



CITY OF HUGHSON
PLANNING COMMISSION MEETING
 City Hall Council Chambers
 7018 Pine Street, Hughson, CA

AGENDA
TUESDAY, OCTOBER 21, 2014 – 6:00 P.M.

CALL TO ORDER: Chair Julie Ann Strain

ROLL CALL: Chair Julie Ann Strain
 Vice Chair Karen Minyard
 Commissioner Sanjay Patel
 Commissioner Mark Fontana
 Commissioner Ken Sartain

FLAG SALUTE: Chair Julie Ann Strain

1. PUBLIC BUSINESS FROM THE FLOOR (No Action Can Be Taken):

Members of the Audience may address the Planning Commission on any item of interest to the public pertaining to the City and may step to the podium, State their name and City of Residence for the record (requirement of Name and City of Residence is optional) and make their presentation. Please limit presentations to five minutes. Since the Planning Commission cannot take action on matters not on the Agenda, unless the action is authorized by Section 54954.2 of the Government Code, items of concern which are not urgent in nature can be resolved more expeditiously by completing and submitting to the City Clerk a "Citizen Request Form" which may be obtained from the City Clerk.

2. PRESENTATIONS: NONE.

3. NEW BUSINESS:

- 3.1:** Approve the Minutes of the Regular Meeting of August 19, 2014.
- 3.2:** Determine that Vacating Right-of-Way (ROW) on Fourth Street between Hughson Avenue and Charo Street Conforms to the Adopted Hughson General Plan and Recommend that the City Council Formally Vacate Said Right-of-Way.

- 3.3: Review and Consider Amending the Hughson Municipal Code (HMC), Section 17, Zoning Ordinance, to Remove a Prohibition Regarding Restaurant Related Drive-Throughs.
- 3.4: Review and Discuss the Potential Acquisition and Development of the Proposed Seventh Street Community Park.
- 3.5: Review and Discuss the Future Update to the City of Hughson's Housing Element.

4. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

5. INFORMATIONAL ITEMS: NONE.

6. CORRESPONDENCE: NONE.

7. COMMENTS:

7.1: Staff Reports and Comments: (Information Only – No Action)

Community Development Director:

City Clerk:

City Attorney:

7.2: Commissioner Comments: (Information Only – No Action)

ADJOURNMENT:

WAIVER WARNING

If you challenge a decision/direction of the Planning Commission in court, you may be limited to raising only those issues you or someone else raised at a public hearing(s) described in this Agenda, or in written correspondence delivered to the City of Hughson at or prior to, the public hearing(s).

UPCOMING EVENTS:

October 25	▪ Harvest of Promise, Family Resource Center, St. Anthony's Church, 7:00pm
October 27	▪ City Council Regular Meeting, City Council Chambers, 7:00pm
October 31	▪ Trunk, or Tent and Treat Event, LeBright Fields, 5:00-9:00pm 

RULES FOR ADDRESSING PLANNING COMMISSION

Members of the audience who wish to address the Planning Commission are requested to complete one of the forms located on the table at the entrance of the Council Chambers and submit it to the City Clerk. **Filling out the card is voluntary.**

**AMERICANS WITH DISABILITIES ACT/CALIFORNIA BROWN ACT
NOTIFICATION FOR THE CITY OF HUGHSON**

This Agenda shall be made available upon request in alternative formats to persons with a disability; as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132) and the Ralph M. Brown Act (California Government Code Section 54954.2).

Disabled or Special needs Accommodation: In compliance with the Americans with Disabilities Act, persons requesting a disability related modification or accommodation in order to participate in the meeting and/or if you need assistance to attend or participate in a Planning Commission meeting, please contact the City Clerk's office at (209) 883-4054. Notification at least 48-hours prior to the meeting will assist the City Clerk in assuring that reasonable accommodations are made to provide accessibility to the meeting.

AFFIDAVIT OF POSTING

DATE: October 17, 2014 **TIME:** 5:00pm
NAME: Dominique Spinale **TITLE:** City Clerk

Notice Regarding Non-English Speakers:

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Hughson Planning Commission shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

General Information: The Hughson Planning Commission meets in the Council Chambers on the *third Tuesday* of each month at 6:00 p.m., unless otherwise noticed.

PC Agendas: The Planning Commission Agenda is now available for public review at the City's website at www.hughson.org and City Clerk's Office, 7018 Pine Street, Hughson, California on the Friday, prior to the scheduled meeting. Copies and/or subscriptions can be purchased for a nominal fee through the City Clerk's Office.

Questions: Contact the City Clerk at (209) 883-4054



CITY OF HUGHSON
PLANNING COMMISSION MEETING
City Hall Council Chambers
7018 Pine Street, Hughson, CA

MINUTES
TUESDAY, AUGUST 19, 2014 – 6:00 P.M.

CALL TO ORDER: Chair Julie Ann Strain

ROLL CALL:

Present: Chair Julie Ann Strain
Vice Chair Karen Minyard
Commissioner Mark Fontana
Commissioner Ken Sartain

Absent: Commissioner Sanjay Patel

Staff Present: Jaylen French, Community Development Director
Dominique Spinale, Assistant to the City Manager/City Clerk

FLAG SALUTE: Chair Julie Ann Strain

1. PUBLIC BUSINESS FROM THE FLOOR (No Action Can Be Taken):

No Public Comments.

2. PRESENTATIONS: NONE.

3. NEW BUSINESS:

3.1: Approve the Minutes of the Regular Meeting of May 20, 2014.

SARTAIN/MINYARD 4-0 (PATEL-Absent) motion passes to approve the Minutes.

3.2: Conduct the 2014 Nominations and Elect a Chair and Vice Chair.

Chair Strain opened nominations for the position of Chair. Commissioner Minyard nominated Commissioner Strain for Chair. No other nominations were made. Chair Strain closed the nominations.

MINYARD/SARTAIN 4-0 (PATEL-Absent) motion passes approve Commissioner Strain as Chair.

Chair Strain opened nominations for the position of Vice Chair. Commissioner Sartain nominated Commissioner Minyard. No other nominations were made. Chair Strain closed the nominations.

SARTAIN/FONTANA 4-0 (PATEL-Absent) motion passes to approve Commissioner Minyard as Vice Chair.

- 3.3: Consideration of Public Space Areas on Hughson Avenue to Make the Roadway a Destination.**

Director French presented the Staff Report on this item and the Commission discussed this item. All Commissioners were supportive of the proposal and discussed ideas for Hughson Avenue, stemming from what they have seen in other cities such as Ripon, Turlock, Pleasanton, and Seattle. They discussed the option of having pavers and trees to provide shade.

Commissioner Fontana recommended trying it out temporarily, to identify any impacts to the area, businesses, and the residents.

STRAIN/MINYARD 4-0 (PATEL-Absent) motion passes to direct staff to move forward with Public Space Areas on Hughson Avenue to Make the Roadway a Destination.

4. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

5. INFORMATIONAL ITEMS: NONE.

6. CORRESPONDENCE: NONE.

7. COMMENTS:

- 7.1: Staff Reports and Comments: (Information Only – No Action)**

Community Development Director: Director French updated the Commission on the future residential development in the Euclid North, Euclid South, and Feathers Glen subdivisions. He also discussed the status of the Dollar General Project, the 5th Street Sidewalk Infill Project, the Well No. 7 Replacement (Well No. 9), and the 57 acres located at Hatch Road and Santa Fe Avenue.

City Clerk: City Clerk Spinale provided an update to the Commission on the General Municipal Election to take place on November 4.

City Attorney:

7.2: Commissioner Comments: (Information Only – No Action)

Commissioner Fontana discussed finding Hughson’s niche. The Commission also discussed various local events, including the farmer’s market in Turlock. The Commission expressed interest in a farmers market in Hughson. They also discussed improving the advertisement and organization of the city wide yard sale event and inquired about the possibility of the Hughson Chamber of Commerce taking ownership of the yard sale event.

ADJOURNMENT:

Chair Strain adjourned this meeting at 7:15 P.M.

JULIE STRAIN, Chair

DOMINIQUE SPINALE, City Clerk



**PLANNING COMMISSION
AGENDA ITEM NO. 3.2
SECTION 3: NEW BUSINESS**

Meeting Date: October 21, 2014
Subject: Determine that Vacating Right-of-Way on Fourth Street between Hughson Avenue and Charo Street conforms to the Adopted Hughson General Plan and Recommend that the City Council Vacate Said Right-of-Way
Enclosures: Proposed Project Location
Presented By: Jaylen French, Community Development Director
Approved By: _____

Staff Recommendation:

Determine that vacating right-of-way on Fourth Street between Hughson Avenue and Charo Street conforms to the adopted Hughson General Plan and recommend that the City Council formally vacate said right-of-way (ROW).

Background and Overview:

Staff has been working with the Embree Group—who is a real estate, engineering and construction firm retained by Dollar General—on a potential store over the last several months. In that time, the Embree Group/Dollar General has begun initial discussions with property owners to secure a site; and with City staff to obtain the necessary permits and entitlements to construct a new store in the City.

On October 1, 2014, the Embree Group formally notified staff that Dollar General had approved moving forward with a location in downtown Hughson. The proposed site is on, and adjacent to, Fourth Street between Hughson Avenue and Charo Street (alley), which is currently being utilized as a public parking lot.

The next step in the planning/development process for the proposed Dollar General Store is to seek city approvals for vacating the Fourth Street ROW. This item is to seek a determination from the Commission that the vacation is consistent with and conforms to the Hughson General Plan and to recommend that the City Council formally vacate the ROW.

Initial Vacation Research

According to staff's research, the City does not own the land under the subject area; it simply controls the ROW, which it now utilizes as a public parking lot. Should the City vacate the ROW, the underlying fee title would belong, in equal shares, to the adjacent property owners. Embree Group/Dollar General has recently secured the land through purchase contracts on either side of the subject area. Therefore, if the subject area is vacated, Embree Group/Dollar General would own the land in fee. This would provide the opportunity to construct the proposed retail store.

To arrive at this determination, Staff spoke with the Stanislaus County Surveyors Department, reviewed City incorporation documents, performed general research on similar instances and discussed with City legal counsel. Through this research, the City discovered:

- The ROW predates the incorporation of Hughson as a general law city.
- The City only has ROW for street/roadway purposes (and thus does not own the underlying land in fee).
- At some point in the past, the ROW extended past Whitmore Avenue until the area over the existing school was assumedly vacated, leaving only the truncated ROW south of Hughson Avenue to Charo Street (alley).
- The ROW has not been used for through traffic for well over five (5) consecutive years, but vehicles can access Charo Street (alley).
- The ROW has been utilized as a parking lot for well over five (5) consecutive years.
- No public money has been expended for over five (5) consecutive years on the ROW.

California Streets and Highways Code Sections 8320-8325 set forth a procedure whereby a municipality can vacate right-of-way at its discretion. However, it must conduct a hearing before the governing body, i.e. City Council and accept evidence on whether or not the ROW is unnecessary for present or prospective public use. If it finds that the ROW is not necessary for public use, then the municipality (City Council) may formally vacate the ROW.

Discussion:

This item seeks 1) a Planning Commission determination that vacating the subject ROW is consistent with the General Plan and 2) a recommendation to the City Council to formally vacate the ROW.

The subject area is currently designated Downtown Commercial in the Hughson General Plan and is zoned General Commercial (C-2). The Downtown Commercial designation allows for general commercial and services that serve the entire community. The role of this designation is to preserve the City's traditional commercial core as the primary pedestrian-focused commercial area for Hughson.

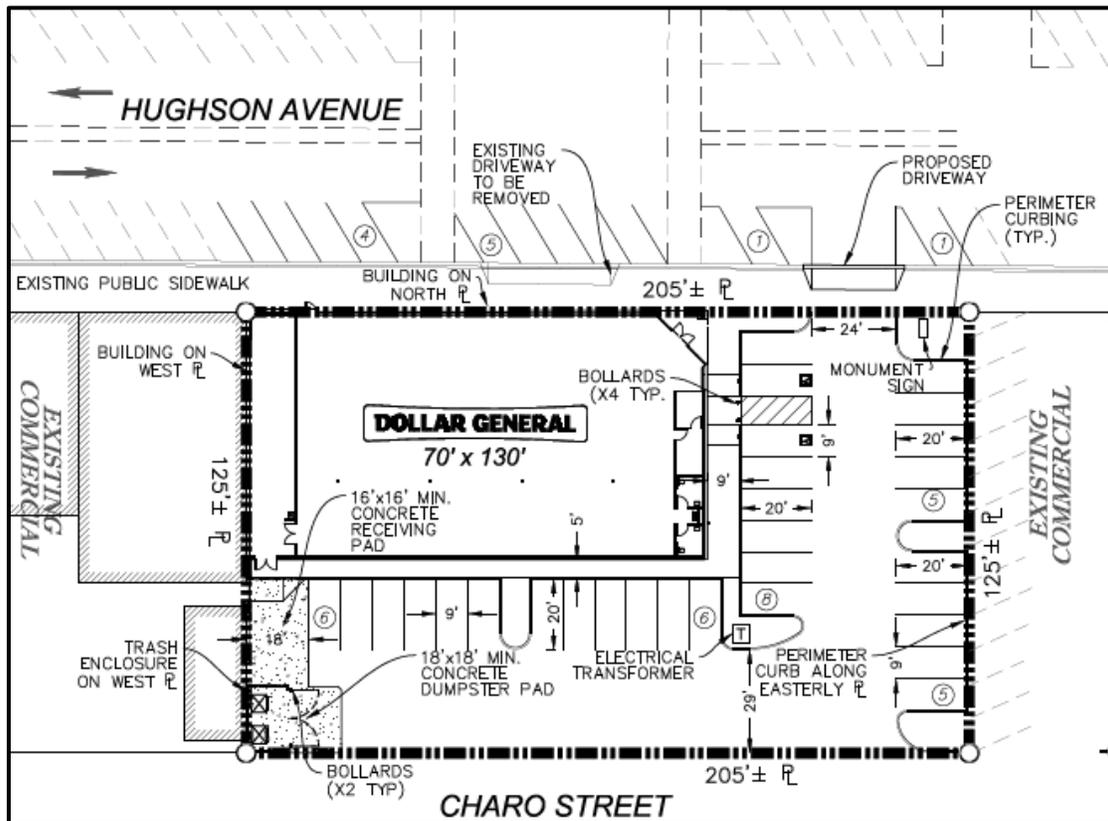
According to the General Plan, "[Downtown] is the commercial and social center of Hughson." Many General Plan goals, policies and actions, as well as other

planning documents, speak to preserving the downtown as the commercial hub of the City.

Proposed Use

The previous section spoke to the potential conformity of vacating the ROW, i.e. conformity with the land use designation and General Plan policies. Further, the proposed use and site layout is consistent with City goals and policies.

Staff strongly encouraged, and presently Dollar General is proposing, a building oriented on the site that would match the other downtown buildings in this area and would help to preserve the pedestrian focus.



The City of Hughson has initiated and is continuing to revitalize its downtown area and transform Hughson Avenue into a more pedestrian-oriented and commercially vibrant “Main Street”.

The proposed use helps to revitalize the downtown and enhance the commercial vibrancy through the construction of a new building, for retail purposes.

Next Steps

Should the Planning Commission determine that the vacation conforms to the General Plan—and make that recommendation to the Council—the City will then provide a notice initiating the vacation procedure and staff will set a public hearing

before the City Council, likely on November 10th. After the Public Hearing has closed, if the Council finds, from all presented evidence, that the ROW is unnecessary for public use, the Council may adopt a resolution vacating the ROW. Before the City Council, staff will recommend that the vacation is contingent on actual construction on the proposed site, so that if the project were to not move forward, the use could remain as is.

Fiscal Impact:

There is no fiscal impact associated with vacating the Fourth Street ROW, as this area is currently being utilized as a free public parking lot.





**PLANNING COMMISSION
AGENDA ITEM NO. 3.3
SECTION 3: NEW BUSINESS**

Meeting Date: October 21, 2014
Subject: Review and Consider an Amendment to the Hughson Municipal Code to Remove Prohibition Regarding Restaurant Related Drive-Throughs
Presented By: Jaylen French, Community Development Director

Approved By: _____

Staff Recommendation:

Review and consider amending the Hughson Municipal Code (HMC), Section 17, Zoning Ordinance, to remove a prohibition regarding restaurant related drive-throughs.

Background and Overview:

During staff's work on two separate potential restaurants in the City, staff discovered that HMC Section 17.02.012.B.1.b. prohibits drive-through windows for restaurant uses.

In reviewing the history of the HMC, past amendments and in talking with staff and others associated with the City, staff could not determine when or for what specific reasons the prohibition had been adopted. It is unclear if the intent was for environmental reasons, to preserve the small town feel and atmosphere of Hughson or for other reasons.

The intent of this item is to review and consider amending the Hughson Municipal Code to remove the drive-through prohibition. Ultimately, during a separate meeting, in which a public hearing will be held, the Planning Commission will provide a formal recommendation to the City Council that the proposed amendment is consistent with the General Plan.

Discussion:

Previously, City staff brought this issue before the City's Economic Development Committee (EDC) on August 25, 2014 as a discussion item. The purpose of the item was to gauge the EDC member's interest in preserving or removing the drive-through window prohibition, and to discuss the potential benefits and downsides to allowing this use. These include, but are not limited to:

Potential Benefits of Prohibition

- Reduce Noise Impacts
- Lessen Traffic and Traffic Congestion
- Reduce Air Pollution (This issue is questioned by many professionals)
- Preserve Small Town Feel and Atmosphere
- Preserve Current City Image

Potential Detriments of Prohibition

- Inconvenience for the Elderly, Families with Small Children, and the Disabled
- Revenue Seepage to Other Communities
- Provide more Space/Land for Parking

After a lengthy discussion, the EDC members favored removing the drive-through window prohibition.

The proposed amendment would simply remove the one sentence in Section 17.02.012.B.1.b, which states, "Drive-through windows for restaurants are prohibited."

General Plan Consistency

The Planning Commission shall ultimately decide if the proposed HMC amendment is consistent with the General Plan and if the proposed amendment is in the best interest of the City.

After reviewing the General Plan and performing other research, Staff is of the opinion that the proposed amendment is not inconsistent with the General Plan and therefore consistent.

Fiscal Impact:

There is no fiscal impact associated with the proposed Code amendment.



**PLANNING COMMISSION
AGENDA ITEM NO. 3.4
SECTION 3: NEW BUSINESS**

Meeting Date: October 21, 2014
Subject: Review and Discuss the Potential Acquisition and Development of the Proposed Seventh Street Community Park
Enclosures: Conceptual Park Designs
Development and Maintenance Cost Estimates
Presented By: Jaylen French, Community Development Director
Approved By: _____

Staff Recommendation:

Review and discuss the potential acquisition and development of the proposed Seventh Street Community Park.

Background and Overview:

The proposed park site consists of 19.65 acres south of Whitmore Avenue, on Seventh Street. The property is currently owned by Hughson High School and is being used for agricultural purposes, i.e. alfalfa.

At prior Council meetings, City staff has presented the City Council with initial estimates of the development and long term maintenance costs for the potential future community park using two conceptual park designs created solely for the purpose of developing the cost estimates. The conceptual park designs represented the low-end and the high-end development and maintenance cost options.

Staff also presented information on potential funding/financing options and the various benefits associated with park development. Four funding options were presented as well as information related to the expected increased property value and thus increased tax revenue resulting from developing a park. Council directed staff to review and research revenue generating opportunities to ensure that the general fund impact of park maintenance is as minimal as possible.

Prior Background:

On January 27, 2014, the Hughson City Council approved submitting a grant application to the Federal Land and Water Conservation Fund (LWCF) for a park acquisition project.

The City Manager and District Superintendent discussed the desire to submit an application during the current funding cycle to present the acquisition project as envisioned by the City of Hughson back in 2010 for potential funding.

The Land and Water Conservation Fund program required that an appraisal and independent review be conducted. The final appraisal estimated the proposed property value at \$685,000 (19.65 acres).

The grant would provide 50% of the cost for property acquisition based on the appraised value and not require the City to deplete a majority of its Parks Project In-Lieu and Park Development Impact Fee funds and instead make them available for use during future development of the park site. If successful in the property acquisition, City staff will focus future grant writing efforts on development of the park.

On April 18, 2014, the California Department of Parks and Recreation sent a letter to the City of Hughson indicating that the Seventh Street Park Acquisition Project was being recommended for funding to the National Park Service (NPS) at the requested amount of \$342,500.

Discussion:

This item is intended to provide a detailed overview of the discussions and full scope of work performed thus far regarding the potential community park site. At the October 13, 2014 City Council meeting, the Council, on a 3-1 vote, directed staff to pursue the acquisition of the subject property.

In summary, thus far, Staff has attempted to provide the Council with the necessary information to make an informed decision regarding the acquisition of the park site. This primarily revolved around the expected long term maintenance costs associated with the park site, the City's ability to fund this through the general fund, and opportunities to reduce the overall impact to the general fund from maintenance costs. Although it is understood that public amenities may require some level of general fund subsidy, as determined and approved by the Council.

Cost Estimates

Staff estimates that the passive park cost could cost approximately \$ 1,200,000 to develop and nearly \$35,000 per year in staff time to maintain, whereas, the built out park could cost approximately \$ 3,500,000 to develop and nearly \$82,500 per year in staff time to maintain.

Attached to this staff report is a spreadsheet which includes the line-item estimates for the development costs and maintenance costs for each park.

Park Benefits

There are, however, numerous benefits resulting from quality park development, including:

- Increased property value and increased property tax revenues
- Other economic benefits through the creation of a more desirable place to live, work and visit
- Opportunities to attract larger festivals, concerts, farmer's markets, etc.
- Quality of life improvements,
- Improved recreational opportunities, especially for an area of the City lacking city parks
- Improved aesthetic quality of the area and city
- Improved environmental conditions
- Improved health of community members

Based on staff research, there are four broad categories for park maintenance funding each with options and nuisances within these categories. The following is intended to provide general information regarding the various options and are not intended as recommendations at this time.

1. User Fees

Park (or Facility) Rentals/Reservations, Classes, Concessions, etc.

In this category, park users pay for certain privileges of park or facility use as is the current practice with the City's other parks. The extent and amount of user fees would likely be increased depending on the facilities installed in the community park.

2. Private Monies

Public-Private Partnerships, Volunteers, Donations, Sponsors, Trust, etc.

In this category, private citizens, businesses or organizations could volunteer time, donate money or sponsor park facilities or portions of the park. The City could forge community partnerships to leverage the capacity of private organizations to provide maintenance services. More specifically, private monies could establish a trust that is utilized for maintenance purposes or the City could partner with private entities to ensure the long term maintenance is provided.

3. Assessments

Utility Fee/Levies, Special Districts, etc.

While it is clear that this option is a non-starter at this time, this is one of the five funding options available and therefore is described below. An assessment would not need to cover the full cost of annual maintenance, but any amount that offsets the General Fund expenditure would be beneficial. This category would likely be coupled with Category 3, so that a portion of the maintenance costs are shared by existing residents and new development.

In this category, the City could, through a Proposition 218 process, establish special districts to fund the park maintenance or specific facilities within the park; or go before the voters with a special purpose levy or utility fee.

4. Grants

In this category, the City would apply for grant funding to help offset or cover the cost of maintenance. Many state and federal agencies offer park related grants, some of which are for maintenance purposes.

In addition, the City could position the park (and or potential pool) as a regional facility and inquire about County funding or partner with the County Health Services Agency (HSA) for funding by providing recreational opportunities.

In summary, there are costs and benefits associated with developing a community park. The benefits, while real, can be nebulous and hard to measure. The costs on the other hand are easy to see. In theory, property values and thus tax revenues would increase; and spending from locals and visitors could increase based on use, both of which would help to alleviate or offset the long term maintenance costs. If funding strategies are required, the best approach would likely be to secure revenues from multiple categories (outside of the assessments perhaps) so that the General Fund bottom line is impacted as minimally as possible.

Staff, based on research, estimates that approximately 50% of the maintenance costs could be offset through rental revenues, leaving approximately \$40,000 annual liability for the 'built-out' park concept.

Staff will continue to look into ways to generate revenue utilizing existing City resources to offset park maintenance costs. Options such as cell tower leases, solar farms, revenue generating uses and sponsorships were previously discussed. Staff has completed preliminary research on both the cell tower and solar farm issues.

1. Cell Tower

According to multiple sources, leasing land or space on existing structures, such as a water tower, for the purpose of a cell tower or cell equipment can generate \$1,500 per month or \$18,000 per year or more. This could offset nearly 45% of the remaining \$41,000 if it is a viable option.

At this time, Verizon is not interested in locating a cell tower or cell equipment in the City of Hughson, but could in the future. In addition, all cell carriers are currently actively expanding their cell capacity; therefore, the need may arise in the future from one of the four major cell carriers.

It was shared with staff that cell carriers typically seek out private property owners to locate new cell towers/equipment because there can be fewer hurdles during the approval process. However, it was further shared that some communities have adopted an ordinance that requires cell carriers to

reach out to the City first prior to the development of a new tower/equipment.

2. Solar Farm

There are two options regarding solar farms: 1) to lease land for a solar farm and 2) to develop a farm and sell the energy generated. Based on research, the city could expect to earn approximately \$1,200 per acre per year to lease land for a solar farm. This would equate to approximately \$14,400 per year for the approximately 12 acre area that is currently being farmed with almonds; or approximately \$62,400 per year for the approximately 52 acres (12 acres of almonds and 40 acres of former wastewater treatment plant percolation ponds). This is, of course, contingent upon a utility provider desiring to lease land for this purpose. As well as the challenge of the area's size. Solar farms are typically larger, but not in all cases. For example, the solar farm in Stanislaus County is 155 acres.

To develop a solar farm and sell the energy, should the City choose to sell solar energy as opposed to leasing the land, one can expect to receive \$0.06 to \$0.07 per kilowatt hour (kWh). A 12-acre site could produce approximately 3.0 million kWh, which would equate to approximately \$195,000 per year. These numbers were confirmed in a conversation with a TID employee.

Therefore, the issue becomes could the City find a willing buyer. Per state legislation, all utility providers must provide 33% of their total energy from renewable sources by the year 2020. Therefore, there could be potential future opportunity. Currently, TID's renewable source portfolio is 24% to 26%. TID recently released a request for proposal (RFP) to acquire a new renewable energy source project, which will get TID closer to the 33% requirement.

NEXT STEPS: DEVELOPMENT PROCESS

Subsequent to Council's approval of the park acquisition, the next step is to design the park and then construct/develop the park. Staff is proposing an extensive and comprehensive design effort, utilizing a professional consultant, while actively seeking Planning Commission and public input to ensure that the proposed park meets the needs of the community to the greatest extent possible. A portion of the City's Park Development and Park In-Lieu fees could be used for the design effort.

Once the design process is underway, and the City had a better idea of the park elements/features, Staff would seek monies for park development, including sponsorships and grant opportunities. Applications for the next cycle of LWCF funds are due in February 2015. The City will submit an application for development funds for this cycle. The fact that the City will use our impact fees to pay for the design should improve the chances of the grant application. Of note is that the match for development funds from this grant would be 50% similar to the acquisition grant.

The City has two capital project funds that can be utilized as the source for the match and cash flow requirements (acquisition, design), including the Park Project In Lieu and Park Development Impact Fees, and for future development.

As indicated in the Final Fiscal Year 2014-2015 Budget, the City has approximately \$918,000 available in these two capital project funds for the upcoming year. The City's portion of the acquisition cost is \$342,500, leaving approximately \$575,500 remaining. The estimated development cost of the 'built out' park is approximately \$3,000,000, whereas the passive park would cost approximately \$1,200,000. Additional development funds would need to be secured to cover the cost of the built-out park concept. Sponsorships and other opportunities will actively be sought. In addition, development impact fees from commercial and residential development currently in process will help to offset the cost. This totals approximately 150 homes and numerous commercial/industrial developments.

Fiscal Impact:

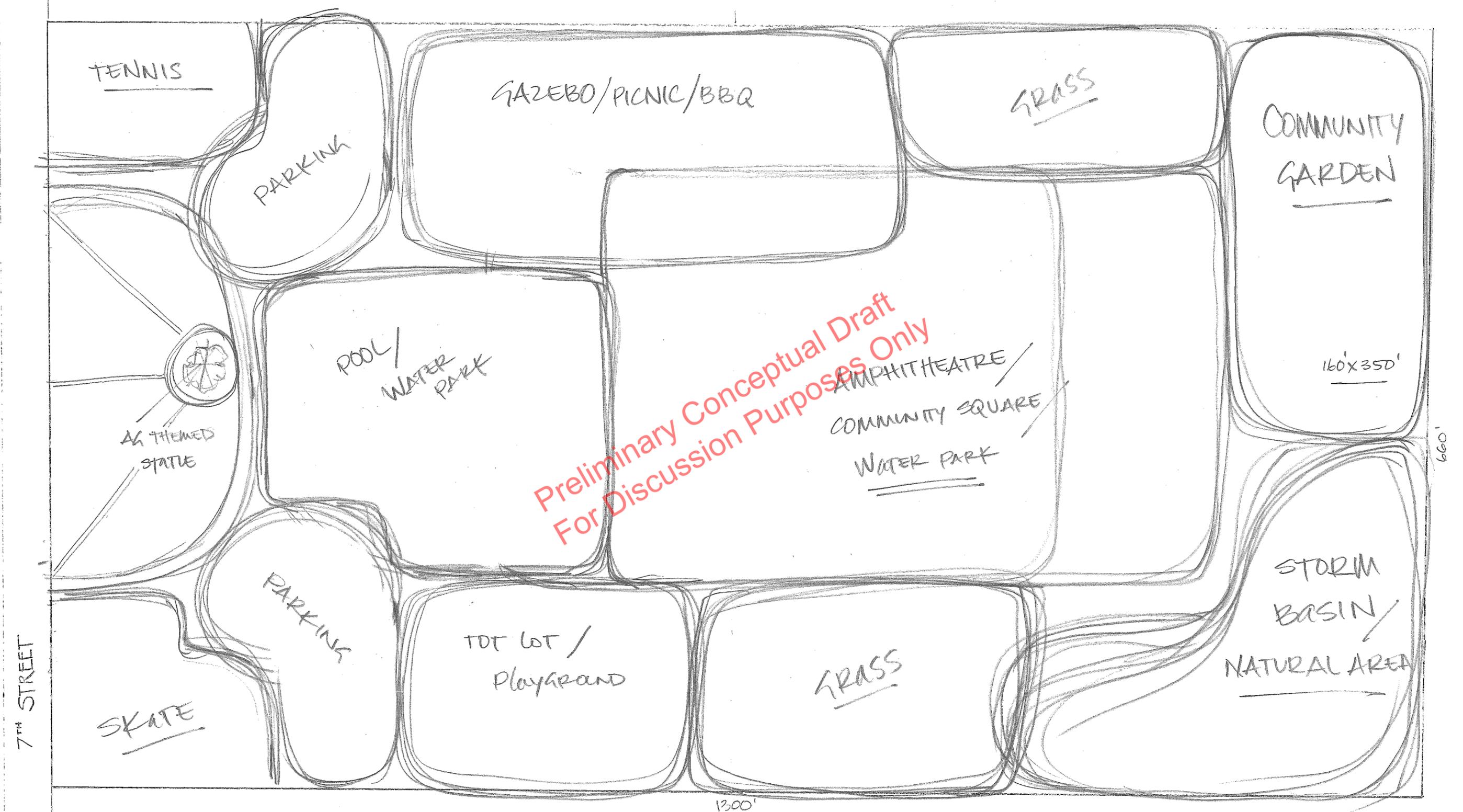
Maintenance:

In large part, the fiscal impact regarding maintenance of the potential future park is to be determined. However, as estimated by staff the annual cost of maintaining a passive park could be \$35,000 and as high as \$82,500 for a built out park. As noted in this staff report, this could be offset through identified strategies and economic benefits of developing a park.

Development:

Please see the NEXT STEPS: DEVELOPMENT PROCESS section of the staff report for further details on the fiscal impacts of the park development.

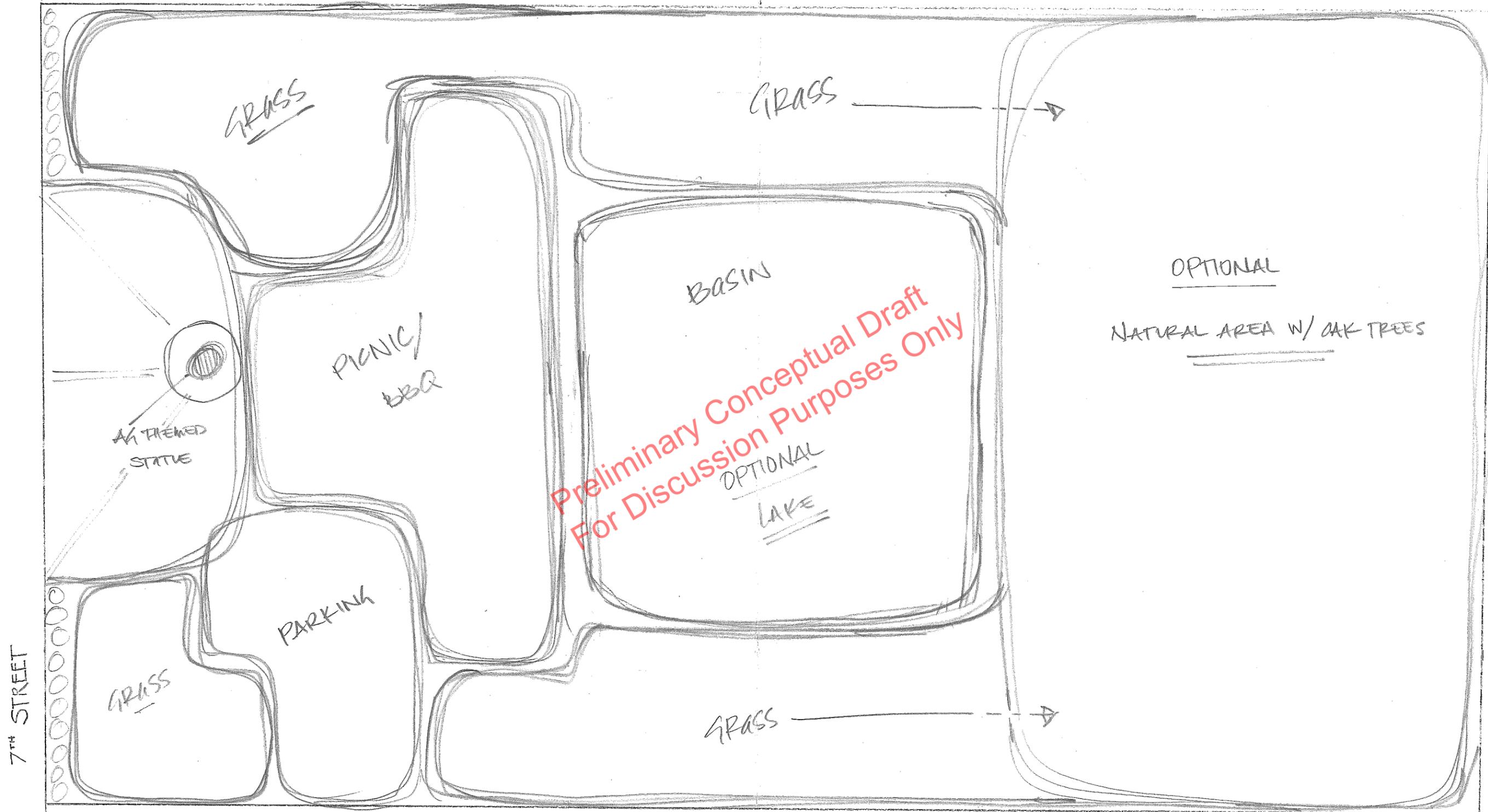
COMMUNITY GATHERING PARK



Preliminary Conceptual Draft
For Discussion Purposes Only

7TH STREET

PASSIVE PARK



GRASS

GRASS

PICNIC/
BBQ

BASIN

Preliminary Conceptual Draft
For Discussion Purposes Only

OPTIONAL
LAKE

OPTIONAL

NATURAL AREA W/ OAK TREES

STATUE

PARKING

GRASS

GRASS

7TH STREET

1300'

660'

7th Street Community Park

Cost Estimate

Passive Park

Elements	Development	Maintenance/Year¹
Grass	\$ 745,000	\$ 20,540
<i>Optional Natural Area (Oak Trees) Plus Grass</i>	<i>(\$470,000)</i>	<i>Same</i>
Parking	\$ 180,000	\$ 2,055
Sidewalk Trail	\$ 90,000	-
Statue	\$ 30,000	-
Picnic / BBQ	\$ 57,000	\$ 4,110
Storm Basin	\$ 30,000	\$ 8,220
Connection to Non-Potable	\$ 10,000	-
Irrigation System, etc.	\$ 45,000	\$ 1,025
TOTAL	\$ 1,187,000 (\$ 912,000)	\$ 34,925 / year

Community Gathering Park

Elements	Development	Maintenance/Year¹
Grass & Landscape	\$ 400,000	\$ 20,540
Parking	\$ 270,000	\$ 2,055
Sidewalk Trail	\$ 150,000	-
Statue	\$ 30,000	-
Picnic area / BBQ	\$ 120,000	\$ 4,110
Gazebo	\$ 80,000	\$ 2,055
Storm Basin	\$ 30,000	\$ 8,220
Connection to Non-Potable	\$ 10,000	-
Irrigation System, etc.	\$ 45,000	-
Amphitheatre / Community Square	\$ 250,000	\$ 8,220
Water Park / Community Pool	\$ 750,000	\$ 4,110
		\$ 11,520 ²
Skate Park	\$ 680,000	\$ 8,220
Tennis	\$ 170,000	\$ 4,110
Community Garden	\$ 50,000	\$ 4,110
Tot Lot / Playground (Ag themed)	\$ 130,000	\$ 4,110
Park Lighting	\$ 300,000	\$ 1,025
TOTAL	\$ 3,465,000	\$ 82,405 / year

Costs are based on average loaded cost for Park Maintenance I & II, except where otherwise noted.

¹ Labor costs do not include fertilizers, sanitary supplies and irrigation maintenance material.

² Based on lifeguard wages of \$9.00/hour for 40 hours a week for 32 months a year.



**PLANNING COMMISSION
AGENDA ITEM NO. 3.5
SECTION 3: NEW BUSINESS**

Meeting Date: October 21, 2014
Subject: Review and Discuss the Future Update to the City of Hughson Housing Element
Enclosures: Housing Element Guidance Update Guidance Package
Housing Element Request for Proposal
Presented By: Jaylen French, Community Development Director

Approved By: _____

Staff Recommendation:

Review and discuss the future update to the City of Hughson's Housing Element.

Background and Overview:

According to state legislation (i.e. Housing Element Law) and state goals, the availability of housing is of vital statewide importance, and the early attainment of decent housing and a suitable living environment for every Californian, is a priority of the highest order. Further, State law recognizes the vital role local governments play in the supply and affordability of housing. Each local government is required to adopt a comprehensive, long-term general plan for the physical development of the jurisdiction.

A housing element is one of the seven mandated elements of the local general plan. Housing element law, enacted in 1969, mandates that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. The law acknowledges that, in order for the private market to adequately address housing needs and demand, local governments must adopt land use plans and regulatory systems which provide opportunities for, and do not unduly constrain, housing development. As a result, housing policy in the State rests largely upon the effective implementation of local general plans and, in particular, local housing elements.

State housing element law assigns the responsibility for preparing the Regional Housing Need Assessment (RHNA) for Stanislaus County region to the Stanislaus Council of Governments (StanCOG). StanCOG, in coordination with the local agencies, prepares the Regional Housing Needs Plan (RHNP), which describes

the methodology developed to allocate the region's identified (by the State Department of Housing and Community Development (HCD)) among the nine cities and the unincorporated county.

The RHNA process begins with the RHNA Determination issued by HCD, which identifies each region's housing 'need'. The Determination is then allocated to each local agency through an established methodology.

The City of Hughson is required to adopt and submit a housing element to HCD for review and certification by December 31, 2015. The housing element, which will cover the planning period between December 31, 2015 and December 31, 2023 (5th Cycle), must show how the City of Hughson will accommodate the region's RHNA Allocation. According to the Final RHNP for Stanislaus County, 2014-2023, prepared by StanCOG, the City of Hughson's share of the total region's allocation is 218 housing units.

Discussion:

To fully and adequately address state laws and requirements of the Housing Element and due to current staffing levels, Staff feels the best approach is to retain a professional consultant to assist in the preparation of the City of Hughson Housing Element update. State regulations include zoning ordinance amendments which will need to be implemented prior to submittal of the next Housing Element to HCD for approval or in order to qualify for HCD's streamlined review. These include:

- Zoning Amendment allowing transitional and supportive housing as a residential use and only subject to those restrictions that apply to other residential dwellings, Per Senate Bill 2.
- Zoning Amendment to permit emergency shelters without discretionary action, Per Senate Bill 2.
- Policies, ordinances or procedures to allow reasonable accommodation for persons with disabilities.

Although these issues were addressed in the previous Housing Element, no formal action was taken by the City to codify the policies specified in the Housing Element. The consultant contract can be specified to address these issues as part of the Housing Element update.

Further, the Housing Element will need to be consistent with the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) prepared by StanCOG and comply with other SB 375 requirements, including clearer mandate on sites for housing, i.e. timing of rezones if required; program implementation, i.e. timeline for implementation of programs and policies identified; and consequences for failing to rezone, i.e. recourse development community or advocates have to force housing in the City. These requirements put more pressure on the jurisdiction to ensure housing and especially affordable housing is readily available and should be handled appropriately in the Housing Element update.

On October 16, 2014 the City released a Request for Proposal (RFP) to solicit proposals from qualified firms to provide professional and environmental services for an update to the City's Housing Element. Staff would like to establish a review committee that consists of City staff, a representative from another local agency and Hughson Planning Commissioner to review proposals and interview proposers to select the best consultant for the City of Hughson. Staff is seeking interest from this Commission to sit on this committee.

Proposals are due on November 12, 2014. The Committee will interview and select a consultant during the third week of November (17th through the 21st).

Fiscal Impact:

As indicated in the Fiscal Year 2014-2015 Final Budget, \$60,000 has been allocated to the preparation of the Housing Element update. However, based on further research of the current Housing Element and state requirements, as well as through discussions with other local agencies in the Stanislaus County region, Staff is recommending utilizing between \$30,000 and \$40,000 of the \$60,000 for this effort. This may require a greater degree of staff time dedicated to the update, but recognizes that staff has the ability and expertise to perform much of the update. Utilizing the reduced dollar amount will provide the necessary support to staff and allow staff to remain focused on other City priorities.

HOUSING ELEMENT UPDATE GUIDANCE

December 2012



An effective housing element provides the necessary conditions to support the development and the preservation an adequate supply of housing, including housing affordable to seniors, families and workers. As the housing element is required to be regularly revised pursuant to a statutory schedule, the update process provides a vehicle for establishing and updating housing and land-use strategies reflective of changing needs, resources, and conditions. The housing element update can provide a mechanism to adopt land-use strategies such as infill, mixed-use, or downtown revitalization. It can also provide a vehicle for local governments to adopt effective housing and land-use strategies while addressing climate change and the reduction of greenhouse gas emissions.

As local governments begin the process to update their housing elements, the following are a few over-arching suggestions:

- Start with the existing plan. The update can build on what has been effective in the past.
- Immediately engage all critical stakeholders including tenants and homeowners, special needs populations, businesses, and real estate and housing providers and developers to ensure participation of all economic segments of the community.
- While the housing element must address specific State statutory requirements, including the local jurisdictions' fair share of the regional housing need, it is ultimately a local plan and should reflect the vision and priorities of the community.

The housing element update can also provide various opportunities for local governments, the state and stakeholders to collaborate on housing and land use plans. By promoting more transparency and partnerships in the process, for example, HCD can promote the efficient use of limited resources. By providing stakeholders with clarity in the update process such as making changes to the housing element available, local governments can better collaborate on key policy issues and save time in the update process.

This Update Guidance is intended to assist local governments and stakeholders with streamlined updates and HCD review for the fifth cycles of the housing element. HCD recognizes all levels of governments and stakeholders are facing resource challenges and HCD is seeking ways to create efficiencies and clarity for all parties in the housing element update process. While all local governments are still required to complete a housing element update, the Update Guidance is designed to reduce the number and scope of housing element submittals per jurisdiction and to focus resources on providing assistance to jurisdictions to ensure compliance and effectively addressing housing needs. For example, the Update Guidance provides clarity on the necessary contents for a complete housing element, necessary steps for updating a housing element and certainty on what will be reviewed by the Department where contents have changed. Further, to provide efficiencies when using the Update Guidance, the Department intends to review draft housing elements in less than 60 days (See Attachment 4) and grant priority for those jurisdictions utilizing the Streamlined Review process.

The Update Guidance is divided into two parts:

1. A Completeness Checklist; and
2. Streamlined Update template (for eligible jurisdictions as described below).

The Department will continue efforts to improve efficiencies and increase clarity such as improving technical assistance, particularly the Building Blocks, to provide more clarity in meeting statutory requirements. For example, technical assistance regarding the adequate sites requirement will be expanded to clarify statutory requirements and include tools and samples to assist meeting statutory requirements. Other efforts will include expanded regional coordination such as pre-approved data packets in coordination with Councils of Government for meeting some requirements under the housing needs assessment (See pages 25 and 26 of the Streamlined Update). Additional tools to assist in the housing element update process are available on the Department's website, including:

- Housing Element Law at:
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=65001-66000&file=65580-65589.8>
- Building Blocks for Effective Housing Elements at:
http://www.hcd.ca.gov/hpd/housing_element2/index.php
- Links to model housing elements at:
http://www.hcd.ca.gov/hpd/housing_element2/BP_home.php
- Various technical assistance memos regarding statutory amendments and other relevant topics at:
<http://www.hcd.ca.gov/hpd/>
- Housing Element Update schedules, review letters and status information at:
<http://www.hcd.ca.gov/hpd/hrc/plan/he/>

Housing Element Completeness Checklist Review

Jurisdictions requesting Streamlined Update review (see below for explanation) must complete the Housing Element Completeness Checklist, and all jurisdictions are strongly encouraged to use the Checklist. The Checklist is provided to ensure that the updated element includes all components required by State housing element law. The purpose of the Checklist is to reduce subsequent submittals of draft housing elements by providing a guide for local governments to ensure the updated elements include all statutory components. The Checklist is also intended to be a useful mechanism for informing the public about the various statutory requirements of housing element law. The Checklist is included as Attachment 2 to this document.

HCD will conduct an initial completeness review of the draft housing element based on the contents of the Checklist. HCD's initial review for completeness will be limited to whether the element addresses each component required by the Housing Element statute. This initial completeness review will not evaluate the adequacy of information but merely whether the component was addressed. If HCD review staff finds that a housing element submittal does not include information addressing one or more of the statutory components, HCD will seek to notify the jurisdiction within 2 weeks (See Attachment 4) for immediate revision without further review. HCD will accept revisions within 7 days of notifications and complete its review of the contents of the housing element. If revisions are not received, HCD will complete its review, focusing specifically on those areas where information was provided to address the statutory components as outlined in the Completeness Checklist. Statutory components which are missing will be noted in the Department's letter without further review and the element will be out of compliance with statute. These missing components will be subject to review for content when complete in subsequent review(s) of the housing element.

Streamlined Update

For many local governments, much of the information in housing elements found to be in compliance with the statute for the previous planning period is still current and/or particular conditions and circumstances have not significantly changed since the last update. To provide a streamlined approach, both in the preparation of the updated element as well as in HCD's review, jurisdictions that adopted a housing element in the fourth cycle that HCD found in substantial compliance with State law may opt to use the Streamlined Update template (Attachment 3) to show where changes were made in the previously adopted housing element.¹ The Streamlined Update is a voluntary option and there are no implications in the Department's review of compliance for not using the Streamlined Update. For jurisdictions not choosing to use the Streamlined Update process or not eligible for the Streamlined Update process, the template (Attachment 3) can still be used as a valuable tool for outlining the necessary steps to update a housing element.

¹ If the Completeness Checklist (Attachment 2) and the Streamlined Update template (Attachment 3) are submitted to HCD or, as part of an agenda packet to a governing body or Planning Commission, they are considered public records.

The eligibility requirements to use the Streamlined Update are:

- A housing element for the previous planning was adopted and found to be in compliance with State housing element law by the Department (Housing Element compliance status for all jurisdictions is available on the Department's website at <http://www.hcd.ca.gov/hpd/hrc/plan/he/status.pdf>).
- A complete updated housing element is submitted showing all changes. The changes can be shown through a variety of mechanisms as long as the changes can be identified such as by using strikeout, underline, redline, highlighting or other designation.
- Submittal of a Completeness Checklist (Attachment 2) and Streamlined Update template (Attachment 3).
- Answer Yes (or N/A as appropriate) to all questions in the Implementation Review (Attachment 1).
- Completion of the Streamlined Update template (Attachment 3), making revisions to the housing element, as necessary, to analyze changes in conditions, processes and program implementation actions. If it is determined no changes are necessary to a specific section, the Streamlined Update template must indicate such.

Use of the Streamlined Update does not relieve the jurisdiction of its obligation to address all statutory requirements of State housing element law, but rather provides a guide to updating the necessary portions of the housing element and facilitates State review of housing element submittals. For eligible jurisdictions, HCD review will rely upon the element in compliance in the prior planning period and will be limited to changes that have occurred since the prior planning period as indicated in the Streamlined Update template of Attachment 3. HCD will not review areas that have not changed since their content continues to be sufficient to meet statutory requirements. For example, a sites inventory and analysis includes a listing of sites and various analyses demonstrating suitability of those sites for development, among other requirements. The listing may only have minor changes and the various analyses such as how residential capacity is calculated can continue to be used in the updated housing element. HCD will not review the areas that have not changed and will focus its review on the minor updates, if any, to the inventory and analyses. However, any changes to the required analyses must be included for HCD review. HCD will also consider public comments as part of this review. See Attachment 4 for steps in the HCD review process and the process for submitting and considering public comments. Specifically, the Streamlined Update template option is applicable to the following areas only:

- Sites Inventory and Analysis
- Analysis of Governmental and Non-Governmental Constraints
- Housing Needs Assessment, including special needs groups (excluding the quantification and analysis of homeless individuals and families)
- Units At-Risk of Conversion to Market Rate
- General Plan Consistency
- Coastal Zone Housing

A jurisdiction may utilize the Streamlined Update process for any and all of these requirements as detailed in the Streamlined Update Template (Attachment 3). Part of the purpose of the Streamlined Update template is to provide guideposts for the necessary steps to update the housing element. For example, under Governmental Constraints there are several different types of constraints to be identified and analyzed including, but not limited to, fees, permit processing and land use controls. To update the Governmental Constraints section, a jurisdiction should evaluate if changes have occurred and whether the analyses require revision to analyze those changes. The guideposts in the Streamlined Update template show the necessary steps to evaluate changes. For instance, if a jurisdiction has not adopted changes to its permit processing procedures or land use controls, then the Streamlined Update should indicate that no changes have been made. If fees were increased since the adoption of the previous element, the Streamlined Update should indicate such by filling in the appropriate response in the applicable section and including the location of red lined or other highlighted revisions made to describe and analyze the fee schedule increases, if necessary. In some cases, the conclusion and analysis might not change. In this case, the Streamlined Update template would simply need to indicate Not Applicable (N/A).

Please note, however, the statute requires certain areas to be completely updated. These areas must be newly addressed every planning period. For example, a jurisdiction cannot simply update a public participation process from 8 years ago. It must be started again. For the following areas, the Streamlined Update is not available:

- Review and Revise
- Public Participation
- Programs and Quantified Objectives
- Any new statutory requirements since the prior update, including:
 - ✓ Government Code Section 65584.09 (Unaccommodated Need). See the Department's memo at http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_1233_final_dt.pdf. *
 - ✓ Government Code Section 65583 (a)(1) and others (Extremely Low Income Households).*
 - ✓ Government Code Sections GC 65583(a)(4) and others (Emergency Shelters and Transitional and Supportive Housing). See the Department's memo at http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf. *
 - ✓ Government Code Sections 65583(f), 65588(e) (SB 375 Rezoning and Update Schedule). See the Department's website at http://www.hcd.ca.gov/hpd/hrc/plan/he/he_review_adoptionsteps110812.pdf.
 - ✓ Government Code Section 65583.1 (Alternative Adequate Sites). See the Department's memo at http://www.hcd.ca.gov/hpd/hrc/plan/he/alt_adeq_sites082412.pdf
 - ✓ Government Code Section 65583(e) (Persons with Development Disabilities). See the Department's memo at <http://www.hcd.ca.gov/hpd/NoticeCoverLtrSB812.pdf>.

* These requirements may not be new for most jurisdictions. However, as these sections were enacted during the 4th cycle update for some jurisdictions, particularly those in San Diego County, they may not have been addressed in the 4th cycle updates.

Using the Streamlined Update Template

As noted above, the Streamlined Update template is intended to show the necessary steps for updating a housing element. To use the template, relevant page numbers need to be entered where changes have been made. Where no changes have been made or no changes in circumstances have been identified, the jurisdiction should indicate “N/A.” Additional documentation, description or other narration is not necessary. For example, below is a sample section of a Streamlined Update template (Refer to Attachment 3 for the complete Streamlined Update Template form):

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) Where Changes Made	Indicate N/A If No Changes
<p><u>Land Use Controls</u></p> <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) 	Page 12	
<ul style="list-style-type: none"> • Update to describe changes to growth controls or similar measures such as population caps or voter required general plan re-designations or voter required approval of changes in land use laws or regulations 	N/A	N/A

Identifying Changes in the Housing Element: For jurisdictions using the Streamlined Update template, the housing element must indicate where changes have been made. The changes can be identified in a variety of ways. For example, the element could highlight changes, electronically or manually. An asterisk or other indicator can be placed in the margin. Redlining/strikeout and underline is not required. Some elements might re-format tables or recalculate percentages due to updating data. In this case, redlining might not appear very useful. An alternative approach could be to simply highlight the table title or include a highlight in the margin or bold new text. The same approach would also be acceptable for jurisdictions re-formatting the entire document. Contact HCD for feedback on approaches to identifying changes.

Implementation Review

As noted above, jurisdictions must answer Yes (or N/A as appropriate) to all questions in the Implementation Review (Attachment 1) to be eligible for the Streamlined Update. The Implementation Review will be conducted by HCD to determine if jurisdictions are eligible for the Streamlined Update and will be completed within 2 weeks of receipt (See Attachment 4). Jurisdictions may contact HCD for feedback on meeting the Implementation Review requirements prior to submittal of the housing element.

The Implementation Review is not intended to result in additional analysis or evaluation than already required under housing element law nor is additional documentation required to complete the Implementation Review. Only Yes, No or N/A, program numbers and page numbers need to be entered into Attachment 1 and submitted to HCD. The Implementation Review should reference the relevant portions of the Review and Revise section which is already included in the housing element update (See Attachment 1, page 18). However, as required by statute, HCD will consider public comment on the Review and Revise section of the housing element.

To be eligible for the Streamlined Update, jurisdictions should complete the pertinent programs prior to submittal of the draft housing element. In some cases, jurisdictions may still be processing zoning amendments or other actions to meet the eligibility criteria under the Implementation Review. HCD will consider unique circumstances where amendments or actions are still in process but the jurisdictions would need to provide adequate documentation to ensure completion of the amendments prior to the housing element due date.

HCD will allow flexibility in meeting the rezoning and density bonus ordinance criteria under the Implementation Review. Specifically, for the density bonus ordinance, the jurisdiction must only have adopted an ordinance after January 1, 2005 (although agencies may want to update their ordinance to meet the latest 2008 amendments).

For rezoning, in some cases, a jurisdiction might not have completed rezoning precisely as envisioned in the program. In these cases, the jurisdictions will continue to meet the eligibility criteria in the Implementation Review as long as the statutory requirements for rezoning were met pursuant to Government Code Sections 65583(c)(1) and 65583.2(h) and (i) or if the shortfall of adequate sites was by some other means or action met such as sufficient units being built to accommodate the entire regional housing need for lower income households. In these cases, the jurisdiction must provide documentation in the Review and Revise section to demonstrate the objectives of the Implementation Review have been met.

Standard Review

If a housing element does not qualify for the Streamlined Update, HCD will review the housing element in its entirety rather than focusing its review on changes. However, HCD's goal is to provide more efficient housing element review of all housing elements and the Checklist and Streamlined Update are useful tools for all local governments, HCD and stakeholders to reduce time necessary to update, review and comment on a housing element. For example, use of the Checklist can reduce multiple reviews by ensuring all the statutory components are included and the Streamlined Update provides a useful guide to update the housing element and to highlight the changes made to the element from the 4th cycle.

Attachments

[Attachment 1 – Implementation Review](#)

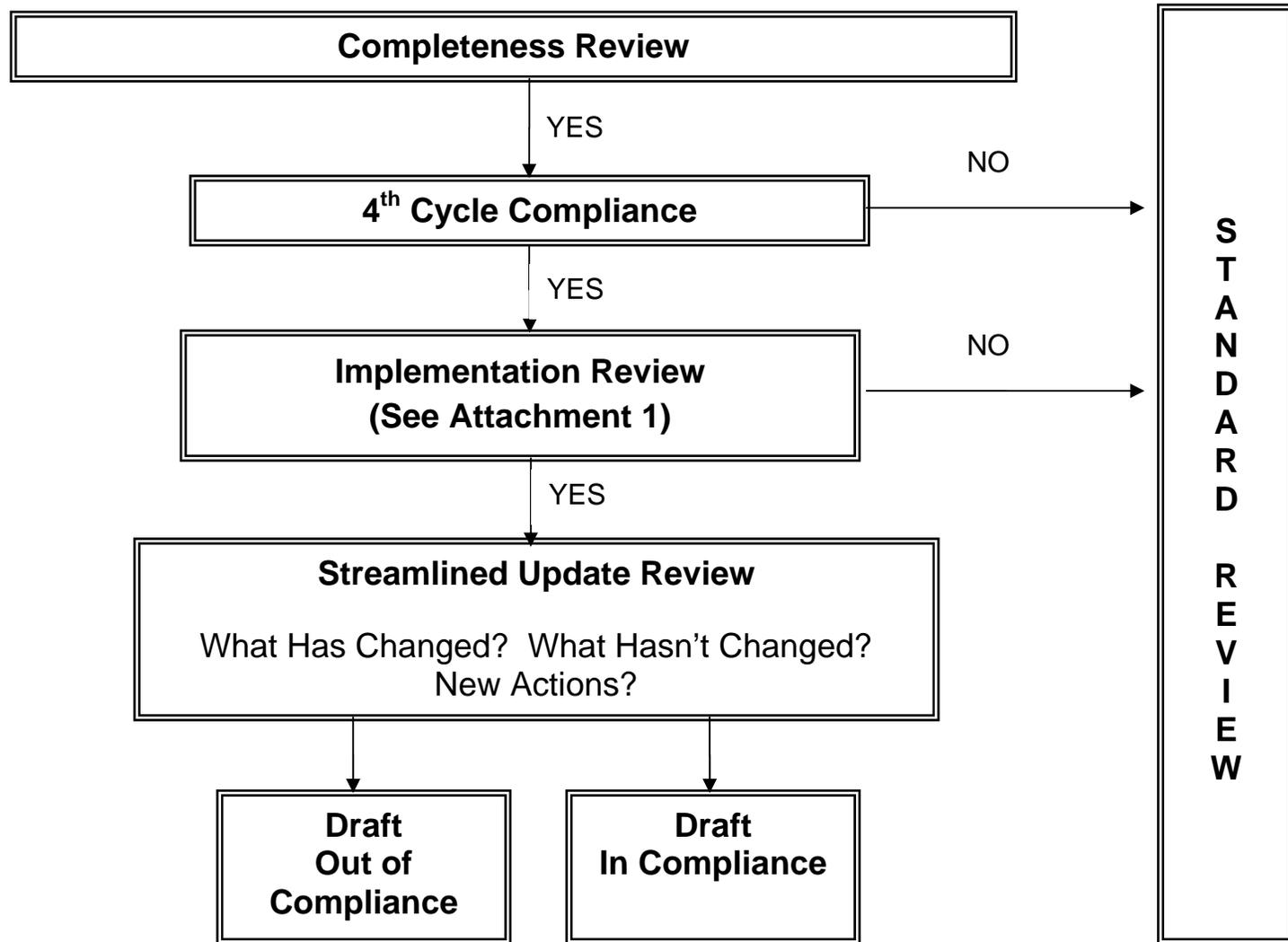
[Attachment 2 – Housing Element Completeness Checklist](#)

[Attachment 3 – Housing Element Streamlined Update Template](#)

[Attachment 4 – Housing Element Review Process and Timeframes](#)

CHART 1

Review Steps for HCD Standard and Streamlined Update Draft Reviews



Housing Element Update Guidance



Attachment 1: Implementation Review



Implementation Review

Jurisdiction Name:

	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 type="checkbox"/> N/A		
Does zoning permit emergency shelters without discretionary action or has a multijurisdictional agreement pursuant to Section 65583(d) been approved? ¹	<input type="checkbox"/> YES <input type="checkbox"/> NO		
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 type="checkbox"/> YES <input type="checkbox"/> NO		
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 type="checkbox"/> YES <input type="checkbox"/> NO		
Has a density bonus ordinance been adopted pursuant to Government Code Section 65915 (since January 1, 2005)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

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))		
<small>(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/GS_publicparticipation.php)</small>		
	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)		

Review and Revise (Section 65588)		
<small>(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/GS_reviewandrevise.php)</small>		
	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)		
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		
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		



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			
Populations and employment trends, including documentation of projections			
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 			
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)) 			

* 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			
• Persons with disabilities, including developmental disabilities (See Memo at http://www.hcd.ca.gov/hpd/NoticeCoverLtrSB812.pdf)			
• Large households			
• Farmworkers (seasonal and permanent)			
• Female headed households			
• Homeless (annual and seasonal) **			
• Other			
* 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))		
Estimate of replacement versus preservation costs (Section 65583(a)(9)(B))		
Identification of qualified entities Section 65583(a)(9)(C))		
Identification of potential funding Section 65583(a)(9)(D))		
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))		
Building codes and their enforcement (e.g., current CBC, any local amendments and local code enforcement programs)		
Site improvement requirements (e.g., street widths, etc.)		
Fees and other exactions (e.g., analyze all planning and impact fees and impact on total development costs)		
Local processing and permit procedures (e.g., typical processing times, permit types by housing type, decision-making criteria and bodies)		
Housing for persons with disabilities (e.g., definition of family, concentration requirements, reasonable accommodation procedures)		
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		



	Page(s)	Comments
Local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need		
Local efforts to remove governmental constraints that hinder meeting the need for housing for persons with disabilities, supportive housing, transitional housing and emergency shelters		
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		
<u>Potential Non-governmental Constraints</u> Include an analysis of actual and potential non-governmental constraints for each of the following:		
Availability of financing		
Price of land		
Cost of construction		



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 		
* 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))		
<p>General description of environmental constraints to the development of housing (Section 65583.2(b)(4)</p>		
<p>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)</p>		
<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. 		



	Page(s)	Comments
<p>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))</p>		
<p>Demonstration of zoning to accommodate the housing need for lower income households (Section 65583.2(c)(3)) and (d) – (f))</p>		
<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)) 		
<p>Map of Sites included in the inventory (Section 65583.2(b)(7))</p>		
<p>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))</p>		
<p>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)</p>		



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



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. 		
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. 		
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		
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.		
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		



	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))		
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		
Program to remove constraints on housing for persons with disabilities and provide reasonable accommodation for housing for persons with disabilities		
Program(s) to conserve and improve the condition of the existing affordable housing stock (Section 65583(c)(4))		
Program(s) to promote housing opportunities for all persons (Section 65583(c)(5))		
Program(s) to preserve at-risk units (Section 65583(c)(6))		



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))		
Analysis of construction, demolition and conversion of housing for lower income households in the Coastal Zone (Section 65588)		
Description of opportunities for energy conservation in residential development (Section 65583(a)(8))		
Water and Sewer Priority (Section 65589.7) See the HCD Memo at http://www.hcd.ca.gov/hpd/memo_sb1087.pdf . *		
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 *		
SB 244 (Disadvantaged Communities) See Governor’s Office of Planning and Research for technical assistance at http://opr.ca.gov/ *		
* 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		
• Employment		
• Households		
• Overpayment (including lower-income)		
• Overcrowding		
• Extremely Low Income Households		
• Housing conditions		
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		
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		



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:		
• Persons with disabilities, including developmental		
• Elderly		
• Large households		
• Farmworkers (seasonal and permanent)		
• Female headed households		
• Homeless Individuals and Families		
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 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) 		
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 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)		
Revise programs as appropriate including pursuant to Section 65583(e) (Developmental Disabilities) to address need based on revised data/analyses		



At-risk Units (Section 65583(a)(9)) (See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/EHN_atrisk.php)		
	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		
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.		
Analyze risk of updated inventory of at-risk units		
Evaluate the loss of any at-risk units		
Revise policies and programs as appropriate based on update analysis and conclusions		

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,) 		
<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 		



	Revised Page(s)	Indicate N/A If No Changes Were Necessary
<p><u>Building Codes and Enforcement</u></p> <ul style="list-style-type: none"> Update to describe changes to local building code, amendments and enforcement programs 		
<p><u>Site Improvements</u></p> <ul style="list-style-type: none"> Describe changes to site improvement requirements 		
<p><u>Permitting Processes and Procedures</u></p> <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)) 		
<p><u>Fees and Exactions</u></p> <ul style="list-style-type: none"> Update changes to fee schedules Update changes to other exactions 		
<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><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>		



	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>		
<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 		

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		
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)		
Update or include analysis or description as necessary to demonstrate the potential for redevelopment pursuant to Section 65583.2(b)(7)		
Analyze any new known environmental constraints or changed conditions and circumstances such as market conditions that affect the suitability of identified sites		
Update methodologies as necessary to estimate the residential capacity on identified sites		



	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)		
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)		
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		
Update analysis as necessary to demonstrate sufficient capacity to accommodate the need for emergency shelters		

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		
Update to describe, as necessary, housing for lower or moderate income households that has been constructed, demolished or converted in the Coastal Zone		

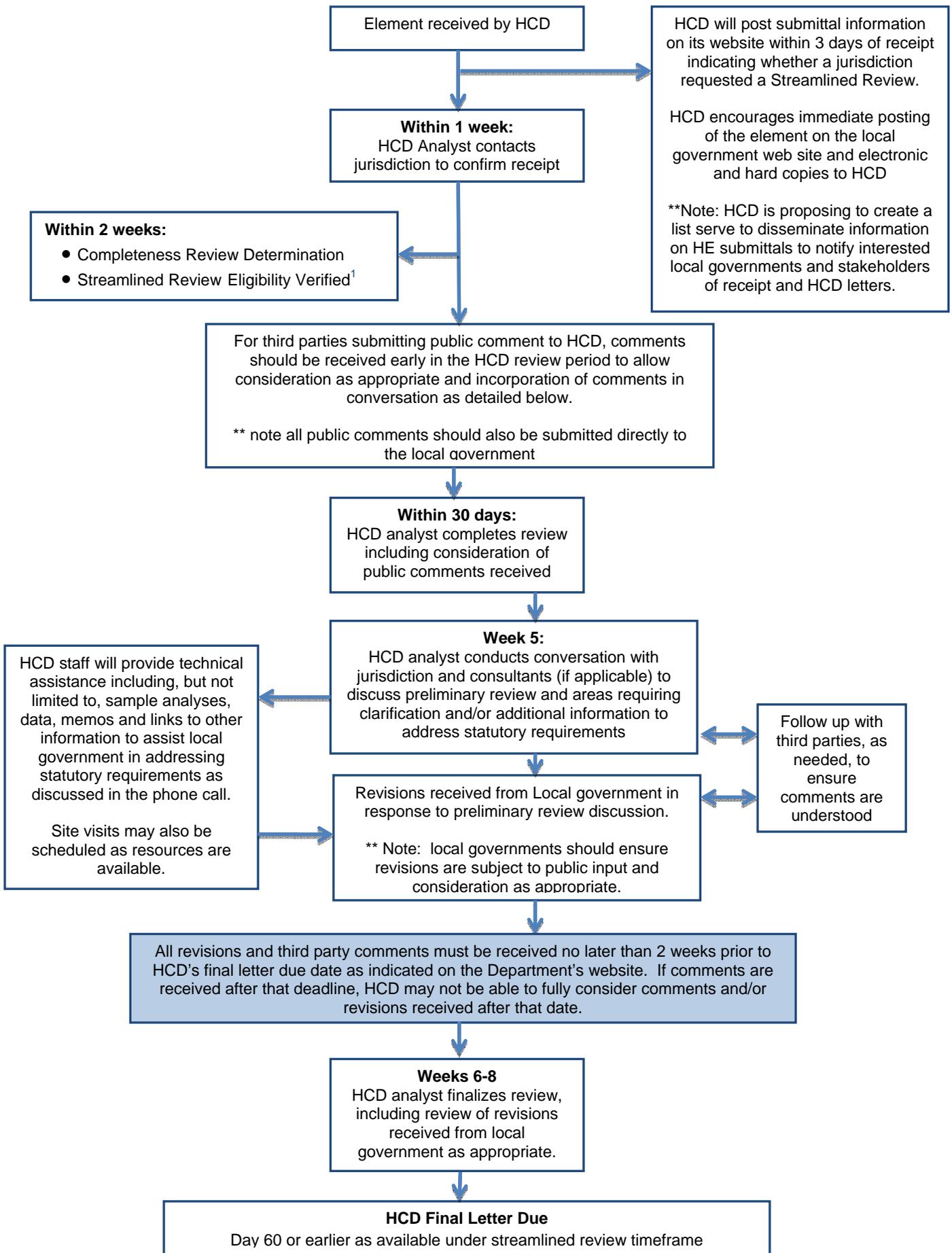
Housing Element Update Guidance



Attachment 4: HCD Housing Element Review Process

HCD Housing Element Review Process

The chart below is provided to detail general steps and applicable timeframes for typical draft housing element submittals and is meant to complement the flow chart provided in HCD's Housing Element Update Guidance detailing review steps for standard and streamlined draft reviews. The statute provides 60 days for HCD's review of draft housing element submittals. Uncertainty of workload and the number of submittals under review at a given time makes it difficult to commit to shorter timeframes for review of streamlined reviews. The Department will, however, grant priority review status for elements eligible to receive a streamlined update based on the criteria provided in the Department's Update Guidance. Provided resources are available, the Department anticipates streamlined reviews would be completed in less time than the timeline presented below.



¹ HCD is available to verify Streamlined Update eligibility in advance of submittal. If advance eligibility determination has been made, initial review step would consist of completeness review only.



REQUEST FOR PROPOSAL

FOR

5th CYCLE HOUSING ELEMENT UPDATE

***PROPOSALS MUST BE RECEIVED
NO LATER THAN
3:00 PM, NOVEMBER 12, 2014***

SEND PROPOSALS TO:
Jaylen French
Community Development Director
City of Hughson
7018 Pine Street | PO Box 9
Hughson, California 95326

PURPOSE

The City of Hughson is soliciting proposals from qualified firms to provide professional and environmental services for an update to the City's Housing Element. The City is seeking a firm with the resources, expertise, experience and knowledge required to assist staff in the preparation of the City's 5th Cycle Housing Element.

BACKGROUND

The City of Hughson is a small but prospering agricultural community situated in eastern Stanislaus County. Hughson is the smallest incorporated city in Stanislaus County, but has grown from a population of 3,259 in 1990 to around 7,000 today.

The State of California has declared that "the availability of housing is of vital statewide importance and the early attainment of decent housing and a suitable living environment for every California family is a priority of the highest order." Therefore, a Housing Element, which encourages the provision of adequate, affordable and decent housing in all communities while maintaining a responsibility toward economic, environmental, fiscal factors and community goals, is one of seven required elements in each General Plan.

Maintaining a high standard of living, while meeting the housing needs established by the State is an important goal for the City of Hughson. The Housing Element is one tool to help the City achieve this goal through the understanding of the existing and projected housing needs within the community and setting forth policies and schedules which promote preservation, improvement, and development of diverse types and costs of housing throughout Hughson.

PROJECT INFORMATION

INTRODUCTION

The City of Hughson is required to adopt and submit a housing element to the State office of Housing and Community Development (HCD) for review and certification by December 31, 2015. The housing element, which will cover the planning period of December 31, 2015 and December 31, 2023 (5th Cycle), must show how the City of Hughson will accommodate the region's Regional Housing Needs Assessment (RHNA) Allocation. According to the Final Regional Housing Needs Plan (RHNP) for Stanislaus County, 2014-2023, prepared by the Stanislaus Council of Governments (StanCOG), the City of Hughson's share of the total region's allocation is 218 housing units. See Table 1, page 3.

**TABLE 1 - Final RHNP Housing Need Allocation Table
2014-2023**

	Total RHNA Allocation	Very Low Income Allocation		Low Income Allocation		Moderate Income Allocation		Above Moderate Income Allocation	
		Units	Percent of Total RHNA	Units	Percent of Total RHNA	Units	Percent of Total RHNA	Units	Percent of Total RHNA
Ceres	2,571	622	24.19%	399	15.52%	446	17.35%	1,104	42.94%
Hughson	218	53	24.31%	34	15.60%	38	17.43%	93	42.66%
Modesto	6,361	1,546	24.30%	991	15.58%	1,100	17.29%	2,724	42.82%
Newman	778	186	23.91%	119	15.30%	136	17.48%	337	43.32%
Oakdale	1,247	315	25.26%	202	16.20%	210	16.84%	520	41.70%
Patterson	2,491	636	25.53%	408	16.38%	416	16.70%	1,031	41.39%
Riverbank	1,280	321	25.08%	206	16.09%	217	16.95%	536	41.88%
Turlock	3,618	877	24.24%	562	15.53%	627	17.33%	1,552	42.90%
Waterford	525	131	24.95%	84	16.00%	89	16.95%	221	42.10%
Unincorporated County	2,241	538	24.01%	345	15.39%	391	17.45%	967	43.15%
Total	21,330	5,225	24.50%	3,350	15.71%	3,670	17.21%	9,085	42.59%

SCOPE OF SERVICES

The City of Hughson seeks a firm or team with a strong understanding of the Stanislaus County region, as well as 1) HCD processes and requirements, 2) housing element law, Article 10.6, Section 65580-65589.8 of the California Government Code, 3) the Regional Housing Needs Assessment (RHNA) document and process, and 4) the Housing Element update process. It is desired that the selected firm or team utilize a single individual who will serve as the project manager and is the City’s sole point of contact with regard to any and all Housing Element issues and/or contractual matters.

The City of Hughson is seeking consultant services to assist staff in the update of the 5th Cycle Housing Element. As such, the consultant will assist staff with the following tasks:

- Review the Final Regional Housing Needs Plan for Stanislaus County, 2014-2023 and associated data and information.
- Review the City of Hughson 2009 Housing Element (4th Cycle) and associated data and information.

- Plan a robust public participation process for Housing Element update. The selected firm shall develop a public participation approach including, but not limited to holding and/or attending public workshops, public hearings and planning commission and city council meetings.
- Coordinate with HCD throughout the Housing Element update process; and initially coordinate with HCD to the Housing Element Data Package for the City of Hughson and other necessary information for the update.
- Assist in State and Federal programming efforts, assist in the preparation of grant applications, as well as prepare and manage funding applications.
- Prepare the required CEQA document—likely a Negative Declaration.
- Prepare the Housing Element as follows:
 - Housing Condition Survey
 - Housing Needs Assessment
 - Summarized Land Inventory
 - Analysis of Constraints on Housing
 - Housing Goals, Policies, and Programs
 - Quantified Objectives by Income Group
 - Determination of Consistency with General Plan, and
 - Other potential sections as determined by consultant or city staff
- Prepare Administrative Draft for City Staff Review
- Prepare Final 5th Cycle Housing Element for adoption by the Hughson City Council and submittal to HCD before December 31, 2015.

CONTRACT/STAFFING ARRANGEMENT

The City of Hughson, in the approved Fiscal Year 2014-15 Final Budget, set monies aside to retain consultant services to update the Housing Element. Based on further research and City Council input, staff now recommends using a portion—between \$30,000 and \$40,000—of these allocated funds. Ultimately, depending on the selected firm/teams' cost proposal for all requested services, the City could perform some tasks as described in this RFP to reduce the total cost to under the desired amount.

KEY SELECTION FACTORS

The following is a list of the process-related and technical criteria by which the established review committee will evaluate the proposals—all are equally weighted. The City of Hughson will select the firm/team which has the combination of the best

proposal, i.e. best meets the key selection factors, and oral interview results (if necessary). The key selection factors (criteria) are:

- Previous experience in Stanislaus county and familiarity with the issues, politics and agencies within the region.
- Previous experience working with the Department of Housing and Community Development (HCD), as well as knowledge of, and experience in, preparing RHNA and Housing Element documents.
- Strength, accessibility and availability of the Project Manager; and overall strength of the team.
- Demonstrated pro-active approach to dealing with and addressing issues as they arise during the Housing Element update.
- Demonstrated ability to complete the Housing Element update on time and within the identified budget.
- Ability to present information, in a matter that is fully understandable to the public and the City Council as needed.

CONDITIONS AND INSTRUCTIONS

PROPOSAL DELIVERY LOCATION

Proposals shall be delivered/mailed to the attention of Jaylen French, Community Development Director, City of Hughson, 7018 Pine Street | PO Box 9, Hughson, California 95326 prior to 3:00 PM on November 12, 2014. Proposals received after that time will be returned unopened to the respective engineering firm and will not be considered for evaluation. No faxed or emailed proposals will be accepted.

REQUIRED CONTENT OF THE PROPOSAL

The proposal should be concise, well organized and demonstrate the firm's qualifications and experience applicable to the scope of services. The proposal shall be limited to 35 one-sided pages (8.5"x11"), inclusive of cover letter, resumes, and graphics.

The following describes the information that should be submitted by each firm and/or team:

1. Cover Letter
2. Project Understanding and Firm Qualifications
3. Cost Proposal and Schedule

Cover Letter:

The submittal should include a letter describing the firm and/or team's interest in providing the requested services. The person authorized by the firm and/or team to negotiate a contract with the City shall sign the cover letter. Include the name, phone number, and e-mail address of the contact person for the proposal process.

Project Understanding and Firm Qualifications:

The submittal should include a description of the firm and/or team's understanding of the project and a narrative, including complete information about the firm and/or team and its ability to perform the work described in the Scope of Services. This section shall address the following topics:

1. Brief history of the firm and/or team, including key personnel.
2. Names and resumes of designated project manager and key personnel that will be assigned to this contract.
3. Organization chart of project personnel.
4. Description of experience (firm and/or team and project personnel) on similar planning projects, specifically with housing element updates.
5. Description of project management system to track project tasks, deliverables, and expenditures.

6. Statement of project understanding.
7. Indicate the primary contact (and management hierarchy) that will be available for all aspects of the work.

Cost Proposal and Project Schedule:

The Cost Proposal and Project Schedule section identifies the total cost to the City of Hughson for the entire Housing Element update, including all tasks identified in the RFP and other tasks as proposed in the professional judgment of the proposer. The proposal must divide the project into separate functional work tasks, corresponding with the proposed Project Schedule, and provide the associated fees for the work to be done. This should include an estimate of the work hours of the various personnel involved. Personnel shall be identified by title and wage rate. Each work task should be accompanied with deliverables by work task.

ALL cost incurred and billed to the City of Hughson, including labor, equipment, materials, overhead, and profit shall be included within the firm and/or team's cost proposal.

Submittal Instructions

Submitting firms or teams are required to submit one (1) original and three (3) additional copies of the proposal, including all required attachments by the date, time and location specified in this request for proposals.

EVALUATION PROCESS

The objective of the evaluation process is to perform a thorough and fair assessment of each firm/team's proposal and facilitate the selection of a firm/team that best meets the City's needs.

The review committee comprised of city staff and other local agency staff and/or a Hughson Planning Commissioner will review and evaluate each proposal which is received by the stated submittal deadline. The proposals will be evaluated based on the key selection factors, including the firm or team's qualifications; related experience—specifically of the designated project manager, ability to complete the work by the identified deadline; and cost competitiveness. The firm or team should show a strong understanding of the City of Hughson and the Stanislaus County region. Depending on the number and quality of proposals received, the City will identify a list of the firms or teams which will progress to the interview portion of the evaluation process. However, please note, the City has the option to select the identified firm based solely on the proposals received. Oral Interviews will be held if determined necessary.

The firm or team determined best suited to meet the needs of the City will be recommended to the City Council for final selection. The City Council has the sole and absolute discretion regarding final selection. Upon final selection, the firm and City will formalize the scope of services and associated contract fee.

TENTATIVE SCHEDULE FOR CONSULTANT SELECTION:

Release Request for Proposal	October 16, 2014
Pre-Proposal Meeting*	October 28, 2014
RFP Questions Due to City	November 3, 2014
City Posts Answers to RFP Questions	November 5, 2014
Proposals due to City of Hughson	November 12, 2014
Evaluation Committee Interviews/Selects Firm	November 18-19, 2014
Hughson City Council Approves Contract	November 24, 2014
Completion of Agreement/Notice to Proceed	November 25, 2014

PROPOSAL INQUIRIES:

Questions regarding this proposal shall be referred to:

Jaylen French, Community Development Director
City of Hughson
7018 Pine Street | PO Box 9
Hughson, California 95326

209/883.4054
E-mail: jfrench@hughson.org

** The pre-proposal meeting will be held at City of Hughson City Hall (7018 Pine Street, Hughson, California 95326) on Tuesday, October 28, 2014 at 2:00 pm. The pre-proposal meeting is not mandatory, but is an opportunity to ask questions of staff.*

ADDITIONAL TERMS AND CONDITIONS

Cost of Preparation of Proposal and Contract

The City of Hughson shall not pay costs incurred in the proposal preparation, printing, demonstration process, or contract negotiation. All such costs shall be borne by the firm and/or team.

Rights to Pertinent Materials

All responses, inquiries, and correspondence relating to the Request For Proposal and all reports, charts, coverage maps, displays, exhibits, and other documentation produced by the firm and/or team are submitted as part of the proposal shall become the property of the City of Hughson after the proposal submission deadline.

Award

The City of Hughson reserves the right to award this contract to the firm and/or team whose total aggregate proposal is most responsive to the needs of the City. An evaluation of the firm and/or team's ability, quality, and performance on previous or current contracts will be used in addition to the rate schedule as a basis of award for any resultant contract.

SIGNATURE PAGE

Name of Firm and/or team: _____

Address: _____

Telephone: _____

E-mail Address: _____

Type or Print Name and Title

Signature

ATTACHMENT A

(MASTER PROFESSIONAL SERVICES AGREEMENT)