

Town Comment Number	HCD Comment	Town Response
1	<p><b>A. Review and Revision</b></p> <p><i>Review the previous element to evaluate the appropriateness, effectiveness, and progress in implementation, and reflect the results of this review in the revised element. (Gov. Code, § 65588 (a) and (b).)</i></p> <p>The review requirement is one of the most important features of the element update. The review of past programs should analyze the Town’s accomplishments over the previous planning period. This information provides the basis for developing a more effective housing program.</p> <p>As part of the evaluation of programs in the past cycle, the element must provide an explanation of the effectiveness of goals, policies, and related actions in meeting the housing needs of special needs populations (e.g., elderly, persons with disabilities, large households, female-headed households, farmworkers, and persons experiencing homelessness).</p>	Added a list of key accomplishments during the 5 <sup>th</sup> Cycle and additional evaluation on t of past programs in meeting the needs of special needs populations to <i>Appendix D, Re 2015-2023 Housing Element Performance</i> .
2	<p><b>B. Housing Needs, Resources, and Constraints</b></p> <p><i>1. Affirmatively further[ing] fair housing in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2...shall include an assessment of fair housing in the jurisdiction (Gov. Code, § 65583, subd. (c)(10)(A))</i></p> <p><u>Integration and Segregation</u>: The element includes some data on integration and segregation at the regional and local level; however, the element must also analyze segregation and integration of familial status and persons with disabilities, including a discussion of patterns and trends over time.</p>	Added data on familial status under <i>Section 3, AFFH</i> , Primary Findings (fifteenth bullet). Data on persons with disabilities can be found in the text under <i>Section 3, AFFH</i> , Primary Findings, (third and second to last bullets) and <i>Appendix C, AFFH</i> , 4.3.3 Disability Status.
3	<p><u>Racial/Ethnic Areas of Concentration of Areas of Affluence (RCAA)</u>: The element includes information relative to Racially and Ethnically Concentrated Areas of Poverty (R/ECAP) but should also address concentrated areas of affluence. The combination of the R/ECAP and areas of affluence analyses will help guide goals and actions to address fair housing issues. The analysis should evaluate the patterns and changes over time at a local (e.g., neighborhood to neighborhood) and regional level (e.g., Town to region).</p>	Added RCAA text in <i>Appendix C, AFFH</i> , 4.3.3 Racially or Ethnically Concentrated Areas of Poverty and Affluence and <i>Section 3, AFFH</i> , Primary Findings.
4	<p><u>Disproportionate housing needs and Displacement Risk</u>: The element does include data on overcrowded households, substandard housing conditions, but it must also analyze the cost burdened and extreme cost burdened rates for owner households.</p>	Added Figures 3-2: Overpayment by AMI and 3-3: Overpayment by Tenure and additional text to <i>Section 3, AFFH</i> under subheading Primary Findings, and to <i>Appendix C, AFFH</i> , Section 6.2 Cost Burden and Sever Cost Burden.
5	<p><u>Site Inventory</u>: The Town is predominantly a highest resource category according to TCAC/HCD Opportunity Maps and is predominantly higher income. Sites should be analyzed in relationships to any RCAA identified. The element should also include specific analysis of the Town compared to the region and should formulate policies and programs to promote an inclusive community. For example, the Town should consider additional actions (not limited to the Regional Housing Needs Allocation (RHNA) to promote housing mobility and improve new housing opportunities throughout the Town.</p>	Added text under <i>Appendix C, AFFH</i> , 7.2 Distribution of sites in the Site Inventory and <i>Section 3, AFFH</i> , Primary Findings. Added language to <i>Section 6, Adequate Sites</i> discussing how Sites locations will help address concerns described in <i>Section 3, AFFH</i> .
6	<p><u>Contributing Factors</u>: The element must prioritize contributing factors to fair housing issues, giving highest priority to those factors that most limit or deny fair housing choice or access to opportunity</p>	Added text in <i>Section 3, AFFH</i> , Table 3-1 to denote “low, medium, and high” prioritization of Contributing Factors.

	or negatively impact fair housing or civil rights compliance. Contributing factors create, contribute to, perpetuate, or increase the severity of fair housing issues and are fundamental to adequate goals and actions. Examples include community opposition to affordable housing, housing discrimination, land use and zoning laws, lack of regional cooperation, location and type or lack of affordable housing and lack of public or private investment in areas of opportunity or affordable housing choices. The analysis shall result in <b>strategic approaches to inform and connect goals and actions to mitigate contributing factors to affordable housing</b> .	
7	<p><i>2. Include an analysis and documentation of household characteristics, including level of payment compared to ability to pay, housing characteristics, including overcrowding, and housing stock condition. (Gov. Code, § 65583, subd. (a)(2).)</i></p> <p>While the element identifies the total number of overpaying households, it must quantify and analyze the number of overpaying lower-income households by tenure (i.e., renter and owner). For additional information and sample analysis, see the Building Blocks at <a href="https://www.hcd.ca.gov/hcd-memos">https://www.hcd.ca.gov/hcd-memos</a>.</p>	Added Figures 3-4 and 3-5 Cost Burden by Income for Owners, and for Renters, respectively, showing overpayment by tenure by income level to <i>Section 3, AFFH</i> under subsection Primary Findings. Added analysis of data.
8	<p><i>3. An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to these sites. (Gov. Code, § 65583, subd. (a)(3).)</i></p> <p>The Town has a RHNA of 253 housing units, of which 115 are for lower-income households. To address this need, the element relies on pipeline projects, Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs), an Opt-in-Single-Family Rezoning Program and adopting three new zoning districts to allow multifamily dwellings. To demonstrate the adequacy of these sites and strategies to accommodate the Town's RHNA, the element must include complete analyses:</p> <p><u>Pipeline Projects</u>: The Town's RHNA may be reduced by the number of new units built since July 1, 2022. The element indicates 17 units affordable to low-income households are pending in the Willow Commons and Stanford Wedge projects but must also demonstrate the affordability of the units. Specifically, the element must assign these units to the various income groups based on actual or anticipated sales price or rent level of the units or other mechanisms ensuring affordability (e.g., deed-restrictions) and demonstrate their availability in the planning period. <b>For units in the pipeline, the element should describe the status of the application, required entitlements, and anticipated date of approval.</b></p>	Added language to Section 6, Adequate Sites under subheading Pipeline and Pending Projects, with additional details on the Willow Commons and Stanford Wedge projects.
9	<u>Realistic Capacity</u> : While the element provides assumptions of buildout for sites included in the inventory, it must also provide support for these assumptions. For example, the element should demonstrate <b>what specific trends, factors, and other evidence led to the assumptions</b> . The estimate of the number of units for each site must be adjusted as necessary, based on the land use controls and site improvements, typical densities of existing or approved residential developments at a similar affordability level in that jurisdiction, and on the current or planned availability and accessibility of sufficient water, sewer, and dry utilities.	Added language to <i>Section 6, Adequate Sites</i> under subheading Realistic Capacity, describing local setting (no multifamily zones, limited multifamily development), site quality, and the rezonings.
10	<u>Opt-In-Single-Family Rezoning Program</u> : In order to accommodate the remaining need for the above moderate-income RHNA, the town is proposing to develop a program where property owners can opt-in to rezone their parcel to allow for 4 units per acre and a maximum of four dwelling units per lot. The Town is expecting to increase capacity by 12 units. In order to count these proposed unit towards the RHNA, the element must <b>further describe the potential for additional capacity</b> using	Added language to <i>Section 6, Adequate Sites</i> under Subheading Opt-In Housing Program, providing additional detail on how the program would function, program incentives the review process for applicants. Revised Opt-In program language in <i>Section 7, Programs</i> (Program 1-3) to reflect additional program details.

	the Opt-In-Single-Family Rezoning Program within the planning period. This must include reviewing program guidelines and processes, include a <b>description of existing uses, the number of parcels that could apply for the rezone including a sample parcel inventory, a survey or other methodology to show how many parcels would potentially rezone in the planning period, and incentives for property owners to opt into the program.</b> Please be aware, pursuant to Government Code section 65583 (c)(1)(A), rezones to accommodate RHNA must occur within three years from date of adoption of the element. The element should include a <b>program to monitor application of the program</b> to ensure that rezonings have been completed within that timeframe and commit to rezone or amend the housing element to identify additional sites.	
11	<u>Affiliated Housing Sites</u> : The element identifies two sites that will not be rezoned but are anticipated to be developed under the Affiliated Housing Site Program including the 42 Acre Sequoia Housing Site and the Christ Church Affiliated Housing site. <b>The element must include information that demonstrates the potential for development within the planning period including, but not limited to, information on proposed projects within the planning period, analysis on existing uses and whether those existing uses could impede development, and approval procedures (see next section).</b> The element could also include programs that commit to facilitating the development of these properties and commit to monitor production throughout the planning period and if necessary additional actions to identify additional capacity.	Added language to <i>Section 6, Adequate Sites</i> , under subheading Affiliated Housing Sites to describe the codification of the Affiliated Housing Program and more information about the Sequoias and Christ Church sites.
12	<u>ADUs</u> : The element relies on 92 ADUs to accommodate a portion of the Town’s RHNA. For your information, HCD records indicate permitted ADUs of 7 in 2018, 7 in 2019 and 3 in 2020. The element should <b>reconcile these numbers</b> and adjust assumptions as appropriate. The element must clarify these ADUs numbers in relationship to the projections, reconcile these numbers and adjust assumptions as appropriate. Depending on the analysis, the element must commit to monitor ADU production and affordability throughout the planning period and implement additional actions if not meeting target numbers within a specified time period (e.g., within six months). Finally, if necessary, the degree of additional actions should be in stride with the degree of the gap in production and affordability. <b>For example, if actual production and affordability of ADUs is far from anticipated trends, then rezoning or something similar would be an appropriate action.</b> If actual production and affordability is near anticipated trends, then measures like outreach and marketing might be more appropriate.	Added languages to <i>Section 6, Adequate Sites</i> , under subheading Accessory Dwelling Units and Junior Accessory Dwelling Units to strengthen assumptions about ADU production.  HCD, Thank you for noting the discrepancy between the Town’s records and HCD records. The Town is aware of past reporting errors that need to be corrected with HCD. Unfortunately, the report form was completed incorrectly so the numbers do not align.  (Town may need to add a program to resolve the past reporting problems.)
13	<u>Environmental Constraints</u> : While the element generally describes a few environmental conditions within the Town (page 68), it must describe any known environmental constraints within the Town that could impact housing development in the planning period. (Gov. Code, § 65583.2, subd. (b).) For additional information and sample analysis, see the Building Blocks at <a href="http://www.hcd.ca.gov/community-development/building-blocks/site-inventory-analysis/analysis-of-sites-and-zoning.shtml#environmental">http://www.hcd.ca.gov/community-development/building-blocks/site-inventory-analysis/analysis-of-sites-and-zoning.shtml#environmental</a> .	Added discussion of biological and hazardous materials to <i>Section 4, Constraints</i> under the Environmental Constraints subheading.
14	<u>Sites with Zoning for a Variety of Housing Types</u> : <ul style="list-style-type: none"> <li>Emergency Shelters: The element should describe the development standards of the zone that allows emergency shelters by-right and should provide an analysis of proximity to transportation and services for these sites, hazardous conditions, and any conditions in appropriate for human habitability. Specifically, the element. In addition, the element should describe how emergency shelter parking requirements are in line with AB139/Government Code section 65583, subdivision (a)(4)(A) or include a program to comply with this requirement.</li> </ul>	Added language to <i>Section 4, Constraints</i> under subheading Zoning Code describing addition of Emergency Shelters to new code for Multi-Family zones, and shelter regulations as permitted by Government Code section 65583 (a)(4)(A).  Added language to <i>Section 2, Housing Needs</i> , referring to Emergency Shelter updates in new Multi-Family zones, as described in <i>Section 4, Constraints</i> .
15	<ul style="list-style-type: none"> <li><u>ADUs</u>: The element indicates the Town modified its zoning code to ease barriers to the development of ADU’s. However, after a cursory review of the Town’s ordinance, HCD discovered</li> </ul>	Added Program 7-8, Update Town’s ADU ordinance regularly to comply with state law, to <i>Section 7, Goals, Policies, and Programs</i> . A description of Program 7-8 was

	several areas which were not consistent with State ADU Law. HCD will provide a complete listing of ADU non-compliance issues under a separate cover. <b>As a result, the element should add a program to update the Town's ADU ordinance in order to comply with state law.</b>	also added to <i>Section 6, Adequate Sites</i> , where the proposed ADU programs are described, under subheading Proposed ADU and JADU Policies and Programs.
16	<p><i>4. An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures. The analysis shall also demonstrate local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need in accordance with Government Code section 65584 and from meeting the need for housing for persons with disabilities, supportive housing, transitional housing, and emergency shelters identified pursuant to paragraph (7). (Gov. Code, § 65583, subd. (a)(5).)</i></p> <p><u>Multi-Family Zoning and Mixed-Use Zoning Districts</u>: As stated above, to accommodate the town's RHNA, three new multifamily zoning districts will be created to accommodate 4 units, 6 units, and 20 units per acre respectively. While HCD recognizes that zoning has not yet been created to implement the new zones, <b>the element should generally describe and commit to expectations for development standards in these zones.</b> For example, the element should <b>describe expected height limits, parking, and other standards that will facilitate development at the densities proposed.</b> This is particularly critical because the Town currently does not have any zoning districts that specifically allow for multifamily.</p>	Updated <i>Section 6, Adequate Sites</i> to add basic development standards. Corresponding zoning code amendments are underway and expected to be completed by July 2023.
17	<u>Minimum Density Equals Maximum Density</u> : The element states that the density for the new multifamily district allows 20 dwelling units an acre. However, the element must clarify if the minimum density for the rezone is also the maximum density. The element must analyze this narrow range of density (20 units per acre) as a potential governmental constraint on housing development including potential impacts resulting from site constraints, financial considerations, and other development factors.	Updated <i>Section 6, Adequate Sites</i> , to clarify minimum and maximum densities for the new Multi-Family and Mixed Use Districts. The R-MF-20 allows between 10 to 20 dwelling units per acre and the R-MF-4 allows between 2 to 4 dwelling units per acre. The MU allows between 4 to 6 dwelling units per acre.
18	<u>Zoning, Development Standards and Fees</u> : The element must clarify compliance with new transparency requirements for posting all zoning, development standards and fees on the Town's website and add a program to address these requirements, if necessary.	
19	<u>Design Review (D-R) Combining District</u> : The element must further describe and analyze the Design Review Combining District and Architectural and Site Control Commission (ASCC). The element must include a <b>description of any guidelines and design criteria, approval procedures, and decision-making criteria, for their impact as potential constraints on housing supply and affordability.</b> For example, the analysis should consider processing and approval procedures and timeframes, level of review, subjectivity of approval findings and any discretionary approval procedures. The element should also indicate if housing under the new multifamily zoning districts will be subject to this procedure. The element must demonstrate these processes are not a constraint or it must include a program(s) to address this permitting requirement, as appropriate.	Updated <i>Section 4, Constraints</i> , to clarify limited scope of D-R Combining District and add information about ASCC review process.
20	<u>Affiliated Housing Program</u> : The element identifies two sites within the inventory for potential for development through the Affiliated Housing Program. While the element provides a brief description (page 82), it must include further information and analysis on how projects proposed under this program are approved. For example, what development standards apply to the project, what types of finding are necessary to approve the conditional use permit, standards that are	<p><i>Section 7, Goals Policies and Programs</i> (Programs 1-4 and 4-2) updated with detail on the Affiliated Housing Program.</p> <p>in <i>Section 4, Constraints</i>, subsection Conditional Use Permit and Planned Unit Development Permit Processes updated to explain why the permit process does not</p>



	required to opt-in to the program, and other requirements that impact the feasibility of development on sites within the overlay.	impact the feasibility of development. Additionally, each Affiliated site is discussed in detail in <i>Section 6, Adequate sites</i> .
21	<u>Streamlining Provisions</u> : The element must clarify whether there are written procedures for the SB 35 (Chapter 366, Statutes of 2017) Streamlined Ministerial Approval Process and add a program to address these requirements as appropriate.	Added language in <i>Section 4, Constraints</i> , clarifying that, while the Town has not adopted its own procedure, it will follow State law when processing SB 35 applications.
22	<u>Building Codes and Enforcement</u> : While the element states that it has adopted the 2019 building code, it must also describe any local amendments to the building code and enforcement of the codes for impacts on housing supply and affordability.	Added language in <i>Section 4, Constraints</i> , to specify the local amendments related to sustainability and fire safety.
23	<u>Constraints on Housing for Persons with Disabilities</u> : The element briefly describes its reasonable accommodation measures (page 51). However, the element should describe the process and decision-making criteria such as approval findings and analyze any potential constraints on housing for persons with disabilities.  The element must also address <b>how non-licensed group home facilities that serve seven or more residences is permitted</b> . Zoning and standards should simply implement a barrier-free definition of family instead of subjecting, potentially persons with disabilities, to special regulations. Zoning code regulations that isolate and regulate various types of housing for persons with disabilities based on the number of people and other factors may pose a constraint on housing choice for persons with disabilities. The element should include specific analysis of these and any other constraints for impacts on housing for persons with disabilities and add or modify programs as appropriate.	Updated subsection Zoning for a Variety of Housing Types in <i>Section 4, Constraints</i> to indicate plan to modernize the Municipal Code definition of “household” and added action 8-9 to TABLE 3-1 in <i>Section 3, Affirmatively Furthering Fair Housing</i> .
24	<u>Water Sewer Priority</u> : For your information, water and sewer service providers must establish specific procedures to grant priority water and sewer service to developments with units affordable to lower-income households. (Gov. Code, § 65589.7.) Local governments are required to immediately deliver the housing element to water and sewer service providers. <b>HCD recommends including a cover memo describing the Town’s housing element</b> , including the Town’s housing needs and regional housing need. For additional information and sample cover memo, see the Building Blocks at <a href="https://www.hcd.ca.gov/priority-for-water-and-sewer">https://www.hcd.ca.gov/priority-for-water-and-sewer</a> .	Thanks HCD – Town will distribute Housing Element to water provider.
25	<i>5. An analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the availability of financing, the price of land, the cost of construction, the requests to develop housing at densities below those anticipated in the analysis required by subdivision (c) of Government Code section 65583.2, and the length of time between receiving approval for a housing development and submittal of an application for building permits for that housing development that hinder the construction of a locality’s share of the regional housing need in accordance with Government Code section 65584. (Gov. Code, § 65583, subd. (a)(6).)</i>  <u>Developed Densities and Permit Times</u> : The element must be revised to include analysis of requests to develop housing at densities below those anticipated, and the length of time between receiving approval for a housing development and submittal of an application for building permits that potentially hinder the construction of a locality’s share of the regional housing need.	<i>(Explanation will be provided to HCD)</i>

26	<p><i>6. Analyze any special housing needs such as elderly; persons with disabilities, including a developmental disability; large families; farmworkers; families with female heads of households; and families and persons in need of emergency shelter. (Gov. Code, § 65583, subd. (a)(7).)</i></p> <p>While the element quantifies some of the Town’s special needs populations, it must also analyze their special housing needs. The element must also <b>quantify the number of the elderly and large households</b>. For a complete analysis of each population group, the element should discuss challenges faced by the population, the existing resources to meet those needs (availability senior housing units, # of large units, # of deed restricted units, etc.), an assessment of any gaps in resources, and proposed policies, programs, and funding to help address those gaps.</p>	<p>Further analysis added to Section 2, Housing Needs, subsection Large Households</p> <p>In looking at the data again, only 2.1% of the housing stock is small multi-family (48 units), while 29% of the pop is over 65 (1,336 ppl). This shows we don’t have the small units to meet the possible demand of our older population. Do we need to say more about this?</p>
27	<p><b>C. Housing Programs</b></p> <p><i>1. Include a program which sets forth a schedule of actions during the planning period, each with a timeline for implementation, which may recognize that certain programs are ongoing, such that there will be beneficial impacts of the programs within the planning period, that the local government is undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the Housing Element through the administration of land use and development controls, the provision of regulatory concessions and incentives, and the utilization of appropriate federal and state financing and subsidy programs when available. The program shall include an identification of the agencies and officials responsible for the implementation of the various actions. (Gov. Code, § 65583, subd. (c).)</i></p> <p>Programs must demonstrate that they will have a beneficial impact within the planning period. Beneficial impact means specific commitment to deliverables, measurable metrics or objectives, definitive deadlines, dates, or benchmarks for implementation. Deliverables should occur early in the planning period to ensure actual housing outcomes. To address the program requirements of Gov. Code section 65583, subd. (c)(1-6), and to facilitate implementation, programs must include: (1) specific actions the local government will take during the planning period; (2) timelines that result in beneficial impacts within the planning period; (3) objectives, quantified where appropriate; and (4) identification of responsible agencies and officials.</p>	<p>Added language to <i>Section 7, Goals, Policies and Programs</i> clarify and solidify objectives and timeframes for programs throughout. Deliverables are generally early in the planning period in order to allow time for outcomes to occur.</p>
28	<p>Additionally, all programs should be evaluated to ensure meaningful and specific actions and objectives. Programs containing unclear language (e.g., “Evaluate”; “Consider”; “Encourage”; etc.) should be amended to include more specific and measurable actions. Programs to be revised include, but are not limited to, Programs 1-1-4, 2-1. 3-2, 4-1, 4-2, 4-3, 4-4, and 6-3.</p>	<p>Programs have been updated to provide more clarity and specificity.</p>
29	<p><u>Transitional Housing and Supportive Housing</u>: The element must include a program to amend the zoning ordinance to permit transitional and supportive housing as a residential use in all zones allowing residential uses and only subject to those restrictions that apply to other residential dwellings of the same type in the same zone. (Gov. Code, § 65583, subd. (c)(3).) For additional information, see the Building Blocks’ at <a href="https://www.hcd.ca.gov/zoning-for-a-variety-of-housing-types">https://www.hcd.ca.gov/zoning-for-a-variety-of-housing-types</a> and HCD’s SB 2 memo at <a href="http://www.hcd.ca.gov/community-development/housing-element/housing-element-memos/docs/sb2_memo050708.pdf">http://www.hcd.ca.gov/community-development/housing-element/housing-element-memos/docs/sb2_memo050708.pdf</a>.</p>	<p>This code amendment has already been completed so no program is necessary.</p>
30	<p><u>Developmental Disabilities</u>: The element must include a program to assist in the development of housing for persons with developmental disabilities (SB 812). Program actions could include proactive outreach and assistance to non-profit service providers and developers, prioritizing some funding for housing developments affordable to special needs households and offering financial incentives or regulatory concessions to encourage a variety of housing types.</p>	<p>Added new Policy 9 and program 9-1 to <i>Section 7, Goals, Policies and Programs</i> to assist in the development of housing for persons with developmental disabilities.</p>
31	<p><i>2. Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities to accommodate</i></p>	<p>Language has been added to <i>Section 6, Sites</i> describing the Opt-In Housing Program in more detail, to <i>Section 7, Goals, Policies and Programs</i> describing various ADU</p>

	<p><i>that portion of the town’s or county’s share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory completed pursuant to paragraph (3) of subdivision (a) without rezoning, and to comply with the requirements of Government Code section 65584.09. Sites shall be identified as needed to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. (Gov. Code, § 65583, subd. (c)(1).)</i></p> <p>As noted in Finding B3, the element does not include a complete site analysis; therefore, the adequacy of sites and zoning were not established. Based on the results of a complete sites inventory and analysis, the Town may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types.</p>	<p>programs, and to <i>Section 4, Constraints</i>, describing the inclusion of updated Emergency Shelter language in the new Multi-family zoning standards.</p>
32	<p><u>Programs 1-1, 1-2, 1-3</u>: These programs currently have a timeframe for completion of January 2031. Because these programs are required to accommodate the RHNA, pursuant to Government Code section 65583 (c)(1)(A) rezones must be completed within three years from the date of adoption.</p> <p>For your information, if rezones are completed after January 31, 2023, the element must also demonstrate Program 1-1 complies with the requirements of Government Code section 65583.2, subdivisions (h) and (i). For example, while the element indicates the residential capacity of the rezoned sites, it must also demonstrate the rezoned sites have a site capacity of at least 16 units, permit rental and owner multifamily development without discretionary review at minimum densities of at least 16 or 20 dwelling units per acre, and that at least at least 50 percent of the very low and low-income housing need shall be accommodated on sites designated for exclusive residential uses or on sites zoned for mixed uses that accommodate all of the very low and low-income housing need, if those sites allow 100 percent residential use and require that residential use occupy 50 percent of the total floor area of a mixed-use project. For additional information, go to <a href="https://www.hcd.ca.gov/hcd-memos">https://www.hcd.ca.gov/hcd-memos</a>.</p>	<p><i>Section 7, Goals, Policies and Programs</i> updated to reflect completion timeframe for programs 1-1, 1-2 and 1-3.</p>
33	<p><u>Program 1-4</u>: The program should be revised to describe incentives for the Affiliated Housing Program and as stated above, include a program to monitor development of sites within the Affiliated Housing Program. In addition, the municipal code update should occur sooner in the planning period to have a beneficial impact.</p>	<p>Updated Program 1-4 to increase monitoring and clarify when code amendments will be done.</p>
34	<p><i>3. The Housing Element shall contain programs which assist in the development of adequate housing to meet the needs of extremely low-, very low-, low- and moderate-income households. (Gov. Code, § 65583, subd. (c)(2).)</i></p> <p><u>Extremely Low-Income Program (ELI)</u>: While the element includes programs to assist in the development of very low-, low-, and moderate-income households, it must also include a program(s) to assist in the development of housing affordable households. <b>Programs must be revised or added to the element to assist in the development of housing for ELI households.</b> Program actions could include prioritizing some funding for housing developments affordable to ELI households and offering financial incentives or regulatory concessions to encourage the development of housing types, such as multifamily, single-room occupancy (SRO) units, to address the identified housing needs for ELI households. For additional information, see the Building Blocks at <a href="https://www.hcd.ca.gov/extremely-low-income-housing-needs">https://www.hcd.ca.gov/extremely-low-income-housing-needs</a>.</p>	<p>Added language to <i>Section 4, Adequate Sites</i> under subheading Non-Vacant Underutilized Sites describing RFP process for Ford Field site and Town’s control over number and type of low income and/or special needs units to be developed. The Town will require that 50 low income units be developed, with 5% set aside for extremely low income and/or special needs. If supportive housing is proposed, the Town will waive fees and expedite permit review, as was done with Willow Commons.</p> <p>Program 1-1, New Gateway Land Use Classification, describes how the site will allow for affordable housing. Program 3-1, Initiate Site Planning Process in Gateway, provides for pursuing an affordable housing project on the site.</p>

35	<p><i>4. Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities. The program shall remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities. (Gov. Code, § 65583, subd. ©(3).)</i></p> <p>As noted in <b>Finding B4 and B-5</b>, the element requires a complete analysis of potential governmental and nongovernmental constraints. Depending upon the results of that analysis, the Town may need to revise or add programs and address and remove or mitigate any identified constraints.</p>	Language in <i>Section 7, Goals, Policies and Programs</i> has been updated to reflect responses to comments on constraints. See responses to Comments 16-24.
36	<u>Program 4-1</u> : This program should be revised to include specific details of the new parking requirements for affordable housing.	
37	<u>Program 4-4</u> : This program should be revised to clarify that the zoning regulations and objective standards will facilitate the development of residential units at the densities proposed.	Program 4-4 removed and language integrated into other programs.
38	Pursuant to conversations with staff, the Town’s density bonus may be out of date with state law. The element should include a program to update the ordinance accordingly.	Updated Program 4-2 in <i>Section 7, Goals, Policies and Programs</i> to include annual assessment of Density Bonus Law and regular reviews of Affiliated Housing Program
39	<p><i>5. The Housing Element shall include programs to conserve and improve the condition of the existing affordable housing stock. (Gov. Code, § 65583, subd. ©(4).)</i></p> <p><u>Conserve and Improve</u>: The element must include a program(s) to conserve and improve the condition of the existing stock, which may include addressing the loss of dwelling units. A program could provide grants for substantial rehabilitation, provide matching grants for homeowner improvements, or implement proactive code enforcement program.</p>	<p>The Housing Element includes multiple programs which support the conservation and improvement of housing units within Portola Valley (described in <i>Section 7, Goals, Policies, and Programs</i>):</p> <ul style="list-style-type: none"> <li>7.2 ADU Amnesty program. Added language clarifying that, once legalized, previously unpermitted ADUs could then be improved via building permits from the Town. The Town’s existing ADU Ambassador program can help spread the word about the Amnesty program. The Town estimates that 15 ADUs will be rehabilitated through the Amnesty Program (Table 7-2).</li> <li>7.3 Building Division support for JADU construction. The Town will provide property owners with direct assistance in making minor changes to accommodate a JADU. If rented, a new JADU would provide an income stream to the homeowner, which could be used for home improvements to their existing home.</li> </ul> <p>In addition, Portola Valley’s Home Hardening Ordinance, which is already in effect, incorporates specific building requirements into the Town municipal code that improves the fire safety of buildings by “hardening” them against fire. Where implemented, these home hardening elements will help preserve the home, by improving the likelihood that a home will survive a wildfire.</p> <p>Finally, it is worth noting that Portola Valley’s high land values and high-income levels make it extremely unlikely that a home will fall into disrepair, become uninhabitable, or sit vacant. Further discussion on this topic can be found in <i>Section 2, Housing Needs</i>, under subsection Housing Condition.</p>
40	<i>6. Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of</i>	Added language to relevant policies in <i>Section 7, Goals, Policies, and Programs</i> describing which contributing factors from Table 3-1: Summary Matrix of Fair Housing Issues and Actions would be addressed by any given policy, in order to more



<p><i>Division 3 of Title 2), Section 65008, and any other state and federal fair housing and planning law. (Gov. Code, § 65583, subd. ©(5).)</i></p> <p>Goals and actions must significantly seek to <b>overcome contributing factors to fair housing issues</b>. Currently, the element identifies programs to encourage and promote affordable housing; however, most of these programs do not appear to facilitate any meaningful change nor address affirmatively furthering fair housing requirements. Furthermore, the element must <b>include metrics and milestones for evaluating progress on programs, actions, and fair housing results and include geographic targeting as appropriate</b>. Given that most of the Town is considered a highest resource community, the element could focus on programs that center on place-based strategies for economic and community revitalization, protecting residents from disaster-driven and investment-driven displacement, and enhancing housing mobility to encourage the development of more housing choices and affordable housing. Programs also should be based on identified contributing factors, be significant and meaningful. The element must add, and revise programs based on a complete analysis and listing and prioritization of contributing factors to fair housing issues. For example, the Town could consider is <b>tying Program 8-7 towards actions to improve nongovernmental constraints such as mortgage acceptance rates</b>. For more information, please see HCD’s guidance at <a href="https://www.hcd.ca.gov/community-development/affh/index.shtml">https://www.hcd.ca.gov/community-development/affh/index.shtml</a>.</p>	<p>clearly draw a through line from fair housing contributing factors to the Town’s Policies and Programs.</p>
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