

Santa Clara County Planning Collaborative

September 14, 2023



Agenda

- Welcome
 - MTC-ABAG Announcements – Manuel Ávalos
 - Collaborative Announcements
 - In-Person November Meeting
 - 2023 Developer Roundtable
 - Shared Housing Staff Presentation – Sandy Council
 - ADU Program Review and Promotion
 - REAP 2.0 Planning
- 

MTC-ABAG Announcements Manuel Ávalos, MTC-ABAG

- Plan Bay Area 2050+ Remaining Round 1 Engagement Opportunities
- Bay Area Housing Finance Authority's 2024 Regional Housing Bond
- Potential 2026 Regional Transportation Funding Measure
- Seeking Feedback on Final Draft of TOC Policy Administrative Guidance
- Grant Opportunity: Transit Station Public Charging Program
- Regional Housing Technical Assistance Program
- Deadline Approaching (Sept. 30) for REAP Suballocation Invoicing
- Active Transportation Technical Assistance Program
- Priority Conservation Area (PCA) Refresh
- Last Chance to Nominate Priority Sites: September 30, 2023 Deadline

In-Person Meeting Proposal

- Thursday, November 9
- 10:30 am – 3:30 pm
- Poll on possible training topics

| | | |
|-----------|-----------------------------|--------------------|
| 10:30 am | Coffee, Meeting | Staff Only |
| 11:30 am | (fun!) Training Workshop | Staff Only |
| 12:45 pm | Lunch | Staff Only |
| 2:00 pm | Break | Staff Only |
| 2:30 pm | Tour of Housing Development | Staff and Electeds |
| Post-Tour | Housing Networking Event | Staff and Electeds |

What do you think?

2023 Developer Roundtable (October)

- Opportunity to engage with developers on market trends and opportunities/obstacles for achieving housing goals
- Mix of nonprofit and market-rate developers (3 or 4 total)
- Prompts / topics:
 - What are the biggest market trends you're seeing related to housing?
 - How can jurisdictions best incentivize desired developments?
 - How are you factoring new State laws into your plans and proposals?
 - What can we do about low density proposals on high density sites?
 - **Other questions or topics you want to see?**

Shared Housing Staff Presentation

Sandy Council





San Mateo County

21 Elements

Shared Housing Staff

HOUSING STAFF/
EXPERTISE SHORTAGE

Jurisdiction Challenges

Unprecedented Increase in Housing Development/Related Policy Workloads:

- New Housing legislation
- Tidal wave of developments coming online
- Housing Elements will generate new programs
- Small departments with staff who wear many hats
- May not have experience with affordable housing programs/financing
- Housing work often sporadic
- Recruitment difficulties

A SOLUTION

Shared Housing Staff Concept

Small number of shared staff people, paid for by jurisdictions

Lead person to be program director to coordinate training, work assignments, and provide services

Cities pay for portion of FTE that meets their needs

Provides opportunities for collaboration/sharing best practices/consistency

RESEARCH

Priority Interests

Managing Rental Inclusionary Zoning (IZ) Units

Affordable Housing Project Admin

Implementing New Housing Programs

Sharing Best Practices

Consistency between Jurisdictions

THE CONCEPT

Lead Agency: HEART

Lead Agency Responsibilities:

- Hire Lead Staff Person
 - Hire and train shared staff
 - Provide resources for best practices
 - Coordinate staff resources to jurisdictions
- Provide office space/equipment as needed

Jurisdiction Responsibilities:

- Oversee direct work assignments
- Include staff in team meetings/updates
- Provide performance feedback to HEART
- Provide onsite workspace

THE CONCEPT

Program Concept

Program Costs to be Spread to Participating Cities

Flat Fee

- Estimate fee based on portion of FTE
 - Allow flexibility in monthly hours– average over time. Not require fixed hrs. per week or month
 - Assume increments of .20 FTE

THE CONCEPT

REVISED Program Concept

“Shared Staff” Contractual Issues

PERS issues regarding employment:

- Partial employee triggers retirement benefits
- Adjusted language about shared staff to traditional consultant language for services
- Adding more specifics as to services included in scope of work

Commitment to “Team” approach

- Although contract language is revised, intent is the same

THE CONCEPT

Estimated Budget

Annual Cost Estimates: Year 1

| Program Cost | Salary | Benefits | Taxes/Work Comp | Total |
|--------------------|-------------------|------------------|--------------------|-------------------|
| Housing Lead Staff | \$ 170,000 | \$ 12,000 | \$ 13,000 | \$ 195,000 |
| Housing Specialist | 100,000 | 12,000 | 8,300 | 120,300 |
| Housing Specialist | 120,000 | 12,000 | 9,200 | 141,200 |
| HEART Mgt Staff | | | | 34,000 |
| HEART Overhead | | | | 34,000 |
| E/O Insurance | | | | 5,000 |
| Contingency | | | | 55,000 |
| Grand Total | \$ 390,000 | \$ 36,000 | \$ 30,500 | \$ 584,500 |

THE CONCEPT

Estimated Budget

Annual Cost Estimates: Year 1

| Days/Week | Hrs./Week | FTE | Annual |
|-----------|-----------|-----|-----------|
| 1 | 7 | 0.2 | \$ 39,052 |
| 2 | 14 | .4 | \$ 78,104 |

\$130/Hr.

Monthly reports hours used

IMPLEMENTATION

Sandy Council, 21 Elements

sandycouncil24@gmail.com

Program Progress

Lead Agency Selected - HEART of San Mateo

Program Director - Hired

Execute Agreements- In process
10 jurisdictions committed

Recruit and Hire Staff-in progress

ADU Program Review

Samantha Dolgoff, Collaborative Staff



ADU Program Review Phase 1 Complete!

ADUSCC.ORG



What's available?

ADU Guidebook & Website

ADU GUIDEBOOK

aduscc.org

A COMPLETE GUIDE TO BUILDING AN ACCESSORY DWELLING UNIT IN SANTA CLARA COUNTY



SANTA CLARA COUNTY ADU



Build small and make a big difference

THERE'S NEVER BEEN A BETTER TIME TO BUILD AN ACCESSORY DWELLING UNIT (ADU) IN SANTA CLARA COUNTY.



QUICKLINKS

RESOURCES FOR EVERY STEP OF THE WAY

- ADU GUIDEBOOK
- PROCESS AT-A-GLANCE
- ADU CALCULATOR
- LOCAL ADU RULES



SUPPORTING ALL OF SANTA CLARA COUNTY

What is Santa Clara ADU?

Santa Clara ADU is a collaborative effort of all Santa Clara cities and Santa Clara County, led by the Santa Clara County Planning Collaborative in partnership with the Cities Association of Santa Clara County. These resources support all residents of Santa Clara County through the process of building an Accessory Dwelling Unit (ADU).

ABOUT SANTA CLARA ADU

What's available?

ADU Rules Sheets

Process Handout

Cost Calculator

Local ADU Rules & Contact Information

SELECT YOUR CITY FOR IMPORTANT DETAILS

How do local ADU rules work? Cities and unincorporated Santa Clara County each have their own specific ordinances that govern ADUs. These local rules must adhere to the California statewide standards. Keep in mind that if you don't live inside the city limits of an incorporated city, then your jurisdiction is Santa Clara County.

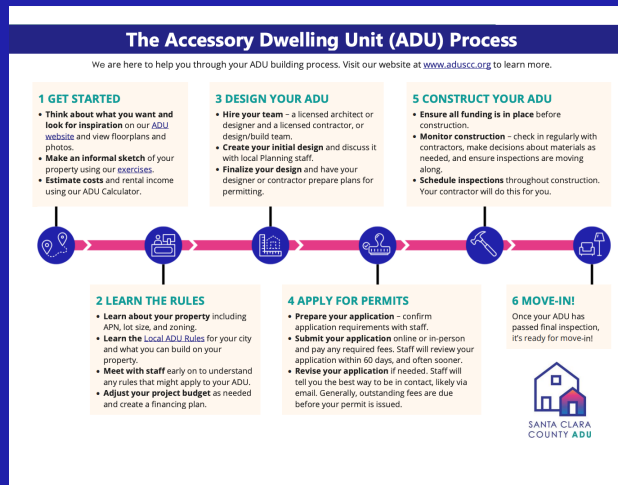
IMPORTANT: Confirm all details with local staff while planning your ADU.

Select your city to see local ADU rules for where you live.

Cupertino ADU Rules and Contacts

View or download the [ADU Guidebook](#) for more information about the ADU process.

| General Info + Contacts | |
|---|---|
| ADU Contact | Phone: 408.777.3308 Email: planning@cupertino.org |
| ADU Website & Resources | https://www.cupertino.org/our-city/departments/community-development/planning/residential-development/accessory-dwelling-units |
| Planning Division | https://www.cupertino.org/our-city/departments/community-development/planning |
| Building Division | https://www.cupertino.org/our-city/departments/community-development/building/permits |
| School District | Cupertino Union School District https://www.cusd.k8.org/departments/business-services/developer-fees |
| Utilities: Electricity & Gas | PG&E https://www.pge.com/en_US/small-medium-business/building-and-property/building-and-maintenance/building-and-renovation-page |
| Other Utilities | See the City of Cupertino Utilities webpage for information on trash service, water service, and sewer service. Service agencies will vary based on your property location. https://www.cupertino.org/our-city/departments/public-works/utilities |
| Cupertino Pre-Approved ADU Plans | https://www.cupertino.org/our-city/departments/community-development/planning/residential-development/accessory-dwelling-units/accessory-dwelling-unit-pre-approved-plans |
| County Departments | Santa Clara County Office of the Clerk-Recorder https://clerkrecorder.sccgov.org/home |
| ADU Ordinance Link | Cupertino Municipal Code Chapter 19.112 https://codei.library.ami.legal.com/codes/cupertino/latest/cupertino_ca/0-0-0-95343 |
| ADU Standards + Rules | |
| Process Overview | See the Handout "Steps to a Completed ADU" https://www.cupertino.org/our-city/departments/community-development/planning/residential-development/accessory-dwelling-units Pre-approved Plans: Streamlined ADU process for specific vendors www.cupertino.org/aduplans |
| Zones Allowed | All zones that allow residential development. |



Structure | Construction | Finances | Rents | **Costs** | Value | Projections

Physical Characteristics

Where will your second unit be built?

Type of Construction

- New Construction**
New construction includes both attached and detached second units.
- Conversion of Part of Garage or Pool House**
Taking an existing garage or pool house, and turning it into a second unit.
- Modular**
Modular/panelized are built partially or entirely off site and delivered to the property.
- Conversion of Finished Part of House**
Taking existing living space, like a bedroom and turning it into a second unit.
- Conversion of Unfinished Part of House**
Taking unused space, like a basement or an attic, and turning it into a second unit.

Bedrooms

Monthly Rent
\$1,102

Monthly Expenses
\$2,434

- \$1,956 Loan Payment
- \$119 Taxes
- \$158 Insurance
- \$77 Management
- \$42 Vacancy Allowance
- \$87 Repairs

Development Cost
\$360K

- \$300,263 Hard Costs
- \$52,988 Soft Costs
- \$7,066 Local Government Fees

Hard costs cover constructing the accessory dwelling unit, both labor and materials. Soft costs are things like architects. Fees are charged by your local government.

What's available?

Local ADU Spotlight Stories

Floorplan Inspiration



SPOTLIGHT ASHWATH, ADITI, & FAMILY Bringing Family Together

Ashwath: I've lived in the South Bay with my wife for 25 years now. A couple years ago the City reached out to homeowners to encourage us to build more housing and we thought we would build the ADU for local teachers.

When my daughter and her family decided to move back to the area, we offered them the ADU so they could have an affordable home and live close to us. It has been wonderful for us to be able to spend time with the grandkids.

The ADU is designed efficiently with no wasted space, and the plans only took four months to develop. The kitchen and living room feel very cozy and we like to spend time there.

I would be happy to move into the ADU and rent our primary home someday, maybe as we get older and if Aditi and her family decide to move.

Aditi: I grew up in the South Bay, and after being away for a few years we decided that we wanted to move back and raise our children near family. We weren't sure if we could afford a place that would work for us. When my dad offered us the ADU we were thrilled and of course cautious. We wanted to plan spending time together while making sure that my parents would still have their privacy.

Now we're a year in and we've settled into a comfortable family routine. We have family dinner twice a week, we don't have to put a lot of work into planning a visit. After daycare my son spends time with my mom. We still have our privacy, but we don't feel cramped.

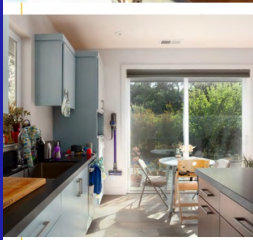
Often other parents tell us they wish they could have the shared family life that we were able to build. When my husband and I want to go on a date, visit our friends, or just need to take a break my parents are right there. It's been wonderful for the whole family.



"It's such a blessing having my parents see the kids every day and watching them play in the garden together."



| | |
|-------------------|-------------------|
| LOCATION | Los Altos Hills |
| ADU TYPE | Detached |
| ADU LAYOUT | 2-bedroom, 2-bath |
| PRICE | \$450,000 |
| COMPLETED | 2020 |
| TIME | 12 months |
| SIZE | 1,000 square feet |



285 SQUARE FEET



640 SQUARE FEET



700 SQUARE FEET



750 SQUARE FEET



447 SQUARE FEET



950 SQUARE FEET

Phase 1 Complete!

Let's get the word out!

- Description language for your city ADU webpage
- Resource Flyer

Visit aduscc.org

THINKING ABOUT BUILDING AN ADU?

BACKYARD COTTAGES - GRANNY FLATS - IN-LAW UNITS

Accessory dwelling units (ADUs) come in many shapes and sizes and grow with your family and community over time.

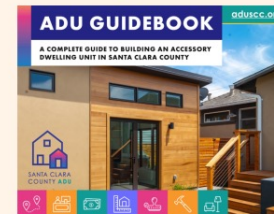
They provide housing for family and friends, rental income, and a home as you age. And they are an important source of housing for the local workforce and families.



Visit aduscc.org to get started!

NEW Santa Clara ADU Resources

Tools and resources to support your ADU project from inspiration and design to permitting, construction and move-in.



DOWNLOAD OUR NEW
ADU Guidebook

Your companion through the entire ADU process, from budget and design planning to getting permits, hiring contractors, and more!



MORE OF WHAT YOU'LL FIND ONLINE:

- **Step-by-step guidance** through all project phases
- **Calculator** to estimate project costs and rental income
- **Fillable worksheets** to support the process
- **Stories** about ADUs your neighbors are building
- **Local rules summaries**
- **ADU Glossary**



Next Up ADU Plans Gallery

Find an ADU Plan in OCCOG

Browse 37 ADU Plans

0 0 200 1200 Filters



Abodu One
500 sf • 1 beds • 1 baths



Abodu Studio
340 sf • 0 beds • 1 baths



Abodu Two
610 sf • 2 beds • 1 baths



Bradford Series
740 sf • 2 beds • 2 baths



Connect 1
460 sf • 1 beds • 1 baths



Connect 2
640 sf • 1 beds • 1 baths



Connect 4.1



Homes for Sonoma Cottage



Millie L-shape



Abodu One

Plan Desianed By **Abodu**

Pre-reviewed by **OCCOG** with the following note:

"This is a great design that fits in well with our design standards. It will still need go to through a review process to ensure construction safety, and if it is in a Featured Historic Site(www.ocgov.com/residents/communities-neighborhoods/historical-sites) it may require certain finishes to conform to Historic Site design standards.

[See full pre-review materials](#)

Details

500 sq ft.

2 bedrooms

1 bathroom



All-Electric

Embrace the green revolution with All-Electric ADUs. Enjoy efficient and eco-friendly living without the need for gas lines.



Solar Ready

Harness the power of the sun seamlessly. These ADU designs come pre-wired and primed for solar panel installations, making the transition to

Take Your Next Step

You're on the brink of bringing your ADU vision to life. The next crucial step is connecting with the right professionals. Engage with a contractor or architect to obtain a precise bid and initiate a comprehensive site analysis.

Ensure you're fully prepared and informed before breaking ground.

Contact Plan Provider

I agree to the [Terms and Services](#)

[Agree to the terms](#)

Building Department Contacts

- Building staff will need to select plans to be included
- Google sheet contact form
- Collaborative staff will manage outreach

| Please fill out this spreadsheet with contact information for Building Department staff who will review any Pre-Reviewed ADU Plans for the shared ADU Plans Gallery. Contact Collaborative Staff with questions: Samantha Dolgoff, dolgoff@planningcollaborative.com For more information about Santa Clara County ADU visit https://www.letstalkhousingscc.org/adu | | | | |
|---|----------|-----------|--------|-----------|
| | Campbell | Cupertino | Gilroy | Los Altos |
| 1. Does your jurisdiction already have pre-reviewed/approved ADU plans? (yes/no) | | | | |
| 2. Please fill out the contact information fields below: | | | | |
| a. Building Dept | | | | |
| General Phone | | | | |
| General Email | | | | |
| b. Building Director/Chief Official (or Assistant) | | | | |
| Name | | | | |
| Title | | | | |
| Email | | | | |
| Phone | | | | |
| c. Other Building Contact | | | | |
| Name | | | | |
| Title | | | | |
| Email | | | | |
| Phone | | | | |
| City Manager | | | | |
| Name | | | | |
| Title | | | | |
| Email | | | | |
| Phone | | | | |

REAP 2.0 Update

Collaborative Staff





REAP 2.0 Goals & SCCPC Priorities

Funding Background

- REAP 1.0 funding focused on supporting jurisdictions to update housing elements and achieve certification.
- REAP 2.0 has 3 goals (from State) plus likely to require local funding match

Reap 2.0 Goals

- A. Accelerate Infill Development that Facilitates Housing Supply, Choice, and Affordability
- B. Affirmatively Further Fair Housing
- C. Reduce Vehicle Miles Traveled





REAP 2.0 Goals & SCCPC Priorities

Mural Activity and Discussion

- Alignment of local priorities with REAP 2.0 goals?
(housing element implementation plus other priorities)
- Key opportunities for cross-jurisdiction collaboration, shared learning and technical assistance consistent with REAP 2.0 goals?



Next Meeting:

Thursday, October 12
12pm-1:30pm

