

# Jackson Planning Commission

## Minutes

### Special Meeting of April 2, 2012

**COMMISSION MEMBERS PRESENT:**

Joe Assereto  
Kathryn Devlin, Vice-Chairman  
Dave Butow

**CITY STAFF PRESENT:**

Susan Peters, City Planner  
Gisele Cangelosi, City Clerk

**COMMISSION MEMBERS ABSENT:**

Walt Hoeser, Chairman  
Fred Hall

Note: The Staff Report Packet prepared for the Planning Commission is hereby incorporated into these minutes by reference as though set forth in full. Any Staff Report, recommended findings, mitigation measures, conditions, or recommendations which are referred to by Commissioners in their action motions on project decisions, which are contained in the Staff Reports, are part of these minutes. Any written materials, petitions, packets or comments received at the hearing also become part of these minutes. The recording tapes of this meeting are hereby incorporated into these minutes by reference and are stored in the City of Jackson Planning Department.

Vice-Chairman Devlin called the meeting to order at 4:00 p.m.

**1. APPROVAL OF AGENDA.**

**Moved by Commissioner Assereto and seconded by Commissioner Butow, and unanimously carried to approve the Planning Commission Agenda dated April 2, 2012 as presented.**

**2. Public Matters Not on the Agenda.**

None.

**DISCUSSION CALENDAR.****3. Housing Element.**

City Planner Peters reported the City of Jackson General Plan Housing Element was adopted by the City Council on June 14, 2010. The Housing Element of a General Plan is the only element of the seven mandated elements that requires State certification for a jurisdiction to be eligible for grant funding. Upon adoption, staff forwarded the Housing Element to the California Department of Housing and Community Development (HCD) for review and certification. On September 20, 2010, HCD provided an extensive comment letter to the City of Jackson outlining required amendments for the Housing Element to comply with State housing element law. The amended Housing Element was provided to the Planning Commission and is available on the City's website. The following is a summary of the required amendments to the City's Housing Element:

1. An update of the City's housing conditions – this required field review of all residential units in the City to determine their state of soundness;
2. Additional information regarding the governmental constraints to residential development including fee, application processing, and required development improvements;
3. Additional information regarding those with special needs including female-headed households, elderly, disabled, and homeless;

4. More detailed information regarding sites for potential housing projects; and
5. Quantified objectives establishing the number and type of housing units that can be constructed or rehabilitated over a five year period.

For review purposes, all proposed amendments to the previously approved Housing Element are underscored. Note that throughout the amended Housing Element, the U.S. Census information is mixed between 2000 and 2010 data. Staff has confirmed with HCD that this is acceptable as they would prefer that the City not make any changes other than those required in the comment letter.

Standard protocol for amending a housing element is to provide HCD with a draft copy for their comment prior to City Council adoption of the document. In this case, however, the Housing Element needs to be adopted prior to submitting any applications for Community Development Block Grant (CDBG). The Amador-Tuolumne Community Action Agency (A-TCAA) has a partially funded project in the City which needs CDBG funds for the project to come to fruition. Additionally, there are other opportunities to utilize CDBG and HOME funds upcoming that provide an excellent opportunity for the City to refurbish existing housing stock and create additional affordable housing. The CDBG application deadline is April 6, 2012. Staff has been in contact with HCD to allow the City of Jackson to approve the amendments, submit the Housing Element by April 6, 2012 and still be eligible for the grant funds.

In accordance with Jackson's Municipal Code, the Planning Commission must make a recommendation to amend the Housing Element to the City Council. The proposed amendments to the City's Housing Element are required by HCD to certify the document and to make the City eligible for CDBG housing funding. For this reason, staff is strongly recommending that the Planning Commission approve the proposed amendments and recommend them to the City Council. Upon adoption, the document will be delivered to HCD for their consideration which usually takes three to six months and hopefully, certification. The Commission's recommendation will be presented to the City Council at their meeting on Monday evening following the Planning Commission meeting

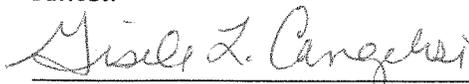
Vice-Chairman Devlin opened the public hearing. Sherry Pitto inquired if the properties on Appendix c were going to be developed. City Planner Peters stated the appendix reflects property most likely to develop with available housing sites. Hearing no further comments from the public, Vice-Chairman Devlin closed the public hearing.

The Planning Commission and staff performed a comprehensive review of the draft Housing Element after which the following motion was made:

**Moved by Commissioner Butow and seconded by Commissioner Assereto, and unanimously carried to approve the proposed amendments to the Housing Element of the City of Jackson General Plan and recommend the document to the City Council for adoption as amended.**

Adjourn 4:47 p.m.

Attest:



Gisele L. Cangelosi, City Clerk

Date Approved: April 16, 2012