

**CITY OF CAPITOLA
6th CYCLE HOUSING ELEMENT UPDATE
SCOPE OF WORK**

The City's current Housing Element was previously certified by HCD and shall serve as a foundation for updating this Housing Element. The Consultant (or firm) selected shall evaluate: (1) the effectiveness of the housing programs, goals, and policies; (2) the production of housing units at all income categories and identify any potential barriers to housing production; (3) identification of housing characteristics; (4) update of the Regional Housing Needs Assessment; (5) analysis of special housing needs; (6) identification of new State Housing Law and programs; (7) compliance with recently adopted legislation related to housing elements; and (8) the potential review of current General Plan policies to determine internal consistency and compliance with newly adopted legislation.

The Consultant shall assist staff with the Regional Housing Needs Assessment (RHNA) and Housing Element Update, pursuant to the State of California Government Code Sections 65580 through 65589.8, and shall accomplish the following tasks:

A. Project Schedule

1. Develop a timeline schedule with milestones for the review and the certification of the Housing Element by the HCD by December 1, 2023. The project schedule shall include a detailed explanation of all stages of the project, including, at a minimum:

- a. Kickoff meeting with staff to refine the scope of services;
- b. Identification of major milestones, meetings, and work products;
- c. Commission and Council Study Sessions;
- d. Delivery of analysis and findings during assessment and development of the RHNA and Housing Element Update;
- e. Response to HCD review and City staff review times;
- f. Delivery of draft and final draft Housing Element, including any required updates to other General Plan elements as required by State law; and
- g. Public hearings (Planning Commission and City Council).

B. Existing Conditions and Needs

1. Review the City's current Housing Element, General Plan, and other supporting materials as needed to gain insight and understanding of Capitola's housing progress and priorities;
2. Evaluate results from previous housing programs and policies implemented, and their effectiveness;
3. Research and analyze Affirmatively Furthering Fair Housing (AFFH) regarding current housing policies and programs; and
4. Assess the feasibility of the City to use HCD's new streamlined update process, according to HCD's Housing Element Update Guidance document.

C. Public Outreach

1. Prepare a robust public outreach process, including key participation goals, milestones, and outcomes;
2. Include strategies that involve diverse and traditionally underrepresented stakeholder groups and topics as identified by the City and stakeholders; and
3. Include an urban design component, with a proposed process, strategies, and urban design tools to effectively illustrate the high-level, potential physical design options reflecting various housing policies and goals.

D. Regional Housing Needs Assessment

1. Review the City's vacant and underdeveloped land inventory; and
2. Review and assist with RHNA.

E. Assessment of Housing Needs

1. Prepare an updated assessment of housing needs in Capitola and an inventory of resources and constraints relative to meeting those needs, including those affecting traditionally underrepresented groups; and
2. Incorporate the RHNA figures as provided by the Association of Monterey Bay Area Governments (AMBAG) and current demographic Census data.

F. Housing Sites Inventory

1. Assessment of housing sites to comply with HCD requirements and updated State legislation.

G. Outreach Plan

1. A comprehensive community outreach and facilitation plan that includes strategies to engage all segments of the community, including non-English-speaking residents and other community groups who have been previously underrepresented in local government planning processes.
2. The outreach plan must also include a comprehensive digital outreach plan that focuses on new/engaging digital participation approaches.

H. Preparation of Draft Housing Element

A draft Housing Element shall be prepared in compliance with all applicable State and Federal laws, including all tables, maps, etc., and shall include the following:

1. Updated housing, population, demographic, and employment data to coincide with recent Association of Monterey Bay Area Governments (AMBAG) growth projections and Census data;
2. Assessment of the housing market conditions and immediate needs within the City, including special housing needs;
3. Identification of actual and potential constraints on the maintenance, improvement, and development of housing for all income levels;

4. Analysis of housing opportunities, along with an inventory of sites and the City's capacity to meet regional housing goals.

Analysis that affirmatively furthers fair housing, in compliance with Assembly Bill 686; and

5. A Housing Element (2023-31) implementation program, including quantifiable objectives and programs to address housing needs for all income levels, the elderly, veterans, and population with disabilities, special needs, or experiencing homelessness.

I. General Plan Amendment

1. Identify elements of the City's existing General Plan (or new elements) that may need to be amended or added to comply with State law, including text, tables, maps, etc.

J. Environmental Documents

1. Prepare, post, and file all the appropriate environmental documents for compliance with the California Environmental Quality Act (CEQA), including the Initial Study, Notice of Intent to Adopt a (Mitigated) Negative Declaration, or other CEQA determinations as applicable, Response to Comments, Mitigation Measures, Mitigation Monitoring Program, and Notice of Completion to be filed with the Santa Cruz County Clerk. In addition, the Consultant will be responsible for preparing all notices and mailings for SB 18 and AB 52.

K. Deliverables:

1. Prepare and submit one (1) electronic copy in Microsoft Word (Word) format (.docx) and one (1) PDF of the Draft Housing Element; and other Elements as applicable for City staff to review and comment upon in accordance with the project's schedule and design of the draft (text, font, graphics, tables, figures, and picture placement) to match the General Plan document format and quality;

2. Revise the Draft Housing Element and applicable elements to incorporate staff's comments and submit one (1) electronic copy in Word format, and one (1) electronic copy in PDF of all Elements to the City for staff distribution to HCD, the City Council, the Planning Commission, and the general public for review and comment;

3. Prepare, post, and file all the appropriate environmental documents for compliance with the California Environmental Quality Act (CEQA), including the Initial Study, Notice of Intent to Adopt a (Mitigated) Negative Declaration, or other CEQA determinations as applicable, Response to Comments, Mitigation Measures, Mitigation Monitoring Program, and Notice of Completion to be filed with the Santa Cruz County Clerk;

4. Prepare addendum and revisions to draft documents both in response to City input and comments from HCD, including tracking of said revisions;

5. Prepare Final Draft Updated Housing Element in response to comments from HCD, responsible agencies, City staff, the Planning Commission, City Council, and the public. Upon determination of compliance by HCD of the Final Draft Housing Element, the Consultant will submit twelve (12) bound copies, one (1) electronic copy in Word format, and one (1) electronic copy in PDF of the Final Draft Housing Element (2024-32) and Final Draft Land Use Element for distribution to the Planning Commission and the City Council for final adoption at corresponding public hearings;

6. Prepare any updates to the City's General Plan as required by State law;
7. Attend, present, and participate in Planning Commission meetings, City Council meetings, informational workshops or Study Session meetings, City staff meetings, and public hearings as required by the City;
8. Prepare public meeting presentation materials, memos, letters, and other documents as required by City staff;
9. Provide regular e-mail progress reports to the Project Manager;
10. Assist in the preparation of staff reports and exhibits for Planning Commission and City Council;
11. Provide and maintain an Internet-based folder for all project materials accessible to City staff and consultants;
12. Coordinate with City staff and HCD staff as necessary; and
13. Upon adoption of the Final Draft Housing Element and any required General Plan amendments by the City Council, the Consultant will prepare a final adopted version with the date of adoption prominently displayed on the front cover and throughout the document to distinguish it as the official document from other versions of the General Plan Elements. The Consultant shall provide twelve (12) bound copies, one (1) electronic copy in Word format, and one (1) electronic copy in PDF of all adopted materials for distribution to HCD, City departments, and other stakeholders.