

Line #		Comment	Council Decision-Making Required?	Level of Difficulty in Response	Recommended Action
1	A	A thorough program-by-program review is necessary to evaluate Town's performance in addressing housing goals. While the element describes actual results of the prior element's programs, it must provide a description of how the objectives and programs of the updated element incorporate changes resulting from the evaluation.	No	Low	Review and revise narrative
2		As part of the review of programs in the past cycle, the element must analyze the effectiveness of goals, policies, and related actions in meeting the housing needs of special needs populations (e.g., elderly, persons with disabilities, large households, female headed households, farmworkers and persons experiencing homelessness). Programs should be revised as appropriate to reflect the results of this evaluation	No	Low	Review and revise narrative
3	B.1	<b>Fair Housing Enforcement and Capacity:</b> While the housing element includes a summary of fair housing enforcement and outreach capacity, it should describe any fair housing lawsuits and related enforcement actions. In addition, this section should address how outreach will occur throughout planning period.	No	Low	Root Policy is assisting in a response. Include comment that there we no fair housing lawsuits and related enforcement. Fair housing information will be available on town's website.
4		<b>Local Data and Knowledge:</b> The element must include local data, knowledge, and other relevant factors to discuss and analyze any unique attributes about the Town related to fair housing issues. The element should complement federal, state, and regional data with local data and knowledge where appropriate to capture emerging trends and issues, including utilizing knowledge from local and regional advocates and service providers, Town staff and related local and county planning documents and should include an analysis of the history of exclusionary zoning in the Town.	No	Medium	Root Policy is assisting in a response. Need to provide explanation how the Town developed over time.
5		<b>Integration and Segregation:</b> The element provided some data regarding segregation and integration, but it should also describe concentrations of race both locally and regionally (i.e., geographically within the Town, as well as comparing the Town to the region). In addition, the element must discuss and analyze data on persons with disabilities regionally and over time. The element must describe and analyze concentrations of familial status both locally and regionally. Lastly, the element must describe what contributes to the high incomes geographically within the Town and provide a regional analysis.	No	Low	Root Policy is assisting in a response.
6		<b>Racial/Ethnic Areas of Concentration of Poverty (R/ECAP) and Affluence (RCAA):</b> The element must also address concentrated areas of affluence both locally and regionally. The analysis should evaluate the patterns and changes over time at a local (e.g., neighborhood to neighborhood) and regional level (e.g., Town to region) and include programs as appropriate (not limited to the regional housing need allocation (RHNA)).	No	Low	Root Policy is assisting in a response.
7		<b>Disparities in Access to Opportunity:</b> While the element included some data, it should discuss what contributes to the lower education score in the Town west of El Camino Real. In addition, the element must analyze the disparities in access to jobs by protected classes and analyze what contributes to the varied access to jobs within the Town. The element must also provide a regional analysis for access to opportunity for employment and environment. Lastly, while the element describes a 2018 transit study, it must describe and analyze access to transit both locally and regionally.	No	Low	Root Policy is assisting in a response.
8		<b>Disproportionate Housing Needs, Including Displacement Risk:</b> While the element includes some discussion on disproportionate housing needs, this discussion should also address the patterns within the Town and evaluate any similarities with other components of the assessment of fair housing. In addition, the analysis should include both local and regional discussions of cost burden by tenure. In addition, the element must include a regional analysis for overcrowding and substandard housing. The element should also analyze any demographic data available for persons experiencing homelessness. The analysis on displacement risk should be expanded beyond units at-risk of losing subsidy and also describe the high risk of residents experiencing exclusion. Lastly, the element must describe and analyze areas sensitive to displacement risk due to disaster (e.g., earthquake, fire, and flood).	No	Medium	Root Policy is assisting in a response.
9		<b>Affirmatively Furthering Fair Housing (AFFH) and Sites Inventory:</b> While the element includes a summary of fair housing related to the sites inventory, it must analyze how the identified sites contribute to or mitigate fair housing issues. An analysis should address all of the income categories of identified sites with respect to location, the number of units by all income groups and how that affects the existing patterns for all components of the assessment of fair housing (e.g., segregation and integration, access to opportunity). This analysis should specifically address whether the ADU strategy to accommodate lower-income households contributes to continued exclusion and disparities in access to opportunity. If sites exacerbate conditions or isolates the RHNA by income group, the element should identify further program actions (not limited to the RHNA) that will be taken to promote equitable quality of life throughout the community (e.g., housing mobility and new opportunities in higher resource areas).	Yes	Medium	Root Policy is assisting in a response. May require revisiting ADU as a strategy to meet lower income needs.

10		<u>Contributing Factors to Fair Housing Issues:</u> Based on the outcomes of a complete analysis, the element should re-assess contributing factors and particularly prioritize those factors then formulate appropriate policies and programs. Currently the element only includes one contributing factor. The element should address potential contributing factors such as barriers like exclusionary zoning or a lack of state and federally funded developments. Once additional factors are identified, they should then be prioritized.	No	Low	Root Policy is assisting in a response.
11		<u>Goals and Actions:</u> The element must be revised to add or modify goals and actions based on the outcomes of a complete analysis. Goals and actions must specifically respond to the analysis and identified and prioritized contributing factors to fair housing issues and must be significant and meaningful enough to overcome identified patterns and trends. Actions must have specific commitment, discrete timing or milestones, geographic targeting and metrics or numerical targets. As appropriate, actions must address housing mobility, new housing choices and affordability in higher resource or higher income areas, place-based strategies for community preservation and revitalization and displacement protection.	Yes	Medium	Root Policy is assisting in a response.
12	2	<u>Extremely Low-Income (ELI) Households:</u> The element must quantify the number of existing and projected ELI households, and also analyze their housing needs. The analysis of ELI housing needs should also evaluate ELI households by tenure.	No	Low	Research additional data and revise narrative.
13	3	<u>Overpayment:</u> The element must quantify and analyze overpayment by tenure (i.e., renter and owner), for both the overall population and lower-income households.	No	Low	Research additional data and revise narrative.
14		<u>Housing Conditions:</u> The element includes the number of substandard housing units from Census data. However, the element must include an estimate of the number of units in need of rehabilitation and replacement. For example, the analysis could include estimates from a recent windshield survey or sampling, estimates from the code enforcement agency, or information from knowledgeable builders/developers, including non-profit housing developers or organizations.	No	Medium	Research additional data and revise narrative.
15		<u>Housing Costs:</u> While the element includes estimated rents for residents, it utilizes American Community Survey (ACS) data. The element should supplement census data with other sources (e.g., local knowledge).	No	Low	Research additional data and revise narrative.
16	4	<u>Sites Inventory:</u> While the sites inventory includes many requirements, it must include the general plan designation. Additionally, there are some discrepancies between cited sites and the inventory. For example, two of the school sites do not list any units in the inventory and the numbers in the inventory do not match what is stated in the analysis. Additional sites will likely need to be identified to accommodate the RHNA.	No	Low	Review inventory for consistency and revise as needed.
17		<u>Realistic Capacity:</u> The element must provide assumptions for the calculation of residential capacity on identified sites included in the inventory and must also provide support for these assumptions. For example, the element should demonstrate what specific trends, factors, and other evidence led to the assumptions. The estimate of the number of units for each site must be adjusted as necessary, based on the land use controls and site improvements, typical densities of existing or approved residential developments at a similar affordability level in that jurisdiction, and on the current or planned availability and accessibility of sufficient water, sewer, and dry utilities.	Yes	High	Develop additional data to support justification of realistic capacity. Changes may result in a reduced inventory requiring additional sites/actions.
18		<u>Small and Large Sites:</u> Sites smaller than a half-acre and larger than ten acres in size are deemed inadequate to accommodate housing for lower-income housing unless it is demonstrated that sites of equivalent size and affordability were successfully developed during the prior planning period or unless the housing element describes other evidence to HCD that the site is adequate to accommodate lower-income housing (Gov. Code, § 65583.2, subd. (c)(2)(A)). The element lists small and large sites but also should evaluate whether those sites are suitable to accommodate housing for lower-income households and add or modify programs as appropriate. For example, the element could list past consolidations by the number of parcels, number of owners, zone, number of units, affordability and circumstances leading to consolidation and then relate those trends to the identified sites or could explain the potential for consolidation on a site-by-site basis.	Yes	High	Develop additional analyses that determine adequacy of sites for lower-income housing. Changes may result in a reduced inventory requiring additional sites/actions.
19		<u>Suitability of Nonvacant Sites:</u> While the element includes a description of the identified sites, it must include an analysis demonstrating the potential for additional development on nonvacant sites. Specifically additional details on the school sites and Cal Water site. The description of existing uses should be sufficiently detailed to facilitate an analysis demonstrating the potential for additional development in the planning period. In addition, the element should analyze the extent that existing uses may impede additional residential development. For example, the element includes sites identified as a private college, a school site, and a reservoir site, but little analysis was provided to demonstrate whether these existing uses would impede development of these sites within the planning period. The element can summarize past experiences converting existing uses to higher density residential development, include current market demand for the existing use, provide analysis of existing leases or contracts that would perpetuate the existing use or prevent additional residential development and include current information on development trends and market conditions in the Town and relate those trends to the sites identified. The element could also consider indicators such as age and condition of the existing structure expressed developer interest, existing versus allowable floor area, low improvement to land value ratio, and other factors.	Yes	High	Develop additional analyses that determine adequacy of nonvacant sites for redevelopment. Changes may result in a reduced inventory requiring additional sites/actions.

20	<b>Zoning for Lower-Income Households:</b> The element must demonstrate zoning appropriate to accommodate housing for lower-income households. For sites with zoning meeting specified densities or default densities (20 units per acre in Atherton), no analysis is required. Otherwise, the element must include analysis based on statutory factors, including but not limited to financial feasibility and experience within the zone.	Yes	High	Analyze existing areas for multifamily housing, determine capacity, and add additional sites as multifamily as needed. Add a program to commit to zoning density at least 20 du/ac on sites to demonstrate capacity for lower-income housing.
21	<b>SB 9 Sites:</b> The element identifies SB 9 as a strategy to accommodate the part of the Town's RHNA. To support these assumptions, the analysis must include experience, trends and market conditions that allow lot splits and missing middle uses. The analysis must list the potential SB 9 sites and demonstrate the likelihood of redevelopment, including whether existing uses constitute as an impediment for additional residential use. The analysis should describe how the Town determined eligible properties, whether the assumed lots will have turnover, if the properties are easy to subdivide, and the condition of the existing structures. The analysis should also describe interest from property owners as well as experience. The analysis should provide support for the units being developed within the planning period. Based on the outcomes of this analysis, the element should add or modify to establish zoning and development standards early in the planning period and implement incentives to encourage and facilitate development as well as monitor development every two years with and identify additional sites within six months if assumptions are not being met. The element should support this analysis with local information such as local developer or owner interest to utilize zoning and incentives established through SB 9.	Yes	High	Identify individual sites where SB 9 could be used, providing a detailed analysis of the likelihood of redevelopment as lot splits or additional development. Add a program to establish zoning and development standards within the first three years of the planning period. Include incentives to encourage development. Include a monitoring program that reevaluates whether SB 9 projects are occurring at the rate the Town estimated, and add a program to identify additional sites within six months if assumptions are not met.
22	<b>Publicly Owned Sites:</b> The element identifies multiple publicly-owned sites including the Public Facilities and Schools District, the Menlo School, and Cal Water Bear Gulch Reservoir sites. The element must include additional discussion on each of the publicly-owned sites identified to accommodate the RHNA. Specifically, the analysis should address general plan designations, allowable densities, support for residential capacity assumptions, existing uses and any known conditions that preclude development in the planning period and the potential schedule for development. If zoning does not currently allow residential uses at appropriate densities, then the element must include programs to rezone sites pursuant to Government Code section 65583.2, subdivisions (h) and (i). In addition, the housing element, where appropriate, must include a description of whether there are any plans to sell the property during the planning period and how the jurisdiction will comply with the Surplus Land Act Article 8 (commencing with Section 54220) of Chapter 5 of Part 1 of Division 2 of Title 5.	Yes	High	Provide a detailed analysis to demonstrate publicly-owned sites will be redeveloped within the 8 years. Include a program to rezone sites to meet minimum density requirements, and remove barriers to development such as CUPs.
23	<b>Previously Identified Nonvacant and Vacant Sites:</b> If nonvacant sites identified in a prior adopted housing element or vacant sites identified in two or more consecutive planning periods, the sites are inadequate to accommodate housing for lower-income households unless:  _____The site's current zoning is appropriate for the development of housing affordable to lower-income households by either including analysis or meeting the appropriate density and	Yes	Medium	Add a program to rezone any sites reused from a prior Housing Element to be by-right at 20 units/acre if 20% of the units in a proposed development will be for affordable housing. The rezoning must be completed within 3 years.
24	• The site is subject to a housing element program that requires rezoning within three years of the beginning of the planning period to allow residential use by-right for housing developments in which at least 20 percent of the units are affordable to lower-income households. (Gov. Code, § 65583.2, subd. (c).)			
25	<b>Infrastructure:</b> The element must demonstrate sufficient existing or planned water, sewer, and other dry utilities supply capacity, including the availability and access to distribution facilities, to accommodate the RHNA.	No	Low	Review and revise the narrative.
26	For your information, water and sewer service providers must establish specific procedures to grant priority water and sewer service to developments with units affordable to lower-income households. (Gov. Code, § 65589.7.) Local governments are required to immediately deliver the housing element to water and sewer service providers.	No	Low	Add a program to ensure immediate delivery of the Housing Element to providers.
27	<b>Electronic Sites Inventory:</b> Pursuant to Government Code section 65583.3, subdivision (b), upon adoption of the housing element, the Town must submit an electronic version of the sites inventory with its adopted housing element to <a href="mailto:sitesinventory@hcd.ca.gov">sitesinventory@hcd.ca.gov</a> . HCD has not received a copy of the electronic inventory. Please note, the Town must utilize standards, forms, and definitions adopted by HCD when preparing the sites inventory. Please see HCD's housing element webpage at <a href="https://www.hcd.ca.gov/community-development/housing-element/index.shtml#element">https://www.hcd.ca.gov/community-development/housing-element/index.shtml#element</a> for a copy of the form and instructions. The Town can reach out to HCD at <a href="mailto:sitesinventory@hcd.ca.gov">sitesinventory@hcd.ca.gov</a> for technical assistance.	No	Low	Prepare the electronic version of the inventory and resubmit to HCD.
28	<b>Accessory Dwelling Units (ADUs):</b> The element projects approximately 35 ADUs per year over the eight-year planning period. This trend is inconsistent with HCD records of 19 ADUs per year. To support assumptions for ADUs in the planning period, the element should reduce the number of ADUs assumed per year and reconcile trends with HCD records, including additional information such as more recent permitted units and inquiries, resources and incentives, other relevant factors and modify policies and programs as appropriate. Further, programs should commit to additional incentives and strategies, frequent monitoring (every other year) and specific commitment to adopt alternative measures such as rezoning or amending the element within a specific time (e.g., six months) if needed. The element must also address affordability assumptions for ADU projections.	Yes	Medium	Reduce the number of projected ADUs to a number supported by documentation. Review 2022 data to determine if a number above 19 ADUs on average can be justified. Provide research to demonstrate affordability trends (Craigslist ads, etc.). Add a program to monitor ADU development every two years to confirm trends, and adopt rezoning or other measures if ADU trends do not support conclusions.
29	<b>Zoning for a Variety of Housing Types:</b>			

30		<b>Emergency Shelters</b> : The element should clarify shelters are permitted without discretionary action and discuss available sites, acreage, including typical parcel sizes and the presence of reuse opportunities, proximity to transportation and services and any conditions inappropriate for human habitability. The analysis should also list and evaluate all development standards and address the constraints on spacing and shelter size with a program. Finally, the element should analyze whether parking requirements comply with AB139/Government Code section 65583, subdivision (a)(4)(A) or include a program to comply with this requirement.	No	Medium	Review current shelter standards to ensure compliance with State law, providing greater analysis of appropriateness of standards, including parking. Add a program to address nonconformance with State law.
31		<b>Housing for Employees</b> : The Employee Housing Act permits housing under specific provisions. Section 17021.5 requires employee housing for six or fewer employees to be treated as a single-family structure and permitted in the same manner as other dwellings of the same type in the same zone. Section 17021.6 requires employee housing consisting of no more than 12 units or 36 beds to be permitted in the same manner as other agricultural uses in the same zone. The element must demonstrate compliance with these requirements and include programs as appropriate.	No	Medium	Review current law for employee housing to ensure compliance. Add a program to revise zoning code to explicitly comply with Employee Housing Act provisions.
32		<b>By-Right Permanent Supportive Housing</b> : Supportive housing shall be a use by- right in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses pursuant to Government Code section 65651. The element must demonstrate compliance with these requirements and include programs as appropriate.	No	Medium	Add a program to allow permanent supportive housing by-right in the zoning code.
33		<b>Low Barrier Navigation Centers</b> : Low Barrier Navigation Centers shall be a use by-right in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses pursuant to Government Code section 65660. The element must demonstrate compliance with this requirement and include programs as appropriate.	No	Medium	Add a program to allow low barrier navigation centers by-right in the zoning code.
34		<b>Multifamily Housing</b> : The element states that multifamily housing is allowed only in PFS zone with a Conditional Use Permit (CUP) and master plan. The element must analyze and demonstrate realistic opportunities for multifamily and analyze the CUP requirement for multifamily as a potential constraint on housing supply and affordability. The analysis should identify findings of approval for the CUP and their potential impact on development approval certainty, timing, feasibility and cost. If constraints are identified, programs should be included to address and remove or modify these constraints.	Yes	High	Analyze existing areas for multifamily housing, determine capacity, and add additional sites as multifamily as needed. Add a program to commit to zoning density at least 20 du/ac on sites to demonstrate capacity for lower-income housing.
35		<b>Accessory Dwelling Units (ADUs)</b> : The element indicates the Town modified its zoning code to ease barriers to the development of ADU's. However, after a cursory review of the Town's ordinance, HCD discovered several areas which are not consistent with State ADU Law. HCD will provide a complete listing of ADU non-compliance issues under a separate cover. As a result, the element should include a program to update the Town's ADU ordinance to comply with state law. For more information, please consult HCD's ADU Guidebook, published in December 2020, which provides detailed information on new state requirements surrounding ADU development.	No	Low	Add a program to update the Town's ADU ordinance on an ongoing basis with State law.
36	5	<b>Land Use Controls</b> : The element must identify and analyze all relevant land use controls impacts as potential constraints on a variety of housing types. The analysis should analyze land use controls independently and cumulatively with other land use controls. The analysis should specifically address requirements related to parking, heights, lot coverage and allowable density ranges. The analysis should address any impacts on cost, supply, housing choice, affordability, timing, approval certainty and ability to achieve maximum densities. For example, the element should describe allowed uses and typical densities in the PFS zone. In addition, the element notes that zones include a 34-foot height restriction, the element should clarify whether three stories are allowed in zones that allow multifamily or add a program to address the constraint. The required setbacks and maximum lot coverage requirements should also be analyzed as a constraint in the PFS zone. Lastly, the element states that low allowable densities are a constraint on housing; the element should include a program to mitigate the identified constraint.	Yes	High	Provide a more detailed analysis of all land use requirements to determine if there are constraints to the development of housing. Add a program committing to remove found constraints.
37		<b>Zoning Fees and Transparency</b> : The element must list all fees and clarify its compliance with new transparency requirements for posting all zoning and development standards, and fees for each parcel on the jurisdiction's website pursuant to Government Code section 65940.1(a)(1).	No	Low	Add a program to implement the transparency requirements including online information about zoning standards and fees on the Town's website.
38		<b>Fees and Exaction</b> : While the element provides a cumulative analysis of fees for single family developments, it should also provide this analysis for multifamily developments. In addition, the element should list all the various planning and impact fees associated with development, including but not limited to general plan amendments, zone changes, site plan or master plans, specific plans, environmental fees, and water/sewer fees.	Yes	Medium	Provide a more detailed analysis of fees imposed on multifamily housing, comparing them to per-unit fees for single family housing. If fees on multifamily housing are disproportionate to those on single-family, add a program to update fees to make them consistent between each building type.
39		Lastly, the element should analyze the proportion of total fees and the proportion to the development costs of both single family and multifamily housing.	No	Medium	See above.

40		<u>Local Processing and Permit Procedures</u> : While the element describes some of the use permit procedures, it must further describe and analyze the Town's permit processing and approval procedures by zone and housing type. The analysis must evaluate the processing and permit procedures' impacts as potential constraints on housing supply and affordability. For example, the element should clarify whether design review is required. In addition, the element must describe the CUP findings and procedures as well as describe master plan review requirements for multifamily development and analyze these as constraints on housing development. Based on the outcomes of the analysis, the element should add or modify programs to streamline approval of multifamily housing and promote approval certainty.	No	Medium	Provide a more detail analysis on processing and permitting procedures on single family versus multifamily. If multifamily housing is disproportionately impacted by these procedures, add a program to remove this constraint.
41		<u>Local Ordinances</u> : The element must analyze any locally adopted ordinances that directly impacts the cost and supply of residential development. While the element states that the Town has a short-term rental ordinance, it should be analyzed for constraints on housing development.	No	Low	Add more detailed analysis of the short-term rental ordinance and its potential constraint on housing development. If a constraint is found, add a program to remove the constraint.
42		<u>Streamlining Provisions</u> : The element must clarify whether the Town has procedures in place consistent with streamlining procedures pursuant to Government Code section 65913.4 and include programs as appropriate.	No	Low	Provide additional narrative on streamlining provisions of SB 35 and SB 330. If no procedures are codified, add a program to create streamlining processes.
43		<u>Constraints on Housing for Persons with Disabilities</u> : The element must include an analysis of zoning, development standards, building codes, and process and permit procedures as potential constraints on housing for persons with disabilities. For example, the element must describe the findings and approval procedure for the Town's Reasonable Accommodation procedure. In addition, the element must describe and analyze how group homes for seven or more are allowed within the Town and add programs as appropriate. For your information, zoning should simply implement a barrier-free definition of family instead of subjecting, potentially persons with disabilities, to special regulations such as the number of persons, population types and licenses.	No	Medium	Provide more analysis on the ways in which local standards are a constraint on housing for persons with disabilities. If constraints are found, add a program to remove them. In addition, add a program to explicitly allow group homes for seven or more persons with disabilities by-right in any zone where residential uses are allowed.
44		These housing types should not be excluded from residential zones, most notably low- density zones, which can constrain the availability of housing choices for persons with disabilities. Requiring these housing types to obtain a special use or CUP could potentially subject housing for persons with disabilities to higher discretionary exceptions processes and standards where an applicant must, for example, demonstrate compatibility with the neighborhood, unlike other residential uses. The element should add or modify programs to address the constraint as appropriate.	No	Medium	See above.
45	6	<u>Availability of Financing</u> : The element must describe the availability of financing, including private financing and government assistance programs, is generally available in the community.	No	Low	Revise the constraints section to provide additional information on financing.
46		<u>Approval Time and Requests for Lesser Densities</u> : The element must include analysis of requests to develop housing at densities below those identified, the length of time between receiving approval for a housing development and submittal of an application for building permits. The element must address any hinderance on the construction of a locality's share of the regional housing need.	No	Low	Provide a detailed analysis of projects within the last few years as to whether they requested densities less than those allowed in the zoning. In addition, provide information on whether there are significant gaps between when a developer receives approval for a project, and when they actually pull a permit. (Nongovernmental constraints)
47	7	<u>Special Needs</u> : While the element quantifies the Town's special needs populations, it must also analyze their special housing needs. For a complete analysis of each population group, the element should discuss challenges faced by the population, the existing resources to meet those needs (e.g., availability senior housing units, # of large units, # of deed restricted units, etc.), an assessment of any gaps in resources, and proposed policies, programs, and funding to help address those gaps. In addition, the element must quantify and analyze the number of large households, elderly persons, and persons experiencing homelessness in the Town.	No	Low	Provide more information in the narrative about the special housing needs of various groups. If this information is already included, indicate to HCD where this information is found.
48	8	The element must include analysis of energy conservation opportunities in residential development. The analysis should facilitate the adoption of housing element policies and programs. For example, programs could provide incentives to promote higher density housing along transit, encourage green building techniques and materials in new construction and remodels, promote energy audits and participation in utility conservation programs, and facilitate energy conserving retrofits upon resale of homes.	No	Medium	Provide a list of activities the Town already undertakes to assist in creating energy conservation, including through programs provided by the County. Confer with the County on other programs the Town could promote to residents.
49	C1	To have a beneficial impact in the planning period and address the goals of the housing element, programs must be revised with discrete timelines (e.g., at least annually or month and year) or timeframes earlier in the planning period. Additionally, programs should include specific commitment and actions toward beneficial impacts or housing outcomes. Program language such as "discuss", "review", "develop" and "explore" should be complemented or replaced with commitment such as adopt, pursue, apply or identify. Programs to be revised include the following:	Yes	High	For all programs, provide concrete timelines for completion. For example, "In Q1 2024, conduct a best practices review on ways to increase rehabilitation of aging housing. In Q4 2024, bring recommendations to the Planning Commission and Town Council. Implement in Q1 2025".
50		<ul style="list-style-type: none"> <li><i>Program 3.814 (Adoption of an Inclusionary Zoning Ordinance)</i>: The element should include additional information on the inclusionary fee and include a specific date of implementation.</li> </ul>			

51		<ul style="list-style-type: none"> <li>• <i>Program 3.815 (Conservation and Rehabilitation of Existing Units)</i>: The program should specify what actions will be taken and clarify how the Town will assist property owners.</li> </ul>			
52		<ul style="list-style-type: none"> <li>• <i>Program 3.821 (Seniors)</i>: The program should include outreach for the existing programs listed as well as include specific timing for implementation.</li> </ul>			
53		<ul style="list-style-type: none"> <li>• <i>Program 3.822 (Disabled and Developmentally Delayed Persons)</i>: The program should include proactive outreach and specific timing for implementation.</li> </ul>			
54		<ul style="list-style-type: none"> <li>• <i>Program 3.823 (Equal Housing Opportunity)</i>: The program should include implementation timing for each action listed as well as how often outreach will occur during the planning period.</li> </ul>			
55		<ul style="list-style-type: none"> <li>• <i>Programs 3.824 (Emergency Shelters, Transitional and Supportive Housing) and 3.831 (Energy Conservation)</i>: The programs must include clear actions for implementation as well as specific timing.</li> </ul>			
56		<ul style="list-style-type: none"> <li>• <i>Program 3.841 (Shared Housing)</i>: The program should be revised to include specific timing, identify a responsible party, funding, and objective. In addition, the program should include proactive outreach and describe how the Town will provide the identified support.</li> </ul>			
57		<ul style="list-style-type: none"> <li>• <i>Program 3.842 (Housing Compliance and Monitoring)</i>: The program should be revised with specific commitment beyond "consider" for the identified actions. In addition, the program should clarify the action being taken and include specific timing for implementation.</li> </ul>			
58	2	As noted in Finding B4, the element does not include a complete site analysis; therefore, the adequacy of sites and zoning were not established. Based on the results of a complete sites inventory and analysis, the Town may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types. In addition, the element should be revised as follows:	Yes	High	See discussions of ADUs and multifamily zoning, above.
59		<u>Program 3.813 (Multifamily Housing Development on School and other Properties)</u> : This program should be revised to include specific incentives for implementation and clarify what actions will be completed as part of the program. In addition, the element must commit to the rezones and discuss the densities that will be allowed with the rezone. The program currently references timing associated with adoption of the element. The Town should be aware that if the adoption is not complete by the start of the planning period (January 31, 2023), the Town will be subject to right requirements pursuant to Government Code section 65583.2, subdivisions (h) and (i).	Yes	High	See discussions of ADUs and multifamily zoning, above.
60		<u>Shortfall of Adequate Sites</u> : If the element does not identify adequate sites to accommodate the regional housing need for lower-income households, it must include a program(s) to identify sites with appropriate zoning to accommodate the regional housing need within the planning period. The program should identify the shortfall by income group, acreage, allowable densities, appropriate development standards and meet all by right requirements pursuant to Government Code section 65583.2, subdivisions (h) and (i), including but not limited to permitting multifamily uses by-right for developments in which 20 percent or more of the units are affordable to lower income households.	TBD		
61		<u>Replacement Housing Requirements</u> : The housing element must include a program to provide replacement housing. (Gov. Code, § 65583.2, subd. (g)(3).) The replacement housing program must adhere to the same requirements as set forth in Government Code section 65915, subdivision (c), paragraph (3).	No	Medium	Add a program to ensure replacement of lower income units when demolished or when substantial rehabilitation displaces residents.
62	3	The element must include a program(s) with specific actions and timelines to assist in the development of housing for extremely low-income households. The program(s) could commit the Town to adopting priority processing, granting fee waivers or deferrals, modifying development standards, granting concessions and incentives for housing developments that include units affordable to extremely low-income households; assisting, supporting or pursuing funding applications; and outreach and coordination with affordable housing developers.	Yes	Medium	Add a program to adopt incentives and other commitments to assist in the development of extremely low-income housing.
63		In addition, the element must also include a program(s), as appropriate, to assist in the development of housing for <u>all</u> special needs households (e.g., elderly, homeless, farmworkers, persons with disabilities, female-headed households). Program actions could include proactive outreach and assistance to non-profit service providers and developers, prioritizing some funding for housing developments affordable to special needs households and offering financial incentives or regulatory concessions to encourage a variety of housing types.	Yes	Medium	Add a program to adopt incentives and other commitments to assist in the development of housing for persons with special needs.
64	4	As noted in Findings B5 and B6, the element requires a complete analysis of potential governmental and non-governmental constraints. Depending upon the results of that analysis, the Town may need to revise or add programs and address and remove or mitigate any identified constraints. In addition, the element should be revised as follows:	TBD		

65	5	The element must include actions that promote AFFH opportunities as stated in Finding B1. For example, the element could include a program committing to implement Government Code section 8899.50, subdivision (b) which requires the Town to administer its programs and activities relating to housing and community development in a manner to AFFH and take no action that is materially inconsistent with its obligation to AFFH. Programs should address enhancing housing mobility strategies; encouraging development of new affordable housing in high resource areas; improving place-based strategies to encourage community conservation and revitalization, including preservation of existing affordable housing; and protecting existing residents from displacement. The programs should also include specific commitment, milestones, geographic targeting and metrics or numerical targets for meaningful outcomes and fair housing results.	Yes	Medium	Root Policy is assisting with this comment.
66	6	<b>Program 3.812 (New Construction of Affordable Accessory Dwelling Units):</b> The program must clarify the actions that will be implemented to incentivize ADUs beyond “consider”. In addition, the program should include implementation timing for each specific action. Lastly, as mentioned above, the Town should adopt a program to comply with state ADU law, monitor production and affordability of ADUs throughout the planning period and identify additional actions as needed.	Yes	High	See discussions of ADUs and multifamily zoning, above.
67	D	<i>Establish the number of housing units, by income level, that can be constructed, rehabilitated, and conserved over a five-year time frame. ( Gov. Code, § 65583, subd. (b)(1 &amp; 2).)</i>  The element did not address this requirement. The element must include quantified objectives for new construction, rehabilitation, and conservation by income group, including extremely low-income households. Please see the Building Blocks for additional information.	Yes	Medium	Estimate the number of new units, both single family, ADUs and multifamily, to be constructed during the planning period, as well as those conserved or rehabilitated. Include estimates for the number of units in each income category.
68	E	While the element includes a general summary of the public participation process, the element should also demonstrate diligent efforts were made to involve all economic segments of the community in the development of the housing element. The element could describe the efforts to circulate the housing element among low- and moderate-income households and organizations that represent them and to involve such groups and persons in the element throughout the process. In addition, the element should also summarize the public comments and describe how they were considered and incorporated into the element. Lastly, the element should describe whether translation services were available during the process.	No	High	Provide further documentation to explain how lower income groups, people for whom English may not be their first language, and other often non-participating residents were engaged in the process, for example by mailers to residents (not just owners) in multiple language, etc.
69	F	<i>The Housing Element shall describe the means by which consistency will be achieved with other general plan elements and community goals. ( Gov. Code, § 65583, subd. (c)(7).)</i>  The element must describe how consistency was achieved and how it will be maintained during the planning period. For example, the element could include a program to conduct an internal consistency review of the General Plan as part of the annual General Plan implementation report required by Government Code section 65400. The annual report can also assist future updates of the housing element.	No	Low	Revise narrative to explain the process by which the Housing Element will be kept consistent with other Elements of the General Plan. If necessary, add a specific program to commit to an annual or biannual review to ensure consistency.