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## MEETING SUMMARY – TAC 8

Thursday March 19th, 2009

10:00 am – 12:00 pm

SamTrans Building

1250 San Carlos Avenue, San Carlos

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### **Next TAC Meeting**

TAC 9 May 21st, 2009

10:00-12:00pm

SamTrans Building, Fourth Floor Dining Room

1250 San Carlos Avenue, San Carlos

**NOTE: ROOM CHANGE**

### **I. Introduction and Meeting Purpose**

Members of the 21 Elements Technical Advisory Committee met on March 19th to continue their work. The agenda for the meeting included discussions about the following items:

- Jurisdiction Announcements and Events
- Project Announcements
  - Homeless census update
  - Silicon Valley Foundation Regional Planning Grant
  - Roster Update
  - Other
- Products
  - Overview
  - Recently Completed Products
  - Final Pieces
  - Structure of Housing Element Kit
- Moving Forward - Phase III
  - How We Got Here
  - Potential Areas for Coordination
  - Key Policies and Programs
  - Structure/Organization

### **II. Jurisdiction Announcements and Events**

The TAC group went around the room announcing challenges or interesting developments regarding their housing elements.

- Micahel Van Longkhuysen, Daly City. They are in process of finalizing their draft element and will be introducing it to the community in May and June.

- Maureen Riordin, Redwood City. They are in the process of completing draft housing element and community meetings.
- Jennifer Walker and Laurie Shields, Belmont. They will be having a Planning Commission study session on April 7th and their consultant is in the process of finishing the constraints section.
- Steve Flint, Half Moon Bay. A workshop is scheduled for next week. A subcommittee has been appointed and they had their first meeting. They should be on schedule to get their element to HCD by end of June.
- Linda Ajello, So. San Francisco. They recently had their first community meeting and they received their first preliminary draft from consultants. They will have their 1<sup>st</sup> public hearing in April and anticipate getting the element to the state on time.
- Mark Sullivan and Aaron Aknin, San Bruno. They are planning a community meeting within the next month. They are simultaneously preparing a Downtown plan that is focusing on high density train station plans.
- Liz Cullinan, Hillsborough. Element went to HCD and they received a constructive comment letter back from state. HCD is paying close attention to housing for disabled and wants to see transitional housing clearly spelled out.
- Will Gibson, San Mateo County. They just engaged a consultant for outreach portion and will be having community meetings soon.
- Jennifer Kuntz, Colma. They are developing draft and getting ready to begin outreach.
- David Petrovich, Millbrae. They hired Baird + Driskell Community Planning as consultant. They are early in the process. A month ago their Planning Commission approved a condo conversion project with 27 unit apartments to be managed through Bridge Housing.
- Ken Chin, San Mateo. They submitted their element for the state's 60 day review. They are awaiting comments. They are simultaneously updating their Downtown Plan and General Plan.
- Arlene Joyner and Wilbert Lee, East Palo Alto. They recently hired a consultant and had their first community meeting a couple weeks ago and their second April 16th.

### III. Project Announcements

Several announcements were made in regards to the project.

#### *Homeless census update*

Duane Bay made an announcement about the homeless census update which is a Federal requirement that happens every two years with the latest update happening in January 2009. He stressed that it is important to pay attention to the timing when using the numbers for the new housing elements and therefore the housing element reviewer needs to make a judgment call for which numbers to use. The new homeless numbers are currently in raw form and should be available by mid-April.

#### *Silicon Valley Foundation Regional Planning Grant*

Grant funding by the Silicon Valley Foundation was discussed. They are currently accepting applications for grants in the amount of \$500,000 - \$700,000 for regional planning projects related to housing with emphasis on smart growth and social justice. An RFP and background paper are available on their website with details. The TAC group was encouraged to take a look at this possible opportunity for collaboration with non-profits to enhance their housing needs.

***Roster Update***

The contact roster, HCD tours sign-up sheet and key dates progress report were passed around. Josh Abrams stated that because the HCD tours were so successful, HCD made a special exception to allow the continuation of the tours. Three additional days were being added to the schedule.

***County GIS Sites Inventory***

Duane Bay stated that consultant, Poppy Gilman, has been trying to approach the County to get a GIS layer for parcel data for sites inventory for several municipalities that she works with. He was checking to see who else would be interested in discussing this topic further. Jeff Baird added that to have a legally defensible Housing Element the inventory should be detailed and recommended a list plus mapping key sites. If necessary, a half hour conference call could be set up to discuss this item further.

**IV. Products**

The list of completed products was handed out and discussed. Almost everything is in final format and will be available soon.

***Key completed products.***

- Recent Housing elements law changes
- Newsletter
- Advocates information
- Existing housing elements by jurisdiction
- Policy and program database/reports by subject area
- Background data
- Senior trends
- Foreclosure
- Worksheets on available sites

***Recently completed products***

- Sustainability
- Reasonable accommodations
- Parking and traffic
- Non-governmental constraints
- Monitoring

***Just about finished***

- Mixed use, density and design
- Wellness and public health
- Fact sheets
  - Context for CEQA
  - Why do a housing element?
  - Funding Opportunities

### ***Constraints***

The constraints section was discussed with the TAC group. Draft language of the constraints section is available for building cost, land cost, and availability of funding. This section was written to be as general as possible by taking information from discussions with a number of builders. It was suggested to discuss this information with other staff to make sure it is accurate for each jurisdiction and then share results. Jeff suggested looking at realistic development capacity, focusing on specific sites, and looking at possible exception procedures related to those sites. Related to housing fees, he suggested that it is good practice to compare to other jurisdictions to check that fees are within reason.

### ***Reasonable Accommodations***

There was a question about reasonable accommodations and how cities are incorporating this requirement. If a jurisdiction wants to include an ordinance, it is best to keep it simple. Woodside has a good example in Chapter 153 of their zoning ordinance which is available on their website. This can be added as a link on the 21 Elements website.

### ***Monitoring Annual Reporting***

In previous years, each jurisdiction was required to monitor their annual reporting and HCD is planning on using standardized forms in the future. The format is still being finalized, but it will include a list of policies, programs and implementation. This will begin next April (2010) and this should be considered during the development of the structure of housing element. Jeff Baird suggested, for ease of the annual reporting, to name a policy or program for reference (name and number) and use concise titles.

### ***Mixed Use, Density and Design***

Jeff Baird discussed mixed use in relation to design. He reviewed ideas that have been collected over time including approaches that are being practiced throughout California. Some sample practices are:

- **Mixed Use Density Calculation.** Some communities use FAR as measure of land used intensity but allow density on parcel dependent on what the development standards allow. Some communities calculate residential density as a percentage of the site.
- **Parking.** Apply parking strategies using best practices around parking.
- **Affordable Housing Overlay Zoning.** Floating zone over existing zoning based on affordability of projects. The Town of Corte Madera is a great example of using policies and programs for overlay zoning.
- **Variable Density for Multi-unit Sites.** This can depend on who lives there, the size of units, and what it looks like. For example the Town of Santa Barbara has a two bedroom unit equivalent to one unit and a studio is 0.50 units. One thing to consider is if it discourages larger units. If a unit is treated as a generalized number that may have different implications dependent on different factors.
- **Conversion of Declining Shopping Centers to Mixed Use.**
  - Foster City – successful program around two economically non-viable shopping centers that they added to their redevelopment area.
  - Consider zoning areas, form based code or design guidelines.

Jeff has developed a quiz to guess densities called “How We Think About Housing Density (and Design)”. He requested photos to make a San Mateo County quiz. (San Bruno, Daly City, Redwood City, San Mateo City offered photos)

#### ***Available sites inventory standards***

Josh asked if anyone was struggling with using mixed use in their sites inventory. He was trying to make generalizations regarding mixed use projects beyond what the state says about using past projects as reference. Redwood City mentioned their unique situation and that they don't have a minimum or a maximum number for residential with mixed use. The City of Napa had an economic consultant assess individual developable sites. They came in with a conservative number with the option to add in where it made sense. If more assistance is required on the topic of mixed use, as things come up, send emails to the project team.

#### ***SB2***

The TAC group discussed sharing information in regards to zoning sites for homeless as well as management standards. Both Burlingame and the City of San Mateo have examples in their elements available on the 21 Elements website. The City of Napa is using quasi public sites and a specific plan as well as rezoning after adoption of their housing element. Their issues consisted of compatibility of zoning in industrial areas and permitted zones for temporary housing. It would be useful for the TAC group to keep compiling approaches.

A question arose about how jurisdictions are dealing with SB2 and accommodating emergency housing. Hillsborough is using a vacant fire station near amenities. The Town of Ross is looking at civic sites. Belmont is considering churches. As each draft becomes a public document it will be added to the 21 Elements website and as feedback is received from state, assistance can be provided to jurisdictions regarding different approaches used. A good idea is to use the listserv to create dialogue on this topic and share practices with what works and what doesn't.

Jeff led the discussion about Management Standards for emergency shelters and gave an example of a new assembly bill that is intended to extend the age of care of foster care children from 18 to 21 which could affect transitional housing. Currently, 60% of youth out of foster care end up homeless. Programs should be in place to support housing for this type of situation. The City of Santa Monica has examples of standards and perhaps looking at them together would be a good idea.

#### ***Structure of Housing Element Kit***

The structure of the final Housing Element Kit will take on several different forms - a CD with hot links; the Website with links to documents; a printout bundle. Due to many reports being lengthy, the 21 Elements website will have the information. The TAC group can email any questions to 21 Elements team or use the Listserv for discussion. Instructions will be sent out on how to use the listserv.

## Moving Forward

### How We Got Here

Duane Bay gave a history lesson on the different phases of this project, stating that this is currently Phase II of a three phase project.

- 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 table represents projects that directly or indirectly extend and build upon the successful collaboration of all C/CAG member jurisdictions on housing-related planning. The TAC group discussed these projects and provided a tally of hands for their future importance levels (see Tally Legend).

<b>Scoping 21 Elements Phase III — Potential Projects</b>		
		<b>Tally Legend</b> 3 Co-Lead 2 Valuable 1 OK 0 Not Valuable
<b>Technical Implementation Activities</b>		<b>0 1 2 3 Avg</b>
<b>1</b>	<b>Maintain 21 Elements website and related resources.</b> Keep the project website available and useful to TAC and public: <ul style="list-style-type: none"> <li>a. Post all completed Housing Elements</li> <li>b. Compile and post database of all Housing Action Plans (i.e., list of policies and programs) as jurisdictions complete housing elements</li> <li>c. Maintain capability for both internal (TAC) and external (community organizations) to have material posted for mutual edification</li> <li>d. Compile and post Housing Action Plan annual reports to HCD as they become available as public documents</li> </ul>	This activity will be done regardless, so it was not included in the polling.
<b>2a</b>	<b>Continue 21 Elements Technical Advisory Committee meetings during housing element implementation.</b> The TAC can meet periodically to coordinate working groups on selected housing element implementation projects, including, at least bi-monthly	This activity will be done regardless, so it was not included in the polling, but sub-

## 21 Elements: San Mateo Countywide Housing Element Update Kit

TAC 8 Summary

	facilitated steering committee meetings, and in addition some of the following activities	topics were tallied.				
	<b>Tally Numbers</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Avg</b>
<b>2b</b>	Provide models for second units (and illegal 2 <sup>nd</sup> unites) that jurisdictions can use for expedited approval	0	1	7	3	<b>2.2</b>
<b>2c</b>	SB2 requirement implementation (related to emergency shelters & supportive housing)—be less fragmented and more cooperative.	0	2	11	1	<b>1.9</b>
<b>2d</b>	Conduct an Aging Friendly San Mateo project to make sure our communities will be good places to grow old.	0	2	10	1	<b>1.9</b>
<b>2e</b>	Conduct Building a Sustainable San Mateo Project <ul style="list-style-type: none"> <li>i. Develop options for green landscaping requirements</li> <li>ii. Coordinate efforts on green building requirements</li> <li>iii. Study and implement appropriate parts of green parking lots and streets standards from San Mateo Water Pollution Prevention Program</li> <li>iv. Climate change action plan</li> </ul>	0	0	12	3	<b>1.8</b>
<b>2f</b>	Research jurisdiction-specific parking use patterns and facilitate conversations about appropriate standards	0	5	6	2	<b>1.8</b>
<b>2g</b>	Host lectures and networking events for entry/mid level staff (maybe ASCP continuing education credit) elected/appointed officials	0	1	10	2	<b>1.3</b>
<b>3</b>	<b>Streamline required annual progress reports related to housing elements</b> , both housing production and program implementation.	0	1	11	3	<b>2.1</b>
<b>4</b>	<b>Compile and maintain a countywide “affordable housing preservation database”</b> 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.	0	2	13	0	<b>1.8</b>
<b>5</b>	<b>Create countywide GIS layer showing the boundary of the transit priority project area defined in SB 375.</b> 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.	0	5	5	3	<b>1.8</b>
<b>6</b>	<b>Create a countywide GIS composite layer of housing sites identified in housing elements for each jurisdiction.</b> This can be used locally for various planning and reporting purposes, and will facilitate countywide policy and planning as a composite. It would	0	6	5	3	<b>1.8</b>

	also directly assist developers interested in housing and mixed-use opportunities.	
<b>7</b>	<b>Create a countywide database to streamline compliance with AB 997</b> , 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.	0 7 7 0 1.5
	<b>Policy Development Activities</b>	<b><u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>Avg</u></b>
<b>8</b>	<b>Begin work now to be ready to propose legislation to allow a countywide housing element for the next planning cycle (RHNA-5)</b> that would streamline compliance with generic/common requirements and action program components, while supporting local customization to preserve local control.	0 0 11 3 2.2
<b>9</b>	<b>Advance State legislation that will allow local jurisdictions to count affordable housing generated through existing local inclusionary ordinances toward their RHNA allocations</b> for affordable housing in the next planning cycle. This is currently not allowed by State HCD. It was a high-priority project for Phase II, but proved to be out of reach politically at the State level.	0 2 8 4 2.1
<b>10</b>	<b>Streamline monitoring of existing BMR units for compliance with deed restrictions.</b> Two-thirds of jurisdictions have this regulatory obligation, but few have the capacity to do it as thoroughly as they would prefer.	0 4 9 2 2.0
<b>11</b>	<b>Develop an opt-in ordinance that each jurisdiction could customize to generate a locally appropriate <u>dedicated source of funds for implementation of countywide affordable housing and supportive housing goals</u></b> included in many housing element action plans. Do this in collaboration with the legislative committees of HEART and County.	0 4 8 2 2.0
<b>12</b>	<b>Conduct a countywide Article 34 election.</b> Under current interpretation and practice only one-half of the units in any publicly-assisted affordable housing complex built in a redevelopment area count toward the RDA's 15% inclusionary housing requirement <i>unless the jurisdiction gain voter approval</i> in what 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.	0 2 12 1 1.9