



CITY of BRISBANE

Planning Commission Meeting Agenda

Thursday, March 25, 2021 at 7:30 PM • Virtual Meeting

This virtual meeting is compliant with the Governor's Executive Order N-29-20 issued on March 17, 2020 allowing for deviation of teleconference rules required by the Brown Act. Consistent with the Order, this virtual meeting provides a safe environment for staff, Planning Commissioners, and the public while allowing for public participation. The public may address the Commission using exclusively remote public comment options which are detailed below.

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

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

Join Zoom Webinar: www.brisbaneca.org/webinar-pc

Meeting ID: 970 0458 3387

Passcode: 215153

TO ADDRESS THE COMMISSION:

Members of the public are encouraged to submit written comments before the meeting to the project planner. See posted public notices at <https://www.brisbaneca.org/cd/page/public-notice> for planner contact information. For items that are not public hearings, refer to the staff report for planner contact information. Members of the public who join the live Zoom webinar may address the Commission in the meeting when called upon by the Chairperson. Please use the "Chat" box in Zoom to alert staff that you want to address the Commission.

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

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Phone Number: +1 (669) 900-9128

Meeting ID: 970 0458 3387.

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

SPECIAL ASSISTANCE

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

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

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

CONSENT CALENDAR

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

- A. [Approval of draft meeting minutes of February 25, 2021](#)

ORAL COMMUNICATIONS (Limited to a total of 15 minutes)

WRITTEN COMMUNICATIONS

OLD BUSINESS

None

NEW BUSINESS

None

STUDY SESSION

- B. [Kick Off of the 2023-2030 Housing Element Update, with presentation by the City's Housing Element consultant, Baird + Driskell Community Planning](#)

ITEMS INITIATED BY STAFF

ITEMS INITIATED BY THE COMMISSION

ADJOURNMENT

- C. Adjournment of the regular meeting of April 8, 2021

APPEALS PROCESS

Anyone may appeal the action of the Planning Commission to the City Council. Except where specified otherwise, appeals shall be filed with the City Clerk not later than 15 calendar days following the Planning Commission's decision. An application form and fee is required to make a formal appeal. For additional information, please contact the City Clerk at 415-508-2110.

INTERNET & OTHER ACCESS

Agendas and adopted minutes for meetings of the Planning Commission are posted on the Internet at: www.brisbaneca.org/meetings. Meetings are broadcast live on Comcast Channel 27 and by streaming video on the City's YouTube channel (www.youtube.com/Brisbaneca). Meeting video archives are available on the City's YouTube channel. Rebroadcasts on Channel 27 are during weeks following the meetings, on Fridays at 5 pm and Sundays at 1 pm. For a DVD copy, please contact the Community Development Department.

NOTICE OF DISCLOSURE

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

File Attachments for Item:

A. Approval of draft meeting minutes of February 25, 2021

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of February 25, 2021
Virtual Regular Meeting

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Funke, Gomez, Gooding, Patel, and Sayasane.

Absent: None

Staff Present: Community Development Director Swiecki, Senior Planner Johnson, Senior Planner Ayres, and Associate Planner Robbins

ADOPTION OF AGENDA

Commissioner Gooding moved to adopt the agenda modifying adjournment to the next meeting date of March 25, 2021. Commissioner Gomez seconded the motion and it was approved 5-0.

CONSENT CALENDAR

Commissioner Patel moved to adopt the consent calendar (agenda item A). Commissioner Funke seconded the motion and it was approved 5-0.

ORAL COMMUNICATIONS

There were no oral communications.

WRITTEN COMMUNICATIONS

There were no written communications.

ITEMS INITIATED BY STAFF

Director Swiecki presented an overview of Plan Bay Area (PBA) 2050 and Regional Housing Needs Allocation (RHNA).

The Commission asked staff about the process to update or modify PBA 2050 and the methodology for forecasting the growth geographies of the PBA, including how the nexus between housing and job types and public transit impacted the forecast. They also asked how the City's projected RHNA numbers were derived and if they are linked to the growth geographies of PBA 2050, how the proposed development at the Baylands and construction of new accessory dwelling units would be counted in the next Housing Element cycle, and what are the implications of not meeting the City's RHNA.

Barbara Ebel, Brisbane resident, was invited to speak by the Chair and asked for clarification if the proposed development at the Baylands could be counted towards meeting Brisbane's projected RHNA for the next Housing Element cycle.

Director Swiecki indicated that it is the City's objective to obtain RHNA credit for the Baylands but such a determination would ultimately be made by the California Department of Housing and Community Development (HCD).

ITEMS INITIATED BY THE COMMISSION

Chairperson Sayasane gave a brief report on the Baylands subcommittee meeting held on February 18, 2021, indicating that the developers are now known as BDI (Brisbane Development Inc.), they will be providing a 3D model to the subcommittee that will indicate scale, use, circulation, and development phasing in March, and will submit a Specific Plan in April.

SELECTION OF PLANNING COMMISSION OFFICERS

Commissioner Patel moved to nominate Commissioner Gooding as the new Chairperson. Commissioner Gomez seconded the motion and it was approved 5-0.

Commissioner Gooding moved to nominate Commissioner Patel as the new Vice-Chair. Commissioner Funke seconded the motion and it was approved 5-0.

ADJOURNMENT

Commissioner Gooding moved to adjourn to the regular meeting of Thursday, March 25, 2021. Commissioner Patel seconded the motion. Chairperson Sayasane proclaimed the meeting adjourned at 8:40 p.m.

Attest:

John A. Swiecki, Community Development Director


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

File Attachments for Item:

B. Kick Off of the 2023-2030 Housing Element Update, with presentation by the City's Housing Element consultant, Baird + Driskell Community Planning



MEMORANDUM

DATE: March 25, 2021
 TO: Planning Commission
 FROM: Ken Johnson, Senior Planner 
 SUBJECT: **Study Session - Kick Off of the 2023-2030 Housing Element Update**

Tonight's study session will provide a kick off to Brisbane's 2023-2030 Housing Element update. It will include a presentation by Baird + Driskell Community Planning, our consultant through 21 Elements. 21 Elements is a consortium of the cities of San Mateo County and the county. In tonight's study session we will cover the following:

- Housing Element Overview
- Regulatory Framework
- Meeting Housing Needs
- Housing Element Content
- Schedule and Next Steps

Housing Element Overview

Since 1969, the State of California's housing element law has required that local governments adequately plan to meet the housing needs of everyone in the community, including all economic levels. To do this, each local government is required to adopt a housing element as part of their general plan. The general plan serves as the blueprint for how the local jurisdiction will grow and develop and includes seven required elements: land use, transportation, conservation, noise, open space, safety and housing.

California's housing element law acknowledges that in order for housing markets to address housing needs, local governments must adopt plans and regulatory systems that provide opportunities and do not unduly constrain housing development.

With that in mind, there are a number of state laws that have been enacted over the years that regulate housing elements. Some of the key state requirements and some of the implications for Brisbane are outlined below.

Regulatory Framework

Update timing: Unlike the other general plan elements, state law requires that the housing element be updated at specified intervals. Brisbane's current housing element covers the years from 2015 through 2022. The next update will be for the period, 2023 through 2031. As is the case for the cities and

counties throughout our Bay Area region, Brisbane will be required to have its 2023-2031 Housing Element adopted by late 2022 and filed with the California Dept. of Housing and Community Development (HCD) by January 2023.

Statutory Requirements: Government Code § 65580-65588 includes a number of statutory requirements for housing element compliance, which will need to be addressed through the housing element update. A checklist from HCD is provided as an attachment for reference (Attachment A). Staff will address these individually as the various components of the housing element are brought before the Commission through a series of workshops followed by public hearings on the complete draft of the Housing Element.

Regional Housing Needs Allocation: On February 25th the Planning Commission received a presentation from Director Swiecki on Plan Bay Area 2050 and the Regional Housing Needs Allocation (RHNA) process.

As a quick refresher on the RHNA process, HCD is responsible for determining the regional housing needs assessment, segmented by income levels, and assigns that to regional planning bodies. For our region, that planning body is the Association of Bay Area Governments (ABAG). ABAG then further divides the regional allocation among all local jurisdictions through the RHNA.

The RHNA process is required to promote the following objectives:

- Increase the housing supply and the mix of housing types, tenure (rental or ownership), and affordability in all cities and counties within the region in an equitable manner.
- Promote infill development and socioeconomic equity, the protection of environmental and agricultural resources, and the encouragement of efficient development patterns.
- Promote an improved intraregional relationship between jobs and housing.

Meeting Housing Needs

While officially still in draft form, Brisbane will be seeing its RHNA significantly increase to 1,599 housing units, versus the 83 for the current cycle of 2015-2022. This is largely driven by a largely new emphasis on tying housing to jobs and transit hubs especially those within priority development areas (PDAs). In our case, the potential for development on the Baylands is the primary driver for this RHNA increase. It is part of a PDA and will be job rich and the existing transit stations of CalTrain, light rail and bus lines will be reconfigured and expanded to meet the needs in that area.

Although Measure JJ, approved by Brisbane's voters in November 2018, and the subsequent general plan update in 2019 allows for up to 2,200 housing units on the Baylands, the specific plan and its associated zoning has not yet been adopted. As the timing of the specific plan plays out over the next year or so, there will be more clarity on the extent to which Brisbane can rely on the Baylands to meet the RHNA in this next Housing Element cycle.

Another significant item of note with regards to meeting housing needs is the Parkside area of Crocker Park. For the current 2015-2022 Housing Element, Brisbane identified the Parkside area for potential housing and followed that up with the rezoning of four parcels along Park Lane and two parcels between Old County Road and Park Place with overlay housing zones. This was accomplished through adoption of the Parkside at Brisbane Village Precise Plan which accommodates 228 housing units. These sites are already developed with aging warehouse buildings and would be anticipated to be redeveloped to housing in the foreseeable future. However, the state's rules for this next cycle have become more stringent for recognizing such "underdeveloped" sites towards meeting the RHNA. While these sites would only meet a fraction of the RHNA, they are significant and we'll be looking to continue with these sites as viable in this update. For more details on the Parkside at Brisbane Village Precise Plan see the webpage: <https://www.brisbaneca.org/cd/page/adopted-parkside-brisbane-village-precise-plan>

Other areas or programs for consideration may include, 1) encouraging further infill within Central Brisbane, especially within those areas that are already zoned for multifamily housing, 2) rezoning the sites that comprise the Guadalupe Hills subarea and/or 3) a potential for overlay zoning within Sierra Point, to allow for a broader mix of uses in that subarea.

Most certainly, identification of other potential sites for this coming cycle will be one of Brisbane's greatest challenges.

Housing Element Content

In general the Housing Element will includes the following major components:

1. Housing Needs Assessment: Analyze demographic and housing trends and conditions.
2. Constraints Analysis: Analyze and address existing and potential governmental and nongovernmental constraints to the development of housing.
3. Evaluation of Past Performance: Assess progress in implementing the policies and programs from the prior Housing Element.
4. Housing Sites Inventory: Identify housing sites available for development or redevelopment, ensuring that there is sufficient capacity to address the Regional Housing Needs Allocation.

For reference the 2015-2022 Housing Element is available on the City's webpage, as Chapter XI: <https://www.brisbaneca.org/cd/page/general-plan>

Schedule and Next Steps

As indicated above, state law requires that the City is to have its 2023-2030 Housing Element adopted and provided to HCD for certification by January 2023. The Planning Commission will be responsible for providing a recommended draft to City Council prior to adoption. That recommendation should be provided by summer of next year, to allow time for City Council's hearing and decision and submittal of

the draft to HCD in the fall of 2022. Once HCD has provided any comments it would go back to Council for adoption of the final and resubmitted for certification by HCD.

In terms of next steps, there are a couple community outreach/informational events coming in April. These are provided through 21 Elements, a collaboration of the cities and the County of San Mateo, which is facilitated by our consultant Baird + Driskell. These upcoming events include the following:

- April 13th, 6 to 7:30 pm: “Let’s Talk Housing Countywide Community Meeting”. This will be one of four introductory events being offered to the jurisdictions in the county. This session will include a breakout discussion room specific to Brisbane.
- April 22nd, 6 to 7:30 pm: “Let’s Talk Housing: All About RHNA”. This event will be a deeper dive for people to learn more about the RHNA process.

An announcement of these events is being provided in the April edition of the “Star” as well as the City Managers weekly email, “The Blast”.

Additionally, demographic data and preliminary update materials are currently being prepared. It’s anticipated that we will be holding a series of workshops at the Planning Commission beginning this spring and extending into early 2022 to present these materials and work through the various subject matter to be covered in the Housing Element. These workshops would be to gather feedback from the community and feedback and preliminary recommendations from the Commission. The draft materials would then be packaged into a complete draft of the Housing Element for the Planning Commission’s public hearing and recommendation to City Council, projected for the summer of 2022.

Finally, note that Brisbane’s Housing Element update information will be posted along with county-wide information at the website prepared through 21 Elements, “Let’s Talk Housing” at, <https://www.letstalkhousing.org/>. Brisbane will be providing a link from the City’s website as well.

Attachments/Links

- A. HCD’s Housing Element Completeness Checklist
- B. Parkside at Brisbane Village Precise Plan: <https://www.brisbaneca.org/cd/page/adopted-parkside-brisbane-village-precise-plan>
- C. 2015-2022 Housing Element: <https://www.brisbaneca.org/cd/page/general-plan>
- D. County-wide “Let’s Talk Housing” website: <https://www.letstalkhousing.org/>



HOUSING ELEMENT COMPLETENESS CHECKLIST

A Quick Reference of Statutory Requirements for Housing Element Updates Updated 1/2021

The purpose of this completeness checklist is to assist local governments in the preparation of their housing element. It includes the statutory requirements of Government Code section 65580 – 65588. Completion of this checklist is not an indication of statutory compliance but is intended to provide a check to ensure that relevant requirements are included in the housing element prior to submittal to the Department of Housing and Community Development pursuant to Government Code section 65585(b). For purposes of the Checklist the term “analysis” is defined as a description and evaluation of specific needs, characteristics, and resources available to address identified needs.

For technical assistance on each section visit [California Housing and Community Development Building Blocks Technical Assistance](https://www.hcd.ca.gov/community-development/building-blocks/index.shtml) (<https://www.hcd.ca.gov/community-development/building-blocks/index.shtml>)

Checklist

Public Participation

Government Code section 65583, subdivision (c)(8)

Description of Requirement	Page Number
Description of the diligent efforts the jurisdiction made to include all economic segments of the community and/or their representatives in the development and update of the housing element	
Summary of the public input received and a description of how it will be considered and incorporated into the housing element.	

Review and Revise

Government Code section 65588, subdivision (a)

Description of Requirement	Page Number
<u>Progress in implementation</u> – A description of the actual results or outcomes of the previous element's goals, objectives, policies, and programs (e.g. what happened).	
<u>Effectiveness of the element</u> – For each program, include an analysis comparing the differences between what was projected or planned in the element and what was achieved.	
<u>Appropriateness of goals, objectives, policies, and programs</u> –A description of how the goals, objectives, policies, and programs in the updated element are being changed or adjusted to incorporate what has been learned from the results of the previous element. (e.g. continued, modified, or deleted.)	
<u>Special needs populations</u> – Provide a description of how past programs were effective in addressing the housing needs of the special populations. This analysis can be done as part of describing the effectiveness of the program pursuant to (2) if the jurisdiction has multiple programs to specifically address housing needs of special needs populations or if specific programs were not included, provide a summary of the cumulative results of the programs in addressing the housing need terms of units or services by special need group.	
<u>AB 1233 – Shortfall of sites from the 5th cycle planning period</u> – Failure to implement rezoning required due to a shortfall of adequate sites to accommodate the 5th cycle planning period RHNA for lower-income households triggers the provisions of Government Code section 65584.09.	

Comments:

Housing Needs Assessment – Quantification and Analysis of Need

Government Code section 65583, subdivision (a)(1)(2) and section 65583.1, subdivision (d)

For information on how to credit reductions to RHNA See “Housing Element Sites Inventory Guidebook” at [HCD’s technical assistance memos](https://www.hcd.ca.gov/community-development/housing-element/housing-element-memos.shtml) (https://www.hcd.ca.gov/community-development/housing-element/housing-element-memos.shtml)

Description of Requirement	Page Number
Population (e.g., by age, size, ethnicity, households by tenure) and employment trends	
Household characteristics including trends, tenure, overcrowdings and severe overcrowding	
Overpayment by income and tenure	
Existing housing need for extremely low-income households	
Projected housing needs: Regional Housing Needs Allocation (RHNA) by income group, including projected extremely low-income households	
Housing stock conditions, including housing type, housing costs, vacancy rate	
Estimate of the number of units in need of replacement and rehabilitation	

Identification and Analysis of the Housing Needs for Special Needs Populations

Government Code section 65583, subdivision (a)(7)

Description of Requirement	Page Number
Elderly	
Persons with Disabilities, including Developmental Disabilities	
Large Households	
Farmworkers (seasonal and permanent)	
Female Headed Households	
Homeless (seasonal and annual based on the point in time count)	
Optional: Other (e.g. students, military)	

Comments:

Affirmatively Further Fair Housing - An Assessment of Fair Housing – Required for Housing Element due after 1/1/2021.

Government Code section 65583, subdivision (c)(10)(A)

Part 1 Outreach

Description of Requirement	Page Number
Does the element describe and incorporate meaningful engagement that represents all segments of the community into the development of the housing element, including goals and actions?	

Part 2 Assessment of Fair Housing

Description of Requirement	Page Number
Does the element include a summary of fair housing enforcement and capacity in the jurisdiction?	
The element must include an analysis of these four areas:	
Integration and segregation patterns and trends	
Racially or ethnically concentrated areas of poverty	
Disparities in access to opportunity	
Disproportionate housing needs within the jurisdiction, including displacement risk	

Each analysis should include these components:

- ☐ Local: Review and analysis of data at a local level
- ☐ Regional impact; Analysis of local data as it compares on a regional level
- ☐ Trends and patterns: Review of data to identify trends and patterns over time
- ☐ Other relevant factors, including other local data and knowledge
- ☐ Conclusion and findings with a summary of fair housing issues

Part 3 Sites Inventory

Description of Requirement	Page Number
Did the element identify and evaluate (e.g., maps) the number of units, location and assumed affordability of identified sites throughout the community (i.e., lower, moderate, and above moderate income RHNA) relative to all components of the assessment of fair housing?	
Did the element analyze and conclude whether the identified sites improve or exacerbate conditions for each of the fair housing areas (integration and segregation, racially and ethnically concentrated areas of poverty, areas of opportunity, disproportionate housing needs including displacement)?	

Comments:

Part 4 Identification of Contributing Factors

Description of Requirement	Page Number
Did the element identify, evaluate, and prioritize the contributing factors to fair housing issues?	

Part 5 Goals and Actions Page

Description of Requirement	Page Number
Did the element identify, goals and actions based on the identified and prioritized contributing factors?	
Do goals and actions address mobility enhancement, new housing choices and affordability in high opportunity areas, place-based strategies for preservation and revitalization, displacement protection and other program areas?	

Programs must include the following components:

- ☐ Actions must be significant, meaningful and sufficient to overcome identified patterns of segregation and affirmatively further fair housing.
- ☐ Metrics and milestones for evaluating progress on programs/actions and fair housing results.

Affordable Housing Units At-Risk of Conversion to Market Rate
Government Code section 65583, subdivision (a)(9)

See [Preserving Existing Affordable Housing](https://www.hcd.ca.gov/policy-research/preserving-existing-affordable-housing.shtml) (https://www.hcd.ca.gov/policy-research/preserving-existing-affordable-housing.shtml)

Description of Requirement	Page Number
Provide an inventory of units at-risk of conversion from affordable to market-rate rents within 10 years of the beginning of the planning period. The inventory must list each development by project name and address, the type of governmental assistance received, the earliest possible date of change from low-income use, and the total number of elderly and nonelderly units that could be lost from the locality's low-income housing stock in each year.	
Provide an estimate and comparison of replacement costs vs. preservation costs	
Identify qualified entities to acquire and manage affordable housing	
Identify potential funding sources to preserve affordable housing	

Comments:

Analysis of Actual and Potential Governmental Constraints
Government Code section, 65583, subdivisions (a)(5), (a)(4), (c)(1), and section 65583.2, subdivision (c)

See “Accessory Dwelling Unit Handbook” at [HCD's Accessory Dwelling Unit Assistance page](https://www.hcd.ca.gov/policy-research/accessorydwellingunits.shtml) (https://www.hcd.ca.gov/policy-research/accessorydwellingunits.shtml)

Description of Requirement	Page Number
Land use controls (e.g. parking, lot coverage, heights, unit size requirements, open space requirements, Accessory Dwelling Unit (ADU) requirements, floor area ratios, growth controls (e.g., caps on units or population or voter approval requirements, conformance with the requirements of SB 330), inclusionary requirements, consistency with State Density Bonus Law and Housing Accountability Act, and consistency with zoning and development standard website publication and transparency requirements pursuant to Gov. Code § 65940.1 subd. (a)(1)(B)).	
Local processing and permit procedures (e.g., typical processing times, permit types/requirements by housing type and zone, decision making criteria/findings, design/site/architectural review process and findings, description of standards [objective/subjective], planned development process). Element should also describe whether the jurisdiction has a process to accommodate SB 35 streamline applications and by-right applications for permanent supportive housing and navigation centers.	
Building codes and their enforcement (e.g., current application of the California Building Code, any local amendments, and local code enforcement process and programs)	
On and Off-Site improvement requirements (e.g., street widths, curbing requirements)	
Fees and other exactions (e.g., list all fees regardless of entity collecting the fee, analyze all planning and impact fees for both single family and multifamily development, provided typical totals and proration to total development costs per square foot, and consistency with fee website publication and transparency requirements pursuant to Gov. Code § 65940.1 subd. (a)(1)(A)).	
Housing for persons with disabilities (e.g. definition of family, concentrating/siting requirements for group homes, reasonable accommodation procedures, application of building codes and ADA requirements, zoning for group homes and community care facilities)	
Analysis of locally-adopted ordinances that directly impact the cost and supply of housing (e.g. inclusionary ordinance, short-term rental ordinance)	

Comments:

An Analysis of Potential and Actual Nongovernmental Constraints

Government Code section, 65583, subdivision (a)(6)

Description of Requirement	Page Number
Availability of financing	
Price of land	
Cost of Construction	
Requests to develop housing below identified densities in the sites inventory and analysis	
Typical timeframes between approval for a housing development project and application for building permits	

☐ Does the analysis demonstrate the jurisdiction's action(s) to mitigate nongovernmental constraints that create a gap between planning for housing to accommodate all income levels and the construction of housing to accommodate all income levels?

Zoning for a Variety of Housing Types

Government Code section, 65583, subdivisions (a)(4), (c)(1), and subdivision 65583.2 subdivision (c)

Provide an analysis of zoning and availability of sites for a variety of housing types including the following:

Description of Requirement	Page Number
Multifamily Rental Housing	
Housing for Agricultural Employees (permanent and seasonal) (compliance with Health and Safety Code sections 17021.5, 17021.6, and 17021.8	
Emergency Shelters (including compliance with new development/parking standards pursuant to AB 139/Gov. Code § 65583 subd. (a)(4)(A)).	
Low Barrier Navigation Centers	
Transitional Housing	
Supportive Housing (including compliance with AB 2162, statutes of 2019)	
Single-Room Occupancy Units	
Manufactured homes, including compliance with Gov. Code § 65852.3	
Mobile Home Parks	
Accessory Dwelling Units	

Comments:

Site Inventory and Analysis

Government Code, section 65583, subdivision (a)(3), section 65583.1, subdivision

See “Housing Element Sites Inventory Guidebook” and “Default Density Standard Option” at [HCD’s technical assistance memos](https://www.hcd.ca.gov/community-development/housing-element/housing-element-memos.shtml) (https://www.hcd.ca.gov/community-development/housing-element/housing-element-memos.shtml)

See [Site Inventory Form](https://www.hcd.ca.gov/community-development/housing-element/docs/Site_inventory_template09022020.xlsm) (https://www.hcd.ca.gov/community-development/housing-element/docs/Site_inventory_template09022020.xlsm) and [Site Inventory Form Instructions](https://www.hcd.ca.gov/community-development/housing-element/docs/Site_inventory_instructions.pdf) (https://www.hcd.ca.gov/community-development/housing-element/docs/Site_inventory_instructions.pdf)

Site Inventory – The site inventory must be prepared using the form adopted by HCD.

A electronic copy of the site inventory is due at the time the adopted housing element is submitted to HCD for review and can be sent to siteinventory@hcd.ca.gov.

Site Inventory

Description of Requirement	Page Number
<i>Sites Inventory Form Listing:</i> Parcel listing by parcel number, size, general plan and zoning, existing uses on non-vacant sites, realistic capacity, level of affordability by income group, publicly owned sites (optional).	
<i>Prior Identified Sites:</i> Address whether sites are adequate to accommodate lower income needs based on identification in the prior planning period for non-vacant sites or two or more for vacant sites.	
Map of sites	

☐ Did the jurisdiction use the sites inventory form adopted by HCD?

Site Inventory Analysis and Methodology

Description of Requirement	Page Number
<i>RHNA Progress:</i> List the number of pending, approved or permitted units by income group based on actual or anticipated sales prices and rents since the beginning of the projection period	
<i>Environmental Constraints:</i> Address any known environmental or other constraints, conditions or circumstances, including mitigation measures, that impede development in the planning period	
<i>Appropriate density:</i> Identification of zoning to accommodate RHNA for lower-income households: <ul style="list-style-type: none"> Identify zones meeting the “default” density (Gov. Code § 65583.2 subd. (c)(3)(B)) or; Identify and analyze zones with densities less than the “deemed appropriate” (default) density that are appropriate to accommodate lower RHNA. 	

Comments:

Description of Requirement	Page Number
<p><i>Capacity:</i> Describe the methodology used in quantifying the number of units that can be accommodated on each APN:</p> <ul style="list-style-type: none"> • If development is required to meet a minimum density, identify the minimum density, or; • Describe the methodology used to determine realistic capacity accounting for land use controls and site improvement requirements, typical density trends for projects of similar affordability, and current or planned infrastructure. • For sites with zones allowing non-residential uses, demonstrate the likelihood of residential development 	
<p><i>Infrastructure:</i> Existing or planned infrastructure to accommodate the regional housing need, including water, sewer and dry utilities</p>	
<p><i>Small and large sites:</i> Sites identified to accommodate lower RHNA that are less than one-half acre or larger than 10 acres require analysis to establish they are adequate to accommodate the development of affordable units.</p>	
<p><i>Affirmatively Furthering Fair Housing:</i> Identified sites throughout the community that affirmatively furthers fair housing (see page 5 of checklist)</p>	
<p><i>Nonvacant Sites Analysis:</i> For nonvacant sites, demonstrate the potential and likelihood of additional development within the planning period based on extent to which existing uses may constitute an impediment to additional residential development, past experience with converting existing uses to higher density residential development, current market demand for the existing use, any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development, development trends, market conditions, and regulatory or other incentives or standards to encourage additional residential development on these sites</p>	
<p>If nonvacant sites accommodate 50 percent or more of the lower-income RHNA, demonstrate the existing use is not an impediment to additional development and will likely discontinue in the planning period, including adopted findings based on substantial evidence.</p>	
<p>Nonvacant sites that include residential units (either existing or demolished) that are/were occupied by, or subject to, affordability agreements for lower-income households within 5 years are subject to a housing replacement program. (Gov. Code § 65583.2 subd. (g)(3))</p>	

Please note: This checklist does not include new requirements related to zoning for sites accommodating the moderate and above moderate income pursuant to AB 725, statutes of 2020 as this requirement is not enacted until 2022.

Comments:

Alternative Methods to Accommodate the RHNA: Optional

Description of Requirement	Page Number
Accessory Dwelling Units: Analyze the number and affordability level of ADU units projected to be built within the planning period, including resources and incentives and other relevant factors such as potential constraints, and the likelihood of availability for rent	
Existing Residential Units: number and affordability level of units rehabilitated, converted or preserved that meet the provisions of alternative adequate sites. In addition, this includes units in a motel, hotel, or hostel that are converted to residential units and made available to persons experiencing homelessness as part of a COVID-19 response and acquisition of mobile home park. If using this option, the adequate site alternative checklist must be provided.	
Other: Jurisdictions are encouraged to consult with HCD regarding other alternative methods options including new manufactured housing park hook-ups, floating homes/live aboard berths, conversion of military housing, adaptive reuse of commercial uses, or other housing opportunities unique to the community to ensure their adequacy to accommodate RHNA.	

Other Miscellaneous Requirements

Also see Technical Advisories issued by the Governor's Office of Planning and Research at: [New state legislation related to General Plans Appendix C](http://opr.ca.gov/docs/OPR_Appendix_C_final.pdf) (http://opr.ca.gov/docs/OPR_Appendix_C_final.pdf) and [Fire Hazard Planning General Plan Technical Advice Series](http://opr.ca.gov/docs/Final_6.26.15.pdf) (http://opr.ca.gov/docs/Final_6.26.15.pdf)

Description of Requirement	Page Number
Description of the means by which consistency with the general plan will be achieved and maintained. (Gov. Code § 65583 subd. (c)(8))	
Description of construction, demolition, and conversion of housing for lower- and moderate-income households within the Coastal Zone (if applicable). (Gov. Code § 65588 subds. (c) and (d))	
Description of opportunities for energy conservation in residential development. (Gov. Code § 65583 subd. (a)(8))	
Description of consistency with water and sewer priority requirements pursuant to SB 1087 (Gov. Code § 65589.7)	
Other elements of the general plan triggered by housing element adoption: <ul style="list-style-type: none"> • Disadvantaged Communities (Gov. Code § 65302.10) • Flood Hazard and Management (Gov. Code § 65302 subds. (d)(3) and (g)(2)(B)) • Fire Hazard (Gov. Code § 65302 and 65302.5) • Environmental Justice (Gov. Code § 65302 subd. (h)) • Climate Adaptation 	

Comments:

Schedule of Actions/Programs

Government Code, section 65583, subdivisions (c)(1 – 7), and (10)

For adequate site programs See “Housing Element Sites Inventory Guidebook” at [HCD's technical assistance memos](https://www.hcd.ca.gov/community-development/housing-element/housing-element-memos.shtml) (<https://www.hcd.ca.gov/community-development/housing-element/housing-element-memos.shtml>)

Program Description	Program numbers	Page number
<i>Program(s) to provide adequate sites (large/small sites, incentives for mixed use/nonvacant sites, publicly owned sites, annexation, etc)</i>		
If required: Program to accommodate a shortfall of adequate sites to accommodate the lower RHNA. This program must meet the specific criteria identified in Gov. Code § 65583.2 subd. (h) and (i).		
If required: Program to accommodate an unaccommodated need from the previous planning period pursuant to Gov code § 65584.09		
If required: Program when vacant/nonvacant sites to accommodate lower RHNA have been identified in multiple housing elements, if needed. (Gov. Code § 65583.2 subd. (c))		
If required: Program to provide replacement units when occupied by, or deed restricted to lower-income households within the last 5 years, if needed. (Gov. Code § 65583.2 subd. (g)(3))		
<i>Program(s) to assist in the development of housing to accommodate extremely-low, very-low, low or moderate-income households, including special needs populations</i>		
<i>Program to address governmental and nongovernmental constraints to the maintenance, improvement, and development of housing</i>		
<i>Program(s) to conserve and improve the condition of the existing affordable housing stock</i>		

Comments:

Program Description	Program numbers	Page number
<i>Program(s) to promote and affirmative further fair housing opportunities</i>		
<i>Program(s) to preserve units at-risk of conversion from affordable to market-rate rents.</i>		
<i>Program(s) to incentivize and promote the creation of accessory dwelling units that can be offered at an affordable rent.</i>		

☐ Do programs specify specific clear commitment, meaningful actions, that will have beneficial impact within the planning period?

☐ Do programs identify timing, objectives (quantified where appropriate), and responsible parties, if appropriate for implementation?

Quantified Objectives

Government Code, section 65583, subdivisions (b)

For an example table addressing this requirement visit [California Housing and Community Development Building Blocks](https://www.hcd.ca.gov/community-development/building-blocks/program-requirements/program-overview.shtml) (https://www.hcd.ca.gov/community-development/building-blocks/program-requirements/program-overview.shtml)

Description of Requirement	Page Number
Estimate the number of units likely to be constructed, rehabilitated and conserved or preserved by income level, including extremely low-income, during the planning period	

Comments: