



CITY of BRISBANE

City Council Meeting Agenda

Thursday, March 21, 2024 at 7:30 PM • Hybrid Meeting 50 Park Place, Brisbane, CA

The public may observe/participate in City Council meetings using remote public comment options or attending in person. City Council members shall attend in person unless remote participation is permitted by law. The City Council may take action on any item listed in the agenda.

TO ADDRESS THE COUNCIL

IN PERSON

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

Masking is not required but according to the California Department of Public Health guidelines, people at higher risk for severe illness should consider masking. To help maintain public health and safety, we respectfully request that people not attend in-person if they are experiencing symptoms associated with COVID-19 or are otherwise ill and likely contagious (e.g., respiratory illnesses).

To address the City Council on any item – whether on the posted agenda or not – please fill out a Request to Speak Form located in the Community Meeting Room Lobby and submit it to the City Clerk. Speakers are not required to submit their name or address.

REMOTE PARTICIPATION

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The agenda materials may be viewed online at brisbaneca.org at least 72 hours prior to a Regular Meeting, and at least 24 hours prior to a Special Meeting.

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Email: ipadilla@brisbaneca.org or **Text:** (628) 219-2922

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Note: Callers dial *9 to "raise hand" and dial *6 to mute/unmute.

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact the City Clerk at (415) 508-2113. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

WRITINGS THAT ARE RECEIVED AFTER THE AGENDA HAS BEEN POSTED

Any writings that are received after the agenda has been posted but before 4pm of the day of the meeting will be available for public inspection at the front lobby in City Hall and on the internet (brisbaneca.org/meetings). Any writings that are received after 4pm of the day of the meeting will be available on the internet at the start of the meeting (brisbaneca.org/meetings), at which time the materials will be distributed to the Council.

7:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE

ROLL CALL

- A. Consider any request of a City Councilmember to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

ADOPTION OF AGENDA

ORAL COMMUNICATIONS NO. 1

CONSENT CALENDAR

- B. Approve Minutes of City Council Meeting of February 15, 2024
- C. Approve Minutes of City Council Closed Session Meeting of February 27, 2024
- D. Approve Minutes of City Council Closed Session Meeting of March 7, 2024
- E. Approve BEST/PTO’s Spring Thing Event as a Cosponsored Event
- F. Authorize Submission of 2023 Annual Housing Element Progress Report

(To comply with reporting requirements of State law, it is being recommended to direct staff to submit the 2023 Housing Element Annual Progress Report to the California Department of Housing and Community Development (HCD) and the Governor’s Office of Planning and Research.)

NEW BUSINESS

- G. Receive Report back from Council Subcommittee Evaluating Various Election Issues
- H. Presentation of a Report detailing the Economic Position of the City of Brisbane during the period of 2013-2023

STAFF REPORTS

- I. City Manager's Report on Upcoming Activities

MAYOR/COUNCIL MATTERS

- J. Countywide Assignments and Subcommittee Reports
- K. Written Communications

ORAL COMMUNICATIONS NO. 2

ADJOURNMENT

File Attachments for Item:

B. Approve Minutes of City Council Meeting of February 15, 2024



BRISBANE CITY COUNCIL

ACTION MINUTES

CITY COUNCIL MEETING AGENDA THURSDAY, FEBRUARY 15, 2024

HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005

7:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor O’Connell called the meeting to order at 7:30 P.M. and led the Pledge of Allegiance.

ROLL CALL

A. Consider any request of a City Councilmember to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

Councilmember Davis made the request to attend the meeting remotely under the Emergency Circumstances of AB 2449. Councilmember Cunningham made a motion, seconded by Councilmember Mackin, to approve the request. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, Mackin, and Mayor O’Connell

Noes: None

Absent: None

Abstain: None

Councilmembers present: Councilmembers Cunningham, Davis, Lentz, Mackin, and Mayor O’Connell

Councilmembers absent: None

Staff Present: Interim City Manager Holstine, City Clerk Padilla, City Attorney McMorrow, Finance Director Yuen, Assistant to the City Manager Cheung, Legal Counsel Roush, City Engineer Breault, Community Development Director Swiecki, Associate Planner Robbins, Deputy Fire Chief Amable, Police Chief Macias and Management Analyst Ibarra

REPORT OUT OF CLOSED SESSION

City Attorney McMorrow reported that the City Council made no decision and staff was given direction on the Real Property Negotiation Item E. City Manager Holstine reported that Council denied Liability Claim Item D.

ADOPTION OF AGENDA

Councilmember Mackin made a motion, seconded by Councilmember Cunningham, to adopt the agenda as it stands. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, Mackin, and Mayor O'Connell

Noes: None

Absent: None

Abstain: None

AWARDS AND PRESENTATIONS

B. Peninsula Clean Energy Update from CEO Shawn Marshall

Peninsula Clean Energy's (PCE) Chief Executive Officer Shawn Marshall highlighted important PCE activities and programs benefiting the Brisbane community.

C. Rebuilding Together Peninsula Presentation

Rebuilding Together Peninsula Manager Robert Skelton presented the vision and mission of Rebuilding Together Peninsula, an organization providing renovation and repair services for the Peninsula's most vulnerable homeowners, from seniors and veterans to individuals with disabilities and families with children. He also asked for the possibility of the City of Brisbane sponsoring future grants.

ORAL COMMUNICATIONS NO. 1

Glenn Fieldman commented on the continued environmental problems we face and asked that the New City Manager interviews focus on sustainability issues.

CONSENT CALENDAR

D. Approve Minutes of City Council Meeting of January 18, 2024

E. Approve Minutes of City Council Closed Session Meeting of January 30, 2024

F. Acknowledge that North County Fire Authority Completed Required Annual Mandated Fire and Life Safety Inspections within the City of Brisbane for 2023

Councilmember Cunningham made a motion, seconded by Councilmember Davis, to approve Consent Calendar Items D-F. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, Mackin, and Mayor O'Connell

Noes: None

Absent: None

Abstain: None

OLD BUSINESS

G. Brisbane Rental Assistance Program Eligibility Requirements

(It is being recommended to revise the eligibility requirements for Brisbane's Rental Assistance Program to reach more people experiencing financial hardship.)

Assistant to the City Manager Cheung reported that since the inception of Brisbane's Rental Assistance Program in late 2020, a dozen households have been assisted by the program. To date, \$49,895.66 remains in the fund to be distributed.

If revised, the programs' eligibility would be:

- Live in Brisbane
- Income at 80% or lower of Annual Median Income based on the previous year's tax return
- Not related to Landlord
- Have a signed rental agreement
- Savings not available to cover past-due rent

After Council questions with staff and the Director of the YMCA Community Resource Center Elida Sobalvarro, Michele Salmon commented that it is not clear what this program is about.

After Council discussion, Councilmember Lentz made a motion, seconded by Councilmember Cunningham, to revise the eligibility requirements for Brisbane's Rental Assistance Program by removing the section referring to the impact of COVID-19 on the resident's income. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, Mackin, and Mayor O'Connell

Noes: None

Absent: None

Abstain: None

NEW BUSINESS

H. Authorize City Manager to Sign Funding Agreement for Construction Phase of the Smart Corridor Project

(It is being recommended to authorize the City Manager to sign a funding agreement between the City/County Association of Governments of San Mateo County and the City of Brisbane for installation of an interconnected traffic signal system as part of the smart corridor extension project. The city's only financial contribution to this project is engineering and field inspection staffing to oversee the work in our jurisdiction.)

City Engineer Breault introduced Sean Charpentier, Executive Director of the City/County Association of Governments of San Mateo County. Mr. Charpentier provided an update regarding C/CAG's construction phase of the Smart Corridor Project.

After Council questions, Michele Salmon asked where the six signs were going to be placed. She also added

After Council discussion, Councilmember Cunningham made a motion, seconded by Councilmember Lentz, to authorize the City Manager to sign a funding agreement between the City/County Association of Governments of San Mateo County and the City of Brisbane for installation of an interconnected traffic signal system as part of the smart corridor extension project. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, Mackin, and Mayor O'Connell

Noes: None

Absent: None

Abstain: None

I. Receive Short Term Rental Ordinance Implementation Update

(It is being recommended that the City Council direct staff to explore obtaining an agreement with Airbnb and other hosting platforms where practical to collect and remit Transient Occupancy Tax automatically to the City.)

Community Development Director Swiecki updated the City Council on the status of short-term rental activity monitoring, permitting, and tax collection by vendor Granicus, and request direction from the City Council on the future collection of transient occupancy tax.

After Council questions, no public comment and further Council discussion, Council thanked staff for the update and directed staff to explore obtaining an agreement with Airbnb and other hosting platforms where practical to collect and remit Transient Occupancy Tax automatically to the City.

J. Consider Potential Sale of City Parcel APN 005-300-999 (formerly, S.P.R.R. SBE 872-41-23R) and Consider Approval of Resolution Declaring that City Parcel is Surplus Land

(It is being recommended that if Council elects to continue with the potential sale of APN 005-300-999, Council consider adoption of a Resolution declaring that the property owned by the City as surplus land. These actions are not subject to further environmental review as they involve general policy-making activities of the City Council and hence they are not projects under the California Environmental Quality Act (CEQA). CEQA Guidelines, Section 15378 (b) (2). Or if Council elects not to proceed with selling the property, Councilmembers consider providing direction to staff deemed necessary and appropriate.)

Council took a brief break and returned to discuss New Business Item J.

City Manager Holstine reported that the purpose of this item is to determine whether there is City Council support to sell vacant and landlocked property in Crocker Park and, if so, to discuss the next steps Council must take concerning the sale of this property City Parcel APN 005-300-999

After Council questions with staff and Lukas I. Huberman, Vice President & Director of Acquisitions of BLT Enterprises, Michele Salmon commented that she is opposed to selling the property that belongs to the people of Brisbane. She added that it is a safety buffer zone between development and the mountain. She wondered how the city can enforce the agreements. She later added that the City must protect the plants and the habitat in the area.

After Council discussion, Mayor O'Connell made a motion, seconded by Councilmember Lentz, to adopt an amended Resolution declaring that the property owned by the City as surplus land and stating that if the City Manager negotiates and recommends a purchase agreement to sell the surplus land, the purchase agreement shall be placed on a City Council agenda at an open meeting for consideration. The motion passed by a 4 to 1 vote.

Ayes: Councilmembers Cunningham, Davis, Lentz, and Mayor O'Connell

Noes: Councilmember Mackin

Absent: None

Abstain: None

Councilmember Cunningham made a motion, seconded by Councilmember Lentz, to extend the meeting until 10:45 PM. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, Mackin, and Mayor O'Connell

Noes: None

Absent: None

Abstain: None

STAFF REPORTS

K. City Manager's Report on Upcoming Activities

No City Manager report was given.

MAYOR/COUNCIL MATTERS

L. Countywide Assignments and Subcommittee Reports

i. Consider Endorsing a Letter to the California Insurance Commissioner

Staff will draft another letter to the California Insurance Commissioner from the entire City Council asking for relief from fire insurance fee increases. Michele Salmon commented that the request for protection from fire insurance fee increases should be for all the residents of Brisbane.

Councilmembers also reported on their county assignment and subcommittee activities.

M. Written Communications

Written communication was received by Council from the following members of the public:

- Kevin Fryer (February 14, 2024) Altamar Insurance Notes for Council
- Barbara Ebel (February 15, 2024) Big Storm.pdf
- San Mateo County Organization of Chinese Americans (February 7, 2024) Invitation

ORAL COMMUNICATIONS NO. 2

Michele Salmon commented on her lack of faith in the process of selling surplus land.

ADJOURNMENT

Mayor O'Connell adjourned the meeting at 10:48 P.M.

Ingrid Padilla
City Clerk

File Attachments for Item:

C. Approve Minutes of City Council Closed Session Meeting of February 27, 2024



BRISBANE CITY COUNCIL**ACTION MINUTES**

BRISBANE CITY COUNCIL CLOSED SESSION MEETING**TUESDAY, FEBRUARY 27, 2024***HYBRID MEETING, 50 PARK PLACE LARGE CONFERENCE ROOM,
BRISBANE, CA***5:30 P.M. CLOSED SESSION****A. Approval of the Closed Session Agenda**

B. Public Comment. Members of the public may address the Councilmembers on any item on the closed session agenda

C. Adjournment into Closed Session

D. Personnel Matters: Public Employment, pursuant to Government Code, section 54957(b)
Title: City Manager

Mayor O'Connell called the meeting to order at 5:33 P.M. No Councilmembers made the request to attend the meeting remotely under the Emergency Circumstances of AB 2449. Councilmember Davis made a motion, seconded by Councilmember Cunningham, to approve the Closed Session Meeting Agenda as it stands. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, Mackin, and Mayor O'Connell.

Noes: None

Absent: None

Abstain: None

No member of the public was present. Mayor O'Connell adjourned the meeting into Closed Session.

REPORT OUT OF CLOSED SESSION

City Attorney McMorow reported that the City Council made no decision and staff was given direction on Personnel Matters Item D.

ADJOURNMENT

The meeting was adjourned.

Ingrid Padilla, City Clerk

File Attachments for Item:

D. Approve Minutes of City Council Closed Session Meeting of March 7, 2024



BRISBANE CITY COUNCIL

ACTION MINUTES

BRISBANE CITY COUNCIL CLOSED SESSION MEETING

THURSDAY, MARCH 7, 2024

*HYBRID MEETING, 50 PARK PLACE LARGE CONFERENCE ROOM,
BRISBANE, CA*

7:00 P.M. CLOSED SESSION

A. Approval of the Closed Session Agenda

B. Public Comment. Members of the public may address the Councilmembers on any item on the closed session agenda

C. Adjournment into Closed Session

D. CONFERENCE WITH LEGAL COUNSEL—PENDING LITIGATION

Government Code, Section 54956.9 (d) (1). Number of Cases: One

- **City of Camden, et al., v. 3M Company**
United States Federal District Court for the District of South Carolina
Charleston Division, Case No. 2:23-cv-03147-RMG

Mayor O'Connell called the meeting to order at 7:03 P.M. No Councilmembers made the request to attend the meeting remotely under the Emergency Circumstances of AB 2449. Councilmember Cunningham made a motion, seconded by Councilmember Mackin, to approve the Closed Session Meeting Agenda as it stands. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Mackin, and Mayor O'Connell.

Noes: None

Absent: Councilmember Davis and Lentz (attended the meeting after the vote)

Abstain: None

No member of the public was present. Mayor O'Connell adjourned the meeting into Closed Session.

REPORT OUT OF CLOSED SESSION

City Attorney McMorro reported that the City Council made no decision and staff was given direction on Pending Litigation Item D.

ADJOURNMENT

The meeting was adjourned at 7:20 PM.

File Attachments for Item:

E. Approve BEST/PTO's Spring Thing Event as a Cosponsored Event



CITY COUNCIL AGENDA REPORT

Meeting Date: 3/21/2024

From: Jeff Franco, Recreation Coordinator
Noreen Leek, Parks & Recreation Director

Subject: Application for Event Cosponsorship

Community Goal/Result

Community Building & Fundraising

Purpose

Promote cultural and social events that encourage community engagement and provide assistance to local non-profit organizations.

Recommendation

Approve BEST/PTO's Spring Thing event on 4/20/2024 as a cosponsored event.

Background

The Brisbane Educational Support Team (BEST)/Parent Teacher Organization (PTO) is a Non-profit 501(c)(3) organization established in 1992. Their mission is to foster a strong partnership between parents, teachers, and the school to support the educational and developmental needs of the students. The BEST/PTO, BES PTO, Lipman PTO, and Panorama PTO provide fundraising for all schools within the district. The proceeds are dedicated to enriching student experiences, upgrading facilities, enhancing staff development and expressing appreciation for staff members.

Discussion

BEST/PTO's Spring Thing event will be held at the Mission Blue Center on Saturday, April 20, 2024 from 6:00-11:00pm not including set up and clean up time. All funds raised at the event will benefit all of the schools in the Brisbane School District. The event will include a dinner, dance, and a small silent auction. Meeting the Group II requirements with the event open to the general public qualifies them for free use of the facility and waives the deposit requirement.

Fiscal Impact

BEST/PTO is requesting support from the City as summarized in the table below. They have requested use of the Mission Blue Center for the aforementioned event. Although use of the facility and the deposit are waived as part of their Group II designation, they are also asking the City to waive costs associated event insurance.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Hourly Rental of Mission Blue Center	Approximately 8 hours @ \$350/hour = \$2,800 (including set up/clean up)	Waived per City policy for Non-profit use
Mission Blue Rental Deposit	\$500 (Typically refundable absent damages)	Waived per City policy for Non-profit use

Indoor Event Insurance	Approximately \$100-\$250/event. (Renters are typically required to procure insurance on their own and provide a copy to the city.)	Requesting requirement be waived
Promotional and Marketing Support	Waived	

Attachments

1. Cosponsorship application

Jeff Franco

Jeff Franco, Recreation Coordinator

Noreen Leek

Noreen Leek, Parks & Recreation Director

Clay Holstine

Clay Holstine, City Manager



City of Brisbane

CO-SPONSORSHIP APPLICATION

This application must be submitted to the Parks & Recreation Department at least **(90) working days** prior to the requested event.

PHONE: 415-508-2140 | EMAIL: BRISBANEREC@BRISBANECA.ORG | OFFICE: 50 Park Place, Brisbane, CA 94005

APPLICANT INFORMATION

Name of Contact Person: Elizabeth Larson Contact Person's Phone: 415 279 5959

Contact Person's Email: ejt814@gmail.com

Name of Organization: BEST PTO Organization's Website: _____

Organization's Address or P.O. Box: _____

Circle ONE of the following items below that best describes your organization.

- a. Brisbane Non-Profit Organization
- b. Non-resident, Non-Profit Organization (Outside of Brisbane)
- ☒ c. School District, School, or School Affiliated Group (ex. PTO)
- d. Private Group, Club, or Organization

What year did your organization begin serving the Brisbane community? 1992

How has your organization contributed to the Brisbane community in the past 2 years?

The BEST PTO, BES PTO, Lipman PTO, and Panorama PTO
provide fundraising for all schools within the district. The proceeds
are dedicated to enriching student experiences, upgrading facilities, enhancing

What is your organization's mission and/or purpose? Staff development, and expressing appreciation for staff members.

The PTO aims to foster a strong partnership between
parents, teachers, and the school to support the
education and development needs of students.

EVENT DETAILS

Name of Event: Spring Thing

Event Set-up Start Time: 3:00 pm

Event Date (mm/dd/yy): 04/20/24

Event Start Time: 6:00 pm

Event Day of Week: Saturday

Event Close Time: 11:00 pm

Event Location: Mission Blue

Reservation Permit Number (if applicable): _____

Describe what can be expected from this event? (ex. Performance, shopping, activities, etc.)

Dinner, Dance, Small silent auction

Will there be any fundraising at this event? yes If yes, what will the funds raised be used for? Brisbane School District

Are there any admission fees for this event? yes If yes, please list them here: price TBD

If this event is NOT open to the general public, what are the restrictions for who may attend? (ex. Age, membership, residency, etc.)

N/A

E.

INDOOR FACILITY ACCESS REQUEST

TBD

City Staff must be present to accommodate the use of any of our indoor facilities. The following schedule will be used to ensure someone will be available when you need access. (If you are not requesting indoor facility use, you may skip to the next section)

Date of Facility Access (mm/dd/yy): _____ Opening Time: _____ Closing Time: _____
 Date of Facility Access (mm/dd/yy): _____ Opening Time: _____ Closing Time: _____
 Date of Facility Access (mm/dd/yy): _____ Opening Time: _____ Closing Time: _____

EQUIPMENT USE REQUEST

TBD

<Insert Equipment Use Liability Notice>

Indicate the equipment you wish to borrow for this event.

Bluetooth Speaker? _____ with Microphone? _____

Projector & Screen? (Mission Blue Only) _____

Theater Risers? (Mission Blue Only) _____

Theatrical Lighting? (Mission Blue Only) _____ Lighting Technician? _____

Other: _____

Quantity:

Item:

_____	6ft Long Rectangle Tables
_____	5ft Diameter Round Tables
_____	Chairs
_____	10ft x 10ft Canopy/Pop-up Tent
_____	Weighted Sandbags

PERMITS

Food & Beverage Permits

Will any food or non-alcoholic beverages be sold at your event? _____ If yes, this permit is required smchealth.org/food-program

Will alcoholic beverages be served or sold at your event? yes If yes, you must attach a copy of an [Alcoholic Beverage Permit](#)

*Full Liquor Liability: If beer or wine is available for consumption and money is transacted in any form (i.e. for donation, for a ticket, for a meal, for entry to the event, for the beverage) then full liquor liability premiums are necessary.

Traffic Permits

Will this event require any street or parking closures? no If yes, you must obtain a [Brisbane Encroachment Permit](#)

Amplified Sound Permits

Do you wish to use amplified sound at this event? yes If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)

ADDITIONAL SUPPORT

Do you need any promotional support for this event?

Signboards?

Social Media?

Digital Graphics / Flyers?

Programs?

Other: _____

USE AGREEMENT & LIABILITY RELEASE

To the fullest extent allowed by law, I agree to indemnify and defend the City of Brisbane, its directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of the use or occupancy described in this application. I agree to waive all rights of subrogation against the City, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from the use or occupancy described in this application.

Applicant Signature

Date

2/29/24

File Attachments for Item:

F. Authorize Submission of 2023 Annual Housing Element Progress Report

(To comply with reporting requirements of State law, it is being recommended to direct staff to submit the 2023 Housing Element Annual Progress Report to the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research.)



CITY COUNCIL AGENDA REPORT

Meeting Date: March 21, 2024

From: John Swiecki, Community Development Director

Subject: 2023 Annual Housing Element Progress Report

Community Goal/Result

Community Building - Brisbane will honor the rich diversity of our city (residents, organizations, businesses) through community engagement and participation

Purpose

To comply with reporting requirements of State law.

Recommendation

Direct staff to submit the 2023 Housing Element Annual Progress Report to the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR).

Background/Discussion

The City is required to prepare an annual report to the State, using the format adopted by HCD, on the City's progress in implementing the 2023-2031 Housing Element, which was adopted as a revision on May 18, 2023, and certified by HCD on May 25, 2023. For this annual progress report, Government Code Section 65400(a)(2)(B) requires that the report be considered at a public meeting before submitting it to HCD and OPR by the April 1st deadline.

Housing Element APR

State-mandated Housing Element annual reports require tracking the number of building permits submitted and issued for housing units in a given calendar year towards Brisbane's Regional Housing Needs Allocation (RHNA), as well as an update on the implementation status of each Housing Element program, the status of Local Early Action Planning (LEAP) reporting and a list of locally owned or controlled lands declared surplus or identified as excess pursuant to Government Code sections 54221 and 50569, respectively (see Tables G and H of Appendix A of the attached report). Some highlights are outlined below.

As detailed in the attached report, in 2023 housing development permit activity was weighted toward development of accessory dwelling units on lots with existing single-family dwellings. A total of nine (9) building permit applications and one (1) design permit for new housing were submitted in 2023, for two (2) new single-family homes, one (1) new duplex and nine (9) accessory dwelling units (report Table A). The City's total Regional Housing Needs Allocation

(RHNA) for the Housing Element plan period is 1,588. The vast majority of housing inventory sites were identified in the Baylands, for which the revised draft Specific Plan was published in 2023 and the environmental impact report (EIR) is underway. The Housing Element showed the target for adoption of the Baylands Specific Plan in early 2026.

While the first half of 2023 was largely focused on completing and revising the Housing Element to meet HCD's requirements for certification of the Element, a number of programs have been initiated in 2023 and many of these have ongoing tasks. The status on all programs is detailed on Table D of the report tables.

Several of the programs address outreach to the community regarding housing resources and developing connections between potential housing resource providers and those looking for housing. One example of an outreach program is the development of the City's Housing Resources webpages, which was launched in June and will be updated by staff throughout the plan period.

There are also a number of programs that committed the City to zoning updates. To begin that work and address some of these programs, the Planning Commission held workshops in 2023 into early 2024, to be followed by public hearings at the Planning Commission and City Council later this spring. These zoning updates address California Senate Bill SB 9 (2021) for urban lot splits and two-unit developments and an omnibus ordinance to address SB 478 (2021) through an update to the multifamily zoning district development provisions, heights of residential structures per Housing Element Program 2.A.12, reasonable accommodation provisions and a number of other related sections of the municipal code.

Additional zoning updates will follow as the Housing Elements programs are implemented, as provided in the individual program schedules (Table D).

Fiscal Impact

None.

Measure of Success

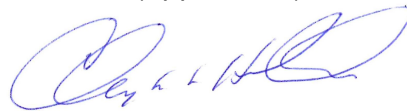
Submittal of the 2023 Housing Element Annual Progress Report to HCD and OPR within the deadline prescribed by State law.

Attachments

1. Housing Element Annual Progress Report
 - Housing Element Annual Progress Report Tables (Appendix A)



John Swiecki, Community Development Director



Clay Holstine, City Manager

Housing Element

The 2023-2031 Housing Element was adopted and self-certified in February 2023 and, following receipt of comments by the California Dept of Housing and Community Development (HCD), a revision was prepared and adopted by City Council on May 18, 2023. HDC certified the revised Housing Element on May 25, 2025, as meeting all requirements of State law.

Tables 1 and 2 below offer a snapshot of the Housing Element implementation progress while Appendix A provides the complete breakdown of the implementation progress and housing entitlement and construction approvals for the 2023 calendar year, utilizing the forms required by HCD.

As indicated in Table 1, the Housing Element contains 92 programs. Approximately two-thirds of the programs were begun and either have ongoing tasks throughout the plan period or, for tasks such as rezoning and permit system improvements, they are partially complete. Approximately 28 percent of the programs will follow later in the plan period, according to the schedule provided for each program in the Housing Element and as shown in Table D of this annual report.

Regional Housing Need

The City is required to report certain housing information in accordance with State Housing Element Law (Government Code Sections 65583 and 65584) and the State HCD's guidelines for reporting the City's progress toward meeting its regional housing needs. The Association of Bay Area Governments has adopted a Regional Housing Needs Allocation (RHNA), pursuant to Government Code Section 65584, for all jurisdictions within San Mateo County to provide housing for the projected population growth within the region. Brisbane's share of the regional housing need was allocated at 1,588 new housing units for the 8-year period between 2023 and 2031, including 303 units affordable to moderate-income households, 183 units affordable to low-income households, and 317 affordable to very-low-income households.

Table 2 shows Brisbane's progress in meeting the RHNA and its unmet RHNA need at the end of 2023. Nine of the thirteen units permitted were accessory dwelling units (ADUs). Affordability levels for this year utilized ABAG's recommended affordability levels for ADUs, broadly based on percentages, since none of the units were deed restricted. The other three units permitted in 2023 included a duplex and two single-family dwelling units and are counted as market rate, or above moderate.

**Table 1: Housing Element
Implementation Progress Snapshot 2023**

Program Status	Total Number	% of Total
Complete	4	4.3%
Ongoing	39	42.4%
Partially Complete/ Underway	23	25%
Not Started/ On Hold	26	28.3%
Total	92	100%

**Table 2: 2022 Progress in Meeting Regional Housing Needs 2015-2022, utilizing
2021 ABAG Study on ADU affordability**

Income Group	Regional Housing Need 2023-31	Permits Issued 2023	Remaining Need at end of 2023	% of 2023-31 Regional Housing Need Met
Very Low	317	2	315	<1%
Low	183	3	180	1.7%
Moderate	303	3	300	1%
Above Moderate	785	5	780	<1%
Total Units	1,588	13	1,575	<1%

The study conducted by the Association of Bay Area Governments (ABAG), from September 2021, found that ADUs are rented at a variety of rates and often meet lower income affordability requirements based on the incomes of the occupants and/or their rental rates. The study found that a Bay Area jurisdiction can, conservatively, use 30% very low, 30% low, 30% moderate and 10% above moderate for ADUs. These affordability levels have been confirmed as being conservative as compared with the City's annual ADU surveys. ADU surveys are sent to all ADU owners, and for the end of 2023 showed three out of six respondents indicating that their unit was provided at no charge, two were affordable to low income and one was not occupied at the time.

Note that, most of the City's inventory to meet the RHNA for this plan period is on the Baylands, for which a draft Specific Plan was published in 2023 and an Environmental Impact Report (EIR) is in process. The schedule for adoption of the Specific Plan is in 2026, per Program 2.A.2 (see Table D).

Attachments

Appendix A: Housing Element Annual Progress Report Tables

Jurisdiction	Brisbane	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes	
1					2	3	4	5							6	7	8	9	10		11	12	13
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*
Summary Row: Start Data Entry Below								0	2	0	3	0	3	5	13	6	0						
	007-341-090	200 Santa Clara		B202300154	ADU	R	4/24/2023		1						1	1		NONE	No	N/A	Approved	Ministerial	
	007-222-140	270 Mariposa		B202200431	ADU	R	2/6/2023		1						1	1		NONE	No	N/A	Approved	Ministerial	
	007-222-090	25 Visitacion Ave		2023-DP-1	SFD	O	3/8/2023							1	1	1		NONE	No	N/A	Approved	Discretionary	Mixed use district - design perm
	007-222-090	25 Visitacion Ave		2023-DP-1	ADU	R	3/8/2023				1				1	1		NONE	No	N/A	Approved	Discretionary	This ADU was tied to a design i
	007-451-020	128 Glen Park Way		B202300067	ADU	R				1					1	1		NONE	No	N/A	Approved	Ministerial	
							3/3/2023																
	007212-050	30 Solano		B202300183	ADU	R	5/17/2023				1				1			NONE	No	N/A	Pending	Ministerial	
	007-442-060	433 Kings Rd		B202300330	ADU	R	8/21/2023							1	1			NONE	No	N/A	Pending	Ministerial	
	007-332-160	287 Mendocino		B202300350	ADU	R	9/6/2023						1		1	1		NONE	No	N/A	Approved	Ministerial	
	007-271-060	335 Mariposa/138 Visitacion		B202300428	2 to 4	O	12/14/2023							2	2			NONE	No	N/A	Pending	Ministerial	
	007-271-060	335 Mariposa/138 Visitacion		B202300428	ADU	R	12/14/2023						2		2			NONE	No	N/A	Pending	Ministerial	
	007-560-080	3998 Bayshore		B202300042	SFD	O	2/12/2023							1	1			NONE	No	N/A	Pending	Ministerial	
															0								
															0								

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R		
1	Jurisdiction		Brisbane		ANNUAL ELEMENT PROGRESS REPORT														Note: "+" indicates Cells in grey contain	
2	Reporting Year		2023 (Jan. 1 - Dec. 31)		Housing Element Implementation															
3	Planning Period																			
4																				
7	Table A2																			
8	Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																			
9	Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement									Affordability			
10	1					2	3	4							5	6				
11	Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted		
12	Summary Row: Start Data Entry Below					0		2	0	2	0	2	1		7	0	2			
13		007-341-090	200 Santa Clara		B202300154	ADU	R		1						6/20/2023	1		1		
14		007-222-140	270 Mariposa		B202200431	ADU	R		1						11/13/2023	1		1		
15		007-222-090	25 Visitacion Ave		2023-DP-1	SFD	O							1	5/25/2023	1				
16		007-222-090	25 Visitacion Ave		2023-DP-1	ADU	R				1				5/25/2023	1				
17		007-451-020	128 Glen Park Way		B202300067	ADU	R				1				9/13/2023	1				
18		007-332-160	287 Mendocino		B202300350	ADU	R						1		11/21/2023	1				
19		007-451-100	280 San Benito Ave		B202200299	ADU	R								9/2/2022	0				
20		007-212-040	40 Solano		B202200256	ADU	R						1		2/23/2023	1				
21		007-271-080	343 Mariposa		B202100356	ADU	R								4/20/2022					
22																				

	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
1	es an optional field																	
2	ain auto-calculation formulas																	
3																		
4																		
7																		
8																		
9	ability by Household Incomes - Building Permits							Affordability by Household Incomes - Certificates of Occupancy									Streamlining	
10	7					8	9	10							11	12	13	14
11	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits Date Issued	# of Units Issued Building Permits	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?	Please select the streamlining provision the project was APPROVED pursuant to. (may select multiple)
12	0	1	0	2	0		5	0	1	0	0	0	0	1		1	0	
13						6/20/2023	1									0	0	NONE
14						11/13/2023	1									0	0	NONE
15							0									0		NONE
16							0									0		NONE
17		1				9/13/2023	1									0		NONE
18				1		11/21/2023	1									0		NONE
19						9/2/2022	0							1	2/21/2023	1		NONE
20				1		2/23/2023	1									0		NONE
21									1						5/16/2023	1		NONE
22																0		

	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW
1													
2													
3													
4													
7													
8													
9	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes
10	15	16	17	18	19	20			21	22	23	24	25
11	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes+
12							0						
13	Y			ADU affordability determined using 30/30/30/10 distribution per ABAG study; supplemented by annual rental rate survey data from owners of permitted ADUs.									
14	Y			ADU affordability determined using 30/30/30/10 distribution per ABAG study; supplemented by annual rental rate survey data from owners of permitted ADUs.									
15	Y												Design permit approved
16	Y			ADU affordability determined using 30/30/30/10 distribution per ABAG study; supplemented by annual rental rate survey data from owners of permitted ADUs.									Design permit approved
17	Y			ADU affordability determined using 30/30/30/10 distribution per ABAG study; supplemented by annual rental rate survey data from owners of permitted ADUs.									
18	Y			ADU affordability determined using 30/30/30/10 distribution per ABAG study; supplemented by annual rental rate survey data from owners of permitted ADUs.									
19	Y			ADU affordability determined using 30/30/30/10 distribution per ABAG study; supplemented by annual rental rate survey data from owners of permitted ADUs.									
20	Y			ADU affordability determined using 30/30/30/10 distribution per ABAG study; supplemented by annual rental rate survey data from owners of permitted ADUs.									
21	Y			ADU affordability determined using 30/30/30/10 distribution per ABAG study; supplemented by annual rental rate survey data from owners of permitted ADUs.									
22													

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	Brisbane		
Reporting Year	2023		
(Jan. 1 - Dec. 31)			
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1.A.1 Referral Services for Fair Housing	1.A.1: Provide referral services to appropriate agencies by creating a dedicated webpage specific to fair housing including resources for residents who have experienced discrimination, information about filing fair housing complaints with HCD or HUD, and information about protected classes under the Fair Housing Act. (See also programs under Goal 5)	Create webpage 5/31/23 and update annually	Webpage created in June 2023. https://www.brisbaneca.org/cd/page/housing-services-information-resources
1.A.2 Fair Housing Information Distribution	1.A.2: Actively distribute information to Brisbane landlords, residents (particularly households of color and non-English speaking households) and businesses, developers, non-profit housing developers and other groups about fair housing resources, including but not limited to: Fair housing training for landlords and tenants through Project Sentinel or other organizations the City may partner with during the Housing Element cycle. Geographic targeting: Households and landlords in R-MHP, R-2, R-3, NCRO-2, and SCRO-1 zones. Metrics: Train two landlords and four households annually. Fair housing programs of other agencies. Geographic Targeting: Households and landlords in R-MHP, R-2, R-3, NCRO-2, and SCRO-1 zones, and businesses in M-1, TC-1, TC-2 and SCRO-1 zones. Metrics: Four referrals to Project Sentinel (either tenants or landlords) as verified by Project Sentinel on an annual basis Financial literacy training through Project Sentinel or other organizations. Geographic Targeting: Households in R-MHP, R-2, R-3, NCRO-2, and SCRO-1 zones. Metrics: Four referrals to Project Sentinel (tenants) as verified by Project Sentinel on an annual basis (may be combined with general fair housing contacts above). Housing counseling services through Project Sentinel or other organizations. Geographic Targeting: Households in R-MHP, R-2, R-3, NCRO-2, and SCRO-1 zones. Metrics: Four referrals to Project Sentinel (tenants) as verified by Project Sentinel on an annual basis (may be combined with general fair housing contacts above).	1) City Star and Chamber of Commerce Newsletters - at least annually; 2)Weekly City News Blast/city Manager's bulk mailing, flyers - starting 1/23 and periodically, as needed; 3) Webpage and handouts - Q2 2023 and ongoing thereafter.	Housing resources webpages were completed in June 2023; A Housing Resources article was included in the August 2023 edition of the STAR, as well as the Blast, which advertised various housing resources webpages to the community, with a scannable link along with contact information to speak to a planner in the Community Development Dept for more information. No trainings were provided through Project Sentinel during this period. Staff will be looking into County-wide training through other partners, including 21 Elements. Referrals to Project Sentinel: 0. City is in process to conduct outreach in Q2 of 2024 to geographic targets (placeholder- draft letter to tenants in identified districts and update once completed). Planning staff reached out to the Chamber of Commerce in Q1 2024 to collaborate on an article for their Newsletter. Staff will follow up with the Chamber, with the intent of publishing an article in Q3/Q4 of 2024, focused on landlords and the business community.
1.A.3 Housing Opportunities Information	1.A.3: Actively distribute information to Brisbane residents and businesses, including targeting to households of color and non-English speaking households, non-profit housing developers, housing counseling and resource organizations, and other groups about housing opportunities in Brisbane, including but not limited to: 1) Newly available housing units for rent or purchase to moderate- or lower-income households through the City's Inclusionary Housing Program, First Time Homebuyer Program, Habitat for Humanity resale program, or Bridge Housing senior rental program, and any new homebuyer or renter program that may be established during the Housing Element Cycle. Geographic Targeting: Businesses in M-1, TC-1, TC-2, SCRO-1 districts; Households in R-MHP, R-1, R-2, R-3, NCRO-2, and SCRO-1 districts. Metrics: As needed based on availability of units. 2)The City's inventory of potential housing	1) City Star and Chamber of Commerce Newsletters - at least annually; 2)Weekly City News Blast/city Manager's bulk mailing, flyers - starting 1/23 and periodically, as needed; 3) Webpage and handouts - Q2 2023.	No new housing units available in CY 2023. Created e-notification list in Q3 via City website for interested persons. 21 subscribers currently Emailed housing development sites to MidPen, Eden, BRIDGE, Habitat in Q1
1.B.1 Distribution of Affordable Housing	1.B.1: Develop an affordable housing siting policy to promote the distribution of affordable housing equitably across the City.	Adopt policy - 12/31/25	Scheduled for 2025
1.C.1 Fair Housing Coordination	1.C.1: Coordinate with local service providers, including but not limited to fair housing and transit providers, to collect updated data on fair housing factors specific to Brisbane maintained by those providers.	Meet with local service providers - 1/31/24 and annually thereafter	Collected data from SamTrans, HIP, and Project Sentinel in Q1 2024.
1.C.2 Fair Housing Action Plan Update	1.C.2: Based on data trends, identify policy priorities and update Fair Housing Action Plan.	1) Incorporate fair housing data into Capital Improvement Plan - 7/1/25 and biennially thereafter with adoption of City budget. 2) Update Fair Housing Action Plan based on data trends - 12/31/25	Data collected for CY 2023; City will collect data for CY 2024 and CY 2025 and update Fair Housing Action Plan in 2025 as described
2.A.1 Zoning maintenance to meet RHNA	2.A.1: Maintain existing residential and mixed-use zoning to provide adequate sites to accommodate the 2022-2031 Regional Housing Needs Allocation.	Ongoing maintenance of existing zoning - ongoing	The existing zoning is being maintained. There has been no elimination or reduction in the housing sites potential that were provided in the Housing Element sites analysis to meet the RHNA.

2.A.2 Adoption of the Baylands Specific Plan	2.A.2: Adopt the Baylands Specific Plan/Zoning to allow 1,800 to 2,200 housing units by-right, without discretionary design review, at site densities of at least 20 units per acre, on sites accommodating at least 16 units, to meet the 2023-2031 RHNA, consistent with the Brisbane General Plan Land Use Element, in compliance with all aspects of Government Code Section 65583.2(h)-(i) The Specific Plan or Developer Agreement shall contain objective design standards and shall provide an affordable housing plan. The City shall prioritize maximizing affordable housing with a goal of 514 affordable units. The Specific Plan or Developer Agreement shall describe accessible residential design incorporated into units in proximity to transit. Geographic targeting: The Baylands subarea Metrics target: Dwelling unit preliminary production estimate by year, based on developer's schedule for 2,200 total units*: 2027: 362 units 2028: 1,108 units 2029: 333 units 2030: 108 units 2031: 289 units .	1) Specific Plan adoption by City Council and certification, including approval of adequate water supply. - 1/31/26; 2) Coordinate and assist the developer in the entitlement and development of the Baylands, including prioritizing processing, assisting with funding, planning and technical studies. - Ongoing and process entitlements by 2027 3) Consult with HCD regarding timing/production if the project falls 12 or more months behind the schedule provided. - Ongoing; 4) Reevaluate and address housing opportunity sites to accommodate 2023-2031 RHNA if project has failed to proceed substantially in conjunction with the anticipated timeline - 2030 if project has failed to proceed.	EIR under preparation
2.A.3 Annual reporting to HCD	2.A.3: Provide annual reports to HCD on progress made in implementing the Housing Element programs per Government Code Section 65400, including 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].	Annual Reports to HCD - Annually	The annual reporting requirement is met with this report.
2.A.4 Maintenance of adequate sites	2.A.4: Monitor the adequate sites inventory to ensure adequate development capacity will be maintained throughout the planning period to accommodate the RHNA per Government Code Section 65863.	Annual Reports to HCD - Annually	As indicated in Program 2.A.1, there has been no reduction in the development capacity through zoning, nor have there been sites developed to less than those projected in the Housing Element; so the City continues to be able to accommodate the RHNA.
2.A.5 Zoning study for new housing types	2.A.5: Study zoning districts where reduction of minimum lot sizes may be appropriate to encourage development of tiny homes, row-homes, bungalows, or other similar developments; and adopt new zoning where appropriate. Geographic Targeting: R-1 district, middle and lower elevation streets. Metrics: Theoretical R-1 total unit capacity increase of approximately 10 to 20%	1) Study Session at Planning Commission- 12/26; 2) Adopt new zoning 12/2028	Scheduled for 2026
2.A.6 Zoning for two-unit development and urban lot splits	2.A.6.: Adopt implementing ordinance for ministerial duplex conversions and single-family lot splits as provided by Government Code Sections 65852.21 and 66411.7.	Adopt ordinance - 12/31/23	The Planning Commission held four workshops as part of their regularly scheduled and publicly noticed meetings, on June 8, October 26, December 5, 2023 and February 22, 2024, to prepare this draft ordinance, along with related zoning updates aimed at encouraging infill housing. A public hearing is being scheduled for April 2024, to provide a recommendation for City Council adoption, anticipated for Q2 of 2024.
2.A.7 Zoning study for mixed use in commercial districts	2.A.7: Study zoning amendments to existing commercial zoning districts at Sierra Point and Crocker Park, to either allow or require mixed use buildings.	1) Study Session at Planning Commission - 12/31/26; 2) Adopt zoning amendments 7/30/29	Scheduled for 2026
2.A.8 Zoning update for transitional and supportive housing	2.A.8: Update the zoning ordinance to provide for transitional and supportive housing in all zoning districts allowing residential uses and only subject to the same restrictions as other residential dwellings in the same zone, and to allow permanent supportive housing by right in zones where multifamily and mixed uses are permitted, pursuant to Government Code Section 65651.	Adopt ordinance - 12/31/25	Scheduled for 2025
2.A.9 Facilitation of pipeline projects	2.A.9: Facilitate development and monitor approvals of pipeline projects, including the number of units constructed and their affordability levels.	1) Monitoring and reporting on pipeline project status of 39 units identified in Table B.7.2 (including 2 lower income, 3 moderate income and 34 above moderate-income units) in the annual Housing Element Progress Report -4/1/24 and annually thereafter; 2) Coordinating with applicants to expedite approval of remaining entitlements - 12/31/2023 and annually thereafter in Q4; 3) Supporting funding applications or requests for fee waivers for eligible projects - 7/1/2023 and biennially thereafter through the budget adoption process; 4) Identifying necessary rezoning of additional sites, should pipeline projects not move forward resulting in a RHNA shortfall, per Gov't Code Section Gov. Code, § 65583, subd. (c)(1), with rezoning to make up the shortfall to be completed - Ongoing.	3750-80 Bayshore (25 above, 3 mod, 2 low units): City is processing tentative map approvals. Final map and building and grading permits will be required prior to issuance of any building permits. Tentative map approval anticipated Q3 of 2024. Permits anticipated to be issued in 2026. 221 Tulare (3 market rate): building permit issued, under construction 213 Visitation: Approved design permit extension to Dec. 2025 18 Visitation: building permit issued, construction underway
2.A.10 Zoning update for ADUs	2.A.10: Update the ADU ordinance to comply with current State law.	Adopt updated ADU ordinance - 12/31/23	This ordinance update has been rescheduled to complete in 2024.
2.A.11 Zoning update for group homes	2.A.11: Amend the family definition to remove group care provisions zoning ordinance definitions and use provisions for all districts allowing residential uses, to remove the requirement for a conditional use permit for group homes of seven (7) or more persons and allow group homes as permitted uses, with objective standards similar to other residential uses in the same district, consistent with state law.	Adopt ordinance - 12/31/24	Scheduled for Q3 to Q4 2024
2.A.12 Zoning update to raise multifamily height limits	2.A.12: Amend the zoning ordinance for all districts that allow multifamily residential uses, to allow for building heights of at least 36 feet, to be able to accommodate 3-story development.	Adopt ordinance - 12/31/24	The Planning Commission held four workshops as part of their regularly scheduled and publicly noticed meetings, on June 8, October 26, December 5, 2023 and February 22, 2024, to prepare this draft ordinance, along with related ordinances aimed at encouraging infill housing. A public hearing is being scheduled for April 2024, to provide a recommendation for City Council adoption, scheduled for Q2 of 2024.

2.B.1 Baylands sites for seniors and special needs	2.B.1: Through development of the Baylands Specific Plan and implementing development agreements, identify suitable sites for housing for seniors, persons with disabilities or other special needs, and lower-income households in the Baylands subarea. Geographic Targeting: Baylands Specific Plan Area Metrics: Goal of 514 affordable housing units with target populations that align with community preferences in compliance with Fair Housing laws (See Program 2.A.2).	Adoption of Development Agreement and Specific Plan - 1/31/26	EIR under preparation
2.B.2 Zoning update for convalescent homes	2.B.2: Amend the zoning ordinance to permit convalescent homes as a permitted use in the SCRO-1 District. Develop objective standards for the operation and design of such uses and incorporate into the zoning ordinance.	Ordinance adoption - 0 12/31/27	Scheduled for 2027
2.B.3 SMC collaboration for shelter & services	2.B.3: Collaborate with the County of San Mateo in developing programs to provide regional shelter and services to the homeless by participating in the San Mateo County Continuum of Care and other regional efforts to provide homeless shelters, transitional and supportive housing for homeless households coordinated by the County.	1) Meet with San Mateo County staff to determine actions the City can take to assist homeless individuals in Brisbane for the calendar year - annually in Q1; 2) Meet with San Mateo County Human Services Agency staff to determine how the City can support development of emergency, transitional, and supportive homeless housing in Brisbane or in the County for the calendar year. - Annually in Q1	The Brisbane Police Dept collaborates with County staff on an ongoing basis throughout the year to both 1) determine actions the City can take to assist homeless individuals and 2) to determine how the City can support development of emergency, transitional and supportive housing. Additionally, Police Dept provides quarterly training of officers along with shelter staff members to ensure that homeless individuals receive the utmost support. City staff will also reach out to the County for input as part of the update to the rezoning to allow for larger emergency shelters, provided in Program 2.B.4.
2.B.4 Zoning update for larger emergency shelters	2.B.4: Update the zoning ordinance allowing for emergency shelters as a permitted use in the SCRO-1 District from 12 beds to 30 beds, with such use 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).	Adopt amended SCRO-1 zoning - 12/31/26	Scheduled for 2026
2.B.5 Zoning for low barrier Navigation Centers	2.B.5: Amend multi-family and mixed-use zoning districts to allow low barrier Navigation Centers, as required by Government Code Sections 65660 - 65668.	Adopt zoning amendments - 12/31/26	Scheduled for 2026
2.B.6 Priority water & sewer service for affordable units	2.B.6: Grant priority water and sewer service to housing with units affordable to lower-income households in accordance with adopted City policy, consistent with State law [Government Code Section 65589.7 and Water Code Section 10631.17(a)(7)].	Priority water and sewer service for affordable housing - Ongoing	Ongoing; no affordable housing projects in 2023
2.B.7 Zoning update for emergency, transitional, supportive housing	2.B.7: Regarding emergency shelters and transitional and supportive housing, implement requirements of AB 2339 (2022; Government Code Section 65583(a)(4)) (See also, Programs 2.B.4 and 2.B.5.	1) Conduct analysis per AB 2339 - 6/31/24; 2) Adopt implementing ordinance - 12/31/24	Scheduled for later Q2 to Q4 2024
2.C.1 Zoning update for density bonus	2.C.1: Amend the density bonus ordinance to: 1) Allow greater density bonus and/or incentives to housing developments that provide housing units designed and dedicated for use by large families with low- to extremely low- incomes. 2) Be consistent with Government Code Sections 65915(a) and (g). 3) 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. 4) Grant a density bonus and/or other incentives greater than required for projects that meet or exceed the qualifications for a density bonus	Adopt amended density bonus ordinance - 12/31/23	Scheduled for Q2 2024
2.D.1 Evaluation of affordable/special needs subsidies	2.D.1: Evaluate methods to subsidize the cost of affordable or special needs housing development, including ADUs, including but not limited to: 1) Fee reductions or waivers. 2) Direct subsidies in the form of pre-development or construction grants. 3) Land donation.	Adopt as part of Affordable Housing Strategic Plan (AHSP; see Program 2.E.1) - 6/30/23; 2) Implement cost subsidy strategies per the adopted AHSP and conduct regular outreach to service providers and nonprofit developers - Annually in Q1 and ongoing.	Adopted AHSP 11/16/2023. City is participating in San Mateo County
2.D.2 Encouraging ADU and JADU development	2.D.2: To encourage development of ADUs and junior ADUs: a.a. Explore the potential to implement a loan program for ADU and JADU construction through the Affordable Housing Strategic Plan (see Program 2.E.1). If a City-funded loan program is determined to be infeasible, cooperate with 21 Elements to develop regional loan program (See program 2.E.2). Geographic Targeting: All residential zoning districts. Metrics: Issue 10 loans over RHNA cycle or at least one per year. b. Continue to fund the 21 Elements regional consortium and support its programs that offer technical assistance to homeowners to reduce financial, architectural, and technological barriers to ADU/JADU design and construction. Metrics: Provide technical assistance to 10 property owners annually. c. As these programs are implemented, publicize the changes to encourage the development of ADUs and JADUs using methods described in Programs 5.A.1 and 5.A.3. Geographic Targeting: All residential zoning districts. Metrics: In addition to broadcasting citywide, make direct contact with 10 property owners annually (may overlap with the above regional efforts through 21 Elements) either in person, by email, or at the public counter. d. Promote the availability of CalHFA ADU Grant program. Geographic Targeting: All residential zoning districts. Metrics: In addition to broad mailings across residential zoning districts, make direct contact 10 property owners annually (may overlap with the above program elements) either in person, by email, or at the public	1) Adopt the AHSP - 6/30/23; 2) Implement ADU/JADU subsidy strategies per the adopted AHSP and conduct regular outreach to property owners - Annually in Q1 starting 2024 and ongoing; 3) Fund 21 Elements and support development of a multi-jurisdictional Countywide ADU resource center - Annually beginning 7/1/2023 and ongoing thereafter as part of the biennial budget adoption process; 4) Public outreach - Ongoing as new programs are implemented and annually thereafter	1) AHSP adopted 11/16/2023, including strategy A-2 to dedicate funds to either City ADU loan program or regional ADU loan/grant program. 2) Implementation anticipated for Q3 2024 as regional program is explored by San Mateo County jurisdictions via 21 Elements 3) City is participating in regional ADU resource center discussions via 21 Elements; discussions are ongoing with action anticipated for Q2 2024 4) Outreach for any available loan/grant programs will be provided once resolution is reached on the pathway

2.E.1 Affordable Housing Strategic Plan (AHSP) adoption and implementation	2.E.1: Adopt and implement an Affordable Housing Strategic Plan (AHSP) that includes the following components: a. Identifies programmatic funding goals, objectives, and priorities for the City's current affordable housing fund balance. b. Evaluates and prioritizes new ongoing revenue streams for affordable housing development. c. Evaluates preferences for current Brisbane residents in new special needs and affordable housing. d. Community engagement of stakeholders, including landowners, affordable housing developers, and lower-income households in Brisbane and San Mateo County to identify opportunities for affordable housing development. Geographic Targeting: Central Brisbane Metrics: Issue permits for 193 low & very low-income units over RHNA cycle	1) Adopt AHSP - 6/30/23; 2) Implement AHSP strategies - Annually beginning 7/1/2023 and ongoing thereafter as part of the biennial budget adoption process; 3) Ongoing community engagement with stakeholders - Annually in Q1.	1) AHSP adopted 11/16/2023 2) AHSP implementation is ongoing 3) Community engagement ongoing; IDEA Committee will consider means to support engagement efforts with renters and homeowners
2.E.2 Regional ADU forgivable loan program	2.E.2: Participate in potential regional forgivable loan program for homeowners to construct an ADU that is held affordable for extremely low-income households for 15 years. Market to Brisbane property owners through Program 1.A.3.	Discuss and identify options for loan program development with 21 Elements and HEART - 12/31/25	The City is currently participating in conversations with 21 Elements and HEART to establish regional ADU resource center which will include capability to issue loans in the future.
2.E.3 City ADU construction loan program	2.E.3: In the absence of a regional ADU loan program, evaluate the feasibility and impact of developing a City ADU construction loan program with funding supplemented by CalHome funding annually or as notices of funding availability are released.	1) Adopt AHSP - 6/30/23; 2) Implement AHSP funding strategies - 7/1/2023 and ongoing thereafter with the biennial budget adoption process.	1) AHSP adopted 11/16/2023 2) ADU loan program will be funded per AHSP after City determines pathway.
2.E.4 Zoning update for Inclusionary Housing	2.E.4: Update the Inclusionary Housing Ordinance to comply with current State law and consider in-lieu fee alternatives for for-sale developments that may provide additional affordable housing revenue to the City; also, the update is to require a minimum of 20 percent of the units in the PAOZ-1 and PAOZ-2 zoning districts are to be affordable to lower income households, per Gov't Code Section 65583.2(c).	1) Adopt and/or implement AHSP - 6/30/23; 2) Adopt revised inclusionary housing ordinance - 1/31/24.	1) AHSP adopted 11/16/2023 2) Inclusionary housing ordinance adoption scheduled for Q2 2024 pending in-lieu fee calibration work by consultants.
2.E.5 Nexus fee ordinance for affordable housing	2.E.5: Adopt an ordinance establishing and imposing a nexus fee applicable to new commercial development to fund affordable housing development consistent with the Affordable Housing Strategic Plan. Geographic Targeting: Commercial zoning districts Metrics: Issue permits for 420 low and very low-income units over RHNA cycle.	1) Adopt and/or implement AHSP - 6/30/23; 2) Adopt ordinance and fee amounts - 12/31/23	1) AHSP adopted 11/16/2023 2) Commercial nexus fee ordinance and fee adoption scheduled for Q2 2024 pending feasibility study by consultants for fee calibration
2.E.6 City-owned sites study	2.E.6: Study the potential to develop vacant or underutilized City-owned sites for affordable and/or special needs housing with nonprofit housing developers, HEART, HIP Housing, and other partners. Geographic Targeting: N/A (citywide/City-owned sites) Metrics: Identify at least one city-owned site for affordable housing development.	Complete study and present to City Council for action - 1/31/26	Scheduled for 2025 to early 2026
2.F.1 Parkside owners outreach	2.F.1: Outreach to property owners within the PAOZ-1 and PAOZ-2 overlay districts to encourage private redevelopment of existing developed sites in the Parkside PAOZ-1 and 2 housing overlays and the SCRO-1 District and connect interested property owners with affordable housing developers	Direct contact (mail, email and/or phone) to property owners - Annually, Q1	The City is sending a letter to property owners within the PAOZ overlay districts in March 2024, at the time of this report.
2.F.2 Nonprofit development corporation outreach	2.F.2: Develop an ongoing relationship with nonprofit housing development corporations in order to take advantage of opportunities to create affordable housing in Brisbane in high resource areas	Direct contact (mail, email and/or phone) with nonprofit housing developers - Annually, Q1	The City is sending a letter to nonprofit developers in March 2024, at the time of this report.
2.F.3 Land banking for affordable housing projects	2.F.3: Through the Affordable Housing Strategic Plan, evaluate potential to acquire vacant sites and underdeveloped properties in order to assemble standard building sites to land bank for future affordable housing projects.	1) Adopt AHSP - 6/30/23; 2) Annually review and update AHSP to reflect available opportunities to acquire sites based on anticipated funds - Beginning 7/1/2023 and ongoing thereafter with the biennial budget adoption process	1) AHSP adopted 11/16/2023 2) City evaluates potential to acquire sites for affordable housing development on an ongoing basis as opportunities arise. No acquisitions made in 2023.
2.F.4 Funding sources for affordable housing subsidies	2.F.4: Through the AHSP, establish how City funding sources will be used to subsidize development costs in residential and mixed-use projects to encourage inclusion of more affordable housing units than required by the City's Inclusionary Housing Ordinance. (See Program 2.E.1)	1) Adopt AHSP - 6/30/23; 2) Implement AHSP strategies regarding development subsidies - Beginning 7/1/2023 and ongoing thereafter with the biennial budget adoption process	1) AHSP adopted 11/16/2023 2) City evaluates potential to subsidize affordable housing unit development on an ongoing basis as opportunities arise. No new residential projects proposed in 2023.
2.F.5 City fee schedules	2.F.5: Evaluate City fee schedules for processing development applications.	Adjust annually based on development processing direct costs - Annually	During the fiscal year 2023/24 annual budgeting cycle, fees for building permits were not raised. Other application fees (Planning applications, etc) were raised consistent with the cost of living.
2.F.6 ADU production monitoring	2.F.6: Through the annual progress report in Housing Element implementation submitted annually to HCD, monitor ADU production to ensure construction targets are in line with assumptions in Table 5-1. If production is not in line with assumptions, incentivize ADU production via implementation of programs 2.D.2, 2.E.2, and 2.E.3	Monitor and report ADU production in the Annual Progress Report to HCD - Annually	See the ADU production on a separate sheet in this report.
2.F.7 Development of ELI housing	2.F.7: Assist in the development of housing for extremely-low-income households.	1) Adopt priority processing procedures for ELI housing - 12/31/25; 2) Grant fee waivers or deferrals for ELI housing - 12/31/25; 3) Grant concessions and incentives for ELI housing - 12/31/25; 4) Support funding applications for ELI housing - 12/31/25; 5) Outreach and coordinate with affordable housing developers for ELI housing, including identifying development and other housing opportunities - 12/31/2024 and annually thereafter in Q4.	Scheduled to begin in Q4 2024 and thereafter.
2.G.1 Brisbane Acres density transfer study	2.G.1: Study potential updates to the Residential-Brisbane Acres (R-BA) zoning district density transfer program to expand allowable "receiving" sites to include sites in other residentially or mixed-use zoned districts in the City to facilitate preservation of privately owned parcels in the R-BA zoning district and allow development rights to be transferred to parcels with access to existing infrastructure and lesser habitat value.	1) Complete study to determine appropriate districts to expand "receiving" site designation - 12/31/25; 2) Determine next steps based on results of study - 12/31/25	Scheduled for 2025

3.A.1 Affordable housing preservation and management	3.A.1: Implement affordable housing preservation and management policies identified in the Affordable Housing Strategic Plan (AHSP), including but not limited to the following: a. Establishing an early warning/monitoring system for deed-restricted units at risk of conversion to market-rate. b. Allocation of potential funding sources to organizations providing homeowner financial literacy training, foreclosure counseling, homesharing matching and facilitation, and rehabilitation programs for naturally affordable housing. c. Providing for tenant education and assistance	1) Adopt AHSP - 6/30/23; 2) Implement antidisplacement strategies per adopted AHSP- Annually beginning 7/1/2023 and ongoing thereafter through the biennial budget adoption process	1) AHSP adopted 11/16/2023 with antidisplacement strategies B-1, B-2, and B-3 2) Tenant education is ongoing through means outlined in 1.A.2
3.A.2 Visitacion Garden Ground Lease	3.A.2: Renew the ground lease with Bridge Housing Corporation for the Visitacion Garden senior apartments for an additional 30 years or other timeframe mutually agreeable to Bridge Housing and the City of Brisbane.	Renew ground lease with Bridge Housing - 1/31/28	City initiated discussions with BRIDGE to extend or renew groundlease in 2023; discussions are ongoing in 2024 with expectation to secure groundlease extension/renewal by Q4 2024 prior to groundlease expiration
3.A.3 ADU rental rates survey	3.A.3: Survey rental rates for permitted accessory dwelling units to ensure their affordability to lower-income households at the ratios assumed in the Housing Element sites inventory (Chapter 3). If survey results show that ADUs are being rented at levels that are not affordable to low-income households at the ratios assumed in the Housing Element, the City will provide targeted outreach to homeowners regarding tenant placement assistance provided by HIP Housing (see program 4.A.9)	1) Annual ADU rent survey - Annually, Q1; 2) Connect ADU homeowners with HIP Housing staff - As needed based on results of annual rent survey	The 2023 ADU rent survey was sent on 1/12/24 with a reminder on 2/8/24.
3.A.4 Retrofit financial assistance	3.A.4: Program earmarked Federal grant funds received in FY 2021-2022 to provide financial assistance in the form of loans or grants to retrofit existing units for low-income and special needs households.	1) Adopt program funding guidelines - 12/31/23; 2) Start issuing loans/grants - 2024	1) City provided program guidelines to HUD in August 2023 2) City has provided all required materials to HUD (as of August 2023) and completed required NEPA actions (December 2023). HUD has not yet contacted City to execute grant agreement. As soon as HUD executes grant agreement, City will begin program implementation.
3.A.5 Zoning for replacement of deed-restricted units	3.A.5: Amend zoning ordinance to require one-to-one replacement of deed-restricted affordable housing units converted to market-rates.	Adopt zoning amendments - 12/31/26	Scheduled for 2026
3.B.1 Housing Choice Voucher outreach	3.B.1: Develop and implement an education/outreach campaign targeting landlords/managers on renting to people with Housing Choice Vouchers. See Program 5.A.1 Geographic Targeting: R-2, R-3, NCRO-2 and SCRO-1 zoning districts and Northeast Ridge multi-family neighborhoods. Metrics: In addition to citywide broadcasting, make direct contact with at least 10 landlords/property	Launch campaign - 1/31/24 and annually thereafter	Campaign set to launch in Q2 2024
4.A.1 Anti-displacement programs	4.A.1: Adopt and implement anti-displacement programs in the AHSP, such as: a. Rental assistance program b. Preferences for current Brisbane residents for new affordable housing development c. First Time Homebuyer program Geographic Targeting: All residential zoning districts Metrics: Assist three households annually following implementation of AHSP programs.	1) Adopt AHSP - 6/30/23; 2) Create roadmap and timeline for specific programs identified in AHSP - 6/30/24; 3) Implement AHSP programs - Beginning 6/30/2024 and ongoing	1) AHSP adopted 11/16/2023 with anti-displacement programs in strategies C-3 and C-4 2) AHSP strategy implementation timeframe included in Section 4 of the AHSP outlining short, mid, and long-term implementation timeframes 3) AHSP implementation is ongoing pursuant to the timeframe provided in Section 4 of the AHSP.
4.A.2 Home equity conversion counseling	4.A.2: Support Project Sentinel's program to provide counseling to older homeowners on home equity conversion opportunities.	Partner with Project Sentinel - Biennially with budget starting 6/2023	City Planning staff reached out to Project Sentinel in Q4 2023 for landlord and tenant training and will follow up in 2024 to coordinate this (see also Program 4.A.3).
4.A.3 Fair housing and financial literacy training	4.A.3: Partner with Project Sentinel or another qualified non-profit organization to perform fair housing training for landlords and tenants, and to provide training on financial literacy and housing counseling services for tenants. Focus training efforts on race-based discrimination and reasonable accommodations. Geographic Targeting: R-MHP, R-1, R-2, R-3, NCRO-2, and SCRO-1 zoning districts. Metrics: Train two landlords and four households annually (see program 1.A.2)	Develop agreement and schedule for at least annual trainings with qualified consultant - 1/31/24	City Planning staff reached out to Project Sentinel in Q4 2023 for landlord and tenant training and will follow up in 2024 to coordinate this (see also Program 4.A.3).
4.A.4 Housing complaint referrals	4.A.4: Create a complaint referral form accessible via the City website for fair housing complaints to be submitted securely and forwarded by City staff to the appropriate State or Federal agencies. Metrics: Transmit all complaints to HCD within 30 days of receipt.	Create complaint referral form - 1/31/24	Completed June 2023. No housing complaints were received in 2023.
4.A.5 Cost burden relief for Black, Indigenous and People of Color households	4.A.5: Engage with qualified non-profit organizations to convene a discussion with Black, Indigenous and People of Color households who are experiencing comparatively high rates of cost burden to discuss and identify solutions for relief. Metrics: Make contact with at least ten households.	Develop agreement and schedule with qualified consultant - 1/31/24	Program implementation was ongoing in 2023
4.A.7 Consideration of rent control	4.A.7: Consider residential rent control provisions consistent with the provisions of the Costa-Hawkins Act and any other applicable State law.	City Council study session - 12/26	Scheduled for 2026
4.A.8 Funding HEART's regional down payment assistance	4.A.8: Continue to fund the regional down payment assistance program with affirmative marketing to households with disproportionate housing needs including Black/African American and Hispanic/Latinx households through San Mateo Housing Endowment and Regional Trust (HEART)	Fund HEART - Biennially with adoption of the City budget.	The City continues to provide support to HEART
4.A.9 Supporting HIP's shared housing program	4.A.9: Support 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 annual financial support. See Program 1.A.1. Geographic targeting: All districts that allow residential uses. Metrics: Connect four households per year with HIP.	Fund HIP annually - Annually or with City budget adoption	The City continues to provide support to HIP

4.A.10 Study gov't notices for evictions and rent increases	4.A.10: Study ordinance to require government notification for all eviction notices and rent increases above a certain level.	Study session at City Council - 12/31/2028	Scheduled for 2028
4.A.11 Zoning update to extend affordability timeframes	4.A.11: Amend inclusionary housing ordinance to extend timeframe of affordability covenants on new affordable housing development.	Adopt ordinance - 1/31/2025	Scheduled for 2025
4.A.12 Short term rental restrictions implementation	4.A.12: Implement the City's short term rental ordinance to prohibit conversion of housing units to short term residential rentals of less than 30 days.	Implement Ordinance 655 - Ongoing	The City continues to prohibit conversion of housing units to short term rentals through implementation of the ordinance.
4.A.13 General Plan update of Safety & Conservation Elements	4.A.13: Amend the Safety and Conservation Elements of the General Plan to include analysis and policies regarding flood hazard management information and climate adaptation and resiliency, ground water recharge and storm water management, per Government Code Sections 65302(d) and 65302(g), and check all elements for consistency with the Housing Element.	Amended Safety and Conservation Elements - 1/31/27	City is in partnership with Peninsular Resilience Project, a collaboration of San Mateo County cities, to share resources for updating the Safety Elements. A vulnerability assessment and safety issues background draft report is in process for an update in 2024/25. Both the Safety and Conservation Elements will be update following adoption of the Baylands Specific Plan (see Program 2.A.2).
4.A.14 Public infrastructure master plans	4.A.14: 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	Ongoing, as identified with Annual Budget - Ongoing	This is ongoing through the Capital Improvement Plan (CIP). The last budget was adopted in June 2023.
4.A.15 Zoning update for just cause evictions	4.A.15 Adopt a just cause eviction ordinance to protect renters from arbitrary and unjustified evictions.	Adopt ordinance - 12/31/24	Scheduled for late 2024
4.B.1 Housing Repair and Home Rehabilitation Loan Programs	4.B.1: Collaborate with the County of San Mateo and other agencies with very-low-, low- and moderate-income Housing Repair and Home Rehabilitation Loan Programs to expand the scope and eligibility for assistance.	Expanded eligibility for County rehab and repair programs - 12/31/24	Scheduled for late 2024
4.B.2 Preservation and rehabilitation policy implementation	4.B.2: Implement preservation policies identified in the Affordable Housing Strategic Plan, including but not limited to the following: a. Funding existing Countywide rehabilitation and repair programs. b. Establishing City-funded rehabilitation and repair program.	1) Adopt AHSP - 6/30/23; 2) Implement preservation strategies - Starting 7/1/2023 and ongoing thereafter through the biennial budget adoption process	1) AHSP adopted 11/16/2023 with strategies B-1, B-2, and B-4 addressing preservation policies 2) Implementation ongoing in 2023. See 3.A.4 for City rehabilitation program status
4.C.1 Condominium conversions	4.C.1: Maintain Zoning Ordinance standards for condominium conversions of existing rental units consistent with current State law.	Maintain current zoning ordinance - Ongoing	The ordinance pertaining to condominium conversions remains in effect.
4.C.2 Maintain Mobile Home Park zoning	4.C.2: Maintain the R-MHP Residential Mobile Home Park District zoning to retain the mobile home housing stock	Maintain current zoning - Ongoing	The ordinance maintaining the R_MHP zoning remains in effect.
5.A.1 Housing Issues communications	5.A.1: Update and maintain the City's Housing issues webpage and handouts at City Hall to provide a housing resources clearinghouse regarding: a.The need for new and diverse housing in Brisbane, especially affordable housing. b. Links to City regulations regarding accessory dwelling units and resources for ADU construction and tenant matching. c. Countywide housing resource links, including, but not limited to, the Housing Choice Voucher rent subsidy program and Countywide affordable rental housing listings. d. Renter/landlord dispute information. e. Affordable housing availability in Brisbane (see also program 1.A.1). f. Information on housing rehabilitation programs and assistance resources. g. Resources on conservation and energy efficiency to reduce home ownership costs and impacts on the environment. h. AFFH information and resources for tenants and landlords (see programs under Goal 1). i. Homesharing resources provided by the Human Investment Project (HIP) for both homeowners and homeseekers (see program under Goal 2). j. Basic housing safety and sanitation requirements, such as fire extinguishers and smoke detectors, and best practices to ensure longevity of older housing units. k. Home energy conservation programs and the financial benefits of energy conservation	1) Create webpage and update - 5/31/23; 2)Update physical handouts, to be provided at City Hall and the Library - 5/31/23; 3) Provide information at a Planning Dept. booth at the City's Annual Day in the Park - Annually in October	1 & 2. Webpage and handouts were completed in June 2023; 3. Planning staff attended Day in the Park in October 2023 to provide information to the community.
5.A.2 Encouraging housing developers for affordable housing programs	5.A.2: Encourage housing developers to participate in available affordable housing programs sponsored by other governmental agencies, such as: a. Mortgage Credit Certificate Programs with the State of California. b. State and Federal Homeownership Assistance Programs. c. State Multifamily Housing Program. d.Other programs as they become available.	Outreach to developers of projects submitted for discretionary review - Annually/ as applications are received	No new housing development permits submitted in 2023. Implementation is ongoing as applications/proposals arise.
5.A.3 Chinese community engagement	5.A.3: Translate all community engagement materials into Chinese, the predominant non-English language spoken by Brisbane residents. Consider on a case-by-case basis translation to other languages and regularly revisit data on commonly spoken non-English languages in the City to ensure community engagement materials are accessible to the widest possible audience.	1) Translate hard copy handouts into Chinese - 12/31/24; 2) Continue to provide automated translation on City website - Ongoing; 3) Revisit data on commonly spoken non-English languages in Brisbane - 12/31/28	1. Planned for Q4 2024; 2. Translation is available on the webpage and will be provided on an ongoing basis; 3. Scheduled for 2028
5.A.4 Encouragement of low-interest rehabilitation loans use	5.A.4: Actively publicize and encourage the use of City, County, State and Federal programs for low-interest rehabilitation loans by owners of older residential units.	Develop and implement outreach strategy for City rehabilitation grant program and other - 12/31/2025 and annually thereafter in Q4	Scheduled for 2025.
5.A.5 Distribution of HIP homeshare information	5.A.5: Distribute HIP Housing homeshare program information to property owners upon building permit issuance and/or certificate of occupancy for ADU and JADUs.	Distribute flyer at permit issuance and occupancy - Ongoing	We are doing this on an ongoing basis.
5.A.6 Facilitate other HIP Housing connections	5.A.6: Facilitate connections between HIP Housing and local community groups, including the Lions Club, Brisbane Village Helping Hands, Homeowner's Associations, and others to create opportunity to share homesharing program information with homeowners and residents	Connect HIP Housing staff with local community group leaders - Q1 of 2023, 2025, 2027, 2029, and 2031	Staff is compiling a list of groups to facilitate these connections and will reach out by Q1 2025.
5.A.7 City-led events sharing with housing assistance organizations	5.A.7: Share anticipated schedule of City-led community events with HIP Housing, Project Sentinel, and other housing assistance organizations to ensure their participation and foster direct connections with community members.	Share community calendar - Q1 annually	The City Manager's office is doing this on an annual basis.
5.A.8 Homesharing program data	5.A.8: Collect homesharing program data for Brisbane homeseekers and home providers from HIP Housing.	Current homesharing data - Q4 annually	Collected 2023 data in Q1 of 2024.

5.A.9 Stakeholder advisory committee	5.A.9 Establish a stakeholder committee to advise the City on additional methods to engage all segments of the community, especially lower income and special needs households, on housing issues through the plan period.	1) Identify stakeholders and establish committee - Q1 2024; 2) Engage with committee, including engagement on the annual progress report (APR) - Q1 of each year and Ongoing 3) Post APR at least 2 weeks before Council review - Q1 annually; 4) Implement public outreach methods to reach all segments of the community on housing issues, including stakeholder interviews with committee members. - Ongoing and at least biennially; 5) Make direct contact with stakeholders upon any changes to City housing policy, including Housing Element updates - Ongoing as housing policies are updated	City's Inclusion, Diversity, Equity and Accountability (IDEA) Committee will consider including housing stakeholder outreach in their work plan moving forward. IDEA Committee action will be taken prior to 4/1 and this status will be updated.
5.B.1 Promotion of County-wide for-sale BMR management	5.B.1: Engage with 21 Elements staff to promote development of a Countywide system that supports the management of for-sale BMR units, including their listing and sale.	Engage with 21 Elements staff - 1/31/24	Scheduled for 2024. In 2023, City sat on working group for Doorway, a regional affordable rental housing shared database and application sponsored by the Bay Area Housing Finance Authority and managed by Bay Area Metro.
6.A.1 Energy reach codes	6.A.1: Periodically review and update the City's building reach code ordinances to exceed the minimum State standards for energy efficiency and on-site renewable energy generation.	Adopt reach codes with California building code updates - Triennially, beginning 1/1/2023	The next code update is scheduled for 1/1/26, with analysis of potential reach codes in 2025
6.A.2 Energy efficiency funding	6.A.2: Pursue regional, State, and Federal funding for 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 in residential development.	Evaluate potential funding sources - Q1 Annually	Planning and Sustainability staff do this on an ongoing basis and no new opportunities were identified in 2023.
6.A.3 Utility cost assistance for lower income households	6.A.3: Develop and implement programs that assist very-low-, low-, and moderate-income households manage their utility costs, such as providing low-flow and other water or energy conserving appliances available to very-low-, low- and moderate-income households, such as BAYREN's Water Upgrade Saves Program, and training and counseling on water conservation measures in landscape design.	1) Develop programs 12/31/24; 2) Identify funding goals and implement - 12/31/24	Scheduled for Q4 2024.
6.A.4 Stormwater protection	6.A.4: Consistent with the City's Green Infrastructure Plan and Section C.3 of the Municipal Regional Stormwater Permit (MRP), require new residential development to retain and treat stormwater from the site and adjacent rights-of-way.	Require compliance with Green Infrastructure and MRP - Ongoing	Implementation of stormwater measures is ongoing through the building permit process.
6.A.5 Parking ordinance study	6.A.5: Study potential updates to the zoning ordinance to reduce parking requirements for residential developments that provide and/or promote alternative modes of transportation for residents, such as prepaid transit fare cards, rideshare app credits, prepaid memberships to on-demand car rental on-site (e.g., ZipCar), or are in close proximity to high quality transit corridor as defined by Public Resources Code Section 21155.	Study session at the Planning Commission - 12/31/26	Scheduled for late 2026
6.B.1 Transportation demand management (TDM)	6.B.1: Collaborate with the San Mateo County Congestion Management Agency (C/CAG) to develop a transportation demand management (TDM) policy applicable to new development.	Adopt TDM policy - 6/30/23	TDM policy adopted October 5, 2023, effective November 18, 2023. The City's requirements exceeds C/CAG's single-occupancy vehicle (SOV) trip reduction targets by 25% or more. The City is currently seeking exemption from C/CAG policy to streamline review process.
6.B.2 Implementation of Plan Bay Area 2050	6.B.2: Cooperate with the Association of Bay Area Governments and Metropolitan Transportation Commission to implement Plan Bay Area 2050.	Implement Plan Bay Area 2050 - Ongoing	Participated in Plan Bay Area 2050+ Draft Blueprint development in Fall 2023. Next engagement will be Summer 2024.
7.A.1 Streamlining housing projects	7.A.1: 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. (See Program 7.A.4)	1) Evaluate zoning ordinance - Annually, Q4; 2) Evaluate permitting process - Annually following implementation of process improvement study	The Planning Commission held four workshops as part of their regularly scheduled and publicly noticed meetings, on June 8, October 26, December 5, 2023 and February 22, 2024, identify areas to simplify the zoning in single-family multifamily and mixed use residential districts largely through restructuring the Municipal Code. A public hearing is being scheduled for April 2024, to provide a recommendation for City Council adoption, scheduled for Q2 of 2024. The City has contracted a service provider and is in the process of developing an on-line, City-wide permitting application and tracking system, to simplify and streamline permitting, and expects to have the new system.
7.A.2 Zoning update for NCRO-2 objective design standards	7.A.2: Amend the NCRO-2 district regulations to adopt objective design standards for mixed-use residential development.	Objective design standards for NCRO-2 - 5/31/25	Scheduled for 2025
7.A.3 Reasonable accommodation permitting	7.A.3: 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). (Ordinance 558 adopted April 2011)	Process reasonable accommodation requests - Ongoing	The City is in the process of updating its ordinance to further streamline its ordinance provisions for reasonable accommodation.
7.A.4 Permitting system improvements	7.A.4: Implement the 2022 process improvement study recommendations for citywide permitting improvements to reduce permit processing times and better coordinate interdepartmental review of housing development projects.	Implement permitting process improvements - 12/31/23	As noted in 7.A.4, the City is working with its consultant to develop and implement a new permitting system. Roll-out is planned for 2024.
7.A.5 City staffing	7.A.5: Evaluate City staffing levels relative to capacity for processing development applications. Continue to utilize contract planning staff to increase the City's capacity to process planning entitlement applications as needed and as budget allows.	Evaluate Community Development Department staffing levels relative to permit processing capacity - Annually, Q1	Staff levels continue to be evaluated annually. Accordingly, a new building permit technician position was added to the Community Development Dept in 2023.
7.A.6 SMC shared housing staff	7.A.6: Consider joining with other cities in San Mateo County to share housing staff to support management of the City's below market rate housing inventory.	Participate in Countywide discussions convened by 21 Elements - Ongoing	In late 2023, the City joined with other San Mateo County cities to hire a shared staff (consultant) to support management of the City's BMR housing.
7.A.7 Pre-application consultations	7.A.7: Continue to offer pre-application development consultation with planning, building, public works, police, and fire staff.	Pre-application consultations - Ongoing	This service continues to be offered.
7.A.8 Housing Element communication to agencies	7.A.8: Deliver the Housing Element, with a cover letter noting the City's share of the regional housing 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.	Deliver adopted Housing Element to water/sewer provider - 1/31/23	The Housing Element with a cover letter was provided to these agencies following adoption of the Housing Element, transmitted on February 7, 2023 and again with the revision to the Housing Element on May 26, 2023.
7.A.9 Provision of zoning and fees on City's website	7.A.9: Provide updated zoning, development standards and fees on the City's website in compliance with all applicable Government Code regulations.	Update website - 12/31/2023 and annually thereafter in Q1	Webpages published April 2023; no significant updates in 2023.
General Comments			

Jurisdiction	Brisbane	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period		

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									
NA									

Not applicable

Jurisdiction	Brisbane	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the ckcklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									NA
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Not applicable

Jurisdiction	Brisbane	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period		

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F2											
Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section											
For up to 25 percent of a jurisdiction’s moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income units. For more information on this requirement, please ensure housing developments meet the requirements described in Government Code 65400.2(b).											
Project Identifier					Unit Types		Affordability by Household Incomes After Conversion				
1					2	3	4				
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted
Summary Row: Start Data Entry Below							0	0	0	0	0
		NA									

Not applicable

65400.2

-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this

on		Units credited toward Moderate Income RHNA		Notes
		5		6
Moderate-Income Non-Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	Date Converted	Notes
0	0	0		

Not applicable

Jurisdiction	Brisbane
Reporting Period	2023 (Jan. 1 - Dec. 31)
Planning Period	

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						
	NA					

Not applicable

Jurisdiction	Brisbane	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2023		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						
	Former rail spur at southern edge of 151 West Hill Place (APN: 005-300-999)	Vacant	0	Surplus Land	0.64	This is a landlocked, former rail spur parcel within a trade commercial district.

Jurisdiction	Brisbane	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period		

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Not
Cells in g

Table J												
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915												
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved						
1				2	3	4						
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SH - Student Housing)	Date	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low - Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income
Summary Row: Start Data Entry Below												
	NA											

Not applicable

Jurisdiction	Brisbane	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period		

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenent Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.		
Notes		

Jurisdiction	Brisbane	
Reporting Year	2023	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT					
Local Early Action Planning (LEAP) Reporting					
(CCR Title 25 §6202)					
Please update the status of the proposed uses listed in the entity’s application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.					
Total Award Amount	\$ 65,000.00 <small>Total award amount is auto-populated based on amounts entered in rows 15-26.</small>				
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Update Housing Element	\$46,000.00	\$46,000.00	Completed	None	The task was for consultant work for Housing Element support through 21 Elements. The task was completed and a reimbursement request was provided to HCD on Sept 27, 2023.
Zoning Amendments	\$19,000.00	\$19,000.00	Other (Please Specify in Notes)	None	On September 27, 2023, the City provided a LEAP grant closeout report and request to HCD to transfer this portion of the project funding from the original CEQA work for rezoning to Housing Element consultant outreach and document preparation and costs and for consultant costs for updating the City's permit tracking system.

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted	0	
	Non-Deed Restricted	2	
Low	Deed Restricted	0	
	Non-Deed Restricted	2	
Moderate	Deed Restricted	0	
	Non-Deed Restricted	2	
Above Moderate		1	
Total Units		7	

Building Permits Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted	0	
	Non-Deed Restricted	2	
Low	Deed Restricted	0	
	Non-Deed Restricted	1	
Moderate	Deed Restricted	0	
	Non-Deed Restricted	2	
Above Moderate		0	
Total Units		5	

Certificate of Occupancy Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted	0	
	Non-Deed Restricted	0	
Low	Deed Restricted	0	
	Non-Deed Restricted	0	
Moderate	Deed Restricted	0	
	Non-Deed Restricted	0	
Above Moderate		1	
Total Units		1	

File Attachments for Item:

G. Receive Report back from Council Subcommittee Evaluating Various Election Issues



CITY COUNCIL AGENDA REPORT

Meeting Date: March 21, 2024

From: Clay Holstine, City Manager

Subject: Report back from Council Subcommittee evaluating various Election Issues

COMMUNITY GOAL RESULTS

Community Building

Purpose

The purpose of this agenda item is to get a sense of the City Council so that we can have as much clarity as possible on next steps as well as determine Councilmembers' ideas and concerns.

Recommendation

City Council review and discuss election issues and seek guidance from the City Attorney.

Background

The City Council appointed a subcommittee of Davis and Lentz to review three election issues.

- Term Limits for Councilmembers
- District Elections for City Council races
- Directly elected Mayor.

The Subcommittee met and reviewed these items and discussed next steps. City Council has had a policy that if an issue is taking more than two hours of staff and/consultant resources an estimate of potential staff time and consultant cost be brought back to the Council as Whole for discussion.

At our meeting we discussed the need to do the following:

- Have the City Clerk review **term limits** in other cities in San Mateo County and compile an analysis. Staff believes this may take up to 10 hours of time as responses from various cities often require follow-up to clarify data and input. Term limits must be approved by the voters.
- **District Elections** is a complicated issue requiring the use of outside subject matter experts. An inquiry was made by a firm that conducted a study of the Town of Woodside. Step 1 of the process includes developing a Demographic Analysis that would include total population and voting population by counts of race and ethnicity. Step 2 would be an analysis of feasibility of drawing one or more majority-minority

districts. This analysis may be complicated by the fact that Brisbane has only one census tract. Data will have to be teased out. This analysis would then provide information as to whether the Council wants to continue to evaluate different District options. Step 1 would cost \$6,500. Step 2 would cost approximately \$ 12,500. Additional cost for publicizing and community engagement would be on top of this cost. Staff oversight of the consultant is anticipated to take upwards of 20 hours for Step 1.

- **Directly elected Mayor.** A directly elected mayor is an option for California General Law cities like Brisbane. Whether to pursue this is a question for the City Council. Brisbane voters must approve of having the mayor directly elected.

Discussion

City Council review and discuss above information and seek guidance from the City Attorney, specifically on the following questions:

- What is the legal framework and issues related to Term limits.
- What is the legal framework and issues related to District Elections.
- What is the responsibility and authority of an elected Mayor contrasted with the responsibilities and authority of a Mayor selected by members of the City Council? Does having an elected Mayor alter the responsibilities and authority of the City Manager?

It is anticipated that each of these items will take no more than five hours of legal research and analysis, probably less.

After the City Council reviews and discussion there are several potential next steps. The Council could do any of the following:

- Direct staff to move forward with one or more of the three items or request additional information. Additional information could be brought back to the Council as Whole or sent to the Subcommittee.
- Council could set a Workshop to focus on one or more of these issues.

Fiscal Impact

It's important to note that elections costs are difficult to estimate since no two elections are alike with costs and the number of registered voters vary considerably from election to election. Cost estimates can also vary based on the number of jurisdictions participating in an election. The estimated cost to place 1 ballot on an even-year election is between \$19,000 to \$27,000.

Clay Holstine

Clayton Holstine, Interim City Manager

File Attachments for Item:

H. Presentation of a Report detailing the Economic Position of the City of Brisbane during the period of 2013-2023



CITY COUNCIL AGENDA REPORT

Meeting Date: March 21st, 2024

From: Mitch Bull, Economic Development Director

Subject: Presentation of a Report detailing the Economic Position of the City of Brisbane during the period of 2013-2023

COMMUNITY GOAL RESULTS

To highlight the strengths of the economy of the City of Brisbane to attract investment and businesses to the city.

PURPOSE

To document the economic strength of the City of Brisbane and detail the processes of how the city achieved this level of success. Provide information for potential companies and persons interested in doing business within or moving to Brisbane, and to document the historical information for future reference by current and future city staff members.

RECOMMENDATION

The recommendation is for the members of the City Council to review the report and suggest any revisions they believe are appropriate prior to the general release of the report to the public.

BACKGROUND

In 2013 city staff prepared an Economic Development Action Plan detailing the response to the “Great Recession of 2008” and the steps that the city implemented to diversify and strengthen the economy within the city. This report is an effort to update this information using data from the planning, finance and economic development sectors, as well as information from local Bay Area related organizations.

DISCUSSION

This report to the City of Brisbane updates the 2013 Economic Development Action Plan and examines the impact of measures taken after 2008 and the economic changes within Brisbane and the Bay Area region on the business sector over the past ten years. It provides a snapshot of Brisbane in 2023 and the current economic conditions (including the impact of the COVID-19 pandemic from 2019-2023). It is hoped that the document also serves as a historical document showing the avenues that city staff and council members undertook to address the many economic challenges over the past 10 years.

FISCAL IMPACT

None currently. The premise is that the report will be used to assist in “marketing” the city to the general public and real estate brokerage community that may not understand the strengths of the city and the many positive reasons for potential businesses to consider Brisbane as a location.

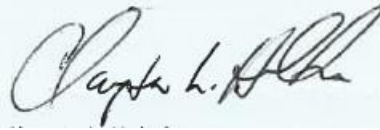
MEASURE OF SUCCESS

The use of this document as a resource to assist staff members to “market” the city to potential parties interested in doing business with the city.

Attachments: Brisbane – The Hidden Gem - 10 Years Later (2013-2023)



Mitch Bull, Economic Development Director



Clay Holstine, Interim City Manager

Brisbane – The Hidden Gem

10 Years Later

An evaluation of the Economy from 2013-2023

Mitch Bull
Economic Development Director
City of Brisbane
November 2023

Brisbane: The Hidden Gem – 10 years later

Executive Summary

This report to the City of Brisbane updates the 2013 Economic Development Action Plan and examines the impact of economic changes within Brisbane and the Bay-Area region on the business sector over the past ten years. It provides a snapshot of Brisbane in 2023 and the current economic conditions including the impact of the COVID-19 pandemic from 2019-2023.

The economic fabric of Brisbane, the SF Bay Area, and globally has changed dramatically since the drafting of the 2013 report. The 2013 report was focusing on the aftermath of the 2008 global recession and how to make the Brisbane economy less tied to the up and down swings of the economy. The catastrophic impact of the COVID pandemic of 2020-22 which would upset the worldwide economy was still 7 years in the future.

To evaluate the total impact of the Economic Development initiative, we will look at the profile of the city; a look at some historical information; the current economic outlook; the factors that create and support it; and a look to future economic trends.

PROFILE OF THE CITY

The City of Brisbane is a community of 4,851 residents (2020 census) situated in Northern San Mateo County on the west side of San Francisco Bay. Brisbane borders the cities of San Francisco, Daly City and South San Francisco. The San Bruno Mountain range surrounds Brisbane to the west and the San Francisco Bay is the easterly border of the city. Due to the natural topography, there is no standard lot size or share for much of the city and thus the housing in Brisbane is much more individualistic, free from the multiple housing tracts seen in many cities.

There is intense town spirit and pride and friendliness that would be expected of a small community within sight of the San Francisco skyline.

The Council and community prides itself on being environmentally progressive and respecting and caring for all individuals in the community.

The city has operated under the Council-Manager form of municipal government since it incorporated in 1961. The City Council is comprised of five members elected at large to staggered, four- year terms. The Council selects the mayor from its members. The City Manager is appointed by and serves at the pleasure of the City Council. The City Manager is responsible for implementing the policy decisions of the City Council and supervising all operations of city government.

The City of Brisbane provides a wide range of municipal services, including police and fire protection, water and sewer utilities, street maintenance, parks and recreation, planning, building and safety, marina, and other general government services.

Demographics of the city

In looking at the current state of Brisbane’s economy it is necessary to look at the current demographics of who and what constitutes Brisbane in 2022, the changes from 2013, and a peek to the future.

Brisbane (From the 2020 and 2010 US Census)			(a)
Population	(2020): 4851	(2010): 4282	
Median Age:	48.5 years	41.7 years	
Median Income:	114,583	90,136	
Median Property Value:	920,500	695,400	
Number of housing Units:	2052	1934	
Percentage of home ownership:	67	64	

Ethnic breakdown:

White/Caucasian	42%	55%
Asian	35%	25%
Hispanic	18%	17%
African American	2%	2%
Multiracial	3%	0.5%
Pacific Islander	> 1%	0.5%

The Economics of Brisbane

Early History

Throughout its' early history (1930's -1960's) the city has been largely dependent on the economy of the greater SF Bay Area. The large railroad complex owned and operated by the Southern Pacific Railroad provided hundreds of jobs from 1875-1975 and was a lynchpin in the local economy. Brisbane also had an assortment of stores and restaurants on Visitacion Avenue and was a typical "main street" from 1940's America, including a movie theatre, gasoline service stations, and locally owned mom and pop motels and hotels.

A large quarry operation (Guadalupe Quarry) has also operated providing crushed stone for many large projects throughout the Bay Area, starting in 1895. Most families had but one car, and shopping was conducted within the town limits.

Incorporation

In 1961, the citizens of Brisbane voted to incorporate the town into a Council-Manager general law city operating under the California Government Code type of Government. A city council was elected, and essential city-wide services were started (paving roads, city water/sewer hookups, zoning, and planning services, etc.). By the late 1960's, with more families having two cars, and the advent of suburban shopping malls, the typical hustle and bustle of "main street" shopping was slipping into the past.

The Local Economy

Although Brisbane is part of the general San Francisco/Silicon Valley area, the small population makes the workforce a largely commuter workforce, dependent upon cars to access the jobs in the city. Historically, the City's primary businesses were light industrial, warehousing/distribution and (following the initial phase of the Sierra Point Development) corporate offices and sales/administration operations.

The economic engine that “powers” the city is comprised within four areas: Visitacion Avenue (including the Brisbane Village Shopping Center complex); Crocker Industrial Park (including the Brisbane Technology Park and future development planned for the Guadalupe quarry); Sierra Point Business District and the Brisbane Baylands.

Visitacion Avenue and the Brisbane Village Shopping Center

With the construction of suburban shopping centers, and eventually malls, and with households having more than one car, the traditional “downtown -main street” shopping environment started to decline. While vibrant in the 1940’s and 50’s, prior to highway 101’s bypassing Bayshore Boulevard, by the 70’s many of the shops had closed or been converted to housing or office buildings. While Visitacion Avenue is still Brisbane’s “Main Street” the shop owners who continue to operate there are a hearty breed who continue to cater to the local population. In the 1980’s a small shopping center was constructed at the intersection of Bayshore Boulevard and Old County Road, and brought an expanded number of restaurants, shops, and services to the local population. The 20 shops and offices that make up the center bring a percentage of the small “retail” component of Brisbane’s revenue.

The Annexation of Crocker Industrial Park

The city council looked at the small geographic footprint of the city and realized that the large “industrial park” that was adjacent to the city could be a valuable economic building block for the future of the town and negotiated the annexation of the Crocker Industrial Park in 1983. This single forward-thinking act helped to ensure the economic well-being of the city from the 60’s to the present day, even as the railroad complex was shuttered by SP and sold off, becoming a large part of the (future) Brisbane Baylands development.

Over the past 60 plus years, the Crocker Industrial Park has been the hub for Brisbane’s light industrial, manufacturing and distribution companies. As the economy expanded and contracted so did the companies. While companies such as San Miguel Brewing, Dolby Labs and Gilmore Envelope are mere entries into history, other companies have taken their place as the industrial park was in demand throughout the 80’s, 90’s and 2000’s.

The Emergence of the Sierra Point Business District

Many local “battles” were fought in the 1960’s over Brisbane being a site used by San Francisco-based Sanitary Fill Company as a landfill. A large portion of the landfill, located at Sierra Point, adjacent to San Francisco Bay, was filled with dirt, rock and debris and surrounded by a rock jetty. The landfill was decommissioned and capped in 1980, and subsequently sold to developers (Koll Development, OPUS Partners and Equity Office), who proceeded to develop the site into a modern office park. Half of the site is within Brisbane, with the Southern half belonging to the City of South San Francisco. On the Brisbane side, three office buildings were constructed by 1990 with two additional office buildings added by 2000. Two hotels were also built on the site in the early 2000’s. These hotels comprise the majority of the Transient Occupancy Tax (TOT) revenues that the city receives to the present day.

Economic forces, such as the “dot-com” crash of 2001, and the “great recession” of 2008 kept the Sierra Point Business Park from reaching its’ potential during most of period from 2001-2013, with the parcels changing ownership several times. Companies based at Sierra Point included Hitachi America, Ltd., Dakin Toys, The Good Guys, Phillips Semiconductor, MySpace, Unisys, Walmart.com and others. By 2008 the financial recession and other economic changes changed the business district through mergers, buyouts, bankruptcies, and relocations to other cities.

The Brisbane Baylands

Located within the limits of the City of Brisbane is the "Baylands," one of the largest (over 680 acres) undeveloped commercial parcels of land within San Mateo County. This parcel is contiguous with the boundaries of the City/County of San Francisco and is located within seven minutes North of the San Francisco International Airport. The parcel is comprised of areas that comprised the Southern Pacific Company railroad operations complex and a large parcel that was the San Francisco landfill from the turn of the century (1900) through the 1950's. Currently home to several industrial businesses and soil related services, the owners are planning a project that will make over the entire site. Remediation and development of these parcels is expected to take place over the next 30 years.

The Financial Crash of 2008 and its’ Aftermath

Brisbane sources most of its sales tax revenue from business-to-business operations. Traditionally, a handful of businesses made up a sizable portion of City revenues. The departure of several large businesses and a general economic downturn after the recession of 2008 caused Brisbane to review its’ place within the local economy. The challenges that the city staff and council faced were many. It was imperative that the city initiate new processes to combat the continued global/local business malaise following the “Great Recession.” The Crocker Industrial Park was only showing a 60% occupancy; the Sierra Point Business Park was stagnant and floundering under the ownership of OPUS Properties and Diamond Properties (who owned a significant parcel, including the 10 acres where

Hitachi America, Ltd. had been located); The largest tax revenue producer in the city (Van Waters-Rogers) moved to Visalia in 2012 and the immediate prospects for growth were subdued.

Brisbane takes action on an Economic Plan for the Future

As the economy continued to stagnate, the City Council looked at ways to foster economic growth and stability. One of the first actions was the establishment of the Economic Development Subcommittee in 2010, followed by several outreach projects to look at the factors that shape the Brisbane economy, and methods to improve, stabilize and grow the business sector.

The Subcommittee conducted workshops with graduate students from the Presidio School of Management (2010-11), the Urban Land Institute (2014), and held discussions with local realtors, developers, and civic stakeholders (business owners, citizens, and non-profit representatives) to collect ideas and opinions on how to “grow” the local economy to support the goals and vision of the 1994 General Plan.

The 1994 General Plan formulated a set of goals for local economic development, and was forward thinking based on the vision set out in that document.

The Goals were as follows:

- Stabilizing and diversify the tax base.
- Serve the community by encouraging convenient and beneficial commercial development.
- Provide sufficient revenues for necessary City services.
- Facilitate the employment of residents.
- See sustainable growth as dependent on preservation and replenishment of natural resources.

In a progress report to the City’s Economic Development Subcommittee in 2012, it was noted that the policies and goals stated above were “visionary for (their) time.

Therefore, the first suggestions of the 2013 action plan were based on meeting the objectives of the *1994 General Plan*.

The 2010-11 workshop with the students from the Presidio School of Management focused on Crocker Industrial Park and how to position the park and the city itself as a hub of new and innovative “green” businesses - a “premiere Emerald City.”

The students presented their sustainability report to the City Council in June 2011, and while the vision was consistent with the “green” culture and sustainability beliefs of the Brisbane community, the reports focused on questions regarding the feasibility and challenges to “green” and other businesses such as: A lack of staff and resources to pursue the efforts put forth in the Green Marketing Plan; lack of staff and resources to compete with the many cities who have already dedicated staff and resources to pursue green industry; multiple and absentee property owners in the industrial Park; a domestic market where many green companies have failed; a weak US economy; difficulty in obtaining capital loans; and competition in a global marketplace where Asian companies are receiving credit subsidies and incentives from their governments.

The ED Subcommittee wanted to find a balance between the vision, economic feasibility, and the realities of the marketplace. To achieve this, the subcommittee conducted a series of interviews to help them access the City’s commercial real estate market situation and develop a SWOT analysis. The Subcommittee met with:

- Commercial real estate brokers with current listings in Crocker Industrial Park.
- Property owners/managers; and
- A developer who participates on a similar committee in another city.

The commercial real estate brokers were given a standard set of questions in advance to allow them the opportunity to contemplate and prepare their thoughts before the meeting. Discussions with the property owners/managers were

designed to explore their experiences, challenges, and thoughts on the Crocker Industrial Park, as well as plans for the future.

Information from these discussions was evaluated by City staff, the Subcommittee, and the Chamber of Commerce and incorporated into a SWOT (Strength, Weakness, Opportunities, Threats) analysis. An analysis of each item as related to the Brisbane economy in 2023 is included, highlighted in red.

SWOT Analysis of Brisbane (2010-13) (2023 – Updated Information)

STRENGTHS

-Proximity to SFO, SF and Peninsula

(Even more important in 2023)

-Quiet, safe, little traffic congestion.

(Still safe and quiet / Traffic has increased somewhat with new construction)

-Great access to Hwy 101.

(Future plans include Geneva Ave. extension)

-Good Warehouse space

(Improved ownership and maintenance)

-No payroll Tax; low commercial rents

(Still no payroll tax / rents are competitive)

-Relatively low business fees

(Competitive business fees / low for region)

SWOT Analysis (Continued):

-Good relations between Police and Business.

(City/Police Dept/Businesses have stronger relationships than in 2013)

-Small, nimble, and accessible City Hall.

(Better tuned to business than in 2013 / Economic Development Department established in 2016)

-Duty Free Zone for Importers/Exporters

(Duty Free Zone still in effect)

WEAKNESSES

-Lack of amenities

(Retail more challenging than ever / future possibilities for mixed use in Brisbane Village Shopping Center/ Future Baylands and Sierra Point Developments)

-Small population near large urban area

(Population has grown incrementally)

-Lack of Parking and Transit.

(Commute.org busses / Sierra Point Shuttles implemented.

Future possibilities include links to Ferry service)

SWOT Analysis (Continued):

-Isolated

(As growth in Crocker Park and Sierra Point has progressed,
perception of isolation has lessened)

-Lack of Identity: Brisbane...where is that?

(Life Science boom has helped to put city on map for many who were
unaware of location)

-Lack of presence/visibility within the Bay Area (See above)

-Historic Reputation of Town and Anti-Business/Anti-Growth

(Outreach efforts and the establishment of the Economic Development
Subcommittee and Office have helped to market the city as a great place to
do business and change many of the negative perceptions from the past)

-Remembered as a “toxic dump”

(Current decision makers do not remember this)

OPPORTUNITIES

-In position to take advantage of overflow demand from SF.

(This has indeed been the case as the industrial/warehousing sector has
shrunk by over 10 M Sq.Ft. As a result, Crocker Industrial Park has been
leasing at a very high capacity. – In Jan 2023 the park was 100% leased.)

SWOT Analysis (Continued):

-Industrial Market is shrinking.

(The industrial/warehouse sector in San Francisco and on the Peninsula has been shrinking as properties are redeveloped into life science applications and dense housing. Brisbane has benefitted from this culling of space as new structures have been built on Sierra Point and the vacancy rate in Crocker Industrial Park dropped from 40% in 2013 to 0% in 2023.)

-Vacancies allow for a revisioning of Crocker Park

(The City conducted a workshop looking at a zoning overlay for mixed use in a portion of Crocker Industrial Park. The public had extensive involvement on what types of development they would like to see. The zoning changes were discussed by the council and the Parkside Plan was codified. To date as the industrial park has increased its' occupancy, no landowner has taken advantage of the rezoning potential)

-Aesthetics – beauty of San Bruno Mountain could attract business that value that, such as design centers, retail showrooms, etc.

(Crocker Park is still one of the most well maintained and attractive business parks. Park has increased occupancy to average 98%, and at times 100%; Retail showrooms and design centers have not occupied the park, however sustainability-based companies such as Ample Battery, Heirloom Carbon and others have moved into the park)

SWOT Analysis (Continued):

-Baylands Development – opportunity to create a model of sustainable development

(Sustainability goals will be implemented as a benchmark of the design of the Baylands project. As the project is expected to progress over 25-30 years, the implementation of the newest and best practices related to conservation and sustainability are expected to be applied and implemented)

THREATS

-Conflicting community priorities (e.g. Zero carbon emissions vs. need to drive for basic services)

(Still somewhat of an issue as bus services/train services have not reached their potential. Shuttles help but the future looks promising as an electrified CalTrain, hybrid powered busses and the conversion of personal transportation into hybrid and full EV models will help the community with carbon emissions, as well as autonomous EV robo-taxis being tested in SF)

-Concept of local sustainability focused on the environment, at the expense of its economy and social well-being

(In 2023 it is not apparent that a focus on sustainability and environmental stewardship is damaging the local economy and social well-being.

A case can be made where the local economy has evolved to include sustainable practices and concepts, including future planning being carbon neutral, and construction practices adhering to “LEED certified”, wasteless principles).

-Historic Reputation of Town and Anti-Business/Anti-Growth

(Outreach efforts and the establishment of the Economic Development Subcommittee and Office have helped to market the city as a great place to do business and change many of the negative perceptions from the past)

-Baylands Development – opportunity to create a model of sustainable development

(Listed as a “threat” in 2013, as well as an opportunity. Over the next 25-30 years, the development of the Baylands should be a model of sustainable development, implementing the best practices available in design, construction, energy management and sustainability)

The Economics: (2010-2019):

After the impact of the 2008 economic shock had passed, the Council and Staff in Brisbane worked to evaluate where the city was at and what changes to try and implement first.

City Council and Staff worked together to implement several important changes prior to the publication of the 2013 report to lay the groundwork for the revitalization of Brisbane’s economy and how the city-citizen-business relationship has evolved.

2010:

Economic Development Subcommittee Formed –

An Economic Development Subcommittee was established. This subcommittee, consisting of two council members, city manager, staff members and the CEO of the Brisbane Chamber of Commerce.

This was an important first step in bringing the views of local businesses into discussion with city staff and the views and needs of the citizens (through the participation of the councilmembers). The establishment of the ED Subcommittee was a crucial first step in defusing the conflicts between the city/citizens and the business community. Note: A part-time Economic Development Director position was added to city staffing in 2015, reporting to the City Manager.

Solid Waste Handling Licensing Fee – A business license fee for a large recycling firm (Recology) that wanted to expand within the city limits was approved by the voters in November 2011. This proposal was based on the tonnage of materials processed in a calendar year. This fee generated \$2,100,000 annually from 2013-2016 and has been raised (by ballot measure) to now provide \$4,000,000 in annual revenue to the city.

2013:

Liquid Storage License Fee – A business license fee for liquid storage tanks was enacted in November 2013, with 84% of voters approving the measure. This measure was generated to ensure revenue from the storage and transfer of petroleum products held by Kinder Morgan at the Brisbane Tank Farm.

In 2014-15 this fee brought \$135,000 annually to the city. In 2016, a ballot measure raised the cap to \$400,000 annually, bringing legal action from Kinder Morgan. The city prevailed in the suit and the storage fees are currently remain capped at \$400,000 annually.

Transient Occupancy Hotel Taxes- Additionally, hotel room tax revenues continue to be generated by the two hotels located on Sierra Point. Over time, these room (transient occupancy) taxes (TOT) have been increased through several successful ballot measures, most recently in 2019. These measures brought revenue of \$1,668,000 in fiscal year 2013, increasing each year to a peak of \$2,890,000 in 2019.

The worldwide COVID-19 pandemic and subsequent travel “freeze” caused the TOT revenue to drop from \$2,890,000 in 2019 to \$2,072,000 in 2020 and a low of \$850,000 in 2021, a drop of 70.6% from the 2019 peak occupancy. Although the TOT revenues doubled from 2021 to 2022, the \$1,648,000 is still 43% below the 2019 peak year. (b)

2014:

Urban Land Institute TAP (Technical Advisory Panel) study - ©

The Economic Development Subcommittee and the City Council also sponsored a study by the Urban Land Institute (ULI) to look at Crocker Industrial Park, its’ uses historically, currently, and a re-imagining of what Crocker Industrial Park (2.0) could encompass, as well as the Guadalupe Quarry site and the Brisbane Village Shopping Center. The study included comprehensive interviews with a broad cross-section of stakeholders, including City Councilmembers, Non-Profit members and advocates, representatives from the business community, homeowner groups, city advisory bodies, local property owners, and realtors and brokers (both local and from the Greater Bay area).

Important areas of consideration included improving the walkability of the park in an effort to provide connection for the citizens living in the “Northeast Ridge” developments to downtown. The guidelines looked at improving the walking trail system and reconfiguring the size and layout of Valley Drive to enhance pedestrian access and safety. The study also called for planning to make Brisbane more “transit-oriented”, not “transit-adjacent” it was currently evaluated in 2014.

The final focus was to create a stronger “entryway to the town” through a reconfiguration of the Brisbane Village Shopping Center and realigning the vehicle-based entrances to town to create view corridors, improved walkability, and possibly the creation of a train and transit center located between the Brisbane Lagoon and Bayshore Blvd.

In the years, following the publication of the study, the city has moved forward with aspects of the ULI-TAP study. While ULI's proposed relocation of the Bayshore CalTrain station may not be feasible, the improvement of the Crocker Park trail system has been ongoing. A zoning overlay to address the formation of new housing adjacent to the Brisbane Village Shopping Center and the city's core was undertaken with the development of the Parkside Precise Plan.

2015-2018:

Parkside at Brisbane Village Precise Plan – The “Parkside Plan” was a zoning overlay plan covering approximately 25 acres of publicly and privately owned properties near the entrance to Brisbane. The city worked with planning firm MiG to coordinate public input, staff planning and the presentation to the council, with the process taking three years.

The zoning change covered the area that runs along Park Lane, Park Place and Visitacion Avenue, with the hope that the re-zoning could give existing landowners an additional tool to convert older, big-box types of warehouse operations into an “extension of downtown” with walkable housing and shopping.

The public planning discussion and process was extensive with public meetings and round tables. A design criterion led to mock-up drawings being produced, showing various new designs for potential projects. A two-year planning process resulted in the City Council adopting the plan in October 2017, making amendments to the city's General Plan. Following review by the Planning Commission and the City Council, the zoning overlay was approved on February 1, 2018, as Ordinance 624. These sites (PAOZ-1 and PAOZ-2) are listed on the City's “Potential Development Projects and Sites” webpage. This zoning change gives existing landowners and business owners more flexibility in using their buildings and land.

To date, business and facility owners have not converted any of the parcels to implement the zoning changes, but with an increased emphasis for housing, the aging of the facilities, and changes within the nature of work it remains to be seen how the rezoning will affect the city in the future.

Employment within the City

The 2013 Economic Development report noted that 11 of the top 20 largest employers in Brisbane (in 2006) had either merged with other entities, moved out of town, or gone out of business. Of the nine companies listed (in 2013) as remaining from the 2006 top 20 (by number of employees), only two remain in Brisbane as of 2023 (Bi-Rite Foodservice Distributors and Fong Brothers Printing.) These two firms are still active and are on the Brisbane Principal Sales Tax list for 2023, joined by the historic 7 Mile House Restaurant and other companies.

Principal Employers in Brisbane 2023: (by number of employees) (b)

Bi-Rite Foodservice Distributors	Expeditors International, Inc.
LeeMAH Electronics, Inc.	Cutera, Inc.
Greenleaf Produce, Inc.	Ultragenyx Pharmaceutical
Sangamo	Transdev Services, Inc.
Hensley Event Resources	Norman S. Wright Mechanical Equipment
Fong Brothers Printing	

Ranking of Principal Sales Taxpayers 2022/23: (listed alphabetically) (b)

7 Mile House Sports Bar and Restaurant	Ample
Bay Medical Company	Bi-Rite Foodservice
Brisbane Recycling Company	Caliva – MMD
Cool Solutions Manufacturing	Cutera, Inc.
Fong Brothers Printing	Gas 2 You
GE United Technologies II/ Grassdoor	Golden State Lumber
Hensley Event Resources	Ichika Sushi House

Infoimage
J&J Culinary
Norman S. Wright Mechanical
P&F Distributors
Room and Board
Vox Network Solutions

Integrated Resources Group
NorCal Cannabis
O’Keeffs
PHK Flooring
The Fine Wine Co.

Analysis

In examining the 2013 report and evaluating the process guidelines that were recommended, it is apparent that several factors played a large part in moving the Brisbane economy forward to where it is today and also to complicate the development of areas moving forward.

- A. When the City Council established the Economic Development Subcommittee in 2010 it showed that the council was serious about interacting with the local business community and reaching out on a more regional basis, while maintaining the values and local input that the City of Brisbane has always valued. The establishment of the subcommittee has also created a mechanism where business related city issues can be discussed and formulated without first going to a full council review. This process, while open to the public, has resulted in a more cordial environment where potential businesses, councilmembers, citizens and staff can share and disseminate ideas more clearly and transparently than in the past. As a result of the establishment of the Economic Development Office in 2015 there is a “point person” for business owners and city stakeholders to interact with, or to start the process of how to open a new business in Brisbane.

- B. Perceptions about the City and the available space. Outside brokers and developers were often wary of approaching a project in Brisbane due to perceptions about the city being anti-business and anti-growth. Most of these ideas stemmed from controversial project from years past but had little or nothing to do with present-day attitudes. With direct outreach to local brokers and developers (listening to their concerns), and continued interactions, discussions and meetings with citizens and staff, the staff have debunked many of the negative perceptions about doing business within the City of Brisbane and the processes with staff and elected officials.

Through these outreach efforts to prospective development teams and the changes in business demographics from 2013-2022 resulted in the following.

- a. Communicating and projecting a more friendly business environment and showing that as a small city, a business owner can have a more personal business encounter with the city staff, compared to much larger, more bureaucratic driven cities.
 - b. Marketing the city as a progressive, environmentally active city that is willing to work with developers and landowners on projects that fit its' guidelines and values.
 - c. The City Council showing openness to new economic opportunities (e.g., Cannabis Distribution and delivery sector; EV Battery development; Carbon Sequestering; Life-Sciences; Electric Vehicle Development, Food Trucks) while being supportive of our traditional businesses.
- C. Regional Market Factors – Many changes have taken place in the local and regional economy from when the report was originally written in 2013. Brisbane has benefitted from several business structural changes during this time.

Crocker Industrial Park - As San Francisco and the SF Peninsula worked to reinvent the area as a high-tech hub and the center of the life-science industry, the industrial and warehousing sector was greatly changed as a result. In a November 2022 report published by Jones, Lang LaSalle Commercial Real Estate showed that over *18.5 million square feet of industrial/warehousing spaces have been demolished and re-purposed into other uses (such as housing/life sciences, etc.), with 17.1M s.f. lost since 2000.*

Across the region 4.7M s.f. was demolished for Office Redevelopment, 4.6M s.f. for Housing, and 2.9 M s.f. for Life-Sciences/Biotech projects. Of the Industrial space demolished, 8.7M s.f. was in San Francisco (a 33.7% net loss in inventory). The SF Mid-Peninsula has lost 23.8% of its' inventory with over 8.4M s.f. demolished over the same timeframe. Another 1.8M s.f. is slated for demolition. (d)

The loss of market inventory has proven to be very beneficial for the owners of Brisbane's Industrial properties as the Crocker Industrial Park has performed at a 95+% occupancy for the last several years, peaking at 100% occupancy in early 2023. While full occupancy is virtually impossible to sustain, the beauty of the well-maintained industrial park, the convenient proximity to San Francisco, the Port of SF, the SF Airport, and the SF Peninsula should keep this sector of Brisbane's economy vibrant for years to come. Investment in the Crocker Industrial Park has continued with industrial giant Prologis purchasing a large stake in Crocker Park by the purchase of DCT Industrial Real Estate.

In addition, the parcel housing the (circa 1895) Guadalupe Quarry has been acquired by Bay Area developer Orchard Partners. As currently zoned, the proposed project would add a 1,000,000+ SF., three-story, modern logistics center, capable of automated picking, with 24'+ high loading bays. The project is expected to be reviewed by the Planning Commission and City Council in 2024. It is expected that development of

the project and its surrounding land will occur within 3-5 years. Upon completion, the parcel will be transferred from unincorporated San Mateo County/Brisbane, into the City of Brisbane (proper). As most of the logistics centers in San Francisco and the Peninsula are 50-70 years old, a modern facility should be in high demand.

D. The arrival and maturation of the Life Sciences Industry at Sierra Point-

While the Sierra Point Business District has traditionally been home to large and small companies across a diverse business sector, the arrival of the life sciences/ biotechnology sector has transformed the area. With the invention of the biotechnology sector in the neighboring city of South San Francisco (Genentech), the evolution of the sector has resulted in the maturation of the Sierra Point Business Park into a life science hub. With its' proximity to the major universities and life science companies, Sierra Point is poised to continue to grow and enjoy high occupancy.

As the biotech sector continued to grow, larger REIT's (Real Estate Investment Trusts) dedicated to life science campuses started to invest in Sierra Point properties and consolidate their holdings. As late as 2010, the properties that comprise the Sierra Point district were owned by 9 diverse ownership groups, with only 5 office buildings and 2 hotels.

Presently, the business district consists of 13 office/lab buildings and 2 hotels, are owned by 6 companies (HealthPeak, Phase 3 Partners, Westmont Properties, Universal Paragon, and the two hotel ownership groups). An additional three life-science buildings and a hotel are in the planning stages. This investment in Brisbane continues to show that the city is open to businesses. With the planned construction of the new life science buildings and hotel, the Sierra Point properties will be built out to the maximum footprint of approximately 3,900,000 sq.ft. The hotel, a

planned 600 room project is expected to generate a large amount of future occupancy taxes (T.O.T).

- E. The Brisbane Baylands Project** (owned by Universal Paragon Corporation) is the largest project on the SF Peninsula and is expected to take 15-30 years to complete. The 660-acre site is being planned to include 2,200 units in Brisbane and an additional 1,484 units at the adjacent Schlage Lock site in San Francisco, as well as 7,000,000 square feet of office, industrial and retail space, parkland, and other features. This project, as completed in phases, will continue to add to the investment in Brisbane and increase the property valuations of the completed parcels, resulting in increased property tax income. Of course, the costs to support these additions to the city will increase the operating budget as well.

The remediation of the site will take several years and is complicated by the railroad in the center of the project. The project footprint is bisected by the CalTrain railroad tracks and right-of-way that is currently being electrified to bring electric trains by 2026. There are also plans to build a Geneva Avenue extension that would extend Geneva Avenue across the project to intersect via a new interchange with US 101.

The debate continues about the viability of the California High Speed Rail project, which would bisect the Baylands footprint. The HSR commission is also seeking to build a maintenance and cleaning yard within the center of the Baylands. This proposal is subject to ongoing litigation and could impact the final design of the Baylands project.

The Brisbane Planning Commission and City Council are committed to a careful and thorough review of all portions of this project. The project is being planned to provide a sustainable ecological model as well as a financial model that will help to protect the financial viability and solvency for Brisbane.

F. *Visitacion Avenue Shops and the Brisbane Village Shopping Center:*

The overall outlook for the small “retail” sector comprised of the Visitacion Avenue shops and the Brisbane Village Shopping Center is mixed, but hopeful.

The legacy shopping district along *Visitacion Avenue* is comprised of a mix of small retail stores, restaurants, an office building, single family homes, apartments, the Brisbane Library, and the Eagles Club. Most of the buildings were built in the 1930’s and 1940’s, and, while charming, lack the lot size and building footprints required for most (modern) retail businesses such as pharmacies, etc. There is not space for expansion of the existing buildings and street parking is at a premium.

Most of the retail spaces are leased, with businesses that have been operating for 10 or more years. New businesses have come into vacant spaces in the last 2-3 years, and the addition of the new Brisbane Library has added a buzz to the shopping district.

The *Brisbane Village Shopping Center* is a split-level center in an “L” configuration with a row of retail shops on the first floor and personal services (dentist, nail salon, accountant) and offices on the second level at the Eastern end of the center. Currently, in 2023, approximately 12 of the 20 units are leased.

There is a large parking lot facing the center that is bordered by Bayshore Boulevard and Old County Road. A free-standing parcel at the corner of the two streets was occupied for many years by the Bank of America, and upon its’ closure the lot was purchased by the City (Brisbane) for future development, either as a stand-alone parcel or as part of a reimagined shopping center as a mixed-use development with street level retail and services with several stories of apartments.

In a longer-term scenario several factors complicate the overall site planning:

The shopping center has not been operated in an “optimal” manner for several years as the current owners of the center are hampered by a lack of capital, unfriendly retail leases, and semi-absentee management.

There is a vacant lot fronting Bayshore Blvd., that could be incorporated into a new reimagined plan, however it is owned by CalSTRS (California State Teachers Retirement System) and (to date) they have not entertained any discussions on having the property included in any redevelopment proposals.

High Speed Rail’s (HSR) impact on the entryway to town. There is a possibility that the Brisbane fire station and Tunnel Avenue bridge will have to be moved and re-imagined. This would likely impact the traffic flow and logistics related to Tunnel Avenue, Bayshore Blvd., and Old County Road, as well as changing the entrance to the town and possibly the planning and execution of a reimagined Brisbane Village Shopping Center.

The Economics of Today (2023): By the Numbers:

Tax Revenues: Over the past ten years, (2013-2022) the tax revenues have increased by 69%, totaling \$18,569,000 in 2022. The largest gains were recorded in Property Tax (+69%); Sales Tax (+104%); Franchise Tax (+414%), and Business License Tax (+50%). TOT Taxes in 2022 were basically the same as in 2013, reflecting the one area that the pandemic adversely affected (hotel room nights). In 2019, the TOT collected was 73% higher than in 2013, however, in 2021 it had dropped to 50% of the 2013 figures before rebounding somewhat in 2022. (b)

Property Investment and Value within Brisbane: The development of Sierra Point and the reinvestment that companies have made in Crocker Industrial Park have helped to raise the value of properties within the city limits. In 2013 the Taxable Assessed Value of properties was \$1,576,487,000. This number had climbed every year. In 2022 the Taxable Assessed Value had reached \$3,199,778,000, effectively double the value of 10 years earlier. With continued development and investment planned for Sierra Point, the Guadalupe Quarry site and the Brisbane Baylands, the assessed value of property in Brisbane will continue to rise. (b)

Conclusions:

The Brisbane economy of 2023 is a much more vibrant and evolving economy than the one that was analyzed and reported on in the report from 2013. The business sectors in Brisbane are continuing to evolve and prosper as life-sciences, biotechnology and logistics companies have fueled a large investment into Brisbane properties and greatly expanded the property tax base.

While the effects of the pandemic on business is still being felt at the local, state, federal and global levels, the larger economic outlook for Brisbane is brighter than other Bay Area municipalities and a case can be made that Brisbane has more than recovered from both the “Great Recession” in 2008 and the COVID-19 pandemic from 2019-2022. The revenue collected by the city is at an all-time high, and with the planned construction within Sierra Point, the Quarry parcel, and the upcoming development of the Brisbane Baylands, the future looks promising.

Brisbane’s DNA is also at the forefront of innovation. Companies such as Ample, LeeMah Electronics, Heirloom Carbon, and Cutera are on the cutting edge of their related industries. The city is now also a leader in the life sciences/biotech sector with Janssen (Johnson and Johnson), CareDx, BristolMyersSquibb, Annexon

Biosciences, MammothBiosciences, Aimmune Therapeutics, Arcus Bioscience and Twist Biosciences all calling Brisbane home.

Despite the advances and the strength of the Brisbane economy there are still longer-term challenges at a city, regional and state level.

-The impact of numerous building projects throughout the Peninsula and Greater Bay Area to “capture” future life-science companies. At the time of this report (Fall 2023) it has been reported that the Greater San Francisco /Sacramento Region is in the process of converting/developing over 10,400,000 sq.ft. for planned life-science projects. (e)

Many are in the design and planning stages and are several years from being completed. Will the demand for life science/biotechnology labs and office space remain high over the next 5-7 years to fill these planned buildings, or will the market become too saturated, resulting in buildings going unfilled for an extended period? As with any real estate “boom”, the planning, approval and building of labs and offices can take years, and the timing for “office booms” is very difficult to predict.

-Climate Change: the impacts of rising tides of the SF Bay and its’ proximity to Sierra Point, Highway 101 and the roads that access Sierra Point and the Baylands

-Impact of fresh-water availability for new office and housing construction

-Impact of transportation infrastructure: The ongoing issues surrounding the High-Speed Rail project and its’ impact on the Baylands development and the roads that comprise the entryway to Brisbane is still of great importance.

Conclusions (continued):

On a positive note, the development of systems consisting of water ferries, water taxis, hovercraft, and the electrification of CalTrain may lead to increased availability and less traffic on the highways. In addition, the advent of autonomous vehicles and driverless robo-taxis/busses has the capability to provide a much-needed solution for people who do not/cannot drive, creating a lifeline of transportation for seniors, disabled people and those who do not own a private vehicle.

-Impact of State-mandated housing targets and fees:

State-mandated RHNA numbers for the continued creation of housing will continue to be difficult to achieve for the near future.

While these challenges are real and pose threats to the economic stability of Brisbane and the Greater SF Bay Area, the solutions will come from the concerted efforts of every city and county that fronts San Francisco Bay, and the engineering of projects that will both mitigate the risks and protect the cities. These advances may provide the opportunity for a more balanced live-work-play environment for the future.

Footnotes:

- (a) U.S. Census 2010; 2020
- (b) Source – City of Brisbane
- (c) Urban Land Institute – Technical Advisory Panel (January 2014)
- (d) JLL (Jones Lang LaSalle) Diminishing Industrial Inventory, Mid-Peninsula and San Francisco. (November 2022)
- (e) Colliers Bay Area Life-Science Team publication (April 2023)