

Provo City Planning Commission

Report of Action

December 6, 2023

*Item 1 Provo City Council proposes Ordinance Text Amendments to Chapter 14.30 (Accessory Dwelling Units) to update and clarify regulations. Citywide Application. Melia Dayley (801) 852-6136 mdayley@provo.org PLOTA202301312

The following action was taken by the Planning Commission on the above-described item at its regular meeting of December 6, 2023:

RECOMMENDED APPROVAL

On a vote of 6:0, the Planning Commission recommended that the Municipal Council approve the above noted application.

Motion By: Lisa Jensen

Second By: Raleen Wahlin

Votes in Favor of Motion: Robert Knudsen, Lisa Jensen, Daniel Gonzales, Barbara DeSoto, Melissa Kendall, and Raleen Wahlin.

Daniel Gonzales was present as Chair.

- Includes facts of the case, analysis, conclusions, and recommendations outlined in the Staff Report, with any changes noted; Planning Commission determination is generally consistent with the Staff analysis and determination.

TEXT AMENDMENT

The text of the proposed amendment is attached as Exhibit A.

STAFF PRESENTATION

The Staff Report to the Planning Commission provides details of the facts of the case and the Staff's analysis, conclusions, and recommendations.

- Staff summarized the history of past amendments to the code.
- Staff explained the proposed changes to the ordinance to clarify and streamline the language.

CITY DEPARTMENTAL ISSUES

- No departmental issues with this item

NEIGHBORHOOD MEETING DATE

- There was no neighborhood meeting.

NEIGHBORHOOD AND PUBLIC COMMENT

- There was no public or neighborhood comment.

APPLICANT RESPONSE

Key points addressed in the applicant's presentation to the Planning Commission included the following:

- As the code for accessory dwelling units has changed there is language existing in the code that is irrelevant and that can be removed.
- The code currently allows for certain zones to have accessory dwelling units where establishing an accessory dwelling unit isn't feasible. This text amendment removes those zones.

PLANNING COMMISSION DISCUSSION

Key points discussed by the Planning Commission included the following:

- Robert Knudsen asked if accessory dwelling units already established in zones that were now getting removed from the code would be considered grandfathered in.
- Lisa Jensen stated the language around where accessory dwelling units are allowed is confusing. She thinks that because this section of code was originally written to exclude areas but now is trying to be more inclusive the language is somewhat contradictory and unclear. Barabra DeSoto and Robert Knudsen agreed with this opinion.
- Lisa included as part of her positive recommendation to the Municipal Council that the council look further into clearing up the language to make it simpler to understand.



Planning Commission Chair



Director of Development Services

See Key Land Use Policies of the Provo City General Plan, applicable Titles of the Provo City Code, and the Staff Report to the Planning Commission for further detailed information. The Staff Report is a part of the record of the decision of this item. Where findings of the Planning Commission differ from findings of Staff, those will be noted in this Report of Action.

Legislative items are noted with an asterisk (*) and require legislative action by the Municipal Council following a public hearing; the Planning Commission provides an advisory recommendation to the Municipal Council following a public hearing.

Administrative decisions of the Planning Commission (items not marked with an asterisk) **may be appealed** by submitting an application/notice of appeal, with the required application and noticing fees to the Development Services Department, 445 W Center St, Provo, Utah, **within fourteen (14) calendar days of the Planning Commission's decision** (Provo City office hours are Monday through Thursday, 7:00 a.m. to 6:00 p.m.).

BUILDING PERMITS MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS

Exhibit A

Chapter 14.30

ACCESSORY DWELLING UNITS

Sections:

- 14.30.010 Purpose and Objectives.**
- 14.30.020 Permitted Use of Accessory Dwelling Units.**
- 14.30.030 Accessory Dwelling Unit (ADU) Development Standards.**
- 14.30.040 Special Use Permit for ~~Internal~~ Accessory Dwelling Unit.**

Prior legislation: Ords. 1991-07, 1998-55, 2000-15, 2009-17, 2010-28, 2013-49, 2019-45.

14.30.010

Purpose and Objectives.

(1) The purpose of the accessory dwelling unit (ADU) development standards is to encourage promotion of an environment for family life by providing for the establishment of ADUs in conjunction with one-family detached dwellings on individual lots. These development standards are hereby established to promote the use of ADUs; to provide flexibility for the changes in household size associated with life cycle; to offer financial security for home owners; and to offer security against problems associated with frailty in old age.

(2) "Accessory Dwelling Unit (ADU)" means a residential dwelling unit occupied as a separate dwelling unit on the same lot as a primary dwelling unit, either within the same building as the primary dwelling unit, referred to as an internal ADU, attached to the single-family dwelling, or in a detached building. An accessory building, as defined, is not a mobile home or other portable structure which do not qualify as an ADU.

(3) ~~As required by Utah Code Section 10-9a-530, as amended,~~ the use of an accessory dwelling unit in areas zoned primarily for residential use is a permitted use, except as otherwise provided in this Chapter.

(a) For purposes of this Chapter, the phrase "areas zoned primarily for residential use" means areas in the following zones: RA, R1, R2, LDR, MDR, HDR, CMU, VLDR, RM, RC, any Project Redevelopment Option (PRO) zone, and Specific Development Plan Overlay zones 2 through 5.

(Am 2021-46)

14.30.020

Permitted Use of Accessory Dwelling Units.

(1) Notwithstanding the regulation of permitted uses in other chapters of this Title, the regulation of the permitted use of accessory dwelling units is governed by this Section.

~~(2) As required by Utah Code Section 10-9a-530, as amended, the use of an internal accessory dwelling unit in areas zoned primarily for residential use is a permitted use, except as otherwise provided in this Section.~~

~~(a) For purposes of this Section, the phrase "areas zoned primarily for residential use" means areas in the following zones: RA, R1, R2, LDR, MDR, HDR, CMU, VLDR, RM, RC, any Project Redevelopment Option (PRO) zone, and Specific Development Plan Overlay zones 2 through 5.~~

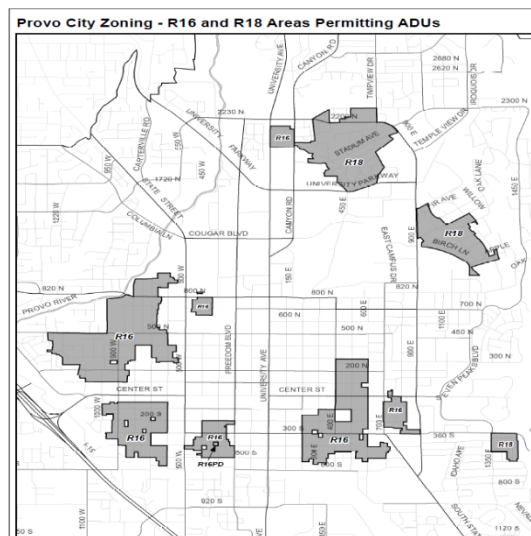
~~(3)-(2)~~ Notwithstanding ~~Subsection (2) of this~~ Section 14.30.010, Provo City Code, Utah Code Section [10-9a-530](#) allows the prohibition of **internal** accessory dwelling units in some areas zoned primarily for residential use. Accordingly, **internal** accessory dwelling units are prohibited in the following areas zoned primarily for residential use:

(a) All Project Redevelopment Option (PRO) zones, ~~except: the High Density Mixed Use PRO zone, the Arbors on the Avenue PRO zone, the Independence Avenue PRO zone, the Hollows at Riverwoods PRO zone, the Liberty Place PRO zone, and the Spring Creek High Occupancy PRO zone;~~

~~(b) Areas in the Lakeview Fields (SDP-4) Specific Development Plan Overlay zone and the Villages at Celebration (SDP-5) Specific Development Plan Overlay zone;~~

~~(c)~~ (b) Areas designated R16, R18, R17, R19, or R110, including such areas with the Performance Development overlay, [except as shown in the map below:](#)

~~(d) Areas designated R16 or R18, including such areas with the Performance Development overlay, except as shown in the map below:~~



~~(4) Detached accessory dwelling units and detached accessory structures containing an ADU are a permitted use in those areas where internal ADUs are permitted under this Section.~~

~~(5)~~ (3) Notwithstanding Subsection ~~(3)~~ (2) of this Section, the use of an ~~internal~~ accessory dwelling unit in areas zoned primarily for residential use is a permitted use in all areas west of Interstate Highway 15.

(Am 2021-46, Am 2022-46)

14.30.030

Accessory Dwelling Unit (ADU) Development Standards.

ADUs shall be subject to the following development standards:

- (1) *Number.* No more than one (1) ADU shall be permitted in conjunction with each one-family detached dwelling.
- (2) *Location.* ADUs may be located only:
 - (a) Over an attached garage, provided the ADU has access to required parking and does not otherwise disrupt required covered parking;
 - (b) Inside a one-family detached dwelling;
 - (c) In an addition to a one-family detached dwelling; provided, that the addition will not alter the one-family character of the building; or
 - (d) As a detached accessory structure or within a detached accessory structure located in the rear and/or side yard in accordance with the following requirements:
 - (i) The accessory structure in which the ADU is located shall have a building footprint and height less than the main dwelling, but in no case shall the accessory structure be less than two hundred (200) square feet in area;
 - (ii) A detached ADU or a detached accessory structure containing an ADU shall be set back from any property line no less than ten (10) feet or the distance of the existing setback of the one-family dwelling from that same property line, whichever is less;
 - (iii) The accessory structure shall be architecturally compatible with the main dwelling;
 - (iv) The accessory structure shall be permanently affixed to a site-built foundation and shall be designed in accordance with Provo City adopted building codes;
 - (v) The accessory structure must be approved for, and permanently connected to, all required

utilities with a connection and meter independent and separate from the one-family dwelling; and

(vi) Shipping containers shall not be permitted for use as an ADU unless they can meet all building codes and are clad with materials similar to and architecturally compatible with those of the main dwelling.

(3) *Appearance.* The ADU shall not alter the appearance of the structure as a one-family detached dwelling and shall not resemble in any degree a side-by-side, side-to-back, back-to-back, or other type of two-family dwelling. There shall be no external evidence from a street view of occupancy by more than one (1) family, such as two (2) front doors on the main dwelling. The yard areas of the property shall be maintained free of weeds, junk, solid waste, or other materials constituting a violation of the Provo City Code. An ADU shall not be authorized on a property that has outstanding ordinance violations.

(4) *Occupancy.* A one-family dwelling with an ADU, which is authorized by and conforms to the requirements set forth in this Section, shall, for purposes of this Subsection, consist of two (2) component parts: the main dwelling unit and the ADU. Those two (2) parts shall be occupied as follows:

(a) Except as otherwise provided in Subsection [\(4\)\(d\)](#) of this Section, either the main dwelling unit or the ADU must be occupied by an owner occupant as that term is defined in Section [14.06.020](#), Provo City Code. If this requirement is not met, no ADU shall be permitted.

(b) The occupancy of the main dwelling unit shall be limited to one (1) "family" as that term is defined in Chapter [14.06](#), Provo City Code, except that if the ADU is also occupied, the occupancy of the main dwelling unit may not include the two (2) additional related or unrelated individuals described in Subsection (b)(i)(B) of the "Family" definition in Section [14.06.020](#), Provo City Code.

(c) The ADU shall not be occupied by more than three (3) related or unrelated adults, together with any minor children of those adults.

(d) Owner occupancy shall not be required when the owner has submitted a temporary absence application prior to beginning of the temporary absence and meets the following criteria:

(i) The owner has a bona fide, temporary absence of three (3) years or less for activities such as temporary job assignments, sabbaticals, military service, or voluntary service (indefinite periods of absence from the dwelling shall not qualify for this exception); or

(ii) The owner is placed in a hospital, nursing home, assisted living facility or other similar facility.

(iii) The owner has resided in the residence for at least one (1) year prior to beginning the temporary absence.

(5) *Parking.* A one-family dwelling with an ADU shall have at least four (4) off-street parking spaces. Two (2) tandem parking spaces (front to rear) shall be permitted when the front and back spaces are both designated to serve either the ADU or the principal part of the dwelling unit. Parking spaces for a one-family dwelling with an associated ADU may be located on a driveway in a required front yard, provided the driveway leads to the minimum number of required covered off-street parking spaces. In no case shall the number of off-street parking spaces be less than the number of vehicles being maintained on the premises. Parking shall comply with all other regulations of Chapter [14.37](#), Provo City Code.

(6) *Utility Meters.* A one-family dwelling with an internal ADU shall have at least one (1) but no more than two (2) meters for each water, gas, and electricity utility service, and each meter shall be in the property owner's name. A detached ADU or a detached accessory structure containing an ADU must have its own separate meter, and each meter shall be in the property owner's name.

(7) *Addresses.* The ADU shall have its own address assigned by Provo City.

(8) *Outside Entrances.* Outside entrances to the ADU shall be on the side or rear of the building. Only one (1) front entrance shall be visible from the front yard.

(9) *Building Codes.* All existing construction and remodeling shall comply with building codes in effect at the time of the original construction or remodeling. Newly constructed ADUs shall meet current building codes.

(10) *Rental Dwelling License.* In accordance with Chapter [6.26](#), Provo City Code, any person operating an ADU under this Chapter shall obtain a rental dwelling license (RDL). Such license shall be in addition to any building permits that may be necessary. Before a rental dwelling license for an ADU is issued, the applicant shall:

(a) Submit a site plan drawn accurately to scale that shows property lines and dimensions, the location of existing buildings and building entrances, proposed buildings or additions, dimensions from buildings or additions to property lines, the location of parking stalls, and utility meters.

(b) Include detailed floor plans drawn to scale with labels on rooms indicating uses or proposed uses. Floor plans must have the interior connection clearly labeled.

(c) Pay an application fee as shown on the [Consolidated Fee Schedule](#) adopted by the Municipal Council.

(d) Noncompliance with the standards of this Section shall be just cause for the denial or revocation of a rental dwelling license for an ADU. Revocation shall be in accordance with the license regulations in Chapters [6.01](#) and [6.26](#), Provo City Code.

(e) Notwithstanding Section [6.01.090](#), Provo City Code, the approval of a rental dwelling license for an ADU shall automatically expire one (1) year after the date of the approval, or upon transfer of the property

to another owner, whichever occurs first; provided, however, that the existing owner may reapply or the new owner may apply for an extension of such rental dwelling license.

(f) The owner shall cooperate with the Development Services Department in recording a deed restriction with the County Recorder evidencing the restrictions under which the accessory apartment unit is constructed and occupied. This deed restriction shall run with the land as long as the property is in an overlay zone described in this Chapter, or otherwise contains an accessory apartment as provided in this Chapter.

(g) The owner shall renew the rental dwelling license annually and confirm that the dwelling is the owner's primary residence by providing at least two of the following forms of verification: a current driver license, current vehicle registration, voter registration card, last filed state tax return, and/or last filed federal tax return.

(Am 2021-46, Am 2022-17, Am 2022-46)

14.30.040

Special Use Permit for ~~Internal~~ Accessory Dwelling Unit.

(1) A property owner seeking to allow an ~~internal~~ accessory dwelling unit on a parcel in an area where such units are otherwise prohibited by Chapter [14.30](#), Provo City Code, may submit a special use permit application to the Development Services Department seeking conditional approval of such use.

(2) *Application.* Application for an ~~internal~~ accessory dwelling unit special use permit must be made on a form authorized by the Development Services Department and must be filed with that Department. The application must include:

(a) The fee established for the application by the [Consolidated Fee Schedule](#);

(b) A list of addresses including the property for which the permit is sought and every immediately adjacent residential property, as defined in this Section.

(i) "Immediately adjacent residential property" means each and every property:

(A) For which residential use is a permitted use; and

(B) That shares a common border with, or is immediately across or immediately diagonal from, or that lies within the same cul-de-sac as, the property for which the permit is sought, including any property separated only by a local street, canal, right-of-way, or other similar feature from the property for which the permit is sought;

(c) The name, address, and signature of the owners of at least sixty-six percent (66%) of the properties described in Subsection [\(2\)\(b\)](#) of this Section indicating that they are in support of the special use permit; and

(d) An application for a rental dwelling license meeting the requirements of Chapter [6.26](#), Provo City Code.

(3) *Review and Approval.* An application shall be reviewed by Development Services Department staff. The application shall be approved, and an **internal** accessory dwelling unit special use permit shall be issued if, but only if:

(a) The application meets all the requirements of Subsection [\(2\)](#) of this Section;

(b) The property for which the permit is sought meets all the standards for **internal** accessory dwelling units in Section [14.30.030](#), Provo City Code;

(c) The applicant qualifies for and receives a rental dwelling license; and

(d) The applicant signs, on a form authorized by the Development Services Department, an acknowledgement of, and promise to abide by, all Provo City ordinances and regulations related to the use of an **internal** accessory dwelling unit, including, but not limited to:

(i) Either the main dwelling unit or the ADU must be occupied by an owner occupant;

(ii) Off-street parking must comply with parking standards as outlined in Section [14.30.030](#), Provo City Code; and

(iii) The property owner must have a valid rental dwelling license at any time the **internal** accessory dwelling unit is in use.

(4) *Application for a Permitted Use for Multiple Homes.* Instead of submitting the special use permit application described in this Section, owners of multiple contiguous properties may submit a text amendment application to the Development Services Department seeking to amend this Chapter [14.30](#), Provo City Code, in order to designate **internal** accessory dwelling units as a permitted use for all the subject properties. Such an application shall follow the procedures in Provo City Code Section [14.02.020](#), Provo City Code, except that:

(a) The filing fee specific to such an application shown on the [Consolidated Fee Schedule](#) shall be required rather than the standard amendment fee; and

(b) The application need not comply with Section [14.02.020\(1\)](#), Provo City Code, but instead must include the information described in Subsections [\(2\)\(b\)](#) and [\(c\)](#) of this Section. (Enacted 2022-46)