

RECEIVED  
HOUSING AND  
COMMUNITY DEVELOPMENT

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May 9, 1995

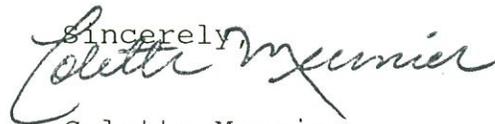
Timothy L. Coyle, Director  
HCD  
1800 Third Street, Suite 450  
Sacramento, CA 95814

Re: Local Jurisdiction Required Filing of Housing Element Annual Update

Dear Mr. Coyle:

On April 12, 1995 I spoke with Michelle Woods regarding preparation of the Annual Housing Element Update and required submittal deadlines. In particular, I inquired about recent legislation (Government Code 65400 (b)(2)) which refers to preparation of Annual Reports through the use of forms adopted by the Department of Housing and Community Development. The City of Alameda has not received any forms. I was told by Ms. Woods that the forms are not ready and may not be ready until 1997 at which time they may be used as part of the submission of the Annual Housing Element Update. Please provide us with information regarding the status of the forms and local responsibility.

In addition, I requested information regarding submittal requirements. Ms. Woods stated that jurisdictions were required to file annual housing updates in the same month as the report was adopted. I question the accuracy of this information since the legislative guidelines set out in Government Code Section 65400 (b)(2) requires submittal of the report on or before July 1 of each year. Since the passage of State legislature in 1993 that amended the regulation for the General Plan Annual Report requiring submission of the Report by October 1 of each year, the City of Alameda now prepares Annual Reports on a fiscal year basis. Please provide assistance in determining our submittal requirements. If you have any questions or wish to discuss this please contact me at (510) 748-4554.

Sincerely,  
  
Colette Meunier  
Planning Director

cc: City Manager  
City Attorney  
Community Development Director

Planning Department, Room 102

City Hall  
2263 Santa Clara Avenue · 94501-4454  
Tel: 510.748 4554



Department of Housing and Community Development  
Director's Correspondence Unit

ASSIGNED TO: Housing Policy Development C Creswell	LOG NUMBER: 5480
---	------------------

FROM: Colette Meunier  
City of Alameda  
2263 Santa Clara Avenue  
Alameda, CA 94501-4454

DATED: 06/21/95

SUBJECT: Status Report of Implementation of Housing Element - *City of Alameda*

DATE ASSIGNED: 06/26/95	DATE DUE: 07/10/95	DATE COMPLETED: <u>7/11/95</u>
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ACTION: Reply directly with signature of Division/Unit Chief.

DIRECTORATE  
COMMENTS:

DIVISION  
COMMENTS:

SECTION  
COMMENTS:

When mailed/completed, return this transmittal form with three complete copies to the Director's Correspondence Unit.

\*\*\*\*\*  
Division/Unit Assignment

Assigned By: Creswell No Response Necessary: \_\_\_\_\_

Assigned to: R. MANS Telephone Response: \_\_\_\_\_

Please complete and return this assignment by: \_\_\_\_\_

Prepared by:	Reviewed by:	Reviewed by:	Reviewed by:
Name _____	Name _____	Name _____	Name _____
Date ___/___/___	Date ___/___/___	Date ___/___/___	Date ___/___/___



**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
**DIVISION OF HOUSING POLICY DEVELOPMENT**

1800 THIRD STREET, Room 430  
P.O BOX 952053  
SACRAMENTO, CA 94252-2053  
(916) 323-3176 FAX (916) 327-2843



July 11, 1995

Ms. Colette Meunier  
Planning Director  
City of Alameda  
2263 Santa Clara Avenue  
Alameda, California 94501-4454

Dear Ms. Meunier:

**RE: Annual Reporting Requirements Pursuant to Government  
Code Section 65400**

Thank you for submitting a copy of the City of Alameda's annual report required pursuant to Government Code Section 65400.

As you now know, this Department is currently preparing the required forms and definitions to be used by local jurisdictions for reporting on progress in addressing regional housing needs for new construction as required by Chapter 1235, Statutes of 1994. As discussed in our June 22, 1995 letter, the anticipated final release of the forms and definitions will occur sometime early next year. You should be aware however, that the City is still responsible for addressing the requirements of Government Code Section 65400. Furthermore, we can not comment on the City's efforts to complete the rest of the annual report required pursuant to Section 65400 since this Department has no authority in such matters.

While Alameda's annual report does provide an itemization of progress in addressing the City's regional housing need for new construction and a program-by-program status of the City's efforts to implement its housing programs, we recommend that future reports also include a description of local efforts to overcome governmental constraints, as required by Government Code Section 65400(b).

For your information, it is apparent that some units listed in the annual report as being newly constructed units, such as units attributed to substantial rehabilitation and technical assistance to nonprofit corporation programs have not resulted in new residential units, but rather rehabilitated units. Future annual reports should be corrected to reflect that these programs have rehabilitated existing units and not resulted in net additions to the housing stock.



Ms. Colette Meunier  
Page 2

In addition, the City's current annual report does not provide sufficient detail to determine the basis for allocating newly issued residential permits to low- and moderate-income categories or how the City's fee waiver program has resulted in the production of very low-income units. The annual report should be expanded to provide this information. We strongly suggest that Alameda, if it does not already do so, count new units when occupancy permits for new units have been issued rather than when the permit has first been issued. In our experience such an approach will avoid the necessity of correcting new construction data to account for building permits that are issued, but for which construction is delayed or does not occur.

We hope this information proves useful. We look forward to learning more about new low- and moderate-income development in the City's future annual reports, including new units facilitated by expenditures from the Alameda Redevelopment Agency's L&M Fund. If you have further questions about the annual reporting requirements, please feel free to contact Robert Maus, of our staff, at (916) 327-2640.

Sincerely,



Cathy E. Creswell  
Manager



RECEIVED  
HOUSING AND  
COMMUNITY DEVELOPMENT  
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DC  
APP



June 21, 1995

Timothy L. Coyle  
HCD  
1800 Third Street, Suite 450  
Sacramento, CA 95814

Re: Status Report on the Implementation of the City of Alameda's  
Housing Update

Dear Mr. Coyle:

In accordance with California Government Code Section 65400 (b), the City of Alameda is submitting the enclosed status report on the implementation of the Alameda Housing Element. The City Council accepted the report at their regular meeting of June 20, 1995. The Council Report is also included for your review.

The City of Alameda has not prepared an annual report on implementation of the rest of the General Plan because we have not received information regarding submittal requirements from your office. On May 9, 1995 I requested clarification from you regarding submittal requirements (copy attached). We are unable to comply with the provisions of Section 65400 (b) until we receive the forms required by State law. We prepared an Annual Report on the Housing Element because of the importance of this to us.

If you have any questions or wish to discuss this please contact me at (510) 748-4554.

Sincerely,

*Colette Meunier*  
Colette Meunier  
Planning Director

Attachments

cc: City Manager  
City Attorney  
Community Development Director

Planning Department, Room 102

City Hall  
2263 Santa Clara Avenue · 94501-4454  
Tel: 510.748 4554



# City of Alameda

## Inter-department Memorandum

DATE: June 20, 1995

TO: Honorable Mayor and  
Members of the City Council

FROM: Colette Meunier  
Planning Director

RE: Regarding the Fourth Annual Report on Implementation of  
the Housing Element

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### Background

State Government Code 65400 (b) requires each city and county planning agency provide an annual report to the legislative body on the status and implementation of its General Plan and the progress in meeting its share of regional housing needs.

The first two Annual Reports summarized activity for the previous calendar year and were prepared in the spring of each year. In 1993, the State legislature amended the regulations for the General Plan Annual Report to require submission of the report by October 1 of each year. In light of the new State provisions, the third annual review was done for the period from January 1, 1993 to June 30, 1994. In 1994, the State legislature again revised the filing date so that the Annual Review is due on July 1. With this new deadline, we must return to a calendar period of reporting in order to meet the deadline. Therefore, this report covers the period from July 1, 1994 to December 31, 1994.

### Discussion

Attached is the Annual Status Report on Implementation of the Housing Element. This report was accepted by the Planning Board at their meeting on June 12, 1995.

Attachment #1 is the status report for the City's housing programs. Attachment #2 is the status report for the City's quantified housing objectives. The programs and the objectives are both a part of the Housing Element and included in the Element as Tables 2-1 and 2-2.

Considerable progress has been made in completing action programs and targeted objectives identified in Attachment #1. Most of the programs are ongoing, completed or will be underway within the next year, depending on the availability of adequate funding.

Honorable Mayor and  
Members of the City Council  
June 20, 1995  
Page 2

The City's housing needs projection is identified in Attachment #2. Calendar year 1994 was the sixth year in the eight year needs projection. Alameda has met 48% of its new construction objectives, and 84% of its conservation and rehabilitation objectives.

The slow rate of new housing development can be attributed to the current state of the economy, both nationally and statewide which has affected the production of above moderate housing as well. In light of the economic downturn, the State has extended the period from June 30, 1995 to June 30, 1997 for which the Housing Elements in the Association of Bay Area Governments (ABAG) region are valid. Alameda must complete a new Housing Element by 1997 to accommodate new fair share allocations which will be prepared by ABAG.

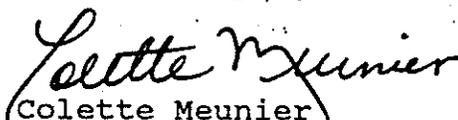
Budget Considerations/Fiscal Impacts

None for the acceptance of the Status Report.

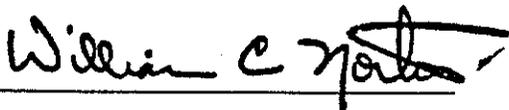
Recommendation

It is recommended that the City Council accept the Status Report on the Implementation of the Housing Element for the reporting period of July 1, 1994 to December 31, 1994 and direct staff to submit it to the State, as required.

Respectfully submitted,

  
Colette Meunier  
Planning Director

FORWARDED:



Attachment

1. Fourth Annual Status Report on the Housing Element

1. **Introduction**  
 2. **Background**  
 3. **Objectives**  
 4. **Methodology**  
 5. **Results**  
 6. **Discussion**  
 7. **Conclusion**  
 8. **References**  
 9. **Appendix**  
 10. **Index**

# FOURTH ANNUAL STATUS REPORT ON IMPLEMENTATION OF

## THE HOUSING ELEMENT

This report presents a comprehensive overview of the progress made in implementing the Housing Element over the past four years. It details the various initiatives undertaken, the challenges encountered, and the strategies employed to address these challenges. The report is organized into several sections, each focusing on a specific aspect of the implementation process.

The first section provides a detailed account of the initial planning and development phases. This includes the identification of key stakeholders, the establishment of a steering committee, and the formulation of a clear vision and mission statement. The second section discusses the progress made in securing funding and resources, highlighting the various sources of income and the challenges associated with budget constraints.

The third section focuses on the implementation of specific programs and services. This includes a detailed description of the housing units constructed, the services provided to tenants, and the results of various community development initiatives. The fourth section discusses the challenges encountered during the implementation process, such as delays in funding, changes in government policies, and the need for ongoing communication and collaboration with stakeholders.

The final section provides a summary of the overall progress made and offers recommendations for future actions. This includes a review of the key findings of the report and a set of clear, actionable recommendations for the next four years. The report concludes with a statement of appreciation for the support and assistance provided by all those who have contributed to the success of the Housing Element implementation process.

Approved by the Board of Directors  
 Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Executive Director

ATTACHMENT #1

City Housing Action and Implementation Framework  
 Status Report  
 January 1, 1988 thru December 31, 1994

ACTION PROGRAM *	TARGET * OBJECTIVE	ACTION * NEEDED	DEPARTMENT *	PROGRAM * FUNDING	STATUS - 1994
<b>A. Rehabilitation and Neighborhood Preservation</b>					
1. Rehabilitation Program	Rehabilitate 5 owner-occupied and 10 renter-occupied units per year	Continue programs	Community Development	CDBG	31 owner-occupied and 84 renter occupied units completed
2. Substantial Rehabilitation Program	Rehabilitate 4 units in first year and 10 per year thereafter	Continue program	Community Development	Recaptured loan money and CDBG Entitlement	13 units completed. 9 in pipeline.
3. State and Federal Rehabilitation financing programs	Rehabilitation	Review and make application	Community Development	CDBG; RRG; CALDAP; CHRP-0	Administered Rental Rehabilitation grant, Calif. Disaster Assistance and Calif. Housing Rehab funds.
4. Self-help in Rehabilitation	Reduce rehabilitation cost	Continue program	Community Development	CDBG	Provided technical assistance to owner builders to carry out substantial and rental rehab.
5. Minor home repair	Minor home repair of 68 units per year	Continue program	Community Development	CDBG	Completed 230 owner-occupied units.
6. Housing in industrially zoned areas	Identify areas and rezone as appropriate	Study and recommendation	Planning	General Fund	To be completed through ongoing implementation of General Plan and as follow up to Area Wide Strategy.
7. Amnesty Program	Legalization of 20 illegal units per year	Extend program	Building	Application fees	Program extended; legalized 5 units within 6 month reporting period. Total since 1988 is 49.
8. Rental and Home Ownership Assistance	180 additional vouchers	HUD approval needed	Housing Authority/HUD	HUD	161 additional vouchers secured through 1991. 26 additional vouchers funded in early 1995. Target objective has been met.
1. Limited equity cooperatives	Long-term affordable ownership units	Conduct study	Housing Authority	HUD	Studies conducted. Concept approval given by Board of Commissioners.
3. Condominium Conversions	Ensure no undue hardship for tenants	Continue to enforce ordinance	Planning	General Fund	On-going

<sup>1</sup> Funding sources updated since adoption of Housing Element  
 \* These columns are copied from Table 2-1, pages 2-12 through 2-16 of the Housing Element adopted in 1990.

ACTION PROGRAM	TARGET OBJECTIVE	ACTION NEEDED	DEPARTMENT	PROGRAM FUNDING	STATUS - 1994
C. New Housing Development					
1. Affordable Housing Program ordinance	Affordable units and in-lieu fees	Adopt ordinance	Community Development	CDBG	Ordinance adopted August 1989.
2. Affordable Housing unit/fee guidelines	Affordable units and in-lieu fees	Adopt resolution	Community Development	CDBG	Fee resolution adopted December 1989.
3. Inventory of vacant land	Annual update	Field survey	Planning	General Fund	On-going
4. Mortgage revenue bonds	20 units for first-time home buyers	Participate in bond issue	Community Development	Bonds	Participated in Alameda County Program for Mortgage Credit Certificates. 25 certificates issued in Alameda.
5. Senior housing project	186 senior housing units (69% very low and low income units)	Construct project	Housing Authority	Bonds Redevelopment H.A. Reserves	Project completed March 1991
6. Emergency shelter and transitional housing	Address needs of the homeless	Study needs/apply for grants	Housing Authority/Community Development	General Fund CDBG	On-going. Comprehensive services approach implemented.
7. Homeless shelter funding	30-bed winter shelter	Fund program	Housing Authority/Community Development	Affordable Housing/CDBG funds	On-going. Program funded through June 1995.
8. Re-use area special studies	Provide additional housing in appropriate re-use areas	Study housing potential in re-use sites	Planning	General Fund	To be completed with comprehensive Development Code revision projected to be completed in 1995.
9. Second units	Development of 5 second units per year	Amend Zoning Ordinance	Planning	General Fund	Ordinance Amendment to be completed through ongoing implementation of General Plan
10. Small lots	Increase development potential	Amend Zoning Ordinance	Planning	General Fund	Zoning Ordinance amended in 1992 to permit smaller lot sizes and flexible setbacks for subdivision of parcels with several existing single homes through use of a Planned Development. Considering additional zoning amendments through the comprehensive revision of the City's Development Code projected to be completed in 1995.
11. Manufactured and factory-built housing	Reduce housing development costs	Continue current practice	Planning	General Fund	Ongoing through review of individual permits

ACTION PROGRAM	TARGET OBJECTIVE	ACTION NEEDED	DEPARTMENT	PROGRAM FUNDING	STATUS - 1994
12. Parking standards	Facilitate Infill development	Study/amend Zoning Ordinance	Planning	General Fund	To be completed with comprehensive Development Code revision to be completed in 1995.
13. Military housing	Development of 520 new military housing units	Work with Navy	Community Development	U.S. Dept of Defense	300 units constructed through 1991.
14. Redevelopment project area expansion	Generate tax increment for housing	Expand redevelopment boundaries	Redevelopment Agency/Council	Redevelopment Agency	A redevelopment plan for a new 760 acre project area adopted June 1991. Area-wide Strategy accepted by Council August 31, 1993 which considered various housing options.
15. Infill New Construction	Implement Infill New Construction Loan Program	Implement Program	Community Development	Affordable Housing	1 unit completed, 1 unit in pipeline within 6 month reporting period.
<b>D. Government Process and Role</b>					
1. Technical assistance to non-profit corporations	Development of affordable housing	Provide technical assistance	Housing Authority/Community Development	CSBG	CHDO completed 2 acquisition/rehab projects for a total of 11 rental units. Working with 2 non-profits on additional projects.
2. Coordinated staff review of projects	Efficient review resulting in cost reductions	Staff coordination	Planning/Central Permit Office	General Fund	Permit review committee - ongoing.
3. Revisions to Housing Element	Update consistent with state law requirements	Staff assignment	Planning	On-going	To be completed in 1997.
4. Revisions to General Plan	Revise General Plan	Revise General Plan	Planning	General Fund	Revised General Plan adopted in February 1991.
5. Fair Housing	Minimize housing discrimination	Continue Contract	Community Development	CSBG	Services funded.
6. Yard setbacks	Simplify permit requirements	Amend Zoning Ordinance	Planning	General Fund	Zoning Ordinance revision adopted 1989; ongoing Ordinance changes to continue to simplify permit requirements.

**Note:** Housing Development Manager was hired in December, 1992 to assist the city in meeting its affordable housing goals.

**Attachment #2  
Summary of Quantified Objectives Achieved  
January 1, 1988 through December 31, 1994**

CATEGORY	Very				Total
	Low	Low	Moderate	Above Moderate	
<b>New Construction:</b>					
<b>Residential Permits Issued:</b>					
1988	0	0	13	135	148
1989	0	0	0	172	172
1990	0	0	0	55	55
1991	0	0	0	80	80
1992	0	0	0	139	139
1993 (01/01/93 - 06/30/94) *	0	0	10	13	23
1994 (07/01/94 - 12/31/94) **	13	0	7	0	20
<b>Subtotal:</b>	<b>13</b>	<b>0</b>	<b>30</b>	<b>594</b>	<b>637</b>

<b>Units provided through Housing Programs:</b>					
Fee Waivers	13	0	0	0	13
Independence Plaza	92	36	58	0	186
Navy Housing	300	0	0	0	300
Substantial Rehabilitation	13	0	0	0	13
Second Unit Program	0	0	0	0	0
Infill (1)	1	0	0	0	1
Technical Assistance to Nonprofit Corporation	8	3	0	0	11
<b>Subtotal:</b>	<b>427</b>	<b>39</b>	<b>58</b>	<b>0</b>	<b>524</b>

Total New Units Constructed	440	39	88	594	1161
ABAG Needs Projection (1988-1995)	548	382	477	979	2386

<b>BALANCE NEEDED</b>	<b>108</b>	<b>343</b>	<b>389</b>	<b>385</b>	<b>1225</b>
Units Demolished	0	0	(-4)	0	(-4)

\* 18 month reporting period.  
\*\* 6 month reporting period.

<u>CATEGORY</u>	<u>Very Low</u>	<u>Low</u>	<u>Moderate</u>	<u>Above Moderate</u>	<u>Total</u>
<u>Conservation:</u>					
Existing Section 8 Certificates/Vouchers	943	0	0	0	943
New Section 8 Rental Vouchers	186	0	0	0	186
Amnesty Program	1	26	0	0	27
Lin-Oaks Motel	0	0	0	0	0
<b>Total Units Conserved</b>	<b>1130</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>1156</b>
<b>Conservation Objective</b>	<b>1132</b>	<b>60</b>	<b>25</b>	<b>0</b>	<b>1217</b>
<b>BALANCE NEEDED</b>	<b>2</b>	<b>34</b>	<b>25</b>	<b>0</b>	<b>61</b>
<u>Rehabilitation:</u>					
Rehabilitation	100	37	*	0	137
Minor Home Repair	117	100	0	0	217
Other Program(s)	8	3	0	0	11
<b>Total Units Rehabilitated</b>	<b>225</b>	<b>140</b>	<b>*</b>	<b>0</b>	<b>365</b>
<b>Rehabilitation Objective</b>	<b>294</b>	<b>307</b>	<b>0</b>	<b>0</b>	<b>601</b>
<b>BALANCE NEEDED</b>	<b>69</b>	<b>167</b>	<b>0</b>	<b>0</b>	<b>236</b>

\* 12 units were rehabilitated which serve moderate income households. As the Housing Element did not identify this as a housing objective, these units are not included in the totals (1/1/88 to 6/30/94).

City of Alameda California



May 9, 1995

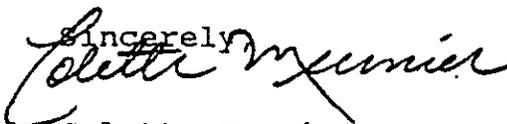
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cc: City Manager  
City Attorney  
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Planning Department, Room 102

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