

# Housing Element Update Guidance



Attachment 3:  
Streamlined Update Template  
Calaveras County



## 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	Revised Page(s)	Indicate N/A If No Changes Were Necessary
Update quantification of population, employment, and housing stock needs including:		
<ul style="list-style-type: none"> <li>Population</li> </ul>	8-9, 15-16	
<ul style="list-style-type: none"> <li>Employment</li> </ul>	12-16	
<ul style="list-style-type: none"> <li>Households</li> </ul>	16-18	
<ul style="list-style-type: none"> <li>Overpayment (including lower-income)</li> </ul>	27-40	
<ul style="list-style-type: none"> <li>Overcrowding</li> </ul>	19-22	
<ul style="list-style-type: none"> <li>Extremely Low Income Households</li> </ul>	57-59, 63-64, 70	
<ul style="list-style-type: none"> <li>Housing conditions</li> </ul>	23-27	
<p>Sources of information:</p> <ul style="list-style-type: none"> <li>2010 Census at <a href="http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t">http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t</a></li> <li>American Community Survey at <a href="http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t">http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t</a></li> <li>Department of Finance at <a href="http://www.dof.ca.gov/research/demographic/">http://www.dof.ca.gov/research/demographic/</a></li> <li>Applicable Federal Consolidated Plan</li> <li>Available local and regional data (e.g., local census of homeless persons or shelter beds)</li> </ul> <p>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.</p>		
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	7-27	



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	145-165	No new programs, updates only
<b>Persons with Special Needs (Section 65583(a)(7))</b> (See <a href="http://www.hcd.ca.gov/hpd/housing_element2/HN_SHN_home.php">Building Blocks</a> 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> )		
	Revised Page(s)	Indicate N/A If No Changes Were Necessary
Update quantification of special housing needs groups, including:		
<ul style="list-style-type: none"> <li>Persons with disabilities, including developmental</li> </ul>	47-50	
<ul style="list-style-type: none"> <li>Elderly</li> </ul>	44-46	
<ul style="list-style-type: none"> <li>Large households</li> </ul>	50-51	
<ul style="list-style-type: none"> <li>Farmworkers (seasonal and permanent)</li> </ul>	53-54	
<ul style="list-style-type: none"> <li>Female headed households</li> </ul>	51-52	
<ul style="list-style-type: none"> <li>Homeless Individuals and Families</li> </ul>	54-57	
Sources of information: <ul style="list-style-type: none"> <li>2010 Census at <a href="http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t">http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t</a></li> <li>American Community Survey at <a href="http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t">http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t</a></li> <li>Department of Finance at <a href="http://www.dof.ca.gov/research/demographic">www.dof.ca.gov/research/demographic</a></li> <li>CA Department of Developmental Services at <a href="http://www.dds.ca.gov">www.dds.ca.gov</a></li> <li>Agricultural Census at <a href="http://www.agcensus.usda.gov/Publications/index.php">http://www.agcensus.usda.gov/Publications/index.php</a></li> <li>Applicable Federal Consolidated Plan and local and regional data (e.g., local census of homeless persons or shelter beds)</li> </ul>		
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	44-58	
Quantify and analyze persons with developmental disabilities as required by Government Code Section 65583 (e) (See the Department’s memo at <a href="http://www.hcd.ca.gov/hpd/NoticeCoverLtrSB812.pdf">http://www.hcd.ca.gov/hpd/NoticeCoverLtrSB812.pdf</a> )	47 (See also 48)	



Revise programs as appropriate including pursuant to Section 65583(e) (Developmental Disabilities) to address need based on revised data/analyses	146, 147	
<b>At-risk Units (Section 65583(a)(9))</b> (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> )		
	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	89-91	
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	89-91	
Evaluate the loss of any at-risk units	90-91	
Revise policies and programs as appropriate based on update analysis and conclusions	--	N/A



<b>Potential Governmental and Non-governmental Constraints (Section 65583(a)(5 &amp; 6))</b> (See Building Blocks at <a href="http://www.hcd.ca.gov/hpd/housing_element2/CON_home.php">http://www.hcd.ca.gov/hpd/housing_element2/CON_home.php</a> )		
	Revised Page(s)	Indicate N/A If No Changes Were Necessary
<b><u>Land Use Controls</u></b>		
<ul style="list-style-type: none"> <li>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, )</li> </ul>	115, 152 (Density bonus adopted new parking requirements) – See Appendix B	
<ul style="list-style-type: none"> <li>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</li> </ul>	--	N/A
<b><u>Building Codes and Enforcement</u></b>		
<ul style="list-style-type: none"> <li>Update to describe changes to local building code, amendments and enforcement programs</li> </ul>	--	N/A
<b><u>Site Improvements</u></b>		
<ul style="list-style-type: none"> <li>Describe changes to site improvement requirements</li> </ul>	--	N/A
<b><u>Permitting Processes and Procedures</u></b>		
<ul style="list-style-type: none"> <li>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))</li> </ul>	101-103, 111, 116-123	



<p><u>Fees and Exactions</u></p> <ul style="list-style-type: none"> <li>• Update changes to fee schedules</li> <li>• Update changes to other exactions</li> </ul>	112-114	
<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>	116-123	Restrictions removed, reasonable accommodation added
<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>	124-126	
	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>	127	
<p><u>Programs to Mitigate Identified Constraints</u></p> <ul style="list-style-type: none"> <li>• Describe programs to mitigate identified constraints in the prior housing element</li> <li>• Revise policies and programs as appropriate to address identified constraints</li> </ul>	127 164-165	



<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> )		
	Revised Page(s)	Indicate N/A If No Changes Were Necessary
Identify any changes to the sites inventory	Appendix C – Tables C-1, C-2, C-3	
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)	64, 68-72 See also 92-105	
Update or include analysis or description as necessary to demonstrate the potential for redevelopment pursuant to Section 65583.2(b)(7)	--	N/A
Analyze any new known environmental constraints or changed conditions and circumstances such as market conditions that affect the suitability of identified sites	75-76 (water, CPUD) and Appendices Tables C-1, C-2 and C-3	
Update methodologies as necessary to estimate the residential capacity on identified sites	69-72	
	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)	75-76 (water, CPUD) and Appendices Tables C-1, C-2 and C-3	
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)	72-73	



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	--	N/A
Update analysis as necessary to demonstrate sufficient capacity to accommodate the need for emergency shelters	119-120; Appendix C - Table C-4	

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> )		
	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	4	
Update to describe, as necessary, housing for lower or moderate income households that has been constructed, demolished or converted in the Coastal Zone	--	N/A