

# *City of Brisbane*

## *Agenda Report*

TO: Honorable Mayor and City Council

FROM: Community Development Director via City Manager

SUBJECT: 2017 Annual Housing Element Progress Report

DATE: March 1, 2018

**City Council Goals:**

To preserve and enhance livability and diversity of neighborhoods (14).  
To encourage community involvement and participation (15).

**Purpose:**

To comply with the reporting requirements of State law.

**Recommendation:**

Direct staff to submit the report to the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR).

**Background/Discussion:**

The City is required to prepare an annual report to the State on the City's progress in implementing the Housing Element (which was adopted April 2, 2015), using the format adopted by HCD. Government Code Section 65400(a)(2)(B) requires that the City must hold a public meeting on the report before submitting it to HCD and OPR by the April 1<sup>st</sup> deadline.

**Fiscal Impact:**

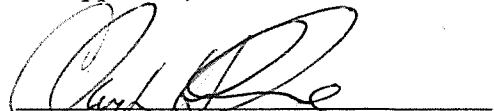
None.

**Attachments:**

Annual Housing Element Progress Report (Tables A, B, C and Appendix)



John Swiecki, Community Development Director



Clay Holstine, City Manager

**Department of Housing and  
Community Development**

**ANNUAL HOUSING ELEMENT PROGRESS REPORT**

City or County Name: City of Brisbane

Mailing Address: 50 Park Place, Brisbane, CA 94005

Contact Person: John Swiecki                      Title: Community Development Director

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Reporting Period by Calendar Year: from 1/1/2017 to 12/31/2017

These forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1, of each year for the prior calendar year; submit separate reports directly to both HCD and OPR (Government Code Section 65400) at the addresses listed below:

**Department of Housing and Community Development**  
Division of Housing Policy Development  
P.O. Box 952053  
Sacramento, CA 94252-2053

-and-

**Governor's Office of Planning and Research**  
P.O. Box 3044  
Sacramento, CA 95812-3044

**ANNUAL ELEMENT PROGRESS REPORT**  
*Housing Element Implementation*  
(CCR Title 25 §6202 )

**Jurisdiction** City of Brisbane  
**Reporting Period** 1/1/2017 - 12/31/2017

**Table A**

**Annual Building Activity Report Summary - New Construction  
Very Low-, Low-, and Mixed-Income Multifamily Projects**

Housing Development Information		Affordability by Household Incomes				Total Units per Project	5a Est. # Infill Units*	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
		Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income			6 Assistance Programs for Each Development See Instructions	7 Deed Restricted Units See Instructions	
1 Project Identifier (may be APN No., project name or address)	2 Unit Category	3 Tenure R=Renter O=Owner				4	5	8 Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.	8	
(9) Total of Moderate and Above Moderate from Table A3			▶	▶	▶		7	0		
(10) Total by income Table A/A3		▶	▶	▶	▶		0	0		0
(11) Total Extremely Low-Income Units*										0

\* Note: These fields are voluntary

# ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction	City of Brisbane
Reporting Period	1/1/2017 - 12/31/2017

**Table A2**  
**Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)**

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				TOTAL UNITS	(4) The Description should adequately document how each unit complies with subsection (c )(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income			
(1) Rehabilitation Activity					0	
(2) Preservation of Units At-Risk					0	
(3) Acquisition of Units					0	
(5) Total Units by Income	0	0	0	0	0	

\* Note: This field is voluntary

**Table A3**  
**Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)**

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for <b>Moderate</b>				3		3	3
No. of Units Permitted for <b>Above Moderate</b>	1	3				4	4

\* Note: This field is voluntary

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## Housing Element Implementation

(CCR Title 25 §6202 )

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**Reporting Period** 1/1/2017 - 12/31/2017

**Table B**

### Regional Housing Needs Allocation Progress

#### Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.	Permitted Units Issued by Affordability										Total Units to Date (all years)	Total Remaining RHNA by Income Level
	2015	2016	2017	2018	2019	2020	2021	2022	2023	Year		
Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year	Year	Year
Very Low	Deed	0	0	0								
	Restricted Non-deed restricted	0	0	0								
Low	Deed	0	0	0								
	Restricted Non-deed restricted	0	0	0								
Moderate	Deed	0	0	0								
	Restricted Non-deed restricted	1	3	3							7	
Above Moderate		2	4	4							10	
Total RHNA by COG. Enter allocation number.		3	7	7							17	
Total Units												276
Remaining Need for RHNA Period												

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

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<b>Jurisdiction</b>	City of Brisbane
<b>Reporting Period</b>	1/1/2017 - 12/31/2017

**Table C**  
**Program Implementation Status**

Program Description (By Housing Element Program Names)	Objective	Timeframe in H.E.	Status of Program Implementation
	<b>Housing Programs Progress Report - Government Code Section 65583.</b> Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Program H.I.1.g: Inform water/sewer provider	Deliver Housing Element to water and sewer providers	Upon adoption	Completed April 2015.
Program H.I.1.h: Annual Report	Prepare annual progress report	Annually	Annual Report for 2017 calendar year delivered to California Department of Housing and Community Development and Governor's Office of Planning and Research prior to April 1, 2018 deadline.
Program H.I.2.a: Housing constraints	Advise outside agencies regarding unnecessary constraints	Ongoing	Ongoing as development projects are submitted for consideration.
Program H.I.2.b: League of Cities	Work with League of Cities to identify and address housing constraints due to preemption of outside agencies	Ongoing	Ongoing as development projects are submitted for consideration.
Program H.A.1.a: Fair housing information	Inform public through website and other means	Ongoing	Fair housing information and resources available on dedicated webpage. Housing Element available on City website, <a href="http://www.brisbaneca.org">www.brisbaneca.org</a> .

# ANNUAL ELEMENT PROGRESS REPORT

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Program H.A.1.b: Other housing information	Inform public on housing policies and opportunities	Ongoing	Housing opportunities and resources in the City and County and Housing Element containing City housing policies are posted on dedicated webpages on City website, www.brisbane.org. New Accessory Dwelling Unit webpage released in February 2018.
Program H.B.1.a: Rezoning	Accommodate RHNA shortfall	January 31, 2016	Required overlay zoning incorporated into Parkside Precise Plan adopted 10/30/2017. Implementing zoning adopted via Ordinance 624 2/1/2018.
Program H.B.1.b: Zoning for current RHNA	Accommodate RHNA	May 31, 2018	Existing zoning regulations will accommodate remainder of 2015-2023 RHNA. Overlay zoning for shortfall accommodated in implementation of H.B.1.a (above)
Program H.B.1.c: General Plan revisions	Land Use Element consistency	General Plan Update	General Plan Update to be ongoing in FY 17-18 and FY 18-19.
Program H.B.1.d: Second Units	Monitor SDU affordability	Annually	ADU rent survey conducted in March 2017. Survey respondents reported occupied units rented at BMR rent or no rent at all.
Program H.B.1.e: Second Units	Encourage SDUs	May 31, 2018	City Council adopted zoning text amendments to streamline ADU regulations via Ordinance 615 on 2/2/2017.
H.B.1.f: Definitions	Update definition of single-family dwelling to comply with CHSC Sec. 17021.5	January 2016	Ordinance 606 adopted by City Council on 4/21/2016
Program H.B.1.g: SRO's	Amend SCRO-1 District to permit Single Room Occupancy units as conditional use.	December 2018	Ordinance 622 adopted by City Council on 11/2/2017
Program H.B.1.h: Encourage development	Outreach to encourage private redevelopment in new affordable housing overlays and SCRO-1 district.	As new zoning regulations are adopted.	City engaged with property owners consistently throughout Parkside Precise Plan process.

# ANNUAL ELEMENT PROGRESS REPORT *Housing Element Implementation*

(CCR Title 25 §6202 )

Jurisdiction	City of Brisbane	Reporting Period	1/1/2017 - 12/31/2017
Program H.B.1.i: Mobilehomes	Rezone mobilehome park to R-MHP District for mobilehome use only.	December 31, 2018	Scheduled for review by the Planning Commission in Spring 2018.
Program H.B.2.a: "At risk" affordable units	Preserve affordable units.	Ongoing	None at risk within planning period.
Program H.B.3.a: Special needs housing	Identify suitable sites	Ongoing	Opportunities considered on a case-by-case basis but constrained by limited funding opportunities.
Program H.B.3.b: Parking for senior housing	Reduce parking requirement	December 2015	Ordinance 576 adopted May 19, 2016.
Program H.B.3.c: Parking for accessible units	Reduce parking requirement	December 2015	Ordinance 576 adopted May 19, 2016.
Program H.B.3.d: Reasonable accommodation	Minimize constraints	Ongoing	Ordinance 558 adopted April 2011.
Program H.B.3.e: Convalescent homes	Permit as conditional use in SCRO-1 district	December 31, 2018	Convalescent homes are conditionally permitted in SCRO-1 district.
Program H.B.3.f: HIP Housing	Support Human Investment Program (HIP) shared housing program.	Ongoing	Updated information and rental listings posted regularly on City website <a href="http://www.brisbaneca.org">www.brisbaneca.org</a> .
Program H.B.3.g: Density bonus	Encourage special needs housing	Ongoing	Coordinating with H.B.5.a. No density bonuses requested during reporting period.
Program H.B.3.h: Continuum of Care/HEART	Shelter and serve the homeless	Ongoing	City is member agency of HEART and information is linked on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a> .
Program H.B.3.i: Emergency Shelters	Allow in SCRO-1 district	Ongoing	Ordinance 443 adopted in 2000 allows emergency shelters as permitted use in the SCRO-1 district.
Program H.B.3.j: Water and sewer service	Adopt policies to prioritize affordable units	December 2017	Department of Public Works adopted administrative policies consistent with Program requirements 12/28/2017



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Program H.B.4.a: Condominium conversions	Maintain affordable rental units	Ongoing	Ordinance 566 adopted October 2013 requires Use Permit for condominium conversions.
Program H.B.4.b: Inclusionary Housing	Update Inclusionary Housing Ordinance	December 31, 2016	Initiated December 2017. Scheduled for Planning Commission hearing in Spring 2018 combined with H.B.5.a below
Program H.B.5.a: Density bonus	Expand program per AB 2280	December 31, 2016	Initiated December 2017. Scheduled for Planning Commission hearing in Spring 2018 combined with H.B.4.b above
Program H.B.6.a: Hillside development	Reduce development costs	Ongoing	Incorporate into General Plan Update in 2018.
Program H.B.7.a: Affordable housing information	Encourage affordable housing	Ongoing	Housing Element available on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a>
Program H.B.7.b: Private/non profit partnerships	Encourage affordable housing	Ongoing	Housing Element available on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a>
Program H.B.7.c: Project Sentinel	Affordable senior housing	Ongoing	Information available on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a>
Program H.B.8.a: Section 8 rent subsidies	Keep informed of opportunities	Ongoing	Ongoing coordination with County Housing Department and Housing Authority as opportunities arise
Program H.B.9.a: City/non profit partnerships	Encourage affordable housing	Annually	Housing Element available on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a>
Program H.B.9.b: Land banking	Acquire sites for affordable housing	Ongoing	On hold pending establishment of ongoing funding source.
Program H.B.9.c: Public parks and facilities	Reserve potential surplus lands	December 2017	Incorporate into General Plan Update, 2018.
Program H.B.9.d: Rehab housing	Preserve/provide affordable units	Ongoing	Opportunities considered on a case-by-case basis but constrained by limited funding.
Program H.B.9.e: Affordable housing subsidies	Investigate subsidies for mixed use or residential projects	Annually, as part of the budget process	None identified in 2016. Reevaluate in 2018 budget process.

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Program H.B.9.f: HEART	Subsidize mortgage costs for first-time homebuyers	Ongoing	City is a current member of HEART.
Program H.B.9.g: County rehab programs	Preserve affordable housing	Annually	Ongoing coordination with County Housing Department as opportunities arise.
Program H.B.9.h: Self-help/sweat equity programs	Preserve and provide affordable units	Ongoing	Opportunities considered on a case-by-case basis but constrained by limited funding.
Program H.B.9.i: Leveraging low/mod funds	Match state/federal programs	Ongoing	Opportunities considered on a case-by-case basis but constrained by limited funding.
Program H.B.9.j: Special needs loans/grants	Retrofit existing units	Ongoing	Opportunities considered on a case-by-case basis but constrained by limited funding.
Program H.B.9.k: Fee schedule	Subsidize affordable housing	Annually, as part of the budget process	2017 budget amendment reduced planning application fee by over 50% and eliminated any planning fee for conversion ADU building permits. Other development fee waiver requests are considered as projects are submitted. No fee waiver requests were received in 2017.
Program H.B.9.l: State and Federal programs	Encourage affordable housing	Ongoing	City evaluates projects for eligibility for State/Federal funding programs and potential matches as projects arise. No such projects were eligible in 2017.
Program H.C.1.a: Voluntary code inspection program	Identify basic safety problems	Ongoing	Ongoing coordination with North County Fire Authority.
Program H.C.1.b: Low-interest rehab loan program	Publicize and encourage use.	Ongoing	Brochures available at Building and Planning Counter and information available on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a>

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Jurisdiction	City of Brisbane	Reporting Period	1/1/2017 - 12/31/2017
Program H.C.1.c: Nonconforming provisions	Encourage maintenance of units	Ongoing	Ordinance 576 adopted May 19, 2016.
Program H.C.1.d: NCRO-2 district rehab	Encourage maintenance of units	Ongoing	Ongoing coordination with County Housing Department.
Program H.D.1.a: Infrastructure Master Plans	Update residential infrastructure	Ongoing	Ongoing coordination with Public Works Department
Program H.D.1.b: Dwelling Groups	Allow in R-2, R-3, SCRO-1, and new affordable housing overlays	December 31, 2018	Parkside Plan adopted 10/30/2017. Implementing housing overlay zones allow dwelling groups, adopted 2/1/2018. SCRO-1 currently allows dwelling groups.
Program H.D.1.c: Affordable Housing Overlays	Guidelines for affordable housing overlay zoning	January 31, 2016	Parkside Plan adopted 10/30/2017, contains housing overlay development regulations and design guidelines. Implementing zoning adopted 2/1/2018.
Program H.D.2.a: Affordable Housing Overlays	Consider amendments to non-residential zoning districts adjacent to affordable housing overlays.	December 31, 2018	Adjacent districts to PAOZ-1 and PAOZ-2 housing overlays to be studied in summer 2018.
Program H.E.1.a: Mixed-use and live/work housing	Encourage mixed use	Ongoing	See H.B.1.a & b
Program H.E.1.b: Mixed-use development	Encourage mixed use	Ongoing	New 16-unit senior housing/commercial development in NCRO-2 district received planning approval 10/26/2017.
Program H.E.1.c: General Plan revisions	Land Use Element consistency for mobilehome park zoning	December 31, 2018	See H.B.1.i
Program H.E.1.d: Transit-oriented development	Encourage smart growth	General Plan Update	Incorporate into General Plan update in 2018.

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## *Housing Element Implementation*

(CCR Title 25 §6202 )

Jurisdiction	City of Brisbane	Reporting Period	1/1/2017 - 12/31/2017
Program H.F.1.a: Green building ordinance	Update as appropriate	Ongoing	City Council adopted Ordinance 613 in January 2017. Ordinance requires solar/thermal and cool roofs on new development. Staff annually evaluates CBC and best practices in green building as applicable to local ordinances.
Program H.F.2.a: Energy conservation	Inform public via various means	Ongoing	Resources regularly published on City website, City STAR newsletter, social media pages, and Housing Element is published on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a>
Program H.F.2.b: Energy conservation retrofitting	Inform public via various means	Ongoing	Information and Housing Element linked to <a href="http://www.brisbaneca.org">www.brisbaneca.org</a> .
Program H.F.2.c: Renewable energy	Inform public via various means	Ongoing	City joined Peninsula Clean Energy in 2016. Information available on <a href="http://www.brisbaneca.org">www.brisbaneca.org</a>
Program H.F.3.a: Water conservation	Inform the public via various means	Ongoing	Ordinance 607 adopted by the City Council on April 7, 2016 updating the City's water conservation in landscaping ordinance. Water conservation information provided on the City's website and advertised in City newsletters and social media accounts.
Program H.F.3.c: Water conservation in multi-family development	Encourage water conservation in landscaping and appliances in multifamily and mixed-use housing	In coordination with program H.F.1.a	Ordinance 607 adopted April 7, 2016 updating City's water conservation in landscaping ordinance. Planning staff advises all applicants of conservation opportunities and requirements in new and re-landscaping projects.
Program H.F.4.a: Natural heating/cooling	Encourage energy conservation	Ongoing	Ordinance 566 adopted in October 2013. Title 24 compliance is enforced and required for all eligible building permit applications.
Program H.G.1.a: Regional Planning	Cooperate in Plan Bay Area process	Ongoing	City actively participated in Plan Bay Area 2040 update in 2017.

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

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Jurisdiction	Reporting Period	City of Brisbane	1/1/2017 - 12/31/2017
Program H.G.1.b: Congestion management	Cooperate in implementation of C/CAG Congestion Management Program	Ongoing	Ongoing as development projects are considered.
Program H.H.1.a: Development costs	Minimize costs of development	Ongoing	Ongoing as development projects are considered. City Council to consider study and potential adoption of impact fees in fall 2018.
Program H.H.1.b: Fiscal impact studies	Study impact of large residential projects on city services	Ongoing	Implemented as new residential projects with potential significant impacts are considered.
Program H.H.2.a: Sensitive/hazardous lands	Identify/mitigate impacts	Ongoing	Ordinance 562 adopted October 2011.
Program H.H.2.b: Clustered development	Promote clustered development in areas near sensitive habitat	Ongoing	Ordinance 562 adopted October 2011 to relax certain development standards if clustered development is pursued.
Program H.H.2.c: Flood hazard management	Comply with CGC Sec. 65302	General Plan update	Incorporate into General Plan Update in 2018.
Program H.I.1.a: Regulatory constraints	Streamline permit processing	Ongoing	Ordinance 612 adopted December 8, 2016, streamlining application process for new condominium developments. City Council adopting streamlining for accessory dwelling units via Ordinance 615 adopted 2/2/2017.
Program H.I.1.b: Parking requirements	Revise parking standards	December 2015	Ordinance 576 adopted on May 19, 2016 reduced parking requirements for smaller homes and minor additions.
H.I.1.c: Second Unit Parking	Revise second unit parking requirements	December 2015	Ordinance 576 adopted by City Council May 19, 2016 to reduce accessory dwelling unit parking requirements. Ordinance 615 adopted 2/2/2017 eliminated accessory dwelling unit parking requirements.

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Reporting Period	1/1/2017	-	12/31/2017
Program H.I.1.d: Design Permits	Reduce unnecessary constraints	Ongoing	Ongoing as development projects are submitted for review. Design Permit for 16-unit senior housing/commercial development approved in October 2017.
Program H.I.1.e: Nonconforming structures	Preserve housing units	Ongoing	See Program H.C.1.c
Program H.I.1.f: City staffing	Efficient permit processing procedures	Annually, as part of the budget process	No need for additional staffing identified in 2016 budget process. Reevaluate as part of 2018 budget process.

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**General Comments:**

**2017 Building Permits Issued:**

Single Family Homes

326 Humboldt Rd

Accessory Dwelling Units

822 HUMBOLDT RD

305 HUMBOLDT RD

500 SIERRA POINT RD

Duplex

None

Multi-Family

124 San Bruno Ave. (3 units)