

## **Affordable Housing Site Inventory Maintenance and Replacement Procedures**

### Maintaining records of site inventory

- GIS team will be responsible in maintenance of the affordable housing layer in the City's GIS database.
- Mapping and spreadsheets will be placed on the City's website within the Affordable Housing section and updated once each month.
- Updates will be provided to the GIS team by Planning staff when rezones occur which add or remove sites to or from the inventory. Staff will provide Resolutions and Ordinances upon adoption and effective dates of each action.

### Verifying Entitlement and Permit Activity on Affordable Sites

- Once per month, the GIS team will provide an email to Planning staff with an analysis comparing permit activity with the affordable housing layer to determine if sites have been developed under the affordable housing target density per Govt. Code §65863 (g). When a site is developed under the target density, the procedures for replacement or written determination per Govt. Code §65863 shall be exercised.
- Planning staff will use the GIS affordable housing layer as a tool to determine if an entitlement is being requested on an opportunity site. If the site is determined to be an affordable housing site, the procedures for replacement or written determination per Govt. Code §65863 shall be exercised.

### Replacement of lost inventory

In the event that affordable housing inventory is lost due to permitting or downzoning property that was identified in the Regional Housing Needs Assessment, the City shall make a written finding supported by substantial evidence as to whether or not remaining sites identified in the housing element are adequate to meet the requirements of Section 65583.2 and to accommodate the jurisdiction's share of the regional housing need pursuant to Section 65584.

The City shall maintain a Rezone Program that identifies how the City would adequately address replacement land if and when affordable housing inventory is lost due to development that does not meet the affordable housing target densities.

In the case where written findings cannot be made, the City shall identify replacement land by zoning property to a density that maintains the City's RHNA allocation. The City shall make sites available to address the loss of affordable housing inventory within 180 days.

### Processing Entitlements

During review of project entitlements, the Project Manager (PM) shall refer to the site inventory information provided by the GIS team to determine if the project site is listed.

If the site is listed on the site inventory, the PM shall make a written finding in the staff report, supported by substantial evidence as to whether or not remaining sites identified in the housing element are adequate to meet the requirements of Section 65583.2 and to accommodate the jurisdiction's share of the regional housing need pursuant to Section 65584.

If the remaining sites are not adequate to meet the requirements, the applicant shall process a rezone, general plan amendment (if necessary), to replace the loss of units on a parcel within the City limits; or

The City will complete one or more rezones per the Rezone Program.

Approval of an applicant or City rezone for replacement of the loss of units shall be complete prior to the proposed entitlement becoming effective.

#### Annual Reporting

The status of the net loss or gain of units within the site inventory shall be included within the annual Housing Element Annual Progress Report.

#### Amendment to Procedures

These procedures may be amended at any time to address State requirements and/or City Codes and Standards. Amendments to these procedures require approval of the Director of Planning and Development Services.

  
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Dwight Krill, Planning and Development Services Director

3.14.2019  
Date

#### Rezone Program (3/6/2019)

- Applicant Driven Projects
  - Currently processing two projects with a total of 203 units at 20 units per acre.
- Heritage Grove Plan Area
  - Prezone sites and annex
  - Developer driven Master Plan for MU #11 is in process (317-544 units at 25-43 units per acre)
- Shaw Avenue Corridor Plan
  - Ordinance Amendment to adopt the SH Zone District Overlay
  - CEQA is complete
- Loma Vista Specific Plan
  - Prezone and annex high density properties
  - Amendment to the Tax Sharing Agreement has been completed
- General Plan Amendment and Rezone
  - Re-designate and rezone properties to the Very-High category and R-4 zoning
  - CEQA is required
- General Plan Update
  - Reassign densities to provide for or reassign a category for 20 unit per acre minimum