

## 21 Elements Project

### “Starter” Menu for Potential Phase III Scope of Work

3/17/09

#### **21 Elements Project—Phase definitions**

- Phase I: SubRHNA — cooperating to improve the Regional Housing Needs Allocation process (2006 – 2008)
- Phase II: Housing Element Update Kit — cooperating to streamline the Housing Element preparation process (2007 – 2009)
- Phase III: Housing Element Implementation — cooperating to streamline implementation of Action Plans in Housing Elements (2009 - )

#### **Potential Phase III Projects**

The following menu presents projects that directly or indirectly extend and build upon the successful collaboration of all C/CAG member jurisdictions on housing-related planning, dubbed the 21 Elements project. As with earlier phases, **the goal of all potential projects is to furnish opportunities for member jurisdictions to cooperate to save time and enhance quality by sharing best practices, and to save money by aggregating common tasks.**

The 21 Elements project sponsors (C/CAG, and San Mateo County Department of Housing) are committed to supporting this long-term collaborative effort on dual tracks—policy work and technical work co-evolving as staff implements policy and policy-makers are apprised of best practices and workable alternatives by staff. Therefore, the following list of candidate activities for the scope of work for Phase III is sorted roughly into technical and policy categories, although of course each item is really a combination of the two.

#### *Candidate Phase III Technical Implementation Activities*

1. **Maintain 21 Elements website and related resources.** Keep the project website available and useful to TAC and public, including at least:
  - a. Post all completed Housing Elements
  - b. Compile and post database of all Housing Action Plans (i.e., list of policies and programs) as jurisdictions complete housing elements
  - c. Maintain capability for both internal (TAC) and external (community organizations) to have material posted for mutual edification
  - d. Compile and post Housing Action Plan annual reports to HCD as they become available as public documents
2. **Continue support for the 21 Elements Technical Advisory Committee during housing element implementation.** The TAC can meet periodically to coordinate working groups on selected housing element implementation projects, including:
  - a. Facilitate once every other month steering committee meetings
  - b. Conduct Building a Sustainable San Mateo Project
    - i. Develop options for green landscaping requirements
    - ii. Coordinate efforts on green building requirements
    - iii. Study and implement appropriate parts of green parking lots and streets standards from San Mateo Water Pollution Prevention Program

- c. Host lectures and networking events for entry level/mid level staff
  - d. Research jurisdiction specific parking use patterns and facilitate conversations about appropriate standards
  - e. Provide models for second units that jurisdictions can use for expedited approval
  - f. Conduct an Aging Friendly San Mateo project to make sure our communities will be good places to grow old.
3. **Streamline required annual progress reports related to housing elements**, both housing production and program implementation.
  4. **Create a countywide GIS composite layer of housing sites identified in housing elements for each jurisdiction.** This can be used locally for various planning and reporting purposes, and will facilitate countywide policy and planning as a composite. It would also directly assist developers interested in housing and mixed-use opportunities.
  5. **Create countywide GIS layer showing the boundary of the transit priority project area defined in SB 375.** This saves work by doing tasks once that will otherwise need to be done separately by each of the 12 jurisdictions that include portions of the Transit Corridor Area, to efficiently incorporate requirements of SB 375 into local practice.
  6. **Compile and maintain a countywide “affordable housing preservation database”** that tracks potential expiration of existing affordable housing, including locally-administered BMR units. This required utility is almost as easy to do for all jurisdictions together as for each jurisdiction alone, since a 70% complete solutions exists already and new unit production is slow.
  7. **Create a countywide database to streamline compliance with AB 997**, which requires each redevelopment agency to create a web-accessible database of all deed-restricted housing that received an redevelopment agency funding. Half of jurisdictions have this regulatory obligation, but few have the capacity to do it, or do it well.

*Candidate Phase III Policy Development Activities*

8. **Advance State legislation that will allow local jurisdictions to count affordable housing generated through existing local inclusionary ordinances toward their RHNA allocations** for affordable housing in the next planning cycle. This was a high-priority project for Phase II, but proved to be out of reach politically at the State level.
9. **Develop an opt-in ordinance that each jurisdiction could customize to generate a locally appropriate dedicated source of funds for implementation of countywide affordable housing and supportive housing goals** included in many housing element action plans. Do this in collaboration with the legislative committees of HEART and County.
10. **Begin work now to be ready to propose legislation to allow a countywide housing element for the next planning cycle** (RHNA-5) that would streamline compliance with generic/common requirements and action program components, while supporting local customization to preserve local control.
11. **Streamline monitoring of existing BMR units for compliance with deed restrictions.** Two-thirds of jurisdictions have this regulatory obligation, but few have the capacity to do it as thoroughly as they would prefer.
12. **Conduct a countywide Article 34 election.** In certain circumstances, a jurisdiction must gain voter approval to assist development of affordable housing. This is called an Article 34 election. Redwood City has asked that we explore the legal and political feasibility to doing a countywide Article 34 election that would fulfill the legal requirement without diminishing any local jurisdiction’s final control over zoning or project approval.