



**MEMORANDUM  
CITY OF BEVERLY HILLS**

**For the Planning Commission  
Meeting of July 8, 2010**

**TO:** The Planning Commission  
**FROM:** Peter Noonan, AICP, Associate Planner  
**THROUGH:** Jonathan Lait, AICP, City Planner  
**SUBJECT:** **Second Unit Survey**

A survey is being sent out to all single-family homes in the City asking the current resident if they have a second unit. A copy of this survey is attached along with the coverletter.

A second unit is a self-contained residential dwelling unit (has a kitchen and a bathroom) either attached to the main house, or located in a separate structure on the property. Second units can also be called pool houses, guest houses, or granny flats.

Second units can be rented. When rented, second units can provide an alternative source of affordable housing that is compatible with our communities neighborhoods.

The survey is being sent out with a self-addressed, stamped return envelope to facilitate participation.

PETER NOONAN, AICP

**Attachments:** A. Second Unit Survey Letter  
B. Second Unit Survey



Susan Healy Keene, AICP, Director  
Community Development Department

July 2, 2010

**RE: Do You Have a Second Unit? – Citywide Second Unit Survey**

Dear Property Owner or Resident:

The City of Beverly Hills needs your help. We are currently updating the Housing Element and would like a better understanding of how often second units occur in the city. A second unit is a self-contained residential dwelling unit (has a kitchen and a bathroom) either attached to the main house, or located in a separate structure on the property. Second units can also be called pool houses, guest houses, or granny flats. Second units help increase the variety of housing choices in our city without altering the character of our neighborhoods. Second units may also help the City meet some State requirements.

***This survey is completely anonymous, no identifying information is asked of you.***

Please take a moment to fill out the short survey attached. Once you have completed the survey, simply place it in the mail using the enclosed self-addressed stamped envelope. ***Completed surveys should be placed in the mail by July 16, 2010.***

If you have any questions, or would like more information on second units and the State's requirements for housing, or would like to participate in the housing element update process, please contact Peter Noonan in our Planning Division, by phone at: (310) 285-1127, or by email at: [pnoonan@beverlyhills.org](mailto:pnoonan@beverlyhills.org).

Thank you for your time, and your participation!

Sincerely,

Susan Healy Keene, AICP  
Director of Community Development



## Do you Have a Second Unit? - Second Unit Survey

The State of California requires every city and county to plan for their community's future housing needs. This is done every seven years as part of the State required update to the Housing Element in the General Plan.

Planning to meet our communities' future housing needs is an important part of ensuring that long-time residents and their children are able to find housing that meets their needs throughout their lives. In Beverly Hills, second units, or "granny flats", can provide a home for an elderly parent or a college student while maintaining the quality and character of our neighborhoods. Second units can also help the City meet State mandated requirements for housing.

**What is a Second Unit?** A second unit, as defined by the State, is a "self-contained residential dwelling either attached to the main house or in a separate structure on the property". A second unit must include all of the following:

- A sleeping area
- A full bathroom
- A separate cooking facility

In Beverly Hills, second units must also have off street parking.

**Filling out this survey will help us understand how often Second Units occur in our City.**

**This survey is completely anonymous**

**No Identifying Information is asked of you**

### INSTRUCTIONS

1. **If you have a second unit**, please complete the survey and return it to City Hall in the enclosed postage paid envelope. Please mail the completed survey by July 16, 2010
2. **If you do not have a second unit**, you do not need to complete the survey. However, if you have thoughts that you would like to share with the City on second units, we have provided space on the last page of the survey.

### PART ONE – TELL US ABOUT YOUR SECOND UNIT (Please Circle the Best Answer)

1. Where is the unit?
- a) Attached to your main house.
  - b) Detached from the main house.

2. How big is the unit?
- a) Studio
  - b) 1 bedroom
  - c) 2 bedroom

3. About how old is the unit?
- |                                |                                |
|--------------------------------|--------------------------------|
| a) Built before 1981           | c) Built between 1998 and 2005 |
| b) Built between 1981 and 1997 | d) Built after 2005            |



**PART TWO – TELL US ABOUT THE PERSON WHO LIVES IN YOUR SECOND UNIT** (Please Circle the Best Answer)

4. Is the unit occupied?
- a) Yes (if "yes," please answer questions 5 through 9)
  - b) No (if "no", please answer questions 9 and 10)

5. How many people live in your second unit?
- a) \_\_\_\_\_
- (Please fill in the number of occupants)

6. Is the occupant a family member?
- a) Yes
  - b) No

6. What are the age groups for all occupants? (Please select all that apply)
- a) Under 16 years
  - b) 16-30 years
  - c) 31-55 years
  - d) Over 55 years

7. What is the occupant's occupation? (Please select all that apply)
- a) Student
  - b) Professional
  - c) Caretaker/household employee
  - d) Retired
  - e) Other \_\_\_\_\_
  - f) Don't know

**PART THREE – TELL US HOW MUCH YOU RENT THE UNIT FOR** (Please Circle the Best Answer)

8. What is the monthly rent?
- a) No rent is charged
  - b) Under \$400
  - c) \$400 to \$700
  - d) \$701 to \$1,100
  - e) \$1,101 to \$1,300
  - f) \$1,301 to \$1,500
  - g) Over \$1,500

9. If you don't currently rent your unit, what would you expect to charge if you did?
- a) Under \$400
  - b) \$400 to \$700
  - c) \$701 to \$1,100
  - d) \$1,101 to \$1,300
  - e) \$1,301 to \$1,500
  - f) Over \$1,500

10. Are utility costs included, or would they be included, as part of the occupant's rent?
- a) Yes
  - b) No (if "no," please indicate which utilities the occupant is responsible for)  
\_\_\_ Gas                      \_\_\_ Electric                      \_\_\_ Phone



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**END OF SURVEY**

**RETURNING THE SURVEY.** Thank you for completing the survey. Please place the survey in the self-addressed envelope provided and **mail by July 16, 2010.**

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The Beverly Hills Community Development Department  
thanks you for your participation!

**Contacting Us.** If you have questions, would like more information on second units and State requirements, or would like to participate in the housing element update, please contact:

Peter Noonan at 310-285-1127 or email at [pnoonan@beverlyhills.org](mailto:pnoonan@beverlyhills.org)

Comments (*Attach a separate sheet if necessary*):

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