



CITY *of* BRISBANE

Planning Issues Subcommittee Agenda

Wednesday, September 14th, 2022 at 11:00 AM • Virtual Meeting

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SUBCOMMITTEE MEMBERS:

Mayor Mackin, Councilmember Cunningham

PRESENTATIONS AND DISCUSSION ITEMS

- A. Receive Update on the Draft 2023-2031 Housing Element

PUBLIC COMMENT

ADJOURNMENT

A.

File Attachments for Item:

A. Receive Update on the Draft 2023-2031 Housing Element



CITY COUNCIL SUBCOMMITTEE AGENDA REPORT

Meeting Date: 9/12/2022

From: John Swiecki, Community Development Director

Subject: Draft 2023-2031 Housing Element

Background

The draft 2023-2031 Housing Element was released for public review on August 5, 2022. Leading up to its release, the Planning Commission held a number of workshops, beginning in December 2021, on topics ranging from the statutory requirements for Housing Elements, the Regional Housing Needs Allocation (RHNA), site selection ("Balance Brisbane"), and a review of the draft goals, policies, and programs. Hyperlinks to the Planning Commission workshop meeting materials are attached to this memorandum.

Following a public hearing on August 25, the Planning Commission voted unanimously (4-0; Funke absent) to recommend that the City Council submit the draft 2023-2031 Housing Element to the State Department of Housing and Community Development (HCD).

The City Council hearing is scheduled for October 6, 2022. This subcommittee meeting has been scheduled to provide the subcommittee with overview of the draft Housing Element in advance of the public hearing and provide the subcommittee with the opportunity to ask questions and/or make comments before formal City Council consideration at this stage. Note that at the October 6 hearing the City Council will be asked to direct staff to submit the draft Housing to HCD. The City Council will not be requested to take action on the plan itself at this point.

Draft Element Overview

In addition to analyzing zoning capacity to accommodate the current RHNA, the draft 2023-2031 Housing Element responds to new State Housing Element law requirements.

The draft Element is organized into the following chapters:

1. **Introduction:** Discussion of the City's setting, Housing Element law, public participation and consistency with other General Plan elements
2. **Community Characteristics & Housing Needs:** Population characteristics (demographics) and housing characteristics (ownership and affordability trends) and housing needs.
3. **Resources and Opportunities:** Discussion of land resources, regional housing needs allocation (RHNA), sites inventory for new housing, methodology for selecting sites for the inventory, and housing development standards.

- 4. Housing Constraints:** Governmental and nongovernmental constraints on the supply of housing
- 5. Housing Plan:** Goals, policies and programs with implementation actions and timing, and quantified objectives for the preservation, rehabilitation and new construction of housing units over the 2023-2031 planning period.
- 6. Appendices:**
 - A. Evaluation of the 2015-2022 Housing Element
 - B. Housing sites inventory and methodology
 - C. Fair Housing Assessment and Fair Housing Action Plan
 - D. ABAG/MTC Housing Needs Data Report for City of Brisbane
 - E. Public Participation
 - F. Housing Element Completeness Checklist

RHNA/Sites Inventory

ABAG has assigned a RHNA of 1,588 housing units to Brisbane, much higher than the previous housing element cycles:

**Regional Housing Needs Allocation (RHNA)
Housing Units by Income Categories**

	Very Low	Low	Moderate	Above Moderate (Market Rate)	Totals
Years 2023-2031 6th Cycle	317	183	303	785	1,588

The draft Element identifies the Baylands subarea as accommodating most of the City's RHNA through rezoning to be accomplished via adoption of the Baylands Specific Plan. Additional sites are already zoned for residential development and/or with approved entitlements for residential development identified throughout Central Brisbane- most significantly the Parkside Plan area. Due to new State laws regarding "no net loss" of capacity throughout a Housing Element cycle should projects be built on sites identified in the sites inventory at lower densities than projected in the Element, the draft Element includes a "buffer" of approximately 40%. This helps ensure that should sites be lost entirely or developed at lower densities than projected in the Element, the City will not need to immediately upzone or rezone additional sites to accommodate the remaining RHNA as otherwise required by law.

Modified and New Policies and Programs

Recent changes to State law require cities to commit to actionable and trackable programs that meaningfully implement its housing policies. As a result, many new programs are included in the draft Element that commit the City to a specific course of

Draft 2023-2031 Housing Element
9/14/2022 Meeting

action. Notable modified and new programs that the Planning Commission discussed in previous workshops are highlighted in yellow in Attachment 1.

Housing Element Review Procedures

State law requires the draft Element to be made available for public review and comment for a minimum of 30 days, after which the jurisdiction must take at least 10 business days to consider and incorporate public comments into a revised draft, which is then submitted to HCD for initial review. However, public input can still be submitted after that time as long as the Housing Element is in draft form. The formal public comment period concluded September 9, prior to the publication of this report. Staff will highlight any substantive comments received by that deadline for the subcommittee's consideration during today's meeting.

HCD has 90 days to review the Element and will issue comments at the end of the 90-day period for the City to address in a revised Element. Based on other cities' experiences throughout the State, staff anticipates a minimum of two rounds of review by HCD before the Housing Element will be "certified" by HCD and thereafter eligible for adoption by the City Council. The statutory deadline for the City to adopt a certified Element is January 31, 2023, though a 120-day "grace period" is also allowed under State law, extending the latest date for the City to adopt an HCD-certified Element to May 31, 2023.

Attachments

1. Notable modified and new programs discussed by Planning Commission (excerpts from draft Element, Chapter 5)
2. [Draft 2023-2031 Housing Element](#)
3. [2023-2031 Housing Element webpage containing hyperlinks to previous workshop materials, meeting videos and minutes](#)

1. **Goal: Affirmatively further fair housing opportunities for all persons.** The City's goal to affirmatively further fair housing (AFFH) is interwoven throughout all of the City's housing goals, policies and programs and is closely tied with the goal to engage and educate the community on housing policies and resources for both renters and property owners. The actions contained under this goal specifically address the fair housing issues identified in the City's AFFH Assessment and Fair Housing Action Plan (Appendix C).

	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
1.A (Policy H.A.1) Actively promote and distribute fair housing information and resources to Brisbane residents and landlords.					
	CDD	General Fund	1.A.1 (Program H.A.1.a) 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 Update annually	5/31/2023 Ongoing
	CDD	General Fund	1.A.2 (Program H.A.1.b) 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: <ul style="list-style-type: none"> a. Fair housing training for landlords and tenants through Project Sentinel or other organizations the City may partner with during the Housing Element cycle b. Fair housing programs of other agencies c. Financial literacy training through Project Sentinel or other organizations d. Housing counseling services through Project Sentinel or other organizations 	City Star and Chamber of Commerce Newsletters Weekly City News Blast/City Manager's bulk mailing, flyers, Webpage and handouts	At least Annually Starting 1/23 and periodically, as needed Q2 2023 and ongoing thereafter

	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			See Program 5.A.1		
	CDD	General Fund	<p>1.A.3 (Program H.A.1.b) 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:</p> <ul style="list-style-type: none"> a. 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. b. The City's inventory of potential housing development sites 	<p>City Star and Chamber of Commerce Newsletters</p> <p>Weekly City News Blast/City Manager's bulk mailing, flyers,</p> <p>Webpage and handouts</p>	<p>At least Annually</p> <p>Starting 1/23 and periodically, as needed</p> <p>Q2 2023</p>
1.B (NEW) Continue to promote equitable housing opportunities					
	CDD	General Fund	1.B.1 (NEW) Develop an affordable housing siting policy to promote the distribution of affordable housing equitably across the City.	Adopt policy	12/31/2025

2. **Goal: Facilitate and support the production of housing at all income levels, but especially affordable housing.** This goal addresses the significant need for additional housing across all household income categories. To meet the targets set by the RHNA, the City must facilitate the production of housing through the existing residential and mixed-use zoning districts, as well as complete its planned rezoning of the Baylands subarea through the adoption of a specific plan. The Baylands is designated as a Priority Development Area (PDA) in Plan Bay Area and is ideally located for new residential development both from a City and regional perspective, due to its proximity to and planned enhancements to public transit corridors (Caltrain and San Francisco's Muni light rail) and easy access to Highway 101.

After years of careful planning and community engagement, in 2018 the City Council approved General Plan amendments (affirmed by the voters via Measure JJ) to allow a range of 1,800 to 2,200 housing units in the northwest quadrant of the subarea, centered on the Bayshore CalTrain station.

In 2022, the property owner submitted a draft specific plan for the Baylands proposing development of 2,200 housing units and up to seven million square feet of commercial development. The City is actively processing the applicant's specific plan submittal to meet the statutory deadline for rezoning to accommodate its 2023-2031 RHNA, and has a motivated applicant in the Baylands property owner. An area of emphasis in the specific plan will be to ensure that a substantial component of lower income and special needs housing units are accommodated within the plan area. A number of other policies and programs provided below address the City's intent to partner with housing developers to facilitate development of affordable housing throughout Brisbane.

In 2022, the City initiated an Affordable Housing Strategic Plan (AHSP) to identify funding priorities for current affordable housing funds, identify new revenue streams for affordable housing, calibrate the City's inclusionary housing and density bonus ordinance, and evaluate management options for the City's current and future affordable housing inventory. The AHSP will be adopted in 2023.

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
2.A (Policy H.B.1) Provide zoning for a balance of housing types, sizes (bedrooms), tenure and the inclusion of affordable, senior and special needs dwelling units in multi-family developments consistent with the RHNA.					
	CDD	General Fund, developer fees	2.A.1 (Programs H.B.1.b, H.D.1.b, H.H.2.b) Maintain existing residential and mixed-use zoning to provide adequate sites to accommodate the 2022-2031 RHNA.	Ongoing maintenance of existing zoning.	Ongoing
	CDD	General Fund, developer fees	2.A.2 (Program H.B.1.c): Adopt the Baylands Specific Plan/Zoning to allow for 1,800 to 2,200 housing units, 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 Government Code Section 65583.2(h).	Specific Plan Adoption by City Council	1/31/2026
	CDD	General Fund	2.A.3 (Program H.I.1.h) Provide annual reports to HCD on progress made in implementing the Housing Element programs per Government Code Section 65400, including a review for	Annual Reports to HCD	Annually

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			internal consistency and compliance with Government Code Sections 65302(d)(3) and 65302(g)(2) as amended by Chapter 369, Statutes 207 [AB 162].		
	CDD	General Fund	2.A.4 (NEW) 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
	CDD	General Fund	2.A.5 (New) 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	Study Session at Planning Commission	12/2026
	CDD	General Fund	2.A.6. (New) 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	12/31/2023
2.B (Policy H.B.3) Provide for development of affordable housing and housing designed for seniors and persons with disabilities (including the developmentally disabled) or other special needs.					
	CDD	General Fund	2.B.1 (Program H.B.3.a) 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, in the Baylands subarea.	Adoption of Development Agreement and Specific Plan	1/31/2026
	CDD	General Fund	2.B.2 (Program H.B.3.e) 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 adoption	12/31/27

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			ordinance.		
	CDD, Police	General Fund	2.B.3 (Program H.B.3.h) Cooperate 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.	Coordination with San Mateo County Continuum of Care to assist homeless individuals in Brisbane Explore opportunities to support development of emergency, transitional, and supportive homeless housing in San Mateo County with the San Mateo County Human Services Agency	Ongoing
	CDD	General Fund	2.B.4 (Program H.B.3.i) Continue to allow emergency shelters as a permitted use in the SCRO-1 District, not subject to discretionary action or to any development or management standards that would not apply to other allowed uses within the zone, except as provided by Government Code Section 65583(a)(4)(A).	Maintain existing SCRO-1 zoning	Ongoing
	CDD	,General Fund	2.B.5 (NEW) Explore code amendment to allow Navigation Centers as a permitted use in the SCRO-1 District, subject to objective design standards.	Study session at Planning Commission	12/31/2026
	CDD	General Fund	2.B.6 (Program H.B.3.j) Grant priority water and sewer service to housing with units affordable to lower-income households in accordance with	Priority water and sewer service for affordable housing	Ongoing

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			State law [Government Code Section 65589.7 and Water Code Section 10631.17(a)70].		
2.C (Policy H.B.5) Encourage utilization of the density bonus program to provide housing affordable to extremely-low, very-low- and/or low-income households, including supportive housing for extremely-low income families and larger households.					
	CDD	General Fund	2.C.1 (Program H.B.3.g) Amend the density bonus ordinance to: - 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 - Be consistent with Government Code Sections 65915(a) and (g) - 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 - 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	12/31/2023
2.D (Policy H.B.6) Reduce construction costs for affordable or special needs housing.					
	CDD	Low/Moderate Income Housing Fund	2.D.1 (Program H.B.6.a) Evaluate methods to subsidize the cost of affordable or special needs housing development, including but not limited to: - Fee reductions or waivers - Direct subsidies in the form of pre-development or construction grants - Land donation	Adopt as part of Affordable Housing Strategic Plan (AHSP; see Program 3.E.1)	6/30/2023
	CDD	City Funds	2.D.2 (Program H.B.1.e) To encourage	Adopt and/or	6/30/2023

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			<p>development of ADUs and junior ADUs:</p> <ul style="list-style-type: none"> 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); 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; c. As these programs are implemented, publicize the changes to encourage the development of applicable ADU/JADU consistent with program (See related program under public outreach Goal 5). 	<p>implement the AHSP</p> <p>Fund 21 Elements</p> <p>Public outreach</p>	<p>Annually</p> <p>As new programs are implemented</p>
2.E (Policy H.B.7) Seek private and public funding sources for affordable housing construction.					
	CDD	Low/Moderate Income Housing Fund	<p>2.E.1 (New) Adopt (OR) and implement an Affordable Housing Strategic Plan (AHSP) that includes the following components:</p> <ul style="list-style-type: none"> 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. 	Adopt AHSP & implement its programs	6/30/23

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
	CDD	Low/Moderate Income Housing Fund	2.E.2 (Program H.B.1.i) 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 A.1.A.	Discuss and identify options for loan program development with 21 Elements and HEART	1/31/2025
	CDD	Low/Moderate Income Housing funds, CALHome grant funds	2.E.3 (New) 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.	Adopt and/or implement an AHSP to identify priorities for programming Low/Moderate Income Housing Funds	6/30/2023
	CDD	City Funds	2.E.4 (New) Update the Inclusionary Housing Ordinance to comply with current State law, and consider alternatives for for-sale developments that may provide additional affordable housing revenue to the City .	Adopt and/or implement AHSP Adopt revised inclusionary housing ordinance	6/30/2023 1/31/24
	CDD	City Funds	2.E.5 (New) 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.	Adopt and/or implement AHSP Adopt ordinance and fee amounts	6/30/2023 12/31/23
	CDD	City Funds	2.E.6 (New) 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.	Complete study and present to City Council for action	1/31/25
2.F (Policy H.B.9) Facilitate the development of affordable housing.					

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
	CDD	City Funds	2.F.1 (Program H.B.1.h) 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
	CDD	City Funds	2.F.2 (Program H.B.9.a) 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
	CDD	Low/Moderate Income Housing Fund	2.F.3 (Program H.B.9.b) Evaluate potential to acquire vacant sites and underdeveloped properties in order to assemble standard building sites to land bank for future affordable housing projects.	Adopt and/or implement AHSP	6/30/2023
	CDD	General Fund, Low/Moderate Income Housing Fund	2.F.4 (Program H.B.9.e) Consistent with the AHSP, examine how City funding sources could be used to subsidize development costs in privately financed residential and mixed-use projects that include more affordable housing units than required by the City's Inclusionary Housing Ordinance.	Subsidize development costs for affordable housing developments	Annually, Q2 (budget)
	CDD	General fund	2.F.5 (Program H.B.9.k) Evaluate City fee schedules for processing development applications	Adjust annually based on development processing direct costs	Annually

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
2.G (Policy H.B.5) Encourage utilization of the density transfer and clustered development programs in the Residential- Brisbane Acres zoning district.					
	CDD	General Fund	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.	Complete study to determine appropriate districts to expand "receiving" site designation	12/31/2025

3. **Goal: Preserve existing affordable housing.** As the City continues to grow, it is important to maintain and preserve existing affordable housing that is deed restricted as well as non-deed restricted housing that is naturally affordable to moderate and to low income households. This goal is closely related to Goal 5 of protecting residents from displacement. The City's primary preservation target will be to renew the groundlease with Bridge Housing for the senior housing complex at 2 Visitacion Avenue (Visitacion Gardens). The City will identify and utilize other funding sources in the preservation of existing naturally affordable housing through supporting organizations that provide homeowner financial literacy training, foreclosure counseling, homesharing assistance, and rehabilitation programs.

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
3.A (Policy H.B.2) Preserve existing affordable housing units.					
	CDD	Low/Moderate Income Housing Fund	3.A.1 (Program H.B.2.a) Implement affordable housing preservation and management policies identified in the Affordable Housing Strategic Plan, 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	Adopt and/or implement AHSP	6/30/2023

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			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		
	CDD	General Fund	3.A.2 (New) 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 groundlease with Bridge Housing	1/31/2028
	CDD	General Fund	3.A.3 (Program H.B.1.d) Survey rental rates for permitted accessory dwelling units to determine their affordability to lower income households.	Annual ADU rent survey	Annually, Q1
	CDD, City Manager's Office	HUD Grant Funds	3.A.4 (Program H.B.9.j) 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 special needs households.	Adopt program funding guidelines Start issuing loans/grants in February 2024	12/31/23 2/24
3.B (Policy H.B.8) Increase participation in Housing Choice Voucher and other rental assistance programs.					
	CDD	General Fund	3.B.1 (Program H.B.8.a) Develop and implement an education/outreach campaign targeting landlords/managers on renting to people with Housing Choice Vouchers. See Program 5.A.1	Develop campaign strategy and materials Launch campaign	1/31/2024 1/31/2024 and annually thereafter

4. **Goal: Protect residents from displacement.** As the City continues to grow and evolve, avoiding gentrification and displacement of lower income residents is a priority. The policies and programs provided below address partnerships with organizations such as Project Sentinel and other non-profit groups and tapping into other government resources to provide financial assistance, counseling

and other resources to help residents maintain and retain their housing. The AHSP identifies funding priorities for programs to protect lower income residents from displacement. This goal is closely related to Goal 4 of preserving affordable housing.

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
4.A (New) Protect existing residents from displacement.					
	CDD	Low/Moderate Income Housing Fund	4.A.1 (New) Implement anti-displacement programs identified 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	Adopt or implement AHSP	6/30/2023
	CDD	Low/Moderate Income Housing Fund	4.A.2 (Program H.B.7.c) 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
	CDD	City Funds	4.A.3 (New) 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.	Develop agreement and schedule for at least annual trainings with Project Sentinel	1/31/24
	CDD	City Funds	4.A.4 (New) 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.	Create complaint referral form	1/31/2024
	CDD	Low/Moderate Income Housing Fund	4.A.5 (New) 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	Develop agreement and schedule with Project Sentinel	1/31/2024

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			cost burden to discuss and identify solutions for relief.		
	CDD	City Funds	4.A.7 (New) Consider residential rent control provisions consistent with the provisions of the Costa-Hawkins Act and any other applicable State law.	City Council study session	12/2026
	CDD	Low/Moderate Income Housing Fund	4.A.8 (Program H.B.9.f) Continue to fund the regional downpayment 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 annually	Biennially with adoption of the City budget.
	CDD	General Fund	4.A.9 (Program H.B.3.f) 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.	Fund HIP annually	Annually or with City budget adoption
	CDD	General Fund	4.A.10 (NEW) 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
	CDD	General Fund	4.A.11 (NEW) Study feasibility of extending timeframe of affordability covenants on new affordable housing development (e.g., from 45 years to 99 years)	Study session at Planning Commission	12/31/2024
	CDD	General Fund	4.A.12 (NEW) 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
	CDD, DPW	General Fund	4.A.13 (Program H.H.2.c) Amend the Safety and Conservation Elements of the General Plan to	Amended Safety and Conservation	1/31/2027

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			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).	Elements	
4.B (Policy H.C.1) Facilitate rehabilitation of substandard residential structures and where feasible maintain their affordability to very-low-, low- and moderate- income households.					
	CDD	City Funds	4.B.1 (Program H.B.9.g) 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	12/31/2024
	CDD	City Funds	4.B.2 (New) Evaluate and 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	Adopt and/or implement AHSP	6/30/2023
4.C (Policy H.B.4) Continue to discourage the conversion of existing apartment buildings to condominiums or cooperatives and conversion of the mobile home park to other uses.					
	CDD	N/a	4.C.1 (Program H.B.4.a) Maintain Zoning Ordinance standards for condominium conversions of existing rental units consistent with current State law.	Maintain current zoning ordinance	Ongoing
	CDD	N/a	4.C.2 (New) Maintain the R-MHP Residential Mobile Home Park District zoning to retain the mobile home housing stock.	Maintain current zoning	Ongoing

5. **Goal: Increase public awareness of housing programs and resources.** To achieve the City's housing goals outlined above, and increase their effectiveness, the City's first goal is to increase public access to and awareness of the City's housing policies and programs. Engagement efforts will target current residents (homeowners and renters), landlords and property owners, and developers primarily via the City's website and social media platforms, as well as traditional means, such as paper handouts at City Hall and the Library, monthly and quarterly Citywide newsletters mailed to all homeowners and businesses, and in person engagement at annual community events. To reach a diversity of people, the City will provide information in more than one language for both online and paper resources.

Policy	Lead Dept.	Funding Source	Program	Actions	Implementation Timeline
5.A (Policy H.F.3+) Engage the community and provide public information on housing issues and resources.					
	CDD	General Fund	5.A.1: (Program H.F.3.b+) Update and maintain the City's Housing issues webpage and handouts at City Hall to provide a housing resources clearinghouse regarding: <ul style="list-style-type: none"> 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 5.B.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 	Create webpage & Update Update physical handouts, to be provided at City Hall and the Library Provide information at a Planning Dept. booth at the City's Annual Day in the Park	5/31/2023 5/31/2023 Annually in October

			<p>Human Investment Project (HIP) for both homeowners and homeseekers (see program under Goal 2)</p> <p>j. Basic housing safety and sanitation requirements, such as fire extinguishers and smoke detectors, and best practices to ensure longevity of older housing units.</p> <p>k. Home energy conservation programs and the financial benefits of energy conservation.</p>		
	CDD	General Fund	<p>5.A.2 (Program H.B.7.a) Through public information efforts (see Program ____), encourage housing developers to participate in available affordable housing programs sponsored by other governmental agencies, such as:</p> <ul style="list-style-type: none"> 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
	CDD	General Fund	<p>5.A.3 (New) 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.</p>	<p>Translate hard copy handouts into Chinese</p> <p>Continue to provide automated translation on City website</p> <p>Revisit data on commonly spoken non-English languages</p>	<p>12/31/2024</p> <p>Ongoing</p> <p>12/31/2028</p>

				in Brisbane	
	CDD	General Fund	5.A.4 (Program H.C.1.b) 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 others	12/31/2025
	CDD	General Fund	5.A.5 (NEW) 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
	CDD, City Manager's Office/ Administration	General Fund	5.A.6 (NEW) 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
	CDD, City Manager's Office/ Administration	General Fund	5.A.7 (NEW) 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
	CDD	General Fund	5.A.8 (NEW) Collect homesharing program data for Brisbane homeseekers and home providers from HIP Housing.	Current homesharing data	Q4 annually
5.B (New) Promote development of centralized Countywide below market rate for-sale database and application.					
	CDD	General Fund	5.B.1 (New) Engage with 21 Elements staff to promote development of a Countywide listing and application hub for for-sale BMR units through the 21 Elements countywide consortium.	Engage with 21 Elements staff	1/31/2024

6. **Goal: Conserve natural resources and reduce greenhouse gas emissions in existing and new residential development.** Conservation of natural resources and reduction of greenhouse gas emissions continue to be of paramount importance to the City. The policies and programs under this goal are intended to support sustainable development and development patterns, and to reduce long-term costs to residents, as proper design and development will yield financial benefits through the lifecycle of the building.

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
6.A (Policy H.F.4) Promote sustainable residential development that conserves natural resources and reduces greenhouse gas emissions.					
	CDD	General Fund	6.A.1 (Program H.F.1.a) 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
	CDD	General Fund, grant funds	6.A.2 (Program H.F.2.c) 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. Also see Programs [Insert reference to HUD program]	Evaluate potential funding sources	Annually, Q1
	CDD, DPW (Utilities)	General Fund	6.A.3 (New) 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.	Develop programs Identify funding goals and implement	12/31/2024 12/31/2024

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
	CDD, DPW (Stormwater)	General Fund	6.A.4 (NEW) 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
	CDD, DPW (Sustainability)	General Fund	6.A.5 (NEW) 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 as defined by Government Code Section XX.	Study session at the Planning Commission	12/31/2026
6.B (Policy H.G.1) Participate in regional efforts to reduce greenhouse gas emissions.					
	CDD	General Fund	6.B.1 (Program H.F.2.b) 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	6/30/2023
	CDD	General Fund	6.B.2 (NEW) Cooperate with the Association of Bay Area Governments and Metropolitan Transportation Commission to implement Plan Bay Area 2050.	Implement Plan Bay Area 2050	Ongoing

7. **Goal: Avoid unreasonable government constraints to the provision of housing.** Brisbane is committed to reducing constraints to the provision of housing, whether new development, added ADUs, additions or remodels. In 2021, the City Council adopted a Technology Master Plan that programs significant funds to upgrading Community Development Department permitting software as well as enhancing the City's Geographic Information Systems (GIS). In 2022, the City launched a process engineering study for planning entitlement and building permit processes to map these processes and identify how upgraded permitting systems and modified City procedures can

streamline and expedite project reviews. The City has recently adopted objective design standards for housing development projects, and hired contract planning staff to enhance the City's capacity to process planning entitlement applications. The programs below address these significant programs and the City's commitment to streamline permitting to save applicants both time and money.

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
7.A (Policy H.I.1 and H.B.6)) Improve the development review and approval process					
	CDD	General Fund	7.A.1 (Program H.I.1.a) 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)	Evaluate zoning ordinance Evaluate permitting process	Annually, Q4 Annually following implementation of process improvement study.
	CDD	General Fund	7.A.2 (Program H.D.1.c & H.I.1.D) Amend the NCRO-2 district regulations to adopt objective design standards for mixed-use residential development.	Objective design standards for NCRO-2	5/31/2025
	CDD	General Fund	7.A.3 (Program H.B.3.d) 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
	CDD	General Fund	7.A.4 (New) 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	12/31/2023
	CDD	General Fund	7.A.5 (Program H.I.1.f) Evaluate City staffing	Evaluate Community	Annually, Q1

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			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.	Development Department staffing levels relative to permit processing capacity	
	CDD	General Fund	7.A.6 (NEW) 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
	CDD, DPW, PD, NCFA	General Fund	7.A7 (NEW) Continue to offer pre-application development consultation with planning, building, public works, police, and fire staff.	Pre-application consultations	Ongoing