

**Department of Housing and  
Community Development**

**ANNUAL HOUSING ELEMENT PROGRESS REPORT**

City or County Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reporting Period by Calendar Year: from \_\_\_\_\_ to \_\_\_\_\_

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 Calistoga

**Reporting Period** 1.1.15 - 12.31.15

**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					
(9) Total of <b>Moderate and Above Moderate</b> from Table A3 ▶ ▶			0	4	4	4					
(10) Total by income Table A/A3 ▶ ▶				4	4	4					
(11) Total <b>Extremely Low-Income</b> Units*											

\* Note: These fields are voluntary

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

**Jurisdiction** City of Calistoga  
**Reporting Period** 1.1.15 - 12.31.15

**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 <b>Moderate</b>						0	
No. of Units Permitted for <b>Above Moderate</b>	4					4	4

\* Note: This field is voluntary

## ANNUAL ELEMENT PROGRESS REPORT

### *Housing Element Implementation*

(CCR Title 25 §6202 )

**Jurisdiction** City of Calistoga  
**Reporting Period** 1.1.15 - 12.31.15

**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.		2015	2016	2017	2018	2019	2020	2021	2022		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	6										6
	Non-deed restricted											
Low	Deed Restricted	2										2
	Non-deed restricted											
Moderate	Deed Restricted	4										4
	Non-deed restricted											
Above Moderate		15	4								4	11
Total RHNA by COG. Enter allocation number:		27										
Total Units ▶ ▶ ▶			4								4	23
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶												

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



## Summary of Actions Taken During 2015 to Implement the Calistoga General Plan Housing Element<sup>1</sup>

General Plan Action		Status	Actions Taken in 2015
1.1-1	When reviewing proposed residential development projects and proposals to downzone residential properties or reclassify residentially-designated property to other uses, consider the potential impact on the ability of the City to provide adequate sites for residential development for all economic segments of the community and achieve its quantified housing objectives.	Ongoing	The reclassification of 1213 and 1303 Foothill from residential to commercial was conditioned to require the preservation of an existing residential unit on the properties
1.1-2	Amend the commercial zoning districts of the Zoning Code to exclude residential floor area from the calculation of the maximum floor area allowed for a mixed use project, as provided by the General Plan's commercial land use designations.	Completed	Amendments completed in 2015
1.1-3	When awarding Growth Management System allocations, give preference to the construction of residential units on vacant, under-developed or redeveloped land with necessary public infrastructure already in place.	Ongoing	No preferential treatment was required because sufficient allocation were available for all residential development
1.1-4	When awarding Growth Management System allocations, give preference to residential units that are proposed as part of a mixed-use development project.	Ongoing	No preferential treatment was required because sufficient allocation were available for all residential development
1.1-5	Ensure that any amendments to the Housing Element or other General Plan elements maintain internal consistency within the General Plan as a whole.	Ongoing	All amendments were reviewed to ensure consistency with the General Plan as a whole
1.2-1	Encourage new residential development to be built with no less than 50% of the maximum number of dwelling units prescribed by the General Plan for specific properties, subject to conformance with the City's residential design guidelines and the General Plan's residential design policies.	Ongoing	Staff worked with the applicant for the only residential development project received in 2015 to achieve approval of a 58% density bonus
1.2-2	Consider amendments to the Zoning Code's regulations for second residential units to promote their development.	Completed	Ordinance 706 adopted January 20, 2015
1.2-3	Exempt second dwelling units from the Growth Management System allocation requirement.	Ongoing	No applications for second dwelling units were received

<sup>1</sup> Includes actions that have not been completed, were completed in 2015 or are ongoing.

General Plan Action		Status	Actions Taken in 2015
1.2-4	Allow alternative housing arrangements through the approval of rezonings to the Planned Development District.	Ongoing	No applications for rezonings to PD were received
1.3-1	Update the Capital Improvement Program to ensure that sewer, water, and street improvements facilitate residential development.	Ongoing	Included updated CIP in annual budget, including sewer, water, and street improvements
1.3-2	Provide periodic reports on the available water supply and wastewater treatment capacity, and awarded and available Growth Management System allocations.	Ongoing	Presented report to City Council on July 7, 2015
1.3-3	Assess impact fees on development projects to support adequate sewer, water and transportation services, and parks and cultural facilities.	Ongoing	Assessed development impact fees
1.3-4	Periodically review and update development-related impact fees to ensure that fees are commensurate with the cost to the City for providing required infrastructure.	Impact fees were comprehensively updated in 2014	No review required at this time
1.3-5	Consider using the Affordable Housing Fund to subsidize all or part of the water and wastewater connection fees for affordable housing projects.	Ongoing	No opportunities for subsidies were available
2.1-1	Adopt an ordinance providing for the approval of density bonuses and other incentives for projects that reserve units for extremely low-, low- and moderate-income households.	Completed.	Ordinance 709 adopted in 2015
2.1-2	When awarding Growth Management System allocations, give preference to the construction of dedicated housing that is affordable to extremely low-, low- and moderate-income households.	Ongoing	No preferential treatment was required because sufficient allocation were available for all residential development
2.1-3	Maintain the City's Affordable Housing Fund as a source of funding for affordable housing to extremely low-, low- and moderate-income households.	Ongoing	\$650,000 from the Fund was used to purchase the 611 Washington site for construction of low-income apartments
2.1-4	Allocate, as economic resources permit, a portion of any tax revenue resulting from new development, including transient occupancy tax (TOT), to support housing opportunities for extremely low-, low- and moderate-income households, including for use in land banking, development of affordable housing, or other uses that will lead to more affordable housing.	Ongoing	A loan from the General Fund to the Affordable Housing Fund was used for the purchase of 611 Washington for the construction of low-income apartments

General Plan Action		Status	Actions Taken in 2015
2.1-5	Use loan repayments from the 1980s CDBG residential rehabilitation program to fund programs and projects that benefit extremely low-, low- and moderate-income households.	Ongoing	Funds were used to support programs for fair housing resources, residential rehabilitation and farmworker housing
2.2-1	Use local funding to leverage funding available from federal, state, county and private funding sources for affordable housing and housing for special needs groups.	Ongoing	The purchase of 611 Washington for affordable housing will help leverage funding for its construction
2.2-2	Assist developers in seeking funding for affordable housing	Ongoing	Assisted developer of affordable housing project at 611 Washington Street with application for AHSC funding
2.3-1	Revise the inclusionary housing requirements to reflect recent court decisions regarding their applicability to rental housing and the feasibility of providing affordable housing within market-rate residential projects.	Completed	Ordinance 709 adopted in 2015
2.3-2	Assess affordable housing linkage fees on nonresidential development that are deposited in the Affordable Housing Fund to be used, in part, to increase the supply of affordable housing. Periodically review and revise the fees as necessary.	Ongoing Updated linkage fees in 2014	Assessed linkage fees on nonresidential development
3.1-1	Where the loss of affordable housing occurs through demolition or conversion, these units shall be replaced on-site or elsewhere. The City Council may allow the payment of an in-lieu fee.	Ongoing	No affordable housing was demolished or converted to another use
3.1-2	Consider adopting a mobile home park conversion ordinance to require the assessment of impacts, public hearings and relocation assistance before a mobile home park can be converted to another use.	Not completed	--
3.1-3	Continue to actively enforce the Zoning Code's prohibition of vacation rentals (i.e., the renting of homes for fewer than 30 days)	Ongoing	Staff monitored vacation rental web sites and advised property owners of prohibition where possible
3.2-1	Monitor deed-restricted affordable housing projects to ensure compliance with affordability requirements and restrictions.	Ongoing	Projects were monitored by the Housing Authority of the City of Napa
3.2-2	Continue to administer the Mobile Home Rent Stabilization Ordinance and defend it against legal challenges. Monitor the effectiveness of the Ordinance and revise if necessary to maximize its effectiveness.	Ongoing	No rent increases were requested beyond those allowed by the Ordinance

General Plan Action		Status	Actions Taken in 2015
4.1-1	When awarding Growth Management System allocations, give preference to the construction of housing that will assist one or more special-needs groups.	Ongoing	No preferential treatment was required because sufficient allocations were available for all residential development
4.1-2	Approve residential density bonuses and incentives consistent with the provisions of State law for senior housing projects.	Ongoing	No applications for senior housing projects were approved in 2015
4.1-3	Collaborate with Napa County, the agricultural industry and non-profit organizations to assess the need, plan for, fund and develop farmworker housing to meet the needs of permanent and seasonal laborers.	Ongoing	Contributed \$10,000 to the Napa County Housing Authority for the operation of three housing centers for migrant farmworkers
4.1-4	Collaborate with Napa County and non-profit organizations 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 for operation of homeless shelters and Hope Center, and to Calistoga Family Center to help maintain housing referral services
4.1-5	Provide information about the 211 phone system, which provides assistance to persons in need of emergency shelter.	Ongoing	Provided flyers at City Hall and on Housing Resources page on the City's web site
4.1-6	Maintain an up-to-date 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.	Ongoing	Maintained Housing Resources page
4.1-7	As part of the project review process, provide incentives to market-rate rental housing projects of 10 or more units that provide 3- and 4- bedroom units.	Ongoing	No applications for such projects were received
4.1-8	Amend the Rural Residential and Rural Residential-Hillside Zoning Districts to allow supportive and transitional housing as permitted uses.	Completed	Ordinance 710 adopted in 2015
4.1-9	Encourage developers of affordable housing projects to designate a share of the units for the disabled, including developmentally-disabled persons.	Ongoing	3 units in the approved Calistoga Senior Apartments project will be fully-accessible; the remainder will be designed as adaptable to the disabled
4.2-1	Maintain the City's Affordable Housing Fund as a source of funding for housing for special-needs population groups.	Ongoing	The Fund was augmented by nonresidential affordable housing fees
4.2-2	Allocate, as economic resources permit, a portion of any tax revenue resulting from new development, including transient occupancy	Ongoing	A loan from the General Fund to the Affordable Housing Fund was used for the purchase of 611

General Plan Action		Status	Actions Taken in 2015
	tax (TOT), to support housing opportunities for special-needs population groups.		Washington for the construction of senior apartments
4.2-3	Use loan repayments from the CDBG account to fund programs and projects that benefit special-needs population groups.	Ongoing	Funds were used to support Napa Valley Community Action, which provides homeless services
4.3-1	Use local funding to leverage funding available from federal, state, county and private funding sources for special needs groups.	Ongoing	No opportunities were available for leveraging such funding
4.3-2	Maintain a Housing Resources page on the City's web site that provides information on resources for special-needs population groups and links to the web sites of local housing organizations and housing agencies.	Ongoing	Maintained Housing Resources page
4.4-1	Enforce State requirements for accessibility and adaptability in remodeled and new housing projects.	Ongoing	Enforced accessibility and adaptability requirements
4.4-2	Enforce the City's Universal Design Policy that requires accessible design features	Ongoing	Enforced the Universal Design Policy
4.4-3	Seek grants to retrofit existing housing to provide disabled accessibility.	Ongoing	Received HOME residential rehabilitation grant, which may be used for such retrofits
4.4-4	Inform the public about the City's reasonable accommodations provisions that allow modifications to the City's development standards for persons with disabilities seeking equal access to housing.	Ongoing	Advised public of reasonable accommodations provisions when appropriate
5.1-1	Offer technical assistance to aid homeowners in maintaining, upgrading and improving their property.	Ongoing	Provided technical assistance
5.1-2	Provide funding and cooperate with volunteer groups such as Rebuilding Calistoga to help lower-income households maintain and upgrade their property.	Ongoing	Contributed \$15,000 to Rebuilding Calistoga Received HOME residential rehabilitation grant for lower-income households
5.1-3	Seek to correct health and safety issues identified during routine building permitting and inspection activities.	Ongoing	Pursued correction of identified health and safety issues
5.1-4	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	--
5.1-5	Maintain an annual inspection program to enforce health and safety codes and abate unsafe living conditions in the City's multi-family housing complexes and mobile home	Ongoing	Building Division inspected the Chateau Calistoga Mobile Home Park and pursued correction of

General Plan Action		Status	Actions Taken in 2015
	parks.		identified violations Fire Department inspected multi-family housing complexes and pursued correction of identified violations
5.2-1	Maintain streets, sidewalks and other municipal systems in older residential neighborhoods in good repair.	Ongoing	Completed construction of Grant Street underground drainage improvements Completed plans for Fairgrounds storm drain repair and all state and federal permitting Completed three-quarters of sidewalk grinding for trip hazards Continued ADA ramp replacement projects
5.2-2	Allow the application of the State's Historic Building Code to qualified homes in order to provide flexibility in rehabilitation and modification efforts.	Ongoing	Utilized Historic Building Code when appropriate
5.2-3	Publicize the City's Mills Act program to encourage owners of qualified owner-occupied homes to actively participate in the rehabilitation, restoration, preservation and maintenance of their historic property in exchange for a reduction in their property taxes.	Ongoing	Provided information on City's web site and advised property owners when appropriate
5.3-1	The City's residential design standards and the General Plan's Character Area Overlay Districts shall be considered in the review of proposed residential projects.	Ongoing	Considered Design and Character Area standards during review of residential projects
5.3-2	As part of the project review process, encourage new residential subdivisions of ten or more lots or units to provide a range of lot sizes and designs to the extent feasible, and avoid "cookie cutter" approaches to subdivision design.	Ongoing	No applications for such projects received
6.1-1	Allow use of the Historic Building Code to facilitate the rehabilitation of historic residences.	Ongoing	Utilized Historic Building Code when appropriate
6.1-2	Fast-track the processing of applications and entitlements for projects that meet General Plan policies and City regulations, with particular attention paid to projects providing affordable housing.	Ongoing	The Calistoga Senior Apartments project received environmental review and design review approvals in less than 60 days from application submittal

General Plan Action		Status	Actions Taken in 2015
6.1-3	Allow the joint utilization of parking spaces where it can be demonstrated that shared use will not result in an unacceptable impact on parking in the public right-of-way or on off-street parking lots.	Ongoing	No applications for such projects received
6.1-4	Amend the Zoning Code to allow reduced parking for senior housing.	Not completed. Such parking reductions allowed by CMC Chapter 17.08	--
6.1-5	Amend the Growth Management System to allow for longer time extensions under appropriate circumstances and when certain performance standards have been met.	Not completed	--
6.1-6	Amend the Growth Management System to allow the rollover of unused allocations between five-year housing cycles.	Not completed	--
6.1-7	Amend Zoning Code Chapter 17.04, Definitions, to update the definitions for "supportive housing" and "transitional housing," consistent with state law, update the definition of "family," consistent with current case law, and to add a definition for "target population."	Completed	Ordinance 710 adopted in 2015
7.1-1	Provide bilingual information about fair housing at public locations, including displaying printed materials at City Hall, providing printed materials to the UpValley Family Center, and including links to fair housing resources on the Housing Resources page of the City's web site.	Ongoing	Provided bilingual information about fair housing at prescribed locations
7.1-2	Provide financial support to, and work with local organizations, such as Fair Housing Napa Valley and the UpValley Family Center, to provide multi-lingual landlord-tenant education, conciliation and the intake of discrimination complaints, investigation and enforcement.	Ongoing	Provided funding to Fair Housing Napa Valley and UpValley Family Center
7.1-3	Include a Fair Housing Marketing Plan as part of housing opportunities created through the City's affordable housing programs.	Ongoing	Implemented fair housing practices as part of the HOME residential rehabilitation program
7.1-4	Continue to implement fair housing practices in affordable housing programs, such as the HOME residential rehabilitation program.	Ongoing	Implemented fair housing practices as part of the HOME residential rehabilitation program

General Plan Action		Status	Actions Taken in 2015
8.1-1	Publicize the availability of weatherization and energy-efficiency programs.	Ongoing	Publicized CalFirst and HERO programs
8.1-2	Ensure efficient water use for irrigation by adopting the State's standards for water-efficient landscape design.	Ongoing	Enforced state standards
8.1-3	Fund energy conservation improvements through local rehabilitation programs to assist lower-income house-holds in lowering energy expenses.	Ongoing	Included energy conservation improvements as part of the HOME residential rehabilitation program

#### Quantified Housing Objectives

The City took the following actions during 2015 towards meeting its regional share of new housing for the 2015-2022 planning period.

- Issued building permits for 4 above-moderate income units.
- Purchased the property at 611 Washington Street and entered into a partnership with a non-profit developer for the development of a 30-unit low-income senior apartment project.