



HOUSING ELEMENT ADVISORY COMMITTEE

Agenda

Thursday, Jan. 16, 2020
Faraday Center, Room 173A
1635 Faraday Avenue
Carlsbad, CA 92008
6 p.m.

1. Call to Order
2. Roll Call
3. Introductions
4. Meeting purpose
5. Public Comment

(Please limit your comments to three minutes; a total of five speakers may be heard. In conformance with the Brown Act, no action can occur on items presented during public comment.)

6. Department Reports and Committee Discussion
 - a. Overview of Brown Act and other transparency laws
 - b. Overview of the Housing Element, the Housing Element Update workplan and the Housing Element Advisory Committee charter
 - c. Upcoming meetings
 - i. Jan. 21, 2020, City Council (joint special meeting)
 - ii. Housing Element Advisory Committee calendar (tentative)
7. Adjournment



HOUSING ELEMENT ADVISORY COMMITTEE

Staff Report

Meeting Date: Jan. 16, 2020

To: Housing Element Advisory Committee Members

From: Scott Donnell, Senior Planner

Staff Contact: Scott Donnell, Senior Planner
Scott.donnell@carlsbadca.gov, 760-602-4618

Subject: Agenda item 6.a. - Overview of Brown Act and other transparency laws

Recommended Action

Receive a report from the City Attorney regarding the Ralph M. Brown Act and other transparency laws.

Executive Summary

This is an informational presentation from City Attorney Celia Brewer on laws relevant to the Housing Element Advisory Committee.

Further information on the Brown Act is available on the League of California Cities website, www.cacities.org/opengovernment, including a guide published by the League, *Open & Public V: A Guide to the Ralph M. Brown Act (2016)*.

Public Notification

This item was noticed in accordance with the Ralph M. Brown Act and was available for viewing at least 72 hours prior to the meeting date.



HOUSING ELEMENT ADVISORY COMMITTEE

Staff Report

Meeting Date: Jan. 16, 2020

To: Housing Element Advisory Committee Members

From: Scott Donnell, Senior Planner

Staff Contact: Scott Donnell, Senior Planner
Scott.donnell@carlsbadca.gov, 760-602-4618

Subject: Agenda item 6.b. - Overview of the Housing Element, the Housing Element Update workplan and the Housing Element Advisory Committee charter

Recommended Action

Receive a report overviewing the housing element, the workplan for the Housing Element Update, and the charter for the Housing Element Advisory Committee.

Executive Summary

This is an informational presentation to overview the housing element, the workplan to update the element for the 2021-2029 housing cycle, and the charter for the advisory committee. The City Council approved both the workplan and charter at its meeting of Sept. 10, 2019. Attached are the staff report prepared for that meeting, including the approved workplan and charter, and the relevant excerpt of the meeting minutes. Also provided is the city's currently adopted housing element for the advisory committee's information.

Public Notification

This item was noticed in accordance with the Ralph M. Brown Act and was available for viewing at least 72 hours prior to the meeting date.

Exhibits

1. Sept. 10, 2019, City Council staff report
2. Excerpt of Sept. 10, 2019, City Council minutes
3. Adopted Housing Element for the 2017-2021 housing cycle (available online at <https://www.carlsbadca.gov/services/depts/planning/general.asp> and distributed to advisory committee members at the January 16 meeting)



CITY COUNCIL
Staff Report

Meeting Date: September 10, 2019

To: Mayor and City Council

From: Scott Chadwick, City Manager

Staff Contact: David de Cordova, Principal Planner
David.decordova@carlsbadca.gov or 760-602-4604
Scott Donnell, Senior Planner
Scott.donnell@carlsbadca.gov or 760-602-4618

Subject: A work plan, citizen advisory committee charter, and budget carry-over for the General Plan Housing Element Update Project

Recommended Action

Adopt a resolution approving (1) a work plan for the General Plan Housing Element Update Project, (2) a charter for a Housing Element citizen advisory committee, and (3) a carry-over of \$335,000 from FY 2018-19 General Fund budget surplus to fund the Housing Element Update Project costs.

Executive Summary

At its October 23, 2018 meeting, the City Council directed staff to move forward on a comprehensive, ground up review and update of the 1986 Growth Management Plan (GMP) processed through a citizen advisory committee. Council members acknowledged the close relationship between this effort and the upcoming General Plan Housing Element Update Project (HE update) particularly since residential growth projections could impact GMP facilities planning and dwelling unit caps.

The HE update must be adopted by the City Council by April 15, 2021. Because of this deadline and other state-mandated processing requirements, the HE update will begin this fall. Moving forward on an update of the GMP is subject to further discussion. At a special meeting on July 9, 2019, the City Council voted 5-0 to discuss the GMP update at their future goal setting workshops, tentatively scheduled for September 18 and October 2. Depending on how City Council directs staff at the goal setting workshops, staff will return with a work plan, resource plan and budget request to enable the update effort.

The HE update will discuss topics that will generate public interest. Accordingly, staff recommends forming a citizen advisory committee to guide the update. The committee, composed of city commission and resident representatives, would perform many of the key steps in the update process, such as soliciting public input and advising decision-makers.

The attached charter details the committee's mission statement, composition, and principles of participation. The attached work plan outlines the committee's and overall project's tasks and schedule. It is proposed that the full City Council make the final decision on all appointment recommendations.

Discussion

Work plan

To complete the HE update by the April 2021 state deadline, staff has proposed a work plan with a start-up phase of initiating actions and a work phase. The work plan also proposes timelines to accomplish the different tasks of each phase as follows:

1. Start-up phase – September to December 2019: Start-up tasks lay the foundation for the HE update effort by initiating several activities, such as hiring a consultant(s), drafting and implementing a public outreach plan, and soliciting and appointing committee members.
2. Work phase – January 2020 to April 2021: The work phase initially centers on committee orientation and education and then concentrates on the HE update. This phase includes substantial public involvement and concludes with committee recommendations to the City Council, public hearings on the HE update, and submittal of the approved update to the state by the April 2021 deadline.

Work plan activities are not necessarily sequential and in fact frequently overlap to initiate and move the project in a timely manner. As the project progresses, tasks may change. Please refer to the attached work plan for greater detail on the phases, tasks, and timelines.

Citizen advisory committee - overview

As reflected in the work plan, a Housing Element Advisory Committee (HEAC) would oversee and guide review of the HE update, consider staff and expert advice, and solicit public input in formulating its recommendations to the City Council. The committee would hold a series of public business meetings and/or workshops in carrying out its charge through fall 2020.

Logistical support and professional guidance to the committee would be provided in two ways. First, city staff would produce draft and final work products on behalf of the committee for public and decision-maker consideration. Second, staff would form a "technical resource group." This group would consist of subject matter experts on an as-needed basis, such as employees from different departments and representatives from outside organizations, such as a homeless services provider.

A proposed HEAC charter is an attachment to the City Council resolution. The charter provides a mission statement, principles of participation, member roles, and meeting requirements. Charter provisions also establish "open meeting" requirements for the committee in compliance with the Ralph M. Brown Act (Brown Act).

As the charter describes, it is proposed that the City Council appoint all committee members. To enable the HEAC to begin meeting early 2020, member solicitation would occur in the fall followed by City Council appointments soon after.

Citizen advisory committee - member representation and appointment

The charter section regarding member representation and appointment identifies the composition and number of HEAC members and the process to appoint them. As the charter indicates, staff recommends a seven-member committee composed of three commission representatives and four resident representatives. It is proposed that the full City Council make the final decision on all committee appointments. Details, options, and discussions about staff's recommendations are outlined below.

1. Number of members

Recommendation	Seven members
Options	The committee could have more or fewer members.
Discussion	<p>Seven to nine members is appropriate. A larger number makes supporting and managing the committee more difficult; a smaller number could challenge the ability to obtain adequate representation and perspectives and achieve required quorums to conduct meetings.</p> <p>While most city boards, committees, and commissions have five to seven members, a seven-member HEAC enables a better, more complete mix of commission and resident representation as explained in the following section.</p>

2. Composition of members

Recommendation	<p>A mix of city commission members and residents composed of five city commission representatives and four resident representatives:</p> <ol style="list-style-type: none"> 1. One Planning Commissioner 2. One Housing Commissioner 3. One Senior Commissioner 4. Four resident representatives, each serving based on their quadrant or district location (depending on City Council desire).
Options	<p>There are several options to staff's recommendation, including:</p> <ol style="list-style-type: none"> 1. A committee composed entirely of commission representatives or entirely of resident representatives rather than a mix of both 2. A committee with commission representatives other than as recommended 3. A committee featuring community stakeholders (e.g., representatives of a large employer, Chamber of Commerce,

	<p>or social services provider located in the city) that may not be Carlsbad residents</p> <ol style="list-style-type: none"> 4. A committee that includes subject matter experts who may not live in Carlsbad but who can provide experience and insight on relevant matters, such as land development, housing, or financing 5. A committee composition based on a mix of one or more of the above alternatives 6. Other option(s) the City Council may identify
Discussion	<p>The recommended mix of commissioners and residents provides a balanced representation and perspective. Whether commissioner or resident, all members would live in Carlsbad and would likely have a greater interest than a non-resident in project discussions and outcomes.</p> <p>The growth and housing matters to be addressed in the HE update directly relate to the subject areas of the recommended commission representation. Further, the Planning Commission's purview includes land use decision-making and General Plan review, and the Housing Commission is charged with advising the City Council on matters such as establishment or amendment of affordable housing programs and amendments of the HE.</p> <p>Because the HEAC will make recommendations on the HE update, including related policies and programs, one Planning Commissioner, one Housing Commissioner, and one Senior Commissioner on the committee are appropriate.</p>

3. Appointment of members

Recommendation	<ol style="list-style-type: none"> 1. Mayor considers and confirms the recommended nominations from the Housing, Planning, and Senior commissions 2. Council members recommend a resident representative from each quadrant or district (as desired) <p>The full city Council makes the final decision on all appointment recommendations (recommended)</p>
Options	<p>Alternatives to staff's recommendation include:</p> <ol style="list-style-type: none"> 1. A resident representative from each of the four City Council Districts instead of each quadrant 2. Resident representatives at large with no district or quadrant representation 3. Other option(s) the City Council may identify
Discussion	<p>Except for resident representation by quadrant or district, the recommended appointment procedure is consistent with City</p>

	<p>Council’s February 19, 2019, action on the amendment to the Community Development Block Grant Citizen Participation Plan to modify the appointment process and the membership requirements for the ad hoc CDBG Citizen Advisory Committee. In that action, the City Council approved resident representation from each of the four City Council Districts instead of from each quadrant.</p> <p>Staff believes appointments by quadrant (rather than by district) are more geographically equitable as City Council Districts may or may not include residents from each of the four quadrants.</p>
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If the City Council agrees with staff’s recommendation, approval of the attached resolution is appropriate. If the City Council approves an alternative to the recommendation, staff can either revise the charter accordingly and begin its implementation and solicitation of committee members or return to the City Council with a revised charter for approval at a future meeting.

Housing Element and Growth Management Plan

Processing of the HE update will include consideration of the GMP, such as its quadrant dwelling unit caps and facilities planning. The city will need to examine, for example, how it can accommodate its share of forecasted regional growth based on GMP standards. This examination will occur as part of the HEAC’s deliberations in a public setting with public input. Moreover, potential recommendations to modify the GMP may develop from the committee’s work.

Attached Exhibit 2 provides helpful background information on the city’s growth, the GMP, and state housing law, particularly regarding forecasted growth for Carlsbad and the region.

Fiscal Analysis

Staff is requesting City Council approve a carry-over of \$335,000 from FY 2018-19 General Fund budget surplus for HE update costs.

The State of California recently announced the release of funding under the SB 2 Planning Grants Program. The intent of the funding is to help local governments streamline housing approvals and accelerate housing production. If the City Council authorizes staff to apply for and receive SB 2 funds from the state (a proposal that will be processed separately from this recommended action on the HE update), funds received may partially offset use of the requested carry-over.

Next Steps

Staff will begin the process of soliciting HEAC members for City Council consideration this fall. HEAC meetings are anticipated to begin early next year. Through 2020, committee members will seek public input and develop recommendations on the HE update. In the fall of 2020, staff intends to return to City Council with the HEAC’s recommendations. The resulting City Council direction will then guide staff’s preparation of the final HE update for public hearings in early 2021.

Environmental Evaluation (CEQA)

Pursuant to Public Resources Code section 21065, this action does not constitute a "project" within the meaning of CEQA in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review.

The HE update is subject to CEQA. While the level of environmental review is not known now, the work plan, schedule, and budget anticipate preparation of an environmental impact report.

Public Notification

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

Exhibits

1. City Council Resolution.
2. General Plan Housing Element background information.

RESOLUTION NO. 2019-170

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARLSBAD, CALIFORNIA, APPROVING (1) A WORK PLAN FOR THE GENERAL PLAN HOUSING ELEMENT UPDATE, (2) A CHARTER FOR A HOUSING ELEMENT CITIZEN ADVISORY COMMITTEE, AND (3) A CARRY-OVER OF \$335,000 FROM FISCAL YEAR 2018-19 GENERAL FUND BUDGET SURPLUS FOR HOUSING ELEMENT UPDATE COSTS.

WHEREAS, state law requires that all cities and counties have an adopted general plan consisting of various mandatory elements, including a housing element that must be reviewed and updated every eight years; and

WHEREAS, by law, the City of Carlsbad General Plan Housing Element (HE) must be reviewed, updated and adopted by April 15, 2021, to adequately plan for its share of anticipated growth in the San Diego region during the 2021-2029 planning period; and

WHEREAS, because the HE update will generate public interest, a citizen advisory committee is recommended to oversee and guide the update process, solicit community input, and make recommendations to the City Council; and

WHEREAS, committee members will voluntarily serve for approximately one year and as described in the citizen advisory committee charter for the General Plan Housing Element Update Project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carlsbad, California, as follows:

1. That the above recitations are true and correct.
2. That City Council hereby approves the work plan for the General Plan Housing Element Update Project as set forth in Attachment A.
3. That City Council hereby approves the citizen advisory committee charter for the General Plan Housing Element Update Project as set forth in Attachment B.
4. That the City Council hereby approves a carry-over of \$335,000 from FY 2018-19 General Fund budget surplus to fund the Housing Element update costs.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the City Council of the City of Carlsbad on the 10th day of September 2019, by the following vote, to wit:

AYES: Hall, Blackburn, Bhat-Patel, Schumacher, Hamilton.
NAYS: None.
ABSENT: None.


MATT HALL, Mayor


for BARBARA ENGLESON, City Clerk

(SEAL)



Work Plan

General Plan Housing Element Update Project

Description. This project consists of a state-mandated update to the General Plan Housing Element (HE) and will span approximately 20 months, from September 2019 to April 2021. The proposed work plan consists of: 1) a start-up phase to include administrative activities, consultant selection, and formation of the Housing Element Advisory Committee (HEAC); and 2) a work phase to include research, analysis, public engagement and hearings, drafting, recommending and adopting an updated Housing Element.

By law, the Housing Element update for the 2021-2029 planning period must be adopted by the City Council by April 2021. The HEAC's role in providing guidance and recommendations is vital to successful completion of the HE update. While the HEAC will focus primarily on the substantive state requirements of the HE update, it will consider housing matters in light of the city's Growth Management Plan provisions such as housing caps.

The phases and tasks below describe briefly project contents and steps. Tasks are not necessarily sequential and in fact frequently overlap to timely initiate and move the project. As the project progresses, tasks may change.

A project schedule is included on the last page of this work plan.

START-UP PHASE

- **Task 1: Acquire professional services.** Staff will prepare and issue a request for proposal to acquire consultant services. Following review of proposals received, staff will recommend to City Council approval of a consultant, scope of work and contract. **Estimated timeline: September – December 2019.**
- **Task 2: Draft and implement a public outreach plan.** Staff will establish the framework for noticing, updating, and engaging the community, stakeholders, city commissions, and City Council. Early on, this task will help advise as much as possible the scope of work and initial activities to publicize the project and activate the HEAC. Later, staff will refine the public outreach plan based on consultant, community, and committee input and as project activities warrant.

Due to anticipated community interest and complexity, an extensive outreach plan may be necessary. Outreach may include methods such as:

- Preparing community newsletters that educate and explain project objectives, key issues, and ways to be involved
- Considering surveys via phone, web, and mail to understand community desires regarding accommodating new housing

- Conducting community workshops and educational forums to educate, inspire, and facilitate wide and diverse participation
- Attending HOA, business group, and other meetings to broaden outreach
- Creating and regularly updating a project website and logo/branding
- Developing media materials, such as press releases, newsletter articles and public service announcements

Estimated timeline: September 2019 and ongoing.

- **Task 3: Form a supporting technical resources group.** The HE update will involve staff from several different city departments and would likely benefit from the recognized expertise of representatives from other agencies or organizations, such as a school district liaison or staff from a homeless services provider. The city's project manager will assemble the technical resources group from city department employees that is supplemented by the participation of non-city representatives as needed. The technical resource group would support the committee and project management team through data, research, reports and presentations. **Estimated timeline: September 2019 and ongoing.**
- **Task 4: Solicit and appoint Housing Element Advisory Committee members.** The HEAC will oversee and guide review of the HE update. In carrying out its charge, the HEAC would consider the advice of staff and solicit community input through a public meeting/workshop format as they formulate recommendations to the City Council. Initiation of the HEAC will be based on the City Council-approved charter outlining the committee's mission statement and principles of participation. In fall 2019, staff will solicit members through a noticed public process for the HEAC. As a final step in the committee's formation, the City Council will appoint the members. **Estimated timeline: September – December 2019.**

WORK PHASE

- **Task 1: Start staff and consultant review.** By late 2019, the San Diego Association of Governments plans to distribute final Regional Housing Needs Assessment (RHNA) allocations to Carlsbad and other county jurisdictions. This release coincides approximately with the city's hiring of a consultant to assist in the HE update, and it is an appropriate time for staff and the consultant to begin reviewing the city's housing plan, a process expected to last about 18 months. RHNA allocations are estimates of new homes needed to accommodate projected growth over several years. **Estimated timeline: Beginning fall 2019.**
- **Task 2: Conduct HEAC meetings.** Beginning in early 2020, meetings will initially focus on committee orientation and then concentrate on the HE update. Up front discussion on the HE and other relevant documents such as the Growth Management Plan (GMP) will provide members with important foundation and context. For example, awareness of the

GMP will give the committee context when it compares Carlsbad's RHNA allocation with GMP housing caps and facility standards. And, understanding housing and growth management in relation to core documents such as the Carlsbad Community Vision and General Plan will be critical for members in evaluating the impact of HEAC recommendations on the city's land use plan and community values.

In its role to advise on the HE update, the HEAC could perform many of the important and fundamental steps in the HE update process, including:

- Soliciting general community and focused stakeholder input on the existing housing plan and housing conditions (stakeholders include affordable housing developers and providers)
- Analyzing existing housing programs and policies and suggesting changes
- Recommending any land use changes proposed to accommodate the RHNA allocation
- Considering broad changes to GMP housing caps, such as increasing individual quadrants or citywide limits or eliminating caps altogether
- Authorizing the filing of the initial draft HE to the state for mandated review
- Soliciting public input on the initial draft HE after its release
- Providing recommendations to the City Council on the final draft HE

The city will publicly notice all meetings. HEAC recommendations would require City Council approval. **Estimated timeline:**

- **HEAC meetings will begin early 2020.**
 - **Staff anticipates HEAC meetings to solicit initial public and stakeholder input will occur the first half of 2020.**
 - **Release of the draft HE for public and mandated state review will occur in the second half of 2020.**
 - **The HEAC will consider all comments and release its final recommendations on the HE update in fall 2020.**
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- **Task 3: Process necessary CEQA review.** Staff, with consultant assistance, will review the HE update in relation to the California Environmental Quality Act and prepare the necessary environmental document. While the level of environmental review is not known now, preparation of an environmental impact report is planned. An EIR will require draft and final EIRs, a public review period, and public hearings before the Planning Commission and City Council. The HEAC would not have purview over the CEQA document. **Estimated timeline: Like the HE update, with release and public review of the draft document in the second half of 2020 followed by document adoption or certification in early 2021 as part of the HE public hearings.**
 - **Task 4: Present HEAC recommendations and receive direction.** Staff will report the committee's recommendations on the HE update to the City Council. The resulting City

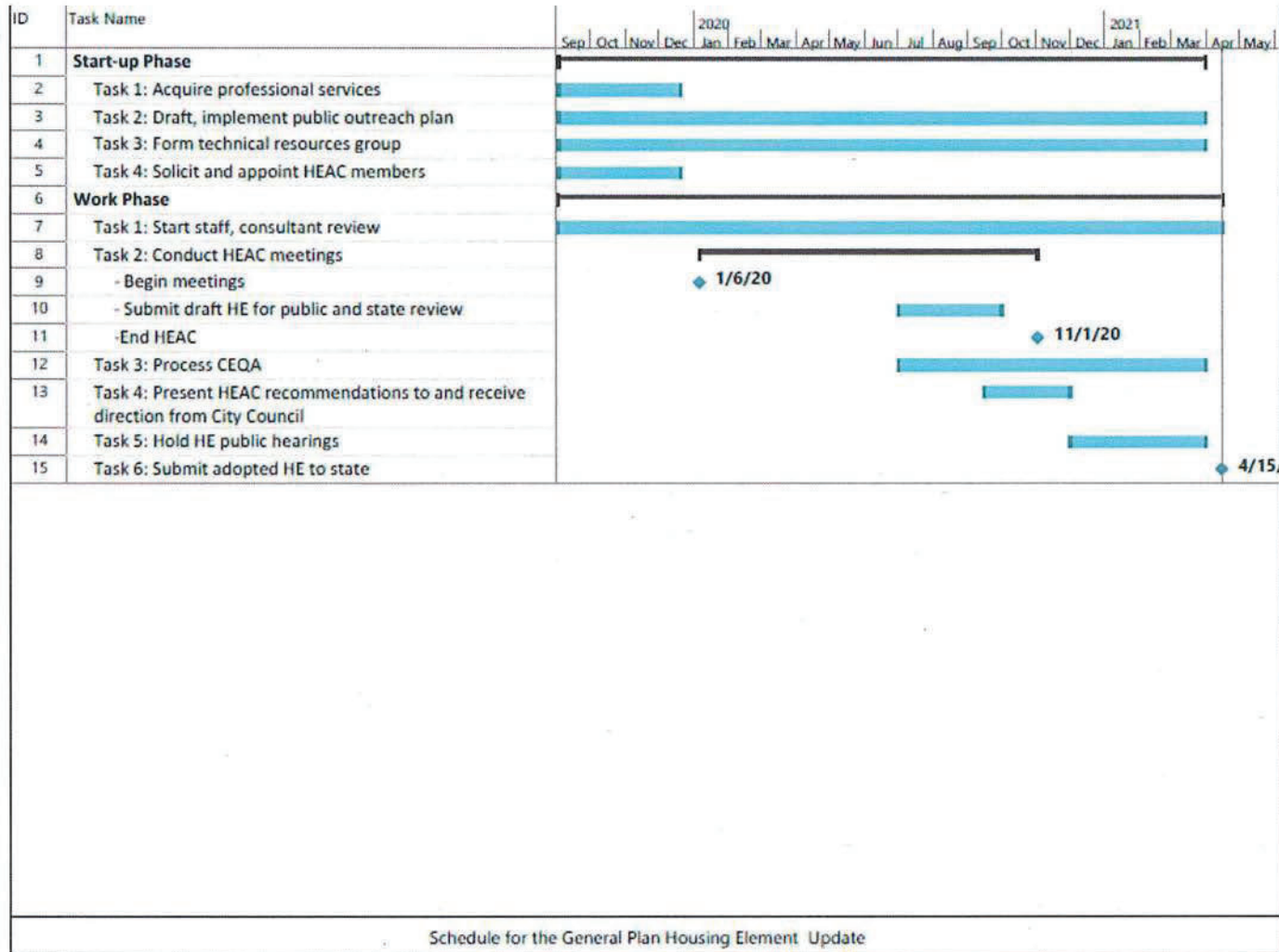
Council direction will then guide staff's preparation of the final HE update. **Estimated timeline: Fall 2020.**

- **Task 5: Hold Housing Element public hearings.** To adopt the final HE update, hearings before the Housing Commission, Planning Commission, and City Council are necessary. Each review body will have the benefit of the HEAC's review and public input. **Estimated timeline: Late 2020 – March 2021.**
- **Task 6: Submit adopted HE update to the state.** Following City Council's approval of the HE update by the April 15, 2021 deadline, staff will submit the document to the California Department of Housing and Community Development. Program implementation will occur thereafter. **Estimated timeline: April 15, 2021.**

Follow-up housing actions (provided for information only and not a part of this work plan). The new HE will contain a housing plan of policies and programs. Programs may require completion of specific actions, such as a rezoning, by a certain date to ensure Carlsbad's housing needs are timely addressed.

Pursuant to 1986's Proposition E, the city cannot approve any General Plan amendment, zone change, subdivision map or other discretionary permit that could result in a development that exceeds the dwelling unit (housing cap) limit in each quadrant without voter approval. Complying with the city's RHNA allocation, for example, may require the city to redesignate land for more housing. If that action would exceed GMP housing caps, a housing element program could identify the need for a public vote and a time frame for the vote to occur. With voter approval, subsequent proposals to redesignate properties could occur. Another subsequent action may require updating a local facilities management plan to accommodate additional housing development as the HE update may identify.

State housing law requires jurisdictions to complete follow-up actions within three years of housing element adoption (Government Code Section 65583(c)(1)(A)). Depending on various factors, such as election timing, the drafting of ballot language and other steps could begin after HE adoption.



General Plan Housing Element Update Project Housing Element Advisory Committee Charter

Introduction

The General Plan Housing Element Update Project (HE update) is an approximately 20-month community process, the objective of which is to update the General Plan Housing Element as required by state law.

Mission Statement

The mission of the Housing Element Advisory Committee (HEAC) is to participate in and provide guidance to the HE update by promoting balanced consideration of a range of perspectives on issues affecting Carlsbad, encouraging broad community participation, and providing continuity of participation throughout the entire update project.

Principles of Participation

Role of Housing Element Advisory Committee Members

To achieve the mission of the HEAC, the City Council is asking members to:

- Become familiar with state housing law and housing needs, constraints, and opportunities in the state, regional, and local context
- Attend multiple meetings over an approximately one year period
- Adhere to the update program schedule and respond to established deadlines
- Keep interested community members informed of the progress of the update program
- Encourage community participation throughout the update program
- Listen to and respect diversity in perspectives, facts and opinions
- Provide constructive feedback to city staff and consultants on process and works in progress at key points during the update program
- In decision-making, balance individual and group stakeholder goals with the larger public interest and legal requirements
- Work collaboratively with other HEAC members in reaching decisions and making recommendations to the City Council

Representation and Appointment

The committee will be composed of a total of nine members as follows:

- One Housing Commissioner
- One Planning Commissioner
- One Senior Commissioner
- One Traffic and Mobility Commissioner
- One Northwest Quadrant resident representative

- One Northeast Quadrant resident representative
- One Southwest Quadrant resident representative
- One Southeast Quadrant resident representative
- One at-large representative

Each respective commission will nominate a commissioner to serve as a member of the HEAC. The Housing Commission, Planning Commission, Senior Commission, and Traffic and Mobility Commission will nominate one commissioner each. The nominated commissioner must have at least 18 months remaining on his or her term at the time of appointment. The Mayor will consider and confirm the recommended nominations.

City Council members will recommend a resident representative from each quadrant. In addition, the Mayor will also recommend an at-large representative. The full City Council will make the final decision on all nomination and appointment recommendations.

Discussion Process

During HEAC meetings, committee members agree to abide by the following discussion process:

- The committee will select a Chair and Vice-chair
- The committee will establish ground rules about how members should conduct themselves during meetings
- The preferred decision-making process is collaborative problem-solving
- Consensus of the HEAC will take precedence over individual preferences
- In cases of non-consensus, the Chair may call for majority vote of the committee; however, alternative perspectives will be documented
- City staff will be present at all meetings to assist the Chair and committee as-needed

Role of Chair and Vice-chair

The Chair will ensure that the HEAC meetings are conducted fairly and efficiently, that proper order and mutual respect among all participants is maintained, that there is full participation during meetings, that all relevant matters are discussed, that all committee members have an opportunity to participate in committee discussions, and that necessary decisions are made. To the extent reasonable, the Chair will seek consensus of the committee in decision-making. In instances where consensus cannot be reached, the Chair may call for majority vote of the committee following procedures set forth in Carlsbad Municipal Code Chapter 1.20. However, the Chair will ensure that minority viewpoints are heard and documented.

The Chair will ensure that these *Principles of Participation* and agreed-upon "ground rules" are adhered to.

The Chair is responsible for ensuring that members of the public desiring to address the

committee have the opportunity to do so at the appropriate time.

The Chair may speak to members of the media on behalf of the HEAC, and represent the committee at public workshops, hearings and other public events as appropriate.

The role of the Vice-chair is to serve as the Chair in his or her absence.

Meeting Schedule

Once appointed, HEAC members are making an approximately one-year commitment. The HEAC will be formed and have its first meeting in early 2020, and will meet approximately once a month throughout the update program. It is anticipated the HEAC will conclude its work by December 2020. However, the committee chair or committee member(s) so authorized may wish to continue project involvement by representing the HEAC during public hearings on the HE update in early 2021.

Meeting Attendance

Full participation of committee members is essential to the effectiveness of the HEAC, and members are expected to attend all HEAC meetings. If a committee member is unable to attend a meeting, he or she shall notify city staff as soon as possible.

If a committee member resigns his or her appointment before the committee's work has concluded, he or she shall notify the Mayor and City Council in writing, with copies sent to the City Clerk, City Manager and the HE update project manager. At their next scheduled meeting, the HEAC will consider whether to recommend that the Mayor and City Council fill the vacated position.

Meeting Quorum

For meeting purposes, a quorum of the HEAC is met with five members in attendance.

Open Meeting Requirements

All HEAC meetings and committee members are subject to the open meeting requirements of the Ralph M. Brown Act (Brown Act). The Brown Act imposes public notice and access requirements on committee meetings, and places certain limitations on when and how committee members may communicate with one another. At the first HEAC meeting, committee members will be given a briefing by the City Attorney's office about the basic requirements of the Brown Act.

In addition to meeting as a committee approximately monthly, committee members are encouraged to attend other HE activities scheduled for the benefit of the general public, such as community workshops, informational meetings or open houses. Member attendance at

these activities also may be subject to the Brown Act.

Meeting Agendas

City staff will prepare meeting agendas and supporting materials in consultation with the Chair or a majority of the HEAC following the procedures of the Brown Act. At the end of each meeting, the Chair and city staff will summarize the results and identify items that may need further research or be carried over to the next meeting, preview new business for the upcoming meeting, and invite committee members to suggest new items for future meetings. Agendas for future meetings will be established by consensus of the HEAC with concurrence of the Chair and city staff.

Members of the public have a right to attend HEAC meetings and will have an opportunity to address the committee on any issue under its purview. Agendas will include time for public comment.

External Communications

The overriding consideration in all communications is to honor and sustain the constructive, collaborative process of the committee. HEAC members are encouraged to communicate with their constituencies to keep them informed of the HE update program and to encourage direct participation.

Should committee members speak to the media, members shall provide accurate information to inform the public about the program, but are asked to refrain from engaging in speculation, advocating a position on a specific issue, speaking on behalf of the HEAC (except for the Chair or unless authorized by the committee to do so), or otherwise making public statements that would tend to hamper constructive committee discussions.

Committee members are asked to notify city staff of any media contact related to the committee and its work. City staff will be available to assist in any communications to the media, if desired.

Information Sharing

To ensure all HEAC members have the same information available to them, all documents will be distributed through city staff. If a member has information he or she would like to share with other committee members, the information should be given to staff for distribution to the entire committee. Maintaining this flow of information will facilitate a respectful, collaborative process, and help avoid unintended violations of open meeting laws (e.g., serial meetings).

Work Products

In addition to its role as representatives of and conduits to community stakeholders, the HEAC will be responsible for reviewing draft work product and providing guidance on policy issues. The primary purpose of the HEAC in reviewing work product is to ensure that it accurately and fairly reflects information provided by city staff, consultants, subject matter experts, and the input received from the community at the various forums, group meetings and public workshops.

The draft work products that the HEAC will likely review include but are not limited to:

- Public outreach plan
- Public comments in response to the work and recommendations of the committee and staff
- Staff, consultant, and subject matter expert reports and presentations on the housing element and other relevant land use documents, such as the General Plan and the growth management plan
- Sites analysis proposed to accommodate Carlsbad's share of the RHNA (Regional Housing Needs Assessment)
- Draft housing element for the 2021-2029 planning period, including the element's housing plan of policies and programs comments on the document received from the public, housing and social service organizations, and the state Department of Housing and Community Development
- Recommendation on the draft housing element
- Meeting minutes

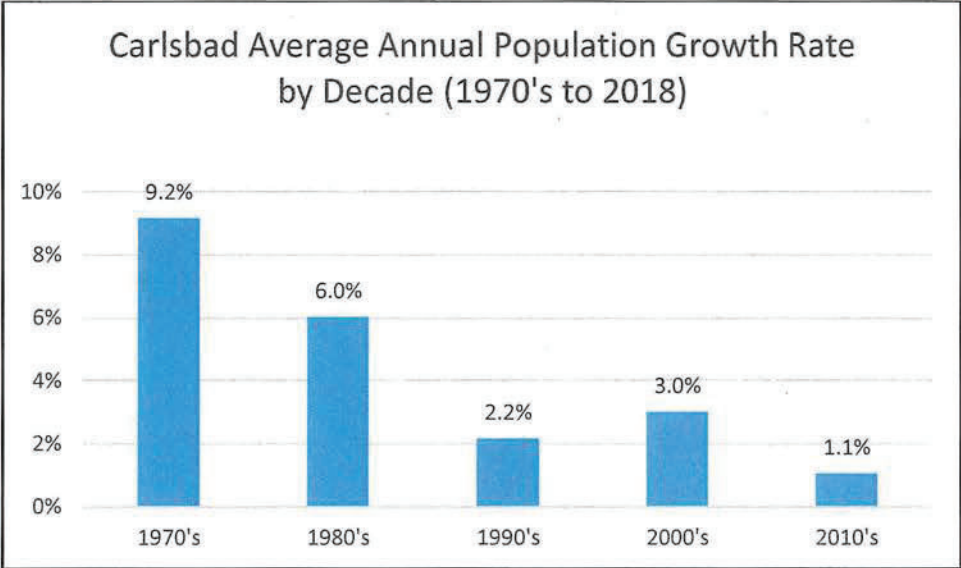
General Plan Housing Element Update Project Background Information

To help facilitate understanding and further discussion on the General Plan Housing Element Update Project, this background report provides information on the following topics:

- 1. Growth and Housing
- 2. Regional Housing Needs Assessment
- 3. Growth Management Plan
- 4. Considerations

1. Growth and Housing

Throughout its history, Carlsbad’s development has occurred with the boom and bust cycles of regional, state and national economic conditions. The Growth Management Plan (GMP) was born out of concern over the high growth rate during the mid-1980’s. At that time, Carlsbad’s development was less than 20 percent of its planned maximum residential capacity. Annual new housing starts likely peaked in 1986, and new population was being added at some nine percent each year. The city’s growth rate has slowed significantly in comparison since then (a little more than one percent since 2010, as shown in the figure below), as the major master planned communities, business/industrial parks and remaining larger parcels of developable land approach build-out. In fact, residentially speaking, Carlsbad is now at approximately 84 percent of potential buildout.



Carlsbad is transitioning from an era of expansive growth to one of infill and redevelopment. While the pace of development that gave rise to the Growth Management Plan in the 1980’s has tapered, the continuing challenge of responsibly accommodating growth has not. Going forward, the challenges associated with infill growth will likely become more acute, not less. This will be particularly true for housing.

The state of California requires that all cities and counties adequately plan to meet the housing needs of everyone in the community. California's local governments meet this requirement by adopting housing plans as part of their general plan. The state law mandating that housing be included as an element of each jurisdiction's general plan is known as "housing-element law." California's housing-element law acknowledges that, for the private market to adequately address the housing needs and demand of Californians, local governments must adopt plans and regulatory systems that provide opportunities for (and do not unduly constrain), housing development. As a result, housing policy in California rests largely on the effective implementation of local general plans and local housing elements.

Regional Housing Needs Assessment

State law describes detailed requirements for a housing element's preparation, content and implementation timelines. Key among these requirements are determining the local share of a region's projected housing needs for a given period and demonstrating that there is enough suitable land planned at the right densities to accommodate the need. Carlsbad's current Housing Element, which was adopted with the General Plan update in 2015, confirmed (and subsequently re-confirmed in 2017) that Carlsbad has sufficient planning capacity to meet the community's housing needs through 2021.

Housing needs are re-examined every eight years through a process known as the Regional Housing Needs Assessment (RHNA), which marks the beginning of a new housing element update cycle. This assessment process begins with a statewide projection of population and corresponding housing needs, which are allocated to the regions throughout the state. It is up to the regions, following parameters laid out in housing element law, to develop a RHNA Plan for distributing each jurisdiction's share of the region's housing needs. The San Diego Association of Governments (SANDAG) performs the housing needs allocation function for the San Diego region.

On July 5, 2018, the California Department of Housing and Community Development (HCD) issued its final housing needs determination for the San Diego region. HCD determined that the region's cities and County must plan for 171,685 new housing units to accommodate the projected increase in population between June 2020 and April 2029. More than half (57.5%) of these new units must be planned to accommodate lower and moderate-income households. SANDAG, in consultation with its member jurisdictions and regional stakeholders, has been developing the methodology and RHNA Plan for allocating the housing needs. After a public comment period, the RHNA allocation will be finalized. The timeline for the RHNA process is:

- July 5, 2018 HCD issues final Regional Housing Need Determination
- Oct 2018 - July 2019 SANDAG drafts methodology and RHNA Plan
- July 26, 2019 SANDAG releases draft RHNA methodology for public review
- August 23, 2019 SANDAG holds public hearing and sends methodology to HCD
- Aug – Oct 2019 HCD reviews RHNA methodology

- Late 2019 SANDAG adopts final methodology and posts RHNA allocations for 45-day review
- Late 2019 SANDAG adopts final RHNA Plan and allocation

Following adoption of the RHNA Plan, the region's cities and the County will have until April 2021 to update their housing elements to ensure their land use plans have sufficient capacity to meet their share of housing needs. If a jurisdiction determines that their planned densities will not cover their share, then a rezoning program may be required as part of the housing element update.

Growth Management Plan

At its October 23, 2018, meeting, the City Council directed staff to move forward on a comprehensive, ground up review and update of the 1986 Growth Management Plan (GMP) processed through a citizen advisory committee. At the same time, Council members acknowledged the close relationship between this effort and the update of the Housing Element particularly since residential growth projections could impact GMP facilities planning and dwelling unit caps. At a July 9, 2019, special meeting, the City Council voted 5-0 to further discuss updating the GMP at a subsequent meeting on goal setting.

Pursuant to 1986's Proposition E, a primary component of the GMP, the city cannot approve any General Plan amendment, zone change, subdivision map or other discretionary permit that could result in a development that exceeds the dwelling unit (housing cap) limit in each quadrant without voter approval. Complying with the city's RHNA allocation, for example, may require the city to redesignate land for more housing. If that action would exceed GMP housing caps, a housing element program could identify the need for a public vote and a time frame for the vote to occur. With voter approval, subsequent proposals to redesignate properties could occur. Another subsequent action may require updating a local facilities management plan to accommodate additional housing development as the HE update may identify.

State housing law requires jurisdictions to complete follow-up actions within three years of housing element adoption (Government Code Section 65583(c)(1)(A)). Depending on various factors, such as election timing, the drafting of ballot language and other steps could begin after HE adoption.

Considerations

While the implications for Carlsbad's Housing Element, current land use plan and the GMP dwelling unit caps are being assessed, consider the following:

- The region's 171,685 housing units needed for the coming cycle is higher than it is for the current cycle (161,980 units) and covers a shorter projection period (8.8 years vs. 11.0 years).

- Carlsbad's current share of 4,999 new units required the city to increase densities on certain sites as part of the 2015 General Plan update.
- Based on the draft RHNA methodology, Carlsbad's share of the region's housing need for the upcoming 2021-2029 housing cycle would be 3,873 units. About 54%, or 2,094 units, are designated for lower income households, which is 489 more units than the previous housing cycle. Furthermore, recent changes to "no net loss" provisions in state law will encourage cities to plan for more than the minimum lower and moderate income RHNA allocation. If the draft RHNA plan is adopted as proposed, it may again require the city to increase densities.
- Changes to housing element law in 2017 enforce more rigor to adequate sites analysis, such as providing more justification for including in a housing element certain nonvacant sites, small (less than ½-acre) and large (greater than 10 acres) sites, and vacant and nonvacant sites that have been listed in previous inventories but not developed during the housing element period (see AB 879 and AB 1397).

Looking to the next housing element cycle, key questions will be: to what degree can Carlsbad continue to rely on infill and redevelopment sites in its housing strategy; and will additional sites need to be identified for increased densities, even though the city may have sufficient overall housing capacity under current land use plans and GMP housing caps?

Item No. 11 was heard before the Consent Calendar.

11. PRESENTATION FROM SANDAG REGARDING BUENA VISTA LAGOON ENHANCEMENT – Receive a presentation from the San Diego Association of Governments (SANDAG) regarding the Buena Vista Lagoon Enhancement Project. (Staff contact: Hossein Ajideh, Public Works)

City Manager’s Recommendation: Receive the presentation.

12. GENERAL PLAN HOUSING ELEMENT UPDATE PROJECT – Adoption of Resolution No. 2019-170 approving (1) a Work Plan for the General Plan Housing Element update, (2) a charter for a Housing Element Citizen Advisory Committee, and (3) a carry-over of \$335,000 from Fiscal Year 2018-19 General Fund budget surplus for Housing Element update costs. (Staff contact: David de Cordova and Scott Donnell, Community & Economic Development)

City Manager’s Recommendation: Adopt the Resolution.

Senior Planner Scott Donnell and Principal Planner David de Cordova presented the report and reviewed a PowerPoint presentation (on file in the Office of the City Clerk).

John Nguyen-Cleary spoke regarding the composition of the Committee.

Council concurred to amend the Charter comprising the Housing Element Citizen Advisory Committee to include the following members: one member per Quadrant; one at-large member; one member each from the Planning Commission, Housing Commission and Traffic Safety Commission of which the individual Commissions will choose the member. The Commission representatives are to have at least 18 months left on their terms.

Motion by Council Member Schumacher, seconded by Council Member Blackburn, to adopt Resolution No. 2019-170 and the amendment to the Charter. Motion carried unanimously, 5/0.

13. LETTER OF COMMITMENT TO JOIN THE AARP NETWORK OF AGE FRIENDLY STATES AND COMMUNITIES – Adoption of Resolution No. 2019-171 authorizing the submittal of a letter of commitment to support the application for membership in the AARP Network of Age-Friendly States and Communities. (Staff contact: David Graham, City Manager Department and Mike Pacheco, Parks & Recreation Department)

City Manager’s Recommendation: Adopt the Resolution.

Chief Innovation Officer David Graham, Recreation Services Manager Mike Pacheco, and Recreation Area Manager Margaret Hamer presented the report and reviewed a PowerPoint presentation (on file in the Office of the City Clerk).

Bob Prath from AARP and Peggy Pico of the San Diego Foundation spoke in support of the Letter of Commitment.

Motion by Mayor Pro Tem Bhat-Patel, seconded by Council Member Blackburn, to adopt Resolution No. 2019-171. Motion carried unanimously, 5/0.



HOUSING ELEMENT ADVISORY COMMITTEE

Staff Report

Meeting Date: Jan. 16, 2020
To: Housing Element Advisory Committee Members
From: Scott Donnell, Senior Planner
Staff Contact: Scott Donnell, Senior Planner
Scott.donnell@carlsbadca.gov, 760-602-4618
Subject: Agenda item 6.c. - Upcoming meetings

Recommended Action

Receive a brief report on future meetings applicable to the Housing Element Advisory Committee.

Executive Summary

On Jan. 21, 2020, at 5 p.m., the City Council will hold a joint special meeting with the Planning Commission, Housing Commission, Traffic and Mobility Commission, and Housing Element Advisory Committee. The purpose of the meeting is to discuss new laws and impacts on the City of Carlsbad. The meeting will be held at the city's Faraday Center, 1635 Faraday Avenue, in Room 173. Further information will be provided to the committee prior to the joint special meeting.

Regarding the Housing Element Advisory Committee, staff has drafted the following tentative meeting schedule. All dates suggested fall on the second Wednesday of each month in 2020.

- February 12
- March 11
- April 8
- May 13
- June 10
- July 8
- August 12
- September 9
- October 14
- November 11 (Veteran's Day)
- December 9

The committee is not asked to approve these meeting dates as they are subject to change upon further committee discussion at a subsequent meeting.

Public Notification

This item was noticed in accordance with the Ralph M. Brown Act and was available for viewing at least 72 hours prior to the meeting date.