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**Department of Housing and
Community Development**

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: City of Burbank

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On behalf of Patrick Prescott, Community Development Director

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Reporting Period by Calendar Year: from January 1, 2014 to December 31, 2014

These forms and tables, (see sample – next page) must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1, of each year for the prior calendar year; submit separate reports directly to both HCD and OPR (Government Code Section 65400) at the addresses listed below:

Department of Housing and Community Development
Division of Housing Policy Development
P.O. Box 952053
Sacramento, CA 94252-2053

-and-

Governor's Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Burbank
 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				Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	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	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	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.			
N/A	0	0	0	0	0	0						
N/A	0	0	0	0	0	0						
(9) Total of Moderate and Above Moderate from Table A3												
(10) Total by income Table A/A3												
(11) Total Extremely Low-Income Units*												

* Note: These fields are voluntary

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 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	0	0	0	
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	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)

No. of Units Permitted for Moderate	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 Above Moderate	0	0	0	0	0	0
	12	6	0	1	0	19	19

* Note: This field is voluntary

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.		2014	2015	2016	2017	2018	2019	2020	2021	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			
	Very Low	0	0								694	
Low	Deed Restricted	0									413	
	Non-deed restricted	0										
Moderate	Deed Restricted	0									443	
	Non-deed restricted	0										
Above Moderate		19								19	1,115	
Total RHNA by COG. Enter allocation number:											2,684	
Total Units											19	2,665
Remaining Need for RHNA Period												

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

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.	Objective	Timeframe in H.E.	Status of Program Implementation
Focus Neighborhood Stabilization	Acquire and rehabilitate rental units.	Ongoing	Ongoing	Acquisition/rehabilitation component of the program continues to be a part of Burbank's affordable housing efforts. However, lack of sufficient funding limits this program substantially.
Code Enforcement	Conduct proactive code enforcement in CDBG target areas.	Ongoing	Ongoing	Ongoing code enforcement in CDBG areas and other selected neighborhoods.

Preservation of Assisted Housing	Preserve existing affordable housing stock.	Ongoing	Continuing to monitor status of 1,119 affordable units; maintain annual contact with owners/management; maintain and update list of all assisted housing development; communicate with Section 8 tenants regarding status of HUD contract renewal; provide tenant education for Section 8 recipients in the event of property owner withdrawal from Section 8 program.
Housing Choice Vouchers (Section 8 Rental Assistance)	Maintain current levels of Section 8 funding; apply for additional funds as available.	Ongoing	Program is ongoing; Section 8 program being maintained.
Condominium Conversion Program	Consider amending the Inclusionary Housing Ordinance to include condo conversion projects.	By 2015	No requirements yet imposed for condo conversions. Yet to be completed; remains on work program.
Land Use Element and Zoning Code Update	Facilitate/encourage residential mixed-use development and possibly small-lot development; provide a range of housing types.	By 2015	General Plan update adopted in 2013. In 2015, begin development of citywide mixed use development standards. Small lot subdivision ordinance under consideration. Reviewing Planned Unit Development (PUD) Ordinance for possible developments.
Second Dwelling Units	Promote development of second units and monitor SDU development trends annually to evaluate if modifications are needed for City requirements.	Ongoing	Property owners continue to use ordinance to build second dwelling units.
Affordable Housing Development Assistance	Provide regulatory and financial assistance for affordable housing	Ongoing	As funding permits, continue to provide gap financing for affordable housing projects. In addition, continue to provide regulatory incentives and concessions to private developers to increase the supply of affordable housing. Lastly, provide information and conduct meetings with and outreach to the development community for the purpose of disseminating information on sites with potential for development, inclusionary housing requirements, density bonuses, and other available incentives and concessions.
Inclusionary Housing Ordinance	Continue to implement inclusionary housing ordinance.	Ongoing	Ongoing program.
Housing for Persons with Disabilities	Support the construction and rehab of housing targeted for persons with disabilities.	Ongoing	Ongoing program. New housing development for veterans with some units being redesigned for full ADA accessibility.

Sustainability and Green Building	Implement Sustainability Action Plan and Greenhouse Gas Reduction Plan and encourage green building practices in new construction and rehab projects.	Ongoing	CALGreen (Title 24) building code standards adopted in 2011 and implemented through the Building Division.
Transitional and Supportive Housing	Amend City residential definitions to classify Health and Safety Code-compliant transitional and supportive housing as a standard residential use, consistent with State law.	By 2017	In process.
Development Standards and Procedures	Encourage mixed use developments through implementation of mixed use development standards (SCAG grant for mixed use standards approved in 2015) and revisions to the Zoning Ordinance. Review the City's development review and approval process for possible revisions.	By 2015	Ongoing. In late 2015, commence development of mixed use development standards with grant received from SCAG.
Fair Housing	Provide information on fair housing to Burbank residents and property owners; promote fair housing practices.	Ongoing; Update Analysis of Impediments (AI).	Ongoing program.
Affordable Housing Density Bonus	Implement state law.	Ongoing	No developers have recently sought to utilize state density bonus incentive. However, when Staff meets with multi-family housing developers, it is always recommended as an option. In this calendar year, Staff met with one developer that was interested but was ultimately unable to utilize the Density Bonus.
Landlord/Tenant Mediation	Offer conflict mediation services through Landlord-Tenant Commission.	Ongoing	Ongoing program.
Emergency Shelter and Emergency Services	Explore opportunities for supportive services programs and partnerships to leverage funds; provide funding support to agencies offering homeless services to Burbank's homeless and at-risk population.	Ongoing	Strategy and action plan complete. Funding of organizations ongoing.

Accessible Housing and Universal Design	Explore incentives for residential projects that include universal design features.	Ongoing	Reasonable accommodation process implemented in 2009 and successfully utilized numerous times.
Residential Lifeline Program	Offers reduced rates for electric utility to very low income seniors and permanently disabled residents.	Ongoing	Ongoing program.

General Comments: