

# Memorandum

February 13, 2014

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**TO:** Sausalito Housing Element Subcommittee

**FROM:** Geoff I. Bradley, AICP Principal, Metropolitan Planning Group  
Dave Javid, AICP, LEED AP, Principal Planner, Metropolitan Planning Group  
Karen Warner, AICP, Principal, Karen Warner Associates

**SUBJECT:** **Zoning Text Amendments for Special Needs Housing**  
*Sausalito 2009-2014 Housing Element Program #21*

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The following attachments address the comments we have received from the Housing Element Committee since our last meeting on February 7, 2014.

## **RECOMMENDATION**

Provide staff and the consultants with comments on the attached draft Special Needs Housing amendments (Attachment 1) for consideration by the Planning Commission in their review of the Ordinance.

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## **Attachments**

- 1 Revised Draft Zoning Text Amendments for Special Needs Housing
- 2 Inventory and Map of Parcels Zoned Public Institutional (PI)

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February 7, 2014  
Housing Element Subcommittee Review

Special Needs Zoning - Memo  
Page 1 of 1

1 **Zoning Text Amendments for Special Needs Housing**

2 *Draft 02.13.14*

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4 AMEND CHAPTER 10.44 - SPECIFIC USE REGULATIONS

**Comment [LS1]:** SUBCOMMITTEE: Moved the Definitions to Amendments to Definitions for all ordinances

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6 **10.44.350 Emergency Shelters**

- 7 A. Purpose. These emergency shelter regulations are intended to allow the provision of  
 8 temporary (six months or less) shelter for homeless persons or others in need of shelter,  
 9 while ensuring the shelter is operated in a manner that is compatible with surrounding  
 10 areas. The purpose of this chapter is also to comply with Government Code Section 65583  
 11 relating to emergency shelters.
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- 13 B. Applicability. Emergency shelters shall be a permitted use on parcels within the Public  
 14 Institutional (PI) zoning district.
- 15
- 16 C. Development Standards. The following development standards shall apply to emergency  
 17 shelters:
- 18 1. Property Development Standards. The shelter shall conform to all property  
 19 development standards of the zoning district in which it is located except as modified  
 20 by these performance standards.
  - 21 2. Shelter Capacity. An emergency shelter for homeless persons shall contain no more  
 22 than twenty (20) beds and shall serve no more than twenty (20) persons nightly. The  
 23 physical size of the shelter shall not be larger than necessary for the number of  
 24 persons the shelter serves.
  - 25 3. Parking. On-site parking for residents shall be based on one space for every four  
 26 beds, and staff parking shall be based on one space for each employee on the  
 27 maximum staffed shift.
  - 28 4. Lighting. Adequate external lighting shall be provided for security purposes. The  
 29 lighting shall be stationary and designed, arranged and installed so as to confine  
 30 direct rays onto the premises and to direct light away from adjacent structures and  
 31 public rights-of-way. External lighting shall be of an intensity compatible with the  
 32 neighborhood.
  - 33 5. On-site Waiting and Intake Areas. An interior waiting and intake area shall be  
 34 provided which contains a minimum of 200 square feet. Waiting and intake areas  
 35 may be used for other purposes (excluding sleeping) as needed during operations of  
 36 the shelter.
- 37
- 38 D. Common Facilities. The development may provide one or more of the following specific  
 39 common facilities for exclusive use of the residents and staff, provided that such facilities  
 40 do not substantially increase the overall size of the shelter facility:
- 41 1. Central cooking and dining room.

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**Comment [LS2]:** SUBCOMMITTEE: Added language which limits the physical size of the shelter to the number of persons served.

**ATTACHMENT 1**

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- 2. Recreation room.
  - 3. Laundry facilities to serve the number of occupants at the shelter.
  - 4. Other uses that are considered ancillary to the primary use such as office and storage.
- E. On-site Staff. At least one manager shall be on-site during all hours of operation of the facility. Such manager must be an individual who does not utilize the shelter's beds or other services and who resides off-site. The manager must be accompanied by one supporting staff member for every fifteen (15) beds occupied in the facility.
- F. Security. Security personnel shall be provided during operational hours whenever clients are on the site. A security plan shall be submitted to the City prior to issuance of a certificate of occupancy.
- G. Concentration of Uses. No more than one emergency shelter shall be permitted within a radius of 300 feet of another emergency shelter.
- H. Emergency Shelter Operations. The agency or organization operating the emergency shelter shall comply with the following requirements:
- 1. Hours of Operation. Clients shall only be on site and admitted to the facility between 5:00 p.m. and 8:00 a.m.
  - 2. Length of stay. Each emergency shelter resident shall stay for no more than 90 days (cumulative, not consecutive) in a 365 day period. Extensions up to a total stay of 180 days in a 365-day period may be granted by the shelter provider if no alternative housing is available.
  - 3. Management Plan. The provider shall ~~prepare and maintain~~ a written management plan which addresses: hours of operation, admission hours and process, staff training, neighborhood outreach and privacy, security, resident counseling and treatment, maintenance plans, residency and guest rules and procedures, and staffing needs.
  - 4. Annual report. The provider shall provide an annual report of the use of the facility and determination of compliance with the City's development standards for the use.

**Comment [LS3]:** SUBCOMMITTEE: Added hours of operation

**Deleted:** have

1 **AMEND TABLE 10.20-1 – LAND USES ALLOWED IN OPEN SPACE AND PUBLIC DISTRICTS**

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**Table 10.20-1 LAND USES ALLOWED IN OPEN SPACE AND PUBLIC DISTRICTS**

Land Use	Open Space Public Zoning Districts*				See SMC
	OS	PP	PI	OA	
<b>Service Uses</b>					
<u>Emergency Shelters</u>			<u>P</u>		<a href="#">SMC 10.44.350 (Emergency Shelters)</a>
* Zoning permit required for all uses Chapter 10.52 SMC					
P Permitted use					
MUP Minor use permit required Chapter 10.58 SMC					
CUP Conditional use permit required Chapter 10.60 SMC					

**Comment [LS4]:** SUBCOMMITTEE: The following changes will be made to the Zoning Ordinance:

- Amend to add "Emergency Shelters" into the Use Chart, with reference to SMC 10.44.350 (Specific Use Regulations).

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5 **AMEND TABLE 10.22-1 – LAND USES ALLOWED IN RESIDENTIAL DISTRICTS**

**Table 10.22-1 LAND USES ALLOWED IN RESIDENTIAL DISTRICTS\***

Land Use	Residential Zoning Districts						See SMC
	R-1	R-2	PR	R-3	H	A	
<b>Residential Uses</b>							
<u>Supportive Housing</u> <sup>1</sup>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>			<a href="#">SMC 10.88.040 (Definitions)</a>
<u>Transitional Housing</u> <sup>1</sup>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>			<a href="#">SMC 10.88.040 (Definitions)</a>
* Zoning permit required for all uses Chapter 10.52 SMC							
P Permitted use							
MUP Minor use permit required Chapter 10.58 SMC							
CUP Conditional use permit required Chapter 10.60 SMC							
<sup>1</sup> <u>Supportive Housing and Transitional Housing shall be subject to those restrictions that apply to other residential dwellings of the same type in the same zoning district. For example, such housing structured as single-family is permitted in the R-1, R-2, PR and R-3 residential zoning districts, whereas transitional and supportive housing structured as multi-family is limited to the PR and R-3 residential zoning districts.</u>							

**Comment [LS5]:** SUBCOMMITTEE: The following changes will be made to the Zoning Ordinance:

- Amend to add "Supportive Housing" and "Transitional Housing" alphabetically into the "Residential Use" section of the Use Chart.
- Identify as "P" on the Use Chart in the columns headed R-1, R-2, PR, R-3
- Add a note to the chart indicating "Supportive Housing and Transitional Housing shall be subject to those restrictions that apply to other residential dwellings of the same type in the same zone."

**Comment [LS6]:** SUBCOMMITTEE: The following changes will be made to the Zoning Ordinance:

Amend the Land Uses Allowed in Commercial Districts Table 10.24-1 to address Supportive Housing and Transitional Housing, and Single Room Occupancy Units as follows:

- Amend to add "Supportive Housing", "Transitional Housing" and "Single Room Occupancy Housing" alphabetically into the "Residential Use" section of the use chart.
- Identify Supportive and Transitional Housing as "P/CUP" on the Use Chart in the columns headed CC, CR, CN
- Identify Single Room Occupancy Housing as "CUP" on the Use Chart in the columns headed CC, CR and CN
- Add a note to the chart indicating "Supportive Housing and Transitional Housing shall be subject to those restrictions that apply to other residential dwellings of the same type in the same zone."

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**AMEND TABLE 10.22-1 – LAND USES ALLOWED IN COMMERCIAL DISTRICTS**

**Table 10.24-1 LAND USES ALLOWED IN COMMERCIAL DISTRICTS\***

Land Use	CC	CR	CN	SC	CW	W	W-M	See SMC
<b>Residential Uses</b>								
<u>Single Room Occupancy Housing</u>	<u>CUP</u>	<u>CUP</u>	<u>CUP</u>					<a href="#">SMC 10.88.040 (Definitions)</a>
<u>Supportive Housing</u> <sup>1</sup>	<u>P</u>	<u>P</u>	<u>P</u>					<a href="#">SMC</a>

~~Deleted: P/CUP~~

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**Table 10.24-1 LAND USES ALLOWED IN COMMERCIAL DISTRICTS\***

Land Use	CC	CR	CN	SC	CW	W	W-M	See SMC
								<a href="#">10.88.040 (Definitions)</a>
<u>Transitional Housing</u> <sup>1</sup>	<a href="#">P</a>	<a href="#">P</a>	<a href="#">P</a>					<a href="#">SMC</a> <a href="#">10.88.040 (Definitions)</a>
* Zoning permit required for all uses				Chapter <a href="#">10.52</a> SMC				
P Permitted use								
MUP Minor use permit required				Chapter <a href="#">10.58</a> SMC				
CUP Conditional use permit required				Chapter <a href="#">10.60</a> SMC				
<sup>1</sup> <u>Supportive Housing and Transitional Housing shall be subject to those restrictions that apply to other residential dwellings of the same type in the same zoning district.</u>								

**Comment [LS7]:** SUBCOMMITTEE: Ground floor residential is not allowed, even with a CUP. This was removed with the omnibus ordinance amendment, and therefore the addition of only P is appropriate.

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**Deleted:** For example, such housing structured as ground floor residential would require a CUP in the CC, CR and CN zoning districts, whereas transitional and supportive housing structured as second story residential (with fewer than seven units) would be permitted by right in these same commercial zoning districts. ¶

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