



MEMORANDUM

DATE: July 28, 2022
TO: Planning Commission
FROM: Planning Staff *KA KJ*
SUBJECT: **Workshop - 2023-2031 Housing Element Update: Goals, Policies and Programs
Session 2**

OBJECTIVE

The purpose of tonight's workshop is to preview the preliminary draft goals, policies, and programs of the 2023-2031 Housing Element and receive feedback from the Planning Commission and public prior to finalizing the draft Housing Element in its entirety.

BACKGROUND

The goals, policies, and programs of the Housing Element distill the analyses of our housing needs, demographics, fair housing considerations, constraints to housing development, and zoning capacity to meet the RHNA into goals, specific policies, and implementing action programs. These goals, policies, and programs are the City's action plan to ensure that existing housing in Brisbane is properly maintained, preserved, and improved, and that new housing serving households of all incomes and backgrounds can be developed at the level required by the RHNA within the eight-year Housing Element cycle (2023-2031).¹

Consistent with other elements of the General Plan, the goals, policies, and programs of the Housing Element have the following roles:

- **Goals:** Guiding principles and aspirations; outcomes the City wants to achieve.
- **Policies:** Specific statements that guide decision-making; a commitment to a particular course of action.
- **Programs:** Specific actions (projects or services) that implement policies and help achieve the overarching goals.

An overarching objective of the 2023-2031 Housing Element update is to make the goals, policies, and programs more streamlined and straightforward, resulting in a more effective plan that is easier to understand and implement. At the Planning Commission's last Housing Element workshop on March 10, 2022, staff presented recommended draft goals and policies for the Commission's review and feedback. Staff had not yet prepared the associated implementing programs for the Commission's review. Since that workshop, staff has proposed additional changes to the draft goals and policies, and will also present recommended action programs as shown in Attachment A. The 2015-2022 Housing Element goals, policies, and programs are shown in Attachment B for comparison purposes.

The discussion section below addresses:

¹ Government Code Sections 65583(b) and 65583(c)

- Goals, policies and programs that staff recommends carrying over from the 2015-2022 Housing Element with modifications
- New policies and programs

DISCUSSION

Modified Goals

Staff proposes revising the 2015-2022 Housing Element goals to address the same policy subjects in a more streamlined and straightforward manner, as follows and as shown in Attachment A:

1. Affirmatively further fair housing opportunities for all persons.
 - Explicitly states the City's continuing commitment to affirmatively further fair housing as a longstanding community goal and legal obligation under State law.
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.
 - Goals 2-4 represent the cornerstone of the Housing Element, the three "P's" of Producing new housing, Preserving existing affordable housing and Protecting residents from displacement and, where applicable, these policies are tied to the quantifiable objectives at the end of the chapter.
5. Increase public awareness of housing programs and resources.
 - This goal formalizes the City's existing commitment and practice of cultivating and enhancing public awareness and accessibility of information to all households.
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 is a bedrock principle in Brisbane and is woven through other elements of the General Plan and these principles were repeated in three separate goals in the 2015-2022 Housing Element. For clarity, these are consolidated to one goal and several new programs were added with actionable items under it.
7. Avoid unreasonable government constraints to the provision of housing
 - The City continues to seek ways to reduce or and where possible eliminate government constraints on the production and preservation of housing and a few new programs have been added under that goal. Key among these are programs implementing the City's Technology Master Plan recommendations for upgrading land management and permitting systems.

Modified and New Policies and Programs

Recent changes to State law require cities to commit to actionable and trackable programs that meaningfully implement its housing policies. As a result, many new programs are presented for the Commission and public's consideration that commit the City to a specific course of action, such as holding a study session or developing an ordinance by defined timelines. This contrasts with past cycles where the Housing Element programs had more open-ended language; e.g., suggesting to "Consider..."

or “Study...” an issue without a defined timeframe within the Housing Element cycle. Modified policies and programs are marked with a reference to the previous policy or program number in parentheses.

Notable modified and new programs that staff will highlight in the discussion tonight are highlighted in yellow in Attachment A.

SCHEDULE AND NEXT STEPS

Staff anticipates publishing the draft 2023-2031 Housing Element by early August and holding public hearings at the Planning Commission in August. After the Planning Commission public hearings have concluded, the Planning Commission will make a recommendation to the City Council. The City Council will then hold public hearings to consider the Commission’s recommendations, community feedback, and any additional modifications to the draft Housing Element they may deem necessary, before authorizing staff to submit the draft Element to the State Department of Housing and Community Development (HCD).

HCD has 90 days to review the Element and will issue comments at the end of the 90-day period for the City to address in a revised Element. Based on other cities’ experiences throughout the State, staff anticipates a minimum of two rounds of review by HCD before the Housing Element will be “certified” by HCD and thereafter adopted by the City Council. The statutory deadline for the City to adopt a certified Element is January 31, 2023.

State law mandates a minimum 30-day public review period prior to City Council action on the draft Element. Given the anticipated publication of the draft Element in August and City Council hearings following in October, the City’s public review period will far exceed the State’s minimum requirement.

Attachments

- A. Preliminary Draft 2023-2031 Housing Element Goals, Policies, and Programs
- B. 2015-2022 Housing Element Goals, Policies, and Programs
- C. March 10, 2022 Planning Commission workshop materials
 - a. [Staff memorandum and attachments](#)
 - b. [Meeting video and minutes](#)

- Goal: 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. The actions contained under this goal specifically address the fair housing issues identified in the City’s AFFH Assessment and Fair Housing Action Plan (Appendix C).

	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
1.A (Policy H.A.1) Actively promote and distribute fair housing information and resources to Brisbane residents and landlords.					
	CDD	General Fund	1.A.1 (Program H.A.1.a) 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 (Program H.A.1.b) 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: <ul style="list-style-type: none"> a. Fair housing training for landlords and tenants through Project Sentinel or other organizations the City may partner with during the Housing Element cycle b. Fair housing programs of other agencies c. Financial literacy training through Project Sentinel or other organizations d. Housing counseling services through Project Sentinel or other organizations 	City Star and Chamber of Commerce Newsletters Weekly City News Blast/City Manager’s bulk mailing, flyers, Webpage and handouts	At least Annually Starting 1/23 and periodically, as needed Q2 2023 and ongoing thereafter

	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			See Program 5.A.1		
	CDD	General Fund	<p>1.A.3 (Program H.A.1.b) 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"> a. 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. b. The City’s inventory of potential housing development sites 	<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>
1.B (NEW) Continue to promote equitable housing opportunities					
	CDD	General Fund	1.B.1 (NEW) Develop an affordable housing siting policy to promote the distribution of affordable housing equitably across the City.	Adopt policy	12/31/2025

2. **Goal: 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.

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.

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
2.A (Policy H.B.1) 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 (Programs H.B.1.b, H.D.1.b, H.H.2.b) Maintain existing residential and mixed-use zoning to provide adequate sites to accommodate the 2022-2031 RHNA.	Ongoing maintenance of existing zoning.	Ongoing
	CDD	General Fund, developer fees	2.A.2 (Program H.B.1.c): Adopt the Baylands Specific Plan/Zoning to allow for 1,800 to 2,200 housing units, 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 Government Code Section 65583.2(h).	Specific Plan Adoption by City Council	1/31/2026
	CDD	General Fund	2.A.3 (Program H.I.1.h) Provide annual reports to HCD on progress made in implementing the Housing Element programs per Government Code Section 65400, including a review for	Annual Reports to HCD	Annually

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			internal consistency and compliance with Government Code Sections 65302(d)(3) and 65302(g)(2) as amended by Chapter 369, Statutes 207 [AB 162].		
	CDD	General Fund	2.A.4 (NEW) 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 (New) 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	Study Session at Planning Commission	12/2026
	CDD	General Fund	2.A.6. (New) 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
2.B (Policy H.B.3) 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 (Program H.B.3.a) 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, in the Baylands subarea.	Adoption of Development Agreement and Specific Plan	1/31/2026
	CDD	General Fund	2.B.2 (Program H.B.3.e) 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 adoption	12/31/27

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			ordinance.		
	CDD, Police	General Fund	2.B.3 (Program H.B.3.h) Cooperate 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.	Coordination with San Mateo County Continuum of Care to assist homeless individuals in Brisbane Explore opportunities to support development of emergency, transitional, and supportive homeless housing in San Mateo County with the San Mateo County Human Services Agency	Ongoing
	CDD	General Fund	2.B.4 (Program H.B.3.i) Continue to allow emergency shelters as a permitted use in the SCRO-1 District, 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).	Maintain existing SCRO-1 zoning	Ongoing
	CDD	,General Fund	2.B.5 (NEW) Explore code amendment to allow Navigation Centers as a permitted use in the SCRO-1 District, subject to objective design standards.	Study session at Planning Commission	12/31/2026
	CDD	General Fund	2.B.6 (Program H.B.3.j) Grant priority water and sewer service to housing with units affordable to lower-income households in accordance with	Priority water and sewer service for affordable housing	Ongoing

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			State law [Government Code Section 65589.7 and Water Code Section 10631.17(a)70].		
2.C (Policy H.B.5) 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 (Program H.B.3.g) Amend the density bonus ordinance to: - 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 - 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.	Adopt amended density bonus ordinance	12/31/2023
2.D (Policy H.B.6) Reduce construction costs for affordable or special needs housing.					
	CDD	Low/Moderate Income Housing Fund	2.D.1 (Program H.B.6.a) Evaluate methods to subsidize the cost of affordable or special needs housing development, including but not limited to: - 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 3.E.1)	6/30/2023
	CDD	City Funds	2.D.2 (Program H.B.1.e) To encourage	Adopt and/or	6/30/2023

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			development of ADUs and junior ADUs: 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); 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; c. As these programs are implemented, publicize the changes to encourage the development of applicable ADU/JADU consistent with program (See related program under public outreach Goal 5).	implement the AHSP Fund 21 Elements Public outreach	Annually As new programs are implemented
2.E (Policy H.B.7) Seek private and public funding sources for affordable housing construction.					
	CDD	Low/Moderate Income Housing Fund	2.E.1 (New) Adopt (OR) 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.	Adopt AHSP & implement its programs	6/30/23

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
	CDD	Low/Moderate Income Housing Fund	2.E.2 (Program H.B.1.i) 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 A.1.A.	Discuss and identify options for loan program development with 21 Elements and HEART	1/31/2025
	CDD	Low/Moderate Income Housing funds, CALHome grant funds	2.E.3 (New) 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.	Adopt and/or implement an AHSP to identify priorities for programming Low/Moderate Income Housing Funds	6/30/2023
	CDD	City Funds	2.E.4 (New) Update the Inclusionary Housing Ordinance to comply with current State law, and consider alternatives for for-sale developments that may provide additional affordable housing revenue to the City .	Adopt and/or implement AHSP Adopt revised inclusionary housing ordinance	6/30/2023 1/31/24
	CDD	City Funds	2.E.5 (New) 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.	Adopt and/or implement AHSP Adopt ordinance and fee amounts	6/30/2023 12/31/23
	CDD	City Funds	2.E.6 (New) 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.	Complete study and present to City Council for action	1/31/25
2.F (Policy H.B.9) Facilitate the development of affordable housing.					

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
	CDD	City Funds	2.F.1 (Program H.B.1.h) 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 (Program H.B.9.a) 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 (Program H.B.9.b) 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 and/or implement AHSP	6/30/2023
	CDD	General Fund, Low/Moderate Income Housing Fund	2.F.4 (Program H.B.9.e) Consistent with the AHSP, examine how City funding sources could be used to subsidize development costs in privately financed residential and mixed-use projects that include more affordable housing units than required by the City's Inclusionary Housing Ordinance.	Subsidize development costs for affordable housing developments	Annually, Q2 (budget)
	CDD	General fund	2.F.5 (Program H.B.9.k) Evaluate City fee schedules for processing development applications	Adjust annually based on development processing direct costs	Annually

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
2.G (Policy H.B.5) 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	12/31/2025

3. **Goal: 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 groundlease 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.

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
3.A (Policy H.B.2) Preserve existing affordable housing units.					
	CDD	Low/Moderate Income Housing Fund	3.A.1 (Program H.B.2.a) Implement affordable housing preservation and management policies identified in the Affordable Housing Strategic Plan, 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	Adopt and/or implement AHSP	6/30/2023

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			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		
	CDD	General Fund	3.A.2 (New) 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 groundlease with Bridge Housing	1/31/2028
	CDD	General Fund	3.A.3 (Program H.B.1.d) Survey rental rates for permitted accessory dwelling units to determine their affordability to lower income households.	Annual ADU rent survey	Annually, Q1
	CDD, City Manager's Office	HUD Grant Funds	3.A.4 (Program H.B.9.j) 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 special needs households.	Adopt program funding guidelines Start issuing loans/grants in February 2024	12/31/23 2/24
3.B (Policy H.B.8) Increase participation in Housing Choice Voucher and other rental assistance programs.					
	CDD	General Fund	3.B.1 (Program H.B.8.a) Develop and implement an education/outreach campaign targeting landlords/managers on renting to people with Housing Choice Vouchers. See Program 5.A.1	Develop campaign strategy and materials Launch campaign	1/31/2024 1/31/2024 and annually thereafter

4. Goal: 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.

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
4.A (New) Protect existing residents from displacement.					
	CDD	Low/Moderate Income Housing Fund	4.A.1 (New) Implement anti-displacement programs identified 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	Adopt or implement AHSP	6/30/2023
	CDD	Low/Moderate Income Housing Fund	4.A.2 (Program H.B.7.c) 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 (New) 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 Project Sentinel	1/31/24
	CDD	City Funds	4.A.4 (New) 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
	CDD	Low/Moderate Income Housing Fund	4.A.5 (New) 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	Develop agreement and schedule with Project Sentinel	1/31/2024

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			cost burden to discuss and identify solutions for relief.		
	CDD	City Funds	4.A.7 (New) 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 (Program H.B.9.f) Continue to fund the regional downpayment 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 annually	Biennially with adoption of the City budget.
	CDD	General Fund	4.A.9 (Program H.B.3.f) 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.	Fund HIP annually	Annually or with City budget adoption
	CDD	General Fund	4.A.10 (NEW) 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 (NEW) Study feasibility of extending timeframe of affordability covenants on new affordable housing development (e.g., from 45 years to 99 years)	Study session at Planning Commission	12/31/2024
	CDD	General Fund	4.A.12 (NEW) 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 (Program H.H.2.c) Amend the Safety and Conservation Elements of the General Plan to	Amended Safety and Conservation	1/31/2027

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			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).	Elements	
4.B (Policy H.C.1) 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 (Program H.B.9.g) 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 (New) Evaluate and 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 and/or implement AHSP	6/30/2023
4.C (Policy H.B.4) 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 (Program H.B.4.a) 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 (New) Maintain the R-MHP Residential Mobile Home Park District zoning to retain the mobile home housing stock.	Maintain current zoning	Ongoing

5. **Goal: 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.

Policy	Lead Dept.	Funding Source	Program	Actions	Implementation Timeline
5.A (Policy H.F.3+) Engage the community and provide public information on housing issues and resources.					
	CDD	General Fund	5.A.1: (Program H.F.3.b+) Update and maintain the City’s Housing issues webpage and handouts at City Hall to provide a housing resources clearinghouse regarding: <ul style="list-style-type: none"> 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 5.B.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 	Create webpage & Update Update physical handouts, to be provided at City Hall and the Library Provide information at a Planning Dept. booth at the City’s Annual Day in the Park	5/31/2023 5/31/2023 Annually in October

			<p>Human Investment Project (HIP) for both homeowners and homeseekers (see program under Goal 2)</p> <ul style="list-style-type: none"> j. Basic housing safety and sanitation requirements, such as fire extinguishers and smoke detectors, and best practices to ensure longevity of older housing units. k. Home energy conservation programs and the financial benefits of energy conservation. 		
	CDD	General Fund	<p>5.A.2 (Program H.B.7.a) Through public information efforts (see Program ____), encourage housing developers to participate in available affordable housing programs sponsored by other governmental agencies, such as:</p> <ul style="list-style-type: none"> 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
	CDD	General Fund	<p>5.A.3 (New) 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.</p>	<p>Translate hard copy handouts into Chinese</p> <p>Continue to provide automated translation on City website</p> <p>Revisit data on commonly spoken non-English languages</p>	<p>12/31/2024</p> <p>Ongoing</p> <p>12/31/2028</p>

				in Brisbane	
	CDD	General Fund	5.A.4 (Program H.C.1.b) 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
	CDD	General Fund	5.A.5 (NEW) 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 (NEW) 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 (NEW) 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 (NEW) Collect homesharing program data for Brisbane homeseekers and home providers from HIP Housing.	Current homesharing data	Q4 annually
5.B (New) Promote development of centralized Countywide below market rate for-sale database and application.					
	CDD	General Fund	5.B.1 (New) Engage with 21 Elements staff to promote development of a Countywide listing and application hub for for-sale BMR units through the 21 Elements countywide consortium.	Engage with 21 Elements staff	1/31/2024

6. **Goal: 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.

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
6.A (Policy H.F.4) Promote sustainable residential development that conserves natural resources and reduces greenhouse gas emissions.					
	CDD	General Fund	6.A.1 (Program H.F.1.a) 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 (Program H.F.2.c) 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. Also see Programs [Insert reference to HUD program]	Evaluate potential funding sources	Annually, Q1
	CDD, DPW (Utilities)	General Fund	6.A.3 (New) 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 Saves Program, and training and counseling on water conservation measures in landscape design.	Develop programs Identify funding goals and implement	12/31/2024 12/31/2024

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
	CDD, DPW (Stormwater)	General Fund	6.A.4 (NEW) 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
	CDD, DPW (Sustainability)	General Fund	6.A.5 (NEW) 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 as defined by Government Code Section XX.	Study session at the Planning Commission	12/31/2026
6.B (Policy H.G.1) Participate in regional efforts to reduce greenhouse gas emissions.					
	CDD	General Fund	6.B.1 (Program H.F.2.b) 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	6/30/2023
	CDD	General Fund	6.B.2 (NEW) Cooperate with the Association of Bay Area Governments and Metropolitan Transportation Commission to implement Plan Bay Area 2050.	Implement Plan Bay Area 2050	Ongoing

7. **Goal: Avoid unreasonable government constraints to the provision of housing.** Brisbane is committed to reducing constraints to the provision of housing, whether new development, added ADUs, additions or remodels. In 2021, the City Council adopted a Technology Master Plan that programs significant funds to upgrading Community Development Department permitting software as well as enhancing the City’s Geographic Information Systems (GIS). In 2022, the City launched a process engineering study for planning entitlement and building permit processes to map these processes and identify how upgraded permitting systems and modified City procedures can

streamline and expedite project reviews. The City has recently adopted objective design standards for housing development projects, and hired contract planning staff to enhance the City’s capacity to process planning entitlement applications. The programs below address these significant programs and the City’s commitment to streamline permitting to save applicants both time and money.

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
7.A (Policy H.I.1 and H.B.6)) Improve the development review and approval process					
	CDD	General Fund	7.A.1 (Program H.I.1.a) 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)	Evaluate zoning ordinance Evaluate permitting process	Annually, Q4 Annually following implementation of process improvement study.
	CDD	General Fund	7.A.2 (Program H.D.1.c & H.I.1.D) Amend the NCRO-2 district regulations to adopt objective design standards for mixed-use residential development.	Objective design standards for NCRO-2	5/31/2025
	CDD	General Fund	7.A.3 (Program H.B.3.d) 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
	CDD	General Fund	7.A.4 (New) 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	12/31/2023
	CDD	General Fund	7.A.5 (Program H.I.1.f) Evaluate City staffing	Evaluate Community	Annually, Q1

Policy	Lead Dept	Funding Source	Program	Actions	Implementation Timeline
			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.	Development Department staffing levels relative to permit processing capacity	
	CDD	General Fund	7.A.6 (NEW) 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
	CDD, DPW, PD, NCF	General Fund	7.A.7 (NEW) Continue to offer pre-application development consultation with planning, building, public works, police, and fire staff.	Pre-application consultations	Ongoing

VI.1.3 Housing Policies and Programs

The policies and programs are tied directly to the City's goals and are as follows:

Goal H.A Provide housing opportunities for all persons, regardless of age, sex, race, ethnic background, income marital status, disability (including developmental disability), family composition, national origin, or sexual orientation.

Policy H.A.1 Promote equal housing opportunities.

Program H.A.1.a Continue to inform the public of its fair housing rights and responsibilities through the City's website and other means. Provide referral services to appropriate agencies.

Time Frame: Ongoing

Responsibility: Community Development Department

Funding Source: City funds

Program H.A.1.b Continue to inform Brisbane residents and businesses, developers, non-profit housing development organizations and other groups about housing policies and opportunities in Brisbane. Use local publications such as the Brisbane Star and the Chamber of Commerce newsletter, bulk mailing, flyers, the City's website and other means of distributing information on City housing policies, the City's inventory of potential housing development sites, local achievements, programs of other agencies, housing information and counseling programs, and State housing laws.

Time Frame: Ongoing

Responsibility: Community Development Department

Funding Source: City funds

Goal H.B Maintain a diverse population by responding to the housing needs of all individuals and households, especially seniors and those with income constraints or special needs.

Policy H.B.1 Require a balance of housing types, sizes (bedrooms), tenure and the inclusion of affordable, senior and special needs dwelling units in multi-family developments.

Program H.B.1.a Complete necessary zoning amendments to provide adequate sites to accommodate the 2007-2014 Regional Housing Needs Allocation shortfall, as referenced in Chapter III, no later than 1 year from the statutory deadline for adoption of the Housing Element [per Government Code Section 65584.09(a)].

Also see Program H.D.1.c.

Time Frame: January 31, 2016

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.B.1.b Maintain existing zoning and complete necessary zoning amendments to provide adequate sites to accommodate the 2015-2022 Regional Housing Needs Allocation, as referenced in Chapter III, no later than 3 years and 120 days from the

statutory deadline for adoption of the Housing Element [per Government Code Section 65583(c)(1)(A)].

Also see Program H.D.1.c.

Time Frame: May 31, 2018

*Responsibility: Community Development Department, Planning Commission,
City Council*

Funding Source: City funds

Program H.B.1.c Revise the General Plan’s applicable land use designations to reflect the net acre density (excluding land area devoted to public rights-of-way for streets and utilities) to be consistent with all zoning districts to be revised per the Housing Element. Revise the Land Use Element’s policies and programs so as to be consistent with Government Code Section 65583.2 regarding affordable housing.

Time Frame: As part of the General Plan update, but no later than January 31, 2016 for Program H.B.1.a and May 31, 2018 for Program H.B.1.b (also see Program H.E.1.c)

*Responsibility: Community Development Department, Planning Commission,
City Council*

Funding Source: City funds

Program H.B.1.d. Monitor market-rate rents for secondary dwelling units to determine whether they remain affordable; if not, consider what actions may be legally taken to make the primary or secondary unit affordable for occupancy by a low- or moderate-income household. For example, consider reducing or eliminating the administrative Secondary Dwelling Permit fee in exchange for rent restrictions.

Time Frame: On an annual basis

Responsibility: Community Development Department

Funding Source: City funds

Program H.B.1.e To encourage development of secondary dwelling units:

(a) Reduce the administrative Secondary Dwelling Permit fees for units created within the building envelope of existing single-family residences, reflecting the reduced staff time required to process permits for such units;

(b) Explore the potential to implement a loan program for secondary dwelling unit construction;

(c) Provide technical assistance to streamline the secondary dwelling approval process for owners and encourage well-designed secondary units that meet the City’s standards;

(d) Explore the potential of reducing or eliminating the lot size minimum for development of secondary dwelling units;

(e) As these programs are implemented, publicize the changes to encourage the development of applicable secondary dwelling units. Also see Program H.I.1.c.

Time Frame: May 31, 2018

Responsibility: Community Development Department

Funding Source: City funds

Program H.B.1.f Amend the definition of “dwelling” in Brisbane Municipal Code

Section 17.02.235 to specifically include employee housing for six or fewer persons, consistent with Health and Safety Code Section 17021.5. Continue to treat “transitional housing,” “supportive housing” and “manufactured housing and mobilehomes” no differently from other “dwellings” under the Zoning Ordinance per BMC Section 17.02.235.

Time Frame: January 2016

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.B.1.g In addition to allowing “supportive housing single-room occupancy units” by definition as “multi-family dwellings,” specifically amend the zoning regulations to permit them as a conditional use in the SCRO-1 District (per AB 2634).

Time Frame: December 2018

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.B.1.h Develop an outreach program to encourage private redevelopment of existing developed sites in the new affordable housing overlays and the SCRO-1 District.

Time Frame: As the new zoning regulations are adopted (January 31, 2016 for Program H.B.1.a, May 31, 2018 for Program H.B.1.b, December 31, 2018 for Program H.B.1.i)

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.B.1.i Rezone the mobilehome park in the SCRO-1 District as the R-MHP District to designate it for mobilehome uses only.

Time Frame: December 31, 2018 (also see Programs H.B.1.c & H.E.1.c)

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Policy H.B.2 Retain existing affordable (“at risk”) housing units.

Program H.B.2.a Preserve affordable units that are at risk of being converted to market rate by:

- *Establishing an early warning/monitoring system*
- *Allocation of potential funding sources*
- *Providing for tenant education and assistance*

Time Frame: Ongoing

Responsibility: Community Development Department

Funding Source: City funds

Policy H.B.3 Encourage development of affordable housing specifically designed for seniors

and persons with disabilities (including the developmentally disabled) or other special needs.

Program H.B.3.a Identify suitable sites for housing for seniors and persons with disabilities or other special needs.

Time Frame: Ongoing

Responsibility: Community Development Department

Funding Source: City funds

Program H.B.3.b To encourage housing for seniors, reduce the parking requirements for units designed and dedicated for use by elderly persons.

Time Frame: December 2015, concurrent with Programs H.I.1.b & c

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.B.3.c Encourage housing units designed for persons with disabilities by reducing parking requirements for those units.

Time Frame: December 2015, concurrent with Program H.B.3.b

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.B.3.d 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).

Time Frame: Ongoing

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.B.3.e Continue to permit convalescent homes as a conditional use in the SCRO-1 District.

Time Frame: December 31, 2018

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.B.3.f Encourage participation in 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 financial support, publicity and referrals.

Time Frame: Ongoing

Responsibility: City Manager's Office

Funding Source: City funds

Program H.B.3.g Encourage developers to provide housing units designed and dedicated for use by large families with low- and very-low incomes and other households with special needs when they request density bonuses.

Time Frame: Ongoing

Responsibility: Community Development Department

Funding Source: City funds

Program H.B.3.h Cooperate with the County of San Mateo in developing programs to provide shelter and services to the homeless by participating in the San Mateo County Continuum of Care and the Housing Endowment and Regional Trust.

Time Frame: Ongoing

Responsibility: City Manager's Office, City Council

Funding Source: City funds

Program H.B.3.i Continue to allow emergency shelters as a permitted use in the SCRO-1 District, 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).

Time Frame: Ongoing

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.B.3.j Adopt written policies and procedures with specific objective standards to grant priority water and sewer service to housing with units affordable to lower-income households in accordance with State law [Government Code Section 65589.7 and Water Code Section 10631.17(a)70]. Continue to monitor water and sewer service supply and demand. Consider adopting regulations to assure that sufficient capacity is maintained to meet commitments to housing units affordable to lower-income households in accordance with State law.

Time Frame: Ongoing, with the policies and procedures adopted by December 2017

Responsibility: Public Works Department

Funding Source: City funds

Policy H.B.4 Discourage the conversion of existing apartment buildings to condominiums or cooperatives unless it is demonstrated that such conversion would not adversely affect the rental market or that the conversion would provide unique housing opportunities for very-low-, low- and/or moderate-income households, and minimize constraints on construction of new multi-family rental housing.

Program H.B.4.a Maintain Zoning Ordinance standards for condominium conversions of existing rental units so as to remain consistent with current law and City policy.

Time Frame: Ongoing

*Responsibility: Community Development Department, Planning Commission,
City Council*

Funding Source: City funds

Program H.B.4.b Update the inclusionary housing ordinance so as to comply with California Civil Code Sections 1954.51-535.

Time Frame: December 31, 2016

Responsibility: Community Development Department

Funding Source: City funds

Policy H.B.5 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.

Program H.B.5.a Amend the Affordable Housing Ordinance (BMC Chapter 17.31) to permit the City to 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, as well as to grant a density bonus and/or other incentives greater than required for projects that meet or exceed the qualifications for a density bonus (as provided by AB 2280), such as those that include units for extremely-low-income families and larger households. Once the amendment is adopted, develop an outreach program to ensure its successful implementation.

Time Frame: December 31, 2016

*Responsibility: Community Development Department, Planning Commission,
City Council*

Funding Source: City funds

Policy H.B.6 Examine ways in which housing construction costs may be reduced.

Program H.B.6.a Study hillside development to see if housing development costs can be reduced on hillside lots through the use of innovative design and grading practices.

Time Frame: On going

Responsibility: Community Development Department

Funding Source: City funds

Policy H.B.7 Seek private and public funding sources for affordable housing construction.

Program H.B.7.a Through public information efforts (see Program H.A.1.b), encourage housing developers to participate in available affordable housing programs sponsored by governmental agencies, such as:

- *Mortgage Credit Certificate Programs*
- *State and Federal Homeownership Assistance Programs*
- *State Multifamily Housing Program*
- *Other programs as they become available*

Time Frame: On an annual basis (see Program H.I.1.h)

*Responsibility: Community Development Department
Funding Source: City funds*

Program H.B.7.b Through public information efforts (see Program H.A.1.b), encourage housing developers to work in concert with nonprofit housing development organizations and lending institutions to incorporate affordable housing units in development projects.

*Time Frame: On an annual basis (see Program H.I.1.h)
Responsibility: Community Development Department
Funding Source: City funds*

Program H.B.7.c Support Project Sentinel's program to provide counseling to older homeowners on home equity conversion opportunities.

*Time Frame: Ongoing
Responsibility: City Manager's Office, City Council
Funding Source: City funds*

Policy H.B.8 Encourage owners of rental housing to participate in the Section 8 rent subsidy program and other rental assistance programs as they become available.

Program H.B.8.a Remain in close communication with the County Housing Department and the County Housing Authority to be informed about the availability of rent subsidies and to inform them of the availability of units for rental assistance programs.

*Time Frame: Ongoing
Responsibility: City Manager's Office
Funding Source: City funds*

Policy H.B.9 Study alternatives to replace the City's Redevelopment Low and Moderate Income Housing Fund, such as dedicating a portion of the ongoing year-over-year bump to property taxes that will come back to the City from the County equivalent to the 20% tax increment set-aside that had been generated through redevelopment, to provide affordable housing for extremely-low-, very-low-, low- and moderate-income households, including supportive housing for extremely-low income families and larger households, and support affordable housing proposals as opportunities arise and funds become available. Consider potential roles for the City Housing Authority in administering such funds.

Program H.B.9.a Develop an ongoing relationship with nonprofit housing development corporations in order to take advantage of opportunities to create affordable housing.

*Time Frame: On an annual basis
Responsibility: City Manager's Office
Funding Source: City funds*

Program H.B.9.b Purchase appropriate vacant sites and small underdeveloped properties in order to assemble standard building sites to land bank for future affordable housing projects.

*Time Frame: Ongoing
Responsibility: Brisbane Housing Authority, City Council*

Funding Source: City funds

Program H.B.9.c Implement the public facilities and parks (PFP) land use designation in the General Plan so that the City has the first opportunity to consider surplus lands owned by public agencies as potential housing sites

Time Frame: December 2017

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.B.9.d Acquire and rehabilitate vacant/abandoned/deteriorated residences and make them available as affordable housing, supportive housing and other forms of housing to help address unmet needs in the community.

Time Frame: Ongoing

Responsibility: Brisbane Housing Authority, City Council

Funding Source: City funds

Program H.B.9.e Examine how City funds and municipal and assessment bonds could be used to subsidize development costs in privately financed residential and mixed-use projects.

Time Frame: Annually, as part of the budget process

Responsibility: Brisbane Housing Authority, City Council

Funding Source: City funds

Program H.B.9.f Continue to support the Housing Endowment and Regional Trust of San Mateo County (HEART) Opening Doors Program to provide assistance to the City's first-time homebuyers.

Time Frame: Ongoing

Responsibility: City Manager's Office, City Council

Funding Source: City funds

Program H.B.9.g Collaborate with the County of San Mateo and other agencies with very-low-, low- and moderate-income rehabilitation programs to expand the scope and eligibility for assistance.

Time Frame: On an annual basis

Responsibility: City Manager's Office, City Council

Funding Source: City funds

Program H.B.9.h Assist self-help and sweat equity construction and rehabilitation projects.

Time Frame: Ongoing

Responsibility: Community Development Department, Brisbane Housing Authority, City Council

Funding Source: City funds

Program H.B.9.i Use City funds, if available, to provide leverage for state and federal programs for affordable housing that require a local match.

Time Frame: Ongoing

Responsibility: Brisbane Housing Authority, City Council

Funding Source: City funds

Program H.B.9.j Provide financial assistance in the form of loans or grants to retrofit existing units for special needs households.

Time Frame: Ongoing

Responsibility: Brisbane Housing Authority, City Council

Funding Source: City funds

Program H.B.9.k Evaluate City fee schedules for processing development applications and consider reducing or waiving application development fees for projects providing affordable housing for extremely-low-, very-low- and low-income households, including supportive housing for extremely-low-income families and larger households.

Time Frame: Annually, as part of the budget process

Responsibility: Community Development Department, Finance Department, City Council

Funding Source: City funds

Program H.B.9.l Encourage the State of California and the Federal Government to restore and enhance subsidy programs for affordable housing similar to those that have proven successful in the past in assisting low- and very-low- income households and households with special needs, such as Section 202, Section 8 New Construction, Section 8 Moderate Rehabilitation and Rental Rehabilitation Programs.

Time Frame: Ongoing

Responsibility: City Manager's Office, City Council

Funding Source: City funds

Goal H.C Preserve Brisbane's residential character by encouraging the maintenance, improvement, and rehabilitation of existing housing.

Policy H.C.1 Promote rehabilitation of substandard residential structures while maintaining their affordability to very-low-, low- and moderate- income households.

Program H.C.1.a Through the City's website and other appropriate means, assist the public in identifying basic safety and sanitation problems and disseminate information about basic safety improvements, such as fire extinguishers and smoke detectors.

Time Frame: Ongoing

Responsibility: Community Development Department

Funding Source: City funds

Program H.C.1.b Actively publicize and encourage the use of County, State and Federal programs for low-interest rehabilitation loans by owners of older residential units. Work

with the San Mateo County Housing Rehabilitation Program to develop a promotional strategy. Seek available State and Federal funds.

*Time Frame: Ongoing
Responsibility: City Manager's Office
Funding Source: City funds*

Program H.C.1.c Re-examine the zoning ordinance regulations pertaining to nonconforming residential uses and structures to determine if further amendments to the regulations could facilitate private sector maintenance and improvement of these properties. Also see Program H.I.1.e.

*Time Frame: Ongoing
Responsibility: Community Development Department, Planning Commission,
City Council
Funding Source: City funds*

Program H.C.1.d Encourage maintenance of existing units in the NCRO-2 Downtown Brisbane Neighborhood Commercial District through the use of County, State and Federal rehabilitation funds.

*Time Frame: Ongoing
Responsibility: Community Development Department, City Manager's Office
Funding Source: Outside agencies, as indicated*

Goal H.D Ensure that new residential development is compatible with existing development and reflects the diversity of the community.

Policy H.D.1 Retain the small town character of existing residential neighborhoods, while allowing for increased housing density appropriate to the multi-family residential districts.

Program H.D.1.a 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.

*Time Frame: Ongoing
Responsibility: Public Works Department
Funding Source: City funds*

Program H.D.1.b Continue to allow dwelling groups (as defined by Brisbane Municipal Code Section 17.02.240) as a permitted use (instead of a conditional use) in the R-2 and R-3 Districts, and also allow them in the new affordable housing overlays. Also allow dwelling groups as a conditional use in the SCRO-1 District (see Program H.B.1.i).

*Time Frame: December 31, 2018
Responsibility: Community Development Department, Planning Commission,
City Council
Funding Source: City funds*

Program H.D.1.c For the new affordable housing overlays intended to accommodate affordable housing, adopt appropriate zoning regulations consistent with Government

Code Section 65583.2(i) that allow at least three-story development and provide objective, quantifiable development standards including, but not limited to, building form, architecture, public space and landscaping in the applicable districts to non-subjectively address concerns that would otherwise be taken care of through discretionary design review approval in compliance with Government Code Sections 65589.5(d), (i) & (j). To encourage connectivity between sites and neighboring districts, require shared public access easements (such as walkways and fire lanes) as appropriate. Incorporate design components which promote compatibility with existing adjacent non-residentially zoned and developed properties. Include appropriate measures to mitigate any potentially significant environmental impacts.

Time Frame: January 31, 2016 for Program H.B.1.a and May 31, 2018 for Program H.B.1.b

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Policy H.D.2 Use zoning as appropriate to establish suitable residential environments while maintaining the long-term viability of surrounding commercial and industrial uses.

Program H.D.2.a Review the zoning ordinance regulations for the TC-1, NCRO-1 and NCRO-2 Districts to determine if amendments are necessary to establish suitable residential environments under the new Park Place Mixed Use Affordable Housing Overlay and Park Lane Residential Affordable Housing Overlay while maintaining the long-term viability of existing and permitted uses at nearby pre-existing commercial and industrial properties.

Time Frame: December 31, 2018

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Goal H.E Encourage compact, in-fill, mixed use and transit oriented development to reduce vehicle miles traveled and greenhouse gas emissions.

Policy H.E.1 Encourage housing that supports transit oriented development (TOD) and smart growth to minimize automobile trips, and reduce greenhouse gases.

Program H.E.1.a Consider revisions to the Zoning regulations to include mixed-use and live-work housing where appropriate.

Time Frame: Ongoing

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.E.1.b Continue to allow residential uses above or behind storefront uses in the NCRO-2 Downtown Brisbane Neighborhood Commercial District and encourage residential uses in new mixed-use developments in designated zoning districts.

Time Frame: Ongoing

*Responsibility: Community Development Department, Planning Commission,
City Council*

Funding Source: City funds

Program H.E.1.c Update the General Plan's Subregional/ Commercial/ Retail/ Office land use designation for the central portion of the Southwest Bayshore subarea that covers the mobilehome park, as necessary to maintain consistency with any rezoning.

Time Frame: As part of the General Plan update, but no later than December 2018(see Programs H.B.1.c & H.B.1.i)

*Responsibility: Community Development Department, Planning Commission,
City Council*

Funding Source: City funds

Program H.E.1.d Consider changes to the zoning ordinance for multifamily housing as part of transit oriented development (within ¼ mile of a transit stop), such as:

- *Reduce parking minimums and establish parking caps*
- *Set building height limits to allow at least three-story development*
- *Provide for flexible setbacks and increased lot coverage*
- *Promote adaptive reuse of existing buildings*
- *Allow TOD housing that meets the requirements of the zoning ordinance without the requirement of a use permit.*

Time Frame: As part of the General Plan update (see Programs H.B.1.a, H.B.1.b, H.E.1.c & H.H.2.c)

*Responsibility: Community Development Department, Planning Commission,
City Council*

Funding Source: City funds

Goal H.F Encourage sustainable residential development to conserve resources and improve energy efficiency to reduce housing costs and reduce greenhouse gas emissions.

Policy H.F.1 Continue to implement the green building program.

Program H.F.1.a Periodically review and update the green building ordinance as new information becomes available. Also see Program H.F.3.c.

Time Frame: Ongoing

Responsibility: Community Development Department, City Council

Funding Source: City funds

Policy H.F.2 Assist in publicizing energy conservation programs and weatherization services that provide low or no cost energy conservation inspections and assistance

Program H.F.2.a Provide information about home energy conservation programs and the financial benefits of energy conservation through the City's website, articles in the Brisbane Star, water bill inserts, flyers, bulk mailing or other local sources of public information.

Time Frame: Ongoing
Responsibility: City Manager's Office
Funding Source: City funds

Program H.F.2.b Encourage energy conservation retrofitting of existing homes in conjunction with home repairs and renovation by providing accessible public information on code requirements and recommended improvements

Time Frame: Ongoing
Responsibility: Community Development Department
Funding Source: City funds

Program H.F.2.c Pursue funding opportunities and provide public information on 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. Also see Programs H.B.9.e, H.B.9.j & H.B.9.k.

Time Frame: Ongoing
Responsibility: City Manager's Office
Funding Source: City funds

Policy H.F.3 Publicize water conservation programs and develop local measures to assist very-low-, low- and moderate-income households manage their utility costs

Program H.F.3.a Provide information about water conservation programs and the financial benefits of water conservation through the City's website, articles in the Brisbane Star, water bill inserts, flyers, bulk mailing or other local sources of public information

Time Frame: Ongoing
Responsibility: City Manager's Office, Public Works Department
Funding Source: City funds

Program H.F.3.b Consider opportunities to make low-flow and other conservation devices available to very-low-, low- and moderate-income households and provide available counseling on conservation measures for landscape irrigation

Time Frame: Ongoing
Responsibility: City Manager's Office, Public Works Department
Funding Source: City funds

Program H.F.3.c Require water conserving measures, such as multi-family unit sub-metering, dedicated landscape water meters for outdoor irrigation, water-efficient clothes washers, high efficiency toilets and/or automatic faucets, for new multi-family and/or mixed-use development.

Time Frame: In coordination with Program H.F.1.a.
Responsibility: Community Development Department, Public Works Department
Funding Source: City funds

Policy H.F.4 Promote sustainable development that addresses affordability through the use of solar sensitive design in new housing development projects

Program H.F.4.a Enforce Title 24 energy conservation requirements and require project design to take advantage of natural heating and cooling and the benefits of solar access to the extent possible given site constraints.

Time Frame: Ongoing

Responsibility: Community Development Department

Funding Source: City funds

Goal H.G Encourage housing opportunities that reduce vehicle miles traveled and greenhouse gas emissions.

Policy H.G.1 Participate in regional efforts to reduce greenhouse gas emissions.

Program H.G.1.a Cooperate with the Metropolitan Transportation Commission and the Association of Bay Area Governments in implementing Plan Bay Area, including the Sustainable Communities Strategy and 2040 Regional Transportation Plan.

Time Frame: Ongoing

Responsibility: City Manager's Office, Community Development Department

Funding Source: City funds

Program H.G.1.b Cooperate with the City/County Association of Governments of San Mateo County in implementing C/CAG's Congestion Management Program.

Time Frame: Ongoing

Responsibility: City Manager's Office, Community Development Department

Funding Source: City funds

Goal H.H Ensure that housing development that is not in urbanized areas mitigates the infrastructure cost and of development.

Policy H.H.1 Assure that new development absorbs the cost of mitigating the environmental, social and service impacts it brings to the community

Program H.H.1.a For new development applications, condition approvals so that proper fees and charges are levied to cover the costs of the development to the community. Consider subsidizing fees for projects which provide a significant proportion of housing units affordable to very-low- and/or low-income households. Consider adopting requirements to collect housing impact fees from new market-rate housing developments and commercial linkage fees from new non-residential developments.

Time Frame: Ongoing

Responsibility: Community Development Department, Public Works Department, Fire Department, Police Department, City Manager's Office, Planning Commission, City Council

Funding Source: Private funds, City funds

Program H.H.1.b Require fiscal impact studies for residential projects that could have a

significant effect on the City's ability to provide services

Time Frame: Ongoing

Responsibility: Community Development Department, Finance Department, City Manager's Office

Funding Source: Property owners and developers

Policy H.H.2 Regulate the development of environmentally sensitive and hazardous lands to assure the mitigation of significant impacts.

Program H.H.2.a Work with responsible agencies to protect identified environmentally sensitive areas, including, but not limited to, wetlands, riparian habitat and critical wildlife habitat. Deal responsibly with geologically hazardous areas, contaminated lands, areas subject to flooding and sea level rise, and electric transmission line corridors.

Time Frame: Ongoing

Responsibility: Community Development Department, Public Works Department

Funding Source: City funds

Program H.H.2.b Continue to permit clustered development in the Brisbane Acres subarea, consistent with the San Bruno Mountain Area Habitat Conservation Plan, to place housing development where it can be best served by infrastructure and public safety services.

Time Frame: Ongoing

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.H.2.c Amend the Safety and Conservation Elements of the General Plan to include analysis and policies regarding flood hazard and management information per Government Code Section 65302.

Time Frame: As part of the General Plan update (see Programs H.B.1.a, H.B.1.b, H.E.1.c & H.E.1.d)

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Goal H.I Avoid unreasonable government constraints to the provision of housing.

Policy H.I.1 Seek to reduce regulatory constraints on the development of new housing, especially infill housing and housing that adds to the mix of types, size, tenure and affordability.

Program H.I.1.a 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.

Time Frame: Ongoing

Responsibility: Community Development Department, Public Works Department, Fire Department, Planning Commission, City Council

Funding Source: City funds

Program H.I.1.b Consider revision of the residential parking requirements so as to be based upon floor area and/or number of bedrooms, consistent for single-family dwellings, secondary dwelling units, duplexes and multi-family dwelling units.

Time Frame: December 2015, concurrent with Program H.B.3.b

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.I.1.c Consider revision of the parking requirements for secondary dwelling units to encourage smaller, more affordable units. Once the revision is adopted, develop an outreach program to publicize the changes.

Time Frame: December 2015, concurrent with Program H.B.3.b

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.I.1.d Continue to refine the Design Permit findings to address any unnecessary constraints.

Time Frame: Ongoing

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.I.1.e Continue to study ways in which constraints upon nonconforming residential structures may be reduced. Also see Program H.C.1.c.

Time Frame: Ongoing

Responsibility: Community Development Department, Planning Commission, City Council

Funding Source: City funds

Program H.I.1.f Evaluate City staffing requirements with regard to improving procedures for processing development applications.

Time Frame: Annually, as part of the budget process

Responsibility: Community Development Department, City Manager's Office, City Council

Funding Source: City funds

Program H.I.1.g Deliver the Housing Element, with a cover letter noting the City's share of the regional housing need, to the San Francisco Public Utilities Commission, the City of Brisbane's water and sewer provider, immediately upon adoption. Send any future Housing Element updates or amendments within 1 month of adoption.

Time Frame: Upon adoption

Responsibility: Community Development Department, Public Works Department

Funding Source: City funds

Program H.I.1.h Prepare an annual report to the City Council and California Department of Housing and Community Development on progress made in implementing the General Plan and Housing Element policies and programs per Government Code Section 65400. Include 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]. Monitor to ensure adequate development capacity will be maintained throughout the planning period to accommodate past and current Regional Housing Need Allocations.

Time Frame: Annually

Responsibility: Community Development Department

Funding Source: City funds

Policy H.I.2 Identify and seek to remove unnecessary constraints on the provision of housing resulting from the authority of County, Regional, State and Federal agencies.

Program H.I.2.a As issues arise regarding constraints on affordable housing posed by the authority of other agencies, act to make the agencies aware of the constraints and encourage them take appropriate action.

Time Frame: Ongoing

Responsibility: Community Development Department, City Manager's Office, City Council

Funding Source: City funds

Program H.I.2.b Work with the League of California Cities to identify and address constraints on housing due to the preemption of other agencies.

Time Frame: Ongoing

Responsibility: Community Development Department, City Manager's Office

Funding Source: City funds

Policy H.I.3 Work with County, Regional, State and Federal agencies to mitigate social equity issues that result in low incomes, another important dimension to the housing affordability problem.