



San Mateo County Housing Element Update Kit

Technical Advisory Committee Meeting Summary

TAC Meeting #2
April 24, 2008
10:30 am – 1:30 pm
SamTrans Building, Dining Room (4th Floor)
1250 San Carlos Avenue, San Carlos

Introduction and Meeting Purposes

On April 24th, 2008 members of the Technical Advisory Committee (TAC) gathered to continue their work on the San Mateo County Housing Element Update Kit (HEUK). Nearly all of the San Mateo County's municipalities were able to attend (two jurisdictions had previous commitments). Also in attendance was Paul McDougall from the California Department of Housing and Community Development (HCD).

The agenda for the meeting included an overview of the project timeline and recent accomplishments (including an introduction to the project website approach), and a walk-through of the requirements for housing elements that covered methods and approach for the following items:

- (1) Previous Housing Element: Review and Analysis
- (2) Existing Conditions Analysis
- (3) Adequate Sites and Relationship to the Potential Governmental Constraints Analysis
- (4) Special Issues and New Requirements

A Powerpoint presentation was used to walk-through each of the items on the agenda. A copy of the Powerpoint is attached to this summary. The summary below covers the key items brought up at the meeting. Following the meeting, Paul McDougall met with several of the jurisdiction representatives to discuss specific issues affecting their Housing Elements.

Changes to Housing Element Law

Many municipalities had questions about recent changes to Housing Element requirements, including AB 1233 (regarding unfulfilled commitments from previous Housing Elements or cities without approved Housing Elements) and SB 2 (regarding emergency shelters). As a result of the discussions on the changes, the project team will produce a checklist that summarizes these and other relevant changes to California law.

AB 1322

AB 1322 may increase the RHNA number for some cities that did not complete all of the actions they identified in the previous housing element as they pertain to making adequate sites available for development. The RHNA number may also be increased for some cities that do not have a certified Housing Element.

Approximately half of the jurisdictions were not sure if these requirements apply to them. The project team, working with HCD, offered to produce a worksheet to help clarify the situation.

SB 2

Participants discussed options for satisfying the requirements under SB 2, the new State law that mandates a more detailed analysis of emergency, transitional and supportive housing. Ultimately, the law is designed to ensure that there are adequate sites for emergency shelters. Options to meet the requirements include:

- Pass an ordinance per State law
- Demonstrate that there are already adequate sites for emergency shelters
- Sign an partnership agreement with another municipality

The relationship between SB2 requirements and requirements for addressing the housing needs of extremely low income households (households earning less than 35 percent of AMI) was also mentioned as an item for clarification. Additional materials will be provided as part of the update kit.

Second Units

There were a number of questions about the ways in which second units should be counted and the role they could play in satisfying the affordable housing requirements. Questions about the need for conducting surveys or studies on second units also rose to discussion. There are two municipalities that have recently completed surveys, Portola Valley (a SMC jurisdiction) and Monte Sereno, and the project team will try to post copies of these surveys on the project website. Further information on these questions were requested and will be provided as part of the Housing Elements Update Kit.

Community Outreach

Paul McDougall explained that HCD was looking for both community wide and targeted outreach. He said that there was no set formula for deciding what constitutes adequate outreach, rather various factors like time of the meeting, amount of advertising and location all are relevant. However, merely holding a public comment period at a City Council meeting likely would not be sufficient. He explained that relevant meetings held for other planning efforts (such as a General Plan update) could be summarized and included in the outreach section of the Housing Element.

Municipalities expressed an interest in working together to have key documents translated into foreign languages including Spanish, one or more Chinese languages, and Portuguese.

Reviewing Existing Housing Elements

The project team is developing a template for municipalities to use and will try to enter the list of existing programs from each municipality into this template.

Housing Needs Study

The Department of Housing has hired Economic Planning Systems (EPS) to produce a document that bridges the Housing Needs Study so that it is directly applicable to the Housing Element updates. There will be three products, a paragraph summary, a page length summary and a table.

Existing Needs

Municipalities received the initial proposal for the Existing Needs section of the Housing Element update. They are invited to send comments to the project team.

Website

The project website will have a soft launch in mid-May and use the domain www.21elements.com.

Coastal Zone Management Act

Several municipalities are in the Coastal Zone and had questions about potential conflicts between the various State laws. It may be beneficial for these jurisdictions to meet as a small group.

Follow-up Steps

Key follow-up steps from the meeting include:

- Summary of new Housing Element requirements
- Handout about the consequences of failing to adopt a housing element
- Handout about SB 2
- Post copies of second unit surveys
- Share a copy of the comparison chart contained in the City of San Mateo study on inclusionary housing requirements.