

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

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July 27, 2021

Joe Vacca, Director
Community Development Department
City of Camarillo
601 Carmen Drive
Camarillo, CA 93010

Dear Joe Vacca:

RE: Review of the City of Camarillo's 6th Cycle (2021-2029) Draft Housing Element

Thank you for submitting the City of Camarillo's draft housing element received for review on May 28, 2021, along with revisions received on June 21, 2021. Pursuant to Government Code section 65585, subdivision (b), the California Department of Housing and Community Development (HCD) is reporting the results of its review. Our review was facilitated by a telephone conversation on July 13, 2021 with David Moe and Oksana Buck, and consultants Greg Martin and Veronica Tam.

The draft element addresses many statutory requirements; however, revisions will be necessary to comply with State Housing Element Law (Article 10.6 of the Gov. Code). The enclosed Appendix describes the revisions needed to comply with State Housing Element Law.

To remain on an eight-year planning cycle, the City must adopt its housing element within 120 calendar days from the statutory due date of October 15, 2021 for Southern California Association of Government (SCAG) localities. If adopted after this date, Government Code section 65588, subdivision (e)(4), requires the housing element be revised every four years until adopting at least two consecutive revisions by the statutory deadline. For more information on housing element adoption requirements, please visit HCD's website at: http://www.hcd.ca.gov/community-development/housing-element/housing-element-memos/docs/sb375_final100413.pdf.

Pursuant to Government Code section 65583.3, subdivision (b), the City must utilize standards, forms, and definitions adopted by HCD when preparing the sites inventory. Please see HCD's housing element webpage at <https://www.hcd.ca.gov/community-development/housing-element/index.shtml> for a copy of the form and instructions. The City can reach out to HCD at sitesinventory@hcd.ca.gov for technical assistance. Upon

adoption of the housing element, the City must submit an electronic version of the sites inventory with its adopted housing element to sitesinventory@hcd.ca.gov.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City meets housing element requirements for these and other funding sources.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: http://opr.ca.gov/docs/OPR_Appendix_C_final.pdf and http://opr.ca.gov/docs/Final_6.26.15.pdf.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City should continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate.

HCD appreciates the hard work and dedication the City's housing element team provided during the course of our review. We are committed to assisting the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Molivann Phlong, of our staff, at Molivann.Phlong@hcd.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannan West". The signature is fluid and cursive, with the first name "Shannan" and the last name "West" clearly distinguishable.

Shannan West
Land Use & Planning Unit Chief

Enclosure

APPENDIX CITY OF CAMARILLO

The following changes are necessary to bring the City's housing element into compliance with Article 10.6 of the Government Code. Accompanying each recommended change, we cite the supporting section of the Government Code.

Housing element technical assistance information is available on HCD's website at <http://www.hcd.ca.gov/community-development/housing-element/housing-element-memos.shtml>. Among other resources, the housing element section contains HCD's latest technical assistance tool, *Building Blocks for Effective Housing Elements (Building Blocks)*, available at <http://www.hcd.ca.gov/community-development/building-blocks/index.shtml> and includes the Government Code addressing State Housing Element Law and other resources.

A. Review and Revision

Review the previous element to evaluate the appropriateness, effectiveness, and progress in implementation, and reflect the results of this review in the revised element. (Gov. Code, § 65588 (a) and (b).)

As part of the evaluation of programs in the past cycle, the element must provide an explanation of the effectiveness of goals, policies, and related actions in meeting the housing needs of special needs populations (e.g., elderly, persons with disabilities, large households, female headed households, farmworkers, and persons experiencing homelessness).

B. Housing Needs, Resources, and Constraints

1. *Affirmatively further[ing] fair housing (AFFH) in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2...shall include an assessment of fair housing in the jurisdiction (Gov. Code, § 65583, subd. (c)(10)(A))*

AFFH: While the element includes a variety of information related to AFFH, the element must include an analysis of that data and draw conclusions from that analysis to inform necessary goals and actions. In addition, the following information is also necessary to address this requirement:

Local Data and Knowledge: The element should complement federal, state and regional data with local data and knowledge where appropriate to capture emerging trends and issues, including utilizing knowledge from local and regional advocates and service providers.

Disproportionate Housing Needs: The element identifies trends in disproportionate housing needs (page 7-41). However, the element should analyze trends and patterns at a local and regional level related to substandard housing. For example, the analysis could include estimates from the code enforcement agency, or information from knowledgeable builders/developers, including non-profit housing developers or organizations. For additional information, see the Building Blocks at

<http://www.hcd.ca.gov/community-development/building-blocks/housing-needs/housing-stock-characteristics.shtml>.

Identifying and Prioritizing Contributing Factors to Fair Housing Issues: While the element contains contributing factors on Table 7-11 (page 7-53), it must also prioritize contributing factors to fair housing issues. The element must be revised to evaluate and prioritize contributing factors to fair housing issues, including based on the outcomes of analysis. Contributing factors create, contribute to, perpetuate, or increase the severity of fair housing issues and are fundamental to adequate goals and actions. The analysis shall result in strategic approaches, including prioritizing contributing factors, to inform and connect goals and actions to mitigate contributing factors to affordable housing.

Sites Inventory: Currently, discussion of sites is limited to lower-income areas and the Racial/Ethnic Areas of Concentration of Poverty (page 7-50). However, the element must address the full scope of AFFH, including the placement of its moderate and above moderate-income units, access to transportation and educational opportunities, and analyze and conclude whether the identified sites improve or exacerbate each of the fair housing issue areas.

Goals and Actions: While the element includes on Table 7-11 a column for “meaningful actions”, these actions are not incorporated into the housing element programs. The element must be revised to add or modify goals and actions based on the outcomes of analysis described above. Goals and actions must specifically respond to the analysis and identified and prioritized contributing factors to fair housing issues and must be significant and meaningful enough to overcome identified patterns and trends. Actions must have metrics and milestones as appropriate and must address housing mobility enhancement, new housing choices and affordability in high opportunity areas, place-based strategies for community preservation and revitalization and displacement protection. For more information, please contact HCD and visit <https://www.hcd.ca.gov/community-development/affh/index.shtml>.

2. *Include an analysis and documentation of household characteristics, including level of payment compared to ability to pay, housing characteristics, including overcrowding, and housing stock condition. (Gov. Code, § 65583, subd. (a)(2).)*

The element identifies the age of the housing stock (page 7-18). However, it must include analysis of the condition of the existing housing stock and estimate the number of units in need of rehabilitation and replacement. For example, the analysis could include estimates from a recent windshield survey or sampling, estimates from the code enforcement agency, or information from knowledgeable builders/developers, including non-profit housing developers or organizations. For additional information, see the *Building Blocks* at <http://www.hcd.ca.gov/community-development/building-blocks/housing-needs/housing-stock-characteristics.shtml>.

3. *An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality’s housing need for a designated income*

level, and an analysis of the relationship of zoning and public facilities and services to these sites. (Gov. Code, § 65583, subd. (a)(3).)

The City has a regional housing need allocation (RHNA) of 1,376 housing units, of which 597 are for lower-income households. To address this need, the element relies on vacant and nonvacant sites, including sites in Specific Plan Areas. To demonstrate the adequacy of these sites and strategies to accommodate the City's RHNA, the element must include complete analyses:

Progress in Meeting the RHNA: The element indicates (page 7-64) that 100 units affordable to very low-income and low-income households are entitled, but it provides no information documenting how affordability of the units was determined. The element must describe the City's methodology for assigning these units to the various income groups based on actual sales price or rent level of the units and demonstrate their availability in the planning period. In addition, the element must describe the expected timeframe of the entitled projects in the planning period; any entitlements that are still required with their expected timing; and include a program to facilitate the approval of the unentitled projects.

Sites Inventory: The element does not clearly describe which sites were utilized in the prior planning period. If the City utilizes vacant sites identified in two or more consecutive planning periods' housing elements or nonvacant sites identified in a prior housing element period to accommodate the lower-income RHNA, the element must include a program to commit to zone for the following:

- sites must meet the density requirements for housing for lower-income households, and
- allow by-right approval for housing developments that include 20 percent or more of its units affordable to lower-income households (Gov. Code, § 65583.2, subd. (c).).

Realistic Capacity: The element assumes residential development on sites zoned for nonresidential uses while also assuming 80 percent development. To support this assumption, the element must include analysis to demonstrate the likelihood for residential development, especially given the zones are intended for nonresidential uses. The analysis may be based on factors such as land-use controls, development trends including typical density of existing, or approved developments at similar affordability levels, performance standards or other relevant factors. For additional information, see the *Building Blocks* at <http://www.hcd.ca.gov/community-development/building-blocks/site-inventory-analysis/analysis-of-sites-and-zoning.shtml#zoning>.

Suitability of Nonvacant Sites: While the element includes some recent trends and generally describes existing uses to demonstrate past experience, it does not explain how these trends relate to zoning, existing uses, densities, and the listed sites in the inventory. The element must also analyze the extent to which existing uses may impede additional residential development and include an analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development (Gov. Code, § 65583.2, subd. (g)(1).). To

analyze the extent that existing uses may impede additional residential development, the element should also include information on whether existing uses are operating, have been operating, and whether or not they are anticipated to continue operating. The element could also further describe expected subdivision of parking area as part of this analysis. For additional information and sample analysis, see the Building Blocks at <http://www.hcd.ca.gov/community-development/building-blocks/site-inventory-analysis/analysis-of-sites-and-zoning.shtml#analysis>. In addition, relying on nonvacant sites to accommodate 50 percent or more of the housing needs for lower-income households triggers requirements to make findings based on substantial evidence that the existing use is not an impediment and will likely discontinue in the planning period.

Small Sites: The element identifies sites in Table 7-B-3 at less than a half-acre. Sites smaller than a half-acre in size are deemed inadequate to accommodate housing for lower-income housing unless it is demonstrated that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower-income housing units as projected for the site or unless the housing element describes other evidence to HCD that the site is adequate to accommodate lower-income housing (Gov. Code, § 65583.2, subd. (c)(2)(A).). As the element appears to rely on consolidated small sites to accommodate the RHNA for lower-income households, it should also provide analysis demonstrating the potential for consolidation. For example, the analysis could describe the City's role or track record in facilitating small-lot consolidation, policies or incentives offered or proposed to encourage and facilitate lot consolidation, conditions rendering parcels suitable and ready for lot consolidation, or information from the owners of each aggregated site.

Sites with Zoning for a Variety of Housing Types:

- Single Room Occupancy (SRO) Units: The element describes that housing projects with 100 percent SROs are not allowed. The element must identify and analyze this limitation as a potential constraint on the City's ability to provide a variety of housing types to accommodate housing at all income levels including housing for extremely low-income households. In particular, this requirement may pose a barrier to the conversion or adaptive reuse of motel or hotels to housing for people experiencing homelessness.
 - Accessory Dwelling Units (ADUs): The element indicates the City modifies its zoning code to ease barriers to the development of ADU's. However, per the HCD's June 29, 2021 letter, HCD discovered several areas which were not consistent with State ADU Law. This includes limiting ADUs to certain zones and requiring the submittal of annual reports. As a result, the element should revise its program to update the City's ADU ordinance in order to comply with State ADU Law.
4. *An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls,*

building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures. The analysis shall also demonstrate local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need in accordance with Government Code section 65584 and from meeting the need for housing for persons with disabilities, supportive housing, transitional housing, and emergency shelters identified pursuant to paragraph (7). Transitional housing and supportive housing shall be considered a residential use of property and shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone. (Gov. Code, § 65583, subd. (a)(5).)

Land-Use Controls: The element must identify and analyze all relevant land-use controls impacts as potential constraints. For example, the element should identify any lot coverage requires, minimum unit sizes, and other standards typically applied to development by zoning district. The analysis must evaluate the cumulative impacts of land use controls on the cost and supply of housing, including the ability to achieve maximum densities and cost and supply of housing. The analysis should also describe past or current efforts to remove identified governmental constraints. The element must also analyze the garage parking requirement (page 7-86) for multifamily units for its impact as a potential constraint on housing. Should the analysis determine the parking standards are a constraint on residential development, it must include a program to address or remove any identified constraints. For additional information, see the Building Blocks at <http://www.hcd.ca.gov/community-development/building-blocks/constraints/land-use-controls.shtml>.

Fees and Exaction: The element must describe all required fees for single family and multifamily housing development, including impact fees, and analyze their impact as potential constraints on housing supply and affordability. While the element provides some fees and exactions on Table 7-42, it does not calculate all typical fees applied to a project such as those associated with application processing, the Residential Development Board review, and impact fees. For additional information and a sample analysis and tables, see the *Building Blocks* at <http://www.hcd.ca.gov/community-development/building-blocks/constraints/fees-and-exactions.shtml>

Local Processing and Permit Procedures: The element indicates that multifamily development must obtain a planned development or conditional use permit. The element must describe and analyze the permit processing procedures and their impacts as potential constraints on housing supply and affordability, particularly for residential development affordable to lower-income households and development on sites identified in the sites inventory. The analysis must describe and analyze approval procedures and decision-making criteria including approval certainty.

Residential Development Evaluation Board (RDEB): HCD recognizes that the RDEB has been suspended until 2025 pursuant to SB 330 (Chapter 654, Statutes of 2019). However, this requirement will return in the second half of the planning period if the provisions of SB 330 are not extended. As such, the analysis must include a complete analysis of this requirement as a constraint to development. Specifically, the element should address if there are any roll over provisions for the

annual 400 unit allocation, the City's ability to accommodate the total RHNA throughout the planning period, and how this requirement interfaces with streamlined ministerial projects such as SB 35 (Chapter 366, Statutes of 2017) and other by-right provisions. These types of approval processes are non-discretionary and cannot trigger the California Environmental Quality Act (CEQA), whereas many of the findings required by the RDEB process are subjective and may trigger CEQA review.

Inclusionary Housing and Local Ordinances: The housing element must specifically analyze locally adopted ordinances that directly impact the cost and supply of residential development. The element briefly describes the Inclusionary Housing Policy (page 7-A4). The element must describe and analyze the inclusionary housing requirements and their impacts as potential constraints on the development of housing for all income levels, specifically on housing supply and affordability. The analysis must evaluate the inclusionary policy's implementation framework, including levels of mandated affordability and the types of options and incentives offered to encourage and facilitate compliance with the inclusionary requirements. The City could engage the development community to facilitate this analysis.

In addition, the element describes the Affordable Housing Agreement (Agreement) policy in which developers with affordable housing units must enter with the City (page 7-102). It is unclear whether this Agreement is only for projects with inclusionary units or if it is required for all affordable housing. The element must evaluate the requirements of the Agreement for potential constraints to meeting the need for housing for persons with disabilities, supportive housing, transitional housing, and emergency shelters. Particularly the requirement that affordable housing units be distributed among a range of unit sizes may impact the ability to provide 100% affordable housing projects to seniors, or permeant supportive housing to people experiencing homelessness and extremely low-income individuals.

Constraints on Housing for Persons with Disabilities: The element (page 7-28) currently details that residential care facilities serving six or fewer persons are permitted in all residential zones and with a conditional use permit (CUP) in the Camarillo Commons Zone. However, residential care facilities serving seven or more persons are limited to the same zones with the approval of a CUP. The element notes that larger group homes for seven or more persons are subject to a conditional use permit. While the element states larger group homes have different needs; and that the use permit allows the City to work with applicants; it must also identify and analyze decision-making criteria for impacts on approval certainty and objectivity including programs as appropriate. While the element briefly describes the City's Chapter 16.08 Reasonable Accommodation process, it should further describe and analyze its reasonable accommodation criteria and process including approval findings.

5. *An analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the availability of financing, the price of land, the cost of construction, the requests to develop housing at densities below those anticipated in the analysis required by subdivision (c) of Government Code section 65583.2, and the length of*

time between receiving approval for a housing development and submittal of an application for building permits for that housing development that hinder the construction of a locality's share of the regional housing need in accordance with Government Code section 65584. The analysis shall also demonstrate local efforts to remove nongovernmental constraints that create a gap between the locality's planning for the development of housing for all income levels and the construction of that housing. (Gov. Code, § 65583, subd. (a)(6).)

Price of Land, Cost of Construction, and Availability of Financing: While the element includes a high-level analysis of availability of financing, the price of land, and the cost of construction, it should be revised to analyze quantifiable cost data and its impact on the supply of housing.

Requests for Lower Density, Permit Times, and Efforts to Address Nongovernmental Constraints: The element must include analysis regarding local efforts to address nongovernmental constraints that create a gap in the jurisdiction's ability to meet RHNA by income category, an identification and analysis of requests to develop at densities below the density identified in the site inventory, and a description of the length of time between project approval and request for building permit that hinders the jurisdiction's ability to accommodate RHNA by income category. For example, the City can look at recent developments in the jurisdiction and identify any nongovernmental constraints.

6. *Analyze any special housing needs such as elderly; persons with disabilities, including a developmental disability; large families; farmworkers; families with female heads of households; and families and persons in need of emergency shelter. (Gov. Code, § 65583, subd. (a)(7).)*

Farmworkers: The element must quantify and analyze the housing needs of farmworkers. While the element includes a general discussion, it must still include complete information to guide an appropriate analysis. Specifically, the element must identify and analyze farmworkers in the City using local data and include county and regional data for seasonal and permanent farmworkers (e.g., USDA data).

7. *Analyze the opportunities for energy conservation with respect to residential development. (Gov. Code, § 65583(a)(8).)*

The element describes the state requirements on energy conservation. However, the element must include analysis of energy conservation opportunities in residential development. The analysis should facilitate the adoption of housing element policies and programs. For example, programs could provide incentives to promote higher density housing along transit, encourage green building techniques and materials in new construction and remodels, promote energy audits and participation in utility conservation programs, and facilitate energy conserving retrofits upon resale of homes. For additional information and sample analysis, see the *Building Blocks* at <http://www.hcd.ca.gov/community-development/building-blocks/site-inventory-analysis/opportunities-for-energy-conservation.shtm> and HCD's *Green Building and Sustainability Resources* bibliography at http://www.hcd.ca.gov/hpd/green_build.pdf.

C. Housing Programs

1. *Include a program which sets forth a schedule of actions during the planning period, each with a timeline for implementation, which may recognize that certain programs are ongoing, such that there will be beneficial impacts of the programs within the planning period, that the local government is undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the housing element through the administration of land use and development controls, the provision of regulatory concessions and incentives, and the utilization of appropriate federal and state financing and subsidy programs when available. The program shall include an identification of the agencies and officials responsible for the implementation of the various actions. (Gov. Code, § 65583, subd. (c).)*

To address the program requirements of Government Code section 65583, subdivision (c)(1-6), and to facilitate implementation, programs should include: (1) a description of the City's specific role in implementation; (2) definitive implementation timelines; (3) objectives, quantified where appropriate; and (4) identification of responsible agencies and officials. Programs to be revised include the following:

- Program 2 - Affordable Housing Bonus Points Under Residential Development Control System: For your information, the program must continue suspending the RDEB if legislation warrants.
 - Program 3 - Accessory Dwelling Units: Describe how the City will promote ADU development and if bulletins are currently available. How will the City specifically promote ADU development for mod and lower-income households.
 - Program 13 - Seek Grant Funding: Seek Grant Funding to Support Affordable Housing Activities: revise the program to include when the City will apply for funding.
 - Program 15 - Housing Policies: Describe when will the City review the affordable housing policies.
 - Program 17 - Homeless Strategic Plan: revise the program to include timeframes for development of the plan.
2. *Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory completed pursuant to paragraph (3) of subdivision (a) without rezoning, and to comply with the requirements of Government Code section 65584.09. Sites shall be identified as needed to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. (Gov. Code, § 65583, subd. (c)(1).)*

As noted in the Finding B3, the element does not include a complete sites inventory or analysis; as a result, the adequacy of sites and zoning has not been established. Based on the results of a complete sites inventory and analysis, programs may need to be added, or revised, to address a shortfall of sites and zoning for a variety of housing types. In addition, the element must address the following:

- Program 10 - Adequate Sites: The program should describe the specific actions the City will take to ensure adequate capacity throughout the planning period. For example, the program could be revised to include commitment to monitor and implement Government Code section 65863 (No Net Loss Law).
- As noted above, if the element includes sites identified in previous planning periods to accommodate the RHNA for lower-income, it must include a program within the first three years of the planning period to allow by-right approval for housing development that include 20 percent or more of its units affordable to lower-income households.

3. *Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities. The program shall remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities. (Gov. Code, § 65583, subd. (c)(3).)*

As noted in Findings B4 and B5, the element requires a complete analysis of potential governmental and nongovernmental constraints. Depending upon the results of that analysis, the City may need to revise or add programs and address and remove or mitigate any identified constraints.

4. *Promote AFFH opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2), Section 65008, and any other state and federal fair housing and planning law. (Gov. Code, § 65583, subd. (c)(5).)*

As noted in Finding B1, the element must include a complete analysis of AFFH. Based on the outcome of that analysis, the element must add or modify programs. In addition, while the element includes Program 4 which describes how the City responds to fair housing complaints, it must also include actions that promote AFFH opportunities. For example, the element could include a program committing to implement Government Code section 8899.50, subdivision (b), which requires the City to administer its programs and activities relating to housing and community development in a manner to AFFH and take no action that is materially inconsistent with its obligation to AFFH.

The housing program shall preserve for low-income household the assisted housing developments identified pursuant to paragraph (9) of subdivision (a). The program for preservation of the assisted housing developments shall utilize, to the extent necessary, all available federal, state, and local financing and subsidy programs identified in paragraph (9) of subdivision (a), except where a community has other urgent needs for which alternative funding sources are not available. The program may include strategies that involve local regulation and technical assistance. (Gov. Code, § 65583, subd. (c)(6).)

Program 7 (Affordable Housing Preservation) describes preservation efforts for ownership units. However, the element identifies 268 rental units at-risk of converting to market-rate uses in the planning period. Therefore, the element must include a program(s) with specific and proactive actions to preserve the at-risk units. For example, the program could support applications by non-profits for funding to purchase at-risk units, strengthen relationships with the listed non-profits and develop a plan or strategy for quickly moving forward in the case units are noticed to convert to market-rate uses in the planning period, and consider pursuing funding on at least an annual basis. The program could also commit to contacting non-profits immediately to develop a preservation strategy by a date certain and be ready to quickly act when notice of conversion is received and monitoring the units to ensure tenants receive proper notifications. For additional information and a sample program, see the Building Blocks at <http://www.hcd.ca.gov/community-development/building-blocks/housing-needs/assisted-housing-developments.shtml>.

D. Quantified Objectives

Establish the number of housing units, by income level, that can be constructed, rehabilitated, and conserved over a five-year time frame. (Gov. Code, § 65583, subd. (b)(1 & 2).)

The element must include quantified objectives to establish an estimate of housing units by income category that can be constructed, rehabilitated, and conserved over the planning period. While the element includes quantified objectives for new construction and rehabilitation, it must also include conservation objectives, especially for at-risk housing.

E. Public Participation

Local governments shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the element shall describe this effort. (Gov. Code, § 65583, subd.(c)(8).)

While the element includes a general summary of the public participation process (page 1 and Appendix C), it must also demonstrate diligent efforts were made to involve all economic segments of the community in the development of the housing element, particularly lower-income households. In addition, the element must also describe how public comments were considered and incorporated into the element. For additional information, see the *Building Blocks* at <http://www.hcd.ca.gov/community-development/building-blocks/getting-started/public-participation.shtml>.