

**PLANNING BOARD  
PORTSMOUTH, NEW HAMPSHIRE**

**EILEEN DONDERO FOLEY COUNCIL CHAMBERS  
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE**

**7:00 PM Public Hearing Begins**

**January 30, 2023**

**AGENDA**

---

**SPECIAL MEETING 7:00pm**

**I. CITY COUNCIL REFERRALS – PUBLIC HEARING**

**A. Presentation on ADU Amendments**

**B. Phase II Regulatory Amendments** – The Planning Board will consider a recommendation to City Council to adopt amendments to Article 8 Supplemental Use Standards: Section 10.440 Table of Uses, Section 10.814 Accessory Dwelling Units, and Section 10.815 Garden Cottages; Article 11 Site Development Standards: Section 10.1110 Off-Street Parking; and Article 15 Definitions related to Accessory Dwelling Units and Garden Cottages.

**II. OTHER BUSINESS**

**III. ADJOURNMENT**

*\*Members of the public also have the option to join this meeting over Zoom. A unique meeting ID and password will be provided once you register. To register, click on the link below or copy and paste this into your web browser:*

[https://us06web.zoom.us/webinar/register/WN\\_WPX8LMeSStmUTgW\\_IwIrtg](https://us06web.zoom.us/webinar/register/WN_WPX8LMeSStmUTgW_IwIrtg)

# ACCESSORY DWELLING UNITS PROPOSED ZONING AMENDMENTS

Planning Board  
Work Session/Public Hearing  
January 30, 2023

# PURPOSE OF THESE REVISIONS

1

Remove barriers  
and provide more  
flexibility

2

Strengthen  
provisions for  
neighborhood  
compatibility

3

Make the  
ordinance easier  
to understand  
and apply

# OUTLINE OF PROPOSED CHANGES

USE TABLE: Add more detail & fold Garden Cottages into Detached ADUs

PURPOSE & ELIGIBILITY: Expand opportunities for ADUs (use, density, size,

STANDARDS:

- All ADUs – Ownership, Owner-occupancy, # Bedrooms, Parking
- Attached ADUs – Size, Subordination Standards
- Detached ADUs – Size, Subordination Standards

ARCHITECTURAL DESIGN STANDARDS: Mass, Scale, Volume, Height & Architectural Style

REVIEW & APPROVAL PROCESS: As-of-Right and Conditional Use Permit

POST-APPROVAL REQUIREMENTS: Recorded Affidavit for Compliance

# TABLE OF USES — ATTACHED ADUs (2)



Up to 750 sq. ft. and within an existing single-family dwelling.

P 7 districts  
CUP 2 districts



More than 750 sq. ft. or expansion/addition to an existing dwelling. CUP 9 districts

# TABLE OF USES — DETACHED ADUs (4)



Up to 600 sq. ft. and in an existing accessory building that complies with all dimensional standards for accessory buildings.

P  
7 districts



Up to 600 sq. ft. in an existing accessory building where existing building does not comply with all standards, requires a modification of standards, a variance, or includes an expansion.

CUP  
7 districts



▪Up to 750 sq. ft. in a new building that complies with all lot and building standards for a single-family dwelling.

CUP  
7 districts



▪Up to 1,000 sq. ft. in a new building that does not comply with all dimensional standards or requires any variance.

CUP  
3 districts

# PURPOSE AND ELIGIBILITY

- Revised statement of purpose to include affordability and expansion of the housing stock within existing developed areas to meet local housing needs while minimizing adverse impacts to surrounding neighborhood.
- Clarify that ADUs are subject to all applicable municipal standards for single-family dwellings (zoning and non-zoning), except:
  - Minimum lot area per dwelling unit; and
  - Existing accessory buildings – shall comply with the dimensional standards for accessory structures.

# REVISED STANDARDS — ALL ADUs — PARKING





# REVISED STANDARDS — ATTACHED ADUs

- Increase in floor area up to 1,000 sq. ft. by conditional use permit.
- Subordination to the existing single family dwelling:
  - Addition or expansion must be recessed or projected at least 18 inches from the existing front wall;
  - Addition that includes a garage facing the street must be set back at least 10 feet from the existing front wall;
  - A Single-story dwelling may be expanded vertically by one story or horizontally at the same height as the existing dwelling; and
  - Addition or expansion of a non-single-story dwelling that includes horizontal expansion must be no higher than 75% of the height of the existing structure.

# REVISED STANDARDS — DETACHED ADUs — SIZE

## MAXIMUM SIZE OF DETACHED ADU:

- 750 sq. ft.
- Where permitted in the use table: 1,000 sq. ft. by CUP

## MAXIMUM EXPANSION OF EXISTING ACCESSORY BUILDING:

- 750 sq. ft.

## MAXIMUM SIZE OF BUILDING CONTAINING THE DETACHED ADU

- 1,600 sq. ft. or 75% of principal building's floor area.

# REVISED STANDARDS — DETACHED ADUs — SUBORDINATION

- New building shall be placed at least 10 feet further from front lot line than existing building
- Building height no greater than 22 feet;
- Increased setbacks from all property lines if DADU is taller than principal dwelling;
- Building footprint no greater than 750 sq. ft.;
- Building with and DADU no greater than 1,600 SF
- Dormers only outside required setbacks and no more than 1/3 of roof plane area;
- Compliance with drainage and lighting requirements of the zoning ordinance; and
- Compliance with minimum building separation requirements of the building code.

# ARCHITECTURAL DESIGN STANDARDS

## — CONSISTENCY

- Massing
- Architectural style
- Roof forms
- Siding material
- Windows
- Doors
- Trim
- Foundation
- Projections, including dormers, porticos, bays, porches, door canopies
- Chimneys, balconies, railings, gutters, shutters

# POST-APPROVAL REQUIREMENTS

- Recordable Affidavits by Applicants.
- Annual Staff Review for a Certificate of Compliance:
  - Ownership & Occupancy

# OTHER PROVISIONS

## ARTICLE 11 – OFF-STREET PARKING

- Location of parking spaces: conform ADU to single-family (per State statute).

## ARTICLE 15 – DEFINITIONS

- Revise “Accessory building or structure”
- Revise “Detached accessory dwelling unit”
- Delete “Garden cottage”

# NEXT STEPS:

1. Adoption of the ADU Amendments
2. Supplemental ADU Handbook including:
  - Submission Requirements
  - Sample Application
  - Flow Chart of Steps
  - Example Site Plans, Floor Plans & Elevations
3. Annual Tracking:
  - Housing Production
  - Location & Type
  - Post Mortems on Design & Fit

# ACCESSORY DWELLING UNITS PROPOSED ZONING AMENDMENTS

Planning Board  
Work Session/Public Hearing  
January 30, 2023

# QUESTIONS AND COMMENTS

## ACCESSORY DWELLING UNITS PROPOSED ZONING AMENDMENTS

Planning Board  
Work Session/Public Hearing  
January 30, 2023





City of Portsmouth  
Planning Department  
1 Junkins Ave, 3<sup>rd</sup> Floor  
Portsmouth, NH  
(603)610-7216

## Memorandum

To: Planning Board  
From: Peter Stith, Planning Manager  
Date: January 30, 2023  
Re: Recommendations for the January 30, 2023 Planning Board Meeting

---

## Public Hearing

- A. Hold a public hearing and consider a recommendation to City Council to adopt amendments to Article 8 Supplemental Use Standards: Section 10.440 Table of Uses, Section 10.814 Accessory Dwelling Units, and Section 10.815 Garden Cottages; Article 11 Site Development Standards: Section 10.1110 Off-Street Parking; and Article 15 Definitions related to Accessory Dwelling Units and Garden Cottages.

### Project Background

On February 7, 2022, the City Council established the Land Use Committee to look at diversifying land use regulations within the City. As part of the first package of amendments, the Land Use Committee has focused on advancing the citywide housing goals identified by City Council in their 2022-2023 Goals. These objectives were refined on February 27, 2022 and include:

1. Increase diversity of housing types and price points;
2. Remove regulatory barriers for housing diversification in neighborhoods (ADUS) with context sensitive design and consideration to impacts to traffic, on street parking and other infrastructure impacts;
3. Restructure incentives to deliver greater public benefit in workforce housing construction; and
4. Identify and maximize partnerships, coalitions, and funding opportunities to deliver affordable housing.

### Regulatory Amendment Work Plan and Phase 1 Amendments

On April 9, 2022, the Land Use Committee approved transmittal of the draft 2021 Regulatory Amendment Work Plan to City Council. The City Council approved the Regulatory Work Plan on April 18, 2022. The work plan consists of three phases:

1. **Phase 1: Code Clean-Up – Building Height Standards. Adopted**  
*Purpose: Improve regulatory implementation and align with legislative intent. Eliminate ambiguous sections that result in unintended consequences.*
2. **Phase 2: Accessory Dwelling Unit Amendments (ADUs) Under Consideration**  
*Purpose: Remove barriers and expand the number of eligible properties for ADUs and Senior Housing Facilities.*
3. **Phase 3: Incentive Amendments Anticipated Drafts in 2023**  
*Purpose: Adjust incentives to place a higher emphasis on Workforce Housing.*

### **Phase 2 Public Involvement Summary Report**

On July 11, 2022, staff presented a Public Involvement Summary Report to City Council. The Summary Report provided an overview of outreach that had taken place in the spring of 2022 and was developed to inform regulatory amendments. The report identified the first two phases of outreach summarized below.

1. **Small Focus Group Meetings.** Four meetings took place over the course of two weeks from June 9th to June 15th when staff and a representative/moderator from the Land Use Committee met with representatives from four groups of stakeholders:
  - Previous applicants,
  - Architects,
  - Engineers, and
  - Neighborhood representatives.
2. **ADU Direct Abutter Survey.** A survey was distributed to over 200 direct abutters of approved ADUs built within the last five years.

### **Key Themes**

The following key themes were identified in response to public outreach and were summarized in the Public Involvement Summary Report.

1. Process navigational support is needed.
2. Dimensional relief is both an obstacle and a protection.
3. There is considerable cost and risk in the process and this is a deterrent.
4. Regulations for ADUs need to be clear and implementable.
5. Foremost among abutters concerns are: parking, short term rentals, neighborhood character, and buffering and separation.
6. Abutters were generally positive about ADU's.

The third phase of public involvement will take place through public meetings and public hearings. This phase has includes public input provided in the Land Use Committee.

### **Phase 2 Amendments Timeline | Land Use Committee Review and Recommendation**

The Land Use Committee reviewed public input provided in the Public Involvement Summary Report on July 1, 2022, the product of outreach to stakeholders, ADU abutters, and subject matter experts. On August 5, 2022, the Land Use Committee began their work to develop draft ADU amendments to address City Council adopted goals. Between August and November, the Land Use Committee received significant public input and has continued to work with consultant Rick Taintor to respond to public input in the refinement of ADU regulations. On November 4, 2022, the Land Use Committee finalized recommended amendments and forwarded those to City Council for referral to the Planning Board.

- On November 14, the City Council referred draft regulations to the Planning Board for a recommendation.
- At their January 19, 2023 meeting, the Planning Board set the date for the Public Hearing for January 30, 2023.

---

### **Planning Department Recommendation**

- 1) *Vote to recommend approval of the zoning ordinance amendments to City Council.*
- 2) *Vote to recommend approval of the zoning amendments to City Council as amended.*
- 3) *Vote to continue the Public Hearing to February 16, 2023.*

## **VII. ADJOURNMENT**

## Section 10.440 Table of Uses – Residential, Mixed Residential, Business and Industrial Districts

The proposed Zoning Ordinance amendments set forth in this document are intended to achieve three broad policy

**objectives:**

- (1) to remove barriers and provide more flexibility for the creation of accessory dwelling units (ADUs);
- (2) to strengthen provisions for ensuring that ADUs fit into established neighborhood patterns and minimize any adverse impacts on abutting properties; and
- (3) to simplify the ordinance and make it easier for users to understand and navigate

Before beginning the zoning revision project, the Planning Department reached out to stakeholders via a series of small group meetings and a survey of abutters to ADUs. This public involvement process revealed six broad **themes** that helped guide the zoning revision process:

- (1) Process navigational support is needed.
- (2) Dimensional relief is both an obstacle and a protection.
- (3) There is considerable cost and risk in the process and this is a deterrent.
- (4) Regulations for ADUs need to be clear and implementable.
- (5) Foremost among abutters’ concerns are: parking, short term rentals, neighborhood character, and buffering and separation.
- (6) Abutters were generally positive about ADUs.

The revisions to the Table of Uses below result in a table that is more detailed than the existing table, with two categories of attached ADUs and four categories of detached ADUs. This additional complexity reflects two proposed policy changes in support of the above objectives: (1) to allow ADUs with the least potential neighborhood impact as of right (“P”) instead of requiring a conditional use permit (“CU”) as currently; and (2) to fold the existing Garden Cottage use into the broader Detached Accessory Dwelling Unit (DADU) use.

Use	R	SRA SRB	GRA GRB	GRC (A)	GA/ MH	MRO CD4- L1	CD4- L2	MRB	CD5 CD4	GB	G1	G2	B CD4- W	WB	...
<b>1. Residential Uses</b>															
1.10 <b>Single family dwelling</b>	P	P	P	P	N	P	P	P	<del>P</del> N	N	P	P	N	N	...
1.20 <b>Accessory dwelling unit</b> <del>1.21 Attached</del>	<del>CU</del>	<del>CU</del>	<del>CU</del>	<del>CU</del>	<del>N</del>	<del>CU</del>	<del>CU</del>	<del>CU</del>	<del>CU</del>	<del>N</del>	<del>CU</del>	<del>CU</del>	<del>N</del>	<del>N</del>	<del>...</del>
1.21 <b>Attached accessory dwelling unit (AADU)</b> 1.211 Up to 750 sq. ft. GFA and entirely within an existing <b>single-family dwelling</b>	P	P	P	P	N	P	P	P	N	N	CU	CU	N	N	...
1.212 More than 750 sq. ft. GFA, or in an addition to or expansion of an existing <b>single-family dwelling</b>	CU	CU	CU	CU	N	CU	CU	CU	N	N	CU	CU	N	N	...
<del>1.22 Detached</del>	<del>CU</del>	<del>CU</del>	<del>CU</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>...</del>

Use	R	SRA SRB	GRA GRB	GRC (A)	GA/ MH	MRO CD4- L1	CD4- L2	MRB	CD5 CD4	GB	G1	G2	B CD4- W	WB	...
<p><b>1.22 Detached accessory dwelling unit (DADU)</b></p>															
<p><u>1.221 Up to 600 sq. ft. GFA and entirely within an existing <b>accessory building</b> that complies with all dimensional standards for <b>accessory buildings</b></u></p>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>N</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>...</u>
<p><u>1.222 Up to 600 sq. ft. GFA in an existing <b>accessory building</b> where any of the following apply: (a) the existing <b>building</b> does not comply with a dimensional standard for an <b>accessory building</b>, or (b) the <b>DADU</b> requires any modification of a standard in Section 10.814, or any variance; or (c) the <b>DADU</b> includes any expansion of the existing <b>accessory building</b></u></p>	<u>CU</u>	<u>CU</u>	<u>CU</u>	<u>CU</u>	<u>N</u>	<u>CU</u>	<u>CU</u>	<u>CU</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>...</u>

Use	R	SRA SRB	GRA GRB	GRC (A)	GA/ MH	MRO CD4- L1	CD4- L2	MRB	CD5 CD4	GB	G1	G2	B CD4- W	WB	...
<u>1.223</u> Up to 750 sq. ft. GFA in a new <b>building</b> that complies with all <b>lot</b> and <b>building</b> dimensional standards for a <b>single-family dwelling</b>	<u>CU</u>	<u>CU</u>	<u>CU</u>	<u>CU</u>	N	<u>CU</u>	<u>CU</u>	<u>CU</u>	N	N	N	N	N	N	...
<u>1.224</u> Up to 1,000 sq. ft. GFA in a new <b>building</b> that does not comply with a dimensional standard for a <b>single-family dwelling</b> , or that requires any variance to construct the <b>DADU</b>	<u>CU</u>	<u>CU</u>	<u>CU</u>	N	N	N	N	N	N	N	N	N	N	N	...
<del>1.25 Garden Cottage</del>	<del>CU</del>	<del>CU</del>	<del>CU</del>	<del>CU</del>	<del>N</del>	<del>CU</del>	<del>CU</del>	<del>CU</del>	<del>CU</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>---</del>
1.30 <b>Two-family dwelling</b>	N	N	P	P	P	P	P	P	P	N	P	P	N	N	...
...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...

NOTES:

(1) DADU uses no. 1.221 and 1.222 replace use no. 1.25 – Garden Cottages.

(2) In the “Supplemental Regulations” column, insert the following reference for uses 1.211 and 1.221: “10.814.61 (administrative approval)”.

## Article 8 Supplemental Use Standards

### 10.814 Accessory Dwelling Units

#### 10.814.10 Purpose and Eligibility

10.814.11 The purpose of this section is to provide for additional **dwelling units** within single-family neighborhoods in order to: increase the supply of smaller, more affordable housing units without the need for more infrastructure or further land development; meet local housing needs; and provide opportunities for adapted reuse of existing **accessory structures**. The standards in this section are intended to integrate more housing options into the community with minimal negative impact on the surrounding neighborhood.

~~10.814.10~~12 ~~One, and only one,~~ Only one **accessory dwelling unit (ADU)** shall be allowed on any **lot** containing a **single-family dwelling**. An **accessory dwelling unit** shall not be allowed under this Section 10.814 on a **lot** that contains more than one **dwelling unit**.

~~10.814.20~~13 Except as provided elsewhere in this Section 10.814, in order for a **lot** to be eligible for an **accessory dwelling unit**, the **lot** and all proposed **structures** and additions to existing **structures** shall conform to all zoning regulations as follows:

10.814.~~21~~131 Any municipal regulation applicable to **single-family dwellings** shall also apply to the combination of a principal **dwelling unit** and an **accessory dwelling unit** including, but not limited to, ~~lot area, yards, open space, off-street parking, building coverage, and building height,~~ the dimensional standards set forth in Sec. 10.521 and the off-street parking requirements set forth in Sec. 10.1110.

This revision reorganizes the provisions of Section 10.814 into a more logical sequence and adds subsection headings to make it easier for users to navigate the ordinance.

New purpose statement – balancing affordable housing with neighborhood quality of life.

These changes are meant to clarify that ADUs are subject to all applicable regulations, not just the ones that are itemized in the current ordinance.  
(But see next sentence.)



Notwithstanding the above, the combination of a principal dwelling unit and an accessory dwelling unit does not need to comply with the minimum lot area per dwelling unit for the zoning district.

This change allows an ADU to be created on a lot meeting the area requirement for a single-family dwelling.

10.814.~~22~~132 An **attached accessory dwelling unit** is permitted on an existing nonconforming lots and within an existing nonconforming buildings as long as there is ~~no increase in building height or building footprint for any portion of the existing building and~~ no increase to or extension of the any existing nonconformity and no new nonconformity is created.

This simplifies the language of no increase in any nonconformity.

10.814.~~23~~133 A **detached accessory dwelling unit** that is not created within an existing accessory building is not an **accessory building or structure** for the purposes of this Ordinance, and therefore shall be governed by the applicable minimum yard dimensions in Section 10.521 for a **principal building or structure** and not by the **side yard** and **rear yard** standards applicable to an **accessory building**.

The inserted phrase reflects the merging of the Garden Cottage use into the broader Detached ADU use. An existing accessory building converted to a DADU continues to be governed by the yard standards for accessory buildings.

10.814.14 Notwithstanding all of the above provisions, an accessory building existing on the effective date of this ordinance may be converted to a detached accessory dwelling unit as provided in Section 10.440, uses 1.221 and 1.222, and as further provided in this Section 10.814.

This is the key provision that folds the Garden Cottages use into the Detached ADU section.

**10.814.20 Standards for All Accessory Dwelling Units**

~~10.814.30~~ All **accessory dwelling units** shall comply with the following standards:

10.814.~~31~~21 The principal **dwelling unit** and the **accessory dwelling unit** shall not be separated in ownership (including by condominium ownership).

10.814.~~32~~22 Either the principal **dwelling unit** or the **accessory dwelling unit** shall be occupied by the owner of the **dwelling** as his or her principal place of residence. The owner shall provide documentation demonstrating to the satisfaction of the City that one of the units is his or her principal place of residence. Furthermore, an affidavit of this restriction shall be recorded at the Rockingham County Registry of Deeds.

10.814.~~321~~221 When the property is owned by one or more trusts, one of the **dwelling units** shall be the principal place of residence of the beneficiary(ies) of the trust(s).

10.814.23 The **accessory dwelling unit** shall not have more than two bedrooms.

10.814.~~33~~24 Neither the **principal dwelling unit** nor the **accessory dwelling unit** shall be used for any business, except that the property owner may have a **home occupation** use in the unit that he or she occupies as allowed or permitted elsewhere in this Ordinance.

10.814.~~34~~25 Where municipal sewer service is not provided, the septic system shall meet NH Water Supply and Pollution Control Division requirements for the combined system demand for total occupancy of the premises.

10.814.26 At least 1 **off-street parking** space shall be provided for an **ADU** with up to 750 sq. ft. GFA, and at least 2 spaces shall be provided for an **ADU** with more than 750 sq. ft. GFA, in addition to the 2 spaces that are required for the principal **single-family dwelling**.

### 10.814.30 Additional Standards for Attached Accessory Dwelling Units

~~10.814.40~~ An **attached accessory dwelling unit (AADU)** shall comply with the following additional standards:

10.814.~~41~~31 An interior door shall be provided between the **principal dwelling unit** and the **accessory dwelling unit**.

10.814.4232 The ~~accessory dwelling unit~~**AADU** ~~shall not have more than two bedrooms and~~ shall not be larger than 750 sq. ft. **gross floor area** except as permitted through a conditional use permit as provided in Section 10.440. In no case shall the AADU be larger than 1,000 sq. ft. gross floor area. For the purpose of this provision, the gross floor area of the AADU shall not include existing storage space, shared entries, or other spaces not exclusive to the ~~accessory dwelling unit~~**AADU**.

10.814.33 The **AADU** shall be subordinate to the principal **dwelling unit** in scale, height and appearance, as follows:

~~10.814.4331~~ ~~Any exterior changes to the single family dwelling shall maintain the appearance of a single family dwelling.~~ If there are two or more doors in the front of the principal dwelling unit, one door shall be designed as the principal entrance and the other doors shall be designed to appear to be secondary.

~~10.814.44~~ ~~No portion of the AADU shall be closer to the front lot line than the existing front wall of the principal dwelling unit.~~

~~10.814.45~~ ~~An AADU that is attached to the single family dwelling (i.e., created by an expansion of the existing structure) shall comply with the following:~~

~~10.814.451~~ ~~An exterior wall of the AADU that faces a street on which the lot has frontage shall comprise no more than 40 percent of the total visible façade area of the dwelling as seen from that street.~~

10.814.332 An addition to or expansion of an existing building for the purpose of creating an AADU shall be recessed or projected at least 18 inches from the existing front wall of the principal dwelling unit. Where the addition includes the construction of an attached, street-facing garage, it shall be set back at

Section 10.81.32 coordinates with the proposed changes to the table of uses:

- An AADU up to 750 sq. ft. is a permitted use (use 1.211).
- An AADU up to 1,000 sq. ft. may be allowed by a conditional use permit from the Planning Board (use 1.212).
- An AADU more than 1,000 sq. ft. is not allowed anywhere (this provision).

The standards for subordination of the AADU to the principal dwelling unit (Section 10.814.33) are refined based on experience with ADUs that have been created since the adoption of the ordinance, and on comments from residents.

least 10 feet from the front wall of the principal **dwelling unit**.

~~10.814.452~~ The addition to or expansion of the existing single family dwelling may include an increase in building height only as an upward expansion of the existing principal building with no increase in building footprint.

10.814.~~453~~333 The **building height** of any addition or expansion that includes an increase in **building footprint** shall be ~~less than the building height of the existing principal building~~ no greater than 75% of the height of the existing **building**. In the case of a single-story **building**, an addition or expansion may include an additional story to the existing **building** or a single-story addition at the same height as the existing **building**.

~~10.814.454~~ The **AADU** shall be architecturally consistent with the principal **dwelling**

#### 10.814.40 Additional Standards for Detached Accessory Dwelling Units

~~10.814.50~~ A **detached accessory dwelling unit (DADU)** shall comply with the following additional standards:

~~10.814.51~~ In a General Residence district, the combination of the **principal dwelling** and the **DADU** shall comply with the minimum **lot area per dwelling unit** specified for the district. (For example, the required **lot area for a single-family dwelling** with a **DADU** in the GRA district is 7,500 sq. ft. per **dwelling unit** multiplied by 2 **dwelling units**, or 15,000 sq. ft.) In a Single Residence or Rural district, a lot with a **DADU** shall comply with the minimum **lot area** for the district, but need not comply with the minimum **lot area per dwelling unit**.

10.814.~~52~~41 The **DADU** ~~shall not have more than two bedrooms and~~ shall not be larger than 750 sq. ft. gross floor area; ~~except that the maximum gross floor area shall be 1,000 sq. ft. if the lot area is 2 acres or more.~~ except as permitted through a conditional use permit as provided in Section 10.440, use no. 1.224.

10.814.411 In no case shall a **DADU** be larger than 1,000 sq. ft. **gross floor area**.

10.814.412 In no case shall a **DADU** that is created from an existing **accessory building** that does not comply with the minimum **yard** requirements for a **principal structure** be larger than 600 sq. ft. **gross floor area**.

10.814.42 A **DADU** that is created from an existing **accessory building** that does not comply with the minimum **yard** requirements for a **principal structure** shall comply with the following additional requirements:

10.815.421 The existing **accessory building** shall not be expanded either vertically or horizontally, other than through the addition of a front entry not to exceed 50 sq. ft., or a side or rear deck not to exceed 300 sq. ft.; except that the Planning Board may grant a conditional use permit to allow the **gross floor area** of the **accessory building** to be expanded up to a total of 600 sq. ft. as provided in Section 10.440.

10.815.422 A **DADU** that is within a required **side yard** or **rear yard** setback for the zoning district shall not have any windows or doors higher than eight feet above grade facing the adjacent property.

10.814.~~53~~43 The **DADU** shall be ~~clearly~~ subordinate to the principal **single-family dwelling** in scale, height and appearance, as follows:

These two provisions limit a DADU to 1,000 sq. ft. if it complies with all zoning setbacks, and to 600 sq. ft. if it is created from an existing accessory building that does not comply with the yard requirements for a principal structure. (Note that these size limits are reinforced in Section 10.814.63 below.)

The provisions in Section 10.814.42 are carried over from the existing Garden Cottages section of the ordinance and apply to any detached ADU that is created by converting an existing garage or other accessory building that does not comply with the yard requirements for a principal structure.

- 10.814.~~55~~431 The front wall of ~~the~~ **DADU** ~~that is not created within an existing accessory building~~ shall be set back at least 10 feet further from the **front lot line** than the existing front wall of the ~~single-family-principal dwelling unit~~.
- ~~10.814.531 The façade area of the DADU that faces a street on which the lot has frontage shall be no more than 40 percent of the combined visible façade areas of the principal single family dwelling and the DADU facing the same street.~~
- 10.814.~~532~~432 The **building height** of the entire building containing the DADU shall be ~~less than the building height of the principal single family dwelling~~ no greater than 22 feet.
- 10.814.433 When the **building** containing the **DADU** is taller than the **principal building**, its required setback from all property lines shall be increased by the difference in **building height** between the **DADU** and the **principal building**.
- 10.814.434 The **building footprint** of the entire **building** containing the **DADU** shall be no greater than 750 sq. ft.
- 10.814.435 The **gross floor area** of the entire **building** containing the **DADU** shall be no greater than 1,600 sq. ft. GFA or 75 percent of the **gross floor area** of the **principal dwelling unit**, whichever is less.
- 10.814.436 The **DADU** may include roof dormers provided they are located outside the required setbacks from property lines and occupy no greater than 33% of any individual roof plane.
- 10.814.437 The **DADU** shall comply with the drainage requirements listed under Section 10.1320.
- 10.814.438 The **DADU** shall comply with the lighting requirements listed under Section 10.1140.

The addition of “that is not created within an existing accessory building” is due to merging the Garden Cottage use into the DADU use and reflects the possibility that an existing garage or other accessory building may not be 10 feet back from the front line of the house.

In response to concerns raised by residents about the scale of DADUs (including some units that have been created under the current ordinance), Sections 10.814.432 through 10.814.436 establish upper limits on the absolute and relative size and scale of the building containing a DADU (as opposed to the size of the DADU itself).

Regardless of the size of the DADU that it contains, the detached building cannot have a footprint of more than 750 sq. ft. nor a gross floor area of more than 1,600 sq. ft. This would permit a 1,000 sq. ft. DADU (the maximum allowed with a conditional use permit) over a two-car garage.

~~10.814.533 The **DADU** shall be architecturally consistent with the principal **dwelling** through the use of similar materials, detailing, and other **building** design elements.~~

This architectural consistency provision is replaced by more detailed requirements in Section 10.814.50 below.

10.814.~~54~~44 The **DADU** shall ~~be separated from the single family dwelling by at least 20 feet~~ comply with the minimum separation requirements established by the Building Code.

~~10.814.56 No portion of the **DADU** shall be located in any required front yard, regardless of the location of the single family dwelling.~~

### 10.814.50 Architectural Design Standards

Where the creation of an **accessory dwelling unit** involves the construction of a new **building** or an addition to or expansion of an existing **building**, the exterior design shall be architecturally consistent with the **principal building** using the following design standards:

This new section establishes detailed standards for architectural consistency of an ADU with the principal single-family dwelling.

Note that these standards are requirements (“shall”), not guidelines (“should”). Section 10.814.612 provides that if the Planning Director determines that an ADU that is otherwise permitted (“P”) does not comply with any of these standards (or any other standard in Section 10.814), then the proposed use will require a conditional use permit, including a public hearing by the Planning Board.

10.814.51 The new **building**, addition or expansion shall be the same as or similar to the existing **principal building** with respect to the following elements:

- Massing, including the shape and form of the **building footprint**, roof or any projecting elements;
- Architectural style, design, quality and character;
- Roof forms, slopes, and shingling materials;
- Siding material, texture, and profile;
- Window spacing, shapes, proportions, style and detailing;
- Door style, material and detailing;
- Trim details, including window and door casings, cornices, soffits, eaves, dormers, shutters, railings and other similar design elements;
- Exposed foundation materials and profiles.

10.814.52 If provided, the following elements shall be the same as or similar to the corresponding elements on the **principal building** in terms of proportions, materials, style and trim:

- Projections such as dormers, porticos, bays, porches and door canopies;
- Chimneys, balconies, railings, gutters, shutters and other similar design elements.

10.814.53 If provided, garage doors shall be limited to 9 feet in width.

### **10.814.60 Review and Approval Process**

10.814.61 When Section 10.440 indicates that an **attached or detached ADU** is permitted (“P”), the following shall apply:

10.814.611 For a period of at least 30 days from the date of application to the City, the property owner shall post a notice, provided by the city, that describes the proposed **ADU** application. Such notice shall be located on the perimeter of the site where it can easily be viewed and readable from all abutting public ways. Prior to approval of the application for a **building permit** the applicant shall provide a written statement, including photographic evidence, confirming that the notice requirement has been met. Furthermore, the sign notice information will be mailed to the direct abutters of the **lot**.

10.814.612 The determination as to whether the **ADU** complies with all requirements shall be by administrative approval by the Planning Director. If the Planning Director determines that the application does not comply with any standard in this Section 10.814, the proposed **ADU** shall require a conditional use permit.

This requirement for posting and mailing a notice of the application is in response to resident concerns about lack of notification without a public hearing requirement.



10.814.~~60~~62 ~~Before granting~~ When Section 10.440 requires a conditional use permit for an **attached** or **detached ADU**, the Planning Board shall make the following findings before granting approval:

10.814.621 The **ADU** complies with all applicable standards of this Section 10.814.

10.814.~~61~~622 The ~~E~~ exterior design of the **ADU** is consistent with the existing principal **dwelling** on the **lot**.

10.814.~~62~~623 The site plan provides adequate and appropriate **open space, and landscaping** ~~and off-street parking~~ for both the **ADU** and the ~~primary dwelling~~ **principal dwelling unit**, and complies with the off-street parking requirements of Section 10.1110.

10.814.~~63~~624 The **ADU** will maintain a compatible relationship to **adjacent** properties in terms of location, design, and **off-street parking** layout, and will not significantly reduce the privacy of **adjacent** properties.

~~10.814.64~~ The **ADU** will not result in excessive noise, traffic or parking congestion.

10.814.~~70~~63 In granting a conditional use permit for an **accessory dwelling unit**, the Planning Board may modify a specific standard set forth in Sections 10.814.~~40-30~~ ~~or 10.814.52~~ through 10.814.~~56~~50 (excepting Section 10.814.41), including requiring additional or reconfigured **off-street parking** spaces, provided that the **Board** finds such modification will be consistent with the required findings in Section 10.814.~~60~~62.

10.814.70 **Post-Approval Requirements**

10.814.~~80~~71 Documentation of the conditional use permit approval shall be recorded at the Rockingham County Registry of Deeds.

This change replaces a general determination of “adequate and appropriate” parking with a specific finding that the plan complies with the off-street parking standards of the ordinance.

The phrase “excepting Section 10.814.41” means that (1) no detached accessory dwelling unit may exceed 1,000 sf in area, and (2) no DADU created in an existing accessory building may exceed 600 sf in area unless it complies with the required setbacks for a principal structure.

10.814.~~90~~72 A certificate of use issued by the Planning Department is required to verify compliance with the standards of this Section, including the owner-occupancy and principal residency requirements. Said certificate shall be issued by the Planning Department upon issuance of a certificate of occupancy by the Inspection Department and shall be renewed annually upon submission of such documentation as the Planning Department may require to verify compliance. A certificate of use shall not be issued prior to recording of documentation as required by ~~this section~~ 10.814.~~80~~71.

~~10.815 Garden Cottages~~

~~10.815.10 One garden cottage, and only one, shall be allowed on any lot containing a single family dwelling.~~

~~10.815.20 Relationship to other provisions of this Ordinance:~~

~~10.815.21 No garden cottage shall be allowed on the same lot as an accessory dwelling unit authorized under this Ordinance.~~

~~10.815.22 The establishment of a garden cottage results in two dwelling units on the property and thus makes the property ineligible to establish an accessory dwelling unit under RSA 674:72-73 and this Ordinance. As a condition of receiving a conditional use permit for a garden cottage, the property owner shall waive all rights under RSA 674:72 and RSA 674:73.~~

~~10.815.23 A garden cottage that complies with the standards of this section is exempt from the residential density standards of the Zoning Ordinance. A second dwelling unit on a lot that does not comply with the standards of this section shall be considered to be either a second primary dwelling or an accessory dwelling unit and shall comply with the applicable standards and provisions of the Ordinance.~~

The entire Garden Cottages section is deleted because the GC use is being folded into the broader category of Detached Accessory Dwelling Unit (DADU).

~~10.815.30 Garden cottages shall comply with the following standards:~~

~~10.815.31 The existing accessory building shall not be expanded either vertically or horizontally, other than through the addition of a front entry not to exceed 50 sq. ft., or a side or rear deck not to exceed 300 sq. ft.~~

~~10.815.32 A garden cottage shall not be larger than 600 sq. ft. gross floor area.~~

~~10.815.33 A garden cottage that is within a required yard for the zoning district shall not have any windows or doors higher than eight feet above grade facing the adjacent property.~~

~~10.815.34 The principal dwelling unit and the garden cottage shall not be separated in ownership (including by condominium ownership); and either the principal dwelling unit or the garden cottage shall be occupied by the owner of the property. The owner shall provide documentation demonstrating to the satisfaction of the City that one of the units is his or her principal place of residence.~~

~~10.815.341 When the property is owned by one or more trusts, one of the dwelling units shall be the principal place of residence of the beneficiary(ies) of the trust(s).~~

~~10.815.35 Where municipal sewer service is not provided, the septic system shall meet NH Water Supply and Pollution Control Division requirements for the combined system demand for total occupancy of the premises.~~

~~10.815.40 Before granting a conditional use permit for a garden cottage, the Planning Board shall make the following findings:~~

- ~~10.815.41 Exterior design of the **garden cottage** is consistent with the existing **single family dwelling** on the lot.~~
- ~~10.815.42 The site plan provides adequate and appropriate **open space, landscaping, and off-street parking** for both the **garden cottage** and the primary **dwelling**.~~
- ~~10.815.43 The **garden cottage** will maintain a compatible relationship to **adjacent** properties in terms of location and design, and will not significantly reduce the privacy of **adjacent** properties.~~
- ~~10.815.44 The **garden cottage** will not result in excessive noise, traffic or parking congestion.~~
- ~~10.815.50 In granting a conditional use permit for a **garden cottage**, the Planning Board may modify a specific dimensional or parking standard set forth in Section 10.815.30, including requiring additional or reconfigured **off-street parking** spaces, provided that the Board finds such modification will be consistent with the required findings in Section 10.815.40.~~
- ~~10.815.60 Documentation of the conditional use permit approval shall be recorded at the Rockingham County Registry of Deeds.~~
- ~~10.815.70 A certificate of use issued by the Planning Department is required to verify compliance with the standards of this Section, including the owner-occupancy and principal residency requirements. Said certificate shall be issued by the Planning Department upon issuance of a certificate of occupancy by the Inspection Department and shall be renewed annually upon submission of such documentation as the Planning Department may require to verify compliance. A certificate of use shall not be issued prior to recording of documentation as required by 10.815.60.~~

## Article 11 Site Development Standards

---

### Section 10.1110 Off-Street Parking

#### 10.1113 Location of Vehicular Use Facilities

##### 10.1113.20 Location of Parking Facilities on a Lot

Required **off-street parking** spaces shall not be located in any required **front yard**, or between a **principal building** and a **street** (including on a **corner lot**). This restriction shall not apply to required **off-street parking** for a **single-family dwelling** (including the combination of a **single-family dwelling** and an **accessory dwelling unit**) or **two-family dwelling**.

Currently, one- and two-family dwellings are exempted from the prohibition on providing required parking spaces in the front yard. This change extends the exemption to lots containing a single-family dwelling and an ADU, since an ADU is typically smaller than a unit in a two-family dwelling.

## Article 15 Definitions

---

### Section 10.1530 Terms of General Applicability

---

#### A

---

##### **Accessory building or structure**

A subordinate **building** located on the same **lot** with the principal **building**, occupied by or devoted to an **accessory use**. Where an **accessory building** is attached to the main **building** in a substantial manner, as by a wall or roof, such **accessory building** shall be considered part of the main **building**. For the purpose of this Ordinance, a **detached accessory dwelling unit** that is not created within an existing accessory building is not an **accessory building or structure**.

The inserted phrase is needed because the Garden Cottage use (which by definition is in an accessory building) is being folded into the Detached ADU use.

##### **Accessory dwelling unit (ADU)**

A **dwelling unit** that is constructed on the same **lot** as a **single-family dwelling** and complies with the standards for **accessory dwelling units** set forth in this Ordinance.

##### **Attached accessory dwelling unit (AADU)**

An **accessory dwelling unit** that is constructed within or attached to a **single-family dwelling**. For the purpose of this definition, “attached” means:

- (a) located within the **dwelling** and separated from the **principal dwelling unit** either horizontally or vertically, or
- (b) sharing a common wall for at least 25 percent of the length of the side of the **single-family dwelling**.

“Attached” does not include connection to the **single-family dwelling** solely by an unenclosed **structure** (such as a breezeway) or by an enclosed but unconditioned space.

**Detached accessory dwelling unit (DADU)**

An **accessory dwelling unit** that is constructed within ~~an accessory a~~ detached building on a lot containing one **single-family dwelling**. A **detached accessory dwelling unit** may be connected to the **single-family dwelling** by an unenclosed **structure** (such as a breezeway) or by an unconditioned space.

**Accessory use**

A **use** that is incidental and subordinate to the **principal use** and located on the same **lot** with such **principal use** or **building**.

---

G

---

~~**Garden cottage**~~

~~A **dwelling unit** that is constructed through conversion of an **accessory building** on the same **lot** as a **single-family dwelling** and complies with the standards for **garden cottages** set forth in the Ordinance.~~

This definition is being deleted because the Garden Cottage use is being merged into the Detached ADU use.

**Gross floor area (GFA)**

The sum of the areas of the several floors of a **building** or **buildings** as measured by the exterior faces of the walls, but excluding the areas of fire escapes, unroofed porches or terraces, and areas such as basements and **attics** exclusively devoted to **uses** accessory to the operation of the **building**. If the exterior walls are greater than 6 inches thick, then the **gross floor area** shall be adjusted to a maximum of a 6-inch thick wall.

## Section 10.440 Table of Uses – Residential, Mixed Residential, Business and Industrial Districts

The proposed Zoning Ordinance amendments set forth in this document are intended to achieve three broad policy

**objectives:**

- (1) to remove barriers and provide more flexibility for the creation of accessory dwelling units (ADUs);
- (2) to strengthen provisions for ensuring that ADUs fit into established neighborhood patterns and minimize any adverse impacts on abutting properties; and
- (3) to simplify the ordinance and make it easier for users to understand and navigate

Before beginning the zoning revision project, the Planning Department reached out to stakeholders via a series of small group meetings and a survey of abutters to ADUs. This public involvement process revealed six broad **themes** that helped guide the zoning revision process:

- (1) Process navigational support is needed.
- (2) Dimensional relief is both an obstacle and a protection.
- (3) There is considerable cost and risk in the process and this is a deterrent.
- (4) Regulations for ADUs need to be clear and implementable.
- (5) Foremost among abutters’ concerns are: parking, short term rentals, neighborhood character, and buffering and separation.
- (6) Abutters were generally positive about ADUs.

The revisions to the Table of Uses below result in a table that is more detailed than the existing table, with two categories of attached ADUs and four categories of detached ADUs. This additional complexity reflects two proposed policy changes in support of the above objectives: (1) to allow ADUs with the least potential neighborhood impact as of right (“P”) instead of requiring a conditional use permit (“CU”) as currently; and (2) to fold the existing Garden Cottage use into the broader Detached Accessory Dwelling Unit (DADU) use.



Use	R	SRA SRB	GRA GRB	GRC (A)	GA/ MH	MRO CD4- L1	CD4- L2	MRB	CD5 CD4	GB	G1	G2	B CD4- W	WB	...
<b>1. Residential Uses</b>															
1.10 <b>Single family dwelling</b>	P	P	P	P	N	P	P	P	N	N	P	P	N	N	...
1.20 <b>Accessory dwelling unit</b>  1.21 <b>Attached accessory dwelling unit (AADU)</b> 1.211 Up to 750 sq. ft. GFA and entirely within an existing <b>single-family dwelling</b> 1.212 More than 750 sq. ft. GFA, or in an addition to or expansion of an existing <b>single-family dwelling</b>															

Use	R	SRA SRB	GRA GRB	GRC (A)	GA/ MH	MRO CD4- L1	CD4- L2	MRB	CD5 CD4	GB	G1	G2	B CD4- W	WB	...
1.22 <b>Detached accessory dwelling unit (DADU)</b>															
1.221 Up to 600 sq. ft. GFA and entirely within an existing <b>accessory building</b> that complies with all dimensional standards for <b>accessory buildings</b>	P	P	P	P	N	P	P	P	N	N	N	N	N	N	...
1.222 Up to 600 sq. ft. GFA in an existing <b>accessory building</b> where any of the following apply: (a) the existing <b>building</b> does not comply with a dimensional standard for an <b>accessory building</b> , or (b) the <b>DADU</b> requires any modification of a standard in Section 10.814, or any variance; or (c) the <b>DADU</b> includes any expansion of the existing <b>accessory building</b>	CU	CU	CU	CU	N	CU	CU	CU	N	N	N	N	N	N	...

Use	R	SRA SRB	GRA GRB	GRC (A)	GA/ MH	MRO CD4- L1	CD4- L2	MRB	CD5 CD4	GB	G1	G2	B CD4- W	WB	...
1.223 Up to 750 sq. ft. GFA in a new <b>building</b> that complies with all <b>lot</b> and <b>building</b> dimensional standards for a <b>single-family dwelling</b>	CU	CU	CU	CU	N	CU	CU	CU	N	N	N	N	N	N	...
1.224 Up to 1,000 sq. ft. GFA in a new <b>building</b> that does not comply with a dimensional standard for a <b>single-family dwelling</b> , or that requires any variance to construct the <b>DADU</b>	CU	CU	CU	N	N	N	N	N	N	N	N	N	N	N	...
1.30 <b>Two-family dwelling</b>	N	N	P	P	P	P	P	P	P	N	P	P	N	N	...
...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...

NOTES:

- (1) DADU uses no. 1.221 and 1.222 replace use no. 1.25 – Garden Cottages.
- (2) In the “Supplemental Regulations” column, insert the following reference for uses 1.211 and 1.221: “10.814.61 (administrative approval)”.

## Article 8 Supplemental Use Standards

---

### 10.814 Accessory Dwelling Units

#### 10.814.10 Purpose and Eligibility

10.814.11 The purpose of this section is to provide for additional **dwelling units** within single-family neighborhoods in order to: increase the supply of smaller, more affordable housing units without the need for more infrastructure or further land development; meet local housing needs; and provide opportunities for adapted reuse of existing **accessory structures**. The standards in this section are intended to integrate more housing options into the community with minimal negative impact on the surrounding neighborhood.

10.814.12 Only one **accessory dwelling unit (ADU)** shall be allowed on any **lot** containing a **single-family dwelling**. An **accessory dwelling unit** shall not be allowed under this Section 10.814 on a **lot** that contains more than one **dwelling unit**.

10.814.13 Except as provided elsewhere in this Section 10.814, in order for a **lot** to be eligible for an **accessory dwelling unit**, the **lot** and all proposed **structures** and additions to existing **structures** shall conform to all zoning regulations as follows:

10.814.131 Any municipal regulation applicable to **single-family dwellings** shall also apply to the combination of a principal **dwelling unit** and an **accessory dwelling unit** including, but not limited to, the dimensional standards set forth in Sec. 10.521 and the **off-street parking** requirements set forth in Sec. 10.1110. Notwithstanding the above, the combination of a principal **dwelling unit** and an **accessory dwelling unit** does not need to comply with the minimum **lot area per dwelling unit** for the zoning district.

10.814.132 An **attached accessory dwelling unit** is permitted on an existing **nonconforming lot** and within an existing **nonconforming building** as long as there is no increase to or extension of any existing nonconformity and no new nonconformity is created.

10.814.133 A **detached accessory dwelling unit** that is not created within an existing **accessory building** is not an **accessory building** for the purposes of this Ordinance, and therefore shall be governed by the applicable minimum **yard** dimensions in Section 10.521 for a **principal building** and

not by the **side yard** and **rear yard** standards applicable to an **accessory building**.

- 10.814.14 Notwithstanding all of the above provisions, an **accessory building** existing on the effective date of this ordinance may be converted to a **detached accessory dwelling unit** as provided in Section 10.440, uses 1.221 and 1.222, and as further provided in this Section 10.814.

#### 10.814.20 Standards for All Accessory Dwelling Units

All **accessory dwelling units** shall comply with the following standards:

- 10.814.21 The principal **dwelling unit** and the **accessory dwelling unit** shall not be separated in ownership (including by condominium ownership).
- 10.814.22 Either the principal **dwelling unit** or the **accessory dwelling unit** shall be occupied by the owner of the **dwelling** as his or her principal place of residence. The owner shall provide documentation demonstrating to the satisfaction of the City that one of the units is his or her principal place of residence. Furthermore, an affidavit of this restriction shall be recorded at the Rockingham County Registry of Deeds.
- 10.814.221 When the property is owned by one or more trusts, one of the **dwelling units** shall be the principal place of residence of the beneficiary(ies) of the trust(s).
- 10.814.23 The **accessory dwelling unit** shall not have more than two bedrooms.
- 10.814.24 Neither the **principal dwelling unit** nor the **accessory dwelling unit** shall be used for any business, except that the property owner may have a **home occupation** use in the unit that he or she occupies as allowed or permitted elsewhere in this Ordinance.
- 10.814.25 Where municipal sewer service is not provided, the septic system shall meet NH Water Supply and Pollution Control Division requirements for the combined system demand for total occupancy of the premises.
- 10.814.26 At least 1 **off-street parking** space shall be provided for an **ADU** with up to 750 sq. ft. GFA, and at least 2 spaces shall be provided for an **ADU** with more than 750 sq. ft. GFA, in addition to the 2 spaces that are required for the principal **single-family dwelling**.

#### 10.814.30 Additional Standards for Attached Accessory Dwelling Units

An **attached accessory dwelling unit (AADU)** shall comply with the following additional standards:

- 10.814.31 An interior door shall be provided between the **principal dwelling unit** and the **accessory dwelling unit**.

- 10.814.32 The **AADU** shall not be larger than 750 sq. ft. **gross floor area** except as permitted through a conditional use permit as provided in Section 10.440. In no case shall the **AADU** be larger than 1,000 sq. ft. **gross floor area**. For the purpose of this provision, the **gross floor area** of the **AADU** shall not include existing storage space, shared entries, or other spaces not exclusive to the **AADU**.
- 10.814.33 The **AADU** shall be subordinate to the principal **dwelling unit** in scale, height and appearance, as follows:
- 10.814.331 If there are two or more doors in the front of the principal **dwelling unit**, one door shall be designed as the principal entrance and the other doors shall be designed to appear to be secondary.
- 10.814.332 An addition to or expansion of an existing **building** for the purpose of creating an **AADU** shall be recessed or projected at least 18 inches from the existing front wall of the principal **dwelling unit**. Where the addition includes the construction of an attached, street-facing garage, it shall be set back at least 10 feet from the front wall of the principal **dwelling unit**.
- 10.814.333 The **building height** of any addition or expansion that includes an increase in **building footprint** shall be no greater than 75% of the height of the existing **building**. In the case of a single-story **building**, an addition or expansion may include an additional story to the existing **building** or a single-story addition at the same height as the existing **building**.

#### 10.814.40 Additional Standards for Detached Accessory Dwelling Units

A **detached accessory dwelling unit (DADU)** shall comply with the following additional standards:

- 10.814.41 The **DADU** shall not be larger than 750 sq. ft. gross floor area except as permitted through a conditional use permit as provided in Section 10.440, use no. 1.224.
- 10.814.411 In no case shall a **DADU** be larger than 1,000 sq. ft. **gross floor area**.
- 10.814.412 In no case shall a **DADU** that is created from an existing **accessory building** that does not comply with the minimum **yard** requirements for a **principal structure** be larger than 600 sq. ft. **gross floor area**.

- 10.814.42 A **DADU** that is created from an existing **accessory building** that does not comply with the minimum **yard** requirements for a **principal structure** shall comply with the following additional requirements:
- 10.815.421 The existing **accessory building** shall not be expanded either vertically or horizontally, other than through the addition of a front entry not to exceed 50 sq. ft., or a side or rear deck not to exceed 300 sq. ft.; except that the Planning Board may grant a conditional use permit to allow the **gross floor area** of the **accessory building** to be expanded up to a total of 600 sq. ft. as provided in Section 10.440.
  - 10.815.422 A **DADU** that is within a required **side yard** or **rear yard** setback for the zoning district shall not have any windows or doors higher than eight feet above grade facing the adjacent property.
- 10.814.43 The **DADU** shall be subordinate to the principal **single-family dwelling** in scale, height and appearance, as follows:
- 10.814.431 The front wall of a **DADU** that is not created within an existing **accessory building** shall be set back at least 10 feet further from the **front lot line** than the existing front wall of the principal **dwelling unit**.
  - 10.814.432 The **building height** of the entire **building** containing the **DADU** shall be no greater than 22 feet.
  - 10.814.433 When the **building** containing the **DADU** is taller than the **principal building**, its required setback from all property lines shall be increased by the difference in **building height** between the **DADU** and the **principal building**.
  - 10.814.434 The **building footprint** of the entire **building** containing the **DADU** shall be no greater than 750 sq. ft.
  - 10.814.435 The **gross floor area** of the entire **building** containing the **DADU** shall be no greater than 1,600 sq. ft. GFA or 75 percent of the **gross floor area** of the principal **dwelling unit**, whichever is less.
  - 10.814.436 The **DADU** may include roof dormers provided they are located outside the required setbacks from property lines and occupy no greater than 33% of any individual roof plane.
  - 10.814.437 The **DADU** shall comply with the drainage requirements listed under Section 10.1320.

10.814.438 The **DADU** shall comply with the lighting requirements listed under Section 10.1140.

10.814.44 The **DADU** shall comply with the minimum separation requirements established by the Building Code.

### 10.814.50 Architectural Design Standards

Where the creation of an **accessory dwelling unit** involves the construction of a new **building** or an addition to or expansion of an existing **building**, the exterior design shall be architecturally consistent with the **principal building** using the following design standards:

10.814.51 The new **building**, addition or expansion shall be the same as or similar to the existing **principal building** with respect to the following elements:

- Massing, including the shape and form of the **building footprint**, roof or any projecting elements;
- Architectural style, design, quality and character;
- Roof forms, slopes, and shingling materials;
- Siding material, texture, and profile;
- Window spacing, shapes, proportions, style and detailing;
- Door style, material and detailing;
- Trim details, including window and door casings, cornices, soffits, eaves, dormers, shutters, railings and other similar design elements;
- Exposed foundation materials and profiles.

10.814.52 If provided, the following elements shall be the same as or similar to the corresponding elements on the **principal building** in terms of proportions, materials, style and trim:

- Projections such as dormers, porticos, bays, porches and door canopies;
- Chimneys, balconies, railings, gutters, shutters and other similar design elements.

10.814.53 If provided, garage doors shall be limited to 9 feet in width.

### 10.814.60 Review and Approval Process

10.814.61 When Section 10.440 indicates that an **attached** or **detached ADU** is permitted (“P”), the following shall apply:

10.814.611 For a period of at least 30 days from the date of application to the City, the property owner shall post a notice, provided by the city, that describes the proposed **ADU** application. Such notice shall be located on the perimeter of the site



where it can easily be viewed and readable from all abutting public ways. Prior to approval of the application for a **building permit** the applicant shall be provide a written statement, including photographic evidence, confirming that the notice requirement has been met. Furthermore, the sign notice information will be mailed to the direct abutters of the **lot**.

- 10.814.612 The determination as to whether the **ADU** complies with all requirements shall be by administrative approval by the Planning Director. If the Planning Director determines that the application does not comply with any standard in this Section 10.814, the proposed **ADU** shall require a conditional use permit.
- 10.814.62 When Section 10.440 requires a conditional use permit for an **attached** or **detached ADU**, the Planning Board shall make the following findings before granting approval:
  - 10.814.621 The **ADU** complies with all applicable standards of this Section 10.814.
  - 10.814.622 The exterior design of the **ADU** is consistent with the existing principal **dwelling** on the **lot**.
  - 10.814.623 The site plan provides adequate and appropriate **open space** and **landscaping** for both the **ADU** and the principal **dwelling unit**, and complies with the **off-street parking** requirements of Section 10.1110.
  - 10.814.624 The **ADU** will maintain a compatible relationship to **adjacent** properties in terms of location, design, and **off-street parking** layout, and will not significantly reduce the privacy of **adjacent** properties.
- 10.814.63 In granting a conditional use permit for an **accessory dwelling unit**, the Planning Board may modify a specific standard set forth in Sections 10.814.30 through 10.814.50 (excepting Section 10.814.41), including requiring additional or reconfigured **off-street parking** spaces, provided that the **Board** finds such modification will be consistent with the required findings in Section 10.814.62.

### **10.814.70 Post-Approval Requirements**

- 10.814.71 Documentation of the conditional use permit approval shall be recorded at the Rockingham County Registry of Deeds.
- 10.814.72 A certificate of use issued by the Planning Department is required to verify compliance with the standards of this Section, including the owner-

occupancy and principal residency requirements. Said certificate shall be issued by the Planning Department upon issuance of a certificate of occupancy by the Inspection Department and shall be renewed annually upon submission of such documentation as the Planning Department may require to verify compliance. A certificate of use shall not be issued prior to recording of documentation as required by section 10.814.71.

## **Article 11 Site Development Standards**

---

### Section 10.1110 Off-Street Parking

#### 10.1113 Location of Vehicular Use Facilities

##### **10.1113.20 Location of Parking Facilities on a Lot**

Required **off-street parking** spaces shall not be located in any required **front yard**, or between a **principal building** and a **street** (including on a **corner lot**). This restriction shall not apply to required **off-street parking** for a **single-family dwelling** (including the combination of a **single-family dwelling** and an **accessory dwelling unit**) or **two-family dwelling**.

## Article 15 Definitions

---

### Section 10.1530 Terms of General Applicability

---

## A

---

#### **Accessory building or structure**

A subordinate **building** located on the same **lot** with the principal **building**, occupied by or devoted to an **accessory use**. Where an **accessory building** is attached to the main **building** in a substantial manner, as by a wall or roof, such **accessory building** shall be considered part of the main **building**. For the purpose of this Ordinance, a **detached accessory dwelling unit** that is not created within an existing **accessory building** is not an **accessory building or structure**.

#### **Accessory dwelling unit (ADU)**

A **dwelling unit** that is constructed on the same **lot** as a **single-family dwelling** and complies with the standards for **accessory dwelling units** set forth in this Ordinance.

#### **Attached accessory dwelling unit (AADU)**

An **accessory dwelling unit** that is constructed within or attached to a **single-family dwelling**. For the purpose of this definition, “attached” means:

- (a) located within the **dwelling** and separated from the **principal dwelling unit** either horizontally or vertically, or
- (b) sharing a common wall for at least 25 percent of the length of the side of the **single-family dwelling**.

“Attached” does not include connection to the **single-family dwelling** solely by an unenclosed **structure** (such as a breezeway) or by an enclosed but unconditioned space.

#### **Detached accessory dwelling unit (DADU)**

An **accessory dwelling unit** that is constructed within a detached **building** on a **lot** containing one **single-family dwelling**. A **detached accessory dwelling unit** may be connected to the **single-family dwelling** by an unenclosed **structure** (such as a breezeway) or by an unconditioned space.

#### **Accessory use**

A **use** that is incidental and subordinate to the **principal use** and located on the same **lot** with such **principal use or building**.

---

## G

---

**Gross floor area (GFA)**

The sum of the areas of the several floors of a **building** or **buildings** as measured by the exterior faces of the walls, but excluding the areas of fire escapes, unroofed porches or terraces, and areas such as basements and **attics** exclusively devoted to **uses** accessory to the operation of the **building**. If the exterior walls are greater than 6 inches thick, then the **gross floor area** shall be adjusted to a maximum of a 6-inch thick wall.