

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



July 8, 2022

Mark Muenzer, Director
Community Development and Transportation Department
City of Redwood City
1017 Middlefield Road
Redwood City, CA 94063

Dear Mark Muenzer:

RE: Redwood City's 6th Cycle (2023-2031) Draft Housing Element

Thank you for submitting Redwood City's (City) draft housing element received for review on April 11, 2022. Pursuant to Government Code section 65585, subdivision (b), the California Department of Housing and Community Development (HCD) is reporting the results of its review. Our review was facilitated by a conversation on June 8, 2022 with Diana O'Dell, Alin Lancaster, and consultants Genevieve Sharrow and Lisa Brownfield. In addition, HCD considered comments from Housing Leadership Council (HLC) of San Mateo County pursuant to Government Code section 65585, subdivision (c).

The draft element addresses many statutory requirements; however, revisions will be necessary to comply with State Housing Element Law (Article 10.6 of the Gov. Code). The enclosed Appendix describes the revisions needed to comply with State Housing Element Law.

For your information, pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), if a local government fails to adopt a compliant housing element within 120 days of the statutory deadline (January 31, 2023), then any rezoning to accommodate the regional housing needs allocation (RHNA), including for lower-income households, shall be completed no later than one year from the statutory deadline. Otherwise, the local government's housing element will no longer comply with State Housing Element Law, and HCD may revoke its finding of substantial compliance pursuant to Government Code section 65585, subdivision (i).

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City should continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate. Please be

aware, any revisions to the element must be posted on the local government's website and an email with the link sent to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these and other funding sources.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at:

<https://www.opr.ca.gov/planning/general-plan/guidelines.html>.

HCD appreciates the dedication the City provided in the housing element update. We are committed to assisting the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Hillary Prasad, of our staff, at Hillary.Prasad@hcd.ca.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul McDougall", with a stylized flourish at the end.

Paul McDougall
Senior Program Manager

Enclosure

APPENDIX CITY OF REDWOOD CITY

The following changes are necessary to bring the City's housing element into compliance with Article 10.6 of the Government Code. Accompanying each recommended change, we cite the supporting section of the Government Code.

Housing element technical assistance information is available on HCD's website at <http://www.hcd.ca.gov/community-development/housing-element/housing-element-memos.shtml>. Among other resources, the housing element section contains HCD's latest technical assistance tool, *Building Blocks for Effective Housing Elements (Building Blocks)*, available at <http://www.hcd.ca.gov/community-development/building-blocks/index.shtml> and includes the Government Code addressing State Housing Element Law and other resources.

A. Review and Revision

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).)

As part of the review of programs in the past cycle, the element must provide an evaluation 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).

B. Housing Needs, Resources, and Constraints

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).)*

Enforcement and Outreach: While the element provides some data, the element should also describe whether there have been any fair housing lawsuits or enforcement actions within the City.

Integration and Segregation: While the element includes some data on race, familial status, disability, and income, it must also analyze this data such as addressing patterns, trends, conditions, characteristics, coincidence with other fair housing components (e.g., disparities in access to opportunity, disproportionate housing needs), other relevant factors and local data and knowledge. For race, the analysis should be geographic and describe concentrations of different races throughout the City. Regarding disability, the data showed one census tract where the concentration of persons with disabilities was higher; the element should describe and analyze the data provided and relate it to other factors to understand the quality of life conditions and better formulate appropriate policies and programs. The analysis for familial status must analyze the data within the City as well as how the City differs from the surrounding region. The element must also analyze income

and the concentration of poverty within the City that was identified. It should also compare the City to the surrounding areas.

Racial/Ethnic Areas of Concentration of Poverty (R/ECAP) and Concentrated Areas of Affluence: While the element identified R/ECAPs, it must provide an analysis. In addition, the element should address concentrated areas of affluence (Please see HCD's AFFH Data Viewer). 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., city to region).

Disparities in Access to Opportunity: While the element provided some data, additional data and analysis is needed. The element should relate the overall disparities in access to opportunity in the City to the rest of the affirmatively furthering fair housing (AFFH) analysis. In addition, the element included data on education, but it must analyze the data on both a local and regional level as well as describe the proximity of proficient schools to areas of segregation and R/ECAPs. The element must describe what affects the disparities in access to jobs within the City and how it affects protected groups. While the element describes transit plans in the region, it should describe and analyze local and regional access to transit and provide a map of transit access. The element must analyze local and regional disparities of environmental access to opportunity. While the local data states where there are worse scores, it must describe the rest of the City and analyze the data.

Disproportionate Housing Need, Including Displacement Risk: While the element included some data, some additional data and analysis for cost burden, overcrowding, substandard housing, homelessness and displacement are needed. The element must describe and analyze cost burden geographically at a local and regional level. In addition, the element must describe the concentrated area of overcrowding within the City as well as provide a regional analysis. The element must describe any concentrations of substandard housing. The element must also provide demographic information on the homeless population and evaluate impacts on protected characteristics and disparities in access to opportunity (e.g., access to services). Lastly, the element must describe displacement due to disinvestment and disaster.

Sites Inventory: While the element included some data on identified sites and AFFH, it must evaluate whether sites improve or exacerbate conditions and whether sites are isolated by income group. A full analysis should address the income categories of identified sites with respect to location, the number of sites and units by all income groups and how that affects the existing patterns for all components of the assessment of fair housing (e.g., segregation and integration, access to opportunity). Almost all sites are identified in moderate or low resource areas, the element must discuss whether the distribution of sites improves or exacerbates conditions. If sites exacerbate conditions, the element should identify further program actions that will be taken to promote equitable quality of life throughout the community (e.g., anti-displacement and place-based community revitalization strategies).

Contributing Factors to Fair Housing Issues: While the element identifies many contributing factors to fair housing issues, it should prioritize these factors to better formulate policies and programs and carry out meaningful actions to AFFH.

Goals, Priorities, Metrics, and Milestones: The element must be revised to add or modify goals and actions based on the outcomes of a complete analysis. Goals and actions must specifically respond to the analysis and to the identified and prioritized contributing factors to fair housing issues and must be significant and meaningful enough to overcome identified patterns and trends. Actions must have specific commitment, metrics, milestones and geographic targeting and must address housing mobility enhancement, new housing choices and affordability in high opportunity areas, place-based strategies for community preservation and revitalization and displacement protection.

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).)*

Overcrowding: The element should include the rate of severe overcrowding, as well as analyze and address the need of overcrowded households.

Housing Conditions: The element must include an analysis of the condition of the existing housing stock and estimate the number of units in need of rehabilitation and replacement. For example, the analysis could include estimates from a recent windshield survey or sampling, estimates from the code enforcement agency, or information from knowledgeable builders/developers, including non-profit housing developers or organizations.

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).)*

Progress in Meeting the Regional Housing Need Allocation (RHNA): The element lists various approved and proposed projects by affordability. But in some cases, the element must still discuss how affordability was determined based on actual or anticipated sales prices and rents or other mechanisms ensuring affordability (e.g., deed-restrictions, inclusionary requirements). Namely, the element should include additional affordability information for 1601 El Camino, 1057 El Camino Real, 901 El Camino Real, 1900 Broadway and 2300 Broadway. In addition, the element lists several projects utilizing the “Gatekeeper” process. Given the pending complexity of entitlements potentially associated with these projects, the element should include discussion of their availability in the planning period such as an anticipated schedule for development. Lastly, the element should modify Program H1-1 to monitor approved and proposed projects and commit to alternative actions within a reasonable time (e.g., within one year) of projects are not moving toward completion as anticipated.

Realistic Capacity: The element provides various assumptions for calculating residential capacity on identified sites and describes the assumptions are based on recent projects. However, the element should list projects to support these assumptions. Similar to the listing of recent projects in the Downtown Precise Plan (Table H3-12), the listing should address acreage, zone, number of units built, maximum allowable density, built density and percent of maximum allowable densities.

Suitability of Nonvacant Sites: The element must include an analysis demonstrating the potential for redevelopment of nonvacant sites. To address this requirement, the sites inventory includes a generic description of existing uses such as “restaurant” or “shopping center”. However, the description of existing uses should be sufficiently detailed to facilitate an analysis demonstrating the potential for additional development in the planning period. For example, the inventory could list which sites have expressed interest from developers or owners, age of structure and degree of underutilization. In addition, the element should analyze recent experience in redevelopment and the extent that existing uses may impede additional residential development. For example, the element includes sites identified as single-family residents, restaurants, parks, open storage, service station, and shopping center, but should discuss how these uses will discontinue or be redeveloped in the planning period. The element should also expand the discussion of existing uses in recent projects (including approved and proposed projects) and relate those characteristics to sites identified. For example, many identified sites appear with shopping and retail. The element could discuss how some recent, approved or pending development had existing uses with similar characteristics (e.g., use, age of structure, degree of underutilization, ample parking, vacancy, expiring leases).

In addition, as noted in the housing element, the housing element relies upon nonvacant sites to accommodate more than 50 percent of the regional housing needs allocation (RHNA) for lower-income households. For your information, the housing element must demonstrate existing uses are not an impediment to additional residential development and will likely discontinue in the planning period (Gov. Code, § 65583.2, subd. (g)(2)). Absent findings (e.g., adoption resolution) based on substantial evidence, the existing uses will be presumed to impede additional residential development and will not be utilized toward demonstrating adequate sites to accommodate the regional housing need allocation.

SB 9 and Missing Middle Sites: The element identifies SB 9 and Missing Middle as strategies to accommodate the part of the City’s need of moderate and above-moderate RHNA. To support these assumptions, the analysis must include experience, trends and market conditions that allow lot splits and missing middle uses. The analysis must also include a nonvacant sites analysis demonstrating the likelihood of redevelopment and the existing use will not constitute as an impediment for additional residential use. The analysis should describe how the Turner Center study determined eligible properties, whether the assumed lots will have turnover, if the properties are easy to subdivide, and the condition of the existing structures. The analysis should also describe interest from property owners as well as experience. The analysis should provide support for the assumption of 25 percent of eligible properties being developed within the planning period. Based on the outcomes of this analysis, the element should modify Programs H4-5 (SB 9 Zoning) and H4-3 (Middle Housing) to establish zoning and development standards early

in the planning period and implement incentives to encourage and facilitate development as well as monitor development every two years with and identify additional sites within six months if assumptions are not being met. The element should support this analysis with local information such as local developer or owner interest to utilize zoning and incentives established through SB 9. A similar analysis should also be completed for sites identified as accommodating missing middle and clarify whether the sites identified under SB 9 overlap with the sites identified to accommodate missing middle.

City-owned Sites: Given the element identifies publicly-owned sites, it should include a discussion of suitability and availability for development in the planning period, including an anticipated schedule for development, any necessary steps to develop the properties and any known constraints to development in the planning period. Lastly, the element should add or modify programs based on the outcomes of this analysis and commit to a schedule of action to facilitate development, numerical objectives consistent with assumption and compliance with the Surplus Land Act.

Sites Identified in Prior Planning Periods: Sites identified in prior planning periods shall not be deemed adequate to accommodate the housing needs for lower-income households unless a program, meeting statutory requirements, requires rezoning within three years. The element should include a program if utilizing previously identified sites in the current planning period.

Availability of Infrastructure: The element includes a general statement on availability of utilities. However, it must also analyze whether sufficient total water and sewer capacity (existing and planned) can accommodate the regional housing need and add or modify programs if necessary.

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.) The element should clarify whether the City is a water or sewer service provider and if so, demonstrate compliance with this requirement either through discussion or a program to establish a procedure.

Zoning for a Variety of Housing Types (Manufactured Housing): As noted on page H2-16, the element should include a program to amend zoning and procedures to permit manufactured housing in compliance with state law.

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... (Gov. Code, § 65583, subd. (a)(5).)*

Land Use Controls: While the element identifies development standards on page H2-8, it must analyze whether the development standards are a constraint to development. The analysis should address all development standards (e.g., lot coverage, heights, setbacks,

parking) and any impacts on housing supply, cost, timing, ability to achieve maximum densities and any preponderance of utilizing exception processes.

Local Processing and Permit Procedures: The element lists various permit procedures (e.g., design review, conditional use permit (CUP), planned development), it should clarify which procedures are typical for development, particularly developments consistent with zoning and the general plan. The analysis should describe the components of the procedure, list and evaluate approval findings and address any impacts on housing supply (number of units), cost, timing, and approval certainty. If exception processes such as CUPs or planned developments are typical or required, the element should include specific analysis and programs to address constraint. For example, the element should clarify whether the CUP is required for all developments that exceed three stories or 35 feet in height and whether the planned development permit is optional. Lastly, the element must analyze the significant discrepancies in length of approval time for single family and multifamily projects under ministerial review.

Design Review: The element must describe and analyze the design review guidelines and process, including approval procedures and decision-making criteria, for their impact as potential constraints on housing supply and affordability. For example, the analysis could describe required findings and discuss whether objective standards and guidelines improve development certainty and mitigate cost impacts. The element must demonstrate this process is not a constraint or it must include a program to address this permitting requirement, as appropriate.

Inclusionary Requirements: The element must analyze the inclusionary requirement for impacts on housing cost, supply and timing. The analysis should address the 20 percent requirement, relationship to State Density Bonus Law, whether impact fees are imposed if meeting inclusionary requirements and impacts of the live/work preference on housing mobility.

On/Off-Site Improvements: The element must identify actual on and off-site requirements for a typical development and evaluate the impacts on housing costs and timing.

Codes and Enforcement: The element must describe the City's code enforcement process and procedure (i.e., whether the City's code enforcement is proactive or complaint based) and analyze its impact as potential constraints on housing supply and affordability.

Constraints on Housing for Persons with Disabilities: The element briefly describes its reasonable accommodation procedure. However, the element should also describe the process and decision-making criteria such as approval findings and analyze any potential constraints on housing for persons with disabilities.

Zoning, Development Standards and Fees: The element must clarify compliance with new transparency requirements for posting all zoning, development standards, fees, and inclusionary requirements on the City's website and add a program to address these requirements, if necessary.

5. *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).)

Farmworkers: The element describes farmworkers are a small percentage of the City's labor force, that Redwood City has no farmland and; therefore, specific programs are not needed. However, the housing needs of farmworkers are often under-counted and are not limited to the amount of farmland in Redwood City. As a result, the element should at least consider the housing needs at a county level and add or modify programs as appropriate to address the specific and unique needs of farmworkers. The analysis may utilize United States Department of Agricultural data (Agricultural Census) and information available through the Department of Education to address this requirement.

C. Housing Programs

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... (Gov. Code, § 65583, subd. (c).)*

To have a beneficial impact on housing outcomes in the planning period, programs must have specific commitment (beyond considering) to housing outcomes, discrete timing (e.g., at least annually) and where appropriate numerical targets. To address this requirement, programs should be revised, as follows:

- *Program H1-1 (Adequate Sites)*: The program should include annual implementation.
- *Program H1-3 (Replacement Unit Requirements)*: The program should implement revisions by a specified date (e. g., month and year).
- *Program H1-4 (Densities in High Opportunity Areas)*: The program should include an implementation component beyond a study, especially if the City is relying on the program to implement missing middle housing.
- *Program H1-5 (Accessory Dwelling Units)*: The program should include annual reviews and updates as needed.
- *Programs H1-6 (Densities in Mixed Use Zoning Districts) and H2-6 (Rezone Commercial Office)*: The timing of these programs should clarify amendments will be completed by the housing element due date.
- *Program H2-3 (Preservation of At-Risk Affordable Housing)*: The program should include specific timing as well as include proactive outreach to owners. The program should also include outreach to owners to comply with Government Code sections 65863.10, 65863.11, and 65863.13 beginning three years before expiration of affordability for at-risk properties.

- *Program H2-5 (First-Time Homebuyer Opportunities)*: The program should include proactive outreach to developers and homebuyers as well as other actions if the code amendments are not adopted.
- *Program H4-1 (Site Improvements and Fees)*: The program should include implementation beyond considering an action to revise undergrounding requirements.
- *Program H4-3 (Middle Housing Development)*: The program should include timing for implementing Phase two.
- *Program H4-4 (Density Bonuses)*: The program should include timing on how often the ordinance will be reviewed during the planning period.
- *Program H4-9 (Housing Accountability Act)*: The program should include specific timing (e.g., month and year).
- *Program H5-1 (Equity and Outreach Plan)*: The program should describe how often the City will partner with advocates and organizations throughout the planning period.
- *Program H5-2 (Consult with Public Agencies)*: The program should include annual proactive outreach.
- *Program H5-3 (Affirmatively Market Accessible and Affordable Units)*: The program should describe how often the list will be updated, how often coordination will occur, as well as proactive outreach.
- *Program H6-1 (Anti-Displacement Strategy)*: The program should include implementation timing.
- *Program H6-2 (Fair Housing Services)*: The program should describe how often actions and outreach will occur.
- *Program H6-3 (Affirmatively Further Fair Housing)*: The program should include implementation beyond “consider”.

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 that portion of the city’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... (Gov. Code, § 65583, subd. (c)(1).)*

As noted in Finding B4, 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 City may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types. In addition, the element should be revised as follows:

Programs H1-6 (Densities in Mixed Use Zoning Districts) and H2-6 (Rezone Commercial Office): The programs commit to, among other things, increase allowable densities in several mixed-use zones concurrently with adoption of the housing element. Please be aware, if these changes to zoning are necessary to accommodate the RHNA for lower-income households and adoption does not occur before the beginning of the planning period, the element may need to address a shortfall of adequate sites and trigger meeting

by-right requirements pursuant to Government Code section 65583, subdivision (c)(1) and section 65583.2, subdivisions (h) and (i).

Program H4-5 (SB 9 Zoning and Subdivision Ordinance Amendments): As the City is relying on developing units utilizing SB 9, the program must commit to adopting updated definitions, use regulations, and development standards beyond “considering” and modified based on the outcomes of a complete analysis, including monitoring production and affordability every two years and taking alternative action if necessary.

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).)*

Special Needs: 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 for all special needs households (e.g., elderly, homeless, farmworkers, persons with disabilities, female-headed households). Specifically, programs should be added or modified to address the needs of persons with disabilities. For example, 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.

Program H3-1 (Senior Housing Needs): The program should include an action beyond “consider” as well as describe how the City will support organizations and how often. As the element identified a high need for senior housing, the program should specifically help seniors stay in their homes to address the identified need. In addition, the program should include timing to revise the definitions.

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. (c)(3).)*

As noted in Finding B5, the element requires a complete analysis of potential governmental constraints. Depending upon the results of that analysis, the City may need to revise or add programs and address and remove or mitigate any identified constraints. In addition, the element should be revised as follows:

Program H1-8 (Small Lots): The program should implement the incentives and changes to development standards, as well as list out potential revisions that are being considered.

Program H3-2 (Residential Care Facilities and Group Homes): The program must clarify what the City will do to allow group homes with seven or more residents. The program should clearly address this constraint and commit to revise zoning and permit procedure to

permit group homes for seven or more persons with objectivity to facilitate approval certainty in all residential zones.

Program H3-3 (Special Needs and Extremely-Low Income (ELI) Households): The program should remove “consider” from the second action to amend zoning for ELI housing options. In addition, the program should describe how the City will support the homeless outreach team and how often they will consult with the County’s center on homelessness. Lastly, the program must include specific timing and commitment for completing zoning amendments earlier in the planning period (beyond presenting in a study session in four years).

Program H4-2 (General Plan/Zoning Consistency): The program should specify timing as well as describe what amendments will be made.

Program H4-6 (Permit Processing): The program should include specific timing to implement the described actions. The program should also describe how often the process will be evaluated and improved.

Program H4-7 (Revised Parking Standards): The program should go beyond considering revised parking standards as the parking standards were identified as a potential constraint. For example, the City currently requires two spaces per multifamily unit regardless the number of bedrooms and “up to” a certain number of spaces in the Downtown. The program should reduce parking constraints for multifamily units within the City, as well as in the Downtown and Mixed-Use zones. In addition, the program should include specific timing for implementation.

Program H4-8 (Employee Housing Act): The program should be implemented earlier in the planning period (e.g., within one year).

5. *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... (Gov. Code, § 65583, subd. (c)(5).)*

As noted in Finding B1, the element must include a complete analysis of AFFH. The element must be revised to add goals and actions based on the outcomes of a complete analysis.

6. *Develop a plan that incentivizes and promotes the creation of accessory dwelling units that can be offered at affordable rent... (Gov. Code, § 65583, subd. (c)(7).)*

Programs must be expanded to include incentives to promote the creation and affordability of Accessory Dwelling Units (ADUs). Examples include exploring and pursuing funding, modifying development standards and reducing fees beyond state law, increasing awareness, pre-approved plans and homeowner/applicant assistance tools. In addition, given the City’s assumptions for ADUs, the element should include a program to monitor permitted ADUs and affordability every other year and take appropriate action such as adjusting assumptions or rezoning within a specified time period (e.g., 6 months).

D. Public Participation

Local governments shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the Housing Element, and the element shall describe this effort. (Gov. Code, § 65583, subd.(c)(9).)

While the element describes public participation and key themes from public engagement, it should describe how public comments were incorporated into the element.