

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: March 18, 2025

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To: Honorable Mayor and City Councilmembers
From: Emi Theriault, Community Development Department
Subject: Receipt of Annual General Plan Progress Report and Housing and Community
 Development Annual Housing Progress Report for the City of Sebastopol.

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RECOMMENDATIONS:

That the City Council receive the report.

EXECUTIVE SUMMARY:

Government Code Section 65400(a)(2) requires that an annual report be provided to the legislative body, the Governor’s Office of Planning and Research (OPR), and the State Department of Housing and Community Development (HCD). The document is required to report on the status of the City’s General Plan, including the Housing Element, and progress made towards its implementation. The report contains all of OPR’s suggested components as well as information that staff considers relevant. The report also identifies how City decision-making was guided by the General Plan’s goals, policies, and implementation measures. In addition, HCD requires specific information to be reported regarding Housing Element implementation. If accepted by the Council, the General Plan Annual Report will be sent to the Governor’s Office of Planning and Research (OPR), and the State Department of Housing and Community Development (HCD).

BACKGROUND AND DISCUSSION:

In 2016, the City of Sebastopol adopted its General Plan, which includes a variety of elements such as Land Use, Circulation, Community Services, Conservation and Open Space, Safety, Economic Vitality, Health and Wellness, and Housing Plan. In 2023, the City amended the Housing Plan section of the General Plan to include the adopted Housing Element which this plan sets forth housing goals, policies, and programs over the 6th cycle (2023-2031). The City of Sebastopol was the first jurisdiction to adopt and certify its Housing Element in Sonoma County and staff is proactively working to implement required initiatives identified in the plan.

STAFF ANALYSIS:

The City is required to report to the OPR and HCD on an annual basis regarding City progress towards these goals, policies, and programs. A summary of actions that were taken by the City during 2024 to implement the General Plan are summarized in **Attachment 1**. General Plan Annual Report Summary. Attachment 2 provides the required annual HCD Annual Progress Report (APR) related to Housing Element implementation and production e.g. number of housing units entitled, approved, constructed, and finalized (occupancy allowed).

COMMUNITY OUTREACH:

This item has been notified in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

FISCAL IMPACT:

There is no fiscal impact associated with receipt of this item.

RESTATED RECOMMENDATIONS:

Receive Annual General Plan Progress Report and Housing and Community Development Annual Housing Progress Report for the City of Sebastopol.

ATTACHMENTS:

- Attachment 1 - General Plan Annual Report summary
- Attachment 2 - Housing APR

APPROVALS:

Department Head Approval: Approval Date: 2.27.2025
 CEQA Determination (Planning): Approval Date: 2.27.2025

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial) Approval Date: 2.27.2025

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) _____

City Attorney Approval: Approval Date: 3.10.2025

City Manager Approval: Approval Date: 3-10-2025

Implementation Program	Responsible Department	Priority/ Timing	Status
<p><u>Action LU 1a:</u> Review and update the Zoning Code to: 1) implement the policies and actions of this General Plan, including implementation of land use designations and Figure LU-1, Land Use Map, 2) clarify and streamline Zoning Code implementation, and 3) revise parking requirements, setbacks, and lot coverage standards within the Central Core to facilitate and allow higher residential development densities, as established by Policy LU 1-4.</p>	<p>Planning Department</p>	<p>A</p>	<p><input type="checkbox"/> Complete <input checked="" type="checkbox"/> In progress <i>Comments:</i></p>
<p><u>Action LU 1b:</u> Direct new development to locations within the city limits through prioritizing processing of applications within the City limits and encouraging developers interested in Sebastopol to focus on in-fill development.</p>	<p>Planning Department</p>	<p>Ongoing</p>	<p><input checked="" type="checkbox"/> Complete <input type="checkbox"/> In progress <i>Comments: The Community Development Department was able to entitle two housing development projects as in-fill development. 1009-1011 Gravenstein Highway North and 7621 Healdsburg Ave</i></p>
<p><u>Action LU 3d:</u> Review all development proposals for their direct and cumulative effects on City-adopted LOS standards. The City will only permit developments that meet City-adopted LOS standards.</p>	<p>Planning Department</p>	<p>Ongoing</p>	<p><input type="checkbox"/> Complete <input type="checkbox"/> In progress <i>Comments: The Planning Department continues to do this through the new regulations of SB743 which tracks Vehicle Miles Travelled (VMT). This was adopted by</i></p>

Implementation Program	Responsible Department	Priority/ Timing	Status
			<i>the City Council in March of 2024.</i>
<p><u>Action CIR 1a:</u> The City shall cooperate with other jurisdictions in Sonoma County to reduce transportation congestion through the following actions:</p> <ul style="list-style-type: none"> • Staff should participate in the SCTA's technical advisory groups in pursuing funding opportunities. • Encourage public input into SCTA's congestion management planning process • Participate in future updates to the Comprehensive Transportation Plan • Coordinate with the County of Sonoma including the Parks & Recreation Department in efforts to expand regional bicycle and pedestrian networks to meet anticipated demands 	<p>Planning Department and Public Works Department</p>	<p>Ongoing</p>	<p><input type="checkbox"/> Complete <input checked="" type="checkbox"/> In progress <i>Comments: The City was awarded a Downtown Sustainable Transportation Grant through CalTrans to study traffic patterns and safety improvements along a section of the Main Street corridor. This project involves engagement and collaboration with SCTA, CalTrans, City of Santa Rosa, Sonoma County, Sonoma County Transit, and other local stakeholders.</i></p>
<p><u>Action CIR 2t:</u> Coordinate with SCTA to include City staff and a citizen representative on the Countywide Bicycle and Pedestrian Advisory Committee to ensure City representation in reviewing projects and funding sources</p>	<p>Planning and Public Works Departments</p>	<p>A</p>	<p><input checked="" type="checkbox"/> Complete <input type="checkbox"/> In progress <i>Comments: At the City Council meeting of February 6, 2024, the council appointed Gavin Waters to the SCTA CBPAC to assist with the staff appointment of Associate Planner John Jay.</i></p>

Implementation Program	Responsible Department	Priority/ Timing	Status
<p><u>Action CD-4a:</u> Develop and adopt a public arts program to provide a cost effective way to expand local opportunities to increase public art in Sebastopol.</p>	<p>Planning Department</p>	<p>B</p>	<p><input checked="" type="checkbox"/> Complete <input type="checkbox"/> In progress <i>Comments: Through the Public Arts Committee and the Art in lieu fund two projects were able to be installed within City limits. The first being the Ned Khan "Spire" within Meadowlark field along the eastern entrance to Sebastopol on Highway 12. The second being the Bruce Johnson piece "Koan" at the trailhead of Joe Rodota on Petaluma Ave.</i></p>

Please Start Here

General Information	
Jurisdiction Name	Sebastopol
Reporting Calendar Year	2024
Contact Information	
First Name	John
Last Name	Jay
Title	Associate Planner
Email	jjay@cityofsebastopol.org
Phone	7078236167
Mailing Address	
Street Address	7210 Bodega Ave
City	Sebastopol
Zipcode	95472

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

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Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year

Link to the online system: <https://hcd.my.site.com/hcdconnect>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions
<p>Please save your file as Jurisdictionname2024 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2024</p> <p>Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:</p> <ol style="list-style-type: none">1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. <i>Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.</i>2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Data is auto-populated based on data entered in Tables A, A2, C, and D

Jurisdiction	Sebastopol	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	01/31/2023 - 01/31/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	0	0
2 to 4 units per structure	0	0	0
5+ units per structure	126	0	0
Accessory Dwelling Unit	0	0	1
Mobile/Manufactured Home	0	0	0
Total	126	0	1

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	0	0
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	0	0
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	26
Sites Rezoned to Accommodate the RHNA	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Sebastopol	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes			
1				2	3	4	5							6	7	8	9	10		11	12	13		
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes ⁺	
Summary Row: Start Data Entry Below																								
	060-261-030	845 Gravenstein Highway North	Gravenstein Commons	2023-049	5+	R	7/6/2023	22							22	0	0		NONE	No	No	Approved	Ministerial	
	004-291-019	7621 Healdsburg Ave		2023-078	5+	O	12/18/2023			1				23	24	24			NONE	No	No	Approved	Discretionary	

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Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A2																											
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																											
Project Identifier				Unit Types		Affordability by Household Incomes - Completed Entitlement							Affordability by Household Incomes - Building Permits														
1				2		3		4							5	6	7							8	9		
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	
Summary Row: Start Data Entry Below							21	0	1	0	12	0	92		126	0	0	0	0	0	0	0	0	0	0	0	
	004-182-014	455 Parquet St		230135	ADU	R									0									1			
	004-291-037	7631 Bately Ct		230101	ADU	R									0									1			
	060-480-013	1117 Village Way		2023-0133	ADU	R									0									1			
	004-082-016	450 Eleanor		2023-0218	ADU	R									0									1			
	004-124-001	7095 Fellers Ln		211218	SFD	O									0									1			
	004-124-001	7095 Fellers Ln		211218	ADU	R									0									1			
	004-031-005	469 Fore Way		211226	ADU	R									0									1			
	004-271-005	316 Springdale		2023-0376	ADU	R									0									1			
	004-172-017	771 1st Street		2023-0395	SFD	O									0									1			
	004-172-017	773 1st Street		2023-0395	ADU	R									0									1			
	004-291-018	7631 Healdsburg Ave		2023-0291	2 to 4	R							2	4/26/2023	2								2	10/23/2023	2		
	004-242-011	234 N High St		220935	ADU	R									0									1			
	004-291-018	7635 Healdsburg Ave		170626	SFD	O									0									1			
	004-172-011	709 1st Street		220220	ADU	R									0									1			
	004-211-007; 060-230-067	7716 Bodega Ave	Woodmark	2023-0157, 0158, 0159, 0160	5+	O	56		27				1	8/11/2022	84	34		13					1	4/13/2023	48		
	004-291-019	7621 Healdsburg Ave		2023-078	5+	O			1				23	11/24/2024	24										0		
	060-261-030	845 Gravenstein Highway North	Gravenstein Commons	2023-049	5+	R	21						1	6/25/2024	22										0		
	060-261-026; 060-261-028	1009-1011 Gravenstein Highway North	Canopy	2022-095	5+	O				12			68	4/2/2024	80										0		

Affordability by Household Incomes - Certificates of Occupancy					11	12	13	14	15	Housing with Financial Assistance and/or Deed Restrictions		18	19	Demolished/Destroyed Units			Density Bonus				25
10	10	10	10	10	11	12	13	14	15	16	17	18	19	20	20	20	21	22	23	24	25
Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?	Please select the state streamlining provision the project was APPROVED pursuant to. (may select multiple)	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*
0	0	0	0	1	5/30/2024	1	0	NONE	Y					2							
				1	8/29/2023	1	0	NONE	Y												
				1	4/11/2023	1	0	NONE	Y												
						0	0	NONE	Y												
					2/8/2024	0	0	NONE	Y												
					2/8/2024	0	0	NONE	Y												
						0	0	NONE	Y												
						0	0	NONE	Y												
						0	0	NONE	Y												
						0	0	NONE	Y												
				1	4/3/2023	1	0	NONE	Y												
				1	4/6/2023	1	0	NONE	Y												
				1	9/13/2023	1	0	NONE	Y												
						0	10	SB 35 (2017)	Y	USDA	DB		55	2	Demolished	O	0.0%		Development Standards Modification	No	Funded via CTAC as well
						0															
						0															
						0															

Jurisdiction	Sebastopol	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B Regional Housing Needs Allocation Progress Permitted Units Issued by Affordability																	
Income Level	RHNA Allocation by Income Level	Projection Period - 06/30/2022-01/30/2023	2										3	4			
			2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)			Total Remaining RHNA by Income Level		
Very Low	Deed Restricted	55	-	34	-	-	-	-	-	-	-	-	-	-	-	34	21
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	31	-	13	-	-	-	-	-	-	-	-	-	-	-	14	17
	Non-Deed Restricted		-	-	1	-	-	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	35	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	-	-		
Above Moderate		92	5	8	12	-	-	-	-	-	-	-	-	-	-	25	67
Total RHNA		213															
Total Units			5	55	13	-	-	-	-	-	-	-	-	-	-	73	140
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).																	
	5 Extremely low-Income Need	Projection Period	2										6	7			
			2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date			Total Units Remaining		
Extremely Low-Income Units*		28		10	-	-	-	-	-	-	-	-	-	-	-	10	18

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

- VLI Deed Restricted
- VLI Non Deed Restricted

Jurisdiction	Sebastopol	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

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 Cells in grey contain auto-calculation formulas

Table C																	
Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law																	
Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Jurisdiction		Sebastopol	
Reporting Year		2024 (Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A-1.1	To ensure sufficient residential capacity to accommodate the RHNA for each income category throughout the planning period, staff will develop and implement a formal, ongoing (project-by-project) administrative evaluation procedure pursuant to Government Code section 65863. The evaluation procedure will track the number of lower, moderate-, and above moderate-income units constructed to calculate the remaining unmet RHNA. The evaluation procedure will also track the number of units built on the identified sites to determine the remaining site capacity, by income category, and will be updated as developments are approved. The sites inventory will be updated every year as needed when the Annual Planning Report (APR) is completed, and the APR with the updated inventory will be available on the City's website.	Develop procedure prior to the first 6th cycle reporting period; evaluate annually thereafter in conjunction with the APR	tracking system developed; ongoing maintenance throughout cycle
A-1.2	To ensure sufficient residential capacity to accommodate the RHNA for each income category throughout the planning period, no project approval or other action that reduces the density or development capacity of a site shall be undertaken unless sufficient remaining sites are available or additional adequate sites are identified prior to the approval of the development and made available within 180 days of approval of the development. Identification of the replacement sites and the necessary actions to make the site(s) available will be adopted prior to or concurrent with the approval of the development.	Beginning in 2023, ongoing review as projects are approved on inventory sites	No sites in Inventory have been approved for less than number of units listed in Site Inventory. Staff reviews as projects are submitted. Sufficient sites available in inventory.
A-1.3	To ensure sufficient residential capacity to accommodate the RHNA for each income category throughout the planning period, the City will continue to monitor the land supply in inventory including: •Sites for single-family and multifamily residential development •Sites to accommodate special needs populations including seniors, disabled persons, developmentally disabled persons, extremely-low income households, farmworkers, large families, and homeless persons •Multifamily sites at densities to facilitate the production of housing affordable to lower income households •Sites readily served by infrastructure	Annually, due at time of and reported out in conjunction with APR	Tracking spreadsheet developed and up to date
A-2.1	To ensure sufficient residential capacity to accommodate the RHNA for each income category throughout the planning period, the City will create and maintain a list of additional sites with appropriate zoning that could be added to the City's sites inventory when an analysis provided through the Annual Planning Report indicates that sufficient sites may not exist to accommodate the City's remaining RHNA, by income level, for the planning period.	Create an "administrative" list 3-6 months after adoption of the Housing Element Consider adding sites from this list to inventory	Admin list created, maintained along with pipeline tracking.
A-3.1	The discretionary review process can act as a constraint to housing development and increase the overall cost of housing. To facilitate non-discretionary permitting, the City will adopt Objective Design Standards for mixed-use and multifamily developments. These standards will involve no personal or subjective judgement by a public official and are uniformly verifiable by reference to external criteria available to the public.	Adopt within 16-24 months of Housing Element Adoption	Complete. Adopted Objective Design Standards by City Council December 2023.
A-3.2	In order to increase the availability of affordable housing, the City will take more robust financial and supportive actions to promote the development, preservation, and provision of housing units affordable to lower and moderate-income households including special needs households. Financial actions shall include: •Providing City housing funds, including linkage fees and inclusionary housing fees when available, to help subsidize development costs to build affordable housing units, including funding for projects where 5 percent of units are deed-restricted affordable to extremely low-income households •Allowing Planning-Director approval of project extensions •Deferring collection of residential development fees until final building inspection or certificate of occupancy (see A-4.2) •Supporting applications for available and appropriate funding for all projects consistent with the City's General Plan and funding priorities, such as:	Ongoing; report efforts and successes in APR	ongoing. Had 1 project defer fees to occupancy in 2023. Joint application with SVDP for Project Homekey funding.
A-3.3	Community input indicated strong support for missing middle housing which can help meet the need for more diverse housing types to address shifting demographics in the City. The City will increase opportunities for small lot single-family homes, such as tiny homes and cottage court housing developments. The City will amend the Code to allow up to 4 units on qualifying single-family parcels, subject to objective design standards as allowed by SB 9. If the City is not meeting its prorated RHNA within four years of program implementation, the City will identify at least 20 additional sites for the R-5 zoning designation.	Develop SB9 and ODS regulation by 2024 Assess progress after four years. If needed, identify and rezone 20 additional R-5 sites within two years.	Adopted Objective Design Standards by City Council December 2023. SB9 Standards are still in progress.

A-3.4	<p>Infill development is critical to accommodating growth while reducing sprawl. Stakeholders indicated support for infill and adaptive reuse development to help meet the City's housing needs. The City will adopt a Workforce Housing Overlay Program as a market-driven way to integrate housing into areas near jobs and transit. The program will allow housing to be added to underutilized commercial sites, empty parking lots, unused City-owned sites, unused school sites, and other parcels near jobs, transit, or both by providing an additional set of development options that landowners can choose to exercise at their discretion through the application process.</p>	<p>Adopt program into Code by July 2024</p>	<p>City awarded Priority Development Area grant from ABAG MTC. City is in process of selecting a consultant to start that work. Staff is working with Planning Commission to develop Zoning Code updates while the PDA grant consultant selection is underway.</p>
A-3.5	<p>Community and stakeholder input indicate strong interest in permitting 100% housing by-right in more commercial zones, including areas along major corridors and near the downtown. In order to respond to feedback and to facilitate the development of more housing in appropriate zones, the City will modify its Code to allow purely residential uses by-right in commercial and downtown zones when at least 40% of units are affordable, subject to objective design and development standards.</p>	<p>Adopt program into Code by July 2024</p>	<p>City awarded Priority Development Area grant from ABAG MTC. City is in process of selecting a consultant to start that work. ABAG has agreed to handle the consultant procurement process.</p>
A-3.6	<p>Demographic analysis revealed the need for affordable housing options that would be suitable for the aging population, persons with disabilities, and younger people looking for entry-level housing choices. Community input indicated robust support for ADU and JADU development as a way to increase the housing supply. Additionally, ADU and JADU development provides a unique opportunity for homeowners to increase their property value. Based on community input, the City expects a significant increase in the rate of ADU and JADU development. In order to facilitate homeowners who are interested in developing the City shall take the following actions: a) Promote ADUs and JADUs: The City anticipates developing ADUs in numbers that exceed what it has built, on average, over the last 4 years.</p>	<p>Create and publish ADU/JADU development webpage by January 2024; Adopt ADU conversion program within 6-9 months of Housing Element adoption; Annually monitor and report progress of production goals for ADUs and</p>	<p>ongoing. City website has updated ADU information and staff is working on uploading pre-approved plan sets.</p>
A-4.1	<p>The California State Density Bonus Law incentivizes affordable and other specialized housing production by requiring local agencies to grant an increase to the maximum allowable residential density for eligible projects, and to support the development of eligible projects at greater residential densities by granting incentives, concessions, waivers, or reductions to applicable development regulations. To increase the amount of lower and moderate-income units created, the City will encourage affordable housing developers to request density bonuses and incentives by promoting them on the City's website and at the annual housing fair (Program D-1.2). The City will also explore the feasibility of adopting a local density bonus ordinance with incentives and bonuses beyond the current statutory requirements.</p>	<p>Amend Code within 3 years of Housing Element Adoption</p>	<p>Staff took a Zoning Code proposal to a February 11, 2025 Planning Commission meeting. The PC also developed an Adhoc committee to work on Zoning Code updates to come back to the full Commission in the fall of 2025.</p>
A-4.2	<p>Impact fees are levied on new housing to pay for the services needed to support those developments and to mitigate the impacts of growth however, such fees and exactions can affect the cost and feasibility of developing affordable housing. In accordance with new with requirements to the Mitigation Fee Act, the City shall take the following actions: a) Nexus Fee Action: To mitigate the impact of these fees the City currently bases impact fees proportional to the square footage of a new development project per a 2021 nexus study. Per new statutory requirements to Mitigation Fee Act, the City will update its nexus study in 2029. b) Transparency Action: The City will make the following information prominently available on the City's website: Postings that must be updated within 30 days of any change to the information:</p>	<p>Provide easily accessible fee information on City's website by January 2023; Publish any updates within 30 days of a completed fee study reflecting any new or revised fees; update nexus fee study in 2029</p>	<p>Complete. All impact fees on city's website. Fees are based on use and SF.</p>
A-4.3	<p>Financial constraints represent the most significant non-governmental barrier to developing affordable housing. The City will establish a partnership with the Sonoma County Community Development Commission to identify additional potential mechanisms to assist with City funding of permanently affordable housing.</p>	<p>Initiate partnership with Sonoma County Community Development Commission within 18 months of Housing Element Adoption</p>	<p>Finalizing contract with Community Development Commission to monitor Affordable housing rental units. Expected to be complete by June 2025.</p>
B-1.1	<p>It is necessary to establish an ongoing monitoring program to ensure the implemented programs and adopted ordinances continue to meet the needs of residents, conform to State laws, and do not pose as barriers to development. The City will continue to monitor the implementation of ordinances, codes, policies, and procedures to ensure that they conform with State laws, promote energy conservation, do not pose an unreasonable barrier to housing access, and that they continue to provide reasonable accommodation for people with disabilities. Program implementation will be tracked and reported annually in conjunction with the Annual Planning Report (APR) and to the City Council as part of the City's annual Level of Service report.</p>	<p>Program will be developed in 2023. Results of monitoring reported annually in the APR thereafter</p>	<p>ongoing</p>

B-1.2	<p>The Federal Fair Housing Act and the California Fair Employment and Housing Act (the Acts) require that local agencies provide reasonable accommodation in the application of zoning laws and other land use regulations, policies, and procedures for persons with disabilities who are seeking access to housing of their choice.</p> <p>b) Reasonable Accommodations: The City has established a Reasonable Accommodations procedure, as required by the Acts, but the procedure and cost have been identified as constraints to the development of housing and the provision of accessible housing. The City will remove the application fee and will update its code to mitigate constraints by removing Finding 7 (Potential impact on surrounding uses).</p>	<p>Complete review by the end of 2024; revise ordinance or procedures as needed by July 2025</p>	<p>Not yet started</p>
B-2.1	<p>Expedited processing moves projects with an affordable component to the front of the line in zoning, planning, and building permit processing. Ideally this can shave months off the entitlement process. Faster processing reduces risk and financing costs while allowing developers to bring projects to market faster. To encourage the development of affordable housing the City will continue to expedite processing for affordable housing projects to support the streamlined approval processing for affordable housing projects, including SB9 and SB35 projects. The City will expand application of processing priority to projects providing housing for seniors and other special needs groups, including persons with physical and developmental disabilities, large families, extremely low-income households, farmworker housing, and homeless. Expedited processing includes one-stop preliminary review, concurrent application review, designation of a primary contact, and prioritizing building permit and grading plan review, permitting and inspection.</p> <p>To ensure that these services are available throughout the planning period, the City shall maintain adequate staffing levels and, if necessary, utilize outside planning or plan review services to facilitate expedited processing.</p>	<p>Report efforts and successes in APR</p>	<p>ongoing. Objective Design Standards adopted for state-law based ministerial review projects</p>
B-3.1	<p>Stakeholder feedback revealed support for ongoing educational procedures for the City's decision-makers. To ensure both elected and appointed decisionmakers are making educated and informed planning decisions, the City will continue to monitor legislation, trends, and policy issues related to the development and maintenance of affordable housing in the City of Sebastopol. Ongoing efforts include but are not limited to:</p> <ul style="list-style-type: none"> •Attending housing and legislative review seminars, conferences, etc. •Attending training workshops •Training on new legislation, State requirements, policies, and procedures pertaining to housing programs (including the Housing Choice Voucher program and tenant rights) •Participate in regional planning efforts coordinated by the Association of Bay Area Governments (ABAG) and interfacing with other local jurisdictions, the County of Sonoma, and the public •Presentations on housing needs, issues, and solutions, including affordable housing development and tenant protection policies. <p>Additionally, all future and incumbent members of the Planning Commission shall be required to complete a commissioner training course covering the essentials of citizen planning including planning ethics, comprehensive plans, site plans, approval processes, planning law, zoning, and the essential role of the public in planning.</p>	<p>Initiate Planning Commissioner Training by January 2023; Facilitate informational session on tenant rights and protections in 2023; Report efforts and successes in APR annually thereafter</p>	<p>On going. Planning Commission training from 2023 was completed. Tenant rights training is on a forward agenda in 2025.</p>
C-1.1	<p>State law requires jurisdictions to address the risk of loss of affordable units as their affordable restriction restrictions expire and they convert to market-rate housing. The City will monitor all properties and make contact with owners and non-profit partners not less than three years before restrictions are set to expire to discuss the City's desire to preserve complexes as affordable housing. Participation from agencies interested in purchasing and/or managing at-risk units will be sought to identify options to ensure continuing affordability. The City will coordinate with owners of expiring subsidies to ensure tenants receive the required notices at three years, twelve month, and six months prior to the scheduled expiration of rent restrictions, as described in Government Code 65863.10. In addition, the City will reach out property owners of units with expiring affordability covenants that are not subject to the provisions of this code, including units constructed under the City's Inclusionary Housing Ordinance, and seek to retain affordability. The City will work with tenants to provide education regarding tenant rights and conversion procedures pursuant to California law.</p>	<p>Annual monitoring due at time of and reported in conjunction with APR; Ongoing discussions with owners and partners as needed based on expiration of subsidies</p>	<p>ongoing. No properties at immediate risk for loss of affordable housing status/conversion to market rate.</p>
C-2.1	<p>Negative effects of code enforcement can occur when compliance measures are not economically feasible for property owners. To reduce the risk of displacement, the City will pursue grant opportunities to create a residential rehabilitation program for lower income residents. The City will work with the Community Development Commission to apply for HOME, CalHome, and CDBG funds, as well as promote Section 504 Home Repair Program loans and grants to provide housing rehabilitation loans and weatherization services for income-eligible households to improve living conditions. The City will also work with and support local non-profits, such as Rebuilding Together Sebastopol and Habitat for Humanity, in these efforts. Available resources will be promoted through the Proactive Outreach Program (Program D-1.2)</p>	<p>Starting in 2024, annually review funding opportunities as Notices of Funding Availability are released. Apply for 3 grants throughout the planning period. Continue to sponsor and support local non-profits assisting low income homeowners with urgent</p>	<p>City monitoring. However, no applications submitted due to lack of city projects and staff availability. City partnered with St Vincent de Paul in Project Homekey application in 2023.</p>
C-3.1	<p>Planning to maximize energy efficiency, the incorporation of energy conservation, and green building features can contribute to reduced housing costs for homeowners and renters while promoting sustainable community design. The City of Sebastopol will continue to promote energy efficiency that exceeds State standards in existing residences and new residential development by providing sustainability and conservation information on the City's website, supporting Recology's efforts to educate the community about solid waste reduction, utilizing CDBG and HOME funding to retrofit existing affordable units to increase energy efficiency, and providing information through the City's Proactive Outreach Program (Program D-1.2).</p>	<p>Adopt CalGreen Tier 1 by 2023 Ongoing; report efforts and successes in APR</p>	<p>Adopted. City Climate Action Committee did electrification survey in 2023 and are promoting green energy alternatives and upgrades, as is BayRen.</p>

D-1.1	<p>Often, special needs households face barriers to accessing information about affordable and fair housing resource and residents may not be aware of the choices available to them. The City participate in an annual housing fair or workshop (Program D-1.2) to educate and inform the community about their right to fair housing, how to access resources, and use this fair as an opportunity to overcome community opposition. To help overcome barriers to accessing information, the City will develop a Fair Housing section of their website that includes tenants' rights information, direction to available legal resources in multiple languages, information on how to file a Fair Housing complaint, an inventory of deed-restricted affordable housing, and a multilingual affordable housing fact sheet highlighting the needs of the community. The information will also be made available in public noticing for project hearings, posted on the City's website, and promoted through the Proactive Outreach Program (Program D-1.2). Additionally, the City shall continue to coordinate housing activities with the Sonoma County Housing Authority or other suitable organization to administer the City's affordable Housing programs for special needs populations. The City will continue to expand upon previous coordinated efforts with local faith-based organizations and community-based organizations to provide services and resources to the unhoused population in Sebastopol. Continued outreach with service providers and advocates for the homeless (Program D-1.2) will provide the City an opportunity to identify needs and craft solutions on an ongoing basis.</p>	<p>Ongoing; report efforts and successes in APR Add Fair Housing information to City website by June 2023; Hold Bi-Annual meetings with advocates and service providers; Report efforts and successes in APR</p>	<p>City staff had 3 meetings with non-profit housing developers and advocates in 2024.</p>
D-1.2	<p>The City will outreach annually to builders and developers, including developers of affordable housing, to ensure the local development community is aware of opportunities and incentives for housing development in the City, including those to be established by Programs A-3.1, A-3.3, A-3.4, A-3.5, and A-4.1. The City will develop an outreach email list by the end of 2023 and expand it throughout the planning period. Initial outreach will be in 2023 and updates will be sent out with relevant code changes or at least twice per year. B.Utility Providers: The City will outreach and coordinate with the department responsible for providing utilities to ensure that they plan and retain capacity for affordable housing units in accordance with Government Code Section 65589.7. The initial outreach will be made upon delivery of the adopted Housing Element in 2023, with follow-up outreach every two years thereafter.</p>	<p>a) Initial outreach 2023, updates twice per year b) Initial outreach 2023, follow-up outreach every two years c) Initial outreach 2023, at least annually after d) Annually, beginning in 2024</p>	<p>ongoing. City staff had 3 meetings with non-profit housing developers and advocates in 2024. City outreach list being tracked along with RHNA site inventories.</p>
D-2.1	<p>The Fair Employment and Housing Act protects against source of income discrimination. The City will work with the CDC to develop a landlord education and outreach program that will include information on source of income discrimination and Housing Choice Voucher programs. The goal of the program will be to reduce the likelihood of discrimination, ensure that landlords are maintaining Section 8 compliance, and to expand the location of participating Section 8 Housing Choice Voucher properties. This information will be included on the City's website.</p>	<p>Contact CDC about ongoing efforts to educate landlords by end of 2023; report efforts and successes in APR</p>	<p>City coordinated with CDC to advertise Housing Lottery for Section 8 vouchers in 2023. City has not contacted landlords directly.</p>
D-2.2	<p>The City will amend the Code to allow permanent supportive housing and low barrier navigation centers by right in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses in compliance with Government Codes 65660 and 65651 as amended by AB 2162 and SB 48, respectively. b) Large Community Care Facilities: When permitting standards for residential care facilities are not clear, objective, and transparent, it can serve as a constraint to housing for people with disabilities. To address this, The City will amend the Code to allow large residential community care homes for 7 or more individuals, subject to objective criteria, in all residential zones. c) Multifamily Housing: In order to minimize potential constraints, the City will amend the Code to eliminate the 2-story limit and set a height limit of 35 ft for multifamily housing in the R6 and R7 zones.</p>	<p>Amend Code within 6-9 months of Housing Element Adoption</p>	<p>100% affordable housing, including PSB, is allowed in commercial zones. City adopted Objective Design Guidelines for any multifamily housing project not subject to Design Review based on state law.</p>
D-3.1	<p>Despite the volatility of the housing market, numerous studies have demonstrated that homeownership leads to greater wealth accumulation when compared with renting. Lower and moderate-income homebuyers may face significant financial barriers when seeking home ownership. The City will seek to establish a First Time Homebuyer Program in coordination with the Housing Land Trust of Sonoma County (HLT) for the development of permanently affordable homeownership opportunities in the City of Sebastopol. The City will continue to facilitate relationships between the HLT and potential local partners such as school districts and private developers in order to facilitate development and meet local needs. Additionally, The City will publish resources to prospective lower income home buyers on the City website including information about the new First Time Homebuyer Program, Burbank Housing and Habitat for Humanity who provide affordable homeownership through subsidies, and information about CalHOME and CalHFA financing options, and promote resources through the City's Proactive Outreach Program (Program D-1.2).</p>	<p>Adopt program by June 2023, and apply for CDBG or other funding for program in FY 22-23; Add information to City website by July 2023</p>	<p>Not yet started due to lack of city funds and competitiveness for current CDC funding.</p>
D-4.1	<p>The City will require replacement housing units subject to the requirements of Government Code Section 65915, subdivision (c) (3) on all sites identified in the Sites Inventory when any new development occurs on a site in the housing Sites Inventory if that site meets the following conditions: 1) currently has residential uses or within the past five years has had residential uses that have been vacated or demolished; and 2) was subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very-low income, or 3) subject to any form of rent or price control through a public entity's valid exercise of its police power, or 4) occupied by low or very-low income households.</p>	<p>Ongoing as projects are proposed on nonvacant sites</p>	<p>ongoing</p>

Jurisdiction	Sebastopol	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Sebastopol	
Reporting Period	2024	31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk		60		60					Burbank Orchard deed restrictions renewed.
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income		60		60					