

Key: *Production
 **Preservation
 ***Protection

Housing Catalyst Team Work Plan Attachment

Number (Housing Element #)	Work Items Underway	Next Step / Milestones	Lead Department	Planned Completion
1 (H-11) ***	Feedback from those with lived experience in homelessness in decision making – Create additional feedback mechanisms for clients with lived experience of homelessness, integrate requirements into City-funded contracts for grantees to create feedback mechanisms, work with the Lived Experience Advisory Board to evaluate key City-funded services and initiatives.	July 2024: Identify universe of applicable contracts and timeline for renewals.	Housing	December 2025
2 (I-10) ***	Lived Experience with Homelessness seat on Commission – Fully implement the primary and alternate seats for a commissioner with Lived Experience Seat with homelessness on the Housing and Community Development Commission.	February 2023: Seats filled, Orientation and training, compensation provided February 2024: Evaluation conducted	Housing	February 2024
3 (I-14)	Assessment of Fair Housing Plan - Complete the Assessment of Fair Housing Plan, and include implementation actions in the Housing Catalyst Team Work Plan.	September 2023: Completion of draft Plan October 2023: Adoption by Council October 2023: Submission to HUD	Housing	Winter 2023
4 (I-15)	Housing Catalyst Team Work Plan – Create a webpage on City’s website for work plan and updates for transparency to the public.	Summer 2023: Launch updated webpage for workplan.	PBCE, Housing, OEDCA	Fall 2023
5 (P-10) *	Standardize and streamline permitting, fees, applications – Standardize fees through the Development Fee Framework and create webpage with development-related fees and taxes with a staff contact.	October 2023: Create initial webpage.	OEDCA, PBCE	Fall 2024
6 (P-11)	Explore Allowing “SB 9” Type Housing on Additional Properties – Examine allowing “SB 9-	April 2024: Council approval of zoning code amendment and design.	PBCE	Spring 2024

Number (Housing Element #)	Work Items Underway	Next Step / Milestones	Lead Department	Planned Completion
*	type” projects on properties zoned R-2 Two Family and properties listed on the Historic Resources Inventory.			
7 (P-12) *	Cost of Residential Development Study update – Conduct analysis every 2-3 years and present to the City Council on the Cost of Residential Development. Report will help inform constraints on the production of housing in San José.	October 2023: Initial Study Session on Housing Development Process.	OEDCA, PBCE, Housing	Ongoing
8 (P-26) *	Accessory Dwelling Unit (ADU) Amnesty program – Resume the ADU Amnesty program to incentivize homeowners to legalize their unpermitted ADUs that meet or will meet code requirements.	July 2024: Release program.	PBCE	Fall 2024
9 (P-6) *	Regular Coordination Meetings for Affordable Housing – Continue regular meetings to coordinate construction related permits post-entitlement for affordable housing.	Monthly: Interdepartmental Meetings.	OEDCA, PBCE, Housing, PW, Fire	Ongoing
10 (R-13) **	Soft Story program - Develop a 'soft story' seismic mitigation ordinance for older multifamily buildings. Create an implementation process and incentive retrofit program that increases renters' safety and considers equity issues for lower-income renters, minimizing their risk of displacement as a result of construction and rent increases.	Summer 2023: Initiate Outreach Effort.	PBCE, OES	Spring 2024
11 (N-2) **	Urban Village Plans with anti-displacement features – Complete Five Wounds Urban Village Plan updates to prepare for BART station. Identify and integrate residential and small business displacement features. Use these features in other future Urban Village plans.	Fall 2023: Draft residential and small business displacement features identified.	PBCE, OEDCA, Housing	Winter 2024

Number (Housing Element #)	Work Items Underway	Next Step / Milestones	Lead Department	Planned Completion
12 (P-3) *	North San José Affordable Housing Overlay Zones – Create new Affordable Housing Overlay Zones in North San Jose that support only industrial uses, 100% affordable housing, or market-rate housing that integrates affordable units into their developments for sites identified in the Housing Element.		PBCE	January 2024
13 (S-29) ***	Rent Stabilization Program Strategic Plan and Program Assessment – Complete a Strategic Plan for the Rent Stabilization Program and assess the efficacy of the program in meeting its goals to protect and stabilize tenants’ housing. Include examination of the Program’s effectiveness at helping to prevent Unlawful Detainers and preventing evictions. Evaluate the current Apartment Rent Ordinance and consider amendments including types of properties covered and alternate methods of calculating maximum allowable rent increases.	2023: Conduct outreach and work with consultant on program assessment. Present to City Council.	Housing	Spring 2025
14 (R-6) **	Mobilehome Park General Plan designation for remaining 56 mobilehome parks – Apply the Mobilehome Park Land Use Designation through City-initiated General Plan Amendments to the remaining 56 mobilehome parks.	Fall 2023: General Plan Amendments to City Council and Planning Commission for 13 parks most at risk for development.	PBCE	Spring 2024
15 (S-20) ***	Anti-displacement tenant preferences – Develop fair-housing compliant tenant preferences for this population. Seek Council approval for two tenant preferences: an Anti-Displacement Tenant preference, and a Neighborhood Tenant preference.	Summer 2023: Complete disparate impact analysis for two proposed preferences and submit to HCD for review.	Housing	Spring 2025
16 (H-14)	Emergency Shelters – Update the Zoning Code to identify additional zones, in addition to Combined Industrial Commercial (CIC), where emergency	Council approval of Zoning Code changes.	PBCE, Housing	Fall 2023

Number (Housing Element #)	Work Items Underway	Next Step / Milestones	Lead Department	Planned Completion
*	shelters are permitted by right. Review and ensure compliance with the requirements of Government Code Section 65583 (AB 2339). Conduct outreach to homeless shelter providers to determine additional process changes that the City can incorporate to further facilitate emergency interim housing and homeless shelters.			
17 (P-15) *	Moderate-income Housing Strategy - Complete study and implement Council-approved strategy to further rental and homeownership opportunities for moderate-income residents.	Council approval of strategy.	Housing, PBCE	Summer 2024
18 (S-10) **	Study on rent increases and burden in affordable housing - Research how rent increases in the City's restricted affordable apartments have been implemented over the last five years to inform proposed state legislation and/or City policy.	Present findings to City Council and inform advocacy for state legislation.	Housing	Winter 2024
19 (I-3) *	Farmworker Housing - Update the City's Zoning Code to make clarifications about farmworker housing to comply with state law.	Council approval of Zoning Code changes.	PBCE	Fall 2024
20 (N-4) **	Preservation and Community Development Capacity Building - Establish programs to provide capacity building and technical assistance to community-based nonprofit organizations to engage in grassroots community preservation and development activities. Preservation activities include acquisition and rehabilitation of existing low-cost housing, alternative community ownership models, community stakeholder engagement, and prevention of displacement of community small businesses.	Build capacity in community including awarding grants.	Housing, OEDCA	Fall 2023

Number (Housing Element #)	Work Items Underway	Next Step / Milestones	Lead Department	Planned Completion
21 (N-7) *	External infrastructure funding to create complete, high-quality living environments – Continue to seek external funding for parks, transportation, and other types of neighborhood infrastructure that favor cities with a demonstrated commitment to building affordable housing. Pilot investments funded by CDBG coordinated across City departments.	Implement pilot funding and create future work program.	Housing, DOT, PW, OEDCA, PRNS	Spring 2024
22 (P-13) **	Replacement of Existing Affordable Units – The City will develop a policy for City Council to consider to expand and make permanent requirements for replacement housing to mitigate the loss of affordable housing units by requiring new housing developments to replace all affordable housing units lost due to new development.	Council approval of policy.	Housing, PBCE	Fall 2023
23 (P-14) *	Housing in Business Corridors – Update Zoning Code to allow housing in three Neighborhood Business Districts appropriate for housing (13 th Street, Japantown, and Willow Glen).	Adoption of Zoning Code Amendments.	PBCE	Spring 2024
24 (P-43) *	Update City Density Bonus Ordinance – Review and, if necessary, update City Density Bonus Ordinance to be consistent with current State Density Bonus Law.	Council approval of any necessary changes.	PBCE	Spring 2024
25 (P-30) *	Updated feasibility study for Commercial Linkage Fee – Initiate an updated feasibility analysis, as directed by City Council, to assess fee levels based on market conditions including a geographic analysis.	Complete feasibility study and present findings to City Council.	Housing, OEDCA	Fall 2023
26 (P-7)	City Ministerial Infill Approval Ordinance – Adopt and implement a City ministerial approval	Council approval of ordinance.	PBCE	Spring 2024

Number (Housing Element #)	Work Items Underway	Next Step / Milestones	Lead Department	Planned Completion
*	process for infill housing development that meets development standards without a public hearing for projects that include deed-restricted affordable units on site.			
27 (R-12) **	Revised Anti-Displacement Strategy – Update the current Anti-Displacement Strategy approved by the City Council in 2020 to integrate preservation activities and remove completed priorities.	Council approval of revised strategy.	Housing	Winter 2023
28 (R-1) **	Monitor At-Risk Affordable Units – Proactively assess and monitor affordable units at-risk of losing ability restrictions.	Coordinate with property owners and explore funding sources to preserve affordability.	Housing	Fall 2024