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## MEETING SUMMARY – TAC IV

Thursday August 21st, 2008

10:00 am – 12:30 pm

SamTrans Building

1250 San Carlos Avenue, San Carlos

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### Introduction and Meeting Purposes

Members of the 21 Elements Technical Advisory Committee met on August 21st to continue their work. Paul McDougall from the California Department of Housing and Community Development (HCD) joined by phone for part of the meeting. The agenda for the meeting included discussions about the following items:

- Website and listserv
- Current Housing Elements review forms
- Existing housing need/background data
- Countywide surveys
- Update from HCD on second units and multifamily zoning requirements
- EPS housing need data
- SB 2
- At-risk units

Additionally, there was time for jurisdictions to meet and talk in small groups and ask questions of HCD.

### Website Overview

The listserv for the project has moved to [21elements@groups.google.com](mailto:21elements@groups.google.com). If you are not on this list please contact Joshua Abrams. Everyone is encouraged to use the list to pose questions and share information. There is an archive of all past messages on <http://groups.google.com/group/21elements> and there will soon be a copy of the archive at [www.21elements.com](http://www.21elements.com).

### **Current Housing Elements Review Forms**

The programs and policies from current Housing Elements have been entered into a Microsoft Access database and review forms have been produced for all jurisdictions (with current Housing Elements). The forms are posted on the 21elements.com website under Documents/Housing Element Sections/Reviewing Existing Housing Elements/Jurisdiction Specific Reports. (Don't forget to sign in to get access to documents.)

The Access database can be used to query policies and programs from other jurisdictions. For instance, it is possible to do a search for all policies related to inclusionary zoning for all cities. The database available now is in draft form, and the final version will be available by the middle of September.

### **Existing Housing Needs/Background Data**

Jurisdiction-specific reports showing demographic, housing and employment data are now available on the website. Please review this information carefully and contact Joshua Abrams with any questions.

The 21 Elements team will produce supplemental data about key topics (e.g. affordability) in the coming months.

### **Countywide Surveys**

Draft summaries comparing parking standards, development fees and inclusionary requirements are available on the website and were discussed at the meeting. Jurisdictions are encouraged to review their information and make sure they entered it correctly. Final versions of the surveys will be released in September.

Jurisdictions expressed an interest in completing a survey that compares basic zoning rules across jurisdictions. Potential topics include:

- FAR
- Setbacks
- Mixed Use Requirements
- Heights
- Minimum Lot Size
- Density/Intensity
- Concessions
- Open Space / Lot Coverage

This survey will be posted the last week of September.

21 Elements staff will examine the HCD material to see if there are other relevant topics for surveys.

### **Update from HCD**

Paul McDougal updated TAC members about HCD's policy on multifamily zoning requirements and second units.

#### *Multifamily Requirements*

There has been some confusion whether all cities must have a multifamily housing zone. Paul explained that the question is still undecided at HCD, but provided some interim advice. Zoning for multifamily units is the preferred policy, but HCD's underlying interest is making sure the housing needs of the community are met. Jurisdictions that do not intend to zone for multifamily housing should base this decision on an analysis of the housing needs.

#### *Second Units*

Paul explained there are no set guidelines for determining the affordability of second units. As a start, he recommended looking at recent rental trends to establish affordability levels.

### **EPS Housing Needs Study**

EPS has produced a report showing an alternative estimate for jurisdiction specific housing needs. (Please note that HCD will still require all jurisdictions to meet their RHNA number, even if the EPS number is different.) Jurisdictions may find this report helpful when explaining the nature of the demand for new housing. The report is on the 21 Elements website under Documents/Housing Element Sections/Existing Housing Need.

### **SB 2**

Kate Bristol was hired by the Department of Housing to produce a report to help jurisdictions meet the requirements of SB 2. The report, a rough draft of which is available on the website in the Documents/Special Topics/SB 2 section, details the requirements of SB 2 and lists homeless populations for all jurisdictions. It also summarizes demographic information about homelessness in San Mateo County.

## Housing Element Update Kit

### TAC IV Summary

#### **At-Risk Units**

The California Housing Partnership Corporation (CHPC) has produced a report that lists affordable units that are at risk for becoming market rate. The report also describes strategies to preserve those units. The rough draft of the report is available in the Documents section of the website under special topics.

#### **Key Products**

TAC members completed forms detailing their jurisdictions' progress on completing their Housing Elements. A summary will be made available on the website. They also discussed priorities for the 21 Elements project for the upcoming months. These include:

- SB 2
- Second units
- Special needs
- Public outreach
- Constraints

#### **Questions for HCD**

TAC members asked questions about SB 375 and the budget crisis.

SB 375, which deals with many topics including land use and climate change, is on the Governor's desk. If it is signed, HCD will produce a summary and educate jurisdictions about the requirements. Additional information is available through the State Legislature Portal website (<http://www.legislature.ca.gov/> or follow the link on the Resources page of the 21 Elements website).

Paul explained that the budget crisis is not affecting HCD's ability to review housing elements or carry out their mission.

#### **Next TAC Meeting**

Next meeting:

TAC V

10:30-1:00pm, October 16th, 2008

SamTrans Building, Second Floor

1250 San Carlos Avenue, San Carlos

## Wallgraphic

### Surveys

- ▲ Basic zoning end of sep
  - ↳ FARs
  - ↳ Setbacks
  - ↳ Mixed use
  - ↳ Height
  - ↳ Minimum lot size
  - ↳ Unit size
  - ↳ Density/Intensity
  - ↳ Density bonuses/minimum densities
  - ↳ Concession
  - ↳ Open space/lot coverage

Double check HCD's tables

### Data

- ▲ In depth analysis
  - ↳ affordability
  - ↳ special needs
  - ↳ GG info

### Multi-family

- ▲ Still up in air
- ▲ Goal is multifamily zoning
- ▲ Meeting needs of community is intent

### Affordability

- ▲ "reasonable" and "realistic"
- ▲ valuation info
- ▲ Studio/1 Bedroom apartments

### More info

- ▲ SB 375 + SB2 - how are we affected

second units

SEP	OCT	NOV	DEC	JAN															
<p>SB2</p> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">High</th> <th style="padding: 5px;">Mid</th> <th style="padding: 5px;">Low</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">SB2</td> <td style="padding: 5px;">constraints</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">2nd units</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Special needs</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Public action</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </tbody> </table>					High	Mid	Low	SB2	constraints		2nd units			Special needs			Public action		
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### 2nd units

- ▲ Look at recent trends
- ▲ No set guidelines