

DRAFT

**CITY OF SAN MATEO**  
**SENIOR CITIZENS COMMISSION**  
**Minutes of Special Meeting of June 5, 2014**

The Senior Citizens Commission Meeting was called to order at 3:02p.m. by Chair Nancy Ruspil, in the Oak Room at the Main Library, located at 55 W 3<sup>rd</sup> Avenue, San Mateo and was followed by the Pledge of Allegiance.

Commissioners Present: Everitt, Lew, Ruspil, and Yeatrakas  
Commissioners Excused: Webbe

Parks and Recreation Staff Present: Sheila Canzian, Director of Parks and Recreation, Paul Council, Community Services Manager, Pete Steele, Section Manager, Angela Sakkos, Community Services Supervisor, Julia Klein, Associate Planner, Ron Munekawa, Planning Chief, Sandy Council, Neighborhood Improvement and Housing Manager, and Vicki Wilson Recording Secretary.

**APPROVAL OF MINUTES OF** the Regular Meeting of April 14, 2014

Commissioner Everitt moved, seconded by Commissioner Yeatrakas to approve the Special Meeting Minutes of April 14 2014. Motion carried 3/0, Commissioner Lew had not yet arrived. **(M-Everitt, S- Yeatrakas, carried 4/0).**

**PUBLIC DISCUSSION PERIOD**

None.

**UNFINISHED BUSINESS**

1. Housing Element 2014-2022

Commissioners were asked to review and comment on the proposed Housing Element 2014-2022.

Paul Council introduced item and Ms. Julia Klein, Senior Planner, introduced Ms. Sandy Council, Neighborhood Improvement and Housing Manager, Mr. Ron Munekawa, Chief of Planning, Ms. Diana Elrod, Principal of D. R. Elrod and Associates, city's housing consultant.

Ms. Diana Elrod, gave the staff presentation.

The Commissioners had the following questions for staff/city consultant:

- Are tenant rights policies a recommendation in the draft? *Staff: The report includes the community comments in support of tenant rights policies; and staff will forward that to the City Council and seek Council direction on whether to add or delete housing element policies.*
- There was an article that said "providing more affordable housing means building more of it". But San Mateo is built out. *Staff: Even though much of San Mateo is built out, the Adequate Sites List shows where there are opportunities for new housing. It includes underutilized sites and vacant sites.*

## DRAFT

- Senior Citizen Overlay zone – what is it? *Staff: The Senior Citizen Overlay zone provides an opportunity for developers to build senior housing and look at reduced parking, different types of amenities, provides for common facilities to have grab bars, accessibility, etc. Examples are The Stratford, Rotary Floritas, Sunrise Assisted Living, Mid-Peninsula Station.*
- For senior housing, what is the age to qualify? *Staff: It depends on program.*
- Explain the BMR housing requirement? *Staff: Developers are required to provide percentage of their project's housing units as affordable units. This is different from affordable housing developments where the city has provided funds and the entire development is affordable housing.*
- Appreciated the ABAG Q&A section in the draft. It is interesting that it talks about the changing environment from single-family to more multifamily uses.
- What percentage of units built will be for seniors, have accessibility? *Staff: There is a range of housing for seniors. Senior developments such as Versailles is entirely senior. There are the affordable senior developments such as Rotary Floritas, and there are care facilities such as the Sunrise Assisting Living project. The housing being built varies with apartments, townhouses, and flat units. Accessibility requirements differ depending on type of housing. The presentation and staff report mentions Universal Design Standards which years ago was a way to address accessibility. The memo from the city's Building Official mentions that much of the accessibility requirement in the Universal Design Standards are already in place in the building code that went into effect in January 2014; which is required for new housing.*
- Are we addressing the segment of the population that wants to downsize and not go assisted living or board and care? What is being built for the future? *Staff: The Reasonable Accommodation ordinance that is going to the City Council will address this issue and should allow more flexibility to meet the accessibility needs.*
- He read somewhere else that 80% of existing housing stock was built before 1940/50's. With the older housing, what requirements are there for property owners to keep up/maintain the condition of rental housing? *Staff: The city has 4 code enforcement staff, who enforce code violations based on complaints.*
- Are there any assistance programs for property owners to improve their homes? *Staff: The city used to have a home repair program, which is no longer available due to budget constraints. At that time, the program assisted low-income property owners, the majority of which were seniors. Currently, we refer inquiries to the County's program, which is still available.*

The Chair opened the public comment period. The following individuals spoke: Doreen Brown, San Mateo; Joshua Hugg, San Mateo; and

- The community member wrote letter to the Planning Commission and City Council, which was submitted to city staff. She will attend the housing element meetings to tell her story. In reading the materials, she was interested in the condo conversion code. What is it? *Staff: San Mateo's condo conversion code has several requirements that must be met in order to convert rental housing to condos for sale. This includes requirement for relocation assistance, mailing notice to tenants, upgrading the building to meet applicable current requirements, and it also requires Planning Commission review.*

## DRAFT

- The community member explained that while receiving housing assistance (Section 8 voucher), she found it difficult finding a place that would take the voucher, and then had difficulty with her current landlord not following laws for tenant rights. She retained an attorney to apply for Reasonable Accommodation to be able to stay in the unit. This past January, she received notice that the landlord was not going to accept Section 8 any longer. There has been no assistance offered to relocate current Section 8 tenants. What relocation assistance do we have? *Staff: The relocation assistance that is currently in place applies to displacement associated with projects. It requires that existing tenants are paid 3-months rent, that there is assistance to help tenants find new housing.*
- Given changes in last years, does this document meet the letter of the law vs. spirit of the law. With the in-commute rates higher than before, cities need to look at jobs-housing balance. He read an analysis by UC Davis staff, which looks at jobs-housing balance. Most of what gets built here is rentals. Renters are at risk. We need to recognize changing needs & meet those needs for an inclusive community.
- Low-income home assistance program – What about designing a version for landlords that would evaluate landlords' capability to pay. He gave an example of an issue that his whole block settled; it's beyond the ability of the landlord to pay. He would like the City to explore program that requires and helps landlords to do home rehabs. He would also like to see substantial relocation payments for conversions or teardowns. He suggested expanding the definition of affordable housing based on people living there, not whether it was originally approved as affordable units. He also suggested alternative methods of construction, natural materials or high tech materials – i.e. straw bale housing.
- Consider looking at people on social security, not just Section 8.

The Commissioners had the following comments:

- One commissioner read an article about Mountain View, that in the new economy where they expect 20,000 more workers over the next 10 years, and 8,000 more housing units, this causes some difficulty for cities to provide affordable housing and difficulty for people who want the units can't pay for them. For the developers it will be very profitable. What is the role of the city in this new situation of jobs-housing inequality? She does not have a solution. Not black and white. Does not want San Mateo to turn into San Francisco which is a mess, where no one is happy.
- Concern about the statement on a (pg 39), that states that San Mateo is concerned about housing for the senior and frail population is important; but there is no money for it. *Staff/Consultant: When there was Redevelopment Agency (RDA), there were laws that the city can only use certain amount of RDA money for seniors. These proportionality rules stipulated that cities could only spend certain amount on senior projects. San Mateo has already spent its maximum. The language on pg 39 is a carry-over from the old version of the Housing Element and will be edited.*
- Need to read whole document; but would be helpful if there was a summary with policies for seniors, what is being done, what is new. He will consider doing his own summary for the commission.
- Is the funding for Park Towers still going to happen? *Staff: Park Towers was built under HUD program in section 202, with HUD insured financing & rent restrictions. They have*

## DRAFT

*applied to HUD to increase affordability for another 40 years and will get section 8. They will renovate building and have already submitted plans to the Building Division for review.*

- Do we know the number of seniors that are Section 8 eligible? *Staff: - We do not have those numbers because the Section 8 voucher program is administered by the Housing Authority of San Mateo County.*
- There are senior renters that may require assistance. Seniors have asked what programs are available to assist them. *Staff/consultant: We are hearing that lower-income seniors need more assistance. Rent control has been offered up as a suggestion, and will be included with all of the comments are going to be forwarded to CC in July meeting.*
- Are there laws, codes, etc. against discrimination for Section 8 or source of income? *Staff: At this time this category is not listed in the areas of discrimination. This suggestion has come up and will be sent forward to the City Council to consider.*
- *The Commission expressed their general interest in housing policies and programs that support seniors, including more funding for housing programs for seniors.*

*Staff: We'd like to provide information on next steps. The minutes of this meeting will be forwarded to the Planning Commission for their consideration at the June 19, 2014 meeting, and subsequently to the City Council at the July 21, 2014 meeting. After the City Council meeting, the draft Housing Element will be sent to the State of California for review for compliance with housing laws. If there are comments from the state, staff will revise the Housing Element to address those comments and will bring the revised Housing Element back to the Planning Commission and City Council for final review late this year.*

### **2. Senior Commission Workplan**

Continue discussion and complete an updated Senior Commission workplan. (note: item to be taken out of order following item #3).

This item was held over to the July 2014 meeting.

## **NEW BUSINESS**

### **3. FY2014-16 Business Plan**

Review and comment and/or make recommendations to the Park and Recreation Commission on the Senior Services portion of the Parks and Recreation Department proposed FY2014-16 Business Plan.

Paul Council provided a brief PowerPoint presentation on the Senior Services portion of the parks and Recreation department proposed FY2014-16 Business Plan including the key services changes. Commissioners posed questions and offered comment. Commissioners were pleased with the staff report and proposed Business Plan. Commissioner Lew moved, seconded by Commissioner Yeatrakas to recommend to the Park and Recreation Commission approval of the Senior Services

DRAFT

portion of the Parks and Recreation Department proposed FY2014-16 Business Plan. ( **M-Lew, S- Yeatrakas, carried 4/0**).

### **REPORTS AND ANNOUNCEMENTS**

- Paul polled Commissioners on their interest in attending a meeting on June 16, 2014 regarding the Village Concept, sponsored by the Family Services Agency. Commissioners Everitt and Yeatrakas have volunteered to attend.

### **ADJOURNMENT**

Chair Ruspil adjourned the meeting at 5:10 pm.

Respectfully Submitted,

Vicki Wilson  
Recording Secretary



## ADMINISTRATIVE REPORT

**TO:** SENIOR CITIZENS COMMISSION

**FROM:** JULIA KLEIN, SENIOR PLANNER, AND  
DIANA ELROD, PRINCIPAL OF D.R. ELROD AND ASSOCIATES

**PREPARED BY:** COMMUNITY DEVELOPMENT DEPARTMENT

**MEETING DATE:** JUNE 5, 2014

**SUBJECT:** DRAFT HOUSING ELEMENT (2014-2022)

---

### RECOMMENDATION

That the Senior Citizens Commission review and comment on the Draft Housing Element for the new planning cycle (2014-2022).

### BACKGROUND

#### State Law Requirements

The Housing Element is one of seven state-mandated elements of the City's General Plan. California State law sets forth many content and schedule requirements for the Housing Element, thus reflecting on the importance of housing as a statewide issue. It is the only Element of the General Plan that must be approved ("certified") by a State agency in order to be in compliance with State law. In addition, Housing Element law requires local governments to adequately plan to meet their existing and projected housing needs including their share of the regional housing need. The City of San Mateo and other northern California cities are required to submit revised Housing Elements to the State of California's Housing and Community Development Department (HCD) by January 31, 2015.

---

### Draft Housing Element

The City hired Diana Elrod of D.R. Elrod and Associates to prepare the update to the Housing Element. Ms. Elrod has significant experience in the preparation of housing elements and also prepared the City's last two Housing Element revisions. Due to state mandated timelines, the Housing Element has been separated from the rest of the General Plan update process. This Housing Element update is consistent with the existing General Plan.

## **OUTREACH AND FEEDBACK**

### Public Meetings and Workshop

The City Council and Planning Commission in a joint study session on March 3, 2014, reviewed a preliminary draft Housing Needs Analysis for the Housing Element and proposed outreach/schedule of meetings. Comments from the study session include the role of public participation and input in this update effort, and supported the schedule of meetings. For more information, refer to Attachment 1 for the administrative report and minutes.

On March 19, 2014, the same preliminary draft Housing Needs Analysis for the Housing Element was reviewed by the Senior Citizens Commission and Community Relations Commission at a joint study session. The administrative report and staff notes of the meeting are included as Attachment 2.

A community workshop was held on March 26, 2014 in the Oak Room at the San Mateo Main Library. Workshop attendees were asked to evaluate existing policies/programs and to make suggestions to further improve or adjust our housing policies. The workshop notes are included in Attachment 3.

### Public Comments

In addition to the above, the city also received written correspondence from members of the community. The city's online public comment forum called "SanMateoTownHall.com" was also utilized to solicit public input. The public comments received range from "no more high density housing" to "build more high density housing". Public comments received to date are included in Attachment 4 – Public Comments.

A Matrix Summary of Public Comments was developed to aggregate the comments (see Attachment 5). The Matrix illustrates the major housing policy themes that have been

articulated by community members at public meetings/workshop, letters, and through the online forum "SanMateoTownHall.com".

The city also received two letters from housing advocates: 1) February 24, 2014 letter from the Housing Leadership Council (HLC) titled "Housing Element Policy Best Practices" which was sent to all 21 jurisdictions in San Mateo County, and 2) a letter from HIP Housing regarding HIP Housing's Home Sharing program. HLC's recommended policies are included in the Matrix Summary, which shows that several of the city's housing policies/programs address many of the recommendations in HLC's letter.

Collectively, the comments illustrate the community's strong interest in housing in San Mateo, highlight a need for housing for a broad and aging demographic, and that there are opportunities to further improve the city's Housing Element policies/programs.

Any correspondence received following the printing of this administrative report will be incorporated as part of the public record and will be provided to the Commission separately on the day of the meeting at their desks.

## **DISCUSSION**

As mentioned in previous meetings, cities throughout the State are required to regularly update their Housing Element and demonstrate compliance with housing laws to address the need for and planning of housing. This is typically addressed through the Regional Housing Needs Allocation (RHNA) process, see discussion below.

### Regional Housing Needs Allocation and Adequate Sites

The Regional Housing Needs Allocation (RHNA) process is a State mandate, devised to address the need for and planning of housing across a range of affordability levels and in all communities throughout the State. The Bay Area's regional housing need is allocated by the California State Department of Housing and Community Development (HCD), and finalized through negotiations with Association of Bay Area Governments (ABAG). Each city is provided a housing unit goal/allocation that is its "fair share" of the regional housing need. Cities are then required to identify enough land zoned at appropriate densities to accommodate the need at various income categories.

For the current Housing Element update, the County of San Mateo, in partnership with all twenty cities in the county, formed a sub-region that was responsible for completing its own RHNA process. In 2006 the San Mateo County sub-region created its own methodology for

distributing housing units and, with the approval of ABAG, issued final housing allocations to members of the sub-region. The following table shows the final ABAG housing allocation for the City of San Mateo for the 2014-2022 planning period.

As part of the Sub-Region RHNA process, both a Policy Advisory Committee and a Technical Advisory Committee were formed to develop the RHNA methodology and determine proposed housing allocations. The San Mateo City/County Council of Governments (C/CAG) facilitated this process. The City of San Mateo was represented on the Technical Advisory Committee by Ronald Munekawa, Chief of Planning. The City of San Mateo representative on the Policy Advisory Committee was Mayor (at that time) David Lim.

The City Council accepted the Committee’s RHNA recommendations on January 22, 2013 by adopting Resolution No. 12 (2013) Accepting the Proposed Housing Allocation for the City of San Mateo for Use in the 2014 housing element. The following table shows this final housing allocation for the City of San Mateo for the 2014-2022 planning period.

**REGIONAL HOUSING NEEDS ALLOCATION (RHNA), 2014 – 2022**

| <b>Total Projected Need</b> | <b>Extremely Low</b> | <b>Very Low</b> | <b>Low</b> | <b>Mod</b> | <b>Above Mod</b> | <b>Average Yearly Need</b> |
|-----------------------------|----------------------|-----------------|------------|------------|------------------|----------------------------|
| 3,100                       | 429                  | 430             | 469        | 530        | 1,242            | 388                        |
|                             | 14%                  | 14%             | 15%        | 17%        | 40%              |                            |

This Regional Housing Needs Allocation is also consistent with the Plan Bay Area, which was approved by the Association of Bay Area Governments (ABAG) on July 18, 2013. Plan Bay Area represents the San Francisco Bay region’s compliance with the Sustainable Communities and Climate Protection Act of 2008 (also known as SB 375), which requires preparation of a Sustainable Communities Strategy (SCS) to both reduce Greenhouse Gas Emissions and provide housing opportunities for the region.

To show that the City has properly zoned land to meet the RHNA numbers, the City is required to complete an Adequate Sites Inventory (Attachment 6). All property listed on the Adequate Sites Inventory must allow residential uses as of right without a Special Use Permit (SUP).

Currently, the City of San Mateo has sufficient land to meet the current Housing Element RHNA numbers; therefore, no General Plan Land Use designations or zoning changes are required. The RHNA Progress table shows that the City issued permits for 454 units from 2007 to 2012, and shows the city’s progress toward addressing the RHNA affordable housing goal based on level of affordability (Attachment 7).

---

### Local Policies and Programs

In addition to addressing RHNA affordable housing goals, cities also consider other policies/programs to address localized housing interests and needs. The following summarizes staff's analysis based on the feedback received to date.

The comments received at public meetings and workshop show that the San Mateo community generally support and appreciate the city's current housing efforts. A review of existing housing element programs is included in Attachment 7. The following highlights some of the city's most significant efforts toward addressing housing needs and planning for housing:

- Condominium Conversion.
  - Current Condominium Conversion code requires implementation of tenant notification, purchase opportunities, long-term leases, and relocation assistance.
- Encourage New Housing Construction.
  - Continue to use available funds to increase supply of extremely low, very low, low and moderate-income housing through land purchases, partnering with nonprofit sponsors, and applying for subsidized financing from federal and state sources. City has set a policy to voluntarily set aside 20% of returned tax increment from the former redevelopment agency to be used for affordable housing, sometimes referred to as "boomerang" funds.
  - Encourage senior housing development close to services & transit.
  - Encourage Mixed-Use (residential and commercial uses) and Transportation Oriented Development (TOD).
  - Current code allows for applications for Senior Citizen Overlay districts and Residential Care Facilities with Special Use Permits on multi-family and non-residentially zoned properties.
  - Current code allows for applications for Secondary Units (aka In-Law Units).
- Private Development of Affordable Housing.
  - Continue requiring a percentage of units in private development projects be affordable, generally referred to as inclusionary housing.
  - Provide density bonuses and priority processing for projects which qualify for density bonus under State law.
- The Homeless.
  - Continue existing support for organizations that seek to prevent homelessness.
- Special Needs Groups.
  - Continue to support existing programs that assist special needs groups, including the elderly, large families, female heads of households, and the disabled.
  - (In Progress) Adopt new Reasonable Accommodation ordinance to help individuals with disabilities have equal access to housing.

### *Commercial Linkage Fee*

The existing Housing Element includes City Council consideration of an impact fee for housing that is charged to commercial developments which is referred to as a Commercial Linkage Fee (*Program H2.4*). The Council last considered this program in 2008. The City is participating in a countywide nexus study to evaluate the housing needs resulting in the increase in workers associated with new commercial development so the draft Housing Element includes this as a program work item for 2015.

### *Shared Housing*

The existing Housing Element refers to Shared Housing as a potential program to address housing for special needs groups (*Program H 2.16*). The new draft includes this program also as a potential program to address prevention of homelessness (*Program H2.14*)

### New Policies/Programs

#### *Tenant Rights Policies*

Considerable comments were made by community members and affordable housing advocates that encourage San Mateo to look into tenant rights policies; specifically, Just Cause Evictions, Rent Control/Rent Stabilization, and Source of Income policies. The Housing Leadership Council's letter contains examples of their research (Attachment 4), a brief description of the objective of each policy follows:

- Just Cause Evictions ordinances provide protection for tenants from arbitrary, discriminatory or retaliatory evictions.
- Rent Control/Rent Stabilization ordinances gives tenants certainty that their rents will not increase more than a certain amount each year by limiting the amount/rate at which landlords can increase rents each year.
- Source of Income anti-discrimination ordinances make it unlawful for landlords to discriminate against tenants solely based on the tenant's status as a recipient of the federal Housing Choice Voucher program (Section 8).

The Draft Housing Element reflects the city's current approach to primarily focus on an adequate supply of housing for all income groups. Consideration of tenant rights policies and other social policies can be included in the Draft Housing Element or studied as a separate work plan item, depending on the direction of the City Council.

#### *Universal Design Standards*

The city's Building Official reviewed the information provided by the Housing Leadership Council in their letter, researched existing Universal Design Standards from other jurisdictions, and provided a memorandum summarizing his findings (Attachment 8). The purpose of codifying a Universal Design Standard (UDS) to require the provision of accessibility features in residential dwellings is largely met through current Building codes, which became effective on

---

January 1, 2014 and generally apply to multifamily projects of 20 units or greater. UDS typically are not applied to custom homes and single-family projects as mandatory accessibility requirements may not be appropriate for all households and may be considered unreasonably burdensome for some families. Currently, any accessibility features including ramps, grab bars, wheel-in showers can be accomplished through remodeling building permits. Developing a Universal Design Standard policy was an effective way to address unmet accessibility issues in 2004 (which is when one of the earliest UDS codes was adopted); currently, these objectives are addressed in the Building codes.

### **STUDY SESSION OBJECTIVES**

The primary objective of the study session is to seek the Senior Citizens Commission's input on the following on housing programs/policies to address housing needs.

### **NEXT STEPS**

The Senior Citizens Commission's comments on the Draft Housing Element will be forwarded to the Planning Commission and subsequently to the City Council at their respective meetings in June and July 2014.

### **ATTACHMENTS**

1. 3/3/14 Joint Study Session of the City Council and Planning Commission - Administrative Reports with Associated Minutes
2. 3/19/14 Joint Study Session of the Senior Citizens and Community Relations Commissions - Administrative Reports with Associated Staff Notes
3. 3/26/14 Community Workshop Comments
4. Public Comments (including SanMateoTownHall.com)
5. Matrix Summary of Public Comments
6. Adequate Sites Inventory
7. Evaluation of RHNA Progress and Existing Housing Element Programs
8. Memo from Building Official regarding Universal Design Standards
9. Draft Housing Element 2014 (separate spiral bound for ease of reference)

**STAFF CONTACT**

Julia Klein, Senior Planner  
[jklein@cityofsanmateo.org](mailto:jklein@cityofsanmateo.org)  
(650) 522-7216

Diana Elrod, Principal  
D.R. Elrod and Associates

cc: File  
Community Services Manager  
Housing and Neighborhood Improvement Manager  
Chief of Planning  
Interested parties (via email)