

## HOUSING ELEMENT WORKSHEET

The attached worksheet is a tool to evaluate the Housing Element. When evaluating Housing Elements, make sure the individual proposal have strong enforceable language.

Proposals should have the following:

- ✓ Measurable goals
- ✓ Language such as “shall” and “will” rather than “study”, “consider”, or “examine”
- ✓ Timeline for implementation
- ✓ A specified responsible agency

Identify any proposals in the housing element that lack a clear implementation plan.

### Checklist:

Check off the section after you completed your review.

#### A. Process and Analysis

- Opportunities for Public Participation in Housing Element Process
- Housing Element Analyzes Housing Needs Accurately
- Revision of past Housing Element & Monitoring
- Removal of Constraints on Housing

#### B. Zoning

- Identification of Sites for Affordable Housing Development
- Increase Densities & Adopt Appropriate Parking Requirements
- Smart Growth: Mixed use and transit-oriented development

#### C. Affordable Housing Production and Preservation

- Inclusionary Housing
- Funding for Affordable Housing
- Stabilizing and Preserving Existing Affordable Housing

#### D. Local Initiatives

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## HOUSING ELEMENT WORKSHEET

### A. Process and Analysis

STRATEGY	CRITERIA FOR EVALUATION
1. <b>Public participation</b>	Public hearing(s) or workshop(s) held to obtain input on housing element (HE), apart from regular council or commission meetings  Notices sent to local organizations including housers, builders, environmental groups, etc.  Advisory committee or task force convened

**Notes &  
page references:**

## A. Process and Analysis, continued

STRATEGY	CRITERIA FOR EVALUATION
<p><b>2. Housing needs Assessment</b></p> <p>NOTE: if needs assessment does not meet legal requirement, this indicates a problem that needs remedy.</p>	<p>The HE is required to assess the existing housing needs of a variety of households: low income, very low income, large families, homeless, people with disabilities, seniors, female headed households, farm workers, and those overpaying for housing.</p> <p>Make sure the jurisdiction is thorough and accurate with homeless counts and farm worker housing. This information is not available through the census.</p>

**Notes & page references:**

<p><b>3. Revision of past Housing Element &amp; Monitoring</b></p>	<p>Review of effectiveness of past housing policies, and description of how the updated element improves upon any shortcomings</p> <p>Monitoring program is clear (e.g. annual public meeting to report on progress)</p>
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**Notes & page references:**

<p><b>4. Removal of Constraints on Housing</b></p>	<p>HE thoroughly analyzes both governmental constraints on housing production (such as growth controls, fees and permit processing) and non-governmental constraints (such as availability of financing, cost of land and construction)</p> <p>HE provides for removal of constraints on housing</p>
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**Notes & page references:**

## B. Zoning

STRATEGY	CRITERIA FOR EVALUATION
<p><b>5. Identification of sites for affordable housing development</b></p> <p>NOTE: If the jurisdiction did not zone enough land in the prior planning period, they must rezone within one year of the planning period. Additionally, if the site occupied by another use, jurisdiction must demonstrate feasibility of change of use and should provide specific incentives for conversion.</p>	<p>Sufficient sites are identified to meet housing need projections from ABAG</p> <p>Sufficient sites to build the low and very low income units projected by ABAG, specifically sites that:</p> <ul style="list-style-type: none"> <li>▪ are zoned for multifamily housing “by right” (that is, a conditional use permit is not required)</li> <li>▪ are large enough for 20 or more units to be built</li> <li>▪ have infrastructure (streets, water, sewer, etc.)</li> </ul> <p>Variety of strategies for infill affordable housing development, such as:</p> <ul style="list-style-type: none"> <li>▪ rezoning commercial, industrial, public, and institutional land</li> <li>▪ adaptive reuse of outmoded buildings;</li> <li>▪ affordable housing overlay zoning;</li> <li>▪ air rights development policies</li> </ul>

**Notes & page references:**

<p><b>6. Increase Densities;</b></p> <p><b>Adopt Appropriate Parking Requirements</b></p>	<p>Community currently has or proposes:</p> <p>Densities appropriate for affordable housing (in urban areas, over 30 units/acre; in non-urban areas, over 20 units/acre) are required. If these densities are not high enough to meet the need, advocate for a higher density.</p>
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	<p>Secondary units ordinance allows for easy development of accessory units, e.g. “by right”</p> <p>Reduced parking requirements “by right” for affordable, senior and special needs housing</p>
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**Notes & page references:**

B. Zoning, continued

STRATEGY	CRITERIA FOR EVALUATION
7. <b>Zoning for Smart Growth</b>	<p>Community currently has or proposes:</p> <p>Mixed Use zoning “by right”</p> <p>Transit/pedestrian corridors zoned for higher densities</p> <p>Minimum densities required</p> <p>Reduced parking requirements for development near transit</p>

**Notes & page references:**

### C. Affordable Housing Production and Preservation

STRATEGY	CRITERIA FOR EVALUATION
<p><b>8. Inclusionary Housing</b></p>	<p>Inclusionary ordinance in place or proposed, with:</p> <p>At least 5% of units in new developments targeted to low and moderate income housing, affordable for at least 30 years</p> <p>10% (or more) of units in new developments targeted to low and moderate income housing</p> <p>15% (or more) of units in new developments targeted to low and moderate income housing</p> <p>Income targeting:</p> <ul style="list-style-type: none"> <li>• All ownership units targeted to a maximum of 100% of Area Median Income (AMI)</li> <li>• All rental units targeted to low income households (max 80% of AMI)</li> </ul> <p>Inclusionary housing is eligible for at least two of the following:</p> <ul style="list-style-type: none"> <li>density bonuses (required)</li> <li>fee waivers</li> <li>reduced parking</li> <li>expedited permit review</li> <li>other development incentive</li> </ul>

**Notes & page references:**

C. Affordable Housing Production and Preservation (continued)

STRATEGY	CRITERIA FOR EVALUATION
<p>9. <b>Funding for Affordable Housing</b></p>	<p><b>Redevelopment Funding</b>            Percentage of Redevelopment funds set aside for low and moderate income housing:</p> <p>Minimum requirement is 20%. Try to increase the set-aside to 25% or 30%.</p> <p>(Note: if locality has no Redevelopment Agency, having a well-funded housing trust fund is a good substitute, and it is somewhat beneficial if they are providing other local sources of funding, such as linkage fees or a bond.)</p> <p><b>Jobs/Housing Linkage Program</b>            Locality has a linkage program, with revenues used to fund affordable housing (nexus studies are also beneficial)</p> <p>Linkage fees of \$5 per square foot (or more) on one or more commercial uses</p> <p>Linkage ordinance covers all or most job-generating development - office, industrial, institutional, hotel, retail and entertainment uses</p> <p><b>Other Funding for Affordable Housing</b>            E.g. municipal bonds; local taxes; general fund allocations; Housing Trust Fund; substantial CDBG spending on housing</p>

**Notes & page references:**

### C. Affordable Housing Production and Preservation, continued

STRATEGY	CRITERIA FOR EVALUATION
<b>10. Stabilizing and preserving existing affordable housing</b>	Locality has identified publicly assisted housing that is at risk of being converted to market rate, and has a plan for preserving it  Locality has laws to stabilize privately owned rental housing, such as the following: (2 points each up to 6) rental housing conversion restrictions rent control mobile home park preservation program emergency rental assistance fund

**Notes & page references:**

### D. Local Initiatives

Local housing initiatives benefiting low and very low-income households are great steps. These initiatives should be listed below. Examples might include:

- Dedicating 50% of redevelopment funding for housing
- Innovative farm worker housing programs
- Effective employer assisted housing initiative serving low income families
- Using an unusually large portion of CDBG funds for housing production

STRATEGY	
<b>Name of program/policy:</b>	

**Notes & page references:**