



6th Cycle Housing Element Update





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December 17, 2019

Revised January 15, 2020

Richard J. MacHott, Planning Manager
City of Lake Elsinore
130 S. Main St.
Lake Elsinore, CA 92530

Subject: Proposal to Prepare 2021-2029 Housing Element

Dear Mr. MacHott:

MIG, Inc. is pleased to submit this proposal to update the City of Lake Elsinore Housing Element for the sixth Regional Housing Needs Allocation (RHNA) cycle.

During the past two RHNA cycles, MIG helped more than 25 cities gain approval of their Housing Elements. We understand housing law and the new challenges associated with the slate of housing bills approved by the State legislature in 2017 and 2019. We are currently working on Housing Element updates for several jurisdictions that must comply with these new laws. Key staff in this proposal completed both the 2008 and 2014 Housing Element updates for the City of Lake Elsinore. In addition, our Housing Element team has worked with jurisdictions to identify innovative housing models (including regional work with councils of government), and we are well known for our thoughtful engagement with communities in productive discussions around housing.

Our aim for Lake Elsinore is to **craft an updated Housing Element that reflects community sensibilities and goals while working toward meeting statewide demand** for all housing types. The draft RHNA for Lake Elsinore is one-third more than the RHNA for the fifth cycle, so careful attention will be paid to identifying realistic sites for housing development that the community can support.

The MIG Team brings to this project the talents and experience of staff with local knowledge and a broad range of Housing Element work. Key project staff completed the previous (2008 and 2014) Lake Elsinore Housing Element updates. We have established a reputation for preparing Housing Elements that clearly identify a community's housing needs and specify implementation programs tailored for each client city. MIG has proven success in shepherding local jurisdictions' Housing Elements through the California Department of Housing and Community Development's (HCD) review process.

If you have any questions as you read through our proposal, please call me or Genevieve Sharrow at (626) 744-9872.

Regards,

Laura R. Stetson, AICP
Principal



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Firm Qualifications

Housing Element and Community Engagement Specialization

MIG is an integrated firm of planners, urban designers, and environmental specialists who work collaboratively on projects throughout California. We are recognized experts in crafting effective and implementable Housing Elements; during the fourth and fifth Housing Element cycles, our staff of housing experts helped more than 25 cities throughout the State achieve certified Housing Elements. We recently helped the City of Fresno complete an HCD-certified Housing Element, and we are currently working with the cities of Desert Hot Springs and South El Monte on mid-cycle updates, and the cities of Paso Robles and Atascadero with sixth cycle updates. This recent experience provides us with a thorough understanding of new housing laws. The Housing Element Experience matrix on page 11 identifies cities for which we have prepared Housing Elements.

Community participation forms the core of MIG's planning approach. For every project, we design and implement multileveled, well-documented community participation programs that increase public confidence in decision making and ensure that all voices are heard. Our process is transparent and designed to be accessible to all. We have worked with many jurisdictions to have productive discussions around housing to develop innovative solutions, including special studies and regional studies to identify housing innovations and processes to encourage new housing development. Housing team members are also experts in zoning regulations to ensure effective implementation of housing policy.

About MIG, Inc.

Critical thinking. Strategic focus. Innovative solutions.

For 37 years, MIG has engaged top professionals in planning, design, communications, management, and technology who work together to ensure our clients achieve the results they seek. We look beyond convention to produce meaningful plans, contextual designs, and durable solutions that meet our world's increasing social, economic, and environmental challenges. MIG is a firm of more than 260 professionals who provide a sophisticated, integrated, and interactive approach to create nuanced, layered, dynamic, and implementable plans and places.

MIG is a multidisciplinary firm that offers a full range of services, including policy planning, landscape architecture, architecture, urban planning and design, civil engineering, environmental analysis, placemaking, communications, community-based planning, and community outreach and engagement. Our work is characterized by a dedication to quality, a flexible approach, creativity in planning and design, and a commitment to completing projects on time and within budget. We have worked extensively with public agencies, municipalities, and private entities nationally and internationally on design and planning for future change.

The diversity of our staff provides a base of knowledge that bridges technical expertise and values, as well as facilitates the exchange of information among all parties engaged in the planning and design process.

MIG's unique combination of planning and design expertise allows us to conduct planning in a highly interactive process involving key constituent groups. This process generates a clear and collective vision of development and growth in a dynamic, yet stable environment.

The MIG Team

Key MIG staff assigned to this project are identified in the organization chart below. Full resumes follow, with indication on the resumes of each staff person’s relevant experience.



AREAS OF EXPERTISE

- » Housing Elements
- » General Plans
- » Zoning Codes
- » CEQA Documentation

EDUCATION

- » BS, Environmental Earth Science, Stanford University
- » Graduate Coursework in Public Administration, American University

PROFESSIONAL AFFILIATIONS

- » American Planning Association
- » American Institute of Certified Planners
- » California Planning Roundtable

AWARDS

- » Redwood City General Plan, CA APA Award of Excellence – Comprehensive Plan for a Small Jurisdiction (2012)
- » Baldwin Park Health and Sustainability Element, CA APA Award of Excellence – Comprehensive Planning for a Small Jurisdiction (2016)

Laura R. Stetson, AICP

PRINCIPAL-IN-CHARGE

Laura Stetson has served as project manager on general plans, zoning codes, specific plans, and special planning studies for diverse cities throughout California. In this capacity, she has worked with advisory committees, commissions, and councils to develop long-range goals, policies, and programs, and to craft the regulatory tools to implement those programs. She has conducted background research for planning, written plan elements, coordinated preparation of plans and related environmental documentation, and presented recommendations to decision-making bodies. She also directs preparation of CEQA documents, either as part of planning programs or to address development projects.

Laura leads the planning practice in MIG's Pasadena office and manages projects for a variety of public sector clients. Experience includes comprehensive zoning code updates for the cities of Duarte, La Puente, and Baldwin Park, and serving as managing principal for General Plan updates in Redwood City, Arcadia, Rancho Cucamonga, and Costa Mesa.

As part of MIG's housing element team, Laura has overseen preparation of elements—either as part of a comprehensive general plan update or as a stand-alone project—for cities as diverse as Cupertino, San Bernardino, and San Juan Capistrano.

SELECTED PROJECT EXPERIENCE*General Plans/Housing Elements*

- » Azusa
- » Brea
- » Baldwin Park
- » Colton
- » Costa Mesa
- » Cupertino
- » Garden Grove
- » Manhattan Beach
- » Monterey Park
- » Rancho Cucamonga
- » Redwood City
- » Rialto
- » San Juan Capistrano
- » San Marcos
- » Vernon

Zoning Codes/Code Sections

- » Arcadia
- » Burlingame
- » Chino Hills
- » Commerce
- » Garden Grove Mixed Use
- » La Mirada
- » Maywood
- » Redwood City Mixed Use
- » San Luis Obispo
- » Vernon

Housing Studies

- » Gateway Cities Council of Governments Housing Assessment (2019)
- » Half Moon Bay Special Study of Housing Options (2018)

AREAS OF EXPERTISE

- » Housing Elements
- » General Plans
- » Zoning Codes
- » Specific Plans

EDUCATION

- » MA, Urban Planning,
University of California,
Los Angeles
- » BA, Social Anthropology
University of Michigan,
Ann Arbor

AWARDS

- » Duarte Town Center Specific Plan, CA APA Award of Excellence – Comprehensive Plan for a Small Jurisdiction (2017)
- » Baldwin Park Health and Sustainability Element, CA APA Award of Excellence – Comprehensive Planning for a Small Jurisdiction (2016)
- » Redwood City General Plan, CA APA Award of Excellence – Comprehensive Plan for a Small Jurisdiction (2012)

Genevieve Sharrow

PROJECT MANAGER

Genevieve Sharrow is a highly versatile planner and project manager who has worked with communities throughout California on a diverse range of issues, including housing, land use, parks and recreation, and development codes. For nearly 15 years, Genevieve has proven her strength in organizing teams and bringing together the collective knowledge and energy of clients, technical experts, and community members to craft implementable and supported plans and policies.

Genevieve has prepared over 20 housing elements for jurisdictions in California and has completed program and project-specific environmental analysis and CEQA documentation.

SELECTED PROJECT EXPERIENCE*Housing Elements*

- » Alhambra (2008)
- » Atascadero (in process)
- » Azusa (2008 and 2014)
- » Baldwin Park (2008 and 2014)
- » Cypress (2014)
- » Cupertino (2015)
- » Fresno (2017)
- » Garden Grove (2008 and 2014)
- » La Palma (2014)
- » La Puente (2008)
- » Laguna Woods (2008)
- » Lake Elsinore (2014)
- » Monterey Park (2008 and 2014)
- » Palo Alto (2015)
- » Paso Robles (in process)
- » Redwood City (2009 and 2015)
- » San Bernardino (2014)
- » South El Monte (in process)
- » Temple City (2014)
- » Vernon (2008 and 2014)

Housing Studies

- » Gateway Cities Council of Governments Housing Assessment (2019)
- » Half Moon Bay Special Study of Housing Options (2018)
- » Redwood City ADU Ordinance and Community Engagement (2014)
- » Delano 2011-2016 Consolidated Plan (2011)
- » San Bernardino Analysis of Impediments to Fair Housing Choice (2010)

Zoning Codes

- » City of San Luis Obispo Zoning Regulations
- » Burlingame Zoning Ordinance
- » Arcadia Development Code

AREAS OF EXPERTISE

- » Community Planning and Engagement
- » Facilitation and Training
- » Field Research
- » Data Analysis

EDUCATION

- » MA, Urban Planning, University of California, Los Angeles
- » BA, Anthropology, University of Chicago

REGISTRATIONS

- » Certificate in Sustainability: Greening the Urban Economy, Lund University, 2016

PROFESSIONAL AFFILIATIONS

- » American Planning Association

Stephanie Lane Pavón

DEPUTY PROJECT MANAGER

Stephanie Lane Pavón is a collaborative and detail-oriented planner, analyst, and advocate, dedicated to participatory planning work which builds more equitable and resilient communities. Her work on planning projects focuses on community planning and participation, housing, and regional and economic development. Stephanie has more than 15 years of experience doing field-based research and outreach, project coordination, policy advocacy, and leadership development. She uses her organizing, research, and advocacy experience to build local leadership capacity, engage community members in policy decisions, focus projects on equity and inclusion, expand access to work opportunities for residents, and mitigate impacts of investment and development.

Prior to joining MIG, Stephanie managed a community outreach program to talk to homeowners at risk of foreclosure in South and East Los Angeles. She led research and presentations on community benefits agreements, the LA housing market, and the economic history of South LA. Stephanie trained community members and organizers to lead conversations with neighbors about the financial crisis and foreclosures, and coordinated proposals with City Staff and elected officials on updates to the LA City Blight Ordinance. Additionally, Stephanie has managed projects which looked at the economic impacts and racial equity outcomes of community-based investment; engaged fast-food workers and consumers about health and safety; and built community support for affordable and supportive housing.

SELECTED PROJECT EXPERIENCE

- | | |
|---|--|
| <ul style="list-style-type: none"> » Citrus College Educational Master Plan, Glendora, CA » South Orange County Community College District Education Master Plan, Costa Mesa, CA » San Gabriel Valley Greenway Network Strategic Implementation Plan, LA County Department of Public Works, San Gabriel Valley, CA (multiple cities) » OCTA State Route 55 Improvement Projects, Orange County, CA » Community Blight Campaign, Good Jobs LA, Los Angeles, CA* | <ul style="list-style-type: none"> » Equitable Investment Research Project, Transform Finance, New York, NY* » Tenant Leadership and Community Engagement, Mercy Housing Lakefront, Chicago, IL* » Community Liaison, Office of Peace & Justice Housing Project, Archdiocese of Chicago, IL* » Health and Safety Project Coordination for the Fight for 15, US Nationwide* |
|---|--|
- * work completed prior to joining MIG

AREAS OF EXPERTISE

- » Housing Elements
- » General Plans
- » HUD Compliance Documents
- » Geographic Information Systems
- » Community Outreach
- » Spanish Fluency

EDUCATION

- » MA, Urban Planning, University of California, Los Angeles, CA
- » BA, Political Science and Communication Studies, University of California, Los Angeles, CA

PROFESSIONAL AFFILIATIONS

- » American Planning Association

Diana Gonzalez**HOUSING SPECIALIST**

Diana Gonzalez has a broad range of land use planning experience in both advance and current planning. Her primary responsibilities include preparing long-range planning documents such as General Plans and HUD compliance documents (Consolidated Plans, Action Plans, and Analyses of Impediments to Fair Housing Choice). For several of the planning studies, she served as project manager and key planner. She also has experience in public outreach and website development for public outreach purposes.

Diana has a high level of expertise and experience in graphic and geographic information system (GIS) mapping. She has produced mapping, demographic, and spatial analysis for several large-scale housing projects, including the Analysis of Impediment to Fair Housing Choice for Los Angeles and San Diego Counties and Consolidated Plans for Orange and San Diego Counties.

Diana is our in-house housing expert, and is currently working on two complicated Housing Elements in mid-cycle review with HCD, implementing new State Housing Laws.

SELECTED PROJECT EXPERIENCE

- | | |
|---|---|
| <ul style="list-style-type: none"> » Desert Hot Springs 2014-2021 Housing Element (in process) » South El Monte 2014-2021 Housing Element (4-Year Update, in process) » San Juan Capistrano 2014-2021 Housing Element (2017) » City of Fresno 2015-2023 Housing Element (2017) » Loma Linda 2014-2021 Housing Element (2014) » San Marcos 2013-2021 Housing Element (2013) » La Mesa 2013-2021 Housing Element (2013) » Torrance General Plan and 2008-2014 and 2014-2021 Housing Elements » County of Orange 2010-2015 Consolidated Plan (2010) | <ul style="list-style-type: none"> » Alhambra 2008-2014 Housing Element; 2010-2015 Consolidated Plan; and 2008 Analysis of Impediments to Fair Housing Choice » Garden Grove 2008-2014 and 2014-2021 Housing Elements » Monterey Park 2008-2014 and 2014-2021 Housing Elements |
|---|---|

AREAS OF EXPERTISE

- » Urban Planning
- » Housing and Community Development
- » Policy and Plan Writing
- » Data Analysis

EDUCATION

- » MS, Urban Development, London School of Economics & Political Science
- » BA, International Relations, University of California, Davis

Aram Kamali

PROJECT ASSOCIATE

Aram Kamali supports a wide range of land use planning efforts, specializing in issues of housing and community development. He possesses a multifaceted skillset that fuses quantitative and qualitative analysis, enabling him to design data-driven policies that promote social equity and inclusive growth. In addition to his exceptional writing and analytical skills, Aram creates high-quality maps and graphic materials using ArcGIS and Adobe Creative Suite.

Prior to joining MIG, Aram served as an intern with the San Francisco Mayor's Office of Housing and Community Development, where he performed extensive data analysis to help inform departmental housing policy. He has also served as an independent contractor with the UC Berkeley Urban Displacement Project, utilizing his technical expertise to help expand the analysis to include the thirty-one counties of the New York Metro Region. Aram is proficient in Spanish, Persian, and German.

SELECTED PROJECT EXPERIENCE

- » Housing and Community Development Strategy, Henderson, NV
- » Special Study of Housing Options, Half Moon Bay, CA
- » Charlotte Future 2040 Comprehensive Plan, Charlotte, NC
- » Chinatown Revitalization Plan, Salinas, CA
- » Patrick Henry Drive Specific Plan, Santa Clara, CA
- » Alexan Foothills Specific Plan, Monrovia, CA
- » Arroyo Evergreen Specific Plan, Monrovia, CA
- » Concord Campus District Visioning Project, Concord, CA

AREAS OF EXPERTISE

- » Urban Planning
- » Urban Design
- » Design Standards & Guidelines
- » Transportation Planning & Design

EDUCATION

- » MA, Urban and Regional Planning, University of Colorado Denver
- » MA, Urban Design, University of Colorado Denver
- » BA, Environmental Science, Saint Louis University

PROFESSIONAL AFFILIATIONS

- » American Planning Association
- » Urban Land Institute

Roxanne Borzo Bertrand

PROJECT ASSOCIATE

Roxanne has contributed to a broad range of projects for public agencies, nonprofit organizations, and private firms with work centered around community-driven planning, equity, advocacy, policy, research, and design. Roxanne has worked on a variety of planning teams engaging stakeholders and community members.

Her passion lies at the intersection of land use policy and the built environment. Roxanne is driven by looking at the whole picture, integrating urban design, active transportation, environmental conservation, and social issues such as housing affordability into policy. Utilizing GIS, Adobe Illustrator, and other programs, Roxanne depicts the analysis of existing site conditions with compelling infographics, maps, and site plans that engage clients and communities.

Roxanne is an advocate for change committed to creating spaces that inspire curiosity, facilitate active living, address social issues, and enable policy change. Roxanne is a design thinker, addressing urban challenges and constraints by questioning common assumptions with plans and designs grounded in sound data and well-researched analysis.

SELECTED PROJECT EXPERIENCE

- | | |
|---|---|
| » Commerce General Plan Update, Commerce, CA | » City of Pasadena General Plan Implementation Outreach |
| » Whittier General Plan Update, Whittier, CA | » South Orange County Community College District Education Master Plan, Mission Viejo, CA |
| » Monterey Park General Plan Update, Monterey Park, CA | » Citrus Community College Educational Master Plan, Glendora, CA |
| » Vacaville Parks and Recreation Master Plan, Vacaville, CA | |
| » Burlingame Parks Master Plan, Burlingame, CA | |

Housing Element Experience

Jurisdiction	Unique Housing Issues						
	Certified	Mid-Cycle	Rezoning	Built Out	At-risk Units	High RHNA	RHNA
Adelanto	●					●	2,841
Alhambra (2008)	●			●			
Azusa (last two cycles)	●			●			
Baldwin Park (last two cycles)	●			●			
Buena Park (2008)	●			●			
Burbank	●			●			
Colton	●		●	●		●	1,923
Cupertino	●		●	●		●	1,064
Cypress	●			●			
Desert Hot Springs	In process	●				●	7,683
Fresno	●					●	23,565
Garden Grove (last two cycles)	●			●			
La Palma	●		●	●			
La Puente (2008)	●			●			
Laguna Woods (2008)	●			●			
Lake Elsinore	●					●	4,929
Loma Linda	●			●		●	1,095
Monterey Park (last two cycles)	●			●			
Palo Alto	●			●		●	1,988
Redwood City (last two cycles)	●		●	●		●	2,789
Rialto	●		●			●	2,715
San Bernardino	●					●	4,384
San Juan Capistrano	●	●		●			
San Marcos	●					●	4,183
South El Monte	In process	●		●			
Temple City	●			●			
Torrance	●			●			
Vernon (last two cycles)	●		●	●			

References

We invite you to contact the following MIG current and prior clients regarding our ability to deliver quality services on time and within budget.

DAN ZACK, AICP

Assistant Director
Development and Resource Management Department
City of Fresno
2600 Fresno Street
Fresno, CA 93721
(559) 621-8167
daniel.zack@fresno.gov

Fresno Housing Element

JILL EKAS

Community Development Director
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019
(650) 726-8264
jekas@hmbcity.com

Half Moon Bay Special Study of Diverse Housing Options and Redwood City General Plan and Housing Element

JOSÉ JIMENEZ

(Former South El Monte Community Development Director)
Community Development Director
City of Commerce
2535 Commerce Way
Commerce, CA 90040
(323) 722-4805
jjjimenez@ci.commerce.ca.us

South El Monte Housing Element Update (in process)

Understanding of Scope of Work and Approach to the Project

Understanding and Approach

The City's goal for this undertaking is to achieve certification of its Housing Element for the sixth cycle (due October 2021).

The draft RHNA assigned to City of Lake Elsinore for this cycle—6,656 units—is 35 percent greater than the RHNA for the fifth cycle. Sites to meet the fifth cycle RHNA were identified on vacant and underutilized properties throughout the City. While vacant land zoned for multi-family housing remains available, new State housing laws require additional analysis associated with sites that are re-used from a previous Housing Element.

Review of fifth cycle focus areas can help to identify additional adequate sites within the City's existing land use; zoning policy sites identified in the East Lake Specific Plan may need to be removed following the amendment to that plan. New sites can be identified in the Alberhill Villages Specific Plan. It may be necessary to pursue other infill sites which require rezoning. Since the City is pursuing a concurrent General Plan update, the Housing Element process will provide key insight

from the community and technical information about the availability of land to meet the State's housing requirements.

The updated Housing Element will need to address several significant pieces of legislation adopted by the State in recent years. The Legislature's aim in adopting a comprehensive package of the new housing laws in 2017 was to ensure that all jurisdictions are providing real opportunities for housing development for all income levels, and for lower-income households in particular. Additional legislation in 2019 provides further incentives to promote local solutions to alleviate the statewide housing shortage.

The Housing Element Update will occur in conjunction with a City-led General Plan Update to fine-tune the Land Use Plan to maximize on logistics market opportunities, address environmental justice, provide housing and placemaking opportunities, and integrate climate action planning throughout the General Plan.





NEW HOUSING LAWS TO ADDRESS

In an attempt to address some of the barriers to housing construction at the State and local levels, lawmakers introduced more than 130 bills during the 2017 legislative session; 15 bills made it into the “housing package” signed by Governor Brown. Eighteen more were signed into law by Governor Newsom this fall. These bills fall into several categories: funding; process streamlining; preserving and incentivizing affordable housing; and local accountability. Many of the bills address reporting processes (annual reports) and development approvals/denials. Several bills affect the content and scope of the General Plan Housing Element.

New laws addressing changes to the RHNA sites inventory and housing constraints analysis directly affect the level of effort required to update the Housing Element in the sixth cycle. For example, a much more detailed analysis of non-vacant land in the sites inventory is required. The interpretation of many of the new laws is still in flux, and a close relationship with HCD staff will be critical in keeping abreast of evolving implementation expectations by the State. The following paragraphs summarize the more pertinent law changes that affect the sixth cycle Housing Element. Changes to State law overseeing development of accessory dwelling units (ADUs) are also included since HCD will be reviewing Housing Elements for compliance with these regulations.

AB 879

AB 879 expands upon existing laws related to annual reporting activities but also requires cities to include additional information when they submit their Housing Element to HCD, including:

- » A governmental constraints analysis that addresses local ordinances that “directly impact the cost and supply of residential development”
- » A nongovernmental constraints analysis that

addresses requests to develop housing at densities below those anticipated in site inventory and the length of time between receiving approval and submittal of building permit application.

AB 879 also requires the program to also address and remove nongovernmental constraints; previously, only governmental constraints were required to be addressed in the housing policies/programs.

AB 1397

AB 1397 makes numerous changes to how a jurisdiction establishes its housing element site inventory. These changes include:

- » Sites must be “available” for residential development and have “realistic and demonstrated” potential for redevelopment.
- » Parcels must have sufficient water, sewer, and dry utilities or be part of a mandatory program to provide such utilities.
- » Limitations are added on “re-using” sites from the fifth cycle Housing Element that have not yet been approved for housing development: if a non-vacant site was listed in last housing element and is not yet approved with housing development or if a vacant site is not yet approved for housing and was included in the last two consecutive Housing Elements, the site can be included in the inventory only if a



rezoning occurs to allow projects with at least 20% affordable units to receive by-right approval.

- » Lower-income sites must be between one-half acre and 10 acres in size unless evidence is provided that a smaller or larger site is adequate.
- » If relying on non-vacant sites for more than half of the lower-income RHNA, the sites inventory requires an in-depth analysis and substantial evidence that the use is likely to be discontinued during the planning period.

AB 957, SB 667

AB 957 requires Housing Elements to identify potential sites for housing owned or leased by local governments. SB 667 requires these inventories to be submitted electronically to the State.

SB 166

SB 166 changes the No Net Loss provision to specify that adequate sites must be maintained by income level and any necessary identification of new sites or rezoning must be completed within 180 days of approving the reduced-density project.

SB 330

SB 330 prohibits down-zoning and reductions in allowed intensity of residential use through January 1, 2025.

AB 1505

AB 1505 restores legality of inclusionary housing ordinances requiring residential rental housing developments to include a specified percentage of affordable units as a condition of development.

AB 1763

AB 1763 revises density bonus law to provide additional incentives to 100% affordable developments.

AB 139

AB 139 revises criteria to determine emergency shelter need and authorizes changes to emergency shelter parking standards.

AB 72

AB 72 provided HCD with new broad authority to find a jurisdiction's Housing Element out of substantial compliance if it determines that the jurisdiction fails to act in compliance with its housing element and allows HCD to refer violations of law to the attorney general.

ACCESSORY DWELLING UNIT LAWS

Several recent changes to State laws overseeing development of ADUs have gone into effect:

- » State legislation that took effect January 1, 2017 gives cities more flexibility and latitude for allowing homeowners to build ADUs. Three separate bills took effect January 1, 2017: SB 1069, AB 2299, and AB 2406 and made significant changes to how local authorities can regulate accessory dwelling units.



- » State legislation that took effect January 1, 2018 clarifies various provisions to promote the development of ADUs. These include allowing ADUs to be built concurrently with a single-family home, opening areas where ADUs can be built to include all zoning districts that allow single-family uses, modifying fees from utilities such as special districts and water corporations, and reducing parking requirements.
- » As of January 1, 2019, homeowners who created ADUs without the required building permits may have the opportunity to bring their ADUs into compliance, ADUs may be allowed in conjunction with multifamily development, and cities may not require owner-occupancy on new ADU projects through 2025.

Additional legislation passed in 2019 (AB 68, AB 81 and SB 13) makes multiple changes to laws to further expand opportunities for accessory dwelling units. Housing Elements will need to identify plans to incentivize and promote affordable accessory dwelling units (AB 671).

PUBLIC ENGAGEMENT

We propose a community meeting/study session to receive meaningful public input on the Housing Element. This meeting can be conducted as a Planning Commission study session, or as a joint Planning Commission/City Council study session—with the public invited as active participants—once the draft Housing Element has been prepared. This approach will allow for policy-maker discussion and direction before the draft Housing Element is sent to HCD for the initial 60-day review period.

We propose an additional (optional) workshop, which could be structured as a Planning Commission study session or a focus group meeting with community members, housing advocates, developers, and other area stakeholders to provide key insight early in the process. If held as a Planning Commission study session, invitations to stakeholders should be made.

CEQA COMPLIANCE

Per discussions with planning staff, a separate consultant will undertake CEQA documentation required for the Housing Element.



Scope of Work

We have prepared a scope of services based upon our extensive Housing Element experience, a review of our previous cycle work with the City, discussions with staff, and our understanding of Lake Elsinore's needs. Our proposed scope of work draws upon our previous experiences and best practices. Based on subsequent discussions with City staff, the scope and budget can be expanded, contracted, or otherwise modified.

We have developed a scope that addresses the requirements of State law, together with a schedule to adhere to the State adoption deadline for the Housing Element (October 15, 2021), and an understanding that this update is being pursued concurrently with a larger General Plan Update being completed largely in-house by Lake Elsinore. In preparing the Housing Element update, MIG will ensure that all requirements of recent State legislation are addressed. This legislation includes the new State laws included as part of the 2017 California Housing Package and those passed in 2019 (identified in the Project Understanding discussion in the preceding pages of this proposal), with two items in particular affecting the drafting of the Housing Element update:

- » AB 879 (Grayson) adds specific requirements to the nongovernmental constraints analysis related to local ordinances or development patterns that could impact the cost and supply of residential development. AB 879 also requires a program to address and remove nongovernmental constraints to the maintenance, improvement, and development of housing.
- » AB 1397 (Low) makes numerous changes to how a jurisdiction establishes its Housing Element sites inventory and places new requirements on non-vacant sites identified in a Housing Element from a prior planning period and vacant sites identified in Housing Elements from two consecutive prior planning periods.

While HCD has indicated that it will not make streamlined review an option for the sixth housing element cycle, HCD may provide mechanisms for cities to gain efficiencies in the review process. We will keep the City updated about any developments in this respect.

Task 1: Project Initiation and Ongoing Coordination

1.1 PROJECT KICK-OFF AND SCOPE REFINEMENT

We will conduct a kick-off meeting with City staff to refine the work scope, identify key project team roles, and establish product review procedures. The project scope—including community engagement components and optional tasks—will be refined based on our discussions and critical project milestones, and a clear project schedule will be established. The project schedule will outline a work plan focused on achieving an adopted Housing Element by October 2021 to meet the statutory deadline.

1.2 PROJECT MANAGEMENT, PROJECT TEAM MEETINGS/CALL

For the duration of the project, the MIG project manager will conduct regular (biweekly) phone calls with City staff to ensure project coordination and to support close collaboration. These calls will allow the team to review project status, discuss issues and documents, and plan presentations. Any in-person meetings will be held as needed in conjunction with outreach meetings to provide cost efficiencies associated with travel. This task also includes project management related to invoicing and status reports.

Task 1 Deliverables

- Revised scope of services, budget, and agenda
- Monthly invoicing and status reports

Task 2: Community Engagement

State Housing Element law requires that meaningful public outreach be included as part of the update process. We propose public workshop(s) to receive input and two public adoption hearings (one each with the Planning Commission and City Council). Public hearings are addressed in Task 5 below.

2.1 STUDY SESSIONS/WORKSHOPS

To provide meaningful public input, HCD recommends at least one workshop/study session. We have included an optional item for an additional workshop to provide input early in the process as well as a workshop to review the draft Housing Element with the public. This format can be adjusted (for one or both of the workshops) as directed by City staff.

MIG will prepare a PowerPoint presentation for each workshop. MIG will submit the PowerPoint electronically to City staff for review, reproduction, and/or distribution.

City staff will be responsible for identifying stakeholders and interested parties to invite to the workshops, distribution of public notices and flyers, and any related advertising regarding the workshops. Following each workshop, MIG will prepare a brief workshop summary.

Workshop

The public workshop will be conducted once a draft of the Housing Element has been completed. This will allow information to be presented to and discussed with residents, decision makers, and other stakeholders in an informal manner prior to submittal to HCD and the more formal public hearings. At the workshop, we will provide an overview of the Draft Housing Element, including State requirements, constraints, programs designed to meet the RHNA, and proposed housing goals and policies. We propose this community meeting consist of a joint City Council

and Planning Commission workshop and study session broadly advertised to the public as an in-depth public discussion on the Housing Element. The public, City Council members, and Planning Commissioners will be asked to review and provide feedback on the information provided.

Early Phase Workshop (OPTIONAL)

This optional additional workshop would be structured as a focus group meeting to gather input from key local stakeholders, such as nonprofit and market-rate housing developers, local homeless shelters and service providers, representatives of lower-income and special needs housing advocacy groups, and other community leaders. Alternatively this meeting could be held as a Planning Commission study session, with invitations to stakeholder representatives. The meeting will be organized to first include a presentation by the MIG Team about the intent of the Housing Element update, followed by an MIG-facilitated discussion regarding housing issues, opportunities to meet local housing needs, and creative approaches to address constraints to housing production.

We are available to attend additional meetings as additional services.

Task 2 Deliverables

- Workshop PowerPoint presentation - draft and final (electronic)
- Workshop summary - electronic
- OPTIONAL Early Phase Workshop PowerPoint presentation - draft and final (electronic)
- OPTIONAL Early Phase Workshop summary - electronic

Task 3: 2021-2029 Housing Element

We will prepare the components of a draft Housing Element for the 2021-2029 planning period that address the requirements of State law. In preparing the Housing Element update, we will proactively identify issues, immediately bring those issues to the attention of City staff, identify potential solutions, and coordinate with City staff as to the best course of action.

3.1 2019-2028 ADMINISTRATIVE DRAFT HOUSING ELEMENT

Review Related Documents

MIG will review City documents to aid in understanding local conditions and the community's housing needs. A complete data needs list will be provided to the City prior to the kick-off meeting. This scope of work assumes the City will provide MIG with the GIS data needed for sites identification.

2014-2021 Housing Element Program Accomplishments

The Housing Element is required by State law to include a report on the progress the City has made in implementing the current Housing Element. As such, we will assess the continued appropriateness of the 2014-2021 Housing Element programs and policies in contributing to the attainment of the stated housing goals.

The project team will specifically assess all housing programs to determine whether existing programs were successfully implemented and to inform future policy recommendations. Accomplishments will be quantified where possible but may be qualitative where necessary.

Needs Analysis

Government Code Section 65583 requires housing elements to review specific demographic, economic, and housing topics, as well as projected housing needs. We will complete a housing assessment and needs analysis to comply with Government Code Section 65583(a) and other applicable State statutes. We anticipate updating the Housing Needs Assessment with housing and population data based on the latest U.S. Census and three- or five-year estimates from the American Community Survey, and other up-to-date City data available related to existing housing units and recent development projects.

MIG will assess housing costs and conditions and evaluate housing needs within the City, including housing needs for special population groups. We will also assess existing assisted housing developments that are eligible to change designation from low-income housing to market-rate housing over the next ten years, consistent with State law.

Housing Constraints

The Housing Constraints analysis identifies potential and actual governmental and nongovernmental (e.g., physical or financial) constraints to housing production. We will update this section as necessary with up-to-date development processes and fees, as well as changes in market constraints due to economic changes since the last Housing Element was written.

We will assess the potential for residential development consistent with adopted land use and zoning policy, as well as opportunities for energy conservation, consistent with state law. Where constraints exist, we will suggest housing programs to mitigate or remove these constraints. New laws concerning changes to the housing constraints analysis such as AB 879 and all changes to the State's accessory dwelling unit laws (which are continuously evolving) will be addressed.

Resources and Sites (Opportunities)

The Resources and Sites analysis will focus on site suitability for housing, drawing first from sites identified in the 2014 Housing Element. We anticipate that some of these sites will continue to be available for this Housing Element; where new sites are necessary due to project development, changes in circumstance and because of the larger RHNA, we will assess the areas identified as most likely to redevelop at density levels that can facilitate affordable housing. We anticipate identifying additional opportunities associated with accessory dwelling units and residential infill strategies.

We will also review the City's 2008-2014 Housing Element pursuant to new state law AB 1397, which requires additional analysis if a vacant site was listed in the last two housing elements and is being reused.

MIG will prepare the Sites Inventory GIS map and parcel-specific listing (table) of individual sites. The MIG Team will then work to provide the required justifications that these sites can facilitate the development of housing, due to existing site, market, and development conditions.

The analysis will also evaluate and include funding resources, administrative resources, and opportunities for energy conservation.

Goals, Policies, and Quantified Objectives

Based on the analysis completed in the above items and building on the existing Housing Element, we will craft a Housing Plan with goals, policies, and programs relative to the maintenance, preservation, improvement and development of housing to cover this new planning period. The Housing Plan will address accessory dwelling units, residential infill strategies, targeted locations for rezoning to accommodate additional density (as needed), reuse of existing commercial centers for mixed use, and recommendations that can facilitate the citywide General Plan update.

Programs will be practical and implementable given existing staffing levels and resources. Quantified objectives will be established to address housing needs for all income groups, including extremely low-income households.

Administrative Draft

The Administrative Draft Housing Element, consisting of the above sections, will be submitted electronically to the City for staff review.

3.2 2021-2029 DRAFT HOUSING ELEMENT

The City will be responsible for collecting all staff comments into a single document using Microsoft Word's track changes function, from which MIG will revise the Administrative Draft Housing Element and complete the Draft Housing Element for public review and HCD submittal. This scope and budget assume one round of comments and revisions with staff. This task includes a delivery of one hard copy and an electronic PDF copy on CD of the Draft Housing Element, mailed to HCD, per HCD's guidance.

Task 3 Deliverables

- Administrative Draft Housing Element (electronic)
- Draft Housing Element for HCD review (one printed copy plus an electronic PDF on CD, per HCD policy/request)

Task 4: Consultation with HCD

This task involves coordination with HCD to review the City's Draft Housing Element for consistency with State housing element law, including preparation and submittal of transmittal letters to HCD. For our preparation of Housing Elements during the fifth cycle, we have succeeded in securing compliance letters from HCD for most jurisdictions after only a single round of review. We work extensively with HCD staff during the review periods to address their comments prior to expiration of the 60-day review timeline. For Lake Elsinore, our goal is to achieve the same. As such, our scope assumes one round of HCD review for the draft Housing Element and one round of HCD review on the adopted Housing Element (HCD is allowed 60 days to review a draft Housing Element and 90 days to review an adopted Housing Element).

4.1 HCD CONSULTATION

During the initial review period—and during the course of element preparation—we will keep in contact with HCD staff to facilitate review and anticipate/respond to any specific concerns HCD may have. As necessary, we will provide HCD with any requested supplemental data or information on proposed programs, policies, and strategies to meet the RHNA and otherwise comply with State law. As we cannot fully anticipate the depth and scope of comments HCD will offer (particularly given the recent changes in housing element law) nor the time required to effectively negotiate a position acceptable to the City, we have provided an allowance for this task in the program budget. If additional effort is required beyond this allowance, we will bill

for additional work on a reimbursable basis with prior authorization from the City. Our scope includes the submittal of the Housing Element to HCD (Task 3.2), conference calls with HCD staff and City staff to discuss comments, and preparation of written responses to HCD comments as needed.

4.2 PUBLIC REVIEW DRAFT HOUSING ELEMENT

Subsequent to receiving a letter of compliance from HCD on the Draft Housing Element, MIG staff will prepare the Public Review Draft Housing Element for adoption hearings.

Task 4 Deliverables

- Draft Public Review Housing Element for public hearings (electronic)

Task 5: Public Hearings

5.1 PUBLIC HEARINGS

We have scoped for two public hearings for the Housing Element: one with the Planning Commission and one with the City Council. We propose to conduct the hearings after receiving a conditional letter of compliance from HCD.

City staff will be responsible for public notices and staff reports. MIG will prepare and present a PowerPoint presentation for the hearings. We will submit the materials electronically to City staff for review prior to each hearing. One MIG staff will attend each hearing. MIG will assist City staff in responding to any public or agency comments.

We are available to attend additional hearings and prepare staff reports as additional services.

5.2 FINAL HOUSING ELEMENT

Following adoption of the element by the City Council, MIG will prepare a final version of the Housing Element, including any changes to the draft required by City Staff and officials, for transmittal to HCD for a 90-day review. We will work closely with City staff to ensure that schedules are maintained to meet State deadlines and requirements. This task includes a delivery of one hard copy and an electronic PDF copy on CD of the Draft Housing Element, mailed to HCD, per HCD's guidance.

HCD has the opportunity to review the Housing Element for up to 90 days—once the Council has adopted it—to ensure the adopted element complies with the provisional certification letter previously issued. During this time, MIG will be available to

respond to any specific concerns HCD may have. As necessary, we will provide HCD with any requested supplemental data or information on proposed programs, policies, and strategies to meet the RHNA and otherwise comply with State law. As we cannot fully anticipate the depth and scope of comments HCD will offer nor the time required to address questions or comments, we have provided an allowance for this task in the program budget. If additional effort is required beyond this allowance, we will bill for additional work on a reimbursable basis with prior authorization from the City.

Task 5 Deliverables

- Final Housing Element for HCD certification (one printed copy plus an electronic PDF on CD)
- Hearing PowerPoint presentations – draft and final (electronic)

Contingency

A Contingency Fee is included to cover costs associated with unanticipated additional work, such as additional Planning Commission and City Council hearings and any additional rounds of consultation with HCD beyond that described as Task 4. Contingency funds shall be billed only on a reimbursable basis with prior authorization from the City.

Schedule for Completion

Milestone	Target Completion Date
Contract Execution/Start Date	March 2020
Kick Off Meeting	April 2020
Optional Early Phase Public Workshop (Study Session or Community Stakeholder Focus Group)	May 2020
Housing Element Site Inventory and Analysis	July 2020
Administrative Draft Housing Element	October 2020
City Review of Administrative Draft Element Complete – Comments to MIG	2 weeks following submittal
Screencheck Draft Housing Element	November 2020
Public Review Draft Housing Element	December 2020/January 2021
Public Workshop (Study Session)	January 2021
HCD Submittal of Public Review Housing Element for 60-day review	February 2021
Complete and Circulate CEQA Documentation	March 2021 - April 2021
Respond to HCD Comments and Revise Draft Housing Element	April 2021
Planning Commission Public Hearing	July 2021
City Council Public Hearing	August 2021
HCD Submittal (Adopted Housing Element)	August 2021 (Due October 15, 2021) plus 120-day grace period
Final Certified 2019-2028 Housing Element	HCD has 90 days to review an adopted Housing Element

Budget

		L. Stetson Principal		G. Sharrow Project Manager		S. Pavon Deputy Project Manager		Project Associates		Administrative Staff		MIG Totals	
		Hrs@	\$225	Hrs@	\$145	Hrs@	\$130	Hrs@	\$110	Hrs@	\$95		
Task 1: Project Initiation, Coordination, and Management													
1.1	Project Kick-off Meeting and Scope Refinement	1	\$225	8	\$1,160	8	\$1,040	0	\$0	1	\$95	10	\$2,520
1.2	Project Management, Project Team Meetings/Calls (18 months)	6	\$1,350	20	\$2,900	16	\$2,080	0	\$0	7	\$665	33	\$6,995
Subtotal		7	\$1,575	28	\$4,060	24	\$3,120	0	\$0	8	\$760	43	\$9,515
Task 2: Community Engagement													
2.1	Study Session/Workshop	1	\$225	10	\$1,450	20	\$2,600	5	\$550	0	\$0	16	\$4,825
Subtotal		1	\$225	10	\$1,450	20	\$2,600	5	\$550	0	\$0	16	\$4,825
Task 3: Housing Element													
3.1	Administrative Draft Housing Element	6	\$1,350	30	\$4,350	80	\$10,400	90	\$9,900	2	\$190	128	\$26,190
3.2	Draft Housing Element	1	\$225	10	\$1,450	16	\$2,080	6	\$660	0	\$0	17	\$4,415
Subtotal		7	\$1,575	40	\$5,800	96	\$12,480	96	\$10,560	2	\$190	145	\$30,605
Task 4: HCD Consultation													
4.1	HCD Consultation (allowance)	2	\$450	12	\$1,740	6	\$780	2	\$220	2	\$190	18	\$3,380
4.2	Public Review Draft Housing Element	1	\$225	8	\$1,160	8	\$1,040	12	\$1,320	0	\$0	21	\$3,745
Subtotal		3	\$675	20	\$2,900	14	\$1,820	14	\$1,540	2	\$190	39	\$7,125
Task 5: Public Hearings and Final Housing Element													
5.1	Public Hearings (2)	0	\$0	16	\$2,320	16	\$2,080	10	\$1,100	0	\$0	26	\$5,500
5.2	Final Housing Element (allowance)	1	\$225	6	\$870	4	\$520	2	\$220	0	\$0	9	\$1,835
Subtotal		1	\$225	22	\$3,190	20	\$2,600	12	\$1,320	0	\$0	35	\$7,335
SUBTOTAL		16	\$4,275	100	\$17,400	160	\$22,620	113	\$13,970	9	\$1,045	239	\$59,405
Direct Costs: Mileage/Printing/Mailing (not to exceed costs incurred)													\$1,000
OPTIONAL Early Phase Public Workshop													\$4,825
Contingency													\$9,785
PROJECT TOTAL													\$75,015