



**MEMORANDUM**  
**COUNTY EXECUTIVE OFFICE**  
**ECONOMIC DEVELOPMENT & HOUSING DIVISION**  
County of Placer

**TO:** Honorable Board of Supervisors **DATE:** May 12, 2026  
**FROM:** Gloria Stearns, Economic Development & Housing Manager  
**BY:** Marie Maniscalco, Housing Development Project Planner  
**SUBJECT:** Affordable Housing Priority Applicant Policy

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**ACTIONS REQUESTED**

1. Adopt a resolution approving the Placer County Affordable Housing Priority Applicant Policy and authorizing the County Executive Officer, or designee, to make minor changes to the policy, subject to County Counsel approval.
2. Determine that the requested action is not a project pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378.

**BACKGROUND**

At the April 1, 2025 Board of Supervisors (Board) meeting, the Board directed staff to pursue a potential local tenant preference policy, which staff has named the Placer County (County) Affordable Housing Priority Applicant Policy (AHPAP). As housing insecurity and the cost of living continue to increase throughout the County, the goal of the AHPAP is to prevent displacement of local residents by ensuring that current residents, local workers and past residents receive priority consideration for affordable housing units that become available. Local jurisdictions are permitted to implement local tenant preferences for lower income households that are subject to displacement risk within affordable housing projects in accordance with California Government Code Section 7061, as long as such policies comply with fair housing laws. Pursuant to California Government Code Section 7061, jurisdictions adopting tenant preference policies are required to create a webpage containing the authorizing local ordinance and supporting materials within 90 days of the ordinance becoming effective and to inform the California Department of Housing and Community Development (HCD) of the policy through reporting in their Housing Element annual progress report.

On November 18, 2025, staff presented the potential countywide AHPAP to the Board. It included the following preferences for households with at least one adult 18 years of age or older with one of the following qualifications when applying for income-restricted housing in Placer County, as of the date of application:

- Applicant is currently employed an average of 30 or more hours per week over the course of a calendar year, or meets full-time employment equivalency (as demonstrated through an employer verification or yearly revenue for self-employed individuals) at a location within the Tahoe Truckee Unified School District (TTUSD) geographical boundary (for projects within that area) or other portions of the Placer County

geographical boundary (for projects within that area), or for/as a business whose principal coverage area is within the TTUSD geographical boundary (for projects within that area) or other portions of the Placer County geographical boundary (for projects within that area)

- Applicant currently has primary residency within the TTUSD geographical boundary (for projects within that area) or other portions of the Placer County geographical boundary (for projects within that area), or has had primary residency within the TTUSD or other portions of the Placer County geographical boundaries (for projects within those respective areas) within the last 10 years

Staff then engaged a consultant, Street Level Advisors (Consultant), to conduct a fair housing disparate impact analysis to review the potential impacts of the draft policy on different racial demographics. The analysis concludes that the policy is unlikely to cause any significant impacts to protected groups when selecting tenants for affordable housing. Therefore, staff has not modified the preferences identified in the November 18, 2025 Board presentation.

In developing the AHPAP, staff and the Consultant determined it would be more efficient and reduce certain enforcement impediments to have the policy apply only to newly constructed affordable housing units. Therefore, while staff will still conduct outreach on the AHPAP and encourage property managers to give preference to local residents, workers and past residents, staff will implement the AHPAP as a condition of approval for future deed-restricted housing units at the time they are permitted by the County and/or as a provision in any deed restriction, affordable housing agreement, restrictive covenant or other document required to be recorded against the property. Finally, as part of the AHPAP, developers, owners and their agents, successors and assigns, and/or property managers (Affordable Housing Operator) will be required to submit a marketing plan to the County for its review and approval detailing how the Affordable Housing Operator will implement the AHPAP. In order to avoid conflict with other regulatory agreements, certain affordable housing units would be exempt from the AHPAP including those with certain vested entitlements pursuant to a Specific Plan, permanent supportive housing units, units filled via the coordinated entry system, or units specifically set aside for special needs populations such as veterans, seniors, and households leaving homelessness.

The final version of the AHPAP is included as Attachment A, detailing the priority applicant groups and how the policy will be implemented. Staff will also publish the AHPAP on the County website, report the policy to HCD as required, and conduct outreach with developers and property managers affected by the policy.

### **ENVIRONMENTAL IMPACT**

The requested action is not a project pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378 because it is an administrative activity that will not result in any direct or indirect physical change to the environment.

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**FISCAL IMPACT**

There is no fiscal impact associated with this item.

**ATTACHMENTS**

Attachment A - Resolution

Exhibit 1 - Affordable Housing Priority Applicant Policy

# Before the Board of Supervisors County of Placer, State of California

**In the matter of:**

A Resolution approving the Placer County Affordable Housing Priority Applicant Policy and authorizing the County Executive Officer, or designee, to make minor changes to the policy, subject to County Counsel approval.

Resolution No.: \_\_\_\_\_

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, by the following vote:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk of said Board

WHEREAS, the County’s Housing Element’s Assessment of Fair Housing identifies displacement of residents due to economic pressures throughout the County, an Identified Fair Housing Issue; and

WHEREAS, 47.2% of lower-income renters in Placer County are severely rent-burdened, spending more than half their income on rent and are more likely to face displacement and/or homelessness; and

WHEREAS, ensuring adequate and affordable housing for the local workforce will help the County’s employers retain workers, ensure businesses can provide economic stability for our communities, and provide housing in proximity to places of employment; and

WHEREAS, the portion of Placer County that is within the Tahoe Truckee Unified School District geographical boundary is under higher economic pressure with increased the risk of displacement for lower-income households than other areas of the County; and

WHEREAS, California Government Code 7061 (SB 649, 2022, Cortese) was adopted by the State of California to establish that it is the State's policy that lower-income individuals residing in neighborhoods and communities experiencing significant displacement pressures due to rapid growth or increasing housing prices need access to housing that is affordable and assists in avoiding displacement, and that a local tenant preference adopted pursuant to the bill's provisions is subject to the duty of public agencies to affirmatively further fair housing.

BE IT RESOLVED, by the Board of Supervisors, County of Placer, State of California:

1. The Affordable Housing Priority Applicant Policy is adopted, as set forth in Exhibit 1 to this Resolution and incorporated by this reference;
2. The Affordable Housing Priority Applicant Policy shall be applied only to the extent allowed by applicable State and Federal law and other government agency funding sources.

## Placer County Affordable Housing Priority Applicant Policy

*Effective July 1, 2026*

### A. Overview

1. This policy is intended to prevent displacement of local residents and workers and restore tenancy of past residents who may have been displaced from Placer County by giving a preference to these groups when applying for tenancy in an Affordable Housing Unit.
2. The policy shall be applied on a geographic basis to new Affordable Housing Units in unincorporated Placer County in both the Western Placer County Zone and the Tahoe Truckee Zone.
3. Preferences are determined as of the date of application for an Affordable Housing Unit.

### B. Definitions

1. **Affordable Housing Unit(s):** Any residential unit(s) located in unincorporated Placer County and have project approvals issued on or after July 1, 2026 that limits occupancy to households of certain income levels via a recorded instrument including, but not limited to, a deed restriction, affordable housing agreement or a restrictive covenant. These may be rental or ownership units.
2. **Affordable Housing Operator:** All developers, owners and their agents, successors and assigns, and property managers of Affordable Housing Units.
3. **Local Resident:** An adult 18 years or older whose Primary Residence is within the Western Placer County Zone or the Tahoe Truckee Zone.
4. **Local Worker:** An adult 18 years or older currently employed who works 30 or more hours per week, or full-time employed equivalency; or a self-employed individual earning at least the equivalency of minimum-wage for a 30 hour work week over the three month period immediately preceding the application date within the Western Placer County or the Tahoe Truckee Zone. Workers who work remotely within the Western Placer County or the Tahoe Truckee Zone must also work the required hours per week for an employer whose principal coverage area is within the Western Placer County Zone or the Tahoe Truckee Zone.
5. **Past Resident:** An adult 18 years or older at the time of the application whose Primary Residence was within the Western Placer County or the Tahoe Truckee Zone within 10 years from the date of the application.
6. **Primary Residence:** The place where a person resides on a substantially full-time basis for not less than ten (10) months per year. In determining a person's Primary Residence, the County may consider, without limitation: (1) a person's residence for income tax purposes; (2) a person's motor vehicle registration

address; (3) a person's driver's license address or California identification card; and (4) a person's voter registration address.

7. Western Placer County Zone: When in reference to a person within a household, this is the area of Placer County that includes both the incorporated and unincorporated areas but excludes the Tahoe Truckee Zone. When in reference to Affordable Housing Units, this is only the unincorporated area of Placer County excluding the Tahoe Truckee Zone.
8. Tahoe Truckee Zone: The area included within the Tahoe Truckee Unified School District geographical boundary, which includes portions of Placer, Nevada, and El Dorado Counties and the town of Truckee.

#### C. Applicability

1. The policy shall be applied to all Affordable Housing Units receiving project approvals after July 1, 2026, to the extent permissible under applicable state and federal law, and in compliance with the requirements of any federal, state, or County funding for an affordable housing development. In the case where the policy conflicts with existing funding agreements for a project, the Affordable Housing Operator shall submit a letter to the County describing the conflict and requesting an exemption from this policy. The determination to grant an exemption to this policy shall be in the sole discretion of the County.
2. The policy is not applicable to permanent supportive housing or Affordable Housing Units subject to or using the coordinated entry system as defined by the U.S. Department of Housing and Urban Development; any Affordable Housing Units reserved for specific populations such as seniors, people with disabilities, veterans, or others as shown in recorded documents or regulatory agreements; for Affordable Housing Units constructed as part of a Specific Plan with a Development Agreement.

#### D. Preferences

1. For Affordable Housing Units located within the unincorporated portion of the Western Placer County Zone, any household with a Local Resident, Local Worker, or Past Resident of the Western Placer County Zone shall have priority over other households applying for Affordable Housing Units.
2. For Affordable Housing Units located within the Placer County portion of the Tahoe Truckee Zone, any household with a Local Resident, Local Worker, or Past Resident of the Tahoe Truckee Zone shall have priority over other households applying for Affordable Housing Units.

#### E. Implementation

1. This policy shall be applied to all Affordable Housing Units as a condition of approval at the time of project approval for all and/or incorporated into any

recorded instrument required by the County including, but not limited to, a deed restriction, affordable housing agreement or a restrictive covenant.

2. The Affordable Housing Operator shall submit a marketing plan to the County by email ([housing@placer.ca.gov](mailto:housing@placer.ca.gov)) for its review and approval prior to issuance of the first Certificate of Occupancy for an Affordable Housing Unit included within a project. The marketing plan shall detail how the Affordable Housing Operator will implement this policy, including, but not limited to, the following:

- i. Name and location of the Affordable Housing Units
- ii. That Local Residents, Local Workers, and Past Residents within the applicable geographic zone will receive an equal preference in a randomized lottery. For an applicant that qualifies for more than one preference category, that applicant shall be given equal weight in the lottery process to an applicant who qualifies for only one preference category
- iii. The documentation used to verify applicant preferences including, but not limited to, the following:
  1. For Local Residents and Past Residents: lease, cable or internet bill, gas bill, electric bill, garbage bill, water bill, paystub, public benefits record (e.g. SSI/SSP, MediCal, General Assistance, Unemployment Insurance, CalFresh), school records
    - a. Past Residents who were minors during their past residency may submit documentation in their parent or guardian's name(s) in conjunction with proof of attendance at a school within either the Western Placer County Zone or the Tahoe Truckee Zone
  2. For Local Workers: W-2, 1099, most recent paystub, most recent federal tax returns, employer verification letter; at least three months proof of income for self-employed individuals demonstrating income equivalent to or greater than minimum-wage earnings for 30 hours per week
- iv. Description of the outreach and advertising strategy including, but not limited, to a project-specific website with web address identified and list of publications where notices of Affordable Housing Unit availability will be advertised
- v. Description of the randomized lottery process used for the initial lease-up that includes all tenant applicants of an Affordable Housing Unit who qualify for a preference under this policy to determine the order in which applicants are processed and selected before all other applicants who do

not qualify for a preference under this policy are considered for an Affordable Housing Unit

- vi. Waitlist policies including, but not limited to, how many households will be kept on the waitlist, how long the waitlist will be maintained and how waitlist households will be processed upon availability of Affordable Housing Units
    - vii. A proposed timeline including an application deadline and milestones for tenant selection
  3. The Affordable Housing Operator shall complete and submit a monitoring form, as published by the County, to the County at the address or location specified by the County. The monitoring form shall include, but is not limited to, information on how many applicants/tenants qualified for a preference, what preferences the applicants/tenants qualified for and a description of the number and preference category for the applicants/tenants who entered into a lease agreement for an Affordable Housing Unit at the following milestones:
    - i. Upon close of the initial application lottery
    - ii. Upon initial full occupancy
    - iii. Annually on April 1