**21 Elements Approach to Assisting San Mateo County**

**Jurisdictions in Implementing New State Housing Laws**

SB 35 and Housing Accountability Act (HAA)

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The material in this memo covers the assistance and tasks 21 Elements can provide for the jurisdictions in complying with the new State law requirements (principally for SB 35 and the HAA). As with other major work efforts involving 21 Elements (e.g., housing elements, nexus studies, displacement, etc.), we strive to develop and share information and best practices from both a top-down and bottom-up perspective — in other words, combining a growing level of knowledge of best practices that is informed by jurisdiction-specific solutions.

Similarly, as described below, 21 Elements would (A) do a top-down scan of best practices and sample materials to inform the jurisdictions; (B) work bottom-up with individual jurisdictions on their new laws implementing materials; and, (C) refine materials as we proceed.

**New Laws Work Plan**

1. **Conduct Survey on the Status of New State Laws Implementation.** Include San Mateo, Marin, Santa Clara and Alameda County
   1. Allow San Mateo County cities to know the progress of their neighbors
   2. Start to collect a resource library and compile best practices (e.g. powerpoints cities have prepared, handouts, etc.)
   3. Identify potential presenters for webinar
2. **Host Early Adopters Webinar** where cities that have made initial progress in implementing the HAA/SB35 present
3. **Host Objective Design Standards Webinar** to share options for conducting design review in an objective manner
4. **Write a FAQ, SB 35 eligibility checklist, sample staff report and powerpoint, and HAA and SB 35 handouts for public**
5. **Prepare Brief Case Studies of the Process Different Cities are Using**
6. **Work with Each Jurisdiction.** 21 Elements role will be primarily to provide structure, expertise and knowledge sharing between jurisdictions. The individual assistance will be different in each city. We are budgeting 120 hours for this task over six months and the level of assistance will be adjusted based on jurisdiction response. Assistance can include:

**A. Meetings with Cities.** 21 Elements will be available to meet with cities individually to help establish a work plan for them to make adjustments to their code to be prepared to implement the new state laws.

**B. Technical Resource Assistance in Analyzing City Codes.** Work with jurisdiction staff to review possible changes to policies, standards, etc. and best practices.

**C. Review Handouts and Materials.**

**D. Review Application Forms and Procedures.**

**E. Other.**

1. **Zoning Code-A-Thon.** Host (zoning) code-a-thon, where jurisdictions come to a common location to work on implementation with resource people in the room.
2. **Build Best Practices and Sample Policies Library** Based on the work with individual jurisdictions, specific guidelines, procedures, code modifications, background materials, findings, etc. will be compiled to share among all the jurisdictions.
3. **Provide Ongoing Assistance to Jurisdictions.** Respond to questions and need for materials related to the new state laws on an ongoing basis.

**Timeline**

Assisting jurisdictions meet the new state laws will be the top 21 Elements priority for the next six months. Below is a rough timeline.

**May**  Survey

**June - Aug** Webinar, Best Practices Library

**June - Aug** Individual Meetings and Assistance (First round)

**Aug – Oct** Ongoing assistance

**21 Elements Approach**

In relation to assistance on the new State laws, 21 Elements can:

1. **Achieve Success.** Assist jurisdictions to successfully implement the new State housing laws (staffing resources, background materials, sharing best practices, housing laws implementation expertise, etc.).
2. **Result in Savings.** Save each jurisdiction staff time and financial resources by sharing costs and materials already covered with 21 Elements funding.
3. **Enable Sharing.** Facilitate sharing among jurisdictions of best practices, unique circumstances, procedures, background materials etc.
4. **Ensure Usefulness of the Materials.** Focus on individual jurisdictions and work closely with staff to tailor the investigation and products to each jurisdiction’s needs.
5. **Tailor Assistance to Jurisdiction-Specific Needs.** Work closely with jurisdiction staff in providing draft materials and ways to identify, sort and resolve issues related to SB 35 and the HAA tailored to jurisdiction needs.
6. **Create Opportunities for Collaboration.** Track important issues of interest to multiple jurisdictions — for instance approaches to creating objective standards for specific policies, difficulties implementing the laws, lobbying for possible improvements, etc.