Housing Policy Department
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Department of Housing and Community Development

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: City of Calistoga

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Reporting Period by Calendar Year: from 1/1/13 to 12/31/13

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

City of Calistoga General Plan

Annual Progress Report on Housing Element – 2013

Accepted by the Calistoga City Council on March 18, 2014

Housing Element Implementation during 2013

Significant efforts to implement the Housing Element, including their applicable actions, follow.

- A CDBG grant was awarded to the City to study the long-term viability of Calistoga mobile home parks as affordable housing for low-income seniors.
- A 48-unit apartment project targeted to households headed by farmworkers with a maximum income of 60% of area median income was approved (H-3.2/A2, H-3.4/A1).
- Funding was provided to Napa Valley Fair Housing, Community Action of Napa Valley, Calistoga Farmworker Center, Calistoga Family Center, Napa City and Napa County Housing Authorities, Calistoga Affordable Housing to promote affordable and fair housing for special needs groups, such as farmworkers, seniors, the disabled, the homeless and families with female heads of household (H-3.4/A2)
- Funding was provided to Rebuilding Calistoga to help low-income seniors maintain and upgrade their homes, and conserve energy (H-4.1/A2 and H-8.1/A5)
- The Rent Stabilization Ordinance was reviewed to determine its effectiveness and whether amendments were appropriate (H-2.2/A3).
- Single-family design guidelines were drafted and reviewed by the Planning Commission (H-1.4/A1, H-2.2/A1)
- A study began on an update of the City's development impact and in-lieu fees (H-2.1/A3, H-3.1/A2, H-6.1/A2).

Housing Element Implementation anticipated during 2014

The following efforts to implement the Housing Element have been completed or are anticipated during 2014.

- Zoning Code amendments to revise most of the residential zoning districts to align them with the General Plan and promote housing (H-1.2/A2, H-1.2/A4, H-2.1/A2, H-2.1/A4) (adopted January 21, 2014)
- Adoption of updated development impact and in-lieu fees (H-2.1/A3, H-3.1/A2, H-6.1/A2)
- Adoption of single- and multi-family residential design guidelines (H-2.2/A1, H-1.4/A1).

General Plan amendments anticipated during 2014 include the following:

- A state-mandated update to the Housing Element to incorporate 2010 Census data, the City's 2015-2022 fair share of regional housing, and progress made on meeting the existing Element's goals and objectives.

Calistoga General Plan Housing Element
2013 Annual Report

Housing Element Action		Status	Actions Taken in 2013
H-1.1/A1	Create and maintain a list and map of vacant and underutilized infill sites for dissemination to interested developers, and publish it on an annual basis.	Ongoing	No changes needed to list or map included in Housing Element
H-1.2/A1	Amend the Zoning Ordinance to include standards and incentives which will encourage and facilitate mixed-use development.	Not completed	--
H-1.2/A2	Review and update as necessary Zoning Ordinance standards for multi-family development in the R-3 zoning district to ensure that development at the maximum allowable density is achievable.	Completed (2013 - Ord. 699)	Increased minimum lot sizes to promote larger lots to facilitate the development of multi-family residential
H-1.2/A3	Amend the Zoning Ordinance to allow agricultural employee housing for six or fewer persons by right in the R-1 Zoning District, subject to the same regulations as a single-family dwelling.	Completed (2012)	No further action required
H-1.2/A4	Amend the Zoning Ordinance to permit multi-family housing as a matter of right in the R-3 and Community Commercial zoning districts subject to a non-discretionary Design Review process.	Partially completed (2013 - Ord. 699)	R-3 District amended to allow multi-family housing as of right
H-1.3/A1	Continue to update the Capital Improvement Program annually to ensure that sewer, water, and street improvements facilitate timely residential development.	Ongoing	Updated during budget process
H-1.3/A2	Forward the certified Housing Element to public utilities and to the Calistoga Joint Unified School District.	Completed (2012)	No further action required
H-1.3/A3	Adopt a City of Calistoga ordinance that establishes specific procedures to grant priority service to housing with units affordable to lower-income households whenever capacity is limited.	Not completed	No action taken; ample Growth Management allocations are available
H-1.4/A1	Adopt design standards for multi-family, single-family attached, mixed use, residential care and group home facilities based on broad input from the community to ensure these forms of housing are compatible with and complement the	In process	Drafted single-family design guidelines that Planning Commission recommended for approval by City Council.

	Housing Element Action	Status	Actions Taken in 2013
	community's rural small-town character.		
H-2.1/A1	Revise the R-3 zoning designation to allow for lot coverage greater than the currently allowed 40 percent, as a means to increase the viability of higher density projects in this zone.	Not completed	Conducted review of multi-family projects and determined that current lot coverage standard is adequate
H-2.1/A2	Amend the Zoning Ordinance to reflect the following: • Allow residential or community care facilities with six or fewer beds in all residential zones by right. • Allow convalescent care, congregate care and assisted living facilities	Completed (2013 – Ord. 699) Partially completed (2013 – Ord. 699)	Amended Zoning Ordinance Amended R-3 District to allow convalescent and congregate care facilities
H-2.1/A3	Amend Calistoga's Affordable Housing Ordinance to create a range of options for non-residential development projects to address their inclusionary housing requirement.	In process	Initiated in-lieu fee study
H-2.1/A4	Consider amending the R-2 Zoning District to make it a zoning district primarily intended for the development of "for-sale" single-family attached homes.	Completed (2013 – Ord. 699)	Amended R-2 District to allow duplexes
H-2.2/A1	Update design standards for single-family residential dwellings (including mobile homes, manufactured homes and factory-built homes) to ensure that they are consistent with current construction practices and housing products.	In process	Drafted single-family design guidelines that Planning Commission recommended for approval by City Council.
H-2.2/A2	Continue to monitor and explore the feasibility of adopting a Mobile Home Park Conversion Ordinance to require assessment of impacts, relocation assistance and public hearing before a mobile home park can be converted to other uses.	Protection already required by state law. All mobilehome parks are zoned MHP and would require legislative action prior to conversion.	No further action required
H-2.2/A3	Continue to administer the City's Mobile Home Rent Stabilization Ordinance.	Ongoing	Presented review of the RSO to City Council
H-2.2/A4	Coordinate with mobile home park owners to promote continued upkeep of the mobile home parks.	Ongoing.	Inspected Fair Way Manor, which led to paving upgrades
H-3.1/A1	Continue to require new commercial and industrial development to participate in the City's inclusionary housing program to provide housing for an adequate portion of their workforce.	Ongoing	Assessed affordable housing fees on commercial and industrial development

Housing Element Action		Status	Actions Taken in 2013
H-3.1/A2	When updating development-related impact fees, review housing impact fees with the objective of increasing them as a means to fund development of more affordable housing.	In process	Initiated housing impact fee study
H-3.1/A3	Review and update the Inclusionary Housing Program to make it more effective. Consider including incentives that will stimulate production of housing for the more difficult to achieve income levels such as moderate, very low and extremely low incomes.	Not completed. Pending completion of in-lieu affordable housing fee study.	--
H-3.1/A4	Prepare and adopt a Density Bonus Ordinance to guide implementation of the State's Density Bonus law.	Not completed. Pending completion of impact fee study.	--
H-3.2/A1	Amend the Calistoga Growth Management System Ordinance to identify special needs housing groups as a preference in the General Development Objectives.	Completed.	No further action required
H-3.2/A2	Collaborate with the County, the agricultural industry and non-profit organizations to assess the need, plan for, fund and develop new farmworker housing to meet the needs of permanent and seasonal laborers.	Ongoing	Approved a 48-unit apartment project targeted to households headed by farmworkers with a maximum income of 60% of area median income Provided funding to the Napa County Housing Authority to support the three Farm Works Housing Centers that it operates
H-3.2/A3	Collaborate with the County and non-profit organizations on an ongoing basis to assess the needs of the homeless by participating in efforts to survey this population, and providing funding or other support to ensure the provision of shelters on a regional basis.	Ongoing	Provided funding to Community Action Napa Valley to support operation of homeless shelters and Hope Center, and to Calistoga Family Center to help maintain related family and housing referral services
H-3.2/A4	Continue to notify the public of available special assistance programs available through public and private agencies.	Ongoing	No special assistance programs offered
H-3.2/A5	Amend the Zoning Ordinance to treat transitional and supportive housing as residential uses subject to the same permitting processes of similar uses in the same zone and without undue special	Completed (2012)	No further action required

	Housing Element Action	Status	Actions Taken in 2013
	regulatory requirements.		
H-3.2/A6	Amend the Zoning Ordinance to allow emergency shelters without a Conditional Use Permit or other discretionary approval in the CC Zoning District.	Completed (2012)	No further action required
H-3.2/A7	Enforce State requirements for accessibility and adaptability in all existing and new housing projects.	Ongoing	Ensured implementation of California Building Code Chapter 11A mandated accessibility standards for multi-family housing through its plan check of the building permit applications for the Calistoga Family Apartments Project. The Building Official approved a Universal Design Policy (Policy No. 2013-1) requiring accessible design features to be incorporated into newly-constructed and substantially-rehabilitated single-family and duplex residences to the maximum feasible extent.
	Analyze City ordinances and procedures for adverse impacts on the development, maintenance and improvement of housing for persons with disabilities.	Completed (2013)	The Building Official approved a Universal Design Policy, as described above.
	Seek grants to retrofit existing housing to provide accessibility where requested	Not completed	--
	Develop information bulletins to inform residents and developers of issues relating to reasonable accommodation.	Completed (2013)	Distributed Universal Design Policy to appropriate contractors.
H-3.2/A8	Maintain a list of available federal, state and local programs that support housing for special needs groups.	Ongoing	List maintained
H-3.2/A9	Provide information sheets at City Hall about the new 211 phone system, which provides phone assistance to persons in need of emergency shelter.	Ongoing	Provided flyers at City Hall
H-3.3/A1	Establish a local cash match program that provides, as economic resources may permit, City funds equal to the amount of funds received from other resources to rehabilitate and develop affordable housing.	Revenues in the Housing Trust Fund are available to develop affordable housing	Maintained Housing Trust Fund

Housing Element Action		Status	Actions Taken in 2013
H-3.3/A2	The City Council may allocate, as economic resources permit, a portion of any tax revenue resulting from new development, including Transient Occupancy Tax, to support affordable housing opportunities.	Ongoing	--
H-3.3/A3	Continue to use loan repayment funds from the CDBG account to fund programs and projects that will benefit households with moderate, low, very-low and extremely-low incomes.	Ongoing	Used funds for contract services with Napa Valley Fair Housing, Community Action of Napa Valley, Calistoga Farmworker Center, Calistoga Affordable Housing
H-3.4/A1	Continue to assist developers in seeking funding for affordable housing.	Ongoing	Worked with an affordable housing developer to secure Low-Income Housing Tax Credits for an affordable apartment project
H-3.4/A2	Work with local organizations and other municipalities in the area to establish and coordinate affordable housing for special needs groups.	Ongoing	Worked with Napa City and Napa County Housing Authorities and Community Action of Napa Valley to establish and coordinate affordable housing
H-3.4/A3	Collaborate with nonprofit agencies in applications for Farmworker Housing Grant Funds for the development of accommodations for farmworkers, including migrant workers.	Ongoing	--
H-3.4/A4	Develop, maintain and make available a list of available federal, state and local funding sources that support rental housing units.	Completed	Provide information upon request
H-3.4/A5	Create a Housing Resources page on the City's web site that provides information on the City's housing programs and links to the web sites of local housing organizations and housing agencies.	Completed	Maintained Housing Resources page
H-4.1/A1	Offer on-going technical assistance to aid homeowners in maintaining, upgrading and improving their property.	Ongoing	Provided assistance
H-4.1/A2	Cooperate with volunteer groups such as Rebuilding Calistoga to help very low- and low-income home-owners and renters to maintain and upgrade their property.	Ongoing	Contributed $10,000 to Rebuilding Calistoga
H-4.1/A3	Continue a voluntary inspection program to identify unsafe structures and give	Ongoing	Inspected structures on request and worked to correct

Housing Element Action		Status	Actions Taken in 2013
	property owners ample opportunity to correct deficiencies within a reasonable time frame.		deficiencies
H-4.1/A4	Establish a proactive program that encourages property owners to properly maintain and upgrade their property, and voluntary inspections of common problems associated with older housing.	Not completed	--
H-4.1/A5	Develop and adopt a procedure as part of the City's Code Enforcement Program for the City to intervene when a property is becoming seriously deteriorated, especially if it is of historic significance.	Not completed	--
H-4.1/A6	Establish an annual inspection program to enforce health and safety codes and abate unsafe living conditions in the City's multiple-unit housing stock.	Partially completed	Fire Department inspected multi-family housing
H-4.2/A1	Consider reducing fees as economic resources permit for review of home owner-related planning applications.	Not completed	The City's economic resources did not allow for fee reductions
H-4.2/A2	Develop a strategy to support the rehabilitation of older residential neighborhoods.	Partially completed. Mills Act Program established to provide reduced property taxes for historic properties.	Applied for HOME Program funding for the rehabilitation of owner-occupied homes
H-5.1/A1	Amend Use Permit requirements for bed and breakfast units to include a finding that the creation of a bed and breakfast development would result in no net loss of housing.	Not completed	Enforced existing regulations that require owner or resident manager to maintain a primary residence on-site
H-5.1/A2	Continue to monitor City-funded affordable housing projects to ensure compliance with affordability requirements and restrictions.	Ongoing	Maintained contract with Housing Authority of City of Napa to monitor affordable housing
H-5.1/A3	Consider use of Inclusionary Housing Program funds to assist nonprofit housing agencies in purchasing "at risk" affordable units.	Not completed	--
H-5.1/A4	Review and update current practices for subsidizing "for sale" housing units. Establishment of an equity sharing program should be considered to give the City the ability to buy back affordable housing units when at risk of converting to market-rate.	Not completed due to insufficient financial resources	--

Housing Element Action		Status	Actions Taken in 2013
H-6.1/A1	Fast-track application and entitlement procedures for projects that meet General Plan policies and City regulatory requirements, with particular attention paid to projects providing housing that is affordable to moderate, low, very-low and extremely-low income households.	Ongoing	Secured approval for 56-unit very low-income apartment project within 100 days
H-6.1/A2	Periodically review and update development-related impact fees.	In process	Initiated development impact fee study
H-6.1/A3	Conduct a study to consider changes to the Zoning Ordinance to ensure that parking requirements for senior, affordable, and special needs housing are appropriate.	Not completed	--
H-6.1/A4	Amend the Growth Management System Ordinance to allow for longer time extensions under appropriate circumstances and when certain performance standards have been met.	Completed (Ord. 685, adopted 8/7/12)	No further action required
H-6.1/A5	Amend the Growth Management System Ordinance to allow rollover of unused allocations between 5 year housing cycles. Rolled over allocations shall be made available to residential projects in all income categories.	Completed (Ord. 685, adopted 8/7/12)	No further action required
H-7.1/A1	Promote the enforcement activities of the State Fair Employment and Housing Commission and the U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity.	Ongoing	Maintained fair housing links on City web site and service contract with Napa Valley Fair Housing
H-7.1/A2	Continue to work with local organizations to perform landlord-tenant education, conciliation and fair housing intake of discrimination complaints, investigation and enforcement.	Ongoing	Service contract maintained with Napa Valley Fair Housing
H-7.1/A3	Continue to work to educate the public and the housing industry regarding their rights and responsibilities.	Ongoing	Fair housing links posted on City web site and service contract maintained with Napa Valley Fair Housing
H-7.1/A4	Distribute information about fair housing at City Hall, on the City's web site and through local organizations that provide housing-related services. Consider holding workshops for landlords and tenants to educate both about fair	Ongoing	Fair housing links posted on City web site and fair housing information provided by Calistoga Family Center

Housing Element Action		Status	Actions Taken in 2013
	housing laws.		
H-7.1/A5	Continue to refer questions regarding housing and job translation to the Calistoga Family Center and other similar organizations.	Ongoing	Made referrals to Calistoga Family Center
H-7.1/A6	Adopt HCD's model ordinance for "Universal Design" to guide builders in incorporating housing features that accommodate use of the housing by people with disabilities.	Completed	Building Official approved a Universal Design Policy (Policy No. 2013-1), based on HCD Model Ordinance, requiring accessible design features to be incorporated into newly-constructed and substantially-rehabilitated single-family and duplex residences to the maximum feasible extent.
H-7.1/A7	Amend the Calistoga Municipal Code to create a procedure wherein persons with disabilities seeking equal access to housing may request reasonable accommodation in the application of zoning laws and other land use regulations, policies, and procedures.	Completed	Amended CMC to include reasonable accommodation provisions
H-7.1/A8	Adopt a Fair Housing and Marketing Plan to promote equal access to housing opportunities created through the City's affordable housing programs.	Affirmative Fair Housing Marketing Plan authorized by City Manager (2008)	No further action required
H-8.1/A1	Establish a weatherization program and performance improvement program for existing residential units in partnership with utility companies and other organizations.	Not completed	--
H-8.1/A2	Provide information on energy efficient appliances with building permits.	Not completed	--
H-8.1/A3	Adopt State Green Building Codes with local mandates and implement appropriate rating systems to facilitate incentives.	Ongoing	Adopted 2013 CalGreen Code
H-8.1/A4	Ensure efficient water use by adopting State standards for water-efficient landscape design.	Not completed	Applied State standards
H-8.1/A5	Fund energy conservation improve-ments through local rehabilitation programs to assist lower income households and rental properties in meeting weatherization and energy conservation needs.	Not completed	Energy conservation improvements made by Calistoga Rebuilding 2013, which was supported by City funding

Housing Element Action		Status	Actions Taken in 2013
H-8.1/A6	Include energy efficient design techniques in the development of design standards for new residential development. Techniques to be incorporated should include: passive solar design; lot layout and/or building placement that maximizes southern exposures, and strategic placement of deciduous trees to provide shading.	Not completed	--
Quantified Housing Objectives		The City took the following actions during 2013 towards meeting its regional share of new housing for the 2007-2014 planning period: • Approved a 48-unit apartment project targeted to households headed by farmworkers with a maximum income of 60% of area median income. • Approved a building permit for the construction of an above-moderate income home Based on construction that has occurred since 1/1/07, there is a remaining need for 17 moderate-income and 35 above-moderate income units.	

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

Jurisdiction City of Calistoga

Reporting Period 1/1/2013 - 12/31/2013

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	1	1	1			
(10) Total by income Table A/A3 ► ►						1	1	1			
(11) Total **Extremely Low-Income** Units*											

* Note: These fields are voluntary

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

Jurisdiction City of Calistoga

Reporting Period 1/1/2013 - 12/31/2013

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				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	**0**
No. of Units Permitted for **Above Moderate**	1					1	1

* Note: This field is voluntary

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

Jurisdiction City of Calistoga

Reporting Period 1/1/2013 - 12/31/2013

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.			2007	2008	2009	2010	2011	2012	2013			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	Deed Restricted	17		8								8	9
	Non-deed restricted												
Low	Deed Restricted	11		16								16	-5
	Non-deed restricted												
Moderate	Deed Restricted	18											17
	Non-deed restricted		1									1	
Above Moderate		48	9	2	1				1			13	35
Total RHNA by COG. Enter allocation number:		94	10	26	1	0	0	0	1			38	56
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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Jurisdiction City of Calistoga

Reporting Period 1/1/2013 - 12/31/2013

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**
See attached summary			

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

Jurisdiction City of Calistoga

Reporting Period 1/1/2013 - 12/31/2013

General Comments:

None.