MEMORANDUM

DATE: November 22, 2010

TO: Housing Element Committee (HEC)

FROM: Lilly Schinsing, Associate Planner

SUBJECT: Marin County Planner's Meeting- November 11, 2010

On November 11, 2010 an informal meeting was held in San Rafael with planners who are working on (or recently completed) Housing Elements in Marin County. The purpose of the meeting was to discuss draft standards for homeless/emergency shelter to comply with Senate Bill 2 and challenges, successes, and issues associated with the Housing Element Updates in the County.

Highlights from the meeting are as follows (in note form):

- Draft homeless/emergency shelter standards were distributed and discussed (see attached). It was determined that the jurisdictions could modify the standards as they saw fit.
- Novato indicated that they had formed a 23-person working group to discuss the housing element update. They indicated that they were using a facilitator from Sacramento State, Susan Sherri, to facilitate the meetings.
- Marin County indicated that their strategy to accommodate the RHNA was going to be a rezoning (amendment to the Zoning Ordinance) prior to submitting to HCD. They indicated that if they rezoned sites prior to HCD certifying the element they would be able to count additional affordable units towards the RHNA; if the sites are rezoned as a part of the Housing Element the sites would only count as 50% affordable. Marin County indicated that HCD has indicated that this is an acceptable strategy.
- San Rafael is looking at existing mixed use zones to accommodate their RHNA.
- Marin County indicated that they were going to use converted units (existing units converted to affordable units) to accommodate a portion of their RHNA. HCD has indicated that this is possible up to 25% of the RHNA per income category. For example, if a jurisdiction's RHNA for lower-income units is 100 units and the jurisdiction creates a policy and funding program to allow for the conversion of market-rate apartment units to rental units affordable to lower-income families, the jurisdiction would only be able to take credit for up to 25 of the 100 lower-income units. The remainder (75) of the lower income units would need to be accommodated in some other way. However, the jurisdiction would be able to apply the conversion program similarly to 25% of the very-low and moderate income RHNA units. HCD has indicated that the conversion must be in hand, the jurisdiction must have committed assistance within 2 years of the planning period, the unit is not currently occupied by lower income households, and the jurisdiction must demonstrate where funds would come from.

Attachment: Draft Homeless/Emergency Shelters distributed by Marin County

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STANDARDS FOR EXEMPTION FROM DISCRETIONARY REVIEW FOR EMERGENCY SHELTERS

SB2-Allowed Standards	Proposed Emergency Shelter Standards	Why Standard Was Chosen
Maximum number of beds or persons permitted to be served nightly by a facility.	Homeless shelter shall not serve more than 40 persons total.	According to shelter providers 80 beds represents the highest manageable number for overnight shelters. While we would like to encourage standards that do not inhibit the development of shelters, 40 beds is large enough to provide economy of scale for operating costs, without overly concentrating residents. Santa Monica: The shelter for the homeless shall contain a maximum of 40 beds and shall serve no more than 40 homeless persons.
Off-street parking based on demonstrated need, provided that standards do not require more parking for emergency shelters than for other residential or commercial uses within the same zone.	The number of required on-site parking spaces for residents shall be based on 25% of the total beds and staff parking shall be the total number of beds divided by 10. . For example, a shelter which served 40 persons would be required to provide no more than 14 spaces (10 resident spaces plus 4 staff spaces).	This requirement is based on demonstrated parking need at shelters in Marin. Proposed San Mateo Countywide Standards: Shelters shall provide one parking space for each employee or volunteer on duty when the shelter is fully open to clients, plus one parking spot for every family sheltered and .35 parking spots for each non-family bed. The Director shall reduce the parking requirements if the shelter can demonstrate a lower need. The shelter shall also provide bicycle parking. Sampling from the County Dev Code (see 24.04.340): Convalescent homes – one per three beds Commercial offices – one per 250 s.f. of gross floor area
Size and location of exterior and interior onsite waiting and client intake areas.	Shelters shall provide 5 square feet of interior waiting and client intake space per bed. Waiting and intake areas may be used for other purposes as needed during operations of the shelter.	Based on proposed San Mateo Countywide Standards (Shelters shall provide 10 square feet of interior waiting and client intake space per bed. In addition, there shall be two offices or cubicles for shelters with fewer than 20 beds. For every additional bed there shall be an additional 0.1 office, rounded up. At least 25 percent of the offices, rounded up, shall be private. Waiting and intake areas may be used for other purposes as needed during operations of the shelter). Homeward Bound also suggested requiring gender separated dormitory and bathroom areas for non-family shelters

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The provision of onsite management.	Management must be provided on site during hours of operation.	Intended to accommodate a variety of shelters; such as Homeward Bound models and the rotating shelter operated by local churches and places of worship.
The proximity to other emergency shelters provided that emergency shelters are not required to be more than 300 feet apart.	Emergency shelters shall be at least 300 feet apart.	SB2 requirement
The length of stay	Maximum of 6 months.	HUD threshold for emergency housing (ie over 6 months is transitional). Most shelters would have a short length of stay in its policies, so this number was chosen to provide flexibility.
Lighting	Exterior lighting visible from off-site is required, shall consist of low-wattage fixtures, and should be directed downward and shielded to prevent adverse lighting impacts on nearby properties.	Taken from the County Development Code on commercial districts (given our choice of Commercial districts for homeless shelters).
Non-discretionary design standards	Smoking section: An on site smoking section shall be provided, which shall be located to limit the impact on surrounding neighbors. ADA: In new construction, all public use and common use areas are required to be designed and constructed to comply with accessibility standards as outlined by the Accessibility Board (see http://www.access-board.gov/adaag/html/adaag.htm#4.1).	From San Mateo memo: Some specific design guidelines include: • Shelters should have designated smoking areas not visible from the street, ideally outside. • There should be no space for outdoor congregating in front of the building and no outdoor public telephones. • There should be a refuse area screened from view. • The shelter should have disabled access • There should be bicycle parking • Other design standards that apply to residential buildings • There shall be a refuse area screened from view (SM Standards)

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