



**City of St. Helena
Special City Council Meeting
Tuesday, September 8, 2020 @ 4:00 PM**

465 Main Street, St. Helena

In accordance with Executive Order N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for City Council meetings will be accepted via email to publiccomment@cityofstheleena.org. All public comments must be emailed by 4:00 PM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line City Council agenda.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click the link below to join the meeting: <https://us02web.zoom.us/j/88159050959>

Or iPhone one-tap : US: +16699006833,,88159050959# or +13462487799,,88159050959#

Or Telephone: Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

Meeting ID: 881 5905 0959

International numbers available: <https://us02web.zoom.us/j/88159050959>

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "public comment" portion of the agenda may do so, but please observe the time limit of four minutes.

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1. CALL TO ORDER
2. ROLL CALL
Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members:
Anna Chouteau, David Knudsen and Mary Koberstein
3. PUBLIC COMMENT:
Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.
4. NEW BUSINESS:

4.1. Review and Discussion of Prioritization of Long and Short Term Goals Related to Housing

5 - 28

CEQA Determination: Not a CEQA project

Prepared By: Preya Nixon, Asst. to the City Manager

Recommendation:

The recommended action is to provide feedback on the prioritization of the goals.

[Staff Report - Pdf](#)

[NOFA-Schedule202021](#)

[White Paper Appendix Matrix](#)

5. ADJOURNMENT

The next Regular City Council meeting is scheduled for September 22, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on September 4, 2020



Cindy Tzaopoulos, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL CITY COUNCIL MEETINGS

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena City Council will host a Virtual Council Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: <https://sthelena.civicweb.net/Portal/>

The ZOOM web link, meeting ID, and phone number will be listed at the top of the City Council Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Council Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Council Agenda
4. Listen only by calling the Zoom number listed on the Council Agenda

Watch Council Meeting by Joining the Zoom Meeting:

1. By Computer, Tablet, or Smart Phone:

1. Before joining the virtual City Council Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
2. If you are logged into your account, Enter the **Meeting ID** listed on the City Council Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
3. Select if you would like to connect audio and/or video and tap **Join Meeting**.
4. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

1. Listen Only by Telephone:

1. **Dial** the number listed on the Council Agenda.
2. At the prompt, enter the **Meeting ID** provided on the top of the City Council Meeting Agenda and **Press #. A participate ID is not required.**
3. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual City Council Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. Send a Public Comment in by 4:00 PM Prior to the Meeting to: publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO COUNCIL and the AGENDA ITEM". Any public comment is required to be submitted no later than 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 4:00 PM will be attached to the agenda the following day.

2. Provide Comment through Zoom meeting from a computer, tablet, or smart phone

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to

see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the **“raise hand”** feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the **‘raise hand’** button again.

3. Call in to the ZOOM meeting from a cell phone or landline phone only

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.



Report to the City Council
Special City Council - 08 Sep 2020 - Housing
Workshop

Agenda Section: NEW BUSINESS:

Subject: Review and Discussion of Prioritization of Long and Short Term Actions/Goals Related to Housing

CEQA Determination: Not a CEQA project

Prepared By: Preya Nixon, Asst. to the City Manager

Reviewed By: Maya DeRosa, Planning & Building Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In June of 2019, the City of St. Helena adopted a new General Plan. Prior to that, in 2015, as part of the State required mandate by the Department of Housing and Community Development, the City adopted a new Housing Element. An effective Housing Element provides the necessary conditions for developing and preserving an adequate supply of housing, including housing affordable to seniors, families, and workers.

In addition to the Housing Element, a Housing White paper in 2018 was created to study the local housing conditions, identify constraints, and recommendations to facilitate the creation of more affordable housing.

Goal 2 of the City Council's adopted workplan is to stabilize, maintain and improve access to housing. A key component to facilitating this goal includes prioritizing the Housing White Paper and Housing Element Chapter from the General Plan recommendations into short (1-2 years) and long term (3-5 year) actionable implementation actions, and advance short-term actions.

DISCUSSION

The goals and policies for the Housing Element Implementation Actions included in this report are for the period from 2015 to 2023. With the end of the cycle approaching, the

City desires to continue to advance and implement housing policies to the fullest extent possible.

As an initial step in this process, Staff has created a spreadsheet to help identify the short and longer term actions. Many of the shorter term actions correlate to tasks which will be addressed as part of the ongoing Comprehensive Zoning Code Update project underway with Lisa Wise Consulting. This spreadsheet was reviewed with the ad hoc committee of Council member Koberstein and Council member Knudsen.

Staff is looking for feedback on the prioritization of these goals.

FISCAL IMPACT

There is no fiscal impact for this item, however, there may be a staffing impact based the implementing actions.

RECOMMENDED ACTION

The recommended action is to provide feedback on the prioritization of the goals.

ATTACHMENTS

[Short Term Goals Year 1 Related to Zoning Code Update](#)

[Short Term Goals Year 2 FINAL](#)

[Housing Goal 1 Prioritization](#)

[Housing Goal 2 Prioritization](#)

[Housing Goal 3 Prioritization](#)

[Housing Goal 4 Prioritization](#)

[Housing Goal 5 Prioritization](#)

[Housing Goal 6 Prioritization](#)

Short Term Housing Goals- Year 1 Related to Zoning Code Update							LWC Comment
Number	Action/Goal	Degree of Difficulty	FY 20/21	FY21/22	Guiding Policy- Housing Element	Notes	
1	HE1.B: Review and possibly amend the Growth Management System to encourage the production of regulated affordable and workforce housing units. Review the Growth Management System (GMS) to make sure that it is not disproportionately affecting the development of affordable housing. Exemptions for restricted “workforce” housing units should be explored, and adopt as appropriate, in addition to current exemptions for affordable housing units. Continue to allow a maximum of 9 market rate units per year and priority allocation of annual building permit allocations and carryover permits to market rate units in development projects that include a minimum of 40 percent affordable units.	Difficult		X	HE1.1, HE1.3, HE1.4		The GMS may not be permitted per SB330. LWC to proceed per CA response.
2	HE1.J: Encourage development of co-housing, ecohousing, ‘green’ manufactured homes, and other ‘nontraditional’ forms of housing. Ensure these housing types are addressed in the development of design guidelines to streamline the approval process.	Difficult	X		HE1.5	ZCU	Updated Code will allow flexibility in housing types in terms of form, but it cannot regulate ownership. Also, objective design standards can prohibit certain materials, but encouraging specific building materials would be better addressed in DGs.
3	HE1.K: Amend the Zoning Ordinance to define “family” as one or more persons living together as a single housekeeping unit in a dwelling unit. The definition should not distinguish between related and unrelated individuals and should not impose a numerical limit on the number of persons that constitute a family.	Medium	X		HE1.3, HE6.1	ZCU	Code will modify definition.
4	Consider the development of cottage housing/pocket neighborhood standards as a means to increase moderately priced housing types	Medium	X		HE1.3, HE1.5	ZCU	Code will allow flexibility in housing types in terms of form (cottage court, townhouse, etc.)
5	Consider adding creative housing development and design goals into the General Plan and Housing Element as a means of encouraging moderately affordable housing development.	Difficult	X		HE1.3, HE1.5	ZCU	Not directly relevant to Code Update.
6	Explore amending building and zoning codes and permitting procedures to facilitate Single Room Occupancy (SRO) developments where appropriate.	Medium	X		HE1.3, HE1.5	ZCU	Code will allow SROs as an allowed use
7	Consider adopting a Parking Overlay to allow lower parking requirements for new senior housing developments.	Medium	X		HE1.3	ZCU	Parking requirements for senior housing can be reduced independent of the Parking Impact Overlay District. Alternately, the overlay could be used to lower requirements in certain areas only.
8	HE2.B: Study potential modifications to the Zoning Ordinance to facilitate higher density housing and discourage construction of oversize homes]. Modify the Zoning Ordinance to encourage higher density developments [and restrict construction of large single-family units], including current floor area ratios and yard and setback requirements.	Medium	X		HE2.1	ZCU	Updated Code to address this issues in a few ways: - Residential District regs (density, FAR, setbacks, height, etc.) - Objective design stds to prevent oversized single-family homes (upper-story step-backs, frontage standards, double-height elements, etc.)
9	HE2.D: Modify section 17.100 of the Zoning Ordinance to rename the Mobilehome Park Overlay District to “Manufactured Housing Overlay District.” Develop policies to streamline the review process for this overlay district on residential land for projects that create land-ownership opportunities for residents. Support giving residents the right of first refusal if an existing park is to be sold.	Medium	X		HE2.1	ZCU	Updated Code to modify existing overlay and create supplemental standards. First right of refusal provision could be added to the new Aff Housing chapter.

Number	Action/Goal	Degree of Difficulty	FY 20/21	FY21/22	Guiding Policy- Housing Element	Notes
10	HE2.G: Promote both ‘vertical’ and ‘horizontal’ mixed-use. Encourage mixed-use developments that combine compatible uses on the same site, either in the same structure or adjacent structures. Amend the Zoning Ordinance accordingly. Amendments to the Zoning Ordinance include permitting the FAR for the residential component of a mixed-use development to be ‘additive’ rather than within the established FAR for that zone, and allowing commercial and residential users to ‘share’ their parking, resulting in a lower overall parking requirement. Requirements for covered parking should also be reconsidered.	Medium	X		HE2.3	ZCU
11	HE2.H: Explore the possibility of allowing mixed use and live/work units in non-residential zoning districts. • Explore and adopt as appropriate modifications to non-residential Zones that would permit, either as of right or as a conditional use, residential uses including mixed use and integrated live/work units.* • Analyze requirements that commercial projects provide housing for a portion of the employment that will be generated on site. The City will study and determine what portion of employment generated will require housing, whether housing will be required on-site or allowed off-site, if pricing for the non-inclusionary units will be tied to anticipated salaries for employees in the commercial portion of the project, and if in-lieu fees will be permitted for smaller sized projects.* • Explore and adopt as appropriate development incentives such as higher density and height allowances, a streamlined design review process, and financial incentives, including fee reductions and waivers and contributions from the City’s Housing Trust Fund, to encourage employers to provide on-site employee housing.	Difficult	X (first, third)		HE2.3	First and third bullet are covered in the ZCU
12	HE4.A: Review and possibly amend the inclusionary housing ordinance to: • Adjust the inclusionary housing ordinance to require further distribution of affordable units within the various income categories. For example, a project required to provide two low-income units under the current inclusionary housing ordinance could be required to provide one unit affordable to households with incomes of up to 65 percent of area median income and one unit affordable to households with incomes of up to 80 percent of area median income. • Balance collecting housing impact fees with the requirement to construct affordable housing, either on or off site depending on the size of the site and other site conditions, for larger commercial developments. Evaluate increasing the housing impact fees to reflect the increasing cost of housing in the community. Collect housing impact fees for small commercial development where requiring residential construction would not be feasible. • Increase as appropriate residential construction in-lieu fees and/or create a sliding scale for larger houses. • Add an above moderate-income workforce housing component to the Inclusionary Housing Ordinance requirements.	Difficult	X		HE4.1, HE4.5	ZCU
13	HE4.C: Reduce, defer, or waive fees for affordable housing developments. The City will establish a set of criteria for project eligibility to have fees reduced, deferred, or waived. The City will explore and adopt as appropriate higher incentives for affordable housing developments with units affordable to extremely low- and very low-income households.	Medium	X		HE4.1	ZCU

LWC Comment
Updated Code will clearly define 'mixed use' and present standards to: - Use FAR to regulate non-residential intensity only and du/ac to regulate residential intensity, separately - Allow shared parking - Revise residential covered parking standards for in mixed use areas
Code to support live/work and residential/mixed use in non-residential zones; may require ground floor commercial/non residential/community uses as appropriate. Incentives and community benefits are to be addressed in the new Aff Hsg chapter, which will determine appropriate incentives, ensure incentives are feasible and not overlapping/confusing. City-led nexus study to inform Chapter.
LWC to update and roll forward the IHO. However, substantial changes to the policy framework, adjustment to income categories, and adjustment to fees requires evaluation and/or financial testing to determine feasibility and is out of scope.
Incentives and community benefits are to be addressed in the new Aff Hsg chapter, which will determine appropriate incentives, ensure incentives are feasible and not overlapping/confusing.

Number	Action/Goal	Degree of Difficulty	FY 20/21	FY21/22	Guiding Policy- Housing Element	Notes
14	HE4.J: Establish regulations requiring that a portion of units in all new developments meet the special housing needs of seniors and persons with disabilities, including developmental disabilities. Target 20 percent of new housing units to meet senior household needs and 10 percent accessible to persons with disabilities.	Medium	X		HE4.4	ZCU

LWC Comment
Before determining the relationship to the zoning ordinance, City needs to conduct community outreach (as part of the Housing Element update) to understand what are the specific priorities (e.g. developing a variety of housing types, affordability, aging in-place, ADA, Universal Design, supportive services/facilities, etc.) and how those priorities may be implemented.

Short Term Housing Goals -Year 2						
Line	Action/Goal	Degree of Difficulty	FY 20/21	FY21/22	Notes	Zoning Code Update Consultant Team Comments
1	HE1.B: Review and possibly amend the Growth Management System to encourage the production of regulated affordable and workforce housing units. Review the Growth Management System (GMS) to make sure that it is not disproportionately affecting the development of affordable housing. Exemptions for restricted “workforce” housing units should be explored, and adopt as appropriate, in addition to current exemptions for affordable housing units. Continue to allow a maximum of 9 market rate units per year and priority allocation of annual building permit allocations and carryover permits to market rate units in development projects that include a minimum of 40 percent affordable units.	Difficult		X		The GMS may not be permitted per SB330. LWC to proceed per CA response.
2	HE1.C: Give projects that include affordable housing units priority access to water and sewer resources over other new projects should the capacity of the local water or sewer systems become inadequate to meet the full demand for new connections.	Medium		X		Not directly relevant to Code Update.
3	HE1.D: Revise the permitting process to streamline the review of affordable housing and market rate multifamily projects. The City will establish different design guidelines for various neighborhoods in the City in order to provide appropriate guidelines for neighborhood character. The design guidelines will address architectural character, building materials, appropriate “massing” of structures, parking, tree planting/ preservation, mitigating visual impacts, and preserving vineyard views, among other design issues. The City will prioritize the adoption of design guidelines for the Affordable Housing and Mixed-Use overlay zones, should such zones be adopted, as well as for the high density residential zone and key sites in the medium density residential zone. Design guidelines will facilitate and not hinder the production of units affordable to lower-income households. Upon adoption of design guidelines for multifamily projects, the City will eliminate the current requirements for a use permit for multifamily projects in the high density residential district and for the key housing sites in the medium density residential district that are listed in the Available Land Inventory Summary, Table 42, in the Housing Element Needs Assessment. Concurrently, the City will evaluate redesignating and rezoning medium density parcels, other than those listed in the Available Land Inventory Summary (Table 42), with a land use designation that better reflects the type and character of existing development. In addition, the City will eliminate, as appropriate, use permit requirements for multifamily projects for the remaining parcels in the medium density residential district. The City will adopt multifamily design guidelines and eliminate CUP requirements by no later than May 31, 2016. This timing will allow the City to first complete the update and adoption of the 2030 General Plan. Once the General Plan is adopted, the City can begin work on establishing design guidelines for the zones established in the General Plan.	Difficult	X	X	SB35 encourages streamlined review	Design Guidelines are a separate effort. The Code update will modify permit requirements to streamline reviewper SB330, allowing by-right approvals of multifamily, and this will happen regardless of whether DGs are adopted.
4	HE1.F: Fast-track housing developments that meet lower income and special housing needs. Ensure that housing development proposals that meet the needs of lower income households and special needs groups, such as seniors, people with disabilities, farmworkers, and homeless families and individuals, receive the highest priority and quickest turn-around possible in the development review process.	Difficult		X		Qualifying projects will be by-right per SB330.

Line	Action/Goal	Degree of Difficulty	FY 20/21	FY21/22	Notes	Zoning Code Update Consultant Team Comments
5	Consider adding creative housing development and design goals into the General Plan and Housing Element as a means of encouraging moderately affordable housing development.	Difficult	X			Not directly relevant to Code Update.
6	Consider amendments to the second dwelling unit (ADU) ordinance in order to encourage affordable rentals; develop design templates, reform fee structure & develop loan products.	Medium	X		taken over by State	Not directly relevant to Code Update.
7	Consider approving a Deed Restrictions Program that would commit housing funds for the purchase of local homes/condos, adding deed restriction and reselling as moderate income unit.	Medium	X			Not directly relevant to Code Update. City may develop a program, which could then be codified in Zoning.
8	HE2.H: Explore the possibility of allowing mixed use and live/work units in non-residential zoning districts. • Explore and adopt as appropriate modifications to non-residential Zones that would permit, either as of right or as a conditional use, residential uses including mixed use and integrated live/work units.* • Analyze requirements that commercial projects provide housing for a portion of the employment that will be generated on site. The City will study and determine what portion of employment generated will require housing, whether housing will be required on-site or allowed off-site, if pricing for the non-inclusionary units will be tied to anticipated salaries for employees in the commercial portion of the project, and if in-lieu fees will be permitted for smaller sized projects.* • Explore and adopt as appropriate development incentives such as higher density and height allowances, a streamlined design review process, and financial incentives, including fee reductions and waivers and contributions from the City's Housing Trust Fund, to encourage employers to provide on-site employee housing.	Difficult	X (first, third)		First and third bullet are covered in the ZCU	Code to support live/work and residential/mixed use in non-residential zones; may require ground floor commercial/non residential/community uses as appropriate. Incentives and community benefits are to be addressed in the new Aff Hsg chapter, which will determine appropriate incentives, ensure incentives are feasible and not overlapping/confusing. City-led nexus study to inform Chapter.
9	HE2.I: Review and revise development standards pertaining to second units. Ensure that the development of second units is physically and financially feasible in targeted areas. Give particular attention to parking standards, setbacks, and impact fees.	Medium		X		Standards throughout City to be consistent with State law. Code to directly ensure physical feasibility, but not financial feasibility.
10	HE2.L: Provide public information regarding second units. Develop a guide for homeowners explaining the benefits and procedures for adding a second unit.	Easy		X		Not directly relevant to Code Update.
11	HE4.I: Address farmworker housing needs. The City will contribute staff time and City resources, as appropriate, to countywide farmworker housing efforts that may occur during the Housing Element planning period. The City will reach out to affordable housing developers to support regional and City efforts to develop farmworker housing, including assisting with financing or applications, incentives and concessions, expedited review or other strategies to encourage the development of housing for farmworkers.	Medium		X		Not directly relevant to Code Update.
12	HE4.L: Explore the potential of using Housing Trust Fund money to purchase existing housing for conversion to restricted affordable housing and commit funding as appropriate. Priority for use of Housing Trust Fund monies will be given to the creation of housing affordable to extremely-low-income households.	Medium		X		Not directly relevant to Code Update. City may develop a program, which could then be codified in Zoning.
13	Consider completing a nexus study and updating Housing Inclusionary fees to better match housing impacts generated by commercial and market rate housing developments. Consider requiring on-site housing development for Commercial development as well as housing and adjusting in lieu fee calculations to per square foot cost.	Medium		X		Not directly relevant to Code Update.

Line	Action/Goal	Degree of Difficulty	FY 20/21	FY21/22	Notes	Zoning Code Update Consultant Team Comments
14	Consider establishing Enhanced Infrastructure Finance District (EIFD) with Napa County and/or other cities in order to have capacity to sponsor Tax Increment Financing (TIF) bonds for affordable housing.	Difficult		X	Lead - Finance, Public Works and consultant	Not directly relevant to Code Update.
15	HE5.C: Provide public information on alternative energy technologies for residential developers, contractors, and property owners. The City will provide information on its web site and/or at City Hall regarding alternative energy technology options, possible sources of financing, and any applicable information regarding necessary local permits.	Easy		X		Not directly relevant to Code Update.
16	HE5.F: Provide public information on energy conservation measures for homeowners, tenants, developers, contractors and property owners. The City will provide information on its web site and/or at City Hall regarding actions homeowners, tenants, developers, contractors, and property owners can take to conserve energy.	Easy		X	Information comes from the Energy Commission	Not directly relevant to Code Update.
17	HE5.G: Require bicycle and pedestrian amenities and connectivity to surrounding areas, in all new housing developments. Support programs to develop more local and regional walking and biking trails. In addition to requiring bicycle and pedestrian connectivity in all new residential developments, the City will provide staff time in support of regional trail programs.	Easy	X		Trails subcommittee is working on this	Not directly relevant to Code Update.
18	HE5.H: Continue to apply Municipal Code provisions pertaining to water resources. The City will continue to require water-efficient landscaping for new residential and commercial construction, as well as implementing the Water Use Efficiency and Use Guidelines.	Easy		X	The City adheres to the state of California's Model Water Efficient Landscape Ordinance (MWELO)	Code to include WELO
19	Consider adopting a Green Building Utility Allowance to encourage energy efficient development and provide additional subsidy for affordable housing developments.	Easy		X		Would be a separate program; not directly relevant to Code Update
20	HE6.A: Provide educational materials at City Hall, through the press and directly to interested parties to educate real estate professionals, property owners and tenants on their rights and responsibilities and the resources available to address fair housing issues.	Easy		X	Comes from Fair Housing	Not directly relevant to Code Update.

Goal 1: A Diversity of Housing to Meet Local Needs									
Number	Action/Goal	Degree of Difficulty	Ongoing	Short Term (1-2 Years)	Long Term (3-5 Years)	5+	Policy-Housing Element	Notes	Whitepaper (if applicable)
1	HE1.A: Continue to exempt permits for regulated affordable units as well as second units from the Growth Management System. The objective is to accommodate production to meet the Regional Housing Needs Allocation (RHNA) of 31 housing units (8 units for very low-income households, 5 for low-income households, 5 for moderate-income households, and 13 for above moderate-income households). Developers shall be encouraged to propose projects that meet this need.	Medium	X				HE1.1		N/A
2	HE1.B: Review and possibly amend the Growth Management System to encourage the production of regulated affordable and workforce housing units. Review the Growth Management System (GMS) to make sure that it is not disproportionately affecting the development of affordable housing. Exemptions for restricted “workforce” housing units should be explored, and adopt as appropriate, in addition to current exemptions for affordable housing units. Continue to allow a maximum of 9 market rate units per year and priority allocation of annual building permit allocations and carryover permits to market rate units in development projects that include a minimum of 40 percent affordable units.	Difficult		X			HE1.1, HE1.3, HE1.4	Staff is clarifying legislation with City Attorney	N/A
3	HE1.C: Give projects that include affordable housing units priority access to water and sewer resources over other new projects should the capacity of the local water or sewer systems become inadequate to meet the full demand for new connections.	Medium		X			HE1.3		N/A
4	HE1.D: Revise the permitting process to streamline the review of affordable housing and market rate multifamily projects. The City will establish different design guidelines for various neighborhoods in the City in order to provide appropriate guidelines for neighborhood character. The design guidelines will address architectural character, building materials, appropriate “massing” of structures, parking, tree planting/ preservation, mitigating visual impacts, and preserving vineyard views, among other design issues. The City will prioritize the adoption of design guidelines for the Affordable Housing and Mixed-Use overlay zones, should such zones be adopted, as well as for the high density residential zone and key sites in the medium density residential zone. Design guidelines will facilitate and not hinder the production of units affordable to lower-income households. Upon adoption of design guidelines for multifamily projects, the City will eliminate the current requirements for a use permit for multifamily projects in the high density residential district and for the key housing sites in the medium density residential district that are listed in the Available Land Inventory Summary, Table 42, in the Housing Element Needs Assessment. Concurrently, the City will evaluate redesignating and rezoning medium density parcels, other than those listed in the Available Land Inventory Summary (Table 42), with a land use designation that better reflects the type and character of existing development. In addition, the City will eliminate, as appropriate, use permit requirements for multifamily projects for the remaining parcels in the medium density residential district. The City will adopt multifamily design guidelines and eliminate CUP requirements by no later than May 31, 2016. This timing will allow the City to first complete the update and adoption of the 2030 General Plan. Once the General Plan is adopted, the City can begin work on establishing design guidelines for the zones established in the General Plan.	Difficult		X			HE1.3	SB35 encourages streamlined review	N/A
5	HE1.E: Work with private property owners/developers to plan for road and utility improvements necessary to support housing on key opportunity sites, in the event these sites are developed. Funding for off-site improvements will be provided through development impact fees.	Medium			X		HE1.2	as needed	N/A

Number	Action/Goal	Degree of Difficulty	Ongoing	Short Term (1-2 Years)	Long Term (3-5 Years)	5+	Policy-Housing Element	Notes	Whitepaper (if applicable)
6	HE1.F: Fast-track housing developments that meet lower income and special housing needs. Ensure that housing development proposals that meet the needs of lower income households and special needs groups, such as seniors, people with disabilities, farmworkers, and homeless families and individuals, receive the highest priority and quickest turn-around possible in the development review process.	Medium		X			HE1.3		N/A
7	HE1.G: Improve and enhance the local preference policy to possibly include people needed for work during city emergencies. The current local preference policy gives weighted preference to local residents as regulated affordable housing units become available. This benefit will be extended to persons employed in Housing St. Helena that are needed during city emergencies, such as firefighters and police officers.	Medium			X		HE1.4	Staff is checking on this item	N/A
8	HE1.H: Explore, and adopt as appropriate, a program to address the housing needs of “workforce” households, which have incomes above 120 percent of AMI, but are still unable to afford market rate housing. Conduct further study and define the upper income limit of workforce households. Provide incentives and assistance for new workforce housing developments. Such incentives may include, but are not limited to, relaxing site development standards and extending priority for water and sewer connections to such housing projects. Explore the feasibility of adding an above moderate-income workforce housing component to the Inclusionary Housing Ordinance requirements and amend the Ordinance as appropriate.	Medium			X		HE1.4		N/A
9	HE1.I: Implement a program to provide financial assistance for the development of second units in exchange for affordability restrictions that will provide workforce housing. Target 5 second units for development during the Housing Element planning period. Potential funding sources include, but are not limited to, Housing Trust Funds and Transient Occupancy Tax revenues.	Medium			X		HE1.4	Since 2015, we have final Certificate of Occupancies for 20 ADUs.	N/A
10	HE1.J: Encourage development of co-housing, ecohousing, ‘green’ manufactured homes, and other ‘nontraditional’ forms of housing. Ensure these housing types are addressed in the development of design guidelines to streamline the approval process.	Difficult		X			HE1.5		N/A
11	HE1.K: Amend the Zoning Ordinance to define “family” as one or more persons living together as a single housekeeping unit in a dwelling unit. The definition should not distinguish between related and unrelated individuals and should not impose a numerical limit on the number of persons that constitute a family.	Medium		X			HE1.3, HE6.1	ZCU	N/A
HOUSING WHITE PAPER RECOMMENDATIONS									
12	Consider the development of cottage housing/pocket neighborhood standards as a means to increase moderately priced housing types	Medium		X			HE1.3, HE1.5	ZCU	18
13	Explore adjustments to condominium conversion ordinance to facilitate development of affordable housing	Medium			X		HE1.3		18
14	Consider adding creative housing development and design goals into the General Plan and Housing Element as a means of encouraging moderately affordable housing development.	Difficult		X			HE1.3, HE1.5	ZCU	18

Number	Action/Goal	Degree of Difficulty	Ongoing	Short Term (1-2 Years)	Long Term (3-5 Years)	5+	Policy-Housing Element	Notes	Whitepaper (if applicable)
15	Explore amending building and zoning codes and permitting procedures to facilitate Single Room Occupancy (SRO) developments where appropriate.	Medium		X			HE1.3, HE1.5	ZCU	19
16	Consider amendments to the second dwelling unit (ADU) ordinance in order to encourage affordable rentals; develop design templates, reform fee structure & develop loan products.	Medium		X			HE1.3, HE2.4	taken over by State	19
17	Consider adopting Napa County's Proximity Housing Homebuyer's Assistance Program and allocating City funds.	Medium			X		HE1.5	consideration on staffing impacts and administration of program	20
18	Consider approving a Deed Restrictions Program that would commit housing funds for the purchase of local homes/condos, adding deed restriction and reselling as moderate income unit.	Medium		X			HE1.5		20
19	Consider development of an Affordable Housing Credit Program, where private market developers receive credits for selling housing to locals.	Medium			X		HE 1.2	what type of credits?	20
20	Consider adopting a Parking Overlay to allow lower parking requirements for new senior housing developments.	Medium		X			HE1.3	ZCU	19
21	Consider adopting a policy that would allow the City to purchase and/or accept donation of land, issue request for development and hold land until such time as affordable housing developer has assembled development funds.	Medium			X		HE1.2		21
22	Consider providing subsidies for land acquisition such that funding can be released quickly and held while affordable housing developers assemble required development funds.	Difficult			X		HE1.2		22
23	Amend language in City's housing element goals to protect senior housing.	Medium			X		HE1.1		17

Goal 2: Efficient Land Use and High Quality Neighborhoods									
Number	Action	Degree of Difficulty	Ongoing	Short Term (1-2 Years)	Long Term (3-5 Years)	5+	Guiding Policy-Housing Element	Notes	Page of Whitepaper (if applicable)
1	HE2.A: Provide incentives for higher density housing. Explore possible incentives for building attached market rate housing units for rent and for sale. Incentives to adopt as appropriate include, but are not restricted to, fast tracking development applications, deferred development fees, reduced parking and/or other city standards, and density bonuses.	Medium			X		HE2.1		N/A
2	HE2.B: Study potential modifications to the Zoning Ordinance to facilitate higher density housing and discourage construction of oversize homes]. Modify the Zoning Ordinance to encourage higher density developments [and restrict construction of large single-family units], including current floor area ratios and yard and setback requirements.	Medium		X			HE2.1	ZCU	N/A
3	HE2.C: Amend regulations to discourage exemptions from the minimum density requirements. The City shall discourage exemptions for minimum density requirements and establish mitigation measures for exemptions in the Zoning Ordinance.	Difficult					HE2.1	Staff is following up on this item	N/A
4	HE2.D: Modify section 17.100 of the Zoning Ordinance to rename the Mobilehome Park Overlay District to “Manufactured Housing Overlay District.” Develop policies to streamline the review process for this overlay district on residential land for projects that create land-ownership opportunities for residents. Support giving residents the right of first refusal if an existing park is to be sold.	Medium		X			HE2.1	ZCU	N/A
5	HE2.E: Amend the “Subdivisions” section of the Municipal Code. The City will amend Title 16 of the Municipal Code to prevent subdivision activity from effectively resulting in lower densities and a loss of potential housing units on the site.	Difficult			X		HE2.2	must be consistent with State Law	N/A
6	HE2.F: Update the General Plan Land Use Element in consideration of the established Housing Element land use goals and policies. Amend General Plan Elements concurrent with adoption of the General Plan Update as needed to ensure internal consistency.	Difficult			X		HE2.2		N/A
7	HE2.G: Promote both ‘vertical’ and ‘horizontal’ mixed-use. Encourage mixed-use developments that combine compatible uses on the same site, either in the same structure or adjacent structures. Amend the Zoning Ordinance accordingly. Amendments to the Zoning Ordinance include permitting the FAR for the residential component of a mixed-use development to be ‘additive’ rather than within the established FAR for that zone, and allowing commercial and residential users to ‘share’ their parking, resulting in a lower overall parking requirement. Requirements for covered parking should also be reconsidered.	Medium		X			HE2.3	ZCU	N/A
8	HE2.H: Explore the possibility of allowing mixed use and live/work units in non-residential zoning districts. • Explore and adopt as appropriate modifications to non-residential Zones that would permit, either as of right or as a conditional use, residential uses including mixed use and integrated live/work units.* • Analyze requirements that commercial projects provide housing for a portion of the employment that will be generated on site. The City will study and determine what portion of employment generated will require housing, whether housing will be required on-site or allowed off-site, if pricing for the non-inclusionary units will be tied to anticipated salaries for employees in the commercial portion of the project, and if in-lieu fees will be permitted for smaller sized projects.* • Explore and adopt as appropriate development incentives such as higher density and height allowances, a streamlined design review process, and financial incentives, including fee reductions and waivers and contributions from the City’s Housing Trust Fund, to encourage employers to provide on-site employee housing.	Difficult		X (first, third)	X		HE2.3	First and third bullet are covered in the ZCU	N/A
9	HE2.I: Review and revise development standards pertaining to second units. Ensure that the development of second units is physically and financially feasible in targeted areas. Give particular attention to parking standards, setbacks, and impact fees.	Medium		X			HE2.4		N/A
10	HE2.J: Provide financial incentives for second unit development. Incentives might include low interest loans or fee waivers.	Medium			X		HE2.4		N/A

Number	Action	Degree of Difficulty	Ongoing	Short Term (1-2 Years)	Long Term (3-5 Years)	5+	Guiding Policy-Housing Element	Notes	Page of Whitepaper (if applicable)
11	HE2.K: Target specific areas for second unit incentives. Create incentives to construct second units in the medium density areas near downtown. Incentives to adopt as appropriate include, but are not restricted to, fast tracking development applications, deferred development fees, and reduced parking and/or other city standards.	Medium			X		HE2.4		N/A
12	HE2.L: Provide public information regarding second units. Develop a guide for homeowners explaining the benefits and procedures for adding a second unit.	Easy		X			HE2.4		N/A
13	HE2.M: Link financial incentives and development standard variances to affordability requirements for second units. Require that either the main house or the second unit is used as a rental unit that is affordable to households with moderate- or below- moderate incomes whenever the City assists in development through financial incentives or by granting a variance.	Medium	X				HE2.4		N/A
14	HE2.N: Respond to complaints regarding illegal units (ongoing). The City will work with the property owners to help bring illegal units up to code and to abate the use of non-habitable buildings as living units (long term)	Medium	X			X	HE2.4		N/A
15	HE2.O: Identify appropriate ‘target’ areas for conversion of single-family homes to multi-unit dwellings. Identify areas, zoning districts, or specific sites where conversion would be appropriate or desirable.	Medium			X		HE2.5		N/A
16	HE2.Q: Develop a program to encourage affordable housing in clusters of 4-6 units on Infill parcels on west side of town. The City will post an inventory of potential sites on the City’s web site. In addition the City will explore and adopt as appropriate incentives to encourage affordable housing clusters, including, but not limited to priority permit processing, reduced or waived development fees, reduced parking and/or other city standards, and an additional density bonus.	Difficult			X		HE2.6		N/A
HOUSING WHITE PAPER RECOMMENDATIONS									
17	Consider creating incentives to encourage additional affordable housing development through various means. Examples include: density bonus, parking reduction, flexible development standards, reduced fees, streamlined design review.	Medium			X		HE1.3, HE1.5, HE2.1		21
18	For surplus properties, consider prioritizing projects with significant affordable housing components.	Medium				X	HE2.2	What would be considered surplus?	21
19	Consider identifying areas that are considered appropriate for affordable housing development and adopt specific plan to incentivize and expedite construction.	Medium			X		HE1.2, HE1.3, HE2.5		
20	Consider implementing a no net loss policy that preserves existing housing when redevelopment requests are received by the City	Medium			X		HE2.2		17

Goal 3: Conservation of Existing Housing									
Number	Action	Degree of Difficulty	Ongoing	Short Term (1-2 Years)	Long Term (3-5 Years)	5+	Guiding Policy-Housing Element	Notes	Page of Whitepaper (if applicable)
1	HE3.A: Restrict the conversion of rental units to condominiums. Current policy allows conversion to condominiums under certain circumstances when the vacancy rate is high. The presence of second homes within the community results in an inflated vacancy rate. The policy should be further studied and revised to reflect a general guiding principle of preserving the affordable housing stock while eliminating the current linkage to vacancy rates.	Difficult			X		HE3.1		N/A
2	HE3.B: Charge an affordable housing impact fee whenever housing units are converted to other uses. Exempt conversion projects that create affordable for-sale housing from this impact fee.	Medium			X		HE3.1		N/A
3	HE3.C: Address the potential loss of assisted units. Identify assisted properties at risk of conversion to market rates and work with the property owners and/or other parties to ensure that they are conserved as affordable housing.	Medium	X				HE3.1		N/A
4	HE3.D: Continue to limit the conversion of market rate housing to vacation rentals. Abate the use of illegal vacation rentals, including time shares and fractional interests.	Medium	X				HE3.1		N/A
5	HE3.E: Review housing needs, conditions, achievements and challenges as part of the City's regular General Plan review. As required by State law, submit a progress report to the State Department of Housing and Community Development and the Governor's Office of Planning and Research by April 1st of each year.	Medium	Annually				HE3.2		N/A

Goal 4: Assistance to Support Affordable Housing									
Number	Action	Degree of Difficulty	Ongoing	Short Term (1-2 Years)	Long Term (3-5 Years)	5+	Guiding Policy-Housing Element	Notes	Page of Whitepaper (if applicable)
1	HE4.A: Review and possibly amend the inclusionary housing ordinance to: - Adjust the inclusionary housing ordinance to require further distribution of affordable units within the various income categories. For example, a project required to provide two low-income units under the current inclusionary housing ordinance could be required to provide one unit affordable to households with incomes of up to 65 percent of area median income and one unit affordable to households with incomes of up to 80 percent of area median income. - Balance collecting housing impact fees with the requirement to construct affordable housing, either on or off site depending on the size of the site and other site conditions, for larger commercial developments. Evaluate increasing the housing impact fees to reflect the increasing cost of housing in the community. Collect housing impact fees for small commercial development where requiring residential construction would not be feasible. - Increase as appropriate residential construction in-lieu fees and/or create a sliding scale for larger houses. - Add an above moderate-income workforce housing component to the Inclusionary Housing Ordinance requirements.	Difficult		X			HE4.1, HE4.5	ZCU	N/A
2	HE4.B: Generate Revenues for Affordable Housing through the Transient Occupancy Tax. Either increase the Transient Occupancy Tax or increase the number of transient occupancy rooms and apply the increased revenue to support affordable housing.	Difficult	X				HE4.1, HE4.5		N/A
3	HE4.C: Reduce, defer, or waive fees for affordable housing developments. The City will establish a set of criteria for project eligibility to have fees reduced, deferred, or waived. The City will explore and adopt as appropriate higher incentives for affordable housing developments with units affordable to extremely low- and very low-income households.	Medium		X			HE4.1	ZCU	N/A
4	HE4.D: Prioritize the use of Housing Trust Funds in support of the development and preservation of regulated affordable units for extremely low-income households.	Easy	X				HE4.1		N/A
5	HE4.E: Pursue mortgage revenue bonds and/or mortgage credit certificates. Promote affordable homeownership opportunities for moderate- and lower-income households.	Medium			X		HE4.2	Staff is checking to see if this is something the Housing Authority assists with and what the staffing impact is.	N/A
6	HE4.F: Pursue additional funding for affordable housing. Explore other options for affordable housing funding, including a real property transfer tax and Housing Trust Fund contributions from the wine and hospitality industry in Napa Valley.	Difficult			X		HE4.1		N/A

Number	Action	Degree of Difficulty	Ongoing	Short Term (1-2 Years)	Long Term (3-5 Years)	5+	Guiding Policy-Housing Element	Notes	Page of Whitepaper (if applicable)
7	HE4.G: Continue Section 8 rent subsidy certificates. Work with the City of Napa Housing Authority to provide continued rental assistance to low-, very low-, and extremely low-income households.	Medium	X				HE4.2		N/A
8	HE4.H: Explore the possibility of establishing a full-time, shared Housing Coordinator for the up-valley communities to promote development of new affordable housing and enter into a cost-sharing agreement if feasible. The position would serve all of the up-valley communities, including Napa County.	Medium				X	HE4.2		N/A
9	HE4.I: Address farmworker housing needs. The City will contribute staff time and City resources, as appropriate, to countywide farmworker housing efforts that may occur during the Housing Element planning period. The City will reach out to affordable housing developers to support regional and City efforts to develop farmworker housing, including assisting with financing or applications, incentives and concessions, expedited review or other strategies to encourage the development of housing for farmworkers.	Medium	biannually after 2017	X			HE4.3		N/A
10	HE4.J: Establish regulations requiring that a portion of units in all new developments meet the special housing needs of seniors and persons with disabilities, including developmental disabilities. Target 20 percent of new housing units to meet senior household needs and 10 percent accessible to persons with disabilities.	Medium		X			HE4.4	ZCU	N/A
11	HE4.K: The City shall participate with mediation between property owners if needed to facilitate affordable housing. The City will provide staff resources and/or work with affected parties along with an outside mediator if necessary to address issues raised by community members in response to affordable housing development applications.	Medium	X				HE4.1, HE4.4		N/A
12	HE4.L: Explore the potential of using Housing Trust Fund money to purchase existing housing for conversion to restricted affordable housing and commit funding as appropriate. Priority for use of Housing Trust Fund monies will be given to the creation of housing affordable to extremely-low-income households.	Medium		X			HE4.1		N/A
HOUSING WHITE PAPER RECOMMENDATIONS									
13	Documentary Transfer Tax: explore disadvantages and benefits of becoming a Charter City and sponsoring a ballot measure to make St. Helena a charter city subsequent to sponsoring a measure to approve a local real estate document transfer tax.	Difficult				X	HE4.1, HE4.5		15
14	Consider completing a nexus study and updating Housing Inclusionary fees to better match housing impacts generated by commercial and market rate housing developments. Consider requiring on-site housing development for Commercial development as well as housing and adjusting in lieu fee calculations to per square foot cost.	Difficult		X					15
15	Consider establishing Enhanced Infrastructure Finance District (EIFD) with Napa County and/or other cities in order to have capacity to sponsor Tax Increment Financing (TIF) bonds for affordable housing.	Difficult		X			HE4.1, HE4.5	Lead - Finance, Public Works and consultant	16
16	Consider sponsoring a ballot measure to raise business license fees and restructure them such that there is a higher cost to businesses generating larger revenues with more employees and therefore higher demand on housing.	Difficult				X	HE4.1, HE4.5		16
17	Consider dedicating a portion of City's 1.5% sales tax revenue to housing or raising the sales tax another .0125%. Potential of another \$390,000 per year generated by .0125% increase in sales tax.	Difficult				X	HE4.1, HE4.5		16

Number	Action	Degree of Difficulty	Ongoing	Short Term (1-2 Years)	Long Term (3-5 Years)	5+	Guiding Policy- Housing Element	Notes	Page of Whitepaper (if applicable)
18	Community Service Areas (CSA 4 Tax District) is a tool that could be implemented at a community wide level or in combination with designating areas for new development.	Difficult				X	HE4.1, HE4.5		16
19	Consider sponsoring a ballot measure to develop a bank of Article 34 eligible affordable housing units in St. Helena.	Difficult				X	HE4.2		17
20	Consider reducing or eliminating impact fees for 100% affordable housing developments.	Medium			X		4		19
21	Support allocation of City funds for acquisition of properties needing little or no rehabilitation	Medium			X		4		19

Goal 5: Resource Conservation									
Number	Action	Degree of Difficulty	Ongoing	Short Term (1-2 Years)	Long Term (3-5 Years)	5+	Guiding Policy-Housing Element	Notes	Page of Whitepaper (if applicable)
1	HE5.A: Adopt a Green Building Ordinance. The City shall adopt building code standards that meet or exceed the State’s Green Building Standards Code. The Planning and Building Department shall coordinate this effort with the Climate Protection Task Force.	Difficult			X		HE5.1		N/A
2	HE5.B: Encourage use of alternative energy technologies. Create incentives for the use of solar energy in new and rehabilitated housing. Incentives to adopt as appropriate include, but are not restricted to, ensuring a streamlined review process for applications, deferred fees, and reduced applicable city standards.	Difficult			X		HE5.1		N/A
3	HE5.C: Provide public information on alternative energy technologies for residential developers, contractors, and property owners. The City will provide information on its web site and/or at City Hall regarding alternative energy technology options, possible sources of financing, and any applicable information regarding necessary local permits.	Easy		X			HE5.1		N/A
4	HE5.D: Require cost-effective energy conservation measures in all new and rehabilitated housing to promote long-term affordability for occupants. The City will adopt the State’s new Energy Efficiency Standards as part of any update to the California Building Standards Code and ensure that all new housing units constructed in the City meet or exceed these standards.	Easy	Triennially beginning 2019				HE5.2		N/A
5	HE5.E: Provide low-interest loans for implementation of energy conservation measures. The City will identify a source of loan funds to provide energy conservation assistance to homeowners and home-builders. The City will continue to participate in AB-811 programs and will explore additional state and federal sources of funding to finance local energy conservation measures. Sources of state and federal funds include, but are not limited to, the California Energy Commission State Energy Program and Energy Efficiency and Conservation Block Grant Program, and the Low Income Home Energy Assistance Program.	Medium	X				HE5.2	Finance Grant Manager and Building Official	N/A
6	HE5.F: Provide public information on energy conservation measures for homeowners, tenants, developers, contractors and property owners. The City will provide information on its web site and/or at City Hall regarding actions homeowners, tenants, developers, contractors, and property owners can take to conserve energy.	Easy		X			HE5.2	Information comes from the Energy Commission	N/A
7	HE5.G: Require bicycle and pedestrian amenities and connectivity to surrounding areas, in all new housing developments. Support programs to develop more local and regional walking and biking trails. In addition to requiring bicycle and pedestrian connectivity in all new residential developments, the City will provide staff time in support of regional trail programs.	Easy		X			HE5.2	Trails subcommittee is working on this	N/A
8	HE5.H: Continue to apply Municipal Code provisions pertaining to water resources. The City will continue to require water-efficient landscaping for new residential and commercial construction, as well as implementing the Water Use Efficiency and Use Guidelines.	Easy		X			HE5.2	The City adheres to the state of California’s Model Water Efficient Landscape Ordinance (MWEL0)	N/A
9	HE5.I: Promote passive natural heating and cooling opportunities in new development and protect to the extent possible solar access for existing development. Incentives to be adopted as appropriate include, but are not restricted to, ensuring a streamlined review process for applications, deferred fees, and relaxing applicable city standards.	Medium			X		HE5.2		N/A
10	HE5.J: Explore feasibility of incorporating efficient on-site alternative wastewater facilities. The City will study options for on-site alternative wastewater facilities, including graywater reuse, recycling, and/or on-site treatment. The City will then ensure that the local Municipal Code does not include regulations that may unnecessarily present barriers to implementing these technologies, amending the Municipal Code as appropriate.	Difficult			X		HE5.2		N/A
11	HE5.K: The City shall explore policies that give local preference in the procurement process when municipal funds may be used for housing.	Medium			X		HE5.2		N/A
HOUSING WHITE PAPER RECOMMENDATIONS									
12	Consider adopting a Green Building Utility Allowance to encourage energy efficient development and provide additional subsidy for affordable housing developments.	Easy		X					20

Goal 6: Equal Housing Opportunities									
Number	Action	Degree of Difficulty	Ongoing	Short Term (1-2 Years)	Long Term (3-5 Years)	5+	Guiding Policy-Housing Element	Notes	Page of Whitepaper (if applicable)
1	HE6.A: Provide educational materials at City Hall, through the press and directly to interested parties to educate real estate professionals, property owners and tenants on their rights and responsibilities and the resources available to address fair housing issues.	Easy		X			HE6.1	Comes from Fair Housing	N/A
2	HE6.B: Continue to utilize and support Fair Housing Napa Valley for implementing fair housing programs, receiving complaints, and providing referrals to available resources when necessary.	Easy	X				HE6.1		N/A

California Department of Housing and Community Development																
Notice of Funding Availability Calendar																
Fiscal Year 2020/2021																
Released July 15, 2020																
FY 20/21																
				Qtr 1			Qtr 2			Qtr 3			Qtr 4			
				Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	
Funds Available by Quarter				\$845 Million			\$720 Million			\$414 Million			\$132 Million			
Ongoing Programs																
NOFA Amounts in Millions																
AHSC	Affordable Housing and Sustainable Communities Program							NOFA \$350			Apps Due				Awards	
VHHP	Veterans Housing and Homeless Prevention Program													NOFA \$75		
CDBG	Community Development Block Grant ¹	Competitive								NOFA \$30			Apps Due		Awards	
		Non-Competitive									Applications Accepted Over-the-Counter					
HOME	Home Investment Partnership Program ¹				Awards				NOFA \$45			Apps Due				
ESG	Emergency Shelter Grant Program ¹			Apps Due		Awards					NOFA \$12			Apps Due		
¹ Federal funds available to non-entitlement jurisdictions only. NOFA amounts are based upon 2019 funding levels and are subject to change																
SB2 - Building Jobs and Homes Act (Dedicated Source)																
NOFA Amounts in Millions																
PLHA	Permanent Local Housing Allocation Formula Program	Entitlement									NOFA \$135	Applications Accepted Over-the-Counter				
		Non-Entitlement														
	Permanent Local Housing Allocation Competitive Program				NOFA \$13			Apps Due			Awards	NOFA \$12		Apps Due	Awards (July)	
Farmworker			**SB2 Farmworker funding will be released in conjunction with Serna Program NOFA under SB3 - see below													
No Place Like Home (Prop 2)																
NOFA Amounts in Millions																
NPLH	No Place Like Home Program	Non-Competitive	Applications Accepted Over-the-Counter													
		Competitive					NOFA \$194				Apps Due			Awards		
SB3 - Veterans and Affordable Housing Bond Act (Prop 1)																
NOFA Amounts in Millions																
MHP	Multifamily Housing Program				NOFA \$175		Apps Due			Awards	NOFA \$175		Apps Due		Awards	
CalHOME	CalHOME *					NOFA \$57			Apps Due			Awards				
FWHG	Joe Serna Jr., Farmworker Housing Grant Program							NOFA \$74	Applications Accepted Over-the-Counter			Awards				
LHTF	Local Housing Trust Fund Program					Apps Due		Awards					NOFA \$57		Apps Due	
IIG	Infill Infrastructure Grant Program							NOFA \$57				Apps Due		Awards		
TOD	Transit Oriented Development Program				Apps Due			Awards	** All Available Funds awarded **							
Other																
NOFA Amounts in Millions																
HHC	Housing for Healthy California - Article I				Apps Due				Awards				NOFA \$50		Apps Due	
MPRROP	Mobilehome Park Rehabilitation and Resident Ownership Program			Applications Accepted Over-the-Counter												
LEAP	Local Early Action Planning Grant Program			Applications Accepted Over-the-Counter												
REAP	Regional Early Action Planning Grant Program			Applications Accepted Over-the-Counter												
Coronavirus Aid, Relief and Economic Security (CARES) Act																
NOFA Amounts in Millions																
ESG-CV1	Emergency Shelter Grant Program CARES Act Tranche 1			Apps Due	** Awards Announced on a Rolling-Basis as Applications are Received **											
CDBG-CV1	Community Development Block Grant CARES Act Tranche 1			Applications Over-the-Counter			** Awards Announced on a Rolling-Basis as Applications are Received **									
ESG-CV2	Emergency Shelter Grant Program CARES Act Tranche 2			NOFA Release, Application Due Date and Awards Date TBD												
CDBG-CV2	Community Development Block Grant CARES Act Tranche 2			NOFA Release, Application Due Date and Awards Date TBD												
CDBG-CV3	Community Development Block Grant CARES Act Tranche 3			NOFA Release, Application Due Date and Awards Date TBD												
HK	Homekey			NOFA \$600	Applications Over-the-Counter		Awards									

APPENDIX III Implementation Plan

	Key Issues	Summary of Policy (Based on Comprehensive Plan/Housing Element/Decision Maker Direction)	White Paper	2017-18 Strategic Objectives	Housing Element Policy	Estimated time to complete	Complexity to implement	Implementation Tool
	Financing for Affordable Housing	* Documentary Transfer Tax: explore disadvantages and benefits of becoming a Charter City and sponsoring a ballot measure to make St. Helena a charter city subsequent to sponsoring a measure to approve a local real estate document transfer tax.	Pg. 15	Goal: Economic Sustainability #11 & Improve Access to Housing #3	HE4.1, HE4.5	4 years	minimum 24 months to place Charter City status on ballot followed by considering of putting transfer tax on future ballot. Regular elections scheduled every 2 years.	Economic Analysis
		* Consider completing a nexus study and updating Housing Inclusionary fees to better match housing impacts generated by commercial and market rate housing developments. Consider requiring on-site housing development for Commercial development as well as housing and adjusting in lieu fee calculations to per square foot cost.	Pg. 15	Goal: Economic Sustainability #11 & Improve Access to Housing #3		6 months	Engage consultant to complete nexus study and present updated impact fee recommendations. Amend ordinance regarding on-site vs in-lieu fees.	Economic Analysis & Ordinance
		* Consider establishing Enhanced Infrastructure Finance District (EIFD) with Napa County and/or other cities in order to have capacity to sponsor Tax Increment Financing (TIF) bonds for affordable housing.	Pg. 16	Goal: Economic Sustainability #11 & Improve Access to Housing #3	HE4.1, HE4.5	4 years	Negotiate with other jurisdictions to establish EIFD. Bonds to be considered in conjunction with proposed development activity.	Coordinate with County and Cities
		* Consider sponsoring a ballot measure to raise business license fees and restructure them such that there is a higher cost to businesses generating larger revenues with more employees and therefore higher demand on housing.	Pg. 16	Goal: Economic Sustainability #11 & Improve Access to Housing #3	HE4.1, HE4.5	2 years	Minimum of 5 months to submit for a vote or at next regularly scheduled election in 24 months.	Consult with local businesses, draft ballot measure
		* Consider dedicating a portion of City's 1.5% sales tax revenue to housing or raising the sales tax another .0125%. Potential of another \$390,000 per year generated by .0125% increase in sales tax.	Pg. 16	Goal: Economic Sustainability #11 & Improve Access to Housing #3	HE4.1, HE4.5	2 years	Agendize for Council mtg for dedication of portion of existing sales tax or schedule for 2020 regular election to propose a tax increase.	Council Action regarding use of City Funds
		* Community Service Areas (CSA 4 Tax District) is a tool that could be implemented at a community wide level or in combination with designating areas for new development.	Pg. 16	Goal: Economic Sustainability #11 & Improve Access to Housing #3	HE4.1, HE4.5	2 years	Reach out to interested parties and support local initiatives	Community Outreach
		* Consider sponsoring a ballot measure to develop a bank of Article 34 eligible affordable housing units in St Helena.	Pg. 17	Goal: Improve Access to Housing #3	HE4.2	2 years	Minimum of 5 months to submit for a vote or at next regularly scheduled election in 24 months.	Council Action
		* Consider dedicating portion of City Transit Occupancy Tax (TOT) for housing.	Pg. 17	Goal: Improve Access to Housing #3	HE4.1, HE4.5	5 months	Currently being scheduled for November ballot.	Council Action regarding u:
	Affordable Housing Preservation	* Amend language in City's housing element goals to protect senior housing.	Pg. 17			2 months	Review for inclusion in Housing Element	Add to Housing Element Policy Language
		* Consider introducing rent stabilization ordinance in order to maintain senior housing affordability.	Pg. 17	Goal: Improve Access to Housing #4		2 months	Agendize for Council discussion & implementation	Council Action regarding ordinance
		* Consider implementing a no net loss policy that preserves existing housing when redevelopment requests are received by the City.	Pg. 22	Goal: Improve Access to Housing #3	HE 2.2	2 months	Review for inclusion in Housing Element followed by Council action to implement	Housing Element
		* Consider the development of cottage housing/pocket neighborhood standards as a means to increase moderately priced housing types.	Pg. 18	Goal: Improve Access to Housing #3	HE1.3, HE1.5	6 months	Review for inclusion in Housing Element followed by Council action to implement	Housing Element
		* Explore adjustments to condominium conversion ordinance to facilitate development of affordable housing	Pg. 18	Goal: Improve Access to Housing #4	HE1.3,	2 months	Review for inclusion in Housing Element followed by Council action to implement	Housing ordinance amendment

Housing Production	Harnessing private funding or facilitate private-market housing production	* Consider adding creative housing development and design goals into the General Plan and Housing Element as a means of encouraging moderately affordable housing development.	Pg. 18		HE1.3, HE1.5	6 months	Review for inclusion in Housing Element followed by Council action to implement	Housing Element
		* Explore amending building and zoning codes and permitting procedures to facilitate Single Room Occupancy (SRO) developments where appropriate.	Pg. 18	Goal: Improve Access to Housing #3	HE1.3, HE1.5	6 months	Building and zoning code amendments and new permitting procedures policy	Housing Element
		* Consider amendments to the second dwelling unit (ADU) ordinance in order to encourage affordable rentals; develop design templates, reform fee structure & develop loan products.	Pg. 19	Goal: Improve Access to Housing #4	HE1.3, HE2.4	6 months	Development of ordinance amendments, public information for distribution and proposal for loan product.	Housing ordinance amendment & Council Action regarding use of City Funds
		* Support allocation of City funds for acquisition of properties needing little or no rehabilitation	Pg. 19			2 months	Review for inclusion in Housing Element followed by Council action to implement	Council Action regarding use of City Funds
		* Consider reducing or eliminating impact fees for 100% affordable housing developments.	Pg. 19	Goal: Economic Sustainability #2	HE1.3	2 months	Review for inclusion in Housing Element followed by Council action to implement	Council Action regarding use of City Funds
	Home-ownership opportunities	* Consider adopting Napa County's Proximity Housing Homebuyer's Assistance Program and allocating City funds.	Pg. 20		HE1.5	2 months	Review for inclusion in Housing Element followed by Council action to implement	Council Action regarding use of City Funds
		* Consider approving a Deed Restrictions Program that would commit housing funds for the purchase of local homes/condos, adding deed restriction and reselling as moderate income unit.	Pg. 20		HE1.5	4 months	Review for inclusion in Housing Element followed by Council action to implement	Council Action regarding use of City Funds
		* Consider development of an Affordable Housing Credit Program, where private market developers receive credits for selling housing to locals.	Pg. 20		HE1.5	4 months	Review for inclusion in Housing Element followed by Council action to implement	Housing Ordinance
	Facilitate housing production	* Consider adopting a Parking Overlay to allow lower parking requirements for new senior housing developments.	Pg. 19	Goal: Improve Access to Housing #4	HE1.3,	2 months	Review for inclusion in Housing Element followed by Council action to implement	Housing Ordinance
		* Consider adopting a Green Building Utility Allowance to encourage energy efficient development and provide additional subsidy for affordable housing developments.	Pg. 20	Goal: Improve Access to Housing #4	HE1.3, HE5.2	2 months	Agendize for upcoming Council mtg discussion	Housing Ordinance
		* Consider identifying under-developed sites within the central commercial corridor that are transit oriented and that would be conducive to redevelopment. Develop coordinated area plans that support mixed-use development for housing, commercial, entertainment and community spaces.	Pg. 21	Goal: Economic Sustainability #1 & #7	HE1.2, HE1.5, HE2.1, HE2.3, HE2.5	12 months	Review for inclusion in Housing Element followed by Council action to implement	Economic Analysis
		* For surplus properties, consider prioritizing projects with significant affordable housing components.	Pg. 21	Goal: Economic Sustainability #1	HE2.2	2 months	Review for inclusion in Housing Element followed by Council action to implement	Housing Element
		* Consider adopting policy that would allow the City to purchase and/or accept donation of land, issue request for development and hold land until such time as affordable housing developer has assembled development funds.	Pg. 21	Goal: Economic Sustainability #3	HE1.2	2 months	Review for inclusion in Housing Element followed by Council action to implement	Council Action regarding use of City Funds
		* Consider creating incentives to encourage additional affordable housing development through various means. Examples include: density bonus, parking reduction, flexible development standards, reduced fees, streamlined design review.	Pg. 21	Goal: Improve Access to Housing #4	HE1.3, HE1.5, HE2.1	4 months	Review for inclusion in Housing Element followed by Council action to implement	Housing Element
		* Consider identifying areas that are considered appropriate for affordable housing development and adopt specific plan to incentivize and expedite construction.	Pg. 22		HE1.2, HE1.3, HE2.5	6 months	Review for inclusion in Housing Element followed by Council action to implement	Specific Plan
		* Consider providing subsidies for land acquisition such that funding can be released quickly and held while affordable housing developers assemble required development funds.	Pg. 22		HE1.2,	4 months	Review for inclusion in Housing Element followed by Council action to implement	Council Action regarding use of City Funds