



City of Sebastopol  
Community Development Department  
Memorandum

Date: April 22, 2025  
To: Planning Commission  
From: Joshua Montemayor, Interim Associate Planner  
Emi Theriault, Community Development Director  
Subject: Agenda Item 7.B – Housing Element Implementation Update

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Dear Planning Commissioners,

Overview.

All cities in the State of California are required to maintain a General Plan, which includes a Housing Element (HE). The City of Sebastopol adopted our current HE on January 3, 2023. The State Department of Housing and Community Development (HCD) approved the program and identified eight (8) of the element's implementation programs as being priorities. HCD will be tracking these programs with a higher level of scrutiny to ensure implementation.

City of Sebastopol HE Status.

The eight programs and their status are indicated in Table 1, below. Table 2 provides the additional list of programs incorporated in the Element, which we are also expected to implement. Failure to prioritize these programs could result in State sanctions, loss of the "Pro Housing Designation" granted the City and loss of local control over housing-related discretionary review if it is not set as a priority moving forward in the FY26 Workplan.

Several programs identified in the Housing Element have experienced delays due to changes in departmental leadership and need to focus on other immediate municipal initiatives since its adoption. Staff has proactively sought adjunct support to maintain progress on these critical initiatives while minimizing the burden on existing City staff. However, it is anticipated that at least 0.25 to 0.33 Full-Time Equivalent (FTE) of a dedicated planning position will be necessary to advance key Housing and Community Development (HCD) priority programs.

Many of the implementation measures require amendments to the Zoning Code. To support this effort, adjunct staff resources have been identified. These include staff from the Association of Bay Area Governments (ABAG), who have offered to assist in recruiting a consultant to develop an Affordable Housing Overlay Zone (HCD Priority Program A-3.4), supported through the ABAG/MTC Planned Development Area (PDA) grant. Additionally, staff from the Napa Sonoma Collaborative have offered to provide standardized zoning update templates and recommended language for housing-related code amendments, which can be tailored to align with Sebastopol's

unique goals and context. Table 3 provides information about Priority Development Area grant project.

**TABLE 1 – HCD PRIORITIES**

<b>Priority Program</b>	<b>Deadline</b>	<b>Status</b>
<b>Program A-3.1; Objective Design Standards</b>	Due 2025	Completed 2023; additional updates needed.
<b>Program A-3.3; Missing Middle Housing</b>	Due 2028	Ongoing.
<b>Program A-3.4; Workforce Housing Overlay Zone</b>	Due 2024	Past Due. Implementation of PDA Grant will help complete this task.
<b>Program A-3.5; Opportunities for By Right Housing</b>	Due 2024	Past Due.
<b>Program A-4.2; Fee Mitigation and Transparency</b>	Due 2029	Annual program, which we already do (ongoing/will work with Finance Department). Will include in annual HCD report.
<b>Program B-1.2; Code Enforcement and Reasonable Accommodation Procedures</b>	Due 2025	Ongoing.
<b>Program D-2.2; Zoning Code Updates</b>	Due 2023	Past Due.
<b>Program D-4.1 ; Replacement Housing Requirement</b>	Ongoing	Annual program; which we already do (ongoing; standard requirement already in place). Will include in annual HCD report.

**TABLE 2 – HOUSING ELEMENT, ADDITIONAL INCENTIVES**

<b>Program</b>
<b>Program A-1.1 No Net Loss of Residential Capacity to Accommodate RHNA</b>
<b>Program A-1.2 No Reduction of Density without Replacement Sites</b>
<b>Program A-1.3 Inventory Monitoring</b>
<b>Program A-2.1 Administrative List of Additional Sites</b>
<b>Program A-3.2 Support Efforts of Affordable Housing Developers</b>
<b>Program A-3.6 Encourage the Development of Accessory Dwelling Units</b>
<b>Program A-4.1 Density Bonus Incentives</b>
<b>Program A-4.3 Affordable Housing Funding</b>
<b>Program B-1.1 Monitor City Activities and Housing Program Implementation</b>
<b>Program B-2.1 Expedite Processing for Affordable Housing Projects</b>
<b>Program B-3.1 Monitor Housing Trends, Laws, and Issues</b>
<b>Program C-1.1 Safeguard Affordable Housing Inventory</b>
<b>Program C-2.1 Rehabilitation Assistance</b>
<b>Program C-3.1 Provide Information and Promote Energy Conservation</b>
<b>Program D-1.1 Administer Housing Services and Provide Outreach and Education</b>
<b>Program D-1.2 Proactive Outreach Program</b>
<b>Program D-2.1 Landlord Education</b>
<b>Program D-3.1 First Time Homebuyer Program and Affordable Homeownership Resources</b>

**TABLE 3 – ASSOCIATION OF BAY AREA GOVERNMENTS/METROPOLITAN  
TRANSPORTATION COMMISSION PROJECT (ABAG/MTC)**

<b>Priority Development Area Grant (PDA)</b>	
<b>Purpose</b>	Implements Housing Element HCD priorities. Scope to Develop Flex zoning/work force housing overlay district. Includes updates to approved Objective Design Standards specific to new overlay district. Includes public improvements analysis and CEQA review.
<b>Funding</b>	\$190,000; ABAG to retain all but \$40,000 to cover cost of consultant/ABAG scope of work.
<b>Funding Source</b>	ABAG/MTC
<b>Billed to date</b>	N/A
<b>Key State Contact/Other contacts</b>	Ada Chan ABAG local rep.
<b>Timeline</b>	ABAG to issue RFP for Consultant Fall 2025. Project completion estimated by end of calendar year 2026.