



CITY OF  
**PALO  
ALTO**

**CITY OF PALO ALTO  
CITY COUNCIL  
Special Meeting  
Monday, February 24, 2025  
Council Chambers & Hybrid  
5:30 PM**

<b>Agenda Item</b>
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13. Accessory Dwelling Unit (ADU) - 2024 Year End Report



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**PALO  
ALTO**

## City Council Staff Report

**From: City Manager**

**Report Type: INFORMATION REPORTS**

**Lead Department: Planning and Development Services**

**Meeting Date: February 24, 2025**

Report #:2501-4041

### **TITLE**

Accessory Dwelling Unit (ADU) - 2024 Year End Report

### **RECOMMENDATION**

This is an informational report, and no action is required.

### **ANALYSIS**

This report transmits information related to application activity for accessory dwelling units (ADU), including junior accessory dwelling units (JADU) for calendar year 2024. Since 2015, the City has received 800 ADU/JADU building permit applications and issued 624 building permits. Throughout 2024, the City received 136 new applications, issued 124 ADU permits, and provided an approved Final Inspection on 105 ADU/JADU permits. As it relates to the Housing Element, the data continues to support the anticipated housing unit production expected from ADU/JADUs for the current housing element cycle, which is an average of 64 units per year over the 8-year planning period or a total of 512 units.

In 2024, the ADU sizes of open applications in this period range from 165 to 1,000 square feet, with an average size of 558 square feet. Approximately 44% of applications are located north of Oregon Expressway, and 56% are located south of Oregon Expressway. Since 2017, the majority of ADU/JADU permits relative to the Oregon Expressway has shifted between north and south from year to year. Further details can be found in Table 1 of Attachment A.

### **FISCAL/RESOURCE IMPACT**

This action has no fiscal impact.

### **ATTACHMENTS**

Attachment A: 2024 Year End Data

### **APPROVED BY:**

Jonathan Lait, Planning and Development Services Director

**Table 1: Summary of ADU Permits from 2015-2024**

<b>Category</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
New ADU Applications Filed <sup>1</sup>	10	9	28	55	75	78	136	151	122	136
Permits: Ready to Issue (City Approved) <sup>2</sup>	8	5	12	39	62	46	112	127	135	131
Permits: Issued (Permit Obtained) <sup>3</sup>	8	5	12	36	62	43	89	120	125	124
Permits: Final Inspection Approved <sup>4</sup>	3	4	9	12	33	46	37	62	101	105
Permits Expired			1	1					1	6
Detached ADUs (Submitted) <sup>5</sup>			20	35	52	52	80	80	48	53
Detached ADUs (Issued) <sup>5</sup>			8	24	41	33	55	64	57	48
Attached ADUs (Submitted) <sup>6</sup>			8	20	23	20	56	44	43	47
Attached ADUs (Issued) <sup>6</sup>			4	11	21	9	34	32	40	52
Junior ADUs (Submitted) <sup>7</sup>				1	1	1	25	27	31	36
Junior ADUs (Issued) <sup>7</sup>				1	1	1	9	24	28	24

Category		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Average Application Processing Time (Days Including Weekends) <sup>8</sup>		127	214	118	183	135	197	162	193	187	193
Average Construction Time (Days Including Weekends) <sup>9</sup>		578	751	330	287	173	262	455	431	496	519
City Impact Fees Collected for New ADUs <sup>10</sup>				\$451,514	\$402,012	\$198,962	\$44,057	\$139,592	\$540,453	\$487,322	\$498,101
ADU Size Smallest				150 SF	159 SF	220 SF	208 SF	178 SF	192 SF	227 SF	165 SF
ADU Size Largest				900 SF	900 SF	1,031 SF	1,000 SF	1,218 SF	2,217 SF	1,000 SF	1,000 SF
Average ADU Size				470 SF	469 SF	383 SF	518 SF	550 SF	589 SF	571 SF	558 SF
ADU Location Relative to Oregon Expressway	North			46%	49%	52%	55%	49%	52%	41%	44%
	South			54%	51%	48%	45%	51%	48%	59%	56%

Source: City of Palo Alto Accela Data January 2015 through December 2024

**Notes:**

1. Any ADU/JADU Application SUBMITTED for the year
2. Any ADU/JADU application Permit 'READY TO Issue' for the year (regardless of when it was submitted)
3. Any ADU/JADU Permit ISSUED for the year (regardless of when it was submitted)
4. Any ADU/JADU Permit receiving a Final Inspection (Ready to Occupy) for the year, regardless of when the application was submitted. Years 2015-2017 data point not available.
5. Any Detached ADU Permit Application submitted for the year/Any Detached ADU Permit Issued for the year, regardless of when the application was submitted. Years 2015-2016 data point not available.
6. Any Attached ADU Permit Application submitted for the year/Any Attached ADU Permit Issued for the year, regardless of when the application was submitted. Years 2015-2016 data point not available.
7. Any JADU Permit Application submitted for the year/Any JADU Permit Issued for the year, regardless of when the application was submitted. Years 2015-2016 data point not available.
8. Average number of days from permit application submittal to when permit is approved and ready to issue. This average includes weekends and days application is pending due to applicant preparation of resubmittal or additional information from applicant.
9. Average number of days from permit issued to final inspection completed. This average includes weekends and days staff is waiting for applicant to schedule the next required inspection; it also includes time related to the construction of a primary residence when the J/ADU is built at the same time.
10. Impact Fees collected for ADU's permitted for the year. Years 2015-2016 data point not available.



Q1 2024 ADU/JADUs Submitted						New Construction		Conversion		Type of Conversion		# of bdrms	ADU Size
# of Apps	Dwelling Type	Project Location	Zoning District	Date Filed	Application Status	Attached	Detached	Attached	Detached	Garage	Other Acc. Structure of Space		
16	JADU	South	R-1	2/13/24	Revisions Received			x		x		1	357
17	ADU	South	R-1 (S)	2/14/24	Revisions Received			x		x		1	519
18	ADU	North	R-1	2/15/24	Pending Resubmittal			x		x		2	720
19	ADU	North	R-1	2/20/24	Pending Resubmittal	x						1	536
20	ADU	South	R-1	2/27/24	Pending Resubmittal			x			x	1	337
21	ADU	South	R-1	2/29/24	Revisions Received	x						2	749
22	ADU	South	R-1	2/29/24	Pending Resubmittal				x	x		1	402
23	ADU	South	R-1	2/29/24	Pending Resubmittal		x					1	750
24	ADU	North	RM-15	3/5/24	Fees Due			x		x		1	645
25	ADU	South	R-1	3/5/24	Pending Resubmittal	x						2	805
26	ADU	North	R-1 (10000)	3/6/24	Revisions Received				x	x		1	524
27	ADU	South	R-1 (S)	3/6/24	Pending Resubmittal		x					2	750
28	ADU	South	R-1 (8000)	3/12/24	Resubmitted	x						0	608
29	ADU	North	R-1	3/13/24	Pending Resubmittal	x						2	749
30	ADU	North	R-1	3/13/24	Revisions Received			x			x	0	392
31	ADU	South	RE	3/15/24	Incomplete				x	x		1	675
32	ADU	North	R-1	3/15/24	Revisions Received				x	x		1	479
33	ADU	North	R-2	3/18/24	Revisions Received				x	x		1	360





Q2 2024 ADU/JADUs Submitted						New Construction		Conversion		Type of Conversion			
# of Apps	Dwelling Type	Project Location	Zoning District	Date Filed	Application Status	Attached	Detached	Attached	Detached	Garage	Other Acc. Structure of Space	# of bdrms	ADU Size
66	ADU	North	R-1	6/4/24	Revisions Received				x	x		1	445
67	ADU	North	R-1	6/5/24	Pending Resubmittal		x					1	355
68	ADU	South	R-1	6/7/24	Pending Resubmittal		x					2	749
69	JADU	South	R-1	6/13/24	Revisions Received	x						1	466
70	ADU	South	RM-30	6/13/24	Pending Resubmittal	x						1	565
71	ADU	South	R-1	6/17/24	Revisions Received			x			x	1	613
72	JADU	North	R-1	6/19/24	Revisions Received	x						1	478
73	ADU	South	R-1 (7000)	6/20/24	Pending Resubmittal	x						1	735
74	ADU	South	R-1	6/24/24	Pending Resubmittal	x						1	798

Q3 2024 ADU/JADUs Submitted						New Construction		Conversion		Type of Conversion			
# of Apps	Dwelling Type	Project Location	Zoning District	Date Filed	Application Status	Attached	Detached	Attached	Detached	Garage	Other Acc. Structure of Space	# of bdrms	ADU Size
75	ADU	North	R-1	7/3/24	Pending Resubmittal				x		x	1	551
76	ADU	South	R-1	7/16/24	Pending Resubmittal	x						1	495
77	ADU	South	R-1	7/16/24	Pending Resubmittal		x					1	796
78	JADU	North	R-1	7/17/24	Pending Resubmittal			x		x		1	361



Q3 2024 ADU/JADUs Submitted						New Construction		Conversion		Type of Conversion		# of bdrms	ADU Size
# of Apps	Dwelling Type	Project Location	Zoning District	Date Filed	Application Status	Attached	Detached	Attached	Detached	Garage	Other Acc. Structure of Space		
95	ADU	South	R-1 (8000)	8/29/24	Pending Resubmittal		x					1	799
96	ADU	South	R-1 (7000)(S)	9/4/24	Revisions Received		x					2	520
97	JADU	North	R-1 (10000)	9/5/24	Revisions Received			x		x		0	483
98	ADU	North	R-1	9/5/24	Pending Resubmittal		x					2	975
99	ADU	South	R-1	9/9/24	Pending Resubmittal	x						1	800
100	ADU	South	R-1	9/10/24	Resubmitted	x						1	800
101	ADU	North	R-1	9/10/24	Revisions Received				x	x		0	292
102	JADU	South	R-1	9/12/24	Pending Resubmittal	x						1	390
103	ADU	North	R-1	9/18/24	Revisions Received		x					0	336
104	ADU	North	R-1 (10000)	9/19/24	Revisions Received		x					2	748
105	JADU	South	R-1	9/20/24	Pending Resubmittal	x						0	423
106	ADU	North	R-1	9/24/24	Revisions Received		x					1	749
107	ADU	South	R-1	9/25/24	Resubmitted		x					1	435
108	ADU	South	R-1	9/25/24	Resubmitted		x					1	435
109	ADU	South	R-1	9/27/24	Pending Resubmittal		x					3	949



