

# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Rosalynn Hughey

**SUBJECT:** OLD CITY HALL  
ANNEX BUILDING

**DATE:** September 17, 2018

Approved

*D. D. SyL*

Date

*9/17/18*

## INFORMATION

On September 12, 2018, in response to a memorandum from Councilmember Rocha, the Rules and Open Government Committee directed staff to provide the City Council with analysis on the feasibility of fast tracking a General Plan land use designation amendment and rezoning for a potential homeless shelter/permanent housing facility at the Old City Hall Annex (Annex) parcel:

**1. Can City Council fast track this zoning designation change and the General Plan Amendment process?**

**Response:** The Annex parcel has a General Plan land use designation of Public/Quasi-Public (PQP), and is located in two zoning districts: CO Commercial Office and R-1-8 Single-Family Residence Zoning Districts.

A General Plan Amendment is not necessary since a homeless housing facility is consistent with the property's PQP General Plan designation. A homeless housing proposal requires:

- a. A Conforming Rezoning from the current zoning designations to the PQP Zoning District to align with the property's PQP General Plan designation; and
- b. A Conditional Use Permit to allow a Residential Service Facility in the PQP Zoning District. A Residential Service Facility is a residential facility in which an operator provides, in addition to housing, personal services such as supervision, assistance, guidance, training, therapy or other non-medical care.

**2. If it can, how would the City Council go about it?**

**Response:** Rezonings and Conditional Use Permits are discretionary actions by the City Council that require environmental clearance in accordance with the California Environmental Quality Act (CEQA).

The CEQA review would begin with the Initial Study, which is required as part of the Conforming Rezoning and Conditional Use Permit entitlement review process, in order to determine whether there are any potentially significant environmental impacts of the proposed homeless shelter and any potential significant cumulative environmental

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impacts from the shelter and other projects in the vicinity. Upon completion of the Initial Study, staff would determine the appropriate level of CEQA review which could range from a negative declaration, if there are no significant impacts of the project, to an Environmental Impact Report.

Concurrent processing of the Conforming Rezoning and Conditional Use Permit would be the fastest track possible so that the actions do not follow a separate course, and both take advantage of the same CEQA clearance. The projected timeframe to complete the concurrently filed rezoning and Conditional Use Permit applications is approximately 9 to 12 months and would include following:

- Planning analysis, including completion of environmental analysis for both the rezoning and Conditional Use Permit applications. The timeframe could be extended depending on the determination of CEQA clearance;
- Public outreach and at least one community meeting; and
- Action by the City Council

This 9- to 12-month timeframe is also dependent upon timely and complete submission of plans and other required documents by the applicant and timely review by City staff. Additionally, hazardous material abatement and other building clean-up efforts can be conducted while the entitlement process (Conforming Rezoning and Conditional Use Permit) is underway.

/s/

ROSALYNN HUGHEY, Director  
Planning, Building and Code Enforcement

For additional information, please contact Sylvia Do, Acting Deputy Director, at (408) 535-7907.