



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

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MEETING DATE: 06/04/2024

DATE: May 30, 2024  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Consider a Recommendation of the Planning Commission to Adopt a Resolution Adopting the Draft Revised 2023-2031 Housing Element. An Environmental Analysis Based on the Previously Certified 2040 General Plan Final Environmental Impact Report has been Prepared for the Draft Revised 2023-2031 Housing Element. The Housing Element is Within the Scope of the Previously Approved 2040 General Plan, and the Program EIR for the General Plan Adequately Describes the Impacts of the Housing Element for Purposes of CEQA. Location: Townwide. Applicant: Town of Los Gatos. General Plan Amendment Application GP-24-001.

**RECOMMENDATION:**

Consider a recommendation of the Planning Commission to adopt a Resolution (Attachment 10) adopting the Draft Revised 2023-2031 Housing Element (May 2024).

**EXECUTIVE SUMMARY:**

The Town of Los Gatos has prepared an update to the Housing Element of the General Plan to affirmatively further fair housing and accommodate the 1,993-unit Regional Housing Needs Allocation (RHNA) for the 2023-2031 Housing Element cycle. The content of the Draft Revised 2023-2031 Housing Element is structured for further consistency with the requirements set forth in State law. In addition to responding to requirements of State law, the Housing Element also demonstrates the Town of Los Gatos' strategy to meet the Town's locally determined housing needs, and that these needs are addressed through policies and programs outlined within the Housing Element. Public review and input have been a critical component of this 6<sup>th</sup> cycle Housing Element update. The Draft Revised 2023-2031 Housing Element (May 2024) (Attachment 1) and Environmental Analysis (Attachment 2) are available on the Town's Housing Element website at: [www.losgatosca.gov/HousingElement](http://www.losgatosca.gov/HousingElement).

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**PREPARED BY:** Jocelyn Shoopman, Senior Planner, and Erin Walters, Associate Planner

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and the Community Development Director

**BACKGROUND:**

On March 5, 2024, Town Council voted to direct staff to submit the Draft Revised Housing Element to California Department of Housing and Community Development (HCD). Since that meeting the following progress has been made on the Housing Element update.

From March 7, 2024, to March 14, 2024, the Draft Revised Housing Element was made available to the public for the required seven-day review period.

On March 18, 2024, the Draft Housing Element (March 2024) was submitted to HCD for a 60-day review.

On April 26, 2024, the Town received a preliminary review matrix (Attachment 4) which demonstrated that the Town had resolved all of HCD's findings/comments with the submittal of the March 2024 Draft Revised Housing Element, with the exception of a new request for clarification regarding the Caltrans site.

In addition to receiving the preliminary review matrix, on April 26, 2024, staff and the Town's Housing consultant met with the Town's HCD reviewer and Paul McDougall, HCD Senior Program Manager. During this meeting, HCD provided staff with specific minor technical modifications to add to Program AQ to reflect additional steps related to the development of the Caltrans site; and modified language to add to the description of the Caltrans site as described in Appendix D. On April 26, 2024, staff provided the minor technical modifications to HCD, as shown in track changes with a grey highlight in Attachment 5.

On April 30, 2024, staff and the Town's Housing consultant received confirmation from the Town's HCD reviewer that the minor technical modifications addressed HCD's previous concern with the Caltrans site.

On May 3, 2024, the Town received a letter from HCD stating that the Town's Draft Revised Housing Element (March 2024), as submitted to HCD on March 18, 2024, along with specific technical modifications directed by HCD and submitted on April 26, 2024, meet the statutory requirements of State Housing Law (Attachment 6).

The Draft Revised Housing Element (May 2024) with specific technical modifications as directed by HCD was made available to the public for a seven-day review from May 9, 2024, through May 15, 2024, as required by Assembly Bill 215. A track change copy and a clean copy of the document were made available for viewing online, and an email was sent to all individuals and organizations that previously requested notice relating to the Town's Housing Element Update. Written comments received during the seven-day public review are provided in Attachment 7.

**BACKGROUND (continued):**

On May 22, 2024, the Planning Commission met and made a unanimous recommendation to the Town Council to adopt the Draft Revised 2023-2031 Housing Element (May 2024) (Attachments 8 and 9). A link to the video of the meeting is available here: <https://losgatos-ca.municodemeeetings.com/>.

**DISCUSSION:**

**A. Purpose**

The primary purpose of this agenda item is to consider a recommendation of the Planning Commission to adopt the Draft Revised 2023-2031 Housing Element (May 2024) and adopt the Draft Revised 2023-2031 Housing Element (May 2024) (Attachment 1) with the Environmental Analysis (Attachment 2). A draft resolution is provided in Attachment 10.

**B. Next Steps**

Once adopted by Town Council, the Housing Element will be submitted to HCD for certification. Following adoption and resubmittal, HCD has 60 days to certify the Housing Element.

**PUBLIC COMMENT:**

This meeting has been publicized in the newspaper, on the Town's website, and through the Town's social media platforms. As of the drafting of this report, no comments from the public have been received.

**ENVIRONMENTAL ASSESSMENT:**

An Environmental Analysis based on the previously certified 2040 General Plan Final Environmental Impact Report has been prepared for the Los Gatos 2023-2031 Housing Element and is available on the Town's Housing Element website at:

[www.losgatosca.gov/HousingElement](http://www.losgatosca.gov/HousingElement). The Housing Element is within the scope of the previously approved 2040 General Plan, and the Program EIR for the General Plan adequately describes the impacts of the Housing Element for the purposes of CEQA (Attachment 2).

**CONCLUSION:**

Based on HCD's direction, extensive public outreach, robust public participation and input, and diligent work by the Housing Element Advisory Board, the Planning Commission, the

CONCLUSION (continued):

Town Council, Town staff, the Town's Housing consultant, and the Town's Legal consultants, staff recommends that the Town Council:

- Receive and consider public comments;
- Review the Draft Revised Housing Element (May 2024) (Attachment 1) and the Environmental Analysis (Attachment 2); and
- Adopt a resolution (Attachment 10) to adopt the Draft 2023-2031 Housing Element (May 2024) (Attachment 1), including a finding that the environmental impacts of the Housing Element were adequately analyzed in the EIR for the 2040 General Plan.

ALTERNATIVES:

Alternatively, the Council may:

1. Continue this item to a date certain with specific direction to staff;
2. Refer the item back to the Planning Commission with specific direction; or
3. Not adopt the Draft Revised Housing Element (May 2024); or
4. Recommend adoption with modifications. \*

\*Note any modifications must be posted for a seven-day public review period and may result in additional findings/comments upon resubmittal to HCD for the 60-day review.

COORDINATION:

The Community Development Department coordinated with the offices of the Town Attorney and Town Manager in the preparation of this report.

ATTACHMENTS:

1. Draft Revised Housing Element (May 2024), Clean Copy
2. Environmental Analysis (available online at: [www.losgatosca.gov/HousingElement](http://www.losgatosca.gov/HousingElement))
3. Draft Revised Housing Element (May 2024), Track Changes (available online at: [www.losgatosca.gov/HousingElement](http://www.losgatosca.gov/HousingElement))
4. HCD Preliminary Review Matrix, Received on April 26, 2024
5. Technical Modifications to Program AQ and Appendix D, Caltrans Site
6. May 3, 2024, HCD's Findings Letter
7. Public Comments Received During the Seven-Day Public Review Period between Thursday, May 9, 2024, and Wednesday, May 15, 2024
8. May 22, 2024, Planning Commission Staff Report with Exhibits 1-8 (available online at: <https://losgatos-ca.municodemeeetings.com/>)

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SUBJECT: REVISED 2023-2031 HOUSING ELEMENT (MAY 2024)/GP-24-001

DATE: May 30, 2024

ATTACHMENTS (continued):

9. May 22, 2024, Planning Commission Verbatim Minutes
10. Draft Resolution for Adoption of the Draft Revised Housing Element (May 2024)