



MEETING SUMMARY – TAC 6

Thursday December 18th, 2008
10:00 am – 12:30 pm
SamTrans Building
1250 San Carlos Avenue, San Carlos

Future TAC Meetings

Next meetings:

TAC 7 January 29th, 2009

TAC 8 February 19th, 2009

10:00-12:30pm

SamTrans Building, Second Floor

1250 San Carlos Avenue, San Carlos

Introduction and Meeting Purposes

Members of the 21 Elements Technical Advisory Committee met on December 18th to continue their work. The agenda for the meeting included discussions about the following items:

- Status Report
 - Website - Civic Engagement Tab, Schedule of Meetings, Contact Information, Local Planning Tab
 - Surveys - Zoning Survey Summary
 - Section 8 Voucher Demographics
 - Outreach - Newsletter
 - Policies and Programs - Second Units, Senior Housing
 - Upcoming Products
- Special Topics
 - Guest Speakers (Grand Boulevard Initiative and Housing Leadership Council)
 - SB2 - Interfaith Network
 - HCD Tours
- HCD Questions and Answers

Overview of Completed Products

Following is a status report of products that have been completed since the last meeting:

Website

Since the last meeting the Civic Engagement tab has been added to the website. This tab includes many organizations involved in housing for San Mateo County and their contact information. This is a good way for these organizations to get information out to the TAC and for TAC members to figure out who to work with. The schedule of meetings is also new under "Meetings and Events". There is a good amount of activity on this website, so this is a good place to advertise meetings. If a jurisdiction would like to announce an upcoming meeting, they can email Evelyn (ellis@bdplanning.com) to add it to the list.

The TAC contact information and links to housing elements pages has been updated. If a jurisdiction would like to include a webpage on the 21 Elements website, they should contact the 21Elements team. Creating a webpage would show HCD that a broad effort has been made for outreach and is a strategy that helps satisfy the legal requirement for public involvement.

The search function works well to search for documents on the website. Josh demonstrated the search feature. He also handed out a cheat sheet that lists where everything is on the website.

Surveys

The draft results of the Development Procedures and Standards Survey have been processed and the results summarized. For example, it takes approximately five to nine weeks for the jurisdictions to process single family home applications.

Josh asked for suggestions on how to compare zoning standards (setbacks, FAR). and what would be most useful information. It was determined that where comparison is easy, tables/graphs can be prepared. It was also suggested that if everyone had access to all the information, it could be use for comparison purposes..

Everyone agreed that second unit standards would be an easy and useful survey. The 21 Elements team will prepare one or more small surveys on second unit standards, mixed use zones or single family homes.

Josh asked jurisdictions to look over the survey data to confirm accuracy and to email him if there are any discrepancies.

Section 8 Vouchers

Everyone recently received an email with the Section 8 Vouchers Demographics spreadsheet which is also on the website under the Documents tab. Information on the demand for Section 8 will be forwarded when it is received.

Outreach

The draft newsletter was emailed out a couple of weeks ago. The newsletter, including the introduction text, photos, and local data, can be customized. If this would be helpful for a future meeting, fill out the request form with enough time before a meeting to ensure a finished product. The newsletter, request form, and introduction text are available on website.

The stakeholder list "Outreach Contact List" is now available on the website in the Outreach folder. This list is updated frequently, so it is suggested to look at it periodically for the most recent list.

Policies and Programs

There have been three best practices papers already produced - SB2, Seniors, and Second Units. The Second Units paper has an affordability market study as well as reasonable assumptions. Best practices are also included with examples of policies and model housing element language. It is relatively easy to add second units to the sites inventory and the document will provide guidance on how to do so. HCD suggests choosing the conservative end of range of the affordability scale, looking at it from your jurisdiction's perspective and confirming that it makes sense. A rough draft of the Second Units paper is available on the website and a final will be available soon.

Senior information was recently sent out with combined best practices and demographics. The big picture is that the senior population is growing rapidly with a 72 percent increase by 2030. The population projections for seniors by jurisdiction are in the back of document as well as additional information on demographics at the County level, and policies and best practices.

Most people will retire in their current house and will stay in it as long as possible, known as "Aging in Place".

Low income renters will be very vulnerable and may have to move. The senior renter population is more stressed because their income goes down while the rents go up.

Following are some good examples of best practices policies for seniors in the existing housing elements. Specific policies can be accessed on the 21 Elements website under the Documents tab in Housing Elements Section in Reviewing Existing Housing Elements folder.

- Density bonus and reduced parking
- Efficiency units - meeting senior needs or caretakers
- Fee waivers
- Home sharing
- Housing rehabilitation and accessibility modification
- Reverse mortgages
- Property tax-postponement of taxes
- Zoning flexibility

Josh asked if anyone had examples of best practices for seniors to share with the group. There was one jurisdiction that encourages seniors to convert part of their house to provide for an attached second unit. Another jurisdiction recently allowed a senior campus to be built around an existing senior care facilities to provide senior housing in conjunction with services such as adult daycare.

Additional Special Topics

Many documents have been produced and forwarded to the jurisdictions up to this point. Now there will be a transition to distribute specific products and best practices. The 21 Elements team has modified the list of documents to produce based on what complimented the state requirements, the requests from jurisdictions, and feasibility. In order to focus on key topics for potential best practices, a vote was taken from the meeting attendees to get feedback on what would be most useful.

The topics that the attendees voted on and the vote results were as follows:

- Greenhouse gas emissions/sustainability (13)
- Reasonable accommodation (9)
- Mixed use (8)
- Parking (7)
- In lieu fees (5)
- Form based codes/design (5)
- Condo conversions (4)
- Housing & public health (3)
- Local funding
- Inclusionary zoning

Other additional special topics were discussed. At Risk Units is a topic that has been brought up and more information will be provided in the future. SB375 is a special topic that has had growing interest and is on the list for future discussions.

CDs of the SB2 conference call with Kate Bristol were handed out. If someone needs a copy of the conference call, email Josh and he will forward the information.

Special Topics

Guest Speakers

Emily Avery from San Mateo Transit District was the first speaker. She spoke about the Grand Boulevard Initiative and how this collaborative project is working to plan for changes to improve El Camino Real. She provided a PowerPoint presentation that is available to view on the 21 Elements website.

Greg Richane from Housing Leadership Council of San Mateo County was the second speaker. He provided two documents that he reviewed with the group (now available on

website). He had many suggestions for programs that could be included in Housing Elements to make it easier for jurisdictions to provide for affordable housing, such as changes in the development and permitting processes.

HCD Relations

Josh has been trying to coordinate dates for jurisdiction tours with Paul McDougal and has finally connected with him for details and commitments of dates. A sign-up sheet was passed around for dates of January 20 and February 4. Josh also asked the group if there were any questions to ask Paul during a call later in the meeting.

SB2-Interfaith

Josh spoke briefly about the Interfaith Hospitality Network which is a network of church based shelters currently operating in the county. 21 Elements is exploring the possibility of using a church property overlay zoning district to satisfy SB2 requirements.

Additional Housing Element Related Topics

AB1233 - This new regulation requires jurisdictions to ensure that they have completed all the steps that committed to do as part of their inventory of existing sites for the current (previous) Housing Element. If the steps are not done, a jurisdiction's RHNA may be increased. This is important to evaluate ASAP!

Two other topics are SB375 and Projections 2009. Watch for relevant future announcements.

CEQA

There is interest in having a brief informational document prepared for the CEQA portion of the Housing Elements. There have been suggestions to hire Barbara Kautz to advise the group on CEQA. There are some conflict issues that need to be ironed out with Barbara since she works with many of the jurisdictions in San Mateo County.

HCD Questions and Answers

The group called Paul McDougal and asked him the following questions:

- ✓ **Reviewers - tour and others.** There was a request to find out who the assigned reviewers are so that jurisdictions can make contact with them directly. Paul said that the reviewers would not be assigned until after the drafts are submitted and he will be the contact person until then.
- ✓ **Approved but not built.** A question arose about how housing was counted if it was approved during one RHNA cycle and not built yet and if the jurisdiction can list a site as underutilized if it was built recently. Paul said that housing is counted in the RHNA cycle that the housing has been reported to Department of Finance. He also stated that if it is reasonable to believe that more units will be added to a recently constructed building, then those units can be counted, but it all depends on the local circumstances.

- ✓ **Amnesty Program - when they count.** There was a question about a second unit amnesty program and if the second units would be counted as new units for the upcoming RHNA cycle. Paul's response was that it is difficult to count formerly undocumented units as new housing for RHNA purposes. Jurisdictions must show that the units were not used in ABAG's projections (or the US Census).
- ✓ **Growth moratorium - state override.** A jurisdiction, that has a growth moratorium, was asking if the state could override it. Paul asked the jurisdiction to supply more information off line.

Wallgraphic

BEST PRACTICES TOPICS:

- SENIOR HOUSING
 - SECOND UNITS
 - PARKING 7
 - LOCAL FUNDING
 - FORM-BASED CODES/DESIGN #5
 - HOUSING & PUBLIC HEALTH 3
 - GREENHOUSE GAS EMISSIONS/SUSTAINABILITY #13
 - MIXED USE 8
 - ~~INCLUSIONARY ZONING~~
 - SB2 REQS.
- ENCOURAGE MIXED SECOND UNITS
- SENIOR HOUSING COMBINE W/ SENIOR & ADULT CARE FACILITIES (MIXED USE)
- PERSONABLE ACCOMMODATION \$9
 - IN-LIEU FEES VS. 5 UNITS
 - UNITS REQ.?
 - FEES AVOIDED/REQ.
 - ON-SITE/OFF-SITE
 - CONDO CONVERSIONS 4

DEFAULT DENSITY INFORMATION

Paul Questions

Reviewers - tour + other
 Approved not built
 Amnesty program - when they count
 Growth moratorium - state override