city of burbank
community development department

memorandum

DATE: April 2, 2012

TO: Department of Housing and Community Development
Division of Housing Policy Development

FROM: Martin Potter, Planning Technician, on behalf of:
Michael Forbes, Assistant Community Development Director – Transportation and Planning, City of Burbank Planning & Transportation Division

SUBJECT: Annual Housing Element Progress Report Forms

Attached please find the 2011 Annual Housing Element Progress Report for the City of Burbank. If you have any questions or concerns, please contact me at 818-238-5250 or via email at mpotter@ci.burbank.ca.us.

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

Jurisdiction City of Burbank

Reporting Period 1/1/2011 - 12/31/2011

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	
1722 Elliot Dr.	5+	O	7				7	7	RDA	RA	
2223-2225 Catalina St.	5+	O	11	7			18	18	RDA	RA	
(9) Total of **Moderate and Above Moderate** from Table A3 ► ►					0	9	9	9			
(10) Total by income Table A/A3 ► ►			18	7		9	34	34			
(11) Total **Extremely Low-Income** Units*								4			

* Note: These fields are voluntary

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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 it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA whichmeet 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	2	6	3	11	furthers Housing Element Program 2 for residential rehabilitation
(2) Preservation of Units At-Risk	0	0	0	0	furthers Housing Element Program 4 to preservation of assisted housing
(3) Acquisition of Units	0	0	0	0	furthers Housing Element Program 1 to revitalize focus neighborhoods through acquisition and rehabilitation
(5) Total Units by Income	2	6	3	11	

* 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	0	0	0	0	0	0
No. of Units Permitted for **Above Moderate**	6	3	0	0	0	9	9

* Note: This field is voluntary

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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.			2006	2007	2008	2009	2010	2011				Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	947	0	0	4	0	0	26				30	917
	Non-deed restricted		0	0	0	0	0	0					
Low	Deed Restricted	597	3	0	37	42	11	10				103	494
	Non-deed restricted		0	0	0	0	0	0					
Moderate	Deed Restricted	642	15	0	11	0	0	0				26	616
	Non-deed restricted		0	0	0	0	0	0					
Above Moderate		1,600	371	223	323	16	19	9				961	639
Total RHNA by COG. Enter allocation number:		3,786	389	0	375	58	30	45				1,120	2,666
Total Units ► ► ►													
Remaining Need for RHNA Period ► ► ► ► ►													

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

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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**
Focus Neighborhood Stabilization	acquire and rehabilitate rental units; identify SRO opportunities	2009-2010	program on hold indefinitely due to state elimination of Redevelopment Agencies and loss of related funding
Single and Multi-Family Rehab	provide financial assistance to low income households	ongoing	program on hold indefinitely due to state elimination of Redevelopment Agencies and loss of related funding
Code Enforcement	proactive code enforcement in CDBG and other areas	ongoing	ongoing proactive code enforcement in CDBG areas and other selected neighborhoods
Preservation of Assisted Housing	preserve existing affordable housing stock	ongoing	program on hold indefinitely due to state elimination of Redevelopment Agencies and loss of related funding
Section 8 Rental Assistance	maintain current levels of Section 8 funding	ongoing	program is ongoing; Section 8 program being maintained
Condominium Conversion Program	consider requiring affordable units to be provided for condo conversions	2009	no requirements imposed for condo conversions; no applications for condo conversions have been received since 2008
Land Use Element and Zoning Code Update	encourage mixed-use development and facilitate adaptive re-use	2009	General Plan update draft released for public review in 2011; adoption expected in 2012
Second Units	implement second unit ordinance	ongoing	property owners continue to use ordinance to build second units
Affordable Housing Development Assistance	provide regulatory and financial assistance for affordable housing	ongoing	program on hold indefinitely due to state elimination of Redevelopment Agencies and loss of related funding
Inclusionary Housing Ordinance	implement inclusionary housing ordinance	ongoing	no inclusionary units have been built and no in-lieu funds have been collected due to lack of qualifying projects and court ruling regarding use of inclusionary housing for rental projects
Sustainability and Green Building	implement Sustainability Action Plan and adopt green building standards	2009-2012	green building standards adopted; implementation of Sustainability Action Plan ongoing
Affordable Housing Density Bonus	implement state law	ongoing	no developers have recently sought to utilize density bonus
Zoning Ordinance Revisions	revise zoning to address SB2 issues	2009	emergency shelter provisions adopted in 2011; transitional housing and other provisions to be adopted in 2012
Fair Housing	provide information on fair housing	ongoing	ongoing program
Landlord/Tenant Mediation	offer mediation services through Landlord-Tenant Commission	ongoing	ongoing program
Emergency Shelter and Emergency Services	prepare homeless strategy and action plan; provide funding to organizations	ongoing	strategy and action plan complete; funding of organizations ongoing

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Accessible Housing	adopt reasonable accommodation ordinance	2009	reasonable accommodation process implemented in 2009 and successfully utilized numerous times
Home Secure and Earthquake Shut-Off Valve Program	provide home safety improvements	ongoing	ongoing program
Residential Lifeline Program	provide reduced utility rates for low income families	ongoing	ongoing program

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General Comments: