



CITY of BRISBANE

Planning Commission Meeting Agenda

Thursday, August 11, 2022 at 7:30 PM • Virtual Meeting

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

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

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

Email: jswiecki@brisbaneca.org

Text: 415-713-9266

A call-in number is also available for those watching the meeting on YouTube or Channel 27 for oral communications and public hearing items:

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, Gooding, Lau, 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.

ORAL COMMUNICATIONS (Limited to a total of 15 minutes)

WRITTEN COMMUNICATIONS

OLD BUSINESS

None

NEW BUSINESS

None

WORKSHOP

- A. [2023-2031 Housing Element Update: Orientation and Overview of Draft 2023-2031 Housing Element](#)

ITEMS INITIATED BY STAFF

ITEMS INITIATED BY THE COMMISSION

ADJOURNMENT

- B. Adjournment to the regular meeting of August 25, 2022

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/user/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.

WRITINGS THAT ARE RECEIVED AFTER THE AGENDA HAS BEEN POSTED

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

NOTICE OF DISCLOSURE

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

File Attachments for Item:

A. 2023-2031 Housing Element Update: Orientation and Overview of Draft 2023-2031 Housing Element



MEMORANDUM

DATE: August 11, 2022
 TO: Planning Commission
 FROM: Planning Staff *JA JR KJ*
 SUBJECT: **Workshop – Draft 2023-2031 Housing Element Overview**

OBJECTIVE

The purpose of tonight’s workshop is to introduce the Draft 2023-2031 Housing Element to the Commission and public, provide an overview of the Draft Element’s contents, and allow for any preliminary comments or questions from the Commission and public prior to the first public hearing on the draft 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. The preceding workshop memorandums and meeting videos and minutes are all available on the City’s website for the Commission and public’s reference and are also attached to this memorandum.

As highlighted in the July 28, 2022 workshop, an overarching objective of the 2023-2031 Housing Element update is to make the goals, policies, and programs more streamlined and straightforward, resulting in a more effective plan that is easier to understand and implement. This is also true for the Element as a whole, and so while many of the topics covered are the same as the 2015-2022 Housing Element, it has been reorganized and expanded to respond to new State Housing Element law provisions. The core information is provided in the main chapters, with supporting data and background discussion provided in the appendices.

The element is organized around the following main 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

DISCUSSION & NEXT STEPS

As indicated above, tonight's workshop kicks off the public comment period for the draft 2023-2031 Housing Element. State law requires the public comment period to be a minimum of 30 days, after which the jurisdiction must take 10 business days to consider and incorporate public comments. The formal public comment period started this week and will continue through September 9th. Note however, public input can still be submitted after that time while the Housing Element is in draft form. The Planning Commission's first public hearing is planned for August 25, 2022. A second hearing is tentatively planned for September 8, 2022, if needed. Once the Planning Commission provides a recommendation to City Council, staff will schedule a public hearing with Council, likely in early October. All comments received from the public will be provided to the Commission and the City Council for consideration.

The Housing Element is the only General Plan element that must be approved, or "certified", by HCD to ensure that it meets certain statutory requirements. HCD has up to 90 days to review and provide comments on the first submittal of a jurisdiction's draft element, then up to 60 days on each subsequent submittal. The statutory due date for the Element to be "certified" is January 31, 2023; however, a 120 day grace period is allowed. **As such, the final deadline for adoption of the final Element by Council and HCD certification is May 31, 2023.** Based on the experiences of jurisdictions in other regions of the State who have already gone through the Housing Element review process, staff expects to have at least two review cycles with HCD prior to certification.

Further details on the draft Housing Element will be provided during the workshop.

Attachments

- A. [Draft 2023-2031 Housing Element - hyperlink to Housing Element webpage](#)
- B. [2023-2031 Housing Element webpage containing hyperlinks to previous workshop materials, meeting videos and minutes](#)