



MEMORANDUM

DATE: August 11, 2022
TO: Planning Commission
FROM: Planning Staff *JA JR KJ*
SUBJECT: **Workshop – Draft 2023-2031 Housing Element Overview**

OBJECTIVE

The purpose of tonight’s workshop is to introduce the Draft 2023-2031 Housing Element to the Commission and public, provide an overview of the Draft Element’s contents, and allow for any preliminary comments or questions from the Commission and public prior to the first public hearing on the draft Element.

BACKGROUND

The draft 2023-2031 Housing Element was released for public review on August 5, 2022. Leading up to its release, the Planning Commission held a number of workshops, beginning in December 2021, on topics ranging from the statutory requirements for Housing Elements, the Regional Housing Needs Allocation (RHNA), site selection (“Balance Brisbane”), and a review of the draft goals, policies, and programs. The preceding workshop memorandums and meeting videos and minutes are all available on the City’s website for the Commission and public’s reference and are also attached to this memorandum.

As highlighted in the July 28, 2022 workshop, 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. This is also true for the Element as a whole, and so while many of the topics covered are the same as the 2015-2022 Housing Element, it has been reorganized and expanded to respond to new State Housing Element law provisions. The core information is provided in the main chapters, with supporting data and background discussion provided in the appendices.

The element is organized around the following main chapters:

- 1. Introduction:** Discussion of the City’s setting, Housing Element law, public participation and consistency with other General Plan elements
- 2. Community Characteristics & Housing Needs:** Population characteristics (demographics) and housing characteristics (ownership and affordability trends) and housing needs.
- 3. Resources and Opportunities:** Discussion of land resources, regional housing needs allocation (RHNA), sites inventory for new housing, methodology for selecting sites for the inventory, and housing development standards.
- 4. Housing Constraints:** Governmental and nongovernmental constraints on the supply of housing
- 5. Housing Plan:** Goals, policies and programs with implementation actions and timing, and quantified objectives for the preservation, rehabilitation and new construction of housing units over the 2023-2031 planning period.
- 6. Appendices:**
 - A. Evaluation of the 2015-2022 Housing Element

- B. Housing sites inventory and methodology
- C. Fair Housing Assessment and Fair Housing Action Plan
- D. ABAG/MTC Housing Needs Data Report for City of Brisbane
- E. Public Participation
- F. Housing Element Completeness Checklist

DISCUSSION & NEXT STEPS

As indicated above, tonight’s workshop kicks off the public comment period for the draft 2023-2031 Housing Element. State law requires the public comment period to be a minimum of 30 days, after which the jurisdiction must take 10 business days to consider and incorporate public comments. The formal public comment period started this week and will continue through September 9th. Note however, public input can still be submitted after that time while the Housing Element is in draft form. The Planning Commission’s first public hearing is planned for August 25, 2022. A second hearing is tentatively planned for September 8, 2022, if needed. Once the Planning Commission provides a recommendation to City Council, staff will schedule a public hearing with Council, likely in early October. All comments received from the public will be provided to the Commission and the City Council for consideration.

The Housing Element is the only General Plan element that must be approved, or “certified”, by HCD to ensure that it meets certain statutory requirements. HCD has up to 90 days to review and provide comments on the first submittal of a jurisdiction’s draft element, then up to 60 days on each subsequent submittal. The statutory due date for the Element to be “certified” is January 31, 2023; however, a 120 day grace period is allowed. **As such, the final deadline for adoption of the final Element by Council and HCD certification is May 31, 2023.** Based on the experiences of jurisdictions in other regions of the State who have already gone through the Housing Element review process, staff expects to have at least two review cycles with HCD prior to certification.

Further details on the draft Housing Element will be provided during the workshop.

Attachments

- A. [Draft 2023-2031 Housing Element - hyperlink to Housing Element webpage](#)
- B. [2023-2031 Housing Element webpage containing hyperlinks to previous workshop materials, meeting videos and minutes](#)