**SB 330 STREAMLINING GUIDANCE
FOR HOUSING PROJECT SUBMITTALS**

State Bill 330 was adopted in 2019 with the expressed purpose to provide more housing and reduce the time in processing for housing applications.

What does SB 330 do?

- Limits public hearings to five on all housing projects;
- Precludes local governments (and the electorate exercising its initiative or referendum power) from enacting policies that reduce density or place a limitation on housing; and
- Only allows local agencies to apply only objective, written development rules and policies.

What projects qualify?

"Housing Development Project" defined at Gov. Code §65589.5(h)(2) which includes projects consisting of:

- Residential units;
- Mixed-use with at least two-thirds of square footage for residential; and/or
- Transitional (i.e., temporary housing homeless) or Supportive Housing (i.e., hospice care homes, drug rehabilitation homes).

How many public meetings are expected?

- One (1) community meeting
- One (1) Design Review Board meeting
- Planning Commission
- City Council, as required

How does the process work?

STEP 1: SUBMIT DIGITAL PLANNING APPLICATION MATERIALS TO THE PLANNING DIVISION

The following items shall be submitted to the City's online portal, located at https://permits.ssf.net/

- ☐ Completed Planning Application in digital form: https://www.ssf.net/home/showpublisheddocument/30234/638252828394200000

- ☐ Application Fees, to be calculated after online submittal by Permit Technician

    - ○ Fee Schedule here for reference: https://www.ssf.net/home/showpublisheddocument/30358/638264774410515415

- ☐ Completed Density Bonus & BMR Unit Information Request Form: https://www.ssf.net/home/showpublisheddocument/28129/638030656374230000

STEP 2: COORDINATE WITH THE PROJECT PLANNER TO SCHEDULE THE FORMAL PROJECT NEIGHBORHOOD MEETING DATE, TIME & LOCATION

The purpose of the Neighborhood Meeting is for the applicant to explain the proposal to the surrounding property owners, residents, business owners, neighborhood associations, and interested persons and receive their input. This meeting should accomplish these two main goals:

1. Establishment of a positive dialog between the development team and the surrounding property owners and residents, business owners, neighborhood associations and interested parties.

2. Allow for project modification early in the process based on feedback.

As project applicant, you host and conduct the meeting; the project planner will be present as a resource only. The project planner will work with you to select a date, time, and location for the neighborhood meeting based on the following requirements:

- ☐ Meetings must be held on Monday through Thursdays starting no earlier than 6PM and held at the project site, in a City or School District facility, or a similar public venue located within the project vicinity with ADA access.

- ☐ Meetings cannot be held on the following dates:
    - Evenings of City Council (Second and Fourth Wednesday of each month at 6PM), Planning Commission (First and Third Thursday of each month at 7PM) or related Commission meetings. Please check here: https://www.ssf.net/departments/economic-community-development/planning-division/commissions

    - Legal holidays, common religious holidays or during the week of

Thanksgiving and December 15th - January 1st.

The project planner will work with you to coordinate a public notice for the neighborhood meeting. **The applicant is responsible for the following:**

- ☐ Preparation and mailing of the Neighborhood Meeting notice, once approved by the Planning Division.

- ☐ The notices must be mailed a minimum of 10 calendar days prior to the meeting to:

  - Property owners, residential tenants and business tenants within 300 feet of the project site;

  - The interested parties list which includes interested individuals who contacted the City regarding this site or project or requested to be added to the project notification list.

STEP 3: PREPARE AND HOLD THE PROJECT NEIGHBORHOOD MEETING:

The applicant is responsible for bringing/completing the following:

- ☐ Existing and proposed site plan (large format)
- ☐ Exterior elevations of all sides of the proposed buildings
- ☐ Parking details
- ☐ Meeting sign in sheet
- ☐ Detailed notes from public comments to prepare a Meeting Summary

The meeting consists of the following schedule:

- ☐ The project planner will typically open the meeting by describing the purpose of the meeting and introducing the project applicants. The planner will remain throughout the meeting to answer any questions regarding development standards and the planning application review process.

- ☐ The applicant will then manage the remainder of the meeting. The applicant's presentation on the proposed project should include a description of the purpose of the development, the way the design has responded to various site planning and aesthetic issues and important design features.

- ☐ The applicant should then open the discussion to the residents, being available to answer questions or take comments. If questions are raised related to the application process or City development regulations that are more appropriately answered by the planner, he or she will answer those questions.

- ☐ Once discussion has finished, the Planning staff member will typically close the

meeting by describing the next steps in the planning process.

STEP 4: PREPARE AND DISTRIBUTE A WRITTEN SUMMARY OF THE MEETING:

The applicant must prepare and distribute the written summary of the meeting within **two weeks of the meeting**. The Meeting Summary should include:

- ☐ List of attendees
- ☐ The major issues raised
- ☐ Questions and answers discussed during the meeting

Please send the draft meeting summary and the sign-in sheet to the project planner who attended the meeting for final editing. The City will include the meeting summary with the formal staff report to Planning Commission.

The applicant is responsible for emailing the meeting summary to all the meeting attendees who provided an email address. The applicant is responsible for mailing the Meeting Summary via USPS to the mailing address provided for those attendees without email.