



# County of El Dorado

2850 Fairlane Court,  
Building C  
Placerville, California  
530-621-5595

## MEETING AGENDA Affordable Housing Task Force

*Members:*  
*Meea Kang*  
*Bill Roby*  
*Chris Westlake*  
*Jeff Short*

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Wednesday, May 13, 2026

1:00 PM

<https://us06web.zoom.us/j/84677006996>

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**2850 Fairlane Court, Building C Hearing Room, Placerville CA**

**PUBLIC PARTICIPATION INSTRUCTIONS:** The meeting room will be open to the public. The meeting will be live-streamed via Zoom. By participating in this meeting, you acknowledge that you are being recorded.

Members of the public may address the Task Force in-person or via Zoom to make a public comment. The public should call into 530-621-7603 or 530-621-7610. The Meeting ID is 846 7700 6996. Please note you will not be able to join the live-stream until the posted meeting start time.

To observe the live stream of the meeting go to <https://us06web.zoom.us/j/84677006996>.

If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press \*9 to indicate a desire to make a comment. Speakers will be limited to 3 minutes.

Although the County strives to offer remote participation, be advised that remote Zoom participation is provided for convenience only. In the event of a technological malfunction, the only assurance of live comments being received by the Task Force is to attend in person. Except for a noticed teleconference meeting, the Task Force reserves the right to conduct the meeting without remote access if there is a malfunction.

If you choose not to observe the meeting but wish to make a comment on a specific agenda item, please submit your comment in writing. You are encouraged to submit your comment in writing by 4:00 PM on the day before the meeting to ensure the Task Force has adequate time to review. Please submit your comment to staff at [AHTF@edcgov.us](mailto:AHTF@edcgov.us). Your comment will be placed into the record and forwarded to Task Force members.

## PROTOCOLS FOR PUBLIC COMMENT

Public comment will be received at designated periods as called by the Task Force Chair.

Individuals will have three minutes to address the Task Force. Except with the consent of the Task Force, individuals shall be allowed to speak to an item only once.

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If a person providing input to the Task Force creates a disruption by refusing to follow Task Force guidelines, the Task Force Chair may take the following actions:

Step 1. Request the person adhere to Task Force guidelines. If the person refuses, the Task Force Chair may turn off the speaker's microphone.

Step 2. If the disruption continues, the Task Force Chair may order a recess of the meeting.

Step 3. If the disruption continues, the Task Force Chair may order the removal of the person from the meeting.

## CALL TO ORDER AND ROLL CALL

## ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

### CONSENT CALENDAR

1. [26-0857](#) Staff recommending the Task Force approve the Affordable Housing Task Force Meeting Minutes from March 18, 2026.

### END OF CONSENT CALENDAR

### AGENDA ITEMS

2. [26-0858](#) Staff recommending the Task Force receive updates on the following items:
  - 1) New Member Introduction;
  - 2) Mobile Home Report Back;
  - 3) Traffic Impact Fee (TIF) Offset Program; and
  - 4) Nexus Study - Timeline and Scope of Work

### NEXT MEETING

### ADJOURNMENT



# County of El Dorado

330 Fair Lane, Building A  
Placerville, California  
530 621-5390  
FAX 622-3645  
www.edcgov.us/bos/

## Master Report

**File Number: 26-0857**

|  |                                 |  |
|--|---------------------------------|--|
| <b>*File ID #:</b> 26-0857   | <b>Agenda Type:</b> Agenda Item | <b>Status:</b> Consent Calendar                |
| <b>Version:</b> 1  | <b>Reference:</b>               | <b>Gov Body:</b> Affordable Housing Task Force |
| <b>Department:</b>   |                                 | <b>Created:</b> 05/07/2026                     |
| <b>Agenda Title:</b> Approval of the March 18 Meeting Minutes  |                                 | <b>Final Action:</b>                           |
| <b>Title:</b> Staff recommending the Task Force approve the Affordable Housing Task Force Meeting Minutes from March 18, 2026. |                                 |  |

**Notes:**

**Code Sections:**

**Agenda Date:** 05/13/2026

**Agenda Number:** 1.

**Sponsors:**

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**Attachments:** A - Draft Meeting Minutes - 03-18-2026

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**Contact:**

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### History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|------------|--------------|-------|---------|----------|-----------|--------------|---------|
|------------|--------------|-------|---------|----------|-----------|--------------|---------|

#### Text of Legislative File 26-0857

Staff recommending the Task Force approve the Affordable Housing Task Force Meeting Minutes from March 18, 2026.



# County of El Dorado

2850 Fairlane Court,  
Building C  
Placerville, California  
530-621-5595

## Minutes - Draft Affordable Housing Task Force

*Members:*  
*Meea Kang*  
*Bill Roby*  
*Chris Westlake*  
*Jeff Short*

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Wednesday, March 18, 2026

10:00 AM

<https://us06web.zoom.us/j/88011487873>

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**2850 Fairlane Court, Building C Hearing Room, Placerville CA**

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**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at approximately 10:22 A.M.

**ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR**

*Public Comment: None*

**A motion was made by Member Kang, seconded by Member Roby, to Approve the Consent Calendar and Adopt the Agenda with the following changes:  
Move Item 2 after Item 3.**

**Yes:** 3 - Kang, Roby and Westlake

**Absent:** 1 - Short

**CONSENT CALENDAR**

- 1. [26-0342](#) Staff recommending the Task Force approve the Affordable Housing Task Force Meeting Minutes from November 19, 2025.

**This item was approved on the Consent Calendar.**

**END OF CONSENT CALENDAR**

## OPEN FORUM

Open Forum is an opportunity for members of the public to address the Task Force on subject matter that is not on their meeting agenda and within their jurisdiction. Public comments during Open Forum are limited to three minutes per person. The Task Force Chair may limit public comment during Open Forum.

*Public Comment: None*

## UPDATED ROLL CALL

**Member Short arrived at approximately 10:26 A.M.**

**Present:** 4 - Kang, Roby, Westlake and Short

## AGENDA ITEMS

3. [26-0344](#) Staff recommending the Task Force receive an update from staff on current activities.

*Public Comment: L. Hernandez*

**Deputy Director of Planning, Robert Peters, and Sr. Planner, Anna Quan, provided the Task Force with updates on:**

- 1. The Planning and Building Department's 2025 Housing Element Annual Progress Report, scheduled for the Board of Supervisors meeting on March 24, 2026 at 1:30 p.m.;**
- 2. The County's Regional Housing Needs Allocation (RHNA) progress and current affordable housing projects; and**
- 3. Research findings from other jurisdictions, including nexus fee studies.**

**The Task Force provided feedback regarding the need for a reasonable affordable housing fee, the potential application of such a fee to sectors beyond market-rate residential development, and creative financing tools such as Enhanced Infrastructure Finance Districts (EIFDs).**

2. [26-0377](#) Staff recommending the Task Force elect a Vice-Chair, with the selection becoming effective at the next meeting.

*Public Comment: None*

**A motion was made by Member Kang, seconded by Member Roby, to appoint Member Kang as Vice-Chair.**

**Yes:** 4 - Kang, Roby, Westlake and Short

**NEXT MEETING: To Be Determined**

**ADJOURNED AT: 11:56 A.M.**



# County of El Dorado

330 Fair Lane, Building A  
Placerville, California  
530 621-5390  
FAX 622-3645  
www.edcgov.us/bos/

## Master Report

**File Number: 26-0858**

**\*File ID #:** 26-0858

**Agenda Item Type:**

**Status:** Agenda Item

**Version:** 1

**Reference:**

**Gov Body:** Affordable Housing Task Force

**Department:**

**Created:** 05/07/2026

**Agenda Title:** Staff Update

**Final Action:**

**Title:** Staff recommending the Task Force receive updates on the following items:

- 1) New Member Introduction;
- 2) Mobile Home Report Back;
- 3) Traffic Impact Fee (TIF) Offset Program; and
- 4) Nexus Study - Timeline and Scope of Work

**Notes:**

**Code Sections:**

**Agenda Date:** 05/13/2026

**Agenda Number:** 2.

**Sponsors:**

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**Attachments:** A - Staff Presentation, B - Mobile Home Parks Data Memo, C - Board Policy B-14, D - TIF Offset Procedural Manual

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**Contact:**

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### History of Legislative File

| Ver-<br>sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return<br>Date: | Result: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

#### Text of Legislative File 26-0858

Staff recommending the Task Force receive updates on the following items:

- 1) New Member Introduction;
- 2) Mobile Home Report Back;

- 3) Traffic Impact Fee (TIF) Offset Program; and
- 4) Nexus Study - Timeline and Scope of Work

# AFFORDABLE HOUSING UPDATE

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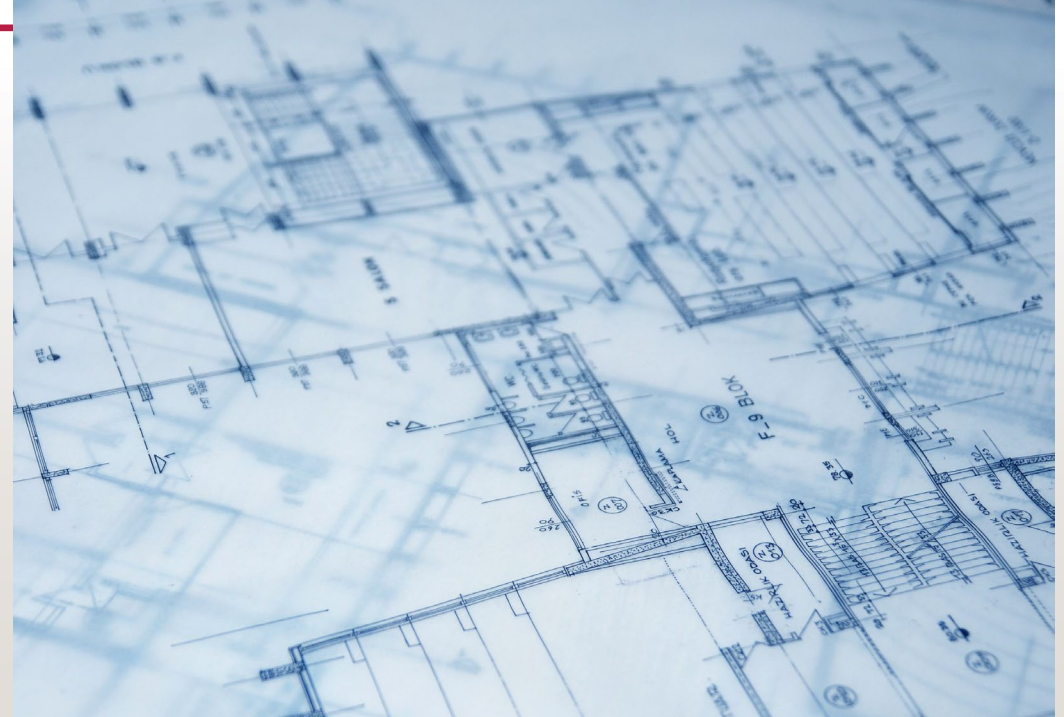


Affordable Housing Taskforce  
May 13, 2026

# STAFF UPDATES

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- New Member – Allen Priest
- Report back on mobile home data
- Review Traffic Impact Fee Offset Policy and Program Guidelines
- Discuss draft fee nexus study timeline and scope



# MOBILE HOME PARKS

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Any area of land or property that has at least two (2) mobile homes, manufactured homes, recreational vehicles (RVs), and or lots that are held out for rent or lease.

- 57 mobile home parks in EDC, 38 in unincorporated area and 19 within city limits (Placerville, SLT)
- Mobile home spaces is close to 3,000 (2,984), with more than 70% in unincorporated area (2,145)
- HCD tool does not provide details on whether mobile homes are owner or renter occupied

# TRAFFIC IMPACT FEE (TIF) OFFSET POLICY & PROGRAM GUIDELINES

On May 12, 2026, the Board is considering having the AHTF provide recommendations to County staff for updates to the program and policy.

- Review County Board Policy B-4
- Review County TIF Guidelines

## Background:

- Housing Element instituted the TIF offset program back 2007.
- Provides TIF offsets (not waivers) for approved projects that meet the eligibility requirements.
- Fees that would have been paid by the project developer are backfilled with grant money received by DOT.

# TIF OFFSET AWARDS TO DATE

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| <b>YEAR AWARDED</b> | <b>PROJECT NAME</b>        | <b>LOCATION</b> | <b># OF UNITS</b> | <b>OFFSET AMOUNT</b>  |
|---------------------|----------------------------|-----------------|-------------------|-----------------------|
| 2009                | MERCY/SUNSET APARTMENTS    | SHINGLE SPRINGS | 39                | \$1,060,020.00        |
| 2014                | COURTSIDE MANOR #3         | DIAMOND SPRINGS | 12                | \$279,600.00          |
| 2020                | DIAMOND VILLAGE APARTMENTS | DIAMOND SPRINGS | 80                | \$1,065,474.00        |
| 2023                | EL DORADO HAVEN            | DIAMOND SPRINGS | 64                | \$1,048,041.25        |
| 2024                | EL DORADO SENIOR 1 & 2     | DIAMOND SPRINGS | 144               | \$1,103,806.00        |
|                     |                            |                 | <b>339</b>        | <b>\$4,556,941.25</b> |

# AFFORDABLE HOUSING FEE NEXUS STUDY PURPOSE

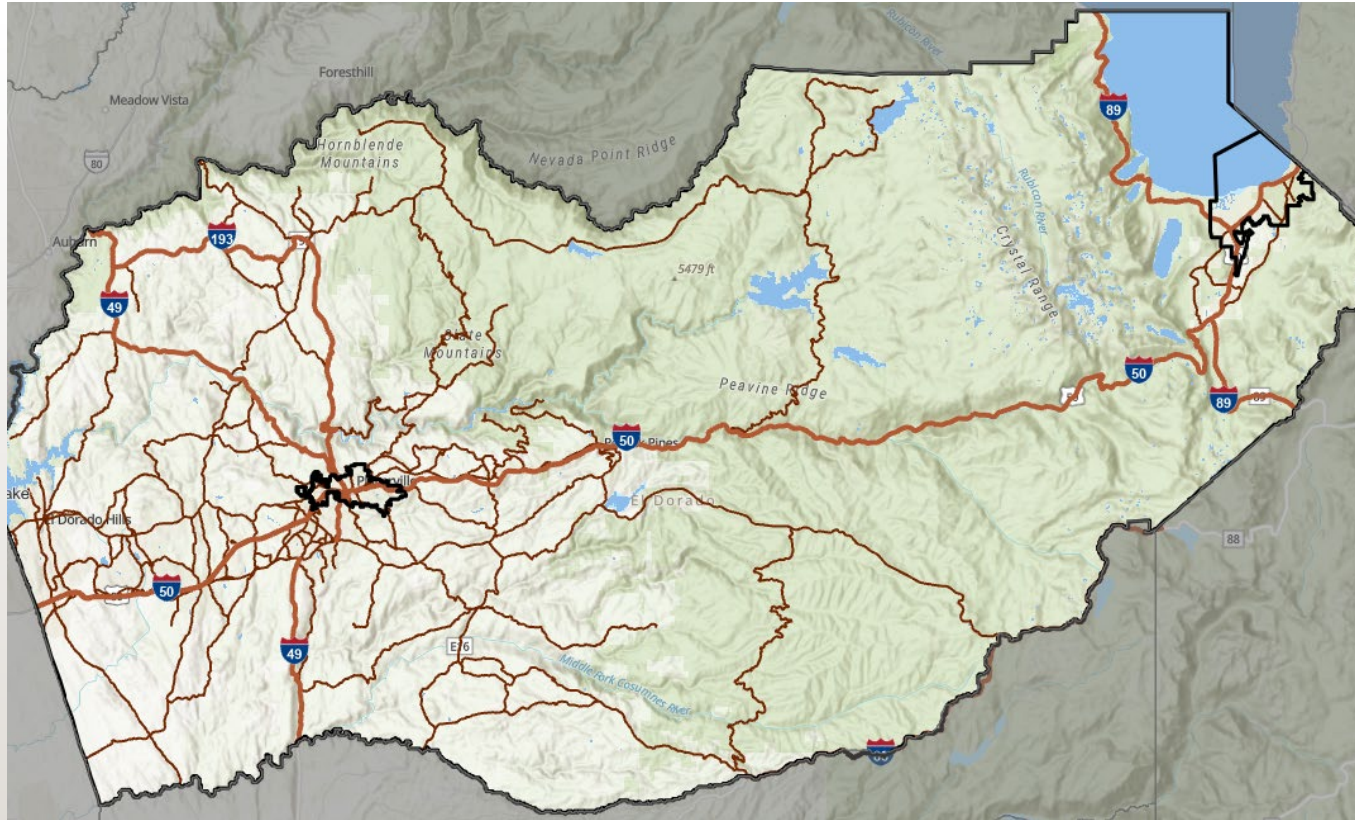
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- ▶ Provide a legally defensible and reasonable relationship between new residential and non-residential development and affordable housing needs.
- ▶ Calculate maximum justified and/or supportable fees for residential and non-residential impact fees.

# AFFORDABLE HOUSING FEE NEXUS STUDY TIMELINE

| Tasks                   | 2026  |   |   |   |   |   |   |   |   |   |   |   | 2027 |   |   |   |   |   |   |   |   |   |   |   |
|-------------------------|---|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|
|                         | A   | F | M | A | M | J | J | A | S | O | N | D | J    | F | M | A | M | J | J | A | S | O | N | D |
| Finalize Scope of Work  |   |   |   | █ |   |   |   |   |   |   |   |   |      |   |   |   |   |   |   |   |   |   |   |   |
| Contracting Process     |   |   |   |   |   | █ |   |   |   |   |   |   |      |   |   |   |   |   |   |   |   |   |   |   |
| Conduct Fee Nexus Study |   |   |   |   |   |   |   |   | █ |   |   |   |      |   |   |   |   |   |   |   |   |   |   |   |
| Delivery                | Board approval is estimated to occur 2027. Aim for July 2027. |   |   |   |   |   |   |   |   |   |   |   |      |   |   |   |   |   |   |   |   |   |   |   |

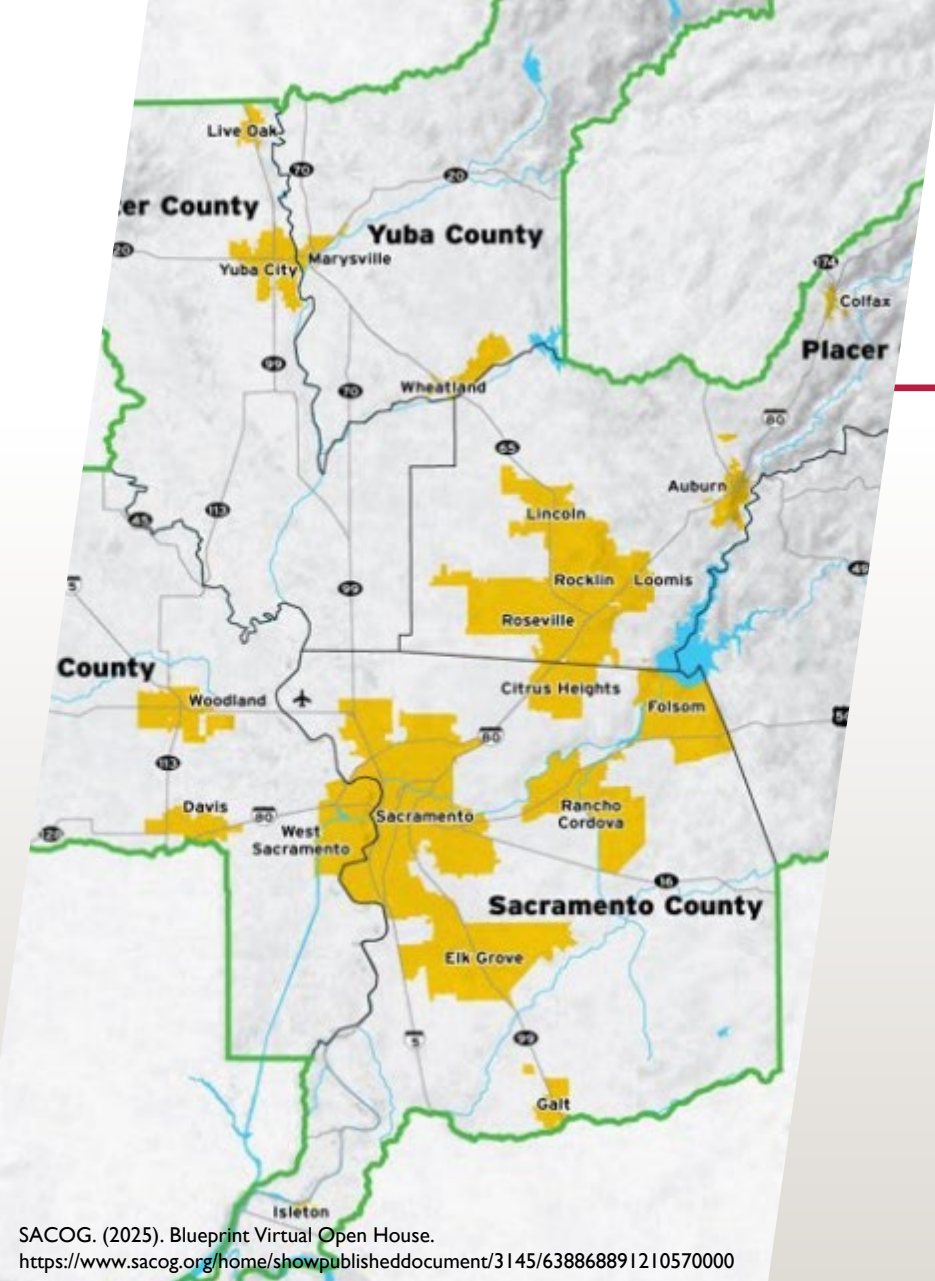
# AFFORDABLE HOUSING FEE NEXUS STUDY SCOPE



- ▶ Geographic Scope: Unincorporated El Dorado County
- ▶ West Slope: Residential and Nonresidential
- ▶ East Slope: Residential

# AFFORDABLE HOUSING FEE NEXUS STUDY SCOPE: COMPARATIVE POLICY ANALYSIS

- ▶ Jurisdictions with inclusionary in-lieu or affordable housing impact fees
  - ▶ Inclusionary In-lieu: Placer County, City of Folsom
  - ▶ Impact Fees: City of Elk Grove, City of Sacramento, Sacramento County
- ▶ Jurisdictions with nonresidential linkage fees
  - ▶ City of Elk Grove, City of Rancho Cordova, Sacramento County, City of Folsom, City of Sacramento, City of Citrus Heights, Placer County (Eastern subarea)



# AFFORDABLE HOUSING FEE NEXUS STUDY SCOPE: PROTOTYPES

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- ▶ West Slope Residential:

- ▶ Single Family Detached
- ▶ Single Family Attached
- ▶ Multifamily For-Sale  
Condominiums
- ▶ Multifamily Apartment Units

- ▶ East Slope Residential:

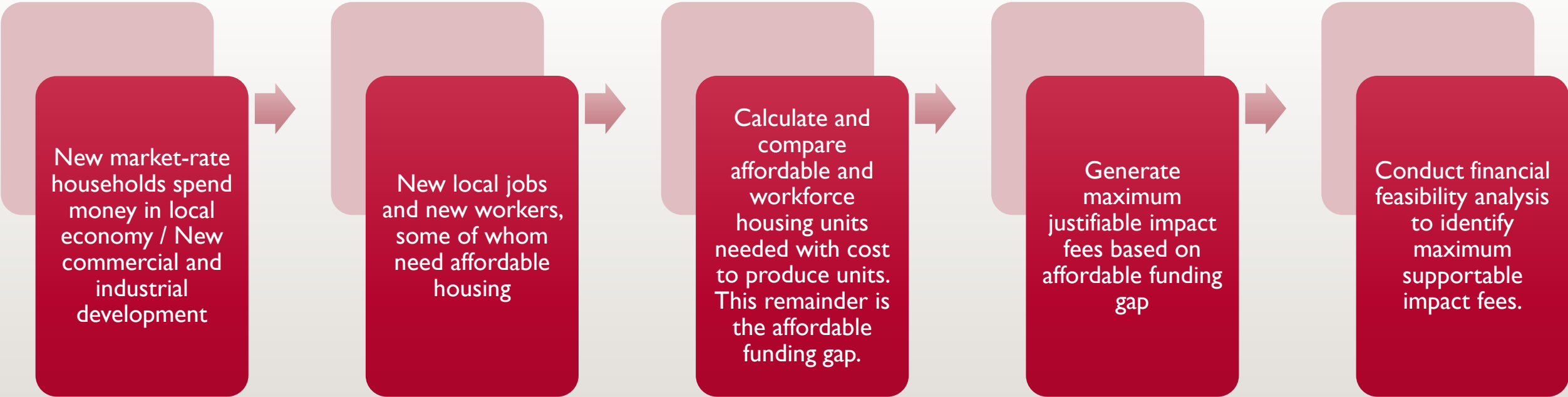
- ▶ Single Family Detached

- ▶ West Slope Nonresidential:

- ▶ General Commercial
- ▶ Office / Medical
- ▶ Hotel / Motel / Bed and  
Breakfast
- ▶ Industrial / Warehouse

# AFFORDABLE HOUSING FEE NEXUS STUDY SCOPE: NEXUS ANALYSIS METHODOLOGY

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# IMPLEMENTATION

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- Draft ordinance for affordable housing impact fee
- Develop methodology to update fees over time
- Identify fee in Department fee ordinance

# PUBLIC OUTREACH AND HEARINGS

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- Conduct interviews with real estate development stakeholders to inform financial feasibility analyses
- Engage and update Affordable Housing Taskforce
- Facilitate informational meetings at Planning Commission and Board of Supervisors
- Return to Planning Commission for recommendation and Board of Supervisors for approval





QUESTIONS?



# PLANNING AND BUILDING DEPARTMENT

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Affordable Housing Unit

2850 Fairlane Court, Placerville, CA 95667

Phone (530) 621-5824 Loans@edcgov.us

Date: April 21, 2026

To: Affordable Housing Task Force

From: Affordable Housing Unit

Subject: Mobile Home Parks Data – El Dorado County

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On March 18, 2026, the Affordable Housing Task Force (AHTF) expressed an interest in receiving data from staff on mobile homes within El Dorado County.

The California Department of Housing and Community Development (HCD) provides an online tool with information on mobile home and special occupancy parks throughout California: <https://cahcd.my.site.com/s/mobilehomeparksearch>.

Mobile Home Park - Any area of land or property that has at least two (2) mobile homes, manufactured homes, recreational vehicles (RVs), and/or lots that are held out for rent or lease.

## **Data**

According to the database, there are approximately 57 mobile home parks in El Dorado County - 38 in unincorporated El Dorado County and 19 within city limits (City of Placerville and City of South Lake Tahoe).

The total number of mobile home spaces is 2,984 – 2,145 in unincorporated El Dorado County and 839 within city limits.

While this tool provides valuable information about park characteristics and enforcement jurisdiction, it does not include details on whether the mobile homes are owner- or renter-occupied.

*Efforts have been made to only include mobile home parks; however, some special occupancy parks may still be present.*

## **Structure**

HCD is the statutorily designated local enforcement agency (LEA) for mobile home parks and special occupancy parks within California. This responsibility entails developing, adopting, and enforcing Title 25 regulations (construction, installation, operation, maintenance, and occupancy); conducting inspections of park infrastructure (electrical, plumbing, roads, lighting, common facilities); issuing Permits to Operate; handling resident complaints (safety, sanitation, maintenance); issuing Notices of Violation and overseeing corrective actions; administering park manager training and certification;

submitting detailed permit renewals and amendments; maintaining records of park status; performing annual monitoring and performance evaluations; enforcing consumer protection laws; etc.



**COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

|   |   |   |
|---|---|---|
| <b>Subject:</b><br><b>TRAFFIC IMPACT MITIGATION (TIM)<br/>FEE OFFSET PROGRAM FOR<br/>DEVELOPMENTS WITH AFFORDABLE<br/>HOUSING UNITS</b> | <b>Policy Number</b><br><b>B-14</b>       | <b>Page Number:</b><br><b>Page 1 of 6</b> |
|   | <b>Date Adopted:</b><br><b>12/11/2007</b> | <b>Revised Date:</b><br><b>12/17/2013</b> |

**BACKGROUND:**

A goal of the El Dorado County General Plan is to provide housing incentives through programs which assist developers in providing affordable housing opportunities while protecting the public health, safety and welfare of citizens. The Board of Supervisors has established a specific goal of studying means to create affordable housing within the County. The Traffic Impact Mitigation (TIM) fee offset is one potential incentive in the process of developing affordable housing in the unincorporated areas of El Dorado County.

The Board of Supervisors has long recognized that high traffic impact fees, while appropriate to address traffic impacts from development, have a negative effect on efforts to develop housing affordable for lower-income households.

The TIM Fee Program includes a provision to allow for an affordable housing TIM fee offset that provides up to a total of \$1.0 million per year of TIM fee offset for qualifying affordable housing development. The Board of Supervisors has authorized \$1.0 million annually, beginning in 2007, to be used to reduce fees for eligible affordable units. Additional offsets over the annual \$1.0 million may be recommended subject to Board of Supervisors' approval. This Fee Offset will be allocated annually among selected, eligible affordable housing projects that apply. The first cycle of the fee offset requests will be processed in December 2007. This allocation is only for the affordable units in a project. The TIM Fee offset program is not a cash subsidy to developers.

**DEFINITIONS:**

**Very Low-Income Households:** A very low-income household is one with total gross income that, at the time of eligibility, does not exceed fifty (50) percent of the median monthly income for El Dorado County, as defined by the U. S. Department of Housing and Urban Development.

**Low-Income Households:** A low-income household is one with total gross income that, at the time of eligibility, does not exceed eighty (80) percent of the median monthly income for El Dorado County, as defined by the U.S. Department of Housing and Urban Development.



**COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

|  |                                     |   |
|--|-------------------------------------|---|
| <b>Subject:</b><br><b>TRAFFIC IMPACT MITIGATION (TIM)<br/>         FEE OFFSET PROGRAM FOR<br/>         DEVELOPMENTS WITH AFFORDABLE<br/>         HOUSING UNITS</b> | <b>Policy Number</b><br><b>B-14</b> | <b>Page Number:</b><br><b>Page 2 of 6</b> |
|  | <b>Date Adopted:</b>                | <b>Revised Date:</b>                      |

**Moderate-Income Households:** A moderate-income household is one with total gross income that, at the time of eligibility, does not exceed one hundred twenty (120) percent of the median monthly income for El Dorado County, as defined by the U.S. Department of Housing and Urban Development.

**Qualifying Household:** Qualifying incomes are based upon the total gross income of all household members, ages eighteen (18) and older.

**Household Size:** Means the total number of people living in a single dwelling unit whether owner-occupied or rented.

**Affordable Rental Housing:** Rental dwellings for which the total monthly expense (rent plus the standard El Dorado County Housing Authority utility allowance) does not exceed thirty (30) percent of the maximum gross monthly income limit for very low- and low-income households in El Dorado County.

**Affordable Ownership Housing:** Affordable homeownership housing serves both families and individuals with annual gross incomes at or below one hundred twenty (120) percent of area median income and is housing where the total housing expense (Principal, Interest, Taxes, and Insurance [PITI]) of a household's total gross monthly income, plus other expenses such as homeowner association fees, does not exceed thirty-five (35) percent. Affordable homeownership housing must be deed restricted.

**Affordable Sales Price:** Affordable sales price is the price at which very low-, low-, or moderate-income households, as defined above, can qualify for the purchase of for-sale units with a total housing expense of no more than thirty-five (35) percent of the gross annual household income of the given income group. For purposes of calculation, housing expenses include PITI and other related assessments.

**Deed Restricted:** Deed restricted affordable units are single-family units, secondary dwellings, and/or multi-family rental units that are income-restricted for purchase or rent by very low-, low-, or moderate-income households for a specific period of time, secured through an Affordable Housing Agreement. Deed restricted for-sale units are further secured through a Buyer's Occupancy and Resale Restriction Agreement.



**COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

|  |                      |                      |
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|  | <b>B-14</b>          | <b>Page 3 of 6</b>   |
|  | <b>Date Adopted:</b> | <b>Revised Date:</b> |

Secondary Dwelling: Secondary dwellings may consist of the expansion of an existing single-family dwelling or the construction of a detached single-family residential unit as defined in that portion of the El Dorado County Zoning Ordinance defining: Secondary Dwellings.

POLICY:

Residential developers who are developing five (5) or more units, or homeowners building a secondary dwelling, with housing for very-low-, low- and moderate-income households in the unincorporated areas of El Dorado County are eligible to apply for an offset of their TIM fees. Currently, the Board of Supervisors has authorized \$1.0 million annually to be used to offset fees for eligible affordable units. Funds will be allocated annually for use among selected eligible affordable housing projects.

The TIM fee offset request for projects of five (5) or more units will be reviewed twice each year in February and August, or as otherwise determined. Requests for a TIM fee offset from homeowners building a secondary dwelling can be reviewed at any time throughout the year.

1. TIM fee offset allocations are provided in order to assist very-low-, low-, and moderate-income households to afford ownership or rental housing in the unincorporated areas of El Dorado County. The definitions of those income levels are based on standard affordable housing industry practices as established by the U.S. Department of Housing and Urban Development (HUD).
  - a. Developments of five (5) or more units, where at least twenty (20) percent of the units will be affordable to very-low-, low-, or moderate-income households, are eligible to apply for TIM fee offsets based on the percentage of units designated affordable. **Only the income-restricted units are eligible for a TIM fee offset.**
  - b. Table 1 includes a fee schedule for the potential TIM fee offset an applicant may receive based on the income affordability level of the units that are being provided in each project. For example, if a developer provides at least twenty (20) percent of the units as very-low-income units in a subdivision, they may receive a one hundred (100) percent TIM fee offset for each very low-income unit they produce, up to the maximum offset granted to a project.



**COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

|  |                      |                      |
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|  | <b>B-14</b>          | <b>Page 4 of 6</b>   |
|  | <b>Date Adopted:</b> | <b>Revised Date:</b> |

| <b>Table 1<br/>TIM Fee Offset</b> |                 |            |                 |
|-----------------------------------|-----------------|------------|-----------------|
| <b>Applies to Ownership Units</b> |                 |            |                 |
| <b>Affordability Level</b>        | <b>Very Low</b> | <b>Low</b> | <b>Moderate</b> |
| <b>20 years</b>                   | 100%            | 75%        | 25%             |
| <b>15 years</b>                   | 75%             | 50%        | 0%              |
| <b>10 years</b>                   | 50%             | 25%        | 0%              |
| <b>Applies to Rental Units</b>    |                 |            |                 |
| <b>Affordability Level</b>        | <b>Very Low</b> | <b>Low</b> | <b>Moderate</b> |
| <b>20 years (minimum)</b>         | 100%            | 75%        | 25%             |

2. New residential developments of five (5) or more units or homeowners building a second unit that provide legal and deed restricted affordable secondary units that do not exceed maximum square feet limitations, or second- dwelling units that do not exceed thirty (30) percent of the primary unit's floor area, and where one (1) of the units on a parcel is owner-occupied, may be eligible for up to a one hundred (100) percent offset of TIM fees for the secondary dwelling.
  - a. Table 2 sets forth the percent of the offset an applicant may receive based on the length of affordability:

| <b>Table 2<br/>Second Units</b>                          |                        |                                |                        |
|--|------------------------|--------------------------------|------------------------|
| <b>Existing Homeowner Building a 2<sup>nd</sup> Unit</b> |                        | <b>New Construction</b>        |                        |
| <b>Length of Affordability</b>                           | <b>% of TIM Offset</b> | <b>Length of Affordability</b> | <b>% of TIM Offset</b> |
| 20 years   | 100%                   | Not less than 20 years         | 100%                   |
| 15 years   | 75%                    |                                |                        |
| 10 years   | 50%                    |                                |                        |

The developer or homeowner must demonstrate that the project can receive all necessary approvals to begin construction within two (2) years of the TIM fee offset approval.



**COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

|   |                                     |   |
|---|-------------------------------------|---|
| <b>Subject:</b><br><b>TRAFFIC IMPACT MITIGATION (TIM)<br/>FEE OFFSET PROGRAM FOR<br/>DEVELOPMENTS WITH AFFORDABLE<br/>HOUSING UNITS</b> | <b>Policy Number</b><br><b>B-14</b> | <b>Page Number:</b><br><b>Page 5 of 6</b> |
|   | <b>Date Adopted:</b>                | <b>Revised Date:</b>                      |

PROCEDURE:

1. The Advisory Committee, as defined in the TIM Fee Offset Program Procedure Manual, shall recommend the allocation of TIM fee offsets up to the amount available in the fund. Upon recommendation of the Advisory Committee, and with Board of Supervisors approval, total offsets in excess of the annual balance may be awarded. However, at the sole discretion of the Board of Supervisors, the County reserves the right to not allocate all or any of the TIM fee offset funds available in a given year. Any balance remaining at the end of a fiscal year shall be carried forward to be added to the new allocation for the next fiscal year. It is the desire of the County to fund the most effective projects as possible in a given year in order to most effectively address affordable housing needs.
2. The Advisory Committee shall forward recommendations to the Chief Administrative Officer (CAO). The CAO will provide a recommendation to the Board of Supervisors for developments with five (5) or more units that include a total TIM fee offset allocation for each residential project application for which offsets are recommended.
3. The Board of Supervisors will award tentative approval of the TIM Fee offset twice each year for developments with five (5) or more units. The Board of Supervisors must make a finding that the project will provide a significant community benefit by providing housing that is affordable to very low-, low- and/or moderate-income households. Offsets for projects that fail to proceed according to program timelines will be withdrawn and the offset amount will be placed back in the offset pool.
4. Homeowners building a secondary dwelling are eligible to complete and submit an application for a TIM fee offset at any time throughout the year when at least one of the units on a parcel is owner-occupied. The CAO may approve or disapprove the request for a TIM fee offset for secondary dwellings in accordance with the provisions set forth in this policy and report said offsets to the Board of Supervisors annually.



**COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

|   |                                     |   |
|---|-------------------------------------|---|
| <b>Subject:</b><br><b>TRAFFIC IMPACT MITIGATION (TIM)<br/>FEE OFFSET PROGRAM FOR<br/>DEVELOPMENTS WITH AFFORDABLE<br/>HOUSING UNITS</b> | <b>Policy Number</b><br><b>B-14</b> | <b>Page Number:</b><br><b>Page 6 of 6</b> |
|   | <b>Date Adopted:</b>                | <b>Revised Date:</b>                      |

5. Failure to obtain a building permit or other similar permit within two (2) years of approval will void the TIM fee offset allocation unless an application for an extension is submitted in writing and is granted by the CAO. Extensions may be granted in one (1) year increments but shall not exceed more than three (3) extensions. Possible reasons for extensions may include County, state or federal issues, or other matters not controllable by the applicant.

PRIMARY DEPARTMENTS:

Chief Administrative Office

Community Development Agency

Development Services, Transportation, and Environmental Management Divisions

Chief Administrative Office /Housing, Community and Economic Development Programs

REFERENCES:

Resolution No. 266-2006: Resolution Adopting the 2004 General Plan Traffic Impact Mitigation (TIM) Fee Program and Adopting New TIM Fee Rates.

# TIM Fee Offset Program For Affordable Housing Units

## Procedure Manual

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Update 3/6/2017

## Background:

On August 22, 2006, the Department of Transportation (DOT) presented a General Plan Traffic Impact Mitigation (TIM) Fee Program to the Board of Supervisors as part of the process to implement Measure TC-B of the El Dorado County General Plan.

The Board of Supervisors has long recognized that high traffic impact fees, while appropriate to address traffic impacts from development, have a negative effect on efforts to develop housing affordable for lower-income households.

The TIM Fee Program includes a provision to set aside \$1.0 million of federal and state transportation revenues annually, for a period of twenty (20) years, to be used to offset TIM fees in the development of affordable housing.

The TIM Fee Offset Program will:

- A. Ensure that affordable-housing units are safe and habitable;
- B. Implement the Housing Element of the County General Plan, including Policy HO-1.1, Policy HO-1.18, and Policy H0-1.24;
- C. Assist in meeting the County's housing needs by increasing the stock of legal and affordable housing; and
- D. Provide incentive for the development and permitting of a variety of affordable housing types by reducing TIM fees.

This procedure manual describes the application requirements, process and key dates of the TIM Fee Offset Program for developments with affordable-housing units, including homeowners building a secondary dwelling on owner-occupied parcels.

## Homeowner Secondary Dwelling

Homeowners building a secondary dwelling may qualify for a TIM fee offset under the following guidelines:

1. The secondary dwelling must be affordable to very low-, low-, or moderate-income households where one of the units on the parcel is owner-occupied. Table A illustrates the percentage of TIM fee offset based on the period of affordability.
2. The property must be located in the unincorporated areas of the county.
3. The property owner must demonstrate that the project can receive all necessary approvals to begin construction within two (2) years of the TIM fee offset approval.
4. The TIM Fee Offset Program allows for a reduction of traffic impact mitigation fees and **is not a cash subsidy**.

5. Secondary dwellings may not be rented on a transient occupancy basis (periods less than thirty (30) days).

| <b>Table A<br/>Homeowner Second Units</b>       |                 |
|---|-----------------|
| <b>Homeowner Building a 2<sup>nd</sup> Unit</b> |                 |
| Length of Affordability                         | % of TIM Offset |
| 20 years  | 100%            |
| 15 years  | 75%             |
| 10 years  | 50%             |

**Homeowner Secondary Dwelling: Application Process**

Applications from homeowners building a secondary dwelling are accepted by the Community Development Agency at any time throughout the year during normal business hours. Submit one (1) original and all attachments to:

C.J. Freeland  
 Community Development Agency  
 Long Range Planning Division  
 2850 Fairlane Court, Building C  
 Placerville, CA 95667

Applications are available from the Housing, Community and Economic Development (HCED) Program and on the County web site at [www.edcgov.us](http://www.edcgov.us). Application forms provided by HCED will require, at minimum, the following information:

- Project Summary and Description
- TIM Fee Offset Request
- Target Income Group
- Developer Information
- Location Map and Floor Plans
- Site Information, Zoning, Utilities
- Financing Plan
- Timetable

The Chief Administrative Officer (CAO) may approve or disapprove the request for a secondary dwelling TIM fee offset in accordance with provisions set forth in Board Policy B-14, and will report such TIM Fee offsets to the Board of Supervisors annually.

Failure to obtain a building permit or other similar permit within two (2) years of approval will void the TIM fee offset allocation unless a request for an extension has been submitted in writing and is granted by the CAO. Extensions may be granted in one (1) year increments but shall not exceed more than three (3) extensions. Possible reasons for extensions may include County, state or federal issues or other matters not controllable by the applicant.

Any applicant denied assistance from the Program has the right to appeal within ten (10) business days from the date of the denial notice. An appeal should include a statement explaining your reason for appeal. The appeal must be made in writing to:

El Dorado County  
CAO/HCED Programs  
330 Fair Lane, Building A  
Placerville, CA 95667

The County has 30 days to review the appeal, seek recommendations from the Review Committee or Board of Supervisors, and respond in writing to the applicant.

For questions or information requests please contact:

C.J. Freeland  
Community Development Agency/HCED Programs  
530-621-5159  
[cynthia.freeland@edcgov.us](mailto:cynthia.freeland@edcgov.us)

## **Housing Developments Projects**

A housing development project of five (5) or more units where at least twenty (20) percent of the units will be affordable to very low-, low-, and/or moderate-income households may be eligible for a TIM fee offset under the following guidelines:

1. The Board of Supervisors makes a finding that the project will provide a significant community benefit by providing housing that is affordable to very low-, low- and/or moderate-income households.
2. TIM fees may be offset only for units in the unincorporated areas of the county that have deed restrictions to maintain affordability, or as determined by the Board of Supervisors. The developer must demonstrate that the project can receive all necessary approvals to begin construction within two (2) years of the TIM fee offset approval.

3. Developments of five (5) or more home ownership or rental units affordable to very low- to moderate-income households may be eligible for an offset of TIM fees as indicated in Table B.

The table illustrates the fee schedule for the potential TIM fee offset an applicant may receive based on the income affordability level of the units that are being provided and the length of time the units will remain deed restricted in each project.

4. Secondary dwellings in new construction developments with five (5) or more units may be eligible for one hundred (100) percent offset of TIM fees for affordability periods of twenty (20) years or longer. (Table B). Units may not be rented on a transient occupancy basis (periods less than thirty (30) days).
5. The TIM Fee Offset Program allows for a reduction of traffic impact mitigation fees and **is not a cash subsidy**.

| <b>Table B</b>   |                 |                            |                 |
|--|-----------------|----------------------------|-----------------|
| <b>Development Project with Five or More Units</b>         |                 |                            |                 |
| <b>TIM Fee Offset</b>                                      |                 |                            |                 |
| <b>Applies to Ownership (For-Sale) Units</b>               |                 |                            |                 |
| <b>Affordability Level</b>                                 | <b>Very Low</b> | <b>Low</b>                 | <b>Moderate</b> |
| <b>20 years</b>  | 100%            | 75%                        | 25%             |
| <b>15 years</b>  | 75%             | 50%                        | 0%              |
| <b>10 years</b>  | 50%             | 25%                        | 0%              |
| <b>Applies to Rental Units</b>                             |                 |                            |                 |
| <b>Affordability Level</b>                                 | <b>Very Low</b> | <b>Low</b>                 | <b>Moderate</b> |
| <b>20 years (minimum)</b>                                  | 100%            | 75%                        | 25%             |
| <b>Secondary Dwellings in New Construction Development</b> |                 |                            |                 |
| <b>Length of Affordability</b>                             |                 | <b>% of TIM Fee Offset</b> |                 |
| Not less than 20 years                                     |                 | 100 %                      |                 |

### **Housing Development Projects: Key Dates**

El Dorado County will seek applications from qualified residential developers who are constructing residential subdivisions that will include rental and/or home ownership units, designed to serve very low-, low-, and/or moderate-income households in the unincorporated area of El Dorado County, using provisions of the TIM Fee Program to offset traffic impact fees.

Applications are available from the Housing, Community and Economic Development (HCED) Program and on the County web site at [www.edcgov.us](http://www.edcgov.us).

**Submission Deadlines:**

|   |   |
|---|---|
| Pre-submission meeting at the Community Development Agency*             | June 15 and December 15**                       |
| Questions and requests for additional information accepted              | June 15 - 30 and December 15 - 30**             |
| <b>Application Submission</b>   | <b>July 1 - 15 and January 1 - 15**</b>         |
| Notification to developer team who fail to meet submission requirements | January 16 - February 28<br>July 16 – August 28 |
| Advisory Committee meeting to make recommendations to CAO               | January 20 – February 28<br>July 30 - August 28 |
| Board of Supervisors consider offset awards                             | April and October                               |

\* A pre-submission meeting will be held to ensure that all potential applicants understand the process for submitting applications. Attendance is strongly encouraged.

\*\* Deadline is at 5 p.m. of the final date. Deadlines that occur on weekends and holidays will be extended to the next business day.

**Housing Development Projects: Questions and Requests for Additional Information**

All questions and requests for additional information regarding the application for TIM Fee Offsets must be received in writing by the Community Development Agency, Long Range Planning Division, by hand delivery, overnight delivery, or by U.S. mail on or before the date and time as shown above. Questions received after the deadlines may not be answered. All addendums to the application form, responses and additional information will be distributed to all applicants. The County reserves the sole right to determine the timing and content of the responses, if any, to all official questions and requests for additional information. Questions and information requests must be submitted to:

C.J. Freeland  
Community Development Agency  
Long Range Planning Division  
2850 Fairlane Court, Bldg. C, Placerville, CA 95667  
(530) 621-5159  
Fax (530) 642-0508  
cynthia.freeland@edcgov.us

**Housing Development Projects: Submission Package, Dates and Time**

Submission of one original and five (5) copies of the application and all attachments must be received by the Community Development Agency beginning

January 1 and not later than January 15, and July 1 and not later than July 15 of each year, unless otherwise determined. Deadline is at 5 p.m. of the final date. Deadlines that occur on weekends and holidays will be extended to the next business day.

### **Housing Development Projects: Process**

The County will accept applications for developments with five (5) or more units in January and July of each year.

Application forms provided by HCED will require, at minimum, the following information:

- Project Summary and Description
- TIM Fee Offset Request
- Target Income Group
- Developer Information
- Location Map and Floor Plans
- Site Information, Zoning, Utilities
- Financing Plan
- Timetable

The HCED Program will convene an Advisory Committee composed of at least one representative each from the Chief Administrative Office, and from the Community Development Agency's Transportation, Development Services, and Environmental Management Divisions to review requests and to make TIM fee offset recommendations to the CAO. Other departments may be requested to participate as needed depending on the scope of the project applications received.

The Advisory Committee will meet to review and rank projects of five (5) or more units based on factors such as, but not limited to:

- How the project benefits very low-, low- and moderate-income households;
- Whether the project addresses County Housing Element goals;
- Whether the project addresses the state-mandated El Dorado County Regional Housing Needs Allocation (RHNA) target goals;
- Whether the project provides a mixed-income residential development (rather than a one hundred [100] percent very low- and low-income project);
- Does the project distribute units geographically (pairing) to minimize over-concentration of very low- and low-income subsidized housing; and,
- Whether the project location has available services and infrastructure already in place.

The Advisory Committee will include in its recommendations the specific dollar amount of TIM fee offsets for each project. With Board of Supervisor's approval,

total offset recommendations may exceed the amount available in the TIM fee offset balance at the time of the recommendation.

The Advisory Committee is responsible for ensuring that offsets are directed towards higher impact projects, and may choose only to forward TIM fee offset recommendations to the CAO for those projects of highest affordable housing benefit.

The CAO will provide a recommendation to the Board of Supervisors for developments with five (5) or more units that includes a total TIM fee offset allocation for each residential project application for which offsets are recommended.

The Board of Supervisors will award tentative approval of the TIM Fee offset twice each year for developments with five (5) or more units. The Board of Supervisors must make a finding that the project will provide a significant community benefit by providing housing that is affordable to very low-, low- and/or moderate-income households. Offsets awards for projects that fail to proceed according to Program timelines will be withdrawn and the offset amount will be placed back in the Offset pool.

Failure to obtain a building permit or other similar permit within two (2) years of approval will void the TIM fee offset allocation unless a request for an extension has been submitted in writing and is granted by the CAO. Extensions may be granted in one (1) year increments but shall not exceed more than three (3) extensions. Possible reasons for extensions may include County, state or federal issues or other matters not controllable by the applicant.

County departments and offices, including the Transportation Division, shall charge all public agencies and non-profit developers and organizations the same filing fees and other costs as those charged to market-rate developers and private citizens, where those fees are levied to offset the County's costs to provide related services.

**TIM Fee Offset Program Requirements: All Projects**

Upon tentative approval of a TIM fee offset, developers and property owners must enter into a written agreement with the County which includes a TIM Fee Offset Deed Restriction Agreement recorded against the property for the length of the affordability period, a TIM Fee Offset Recapture Agreement, and Rent Limitation Agreement for rental units, if applicable. Documents must be executed and recorded prior to the issuance of a final building permit or certificate of occupancy to receive the TIM Fee Offset award.

HCED will provide rent limits and affordable for-sale pricing annually using income limits that the U.S. Department of Housing and Urban Development (HUD) issues for El Dorado County. HCED will notify participating property owners annually of the current rent, sales price and income limits as soon as they become available.

Monthly rent for affordable rental units may not exceed thirty (30) percent of the gross annual median area income, adjusted for the assumed household size for very low-, low-, and moderate-income households. Assumed household size is based on the number of bedrooms in the unit plus one. For example, the assumed household size for a studio is one person; for a one-bedroom unit, it is two people. The owner may charge no rent, but the tenant must be income-eligible. Units may not be rented on a transient occupancy basis (periods less than thirty (30) days).

When an affordable unit becomes occupied, the property owner will maintain a tenant file containing the initial income verification for each tenant who resides in the affordable unit.

The owner will submit annually a compliance report on HCED approved forms, verifying that the project complies with the TIM Fee Offset Program. The report is due each January for the previous calendar year.

The County of El Dorado, its representatives, and assigns, have the right to enter upon the property, at reasonable times and with reasonable notice, for the purpose of inspecting the property to ensure the unit meets housing quality standards in compliance with County Code and HUD requirements under the Housing Choice Voucher Program guidelines.

This Procedure Manual may be updated with the approval of the Chief Administrative Office and the Community Development Agency. Policy revisions must be approved by the El Dorado County Board of Supervisors.

For questions or information requests please contact:

C.J. Freeland  
Community Development Agency/HCED Programs  
530-621-5159  
[cynthia.freeland@edcgov.us](mailto:cynthia.freeland@edcgov.us)

## Definitions:

**Very Low-Income Households:** A very low-income household is one with total gross income that, at the time of eligibility, does not exceed fifty (50) percent of the median monthly income for El Dorado County, as defined by the U. S. Department of Housing and Urban Development.

**Low-Income Households:** A low-income household is one with total gross income that, at the time of eligibility, does not exceed eighty (80) percent of the median monthly income for El Dorado County, as defined by the U.S. Department of Housing and Urban Development.

**Moderate-Income Households:** A moderate-income household is one with total gross income that, at the time of eligibility, does not exceed one hundred twenty (120) percent of the median monthly income for El Dorado County, as defined by the U.S. Department of Housing and Urban Development.

**Qualifying Household:** Qualifying incomes are based upon the total gross income of all household members age eighteen (18) years and older.

**Household Size:** Means the total number of people living in a single dwelling unit whether owner-occupied or rented.

**Affordable Rental Housing:** Rental dwellings for which the total monthly expense (rent plus the standard El Dorado County Housing Authority utility allowance) does not exceed thirty (30) percent of the maximum gross monthly income limit for very low-, low-, and moderate-income households in El Dorado County.

**Affordable Ownership Housing:** Affordable homeownership housing serves both families and individuals with annual gross incomes at or below one hundred twenty (120) percent of area median income and is housing where the total housing expense (Principal, Interest, Taxes, and Insurance [PITI]) of a household total gross monthly income, plus other expenses such as homeowner association fees, does not exceed thirty-five (35) percent. Affordable homeownership housing must be deed-restricted.

**Affordable Sales Price:** Affordable sales price is the price at which very low-, low-, or moderate-income households, as defined above, can qualify for the purchase of for-sale units with a total housing expense of no more than thirty-five (35) percent of the gross annual household income of the given income group. For purposes of calculation, housing expenses include PITI and other related assessments.

**Deed Restricted:** Deed-restricted affordable units are single-family units, secondary dwellings, and/or multi-family rental units that are income-restricted for purchase or rent for very low-, low-, or moderate-income households for a specific period of time, secured through an Affordable Housing Agreement. Deed restricted for-sale units are further secured through a Buyer's Occupancy and Resale Restriction Agreement.

**Secondary Dwelling:** Secondary dwellings may consist of the expansion of an existing single-family dwelling or the construction of a detached single-family residential unit as defined in that portion of the El Dorado County Zoning Ordinance defining: Secondary Dwellings.