



MEETING DATE: 09/19/2023

ITEM NO: 14

**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

---

DATE: September 14, 2023  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Discuss the Housing Element Work Plan.

**RECOMMENDATION:**

Discuss the Housing Element work plan.

**BACKGROUND:**

At the September 5, 2023 Town Council meeting, two Council Members requested that the Housing Element work plan be added as an agenda item on the next possible Town Council meeting. The Mayor scheduled this discussion for September 19, 2023.

**DISCUSSION:**

**A. Earlier Town Council Discussion on August 15, 2023**

On August 15, 2023, in response to a previous request from two Council Members, the Council discussed the Housing Element work plan under Agenda Item 15. The deliberation included a series of motions as described in the meeting minutes (Attachment 1).

**B. Council Member Requests from September 5, 2023 Town Council Meeting**

At the September 5, 2023 Town Council meeting, Council Member Hudes requested an opportunity to provide direction to Town staff and the Town Council's advisory bodies such as the Housing Element Advisory Board (HEAB).

In addition, the following information was requested:

**PREPARED BY:** Jennifer Armer, AICP  
Planning Manager

---

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

---

DISCUSSION (continued):

- 1) What is the proposed plan to obtain certification from the State Department of Housing and Community Development (HCD) of the Town's Housing Element by the "January 31, 2024, deadline for the Housing Element certification"?
- 2) Discuss the interactions between the Town and HCD.
- 3) Could the Town's Housing Element consultant attend future Housing Element Advisory Board, Planning Commission, or Town Council meetings?

With regard to request #1, the work plan was provided as Attachment 3 to the August 15, 2023 Town Council Staff Report.

Request #1 also referenced a January 31, 2024, deadline for certification. Per State law, there was a January 31, 2023, deadline for adoption of the Housing Element. While there is no deadline in State law for HCD certification of the Housing Element, staff is working to get the Housing Element certified as soon as possible. As stated in the August 15, 2023 Town Council staff report, there is a January 31, 2024 deadline for the Town to rezone the parcels identified in its Sites Inventory. Staff brought those proposed rezonings to the Planning Commission on September 13, 2023, and they are scheduled for Town Council consideration on October 3, 2023.

Regarding request #2, staff and the consultant met with HCD on September 5, 2023. One outcome of the meeting was HCD's positive response to the consultant's analytical approach to demonstrate that the sites identified in the Town's Sites Inventory have a realistic possibility of being redeveloped. Specifically, the analytical approach consists of documenting that the sites identified in the Town's Sites Inventory are similar to sites for which the Town has received planning applications. The analysis identifies characteristics that are common to both sites in the Sites Inventory and sites for which the Town has received planning applications. The characteristics of each site include:

- 1) Size;
- 2) Age of the structure(s);
- 3) Number of stories for each structure; and
- 4) Value of improvements versus land value.

With regard to request #3, staff does not recommend revising the Housing Element consultant's contract to require that the consultant attend Town meetings. It is vital that the consultant focus on obtaining HCD's certification of the Town's Housing Element by completing the necessary work to address all of HCD comments in its May letter to the Town. Staff provided the Town Council with the consultant's proposed methodology to obtain HCD certification as Attachment 3 to the August 15, 2023 Town Council staff report.

DISCUSSION (continued):

The consultant's Site Inventory analysis and justification are expected to be part of the staff report packet for the next HEAB meeting on September 28, 2023. The current goal is to provide the HEAB the required edits to the Housing Element, as well as an updated list of the HCD comments and completed responses.

PUBLIC COMMENTS:

At the time of this report's preparation, the Town has not received any public comments. Public comments are encouraged throughout the Housing Element update process and can be emailed to [HEUpdate@losgatosca.gov](mailto:HEUpdate@losgatosca.gov).

CONCLUSION:

Staff looks forward to the Town Council's discussion.

COORDINATION:

The Community Development Department coordinated with the offices of the Town Attorney and Town Manager in the preparation of this report.

ATTACHMENTS:

Attachments previously received with the August 15, 2023 Staff Report:

1. Housing Element Update Timeline
2. Zoning and General Plan Amendments Timeline
3. Veronica Tam and Associates Proposal
4. Questions from the Vice Mayor
5. Public Comment received before 11:00 a.m. on August 10, 2023

Attachment previously received with the August 15, 2023 Addendum A:

None

Attachment previously received with the August 15, 2023 Addendum B:

6. Public Comment received between 11:01 a.m., August 11, 2023, and 11:00 a.m., August 14, 2023

Attachment received with this Staff Report:

7. August 15, 2023 Town Council Meeting Minutes

***This Page  
Intentionally  
Left Blank***