

## Appendix A

### Required Contents of a Housing Element

Article 10.6 of the Government Code describes the Housing Element and Section 65583 specifically describes the required contents of the element. They are as follows:

- A. An assessment of housing needs and an inventory of resources and constraints relevant to meeting these needs.
  1. Analysis of population and employment trends, documentation of projections and quantification of the locality's existing and projected housing needs for all income levels. These shall include the locality's share of the regional housing need.
  2. Analysis and documentation of household characteristics, including level of payment compared to ability to pay, housing characteristics including overcrowding and housing stock condition.
  3. An inventory of land suitable for residential development, including vacant sites and site having potential for redevelopment, and an analysis of the relationship of zoning and public facilities and services to these sites.
  4. Analysis of potential and actual government constraints upon the maintenance, improvement, or development of housing for all income levels, including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures.
  5. Analysis of potential and actual non-government constraints upon the maintenance, improvement, or development of housing for all income levels, including the price of land, the cost of construction, and the availability of financing.
  6. Analysis of any special housing needs, such as those of the disabled, elderly, large families, families with female heads of households, and families and persons in need of emergency shelter.
  7. Analysis of opportunities for energy conservation with respect to residential development.
- B. A statement of the community's goals, quantified objectives, and policies relative to the maintenance, improvement, and development of housing.
- C. A program which sets forth a five-year schedule of actions 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, provision of regulatory concessions and incentives, and the utilization of appropriate federal and state financing and subsidy programs when available.
  1. Identify adequate sites which will be made available through appropriate zoning and development standards and with public services and facilities needed to facilitate and encourage the development of a variety of types of housing for all income levels, including rental housing, factory-built housing, and mobile homes in order to meet the community's housing goals. The program may include the identification of adequate sites for emergency housing.
  2. Assist in the development of adequate housing to meet the needs of low- and moderate-income households.
  3. Address and, where appropriate and legally possible, remove governmental constraints to the maintenance, improvement, and development of housing.
  4. Conserve and improve the condition of the existing housing stock and preserve assisted housing as below market rate housing.
  5. Promote housing opportunities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, or color.

The program shall include an identification of the agencies and officials responsible for the implementation of the various actions and the means by which consistency will be achieved with other general plan elements and community goals. The local government 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 program shall describe this effort. This effort could include public hearings at the planning commission and city council level, a citizen's advisory group to assist in the development of the

element, circulation of draft elements to housing interest groups, and special advertising and outreach measures to inform residents of all economic segments about the process.

The housing element shall also include an evaluation of the existing element in terms of three specific requirements. A comparison should be made of actual results of the earlier element with its goals, objectives, policies and programs. The results should be quantified where possible, but may be qualitative where necessary. It should include an analysis of the significant differences between what was projected or planned in the earlier element and what was achieved. Also, there should be a description of how the goals, objectives, policies, and programs of the updated element incorporate what has been learned from the results of the prior element.