MEMORANDUM

DATE: November 22, 2010

TO: Housing Element Committee (HEC)

FROM: Lilly Schinsing, Associate Planner

SUBJECT: Underdeveloped Parcels Methodology

The land inventory is required to include a listing of underdeveloped parcels, i.e., those parcels which are not "built-out" and could potentially accommodate additional units based on the current General Plan and zoning regulations. Staff has obtained information from the Marin County Assessor's Office which provides the street address, assessor's parcel number, lot size, number of existing units and zoning designation for each parcel in Sausalito. Staff will then use this information to begin to prepare the inventory of underdeveloped parcels.

Methodology

Six different single-family, two-family and multi-family residential zoning districts, three different commercial zoning districts, a houseboat district and an arks district that allow residential uses.

Zoning District	*Sub-District*	*Minimum Lot Size*	*Maximum Density Allowed (unit/parcel area)*
Single Family	R-1-20	20,000 square feet	1 unit/parcel
	R-1-8	8,000	1 unit/parcel
	R-1-6	6,000	1 unit/parcel
Two-Family	R-2-5	10,000	1 unit/5,000 square feet*
	R-2-2.5	5,000	1 unit/2,500 square feet*
Multi-Family	R-3	5,000	1 unit/1,500 square feet
Central Commercial	CC	5,000	1 unit/1,500 square feet
Commercial Residential	CR	5,000	1 unit/1,500 square feet
Neighborhood Commercial	CN-1, CN-2	5,000	1 unit/1,500 square feet
Houseboat	H	10,000	1 unit/10,000 square feet
Arks	A	1,500	1 unit/1,500 square feet

* If the parcel is "non-conforming," meaning that it is less than the minimum lot size, but greater than 1,500 square feet, the density allowed is 1 unit/1,500 square feet (Zoning Ordinance Section 10.40.030.D.2)

Single-Family. In the single family zoning districts only one unit is allowed on a lot, regardless of the size of the lot (provided the lot is 1,500 square feet or larger). Therefore, in order to determine how many additional units could be accommodated given the current zoning regulations, Staff will organize all of the single-family parcels into three different categories:

Category Type	*Additional Unit?*	*Phase*
❖ Vacant parcels 1,500 square feet or larger	Yes, one more unit (but counted in vacant land inventory)	Vacant Land
❖ Parcels 1,500 square feet or larger that have 1 or more unit	No, parcels are built out	Underdeveloped Parcels, Phase 1
❖ Parcels with an "unknown" lot size	Unknown	Underdeveloped Parcels, Phase 2

The vacant parcels will be analyzed in the vacant parcel task. The parcels 1,500 square feet or larger that have 1 or more unit have no potential for additional units as the parcels are built out. These parcels will be eliminated in the first phase of the underdeveloped parcels task. The parcels with an "unknown" lot size are those parcels that are in the County's tax records as having zero lot area. This is a glitch in the County's system. In order to determine the lot size Staff will need to individually research each parcel to determine the lot size and number of existing units. This will be conducted in Phase 2 of the underdeveloped parcels task.

Two-Family. In the two-family zoning districts the maximum number of units on any lot is based on the maximum density allowed.

Legal Conforming Lots: If the lot is at the minimum lot size it is "legal conforming." In order to calculate the number of additional units that could be put on a given lot one would multiply the lot size by the maximum density allowed and subtract out the number of existing units. The result would be rounded down.

EXAMPLES:

- For R-2-5 parcels, the maximum density allowed is 1 unit/5,000 square feet of lot area. If an example parcel with one unit in the R-2-5 zoning district is 13,000 square feet in area, the maximum number of additional units would be 1 additional unit:
  (13,000 sf x 1 unit/ 5,000 sf = 2.6 units – 1 existing unit = 1 add'l unit)
- For R-2-2.5 parcels, the maximum density allowed is 1 unit/2,500 square feet of lot area. If an example parcel with one unit in the R-2-2.5 zoning district is 13,000 square feet in area, the maximum number of additional units would be 1 additional unit:
  (13,000 sf x 1 unit/ 2,500 sf = 5.2 units – 1 existing unit = 4 add'l units)

Legal Non-Conforming Lots: If the lot is smaller than the minimum lot size (it is "legal non-conforming"), and provided the lot is 1,500 square feet or larger, in order to calculate the number of additional units that could be put on a given lot one would multiply the lot size by 1 unit/1,500 square feet and subtract out the number of existing units. The result would be rounded down.

EXAMPLES:

- For non-conforming R-2-5 parcels (smaller than 10,000 square feet), the maximum density allowed is 1 unit/1,500 square feet of lot area. If an example parcel with one unit in the R-2-5 zoning district is 7,000 square feet in area, the maximum number of additional units would be 3 additional units:
  (7,000 sf x 1 unit/ 1,500 sf = 4.6 units – 1 existing unit = 3 add'l units)
- For non-conforming R-2-2.5 parcels (smaller than 5,000 square feet), the maximum density allowed is 1 unit/1,500 square feet of lot area. If an example parcel with one unit in the R-2-2.5 zoning district is 3,000 square feet in area, the maximum number of additional units would be 1 additional unit:
  (3,000 sf x 1 unit/ 1,500 sf = 2 units – 1 existing unit = 1 add'l unit)

Similar to the single-family districts, in order to determine how many additional units could be accommodated given the current zoning regulations, Staff will organize all of the two-family parcels into four different categories:

Category Type	Additional Unit?	Phase
❖ Vacant parcels 1,500 square feet or larger	Yes, additional unit(s) (but counted in vacant land inventory)	Vacant Land
❖ Legal Conforming Parcels that have 1 or more unit	Yes, possibly, depending on lot size and number of existing units	Underdeveloped Parcels, Phase 1
❖ Legal Non-Conforming Parcels that have 1 or more unit	Yes, possibly, depending on lot size and number of existing units	Underdeveloped Parcels, Phase 1
❖ Parcels with an "unknown" lot size	Unknown	Underdeveloped Parcels, Phase 2

The vacant parcels will be analyzed in the vacant parcel task. The legal conforming and legal non-conforming parcels will be analyzed during the first phase of the underdeveloped parcels task. The parcels with an "unknown" lot size are those parcels that are in the County's tax records as having zero lot area. This is a glitch in the County's system. In order to determine the lot size Staff will need to individually research each property to determine the lot size and number of existing units. This will be conducted in Phase 2 of the underdeveloped parcels task.

Multi-Family. In the multi-family zoning districts the maximum number of units on any lot is based on the maximum density allowed.

If the lot is at the minimum lot size of 5,000 square feet and provided the lot is 1,500 square feet or larger, *in order to calculate the number of additional units that could be put on a given lot one would multiply the lot size by the maximum density allowed and subtract out the number of existing units. The result would be rounded down.*

EXAMPLE:

❖ The maximum density allowed is 1 unit/1,500square feet of lot area. If an example parcel with one unit in the R-3 zoning district is 5,000 square feet in area, the maximum number of additional units would be 2 additional units:
(5,000 sf x 1 unit/ 1,500 sf = 3 units – 1 existing unit = 2 add'l units)

Similar to the single-family and two family districts, in order to determine how many additional units could be accommodated given the current zoning regulations, Staff will organize all of the two-family parcels into three different categories:

Category Type	Additional Unit?	Phase
❖ Vacant parcels 1,500 square feet or larger	Yes, additional unit(s) (but counted in vacant land inventory)	Vacant Land
❖ Parcels that have 1 or more unit	Yes, possibly, depending on lot size and number of existing units	Underdeveloped Parcels, Phase 1
❖ Parcels with an "unknown" lot size	Unknown	Underdeveloped Parcels, Phase 2

The vacant parcels will be analyzed in the vacant parcel task. Parcels that have 1 or more unitwill be analyzed during the first phase of the underdeveloped parcels task. The parcels with

an "unknown" lot size are those parcels that are in the County's tax records as having zero lot area. This is an error in the County's system. In order to determine the lot size Staff will need to individually research each property to determine the lot size and number of existing units. This will be conducted in Phase 2 of the underdeveloped parcels task.

Commercial. In the commercial zoning districts the maximum number of units on any lot is based on the maximum density allowed. There are also restrictions on where the residential use is allowed (upper-floor only). In order to determine the maximum potential for additional residential units in commercial zoning districts Staff will first analyze the "paper potential" of additional units in each commercial zone by dividing the lot size by the maximum density requirements and subtracting out any additional units. Then Staff would need to verify that the "paper potential" could be added to each site above ground.

Houseboats and Arks. A separate methodology will be performed for the Houseboats and Arks Zoning District.

I:\CDD\Boards & Committees\HEC\Memos\underdeveloped parcels methodology 11-22-10.doc