

5. HOUSING PLAN

The City of Brisbane is a desirable place to live, work, and play for a diversity of people, as shown in Chapter 2, Community Characteristics and Housing Needs. Given the City's projected housing needs, Brisbane will need to significantly increase its supply of housing while maintaining its existing housing stock and community amenities and services that ensure the City remains a desirable place to live. New housing will need to be affordable to households at all income levels consistent with the RHNA and accessible to households with special needs. The goals, policies, and programs in this chapter support these overarching objectives, while ensuring that the City will meet its statutory obligations to affirmatively further fair housing and facilitate housing production at all income levels.

Chapter 3, Resources and Opportunities, identifies the inventory of sites available for residential development to meet the City's RHNA. This chapter identifies measures to be taken by the City to meet its RHNA. This chapter also establishes the City's policies and programs for preserving the City's existing housing stock, protecting residents from displacement, ensuring fair housing for all households, helping the community adapt as the City grows, and building broad community awareness of housing issues, policies, and resources.

Consistent with Government Code Section 65583(b), this chapter also provides the quantified objectives for the planning period of 2023-2031, or the number of units likely to be constructed, rehabilitated, and preserved by income level during the planning period. The programs and the quantifiable objectives are directly related in that the quantifiable objectives are the City's best estimate of the number of units in those categories of preservation, rehabilitation and new construction, by income level given the City's land resources (Chapter 3), governmental and non-governmental constraints, (Chapter 4), and proposed programs (this chapter).

This chapter includes the following sections:

1. Quantified Objectives: Preservation, rehabilitation, and construction.
2. Goals, policies, and programs.

5.1 QUANTIFIED OBJECTIVES: PRESERVATION, REHABILITATION, AND CONSTRUCTION FOR 2023-2031

The quantified objectives section estimates the number of units likely to be constructed, rehabilitated and preserved by income level during the planning period given the City's land resources, governmental and non-governmental constraints, proposed programs, and the City's project pipeline. As shown in the tables below, the City will preserve 25 deed-restricted affordable housing units. A total of 30 sites are estimated as being in need of rehabilitation in the planning period. New construction is primarily anticipated in the Baylands subarea following adoption of the Baylands Specific Plan (see Program 2.A.2), based on the status of that draft Specific Plan, the owner's active engagement to develop the site, and the fact that the housing will be part of the first phase of development. The City anticipates that the multi-family PAOZ-2 overlay district is likely to be developed within the plan period. Several multi-family and mixed-use pipeline projects are also

TABLE 5-1 QUANTIFIED OBJECTIVES FOR CYCLE 6 (2023-2031), HOUSING UNITS BY SITE

Preservation Site	Extremely Low-Income	Very-Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Affordable Totals
Visitacion Gardens Senior Housing	0	4	2	8	0	14
20-38 Plumas Street (Habitat for Humanity)	0	5			0	5
15 Glen Park Way (Habitat for Humanity)	0	1			0	1
720 San Bruno Avenue (Habitat for Humanity)	0	1			0	1
1 San Bruno Avenue (City of Brisbane Inclusionary Housing Program)	0		1	1	0	2
313 Swallowtail Court (City of Brisbane First Time Homebuyer Program)	0			1	0	1
343 Mariposa Street (City of Brisbane First Time Homebuyer Program)	0			1	0	1
Misc.- Central Brisbane	305	155	400	230	800	1,090
Totals	305	166	403	241	800	1,273
Rehabilitation Site						
Misc.-Citywide	10	10	10	0	0	0
Totals	10	10	10	0	0	0
New Construction Site						
Baylands	72	73	82	287	1,286	514
Parkside PAOZ-2	55	54	58	0	0	167
3750-80 Bayshore Boulevard	0	0	2	3	25	5
221 Tulare Street	0	0	0	0	3	0
213 Visitacion Avenue	0	0	0	0	4	0
18 Visitacion Avenue	0	0	0	0	2	0
Southwest Bayshore SCRO-1	30 ^c					
Other Infill (Including ADUs)^b	6	6	12	12	25	36
Totals	163	133	154	302	1,345	722

^a No sites were identified in the sites inventory, but the City will continue to monitor and add sites as appropriate.

^b Trend-based using building permit data (issued permits) from 2017 to the present in the NCRO-2, R-1, R-2, R-3, and SCRO-1 zoning districts.

^c Emergency shelter beds



included, as well as a total of 51 infill units based on current zoning and market trends that continue to support the redevelopment of smaller, scattered sites by property owners. An emergency shelter of 30 beds is also included in the objectives for new development for extremely low income, within the SCRO-1 district.

5.2 GOALS, POLICIES, AND PROGRAMS FOR 2023-2031

The City has identified seven goals to guide the Housing Element policies and programs.

1. Affirmatively further fair housing opportunities for all persons.
2. Facilitate and support the production of housing at all income levels, but especially affordable housing.
3. Preserve existing affordable housing.
4. Protect residents from displacement.
5. Increase public awareness of housing programs and resources.
6. Conserve natural resources and reduce greenhouse gas emissions in existing and new residential development.
7. Avoid unreasonable government constraints to the provision of housing.

Goal 1: Affirmatively further fair housing opportunities for all persons.

The City’s goal to affirmatively further fair housing (AFFH) is interwoven throughout all of the City’s housing goals, policies and programs and is closely tied with the goal to engage and educate the community on housing policies and resources for both renters and property owners (Goal 5). The policies and programs contained under this goal specifically address the fair housing issues identified in the City’s Fair Housing Assessment (Appendix C).

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
Policy 1.A: Actively promote and distribute fair housing information and resources to Brisbane residents and landlords.				
CDD	General Fund	1.A.1: Provide referral services to appropriate agencies by creating a dedicated webpage specific to fair housing including resources for residents who have experienced discrimination, information about filing fair housing complaints with HCD or HUD, and information about protected classes under the Fair Housing Act. (See also programs under Goal 5)	Create webpage Update annually	5/31/2023 Ongoing
CDD	General Fund	1.A.2: Actively distribute information to Brisbane landlords, residents (particularly households of color and non-English speaking households) and businesses, developers, non-profit housing developers and other groups about fair	City Star and Chamber of Commerce Newsletters Weekly City News Blast/City Manager's bulk mailing, flyers	At least Annually Starting 1/23 and periodically, as needed

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
		<p>housing resources, including but not limited to:</p> <ul style="list-style-type: none"> ▪ Fair housing training for landlords and tenants through Project Sentinel or other organizations the City may partner with during the Housing Element cycle. <u>Geographic targeting: Households and landlords in R-MHP, R-2, R-3, NCRO-2, and SCRO-1 zones. Metrics: Train two landlords and four households annually.</u> ▪ Fair housing programs of other agencies. <u>Geographic Targeting: Households and landlords in R-MHP, R-2, R-3, NCRO-2, and SCRO-1 zones, and businesses in M-1, TC-1, TC-2 and SCRO-1 zones. Metrics: Four referrals to Project Sentinel (either tenants or landlords) as verified by Project Sentinel on an annual basis</u> ▪ Financial literacy training through Project Sentinel or other organizations. <u>Geographic Targeting: Households in R-MHP, R-2, R-3, NCRO-2, and SCRO-1 zones. Metrics: Four referrals to Project Sentinel (tenants) as verified by Project Sentinel on an annual basis (may be combined with general fair housing contacts above).</u> ▪ Housing counseling services through Project Sentinel or other organizations. <u>Geographic Targeting: Households in R-MHP, R-2, R-3, NCRO-2, and SCRO-1 zones. Metrics: Four referrals to Project Sentinel (tenants) as verified by Project Sentinel on an annual basis (may be combined with general fair housing and financial literacy training contacts above).</u> 	<p>Webpage and handouts</p>	<p>Q2 2023 and ongoing thereafter</p>
		<p>See Program 5.A.1</p>		
CDD	General Fund	<p>1.A.3: Actively distribute information to Brisbane residents and businesses, including targeting to households of color and non-English speaking households, non-profit housing developers, housing counseling and resource organizations, and other groups about housing opportunities in Brisbane, including but not limited to:</p> <ul style="list-style-type: none"> ▪ Newly available housing units for rent or purchase to moderate- or lower-income households through the City's Inclusionary Housing Program, First Time Homebuyer Program, Habitat for Humanity resale program, or Bridge Housing senior rental program, and any new homebuyer or renter program that may be established during the Housing Element Cycle. <u>Geographic Targeting: Businesses in</u> 	<p>City Star and Chamber of Commerce Newsletters</p> <p>Weekly City News Blast/City Manager's bulk mailing, flyers,</p> <p>Webpage and handouts</p>	<p>At least Annually</p> <p>Starting 1/23 and periodically, as needed</p> <p>Q2 2023</p>



Lead Dept	Funding Source	Program	Actions	Implementation Timeline
		<p><u>M-1, TC-1, TC-2, SCRO-1 districts; Households in R-MHP, R-1, R-2, R-3, NCRO-2, and SCRO-1 districts. Metrics: As needed based on availability of units.</u></p> <ul style="list-style-type: none"> The City's inventory of potential housing development sites. <p><u>Geographic Targeting: N/A (non-profit housing developers). Metrics: Send to four non-profit housing developers annually.</u></p>		
Policy 1.B: Continue to promote equitable housing opportunities.				
CDD	General Fund	1.B.1: Develop an affordable housing siting policy to promote the distribution of affordable housing equitably across the City.	Adopt policy	12/31/2025
Policy 1.C: Ensure local fair housing data is up to date.				
CDD	General Fund	1.C.1: Coordinate with local service providers, including but not limited to fair housing and transit providers, to collect updated data on fair housing factors specific to Brisbane maintained by those providers.	Meet with local service providers	1/31/2024 and annually thereafter
CDD	General Fund	1.C.2: Based on data trends, identify policy priorities and update Fair Housing Action Plan.	<p>Incorporate fair housing data into Capital Improvement Plan</p> <p>Update Fair Housing Action Plan based on data trends</p>	<p>7/1/2025 and biennially thereafter with adoption of the City budget</p> <p>12/31/2025 and biennially thereafter</p>

Goal 2: Facilitate and support the production of housing at all income levels, but especially affordable housing.

This goal addresses the significant need for additional housing across all household income categories. To meet the targets set by the RHNA, the City must facilitate the production of housing through the existing residential and mixed-use zoning districts, as well as complete its planned rezoning of the Baylands subarea through the adoption of a specific plan. The Baylands is designated as a Priority Development Area (PDA) in Plan Bay Area and is ideally located for new residential development both from a City and regional perspective, due to its proximity to and planned enhancements to public transit corridors (Caltrain and San Francisco’s Muni light rail) and easy access to Highway 101.

After years of careful planning and community engagement, in 2018 the City Council approved General Plan amendments (affirmed by the voters via Measure JJ) to allow a range of 1,800 to 2,200 housing units in the northwest quadrant of the subarea, centered on the Bayshore Caltrain station.

As noted in Chapter 3 – Resources, in 2022, the property owner submitted a draft specific plan for the Baylands proposing development of 2,200 housing units and up to seven million square feet of commercial development. The City is actively processing the applicant’s specific plan submittal to

meet the statutory deadline for rezoning to accommodate its 2023-2031 RHNA and has a motivated applicant in the Baylands property owner. An area of emphasis in the specific plan will be to ensure that a substantial component of lower income and special needs housing units are accommodated within the plan area. A number of other policies and programs provided below address the City's intent to partner with housing developers to facilitate development of affordable housing throughout Brisbane.

In 2022, the City initiated an Affordable Housing Strategic Plan (AHSP) to identify funding priorities for current affordable housing funds, identify new revenue streams for affordable housing, calibrate the City's inclusionary housing and density bonus ordinance, and evaluate management options for the City's current and future affordable housing inventory. The AHSP will be adopted in 2023.

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
Policy 2.A: Provide zoning for a balance of housing types, sizes (bedrooms), tenure and the inclusion of affordable, senior and special needs dwelling units in multi-family developments consistent with the RHNA.				
CDD	General Fund, developer fees	2.A.1: Maintain existing residential and mixed-use zoning to provide adequate sites to accommodate the 2022-2031 Regional Housing Needs Allocation.	Ongoing maintenance of existing zoning	Ongoing
CDD	General Fund, developer fees	2.A.2: Adopt the Baylands Specific Plan/Zoning to allow 1,800 to 2,200 housing units by-right, without discretionary design review, at site densities of at least 20 units per acre, on sites accommodating at least 16 units, to meet the 2023-2031 RHNA, consistent with the Brisbane General Plan Land Use Element, in compliance with all aspects of Government Code Section 65583.2(h)-(i) The Specific Plan or Developer Agreement shall contain objective design standards and shall provide an affordable housing plan. <u>The City shall prioritize maximizing affordable housing with a goal of 514 affordable units.</u> The Specific Plan or Developer Agreement shall describe accessible residential design incorporated into units in proximity to transit. <u>Geographic targeting: The Baylands subarea</u> <u>Metrics target: Dwelling unit preliminary production estimate by year, based on developer's schedule for 2,200 total units**:</u> <u>2027: 362 units</u> <u>2028: 1,108 units</u> <u>2029: 333 units</u> <u>2030: 108 units</u> <u>2031: 289 units</u> <u>(**Notes: The sites inventory is conservatively based on an 1,800 unit total. For schedule milestones, see also Section 3.1.1.1. Also, the City will consult with HCD regarding timing/production if the project falls 12 or more months behind the schedule provided)</u>	Specific Plan Adoption by City Council and certification, including approval of adequate water supply. <u>Coordinate and assist the developer in the entitlement and development of the Baylands, including prioritizing processing, assisting with funding, planning and technical studies.</u> <u>Consult with HCD regarding timing/production if the project falls 12 or more months behind the schedule provided.</u> <u>Reevaluate and address housing opportunity sites to accommodate 2023-2031 RHNA if project has failed to proceed substantially in conjunction with the anticipated timeline</u>	1/31/2026 <u>Ongoing, and process entitlements by 2027</u> <u>Ongoing</u> <u>2030 if project has failed to proceed</u>



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Lead Dept	Funding Source	Program	Actions	Implementation Timeline
CDD	General Fund	2.A.3: Provide annual reports to HCD on progress made in implementing the Housing Element programs per Government Code Section 65400, including a review for internal consistency and compliance with Government Code Sections 65302(d)(3) and 65302(g)(2) as amended by Chapter 369, Statutes 207 [AB 162].	Annual Reports to HCD	Annually
CDD	General Fund	2.A.4: Monitor the adequate sites inventory to ensure adequate development capacity will be maintained throughout the planning period to accommodate the RHNA per Government Code Section 65863.	Annual Reports to HCD	Annually
CDD	General Fund	2.A.5: Study zoning districts where reduction of minimum lot sizes may be appropriate to encourage development of tiny homes, row-homes, bungalows, or other similar developments; and adopt new zoning where appropriate. Geographic Targeting: R-1 district, middle and lower elevation streets. Metrics: Theoretical R-1 total unit capacity increase of approximately 10 to 20%.	Study Session at Planning Commission Adopt new zoning	12/2026 12/2028
CDD	General Fund	2.A.6.: Adopt implementing ordinance for ministerial duplex conversions and single-family lot splits as provided by Government Code Sections 65852.21 and 66411.7.	Adopt ordinance	12/31/2023
CDD	General Fund	2.A.7: Study zoning amendments to existing commercial zoning districts at Sierra Point and Crocker Park, to either allow or require mixed use buildings.	Study Session at Planning Commission Adopt zoning amendments	12/31/2026 7/30/2029
CDD	General Fund	2.A.8: Update the zoning ordinance to provide for transitional and supportive housing in all zoning districts allowing residential uses and only subject to the same restrictions as other residential dwellings in the same zone, and to allow permanent supportive housing by right in zones where multifamily and mixed uses are permitted, pursuant to Government Code Section 65651.	Adopt ordinance	12/31/ 30 2025
CDD	General Fund	2.A.9: Facilitate development and monitor approvals of pipeline projects, including the number of units constructed and their affordability levels.	Monitoring and reporting on pipeline project status of 39 units identified in Table B.7.2 (including 2 lower income, 3 moderate income and 34 above moderate income units) in the annual Housing Element Progress Report Coordinating with applicants to	4/1/2024 and annually thereafter

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			expedite approval of remaining entitlements	12/31/2023 and annually thereafter in Q4
			Supporting funding applications or requests for fee waivers for eligible projects	7/1/2023 and biennially thereafter through the budget adoption process
			Identifying necessary rezoning of additional sites, should pipeline projects not move forward <u>resulting in a RHNA shortfall, per Gov't Code Section Gov. Code, § 65583, subd. (c)(1), with rezoning to make up the shortfall to be completed</u>	Ongoing
CDD	General Fund	2.A.10: Update the ADU ordinance to comply with current State law.	Adopt updated ADU ordinance	12/31/2023
<u>CDD</u>	<u>General Fund</u>	<u>2.A.11: Amend the family definition to remove group care provisions zoning ordinance definitions and use provisions for all districts allowing residential uses, to remove the requirement for a conditional use permit for group homes of seven (7) or more persons and allow group homes as permitted uses, with objective standards similar to other residential uses in the same district, consistent with state law.</u>	<u>Adopt Ordinance</u>	<u>12/31/2024</u>
<u>CDD</u>	<u>General Fund</u>	<u>2.A.12: Amend the zoning ordinance for all districts that allow multifamily residential uses, to allow for building heights of at least 36 feet, to be able to accommodate 3-story development.</u>	<u>Adopt Ordinance</u>	<u>12/31/2024</u>
Policy 2.B: Provide for development of affordable housing and housing designed for seniors and persons with disabilities (including the developmentally disabled) or other special needs.				
CDD	General Fund	2.B.1: Through development of the Baylands Specific Plan and implementing development agreements, identify suitable sites for housing for seniors, persons with disabilities or other special needs, and lower-income households in the Baylands subarea. <u>Geographic Targeting: Baylands Specific Plan Area</u> <u>Metrics: Goal of 514 affordable housing units with target populations that align with community preferences in compliance with Fair Housing laws (See Program 2.A.2)</u>	Adoption of Development Agreement and Specific Plan	1/31/2026
CDD	General Fund	2.B.2: Amend the zoning ordinance to permit convalescent homes as a permitted use in the SCRO-1 District. Develop objective standards for the	Ordinance adoption	12/31/27



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Lead Dept	Funding Source	Program	Actions	Implementation Timeline
		operation and design of such uses and incorporate into the zoning ordinance.		
CDD, Police	General Fund	2.B.3: Collaborate with the County of San Mateo in developing programs to provide regional shelter and services to the homeless by participating in the San Mateo County Continuum of Care and other regional efforts to provide homeless shelters, transitional and supportive housing for homeless households coordinated by the County.	<p>Meet with San Mateo County staff to determine actions the City can take to assist homeless individuals in Brisbane for the calendar year</p> <p>Meet with San Mateo County Human Services Agency staff to determine how the City can support development of emergency, transitional, and supportive homeless housing in Brisbane or in the County for the calendar year.</p>	<p>Annually in Q1</p> <p>Annually in Q1</p>
CDD	General Fund	2.B.4: Update the zoning ordinance allowing for emergency shelters as a permitted use in the SCRO-1 District from 12 beds to 30 beds, with such use not subject to discretionary action or to any development or management standards that would not apply to other allowed uses within the zone, except as provided by Government Code Section 65583(a)(4)(A).	Adopt amended SCRO-1 zoning	12/31/26
CDD	General Fund	2.B.5: Amend multi-family and mixed-use zoning districts to allow low barrier Navigation Centers, as required by Government Code Sections 65660 - 65668 .	Adopt zoning amendments	12/31/2026
CDD	General Fund	2.B.6: Grant priority water and sewer service to housing with units affordable to lower-income households in accordance with adopted City policy, consistent with State law [Government Code Section 65589.7 and Water Code Section 10631.17(a)70].	Priority water and sewer service for affordable housing	Ongoing
CDD	General Fund	2.B.7: Regarding emergency shelters and transitional and supportive housing, implement requirements of AB 2339 (2022; Government Code Section 65583(a)(4)) (See also, Programs 2.B.4 and 2.B.5.)	<p>Conduct analysis per AB 2339</p> <p>Adopt implementing ordinance</p>	<p>6/31/2024</p> <p>12/31/2024</p>
Policy 2.C: Encourage utilization of the density bonus program to provide housing affordable to extremely low-, very-low- and/or low-income households, including supportive housing for extremely low-income families and larger households.				
CDD	General Fund	2.C.1: Amend the density bonus ordinance to: <ul style="list-style-type: none"> Allow greater density bonus and/or incentives to housing developments that provide housing units designed and dedicated for use by large families with low- to extremely low-incomes. 	Adopt amended density bonus ordinance	12/31/2023

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
		<ul style="list-style-type: none"> Be consistent with Government Code Sections 65915(a) and (g). Grant a proportionately lower density bonus and/or incentives for affordable housing projects that do not qualify under Government Code Section 65915 due to their small size or other limitations. Grant a density bonus and/or other incentives greater than required for projects that meet or exceed the qualifications for a density bonus. 		
Policy 2.D: Reduce construction costs for affordable or special needs housing.				
CDD	Low/Moderate Income Housing Fund	2.D.1: Evaluate methods to subsidize the cost of affordable or special needs housing development, including ADUs, including but not limited to: <ul style="list-style-type: none"> Fee reductions or waivers. Direct subsidies in the form of pre-development or construction grants. Land donation. 	Adopt as part of Affordable Housing Strategic Plan (AHSP; see Program 2.E.1) Implement cost subsidy strategies per the adopted AHSP and conduct regular outreach to service providers and nonprofit developers	6/30/2023 Annually in Q1 and ongoing
CDD	City Funds	2.D.2: To encourage development of ADUs and junior ADUs: <ol style="list-style-type: none"> Explore the potential to implement a loan program for ADU and JADU construction through the Affordable Housing Strategic Plan (see Program 2.E.1). If a City-funded loan program is determined to be infeasible, cooperate with 21 Elements to develop regional loan program (See program 2.E.2). Geographic Targeting: All residential zoning districts. Metrics: Issue 10 loans over RHNA cycle or at least one per year. Continue to fund the 21 Elements regional consortium and support its programs that offer technical assistance to homeowners to reduce financial, architectural, and technological barriers to ADU/JADU design and construction. Metrics: Provide technical assistance to 10 property owners annually. As these programs are implemented, publicize the changes to encourage the development of ADUs and JADUs using methods described in Programs 5.A.1 and 5.A.3. Geographic Targeting: All residential zoning districts. Metrics: In addition to broadcasting citywide, make direct contact with 10 property owners annually (may overlap with the above regional 	Adopt the AHSP Implement ADU/JADU subsidy strategies per the adopted AHSP and conduct regular outreach to property owners Fund 21 Elements and support development of a multi-jurisdictional Countywide ADU resource center Public outreach	6/30/2023 Annually in Q1 starting 2024 and ongoing Ongoing as new programs are implemented and annually thereafter



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Lead Dept	Funding Source	Program	Actions	Implementation Timeline
		<p><u>efforts through 21 Elements) either in person, by email, or at the public counter.</u></p> <p>d. Promote the availability of CalHFA ADU Grant program.</p> <p><u>Geographic Targeting: All residential zoning districts.</u></p> <p><u>Metrics: In addition to broad mailings across residential zoning districts, make direct contact 10 property owners annually (may overlap with the above program elements) either in person, by email, or at the public counter.</u></p>		
Policy 2.E: Seek private and public funding sources for affordable housing construction.				
CDD	Low/Moderate Income Housing Fund	<p>2.E.1: Adopt and implement an Affordable Housing Strategic Plan (AHSP) that includes the following components:</p> <p>a. Identifies programmatic funding goals, objectives, and priorities for the City's current affordable housing fund balance.</p> <p>b. Evaluates and prioritizes new ongoing revenue streams for affordable housing development.</p> <p>c. Evaluates preferences for current Brisbane residents in new special needs and affordable housing.</p> <p>d. Community engagement of stakeholders, including landowners, affordable housing developers, and lower-income households in Brisbane and San Mateo County to identify opportunities for affordable housing development.</p> <p><u>Geographic Targeting: Central Brisbane</u></p> <p><u>Metrics: Issue permits for 193 low & very low-income units over RHNA cycle</u></p>	<p>Adopt AHSP</p> <p>Implement AHSP strategies</p> <p>Ongoing community engagement with stakeholders</p>	<p>6/30/23</p> <p>Annually beginning 7/1/2023 and ongoing thereafter as part of the biennial budget adoption process</p> <p>Annually in Q1</p>
CDD	Low/Moderate Income Housing Fund	<p>2.E.2: Participate in potential regional forgivable loan program for homeowners to construct an ADU that is held affordable for extremely low-income households for 15 years. Market to Brisbane property owners through Program 1.A.3.</p>	<p>Discuss and identify options for loan program development with 21 Elements and HEART</p>	<p>1/31/2025</p>
CDD	Low/Moderate Income Housing Fund, CalHome Grant Funds	<p>2.E.3: In the absence of a regional ADU loan program, evaluate the feasibility and impact of developing a City ADU construction loan program with funding supplemented by CalHome funding annually or as notices of funding availability are released.</p>	<p>Adopt AHSP</p> <p>Implement AHSP funding strategies</p>	<p>6/30/2023</p> <p>7/1/2023 and ongoing thereafter with the biennial budget adoption process</p>
CDD	City Funds	<p>2.E.4: Update the Inclusionary Housing Ordinance to comply with current State law and consider in-lieu fee alternatives for for-sale developments that may provide additional affordable housing revenue to the City; <u>also the update is to</u></p>	<p>Adopt and/or implement AHSP</p> <p>Adopt revised inclusionary housing ordinance</p>	<p>6/30/2023</p> <p>1/31/24</p>

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
		<u>require a minimum of 20 percent of the units in the PAOZ-1 and PAOZ-2 zoning districts are to be affordable to lower income households, per Gov't Code Section 65583.2(c).</u>		
CDD	City Funds	2.E.5: Adopt an ordinance establishing and imposing a nexus fee applicable to new commercial development to fund affordable housing development consistent with the Affordable Housing Strategic Plan. <u>Geographic Targeting: Commercial zoning districts</u> <u>Metrics: Issue permits for 514 420 low and very low-income units over RHNA cycle.</u>	Adopt and/or implement AHSP Adopt ordinance and fee amounts	6/30/2023 12/31/23
CDD	City Funds	2.E.6: Study the potential to develop vacant or underutilized City-owned sites for affordable and/or special needs housing with nonprofit housing developers, HEART, HIP Housing, and other partners. <u>Geographic Targeting: N/a (citywide/City-owned sites)</u> <u>Metrics: Identify at least one city-owned site for affordable housing development.</u>	Complete study and present to City Council for action	1/31/26 ⁵
Policy 2.F: Facilitate the development of affordable housing.				
CDD	City Funds	2.F.1: Outreach to property owners within the PAOZ-1 and PAOZ-2 overlay districts to encourage private redevelopment of existing developed sites in the Parkside PAOZ-1 and 2 housing overlays and the SCRO-1 District and connect interested property owners with affordable housing developers.	Direct contact (mail, email and/or phone) to property owners	Annually, Q1
CDD	City Funds	2.F.2: Develop an ongoing relationship with nonprofit housing development corporations in order to take advantage of opportunities to create affordable housing in Brisbane in high resource areas.	Direct contact (mail, email and/or phone) with nonprofit housing developers	Annually, Q1
CDD	Low/Moderate Income Housing Fund	2.F.3: Through the Affordable Housing Strategic Plan, evaluate potential to acquire vacant sites and underdeveloped properties in order to assemble standard building sites to land bank for future affordable housing projects.	Adopt AHSP Annually review and update AHSP to reflect available opportunities to acquire sites based on anticipated funds	6/30/2023 Beginning 7/1/2023 and ongoing thereafter with the biennial budget adoption process
CDD	General Fund, Low/Moderate Income Housing Fund	2.F.4: Through the AHSP, establish how City funding sources will be used to subsidize development costs in residential and mixed-use projects to encourage inclusion of more affordable housing units than required by the City's Inclusionary Housing Ordinance. (See Program 2.E.1)	Adopt AHSP Implement AHSP strategies regarding development subsidies	6/30/2023 Beginning 7/1/2023 and ongoing thereafter with the biennial budget adoption process
CDD	General fund	2.F.5: Evaluate City fee schedules for processing development applications.	Adjust annually based on development	Annually



Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			processing direct costs	
CDD	General fund	2.F.6: Through the annual progress report in Housing Element implementation submitted annually to HCD, monitor ADU production to ensure construction targets are in line with assumptions in Table 5-1. If production is not in line with assumptions, incentivize ADU production via implementation of programs 2.D.2, 2.E.2, and 2.E.3,	Monitor and report ADU production in the Annual Progress Report to HCD	Annually
CDD	General Fund	2.F.7: Assist in the development of housing for extremely-low-income households.	Adopt priority processing procedures for ELI housing	12/31/2025
			Grant fee waivers or deferrals for ELI housing	12/31/202 5 ⁷
			Grant concessions and incentives for ELI housing	12/31/202 5 ⁷
			Support funding applications for ELI housing	12/31/202 5 ⁹
			Outreach and coordinate with affordable housing developers for ELI housing, including identifying development and other housing opportunities	12/31/2024 and annually thereafter in Q4
Policy 2.G: Encourage utilization of the density transfer and clustered development programs in the Residential-Brisbane Acres zoning district.				
CDD	General Fund	2.G.1: Study potential updates to the Residential-Brisbane Acres (R-BA) zoning district density transfer program to expand allowable "receiving" sites to include sites in other residentially or mixed-use zoned districts in the City to facilitate preservation of privately owned parcels in the R-BA zoning district and allow development rights to be transferred to parcels with access to existing infrastructure and lesser habitat value.	Complete study to determine appropriate districts to expand "receiving" site designation Determine next steps based on results of study	12/31/2025

Goal 3: Preserve existing affordable housing.

As the City continues to grow, it is important to maintain and preserve existing affordable housing that is deed restricted as well as non-deed restricted housing that is naturally affordable to moderate- and to low-income households. This goal is closely related to Goal 5 of protecting residents from displacement. The City’s primary preservation target will be to renew the ground

lease with Bridge Housing for the senior housing complex at 2 Visitacion Avenue (Visitacion Gardens). The City will identify and utilize other funding sources in the preservation of existing naturally affordable housing through supporting organizations that provide homeowner financial literacy training, foreclosure counseling, homesharing assistance, and rehabilitation programs.

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
Policy 3.A: Preserve existing affordable housing units.				
CDD	Low/Moderate Income Housing Fund	3.A.1: Implement affordable housing preservation and management policies identified in the Affordable Housing Strategic Plan (AHSP), including but not limited to the following: a. Establishing an early warning/monitoring system for deed-restricted units at risk of conversion to market-rate. b. Allocation of potential funding sources to organizations providing homeowner financial literacy training, foreclosure counseling, homesharing matching and facilitation, and rehabilitation programs for naturally affordable housing. c. Providing for tenant education and assistance.	Adopt AHSP Implement anti-displacement strategies per adopted AHSP	6/30/2023 Annually beginning 7/1/2023 and ongoing thereafter through the biennial budget adoption process
CDD	General Fund	3.A.2: Renew the ground lease with Bridge Housing Corporation for the Visitacion Garden senior apartments for an additional 30 years or other timeframe mutually agreeable to Bridge Housing and the City of Brisbane.	Renew ground lease with Bridge Housing	1/31/2028
CDD	General Fund	3.A.3: Survey rental rates for permitted accessory dwelling units to ensure their affordability to lower-income households at the ratios assumed in the Housing Element sites inventory (Chapter 3). If survey results show that ADUs are being rented at levels that are not affordable to low-income households at the ratios assumed in the Housing Element, the City will provide targeted outreach to homeowners regarding tenant placement assistance provided by HIP Housing (see program 4.A.9)	Annual ADU rent survey Connect ADU homeowners with HIP Housing staff	Annually, Q1 As needed based on results of annual rent survey
CDD, City Manager's Office	HUD Grant Funds	3.A.4: Program earmarked Federal grant funds received in FY 2021-2022 to provide financial assistance in the form of loans or grants to retrofit existing units for low-income and special needs households.	Adopt program funding guidelines Start issuing loans/grants	12/31/23 2024
CDD	General Fund	3.A.5: Amend zoning ordinance to require one-to-one replacement of deed-restricted affordable housing units converted to market-rates.	Adopt zoning amendments	12/31/2026
Policy 3.B: Increase participation in Housing Choice Voucher and other rental assistance programs.				
CDD	General Fund	3.B.1: Develop and implement an education/outreach campaign targeting landlords/managers on renting	Launch campaign	1/31/2024 and annually thereafter



Lead Dept	Funding Source	Program	Actions	Implementation Timeline
		to people with Housing Choice Vouchers. See Program 5.A.1 Geographic Targeting: R-2, R-3, NCRO-2 and SCRO-1 zoning districts and Northeast Ridge multi-family neighborhoods. Metrics: In addition to citywide broadcasting, make direct contact with at least 10 landlords/property managers annually by email, phone, or at the public counter.		

Goal 4: Protect residents from displacement.

As the City continues to grow and evolve, avoiding gentrification and displacement of lower-income residents is a priority. The policies and programs provided below address partnerships with organizations such as Project Sentinel and other non-profit groups and tapping into other government resources to provide financial assistance, counseling and other resources to help residents maintain and retain their housing. The AHSP identifies funding priorities for programs to protect lower-income residents from displacement. This goal is closely related to Goal 4 of preserving affordable housing.

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
Policy 4.A: Protect existing residents from displacement.				
CDD	Low/Moderate Income Housing Fund	4.A.1: Adopt and implement anti-displacement programs in the AHSP, such as: a. Rental assistance program b. Preferences for current Brisbane residents for new affordable housing development c. First Time Homebuyer program Geographic Targeting: All residential zoning districts Metrics: Assist three households annually following implementation of AHSP programs.	Adopt or implement AHSP Create roadmap and timeline for specific programs identified in AHSP Implement AHSP programs	6/30/2023 6/30/2024 Beginning 6/30/2024 and ongoing
CDD	Low/Moderate Income Housing Fund	4.A.2: Support Project Sentinel's program to provide counseling to older homeowners on home equity conversion opportunities.	Partner with Project Sentinel	Biennially with budget starting 6/2023
CDD	City Funds	4.A.3: Partner with Project Sentinel or another qualified non-profit organization to perform fair housing training for landlords and tenants, and to provide training on financial literacy and housing counseling services for tenants. Focus training efforts on race-based discrimination and reasonable accommodations.	Develop agreement and schedule for at least annual trainings with qualified consultant	1/31/24

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
		Geographic Targeting: R-MHP, R-1, R-2, R-3, NCRO-2, and SCRO-1 zoning districts. Metrics: Train two landlords and four households annually (see program 1.A.2).		
CDD	City Funds	4.A.4: Create a complaint referral form accessible via the City website for fair housing complaints to be submitted securely and forwarded by City staff to the appropriate State or Federal agencies.	Create complaint referral form	1/31/2024
		Metrics: Transmit all complaints to HCD within 30 days of receipt.		
CDD	Low/Moderate Income Housing Fund	4.A.5: Engage with qualified non-profit organizations to convene a discussion with Black, Indigenous and People of Color households who are experiencing comparatively high rates of cost burden to discuss and identify solutions for relief.	Develop agreement and schedule with qualified consultant	1/31/2024
		Metrics: Make contact with at least ten households.		
CDD	City Funds	4.A.7: Consider residential rent control provisions consistent with the provisions of the Costa-Hawkins Act and any other applicable State law.	City Council study session	12/2026
CDD	Low/Moderate Income Housing Fund	4.A.8: Continue to fund the regional down payment assistance program with affirmative marketing to households with disproportionate housing needs including Black/African American and Hispanic/Latinx households through San Mateo Housing Endowment and Regional Trust (HEART).	Fund HEART	Biennially with adoption of the City budget.
CDD	General Fund	4.A.9: Support the Human Investment Program (HIP)'s shared housing program which helps find suitable housing for the elderly, single-parent families and persons with special needs, through annual financial support. See Program 1.A.1. Geographic targeting: All districts that allow residential uses. Metrics: Connect four households per year with HIP.	Fund HIP annually	Annually or with City budget adoption
CDD	General Fund	4.A.10: Study ordinance to require government notification for all eviction notices and rent increases above a certain level.	Study session at City Council	12/31/2028
CDD	General Fund	4.A.11: Amend inclusionary housing ordinance to extend timeframe of affordability covenants on new affordable housing development	Adopt ordinance	1/31/2025
CDD	General Fund	4.A.12: Implement the City's short term rental ordinance to prohibit conversion of housing units to short term residential rentals of less than 30 days.	Implement Ordinance 655	Ongoing
CDD, DPW	General Fund	4.A.13: Amend the Safety and Conservation Elements of the General Plan to include analysis and policies regarding flood hazard management	Amended Safety and Conservation Elements	1/31/2027



5. HOUSING PLAN

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
		information and climate adaptation and resiliency, ground water recharge and storm water management, per Government Code Sections 65302(d) and 65302(g), and check all elements for consistency with the Housing Element.		
DPW	General Fund	4.A.14: Continue to develop master plans to maintain and upgrade public infrastructure in residential neighborhoods. Seek grants and other special funds to supplement utility and gas tax funds to implement improvement projects	Ongoing, as identified with Annual Budget	Ongoing
CDD	General Fund	4.A.15 Adopt a just cause eviction ordinance to protect renters from arbitrary and unjustified evictions.	Adopt Ordinance	12/31/2024
Policy 4.B: Facilitate rehabilitation of substandard residential structures and where feasible maintain their affordability to very-low-, low- and moderate- income households.				
CDD	City Funds	4.B.1: Collaborate with the County of San Mateo and other agencies with very-low-, low- and moderate-income Housing Repair and Home Rehabilitation Loan Programs to expand the scope and eligibility for assistance.	Expanded eligibility for County rehab and repair programs	12/31/2024
CDD	City Funds	4.B.2: Implement preservation policies identified in the Affordable Housing Strategic Plan, including but not limited to the following: a. Funding existing Countywide rehabilitation and repair programs. b. Establishing City-funded rehabilitation and repair program.	Adopt AHSP Implement preservation strategies	6/30/2023 Starting 7/1/2023 and ongoing thereafter through the biennial budget adoption process
Policy 4.C: Continue to discourage the conversion of existing apartment buildings to condominiums or cooperatives and conversion of the mobile home park to other uses.				
CDD	N/A	4.C.1: Maintain Zoning Ordinance standards for condominium conversions of existing rental units consistent with current State law.	Maintain current zoning ordinance	Ongoing
CDD	N/A	4.C.2: Maintain the R-MHP Residential Mobile Home Park District zoning to retain the mobile home housing stock.	Maintain current zoning	Ongoing

Goal 5: Increase public awareness of housing programs and resources.

To achieve the City's housing goals outlined above, and increase their effectiveness, the City's first goal is to increase public access to and awareness of the City's housing policies and programs. Engagement efforts will target current residents (homeowners and renters), landlords and property owners, and developers primarily via the City's website and social media platforms, as well as traditional means, such as paper handouts at City Hall and the Library, monthly and quarterly Citywide newsletters mailed to all homeowners and businesses, and in person engagement at annual community events. To reach a diversity of people, the City will provide information in more than one language for both online and paper resources.



5. HOUSING PLAN

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
		c. State Multifamily Housing Program. d. Other programs as they become available.		
CDD	General Fund	5.A.3: Translate all community engagement materials into Chinese, the predominant non-English language spoken by Brisbane residents. Consider on a case-by-case basis translation to other languages and regularly revisit data on commonly spoken non-English languages in the City to ensure community engagement materials are accessible to the widest possible audience.	Translate hard copy handouts into Chinese Continue to provide automated translation on City website Revisit data on commonly spoken non-English languages in Brisbane	12/31/2024 Ongoing 12/31/2028
CDD	General Fund	5.A.4: Actively publicize and encourage the use of City, County, State and Federal programs for low-interest rehabilitation loans by owners of older residential units.	Develop and implement outreach strategy for City rehabilitation grant program and others	12/31/2025 and annually thereafter in Q4
CDD	General Fund	5.A.5: Distribute HIP Housing homeshare program information to property owners upon building permit issuance and/or certificate of occupancy for ADU and JADUs.	Distribute flyer at permit issuance and occupancy	Ongoing
CDD, City Manager's Office/ Administration	General Fund	5.A.6: Facilitate connections between HIP Housing and local community groups, including the Lions Club, Brisbane Village Helping Hands, Homeowner's Associations, and others to create opportunity to share homesharing program information with homeowners and residents.	Connect HIP Housing staff with local community group leaders	Q1 of 2023, 2025, 2027, 2029, and 2031
CDD, City Manager's Office/ Administration	General Fund	5.A.7: Share anticipated schedule of City-led community events with HIP Housing, Project Sentinel, and other housing assistance organizations to ensure their participation and foster direct connections with community members.	Share community calendar	Q1 annually
CDD	General Fund	5.A.8: Collect homesharing program data for Brisbane homeseekers and home providers from HIP Housing.	Current homesharing data	Q4 annually
CDD	General Fund	5.A.9 Establish a stakeholder committee to advise the City on additional methods to engage all segments of the community, especially lower income and special needs households, on housing issues through the plan period.	Identify stakeholders and establish committee Engage with committee, including engagement on the annual progress report (APR)	Q1 2024 Q1 of each year and Ongoing

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			<u>Post APR at least 2 weeks before Council review</u>	<u>Q1 annually</u>
			<u>Implement public outreach methods to reach all segments of the community on housing issues, including stakeholder interviews with committee members.</u>	<u>Ongoing and at least biennially</u>
			<u>Make direct contact with stakeholders upon any changes to City housing policy, including Housing Element updates</u>	<u>Ongoing as housing policies are updated</u>
Policy 5.B: Promote development of centralized Countywide below market rate for-sale database and application.				
CDD	General Fund	5.B.1: Engage with 21 Elements staff to promote development of a Countywide system that supports the management of for-sale BMR units, including their listing and sale.	Engage with 21 Elements staff	1/31/2024

Goal 6: Conserve natural resources and reduce greenhouse gas emissions in existing and new residential development.

Conservation of natural resources and reduction of greenhouse gas emissions continue to be of paramount importance to the City. The policies and programs under this goal are intended to support sustainable development and development patterns, and to reduce long-term costs to residents, as proper design and development will yield financial benefits through the lifecycle of the building.

Lead Dept	Funding Source	Program	Actions	Implementation Timeline
Policy 6.A: Promote sustainable residential development that conserves natural resources and reduces greenhouse gas emissions.				
CDD	General Fund	6.A.1: Periodically review and update the City's building reach code ordinances to exceed the minimum State standards for energy efficiency and on-site renewable energy generation.	Adopt reach codes with California building code updates	Triennially, beginning 1/1/2023
CDD	General Fund, grant funds	6.A.2: Pursue regional, State, and Federal funding for programs to increase the energy efficiency of existing homes, to assist affordable housing developers in incorporating energy efficient designs and features, and to increase the production of renewable energy in residential development.	Evaluate potential funding sources	Annually, Q1