



## Innovative Policy Work Group

### Meeting Summary

3.26.2018 | 3:00pm-4:30pm

### Meeting Participants:

Brian Foss, Nevada County  
David Timan, Town of Truckee  
Denyelle Nishimori, Town of Truckee John Hester, TRPA  
Kristi Thompson, CATT  
Jeff Loux, Town of Truckee  
Jenna Gatto, Town of Truckee  
Lindsay Romack, Placer County  
Shawna Purvines, Placer County

### Staff Support:

Seana Doherty, Freshtracks, Lead Facilitator  
Debbie Daniel, Freshtracks Associate

### Topics in this Summary

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- Welcome/introductions
- Goal of Work Group
- Review MHC Policy Solutions in the Works
- Discussion: Results from Streamlining Regulatory Process Research
- Presentation by John Hester, Update on process improvements in Placer County, Shawna Purvines
- Next Steps

### Materials Shared

- MHC Timeline of Work Team Efforts

### Meeting in Brief

The goal of the meeting was to bring together planners from each of the jurisdictions (Town of Truckee, Placer County, Nevada County) and other stakeholders to:

- 1) Update on Policy Solutions in the Works now.
- 2) Share results from Streamlining the Regulatory Process Meetings



## **Summary of the Discussion**

### **Policy Solution in the Works: Fees**

#### Study Findings

- Our fees are not higher than other California jurisdictions, but are higher than Reno's
- Multi-family cost of construction is very high, causing multi-family be financially challenging
- When using a scalable fee basis, smaller units pay significantly lower fees

#### Recommendations (will be shared at 4.13 Council meeting)

- Consistent methodology for fee charging
  - Scalability of Fees
- Deferrals – project by project
- Fee Navigator – one stop place to estimate and pay all fees
- ADUs—create clear fee incentives

### **Policy Solution in the Works: Short Term Rentals**

- First Meeting scheduled for early April will include partner agencies, local businesses, and interested community members
- Will aggregate research and data from Town of Truckee, Placer County, and Host Compliance
- Will decide if further research needed or next steps

### **Policy Solution in the Works: Diversity of Housing Types**

- Creating an infographic that includes definitions of different types of housing (ex. duplex, triplex, ADUs) and existing policies, what's allowable for each type
- Goal is to create interest, understanding of different types of housing products

### **Policy Solution in the Works: Density**

- Not sure of exact role yet, but will include education (ex. speakers)
- Opticos Services is good resource

### **Policy Solution in the Works: Preserving Mobile Homes**

- Can adopt ordinance to preserve mobile homes; have sample ordinance

### **Policy Solution in the Works: Inclusionary Housing**

- Placer and Town of Truckee have policies. Nevada County has a policy in the sphere of Truckee.



- Look at, update, and/or improve existing policies?

**Other Strategies: Mapping**

- Narrowed to best parcels for multi-family housing, ideally situated for Low Income Housing Tax Credits
- Tour being planned to attract developers

The following chart reflects areas of interest discussed at the meeting:

Topics of Interest	Questions, Comments, Suggestions
<p>Placer County Regulatory Process Improvements in Progress</p> <p>Update by Shawna Purvines</p>	<ul style="list-style-type: none"> <li>○ Hired consultant (BAE) to map permit process activities and determine areas for improvement/streamlining</li> <li>○ Have identified barriers and possible solutions on Westside and now scheduling for Tahoe Office. TRPA will be invited to Eastside meetings.</li> <li>○ Considering electronic plan checks, reducing planning time on environmental documents.</li> <li>○ Reviewing policies and ordinances to see which ones are creating barriers to achieve affordable housing and commercial development. Utilizing BAE and ESA to look at similar jurisdictions for policies that have been successful that Placer may want to adopt.</li> <li>○ Also doing a fee analysis.</li> <li>○ Goal is to speed up processing time for permit applications. Goal is to remove barriers by making policy updates.</li> <li>○ Mapping – will most likely be rezoning in next General Plan to be incorporated in next Housing Element. Also, trying to identify parcels available now that can be used for housing. Reaching out to landowners to activate applications.</li> <li>○ Approved ADU ordinance – allows second units everywhere and only restriction is that both units can't be short-term rented. Any lot can now have a duplex.</li> <li>○ Placer County recently had a Town Hall Meeting in partnership with the Placer Community Foundation to identify barriers for in-fill parcel</li> </ul>



	<p>owners to build on their lots.</p> <ul style="list-style-type: none"> <li>○ Findings: barriers=financing and finding a contractor biggest barriers</li> </ul>
ADUs (Placer)	<ul style="list-style-type: none"> <li>○ HOAs are a major barrier to second units – only one residence allowed per lot</li> <li>○ Possibility of a future civil lawsuit to challenge HOAs at State level</li> <li>○ MHC will start engaging larger HOAs</li> </ul>
Tiny Homes (Placer)	<ul style="list-style-type: none"> <li>○ Looking for an ordinance that allows second units on wheels to remain on lot</li> </ul>
Regulatory Process Research (MHC)	<ul style="list-style-type: none"> <li>○ Seana met with Brian (Nevada County) and Town of Truckee staff (Jenna and Denyelle) to understand their perspective about regulatory process/streamlining—is it needed? How would it work? <ul style="list-style-type: none"> <li>▪ Not a lot of housing applications at this time – staff can keep up with flow of applications</li> <li>▪ What really matters is what is in the General Plan and other policies and ordinances and if the application meets the policy</li> <li>▪ Possibly room for more education about what the rules are</li> </ul> </li> </ul>

**Presentation by John Hester Key Points:**

- Developers looking for: Predicable, Consistent, and Timely
- Performance Audit
  - Meet with External and Internal Stakeholders
  - Identify key themes
  - Balanced Scorecard Framework
- Self Improvement
  - Process – responsibility is on the applicant and governmental agency to do their part correctly
- TRPA Welcome Mat Program
  - MOU Delegation and Coordination between local governing agencies
  - Information and Education
    - Creating an online parcel look up so applicants can see what is required for an application based on location
- Process – map out application review process with goal get to a yes or no



- Create Checklists – available online, give to contractors prior to site check
- Measures – schedule of timeline for different types of applications so applicants know what to expect
- Incentive pay tied to performance measures
- Individual Tracking
- Reporting - tell the public how you are doing (ex. # of applications received and # of days waiting for permit approval)
- Monthly luncheon for planning staff – reviewing Paul Zucker book

#### **Further Discussion:**

- Applications that challenge the current rules can take a long time to review
- Could help to share statistics about processing time so anomalies stand out as not the norm
- Fix code when doing many interpretations each year
- Town of Truckee looking at restarting Welcome Mat Program and could coordinate better between Planning and Building
- One streamlining process does work - Affordable Housing Project goes to top of pile
- Town of Truckee has a green, yellow, red light process for historic design review that could be used for other types of applications
- Nevada County needs direction from the BOS to change regulatory process rather than coming from staff; would need a recommendation from MHC and need the BOS to allocate funding
- Placer County and Town of Truckee General Plans already have direction to prioritize affordable housing; Placer's limits affordable housing as up to 120% AMI, but no limit with the Town of Truckee
- Town of Truckee has a pre-application process to help discuss projects with developers and identify red flags
- Consider putting together education piece about myths about barriers to affordable housing in the future

#### **Next Steps**

- Write a Issues Brief about Streamlining the Regulatory Process—current process in each jurisdiction, improvements underway, some additional resources
- Decision: Up to each jurisdiction to decide about customer service and regulatory process, not a good role for MHC. MHC can be helpful by bringing models and resources to the table, creating platform for discussions, planting seeds for future action.