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# MEETING SUMMARY

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## TAC Meeting #34

December 5th, 2017

Oak Room, San Mateo Library, 55 W 3<sup>rd</sup> Ave, San Mateo

10:00 - 11:30 meeting

### Attendance

Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Hillsborough, Millbrae, Pacifica, Redwood City, San Mateo County, South San Francisco

Also in attendance: HEART, San Mateo County Health System, San Mateo County Department of Health, C/CAG, ABAG

### Announcements and Updates

#### A. Upcoming Events

- [Co-living conference, Thur Dec 7th - Sat Dec 9th, San Francisco](#): Co-living has captured the excitement of cities, developers, hospitality companies, entrepreneurs, architects, urban planners, and investors. Meanwhile, affordable workforce housing is a critical need in our world. Co-Liv! is the first edition of a global gathering to spark conversations about affordability, policy, culture and community, tools, services and entrepreneurship in this space. Don't miss this opportunity to connect with co-living pioneers and shape the future of this movement together! Join us at Impact Hub's beautiful Mission Street location in San Francisco on December 7-9, 2017.
- [Housing in the Platform Era, Jan 29th, Federal Reserve Bank, San Francisco](#): The Federal Reserve Bank of San Francisco cordially invites you to participate in an exciting day-long symposium, "Housing Policy in the Platform Era," on Monday, January 29, 2018. Over the last few years, rents have risen in cities around the country, especially in coastal cities like San Francisco. Meanwhile, Airbnb and competing platforms have grown in popularity, raising the question of the relationship between platforms and housing markets. Local governments are adopting a range of regulatory responses, yet they often lack rigorous empirical research about the short-term rental market and its evolution over time. This symposium will bring together leading housing policy researchers and practitioners to discuss housing affordability challenges generally, the growth of short-term rentals, and appropriate policy responses.
- Second Unit Convening and Product Unveiling, January 25<sup>th</sup>: Watch for invitation from the County

B. Wireless Facilities: Get in touch with Liz from Hillsborough if you want to coordinate strategy.

C. HEART - Armando Sanchez provided an update on HEART's progress. The lending aspect of their work is going very well. They recently made a \$3.5 million loan to Palo Alto Housing for a project near Redwood City. They are exploring borrowing funds from cities to make short-term loans. Goldfarb and Lipman completed a memo confirming it is legal for cities to lend money for housing projects. They are also working with school districts, specifically Pacifica, to fund a large project and are



currently addressing financial challenges that stem from the way the school districts budget. He also reminded everyone that HEART is available to help cities with any housing related matters, not just funding.

- D. ABAG: Gillian Adams reviewed changes to annual progress reports for SB35. She will send out materials for review, which are not official but are their estimate based on reading the statues. The new rules will not apply to APRs due in April, but will apply next year, which will likely mean cities need to make changes to how they report in January.
- E. Community Development Directors: They are meeting next week and have been meeting every month. Currently they are discussing forming subcommittees for next year. Talk with your planning director if you are interested in getting involved.

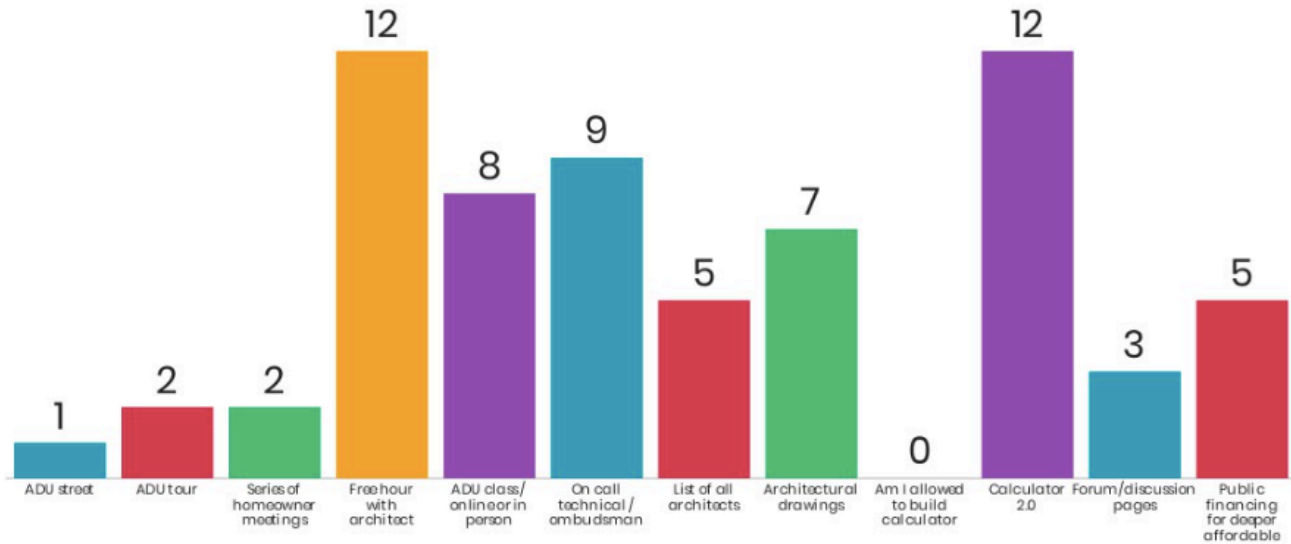
## **ADUs**

Joshua Abrams review the materials his team has developed per the ADU work plan. These materials are intended to support homeowners who are interested in building an ADU, but might be intimidated or lose interest. The materials will be available in the next month or so. Materials include:

- Website: the website will highlight people who have or live in an ADU, as well as link to all materials for homeowners.
- Manual: the manual will cover all aspects of building an ADU from planning through becoming a landlord. A table of contents will be available soon for review.
- Idea Book: Josh showed an early version of the idea book, which will have stories and photographs of people's ADUs to inspire homeowners.
- Calculator: Josh showed the excel version of the calculator, which allows homeowners to estimate costs and payback period of building an ADU. A web version is currently being developed.
- Jurisdiction Standard Summaries: each jurisdiction will have a page on the 21 Elements website summarizing the ADU standards. A [sample page for Redwood City is available here](#).

The [Jurisdiction Standards Summary is available](#), which compares ADU standards in all the jurisdictions. There is also a table summary of all the standards, which is [available here](#). The [Architect and Builder Focus Group Summary is also available](#), which summaries the focus groups conducted earlier this year. Josh will be putting together a working group to discuss how to make it easier for homeowners to work with cities, which is what people felt was the hardest part of the process.

The group discussed next steps for the ADU work in 2018 through online voting and discussion. The top priorities were ADU calculator 2.0 (12 votes), free hour with an architect (12 votes), on call technical / ombudsman (9 votes), ADU class (8 votes), and architectural drawings (7 votes).



Specific comments included:

- Free hour with an architect would be especially helpful, because many people have incomplete plans
- Homeowners are always asking for references, so a list of architects would be very useful
- Homeowner meetings would be very helpful in engaging and educating, as well as connecting with all involved departments
- A tool to help cities understand which lots are eligible for an ADU and how specific policies would change this would be useful
- Two forms of financial assistance to be considered
  - Limit AMI of loan applicant
  - Deed restriction for affordability
  - (consider complexity of management and enforcement)
- Consider presenting a range of housing options that includes home sharing, JADUs and ADUs
- Need to figure out how to distribute materials beyond the planning counter to reach more people
- Homeowners need guidance on how to be a property manager / landlord

### Short Term Vacation Rentals

Josh presented a table that summarizes each jurisdiction's STVR regulations ([available here](#)). Please send updates if your jurisdiction information is not reflected or is inaccurate. The group discussed coordinating together since this is a heavy lift and will likely be a high priority for 2018. The plan is to form a working group, develop a council resolution, write a proposal for the platforms and then meet with the platforms. [The STVR concept paper is available here.](#)

### Legislative Update

Josh will send out a written summary with the legislative update. The group discussed which cities are doing inclusionary housing for rental developments. Currently Redwood City, Daly City and South San Francisco are considering adding, while Pacifica already has something in place. Cities are required to provide options for developers, but it does not specifically require in-lieu fees.

A question was raised about whether the housing accountability act applies to single family tear downs, specifically whether design review can be used, and follow up on this issue is required. Another question was asked about whether ADUs can be counted as affordable housing for reporting, as has been done in



the past based on a assumption in the 21 Elements affordability study from four years ago – follow up is required on this as well.

### **Reporting Requirements**

Josh has been in conversations with OpenSource San Mateo County about streamlining the process, but until data definitions are standardized this is not possible. The group is generally supportive of computer tools that help cities and this will be a priority next year.

### **2018 Priorities**

The following are potential priorities for next year:

- ADUs (additional products and better counter experience)
- Short term vacation rentals
- Streamlined reporting
- New state laws
- RHNA sharing

21 Elements will look to the Community Development meeting to finalize the list.

### **Proposed Schedule for 21 Elements Meetings**

- March 6<sup>th</sup>, 2018, 10 am
- June 5<sup>th</sup>, 2018, 10 am
- September 11<sup>th</sup>, 2018, 10 am