



CITY COUNCIL AGENDA REPORT

Meeting Date: March 20, 2025

From: John Swiecki, Community Development Director

Subject: 2024 Annual Housing Element Progress Report

Community Goal/Result

Community Building - Brisbane will honor the rich diversity of our city (residents, organizations, businesses) through community engagement and participation

Purpose

To comply with reporting requirements of State law.

Recommendation

Direct staff to submit the 2024 Housing Element Annual Progress 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, using the format adopted by HCD, on the City's progress in implementing the 2023-2031 Housing Element, which was adopted as a revision on May 18, 2023, and certified by HCD on May 25, 2023. For this annual progress report, Government Code Section 65400(a)(2)(B) requires that the report be considered at a public meeting before submitting it to HCD and OPR by the April 1st deadline.

Housing Element APR

State-mandated Housing Element annual reports require tracking the number of building permits submitted and issued for housing units in a given calendar year towards Brisbane's Regional Housing Needs Allocation (RHNA), as well as an update on the implementation status of each Housing Element program, the status of Local Early Action Planning (LEAP) reporting, and a list of locally owned or controlled lands declared surplus or identified as excess pursuant to Government Code sections 54221 and 50569, respectively (see Tables G and H of Appendix A of the attached report). Some highlights are outlined below.

In 2024, housing development permit activity was primarily for accessory dwelling units (ADUs) on lots with existing single-family dwellings. A total of five building permit were issued in 2024 for dwelling units (the same number as last year), all for ADUs (See Table A2 of Appendix A). The City's total RHNA for the Housing Element plan period is 1,588 and the vast majority of housing inventory sites are identified within the Baylands. The revised draft Baylands Specific Plan was

published in 2023 and the environmental impact report (EIR) is underway, anticipated to be published in April 2025. The Housing Element indicated the target for adoption of the Baylands Specific Plan in early 2026.

Nearly 80% of the Housing Element programs have been initiated, completed, or have ongoing tasks. Four programs that have been completed and another 22 have been started or are under way, including a handful planned to go before the Council in 2025. Completed programs include launching a retrofit financial assistance program and implementing a new permitting system. Several of the underway programs include updating the City's Zoning Ordinance, including ADU, Inclusionary, and Density Bonus Ordinances.

Fiscal Impact

None.

Measure of Success

Submittal of the 2024 Housing Element Annual Progress Report to HCD and OPR within the deadline prescribed by State law.

Attachments

1. Housing Element Annual Progress Report
 - Housing Element Annual Progress Report Tables (Appendix A)



John Swiecki, Community Development Director



Jeremy Dennis, City Manager

Housing Element

The 2023-2031 Housing Element was adopted and self-certified in February 2023 and, following receipt of comments by the California Dept of Housing and Community Development (HCD), a revision was prepared and adopted by City Council on May 18, 2023. HDC certified the revised Housing Element on May 25, 2023, as meeting all requirements of State law.

The Housing Element contains 92 programs, many of which are underway or ongoing. Table 1 and Figure 1 below offer a snapshot of the Housing Element implementation progress while Appendix A provides the complete breakdown of the implementation progress and housing entitlement and construction approvals for the 2024 calendar year, utilizing the forms required by HCD. As indicated in Table 1, more than 75 percent of the programs have begun or have ongoing tasks throughout the plan period. Approximately 18 percent of the programs will follow later in the plan period, according to the schedule provided for each program in the Housing Element, and as shown in Table D of Appendix A.

Figure 1:

**Housing Element Implementation
Program Status (2024)**

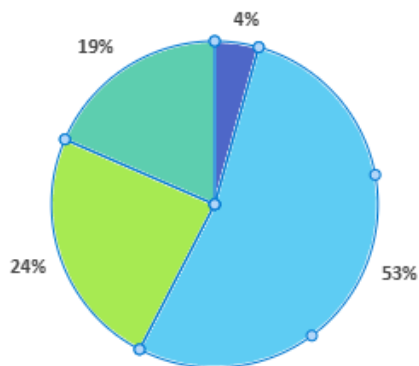


Table 1:

**Housing Element Implementation
Progress Snapshot 2024**

Program Status	Total Number	% of Total
Complete	4	4 %
Ongoing	49	53%
Partially Complete/ Underway	22	24%
Not Started/ On Hold	17	18%
Total	92	100%

Regional Housing Need

The City is required to report certain housing information in accordance with State Housing Element Law (Government Code Sections 65583 and 65584) and the State HCD's guidelines for reporting the City's progress toward meeting its regional housing needs. The Association of Bay Area Governments has adopted a Regional Housing Needs Allocation (RHNA), pursuant to Government Code Section 65584, for all jurisdictions within San Mateo County to provide housing for the projected population growth within the region. Brisbane's share of the RHNA is 1,588 new housing units for the 8-year period between 2023 and 2031, including 303 units affordable to moderate-income households, 183 units affordable to low-income households, and 317 affordable to very-low-income households.

Table 2 shows Brisbane's progress in meeting the RHNA and its unmet RHNA need at the end of 2024, the second year of the eight-year cycle. Most units permitted this cycle have been

Accessory Dwelling Units (ADUs), including all five permitted units from last year. Affordability levels for this year utilized ABAG's recommended affordability levels for ADUs, broadly based on percentages, since none of the units were deed restricted.

Table 2: 2024 Progress in Meeting Regional Housing Needs 2023-2031

Income Group	Regional Housing Need 2023-31	Permits Issued 2024	Need Met thru 12/31/24	Remaining Need at end of 2024	% of 2023-31 Regional Housing Need Met
Very Low	317	2	4	313	1%
Low	183	1	2	181	1%
Moderate	303	1	4	299	1%
Above Moderate	785	1	2	783	<1%
Total Units	1,588	5	12	1,576	<1%

Note that, most of the City's inventory to meet the RHNA for this plan period is on the Baylands, for which a draft Specific Plan was published in 2023 and an Environmental Impact Report (EIR) is in process. The schedule for adoption of the Specific Plan is in 2026, per Program 2.A.2 (see Table D of Appendix A).

Attachments

Appendix A: Housing Element Annual Progress Report Tables

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

5

6

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

[illegible]

Jurisdiction	Brisbane	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022-01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	317	-	-	-	-	-	-	-	-	-	-	4	313
	Non-Deed Restricted		-	2	2	-	-	-	-	-	-	-		
Low	Deed Restricted	183	-	-	-	-	-	-	-	-	-	-	2	181
	Non-Deed Restricted		-	1	1	-	-	-	-	-	-	-		
Moderate	Deed Restricted	303	-	-	-	-	-	-	-	-	-	-	4	299
	Non-Deed Restricted		1	2	1	-	-	-	-	-	-	-		
Above Moderate		785	1	-	1	-	-	-	-	-	-	-	2	783
Total RHNA		1,588												
Total Units			2	5	5	-	-	-	-	-	-	-	12	1,576
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5											6	7
		Extremely low-Income Need		2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date	Total Units Remaining
Extremely Low-Income Units*		159		-	1	-	-	-	-	-	-	-	1	158

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

- VLI Deed Restricted
- VLI Non Deed Restricted
- LI Deed Restricted
- LI Non Deed Restricted
- MI Deed Restricted
- MI Non Deed Restricted
- Above Mod Income

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table Not Applicable

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction		Brisbane	
Reporting Year		2024 (Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
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.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1.A.1 Referral Services for Fair Housing	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 5/31/23 and update annually	Webpage created in June 2023; updated in 2024. https://www.brisbaneca.org/cd/page/housing-services-information-resources
1.A.2 Fair Housing Information Distribution	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 housing resources, including but not limited to: Fair housing training for landlords and tenants through Project Sentinel or other organizations the City may partner with during the Housing Element cycle. 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. Fair housing programs of other agencies. 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. Financial literacy training through Project Sentinel or other organizations. 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	1) City Star and Chamber of Commerce Newsletters - at least annually; 2)Weekly City News Blast/city Manager's bulk mailing, flyers - starting 1/23 and periodically, as needed; 3) Webpage and handouts - Q2 2023 and ongoing thereafter.	Housing resources webpages were completed in June 2023; A Housing Resources article was included in the August 2023 edition of the STAR, as well as the Blast, which advertised various housing resources webpages to the community, with a scannable link along with contact information to speak to a planner in the Community Development Dept for more information. No trainings were provided through Project Sentinel during 2024. Staff will be looking into County-wide training through other partners, including 21 Elements. Referrals to Project Sentinel: 0. City is in process to conduct outreach in Q2 of 2025 to geographic targets (placeholder- draft letter to tenants in identified districts and update once completed). Planning staff reached out to the Chamber of Commerce in Q1 2025 to collaborate on an article for their Newsletter. Staff will follow up with the Chamber, with the intent of publishing an article in Q3/Q4 of 2025, focused on landlords and the business community.
1.A.3 Housing Opportunities Information	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: 1) 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. Geographic Targeting: Businesses in 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. 2)The City's inventory of potential housing development sites. Geographic Targeting: N/A (non-profit housing developers). Metrics: Send to four non-profit housing developers annually	1) City Star and Chamber of Commerce Newsletters - at least annually; 2)Weekly City News Blast/city Manager's bulk mailing, flyers - starting 1/23 and periodically, as needed; 3) Webpage and handouts - Q2 2023.	No new housing units available in CY 2024. Created e-notification list in Q3 via City website for interested persons, with 21 subscribers currently. Emailed housing development sites to MidPen, Eden, BRIDGE, Habitat in Q1.
1.B.1 Distribution of Affordable Housing	1.B.1: Develop an affordable housing siting policy to promote the distribution of affordable housing equitably across the City.	Adopt policy - 12/31/25	Scheduled for 2025
1.C.1 Fair Housing Coordination	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 - 1/31/24 and annually thereafter	Collected data from SamTrans, HIP, and Project Sentinel in Q1 2024.
1.C.2 Fair Housing Action Plan Update	1.C.2: Based on data trends, identify policy priorities and update Fair Housing Action Plan.	1) Incorporate fair housing data into Capital Improvement Plan - 7/1/25 and biennially thereafter with adoption of City budget. 2) Update Fair Housing Action Plan based on data trends - 12/31/25	In progress; the City will review collected Fair housing data to identify and evaluate capital improvement projects related to housing during the next update of the City's CIP in July 2025 and update Fair Housing Action Plan in Q4 2025 if the data collected in 2023 and 2024 supports changes in conditions or needs for either document.
2.A.1 Zoning maintenance to meet RHNA	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	The existing zoning is being maintained. There has been no elimination or reduction in the housing sites potential that were provided in the Housing Element sites analysis to meet the RHNA.

2.A.2 Adoption of the Baylands Specific Plan	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. The City shall prioritize maximizing affordable housing with a goal of 514 affordable units. The Specific Plan or Developer Agreement shall describe accessible residential design incorporated into units in proximity to transit. Geographic targeting: The Baylands subarea. Metrics target: Dwelling unit preliminary production estimate by year, based on developer's schedule for 2,200 total units: 2027: 362 units; 2028: 1,108 units; 2029: 333 units; 2030: 108 units; 2031: 289 units.	1) Specific Plan adoption by City Council and certification, including approval of adequate water supply. - 1/31/26; 2) Coordinate and assist the developer in the entitlement and development of the Baylands, including prioritizing processing, assisting with funding, planning and technical studies. - Ongoing and process entitlements by 2027 3) Consult with HCD regarding timing/production if the project falls 12 or more months behind the schedule provided. - Ongoing; 4) Reevaluate and address housing opportunity sites to accommodate 2023-2031 RHNA if project has failed to proceed substantially in conjunction with the anticipated timeline - 2030 if project has failed to proceed.	EIR under preparation and publication is expected April 2025.
2.A.3 Annual reporting to HCD	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	The annual report was submitted by the April 1 deadline.
2.A.4 Maintenance of adequate sites	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	As indicated in Program 2.A.1, there has been no reduction in the development capacity through zoning, nor have there been sites developed to less than those projected in the Housing Element; so the City continues to be able to accommodate the RHNA.
2.A.5 Zoning study for new housing types	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%	1) Study Session at Planning Commission- 12/26; 2) Adopt new zoning 12/2028	Scheduled for 2026.
2.A.6 Zoning for two-unit development and urban lot splits	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 - 12/31/23	Completed, City Council adopted Ordinance No. 693 in December 2024
2.A.7 Zoning study for mixed use in commercial districts	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.	1) Study Session at Planning Commission - 12/31/26; 2) Adopt zoning amendments 7/30/29	Scheduled for 2026.
2.A.8 Zoning update for transitional and supportive housing	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 - 12/31/25	Scheduled for Q4 2025.
2.A.9 Facilitation of pipeline projects	2.A.9: Facilitate development and monitor approvals of pipeline projects, including the number of units constructed and their affordability levels.	1) 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 - 4/1/24 and annually thereafter; 2) Coordinating with applicants to expedite approval of remaining entitlements - 12/31/2023 and annually thereafter in Q4; 3) Supporting funding applications or requests for fee waivers for eligible projects - 7/1/2023 and biennially thereafter through the budget adoption process; 4) Identifying necessary rezoning of additional sites, should pipeline projects not move forward 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 - Ongoing.	1) Pipeline Project Status: 3750-80 Bayshore (25 above mod, 3 mod, 2 low units) - City is processing tentative map approvals; 221 Tulare (3 above mod units) - entitlements expired; 213 Visitacion (4 above mod units) - Approved, design permit extension until Dec. 2025; 18 Visitacion (2 above units) - building permit issued, construction underway and expected to be completed in 2025. 2) ongoing; 3) ongoing; 4) ongoing - surplus of above mod units projected during this cycle
2.A.10 Zoning update for ADUs	2.A.10: Update the ADU ordinance to comply with current State law.	Adopt updated ADU ordinance - 12/31/23	This ordinance update has been rescheduled to complete in Q2 2025.
2.A.11 Zoning update for group homes	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	Adopt ordinance - 12/31/24	Scheduled for Q3 to Q4 2025.

2.A.12 Zoning update to raise multifamily height limits	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.	Adopt ordinance - 12/31/24	The Planning Commission held four workshops as part of their regularly scheduled and publicly noticed meetings, in late 2023 and early 2024 and recommended approval to the City Council in Q4 2024. The City Council is anticipated to consider draft ordinance 2024-RZ-2 in Q2 of 2025.
2.B.1 Baylands sites for seniors and special needs	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. Geographic Targeting: Baylands Specific Plan Area. 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) .	Adoption of Development Agreement and Specific Plan - 1/31/26	EIR under preparation and publication is expected April 2025.
2.B.2 Zoning update for convalescent homes	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 operation and design of such uses and incorporate into the zoning ordinance.	Ordinance adoption - 12/31/27	Scheduled for 2027.
2.B.3 SMC collaboration for shelter & services	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.	1) Meet with San Mateo County staff to determine actions the City can take to assist homeless individuals in Brisbane for the calendar year - annually in Q1; 2)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. - Annually in Q1	The Brisbane Police Dept collaborates with County staff on an ongoing basis throughout the year to both 1) determine actions the City can take to assist homeless individuals and 2) to determine how the City can support development of emergency, transitional and supportive housing. Additionally, Police Dept provides quarterly training of officers along with shelter staff members to ensure that homeless individuals receive the utmost support. City staff will also reach out to the County for input as part of the update to the rezoning to allow for larger emergency shelters, provided in Program 2.B.4.
2.B.4 Zoning update for larger emergency shelters	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	Scheduled for 2026.
2.B.5 Zoning for low barrier Navigation Centers	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 - 12/31/26	Scheduled for 2026.
2.B.6 Priority water & sewer service for affordable units	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	Ongoing; no affordable housing projects in 2024.
2.B.7 Zoning update for emergency, transitional, supportive housing	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.	1) Conduct analysis per AB 2339 - 6/31/24; 2) Adopt implementing ordinance - 12/31/24	Implementation postponed to Q4 2025.
2.C.1 Zoning update for density bonus	2.C.1: Amend the density bonus ordinance to: 1)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. 2) Be consistent with Government Code Sections 65915(a) and (g). 3)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. 4) Grant a density bonus and/or other incentives greater than required for projects that meet or exceed the qualifications for a density bonus	Adopt amended density bonus ordinance - 12/31/23	Scheduled for Q2 2025.
2.D.1 Evaluation of affordable/special needs subsidies	2.D.1: Evaluate methods to subsidize the cost of affordable or special needs housing development, including ADUs, including but not limited to: 1) Fee reductions or waivers. 2) Direct subsidies in the form of pre-development or construction grants. 3)Land donation.	Adopt as part of Affordable Housing Strategic Plan (AHSP; see Program 2.E.1) - 6/30/23; 2) Implement cost subsidy strategies per the adopted AHSP and conduct regular outreach to service providers and nonprofit developers - Annually in Q1 and ongoing.	Adopted AHSP 11/16/2023. City is participating in the San Mateo County ADU Resource Center and agreed to participate in a working group to create a model affordable ADU program supported by the ADU Resource Center and member agencies.

2.D.2 Encouraging ADU and JADU development	2.D.2: To encourage development of ADUs and junior ADUs:a. a. 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. b. 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. c. 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	1) Adopt the AHSP - 6/30/23; 2) Implement ADU/JADU subsidy strategies per the adopted AHSP and conduct regular outreach to property owners - Annually in Q1 starting 2024 and ongoing; 3) Fund 21 Elements and support development of a multi-jurisdictional Countywide ADU resource center - Annually beginning 7/1/2023 and ongoing thereafter as part of the biennial budget adoption process; 4) Public outreach - Ongoing as new programs are implemented and annually thereafter	1) AHSP adopted 11/16/2023, including strategy A-2 to dedicate funds to either City ADU loan program or regional ADU loan/grant program. 2) Implementation anticipated for Q3 2024 as regional program is explored by San Mateo County jurisdictions via 21 Elements. 3) City is participating in regional ADU resource center discussions via 21 Elements; 4) Outreach for any available loan/grant programs will be provided once resolution is reached on the pathway.
2.E.1 Affordable Housing Strategic Plan (AHSP) adoption and implementation	2.E.1: Adopt and implement an Affordable Housing Strategic Plan (AHSP) that includes the following components: a. Identifies programmatic funding goals, objectives, and priorities for the City's current affordable housing fund balance. b. Evaluates and prioritizes new ongoing revenue streams for affordable housing development. c. Evaluates preferences for current Brisbane residents in new special needs and affordable housing. 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. Geographic Targeting: Central Brisbane Metrics: Issue permits for 193 low & very low-income units over RHNA cycle	1) Adopt AHSP - 6/30/23; 2) Implement AHSP strategies - Annually beginning 7/1/2023 and ongoing thereafter as part of the biennial budget adoption process; 3) Ongoing community engagement with stakeholders - Annually in Q1.	1) AHSP adopted 11/16/2023; 2) AHSP implementation is ongoing; 3) Community engagement ongoing; IDEA Committee will consider means to support engagement efforts with renters and homeowners.
2.E.2 Regional ADU forgivable loan program	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.	Discuss and identify options for loan program development with 21 Elements and HEART - 12/31/25	The City is currently participating in conversations the regional ADU Resource Center (established summer 2024) which will include capability to issue loans in the future.
2.E.3 City ADU construction loan program	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.	1) Adopt AHSP - 6/30/23; 2) Implement AHSP funding strategies - 7/1/2023 and ongoing thereafter with the biennial budget adoption process.	1) AHSP adopted 11/16/2023; 2) ADU loan program will be funded per AHSP after City determines pathway.
2.E.4 Zoning update for Inclusionary Housing	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; also, the update is to 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).	1) Adopt and/or implement AHSP - 6/30/23; 2) Adopt revised inclusionary housing ordinance - 1/31/24.	1) AHSP adopted 11/16/2023; 2) Inclusionary housing ordinance adoption scheduled for Q2 2025 pending in-lieu fee calibration work by consultants.
2.E.5 Nexus fee ordinance for affordable housing	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. Geographic Targeting: Commercial zoning districts. Metrics: Issue permits for 420 low and very low-income units over RHNA cycle.	1) Adopt and/or implement AHSP - 6/30/23; 2) Adopt ordinance and fee amounts - 12/31/23	1) AHSP adopted 11/16/2023; 2) Commercial nexus fee ordinance and fee adoption scheduled for Q2 2025 pending feasibility study by consultants for fee calibration.
2.E.6 City-owned sites study	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. Geographic Targeting: N/a (citywide/City-owned sites). Metrics: Identify at least one city-owned site for affordable housing development.	Complete study and present to City Council for action - 1/31/26	Scheduled for 2025 to early 2026.
2.F.1 Parkside owners outreach	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	The City annually sends letters to property owners within the PAOZ overlay districts in March.
2.F.2 Nonprofit development corporation outreach	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	The City annually sends letter to nonprofit developers in March.

2.F.3 Land banking for affordable housing projects	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.	1) Adopt AHSP - 6/30/23; 2) Annually review and update AHSP to reflect available opportunities to acquire sites based on anticipated funds - Beginning 7/1/2023 and ongoing thereafter with the biennial budget adoption process	1) AHSP adopted 11/16/2023; 2) City evaluates potential to acquire sites for affordable housing development on an ongoing basis as opportunities arise. No acquisitions made in 2024.
2.F.4 Funding sources for affordable housing subsidies	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)	1) Adopt AHSP - 6/30/23; 2) Implement AHSP strategies regarding development subsidies - Beginning 7/1/2023 and ongoing thereafter with the biennial budget adoption process	1) AHSP adopted 11/16/2023; 2) City evaluates potential to subsidize affordable housing unit development on an ongoing basis as opportunities arise. No new residential projects proposed in 2024.
2.F.5 City fee schedules	2.F.5: Evaluate City fee schedules for processing development applications.	Adjust annually based on development processing direct costs - Annually	During the fiscal year 2024/25 annual budgeting cycle, fees for building permits were not raised. Other application fees (Planning applications, etc) were raised consistent with the cost of living.
2.F.6 ADU production monitoring	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	Ongoing; refer to A2
2.F.7 Development of ELI housing	2.F.7: Assist in the development of housing for extremely-low-income households.	1) Adopt priority processing procedures for ELI housing - 12/31/25; 2) Grant fee waivers or deferrals for ELI housing - 12/31/25; 3) Grant concessions and incentives for ELI housing - 12/31/25; 4) Support funding applications for ELI housing - 12/31/25; 5) 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.	Scheduled to begin in Q4 2025 and annually thereafter. See also program 2.F.2 regarding outreach to nonprofit housing development corporations.
2.G.1 Brisbane Acres density transfer study	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.	1) Complete study to determine appropriate districts to expand "receiving" site designation - 12/31/25; 2) Determine next steps based on results of study - 12/31/25	Scheduled for 2025.
3.A.1 Affordable housing preservation and management	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	1) Adopt AHSP - 6/30/23; 2) Implement antidisplacement strategies per adopted AHSP. Annually beginning 7/1/2023 and ongoing thereafter through the biennial budget adoption process	1) 1) AHSP adopted 11/16/2023 with antidisplacement strategies B-1, B-2, and B-3; 2) Tenant education is ongoing through means outlined in 1.A.2. The City launched an affordable housing rehabilitation program in January 2025. The program makes grants of up to \$23,500 available to low-income homeowners and owners of low-income rental units to fund needed repairs. In two months, the City has received over 20 applications to the program.
3.A.2 Visitacion Garden Ground Lease	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 - 1/31/28	The City continues to actively negotiate lease extension or transfer prior to 2028 groundlease expiration.
3.A.3 ADU rental rates survey	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	1) Annual ADU rent survey - Annually, Q1; 2) Connect ADU homeowners with HIP Housing staff - As needed based on results of annual rent survey	The 2024 ADU rent survey was sent on 1/12/24 with a reminder on 2/8/24.
3.A.4 Retrofit financial assistance	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.	1) Adopt program funding guidelines - 12/31/23; 2) Start issuing loans/grants - 2024	City launched the Brisbane Affordable Housing Rehabilitation Program in January 2025.
3.A.5 Zoning for replacement of deed-restricted units	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 - 12/31/26	Scheduled for 2026.
3.B.1 Housing Choice Voucher outreach	3.B.1: Develop and implement an education/outreach campaign targeting landlords/managers on renting 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.	Launch campaign - 1/31/24 and annually thereafter	Campaign set to launch in Q2 2025.

4.A.1 Anti-displacement programs	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.	1) Adopt AHSP - 6/30/23; 2) Create roadmap and timeline for specific programs identified in AHSP - 6/30/24; 3) Implement AHSP programs - Beginning 6/30/2024 and ongoing	1) AHSP adopted 11/16/2023 with anti-displacement programs in strategies C-3 and C-4. 2) AHSP strategy implementation timeframe included in Section 4 of the AHSP outlining short, mid, and long-term implementation timeframes. 3) AHSP implementation is ongoing pursuant to the timeframe provided in Section 4 of the AHSP.
4.A.2 Home equity conversion counseling	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	City Planning staff reached out to Project Sentinel in Q4 2023 for landlord and tenant training. No trainings scheduled in 2024. City will follow up again in 2025 (see also Program 4.A.3).
4.A.3 Fair housing and financial literacy training	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. 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).	Develop agreement and schedule for at least annual trainings with qualified consultant - 1/31/24	City Planning staff reached out to Project Sentinel in Q4 2023 for landlord and tenant training. No trainings scheduled in 2024. City will follow up again in 2025 (see also Program 4.A.2).
4.A.4 Housing complaint referrals	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. Metrics: Transmit all complaints to HCD within 30 days of receipt.	Create complaint referral form - 1/31/24	Completed June 2023. No housing complaints were received in 2024.
4.A.5 Cost burden relief for Black, Indigenous and People of Color households	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. Metrics: Make contact with at least ten households.	Develop agreement and schedule with qualified consultant - 1/31/24	Program implementation was ongoing in 2024.
4.A.7 Consideration of rent control	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 - 12/26	Scheduled for 2026.
4.A.8 Funding HEART's regional down payment assistance	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.	The City continues to provide support to HEART.
4.A.9 Supporting HIP's shared housing program	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	The City continues to provide support to HIP.
4.A.10 Study gov't notices for evictions and rent increases	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	Scheduled for 2028.
4.A.11 Zoning update to extend affordability timeframes	4.A.11: Amend inclusionary housing ordinance to extend timeframe of affordability covenants on new affordable housing development.	Adopt ordinance - 1/31/2025	Scheduled for Q2 2025.
4.A.12 Short term rental restrictions implementation	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	The City continues to prohibit conversion of housing units to short term rentals through implementation of the ordinance.
4.A.13 General Plan update of Safety & Conservation Elements	4.A.13: Amend the Safety and Conservation Elements of the General Plan to include analysis and policies regarding flood hazard management 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.	Amended Safety and Conservation Elements - 1/31/27	City is in partnership with Peninsula Resilience Project, a collaboration of San Mateo County cities, to share resources for updating the Safety Elements. A vulnerability assessment and safety issues background draft report is in process for an update in 2025. Both the Safety and Conservation Elements will be update following adoption of the Baylands Specific Plan (see Program 2.A.2).
4.A.14 Public infrastructure master plans	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	This is ongoing through the Capital Improvement Plan (CIP). The last budget was adopted in June 2023.
4.A.15 Zoning update for just cause evictions	4.A.15 Adopt a just cause eviction ordinance to project renters from arbitrary and unjustified evictions.	Ongoing, as identified with Annual Budget - Ongoing	This is ongoing through the Capital Improvement Plan (CIP). The last budget was adopted in June 2023.
4.B.1 Housing Repair and Home Rehabilitation Loan Programs	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 - 12/31/24	City will reach out to the County and 21 Elements in 2025 on a collaborative rehabilitation loan program. See also program 3.A.1 regarding the City's Affordable Housing Rehabilitation Program launched in January 2025.

4.B.2 Preservation and rehabilitation policy implementation	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.	1) Adopt AHSP - 6/30/23; 2) Implement preservation strategies - Starting 7/1/2023 and ongoing thereafter through the biennial budget adoption process	1) AHSP adopted 11/16/2023 with strategies B-1, B-2, and B-4 addressing preservation policies; 2) Implementation ongoing in 2025. See 3.A.4 for City rehabilitation program status.
4.C.1 Condominium conversions	4.C.1: Maintain Zoning Ordinance standards for condominium conversions of existing rental units consistent with current State law.	Maintain current zoning ordinance - Ongoing	The ordinance pertaining to condominium conversions remains in effect.
4.C.2 Maintain Mobile Home Park zoning	4.C.2: Maintain the R-MHP Residential Mobile Home Park District zoning to retain the mobile home housing stock	Maintain current zoning - Ongoing	The ordinance maintaining the R-MHP zoning remains in effect.
5.A.1 Housing Issues communications	5.A.1: Update and maintain the City's Housing issues webpage and handouts at City Hall to provide a housing resources clearinghouse regarding: a. The need for new and diverse housing in Brisbane, especially affordable housing. b. Links to City regulations regarding accessory dwelling units and resources for ADU construction and tenant matching. c. Countywide housing resource links, including, but not limited to, the Housing Choice Voucher rent subsidy program and Countywide affordable rental housing listings. d. Renter/landlord dispute information. e. Affordable housing availability in Brisbane (see also program 1.A.1). f. Information on housing rehabilitation programs and assistance resources. g. Resources on conservation and energy efficiency to reduce home ownership costs and impacts on the environment. h. AFFH information and resources for tenants and landlords (see programs under Goal 1). i. Homesharing resources provided by the Human Investment Project (HIP) for both homeowners and homeseekers (see program under Goal 2). j. Basic housing safety and sanitation requirements, such as fire	1) Create webpage and update - 5/31/23; 2)Update physical handouts, to be provided at City Hall and the Library - 5/31/23; 3) Provide information at a Planning Dept. booth at the City's Annual Day in the Park - Annually in October	1 & 2. Webpage and handouts were completed in June 2023; 3. Planning staff attends Day in the Park annually in October to provide information to the community.
5.A.2 Encouraging housing developers for affordable housing programs	5.A.2: Encourage housing developers to participate in available affordable housing programs sponsored by other governmental agencies, such as: a. Mortgage Credit Certificate Programs with the State of California. b. State and Federal Homeownership Assistance Programs. c. State Multifamily Housing Program. d.Other programs as they become available.	Outreach to developers of projects submitted for discretionary review - Annually/ as applications are received	No new housing development permits submitted in 2024. Implementation is ongoing as applications/proposals arise.
5.A.3 Chinese community engagement	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.	1) Translate hard copy handouts into Chinese - 12/31/24; 2) Continue to provide automated translation on City website - Ongoing; 3) Revisit data on commonly spoken non-English languages in Brisbane - 12/31/28	1. Planned for Q4 2025; 2. Translation is available on the webpage and will be provided on an ongoing basis; 3. Scheduled for 2028.
5.A.4 Encouragement of low-interest rehabilitation loans use	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 other - 12/31/2025 and annually thereafter in Q4	Scheduled for 2025.
5.A.5 Distribution of HIP homeshare information	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	We are doing this on an ongoing basis.
5.A.6 Facilitate other HIP Housing connections	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	Staff is compiling a list of groups to facilitate these connections and will reach out by Q2 2025.
5.A.7 City-led events sharing with housing assitance organizations	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	The City Manager's office is doing this on an annual basis.
5.A.8 Homesharing program data	5.A.8: Collect homesharing program data for Brisbane homeseekers and home providers from HIP Housing.	Current homesharing data - Q4 annually	Collected annually.
5.A.9 Stakeholder advisory committee	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.	1) Identify stakeholders and establish committee - Q1 2024; 2) Engage with committee, including engagement on the annual progress report (APR) - Q1 of each year and Ongoing 3) Post APR at least 2 weeks before Council review - Q1 annually; 4) Implement public outreach methods to reach all segments of the community on housing issues, including stakeholder interviews with committee members. - Ongoing and at least biennially; 5) Make direct contact with stakeholders upon any changes to City housing policy, including Housing Element updates - Ongoing as housing policies are updated	1) completed; the City's Inclusion, Diversity, Equity and Accountability (IDEA) Committee includes housing stakeholder outreach in their annual work plan; 2) ongoing; 3) ongoing; 4) ongoing; 5) ongoing - no substantial changes to City housing policy in 2024

5.B.1 Promotion of County-wide for-sale BMR management	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 - 1/31/24	Doorway Housing Portal, an online tool for residents to find and apply for affordable housing in the Bay Area, launched in 2024 for rental only. The City will continue to advocate for a countywide systme that also supports for-sale units and expands on what is Doorway is offering.
6.A.1 Energy reach codes	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	The next code update is scheduled for 1/1/26, with analysis of potential reach codes in 2025.
6.A.2 Energy efficiency funding	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 - Q1 Annually	Planning and Sustainability staff do this on an ongoing basis and no new opportunities were identified in 2024.
6.A.3 Utility cost assistance for lower income households	6.A.3: Develop and implement programs that assist very-low-, low-, and moderate-income households manage their utility costs, such as providing low-flow and other water or energy conserving appliances available to very-low-, low- and moderate-income households, such as BAYREN's Water Upgrade \$aves Program, and training and counseling on water conservation measures in landscape design.	1) Develop programs 12/31/24; 2) Identify funding goals and implement - 12/31/24	Scheduled for Q4 2025.
6.A.4 Stormwater protection	6.A.4: Consistent with the City's Green Infrastructure Plan and Section C.3 of the Municipal Regional Stormwater Permit (MRP), require new residential development to retain and treat stormwater from the site and adjacent rights-of-way.	Require compliance with Green Infrastructure and MRP - Ongoing	Implementation of stormwater measures is ongoing through the building permit process.
6.A.5 Parking ordinance study	6.A.5: Study potential updates to the zoning ordinance to reduce parking requirements for residential developments that provide and/or promote alternative modes of transportation for residents, such as prepaid transit fare cards, rideshare app credits, prepaid memberships to on-demand car rental on-site (e.g., ZipCar), or are in close proximity to high quality transit corridor as defined by Public Resources Code Section 21155	Study session at the Planning Commission - 12/31/26	Scheduled for late 2026.
6.B.1 Transportation demand management (TDM)	6.B.1: Collaborate with the San Mateo County Congestion Management Agency (C/CAG) to develop a transportation demand management (TDM) policy applicable to new development.	Adopt TDM policy - 6/30/23	TDM policy adopted October 5, 2023, effective November 18, 2023. The City's requirements exceeds C/CAG's single-occupancy vehicle (SOV) trip reduction targets by 25% or more. The City is currently seeking exemption from C/CAG policy to streamline review process.
6.B.2 Implementation of Plan Bay Area 2050	6.B.2: Cooperate with the Association of Bay Area Governments and Metropolitan Transportation Commission to implement Plan Bay Area 2050.	Implement Plan Bay Area 2050 - Ongoing	Participated in Plan Bay Area 2050+ Draft Blueprint development in Fall 2023. Reviewed Notice of Preparation in Q1 2025.
7.A.1 Streamlining housing projects	7.A.1: Continue to evaluate and implement changes to the zoning ordinance and permitting process to simplify and streamline approval of projects that meet the City's housing goals. (See Program 7.A.4)	1) Evaluate zoning ordinance - Annually, Q4; 2) Evaluate permitting process - Annually following implementation of process improvement study	The Planning Commission held four workshops as part of their regularly scheduled and publicly noticed meetings, in late 2023 and earl, 2024 to identify areas to simplify the zoning in single-family multifamily and mixed use residential districts largely through restructuring the Municipal Code. The City implemented a new on-line, City-wide permitting application and tracking system, to simplify and streamline permitting in 2024.
7.A.2 Zoning update for NCRO-2 objective design standards	7.A.2: Amend the NCRO-2 district regulations to adopt objective design standards for mixed-use residential development.	Objective design standards for NCRO-2 - 5/31/25	Scheduled for Q2 2025.
7.A.3 Reasonable accommodation permitting	7.A.3: Continue to allow ministerial approval by the Community Development Director, subject to a minimal fee, of exceptions to the Zoning Ordinance for reasonable accommodation for housing for persons with disabilities per Government Code Section 65583(c)(3). (Ordinance 558 adopted April 2011)	Process reasonable accommodation requests - Ongoing	The City is in the process of updating its ordinance to further streamline its ordinance provisions for reasonable accommodation.
7.A.4 Permitting system improvements	7.A.4: Implement the 2022 process improvement study recommendations for citywide permitting improvements to reduce permit processing times and better coordinate interdepartmental review of housing development projects.	Implement permitting process improvements - 12/31/23	As noted in 7.A.1, the City implemented a new permitting system in 2024.
7.A.5 City staffing	7.A.5: Evaluate City staffing levels relative to capacity for processing development applications. Continue to utilize contract planning staff to increase the City's capacity to process planning entitlement applications as needed and as budget allows.	Evaluate Community Development Department staffing levels relative to permit processing capacity - Annually, Q1	Staff levels continue to be evaluated annually.
7.A.6 SMC shared housing staff	7.A.6: Consider joining with other cities in San Mateo County to share housing staff to support management of the City's below market rate housing inventory.	Participate in Countywide discussions convened by 21 Elements - Ongoing	In late 2023, the City joined with other San Mateo County cities to hire a shared staff (consultant) to support management of the City's BMR housing.
7.A.7 Pre-application consultations	7.A.7: Continue to offer pre-application development consultation with planning, building, public works, police, and fire staff.	Pre-application consultations - Ongoing	This service continues to be offered.

[illegible]

Jurisdiction	Brisbane	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning	6th Cycle	01/31/2023 - 01/31/2031

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

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

[illegible]

Jurisdiction	Brisbane	
Reporting Period	2024	31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity				Table Not Applicable					
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

For up to 25 percent of a jurisdiction's moderate-income regional housing need location, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and deed restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code §54000.2(b).

Table Not Applicable

Jurisdiction	Brisbane	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Period	6th Cycle	01/31/2023 - 01/31/2031

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table Not Applicable

Table G

Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of

[illegible]

Jurisdiction	Brisbane	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2024		

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

For San Mateo County jurisdictions, please format the APN's as follows:999-999-999

[illegible]

Jurisdiction	Brisbane	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

[illegible]

Jurisdiction	Brisbane	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K	
Tenant Preference Policy	
Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.	

Does the Jurisdiction have a local tenant preference policy?	No		Table Not Applicable	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.				
Notes				

[illegible]

Completed Entitlement Issued by Affordability Summary		
	Income Level	Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	2
Low	Deed Restricted	0
	Non-Deed Restricted	1
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		1
Total Units		5

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0