

Regional Early Action Planning Grants of 2019 (REAP) Close Out Report Form



Lake County/City Area Planning Council

October 1, 2024

REAP Close Out Report Form Instructions

This form is for Regional Early Action Planning Grants of 2019 (REAP) grant holders to satisfy the reporting requirements of California Health and Safety Code section 50515.04. The report must be submitted to the California Department of Housing and Community Development (HCD) via email to reap@hcd.ca.gov no later than December 31, 2025.

Additional information about the REAP program is found at the program's webpage at: <https://www.hcd.ca.gov/grants-and-funding/programs-active/regional-early-action-planning-grants-of-2019>

Please proceed to the REAP Close Out Report Form on the next page and complete Parts I–X.

REAP Close Out Report Form

Part I – Summary

Briefly describe the grantee's REAP project(s), including but not limited to the following information:

1. Overview of the project
2. Project start date, duration and completion
3. Project goals and relevance to REAP goals
4. Proposed uses and actions taken in support of proposed uses
5. Actions that had the greatest impact on housing production
6. Overall outcomes including quantified outcomes

In early 2021, the Lake Area Planning Council (APC) applied for REAP funds to assist its local jurisdictions in implementing housing related activities that would facilitate housing production in the region. In its role as the region's Council of Governments (COG), Lake APC received notice in May 2021 of an award for \$261,729 for this purpose. The majority of the funds were sub-allocated to the area's three jurisdictions (County of Lake, and the cities of Clearlake and Lakeport). A Standard Agreement was approved by HCD on November 12, 2021, and was subsequently amended on July 14, 2023. Disbursement of funds was made to the last of the three sub-recipients on June 10, 2024, essentially completing the project. Funds not used for sub-allocation were put towards administrative and monitoring costs of Lake APC.

As noted, the overall objective of the project was to facilitate housing production in the Lake County region, furthering housing related goals of the REAP program as well as those found in the housing elements of Lake APC's member jurisdictions. Allocated funds provided assistance for various projects which helped simplify the residential development process through the local planning agencies. This included the following activities:

City of Clearlake: The City was allocated \$56,013 which was used towards the purchase of Community Outreach Software Licensing. The funds covered only a portion of the site build and licensing, and is used to broaden customer outreach and streamline applications for homebuilding or related land use projects, while adding additional tracking capacity. The REAP funded portion of the project was completed on April 30, 2022.

City of Lakeport: An amount of \$29,862 was allocated to the City, and was used to help offset consulting costs to update its zoning code. The REAP funded portion of the project was completed on March 31, 2022. The notable amendments would include implementing policies from the City's 6th Cycle Housing Element, such as residential allowances in commercial zones, second dwelling units, expediting affordable housing projects, and density bonus incentives.

County of Lake: The County share of REAP funds (\$149,682) was used to partially cover consulting costs for a project updating “local area plans” of its wider general plan update. The REAP funded portion of the project was completed June 30, 2024. Included in the area plans will be housing and housing related policies to facilitate development within unincorporated communities of the County.

While the funded projects described above are expected to help streamline or simplify housing development within the the region’s member jurisdictions, available data does not yet show quantifiable trends at these early stages since implementation.

Part II – Lead Agency and Partnerships

List lead agency and partnerships, including names, position titles, organizations, and the roles and responsibilities of each. What did those collaborative relationships and processes look like?

The Lake County/City Area Planning Council (APC) was the lead agency for the project. John Speka, Senior Transportation Planner, was the primary coordinator of the project for Lake APC. Partners included the RTPA's three member jurisdictions, the County of Lake (Community Development Director Mireya Turner), and the cities of Clearlake (Mark Roberts, Senior Planner) and Lakeport (Nicholas Walker, Assistant City Manager/Finance Director), which were also the sub-recipients of the REAP funds administered by Lake APC.

As the sub-recipients of the REAP funding, agency representatives worked with Lake APC staff to identify appropriate housing related projects that would ultimately qualify for the program. Given the limited funding for the Lake County region, the sub-allocated amounts were used to partially cover projects selected for the jurisdictions. Partnering extended beyond REAP related project planning with Lake APC staff adding a Regional Housing Update to its monthly Technical Advisory Committee (advisory committee to the RTPA Board) agendas in which topics on housing were discussed (e.g. benefits of Pro-Housing Designation, regional RTP/RHNA processes, legislative updates, etc.).

Part III – Drivers

Answer the following questions:

1. Did any local, state, or federal legislation or mandates drive the project(s)? (SB 35, AB 1397, etc.)
2. Was it a community-driven effort?
3. Were there additional funding opportunities present?

1. Projects identified by the local jurisdictions of the region were chosen to further goals and policies found within local housing elements. The County of Lake has used REAP allocated funds to partially cover costs associated with updating local area plan components of its General Plan. These will include in part housing element related policies regarding affordable housing development incentives (HE 1.13 and HE 1.32), second units (HE 1.18), and reducing procedural barriers (HE 1.21). Similar policies found within city housing elements (Clearlake Policy H2.1 and Program H4.2; Lakeport Policy 2G, Policy 2D, and Program 2-4) resulted in the selection of city projects such as community development permit streamlining software and zoning ordinance amendments. Projects chosen were also partially guided by State legislation such as Senate Bill 35 (2018) concerning the easing of local restrictions on affordable housing projects, and SB 9 (2021) regarding exclusionary zoning.

2. Community outreach and input played important roles in the area (general) plan development and also in the zoning ordinance amendment process.

3. LEAP funding was also used by participating jurisdictions for housing related planning projects.

Part IV – Engagement Process

Answer the following questions:

1. Who were your stakeholders?
2. What did the engagement process look like?
3. What role did stakeholders play in the process? (Keep in mind: training, education, council formation, technical assistance, etc.)
4. What were the outcomes of the engagement process?

1. The project stakeholders consisted of the sub-recipients of the REAP funds, or the community development departments of the County of Lake and the two incorporated cities in the region, Clearlake and Lakeport.

2. Staff worked with individual department heads/representatives to determine needs and best project types that would facilitate housing development. Public outreach was involved in cases where new/updated policies, plans, or amendments were to be considered.

3. Again, stakeholders were jurisdictions within the region. Each used its respective portion of the regional funds for projects involving housing facilitation in some capacity. Included were community development permitting software, housing related ordinance amendments, and area plan (as part of the larger general plan) updates, which would result, in part, in housing goal or policy implementation.

4. As a means of developing housing policy for the noted area plan updates, the engagement process is ongoing through survey and other forms of public engagement (e.g. workshops, public hearings, etc.).

Part V – Challenges

Answer the following questions:

1. What challenges were encountered?
2. What solutions were encountered or created?
3. Are there areas for improvement of policy alignment at the state or federal level to help achieve this project more easily?

1. The primary challenges involved determining projects that were appropriate for REAP funding. Lake APC worked with local jurisdiction community development staffs (ultimately, award sub-recipients) to formulate eligible housing related projects. Rural agencies such as these often have budget and related staffing/turnover problems, and at times this led to delays in defining a project.

2. The challenges were resolved once a clear project and direction were identified between Lake APC and the individual sub-recipient. Originally agreed upon projects needed to be revised in some cases, which added delays related to HCD approval before they were able to move forward.

3. Ultimately, the projects were completed (or are currently near completion) because of the flexibility provided by the REAP program in approving a variety of project modifications.

Part VI – Outcomes

Answer the following questions:

1. What are the current or projected outcomes? What are the benefits?
2. Did actual outcomes meet expectations?
3. Have new opportunities arisen as a result of this project?
4. What are the next steps?

1. As mentioned in above sections of this report, REAP funds were sub-allocated to the following projects:

City of Clearlake: The City was sub-allocated \$56,013 which was used towards the purchase of community development permitting software. The funds covered only a portion of the site build and licensing, which will be used to streamline applications for homebuilding or related land use projects.

City of Lakeport: An amount of \$29,862 was sub-allocated to the City, and was used to help offset consulting costs updating its zoning code. The notable amendments would include implementing policies from the City's 6th Cycle Housing Element, such as residential allowances in commercial zones, second dwelling units, expediting affordable housing projects, and density bonus incentives.

County of Lake: The County share of REAP funds (\$149,682) was used to partially cover consulting costs for a project updating "local area plans" of its wider general plan update. Included in the area plans are housing and housing related policies to facilitate development within unincorporated communities of the County.

Each of the projects are intended to help streamline or simplify housing development within the the region's member jurisdictions.

2. It is difficult to measure what the current/projected impacts are/will be on housing development at this early stage.
3. Simplified or flexible permitting, zoning allowances, and area plan policies are expected to lead to new opportunities for housing development with respect to reduced time and barriers, as well as increases in density through a larger variety of zoning districts and permitted land uses.
4. Next steps will depend largely on private developer initiative.

Part VII – Replicability

Answer the following questions:

1. What aspects of the project could be replicated in other communities?
2. What useful resources and tools were implemented? Were there specific tools used for specific regions or sectors?

1. Projects funded through the REAP program are highly replicable in other communities, and in some cases even required by State law as a means of removing barriers to housing development or increasing density where appropriate.

2. Online permitting software was partially covered with the City of Clearlake's share of REAP funding. Other funds were put towards consulting costs to implement code amendments or develop area plans.

Part VIII – Project Highlights, Best Practices and Anticipated Achievements

Answer the following questions:

1. What are the most prominent project highlights and why?
2. What are some of the best practices that could be used by other agencies at a local, regional, state or federal level?
3. What are some long-term achievements that could result from the overall project?

1. The main highlight of the funding was the assistance it provided local community development agencies to move housing facilitating projects forward. Smaller rural jurisdictions often struggle to implement mandated programs without such support.

2. The policies being advanced by the regional agencies focus on removing barriers to housing development and increasing housing densities, which will be critical in reducing VMT and GHG related impacts associated with land use development relevant to all levels of government.

3. Increases in residential development will serve the dual purposes of accommodating the need for additional housing as well as reducing VMT and GHG.

Part IX – Additional Resources

Provide web links to:

1. the project itself, and
2. resources used throughout the project, and any other relevant resources.

1. REAP funds were sub-allocated towards the following projects:

Clearlake online permitting software, login site:

<https://clearlakeca.viewpointcloud.com/login>

Title 17, Lakeport Land Use, Zoning and Signs- Performance Standards, Chapter 17.28 (CC), Accessory Dwelling Units:

<https://www.codepublishing.com/CA/Lakeport/#!/Lakeport17/Lakeport1728.html>

County of Lake currently in consultant led process to update Local Area Plans for unincorporated communities.

2. Product purchases or consultants used to complete projects are listed below:

Clearlake: Opengov online permitting <https://opengov.com/products/permitting-and-licensing/>

Lakeport: Mintier Harnish Consulting <https://opengov.com/products/permitting-and-licensing/>

County of Lake: Placeworks Consulting <https://placeworks.com/>

Part X – Further Information

Provide information on who can be reached for HCD to obtain more information about the project. Include names, phone numbers, and email addresses for one or more individuals.

Please direct REAP related questions to John Speka, Lake Area Planning Council, Senior Transportation Planner, (707) 263-7799, spekaj@dow-associates.com