAADU") program by January 1, 2025. Accessory Dwelling Units ("ADUs") are small, residential units that are located within the lot of a single-family home or multifamily residential property. In the City of Escondido, ADU's can range from a couple hundred square feet to 1,000 square feet. ADUs may be attached to the main property structure; they may be detached, stand-alone structures; or interior conversions within the primary unit such as a single-family home garage conversion into a living space.

In 2024, City staff began the implementation of program 2.1 by publishing a Request for Proposals to solicit support in developing a set of four ADU plans. The plans would eventually be reviewed and approved by the City of Escondido for public use and consumption. In addition to the plan sets, the City solicited support to develop bilingual (Spanish and English) educational materials about the program. In March of 2024, the City successfully contracted with RRM Design Group, an architecture and urban design team. Staff presented to the Planning Commission on June 11, 2024 to provide a progress update and glean feedback on RRM's proposed ADU plans.

During the latter half of 2024, City staff worked in conjunction with RRM to produce pre-approved plans for ADUs. On January 2025, the City launched the PAADU program. In addition to the materials prepared by the City and RRM, City staff continue to update internal tracking and permitting systems to determine program efficacy. As of the writing of this staff report, since the launch of the program at the beginning of the year, the City's Development Services Department has received a total of eight applications for pre-approved ADUs. The City will continue to educate and provide outreach when feasible on the program.

SUMMARY OF REQUEST

Receive and file staff's memo and presentation.

SUPPLEMENTAL DETAILS OF REQUEST

As part of the PAADU program, the City has developed four sets of ADU plans that may be used, at no cost, by Escondido residents. The provided floor plans include a:

- 1. 484 square foot studio that can be converted into a 1-bedroom
- 2. 640 square foot 2-bedroom, 1-bathroom unit
- 3. 840 square foot 2-bedroom, 2-bathroom unit
- 4. 1,000 square foot 2-bedroom, 2-bathroom unit that can be converted into a 3-bedroom

Plans are customizable to allow variations in color, materials, window and door arrangements. Plans also offer optional porch space and an 'aging-in-place' design by allowing for reinforcement grab bars in bathrooms and showers.

To help residents navigate the ADU permit process, staff developed a collection of educational materials including a program brochure, guidebook, frequently asked questions, and a process chart.

Full plan sets and educational materials can be viewed using the following link:





STAFF REPORT

https://www.escondido.gov/1207/Pre-Approved-ADU-Program-PAADU.

FISCAL ANALYSIS

The PAADU program was funded with Local Early Action Planning (LEAP) grant dollars provided by the California Department of Housing and Community Development. The total cost of the program was \$213,942.

ENVIRONMENTIAL ANALYSIS

State law requires local jurisdictions to approve ADU permits ministerially. Per CEQA Guidelines Section 15268, ministerial projects are exempt from the requirements of CEQA.

PUBLIC INPUT

During the Fall of 2024, staff held two community events at the Escondido Public Library to inform residents about the PAADU program. Approximately 140 residents attended between the two events. A summary of the community workshops can be found under Attachment 1.

CONCLUSION AND RECOMMENDATION

This presentation serves as an outreach opportunity to the community and decision makers, as well as to provide the Planning Commission with a reporting out of the final program and materials.

ATTACHMENTS

- 1. PAADU Community Workshop Summary
- 2. Final Plans (excerpted floor plans and elevations only)
- 3. PAADU Guidebook



Pre-Approved ADU (PAADU) Program Community Workshops Summary

Introduction

The California Department of Housing and Community Development awarded the City of Escondido Local Early Action Planning (LEAP) grant funding to design pre-approved ADU building plans for residents to download and use. Pre-approved ADU building plans are plans that undergo preliminary building plan check and approval by the City for compliance with necessary regulations like the California Building Code and Escondido's Zoning Code. Because plans are pre-screened, review times for approval may be shorter.

In 2023, the State Legislature passed Assembly Bill 1332 which requires local agencies to make preapproved ADU plans available by January 1, 2025. To meet the state legislature's ambitious deadline and deliver on the LEAP grant's objectives, the City of Escondido contracted with RRM Design Group, an architecture and urban design consulting firm, to provide pre-approved plans, community outreach and publication materials

In the months of August and September of 2024, The City of Escondido, in collaboration with RRM Design Group (RRM), facilitated two community workshops. The following pages include a summary of the workshops, including format, content, activities conducted, and supporting images.

Purpose

The purpose of the community workshops informed and engaged the public about ADUs and the PAADU Program. The content presented provided an overview on ADUs, introduced the PAADU Program's benefits and options, and familiarized attendees with the process to develop an ADU on their property. The workshops were intended to be accessible by Spanish and English speakers. All materials presented at the community workshop were available in English and Spanish language. Furthermore, each community workshop offered three bilingual facilitators with fluency in English and Spanish to engage with all participants. The community workshop also accomodated parents and guardians by providing kids' activities tables. housing-themed coloring pages, and crayons.



Community Workshop #2



Community Workshop #1

Dates/Times

The community workshops sought to accommodate attendees' varying schedules by taking place on different days of the week and times during the day. The first community workshop was conducted on Thursday, August 29 - 5:30 p.m. to 7 p.m. and the second community workshop took place on Saturday, September 14 - 9 a.m. to 10:30 a.m. Hosting workshops during these times minimized conflicts with employment and family commitments, helping guarantee attendance from a diverse group of community members.

Location

Both of the PAADU Program community workshops were conducted at the City of Escondido Public Library, located at 239 S. Kalmia St. Escondido, CA 92025. The Public Library was selected due to its central and accessible location, and the versatility of its Turrentine Room, which has a seating capacity of 50 people and includes amenities like on-site furniture and audiovisual equipment suitable for presentations and group activities.

Event Promotion

A custom flyer was developed to promote both workshops and was distributed through various channels including hard copy flyers, social media posts and email blasts to stakeholders like schools and local businesses. The flyer was designed incorporating City of Escondido's branding colors and fonts, presented information in an engaging format. The flyer was made available in English and Spanish.

The flyer was shared on the City of Escondido's Instagram account and received 55 likes and shared 19 times. The flyer was also shared on City of Escondido's Facebook page and received 53 likes and was shared 24 times. To further increase awareness of the event, the City of Escondido provided paid advertisement of the event's flyer post on Facebook for all users in City of Escondido zip codes.



Workshop Handbook

The flyer was also published on the PAADU Program webpage, and the Events Calendar, both found on the City of Escondido's website. Flyer hardcopies were posted at City Hall and at the Public Library. Additionally, the flyer was distributed via email by City staff to various local and regional organizations such as Escondido Union High School District, County of San Diego, CSU San Marcos.

Content and Format

The community workshop's structure to allowed attendees to sign-in, enjoy food and refreshments before an introductory presentation on the PAADU program. After the presentation, attendees participated in group activites, provided comments, and responded/asked questions.

1. Welcome/Check-In

City and RRM staff greeted and welcomed attendees at the check-in table, which was located by the main entrance. A sign-in sheet was available, and attendees were invited to write down their information. Each attendee was provided a workshop handbook which included an introduction, the event's agenda with a brief description of each component of the workshop, and a QR code to the PAADU Program webpage found on the City of Escondido's website.

2. Welcome Map and Welcome Question

A welcome map showing the extent of the City of Escondido boundaries was available next to the welcome/check-in table, allowing attendees to engage with a quick activity right after checkingin. The welcome map included instructions for attendees to place a pushpin to indicate the area of the City of Escondido where they live and/or work. The intent of the map was to help visualize where the workshop attendees were coming from.

Next to the welcome map, attendees were invited to respond to the question "Are you interested in building an ADU?" on a board, by placing a sticky do on their response. Attendees captured on the board whether they are interested in building an ADU, or if they don't know what an ADU is.

3. Food and Refreshments

As part of the welcome/check-in, attendees were invited to stop by the food table and find a seat before the introduction presentation started. Food and refreshments were made available to ensure that attendees would not be discouraged from attending the workshop due to conflicts with attendees' mealtimes.

4. Introduction Presentation

City staff and RRM Design Group provided an introductory presentation. During the first community workshop, the presentation was conducted in English and Spanish. At the second community workshop, the presentation was conducted in English, and simultaneous Spanish translation was available at the second community workshop, attendees interested in utilizing the service were provided with headsets to listen to the translation.

Presentation Outline

- Introductions to City of Escondido staff and RRM Design Group
- Housing Crisis in California
- Introduction to ADUs
 - » ADUs, detached ADUs, and conversions
 - » ADUs / JADUs
 - » ADU Benefits
 - » Legislative Landscape
 - » ADUs in Escondido
- Introduction to PAADU Program
 - » Purpose
 - » Benefits
- Pre-Approved Prototypes Overview
 - » Overview of the different prototypes available through the program, including the range of sizes, customization options, garage conversions, and an explanation of how the program would work in the Old Escondido Neighborhood.
- Permitting process and submittal requirements
- Explanation of workshop table activities.

Item 4.



Community Workshop #1

5. Workshop Tables

Group activities were conducted at two different stations formed by grouped tables where attendees were seated. Attendees were led by a facilitator that engaged the group to understand the information presented through interactive activities. At each station, there were also several opportunities for questions and answers.

- A. "What are my options to place an ADU on a typical lot?" activity
 - » A City of Escondido typical lot size was represented on a three-dimensional model depicting an existing primary residence and movable ADU options. The workshop activity facilitator displayed the different ADU options on a typical lot with handson movement and placement of the model pieces. As part of this activity a board with a graphic representation of each ADU type was available to further inform and engage attendees.
- B. "Draw a site plan" activity
 - Each attendee was given a sheet titled "Draw a site plan" which captured a City of Escondido typical lot, including its property lines, setbacks, and the footprint of a single-family primary residence. Attendees were provided cutout templates with the different shapes and sizes of the ADU prototype plans available as part of the PAADU program for attendees to place on the site plan sheet. Attendees were also provided with a ruler to measure setbacks and minimum dimensions, as well as mechanical pencils to work on their site plan exercise. To support the activity, a board explaining Escondido's ADU development standards to consider was available at the station.

6. Informational Boards

The workshop included a series of boards that were displayed to provide attendees to interact with information about ADUs and the PAADU Program:

A. What are some barriers to developing an ADU?

- » Attendees were asked what some barriers are to developing an ADU in their experience. The board included four categories: design, cost, process, and other. Sticky dots were available to select between the options listed under design, cost, and process, and sticky notes were available for attendees to write down the barriers they have experienced and place them under the "other" category.
- **B. PAADU Program**
 - » An overview of the PAADU Program was captured on a board that highlighted what is the PAADU program, who can utilize the program, and the program's benefits.
- C. PAADU Program Prototype Plans
 - » Attendees were presented with the range of prototype plans available as part of the PAADU Program, including the plans' different shapes and sizes, as well as number of bedrooms/baths. Draft plan sets were available for attendees to review to learn more about the prototypes.

Participation:

- A total of 70 participants attended the first community workshop held on Thursday, August 29 - 5:30 p.m. to 7:00 p.m.
- A total of 72 participants attended the second community workshop held on Saturday, September 14 - 9:00 a.m. to 10:30 a.m.
- Several individuals registered on the sign-in sheet available at the check-in table and provided their email address. Staff will reach out to attendees with updates on the PAADU Program.



Sign-in Sheet Available at check-in.

What we heard:

The following includes a list of questions asked by attendees at the community workshops:

- How many ADUs are allowed in one lot?
- Do I have to live in the main house or the ADU to be able to use the PAADU program?
- What are the required setbacks?
- Do I have to pay a surveyor to survey my property to prove to the City that the ADUs fit?
- Does the City have a list of recommended general contractors?
- Am I allowed to act as my own contractor?
- Am I allowed to build my own ADU?
- How much time will I save using the PAADU program?
- Does the PAADU program apply to pre-fabricated ADUs?
- When will the PAADU floor plans be available for use?
- Does the City require off-street parking for ADUs?
- Can the pre-approved ADUs be adapted? As in, can I use one of the floor plans but add an attached garage and still take advantage of the PAADU program?
- Where is the QR Code for the City's website?
- How do I start this process? Do I hire a surveyor, a contractor, or someone else first?
- When will these plans be available?
- What is the approximate cost per square foot?
- Can we change the location of/add-remove windows?
- Are we required to meet Title 24 since windows will not face the same direction?
- What is the cost of the plans?
- Who is paying for the plans? Will the city be making money out of it?
- Who do I need to talk to first, my HOA or the City?
- Can the HOA reject these plans if they're already approved by the city?
- How would the structure of my main residence be affected if I build an ADU above my garage?
- Is the City offering any grants and/or financing plans/options to build ADUs?
- Do we need new water and electrical meter for each ADU in the property?
- Is there a parking requirement for ADUs?

- What if the PAADU plans don't match the design of my house?
- Is the 10ft distance required to the main structure or to any existing structure, like a patio cover?
- Will the space between the ADU and the main property become a shared space, like in a condo?
- Are we required to do a soils report with these PAADU plans?
- Why is the City only allowing 1,000 sq ft if the State says an ADU can be 1,200?



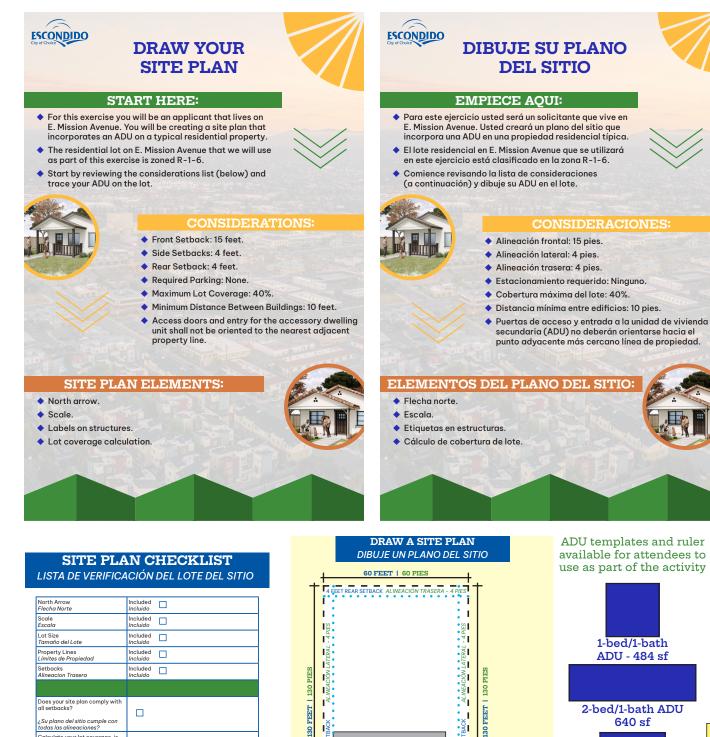
Community Workshop #1



Community Workshop #2

"Draw a Site Plan" Activity - Materials





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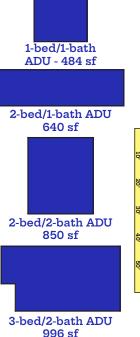
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FEET | 130 PIES ΞĮ. ¥ BACI 130 S. SID PRIMARY RESIDENCE 2,100 SQ, FT. : HI 4 PRIMARY RESIDENCE 2,100 SQ. FT. 1 ı. 1 Scale ESCALA н 15 FEET FRONT SETBACK 1" = 10 ALINEACIÓN FRONTAL - 15 PIES Т 1 PULGADA = 1 PIE 60 FEET | 60 PIES

ADU templates and ruler available for attendees to use as part of the activity



Does your site plan comply with all setbacks?

2 Su plano del sitio cumple con

Calculate your lot coverage, is the percentage under 40%?

Calcula la cobertura de tu lote, es ¿El porcentaje es inferior al 40%?

Is there a minimum of 10 feet between the primary residence and ADU?

¿Hay un mínimo de 10 pies? entre la residencia principal y ADU?

Maximum Lot Coverage Calculation

Cálculo de cobertura máxima de

todas las alineaciones?

Primary Residence SF + ADU SF = X Total Lot SF

Primary Residence SF + ADU SF = X

"What are my Options to Place an ADU on a Typical Lot?" Activity





Community Workshop #1



Community Workshop #2



Model showing detached ADU.



Item 4.

Model showing JADU.



Model showing attached ADU.



Model showing a garage conversion option.

PAADU Program

An overview of the PAADU Program was captured on a board that explained the purpose of the program, potential users, and benefits.

ESCONDIDO City of Choice

PRE-APPROVED ADU PAADU PROGRAM

WHAT IS THE PAADU PROGRAM?

- The PAADU Program provides Escondido residents with pre-approved plans that can be used at no charge to develop an ADU on their property.
- These pre-approved plans have already gone through a rigorous City review, which helps applicants save time.
- These plans comply with the local zoning code and building codes, which allows for a simplified approval process during the permitting process.



WHAT ARE THE BENEFITS?

- Cost savings related to the design of the ADUs.
 Time savings with a smoother review and
- permitting process.
- Reduced uncertainty in the design and permitting phases.
 An overall simplified process accessible
- for people unfamiliar with construction and development.

WHO CAN USE THE PAADU PROGRAM?

- When the program is launched, the pre-approved plans will be available to the public for download and use.
- Applicants will be able to utilize them to incorporate ADUs in their residential properties in Escondido.

ESCONDIDO

PROGRAMA DE ADUS PREAPROBADAS (PAADU)

¿QUÉ ES EL PROGRAMA PAADU?

- El programa PAADU proporciona a los residentes de Escondido planos preaprobados que pueden usarse sin costo alguno para desarrollar una ADU en su propiedad.
- Estos planes preaprobados ya han pasado por una rigurosa revisión de la Ciudad, lo que ayuda a los solicitantes a ahorrar tiempo.
- Estos planes cumplen con el código de zonificación local y los códigos de construcción, lo que permite un proceso de aprobación simplificado durante el proceso de obtención de permisos.



¿CUÁLES SON LOS BENEFICIOS?

- Ahorro de costos relacionados con el diseño de las ADU.
- Ahorro de tiempo con un proceso de revisión y obtención de permisos más fluido.
- Reducción de la incertidumbre en las fases de diseño y permisos.
- Un proceso simplificado accesible para personas no familiarizadas con la construcción y el desarrollo.

¿QUIÉN PUEDE UTILIZAR EL PROGRAMA PAADU?

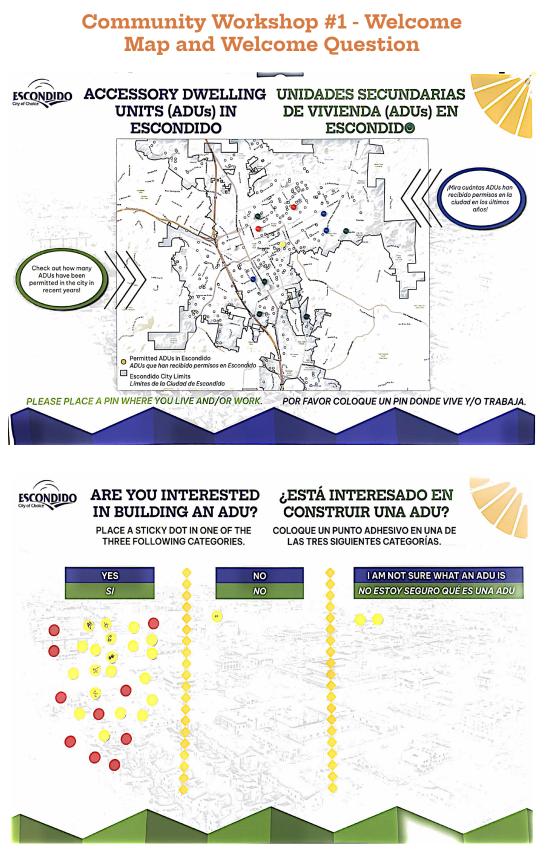
- Cuando se lance el programa, los planes preaprobados estarán disponibles para el público para su descarga y uso.
- Los solicitantes podrán utilizarlos para incorporar ADU en sus propiedades residenciales en Escondido.



PAADU Program Prototype Plans

Attendees were presented with the range of prototype plans available as part of the PAADU Program, including the plans' different shapes and sizes, as well as number of bedrooms/baths. Draft plan sets were available for attendees to review to learn more about the prototypes.







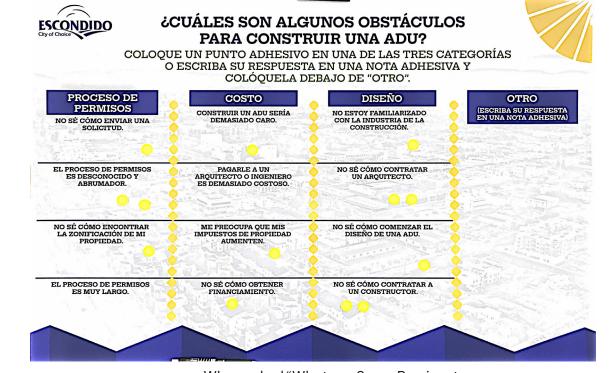
A total of 12 participants placed a pin in response to the welcome map.



When asked "Are you Interested in Building an ADU?", attendees responded:

- Yes (30)
- No (1)
- I am not sure what an ADU is (2)

Community Workshop #1 - "What are Some **Barriers to Developing an ADU?"** WHAT ARE SOME BARRIERS TO **ESCONDIDO BUILDING AN ADU?** PLACE A STICKY DOT IN ONE OF THE THREE CATEGORIES OR WRITE YOUR ANSWER ON A STICKY NOTE AND PLACE UNDER 'OTHER' PERMIT PROCESS COST DESIGN OTHER I DON'T KNOW HOW TO I AM NOT FAMILIAR WITH THE CONSTRUCTION INDUSTRY. (WRITE DOWN ANSWER ON A STICKY NOTE) CONSTRUCTING AN ADU SUBMIT AN APPLICATION. WOULD BE TOO EXPENSIVE THE PERMIT PROCESS PAYING FOR AN ARCHITECT I DON'T KNOW HOW TO HIRE AN ARCHITECT. IS UNFAMILIAR AND OVERWHELMING. OR ENGINEER IS TOO COSTLY. I AM WORRIED MY PROPERTY TAXES WILL INCREASE. I DON'T KNOW HOW TO FIND MY PROPERTY'S ZONING. I DON'T KNOW HOW TO START TO DESIGN AN ADU. THE PERMITTING PROCESS WILL TAKE TOO LONG. I DON'T KNOW HOW TO OBTAIN FINANCING. I DON'T KNOW HOW TO HIRE A CONTRACTOR

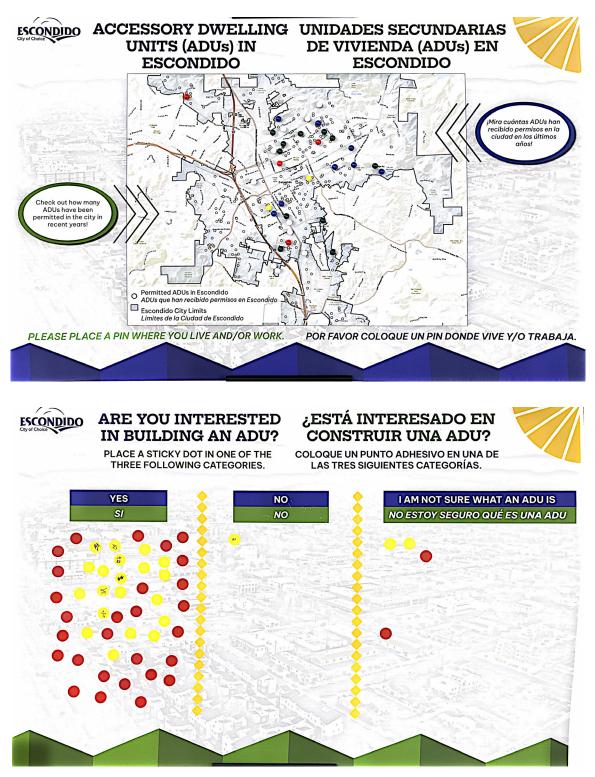




When asked "What are Some Barriers to Building an ADU?", attendees responded:

- Permit Process (7)
- Cost (10)
- Design (10)
- Other (2)

Community Workshop #2 - Welcome Map and Welcome Question



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A total of 23 participants placed a pin in response to the welcome map, during Workshop #2.

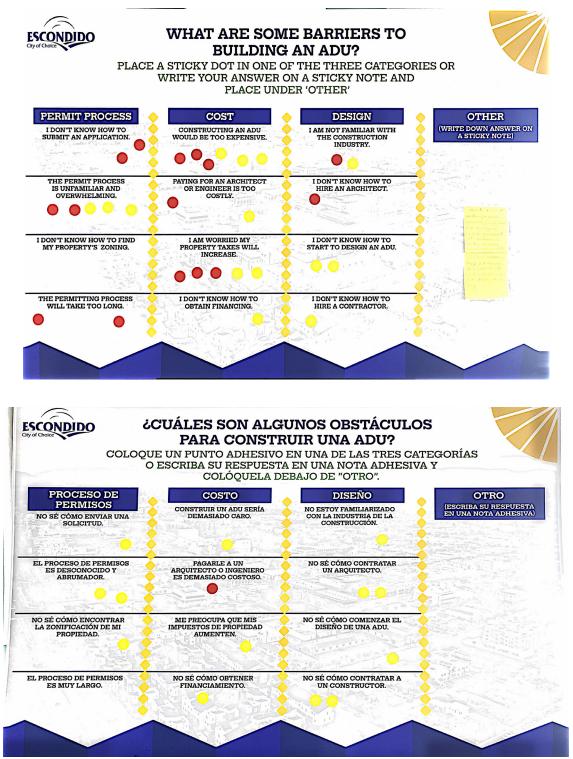
A total of 35 participants between both workshops.



When asked "Are you Interested in Building an ADU?", attendees responded:

- Yes (18). A total of 48 between both workshops.
- No (1)
- I am not sure what an ADU is (2). A total of 4 between both workshops 32

Community Workshop #2 - "What are Some Barriers to Developing an ADU?"





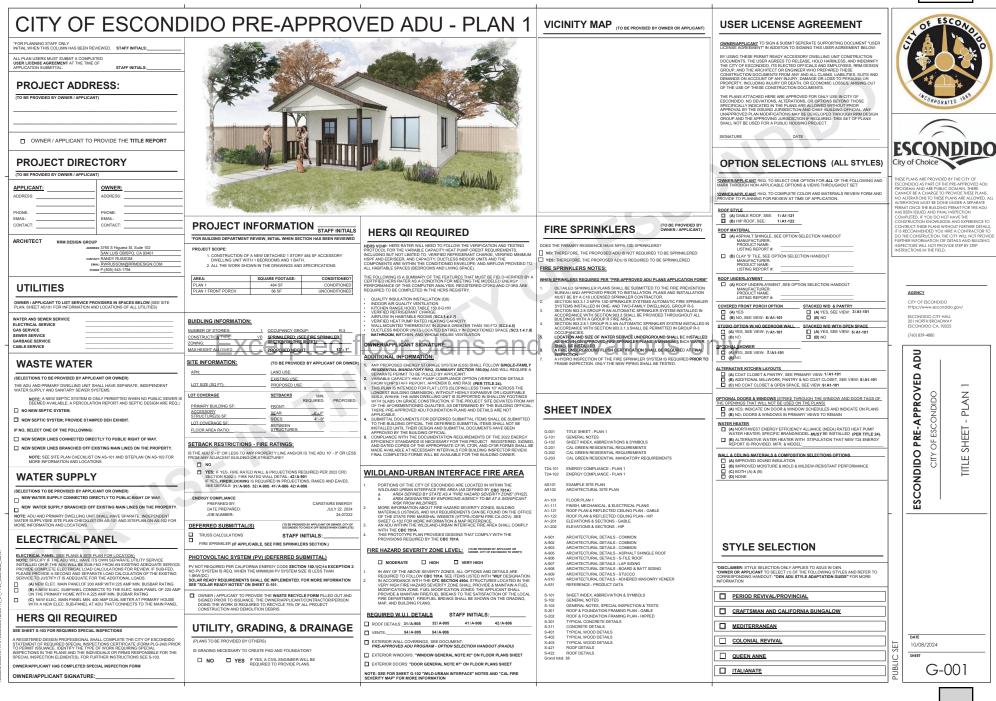
When asked "What are Some Barriers to Building an ADU?", attendees responded:

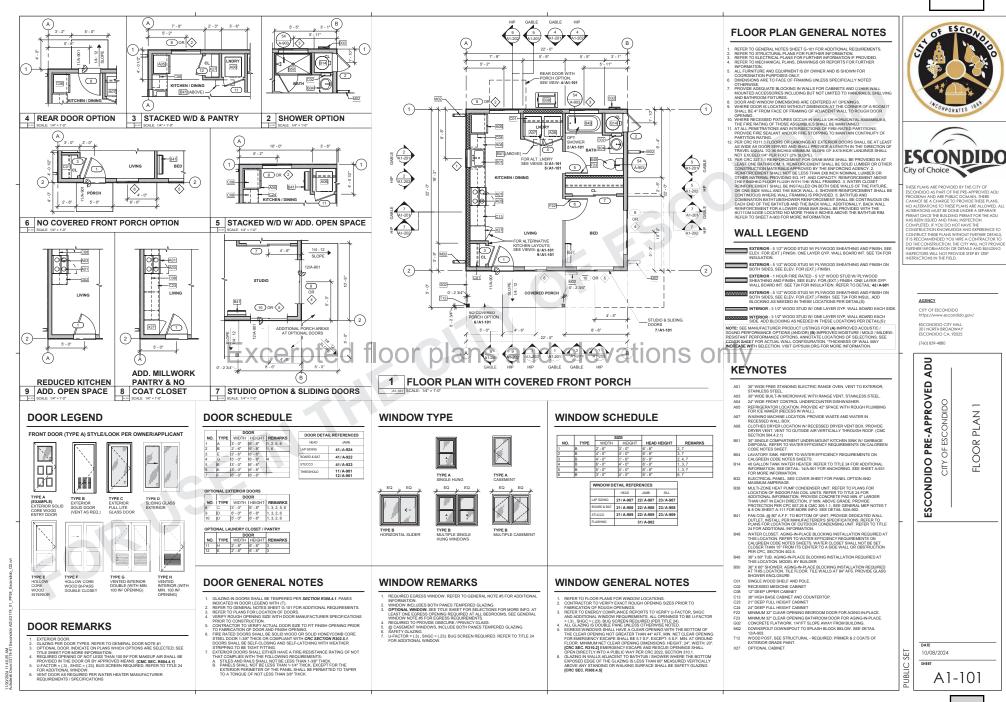
- Permit Process (6). A total of 13 between both workshops.
- Cost (8). A total of 18 between both workshops.
- Design (2). A total of 12 between both workshops.
- Other (0). A total of 2 between both workshops.

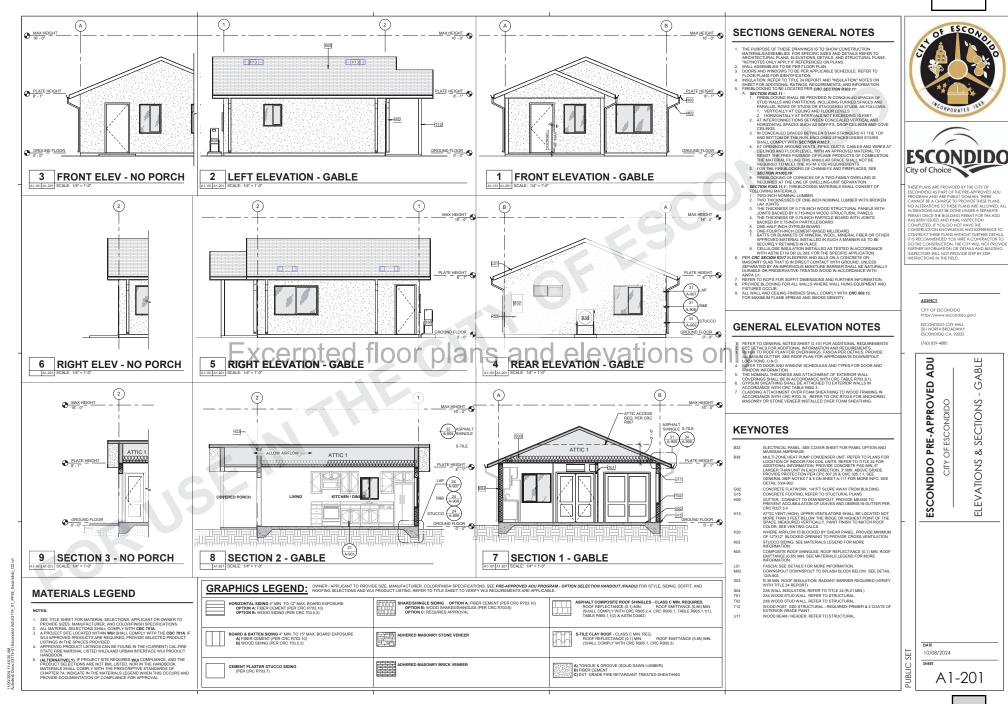
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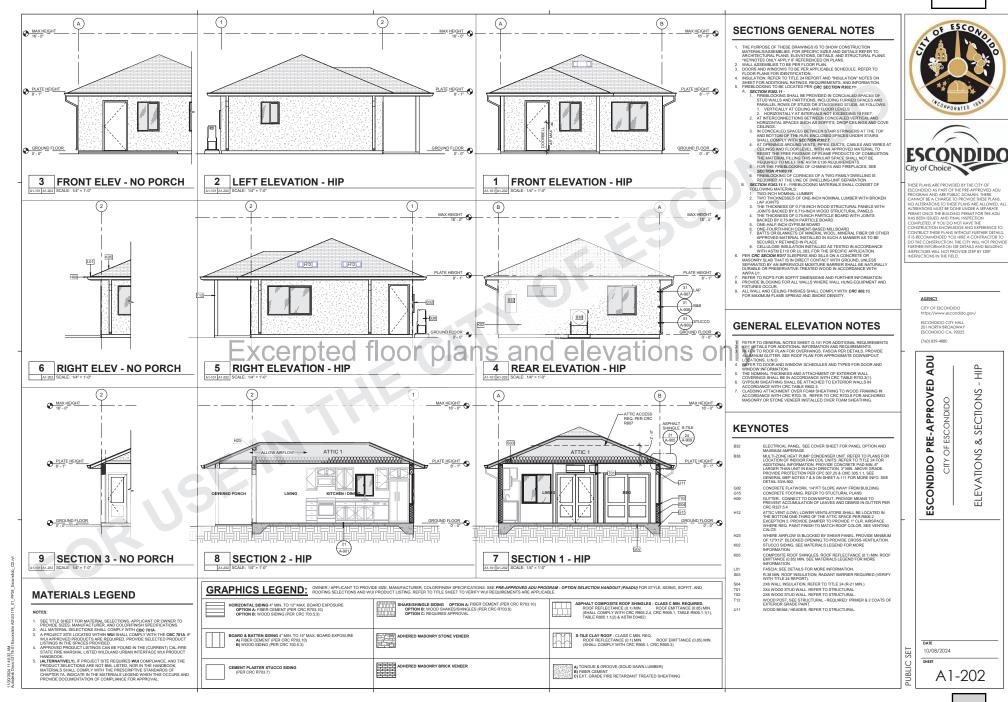
ATTACHMENT 2

Item 4.

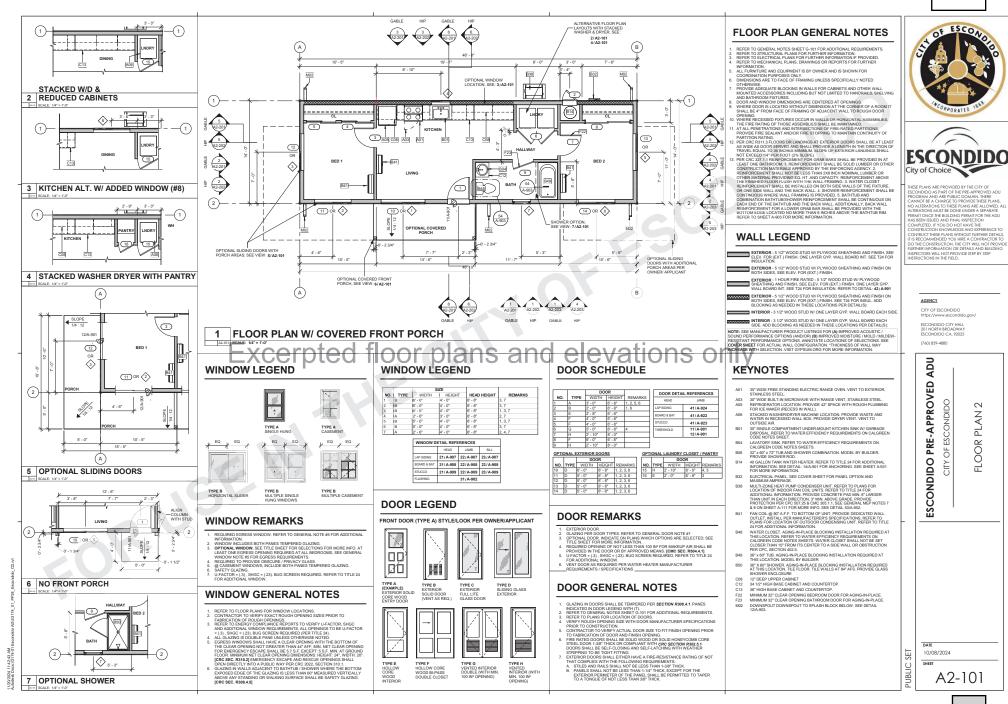


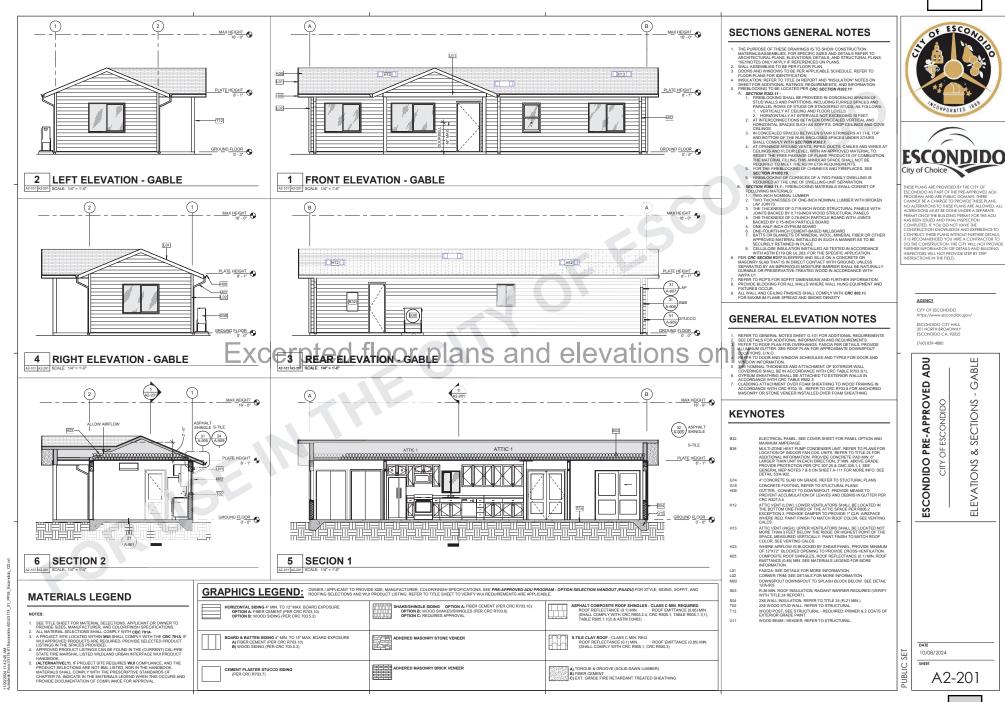


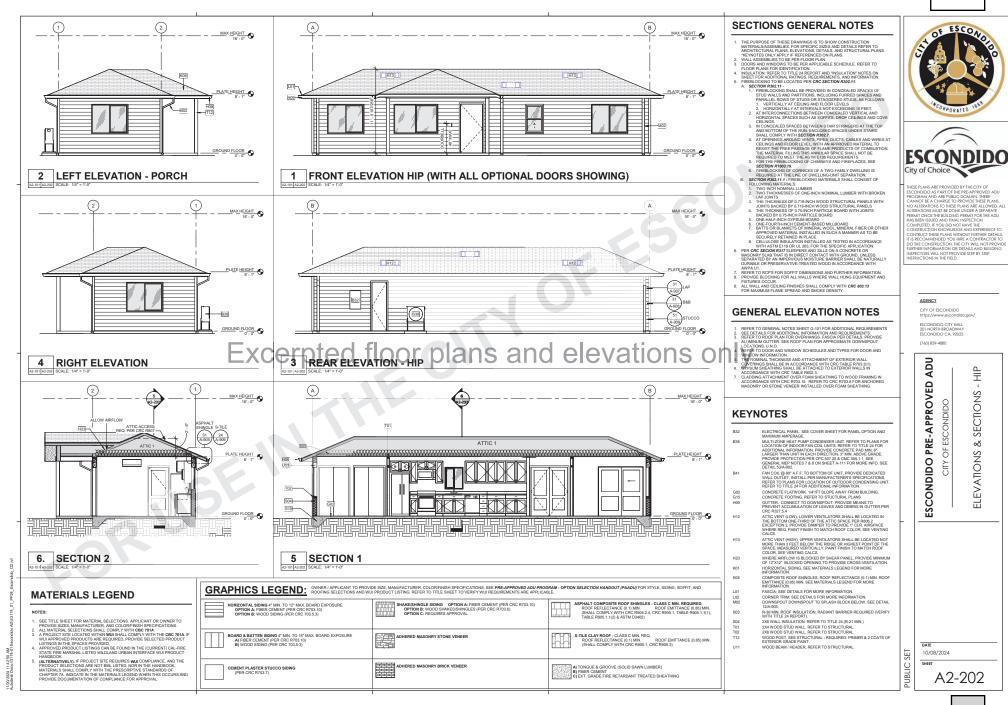


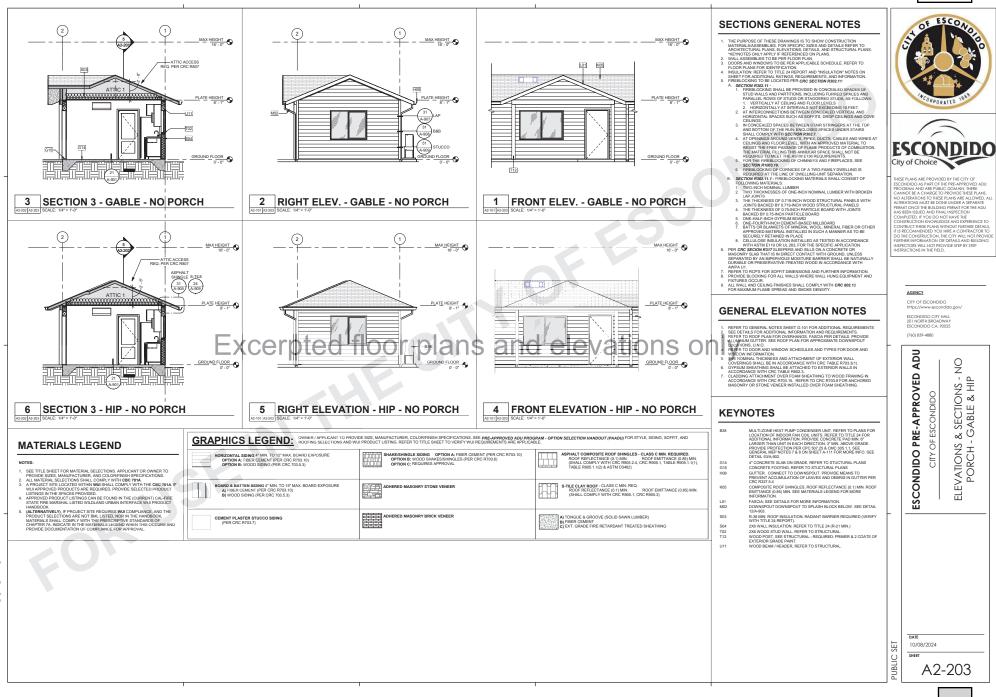


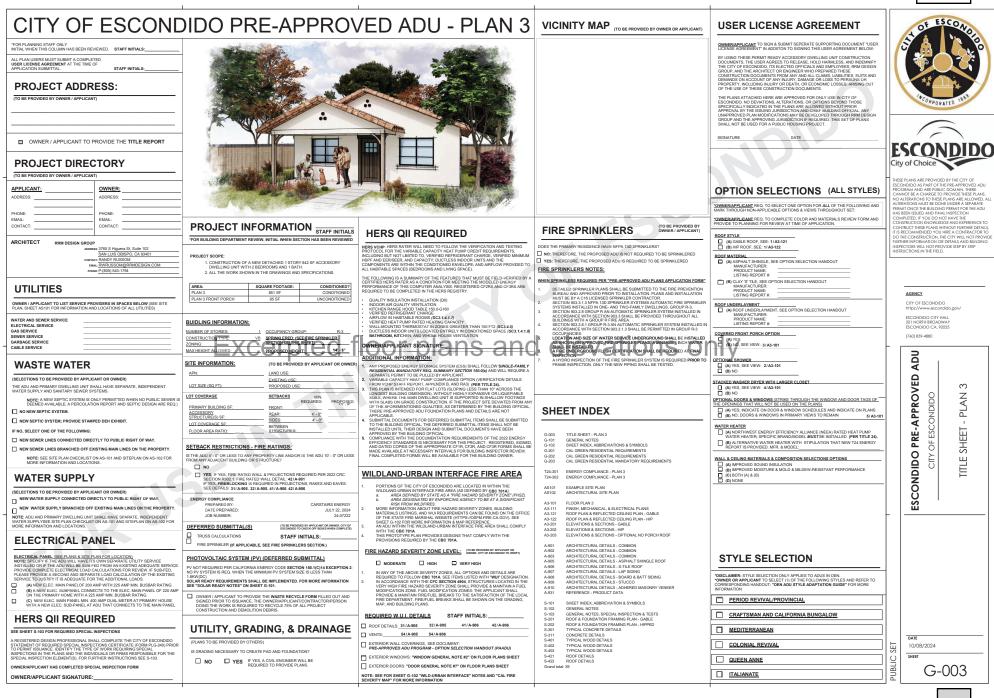


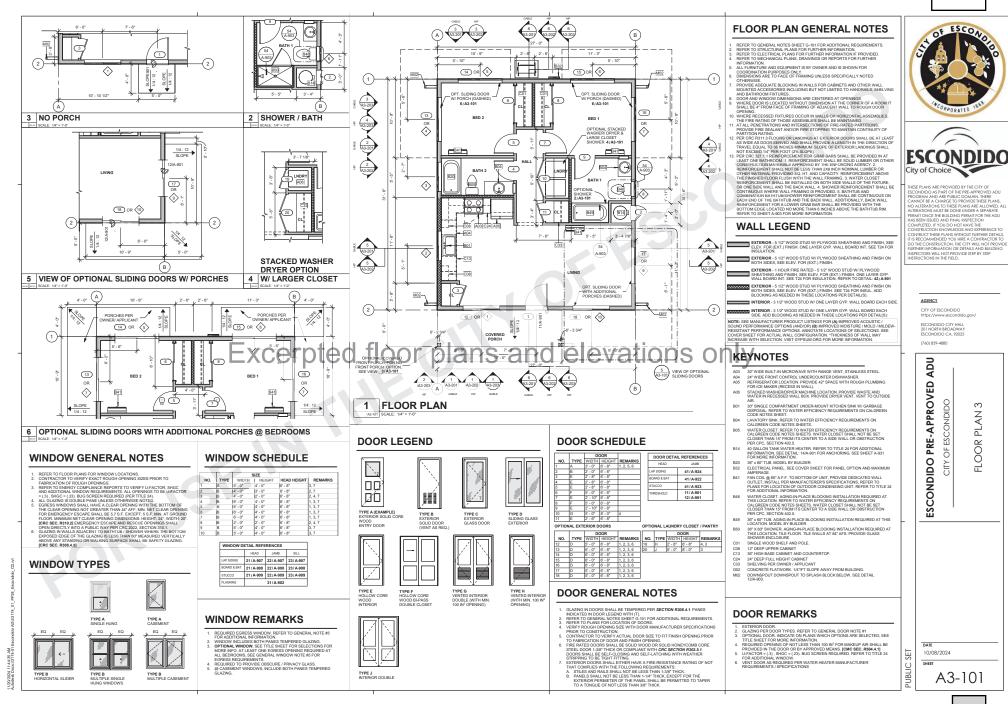






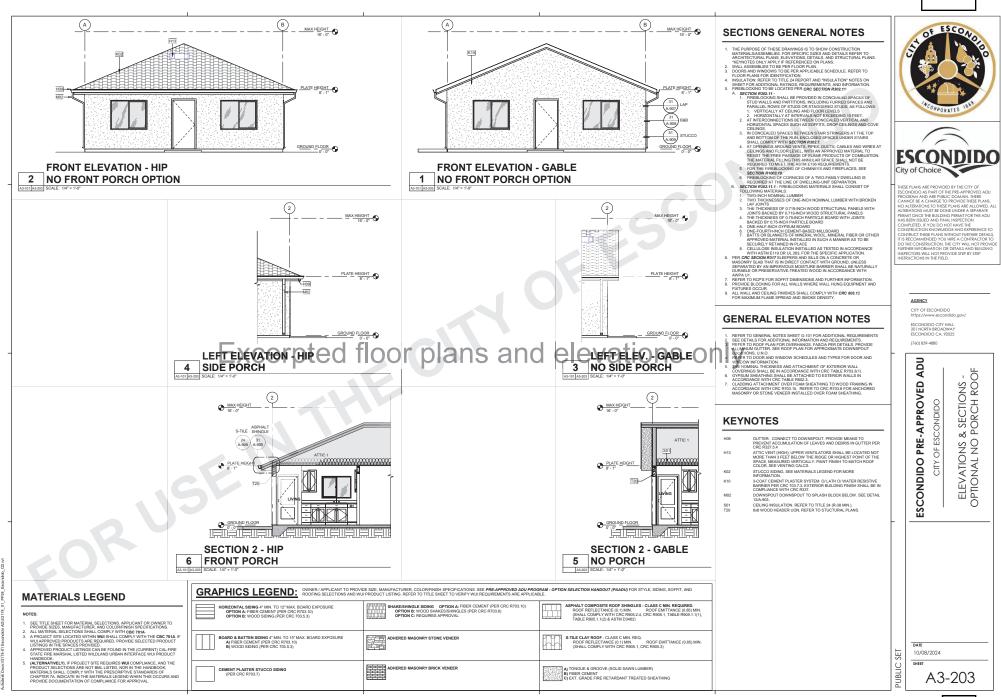


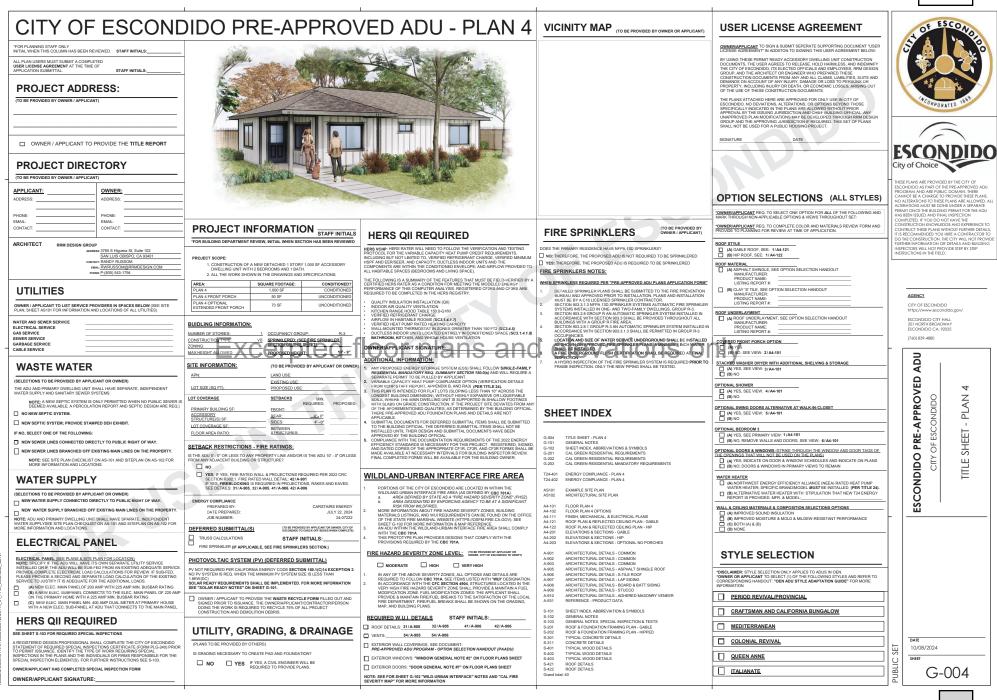


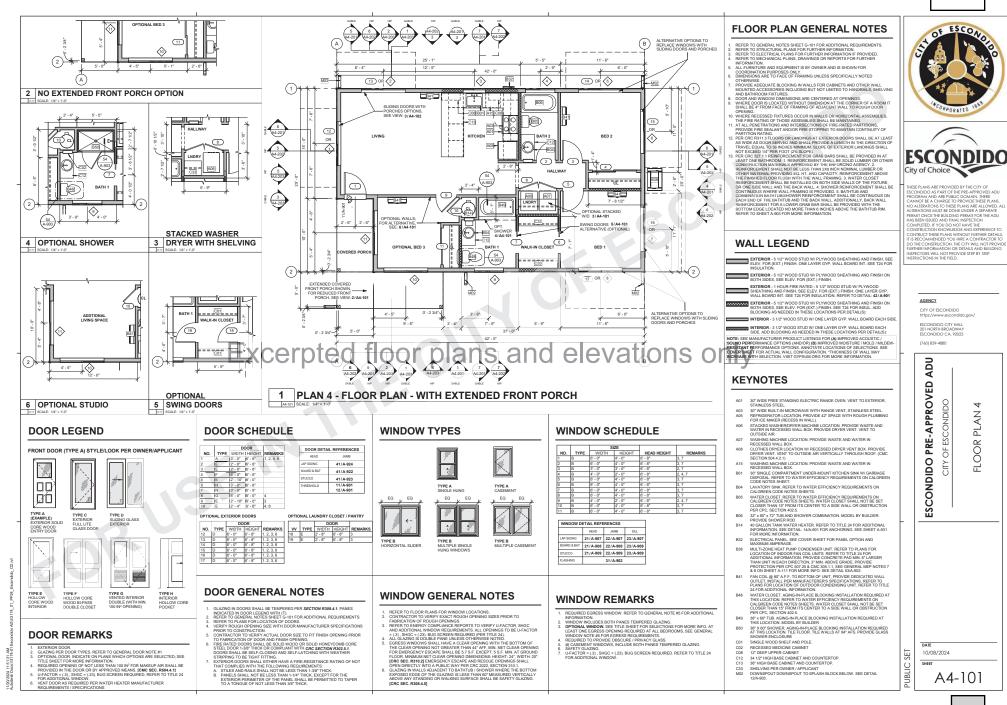


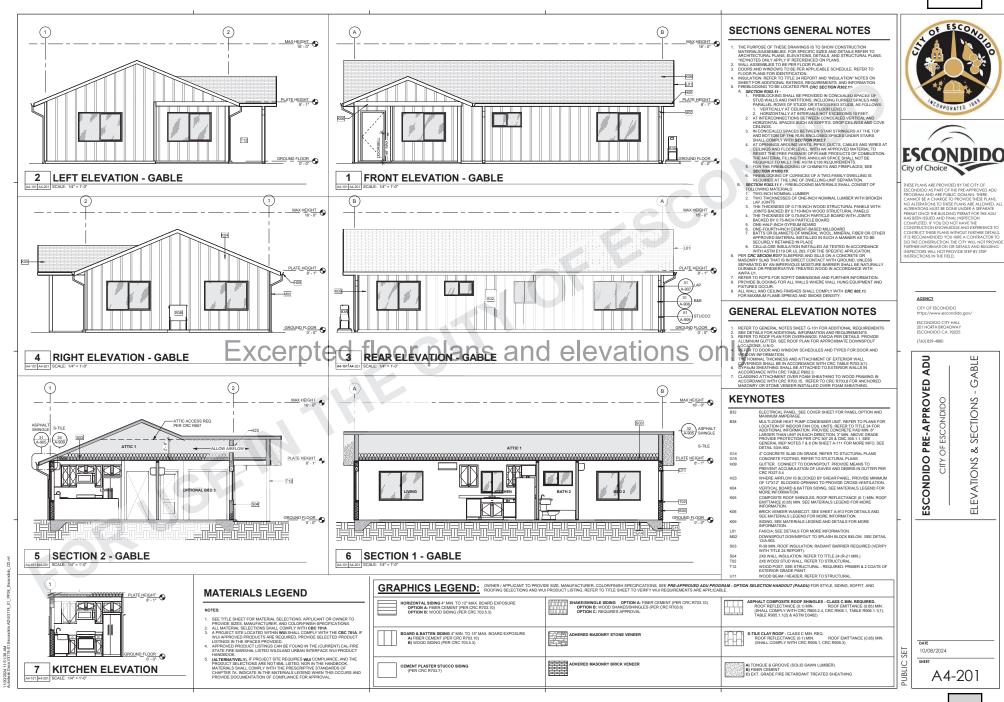


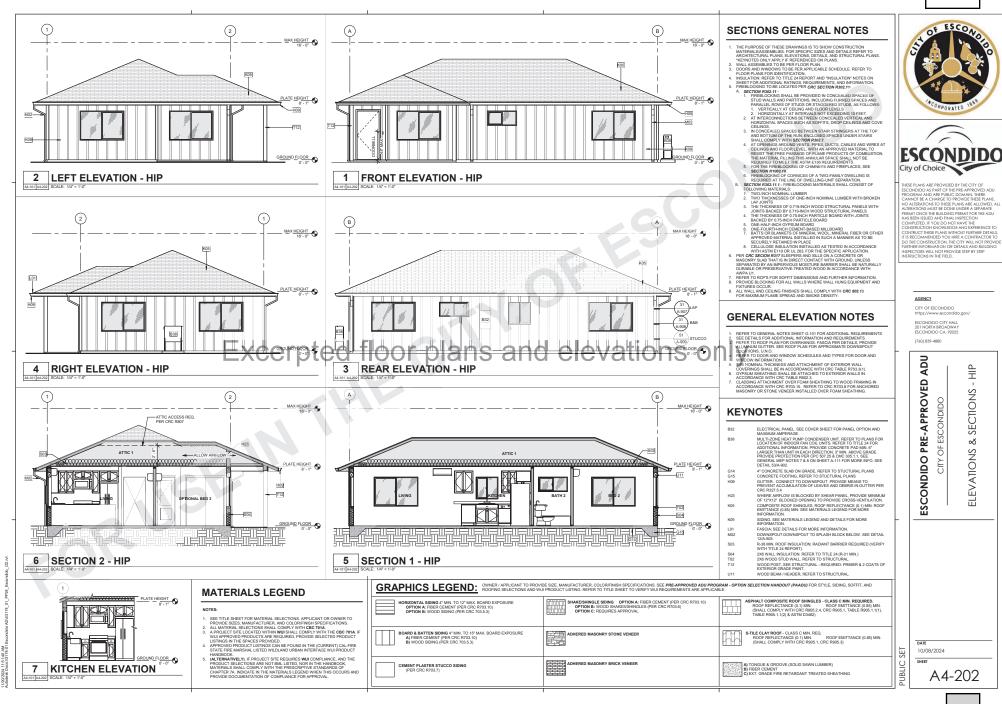


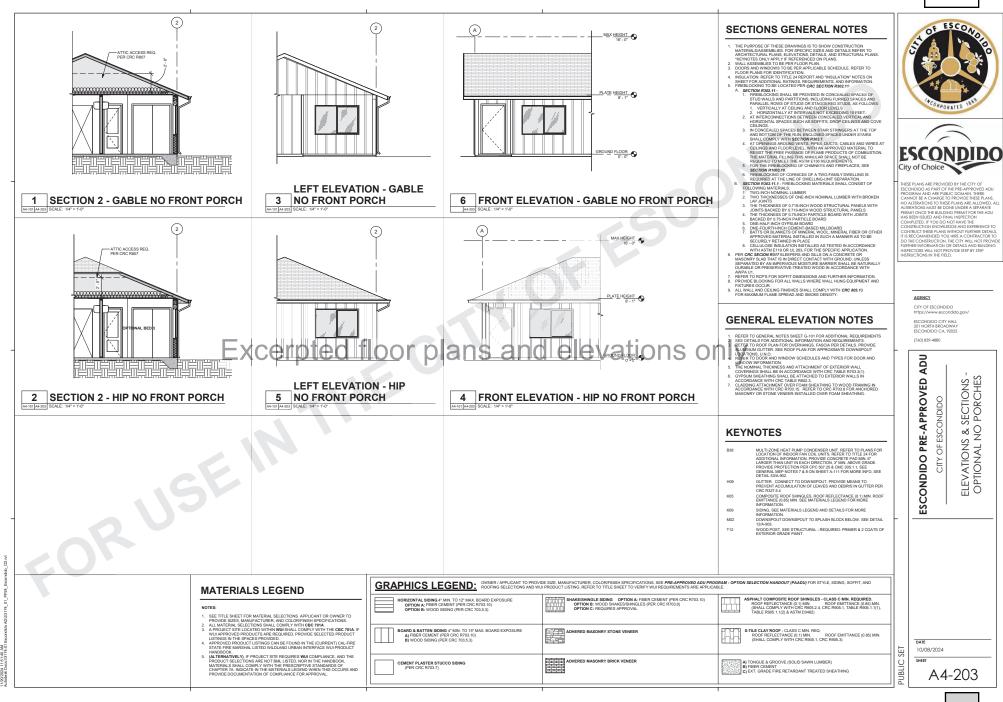












Escondido Pre-Approved ADU (PAADU) Program Guidebook



Item 4





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1. Resources & Objectives

The City of Escondido has created this guidebook to help homeowners learn about Accessory Dwelling Units ("ADUs") and to facilitate the Pre-Approved ADU ("PAADU") application process. This guidebook provides key considerations for you to keep in mind before beginning your ADU journey, introduces PAADU Program and plans, and explains the PAADU permitting process.

PAADU PROGRAM RESOURCES

In addition to the PAADU Guidebook, the City has prepared a collection of resources for you to use. Click on the links below to access the materials.



PAADU PROGRAM BROCHURE

The PAADU Program Brochure provides general information about the PAADU program.

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INITIAL CONSIDERATIONS

The Initial Considerations Handout offers a series of topics, considerations, and resources to help homeowners prepare for their ADU building journey.

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PAADU PROCESS CHART

The PAADU Program Road map provides a step-by-step guidance on the PAADU permit application process.



FREQUENTLY ASKED QUESTIONS

This document includes questions that have been commonly asked by the public about ADUs and the PAADU Program.



CREATE YOUR SITE PLAN WORKSHEET

The Create your Own Site Plan Worksheet provides guidance on how to develop a site plan, a requirement of and ADU and the PAADU program submittal package.



ADU OPTION SELECTIONS HANDOUT

PAADU plan sets provide homeowners the flexibility to customize plans. The PAADU Option Selections Handout provides a comprehensive overview of the options that need to be made before submitting PAADU plans.



OLD ESCONDIDO NEIGHBORHOOD ADU STYLE ADAPTATION GUIDE

ADUs in the Old Escondido Neighborhood (OEN) must match the architectural style of the primary structure. The OEN ADU Adaptation Guide provides a selection of features that can be added to PAADU plans.

2. ADU Overview

Accessory Dwelling Units ("ADUs") are secondary, but independent living facilities located within the same lot of a single-family or multifamily building (primary residence).

ADUs come in a variety of shapes and sizes, with the option to be either attached or detached from the main residence. They can include garage conversions, and prefabricated units. Junior Accessory Dwelling Unit ("JADUs") are also another type of ADU. Below are explanations of the different types of ADU options:

WHAT'S THE DIFFERENCE BETWEEN AN ADU AND A JADU?

TYPES OF ADUs



Attached ADU

• Attached to the primary building as an addition.



Junior Accessory Dwelling Unit (JADU)

- Between 150-500 square feet.
- May have direct, interior access to the main residence and share sanitation facilities.
- Must provide efficiency kitchen.
- Must be located within the primary residence.



Detached ADU

• Detached and completely separate from the primary building.



Accessory Dwelling Unit (ADU)

- Up to 1,000 square feet.
- Cannot provide access to the main residence.
- Must include independent sanitation facilities and kitchen.



ADU Conversion

• Conversion of existing space by adapting underutilized space in the primary residence, garage, or attic

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BENEFITS OF ADUs

ADUs have the potential to bring lots of benefits to property owners and individuals residing in them. They represent one of the many strategies that local jurisdictions and the State of California are utilizing to address the housing crisis.

Practical Housing Option

ADUs provide an option for friends and relatives tolive within the same premises while maintaining a sense of independence. They represent an alternative to an overcrowded home.

Additional Income Source



Over time, ADUs could generate an additional source of income for homeowners and help make ends meet. After recovering the initial cost of their investment, homeowners renting their ADU can receive a steady source of income.

Flexible Living Spaces



ADUs offer an option for aging parents or individuals who are physically or mentally impaired to live independently while being close to home. ADUs provide for intergenerational living for empty nesters, expanding families, and/or to allow seniors to age in place.

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ADUs tend to be significantly less expensive to build than new detached singlefamily homes and offer benefits that address common development barriers, such as environmental quality.

California Department of Housing and Community Development, ADU Handbook, 2022

3. PAADU Program

The City of Escondido's PAADU program was created to address the growing housing needs within the City and California. The PAADU program offers homeowners access to free preapproved plans that can be used to build a new. detached ADU on a property. The PAADU Program is only available for new construction. detached ADUs.

WHY SHOULD I USE THE PAADU PLANS?

Pre-approved plans have already gone through the city review process. These plans fully comply with local zoning, building, and energy codes, streamlining the approval process. Plans are also developed and stamped by an architect and structural engineer, reducing the design and professional fees that would be otherwise spent on an ADU.

The PAADU program offers a range of pre-approved plan options, including a 484 SF studio or 1 bedroom, a 644 SF two-bedroom (linear), an 851 SF two-bedroom (square), and a 1,000 SF two or three bedroom. Applicants are responsible for providing a site plan for their specific property. A Site Plan lets the City know where the ADU will be located and any other physical features the City should consider to approve an application. Applicants are also responsible for filling out all applicable portions of the prototype plans including project-specific information of a PAADU plan's title sheet. For more information, refer to the full plan sets available on the City's website.

Plan₁

Plan 2









484 SF - Studio or 1 bedroom/1 bath 644 SF - 2 bedroom/1 bath

Plan 3





851 SF - 2 bedroom/2 bath 1,000 SF - 2 or 3 bedroom/2 bath

PAADU PROCESS AT A GLANCE



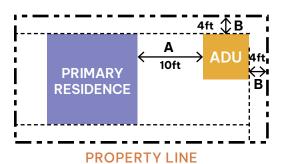


The PAADU Program's pre-approved plans offer several options that are suitable for various types of lots in the City. This graphic is designed to showcase the flexibility of these plans and how they can be adapted to fit different lot configurations.

DEVELOPMENT **STANDARDS:**

ADUs are required to have a minimum 10 foot separation between structures. ADUs are also required to have a 4 foot separation from the rear and side of the property line, also known as a rear and side yard setback.

- A. 10' separation from primary residence to accessory dwelling unit (ADU)
- **B.** Minimum 4' side yard and rear yard setbacks



Unit Placement Legend:



484 Square Foot Unit 644 Square Foot Unit 851 Square Foot Unit 1,000 Square Foot Unit



Plan₁



Plan 2

Plan 4

4. Getting Started

GATHER YOUR PROPERTY'S INFORMATION

Before you can determine the location and size of your ADU, you must first assess the dimensions of your lot and any existing structures on your property (e.g., primary home, sheds, pools, etc.).

First, request your property's official documents. Your property's deed and Preliminary Title Report will provide legal information for your property including property lines, your home's square footage, and easements. These documents are required as part of your ADU permit submission. Contact the County Clerk's office to request these documents at (619) 237-0502 or via their website www.sdarcc.gov.

UNDERSTAND YOUR SITE CONSTRAINTS

Information gathered from your property's deed and Preliminary Title Report can help you determine the right size and placement of your ADU. Consider other physical characteristics of your lot as these may influence or limit the type of ADU that aligns with your property, goals, and budget. Some questions to keep in mind include:

Is your property on a slope? While Escondido is generally flat, some areas of the City are on a hill or a slope. Check out the United States Geological Survey Map to learn about the topography within and around your lot: <u>apps.nationalmap.gov/viewer/</u>.

Do you have a pool that needs to be filled or a structure that needs to be removed? Filling a pool or removing a structure most likely entails preparation work and possibly permits. Consult with the City and professionals to tackle these tasks before submitting an ADU permit.

Will the ADU have a minimum of 10-foot separation from the primary residence or structures and a 4-foot separation from the rear and side of the property line? Per Fire Code, an ADU must have a minimum of a 10-foot separation from the primary residence or any adjacent structures. State law also requires ADUs to have at least a 4-foot separation from the rear and side property lines. Reach out to the City's Planning and Building Department to understand the rules around your lot and ADUs. The City can let you know if there are additional steps needed if you cannot meet these requirements.

How big can my ADU be? The size of an ADU can be limited by physical constraints like your lot size, a slope, and utility connections; there are also rules and regulations that may limit the area available for construction within your lot. State law says you can build a 850 square foot detached ADU, but you still need to provide calculations that to show that your new construction ADU doesn't exceed any local open space limits. Information about square footage of your lot and any structures can hep determine Floor area ratio (FAR) and Lot/site coverage, both required for PAADU and ADU permit submittal.





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HOW TO MAKE YOUR ADU WORK

At the most basic level, ADUs require water, waste management, and electricity to function. If your home was built 30 + years ago, chances are, your property may require upgrades to meet current utility standards and new utility demand from the ADU. Of the three utility services: water, waste management, and electricity, waste management has the potential to be the most cost-prohibitive and demanding.

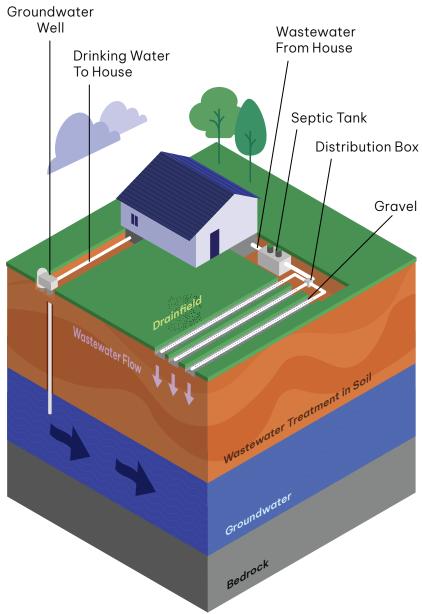
IS YOUR PROPERTY CONNECTED TO SEWER OR SEPTIC?

If your property is on a septic system, you will need to make sure that your septic tank and drain fields meet current County of San Diego standards. Contact the County of San Diego's Department of Environmental Health and Quality (DEHQ) at (858) 565-5173 or via email <u>LWQDuty.DEH@sdcounty.ca.gov</u> to get started with any permits or upgrades that may be needed. A letter of approval from DEHQ will be required as part of an ADU application.

If your property is on sewer, you must identify the location of sewer lines and adequately plan for the placement of new lines. A plumbing professional can help you identify and plan for utility connections to your ADU.



Conventional Septic System



PLEASE NOTE: Septic systems vary. Diagram is not to scale.

CONSIDER YOUR SURROUNDINGS

As you embark on your ADU construction journey, consider your personal needs and constraints.

What is your budget? Construction and labor are obvious expenses that are part of ADU projects. However, there are additional "soft costs" to consider. These may include City permit fees, school fees, utility connections and expansions, potential grading, contractors, and more. Make a list and, if needed, explore loan and alternative funding options can fit your needs.

What do you plan to do with your ADU? Whether you are planning to house friends and relatives or rent out the ADU, the City requires rental information at the time of permit submittal, including the type of occupancy and rental rate. Note: ADUs cannot be rented as Short Term Rentals, less than 30 days.

What is the timeline for the project? Applicants have 12 months from ADU permit issuance to schedule an ADU inspection. If an inspection is not scheduled, the project is considered abandoned. It's important to plan accordingly to avoid paying permit fees twice.

What about your neighbors? Evaluate the orientation of your ADU's windows and doors. Trees and shrubs may help preserve privacy. Consider how the ADU will be accessed. An independent walkway or entryway may be preferred.



FIND YOUR TEAM AND CONTACT APPROPRIATE AGENCIES

We recommend you to reach out to the following agencies and professionals:

A General Contractor can help manage the permit and construction process of an ADU. They can ensure compliance with building codes, problem-solve, manage budget, and more. The State Licensing Board can help you verify that your contractor has the appropriate state licenses. Website: <u>www2.cslb.ca.gov/onlineservices/checklicensell/checklicense.aspx.</u>

Tip: Compare estimates before choosing a contractor By requesting more than one quote.

Mechanical, electrical, and plumbing (MEP) professionals can help handle heating, ventilation, electrical systems, as well as the installation of water and sewer systems of your ADU.

SDG&E requests to be notified when new ADU's are built. A copy of the project site plan and a project description must be sent to the SDG&E Gas and Planning Department. A confirmation form must also be submitted as part of the PAADU permit package. The form can be found at: <u>escondido.gov/DocumentCenter/</u> <u>View/551/SDGE-Notification-Form-PDF.</u>

Escondido Unified School District (EUSD) requests to be notified when a new ADU is built. Once your application is close to "Building Permit Issuance", the Building department will provide you with a personalized letter and contact information for EUSD.

HOA representatives should be contacted early on. While an HOA cannot prevent you from building or renting an ADU, they may still have guidelines or standards to consider.

Note: The City PAADU and ADU permit process is completely separate from any permits required by an HOA.

Escondido Engineering Department can provide plans of sewer and water infrastructure in the Right of Way and near your property. You may contact the Engineering Department at 760-839-4651.

5. Selecting the Right Plan

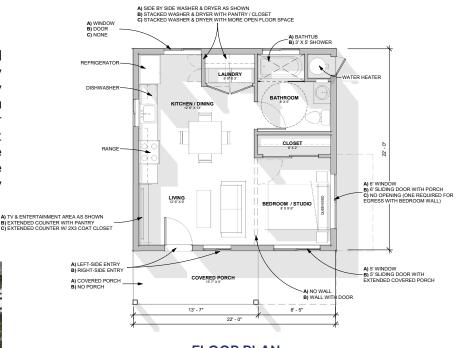
PRE-APPROVED PLAN 1

484 square foot – Studio or 1 bedroom/ 1 bath

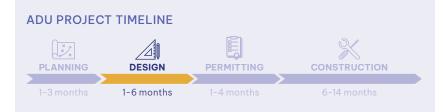
Plan 1 is a compact studio or 1 bedroom plan that can be situated on smaller lots and tighter configurations. Plan 1 offers a cozy home, perfect for a young professional or an extended family member. The front entrance can be built with an option for a covered porch. This plan features a full kitchen with space for a dining table, and options for more pantry storage or a coat closet in the main living space. The bathroom can accommodate options for a bathtub or shower. All of the plans are customizable with the ability to flex windows, walls, and meet ADA accessibility requirements, allowing interested users to fit their needs.



PERSPECTIVE VIEW



FLOOR PLAN



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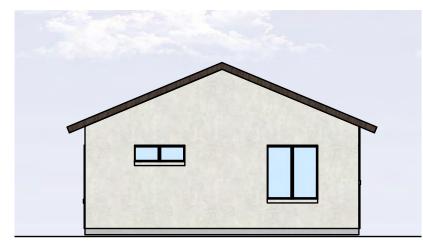
Plans allow for a variety of finishes, allowing homeowners to choose cost-effective materials that fit their budget. Per the Escondido Zoning Code, exterior materials must also match the primary structure. A Materials and Colors Sheet is required as part of PAADU submittal.



FRONT ELEVATION



RIGHT ELEVATION



BACK ELEVATION



LEFT ELEVATION

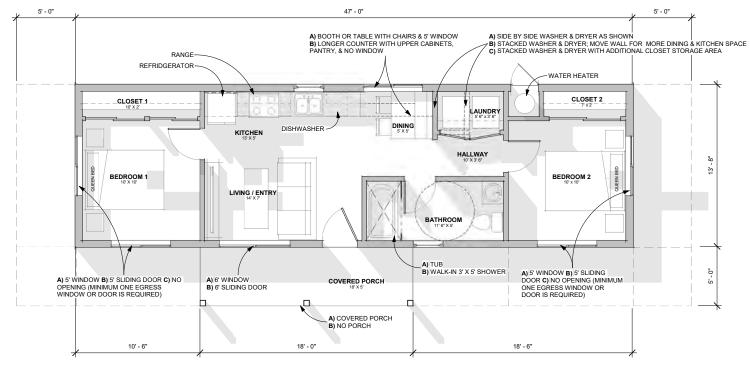
14

644 square feet - 2 bedroom/1 bath unit

Plan 2 is a "linear" plan featuring an entrance that can be built with an option for a covered porch. This plan has a full kitchen, with options for more counter space or extra space for a dining table/ booth. Two spacious bedrooms can accommodate queen-sized beds and are located on opposite sides of the living area. The bathroom can accommodate options for a bathtub or shower.



PERSPECTIVE VIEW



FLOOR PLAN

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Plans allow for a variety of finishes, allowing homeowners to choose cost-effective materials that fit their budget. Per the Escondido Zoning Code, exterior materials must also match the primary structure. A Materials and Colors Sheet is required as part of PAADU submittal.



FRONT ELEVATION



RIGHT ELEVATION



BACK ELEVATION

LEFT ELEVATION

16

851 square feet - 2 bedroom/2 bath unit

Plan 3 features a "square-shaped" plan, with a more spacious living and dining area in an open floor plan. The kitchen/dining area is equipped with abundant counter and pantry space. Each bedroom has a dedicated bathroom, as well as the option to open to a small porch area through a sliding door.



PERSPECTIVE VIEW



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Plans allow for a variety of finishes, allowing homeowners to choose cost-effective materials that fit their budget. Per the Escondido Zoning Code, exterior materials must also match the primary structure. A Materials and Colors Sheet is required as part of PAADU submittal.





FRONT ELEVATION





LEFT ELEVATION

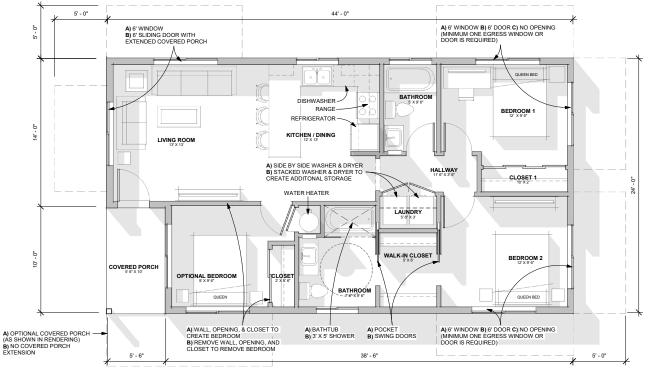
18

1000 square feet - 2 or 3 bedroom/2 bath unit

Plan 4 is a "linear" plan featuring the option for either a two or three bedroom ADU. Without the third bedroom, the covered porch entrance may be expanded into a large outdoor space for dining or entertainment. This floor plan offers a more spacious living and dining area in an open floor plan. The laundry room, bathrooms, and bedrooms are all accessed through a small central hallway.



PERSPECTIVE VIEW



FLOOR PLAN

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Item 4.

Plans allow for a variety of finishes, allowing homeowners to choose cost-effective materials that fit their budget. Per the Escondido Zoning Code, exterior materials must also match the primary structure. A Materials and Colors Sheet is required as part of PAADU submittal.



FRONT ELEVATION



RIGHT ELEVATION



LEFT ELEVATION

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6. Permitting

THE PRE-APPROVED PLAN PERMITTING PROCESS

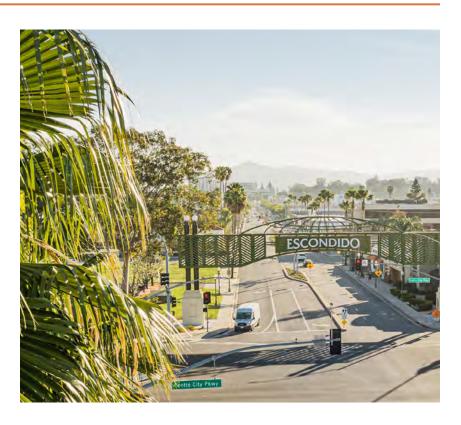
Pre-approved plans have been reviewed and approved by the City's Building, Planning, Engineering, and Fire departments, streamlining the review process. **However, applicants are still required to submit a building permit application for final review and approval.**

WHAT DOES PERMITTING AT THE CITY OF ESCONDIDO LOOK LIKE?

Before submitting a building permit application, you want to first make sure you have ALL application documents completed. This includes:

- Completed PAADU cover sheet and site plan
- Completed <u>ADU Housing Tracking Form</u>
- Copy of Grant Deed
- Copy of a current Preliminary Title Report, including a complete legal description (dated within the last six months).
- Materials and Colors Sheet
- SDG&E Notification Sheet
- Hazardous Waste Disclosure Statement
- If the property runs on a septic system, a copy of a letter of approval from the County's Department of Environmental Health and Quality Land and Water Quality Division





To view all the information that is required as part of an ADU permit, click <u>here</u> or scan the QR code:



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PAADU BUILDING PERMIT PROCESS

Download your preferred PAADU plan via the City's website at *escondido.gov/1207*

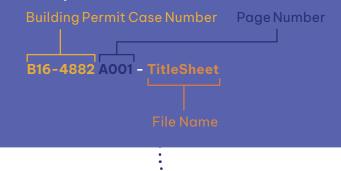
Create an account via the City of Escondido Permit & License Portal at <u>cwols.escondido.org/</u> <u>portal/</u> and select PAADU Building Permit Type.

An email invitation from ProjectDox will be sent for you to create an account and upload your plans.

Upload your plans.

Note: Each sheet must be uploaded individually and follow a specific naming convention: CaseNumberPageNumber-FileName, with no spaces.

Example:



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Once plans and required materials are uploaded, the application will be submitted for completeness verification. It may take a couple weeks for City staff get to your application.

Note: During this step, staff will look at your application to make sure your application is complete.

If your application is deemed complete, the application will move forward for a formal review. At this time, comments from the City are subject to a 30-day shot clock. Meaning, the City will complete their reviews within a 30-day time period.

Note: During this step, staff will look at your application for accuracy and compliance. City departments will provide comments. This step is an iterative process and it can take several months to reach permit approval.

Once all comments from City staff are addressed, your application may be approved. You will receive a payment email to complete any outstanding items for issuance and to pay for fees.

Once all items and payments are complete, your building permit is considered issued! You may download City approved files and move forward with construction.

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PERMIT FEES

The list of fees below is not an exhaustive. Fees can vary on a project-by-project basis.

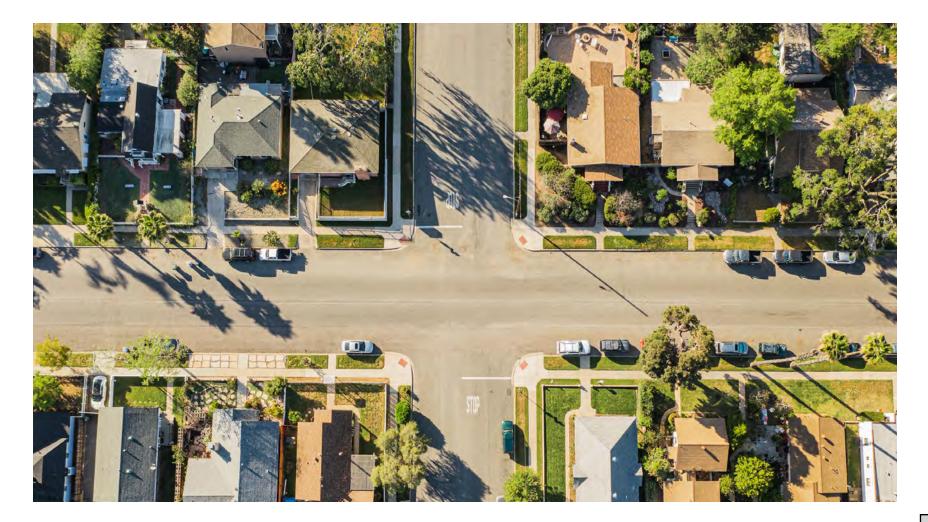
City permitting fees cover plan review and inspections before, during, and after construction. These fees are often a few thousand dollars.

Development impact fees help pay for new infrastructure in your area, such as new roads or parks. ADUs under 750 square feet are exempt.

SDG&E connection & upgrade fees are required for upgrades or ¹ new service. Reach out to SDG&E directly to learn about any fees that may impact your budget.

Water and sewer fees may be charged depending on upgrades or new connections associated with your ADU.

School district fees support the schools in your area and apply to ADUs 500 square feet or more. Typically, you will pay the school district directly. The City of Escondido will provide a letter and additional information on how to pay these fees during the permit process.



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INSPECTIONS

- Inspections are required during construction of an ADU. Applicants are responsible for requesting inspections using the Building Inspection Request Form.
- The request can be completed using the following link: <u>www.</u> <u>escondido.gov/FormCenter/Development-Services-12/Building-</u> <u>Inspections-Request-62</u>

CERTIFICATE OF OCCUPANCY

• At the City of Escondido, final sign off on the building inspection card acts as the certificate of occupancy.

If you are having trouble with Project Dox, click <u>here</u> or scan the QR code:









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7. Construction and Move-in

PAADU CONSTRUCTION BENEFITS



Efficient Design

The pre-approved plans are designed to be simple and efficient to build, potentially saving on construction costs and building time, in comparison to traditional ADUs.

Material Choices

The plans allow for a variety of finishes, enabling homeowners to choose cost-effective materials that fit their budget.

ADU PROJECT TIMELINE





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8. Final Considerations

BECOMING A LANDLORD

If you are considering renting your ADU, you should become familiar with your role as a landlord.

- **Establish the rental price of your ADU.** Conduct research about rental prices of comparable ADUs in the nearby area to ensure that the rate is competitive to attract potential tenants.
- **Review California's landlord-tenant laws.** Understanding the legal framework of renting your ADU can help prevent potential legal complications in the future.
- Ensure you have a lease agreement. Your lease agreement will provide you and your tenant with the legal obligations of renting your ADU. The agreement will outline the lease length and payment terms such as the security deposit, rent amount, due date, and acceptable payment methods.
- Understand property taxes and insurance requirements. Consult with your CPA and your insurance provider to understand the fiscal and liability implications of renting your ADU.

RENTING YOUR ADU

There are a series of requirements and conditions applicable to the rental of ADUs:

- Understand the requirements to lease your ADU. Before renting your ADU, you will need a Certificate of Occupancy and landlord insurance.
- **Consider your lease length.** The City of Escondido does not permit for short-term rentals within the City. As a result, rental periods of 30-days or more are required for ADUs.
- **Review requirements for owner occupancy.** As an owner, you do not need to occupy the ADU. Recent state legislation, Assembly Bill 976, prohibits owner-occupancy requirements in California.²
- Understand regulations around separate conveyance. The City of Escondido does not permit the individual sale of ADUs.

²Owner occupancy is required for JADUs, per Gov Code Section 66333. However the PAADU Program does not apply to JADUs, it only includes Pre-Approved ADU plans.



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escondido.gov/238/Accessory-Dwelling-Units

Item 4.



CITY of ESCONDIDO

STAFF REPORT

Agenda Item No. 5 June 24, 2025 Tentative Future Agenda Items

- DATE: June 24, 2025
- TO: Planning Commissioners

FROM: Veronica Morones, City Planner

SUBJECT: Tentative Future Agenda Items

The items listed below are anticipated to be brought to the Planning Commission for consideration, discussion, and/or recommendation to the City Council over the next several months. Because there are factors out of City staff's control, this list is subject to change. The intent is to provide visibility regarding projects that the Commission should expect to see in the near future. (Items are listed in no particular order.)

Additionally, these items shall not be considered to be agenda items for this meeting so no discussion is permitted other than clarification of what the item is.

Private Development Projects:

- Residential subdivision (density bonus) and CUP Modification for religious facility
- Lot 1 Residential Redevelopment

Policy Work:

- Housing Element Implementation Ordinances
 - Ministerial/by-right ordinance
 - Permanent Supportive Housing ordinance
 - ADU ordinance comprehensive update
- Climate Action Plan Annual Progress Report (2023 & 2024 CY)

Informational Presentations:

- Pre-Approved Accessory Dwelling Unit Program
- California Environmental Quality Act
- North County Mall Permit History