



# ADU Resource Center

## SAN MATEO COUNTY

*Addressing overlapping challenges in San Mateo County*

**Jurisdictions** are in the midst of an unprecedented housing crisis. They need more ADUs to meet their RHNA, yet have limited capacity to manage new programs.

**Homeowners** in San Mateo County want ADUs, yet don't have the knowledge and resources to navigate the complex jurisdiction-specific development process.



### A SOLUTION: THE ADU RESOURCE CENTER

The ADU Resource Center provides tools, educational materials, and expert staff to help jurisdictions and homeowners build more ADUs. Modeled on the award-winning Napa Sonoma ADU Center, the Center offers a proven model for increasing ADU production.

## FOR JURISDICTIONS, THE CENTER PROVIDES:

### *HCD Compliance /Housing Element Implementation Support*



The Center will support jurisdictions in meeting commitments made in their Housing Elements. For example, twenty jurisdictions committed to improved public information on ADUs, fourteen committed to providing pre-approved plans, and thirteen committed to providing ADU affordability programs. All of these programs will be offered by the Center.



### *Updating ADU Ordinances and Complying with New Laws*



The Center will assist jurisdictions in updating their ADU ordinances, ensuring compliance with new state laws. Best practices and model ordinances will be provided. Center staff will be available to consult on jurisdiction's ordinances.

### *ADU Process Improvements*



The Center will assist jurisdictions in improving their ADU permitting and public outreach processes, as requested. Many jurisdictions have committed to process improvements in their housing elements.

### *Support on Opt-In Programs and Best Practices*



The Center will assist jurisdictions with optional programs to increase ADU production or affordability such as setting up a robust ADU legalization program, ADU condoization, or supporting non-profit ADU developers.

### *ADU Affordability Monitoring*



The Center will assist with annual affordability monitoring and reporting, allowing you to track ADU affordability year to year and compare your jurisdiction with others in the County.

### *Jurisdiction-Specific Educational Materials and Events*



The Center can provide webinars or in-person educational events catered to your jurisdiction's needs. For instance, the Center could provide a webinar for your residents that explains your ADU permitting process and ordinance.

### *Time Saving Services for Your Planning Staff*



The Center's staff will work with jurisdiction planning and housing staff to understand your ADU ordinances and permitting processes. The Center's staff will be available to answer your residents' questions about ADU development - saving time and resources for your planning counter staff.

### *Access to a Growing Network of ADU Experts*



The Center will be in relationship with the Napa Sonoma ADU Center, which now serves Marin and Solano counties as well. As part of a growing regional network of ADU Centers, your local Center will benefit from the accumulated knowledge and lessons learned from other Centers.

## **FOR HOMEOWNERS, THE CENTER PROVIDES:**

### *Answers to Homeowner Questions*



The Center's staff will be available (by phone, email, possibly in-person) to answer questions and provide assistance for homeowners navigating their local ADU development process. This service saves significant time for planning counter staff.

### *ADU Assessments*



The Center can provide homeowners with personalized assessments of what type and size of ADU can be constructed on a homeowner's property. These assessments have been extremely popular in Napa and Sonoma counties.

### *Affordability Programs*



The Center will offer a grant or loan program to support low-income homeowners to construct ADUs or incentivize homeowners to construct deed-restricted affordable ADUs. This program is planned to launch in year 2 and would likely be funded by affordable housing trust funds.

### *Plans Gallery*



The online plans gallery allows homeowners to browse a collection of jurisdiction pre-reviewed and pre-approved ADU plans that can be downloaded for free or purchased from the designer. Homeowners can search for specific types, sizes, and styles of ADUs.



### *Webinars and In-Person Education Events*



The Center can offer live and recorded webinars, offering homeowners information on advice on all aspects of ADU development. Both live events and webinars can be customized for specific jurisdictions.

### *Guidebook*



The visually appealing, comprehensive Guidebook helps homeowners navigate the ADU development process - from initial ideas to permitting and finding tenants.

### *ADU Calculator*



An online tool to help homeowners understand how much it will cost to build their ADU, and how their choices affect the price and payback period.

### *Website*



The ADU Center will maintain/take over/improve the existing Second Unit Center website. The website is a visually appealing, easy to navigate hub that summarizes the rules in each jurisdiction and provides resources. It will answer homeowners' most common questions.



### **FAQs**

#### **How will the Center be funded?**

The Center will primarily be funded by annual jurisdiction contributions. Silicon Valley Community Foundation is providing some start-up funds. We are also seeking additional support from foundations, the county, and Measure K funds (sales tax revenue).

#### **Will residents of jurisdictions who do not fund the Center be able to access the Center's resources?**

The Center only works with jurisdiction funding, so we hope all jurisdictions will consider contributing. However, the web-based tools and resources of the Center will be accessible to anyone. It is likely that services like the ADU assessments and customized materials and educational events and webinars will only be available to residents of contributing jurisdictions.

**How many staff will be working at the Center?**

The year 1 budget would support 1.5 FTE. The plan is to add staff in subsequent years to support the ADU affordability work.

**Is there a long term commitment?**

No. Dues and jurisdiction participation is for one year at a time.

**Is this only for San Mateo County?**

There is a possibility that the Center will expand at some point to include Santa Clara County, or join a regional network of ADU Centers under a single organizational umbrella. However, because ADU development is so jurisdiction specific, the Center will always retain local staff and resources dedicated to specifically serving San Mateo County.

**How will the Center support ADU affordability?**

There are a number of program options for incentivizing the creation of ADUs rented at affordable rates including loan programs, zoning incentives, amnesty programs tied to affordability, and grant programs. Affordability programs will begin in year two.

**When will the Center launch?**

Our goal is to launch in July 2024, at the start of fiscal year 24/25.

**How will the Center be legally structured?**

The Center will operate as a charitable endeavor under a nonprofit Model C fiscal sponsorship structure. [Community Initiatives](#), a well-established Bay Area non-profit will be the fiscal sponsor. The charitable arm of [Community Planning Collaborative](#) will steward the new center until it is ready to incorporate as an independent nonprofit. What this means on a practical level is that Community Initiatives will be responsible for accepting grants and donations; Community Planning Collaborative will be responsible for most of the back office administration (done at cost/with no profit); and the ADU Resource Center staff will be responsible for running all the programs. (We know - it's complicated!).

**Will there be a board of directors?**

A board is not required, but a jurisdiction steering committee will provide guidance and oversight.

**Who do I talk to if I have questions or ideas?**

You can email or call Josh Abrams, [abrams@planningcollaborative.com](mailto:abrams@planningcollaborative.com), 510-761-6001 or Evan Seitz, [seitz@planningcollaborative.com](mailto:seitz@planningcollaborative.com), 413-687-8444.