



CALISTOGA PLANNING COMMISSION STAFF REPORT

TO: Calistoga Planning Commission
FROM: Jeff Mitchem, Planning & Building Director
DATE: October 26, 2022
SUBJECT: **Review of Final 2023-2031 Housing Element Programs and Recommendation for City Council Review / Submittal to CA HCD**

DESCRIPTION

The City is in the process of updating the Housing Element of the General Plan for the 2023-2031 period (6th Cycle) as required by State law. The Housing Element establishes goals, objectives, policies and actions to address existing and projected housing needs, including the City's share of regional housing needs as assigned in Regional Housing Needs Assessment ("RHNA"). The draft Housing Element and related information about the engagement process are available for review on the City website at: <https://www.ci.calistoga.ca.us/Home/Components/News/News/5401/698>.

The purpose of this meeting is to allow the Planning Commission and the community an opportunity to review the Housing Element programs and actions and provide comments for consideration by the City Council. The programs will be incorporated into the recommended Final Housing Element which will be submitted to the California Department of Housing and Community Development ("HCD") for a final 60-day review. Public hearings will then be held by the Planning Commission and City Council to review comments from HCD and other interested parties and consider final adoption of the Housing Element update.

RECOMMENDATION

Staff recommend that the Planning Commission open the public hearing, receive testimonial and documentary evidence, formulate recommended policy recommendations and direct Staff to conduct a public meeting before the City Council to review the recommended Final 2023-2031 Housing Element and submit to the California Department of Housing and Community Development ("HCD") for 60-day review.

BACKGROUND

On April 19, 2022, City Council directed Staff to submit the Recommended Draft 2023-2031 Housing Element (HE) to the California Department of Housing and Community Development ("HCD") for 90-day review. HCD comments were received by the City on August 24th (**Attachment 1**) and are under concurrent review by City Council, the Housing Advisory Committee and Planning Commission. Comments from these bodies will be formalized as recommended policy direction and distributed to Council for consideration by the end of October. Additional revisions provided by our consultant (M-

Group) will be incorporated into the document and Staff will present the recommended Final HE to Council and public for consideration at the regular meeting on November 15th when action will be sought to prepare and submit the Final HE to HCD for a final 60-day review. Following this review, public hearings will be held (February – April 2023) by the Planning Commission and City Council to consider final adoption of the HE. Following local adoption, the HE will be certified by HCD and remain in effect through January 2031.

ANALYSIS

Housing Element Contents. As a reminder, the Draft Housing Element is similar in format to the current Housing Element and has been revised to reflect changes in housing conditions, State laws, and other circumstances during the past 8 years. The complete Draft 2023-2031 Housing Element is available on the City website at: <https://www.ci.calistoga.ca.us/Home/Components/News/News/5401/698>

The Housing Element is organized into the following sections:

- **Chapter 1, Introduction.** The Introduction summarizes State requirements relating to the Housing Element.
- **Chapter 2, Review of the 5th Cycle Housing Element.** This section evaluates the progress made on the 2015-2023 RHNA and actions from the last housing element.
- **Chapter 3, Affirmatively Furthering Fair Housing.** This section includes an assessment of fair housing issues and describes the community engagement process used to ensure public involvement in the development of the 2023-2031 Housing Element.
- **Chapter 4, Demographic and Housing Stock Overview and Housing Needs.** This section includes demographic and housing data that characterize the community's housing profile and existing and projected housing needs. This section also includes an inventory of at-risk affordable housing units in the city.
- **Chapter 5, Housing Sites and Resources.** This section provides an updated inventory of approved housing projects and sites for the development of housing and identifies housing opportunities and resources.
- **Chapter 6, Constraints to the Development of Housing.** This section provides an overview and analysis of potential constraints to the development of housing.
- **Chapter 7, Energy Conservation.** This section of the Housing Element describes opportunities for energy conservation in residential development.
- **Chapter 8, Housing Policies and Programs.** This section includes the housing goals, policies, and implementing actions that will guide housing development and services to meet the city's regional housing allocation.

HCD Comment Letter. The HCD Comment Letter provides direction in three sections:

A. Housing Needs, Resources and Constraints. This content, predominantly analysis based to be resolved by our consultant (M-Group), pertains to Chapters 1-7.

B. Housing Programs. This content pertains entirely to policy language as conveyed in Chapter 8, Housing Policies and Program. The primary thrust of HCD's directive requires that city housing policy contain 1) *specific and measurable actions*; 2) *clear outcomes or deliverables*; and 3) *specific completion or initiation dates*. Resolving this directive will be the primary focus of City review and Council direction utilizing the HE Actions Review Matrix described in the following section.

C. Quantified Objectives. This content is clerical in nature – calling for internal consistency, accuracy and specificity relating to housing production throughout income categories – and will also be resolved by M-Group.

HE Actions Review Matrix (Attachment 2). This document is similar to that distributed to Planning Commission for the September 28th meeting but has been updated to incorporate Housing Advisory Committee comments. This is the tool that will be used by all policy-makers to track comments on new policy language. The cells highlighted yellow indicate the specific actions identified in HCD's comments and Staff's recommend responses. The matrix contains three primary columns:

Left column. Action #, existing action language, and party responsible for implementation.

Center column. HCD comments indicating (**X** in cell) which actions need to better specify more specific and measurable **actions**, clearer outcomes or **deliverables**, and/or specific completion or initiation **dates**.

Right column. Staff recommended action language options – bold italicized typeface indicates recommended new language options.

Please review this material, reach out to Staff with questions, and be prepared to provide direction to Staff at the regularly scheduled meeting on November 15th.

ENVIRONMENTAL REVIEW

A Draft IS/MND has been prepared and is available on the City's website at: <https://www.ci.calistoga.ca.us/city-hall/departmentservices/planning-building-department/planning-division/calistoga-housing-elementproject>. A public comment period on the Draft IS/MND was open between Tuesday, August 23, 2022 and September 21, 2022. Agency comments have been received and are being responded to, while no public comments were received. The document will be presented for certification by Council concurrently with the Final Housing Element during adoption hearing(s) February – April 2023.

NEXT STEPS

Please refer to the attached schedule (**Attachment 3**) for remaining HE adoption milestones between now and early next year. At the November 15th regular meeting, Staff will present the full HE for Council consideration with resolution directing Staff to submit the HE to HCD for their final 60-day review.

ATTACHMENTS:

- 1 – HDC Comment Letter
- 2 – HE Actions Review Matrix
- 3 – Adoption Schedule