



## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

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### NONCONFORMING STRUCTURES

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#### General Information

If a structure has been legally constructed but does not conform to the provisions of the Zoning Ordinance, such structure is declared to be *nonconforming*. For example, if an existing single-family residence does not comply with the setback and/or daylight plane required for its zoning district, but was legally built (e.g., it was constructed prior to the adoption of the Zoning Ordinance, or prior to the parcel's incorporation into the City), it is a nonconforming structure. Nonconforming structures are regulated by Chapter 16.80 of the Zoning Ordinance.

Nonconforming structures may continue to exist and may be maintained, repaired, altered and expanded. However, the following principles apply:

- **Areas of new construction must comply with all current requirements.** For example, if an addition is proposed, it must adhere to the current setback regulations. There are no allowances for extending an existing nonconforming wall within the setback (except for the potential of a variance, described in a separate handout).
- **Structural elements must remain if nonconformities are proposed to be retained.** For example, if an existing wall is located within a required setback, the cladding (e.g., sheetrock/siding) may be removed/replaced (subject to Building Code and related requirements), but the wall framing must be retained. Depending on the specifics of any particular proposal, foundation elements and/or roof framing in nonconforming areas may or may not be able to be removed/replaced (please discuss with a planner as needed). However, there are no allowances for replacing eaves that extend beyond the permitted encroachment into required yards, and any new eaves must not extend beyond the permitted encroachment regardless of the location of nonconforming walls.
- **The overall proposal may require Planning Commission use permit review, depending on the scope of the project.** This determination varies by the location (i.e., zoning district) and extent of development, as discussed in more detail below.

#### Review Process

The review process for development proposals involving nonconforming structures differs depending on the cost of the maintenance, repair, alteration, and/or expansion in any 12 month period, when expressed as a percent of the replacement cost of the existing structure. For example, if the final inspection for a permit occurs on June 1<sup>st</sup>, the cost of any projects between June 1<sup>st</sup> and May 31<sup>st</sup> the following year would be calculated cumulatively. If the value of the proposed work is equal to or less than the following percentages, the proposal may go through the building permit process, without Planning Commission review. If the value of the proposed

work exceeds the following percentages, a use permit must be granted by the Planning Commission prior to building permit issuance.

<b>Nonconforming Structure Use Permit Thresholds</b>			
<b>Zoning District</b>	<b>Single-Family Development – Single-Story</b>	<b>Single-Family Development – Two-Story</b>	<b>All Other Development</b>
<b>R-E, R-E-S, R-1-S, R-1-S (FG), R-1-U</b>	75%*	50%	50%
<b>R-1-U (LM)</b>	100%	100%	NA
<b>All Other Districts</b>	50%	50%	50%

\* The 75% threshold only applies if all development on the parcel is single-story. For example, if a nonconforming one-story accessory building is located on a parcel with a two-story main residence, then the 50% threshold applies to work on the accessory building.

### Value Calculation

In order to calculate the replacement value and the proposed work cost, the Planning Division uses the attached spreadsheet established by the Building Division. The spreadsheet has been created to provide a consistent comparison of projects; it is not intended to reflect precise construction costs for any particular proposal, or correlate with a property’s assessed value. The City may revise the spreadsheet as needed with new dollar values and/or new categories of work.

Submittal of a spreadsheet and accompanying block diagrams (for both existing and proposed scenarios) is required for all nonconforming structure development proposals, with the final calculation subject to Planning Division staff review and approval. A schematic example diagram is attached. Applicants are encouraged to review draft value calculations and diagrams with a planner prior to submittal of any permit application. Please note:

- Calculations are conducted on a structure-by-structure basis, for only nonconforming structures. For example, if a site contains a nonconforming residence and a conforming detached garage, the spreadsheet would only evaluate the residence. If multiple structures are nonconforming and are all proposed to be modified, separate calculations would be done for each structure.
- The calculations are based primarily on floor area (including garage space) and do not include covered porches or similar open areas.
- Renovation areas are calculated on a room-by-room basis. If a project conducts interior modifications within a room (in particular, but not limited to, removal/addition/relocation of walls), the entire room is considered to be remodeled, with the following exceptions:
  - Staff will review plans and delineate areas with a clearly separate use from the rest of a larger room. For example, a kitchen within a larger living area, a portion of a garage outside of the rectangular area where cars are parked, or a closet may be counted as separate rooms.
  - The removal of exterior walls when they are replaced in the same location with new interior walls as part of an addition.
  - The replacement or removal of fireplaces.

- New siding or stucco over the existing structure is calculated in addition to any interior remodeling, with the exception of new siding or stucco used to fill in the space of windows or doors that were removed, as discussed below.
- The addition, replacement, or removal of windows or exterior doors is included in areas with interior remodeling but such changes to rooms that are not being remodeled are calculated and added to the value of the proposed project as follows:
  - When there is a change in the size of the window or door, the area of the larger window or door is used to calculate the area.
  - When a window or door is removed and replaced by siding, the area of the window or door is used for the calculation. (As noted above, new siding or stucco beyond what is required to fill in the space for a window or door that was removed is counted in addition to interior remodeling.)
- Any new roof framing over existing square footage is also calculated in addition to the interior remodeled spaces. The area where new roof framing is attached to existing framing (i.e. California framing), reroofing, and roof eaves are not included in the calculation.

### **Other Notes**

In addition, please be advised:

- While an individual proposal may not require a use permit for work on a nonconforming structure, it could still require a use permit for other reasons (such as for construction on a substandard lot, excavation within a required yard, or to modify a previous use permit).
- If a development is only nonconforming with regard to parking requirements (for example, a single-family residence that has only a one-car garage and no other compliant off-street parking spaces), the structure is not considered nonconforming for the purposes of the work value calculation. However, commercial properties that are nonconforming with regard to parking may require use permit review for changes of use.

Please see a planner for details on these and related requirements.

### **ATTACHMENTS**

1. New Work Value Calculation Spreadsheet ([XLS version](#) also available)
2. Block Diagram Example

v:\handouts\approved\nonconforming structures\nonconforming structures.doc

**NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION**

**Address:**

**Case No.:**

**50% of Existing Value**                      \$0.00

**75% of Existing Value**                      \$0.00

**Value of Proposed Project**                      \$0.00                      0%

**Existing Development**

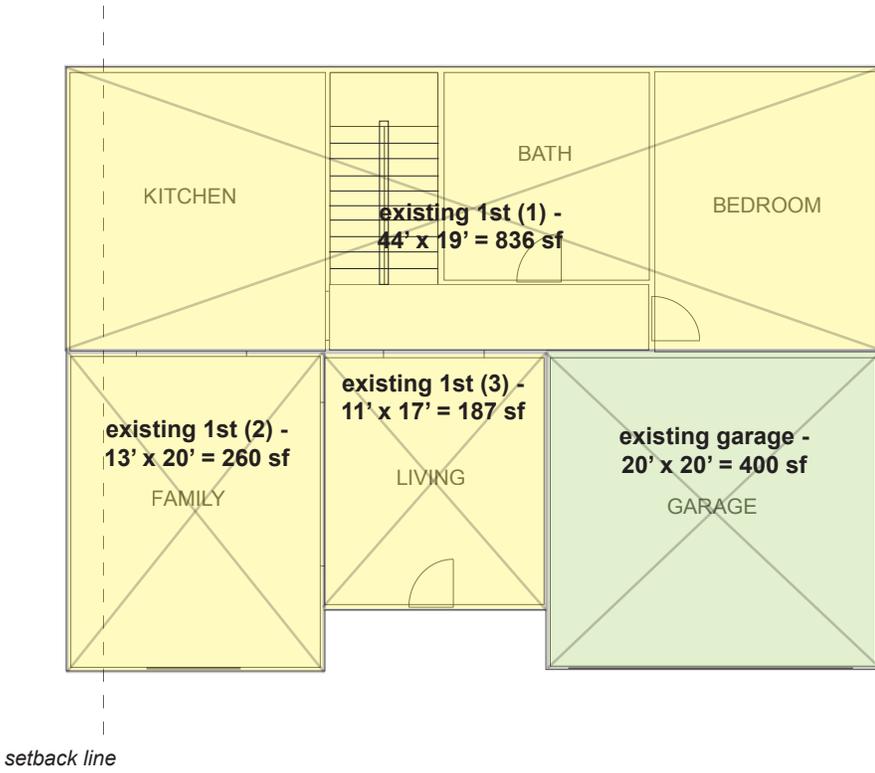
<b>Non-Conforming Structure Type</b>	<b>Square Footage</b>		<b>Construction Cost</b>	<b>Existing Value</b>
Existing 1st floor	0	X	\$200/Sq.Ft	\$0.00
Existing 2nd floor	0	X	\$200/Sq.Ft	\$0.00
Existing Basement	0	X	\$200/Sq.Ft	\$0.00
Existing Garage	0	X	\$70/Sq.Ft	\$0.00
<b>Total</b>	<b>0</b>			<b>\$0.00</b>

*Note: This spreadsheet is only used on one nonconforming structure at a time. If there are detached structures on the same site, they are either subject to their own spreadsheet (if they are also nonconforming and subject to new work) or ignored (if conforming, or nonconforming but not subject to new work).*

**Proposed Development**

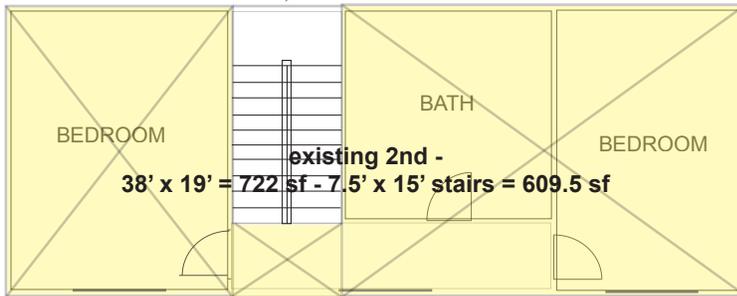
<b>Proposed Development Type</b>	<b>Square Footage</b>		<b>Construction Cost</b>	<b>Development Value</b>
<u>Category 1: New square footage (areas of new foundation and/or wall framing)</u>				
1st Floor Addition	0	X	\$200/Sq.Ft	\$0.00
2nd Floor Addition	0	X	\$200/Sq.Ft	\$0.00
Basement Floor Addition	0	X	\$200/Sq.Ft	\$0.00
Garage Addition	0	X	\$70/Sq.Ft	\$0.00
<u>Category 2: Remodel of existing square footage (foundation and wall framing are both retained)</u>				
<i>Note: Square footage measurements are taken to full extent of any room with any interior modifications. When the use of a room is changing, the proposed use should be used for this calculation.</i>				
Remodel of Kitchen	0	X	\$130/Sq.Ft	\$0.00
Remodel of Bathrooms	0	X	\$130/Sq.Ft	\$0.00
Remodel of Other Living Areas	0	X	\$100/Sq.Ft	\$0.00
Remodel of Garage	0	X	\$35/Sq.Ft	\$0.00
<u>Category 3: Exterior modifications to existing structure</u>				
<i>Window and exterior door replacements are included in areas remodeled and accounted for in Category 2. New roofs and new siding on existing portions of the structure are not included in Category 2 or Category 1 and should be accounted for using the calculation below.</i>				
New Roof Structure Over Existing Sq. Ft.	0	X	\$50/Sq.Ft	\$0.00
Replacement of Existing Windows/Exterior Doors	0	X	\$35/Sq.Ft	\$0.00
Replacement of Existing Siding	0	X	\$35/Sq.Ft	\$0.00
<b>Total</b>	<b>0</b>			<b>\$0.00</b>

**EXISTING FIRST FLOOR**



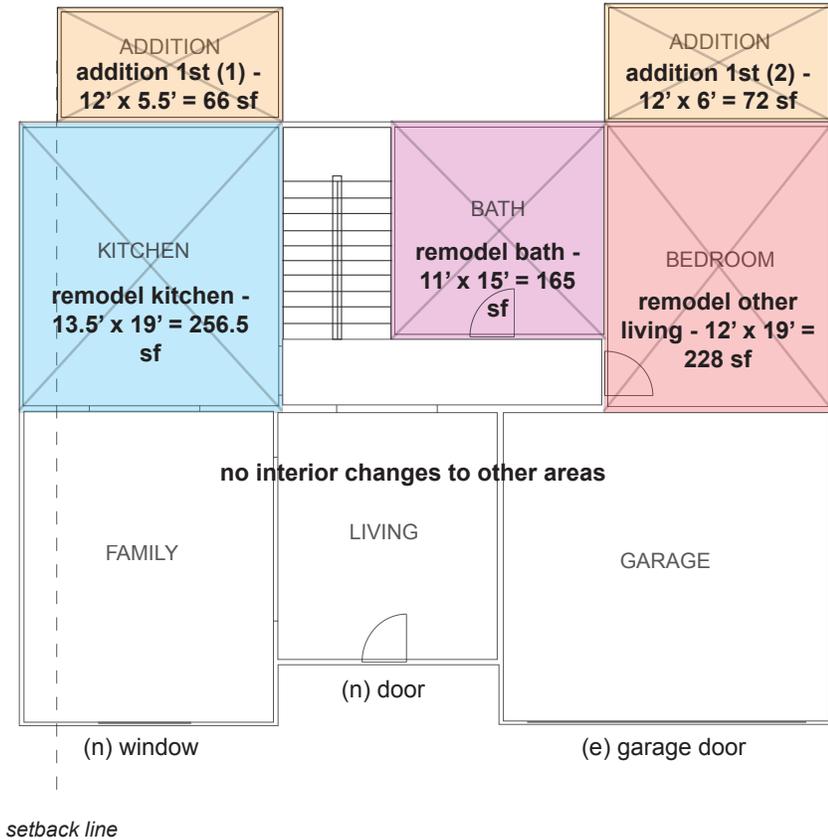
**Please note that stairs are only counted as existing floor area on the first floor.**

**EXISTING SECOND FLOOR**



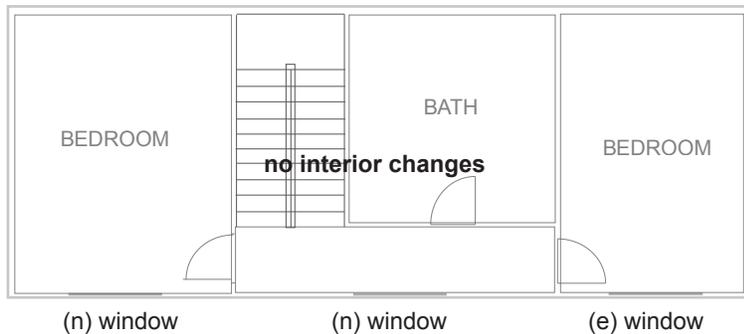
Existing Development			
Non-Conforming Structure Type	Square Footage	Construction Cost	Existing Value
Existing 1st floor	1,283 x	\$200/Sq. Ft.	\$256,600.00
Existing 2nd floor	609.5 x	\$200/Sq. Ft.	\$121,900.00
Existing basement	0 x	\$200/Sq. Ft.	\$0.00
Existing garage	400 x	\$70/Sq. Ft.	\$28,000.00
<b>Total</b>	<b>2,292.5</b>		<b>\$406,500.00</b>

**PROPOSED FIRST FLOOR**

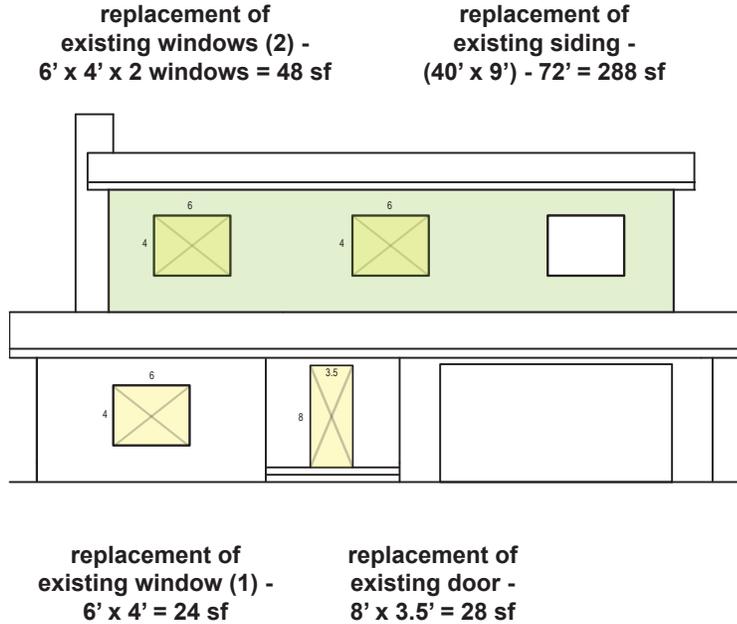


Proposed Development			
Proposed Development Type	Square Footage	Construction Cost	Development Value
Category 1: New square footage			
1st floor addition	138 x	\$200/Sq. Ft.	\$27,600.00
2nd floor addition	0 x	\$200/Sq. Ft.	\$0.00
Basement floor addition	0 x	\$200/Sq. Ft.	\$0.00
Garage addition	0 x	\$70/Sq. Ft.	\$0.00
Category 2: Remodel of existing square footage			
Remodel of kitchen	256.5 x	\$130/Sq. Ft.	\$33,345.00
Remodel of bathrooms	165 x	\$130/Sq. Ft.	\$21,450.00
Remodel of other living areas	228 x	\$100/Sq. Ft.	\$22,800.00
Remodel of garage	0 x	\$35/Sq. Ft.	\$0.00
Category 3: Exterior modifications to existing structure			
New Roof Structure Over Existing Sq. Ft.	0 x	\$50/Sq. Ft.	\$0.00
Replacement of existing windows/exterior doors	100 x	\$35/Sq. Ft.	\$3,500.00
Replacement of existing siding	288 x	\$35/Sq. Ft.	\$10,080.00
<b>Total</b>	<b>1,176</b>		<b>\$118,775.00</b>
			29.2%

**PROPOSED SECOND FLOOR**



**PROPOSED FRONT ELEVATION**



Proposed Development			
Proposed Development Type	Square Footage	Construction Cost	Development Value
Category 1: New square footage			
1st floor addition	138	x \$200/Sq. Ft.	\$27,600.00
2nd floor addition	0	x \$200/Sq. Ft.	\$0.00
Basement floor addition	0	x \$200/Sq. Ft.	\$0.00
Garage addition	0	x \$70/Sq. Ft.	\$0.00
Category 2: Remodel of existing square footage			
Remodel of kitchen	256.5	x \$130/Sq. Ft.	\$33,345.00
Remodel of bathrooms	165	x \$130/Sq. Ft.	\$21,450.00
Remodel of other living areas	228	x \$100/Sq. Ft.	\$22,800.00
Remodel of garage	0	x \$35/Sq. Ft.	\$0.00
Category 3: Exterior modifications to existing structure			
New Roof Structure Over Existing Sq. Ft.	0	x \$50/Sq. Ft.	\$0.00
Replacement of existing windows/exterior doors	100	x \$35/Sq. Ft.	\$3,500.00
Replacement of existing siding	288	x \$35/Sq. Ft.	\$10,080.00
<b>Total</b>	<b>1,176</b>		<b>\$118,775.00</b>
			29.2%

**NOTES:**

- This illustrative example is generalized and not to scale, but block diagrams are required to be drawn to scale, with precise measurements
- Color coding is not required, but diagrams should clearly relay which areas are counted for which category
- This example relays a relatively simple project; for more complex proposals (e.g., those including roof framing replacement), please see a planner