



**TOWN OF SAN ANSELMO
PLANNING COMMISSION
MEETING OF DECEMBER 19, 2022**

To: Chair Tunny and members of the Planning Commission

From: Heidi Scoble, Planning Director

Subject: Review of the Draft 6th Cycle Housing Element

Recommendation

Receive a presentation on the Draft Housing Element, receive public comment, and provide comment and/or recommendations to the Draft Housing Element.

Planning Commission Review of Draft Housing Element:

Background

The Housing Element is one of seven mandatory elements that must be included in the Town of San Anselmo's General Plan. The Housing Element outlines goals, policies, implementation programs, and quantified objectives that will help plan for the housing needs of all segments of San Anselmo's population. State law mandates that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. Unlike other mandatory General Plan elements, the Housing Element is required to be updated every eight years and must be reviewed and certified by the California Department of Housing and Community Development (HCD).

The Housing Element serves as San Anselmo's blueprint for meeting the housing needs of its residents at all economic levels and addressing segments of the population with special housing needs. The Housing Element is required to include:

- Assessment of the unique characteristics of the San Anselmo's population and households
- Inventory of sites suitable for residential development
- Assessment of financial and programmatic resources
- Analysis of constraints to housing production
- Affirmatively furthering fair housing analysis
- Comprehensive set of goals, policies, and programs to address current and projected housing needs

California Government Code Section 65583 establishes the content requirements of a Housing Element (*see Attachment 2*). Additionally, consistent with Government Code Section 65583.2, HCD has published a memorandum regarding a Housing Element Site Inventory Guidebook that details the requirements for the Town's inventory of residential sites to accommodate the Regional Housing Needs Assessment (RHNA) (*see Attachment 3*). The Town's RHNA allocation for Cycle 6 is 833 Units. Lastly, new to Housing Element, the 6th Cycle Housing Element will address Affirmatively Furthering Fair Housing (AFFH) requirements (*see Attachment 4*). AFFH is a set of federal and state laws which required jurisdictions to combat housing discrimination, eliminate racial bias, undo historic patterns of segregation, lift barriers that restrict access to foster inclusive communities, achieve racial equity, and guarantee fair housing choice.

In 2022, the Town began the 6th Cycle Housing Element Update process. In May 2022, the Town Council approved a Professional Services Agreement for Houseal Lavigne to help prepare the Draft Housing Element and Update the Safety Element. In June 2022, the Town Council established the HEAC and appointed two councilmembers, one planning commissioner and four residents. To date, there have been two community workshops, the HEAC has conducted five public meetings, and the Town Council has received an update and confirmed the Housing Opportunity sites. Town Staff has also participated in two community pop-up events (On the Avenue and the Goblin Spooktacular).

Primary Components of the 6th Cycle Housing Element

The San Anselmo Draft Housing Element includes eight sections that cover topics required by State law, in addition to two appendices to show public participation and a Map Book to show the Housing Opportunity Sites. Specifically, the Draft Housing Element includes the following:

1. **Section 1: Introduction.** Provides an overview of the purpose and requirements of a Housing Element, key housing terms, sources of housing data, consistency with the San Anselmo General Plan, public participation overview, and a review of the Cycle 5 past performance.
2. **Section 2: Housing Needs and Constraints Executive Summary.** Overview of Housing Needs discussed in Section 3 and Housing Constraints discussed in Section 4.
3. **Section 3: Housing Needs.** Examines demographic, employment and housing trends and conditions and identify existing and projected housing needs of the community, with attention paid to special housing needs (e.g., large families, persons with disabilities, female-headed households, employee housing, and people of diverse social and economic backgrounds)
4. **Section 4: Housing Constraints.** Analyzes and recommends remedies for existing and potential governmental and nongovernmental barriers to housing development

5. **Section 5: Housing Resources.** Identifies a list of Federal, State, and local programs to achieve the policies, programs, and actions listed in the Housing Element, in addition to opportunities for energy conservation.
6. **Section 6: Housing Opportunities.** Identifies existing and opportunity sites for housing development or redevelopment to ensure there is adequate land zoned for housing to meet the future need at all income levels.
7. **Section 7: Affirmatively Furthering Fair Housing.** Provides an analysis of existing fair housing and segregation issues and plan to address any identified disparities in housing needs, displacement, or access to opportunity
8. **Section 8: Policies, Programs, and Actions.** Identifies an Action Matrix with coordinated policies, programs, and actions to reduce barriers to housing and promote a variety of housing types and levels of affordability throughout the community. The Action Matrix identifies the Town lead, time frame, and quantifiable metrics for each action to ensure the Town is held accountable in Housing Element Implementation.
9. **Appendix A: Public Participation.** Includes past presentations at various public meetings and community workshops, summary of the community responses to an Accessory Dwelling Unit (ADU) Questionnaire (March through May 2022) prepared for both owner and residents, and a Housing Element Community Feedback Form (October through November 2022).
10. **Appendix B: Map Book.** Identifies 170 Housing Opportunity Sites, realistic capacity, existing units, and new net units that could be developed.

Planning Commission Output

Staff is requesting the Planning Commission to provide comment on any component of the Draft Housing Element. In particular, staff is requesting the Planning Commission provide input on the following topics:

1. **Housing Plan.** Do the goals, policies, and programs in Section 8 adequately address San Anselmo's housing needs and priorities? If not, what topics require changes or additional attention?
2. **Affirmatively Furthering Fair Housing.** Is there knowledge of fair housing issues or concerns not reflected in Section 7 of the Draft Housing Element.
3. **Effectiveness of Cycle 5 Past Performance.** Did the Town make progress on its 5th Cycle programs that was not reported in Section 1? Were there other housing-related actions the Town took during the 5th Cycle that should be highlighted?

4. **Other:** Any other comment, suggestions, and/or request for additional information to be included in the final Draft Housing Element.

Attachments

1. Draft Housing Element
2. Government Code Section 65583
3. Housing Element Site Inventory Guidebook
4. Affirmatively Furthering Fair Housing
5. Public Outreach Post Card