

Housing Element Update Guidance



Attachment 1: Implementation Review



Implementation Review

Jurisdiction Name:		City of Emeryville		
	Implementation Status	Program Number (If Applicable)	Page(s) Where Found	
If the local government's previous housing element included a rezone program pursuant to GC Sections 65583(c), 65583.2 and 65584.09 to address a shortfall of adequate sites, has the program(s) to rezone been completed?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	N/A	N/A	
Does zoning permit emergency shelters without discretionary action or has a multijurisdictional agreement pursuant to Section 65583(d) been approved? ¹	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IV-A-4 (2009-2014 Housing Element)	Page 5-11 (Review of the 2009-2014 Housing Element)	
Does zoning permit transitional and supportive housing as a residential use and only subject to those restrictions that apply to other residential dwellings of the same type in the same zone? ²	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IV-A-4 (2009-2014 Housing Element)	Page 5-11 (Review of the 2009-2014 Housing Element)	
Are policies, ordinances or procedures established to allow reasonable accommodation for persons with disabilities in the application of zoning and land use policies, ordinances or procedures?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	N/A	(Discussion of reasonable accommodation procedures is included on Page 3-5)	
Has a density bonus ordinance been adopted pursuant to Government Code Section 65915 (since January 1, 2005)?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	II-A-2 (2009-2014 Housing Element)	Page 5-6 (Review of the 2009-2014 Housing Element)	

¹ These are not required where agencies adopted housing elements in the fourth cycle before the effective date of SB 2 (January 1, 2008). These agencies are primarily in San Diego County. Agencies should note "Housing Element Adopted Prior to SB 2" if this is the case.

Housing Element Update Guidance



Attachment 2: Completeness Checklist



Public Participation (Section 65583(c)(8))		
(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/GS_publicparticipation.php)		
	Page(s)	Comments
Description of diligent effort to include all economic segments of the community and/or their representatives in the development and update of the housing element (e.g., types of outreach, meetings, appropriate languages, list of invitees and general comments and how they were incorporated)	1-2 to 1-6	

Review and Revise (Section 65588)		
(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/GS_reviewandrevise.php)		
	Page(s)	Comments
Progress in implementation – A description of the actual results or outcomes of the prior element’s goals (i.e., what happened), objectives, policies, and programs. Include quantification of results where possible (e.g., number of units rehabilitated) and may be qualitative where necessary (e.g., mitigation of governmental constraints)	5-2 to 5-22	
Effectiveness of the element – For each program, include an analysis comparing significant differences between what was projected or planned in the earlier element and what was achieved. Analyze the differences to determine where the previous housing element met, exceeded, or fell short of what was anticipated	5-4 to 5-22	
Appropriateness of goals, objectives, policies and programs – A description of what has been learned based on the analysis of progress and effectiveness of the previous element. A description of how the goals, objectives, policies, and programs in the updated element are being changed or adjusted to incorporate what has been learned from the results of the previous element	5-4 to 5-22	



Housing Needs Assessment (Section 65583(a)(1 and 2)) (See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/HN_home.php)			
	Page(s)	Data Source (if not identified in the housing element)	Comments
Quantification and analysis * of existing and projected housing needs	2-2 to 2-29		
Populations and employment trends, including documentation of projections	2-2 to 2-5 and 2-12 to 2-13		
Housing and Household characteristics, including: <ul style="list-style-type: none"> • Level of payment compared with ability to pay (overpaying households) • Housing stock conditions • Overcrowded households 	2-16 to 2-19 (affordability and overpayment); 2-6 to 2-11 (housing stock conditions); 2-8 (overcrowding)		
Existing and projected needs for all income levels, including: <ul style="list-style-type: none"> • Regional Housing Need Allocation (RHNA) • Existing housing need for extremely low income households • Projected housing need for extremely low income households based on RHNA or Census (see Section 65583(a)(1)) 	2-29 (RHNA, includes extremely low-income projection); 2-14 (extremely low-income)		
* Analysis is defined as a description and evaluation of specific needs, characteristics and resources available to address identified needs			



Persons with Special Needs (Section 65583(a)(7))			
(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/HN_SHN_home.php)			
	Page(s)	Data Source (if not identified in the element)	Comments
Identification and analysis of any special housing needs including:*			
• Elderly	2-20 to 2-21		
• Persons with disabilities, including developmental disabilities (See Memo at http://www.hcd.ca.gov/hpd/NoticeCoverLtrSB812.pdf)	2-21 to 2-24		
• Large households	2-19		
• Farmworkers (seasonal and permanent)	2-27		
• Female headed households	2-19 to 2-20		
• Homeless (annual and seasonal) **	2-25 to 2-27		
• Other	2-24 to 2-25 (persons with HIV/AIDS); 2-27 to 2-29 (families with children, artists, City and school district employees)		
* Analysis is defined as a description and evaluation of specific needs, characteristics and resources available to address identified needs			
** See Section 65583(a)(7) for additional information regarding this requirement			

At-risk Units (Section 65583(a)(9))		
(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/EHN_atrisk.php)		
	Page(s)	Comments



Inventory of at-risk units (10 years from the housing element due date) (Section 65583(a)(9)(A))	2-11	
Estimate of replacement versus preservation costs (Section 65583(a)(9)(B))	n/a	No units at risk
Identification of qualified entities Section 65583(a)(9)(C))	Appendix A	
Identification of potential funding Section 65583(a)(9)(D))	n/a	No units at risk
Note: Section 65583(a)(9) has many detailed requirements. Agencies with at-risk units should review the specific statutory requirements to ensure a complete analysis.		

Potential Governmental and Non-governmental Constraints (Section 65583(a)(5 and 6)) (See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/CON_home.php)		
	Page(s)	Comments
<u>Potential Governmental Constraints</u>		
Include an analysis of actual and potential governmental constraints for each of the following:		
Land use controls (e.g., parking, lot coverage, heights, unit sizes, open space requirements, floor area ratios, growth controls (e.g., caps on units or population or voter approval requirements))	3-3 to 3-10	
Building codes and their enforcement (e.g., current CBC, any local amendments and local code enforcement programs)	3-11	
Site improvement requirements (e.g., street widths, etc.)	3-12	
Fees and other exactions (e.g., analyze all planning and impact fees and impact on total development costs)	3-11 to 3-12 and Appendix B	
Local processing and permit procedures (e.g., typical processing times, permit types by housing type, decision-making criteria and bodies)	3-10 to 3-11	
Housing for persons with disabilities (e.g., definition of family, concentration requirements, reasonable accommodation procedures)	3-5	



Potential and actual constraints on the development of a variety of housing types for all income levels, including multifamily rental housing, factory-built housing, mobiles homes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters and transitional housing	3-3 to 3-6	
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	Page(s)	Comments
Local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need	3-2 to 3-13	
Local efforts to remove governmental constraints that hinder meeting the need for housing for persons with disabilities, supportive housing, transitional housing and emergency shelters	3-5	
Transitional housing and supportive housing as a residential use of property and subject only to those restrictions that apply to other residential dwellings of the same type in the same zone	3-5	
<u>Potential Non-governmental Constraints</u> Include an analysis of actual and potential non-governmental constraints for each of the following:		
Availability of financing	3-14	
Price of land	3-14	
Cost of construction	3-14	



Sites Inventory and Analysis (Section 65583(a)(3) and 65583.2))		
(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/SIA_home.php)		
	Page(s)	Comments
<p>Listing of properties by parcel number or other unique, reference showing for each parcel (Section 65583.2(b)(1) – (3):</p> <ul style="list-style-type: none"> • Size • General plan designation • Zoning category • For non-vacant sites, description of existing uses • Number of units that can be accommodated on each site 	4-3; 4-7; and 4-8	
* Sites available for Above Moderate income households and not served by public sewer need not be identified on a site specific basis (Section 65583.2(b)(6))		
General description of environmental constraints to the development of housing (Section 65583.2(b)(4))	3-14	
General description of infrastructure (planned/available) including water, sewer and other dry utilities, including availability and access to distribution facilities (Section 65583.2(b)(5))	4-10 to 4-11	
<p>In determining the number of units on each site, indicate how the number of units was determined.</p> <ul style="list-style-type: none"> • If development is required at minimum density, indicate the number of units at the minimum density. No further analysis is required. • If development is not required at minimum density, demonstrate how the number of units were determined and adjust, if necessary, for local land use controls. 	4-6 and 4-8	



	Page(s)	Comments
For Non-vacant sites, specify the additional development potential for each site within the planning period and provide an explanation of the methodology to determine development potential considering factors, including the extent to which existing uses may constitute an impediment to additional residential development, development trends, market conditions and regulatory or other incentives to encourage additional residential development (Section 65583.2(b)(7))	4-6 to 4-8	
Demonstration of zoning to accommodate the housing need for lower income households (Section 65583.2(c)(3)) and (d) – (f))	4-2	
<ul style="list-style-type: none"> • Indicate those sites that can accommodate lower income households • Indicate those sites where the density allowed is at the “deemed appropriate” [default] density (65583.2(c)(3)(B)) • For sites that can accommodate lower income households, but with allowed densities less than the “deemed appropriate” density, provide analysis demonstrating how the adopted densities accommodate the need for lower income housing. The analysis must include: <ul style="list-style-type: none"> ○ Market demand ○ Financial feasibility ○ Project experience within a zone providing housing for lower income households (65583.2(c)(3)(A)) 	4-2	
Map of Sites included in the inventory (Section 65583.2(b)(7))	4-4	
Number of units built between the start of the projection period and the deadline for adoption of the housing element (Government Code Section 65583.1(d))	n/a	
Number of units proposed using alternative provisions such as rehabilitation, conversion, preservation or second units (Section 65583.1). See checklist at http://www.hcd.ca.gov/hpd/housing_element2/examples/655831Checklist.pdf)	n/a	



	Page(s)	Comments
Identification of zoning for a variety of types:		
Multifamily rental housing	3-2 to 3-4	
Factory-built housing	3-3	
Mobilehomes	3-3	
Housing for agricultural employees	2-27	
Emergency shelters (See Section 65583(a)(4) and the Department's memo at http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf)	3-5	
Transitional and supportive housing (See Section 65583(a)(5) and the Department's memo at http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf)	3-5	
Carryover obligation (AB 1233: Section 65584.09 – See memo at http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_1233_final_dt.pdf)	n/a	



Quantified Objectives and Housing Programs (Section 65583(b) and (c)(1 through 6)) (See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/PRO_home.php)		
	Page(s)	Comments
Provide statement of quantified objectives (Section 65583(b)):		
<p>Maximum number of units, by income group, including extremely low-income of:</p> <ul style="list-style-type: none"> • new construction; • rehabilitation; and • conservation. 	6-16	
Include programs (Section 65583(c) and (c)(7)) with:		
<ul style="list-style-type: none"> • Schedule of specific actions; • Timeline for implementation with a beneficial impact in the planning period; and • Identification of agencies and officials responsible for implementing each program. 	6-2 to 6-15	
Program(s) providing adequate sites (Section 65583(c)(1)):		
Programs to rezone and any other programs needed to address a shortfall of sites to accommodate the regional housing need, if applicable, and any programs included pursuant to Section 65583.2(h) and (i) or carryover obligation pursuant to Section 65584.09	n/a	
Programs to rezone and any other programs needed to address a shortfall of capacity for housing for farmworkers that could not be accommodated on sites identified in the inventory, if applicable.	n/a	
If applicable, programs to facilitate a variety of housing types, including multifamily rental, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single room occupancy, emergency shelters and transitional and supportive housing	n/a	



	Page(s)	Comments
Programs to assist in the development of housing for extremely low, very low, low and moderate income households (Section 65583(c)(2))	6-4 and 6-5	
Program(s) to address governmental constraints (Section 65583(c)(3)):		
Programs to address governmental constraints and where appropriate and legally possible, to remove constraints to the maintenance, improvement and development of housing	6-4	
Program to remove constraints on housing for persons with disabilities and provide reasonable accommodation for housing for persons with disabilities	6-6 and 6-10	
Program(s) to conserve and improve the condition of the existing affordable housing stock (Section 65583(c)(4))	6-2 and 6-3	
Program(s) to promote housing opportunities for all persons (Section 65583(c)(5))	6-8 and 6-9	
Program(s) to preserve at-risk units (Section 65583(c)(6))	6-3	



Other Requirements		
(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/OR_home.php) and http://www.hcd.ca.gov/hpd/housing_element2/SIA_conservation.php)		
	Page(s)	Comments
Description of general plan consistency (Section 65583(c)(7))	1-2	
Analysis of construction, demolition and conversion of housing for lower income households in the Coastal Zone (Section 65588)	n/a	
Description of opportunities for energy conservation in residential development (Section 65583(a)(8))	4-13 to 4-14	
Water and Sewer Priority (Section 65589.7) See the HCD Memo at http://www.hcd.ca.gov/hpd/memo_sb1087.pdf . *	4-10 to 4-11	
SB 5 and AB 162 (Flood Hazard Land Management) See the HCD Memo at http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_162_stat07.pdf *	1-2	
SB 244 (Disadvantaged Communities) See Governor’s Office of Planning and Research for technical assistance at http://opr.ca.gov/ *	n/a	
* These are not required for a complete housing element and are not required to be part of the housing element and have been include as an information item to assist local governments in meeting requirements triggered by the housing element update schedule.		

Housing Element Update Guidance



Attachment 3: Streamlined Update Template



Housing Needs Assessment (Section 65583(a)(1 and 2)) (See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/HN_home.php)		
	Revised Page(s)	Indicate N/A If No Changes Were Necessary
Update quantification of population, employment, and housing stock needs including:		
• Population		N/A (ABAG Data Packet)
• Employment		N/A (ABAG Data Packet)
• Households		N/A (ABAG Data Packet)
• Overpayment (including lower-income)		N/A (ABAG Data Packet)
• Overcrowding		N/A (ABAG Data Packet)
• Extremely Low Income Households		N/A (ABAG Data Packet)
• Housing conditions		N/A (ABAG Data Packet)
Sources of information: <ul style="list-style-type: none"> • 2010 Census at http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t • American Community Survey at http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t • Department of Finance at http://www.dof.ca.gov/research/demographic/ • Applicable Federal Consolidated Plan • Available local and regional data (e.g., local census of homeless persons or shelter beds) Special Note: If a jurisdiction has utilized a data packet pre-approved by HCD such as in SANDAG, SCAG and SACOG, mark N/A above where appropriate and indicate the data packet has been utilized. The Department will not review the portions noted in the applicable correspondence to the Council of Governments. Contact HCD for more details or questions.		
Update analysis and conclusions as necessary due to changes in population and households characteristics or other dynamics for population, employment, households, overpayment, overcrowding, extremely low income households and housing conditions		N/A



Update policies and programs as necessary to reflect changes in the analysis and conclusions and other pertinent assessments of need such as the federal Consolidated Plan		N/A
Persons with Special Needs (Section 65583(a)(7)) (See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/HN_SHN_home.php)		
	Revised Page(s)	Indicate N/A If No Changes Were Necessary
Update quantification of special housing needs groups, including:		
<ul style="list-style-type: none"> Persons with disabilities, including developmental 	2-22 to 2-23	No changes to disabilities analysis, revised developmental disabilities analysis with HCEB data
<ul style="list-style-type: none"> Elderly 		N/A (ABAG Data Packet)
<ul style="list-style-type: none"> Large households 		N/A (ABAG Data Packet)
<ul style="list-style-type: none"> Farmworkers (seasonal and permanent) 		N/A (ABAG Data Packet)
<ul style="list-style-type: none"> Female headed households 		N/A (ABAG Data Packet)
<ul style="list-style-type: none"> Homeless Individuals and Families 	2-25 to 2-26	



<p>Sources of information:</p> <ul style="list-style-type: none"> • 2010 Census at http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t • American Community Survey at http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t • Department of Finance at www.dof.ca.gov/research/demographic • CA Department of Developmental Services at www.dds.ca.gov • Agricultural Census at http://www.agcensus.usda.gov/Publications/index.php • Applicable Federal Consolidated Plan and local and regional data (e.g., local census of homeless persons or shelter beds) <p>Special Note: If a jurisdiction has utilized a data packet pre-approved by HCD such as in SANDAG, SCAG and SACOG, mark N/A above where appropriate and indicate the data packet has been utilized. The Department will not review the portions noted in the applicable correspondence to the Council of Governments. Contact HCD for more details or questions.</p>		
Update analyses and conclusions, as necessary, due to changes in housing needs or other dynamics, for persons with special needs		
Quantify and analyze persons with developmental disabilities as required by Government Code Section 65583 (e) (See the Department’s memo at http://www.hcd.ca.gov/hpd/NoticeCoverLtrSB812.pdf)	2-22 to 2-23	
Revise programs as appropriate including pursuant to Section 65583(e) (Developmental Disabilities) to address need based on revised data/analyses	6-6	
<p>At-risk Units (Section 65583(a)(9)) (See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/EHN_atrisk.php)</p>		
	Revised Page(s)	Indicate N/A If No Changes Were Necessary
Update the inventory of at-risk units , removing units no longer at risk and adding any additional units that are at-risk of conversion within 10 years from the start of the housing element planning period	2-11	
<p>Special Note: If a jurisdiction has utilized SACOG’s Housing Element Data to update the inventory, mark N/A where appropriate above and indicate the data has been used. The Department will not review the updated inventory. Contact HCD for more details.</p>		
Analyze risk of updated inventory of at-risk units		N/A



Evaluate the loss of any at-risk units		N/A
Revise policies and programs as appropriate based on update analysis and conclusions		N/A

Potential Governmental and Non-governmental Constraints (Section 65583(a)(5 & 6)) (See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/CON_home.php)		
	Revised Page(s)	Indicate N/A If No Changes Were Necessary
<u>Land Use Controls</u>		
<ul style="list-style-type: none"> Update to show changes to land use controls including changes in residential zoning and/or development standards (e.g., heights and lot coverage, parking requirements, minimum unit sizes, floor area ratios, density limits,) 	3-3 to 3-9	
<ul style="list-style-type: none"> Update to describe changes to growth controls or similar measures such as population or unit caps or voter required general plan re-designations or voter required approval of changes in land use laws or regulations 		N/A
	Revised Page(s)	Indicate N/A If No Changes Were Necessary
<u>Building Codes and Enforcement</u>		
<ul style="list-style-type: none"> Update to describe changes to local building code, amendments and enforcement programs 		N/A
<u>Site Improvements</u>		
<ul style="list-style-type: none"> Describe changes to site improvement requirements 		N/A
<u>Permitting Processes and Procedures</u>		
<ul style="list-style-type: none"> Update to show revisions to processing and permit procedures for residential development (e.g., design review process, change in level of review (administrative vs. legislative review: ministerial vs. discretionary review)) 		N/A



<p><u>Fees and Exactions</u></p> <ul style="list-style-type: none"> • Update changes to fee schedules • Update changes to other exactions 	<p>3-11 to 3-12 and Appendix B</p>	
<p><u>Housing for Persons with Disabilities</u></p> <p>Update to describe any new restrictions or revisions regarding approval of housing for persons with disabilities such as concentration requirements, limits on the number of unrelated persons or provisions for making reasonable accommodations</p>		<p>N/A</p>
<p><u>Non-governmental Constraints</u></p> <p>Update land costs, financing availability and construction costs as necessary and consider other potential non-governmental constraints, such as resident or business opposition to development, as appropriate</p>	<p>3-14</p>	



	Revised Page(s)	Indicate N/A If No Changes Were Necessary
<p><u>General (Changed Circumstances)</u></p> <p>For each category above, update analyses, as needed, to reflect changes in conditions or circumstances such as market conditions, land costs, financing availability, and construction costs that effect the conclusions of the analyses on potential governmental constraints in the prior element</p>		N/A
<p><u>Programs to Mitigate Identified Constraints</u></p> <ul style="list-style-type: none"> Describe programs to mitigate identified constraints in the prior housing element Revise policies and programs as appropriate to address identified constraints 		N/A

Sites Inventory and Analysis (Section 65583(a)(3) and 65583.2)) (See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/SIA_home.php)		
	Revised Page(s)	Indicate N/A If No Changes Were Necessary
Identify any changes to the sites inventory	4-2 to 4-8	
Update or include analysis or description as necessary to demonstrate zoning appropriate to accommodate housing for lower income households pursuant to Section 65583.2(c)(3) and (d) – (f)	4-2	
Update or include analysis or description as necessary to demonstrate the potential for redevelopment pursuant to Section 65583.2(b)(7)	4-6	
Analyze any new known environmental constraints or changed conditions and circumstances such as market conditions that affect the suitability of identified sites		N/A
Update methodologies as necessary to estimate the residential capacity on identified sites		N/A



	Revised Page(s)	Indicate N/A If No Changes Were Necessary
Revise analysis of existing and/or planned infrastructure capacity (e.g., water and sewer) to accommodate the regional housing need, if needed (e.g., capacity or availability has changed)		N/A
Include a summary table of sites included in the inventory by income category in comparison to the RHNA and, if applicable, any carryover obligation (Section 65584.09)	4-2	
Add programs to rezone and any other programs needed to address a shortfall of sites to accommodate the regional housing need, if applicable, and any programs included pursuant to Section 65583.2(h) and (i) or carryover obligation pursuant to Section 65584.09		N/A
Update analysis as necessary to demonstrate sufficient capacity to accommodate the need for emergency shelters	3-5	

Other Requirements

(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/OR_home.php) and http://www.hcd.ca.gov/hpd/housing_element2/SIA_conservation.php)

	Revised Page(s)	Indicate N/A If No Changes Were Necessary
Update description to ensure consistency with other elements of the general plan if policies or programs have been adopted in other elements of the general plan affecting internal consistency	1-2	
Update to describe, as necessary, housing for lower or moderate income households that has been constructed, demolished or converted in the Coastal Zone		N/A