



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: APRIL 12, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: TALYN MIRZAKHANIAN, SENIOR PLANNER

SUBJECT: REPORT ON ANNUAL PROGRESS – GENERAL PLAN HOUSING
ELEMENT, 2014 – 2016

MEETING DATE: APRIL 26, 2017

SUMMARY RECOMMENDATION:

Receive and file the attached annual progress reports for 2014, 2015, and 2016 regarding the City of Calabasas 2030 General Plan 2014-2021 Housing Element.

BACKGROUND:

California Government Code § 65400 (b) requires filing of an annual progress report regarding the Housing Element of the General Plan for cities and counties. The annual report must be delivered to the City Council, the State Office of Planning and Research, and the California Department of Housing and Community Development (“HCD”). This agenda item meets the statutory requirements.

The 2008-2014 Housing Element was adopted by City Council on December 10, 2008 as part of the City’s 2030 General Plan update, and the Element was approved and certified as being compliant with State housing law by HCD on April 23, 2009. That Housing Element was updated and replaced by the 2014-2021 Housing Element on September 11, 2013, and the Element was approved and certified as being compliant with State housing law by HCD on July 19, 2013. The attached 2014-2016 progress reports (Attachments 1, 2, and 3) were prepared based on the 2014-2021 Housing Element/5th RHNA cycle.

DISCUSSION/ANALYSIS:

The attached progress reports summarize residential building activity, Regional Housing Needs Allocation (RHNA) progress, and progress of housing program implementation for the calendar years of 2014 (Attachment 1), 2015 (Attachment 2), and 2016 (Attachment 3). The reports were prepared on forms provided by HCD, using definitions adopted by HCD.

Tables A, A2, A3 and B of the progress reports document all residential building activity, based on building permits issued from January 1 to December 31 of each respective calendar year.

The City began the fifth RHNA cycle in 2014 with a housing allocation of 330 units. Having constructed 55 units since the reporting period began in 2014, the City’s remaining RHNA for the fifth cycle as of year-end 2016 is 275 as shown in the fourth column in the table below:

Income Category	Assigned RHNA	New Units Constructed 2014-2016	Remaining RHNA
Very Low	88	8	80
Low	54	0	54
Moderate	57	0	57
Above Moderate	131	47	84
TOTALS:	330	55	275

The eight (8) units identified above in the “Very Low” income category are in the Avanti development, while the units identified in the “Above Moderate” income category are a combination of Avanti market-rate units and single-family dwellings.

Table C of each progress report, provides status updates for housing programs identified in the 2014-2021 Housing Element during the respective calendar year.

FISCAL IMPACT/SOURCE OF FUNDING:

None

REQUESTED ACTION:

That the City Council receive and file the attached 2014, 2015, and 2016 annual progress reports regarding the 2014-2021 Housing Element of the 2030 General Plan.

ATTACHMENTS:

1. 2014 Annual Housing Element Progress Report
2. 2015 Annual Housing Element Progress Report
3. 2016 Annual Housing Element Progress Report

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Calabasas
 Reporting Period 1/1/2014 - 12/31/2014

Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information						Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions			
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			See Instructions	See Instructions	
(9) Total of Moderate and Above Moderate from Table A3 ▶▶			0	16	16						
(10) Total by income Table A/A3 ▶▶					16	16					
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction Calabasas
Reporting Period 1/1/2014 - 12/31/2014

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate						0	
No. of Units Permitted for Above Moderate	4		12			16	16

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Calabasas

Reporting Period 1/1/2014 - 12/31/2014

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.													Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	2014	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9			
Very Low	Deed Restricted	88											88	
	Non-deed restricted													
Low	Deed Restricted	54											54	
	Non-deed restricted													
Moderate	Deed Restricted	57											57	
	Non-deed restricted													
Above Moderate		131	16									16	115	
Total RHNA by COG. Enter allocation number:		330												
Total Units ▶ ▶ ▶			16									16	314	
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶														

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction Calabasas
Reporting Period 1/1/2014 - 12/31/2014

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Single-family Rehabilitation Program	Assist 5 households annually, for 40 units over the planning period.	2014-2021	The City continues to provide Residential Rehabilitation assistance utilizing Community Development Block Grant, (CDBG) funds. The City provided assistance to four (4) households in 2014.
Home Repair Program	Coordinate with code enforcement to identify low/mod homeowners and provide loans on as needed basis.	2014-2021	No qualifying homes have yet been identified.
Rental Assistance Program	Provide ongoing assistance to 50 households, contingent on funding.	2014-2021	The City continued to provide monthly subsidies to 50 residents through 2014. The subsidies increased from \$190/month to \$194/month in September 2014.
Rental Registration Program	Continue to maintain the rental database.	Update the database on an annual basis.	Annual rent information provided by apartment owners is entered into the City's rental database in July of every year, and reported to the City Council.
Mobile Home Park Preservation	Provide tenants information on MPROP funding as appropriate.	2014-2021	Staff continues to work with Park management to keep tenants informed about the CDBG Residential Rehabilitation program.
Preservation of Assisted Housing	Preserve 140 at-risk units. Conduct economic analysis; meet with property owner; explore outside funding/ program options; provide technical assistance to tenants.	Economic analysis and meet with property owner in 2014. Proceed with other actions one year prior to expiration (2015)	City contacted the CDC to discuss options for refinancing the projects' bonds to extend affordability controls. The City requested that the CDC approach the owner of Malibu Canyon, asking them to continue the affordable program. The CDC communicated to staff that they contacted the owner of Malibu Canyon and that the owner has stated that they are not interested in continuing the program.

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Housing Element Implementation
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Jurisdiction Calabasas
Reporting Period 1/1/2014 - 12/31/2014

Condominium Conversion Ordinance	Implement the City's current ordinance. Evaluate strengthening to require inclusionary units in projects approved for conversion.	Complete review/ revision of ordinance by 2015.	The City continues to implement the current Ordinance. No progress has been made regarding revisions to the Ordinance.
Residential Sites Inventory	Provide information on available sites and incentives to developers. Monitor impact of max 20 du/acre densities on feasibility, and modify as appropriate.	Maintain sites inventory ongoing. Report impacts of max. densities in Annual Housing Element Report to HCD.	Staff continues to maintain the sites inventory. Annual Housing Element progress reports are underway.
Second Units	Re-evaluate second unit standards and educate public on availability. Prepare design guidelines and sample site plans. Seek to achieve 12 new second units.	2015	Scheduled for future reporting period.
Annexation of Unincorporated Areas	Pursue phased annexation of adjacent unincorporated areas.	2014-2021	In December 2013, the City Council approved a Resolution to initiate proceedings related to the annexation of Craftsman Corner. In May 2014, Council directed staff to initiate LAFCO proceedings related to the annexation of West Agoura Road and pre-zoned the territory accordingly. Staff is currently working on completing both of these annexations.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
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Jurisdiction Calabasas
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Inclusionary Housing Ordinance	Provide developers with information on available options and incentives to fulfill inclusionary requirements. Identify specific projects and programs for expenditure of in-lieu fee revenues.	Identify programs in Housing Element (2013) for Housing Fund. Develop & disseminate Affordable Housing brochure (2014).	The Inclusionary Housing ordinance is available to the public on the City's website via the link to our updated Municipal Code. On July 25, 2013 the Planning Commission approved a mixed-use project, which includes 80 condominium units, 8 of which are one-and two-bedroom affordable units.
Commercial/Industrial Impact Fee Program	Provide developers with information on available options and incentives to fulfill inclusionary requirements. Identify specific projects and programs for expenditure of in-lieu fee revenues.	Identify programs in Housing Element (2013) for Housing Fund.	Staff continues to provide developers with information regarding the inclusionary requirements. Programs for expenditure of funds were identified in the 2014-2021 Housing Element.
Affordable Housing Development Assistance	Provide financial, regulatory and site identification assistance in support of affordable housing, with the goal to achieve one project in planning period.	Develop project concept and issue RFQ in 2018	Scheduled for future reporting period.
Green Building	Implement Green Initiative and promote the City's Green Building Program.	2014-2021	The City continues to implement the Green Building Ordinance.
Density Bonus Program	Promote density bonus incentives via dissemination of the Affordable Housing brochure.	Develop and disseminate Housing brochure in 2014.	Density bonus information is provided by staff to all project applicants with qualifying projects.
Development Code Amendment	Amend the Code to reduce separation requirement between shelters to 300 feet.	2014	Amendment not yet initiated.
Fair Housing Program	Contract with the Housing Rights Center (HRC) to promote open and fair housing practices, and to facilitate communication between tenants and landlords. Assist in program outreach through referrals and distribution of educational info.	2014-2021; Include fair housing information in Affordable Housing brochure in 2014.	The City has contracted with HRC to promote open and fair housing practices. Information has been made available on the City's website.

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Housing Element Implementation
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Jurisdiction Calabasas
Reporting Period 1/1/2014 - 12/31/2014

Universal Design/ Visitability	Develop Universal Design and Visitability brochure, and provide to residential builders	Develop Brochure in 2014.	Postponed to future reporting period.
Senior Housing Opportunities	Actively pursue senior housing opportunities and housing support services. Consult with senior housing and gerontology experts to assist in adequately planning for the community's senior citizens.	2014-2021; Begin consultations in 2014.	On November 28, 2012, the City Council approved moving forward with preliminary design and cost estimate for a senior center on the Civic Center property. Design development commenced in 2013 and continued into 2014.
Housing Opportunities for Persons Living with Disabilities	Work in cooperation with the NLACRC to publicize information on available resources for housing and services. Pursue State and Federal funds available for supportive housing and services in future affordable housing projects.	Publicize NLACRC resources in 2014; Evaluate funding resources at least annually; Pursue funding at least once during planning period in conjunction with affordable projects.	Evaluation initiated.

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Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Calabasas
 Reporting Period 1/1/2015 - 12/31/2015

Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information								Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development See Instructions	Deed Restricted Units See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income					
23500 Park Sorrento	5+	R/O	8			12	20	20		8	
(9) Total of Moderate and Above Moderate from Table A3 ▶▶			0			3					
(10) Total by income Table A/A3 ▶▶			8			15	20	20			
(11) Total Extremely Low-Income Units*											

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Jurisdiction Calabasas
Reporting Period 1/1/2015 - 12/31/2015

Table A2
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Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate						0	
No. of Units Permitted for Above Moderate	3					3	3

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Calabasas

Reporting Period 1/1/2015 - 12/31/2015

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.												Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	2014	2015	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	88		8								8	80
	Non-deed restricted												
Low	Deed Restricted	54											54
	Non-deed restricted												
Moderate	Deed Restricted	57											57
	Non-deed restricted												
Above Moderate		131	16	15								31	100
Total RHNA by COG. Enter allocation number:		330											
			16	23								39	291
Total Units ▶ ▶ ▶													
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

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Jurisdiction Calabasas
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Table C

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Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Single-family Rehabilitation Program	Assist 5 households annually, for 40 units over the planning period.	2014-2021	The City continues to provide Residential Rehabilitation assistance utilizing Community Development Block Grant, (CDBG) funds. The City provided assistance to four (4) households in 2015.
Home Repair Program	Coordinate with code enforcement to identify low/mod homeowners and provide loans on as needed basis.	2014-2021	No qualifying homes have yet been identified.
Rental Assistance Program	Provide ongoing assistance to 50 households, contingent on funding.	2014-2021	The City continued to provide monthly subsidies to 50 residents through 2014. The subsidies increased from \$194/month to \$201/month in October 2015.
Rental Registration Program	Continue to maintain the rental database.	Update the database on an annual basis.	Annual rent information provided by apartment owners is entered into the City's rental database in July of every year, and reported to the City Council.
Mobile Home Park Preservation	Provide tenants information on MPROP funding as appropriate.	2014-2021	Staff continues to work with Park management to keep tenants informed about the CDBG Residential Rehabilitation program.
Preservation of Assisted Housing	Preserve 140 at-risk units. Conduct economic analysis; meet with property owner; explore outside funding/ program options; provide technical assistance to tenants.	Economic analysis and meet with property owner in 2014. Proceed with other actions one year prior to expiration (2015)	City contacted the CDC to discuss options for refinancing the projects' bonds to extend affordability controls. The City requested that the CDC approach the owner of Malibu Canyon, asking them to continue the affordable program. The CDC communicated to staff that they contacted the owner of Malibu Canyon and that the owner has stated that they are not interested in continuing the program. Malibu Canyon disseminated information regarding the elimination of the Program to participating tenants six months prior to the end date.

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Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development See Instructions	Deed Restricted Units See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income					
23500 Park Sorrento	5+	O				12	12	12			
(9) Total of Moderate and Above Moderate from Table A3 ▶ ▶					0	4					
(10) Total by income Table A/A3 ▶ ▶						16	12	12			
(11) Total Extremely Low-Income Units*											

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(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

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Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate						0	
No. of Units Permitted for Above Moderate	4					4	4

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ANNUAL ELEMENT PROGRESS REPORT
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Jurisdiction Calabasas
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Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.												Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	2014	2015	2016	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
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Total RHNA by COG. Enter allocation number:		330											
Total Units ▶ ▶ ▶			16	23	16							55	275
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

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Home Repair Program	Coordinate with code enforcement to identify low/mod homeowners and provide loans on as needed basis.	2014-2021	No qualifying homes have yet been identified.
Rental Assistance Program	Provide ongoing assistance to 50 households, contingent on funding.	2014-2021	The City continued to provide monthly subsidies to 50 residents through 2016. The subsidies increased from \$201/month to \$210/month in October 2016.
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Jurisdiction Calabasas
Reporting Period 1/1/2016 - 12/31/2016

Condominium Conversion Ordinance	Implement the City's current ordinance. Evaluate strengthening to require inclusionary units in projects approved for conversion.	Complete review/ revision of ordinance by 2015.	The City continues to implement the current Ordinance. No progress has been made regarding revisions to the Ordinance.
Residential Sites Inventory	Provide information on available sites and incentives to developers. Monitor impact of max 20 du/acre densities on feasibility, and modify as appropriate.	Maintain sites inventory ongoing. Report impacts of max. densities in Annual Housing Element Report to HCD.	Staff continues to maintain the sites inventory. Annual Housing Element progress reports are underway.
Second Units	Re-evaluate second unit standards and educate public on availability. Prepare design guidelines and sample site plans. Seek to achieve 12 new second units.	2015	Evaluation initiated.
Annexation of Unincorporated Areas	Pursue phased annexation of adjacent unincorporated areas.	2014-2021	In December 2013, the City Council approved a Resolution to initiate proceedings related to the annexation of Craftsman Corner. In May 2014, Council directed staff to initiate LAFCO proceedings related to the annexation of West Agoura Road and pre-zoned the territory accordingly. Staff is currently working on completing both of these annexations.

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Inclusionary Housing Ordinance	Provide developers with information on available options and incentives to fulfill inclusionary requirements. Identify specific projects and programs for expenditure of in-lieu fee revenues.	Identify programs in Housing Element (2013) for Housing Fund. Develop & disseminate Affordable Housing brochure (2014).	The Inclusionary Housing ordinance is available to the public on the City's website via the link to our updated Municipal Code. On July 25, 2013 the Planning Commission approved a mixed-use project, which includes 80 condominium units, 8 of which are one-and-two-bedroom affordable units. Qualified tenants are expected to move in to the eight affordable units by April 1, 2017.
Commercial/Industrial Impact Fee Program	Provide developers with information on available options and incentives to fulfill inclusionary requirements. Identify specific projects and programs for expenditure of in-lieu fee revenues.	Identify programs in Housing Element (2013) for Housing Fund.	Staff continues to provide developers with information regarding the inclusionary requirements. Programs for expenditure of funds were identified in the 2014-2021 Housing Element.
Affordable Housing Development Assistance	Provide financial, regulatory and site identification assistance in support of affordable housing, with the goal to achieve one project in planning period.	Develop project concept and issue RFQ in 2018	Scheduled for future reporting period.
Green Building	Implement Green Initiative and promote the City's Green Building Program.	2014-2021	The City continues to implement the Green Building Ordinance.
Density Bonus Program	Promote density bonus incentives via dissemination of the Affordable Housing brochure.	Develop and disseminate Housing brochure in 2014.	Density Bonus information is provided by staff to all project applicants with qualifying projects.
Development Code Amendment	Amend the Code to reduce separation requirement between shelters to 300 feet.	2014	Amendment not yet initiated.
Fair Housing Program	Contract with the Housing Rights Center (HRC) to promote open and fair housing practices, and to facilitate communication between tenants and landlords. Assist in program outreach through referrals and distribution of educational info.	2014-2021; Include fair housing information in Affordable Housing brochure in 2014.	The City has contracted with HRC to promote open and fair housing practices. Information has been made available on the City's website.

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Universal Design/ Visitability	Develop Universal Design and Visitability brochure, and provide to residential builders	Develop Brochure in 2014.	Postponed to future reporting period.
Senior Housing Opportunities	Actively pursue senior housing opportunities and housing support services. Consult with senior housing and gerontology experts to assist in adequately planning for the community's senior citizens.	2014-2021; Begin consultations in 2014.	On November 28, 2012, the City Council approved moving forward with preliminary design and cost estimate for a senior center on the Civic Center property. Construction of the new senior center commenced in 2015. The new Senior Center opened in June 2016.
Housing Opportunities for Persons Living with Disabilities	Work in cooperation with the NLACRC to publicize information on available resources for housing and services. Pursue State and Federal funds available for supportive housing and services in future affordable housing projects.	Publicize NLACRC resources in 2014; Evaluate funding resources at least annually; Pursue funding at least once during planning period in conjunction with affordable projects.	Evaluation initiated.