

# Local Early Action Planning Grant Application



**State of California  
Governor Gavin Newsom**

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

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

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

2020 West El Camino, Suite 500  
Sacramento, CA 95833

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

Email: [EarlyActionPlanning@hcd.ca.gov](mailto:EarlyActionPlanning@hcd.ca.gov)

January 27, 2020

## LEAP Application Packaging Instructions

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

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

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

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


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

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

### A. Applicant Information and Certification

Applicant (Jurisdiction)		City of South San Francisco	
Applicant's Agency Type	<b>CITY:</b>	Department of Economic and Community Development - Planning Division	
Applicant's Mailing Address		400 Grand Avenue	
City		South San Francisco	
State	California	Zip Code	94080
County		San Mateo County	
Website		www.ssf.net/planning	
Authorized Representative Name		Mike Futrell	
Authorized Representative Title		City Manager	
Phone	650-877-8500	Fax	650-829-6609
Email	mike.futrell@ssf.net		
Contact Person Name		Tony Rozzi	
Contact Person Title		Principal Planner	
Phone	650-829-6659	Fax	
Email	tony.rozzi@ssf.net		
Proposed Grant Amount	\$	300,000.00	
<p><i>Pursuant to Health and Safety Code Section 50515.03 through (d) of the Guidelines, all applicants must meet the following two requirements to be eligible for an award:</i></p>			
<b>1. Does the application demonstrate a nexus to accelerating housing production as shown in Attachment 2?</b>			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>2. Does the application demonstrate that the applicant is consistent with State Planning or Other Priorities shown in Attachment 3?</b>			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Is a fully executed resolution included with the application package?</b>			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Does the address on the Government Agency Taxpayer ID Form exactly match the address listed above?</b>			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Is the applicant partnering with another eligible local government entity? If Yes, provide a fully executed copy of the legally binding agreement.</b>			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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

Signature:  Name: Mike Futrell

Date: 6/24/20 Title: City Manager

## B. Proposed Activities Checklist

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

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

## C. Project Description

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

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

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

### Project #1 - 2023-2031 Housing Element

#### a. Summary of the Project

The 2023-2031 Housing Element and associated implementation activities establish the overarching policy framework, goals, quantified objectives and implementing programs to facilitate and accelerate housing production consistent with the forthcoming RHNA 6 housing needs by income category and as well as other special housing needs that will be quantified through the update process.

#### b. Description of the tasks and major sub-tasks

The City will begin work on the housing element update starting mid 2020 to enable adoption of potential rezones and other pro-housing regulatory changes in conjunction with adoption of the updated element by January 2023. This work will occur in three overlapping phases, as described in Appendix B.

#### c. Summary of the plans for adoption or implementation

In addition to the updated housing element, a major focus of the effort will be to rezone and/or upzone specific sites or areas, and conducting the requisite CEQA analysis, to meet the established needs. Depending on the scale and type of need, this may take the form of creating new or expanded residential development capacity for high and mid-density multifamily housing and/or new infill opportunities in lower density areas (e.g., townhomes, duplexes, triplexes).

### Project #2 - Bay Area Rapid Transit (BART) Right-of-way Design and Activation Planning

#### a. Summary of the Project

The City will take over maintenance and development rights to the BART right-of-way (BART ROW) running through South San Francisco at some time in 2020 or 2021. The BART ROW will require proactive and creative programming and the City would like to utilize a landscape architecture and planning firm to survey, map, and engage with the community to develop a master plan for this right-of-way. The nexus to fostering housing development is relatively straightforward – with this infrastructure planning, any residential project proposed within the BART ROW sphere of influence could opt to construct a portion of the right-of-way improvements as laid out in the master plan in lieu of required on-site open space. Typically, residential unit construction, and affordable housing development in particular, are hindered by the on-site development requirements such as landscaping and public/private open space. This effort would permit the proposed project to maximize housing unit development on residentially zoned parcels and create open/recreation space within the BART ROW that would be open to all.

See Appendix A & B for remaining summary text.

#### D. Legislative Information

District	#	Legislator Name
Federal Congressional District	14	Jackie Speier
State Assembly District	22	Kevin Mullen
	19	Phil Ting
State Senate District	13	Jerry Hill

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



## Attachment 2: Application Nexus to Accelerating Housing Production

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

Select at least one	*Baseline	**Projected	***Difference	Notes
Timing (e.g., reduced number of processing days)	9+ Months for Lg. Projects	6 Months	3+ Months	Projects will be consistent with streamlining reqt's
Development cost (e.g., land, fees, financing, construction costs per unit)				
Approval certainty and reduction in discretionary review (e.g., prior versus proposed standard and level of discretion)				
Entitlement streamlining (e.g., number of approvals)	~200 Units approved/yr	~400 Units approved/yr	200 Units approved/yr	HE Update goal is to double yearly approvals
Feasibility of development				
Infrastructure capacity (e.g., number of units)	1,864 Units	6,000 Units	4,000+ Units	RHNA 3x increase
Impact on housing supply and affordability (e.g., number of units)	1,864 Units	6,000 Units	4,000+ Units	RHNA 3x increase

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

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

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



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

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

**State Planning Priorities**

<b>Date of Completion</b>	<b>Brief Description of the Action Taken</b>
<b>Promote Infill and Equity</b>	
<i>Rehabilitating, maintaining, and improving existing infrastructure that supports infill development and appropriate reuse and redevelopment of previously developed, underutilized land that is presently served by transit, streets, water, sewer, and other essential services, particularly in underserved areas.</i>	
1/1/23	The housing element update will analyze policy alternatives for expanding housing opportunities, including but not limited to infill opportunities such as expansion of duplex, triplex, townhome and other infill housing types in lower density areas.
<i>Seek or utilize funding or support strategies to facilitate opportunities for infill development.</i>	
1/1/23	BART ROW Master Plan would facilitate open space development in-lieu of on-site development to maximize infill housing on residentially zoned sites
<i>Other (describe how this meets subarea objective)</i>	
<b>Promote Resource Protection</b>	
<i>Protecting, preserving, and enhancing the state’s most valuable natural resources, including working landscapes such as farm, range, and forest lands; natural lands such as wetlands, watersheds, wildlife habitats, and other wildlands; recreation lands such as parks, trails, greenbelts, and other open space; and landscapes with locally unique features and areas identified by the state as deserving special protection.</i>	
1/1/23	BART ROW improvements would provide additional open space on underutilized land and offer an in-lieu open space alternative for nearby housing developers to maximize housing density
<i>Actively seek a variety of funding opportunities to promote resource protection in underserved communities.</i>	
1/1/23	BART ROW improvements would promote active open space programming along a citywide greenbelt ped/bike trail that runs through underparked neighborhoods in City
<i>Other (describe how this meets subarea objective)</i>	
<b>Encourage Efficient Development Patterns</b>	
<i>Ensuring that any infrastructure associated with development, other than infill development, supports new development that does the following:</i>	
<i>(1) Uses land efficiently.</i>	
1/1/23	The housing element update will analyze opportunities for rezoning, upzoning and/or changes to development standards for redevelopment and new development to create new housing in areas already served by infrastructure and related services.

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

<i>(2) Is built adjacent to existing developed areas to the extent consistent with environmental protection.</i>	
1/1/23	The HE Update and BART ROW Master Plan would focus on redevelopment adjacent to public transit facilities and connect two regional stations (SSF and San Bruno BART)
<i>(3) Is located in an area appropriately planned for growth.</i>	
1/1/23	The HE Update and BART ROW Master Plan will identify and support future growth in infill areas of City
<i>(4) Is served by adequate transportation and other essential utilities and services.</i>	
4/1/21	City has invested \$59M in Caltrain Station updates to be completed by Spring 2021 and BART ROW project would make critical open space programming connecting SSF and San Bruno BART
<i>(5) Minimizes ongoing costs to taxpayers.</i>	
1/1/23	BART ROW Master Plan would make public open space improvements using private investment dollars
<i>Other (describe how this meets subarea objective)</i>	

**Other Planning Priorities**

<b>Affordability and Housing Choices</b>	
<i>Incentives and other mechanisms beyond State Density Bonus Law to encourage housing with affordability terms.</i>	
1/1/23	A primary focus of the housing element update will be to ensure adequate sites to facilitate the production of housing to meet projected household needs, consistent with recent changes in the State's eligibility criteria for the site inventory. This will be achieved through rezoning, upzoning and changes to development standards (e.g., parking standards) that help facilitate the production of different housing choices and densities.
<i>Efforts beyond state law to promote accessory dwelling units or other strategies to intensify single-family neighborhoods with more housing choices and affordability.</i>	
1/1/21	City to support a partnership with Hello Housing to create a one stop shop for ADU project management and resource center for residents
<i>Upzoning or other zoning modifications to promote a variety of housing choices and densities.</i>	
1/1/23	A primary focus of the housing element update will be to ensure adequate sites to facilitate the production of housing to meet projected household needs, consistent with recent changes in the State's eligibility criteria for the site inventory. This will be achieved through rezoning, upzoning and changes to development standards (e.g., parking standards) that help facilitate the production of different housing choices and densities.
<i>Utilizing surplus lands to promote affordable housing choices.</i>	
1/1/23	To extent surplus lands remain, City has prioritized affordable housing development and will reiterate this state mandate with the HE Update
<i>Efforts to address infrastructure deficiencies in disadvantaged communities pursuant to Government Code Section 65302.10.</i>	
1/1/23	General Plan Update will identify infrastructure updates and will be incorporated into HE implementation policies.
<i>Other (describe how this meets subarea objective)</i>	

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

**Conservation of Existing Affordable Housing Stock**

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

1/1/15      Condominium conversion ordinance adopted; CDBG Funds used yearly for at risk preservation and reported in the HE APR

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

1/1/23      These policies will be discussed under the HE Update for consideration

*Other (describe how this meets subarea objective)*

**Climate Adaptation**

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

1/1/22      General Plan update underway will identify and write new elements to address climate adaptation; existing elements will address fire and hazard mitigation

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

1/1/22      General Plan update underway will identify and address these issues

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

1/1/23      Already underway, General Plan Update, HE Update, and BART ROW Master Plan will use online and in person meetings, workshops and surveys translated and accessible

*Other (describe how this meets subarea objective)*

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

Certifying Officials Name: Mike Futrell

Certifying Official's Title: City Manager

Certifying Official's Signature:  Date: 6/24/20

**Attachment 4: Required Resolution Template**

RESOLUTION NO. [insert resolution number]

A RESOLUTION OF THE [INSERT EITHER "CITY COUNCIL" OR "COUNTY BOARD OF SUPERVISORS"] OF [INSERT THE NAME OF THE CITY OR COUNTY] AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT PLANNING SUPPORT GRANT PROGRAM FUNDS

WHEREAS, pursuant to Health and Safety Code 50515 et. Seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP); and

WHEREAS, the [insert either "City Council" or "County Board of Supervisors"] of [insert the name of the City or County] desires to submit a LEAP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of \$119,040,000 for assistance to all California Jurisdictions;

Now, therefore, the [insert either "City Council" or "County Board of Supervisors"] of [insert the name of the city or county] ("Applicant") resolves as follows:

SECTION 1. The [insert the authorized designee's TITLE ONLY] is hereby authorized and directed to apply for and submit to the Department the Application package;

SECTION 2. In connection with the LEAP grant, if the Application is approved by the Department, the [insert the authorized designee's TITLE ONLY] of the [insert the name of the City or County] is authorized to submit the Application, enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of [\$ enter the dollar amount of the Applicant's request], and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant's obligations related thereto, and all amendments thereto; and

SECTION 3. The Applicant shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

ADOPTED ON [insert the date of adoption], by the [insert either "City Council" or "County Board of Supervisors"] of [insert the name of the City or County] by the following vote count:

AYES:    NOES:    ABSENT:    ABSTAIN:

\_\_\_\_\_ ATTEST: APPROVED AS TO FORM:  
[Signature of Attesting Officer]

\_\_\_\_\_ APPROVED  
[Signature of approval]



# City of South San Francisco

P.O. Box 711 (City Hall,  
400 Grand Avenue)  
South San Francisco, CA

## City Council

**Resolution: RES 81-2020**

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**File Number: 20-408**

**Enactment Number: RES 81-2020**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF SOUTH SAN FRANCISCO AUTHORIZING  
APPLICATION FOR, AND RECEIPT OF, LOCAL  
GOVERNMENT PLANNING SUPPORT GRANT  
PROGRAM FUNDS.**

WHEREAS, pursuant to Health and Safety Code 50515 et. Seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP); and

WHEREAS, the City Council of the City of South San Francisco desires to submit a LEAP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of \$119,040,000 for assistance to all California Jurisdictions.

Now, therefore, the City Council of the City of South San Francisco ("Applicant") resolves as follows:

**SECTION 1.** The City Manager is hereby authorized and directed to apply for and submit to the Department the Application package;

**SECTION 2.** In connection with the LEAP grant, if the Application is approved by the Department, the City Manager of the City of South San Francisco is authorized to submit the Application, enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of \$300,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant's obligations related thereto, and all amendments thereto; and

**SECTION 3.** The Applicant shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable

expenditures in the manner presented and specifically identified in the approved Application.

ADOPTED ON June 24, 2020, by the City Council of the City of South San Francisco by the following vote count:

\* \* \* \* \*

At a meeting of the City Council on 6/24/2020, a motion was made by Councilmember Nicolas, seconded by Councilmember Nagales, that this Resolution be approved. The motion passed.

**Yes:** 5 Mayor Garbarino, Vice Mayor Addiego, Councilmember Nagales, Councilmember Nicolas, and Councilmember Matsumoto

Attest by   
Rosa Govea Acosta, City Clerk

## Appendix A

Project #2 Description continued...

**b. Description of the tasks and major sub-tasks**

The City will begin work on the BART ROW planning and landscape design starting in early 2021 to enable adoption of a master plan for off-site open space improvements to maximize on-site housing development on nearby residentially zoned parcels. This work will occur in four phases: survey work, preliminary design, community engagement, and final design and City adoption.

**c. Summary of the plans for adoption or implementation**

As stated in the project summary and description of the tasks, adoption of the BART ROW open space plan would provide an off-site solution for those residential projects that would otherwise increase maximum density on-site without providing required site improvements. Because the City of South San Francisco has neighborhoods without park access adjacent to the BART ROW, improvement of said area would provide neighborhood level and city wide improvements with this in-lieu fee investment by residential developments. Adoption would span from 2021 to 2023 and provide a 20 year vision for implementation. An exhibit is attached showing the extent of the BART ROW and MP improvements.

## Appendix B

Project Summary Phasing for HE Update Continued below:

The Housing Element update work and associated implementing actions will be undertaken in three overlapping phases:

**Phase 1: Getting Started.** This phase will be focused on early review and update of our sites inventory to remove ineligible sites and identify gaps between projected needs and available sites. We will then analyze alternative strategies for strengthening and expanding available sites through changes in land use, zoning and development regulations. This work will include analysis of the impact to development feasibility to ensure that potential changes are grounded in market realities. We will also study ADU affordability and the market dynamics of “missing middle” housing types. Public outreach and engagement will also begin during this period. Timeline: mid-2020 through mid-2021.

**Phase 2: Setting Direction.** We will evaluate the current adopted element to identify other opportunities for policy and programmatic changes to facilitate housing outcomes and ensure compliance with state law requirements. This will include review and analysis of housing needs (RHNA6-defined needs and special housing needs) as well as constraints to housing production. The outcome of this phase will be a clear work program for completion of the update, including identification of priority implementing actions (see Phase 3), informed by continued public outreach and engagement, early consultation with HCD and deliberation with our planning commission and council. Timeline: late 2020 through late 2021.

**Phase 3: Adoption and Action.** We will update the Housing Element, including its goals, policies, programs and objectives, to ensure consistency with state requirements; meet RHNA6 and special housing needs; affirmatively advance fair housing; and facilitate housing production. At the same time, we will initiate priority implementing actions to ensure adequate and appropriate sites to meet projected needs, and related development standards, processes and practices to support housing development. Examples of potential actions are listed below. Timeline: mid-2021 through January 2023.



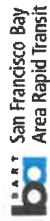
# Attachment 1a of Application

## Project #1 – 2023-2031 Housing Element

Task	Est. Cost	Begin	End	Deliverables	Notes
<b>Develop Strategies to Expand Site Capacity:</b> Evaluate existing site inventory and potential strategies for expanding site capacity to meet projected needs, including potential rezoning, upzoning and changes to development standards. Initiate public outreach. Hire firm to support site analysis and evaluation, including development feasibility analysis of policy strategies and analysis of market potential for missing middle housing.	\$30,000	July 2020	Dec 2022	Updated site inventory and priority strategies for the update	This work will be undertaken through our participation in 21 Elements
<b>Define Update Work Plan:</b> Evaluate the existing element in relation to recent state law requirements; develop key foundational sections of the housing element; refine work program and schedule, including engagement strategy, to complete update and implement rezoning and/or other priority actions.	\$20,000	July 2020	June 2021	Evaluation of existing element and refined work program to achieve priority actions	This work will be undertaken with support from 21 Elements
<b>Rezone Land and/or Change Development Standards to Meet RHNA:</b> Based on outcomes from previous tasks, conduct necessary rezoning and/or changes to development standards plus associated CEQA analysis.	\$50,000	TBD	Dec 2022	Changes to general plan and or zoning ordinance; CEQA documentation	
<b>Complete Housing Element Update:</b> Adopt updated Housing Element in compliance with State laws, including the updated site inventory and by-right procedures for supportive housing.	\$50,000	TBD	Dec 2022	Draft and Final updated Housing Element	This work will be undertaken with support from 21 Elements
	<b>\$150,000</b>				

## Project #2 – BART Right-of-way Design and Activation Planning

Task	Est. Cost	Begin	End	Deliverables	Notes
<b>Survey and Map Right of Way:</b> Mapping details and extent of BART ROW for purposes of master planning will require full surveys and mapping to determine extent of sphere of influence and present utilities.	\$50,000	Jan 2021	April 2021	Updated topographical and civil maps showing extent of BART ROW and influence and all present utilities	Variable time assumption for this effort depending on actual bid estimates
<b>Community Outreach:</b> Engagement with surrounding area residents and property owners for ROW design and programming feedback and assistance.  Engagement with non-profit and for-profit residential developers to secure interest in program for off-site open space improvements that will increase density on residentially zoned sites.	\$30,000	April 2021	Dec 2021	Meetings prior to preliminary design, draft design engagement (x2), and final design meeting	Timeline dependent on survey and mapping effort
<b>Design and Programming for BART ROW:</b> Based on engagement with community and civic leaders, design will be completed and adopted for implementation.	\$70,000	April 2021	Dec 2021	BART ROW Landscape and Programming Plan; In-lieu construction calculator	An additional est. \$50,000 would be covered by SSF funds
<b>General Plan and Zoning Update:</b> Update the General Plan 2040 and zoning ordinance to reflect adopted BART ROW master plan.	N/A	TBD	Dec 2022	Updates to General Plan and Zoning Ordinance	Costs not covered by LEAP Grant
	<b>\$150,000</b>				



**MAINTENANCE  
AGREEMENT**

DRAWING TITLE  
1"=200'

DRAWING SCALE  
0 100' 200'

DATE  
2020-06-14

DRAWING NUMBER  
01





San Francisco Bay Area Rapid Transit



MAINTENANCE AGREEMENT

DRAWING TITLE

1"=200'

DRAWING SCALE

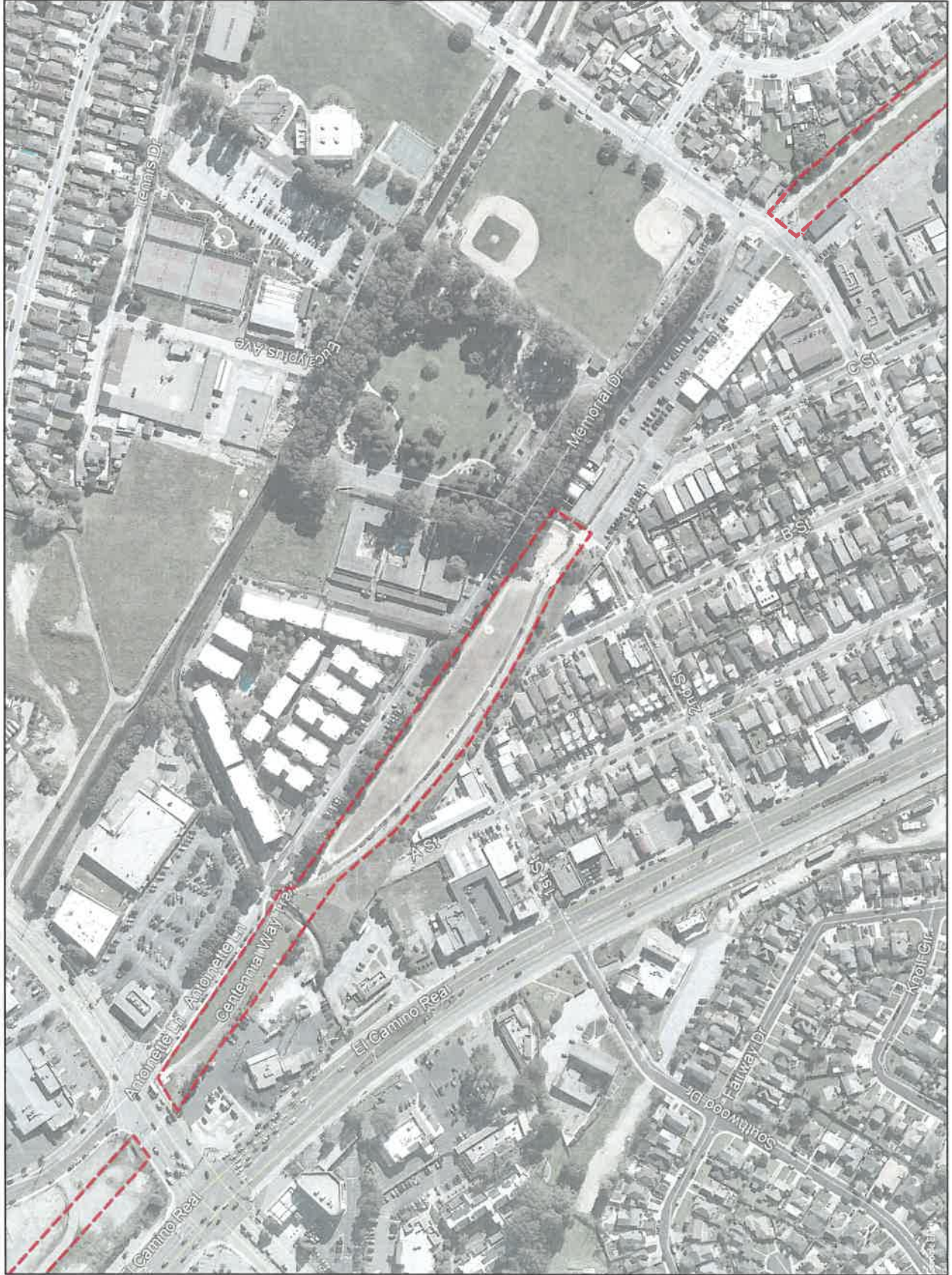
2020-06-14

DATE

02

DRAWING NUMBER





**MAINTENANCE AGREEMENT**

DRAWING TITLE

1"=200'

DRAWING SCALE

2020-06-14

DATE

**03**

DRAWING NUMBER





San Francisco Bay Area Rapid Transit



MAINTENANCE AGREEMENT

DRAWING TITLE 0' 100' 200'

1"=200'

DRAWING SCALE

2020-06-14

DATE

04

DRAWING NUMBER





San Francisco Bay Area Rapid Transit



MAINTENANCE AGREEMENT

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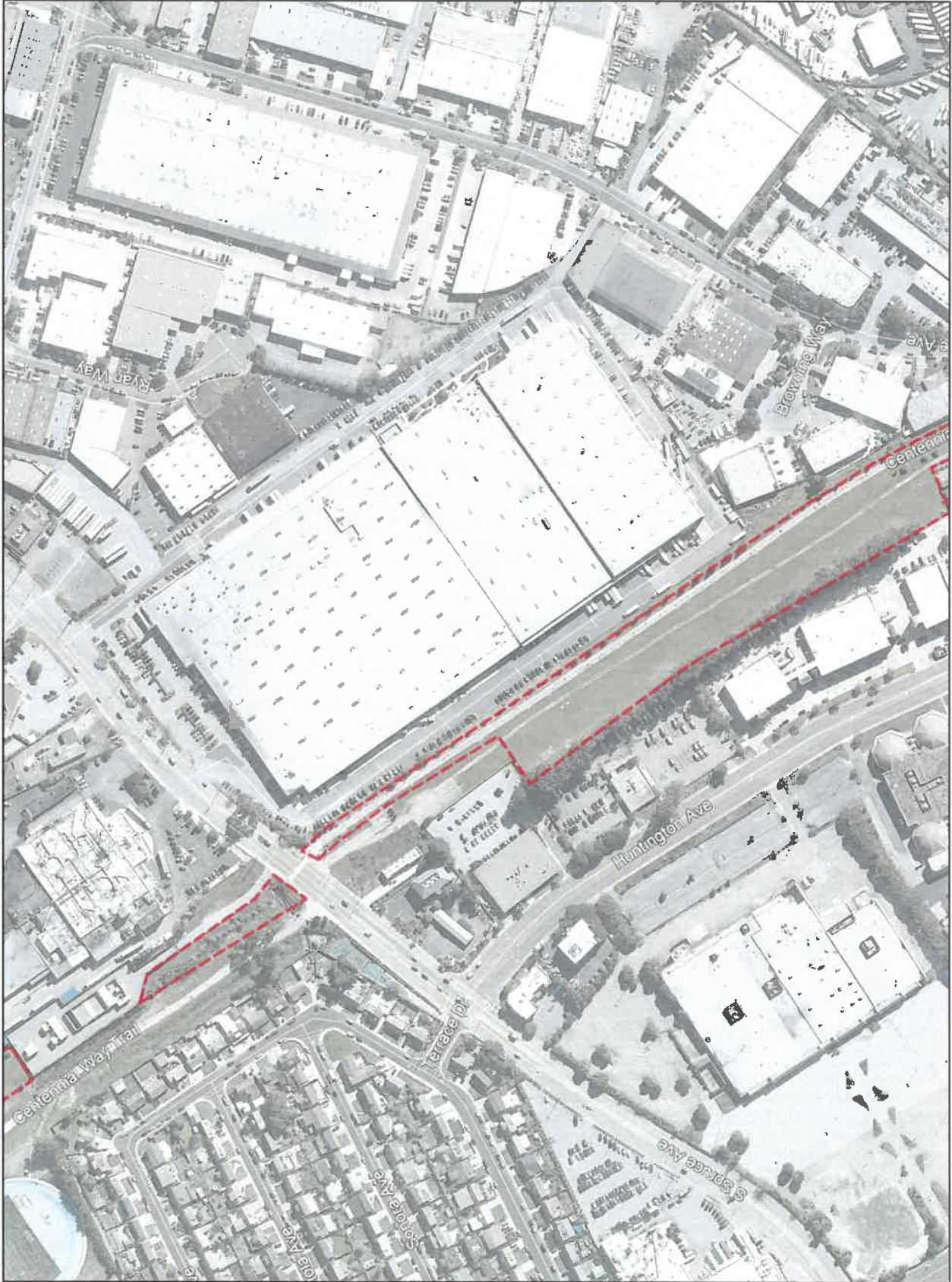
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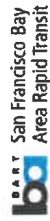
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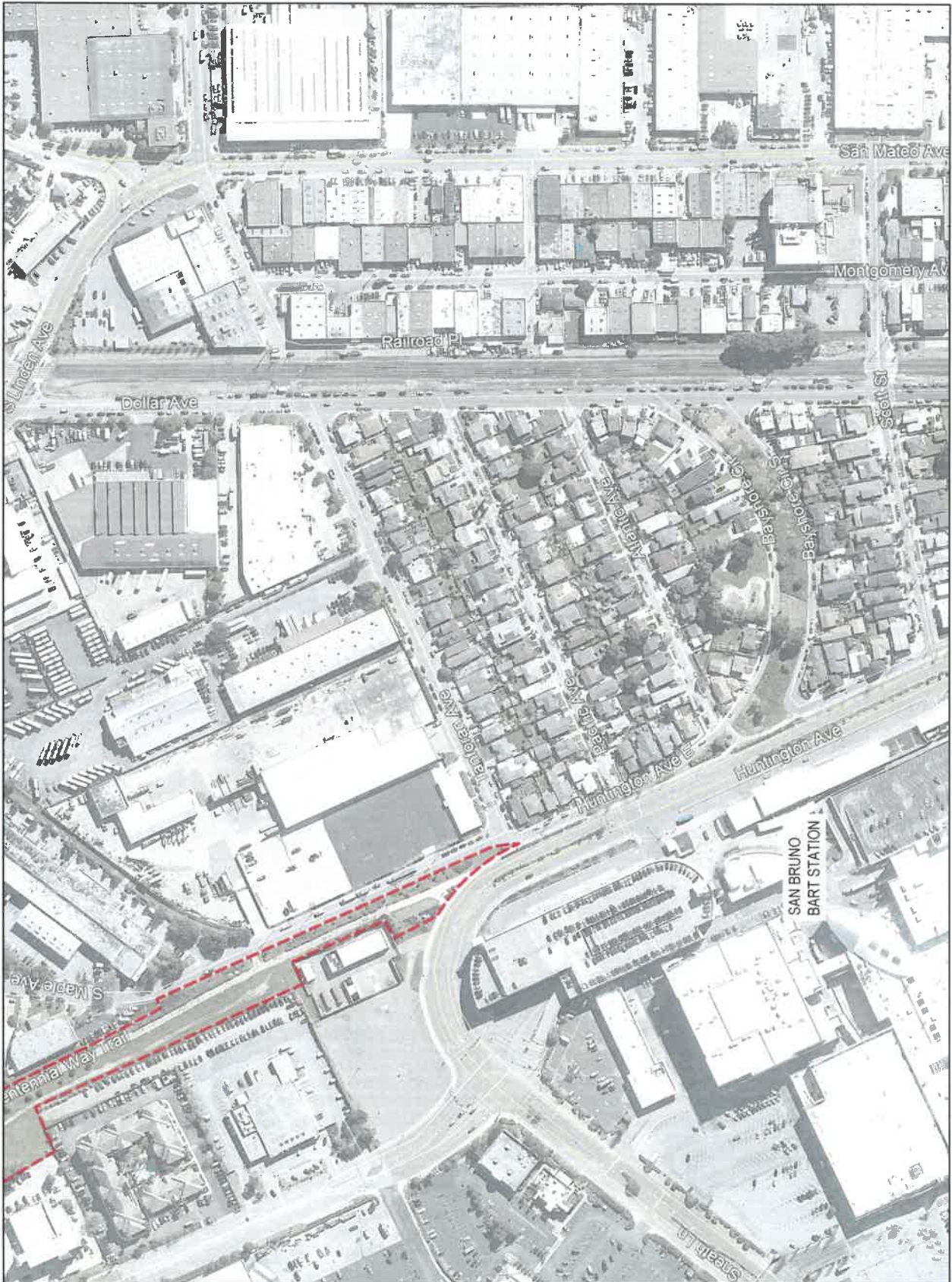
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The principal purpose of the information provided is to establish the unique identification of the government entity.

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal Government Agency Name

Remit-To Address (Street or PO Box)

City  State  Zip Code+4

Government Type:  City  County  Special District  Federal  Other (Specify)   
Federal Employer Identification Number (FEIN)

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name  Complete Address

Dept/Division/Unit Name  Complete Address

Dept/Division/Unit Name  Complete Address

Dept/Division/Unit Name  Complete Address

Contact Person  Title

Phone number  E-mail address

Signature  Date