



STAFF REPORT

TOWN COUNCIL MEETING OF JANUARY 14, 2014

To: Town Council

From: Town Manager

Subject: Status Report on Housing Element Update

Date: January 3, 2014

RECOMMENDATION:

This is a receive and file report. No action is requested at this time.

DISCUSSION:

At the September 12, 2013 Town Council meeting, the Council authorized the Town Manager to enter into a contract to update the Town's Housing Element. Subsequent to that action the Town Manager entered into a contract with Lisa Wise Consulting to prepare the Housing Element Update.

As staff previously reported, the last adopted Housing Element was in 2006. That adopted Housing Element covered the years 2001 – 2008. A Draft Update was prepared in 2010, however, the Town did not adopt the 2010 Draft Housing Element and failed to meet the 4th Cycle requirements.

5th Cycle submittals are due to HCD in February, 2014. As such, the Town is on a tight timeline to approve the Update and submit the approved Update to the Department of Housing and Community Development (HCD).

Attached is a status report from Lisa Wise Consulting, LLC that summarizes the progress and next steps to complete tasks associated with the 2013-2021 Town of Loomis Housing Element Update. As stated in the status report, LWC completed and delivered the Administrative Draft Housing Element (Task 4.1) to the Town of Loomis on November 12, 2013. LWC and Town Staff participated in a conference call on November 25, 2013, to discuss the Administrative Draft Housing Element. LWC made all discussed edits and prepared a Public Review Draft (Task 4.2).

On December 5, 2013, LWC and Town Staff participated in a conference call with Melinda Coy from HCD to discuss submission and review of the Public Review Draft Housing Element. Following the call, LWC made additional changes to programs and timelines to ensure compliance with State law.

LWC prepared and submitted the draft to HCD on December 9, 2013 (Task 4.3).

Next Steps

The following summarizes the next steps in the Town of Loomis Housing Element update.

- **January 28, 2014: Town Planning Commission Review**

Detail – Present the Public Review Draft Housing Element to the Planning Commission and solicit feedback on housing policies, programs, and related items. LWC will present any comments received from HCD to the Commission. Staff will also forward the Draft Housing Element to the Town Council at this time.

- **February 11, 2014: Town Council Adoption**

Detail - Present the 2013-2021 Town of Loomis Housing Element to the Town Council for adoption. In order to meet State deadlines for adoption, the Council must adopt the Housing Element by February 28, 2014.

CEQA :

This is a receive and file item.

FINANCIAL IMPLICATIONS:

None at this time.

Attachments:

2013-2021 Housing Element Update
Status Report, January 2014

Town of Loomis

2013-2021 Housing Element Update

Status Report, January 2014

This status report summarizes the progress and next steps to complete tasks associated with the 2013-2021 Town of Loomis Housing Element Update by associated Project Task number in the Scope of Work.

PROJECT SUMMARY

Task 1 - Project Scope Refinement and Document Review
Status - On-Going

Task 1.1 Consultant confirmed project timeline, scope, and budget with Town of Loomis and completed review of existing documents.

Task 1.2 Consultant will continue to maintain close correspondence with Town of Loomis through project completion.

Task 2 - Housing Element Research and Preparation
Status - Complete

Task 2.1 With input from the Town of Loomis, LWC updated the status of the most recently adopted Housing Element. LWC reviewed the 2001-2005 element, which was adopted in 2006.

Task 2.2 LWC updated all demographic and socio-economic information using the 2010 U.S. Census; 2009 Comprehensive Housing Affordability Strategy (CHAS) data; 2013 SACOG Regional Housing Needs Allocation (RHNA), population projections, and housing estimates; 2013 Alta California Regional Center data on developmentally disabled; 2009 Placer Consortium on Homelessness; and 2013 HCD income limits.

Task 2.3 With input from the Town of Loomis, LWC analyzed the Town's capacity to accommodate the RHNA using vacant and/or underutilized land. HCD requires land zoned at a density of a minimum of 20 units/acre to facilitate the development of very-low and low-income housing. In order to address the RHNA, the Housing Element proposes Program 10, below. This program must be implemented by October 2014.

10. In order to meet State law requirements (Government Code Sections 65583(c)(1) (A) and 65583(c)(1) (B)) to address the RHNA, the Town shall amend the General Plan and the Zoning Ordinance to provide adequate sites for a minimum of 129 very low and low-income units at a minimum of 20 dwelling units per acre "by right" (without conditional use permit or other discretionary action) at the "Village at Loomis" properties or another suitable site(s). At least half (50%) of these sites shall be zoned for residential uses only. The Town of Loomis recognizes that parcels greater than one acre in size are best suited for facilitation the development of affordable housing. The Town

will work with the property owner to subdivide property into appropriately sized sites.

Task 2.4 LWC reviewed potential governmental or non-governmental constraints to housing production. To address State law and reduce constraints on affordable housing, the 2013-2021 Housing element includes the following new/revised programs 16, 17, 18, 18 and 27. Program 27 brings the Town into compliance with SB 2 and is shown below. According to HCD, in order to bring the Town into compliance with State law, this program must be implemented prior to HCD certification of the Housing Element.

27. SB 2 considerably strengthened the requirements on zoning for emergency shelters and transitional housing. Emergency shelters must now be permitted without a conditional use permit (CUP) or other discretionary permits, and transitional housing and supportive housing are considered residential uses and must only be subject to the same restrictions that apply to the same housing types in the same zone. Regardless of the need, all jurisdictions must have a zone in place to permit at least one year-round emergency shelter without a CUP or any discretionary permit requirements.

The Zoning Ordinance can include locational and operational criteria for emergency shelters such as:

- Proximity of public transit, supportive services, and commercial services;*
- Hours of operation;*
- External lighting and noise;*
- Provision of security measures for the proper operation and management of a proposed facility;*
- Measures to avoid queues of individuals outside proposed facility; and*
- Compliance with county and State health and safety requirements for food, medical, and other supportive services provided onsite.*

Such criteria should act to facilitate emergency shelters and transitional housing through clear and unambiguous guidelines for the application review process and the basis for approval.

The Town will identify a zoning district(s) that has sufficient capacity to accommodate an emergency shelter.

The Town will work with local service providers to ensure that the development standards and permitting process will not impede the approval and development of emergency shelters and transitional housing.

Task 4 - Prepare Housing Element

Status - In Progress

LWC completed and delivered the Administrative Draft Housing Element (Task 4.1) to the Town of Loomis on November 12, 2013. LWC and Town Staff participated in a conference call on November 25, 2013, to discuss the Administrative Draft Housing Element. LWC made all discussed edits and prepared a Public Review Draft (Task 4.2).

On December 5, 2013, LWC and Town Staff participated in a conference call with Melinda Coy from HCD to discuss submission and review of the Public Review Draft Housing Element. Following the call, LWC made additional changes to programs and timelines to ensure compliance with State law.

LWC prepared and submitted the draft to HCD on December 9, 2013 (Task 4.3).

Next Steps

The following summarizes the next steps in the Town of Loomis Housing Element update.

Task 3.2 - Town Planning Commission Review

Date – Scheduled for January 28, 2014

Detail – Present the Public Review Draft Housing Element to the Planning Commission and solicit feedback on housing policies, programs, and related items. LWC will present any comments received from HCD to the Commission.

Task 4.4 - Town Council Adoption

Date - Scheduled for February 11, 2014

Detail - Present the 2013-2021 Town of Loomis Housing Element to the Town Council for adoption. In order to meet State deadlines for adoption, the Council must adopt the Housing Element by February 28, 2014.

Task 4.5 - HCD Certification

Date - TBD

Detail - LWC will submit the adopted Housing Element to HCD for final certification. LWC will maintain open communication with HCD and the Town and make final revisions to the Element, based on direction from the Town.

As discussed above, according to HCD, the Town must be in compliance with SB 2 (Program 27) prior to certification. SB 2 requires the Town to identify a site(s) to accommodate emergency shelters, by right.

The Town has until October 31, 2014, to complete the re-zone to meet the adequate sites requirement (Program 10).

