



HOUSING ELEMENT ADVISORY COMMITTEE

Agenda

Wednesday, March 11, 2020
Faraday Center, Room 173A
1635 Faraday Avenue
Carlsbad, CA 92008
6 p.m.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Minutes of the Housing Element Advisory Committee meeting of February 12, 2020

PUBLIC COMMENT

In conformance with the Brown Act, no committee action can occur on items presented during Public Comment. A total of 15 minutes is provided so members of the public can address the committee on items that are not listed on the Agenda. Speakers are limited to three (3) minutes each. If you desire to speak during Public Comment, fill out a SPEAKER CARD and submit it to the Minutes Clerk. If there are more than five (5) speakers, the remaining speakers will be heard at the end of the agenda. When you are called to speak, please come forward to the podium and state your name.

NEW BUSINESS

1. Land Use 101 and information resources*
2. Existing Housing Element
3. RHNA Overview
4. Updating the Housing Element: Timeline and the review and approval process
5. Communication Plan
 - a. Communication and engagement strategy
 - b. Key milestones for public input
 - c. Community education
 - i. Informational brochure and bulletins**
 - ii. Website (www.carlsbadca.gov/housingplan)
 - d. Committee role
 - i. Committee input on stakeholder list and community presentations*
 - ii. Your role as an ambassador
6. Future Housing Element Advisory Committee meeting topics*

COMMITTEE MEMBER COMMENTS

STAFF/CONSULTANT COMMENTS



HOUSING ELEMENT ADVISORY COMMITTEE

Agenda

CONTINUATION OF PUBLIC COMMENT

This portion of the agenda is set aside for continuation of public comments, if necessary, due to exceeding the total time allotted in the first public comment section.

NEXT REGULARLY SCHEDULED MEETING

April 8, 2020, 6 p.m.
Faraday Center
1635 Faraday Avenue
Carlsbad, CA 92008

ADJOURNMENT

*Next to an agenda item indicates an attachment

**Next to an agenda item indicates the item will be provided separately.



Feb. 12, 2020

CALL TO ORDER: 6:05 p.m.

ROLL CALL: Commissioners Barnett, Luna, Novak, Perez, Proulx, Sachs, Streicher, Weis
Commissioner Evans (absent)

APPROVAL OF MINUTES:

Motion by Committee Member Luna, seconded by Committee Member Proulx to approve the committee meeting minutes from Jan. 16, 2020. Motion passed 8/0/1 (Evans absent).

PUBLIC COMMENTS:

None.

NEW BUSINESS:

Senior Planner Donnell introduced Jeff Murphy, the Community Development Director for the City of Carlsbad. Community Development Director Murphy shared his thoughts and enthusiasm of this process and the importance that housing elements have on communities.

Following Mr. Murphy's comments, Senior Planner Donnell then directed everyone's attention to the remaining procedures that the Committee would be following for the evening.

1. Introduction and Role of Rincon Consultants, Inc. (Housing Element Update Consultant)

Brenna Weatherby, Senior Program Manager for Rincon Consultants, introduced the consultant team. Ms. Weatherby noted her responsibility for the Planning and Public Outreach portion of this project. She then introduced Sally Schifman, Senior Program Manager for Rincon Consultants, who is responsible for the CEQA portion and preparation of the EIR for the duration of the project. Finally, she introduced Mintier Harnish and firm members Jim Harnish and Rick Rust, who were present, and acknowledged STC Traffic, the project's traffic consultant.

2. Discussion on Committee Member Expectations for the Project

Senior Planner Donnell noted some basic information as to the committee member's roles, such as serving as conduits for housing element information within the community.

Consultant Weatherby added that projects like this can be complex and often daunting and expressed the importance for committee members to be aware of other's expectations and to know where to find the right resources throughout the course of the project.

Committee member Novak requested information resources to help the committee's work.

Committee member Proulx also requested information resources as well as direction as to what the committee should review.

Community Development Director Murphy acknowledged the volume of new material affecting the committee's work.

Consultant Weatherby offered that an agenda item next month could overview committee topics in the coming months.

Committee member Streicher requested the parameters for communicating, as in what committee members can and cannot say.

Consultant Weatherby suggested developing talking points to assist committee members.

Committee member Weis asked if SB 330 will disrupt CEQA and requested guidance on the depth of the committee's review.

Committee member Streicher asked for information on what contributes to RHNA.

Committee member Novak requested more information regarding the Growth Management Plan dwelling unit caps.

Committee member Luna noted it will help to have a project timetable at the next meeting.

3. **Election of Chairperson**

Election of the Chairperson began with a brief overview by Mr. Donnell on the role of the Chairperson.

Committee members discussed personal experience and potential nominees.

Motion by Committee Member Weis, seconded by Committee Member Sachs, to nominate Committee Member Luna as Chairperson. Motion carried, 8/0/1 (Evans absent).

4. **Election of Vice Chair Person**

Election of the Vice Chairperson began with a brief overview by Mr. Donnell on the role of the Vice Chairperson.

Committee members discussed personal experience and potential nominees.

Motion by Committee Member Weis, seconded by Committee Member Barnett, to nominate Committee Member Proulx, as Vice Chairperson. Motion carried, 8/0/1 (Evans absent).

5. **Approval of Meeting Calendar**

Consultant Weatherby stated the current schedule is set for committee meetings on the second Wednesday of the month due to scheduling conflicts with other committees that are involved with the project. She noted more frequent meetings may be needed at times. The discussion included procedures that would occur if committee members were to not be able to attend a meeting due to personal and other commitments. If a certain number of committee members is absent for a meeting, this is to be discussed beforehand so the public can be notified of any canceled meeting 72 hours in advance.

Motion by Committee Member Streicher, seconded by Committee Member Perez, to approve committee meetings on the second Wednesday of each month. Motion carried, 8/0/1 (Evans absent).

6. Discussion on Housing Element, Purpose and Function

Consultant Weatherby shared a brief PowerPoint on general housing element information. Details regarding why cities are required to develop housing elements, what is required to be included in housing elements, and the April 2021 deadline for the City of Carlsbad to adopt and updated element were shared. She requested questions and comments from committee members.

Committee member Barnett suggested that providing examples of the different kinds of housing being contemplated by the Housing Element Update could help community outreach.

Community Development Director Murphy indicated staff is developing information bulletins for the project.

7. Relevant Legislation

Consultant Weatherby presented information on other types of legislation that could potentially pertain to future housing projects in the City. Ms. Weatherby requested comments and questions from committee members.

Committee member Perez inquired about housing legislation and the California Coastal Commission.

COMMITTEE MEMBER COMMENTS:

None.

STAFF/CONSULTANT COMMENTS:

Senior Planner Donnell polled committee members on their preference for receiving meeting packets either via mail or email.

Committee members indicated receiving packets via email was fine.

CONTINUATION OF PUBLIC COMMENT:

Bill Hoffman, Hoffman Engineering: Requested that all documents delivered to the committee be posted on the City's website for the general public to view.

Mr. Donnell stated that the City will be posting materials to a publicly accessible website.

ADJOURNMENT:

Motion to adjourn by Chair Luna, seconded by Vice Chair Proulx. Motion Carried 8/0/1 (Evans absent). Meeting was adjourned at approximately 7:15 p.m.

Agenda Item 1 Information Resources

The list below is meant to provide Housing Element Advisory Committee members and the community with helpful information regarding the Housing Element Update. It is not comprehensive and is only a “snapshot in time.” Please consult the Housing Element Update page, www.carlsbadca.gov/housingplan, for additional information.

Affordable housing and homelessness

- The city’s housing department has a webpage that provides affordable housing information: <https://www.carlsbadca.gov/services/depts/housing/default.asp>.
- The city’s homeless response plan: <https://www.carlsbadca.gov/news/homeless.asp>.
- Information on Windsor Pointe, an approved affordable housing project near the Village that will provide housing and support services to homeless veterans and their families as well as people suffering from serious mental illness: <https://www.carlsbadca.gov/services/depts/planning/windsor.asp>.

Development monitoring in Carlsbad

- Miscellaneous development reports (Note: The Development Monitoring Report, one of the reports provided, gives the monthly status of dwelling units per Growth Management): <https://www.carlsbadca.gov/services/building/reports.asp>.

General Plan

- The General Plan, including the Housing Element and all other elements: <https://www.carlsbadca.gov/services/depts/planning/general.asp>.

Growth Management

- Growth Management Plan and related information: <https://www.carlsbadca.gov/services/depts/planning/growth.asp>.
- Growth Management Plan Monitoring Report, FY 2017-2018 (latest report available): <https://www.carlsbadca.gov/civicax/filebank/blobdload.aspx?BlobID=35807>.

Residential growth projections (Regional Housing Needs Assessment, or RHNA)

- August 20, 2019, City Council staff report on RHNA: <http://edocs.carlsbadca.gov/HPRMWebDrawer/RecordHTML/556115>.
- SANDAG fact sheet on the 6th RHNA cycle: https://sandag.org/uploads/publicationid/publicationid_4538_24712.pdf. (The 6th cycle is for the period 2021-2029 and the one for which the city is preparing the Housing Element Update.)

Housing Element (current version, adopted 2017)

- City of Carlsbad current (2017) Housing Element: <https://www.carlsbadca.gov/civicax/filebank/blobdload.aspx?BlobID=29360>.

- March 12, 2019, City Council staff report on 2018 Housing Element progress report: <http://edocs.carlsbadca.gov/HPRMWebDrawer/RecordHTML/533071> (A report reviewing the city's progress through 2019 will be available this spring).

Housing Element Advisory Committee (HEAC) and Housing Element Update:

- Project website: www.carlsbadca.gov/housingplan
- HEAC agendas, staff reports, and presentations: <https://www.carlsbadca.gov/services/depts/planning/agendas.asp> (temporary location; information will be moved to project website).

Land use and planning in general

- The city's Planning Division webpage links to a variety of information on various land use documents, like the General Plan and Growth Management noted above and many others: <https://www.carlsbadca.gov/services/depts/planning/default.asp>.
- SANDAG land use and regional growth information: <https://sandag.org/index.asp?classid=12&fuseaction=home.classhome>
- SANDAG housing information: <https://sandag.org/index.asp?subclassid=116&fuseaction=home.subclasshome>.



Staff Report

Meeting Date: March 11, 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 5d. – Committee role/input on project stakeholder list and community presentations

Recommended Action

Provide input on the project stakeholder list and community presentations for the Housing Element Update.

Executive Summary

State housing law (Government Code 65583(c)(7)) requires that "the local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort."

To engage the community and comply with state law, staff seeks the committee’s input on two items: First, the project stakeholder list, or the individuals, businesses, groups, organizations, and agencies to contact about the Housing Element Update. Second, those stakeholders the committee recommends contacting regarding a project presentation by city staff. To assist the committee, the following list broadly identifies potential stakeholders.

<ul style="list-style-type: none"> • Affordable housing developers and managers • Agricultural interests • Business groups • Chamber of Commerce • Financial, investment and realty businesses and organizations • Market rate housing developers • Planning/land use firms • Tourism industry • Trade organizations (BIA, San Diego County Apartment Association) 	<ul style="list-style-type: none"> • Advocacy groups • Churches • Health and welfare organizations • Homeless and social service providers • Shelter providers 	<ul style="list-style-type: none"> • Homeowners’ Associations • Neighborhood groups • Property managers • Property owners 	<ul style="list-style-type: none"> • County Health and Human Services • North County Transit District • SANDAG • San Diego County Farm Bureau • Utility providers • City commissions
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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.

Agenda Item 6

Future Housing Element Advisory Committee (HEAC) Meeting Topics

(Note: Topics listed are subject to change)

April 8, 2020

- Considerations in developing Housing Element
 - Basic housing needs
 - Existing efforts
 - Conditions assessment
 - Housing affordability
 - State law
 - California Environmental Quality Act
 - Coastal Act
 - Housing law
- Goals/policies for site selection
- Site selection strategies
- Review criteria and considerations for other agencies that will need to approve the document or land use changes such as the Coastal Commission, Airport Land Use Commission, Tribal Governments, etc.

May 13, 2020

- Site selection
- Community meeting primer

June 10, 2020

- Community meeting recap – what we found, what have you heard?
- Needs assessment discussion
 - Relevancy of existing policies and programs
 - Basis for considering new policies and programs
- Community outreach update
- Identify “gap areas”

July 8, 2020

- CEQA primer
- General Plan Element amendments primer

Aug. 12, 2020

- Draft Housing Element discussion
 - Proposed policies and programs

Sept. 9, 2020

- Draft Environmental Impact Report – Findings of the analysis

Oct. 14, 2020

- Public review of Draft Housing Element and Draft EIR
- California Department of Housing and Community Development (HCD) review of Draft Housing Element

Nov. 11, 2020

- Draft Housing Element – public review
 - What we heard – public and HCD comments
 - Anticipated revisions
- HEAC recommendation on Draft Housing Element

Dec. 9, 2020

- HEAC recommendation on Draft Housing Element
- Next steps
 - Schedule
 - Public hearings and plan adoption
 - HCD review
 - Program implementation
- HEAC concludes

2021 Project schedule

- January – March:
 - Housing Commission public hearing
 - Planning Commission public hearing
 - City Council public hearing
- March – July:
 - HCD final review and certification