



**TOWN OF LOS GATOS  
PLANNING COMMISSION  
REPORT**

MEETING DATE: 05/22/2024

ITEM NO: 3

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DATE: May 17, 2024  
TO: Planning Commission  
FROM: Joel Paulson, Community Development Director  
SUBJECT: Consider and Make a Recommendation to the Town Council on Adoption of the Draft Revised 2023-2031 Housing Element. An Environmental Analysis Based on the Previously Certified 2040 General Plan Final Environmental Impact Report has been Prepared for the Los Gatos 2023-2031 Housing Element. Location: Townwide. Applicant: Town of Los Gatos. General Plan Amendment Application GP-24-001.

**RECOMMENDATION:**

Consider and make a recommendation to the Town Council on adoption of the Draft Revised 2023-2031 Housing Element (May 2024) and adopt a resolution recommending adoption by the Town Council.

**EXECUTIVE SUMMARY:**

The Town of Los Gatos has prepared an update to the Housing Element of the General Plan to affirmatively further fair housing and accommodate the 1,993-unit Regional Housing Needs Allocation (RHNA) for the 2023-2031 Housing Element cycle. The content of the Draft Revised 2023-2031 Housing Element is structured for further consistency with the requirements set forth in State law. In addition to responding to requirements of State law, the Housing Element also demonstrates the Town of Los Gatos' strategy to meet the Town's locally determined housing needs, and that these needs are addressed through policies and programs outlined within the Housing Element. Public review and input have been a critical component of this 6<sup>th</sup> cycle Housing Element update. The Draft Revised 2023-2031 Housing Element (May 2024) (Exhibit 1) and Environmental Analysis (Exhibit 2) are available on the Town's Housing Element website: [www.losgatosca.gov/HousingElement](http://www.losgatosca.gov/HousingElement).

**PREPARED BY:** Jocelyn Shoopman and Erin Walters  
Senior Planner and Associate Planner

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Reviewed by: Planning Manager, Community Development Director, and Town Attorney

BACKGROUND:

Since the last Planning Commission discussion of the Draft Revised Housing Element on November 29, 2023, the following progress has been made on the Housing Element update:

- On December 1, 2023, the Town received a HCD's findings/comment letter.
- On December 19, 2023, and January 16, 2024, the Town Council met to review and discuss the proposed revisions to the Draft Revised Housing Element.
- On January 18, 2024, the Housing Element Advisory Board (HEAB) met to review and discuss the proposed revisions to the Draft Revised Housing Element.
- On February 6, 2024, February 20, 2024, and March 5, 2024, the Town Council met review and discuss the proposed revisions to the Draft Revised Housing Element.
- From March 7, 2024, to March 14, 2024, the Draft Revised Housing Element was made available to the public for a seven-day review period prior to HCD resubmittal.
- On March 18, 2024, the Draft Housing Element (March 2024) was submitted to HCD for a 60-day review.
- On April 26, 2024, the Town received a preliminary review matrix (Exhibit 4) which demonstrated that the Town has resolved all of HCD's findings/comments with the submittal of the March 2024 Draft Revised Housing Element, with the exception of a new request for clarification regarding the Caltrans site.
- On Friday, April 26, 2024, staff and the Town's Housing consultant met with the Town's HCD reviewer and Paul McDougall, HCD Senior Program Manager. HCD provided staff with minor technical modifications to add to Program AQ to reflect additional steps related to the development of the Caltrans site; and modified language to add to the description of the Caltrans site as described in Appendix D, shown in track changes with a grey highlight (Exhibit 5).
- On Tuesday, April 30, 2024, staff and the Town's Housing consultant received confirmation from the Town's HCD reviewer that the minor technical modifications address HCD's concerns with the Caltrans site.

On May 3, 2024, the Town received a letter from HCD stating that the Town's Draft Revised Housing Element (March 2024), as submitted to HCD on March 18, 2024, along with specific technical modifications directed by HCD and submitted on April 26, 2024, meet the statutory requirements of State Housing Law (Exhibit 6).

The Draft Revised Housing Element (May 2024) with specific technical modifications directed by HCD was made available to the public for a seven-day review from May 9, 2024, through May 15, 2024, as required by Assembly Bill 215. A track change copy and a clean copy of the document were available for viewing online, and an email was sent to all individuals and organizations that previously requested notice relating to the Town's Housing Element Update. Written comments received during the seven-day public review are provided in Exhibit 7.

DISCUSSION:

A. Purpose

The primary purpose of this agenda item is to provide a recommendation to Town Council on whether to adopt the Draft Revised Housing Element (May 2024) (Exhibit 1). A draft resolution is provided in Exhibit 8.

B. Next Steps

The Planning Commission's recommendation on the adoption of the Draft Revised Housing Element (May 2024) is scheduled for consideration and action by the Town Council on June 4, 2024.

Once adopted by Town Council, the Housing Element will be submitted to HCD for certification. Following adoption and resubmittal, HCD has 60 days to certify the Housing Element.

ENVIRONMENTAL ASSESSMENT:

An Environmental Analysis was prepared for the Housing Element update (Exhibit 2). All potentially significant effects have been analyzed adequately in the Town of Los Gatos 2040 General Plan Environmental Impact Report (EIR), pursuant to applicable standards including CEQA Guidelines Section 15168(c)2, because the Housing Element update is consistent with the growth projections evaluated in the General Plan EIR.

PUBLIC COMMENTS:

At the time of this report's preparation, the Town has not received any public comment.

CONCLUSION:

Staff recommends that the Planning Commission:

1. Receive and consider public comments;
2. Consider the Draft Revised Housing Element (Exhibit 1) and the Environmental Analysis (Exhibit 2); and
3. Adopt a resolution forwarding a recommendation to the Town Council to adopt the Draft Revised Housing Element (Exhibit 8).

Alternatively, Planning Commission could recommend adoption with modifications, or recommend the Draft Revised Housing Element (May 2024) not be adopted.

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SUBJECT: DRAFT REVISED 2023-2031 HOUSING ELEMENT/GP-24-001

DATE: May 17, 2024

EXHIBITS:

1. Draft Revised Housing Element (May 2024), Clean Copy
2. Environmental Analysis (available online at: [www.losgatosca.gov/HousingElement](http://www.losgatosca.gov/HousingElement))
3. Draft Revised Housing Element (May 2024), Track Changes (available online at: [www.losgatosca.gov/HousingElement](http://www.losgatosca.gov/HousingElement))
4. HCD Preliminary Review Matrix, Received on April 26, 2024
5. Technical Modifications to Program AQ and Appendix D, Caltrans Site
6. May 3, 2024, HCD's Findings Letter
7. Public Comments Received During the Seven-Day Public Review Period between Thursday, May 9, 2024, and Wednesday, May 15, 2024
8. Draft Resolution for Adoption of the Draft Revised Housing Element (May 2024)