

Cotati General Plan Update

MEMORANDUM

November 21, 2011

TO: Planning Commission Members

FROM: Vicki Parker, Community Development Director; Beth Thompson and Ben Ritchie, De Novo Planning Group

SUBJECT: General Plan Update - Review of Draft Housing Element

DATE: November 21, 2011

The intent of this meeting is to receive feedback from the Planning Commission on the Draft Housing Element prior to circulating the draft for public review. The Draft document was provided to the Planning Commission at its November 14, 2011 meeting.

Following input from the Planning Commission and public at this upcoming meeting, the Draft Element will be made available for a 60-day public review period during which the Draft Element will be provided to the State Department of Housing and Community Development (HCD) for review and comment. Following the 60-day review period, the Public Review Draft, including any revisions resulting from HCD and/or public input, will be brought back before the Planning Commission for a recommendation to the City Council to adopt the Housing.

The Draft Housing Element consists of the following components:

- **Housing Element.** The Housing Element is a stand-alone policy document, supported by the research and analysis contained in the Housing Element Background Report. The Housing Element includes an introduction that summarizes information included in the Background Report and the City's Housing Plan. The Housing Plan is the implementation component that commits the City to specific goals, policies, and actions (programs). The Housing Plan sets forth the City's housing goals and provides policies and programs to address the City's housing needs.
- **Housing Element Background Report.** The Housing Element Background Report includes an assessment of housing needs, identification of governmental and non-governmental constraints to the development of housing, description of resources available for the development of housing, an assessment of the effectiveness of the 2002 Housing Element and a description of the community outreach activities conducted. The chapters of the Background Report are identified below.
 1. **Housing Needs Assessment.** The Housing Needs Assessment chapter includes an analysis of population and employment trends, the City's fair share of regional housing needs, household characteristics and the condition of the housing stock.

2. Constraints. The Constraints chapter reviews governmental constraints, including land use controls, fees and processing requirements, as well as non-governmental constraints, such as construction costs, availability of land and financing, physical environmental conditions, and units at-risk of conversion that may impede the development, preservation and maintenance of housing.
3. Resources. The Resources chapter identifies resources available for the production and maintenance of housing, including an inventory of land suitable for residential development, availability of infrastructure, and discussion of federal, state and local financial resources and programs available to address the City's housing goals.
4. Effectiveness of Previous Housing Element. The Effectiveness of the Previous Housing Element chapter evaluates the City's accomplishments under the 2002 Housing Element in order to determine the effectiveness of the previous housing element, the City's progress in implementing the 2002 Housing Element, and the appropriateness of the housing goals, objectives, and policies.
5. Community Participation. The Community Participation chapter describes how the City engaged the public, including City residents, housing developers, businesspeople, and interested parties, including housing and special needs advocates.

WORK EXERCISE

After reviewing the Draft Housing Element, please answer the following questions:

1. Are the priorities identified by the public during the Visioning Process and the priorities identified by the Planning Commission during the July 18 and August 15, 2011 meetings, as well as any other priorities you think are appropriate for the Housing Element, adequately addressed in the Goals, Objectives, Policies, and Programs set forth in pages 1 through 18 of the Draft Housing Element?
2. Are there any revisions or additions you would recommend to the Goals, Objectives, Policies, and Programs?
3. Are there any comments on the background information presented in Chapters 1 through 5?

NEXT STEPS

Following this meeting, any necessary revisions to the Draft Housing Element that were identified by the Planning Commission will be made. The Draft will then be submitted to HCD for a 60-day review period and will be made available for public review for that same 60-day period. At the close of the HCD and public comment period, City staff and the consultant team will work with HCD to resolve any issues raised. Once issues have been appropriately resolved, a Revised Draft Housing Element will be brought to the Planning Commission to consider a recommendation for adoption by the City Council.

To: City of Cotati Planning Commission
Subject: General Plan Update - Review of Draft Housing Element
Date: November 21, 2011
Page: 3 of 3

ADDITIONAL BACKGROUND MATERIALS

The Cotati General Plan Update website is an excellent source of information for this project. The 1998 General Plan, including the 2002 Housing Element, and various background materials can be viewed and downloaded from the website located at: <http://cotati.generalplan.org>.