

# Accessory Structures



## Facts to Know

### RELATED FACTS TO KNOW:

Minor Modification, Variance, Landscape Plan, SFD Landscaping, Development Plan.

### INTRODUCTION:

Accessory structures are commonly found across all zone districts for a variety of purposes. Accessory structures are defined as a subordinate structure located on the same lot with the principal building, occupied or devoted to an accessory use, or a use normally incidental or subordinate to the principal use of the property. The following information identifies accessory structures and general requirements for each structure. For additional information, please see Sec. 21-5400 of the city's Land Development Code for detailed regulations regarding accessory structures.

### GENERAL TIMEFRAME:

- Several accessory structures require a building permit prior to construction. For those accessory structures that require a building permit, the review period is typically 4-10 days for the initial submittal. Any additional review cycle shall be 4-10 days after resubmittal. Once all comments are addressed the applicant will be notified that the building permit is ready to be issued. **NOTE: As of October 4, 2016, building permits are no longer required for single-family residential sheds 200-square feet or less in size or for single-family residential flatwork/paving, so long as the work does not contact the right-of-way. These items still have standards (setbacks, size, location, etc., which must be followed).**

### GENERAL NOTES:

- Landscape Plan.** Any addition to a principle structure requires a landscape plan along with the building permit showing that the subject property meets landscaping regulations within Sec. 21-7501 of the city's Land Development Code. **NOTE: As of October 4, 2016, accessory structure additions or expansions no longer trigger landscape upgrades.**
- Incidental to Principal Use.** The accessory use or structure shall be clearly incidental and customarily found in connection with the principal use. No accessory use or structure is permitted on a lot or parcel without a principal use or structure.
- Commercial Use Restricted.** No accessory structure on a residentially zoned property shall be used for any commercial purpose.
- Lot Restriction.** The accessory uses or structures shall be conducted and/or located on the same lot and within the same zone district as the principal use.
- Unity of Ownership.** There shall be unity of ownership and unity of user between the principal use and accessory use.

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- Time of Establishment.** No accessory use shall be conducted and no accessory structure shall be erected on a lot until after all required permits and approval of the principal use or activity has been obtained.
- Nonconforming Use.** No new accessory structures shall be permitted on a lot with a legal non-conforming use.
- Accessory Living Space Restricted.** Except as expressly allowed, no accessory structure shall be used to provide any type of living area normally associated with a dwelling unit, including without limitation, spaces devoted to sleeping, permanent dining or cooking areas, and greater than a half bathroom.
- Motor Vehicles and Trailers.** The use of any motor vehicle, trailer, mini-mobile storage container, or shipping container as a structure in which, out of which, or from which any goods are sold or stored, any services performed, or other businesses conducted, shall be prohibited in all zoning districts except for:
  - The sale of goods or merchandise at a city-approved or sponsored event;
  - The use of a motor vehicle, trailer, or shipping or storage container in connection with an approved recycling operation;
  - The use of a trailer or shipping or storage container in conjunction with construction authorized by a valid building, grading, or construction permit; or
  - The use of a trailer, shipping, or storage container for the temporary loading and unloading of goods, provided that no individual trailer or container is in place longer than 72 hours.
- Mobile Homes and Recreational Vehicles.** No mobile home or recreational vehicle (RV) shall be used for accessory uses.
- Sight Distance.** No accessory structure or use shall be located within a sight-distance triangle.

## ACCESSORY STRUCTURE APPROVAL CRITERIA:

Accessory structures will be reviewed in accordance with the standards described in the table below and any applicable requirements in Article V, Division 4 (Sec. 21-5400) of the Land Development Code.

## SUBMITTAL REQUIREMENTS FOR ACCESSORY STRUCTURES:

The following information is required at the time of building permit submittal:

- One copy of the completed building permit application.
- Three copies of a site plan that shows where the proposed accessory structure will be located on the lot. Site plans shall include:
  - All dimensions and setbacks for the lot, principal structure, and proposed accessory structure; and
  - Any existing accessory structures.
- Three copies of a floor plan to include footing, foundations, framing, and roof framing.
- Three copies of building elevations, including all sides and the proposed height of the structure.

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STRUCTURE	LOCATIONAL REGULATIONS	SIZE, HEIGHT RESTRICTIONS	ADDITIONAL REGULATIONS
<p><b>DETACHED GARAGES</b></p>	<p><b>Residential Districts:</b></p> <ul style="list-style-type: none"> <li>• Front and side on street setback – can be no farther forward than the front facade (or side facade if side on street), but in no case closer than 20 feet from the right-of-way.</li> <li>• 5-foot side setback</li> <li>• 5-foot rear setback</li> </ul> <p><b>All Other Zone Districts:</b> Required principal structure setbacks shall apply.</p>	<p><b>Residential Districts</b></p> <ul style="list-style-type: none"> <li>• If the first floor area of the home is less than 864-sq.ft., then in no case can the garage exceed 864-sq.ft.</li> <li>• If the first floor area of the home is greater than 864-sq.ft., the maximum garage size may exceed 864-sq.ft., up to 15% of the lot area, but in no case can the garage square footage exceed the first floor area of the home.</li> <li>• 15-foot maximum height</li> </ul> <p><b>All Other Zone Districts:</b> No size limitation.</p>	<p>Allowed only for storage of vehicles used in conjunction with the principal use.</p> <p>Any garage serviced by a right-of-way shall be provided access by a driveway consisting of concrete, asphalt, or similar hard-surface material; or other materials approved by the city engineer.</p> <p>The color, style and type of materials used in the construction of the exterior portion of the garage must match those of the principal structure. The use of prefabricated metal structures or pole barns, or the use of corrugated metal, fiberglass, or similar panels is not allowed. For a garage to match the principal structure, the following criteria shall apply:</p>
<p><b>Attached Garages</b></p>	<p><b>Residential Districts:</b></p> <ul style="list-style-type: none"> <li>• Front and side on street setback – can be no farther forward than the front facade (or side facade if side on street), but in no case closer than 20 feet from the right-of-way.</li> <li>• 5-foot side setback</li> <li>• 5-foot rear setback</li> </ul> <p><b>All Other Zone Districts:</b> Required principal structure setbacks shall apply.</p>	<p><b>Residential Districts</b></p> <ul style="list-style-type: none"> <li>• If the first floor area of the home is less than 864-sq.ft., then in no case can the garage exceed 864-sq.ft.</li> <li>• If the first floor area of the home is greater than 864-sq.ft., the maximum garage size may exceed 864-sq.ft., up to 15% of the lot area, but in no case can the garage square footage exceed the first floor area of the home.</li> <li>• 15-foot maximum height</li> </ul> <p><b>All Other Zone Districts:</b> No size limitation.</p>	<ul style="list-style-type: none"> <li>• The roofline, the type of roofing material, and the color of the roofing material shall be the same or similar to the principal structure. If the principal structure has a flat roof, the garage may be allowed to have a pitched roof if city staff determines that it is aesthetically harmonious with the principal structure.</li> <li>• <b>Attached Garage:</b> All sides shall be a color and material that is the same or similar to the principal structure. Where the principal structure is all or partially of brick, stone, or stucco those exterior portions of the attached garage facing a public right-of-way shall be covered with brick, stone, or stucco in no less than the same proportion as the principal structure and shall wrap the brick, stone, or stucco a minimum of 3 feet on side elevations.</li> <li>• <b>Detached Garage:</b> All sides shall be a color and material that is the same or similar to the principal structure. Where the principal structure is all or partially of brick, stone, or stucco those exterior portions of the detached garage (regardless of front, side, or rear) that face a</li> </ul>

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Attached Garages			<p>public right-of-way and are not obstructed from view by items such as the primary structure, accessory structures, or fencing shall be covered with a base that is a minimum of 3 feet of brick, stone, or stucco that is the same or similar to the principal structure and shall provide a masonry wrap.</p> <ul style="list-style-type: none"> <li>Any proposed trim style and color shall be the same or similar to the trim on the principal structures.</li> </ul>
ATTACHED CARPORTS	<p><b>Front:</b> Can be no farther forward than the front façade, but in no case closer than 20 feet from the right-of-way.</p> <p><b>Side on Street:</b> If side loaded, can be no closer to the street than the side façade, but in no case closer than 20 feet from the right-of-way. If front loaded, principal structure setbacks for side on street shall apply.</p> <p>5-foot side setback.</p> <p>5-foot rear setback.</p>	<p><b>Single-Family Detached &amp; Attached Residential:</b></p> <ul style="list-style-type: none"> <li>400-sq.ft. maximum size.</li> <li>15-foot maximum height.</li> </ul> <p><b>All other Land Uses:</b> Carports are not allowed.</p>	<p>Detached carports are prohibited.</p> <p>Allowed only for storage of vehicles used in conjunction with the principal use.</p> <p>Any carport serviced by a right-of-way shall be provided access by a driveway consisting of concrete, asphalt, or similar hard-surface material.</p> <p>The color, style and type of materials used in the construction of the exterior portion of the carport must match those of the principal structure. The use of prefabricated metal structures or pole barns, or the use of corrugated metal, fiberglass, or similar panels is not allowed. For a carport to match the principal structure, the following criteria shall apply:</p> <ul style="list-style-type: none"> <li>The roofline, the type of roofing material, and the color of the roofing material shall be the same or similar to the principal structure. If the principal structure has a flat roof, the carport may be allowed to have a pitched roof if approved by the director.</li> <li>Any painted surface shall be the same color as the principal structure or trim.</li> <li>The supports are not required to match the principal structure.</li> <li>If the carport has a solid side, garage architectural requirements shall apply.</li> </ul>

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<p><b>ACCESSORY PARKING STRUCTURE</b></p>	<p><b>Front:</b> Prohibited.</p> <p><b>Side on Street:</b> May be located no closer to the street than the front façade of the nearest primary structure, but in no case closer than 20 feet from the right of way.</p> <p>5-foot side setback.</p> <p>5-foot rear setback.</p>	<p><b>Residential Areas:</b> 15-foot maximum height.</p> <p><b>Non-residential Areas:</b> 25-foot maximum height</p>	<p>Allowed only for the storage of operable vehicles used in conjunction with the principal use.</p> <p>Any accessory parking structure serviced by a right-of-way shall be provided access by a driveway consisting of concrete, asphalt, or similar hard-surface material.</p> <p>The color, style, and type of materials used in the construction of the exterior portions of an accessory parking structure shall match those of the principal structure. The use of prefabricated metal structures, corrugated metal, fiberglass, or similar panels is not allowed. For an accessory parking structure to match the principal structure, the follow criteria shall apply:</p> <ul style="list-style-type: none"> <li>• The roofline, the type of roofing material, and the color of the roofing material shall be the same or similar to the principal structure. If the principal structure has a flat roof, the accessory parking structure may be allowed to have a pitched roof if approved by the Director.</li> <li>• Any painted surface shall be the same, similar, or complementary color as the principal structure.</li> <li>• Any enclosed sides of the accessory parking structure shall meet the architectural requirements for a garage.</li> </ul> <p>Nothing in this section shall supersede any garage requirements for any underlying zone district.</p> <p>Accessory parking structures may be used in addition to and not in place of any garage requirement.</p> <p>Accessory parking structures shall only be used to cover permanent and approved parking spaces.</p> <p>Accessory parking structures shall be constructed as one structure. At no time shall a series of structures be attached to one another to create an accessory parking structure.</p>

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<b>STORAGE SHEDS</b>	<p>5-foot side setback.</p> <p>5-foot rear setback.</p> <p>Prohibited in a front yard and side on street yard.</p> <p>Townhouses without legally subdivided outdoor space must meet the above requirements and also be set back at least 2 feet from the side and rear boundaries of their allocated outdoor space.</p>	<p>200-sq.ft., total of all storage, in Residential Districts (except townhouses).</p> <p><b>Townhouses:</b> maximum shed size shall be 120 sq. ft.</p> <p>200-sq.ft., total of all storage, in commercial districts.</p> <p>15-foot maximum height, except in an industrial district where height cannot exceed that of the existing principal structure.</p>	<p>Metal containers and portable-on-demand storage containers are prohibited on property zoned or used for residential or commercial purposes.</p> <p>Storage sheds in commercial districts must incorporate the enclosed trash dumpster area as part of the shed. The color, style, and materials must match the principal commercial structure.</p>
<b><u>UNCOVERED:</u> DECKS, FLATWORK, PATIOS</b>	<p>Two-foot setback on side or rear property line.</p> <p>A 0-foot setback on side and rear property lines may be approved if a proper drainage mitigation plan has been approved by the city engineer</p>	<p>Less than 30 inches above grade.</p>	<p>Decks, poured concrete, and asphalt require a building permit. If required by ADA, the structure may encroach into the setback.</p> <p>Ramps, steps, and landings (not to exceed 4 feet x 4 feet) that provide access from the sidewalk to the first floor building entries shall be excluded from these setback requirements.</p>
<b><u>COVERED:</u> PORCHES, DECKS, TERRACES, GAZEBOS, SHADE STRUCTURES, AND PATIOS, OR UNCOVERED IF IT IS EQUAL TO OR GREATER THAN 30 INCHES IN HEIGHT ABOVE GRADE</b>	<p>For front setback, see individual zone district regulations. If not specified, then front setback shall be the same as the principal structure.</p> <p>5-foot side setback.</p> <p>10-foot rear setback.</p>	<p>Height of covering cannot exceed roofline of a single-story home. 15-foot maximum height for homes greater than single-story.</p> <p>Decks with structural support from the ground may not exceed the height of the second story floor plate. (Garden level is not counted as first floor.)</p>	<p>Ramps, steps, and landings (not to exceed 4 feet x 4 feet) that provide access from the sidewalk to the first floor building entries shall be excluded from these setback requirements.</p> <p>The color, style and type of materials used in the construction of the exterior portion of the covered porch or patio shall be similar or complimentary to those of the principal structure. The use of prefabricated metal structures or pole barns, fiberglass, or similar panels is not allowed.</p> <p>The roofline, the type of roofing material, and the color of the roofing material shall be the same or similar to the principal structure. If the principal structure has a flat roof, the covered porch may be allowed to have a pitched roof if city staff determines that it is aesthetically harmonious with the principal structure.</p>

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<b>FLAGPOLES</b>	<p>Poles attached to residential structures are exempt from these regulations.</p> <p><b>Residential Districts:</b> Pole must be setback from all property lines equal to height of the pole.</p> <p><b>Commercial and Industrial:</b></p> <ul style="list-style-type: none"> <li>• 0-foot front setback</li> <li>• Setback from all other property lines equal to height of pole</li> </ul>	<p><b>Pole Height:</b> Refer to 21-8205</p>	<p><b>Flag Size:</b> Refer to 21-8205</p>
<b>SWIMMING POOLS (ABOVE AND BELOW GROUND), POOL HOUSES, POOL EQUIPMENT ROOMS, HOT TUBS AND HOT TUB HOUSES</b>	<p>Not permitted in a front yard.</p>		<p>Fencing around structure may be required. Consult building code for specific details.</p>
<b>OUTDOOR RECREATIONAL COURTS (BASKETBALL, TENNIS)</b>	<p>3 feet from all property lines.</p>	<p>Fencing immediately around a court may not exceed 12 feet in height.</p>	<p>See lighting regulations for additional regulations. Court area must be paved.</p>
<b>GREENHOUSES</b>	<p>5-foot side setback. 5-foot rear setback. Not permitted in a front yard.</p>	<p>Cannot exceed 200-sq.ft. for residential. No maximum for non-residential. Cannot exceed 15 feet in height.</p>	
<b>BARNS AND STABLES</b>	<p>60-foot front setback. 25-foot side setback. 25-foot rear setback</p>		<p>Materials must be of a commercial quality. Fiberglass and plywood are prohibited.</p>

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<b>HORSE AND LIVESTOCK PENS</b>	60-foot front setback. 25-foot side setback. 25-foot rear setback. 50 feet from any existing residentially used structure on adjacent property.		Fencing regulations for underlying zone district shall apply.
<b>NIGHT WATCHMAN'S QUARTERS - ALL</b>	Must comply with R-1 standards for setbacks.	Must comply with R-1 standards for setbacks.	Only one residential caretaker unit shall be permitted per property. Shall be used only to house the caretaker of the principal use, plus immediate family. Mobile homes, RVs, and buses shall not be used as living quarters.
<b>SHADE STRUCTURES</b>	For front setback, see individual zone district regulations. If not specified, then front setback shall be the same as the principal structure. 5-foot side setback. 10-foot rear setback.	15-foot maximum height <b>Detached Shade Structures:</b> <ul style="list-style-type: none"> <li>• 200-sq. ft. maximum in residential zone districts.</li> <li>• 500-sq. ft. maximum in commercial and industrial zone districts.</li> </ul> <i>Shade structures attached to other accessory structures:</i> If a shade structure is attached to another accessory structure (shed, garage, etc.), the total square footage of the shade structure shall not exceed 200-square feet.	Same as garages. Shade structures shall be similar in color, style, and material as accessory structure to which it is attached. Fabric shade material shall be prohibited for a permanent structure. No parking is allowed under a detached shade structure or a shade structure attached to an accessory structure.
<b>GUESTHOUSE/CARRIAGE HOUSE</b>	See zone district or PUD Zone Document where allowed.		
<b>SATELLITE DISHES</b>	Must be in rear yard and screened if over one meter (39 inches) in diameter and visible from any right-of-way or park, trail, or open space.		
<b>CLOTHESLINES AND CLOTHESLINE POLES</b>	Allowed in side and rear yard only.		

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STRUCTURE	LOCATIONAL REGULATIONS
DRIVEWAYS	Two feet from side property line, unless shared driveway condition exists.
DUMPSTERS, TRASH CONTAINERS	Permitted in side and rear yards only.