

# Housing Element Update Guidance



Attachment 2:  
Completeness Checklist  
**CALAVERAS COUNTY**



<b>Public Participation (Section 65583(c)(8))</b>		
<i>(See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/GS_publicparticipation.php">http://www.hcd.ca.gov/hpd/housing_element2/GS_publicparticipation.php</a>)</i>		
<b>Calaveras County</b>	<b>Page(s)</b>	<b>Comments</b>
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)	4-7 Appendix A (all)	

<b>Review and Revise (Section 65588)</b>		
<i>(See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/GS_reviewandrevise.php">http://www.hcd.ca.gov/hpd/housing_element2/GS_reviewandrevise.php</a>)</i>		
<b>Calaveras County</b>	<b>Page(s)</b>	<b>Comments</b>
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)	126-142	
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	126-142	
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	126-142	



## Housing Needs Assessment (Section 65583(a)(1 and 2))

(See Building Blocks at [http://www.hcd.ca.gov/hpd/housing\\_element2/HN\\_home.php](http://www.hcd.ca.gov/hpd/housing_element2/HN_home.php))

Calaveras County	Page(s)	Data Source (if not identified in the housing element)	Comments
Quantification and analysis * of existing and projected housing needs	7-79		
Populations and employment trends, including documentation of projections	Element: Section 4.3 <u>Population:</u> Pgs. 7-8, 15-16; Table 4-9 <u>Employment:</u> pgs. 12-16		
Housing and Household characteristics, including: <ul style="list-style-type: none"> <li>• Level of payment compared with ability to pay (overpaying households)</li> <li>• Housing stock conditions</li> <li>• Overcrowded households</li> </ul>	<u>Overpaying:</u> Pgs. 27-44, 57-58  <u>Housing Stock Condition:</u> Pgs. 25-27, Table 4-21  <u>Overcrowding:</u> Pgs. 19-20, Table 4-13		
Existing and projected needs for all income levels, including: <ul style="list-style-type: none"> <li>• Regional Housing Need Allocation (RHNA)</li> <li>• Existing housing need for extremely low income households</li> <li>• Projected housing need for extremely low income households based on RHNA or Census (see Section 65583(a)(1))</li> </ul>	RHNA: 58-59  Existing & Projected ELI Need: 57-59, 63-64, 70		

\* 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 <a href="http://www.hcd.ca.gov/hpd/housing_element2/HN_SHN_home.php">http://www.hcd.ca.gov/hpd/housing_element2/HN_SHN_home.php</a> )			
Identification and analysis of any special housing needs including:*	Page(s)	Data Source (if not identified in the element)	Comments
• Elderly	44-46		
• Persons with disabilities, including developmental disabilities (See Memo at <a href="http://www.hcd.ca.gov/hpd/NoticeCoverLtrSB812.pdf">http://www.hcd.ca.gov/hpd/NoticeCoverLtrSB812.pdf</a> )	47-50		
• Large households	50-51		
• Farmworkers (seasonal and permanent)	53-54		
• Female headed households	51-52		
• Homeless (annual and seasonal) **	54-57		
• Other (ELI)	57-59, 63-64, 70		
* 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 <a href="http://www.hcd.ca.gov/hpd/housing_element2/EHN_atrisk.php">http://www.hcd.ca.gov/hpd/housing_element2/EHN_atrisk.php</a> )		
Calaveras County	Page(s)	Comments
<b>Inventory of at-risk units (10 years from the housing element due date) (Section 65583(a)(9)(A))</b>	89-91	
<b>Estimate of replacement versus preservation costs (Section 65583(a)(9)(B))</b>	90	
<b>Identification of qualified entities Section 65583(a)(9)(C))</b>	91	
<b>Identification of potential funding Section 65583(a)(9)(D))</b>	Implementation Program <b>House – 5C</b> (pgs 161-162); <b>Policy House 5.2</b> , page 148 See also pgs 81-88	
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](http://www.hcd.ca.gov/hpd/housing_element2/CON_home.php))

Calaveras County	Page(s)	Comments
<p><u>Potential Governmental Constraints</u></p> <p>Include an analysis of actual and potential governmental constraints for each of the following:</p>	91-123	
<p>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))</p>	97- 101	No caps on units or voter approval requirements
<p>Building codes and their enforcement (e.g., current CBC, any local amendments and local code enforcement programs)</p>	104	
<p>Site improvement requirements (e.g., street widths, etc.)</p>	104-106, 115	
<p>Fees and other exactions (e.g., analyze all planning and impact fees and impact on total development costs)</p>	112-114	
<p>Local processing and permit procedures (e.g., typical processing times, permit types by housing type, decision-making criteria and bodies)</p>	101-102, 107-112	
<p>Housing for persons with disabilities (e.g., definition of family, concentration requirements, reasonable accommodation procedures)</p>	94-97, 116-123	
<p>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</p>	94-104, 116-123	



## 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](http://www.hcd.ca.gov/hpd/housing_element2/CON_home.php))

Calaveras County	Page(s)	Comments
Local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need	114-115 (density bonus)	
Local efforts to remove governmental constraints that hinder meeting the need for housing for persons with disabilities, supportive housing, transitional housing and emergency shelters	116-123, Appendix B	
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	116-123, Appendix B	
<u>Potential Non-governmental Constraints</u> Include an analysis of actual and potential non-governmental constraints for each of the following:	123-126	
Availability of financing	126	
Price of land	124-125	
Cost of construction	125	



Sites Inventory and Analysis (Section 65583(a)(3) and 65583.2))		
(See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/SIA_home.php">http://www.hcd.ca.gov/hpd/housing_element2/SIA_home.php</a> )		
Calaveras County	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"> <li>• Size</li> <li>• General plan designation</li> <li>• Zoning category</li> <li>• For non-vacant sites, description of existing uses</li> <li>• Number of units that can be accommodated on each site</li> </ul>	<p>Appendix C, Tables C1, C2, C3</p> <p>Text page 72 (underused sites existing uses)</p>	
* 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>	123-124	
<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>	73-79	
<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"> <li>• If development is required at minimum density, indicate the number of units at the minimum density. No further analysis is required.</li> <li>• 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.</li> </ul>	70 default density (see also 68-73)	



<b>Sites Inventory and Analysis (Section 65583(a)(3) and 65583.2))</b> (See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/SIA_home.php">http://www.hcd.ca.gov/hpd/housing_element2/SIA_home.php</a> )		
Calaveras County	Page(s)	Comments
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))	Element: Pg. 72 Appendices: Figure C-1 and C-10, Table C-3	
Demonstration of zoning to accommodate the housing need for lower income households (Section 65583.2©(3)) and (d) – (f))	64, 68-72 See also 92-105	
<ul style="list-style-type: none"> <li>• Indicate those sites that can accommodate lower income households</li> <li>• Indicate those sites where the density allowed is at the “deemed appropriate” [default] density (65583.2©(3)(B))</li> <li>• 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"> <li>○ Market demand</li> <li>○ Financial feasibility</li> <li>○ Project experience within a zone providing housing for lower income households (65583.2©(3)(A))</li> </ul> </li> </ul>	64, 68-72 See also 92-105	
Map of Sites included in the inventory (Section 65583.2(b)(7))	Appendix C, Figures C-1 to C-C-9	
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))	Table 4-38, pgs. 60-62	
Number of units proposed using alternative provisions such as rehabilitation, conversion, preservation or second units (Section 65583.1). See checklist at <a href="http://www.hcd.ca.gov/hpd/housing_element2/examples/655831Checklist.pdf">http://www.hcd.ca.gov/hpd/housing_element2/examples/655831Checklist.pdf</a> )	66-67; 165-166	





Sites Inventory and Analysis (Section 65583(a)(3) and 65583.2))		
(See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/SIA_home.php">http://www.hcd.ca.gov/hpd/housing_element2/SIA_home.php</a> )		
Calaveras County	Page(s)	Comments
Identification of zoning for a variety of types:		
Multifamily rental housing	68-71, 94-97	
Factory-built housing	103	
Mobilehomes	102-103	
Housing for agricultural employees	123	
Emergency shelters (See Section 65583(a)(4) and the Department's memo at <a href="http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf">http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf</a> )	119-121, Appendix Table C-4	
Transitional and supportive housing (See Section 65583(a)(5) and the Department's memo at <a href="http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf">http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf</a> )	122-123	
Carryover obligation (AB 1233: Section 65584.09 – See memo at <a href="http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_1233_final_dt.pdf">http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_1233_final_dt.pdf</a> )	N/A	



Quantified Objectives and Housing Programs (Section 65583(b) and (c)(1 through 6)) (See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/PRO_home.php">http://www.hcd.ca.gov/hpd/housing_element2/PRO_home.php</a> )		
Calaveras County	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"> <li>• new construction;</li> <li>• rehabilitation; and</li> <li>• conservation.</li> </ul>	<p>165-166 See also Pages 72-73, Table 4-41</p>	
Include programs (Section 65583(c) and (c)(7)) with:		
<ul style="list-style-type: none"> <li>• Schedule of specific actions;</li> <li>• Timeline for implementation with a beneficial impact in the planning period; and</li> <li>• Identification of agencies and officials responsible for implementing each program.</li> </ul>	<p>149-165 (Included in Implementation Programs)</p>	
Program(s) providing adequate sites (Section 65583(c)(1)):		
<p>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</p>	<p>N/A</p>	
<p>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.</p>	<p>N/A</p>	
<p>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</p>	<p>157-160 See also 149-162</p>	



Quantified Objectives and Housing Programs (Section 65583(b) and (c)(1 through 6)) (See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/PRO_home.php">http://www.hcd.ca.gov/hpd/housing_element2/PRO_home.php</a> )		
Calaveras County	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))	149-165	
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	149-165	
Program to remove constraints on housing for persons with disabilities and provide reasonable accommodation for housing for persons with disabilities	157, 160	
Program(s) to conserve and improve the condition of the existing affordable housing stock (Section 65583(c)(4))	160-162	
Program(s) to promote housing opportunities for all persons (Section 65583(c)(5))	160-162	
Program(s) to preserve at-risk units (Section 65583(c)(6))	161-162	



Other Requirements (See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/OR_home.php">http://www.hcd.ca.gov/hpd/housing_element2/OR_home.php</a> ) and <a href="http://www.hcd.ca.gov/hpd/housing_element2/SIA_conservation.php">http://www.hcd.ca.gov/hpd/housing_element2/SIA_conservation.php</a> )		
Calaveras County	Page(s)	Comments
Description of general plan consistency (Section 65583(c)(7))	4	
Analysis of construction, demolition and conversion of housing for lower income households in the Coastal Zone (Section 65588)	N/A	
Description of opportunities for energy conservation in residential development (Section 65583(a)(8))	79-81, 140-141, 148, 162-163	
Water and Sewer Priority (Section 65589.7) See the HCD Memo at <a href="http://www.hcd.ca.gov/hpd/memo_sb1087.pdf">http://www.hcd.ca.gov/hpd/memo_sb1087.pdf</a> . *	<b>House 2F</b> pgs. 154-155; <b>House 5E</b> pg. 162	
SB 5 and AB 162 (Flood Hazard Land Management) See the HCD Memo at <a href="http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_162_stat07.pdf">http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_162_stat07.pdf</a> *	70-72, 123-124; Appendix C; Tables C-1, C-2, C-3  This item also is addressed in the General Plan update released December, 2014 (Safety Element)	Relevant portions of the draft General Plan are attached.
SB 244 (Disadvantaged Communities) See Governor’s Office of Planning and Research for technical assistance at <a href="http://opr.ca.gov/">http://opr.ca.gov/</a> *	This item is addressed in the General Plan update released December, 2014	Relevant portions of the draft General Plan are attached.
* 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.		