

Local Early Action Planning Grant Application



**State of California
Governor Gavin Newsom**

**Alexis Podesta, Secretary
Business, Consumer Services and Housing Agency**

**Doug McCauley, Acting Director
Department of Housing and Community Development**

**Zachary Olmsted, Deputy Director
Department of Housing and Community Development
Housing Policy Development**

2020 West El Camino, Suite 500
Sacramento, CA 95833

Website: <https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml>

Email: EarlyActionPlanning@hcd.ca.gov

January 27, 2020

LEAP Application Packaging Instructions

The applicant is applying to the Department of Housing and Community Development (Department) for a grant authorized underneath the Local Early Action Planning Grants (LEAP) provisions pursuant to Health and Safety Code Sections 50515 through 50515.05. LEAP provides funding to jurisdictions for the preparation and adoption of planning documents, process improvements that accelerate housing production and facilitate compliance in implementing the sixth cycle of the regional housing need assessment. If you have questions regarding this application or LEAP, email earlyactionplanning@hcd.ca.gov.

If approved for funding, the LEAP application is incorporated as part of your Standard Agreement with the Department. In order to be considered for funding, all sections of this application, including attachments and exhibits if required, must be complete and accurate.

All applicants must submit a complete, signed, original application package and digital copy on CD or USB flash drive to the Department and postmarked by the specified due date in the NOFA. Applicants will demonstrate consistency with LEAP requirements by utilizing the following forms and manner prescribed in this application.

- Pages 3 through 14 constitute the full application (save paper, print only what is needed)
- Attachment 1: Project Timeline and Budget: Including high-level tasks, sub-tasks, begin and end dates, budgeted amounts, deliverables, and adoption and implementation dates.
- Attachment 2: Nexus to Accelerating Housing Production
- Attachment 3: State and Other Planning Priorities
- Attachment 4: Required Resolution Template
- Government Agency Taxpayer ID Form (available as a download from the LEAP webpage located at <https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml>)
- If the applicant is partnering with another local government or other entity, include a copy of the legally binding agreement; and
- Supporting documentation (e.g., letters of support, scope of work, project timelines, etc.)

Pursuant to Section XII of the LEAP 2020 Notice of Funding Availability (NOFA), the application package must be postmarked on or before July 1, 2020, and received by the Department at the following address:

**Department of Housing and Community Development
Division of Housing Policy Development
2020 West El Camino Ave, Suite 500
Sacramento, CA 95833**

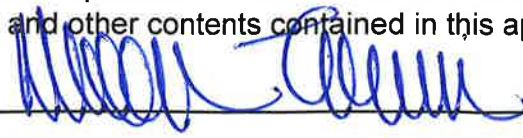
A. Applicant Information and Certification

Applicant (Jurisdiction)	Calabasas		
Applicant's Agency Type	City		
Applicant's Mailing Address	100 Civic Center Way		
City	Calabasas		
State	California	Zip Code	91302
County	Los Angeles County		
Website	cityofcalabasas.com		
Authorized Representative Name	Maureen Tamuri		
Authorized Representative Title	Community Development Director		
Phone	818-224-1701	Fax	
Email	mtamuri@cityofcalabasas.com		
Contact Person Name	Maureen Tamuri		
Contact Person Title	Community Development Director		
Phone	818-224-1701	Fax	
Email	mtamuri@cityofcalabasas.com		
Proposed Grant Amount	\$	150,000	

Pursuant to Health and Safety Code Section 50515.03 through (d) of the Guidelines, all applicants must meet the following two requirements to be eligible for an award:

1. Does the application demonstrate a nexus to accelerating housing production as shown in Attachment 1?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2. Does the application demonstrate that the applicant is consistent with State Planning or Other Priorities; Attachment 2?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Is a fully executed resolution included with the application package?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Does the address on the Government Agency Taxpayer ID Form exactly match the address listed above?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Is the applicant partnering with another eligible local government entity? If Yes, provide a fully executed copy of the legally binding agreement.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

As the official designated by the governing body, I hereby certify that if approved by HCD for funding through the Local Early Action Planning Program (LEAP), the City of Calabasas assumes the responsibilities specified in the Notice of Funding Availability and certifies that the information, statements and other contents contained in this application are true and correct.

Signature:  Name: Maureen Tamuri

Date: 6.2.2020 Title: Community Development Director

B. Proposed Activities Checklist

Check all activities the locality is undertaking. Activities must match the project description.

1	<input type="checkbox"/>	Rezoning and encouraging development by updating planning documents and zoning ordinances, such as general plans, community plans, specific plans, implementation of sustainable communities' strategies, and local coastal programs
2	<input type="checkbox"/>	Completing environmental clearance to eliminate the need for project-specific review
3	<input type="checkbox"/>	Establishing housing incentive zones or other area based housing incentives beyond State Density Bonus Law such as a workforce housing opportunity zone pursuant to Article 10.10 (commencing with Section 65620) of Chapter 3 of Division 1 of Title 7 of the Government Code or a housing sustainability district pursuant to Chapter 11 (commencing with Section 66200) of Division 1 of Title 7 of the Government Code
4	<input type="checkbox"/>	Performing infrastructure planning, including for sewers, water systems, transit, roads, or other public facilities necessary to support new housing and new residents
5	<input type="checkbox"/>	Planning documents to promote development of publicly owned land such as partnering with other local entities to identify and prepare excess or surplus property for residential development
6	<input type="checkbox"/>	Revamping local planning processes to speed up housing production
7	<input type="checkbox"/>	Developing or improving an accessory dwelling unit ordinance in compliance with Section 65852.2 of the Government Code
8	<input type="checkbox"/>	Planning documents for a smaller geography (less than jurisdiction-wide) with a significant impact on housing production including an overlay district, project level specific plan, or development standards modifications proposed for significant areas of a locality, such as corridors, downtown or priority growth areas
9	<input type="checkbox"/>	Rezoning to meet requirements pursuant to Government Code Section 65583(c)(1) and other rezoning efforts to comply with housing element requirements, including Government Code Section 65583.2(c) (AB 1397, Statutes of 2018)
10	<input type="checkbox"/>	Upzoning or other implementation measures to intensify land use patterns in strategic locations such as close proximity to transit, jobs or other amenities
11	<input type="checkbox"/>	Rezoning for multifamily housing in high resource areas (according to Tax Credit Allocation Committee/Housing Community Development Opportunity Area Maps); Establishing Pre-approved architectural and site plans
12	<input checked="" type="checkbox"/>	Preparing and adopting housing elements of the general plan that include an implementation component to facilitate compliance with the sixth cycle RHNA
13	<input type="checkbox"/>	Adopting planning documents to coordinate with suballocations under Regional Early Action Planning Grants (REAP) that accommodate the development of housing and infrastructure and accelerate housing production in a way that aligns with state planning priorities, housing, transportation equity and climate goals, including hazard mitigation or climate adaptation
14	<input type="checkbox"/>	Zoning for by-right supportive housing, pursuant to Government Code section 65651 (Chapter 753, Statutes of 2018)
15	<input type="checkbox"/>	Zoning incentives for housing for persons with special needs, including persons with developmental disabilities
16	<input type="checkbox"/>	Planning documents related to carrying out a local or regional housing trust fund
17	<input type="checkbox"/>	Environmental hazard assessments; data collection on permit tracking; feasibility studies, site analysis, or other background studies that are ancillary (e.g., less than 15% of the total grant amount) and part of a proposed activity with a nexus to accelerating housing production
18	<input type="checkbox"/>	Other planning documents or process improvements that demonstrate an increase in housing related planning activities and facilitate accelerating housing production
19	<input type="checkbox"/>	Establishing Prohousing Policies

C. Project Description

*Provide a description of the project and each activity using the method outlined below, and ensure the narrative speaks to **Attachment 1: Project Timeline and Budget**.*

- a. Summary of the Project and its impact on accelerating production*
- b. Description of the tasks and major sub-tasks*
- c. Summary of the plans for adoption or implementation*

Please be succinct and use Appendix A or B if more room is needed.

a. The City of Calabasas is proposing an updated housing element of the Calabasas 2030 General Plan in order to facilitate compliance with the sixth cycle RHNA. The goal of the update is to meet RHNA numbers by identifying additional sites for development of housing, and/or upzoning existing housing sites, particularly towards the creation of new affordable units. Additionally, the updated housing element will be done to maintain HCD compliance, which allows access to State housing funds that will further help to increase housing production. Lastly, the update will ensure compliance with new housing statutes that impact housing, such as SB 330 and AB 879.

b. In order to accomplish the housing element update, the City is first proposing to obtain community input and identify solutions from citizens, staff, and decision-makers. The first step of this process is outreach and communication to citizens, and education and outreach to decision-makers. Additionally, sub-tasks include an online housing needs & site locations survey, public study sessions before Planning Commission and City Council, community-wide workshops, and, lastly, public hearings before Planning Commission and City Council.

c. The City is anticipating that one notable change in the sixth cycle housing element update will be the expectation of significantly higher RHNA allocations. Therefore, the City's key focus is to first begin to identify additional sites for the development of housing and/or upzoning sites that are currently zoned for housing, and then with these sites identified, begin drafting the housing element update. The City is anticipating that the housing element will be completed and implemented by October of 2021, and the primary objective will be to continue to maintain HCD compliance.

D. Legislative Information

District	#	Legislator Name
Federal Congressional District	33	Representative Ted Lieu
State Assembly District	45	Assembly Member Jesse Gabriel
State Senate District	27	Senator Henry I. Stern

Applicants can find their respective State Senate representatives at <https://www.senate.ca.gov/>, and their respective State Assembly representatives at <https://www.assembly.ca.gov/>.

Attachment 1: Project Timeline and Budget

Task	Est. Cost	Begin	End	Deliverable	Notes
Project Kickoff		4/1/20	4/30/20		
Update Existing Sites Inventory		5/1/20	6/30/20		
Identification of potential additional sites		6/1/20	7/30/20		
Public Outreach: Online Community Survey		8/1/20	11/30/20		
Planning Commission Study Session		8/1/20	11/30/20		
Community Workshops		8/1/20	11/30/20	Obtain community input	
City Council Study Session		8/1/20	11/30/20	Obtain council input	
Prepare draft Housing Element		1/1/21	1/30/21	Draft housing element	
Public Review of draft housing element		3/1/21	3/30/21	Updated draft housing element	
Total Housing Element Update Cost:	\$ 100,000				
Draft preparation of Master EIR		2/1/21	2/28/21	Draft of master EIR	
Public Review of Draft EIR		3/1/21	3/30/21	Updated draft EIR	
Preparation of final EIR		5/1/21	5/30/21	Final EIR	
Total CEQA Documentation Cost	\$ 275,000				
Implementation of housing element		5/30/21	10/1/21	Housing Element implemented	
Total Projected Cost \$	375000				

Include high-level tasks, major sub-tasks (Drafting, Outreach, Public Hearings and Adoption), budget amounts, begin and end dates and deliverables. If other funding is used, please note the source and amount in the Notes section.

Attachment 2: Application Nexus to Accelerating Housing Production

Applicants shall demonstrate how the application includes a nexus to accelerating housing production by providing data regarding current baseline conditions and projected outcomes such as a reduction in timing, lower development costs, increased approval certainty, increases in number of entitlements, more feasibility, or increases in capacity. An expected outcome should be provided for each proposed deliverable. If necessary, use Appendix B to explain the activity and its nexus to accelerating housing production.

Select at least one	*Baseline	**Projected	***Difference	Notes
Timing (e.g., reduced number of processing days)	18-24 mos.	6-12 mos.	6-18 mos.	
Development cost (e.g., land, fees, financing, construction costs per unit)	\$230/s.f.	<\$200/s.f/	\$30/s.f.	
Approval certainty and reduction in discretionary review (e.g., prior versus proposed standard and level of discretion)	30-50%	60-80%	10-50%	
Entitlement streamlining (e.g., number of approvals)	0-1 per year	2-3 per year	100-300%	
Feasibility of development	50%	80%	30%	
Infrastructure capacity (e.g., number of units)	470	3000	2530	
Impact on housing supply and affordability (e.g., number of units)	82	382	300	

*** Baseline – Current conditions in the jurisdiction (e.g. 6-month development application review, or existing number of units in a planning area)**

****Projected – Expected conditions in the jurisdiction because of the planning grant actions (e.g. 2-month development application review)**

*****Difference – Potential change resulting from the planning grant actions (e.g., 4-month acceleration in permitting, creating a more expedient development process)**

Attachment 3: State and Other Planning Priorities Certification (Page 1 of 3)

Applicants must demonstrate that the locality is consistent with State Planning or Other Planning Priorities by selecting from the list below activities that are proposed as part of this application or were completed within the last five years. Briefly summarize the activity and insert a date of completion.

State Planning Priorities

Date of Completion	Brief Description of the Action Taken
Promote Infill and Equity	<i>Rehabilitating, maintaining, and improving existing infrastructure that supports infill development and appropriate reuse and redevelopment of previously developed, underutilized land that is presently served by transit, streets, water, sewer, and other essential services, particularly in underserved areas.</i>
	<i>Seek or utilize funding or support strategies to facilitate opportunities for infill development.</i>
	<i>Other (describe how this meets subarea objective)</i>
9/11/13	The City upzoned existing commercial corridors from office or retail to mixed-use in order to encourage infill with new residential development.
Promote Resource Protection	<i>Protecting, preserving, and enhancing the state's most valuable natural resources, including working landscapes such as farm, range, and forest lands; natural lands such as wetlands, watersheds, wildlife habitats, and other wildlands; recreation lands such as parks, trails, greenbelts, and other open space; and landscapes with locally unique features and areas identified by the state as deserving special protection.</i>
	<i>Actively seek a variety of funding opportunities to promote resource protection in underserved communities.</i>
	<i>Other (describe how this meets subarea objective)</i>
Encourage Efficient Development Patterns	<i>Ensuring that any infrastructure associated with development, other than infill development, supports new development that does the following: (1) Uses land efficiently.</i>

Attachment 3: State and Other Planning Priorities Certification (Page 2 of 3)

(2) Is built adjacent to existing developed areas to the extent consistent with environmental protection.

1/27/10 Cluster Development Standards encourages subdivisions to be designed in a way in which the greatest possible amount of open space is conserved.

(3) Is located in an area appropriately planned for growth.

(4) Is served by adequate transportation and other essential utilities and services.

(5) Minimizes ongoing costs to taxpayers.

Other (describe how this meets subarea objective)

Other Planning Priorities

Affordability and Housing Choices

Incentives and other mechanisms beyond State Density Bonus Law to encourage housing with affordability terms.

2/8/17 Inclusionary housing ordinance requires market-rate housing developments to provide affordable housing or pay an in-lieu fee.

Efforts beyond state law to promote accessory dwelling units or other strategies to intensify single-family neighborhoods with more housing choices and affordability.

Upzoning or other zoning modifications to promote a variety of housing choices and densities.

Utilizing surplus lands to promote affordable housing choices.

Efforts to address infrastructure deficiencies in disadvantaged communities pursuant to Government Code Section 65302.10.

Other (describe how this meets subarea objective)

Attachment 3: State and Other Planning Priorities Certification (Page 3 of 3)
Conservation of Existing Affordable Housing Stock

Policies, programs or ordinances to conserve stock such as an at-risk preservation ordinance, mobilehome park overlay zone, condominium conversion ordinance and acquisition and rehabilitation of market rate housing programs.

1/27/10 Condo Conversion Ordinance, which protects the existing rental stock from conversion to condominium ownership

Policies, programs and ordinances to protect and support tenants such as rent stabilization, anti-displacement strategies, first right of refusal policies, resources to assist tenant organization and education and "just cause" eviction policies.

1/27/10 Relocation Assistance Program that will assist displaced tenants in finding equivalent or better housing.

Other (describe how this meets subarea objective)

Climate Adaptation

Building standards, zoning and site planning requirements that address flood and fire safety, climate adaptation and hazard mitigation.

Long-term planning that addresses wildfire, land use for disadvantaged communities, and flood and local hazard mitigation.

Community engagement that provides information and consultation through a variety of methods such as meetings, workshops, and surveys and that focuses on vulnerable populations (e.g., seniors, people with disabilities, homeless, etc.).

Other (describe how this meets subarea objective)

Certification: I certify under penalty of perjury that all information contained in this LEAP State Planning and Other Planning Priorities certification form (Attachment 2) is true and correct.

Certifying Officials Name: Maricela Hernandez

Certifying Official's Title: City Clerk

Certifying Official's Signature:  Date: 6/2/2020