



# CITY of BRISBANE

## Planning Commission Meeting Agenda

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Thursday, January 27, 2022 at 7:30 PM • Virtual Meeting

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**This virtual meeting is compliant with the Ralph M. Brown act as amended by California Assembly Bill No. 361 effective September 16, 2021 providing for a public health emergency exception to the standard teleconference rules required by the Brown Act. The purpose of this is to provide a safe environment for staff, Planning Commissioners, and the public while allowing for public participation. The public may address the Commission using exclusively remote public comment options which are detailed below.**

*The Commission may take action on any item listed in the agenda.*

The Planning Commission Meeting will be an exclusively virtual meeting. Members of the public may view the meeting by logging into the Zoom webinar listed below or on Comcast Channel 27 and the City's YouTube channel at [www.youtube.com/Brisbaneca](http://www.youtube.com/Brisbaneca). The agenda materials may be viewed online at [www.brisbaneca.org/meetings](http://www.brisbaneca.org/meetings).

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**Meeting ID:** 970 0458 3387

**Passcode:** 215153

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Members of the public watching the meeting on YouTube or Channel 27 may email or text comments **prior to the start of the particular agenda item** to the below email and text line:

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After entering the meeting ID and pressing #, simply press # a second time to enter the meeting

waiting room. No participant code is required. Please wait to call until the Chairperson and/or staff announces that the phone line is open. When you are let into the meeting, press \*6 on your phone to unmute yourself before addressing the Commission. To avoid feedback, please turn off the volume of the meeting broadcast on your TV or computer. You will still be able to hear the Commissioners through your phone.

### **SPECIAL ASSISTANCE**

If you need special assistance to participate in this meeting, please contact the Community Development Department at (415) 508-2120 in advance of the meeting. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**Commissioners: Funke, Gomez, Gooding, Patel, and Sayasane**

### **CALL TO ORDER**

### **ROLL CALL**

### **ADOPTION OF AGENDA**

### **CONSENT CALENDAR**

*Please Note: Items listed here as Consent Calendar Items are considered routine and will be acted upon collectively by one motion adopting the Planning Department's recommendation unless a member of the public, the Commission, or its staff asks to remove an item to discuss it. Prior to the motion, the Chairperson will ask if anyone wishes to remove an item from the Consent Calendar.*

- A. [Approval of draft meeting minutes of December 16, 2021](#)

### **ORAL COMMUNICATIONS** (Limited to a total of 15 minutes)

### **WRITTEN COMMUNICATIONS**

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

### **WORKSHOP**

- B. [2023-2031 Housing Element Update: "Balance Brisbane" Update, Review of Performance from 2015-2022 Housing Element, and an Overview of Affirmatively Furthering Fair Housing.](#)

### **ITEMS INITIATED BY STAFF**

### **ITEMS INITIATED BY THE COMMISSION**

### **ADJOURNMENT**

- C. Adjournment to the regular meeting of February 10, 2022

## **INTERNET & OTHER ACCESS**

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## **WRITINGS THAT ARE RECEIVED AFTER THE AGENDA HAS BEEN POSTED**

*Any written communication that is received after the agenda has been posted but before 4 p.m. of the day of the meeting will be available for public inspection at the front lobby in City Hall and online at [www.brisbaneca.org/meetings](http://www.brisbaneca.org/meetings). Any writings that are received after the agenda has been posted but after 4 p.m. of the day of the meeting will be available on the internet at the start of the meeting ([www.brisbaneca.org/meetings](http://www.brisbaneca.org/meetings)), at which time the materials will be distributed to the Planning Commission.*

## **NOTICE OF DISCLOSURE**

*Written information or comments that may include a person's name, address, email address, etc. submitted to the City, Planning Commission, and/or City staff are public records under the California Public Records Act, are subject to disclosure and may appear on the City's website.*

**File Attachments for Item:**

A. Approval of draft meeting minutes of December 16, 2021

DRAFT  
BRISBANE PLANNING COMMISSION  
Action Minutes of December 16, 2021  
Virtual Special Meeting

CALL TO ORDER

Chairperson Gooding called the meeting to order at approximately 7:30 p.m.

ROLL CALL

Present: Commissioners Funke, Gooding, Gomez, and Sayasane  
Absent: Commissioner Patel  
Staff Present: Director Swiecki, Senior Planner Johnson, and Associate Planner Robbins

ADOPTION OF AGENDA

Commissioner Sayasane moved to adopt the agenda. Commissioner Funke seconded the motion and it was approved 4-0.

CONSENT CALENDAR

Commissioner Funke moved to adopt the consent calendar (agenda item A). Commissioner Gomez seconded the motion and it was approved 4-0.

ORAL COMMUNICATIONS

There were no oral communications.

WRITTEN COMMUNICATIONS

There were no written communications.

NEW BUSINESS

- B. PUBLIC HEARING: 34 Visitacion Avenue; Design Permit Modification 2021-DP-3; NCRO-2 Neighborhood Commercial Downtown Brisbane;** Design Permit to modify the exterior façade by installing faux wood, metal siding, a new illuminated address sign, new exterior lighting, and new windows and paint; Ben Hart, applicant; Maya LLC (Assaf Benjamin), owner.

Associate Planner Robbins gave the presentation and answered questions from the Commission about the scope of work, clarifying there would be no structural alterations or physical alterations made to the structure's massing, and how objective design standards might be applied to a request such as this one in the future.

Chairperson Gooding opened the public hearing.

Ben Hart, applicant, addressed the Commission and spoke about the purely aesthetic exterior façade improvements under this request and shared that other, interior improvements are being made to the building's apartment units under separate permits.

With no one wishing to address the Commission, Commissioner Sayasane moved to close the public hearing. Commissioner Funke seconded the motion and it was approved 4-0.

After deliberation, Commissioner Funke moved to approve the application via adoption of Resolution 2021-DP-3. Commissioner Gomez seconded the motion and it was approved 4-0. Chairperson Gooding read the appeals procedure.

## WORKSHOP

- C. 2023-2031 Housing Element Update: Demographics, Housing Needs and the Balancing Act Tool;** This workshop will include a presentation and engagement with the City's affordable housing strategic plan consultant, ECONorthwest, to discuss demographic trends and Brisbane's need for affordable housing, as well as a demonstration of the Balancing Act online engagement tool, designed to obtain community input on potential housing sites and densities for the Housing Element update.

Senior Planner Johnson introduced the City's affordable housing strategic plan project consultant Chris Blakney of ECONorthwest. He provided an overview of current demographic trends related to Brisbane's housing needs as well as what services they will provide as the City prepares a new Housing Element. Particular emphasis was given to Brisbane's population growth, special needs groups within the population, the availability of workforce housing within the City, Brisbane's existing housing types, and the level of cost-burdenship residents experience.

Mr. Blakney answered questions from the Commission pertaining to how the City's RHNA number represents an existing need of housing units, by affordability, rather than a State-mandated projection of growth, the suitability of site for housing versus the feasibility of building affordable housing units, and the complexities of funding affordable housing projects so they would be cost effective for developers.

Senior Planner Johnson announced the City has launched a new tool called Balance Brisbane that allows the community to help the City identify potential housing sites, and clarified that the sites and densities shown on the tool represent locations and reasonable densities staff believes could accommodate housing units but the simulation tool allows the community to identify other sites as well as alternative densities.

Associate Planner Robbins demonstrated the simulation tool, including where it can be accessed, and highlighted how it is a tool to foster public engagement to help inform the City where it should apportion its RHNA and how residents can use the tool to select sites, obtain additional information

about site suitability and feasibility, assign housing units, provide comments, stay informed about the Housing Element update.

Senior Planner Johnson ended the workshop by providing a general timeline of the Housing Element update, including next steps, and resources for additional information on the process.

#### ITEMS INITIATED BY STAFF

Director Swiecki highlighted major development projects anticipated to go before the Commission in 2022, in addition to the Housing Element update, including development at the Brisbane Quarry and at Sierra Point, and indicated both development projects will include environmental review under CEQA.

Senior Planner Johnson advertised another Housing Element community engagement tool, the Fair Housing Community Survey, available on the City's website until January 15, 2022.

#### ITEMS INITIATED BY THE COMMISSION

There were none.

#### ADJOURNMENT

Chairperson Gooding declared the meeting adjourned to the next regular meeting of January 13, 2021 at approximately 9:05 p.m.

Attest:

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John A. Swiecki, Community Development Director

NOTE: A full video record of this meeting can be found on the City's YouTube channel at [www.youtube.com/BrisbaneCA](http://www.youtube.com/BrisbaneCA), on the City's website at <http://www.brisbaneca.org/meetings>, or on DVD (by request only) at City Hall.

**File Attachments for Item:**

**B. 2023-2031 Housing Element Update:** “Balance Brisbane” Update, Review of Performance from 2015-2022 Housing Element, and an Overview of Affirmatively Furthering Fair Housing.





# MEMORANDUM

DATE: January 27, 2022  
 TO: Planning Commission  
 FROM: Planning Staff *KPJ JR JA*  
 SUBJECT: **Workshop - 2023-2031 Housing Element Update:  
 “Balance Brisbane” Update, Review of Performance from 2015-2022 Housing  
 Element, Overview of Affirmatively Furthering Fair Housing**

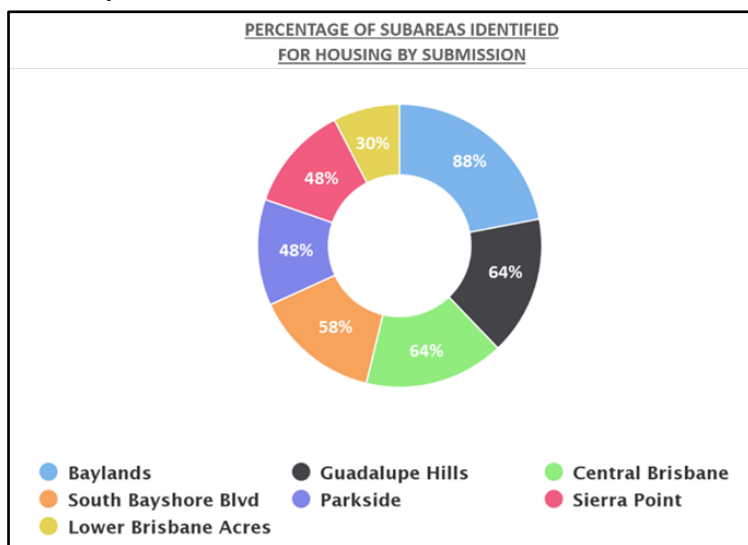
Tonight’s Housing Element workshop is the second in a series of workshops leading up to the preparation of the draft update to the Housing Element, which will be presented to the Planning Commission in the Spring of this year. A link to the December 16<sup>th</sup> workshop materials is also provided as an attachment, for reference. Tonight’s workshop will focus on three main topic areas:

- “Balance Brisbane” Update
- Review of Performance from 2015-2022 Housing Element
- Overview of Affirmatively Furthering Fair Housing

Two more workshops are scheduled for the Planning Commission’s regular meetings in February, to discuss housing needs, potential housing sites for rezoning, and implementation policies and programs. These topics may carry into March workshops, if needed.

## “Balance Brisbane” Update

As of the date of this writing, the Balance Brisbane simulation tool has been visited over 250 times while a total of 34 people have submitted their suggested housing sites. In order to gather even more community input, the Balance Brisbane program deadline has been extended from January 14<sup>th</sup> to February 6<sup>th</sup>.



Thus far, the Baylands subarea received the most interaction with nearly 90% of all submissions altering the number of housing units within the subarea, but the remaining planning areas, excluding the Lower Brisbane Acres, were identified to accommodate some housing on 50-60% of all submissions (see Figure 1). The Baylands subarea was also identified as the site to accommodate the largest number of housing units, with 1,800 housing units being the average number of units identified. (Refer to Figure 2 for a snapshot of the average, median, and mode number

Figure 1 (Interactions by submission)

of housing units for each subarea.) Staff will provide more detailed results from the community input on potential housing sites during the meeting of February 10<sup>th</sup>, with the intent that it can be used as a platform for the Planning Commission to begin its sites inventory discussion.

Staff would also like to provide some clarifications on the Balance Brisbane simulation tool. We've noted through our social media platforms that concerns have been raised about the ability to submit comments though the tool or submit responses with less than the required number of housing units. The Balance Brisbane simulation tool requires all submissions to account for, at a minimum, Brisbane's State-mandated Regional Housing Needs Allocation, or RHNA (1,588 housing units), plus the Association of Bay Area Governments' (ABAG) recommended 20% buffer for a total of 1,906 housing units to be accepted. This is to ensure Brisbane's Housing Element update will comply with State law, which requires each local government to update their Housing Element every eight years to show the locations where housing can be built and the policies and strategies necessary to meet the RHNA. Brisbane's RHNA for the upcoming cycle was finalized on December 16, 2021, when the ABAG Executive Board adopted the [Final RHNA Plan: San Francisco Bay Area, 2023-2031](https://abag.ca.gov/our-work/housing/rhna-regional-housing-needs-allocation), following a public hearing. For more information on California state law pertaining to RHNA, please visit: <https://abag.ca.gov/our-work/housing/rhna-regional-housing-needs-allocation>

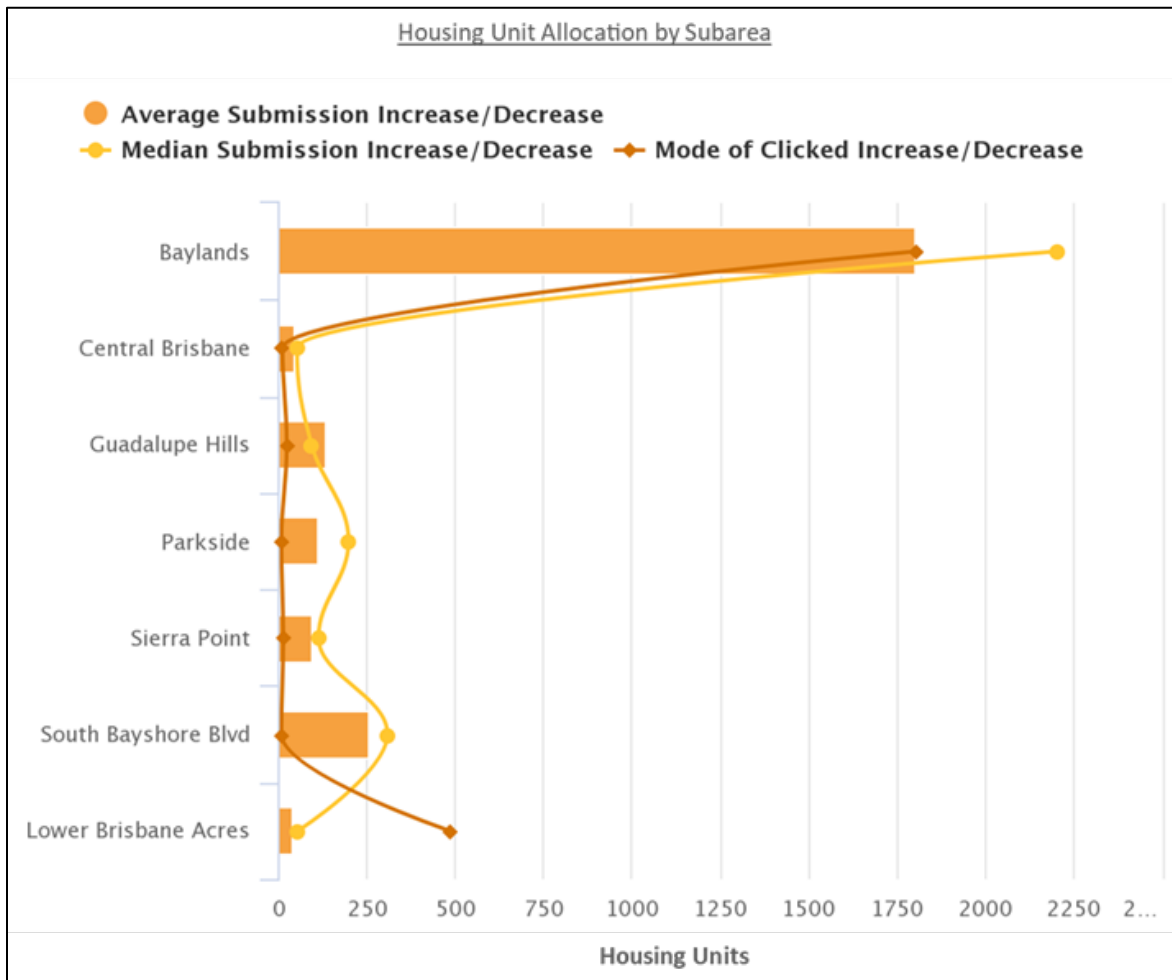


Figure 2 (Snapshot)

## Review of Performance 2015-2022 Housing Element

Part of the 2023-2031 Housing Element will include a review of Brisbane's existing element performance. We are doing this as one of the first tasks to (1) identify any actions in the existing element that have not been achieved but could be during the course of the update; and (2) help inform the update effort overall, so that it responds to lessons learned and prioritizes work in areas where performance during the previous cycle might have lagged.

This workshop review includes the following attachments:

- A summary of key facts about Brisbane. This is provided for reference as fundamental information and builds on ECONorthwest's presentation to the Commission in December.
- A preliminary draft of the evaluation narrative that will be found in the main body of the element.
- A summary table listing all policies and programs in the existing element, with evaluative comments.
- A summary table of Housing Production since 2015

Consider that this workshop is not intended as a detailed discussion of proposed edits to goals, policies and programs, but that more detailed discussion will follow in February and possibly March. Rather, it provides a review of our performance on the 2015-2022 Housing Element and serves as a point of reference as we enter that discussion of future goals, policies and programs.

As we look forward to our discussion of possible revisions to the program list in February, keep in mind that a number of programs have been completed and they are noted on the summary table. Generally, those programs may be removed from the program list. Others are ongoing and would likely be retained or modified. Still others may be added, such as programs for rezoning to meet the RHNA. With that in mind, consider:

- a. Are there questions for staff about the City's performance on the 2015-2022 Housing element?
- b. What key take-aways should inform the updated element?

Then looking forward to the more detailed discussion in February, consider:

- c. Are there modifications or additions to the City's Housing Element goals?
- d. What policies and programs have been accomplished and may be deleted?
- e. What should be modified or added? How can we best accomplish our goals?

## Overview of Affirmatively Furthering Fair Housing

The State Housing and Community Development Department (HCD) explains that "The duty to **affirmatively further fair housing** extends to all of a public agency's activities and programs relating to housing and community development." Per HCD, "**affirmatively furthering fair housing** means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity,

and fostering and maintaining compliance with civil rights and fair housing laws.” Additional context and background is provided in the attached guidance memo from HCD.

The 2023-2031 Housing Element will include an evaluation of historic patterns of discriminatory housing practices in Brisbane and Countywide, as well as a fair housing action plan that will identify priority policy areas and meaningful actions, or programs, the City will undertake to address those priorities. To inform the AFFH component of the Element, a Countywide survey was released (and remains open through January 31) to collect firsthand feedback from residents on their experiences with discrimination in access to housing. As of this writing, 59 survey responses have been submitted specifically from Brisbane residents, and hundreds more from other communities. Additionally, we’ll use Census data to evaluate what households are vulnerable to housing discrimination and to inform targeted City actions that can ensure those populations attain and maintain quality housing in Brisbane.

### **Schedule and Next Steps:**

A schedule for the year was outlined in the December 16th workshop report, Attachment A provided below. The Housing Element update is due to HCD by January 31, 2023 and the schedule leading up to that is intensive. With that in mind, two workshops are scheduled for the Planning Commission’s regular meetings in February. The topics tentatively planned for those two meetings are as follows:

- February 10th: 1) Housing Needs Assessment, 2) Balancing Act results, 3) Housing Constraints Analysis and 4) Begin Housing Sites Inventory Discussion
- February 24th: 1) Housing Sites Inventory continued and 2) Draft Policies and Programs

### **Attachments:**

- A. Workshop Agenda Report, [December 16, 2021](#)
- B. Draft Summary of Key Facts
- C. Draft Evaluation Narrative
- D. Goals, Policies and Programs Summary Table – 2015-2022 Housing Element
- E. Housing Production Summary Table, 2015-2020
- F. [HCD Affirmatively Furthering Fair Housing guidance memo](#) (hyperlink)

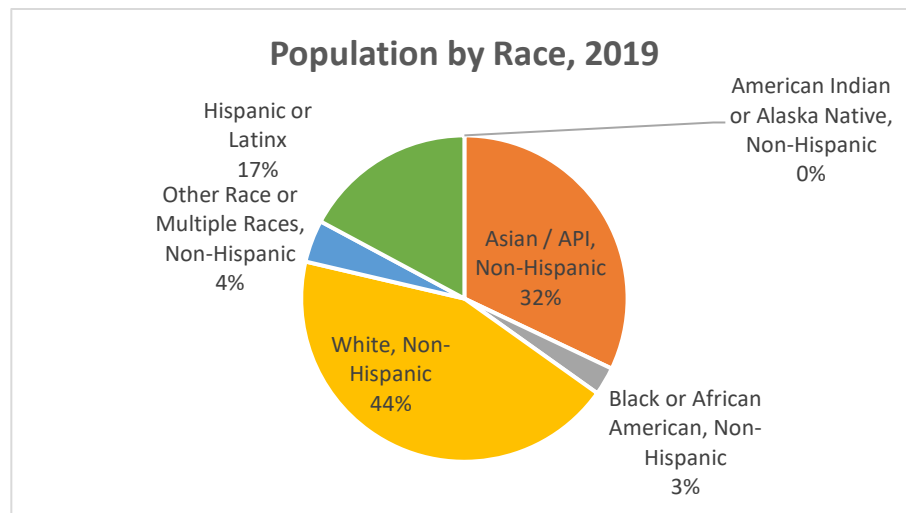
## SUMMARY OF KEY FACTS - PLANNING COMMISSION MEETING OF 1/27/2022

- Prepared by: ABAG and Baird + Driskell (4/21) - DRAFT

## People

**Population** – Brisbane’s population has been growing more than the Bay Area region overall, with 29% growth in the city from 2000 to 2020, compared to 9% for the county and 15% for the Bay Area. This increase throughout the region is mostly due to natural growth (births minus deaths) and the Bay Area’s strong economy drawing new residents. Brisbane’s growth can largely be attributed to the completion of the final phase of the Northeast Ridge, which from the 1990’s through 2015 added 499 new housing units. The population in 2020, reported by the US Census Bureau, was 4,851.

- **Income** – Brisbane has a lower percentage of lower income households than the rest of the county and region, with 36% of households earning less than 80% of the Area Median Income (AMI)<sup>1</sup> compared to 40% of households in San Mateo County and 39% of households in the Bay Area as a whole.
- **Age** – Community members in Brisbane are overall older than they were in the past. The median age has increased from 39.6 in 2000 to 46 in 2019. In that year, 18% of the population was under 18 and 17% was over 65.
- **Race/Ethnicity** – Brisbane is less diverse than the Bay Area as a whole. In 2019, 44% of the population was White, 32% was Asian, 17% was Latinx, and 3% was African American, while 4% identified as other races or multiple races (see chart).
- **Poverty** – Currently, people of color in San Mateo County are more likely to experience poverty. However, in Brisbane, the group with the highest poverty rates is Non-Hispanic White residents (10.3%), followed by multi-racial residents (8.7%). Asian/Pacific Islander residents and Latinx residents have the lowest poverty rates (0.1% and 6.1% respectively).<sup>2</sup>



<sup>1</sup> The Area Median Income is the middle spot between the lowest and highest incomes earned. The AMI for the county is \$104,700 for a single person, \$119,700 for a household of two and \$149,600 for a family of four.

<sup>2</sup> Some demographic groups do not have reported poverty rates or may have over/underestimated rates as a result of having a limited sample for the particular group.

Source: U.S. Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B03002.

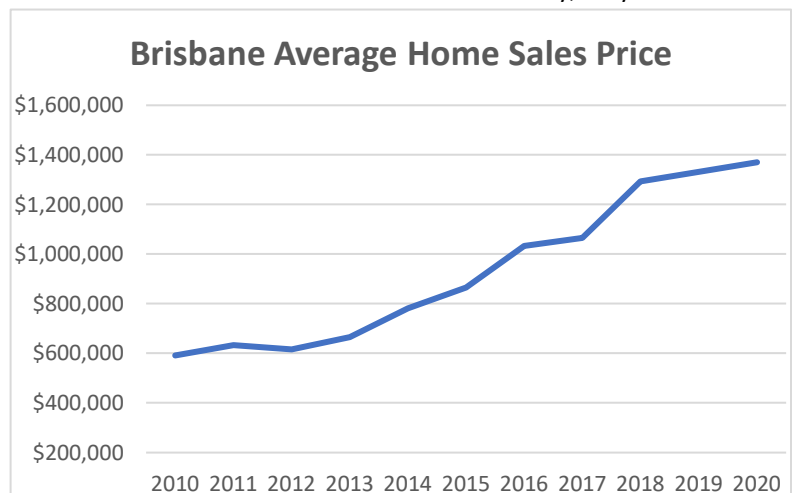
## Jobs

- **Employment** – Generally, having a similar number of jobs and employed residents produces more benefits for a community, such as reducing traffic and climate impacts, and allowing people who work in the community to also live there. Both San Mateo County and Brisbane are job rich, meaning they have more jobs than employed residents. There are 2,636 employed residents and 6,769 jobs<sup>3</sup> in Brisbane, resulting in a jobs-to-resident-workers ratio of 2.57. Between 2002 and 2018, the number of jobs in Brisbane decreased by 20%. This is likely attributed to the Great Recession including VWR Scientific moving from its Bayshore Boulevard location during that time period.
- **Unemployment** – Jurisdictions throughout the region experienced a sharp rise in unemployment in 2020 due to impacts related to the COVID-19 pandemic, though with a general improvement and recovery in the later months of 2020. As of January 2021, Brisbane's unemployment rate was 4.6%, which was slightly lower than the regional unemployment rate of 6.6% and its pandemic-related high rate of 8.4% in April 2020. Brisbane's pre-pandemic unemployment rate was 1.5% (January 2020). (Source: California Employment Development Department, Local Area Unemployment Statistics (LAUS), Sub-county areas monthly updates, 2010-2021).

## Housing & Households

- **New Homes Built** – The number of new homes built in the Bay Area has not kept pace with the demand, resulting in longer commutes, higher prices, and greater displacement and homelessness. The number of homes constructed in Brisbane increased 5.2% from 2010 to 2020, which is *above* the housing growth rate for San Mateo County and the Bay Area overall during this time period (4% and 5% respectively). The total number of housing units in Brisbane in 2020, reported by the US Census Bureau, was 2,052.
- **Home Prices and Rents** – While housing prices in Brisbane are more affordable than the county, they are still unaffordable to most residents and workers. Given high job growth and low housing growth in the county, the cost of housing in Brisbane has increased significantly in the past decade:

- **Sales Price** – In 2020, the average sales price of a single family home in Brisbane was approximately \$1,370,399. Home prices increased by 104% from 2010 to 2020.



Source: San Mateo Association of REALTORS Annual Reports 2010-2020.

<sup>3</sup> Employed *residents* in a jurisdiction are counted by place of residence (they may work elsewhere) while *jobs* in a jurisdiction are counted by place of work (they may live elsewhere).

## ATTACHMENT B

- **Rental Prices** – Rental prices increased by 48% from 2009 to 2019. The median rent in 2019 was \$1,910. To rent a typical apartment without cost burden, a household would need to make \$76,440 per year.<sup>4</sup>
- **Housing Type** – In 2020, 58% of homes in Brisbane were single family detached, 12% were single family attached, 11% were units in small multifamily buildings (2-4 units), and 16% were in medium or large multifamily buildings (5+ units). Moreover, Brisbane’s housing consists of more detached single-family homes than the region as a whole (58% as compared to 52% in the Bay Area).
- **Housing for Large Families** - Large families are generally served by homes with 3 or more bedrooms, of which there are 824 units in Brisbane (44% of the housing). Among these 3+ bedroom units, 5% are renter-occupied and 95% are owner-occupied.
- **Cost Burden** – The U.S. Department of Housing and Urban Development (HUD) considers housing to be affordable for a household if the household spends less than 30% of its income on housing costs. A household is considered “cost-burdened” if it spends more than 30% of its monthly income on housing costs, while those who spend more than 50% of their income on housing costs are considered “severely cost-burdened.” In Brisbane, 24% of households are cost burdened, while an additional 18% of households are severely cost burdened.
- **Neighborhood Equity** – Some neighborhoods are identified as “Highest Resource” or “High Resource” by the State of California based on a range of indicators such as access to quality schools, proximity to jobs and economic opportunities, low pollution levels, and other factors.<sup>5</sup> However, neighborhoods don’t always receive an equitable share of these community resources and may be designated as “Low Resource” if they lack these amenities. No residents in Brisbane live in neighborhoods identified as “Highest Resource” or “High Resource” or in neighborhoods identified by this research as “Low Resource”.
- **Displacement & Gentrification** – Displacement, or the inability of residents to afford to remain in their homes, is a major concern in the Bay Area due to increasing housing prices. Displacement has the most severe impacts on low- and moderate-income residents. When individuals or families are forced to leave their homes and communities, they lose their support network. A related concern is the impact of gentrification or exclusion—when neighborhoods have limited or no housing opportunities for low- and moderate-income residents.
- **Special Housing Needs** – Some population groups may have special housing needs such as mobility and accessibility barriers. In Brisbane, 8.1% of residents have a disability and may require accessible housing. Additionally, 6.8% of Brisbane households are larger households with five or more people, who likely need larger housing units with three bedrooms or more. Also, 11% of households are female-headed families, which are often at greater risk of housing insecurity, or being at risk of losing their home.

<sup>4</sup> Note that contract rents may differ significantly from, and often being lower than, current listing prices.

<sup>5</sup> For more information on the “opportunity area” categories developed by HCD and the California Tax Credit Allocation Committee, see this website: <https://www.treasurer.ca.gov/ctcac/opportunity.asp>. The degree to which different jurisdictions and neighborhoods have access to opportunity will likely need to be analyzed as part of new Housing Element requirements related to affirmatively furthering fair housing. ABAG/MTC will be providing jurisdictions with technical assistance on this topic this summer, following the release of additional guidance from HCD.

**Note on Data**

*The data presented here is drawn primarily from US Census American Community Survey (ACS) 5-year data updated as of 2019 and the U.S. Department of Housing and Urban Development's Comprehensive Housing Affordability Strategy (CHAS). The ACS data set includes a broad range of demographic and economic variables not included in the decennial US Census, allowing for detailed cross tabulations and analysis of various demographic factors involving income and poverty, among other key topics related to local housing policy and planning. The recently released 2020 US Census data, though not as comprehensive as the ACS in terms of the types of variables covered, does provide updated data for the following key variables: population by sex, age, race and Hispanic origin, as well as housing data by occupancy, vacancy status, and tenure. This current 2020 decennial Census data is available from the US Census here:*

*<https://data.census.gov/cedsci/>*

*These data are samples and as such, are subject to sampling variability. This means that data is an estimate, and that other estimates could be possible if another set of respondents had been reached. We use the five-year release to get a larger data pool to minimize this "margin of error" but particularly for the smaller cities, the data will be based on fewer responses, and the information should be interpreted accordingly.*

*Additionally, there may be instances where there is no data available for a jurisdiction for particular data point, or where a value is 0 and the automatically generated text cannot perform a calculation. In these cases, the automatically generated text is "NODATA." Staff should reword these sentences before using them in the context of the Housing Element or other documents.*

**Note on Figures**

*Any figure that does not specify geography in the figure name represents data for Brisbane.*



## Review of 2015-2022 Housing Element Performance – WORKING DRAFT of EVALUATION NARRATIVE for Planning Commission Workshop 1/27/22

The update of our housing element provides an opportunity to reflect on past achievements and challenges, identifying what is working and what is getting in the way of meeting Brisbane's housing needs.

The following summary highlights key accomplishments and challenges from the previous housing element's planning period (2015 to 2022), as well as opportunities as we look ahead. This information is provided to help ensure that the updated element for 2023 to 2031 builds on previous successes, responds to lessons learned, and positions us to better achieve our housing priorities.

A more detailed program-by-program review of progress and performance is in Table ( ).

### We Achieved a Lot

There is a lot to be proud of as we reflect on implementation of the Brisbane housing element over the past eight years:

1. **Baylands General Plan Amendment:** After many years of community input, public hearings and deliberations by the Planning Commission and City Council, questions were put to the voters in November 2018, via Measure JJ, regarding the allowable scope of the future development. Passage of Measure JJ and the subsequent general plan amendment in 2019 allows for a range of 1,800 to 2,200 residential units in the northwest quadrant of the site. Since 2019, preparation of a specific plan has been ongoing. The specific plan will provide the zoning regulations for this new residential district and adoption of the specific plan by the City is projected to occur by January 2024.
2. **Parkside Plan:** Our Parkside Plan successfully engaged the community in envisioning a new residential neighborhood in Brisbane, and still has housing potential. The City adopted the Parkside at Brisbane Village Precise Plan in 2017, establishing two affordable housing overlay zoning districts in an existing business park. The overlay zoning allows for a minimum of 240 residential units on properties that are currently privately owned and developed with occupied warehouses, light manufacturing and office uses. We have talked with some key actors and believe that there continues to be strong potential and interest for the current uses to be redeveloped towards residential uses.
3. **Zoning Updates in the SCRO-1 and NCRO-2 Districts:** We have updated our zoning regulations to facilitate new residential developments in the NCRO-2 and SCRO-1 zoning districts, by allowing housing by-right in these mixed-use districts. This was facilitated through a State planning grant. The City Council adopted these zoning updates in (date pending-anticipated in February 2022).
4. **Objective Design Standards:** Additionally, through the State planning grant, we adopted objective design standards for review and approval of new residential developments. These are standards that anyone can read and know how to interpret and apply, thereby removing uncertainty for prospective developers. The City Council adopted the objective design standards in (date pending-anticipated in February 2022).

Note: Grey highlighted sections are to be determined

5. **Rehabilitation of Residential Structures:** We made progress on rehabilitating residential structures. This has been a focus of ours in prior cycles and continues to be an important way of maintaining a safe housing stock. For example, at 34 Visitacion Avenue, the City abated a 20-unit apartment building that was not adequately maintained to meet health and safety requirements. The City facilitated its renovation in the hands of a new owner.
6. **Preservation of Affordable Housing:** We have continued to make preservation of affordable housing a priority. One example is the rezoning, in 2018, of the 62-unit mobile home park from the SCRO-1 district designation, which allows a broad mix of commercial and residential uses, to the R-MHP Residential Mobile Home Park district, thereby restricting other uses from replacing the mobile home park.
7. **Rental Assistance:** We put in place a new rental assistance program, administered by the YMCA, during the COVID-19 pandemic. The City launched this rental assistance program for low income households unable to pay rent due to job loss or health impacts stemming from COVID-19. In the last two years, rental assistance has been provided to six families and the program is ongoing and is being expanded to assist those in need with payment of water utility bills.
8. **Accessory Dwelling Units:** We have made progress in adding accessory dwelling units (ADUs) and encouraging their ongoing development. To encourage the development of ADUs and junior accessory dwelling units (JADUs) units in new and existing residential developments, in 2020 the City adopted new ordinances to facilitate their development and eliminated the parking requirements for these types of units.
9. **Affordable Housing Strategic Plan:** In 2021, the City engaged ECONorthwest to assist in the development of an Affordable Housing Strategic Plan. That plan was adopted in (date of adoption TBD). It identifies the City's affordable housing goals and priorities for programming existing affordable housing funds and identifies potential new revenue streams for affordable housing.

### We Have Persistent Challenges

While we got a lot done, there is a lot we still need to work on. Some of the challenges that kept us from achieving all of our housing goals include:

- **High costs of housing development.** The San Francisco Bay Area is one of the most expensive regions in the country. While Brisbane has its roots as a working-class community, the combination of its convenient location to job centers along the peninsula, its small size and geographical conditions, such as steep topography, have continued to drive up the cost of land and building costs. The amount of subsidy required to make affordable units feasible is significant. While the City adopted an Affordable Housing Strategic Plan to help address housing affordability, as noted above, the high cost of land and development of housing will continue to be a challenge.
- **Maintaining community character.** Predominately residents are attracted to Brisbane due to its small-town character. We need to find ways to balance maintaining our community's identity with the pressing need for housing. While there has been opposition to developments higher than four stories, these are the kinds of projects that make affordable housing more economically viable, particularly given our limited land area.

Note: Grey highlighted sections are to be determined.

- **Impacts of COVID-19.** The Covid-19 pandemic has presented unusual and unprecedented challenges on housing supply. The health restrictions have slowed housing development since early 2020, while at the same time the increase in the number of people working from home has placed an increased demand on what was already a short supply, further driving up housing costs. It's uncertain what the long-term effects of the pandemic will be on the housing market.

### **We Have Opportunities Ahead**

There are some things already in motion based on existing work efforts and trends and lessons learned that we are incorporating in our updated housing element:

- **The Baylands Specific Plan:** As indicated above, the Baylands specific plan will provide the zoning regulations for a new residential district. Adoption of the specific plan by the City is projected to occur by January 2024. This will provide a significant number of new housing units at the northern edge of the City, to be close to public transportation and other amenities.
- **Other Opportunity Areas for Housing:** In addition to the Baylands, we have some other key opportunity areas. The City is still looking to the previously rezoned Parkside Plan to accommodate housing as both a means to provide housing, but also to improve this area of the City, at the City's center, by redevelopment of older warehouses. As we look to meeting our future housing needs and responding to the targets established through the Regional Housing Needs Allocation (RHNA) process, we have also included places like (new housing sites - TBD) as areas where we could change our zoning to create new housing opportunities, that would also fit with the community character.
- **Affordable Housing Strategic Plan Implementation:** As indicated above, on (date – TBD) the City adopted an Affordable Housing Strategic Plan. The goals, policies and programs are carried over to the update to the Housing Element and we anticipate that implementation of the plan will provide significant opportunities for affordable housing. As of January 2022, we have approximately \$4 million available in the City's affordable housing fund, and those funds will grow as the City implements new revenue streams for affordable housing, as identified in the strategic plan. Other components of the strategic plan implementation include
  - **Inclusionary Housing Ordinance.** Our recent adoption of an updated inclusionary housing ordinance on (adoption date – TBD) should facilitate development of affordable housing. We're working to update the Inclusionary Housing Ordinance by January 2023 .
  - **Linkage Fees:** The City will consider adopting linkage fees to new development that creates jobs as a new funding source for affordable housing in January 2023.
- **Potential in ADUs.** Accessory dwelling units, or ADUs, and junior accessory dwelling units, or JADU's, collectively often referred to as secondary units or in-law units, are a promising solution for appropriately scaled infill development in existing neighborhoods. Often these units allow multigenerational households to share a single property, instead of being split up over two or more separate properties. They may also be used as affordable rental units and can provide an income stream for homeowners, to help offset the high cost of housing. The City has updated its ordinances, consistent with State law, to facilitate development of ADUs and JADUs on new and existing housing sites. With these changes and continued outreach, we expect to see continued and increased interest in creating these units. (See the discussion of ADUs in Section \_\_, page \_\_).

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WORKING DRAFT for City of Brisbane 2023-2031 Housing Element

**City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments**

<b><i>Housing Element Program Number/Type</i></b>	<b><i>Program Description and Objective</i></b>	<b><i>Program Full Text</i></b>	<b><i>Timeframe and Achievements</i></b>	<b><i>Program Status</i></b>
<b>Goal H.A Provide housing opportunities for all persons, regardless of age, sex, race, ethnic background, income marital status, disability (including developmental disability), family composition, national origin, or sexual orientation.</b>				
<b>Policy H.A.1 Promote equal housing opportunities.</b>				
H.A.1.a Fair housing information	Inform public through website and other means	<b>Continue to inform the public of its fair housing rights and responsibilities through the City's website and other means. Provide referral services to appropriate agencies.</b>	Timeline: Ongoing. Fair housing information and resources available on dedicated webpage. Housing Element available on City website, <a href="http://www.brisbaneca.org">www.brisbaneca.org</a> .	Ongoing
H.A.1.b Other housing information	Inform public on housing policies and opportunities	<b>Continue to inform Brisbane residents and businesses, developers, non-profit housing development organizations and other groups about housing policies and opportunities in Brisbane. Use local publications such as the Brisbane Star and the Chamber of Commerce newsletter, bulk mailing, flyers, the City's website and other means of distributing information on City housing policies, the City's inventory of potential housing development sites, local achievements, programs of other agencies, housing information and counseling programs, and State housing laws.</b>	Timeline: Ongoing. Housing opportunities and resources in the City and County and Housing Element containing City housing policies are posted on dedicated webpages on City website, <a href="http://www.brisbaneca.org">www.brisbaneca.org</a> . Completed a countywide community meeting on housing policy and goals in Fall 2021.	Ongoing
<b>Goal H.B Maintain a diverse population by responding to the housing needs of all individuals and households, especially seniors and those with income constraints or special needs.</b>				
<b>Policy H.B.1 Require a balance of housing types, sizes (bedrooms), tenure and the inclusion of affordable, senior, and special needs dwelling units in multi-family developments.</b>				
H.B.1.a Rezoning	Accommodate RHNA shortfall	<b>Complete necessary zoning amendments to provide adequate sites to accommodate the 2007-2014 Regional Housing Needs Allocation shortfall, as referenced in Chapter III, no later than 1 year</b>	Timeline: 1/31/2016. Required overlay zoning was incorporated into Parkside Precise Plan adopted 10/30/2017. Implementing zoning adopted via Ordinance 624 2/1/2018.	Completed

**Notes:**

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City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

Housing Element Program Number/Type	Program Description and Objective	Program Full Text	Timeframe and Achievements	Program Status
		from the statutory deadline for adoption of the Housing Element [per Government Code Section 65584.09(a)]. Also see Program H.D.1.c.		
H.B.1.b Zoning for current RHNA	Accommodate RHNA	<b>Maintain existing zoning and complete necessary zoning amendments to provide adequate sites to accommodate the 2015-2022 Regional Housing Needs Allocation, as referenced in Chapter III, no later than 3 years and 120 days from the statutory deadline for adoption of the Housing Element [per Government Code Section 65583(c)(1)(A)]. Also see Program H.D.1.c.</b>	Timeline: 5/31/2018. Existing zoning regulations will accommodate remainder of 2015-2023 RHNA. Overlay zoning for shortfall accommodated in implementation of H.B.1.a (above)	Completed
H.B.1.c General Plan revisions	Land Use Element consistency	<b>Revise the General Plan’s applicable land use designations to reflect the net acre density (excluding land area devoted to public rights-of-way for streets and utilities) to be consistent with all zoning districts to be revised per the Housing Element. Revise the Land Use Element’s policies and programs so as to be consistent with Government Code Section 65583.2 regarding affordable housing.</b>	Timeline: 1/31/2016. General Plan amendments to implement rezoning pursuant to H.B.1.a adopted via Ordinance 624, on 2/1/18.	Completed
H.B.1.d Second Units	Monitor ADU (aka: SDU) affordability	<b>Monitor market-rate rents for secondary dwelling units to determine whether they remain affordable; if not, consider what actions may be legally taken to best practices and policies to make the primary or secondary unit affordable for occupancy by a low- or moderate-income household. For example, consider reducing or eliminating the administrative Secondary Dwelling Permit fee in exchange for rent restrictions.</b>	Timeline: Ongoing, annually. ADU rent survey conducted in March 2020. Survey respondents reported occupied units rented at BMR rent or no rent at all.	Ongoing

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City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

<i>Housing Element Program Number/Type</i>	<i>Program Description and Objective</i>	<i>Program Full Text</i>	<i>Timeframe and Achievements</i>	<i>Program Status</i>
H.B.1.e Second Units	Encourage ADUs	<b>To encourage development of secondary dwelling units:</b> <b>(a) Reduce the administrative Secondary Dwelling Permit fees for units created within the building envelope of existing single-family residences, reflecting the reduced staff time required to process permits for such units;</b> <b>(b) Explore the potential to implement a loan program for secondary dwelling unit construction;</b> <b>(c) Provide technical assistance to streamline the secondary dwelling approval process for owners and encourage well-designed secondary units that meet the City’s standards;</b> <b>(d) Explore the potential of reducing or eliminating the lot size minimum for development of secondary dwelling units;</b> <b>(e) As these programs are implemented, publicize the changes to encourage the development of applicable secondary dwelling units. Also see Program H.I.1.c.</b>	Timeline: 5/31/2018. City Council adopted zoning text amendments to streamline ADU regulations via Ordinance 626 on 5/17/18. City Council adopted Ordinance 653 on 10/15/2020 to allow ADUs in all residential zoning districts.	Completed
H.B.1.f Definitions	Update definition of single-family dwelling to comply with CHSC Sec. 17021.5	<b>Amend the definition of “dwelling” in Brisbane Municipal Code Section 17.02.235 to specifically include employee housing for six or fewer persons, consistent with Health and Safety Code Section 17021.5. Continue to treat “transitional housing,” “supportive housing” and “manufactured housing and mobilehomes” no differently from other “dwellings” under the Zoning Ordinance per BMC Section 17.02.235.</b>	Timeline: 1/1/2016. Ordinance 606 adopted by City Council on 4/21/2016	Completed

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City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

<i>Housing Element Program Number/Type</i>	<i>Program Description and Objective</i>	<i>Program Full Text</i>	<i>Timeframe and Achievements</i>	<i>Program Status</i>
H.B.1.g SRO's	Amend SCRO-1 District to permit Single Room Occupancy units as conditional use.	<b>In addition to allowing “supportive housing single-room occupancy units” by definition as “multi-family dwellings,” specifically amend the zoning regulations to permit them as a conditional use in the SCRO-1 District (per AB 2634).</b>	Timeline: 12/1/2018. Ordinance 622 adopted by City Council on 11/2/2017	Completed
H.B.1.h Encourage development	Outreach to encourage private redevelopment in new affordable housing overlays and SCRO-1 district.	<b>Develop an outreach program to encourage private redevelopment of existing developed sites in the new affordable housing overlays and the SCRO-1 District.</b>	Timeline: As new zoning regulations are adopted. City engaged with property owners consistently throughout Parkside Precise Plan process. City maintains informational webpages and handouts on PAOZ overlay districts and SCRO-1 district.	Ongoing
H.B.1.i Mobile Homes	Rezone Mobile Home Park to R-MHP District for Mobile Homes only	<b>Rezone the mobilehome park in the SCRO-1 District as the R-MHP District to designate it for mobilehome uses only.</b>	Timeline: 12/31/18. City Council adopted zoning map and text amendments to rezone mobile home park R-MHP via Ordinance 630 adopted 12/6/18.	Completed
<b>Policy H.B.2 Retain existing affordable (“at risk”) housing units.</b>				
H.B.2.a "At risk" affordable units	Preserve affordable units.	<b>Preserve affordable units that are at risk of being converted to market rate by:</b> <ul style="list-style-type: none"><li><b>Establishing an early warning/monitoring system</b></li><li><b>Allocation of potential funding sources</b></li><li><b>Providing for tenant education and assistance</b></li></ul>	Timeline: Ongoing. None at risk within planning period.	Ongoing
<b>Policy H.B.3 Encourage development of affordable housing specifically designed for seniors and persons with disabilities (including the developmentally disabled) or other special needs.</b>				
H.B.3.a Special needs housing	Identify suitable sites	<b>Identify suitable sites for housing for seniors and persons with disabilities or other special needs.</b>	Timeline: Ongoing. Opportunities considered on a case-by-case basis but constrained by limited funding opportunities and limited land/site availability. City	Ongoing

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City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

Housing Element Program Number/Type	Program Description and Objective	Program Full Text	Timeframe and Achievements	Program Status
			held exploratory discussions with school district in 2018 regarding potential teacher/district employee housing on city-owned site. Entitlement approved for 16-unit senior housing at 36-50 San Bruno in 2018 and extended in 2020; no building permit submitted to date.	
H.B.3.b Parking for senior housing	Reduce parking requirement	<b>To encourage housing for seniors, reduce the parking requirements for units designed and dedicated for use by elderly persons.</b>	Timeline: 12/1/2015. Ordinance 576 adopted May 19, 2016.	Completed
H.B.3.c Parking for accessible units	Reduce parking requirement	<b>Encourage housing units designed for persons with disabilities by reducing parking requirements for those units.</b>	Timeline: 12/1/2015. Ordinance 576 adopted May 19, 2016.	Completed
H.B.3.d Reasonable accommodation	Minimize constraints	<b>Continue to allow ministerial approval by the Community Development Director, subject to a minimal fee, of exceptions to the Zoning Ordinance for reasonable accommodation for housing for persons with disabilities per Government Code Section 65583(c)(3).</b>	Timeline: Ongoing. Ordinance 558 adopted April 2011.	Ongoing
H.B.3.e Convalescent homes	Permit as conditional use in SCRO-1 district	<b>Continue to permit convalescent homes as a conditional use in the SCRO-1 District.</b>	Timeline: 12/31/2018. Convalescent homes are conditionally permitted in SCRO-1 district.	Completed
H.B.3.f HIP Housing	Support Human Investment Program (HIP) shared housing program.	<b>Encourage participation in the Human Investment Program (HIP)'s shared housing program which helps find suitable housing for the elderly, single-parent families and persons with special needs, through financial support, publicity and referrals.</b>	Timeline: Ongoing. Updated information and rental listings posted regularly on City website <a href="http://www.brisbaneca.org">www.brisbaneca.org</a> .	Ongoing
H.B.3.g Density bonus	Encourage special needs housing	<b>Encourage developers to provide housing units designed and dedicated for use by large families</b>	Timeline: Ongoing. Coordinating with H.B.5.a. No density bonuses requested during reporting period.	Ongoing

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City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

Housing Element Program Number/Type	Program Description and Objective	Program Full Text	Timeframe and Achievements	Program Status
		with low- and very-low incomes and other households with special needs when they request density bonuses.		
H.B.3.h Continuum of Care/HEART	Shelter and serve the homeless	<b>Cooperate with the County of San Mateo in developing programs to provide shelter and services to the homeless by participating in the San Mateo County Continuum of Care and the Housing Endowment and Regional Trust.</b>	Timeline: Ongoing. City is a member agency of HEART and information is linked on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a> .	Ongoing
H.B.3.i Emergency Shelters	Allow in SCRO-1 district	<b>Continue to allow emergency shelters as a permitted use in the SCRO-1 District, not subject to discretionary action or to any development or management standards that would not apply to other allowed uses within the zone, except as provided by Government Code Section 65583(a)(4)(A).</b>	Timeline: Ongoing. Ordinance 443 adopted in 2000 allows emergency shelters as permitted use in the SCRO-1 district. Currently there is no shelter despite permitted use.	Completed
H.B.3.j Water and sewer service	Adopt policies to prioritize affordable units	<b>Adopt written policies and procedures with specific objective standards to grant priority water and sewer service to housing with units affordable to lower-income households in accordance with State law [Government Code Section 65589.7 and Water Code Section 10631.17(a)70]. Continue to monitor water and sewer service supply and demand. Consider adopting regulations to assure that sufficient capacity is maintained to meet commitments to housing units affordable to lower-income households in accordance with State law.</b>	Timeline: 12/1/2017. Department of Public Works adopted administrative policies consistent with program requirements 12/28/2017	Completed
<b>Policy H.B.4 Discourage the conversion of existing apartment buildings to condominiums or cooperatives unless it is demonstrated that such conversion would not adversely affect the rental market or that the conversion would provide unique housing opportunities for very-low-, low- and/or moderate-income households, and minimize constraints on construction of new multi-family rental housing.</b>				

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WORKING DRAFT for City of Brisbane 2023-2031 Housing Element

**City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments**

<b><i>Housing Element Program Number/Type</i></b>	<b><i>Program Description and Objective</i></b>	<b><i>Program Full Text</i></b>	<b><i>Timeframe and Achievements</i></b>	<b><i>Program Status</i></b>
H.B.4.a Condominium conversions	Maintain affordable rental units	<b>Maintain Zoning Ordinance standards for condominium conversions of existing rental units so as to remain consistent with current law and City policy.</b>	Timeline: Ongoing. Ordinance 566 adopted October 2013 requires Use Permit for condominium conversions.	Ongoing protection
H.B.4.b Inclusionary Housing	Update Inclusionary Housing Ordinance	<b>Update the inclusionary housing ordinance so as to comply with California Civil Code Sections 1954.51-535.</b>	Timeline: 12/31/2016. Planning Commission public hearing on 4/25/2019 recommended City Council approval of revisions to inclusionary housing and density bonus ordinance (file RZ-5-18). City engaged consultant in December 2019 to update feasibility study for inclusionary in-lieu fee. City Council will consider revisions and in-lieu fee adoption in 2021. Combined with H.B.5.a below	In process for 2022
<b>Policy H.B.5 Encourage utilization of the density bonus program to provide housing affordable to extremely-low, very-low- and/or low-income households, including supportive housing for extremely-low income families and larger households.</b>				
H.B.5.a Density bonus	Expand program per AB 2280	<b>Amend the Affordable Housing Ordinance (BMC Chapter 17.31) to permit the City to grant a proportionately lower density bonus and/or incentives for affordable housing projects that do not qualify under Government Code Section 65915 due to their small size or other limitations, as well as to grant a density bonus and/or other incentives greater than required for projects that meet or exceed the qualifications for a density bonus (as provided by AB 2280), such as those that include units for extremely-low-income families and larger households. Once the amendment is adopted, develop an outreach program to ensure its successful implementation.</b>	Timeline: 12/31/2016. See program H.B.4.b above.	In process for 2022
<b>Policy H.B.6 Examine ways in which housing construction costs may be reduced.</b>				

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WORKING DRAFT for City of Brisbane 2023-2031 Housing Element

### City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

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H.B.6.a Hillside development	Reduce development costs	<b>Study hillside development to see if housing development costs can be reduced on hillside lots through the use of innovative design and grading practices.</b>	Timeline: Ongoing. City received SB2 Planning Grants Program approval to conduct district-wide biological assessment for hillside lots in SCRO-1 zoning district to streamline housing development application processing. Work program will extend from 2020-2022.	In process for 2022
<b>Policy H.B.7 Seek private and public funding sources for affordable housing construction.</b>				
H.B.7.a Affordable housing information	Encourage affordable housing	<p><b>Through public information efforts (see Program H.A.1.b), encourage housing developers to participate in available affordable housing programs sponsored by governmental agencies, such as:</b></p> <ul style="list-style-type: none"> <li><b>Mortgage Credit Certificate Programs</b></li> <li><b>State and Federal Homeownership Assistance Programs</b></li> <li><b>State Multifamily Housing Program</b></li> <li><b>Other programs as they become available</b></li> </ul>	Timeline: Ongoing. Housing Element available on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a> . Housing Element progress webpage contains opportunity site information and handouts	Ongoing
H.B.7.b Private/non-profit partnerships	Encourage affordable housing	<b>Through public information efforts (see Program H.A.1.b), encourage housing developers to work in concert with nonprofit housing development organizations and lending institutions to incorporate affordable housing units in development projects.</b>	Timeline: Ongoing. Housing Element available on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a> . City held exploratory discussions with HEART and school district in 2018 regarding potential teacher/district employee housing on city-owned site.	Ongoing
H.B.7.c Project Sentinel	Housing counseling and budget training for seniors and low/mod income households	<b>Support Project Sentinel's program to provide counseling to older homeowners on home equity conversion opportunities.</b>	Timeline: Ongoing. Information on Project Sentinel's programs is available on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a>	Ongoing

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City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

Housing Element Program Number/Type	Program Description and Objective	Program Full Text	Timeframe and Achievements	Program Status
Policy H.B.8 Encourage owners of rental housing to participate in the Section 8 rent subsidy program and other rental assistance programs as they become available.				
H.B.8.a Section 8 rent subsidies	Keep informed of opportunities from County	<b>Remain in close communication with the County Housing Department and the County Housing Authority to be informed about the availability of rent subsidies and to inform them of the availability of units for rental assistance programs.</b>	Timeline: Ongoing. Continuing communication and coordination with County Housing Department and Housing Authority as opportunities arise.	Ongoing
Policy H.B.9 Study alternatives to replace the City’s Redevelopment Low and Moderate Income Housing Fund, such as dedicating a portion of the ongoing year-over-year bump to property taxes that will come back to the City from the County equivalent to the 20% tax increment set-aside that had been generated through redevelopment, to provide affordable housing for extremely-low-, very-low-, low- and moderate-income households, including supportive housing for extremely-low income families and larger households, and support affordable housing proposals as opportunities arise and funds become available. Consider potential roles for the City Housing Authority in administering such funds.				
H.B.9.a City/non-profit partnerships	Develop relationships with nonprofit housing organizations	<b>Develop an ongoing relationship with nonprofit housing development corporations in order to take advantage of opportunities to create affordable housing.</b>	Timeline: Ongoing, annually. Housing Element available on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a> . City held exploratory discussions with HEART and school district in 2018 regarding potential teacher/district employee housing on city-owned site.	Ongoing
H.B.9.b Land banking	Acquire sites for affordable housing	<b>Purchase appropriate vacant sites and small underdeveloped properties in order to assemble standard building sites to land bank for future affordable housing projects.</b>	Timeline: Ongoing. On hold pending establishment of ongoing funding source.	Ongoing
H.B.9.c Public parks and facilities	Reserve surplus lands for housing development	<b>Implement the public facilities and parks (PFP) land use designation in the General Plan so that the City has the first opportunity to consider surplus lands owned by public agencies as potential housing sites.</b>	Timeline: 12/1/2017. In review for 2022 relative to current state law.	Under Review

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H.B.9.d Rehab housing	Preserve/provide affordable units	<b>Acquire and rehabilitate vacant/abandoned/deteriorated residences and make them available as affordable housing, supportive housing and other forms of housing to help address unmet needs in the community.</b>	Timeline: Ongoing. Opportunities considered on a case-by-case basis but constrained by limited funding. Lost some BMR housing through rehab of one building. Facilitated improvements by a new owner of the 20-unit apartment building at 34 Visitacion, to address health and safety violations and preserve this rental stock.	Ongoing
H.B.9.e Affordable housing subsidies	Investigate subsidies for mixed use or residential projects	<b>Examine how City funds and municipal and assessment bonds could be used to subsidize development costs in privately financed residential and mixed-use projects.</b>	Timeline: Ongoing, annually, as part of the budget process. None identified in 2020. City Council to consider affordable housing master plan in 2021 to determine strategies to program affordable housing funds.	Ongoing
H.B.9.f HEART	Subsidize mortgage costs for first-time homebuyers	<b>Continue to support the Housing Endowment and Regional Trust of San Mateo County (HEART) Opening Doors Program to provide assistance to the City's first-time homebuyers.</b>	Timeline: Ongoing. City is a current member of HEART.	Ongoing
H.B.9.g County rehab programs	Preserve affordable housing	<b>Collaborate with the County of San Mateo and other agencies with very-low-, low- and moderate-income rehabilitation programs to expand the scope and eligibility for assistance.</b>	Timeline: Ongoing, annually. Ongoing coordination with County Housing Department as opportunities arise.	Ongoing
H.B.9.h Self-help/sweat equity programs	Preserve and provide affordable units	<b>Assist self-help and sweat equity construction and rehabilitation projects.</b>	Timeline: Ongoing. Opportunities considered on a case-by-case basis but constrained by limited funding.	Ongoing
H.B.9.i Leveraging low/mod funds	Match state/federal programs	<b>Use City funds, if available, to provide leverage for state and federal programs for affordable housing that require a local match.</b>	Timeline: Ongoing. Opportunities considered on a case-by-case basis but constrained by limited funding.	Ongoing

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City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

<i><b>Housing Element Program Number/Type</b></i>	<i><b>Program Description and Objective</b></i>	<i><b>Program Full Text</b></i>	<i><b>Timeframe and Achievements</b></i>	<i><b>Program Status</b></i>
H.B.9.j Special needs loans/grants	Retrofit existing units	<b>Provide financial assistance in the form of loans or grants to retrofit existing units for special needs households.</b>	Timeline: Ongoing. Opportunities considered on a case-by-case basis but constrained by limited funding.	Ongoing
H.B.9.k Fee schedule	Subsidize affordable housing	<b>Evaluate City fee schedules for processing development applications and consider reducing or waiving application development fees for projects providing affordable housing for extremely-low-, very-low- and low-income households, including supportive housing for extremely-low-income families and larger households.</b>	Timeline: Ongoing, annually, as part of the budget process. Development fee waiver requests are considered as projects are submitted. No fee waiver requests were received in 2020.	Ongoing
H.B.9.l State and Federal programs	Encourage affordable housing	<b>Encourage the State of California and the Federal Government to restore and enhance subsidy programs for affordable housing similar to those that have proven successful in the past in assisting low- and very-low- income households and households with special needs, such as Section 202, Section 8 New Construction, Section 8 Moderate Rehabilitation and Rental Rehabilitation Programs.</b>	Timeline: Ongoing. City evaluates projects for eligibility for State/Federal funding programs and potential matches as projects arise. No such projects were eligible in 2020. Continue to evaluate low- and moderate-income resources, w.r.t City, State, and Federal funds.	Ongoing
<b>Goal H.C Preserve Brisbane’s residential character by encouraging the maintenance, improvement, and rehabilitation of existing housing.</b>				
<b>Policy H.C.1 Promote rehabilitation of substandard residential structures while maintaining their affordability to very-low-, low- and moderate-income households.</b>				
H.C.1.a Voluntary code inspection program	Identify basic life safety problems	<b>Through the City’s website and other appropriate means, assist the public in identifying basic safety and sanitation problems and disseminate information about basic safety improvements, such as fire extinguishers and smoke detectors.</b>	Timeline: Ongoing. Ongoing coordination with North County Fire Authority.	Ongoing

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WORKING DRAFT for City of Brisbane 2023-2031 Housing Element

### City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

<b>Housing Element Program Number/Type</b>	<b>Program Description and Objective</b>	<b>Program Full Text</b>	<b>Timeframe and Achievements</b>	<b>Program Status</b>
H.C.1.b Low-interest rehab loan program	Publicize and encourage use.	<b>Actively publicize and encourage the use of County, State and Federal programs for low-interest rehabilitation loans by owners of older residential units. Work with the San Mateo County Housing Rehabilitation Program to develop a promotional strategy. Seek available State and Federal funds.</b>	Timeline: Ongoing. Brochures available at Building and Planning Counter and information available on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a>	Ongoing
H.C.1.c Nonconforming provisions	Encourage maintenance of nonconforming units	<b>Re-examine the zoning ordinance regulations pertaining to nonconforming residential uses and structures to determine if further amendments to the regulations could facilitate private sector maintenance and improvement of these properties. Also see Program H.I.1.e.</b>	Timeline: Ongoing. Ordinance 576 adopted May 19, 2016.	Ongoing
H.C.1.d NCRO-2 district rehab	Encourage maintenance of units	<b>Encourage maintenance of existing units in the NCRO-2 Downtown Brisbane Neighborhood Commercial District through the use of County, State and Federal rehabilitation funds.</b>	Timeline: Ongoing. Ongoing coordination with County Housing Department. No opportunities identified in 2020.	Ongoing
<b>Goal H.D Ensure that new residential development is compatible with existing development and reflects the diversity of the community.</b>				
<b>Policy H.D.1 Retain the small-town character of existing residential neighborhoods, while allowing for increased housing density appropriate to the multi-family residential districts.</b>				
H.D.1.a Infrastructure Master Plans	Update residential infrastructure	<b>Continue to develop master plans to maintain and upgrade public infrastructure in residential neighborhoods. Seek grants and other special funds to supplement utility and gas tax funds to implement improvement projects.</b>	Timeline: Ongoing. Ongoing coordination with Public Works Department. Water main replacement project initiated in Sept 2018 was completed in 2020.	Ongoing
H.D.1.b Dwelling Groups	Allow in R-2, R-3, SCRO-1, and new affordable housing overlays	<b>Continue to allow dwelling groups (as defined by Brisbane Municipal Code Section 17.02.240) as a permitted use (instead of a conditional use) in the</b>	Timeline: 12/31/2018. Parkside Plan adopted 10/30/2017. Implementing housing overlay zones allow dwelling groups, Ordinance 624 adopted	Completed

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City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

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		<b>R-2 and R-3 Districts, and also allow them in the new affordable housing overlays. Also allow dwelling groups as a conditional use in the SCRO-1 District (see Program H.B.1.i).</b>	2/1/2018. R-2, R-3, and SCRO-1 currently allow dwelling groups.	
H.D.1.c Affordable Housing Overlays (allowing increased density)	Guidelines for affordable housing overlay zoning.	<b>For the new affordable housing overlays intended to accommodate affordable housing, adopt appropriate zoning regulations consistent with Government Code Section 65583.2(i) that allow at least three-story development and provide objective, quantifiable development standards including, but not limited to, building form, architecture, public space and landscaping in the applicable districts to non-subjectively address concerns that would otherwise be taken care of through discretionary design review approval in compliance with Government Code Sections 65589.5(d), (i) &amp; (j). To encourage connectivity between sites and neighboring districts, require shared public access easements (such as walkways and fire lanes) as appropriate. Incorporate design components which promote compatibility with existing adjacent non-residentially zoned and developed properties. Include appropriate measures to mitigate any potentially significant environmental impacts.</b>	Timeline: 1/31/2016. Parkside Plan adopted 10/30/2017, contains housing overlay development regulations and design guidelines. Implementing zoning Ordinance 624 adopted 2/1/2018.	Completed
<b>Policy H.D.2 Use zoning as appropriate to establish suitable residential environments while maintaining the long-term viability of surrounding commercial and industrial uses.</b>				

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City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

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H.D.2.a Affordable Housing Overlays (establishing residential areas)	Consider amendments to non-residential zoning districts adjacent to affordable housing overlays.	<b>Review the zoning ordinance regulations for the TC-1, NCRO-1 and NCRO-2 Districts to determine if amendments are necessary to establish suitable residential environments under the new Park Place Mixed Use Affordable Housing Overlay and Park Lane Residential Affordable Housing Overlay while maintaining the long-term viability of existing and permitted uses at nearby pre-existing commercial and industrial properties.</b>	Timeline: 12/31/2018. No revisions to adjacent districts to PAOZ-1 and PAOZ-2 housing overlays identified in 2020.	Retain
<b>Goal H.E Encourage compact, in-fill, mixed-use and transit-oriented development to reduce vehicle miles traveled and greenhouse gas emissions.</b>				
<b>Policy H.E.1 Encourage housing that supports transit-oriented development (TOD), smart growth to minimize automobile trips, and reduce greenhouse gases.</b>				
H.E.1.a Mixed-use and live/work housing	Encourage mixed use	<b>Consider revisions to the Zoning regulations to include mixed-use and live-work housing where appropriate.</b>	Timeline: Ongoing. See H.B.1.a & b. Mixed-use and live-work permitted in most commercial districts. City successfully applied for SB 2 Planning Grants Program funds to create and adopt zoning amendments in the NCRO-2 and SCRO-1 districts to adopt objective design guidelines and development standards and allow residential and mixed-use development by-right. Work program will extend from 2020-2022.	In process for 2022
H.E.1.b Mixed-use development	Encourage mixed use	<b>Continue to allow residential uses above or behind storefront uses in the NCRO-2 Downtown Brisbane Neighborhood Commercial District and encourage residential uses in new mixed-use developments in designated zoning districts.</b>	Timeline: Ongoing. Mixed use is permitted in NCRO-2 district. See program H.E.1.a above.	Ongoing
H.E.1.c General Plan revisions	Land Use Element consistency for Mobile Home park zoning	<b>Update the General Plan’s Subregional/ Commercial/ Retail/ Office land use designation for the central portion of the Southwest Bayshore</b>	Timeline: 12/31/2018. See H.B.1.i. No General Plan amendments identified; zoning amendments	Retain and modify

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City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

Housing Element Program Number/Type	Program Description and Objective	Program Full Text	Timeframe and Achievements	Program Status
		subarea that covers the mobilehome park, as necessary to maintain consistency with any rezoning.	consistent with existing general plan land use designation.	
H.E.1.d Transit-oriented development	Encourage smart growth	<b>Consider changes to the zoning ordinance for multifamily housing as part of transit oriented development (within ¼ mile of a transit stop), such as:</b> <ul style="list-style-type: none"><li>• <b>Reduce parking minimums and establish parking caps</b></li><li>• <b>Set building height limits to allow at least three-story development</b></li><li>• <b>Provide for flexible setbacks and increased lot coverage</b></li><li>• <b>Promote adaptive reuse of existing buildings</b></li><li>• <b>Allow TOD housing that meets the requirements of the zoning ordinance without the requirement of a use permit.</b></li></ul>	Timeline: Ongoing, in accordance with General Plan Updates. Incorporate into General Plan update in 2021. City Council amended General Plan to allow up to 2,200 residential units within 1/2 mile of Bayshore Caltrain Station (GPA-1-18), approximately 26 times the City's current RHNA of 83 units. Also see program H.E.1.a above.	Ongoing
<b>Goal H.F Encourage sustainable residential development to conserve resources and improve energy efficiency to reduce housing costs and reduce greenhouse gas emissions.</b>				
<b>Policy H.F.1 Continue to implement the green building program.</b>				
H.F.1.a Green building ordinance	Update as needed	<b>Periodically review and update the green building ordinance as new information becomes available. Also see Program H.F.3.c.</b>	Timeline: Ongoing. City Council adopted Ordinance 643 12/12/2019 to adopt 2019 CBC with local reach provisions including limitations on natural gas in new development. City Council adopted Ordinance 644 on 12/12/2019 to adopt building energy efficiency benchmarking ordinance applicable to commercial and multi-family structures meeting certain size	Ongoing

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City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

Housing Element Program Number/Type	Program Description and Objective	Program Full Text	Timeframe and Achievements	Program Status
			thresholds. Staff annually evaluates CBC and best practices in green building as applicable to local ordinances.	
Policy H.F.2 Assist in publicizing energy conservation programs and weatherization services that provide low or no cost energy conservation inspections and assistance				
H.F.2.a Energy conservation	Inform public via various means	<b>Provide information about home energy conservation programs and the financial benefits of energy conservation through the City’s website, articles in the Brisbane Star, water bill inserts, flyers, bulk mailing or other local sources of public information.</b>	Timeline: Ongoing. Resources regularly published on City website, City STAR newsletter, social media pages, and Housing Element is published on www.brisbaneca.org	Ongoing
H.F.2.b Energy conservation retrofitting	Inform public via various means	<b>Encourage energy conservation retrofitting of existing homes in conjunction with home repairs and renovation by providing accessible public information on code requirements and recommended improvements</b>	Timeline: Ongoing. Information and Housing Element linked to www.brisbaneca.org.	Ongoing
H.F.2.c Renewable energy	Inform public via various means	<b>Pursue funding opportunities and provide public information on programs to increase the energy efficiency of existing homes, to assist affordable housing developers in incorporating energy efficient designs and features, and to increase the production of renewable energy. Also see Programs H.B.9.e, H.B.9.j &amp; H.B.9.k.</b>	Timeline: Ongoing. City joined Peninsula Clean Energy in 2016. Information available on www.brisbaneca.org	Ongoing
Policy H.F.3 Publicize water conservation programs and develop local measures to assist very-low-, low- and moderate-income households manage their utility costs				
H.F.3.a Water conservation	Inform the public via various means	<b>Provide information about water conservation programs and the financial benefits of water</b>	Timeline: Ongoing. Ordinance 607 adopted by the City Council on April 7, 2016 updating the City's water	Ongoing

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City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

Housing Element Program Number/Type		Program Description and Objective	Program Full Text	Timeframe and Achievements	Program Status
			conservation through the City’s website, articles in the Brisbane Star, water bill inserts, flyers, bulk mailing or other local sources of public information	conservation in landscaping ordinance. Water conservation information provided on the City's website and advertised in City newsletters and social media accounts.	
H.F.3.b	Make low-flow and other conservation devices available to very-low-, low- and moderate-income households	Provide counseling to the public on conservation measures for landscape irrigation with a focus on very-low, low-, and moderate-income households	Consider opportunities to make low-flow and other conservation devices available to very-low-, low- and moderate-income households and provide available counseling on conservation measures for landscape irrigation	Timeframe: Ongoing. Will use city funds through the City Manager’s Office and Department of Public Works.	Ongoing
H.F.3.c	Water conservation in multi-family development	Encourage water conservation in landscaping and appliances in multi-family and mixed-use housing	Require water conserving measures, such as multi-family unit sub-metering, dedicated landscape water meters for outdoor irrigation, water-efficient clothes washers, high efficiency toilets and/or automatic faucets, for new multi-family and/or mixed-use development.	In coordination with program H.F.1.a Ordinance 607 adopted April 7, 2016 updating City's water conservation in landscaping ordinance. Planning staff advises all applicants of conservation opportunities and requirements in new and re-landscaping projects.	Ongoing
Policy H.F.4 Promote sustainable development that addresses affordability through the use of solar sensitive design in new housing development projects					
H.F.4.a	Natural heating/cooling	Encourage energy conservation	Enforce Title 24 energy conservation requirements and require project design to take advantage of natural heating and cooling and the benefits of solar access to the extent possible given site constraints	Ordinances 643 and 644 adopted 12/12/2019. See Program H.F.1.a above. Title 24 compliance is enforced and required for all eligible building permit applications.	Ongoing
Goal H.G Encourage housing opportunities that reduce vehicle miles traveled and greenhouse gas emissions.					
Policy H.G.1 Participate in regional efforts to reduce greenhouse gas emissions.					
H.G.1.a	Regional Planning	Cooperate in Plan Bay Area process	Cooperate with the Metropolitan Transportation Commission and the Association of Bay Area	City actively participated in Plan Bay Area 2050 update in 2020	Ongoing

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WORKING DRAFT for City of Brisbane 2023-2031 Housing Element

### City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

<i><b>Housing Element Program Number/Type</b></i>	<i><b>Program Description and Objective</b></i>	<i><b>Program Full Text</b></i>	<i><b>Timeframe and Achievements</b></i>	<i><b>Program Status</b></i>
		<b>Governments in implementing Plan Bay Area, including the Sustainable Communities Strategy and 2040 Regional Transportation Plan.</b>		
H.G.1.b Congestion management	Cooperate in implementation of C/CAG Congestion Management Program	<b>Cooperate with the City/County Association of Governments of San Mateo County in implementing C/CAG's Congestion Management Program.</b>	Ongoing as development projects are considered.	Ongoing
<b>Goal H.H Ensure that housing development that is not in urbanized areas mitigates the infrastructure cost and of development.</b>				
<b>Policy H.H.1 Assure that new development absorbs the cost of mitigating the environmental, social, and service impacts it brings to the community</b>				
H.H.1.a Development costs	Minimize costs of development	<b>For new development applications, condition approvals so that proper fees and charges are levied to cover the costs of the development to the community. Consider subsidizing fees for projects which provide a significant proportion of housing units affordable to very-low- and/or low-income households. Consider adopting requirements to collect housing impact fees from new market-rate housing developments and commercial linkage fees from new non-residential developments.</b>	Ongoing as development projects are considered. City Council to consider study and potential adoption of impact fees in 2022.	Ongoing
H.H.1.b Fiscal impact studies	Study impact of large residential projects on city services	<b>Require fiscal impact studies for residential projects that could have a significant effect on the City's ability to provide services</b>	Implemented as new residential projects with potential significant impacts are considered.	Ongoing
<b>Policy H.H.2 Regulate the development of environmentally sensitive and hazardous lands to assure the mitigation of significant impacts.</b>				
H.H.2.a Sensitive/hazardous lands	Identify/mitigate impacts	<b>Work with responsible agencies to protect identified environmentally sensitive areas, including, but not limited to, wetlands, riparian habitat and critical wildlife habitat. Deal</b>	Ordinance 562 adopted October 2011.	Ongoing

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WORKING DRAFT for City of Brisbane 2023-2031 Housing Element

**City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments**

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		responsibly with geologically hazardous areas, contaminated lands, areas subject to flooding and sea level rise, and electric transmission line corridors.		
H.H.2.b Clustered development	Promote clustered development in areas near sensitive habitat	<b>Continue to permit clustered development in the Brisbane Acres subarea, consistent with the San Bruno Mountain Area Habitat Conservation Plan, to place housing development where it can be best served by infrastructure and public safety services.</b>	Ordinance 562 adopted October 2011 to modify certain development standards if clustered development is pursued.	Ongoing
H.H.2.c Flood hazard management	Comply with CGC Sec. 65302	<b>Amend the Safety and Conservation Elements of the General Plan to include analysis and policies regarding flood hazard and management information per Government Code Section 65302.</b>	Timeline: 2021, in accordance with General Plan update. Incorporate into the Local Hazard Mitigation Plan (LHMP) in 2018 and General Plan by reference. LHMP was updated again in 2021. The next update is scheduled for 2026.	Completed
<b>Goal H.I Avoid unreasonable government constraints to the provision of housing.</b>				
		<b>Policy H.I.1 Seek to reduce regulatory constraints on the development of new housing, especially infill housing and housing that adds to the mix of types, size, tenure, and affordability.</b>		
H.I.1.a Regulatory constraints	Streamline permit processing	<b>Continue to evaluate and implement changes to the zoning ordinance and permitting process to simplify and streamline approval of projects that meet the City's housing goals.</b>	Timeline: Ongoing. City successfully applied for SB 2 Planning Grants Program funds to create objective residential design guidelines and development standards and adopt zoning amendments in the NCRO-2 and SCRO-1 districts to allow residential and mixed-use development by-right. Grant funds will also allow for district-wide biological assessment of SCRO-1 district to streamline Habitat Conservation Plan evaluation. Work program will extend from 2020-2022. Ordinance 612 adopted December 8, 2016, streamlining application process for new	In process for 2022

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WORKING DRAFT for City of Brisbane 2023-2031 Housing Element

### City of Brisbane 2015-2022 Housing Element Evaluation - Summary of Accomplishments

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			condominium developments. City Council adopting streamlining for accessory dwelling units via Ordinance 615 adopted 2/2/2017 and Ordinance 626 adopted 5/17/2018.	
H.I.1.b Parking requirements	Revise parking standards	<b>Consider revision of the residential parking requirements so as to be based upon floor area and/or number of bedrooms, consistent for single-family dwellings, secondary dwelling units, duplexes and multi-family dwelling units.</b>	Timeline: 12/1/2015. Ordinance 576 adopted on May 19, 2016 reduced parking requirements for smaller homes and minor additions.	Completed
H.I.1.c Second Unit Parking	Revise second unit parking requirements	<b>Consider revision of the parking requirements for secondary dwelling units to encourage smaller, more affordable units. Once the revision is adopted, develop an outreach program to publicize the changes.</b>	Timeline: 12/1/2015. Ordinance 576 adopted by City Council May 19, 2016 to reduce accessory dwelling unit parking requirements. Ordinance 615 adopted 2/2/2017 eliminated accessory dwelling unit parking requirements.	Completed
H.I.1.d Design Permits	Reduce unnecessary constraints	<b>Continue to refine the Design Permit findings to address any unnecessary constraints.</b>	Timeline: Zoning update in process for objective design standards. See Program H.I.1.a above regarding SB 2 Planning Grant work program. Ongoing as development projects are submitted for review.	In process for 2022
H.I.1.e Non-conforming structures	Preserve housing units	<b>Continue to study ways in which constraints upon nonconforming residential structures may be reduced. Also see Program H.C.1.c.</b>	Timeline: Ongoing. See Program H.C.1.c.	Ongoing
H.I.1.f City staffing	Efficient permit processing procedures	<b>Evaluate City staffing requirements with regard to improving procedures for processing development applications.</b>	Timeline: Ongoing, annually, as part of budget process. No need for additional staffing identified in 2020 budget process. Reevaluate as part of 2021 budget process.	Ongoing
H.I.1.g Inform water/sewer provider	Deliver Housing Element to water and sewer providers	<b>Deliver the Housing Element, with a cover letter noting the City's share of the regional housing</b>	Timeline: April 2015, cyclical with adoption of new housing element. Completed.	Completed/Tied to each H.E. cycle

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		need, to the San Francisco Public Utilities Commission, the City of Brisbane’s water and sewer provider, immediately upon adoption. Send any future Housing Element updates or amendments within 1 month of adoption.		
H.I.1.h Annual Report	Prepare annual progress report	<b>Prepare an annual report to the City Council and California Department of Housing and Community Development on progress made in implementing the General Plan and Housing Element policies and programs per Government Code Section 65400. Include a review for internal consistency and compliance with Government Code Sections 65302(d)(3) and 65302(g)(2) as amended by Chapter 369, Statutes 207 [AB 162]. Monitor to ensure adequate development capacity will be maintained throughout the planning period to accommodate past and current Regional Housing Need Allocations.</b>	Timeline: Ongoing, annually. Annual Report for 2020 calendar year delivered to California Department of Housing and Community Development and Governor's Office of Planning and Research prior to April 1, 2021 deadline.	Completed Annually
<b>Policy H.I.2 Identify and seek to remove unnecessary constraints on the provision of housing resulting from the authority of County, Regional, State and Federal agencies.</b>				
H.I.2.a Housing constraints	Advise outside agencies regarding unnecessary constraints	<b>As issues arise regarding constraints on affordable housing posed by the authority of other agencies, act to make the agencies aware of the constraints and encourage them take appropriate action.</b>	Timeline: Ongoing. Applies as development projects are submitted for consideration.	Ongoing
H.I.2.b League of Cities	Work with League of Cities to identify and address housing constraints due to preemption of outside agencies	<b>Work with the League of California Cities to identify and address constraints on housing due to the preemption of other agencies.</b>	Timeline: Ongoing. Continue advocacy through membership in League of Cities.	Ongoing

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		<b>Policy H.I.3 Work with County, Regional, State and Federal agencies to mitigate social equity issues that result in low incomes, another important dimension to the housing affordability problem.</b>		

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## Attachment E

**Review of 2015-2022 Housing Element Performance –  
WORKING DRAFT of NEW HOUSING UNIT PERMITS ISSUED  
for Planning Commission Workshop 1/27/22**

Year	Very Low Income			Low Income			Moderate Income			Above Moderate Income			Totals
	SFR	ADU	MF	SFR	ADU	MF	SFR	ADU	MF	SFR	ADU	MF	
2015								1		2			3
2016								3		4			7
2017								3		1		3	7
2018								5		1			6
2019								6		2		4	12
2020								2		1			3
2021								6		4		2	12
Totals								26		15		9	50

## Notes:

SFR: Single Family Residence

ADU: Accessory Dwelling Unit

MF: Multi-family