



MEETING SUMMARY – TAC 9

Thursday May 21st, 2009

10:00 am – 12:00 pm

SamTrans Building

1250 San Carlos Avenue, San Carlos

I. Welcome, Introduction and Meeting Purpose

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

Welcome, Introductions and Meeting Purpose

- Agenda Overview
- Jurisdiction Announcements, Events and Tours
- Lessons Learned
- Other Announcements

Final Products and HCD Review

- Review of Workbook
- Final Call for Changes
- Distribute CDs
- Suggestions by TAC on Project Evaluation Process
- Discussion of HCD Review & Certification

Phase III – Implementation and Action

- Overview and Updates
- Developing Implementation Plans -Small Group Discussions

Jurisdiction Announcements, Events and Tours

The TAC group members went around the room announcing progress regarding their housing elements and the HCD tours.

- Sage Schaan, Town of Woodside. They recently completed the draft housing element and it was submitted to state. The HCD tour went well where they were able to show Paul McDougal and staff around Woodside. Their reviewer is Rachel Medina.
- Liz Cullinan, Town of Hillsborough. Their draft element was submitted to the State and they are waiting for the second round of comments. Melinda Coy is their reviewer.
- Jennifer Walker, City of Belmont. They are hoping that their admin draft will be out 5/22. The draft will go to Planning Commission and City Council the first two meetings in June.
- Maureen Riordin, City of Redwood City. Their draft element has been submitted to State and they are waiting for comments. The HCD tour went very well.
- Arlene Joyner and Wilbert Lee, City of East Palo Alto. Their first draft will be completed next week and then will go to the Planning Commission on June 8th and the City Council on June 16th. By the

end of June, it will be submitted to State. The HCD tour went well where they received positive feedback.

- Mark Sullivan, City of San Bruno. They completed their draft element. A joint session of Planning Commission/City Council is planned for July. The HCD tour went well. They apparently have an issue with using mixed use sites for opportunity sites. State law is strict in how mixed use sites are counted.
- Will Gibson, San Mateo County. They are a month away from their first round of public workshops.
- Matthew Feske, City of Foster City. Draft to Planning Commission tonight; to City Council on June 2. During the HCD tour, HCD staff saw housing opportunity sites and gave good feedback.
- Sandy Council, City of San Mateo. Received final comments back from HCD on day 60 with a phone call on day 58. An informal email with comments helped a lot. They were able to incorporate the comments into the draft.
- Neal Martin, Town of Atherton. The admin draft has been through the GP Committee, to the Planning Commission in June and City Council in July.
- Mike Van Lonkhuysen. Draft element has been through General Plan Steering Committee and is in the 60-day public comment period. They will have a public workshop on June 3rd, will respond to the public comments in July, and then send element off to the State.
- Maureen Brooks, City of Burlingame. Expecting comments from HCD tomorrow. Had phone call that dealt with easy-to-answer details. Will talk to state before the element goes to PC and CC.
- Mark Sawicki, City of San Carlos. General Plan is being updated simultaneously. Has gone through GPAC approval, is going to Planning Commission on 7/6, and City Council study session on 7/27.

Lessons Learned

The group shared insights about the HCD reviews so far. Liz Cullinan commented that the HCD relationship is very constructive and productive with good communication, bringing the feeling of success. They also suggest solutions, such as sending samples from other cities. Jeff Baird noted that in the 1980's, HCD started off as being very adversarial. Now the law is more general which makes it easier to review. They seem to be making a strong effort to help jurisdictions by being supportive, especially with a process like this.

Mark Sullivan noted that he learned that having a plan for mixed use development is not good enough. HCD insists to have zoning in place in order for it to count for adequate sites. They are considering adopting interim zoning for their mixed use sites. Jeff added that HCD often relies on a jurisdiction's track record. It would make a strong case to show that there are no constraints in place. Maureen Riordin had an example of making the case to HCD staff to use maximum density on mixed use areas on El Camino Real. She explained to HCD examples of two projects that have already been approved using maximum density.

Other Announcements

Duane Bay announced that HOPE's website has a link to the 2009 annual homeless count and discussed the changes between the 2007 and 2009 numbers. He encouraged the group to look at the new numbers and draw their own conclusions. The summary stated that the overall number is half as big and may need an explanation. He also suggested that the group discuss the changes over the 21 Element's listserv. Liz Cullinan stated that Hillsborough's count had a conflict due to the use of zip codes rather than city boundaries. A research group is on contract which has a methodology committee that will request ways to improve the process.

II. Final Products and HCD Review

Review of Workbook

Josh Abrams discussed the workbook, stating that a draft is available with a final coming out in CD format in the next month. The workbook is intended to primarily be an online document. Since the last meeting the following was added to the online documents:

- Health and Wellness
 - The Need for Standards.
 - Walkability.
 - Safe Routes to School.
 - Highways and Public Health.
 - Health Impact Assessments and Action Plans
- The Importance of Housing Element Certification. This shows the benefits and costs of having a certifiable Housing Element. Benefits include providing access to increased funding opportunities; while without the certification, a jurisdiction can lose land use authority.
- Housing Elements and CEQA. Discusses the overview of the EIR and Negative Declaration, exemptions of CEQA, with case studies from other cities.

Final call for changes.

Since the final will be wrapping up soon, any final questions or comments should be brought up quickly before the kit is finalized.

It was suggested to use the 21 Elements listserv for discussion if, for instance, issues come up during the HCD review, or if the element gets reopened to add a new topic. Also, staff would like to know if there are any sticky issues so they could address them too. The listserv is a great tool to share questions and lessons learned and any issues are most likely being shared by others.

Suggestions by TAC on Project Evaluation Process

Duane Bay discussed the evaluation of the update kit and how he would like to collect ideas and information to find out what worked and what was most helpful about the process and wants to consider all of the stakeholders. It was concluded that the preferred method to collect this information would be to use a survey tool such as “Survey Monkey”.

Discussion of HCD Review & Certification

Josh stated that the HCD review letters will be posted on the 21 Elements website and encouraged jurisdictions to forward a copy to B + D Planning staff. The group decided to email a cover letter with a quick analysis of the critical issues or boiled down comments that are in the HCD comments letter.

III. Phase III – Implementation and Action

Overview and Updates

Josh gave an overview of the small group exercise. Duane stated that he met with SCAG, who had suggestions and support for doing many of the items on the list, considering it would be saving money by doing tasks together. Most are useful, but most will not get done, due to money and time factors. This exercise will help to find where the interests lie. The implementation topics were:

1. Website
- 2a. TAC meetings
- 2b. Second units
- 2c. SB2
- 2d. Aging friendly
- 2e. Sustainability
- 2f. Parking
- 2g. Educational Opportunity
3. Annual reporting
4. Affordable housing database (Expiring ?)
5. GIS transit priorities
6. GIS housing sites
7. AB987 (Unit database)
8. Countywide HE
9. Inclusionary (RHNA)
10. Monitoring of BMR units
11. Co-wide trust fund
12. Article 34 election

Developing Implementation Plans -Small Group Discussions

The top three subjects were Annual reporting, Sustainability, and BMR housing.

The group broke into smaller groups and started dialogue using the following questions:

- What specific outcomes, objectives and products would be useful for your jurisdiction?
- What are unique aspects of your jurisdictions that should be considered in planning this project?
- What are your initial thoughts about how to achieve these outcomes?
- Any other comments.

The group reported out with the following summaries:

Annual Reporting

- Simplify,
- HCD acceptable, effective in next update,
- Review process more effective tool.
- Issues – how do we show incremental changes year to year?
- Timing problem with Housing Element.
- Master form database concept.
- Define who is responsible.
- Second units.
- Size of units incentives
- Deed restricted.
- Design review standards.

Sustainability

- New Title – Sub-regional sustainability program.
- Model landscape ordinance to assist everyone.
- Climate Action Plan – giving examples and having goals and policies to incorporate into plans.
- Public Transportation. Beneficial to have a coordinated effort.
- Green building ordinances. Pooled resource to look at different things.
- Specific El Camino policies – shared coordinator to implement products.
- Contribution from each community to coordinate.

BMR Housing

- Countywide database to show where units are and monitor changes.
- To keep current.
- Some info public and some private.
- Start with survey.
- Figure out where everyone is.
- Hire someone to follow up.
- Up to date initially for database.
- What kind of monitoring.
- How interested in collective effort.
- Monitor to meet 987 requirements.

Josh closed the meeting and suggested to save the date for the 3rd Thursday in two months (July 16th) if discussion topics come up that will require the TAC group to meet.