TOWN OF COLMA PLANNING DEPARTMENT
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March 17, 2012

Office of Planning Research
State Clearinghouse
P.O. Box 3044
Sacramento, CA 95812-3044

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

Dear Sir or Madam:

On March 14, 2012 the Colma City Council received and accepted the 2011 Annual Report on the Implementation of the Housing Element. In addition, they accepted the Annual Report on the General Plan.

In compliance with California Government Code Section 65400(a)(2), a copy of this Annual Report is attached to this letter and submitted to you.

Sincerely,

Michael P. Laughlin, AICP
Acting City Planner

Enc: Annual Housing Element Progress Report- Housing Element Implementation

Department of Housing and Community Development

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: Town of Colma

Mailing Address: 1190 El Camino Real
Colma, CA 94014

Contact Person: Michael Laughlin Title: Acting City Planner

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Reporting Period by Calendar Year: from January 1, 2011 to December 31, 2011

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 Town of Colma

Reporting Period January 1, 2011 - December 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
			Affordability by Household Incomes								
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	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.
									See Instructions	See Instructions	
None to report							0				
(9) Total of Moderate and Above Moderate from Table A3 ► ►					0	0	0	0			
(10) Total by income Table A/A3 ► ►											
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
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Jurisdiction Town of Colma

Reporting Period January 1, 2011 - December 31, 2011

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	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

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

Jurisdiction Town of Colma

Reporting Period January 1, 2011 - December 31, 2011

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**	0	0	0	0	0	0	0

* Note: This field is voluntary

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

Jurisdiction Town of Colma

Reporting Period January 1, 2011 - December 31, 2011

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.													Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1 2004	Year 2 2005	Year 3 2006	Year 4 2007	Year 5 2008	Year 6 2009	Year 7 2010	Year 8 2011	Year 9 2012			
Very Low	Deed Restricted	17												17
	Non-deed restricted													
Low	Deed Restricted	8												8
	Non-deed restricted													
Moderate	Deed Restricted	21												20
	Non-deed restricted		1										1	
Above Moderate		28	80	0	0	2	0	0	0	0	0		82	-54
Total RHNA by COG. Enter allocation number:		74												
Total Units ► ► ►			81	0	0	2	0	0	0	0	N/A		83	-9
Remaining Need for RHNA Period ► ► ► ► ►														

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

Annual Housing Element Progress Report
Housing Element Implementation
(CCR Title 25§6202)

Jurisdiction: Town of Colma
Reporting Period: January - December 31, 2011

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
(Program 1.1) Mobile Home and Manufactured Housing Design Standards Ordinance	Ensure that manufactured housing locating in the Sterling Park neighborhood is consistent with the existing neighborhood.	Ongoing	Two available sites in Sterling Park have been developed with 2 site-built housing units.
(Program 1.2) Second Unit Ordinance	Compliance with State Law adopted in 2002 to establish development standards for new second units.	6/1/2003	**Completed.** Colma Ordinance 600 was adopted 6/25/03 establishing development standards for second dwelling units (CMC 5.03.270). Design standards not yet prepared.
(Program 2.1) Mixed Use District	Encourage residential use in conjunction with commercial uses in the Commercial zones identified by General Plan policy.	Ongoing	The Verano project with 63 units was constructed in the Commercial zone. Colma was processing two development proposals which had ground floor commercial development and residential units above, but both projects were withdrawn as a result of the economic downturn.
(Program 2.2) Sewer User Fee Waiver	Encourage the development of housing units by the Town paying ongoing sewer usage fees for the residents.	Ongoing	All 83 new residential units developed during the reporting period benefit from the Town paying sewer fees. Sewer fee subsidies are proposed to be reduced in future years.

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
(Program 2.3) Density Bonus Provisions for Affordable Housing	Provide incentives that encourage affordable high-density residential uses near major regional transportation facilities. Revise the Zoning Ordinance general provisions to recognize Government Code Section 65915 for density bonuses to developers.	Target July 2004	**Completed.** Ordinance number 639 was adopted by City Council on 1/11/06, includes density bonuses as specified by Government Code Section 69515.
(Program 2.4) High-Density Housing Near Colma and South San Francisco BART Stations	Encourage increased residential density on property fronting on El Camino Real between B, C and D Streets and in the vicinity of the Colma and South San Francisco BART Stations.	Ongoing	The 63-unit Verano housing project was constructed near the South San Francisco Bart Station. Another project at 7778 El Camino Real (Bocci site) near the Colma BART station was being processed by Colma, but it was withdrawn due to the economic downturn. A project was submitted for a mixed use development at 7733 El Camino Real (Sandblaster) just south of C Street across from the Colma BART station; however it was withdrawn given the economic conditions. The property is still being marketed for mixed-use development.
(Program 3.1) Provide housing accessible to persons with special needs and the elderly	Evaluate and revise, as necessary, existing policies for housing accessible to persons with disabilities. Determine whether there are constraints on the development, maintenance and improvement of housing intended for persons with disabilities, consistent with California State Senate Bill 520 enacted January 1, 2002.	Evaluate by June 2004; if constraints found take action to modify by December 2004	**Completed.** Requests for Reasonable Accommodations, Ordinance 652, was passed in by City Council on January 10, 2007.
(Program 3.2) Parking Variance Relaxation for Elderly and Special Needs	City Council has a policy encouraging variances to relax off-street parking requirements for multiple-unit projects devoted exclusively to elderly and disabled residents. The City Council will continue to support the Federal Section 202 and 811 Programs (or their replacement), through the County of San Mateo so as to facilitate a non-profit sponsor's federal approval	Ongoing	In 2006 an application was submitted for the expansion of an existing assisted care facility for the elderly. The project included reduced parking, which would have been supported by Planning Staff and the Town; however the application was withdrawn. There have been no other projects submitted that would qualify for a reduction in parking under this program.

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
(Program 4.1) Allow Planned Development Zoning Provisions for Use with Larger Lot Development Proposals	Encourage higher density clustered development on vacant parcels large enough to accommodate a Planned Development concept. The Town's Planned Development Ordinance provides for residential development proposals that would not be possible under the available conventional zoning.	Ongoing	There are 3 projects that have been developed under the PD ordinance, Home Sweet Home (assisted living facility), Verano (63-unit condo project), and Villa Hoffman (18-unit townhouse project). The vacant lot at 7733 El Camino Real (Sandblaster site) would also quality for a PD project.
(Program 5.1) Provide Knowledgeable Housing Referral	Retain a listing of major agencies and organizations active in housing related services in nearby cities and a listing of relevant regional, state and federal offices providing project funding and individual assistance. Refer persons requesting information or assistance relative to Fair Housing discrimination complaints to the County Community Services Department and provide them with State and Federal printed information concerning Fair Housing Law and rights. Post fair housing policies for public review at the Town Hall, Colma Community Center, and Senior Housing Complex.	Ongoing	Planning staff maintains a list of agencies and organizations that can assist Colma residents in locating affordable housing. Fair Housing policies are posted consistent with policy.
(Program 5.2) Continue support of the Human Investment Project (HIP).	The Town supports the Human Investment Project (HIP), which provides affordable housing opportunities to residents of San Mateo County such as a Home sharing Program for the elderly and roommate referral. Periodically print information about HIP in the Town's monthly newsletter.	Ongoing	The Town of Colma supports HIP with annual funding.

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
(Program 5.3) Section 8 Rental Assistance.	Actively encourage very-low income households to apply to the San Mateo Housing Authority for rent subsidies. Disburse information on application dates and contacts to the community, in addition to the Housing Authority's local advertisement, and in the Town's existing newsletter that is mailed to all households.		Staff refers very-low income residents to San Mateo County Housing Authority for information about rent subsidies. As of February 16, 2011, there are 11 Section 8 housing units within the Town of Colma.
(Program 5.4) Senior Housing Complex.	Through this program the Town maintains and manages their 18-unit Senior Housing Complex on El Camino Real and will set a rental structure appropriate to the individual tenant's income.	Ongoing	City Council adopted Administrative Code Section 2.02.010 setting rental polices for the Senior Housing Complex. This section specifically sets forth the rental structure for both existing and future residents of the Complex, as well as rate increase. However, on July 14, 2010 the City Council voted to adopt a resolution suspending the annual rental adjacent for 2010, which waived the 4% CPI increase provided for in the Administrative Code.
(Program 5.5) Maintain Up-to-Date Housing Records	Develop a master list of total housing units and the estimated population, update annually using building records.	Ongoing	Staff currently keeps track of the amount of housing within the Town of Colma.
(Program 5.6) Promote Affordable Housing and Mixed-Use	Educate developers about the Town's desire to provide a wide range of housing, including units affordable to lower income households. Inform prospective developers of the numerous alternatives for financing the construction of affordable housing units and provide them with a list of vacant and underutilized properties in Colma.	Ongoing	Upon meeting with a potential developer, planning staff informs them about the Town's inclusionary housing ordinance, site that offer mixed-use development opportunities, vacant and underutilized sites, and checks that they are aware of alternative funding in support of affordable housing.

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
(Program 6.1) Promote Emergency and Transitional Shelter	Maintain a list of homeless assistance resources, as in Appendix C of the Housing Element, and maintain communication with Daly City Community Services Center in order to better facilitate the provision of adequate emergency and transitional housing to Colma residents. Continue Town support of the Shelter Network of San Mateo County that provides emergency shelter and transitional housing, the Daly City Emergency Food Pantry, and the North County Emergency Shelter Project.	Ongoing	The Town of Colma contributes funds to the following: HIP Housing, North Peninsula Food Pantry & Dining Center of Daly City, and Second Harvest Food Bank. The Planning Department also refers people to the Countywide list of facilities that provide emergency and transitional housing. A council Member sits on the board of San Mateo County's Housing and Community Development Committee which provides funding for housing projects and non-profits who help keep people in their homes.
(Program 6.2) Maintain Up-to-Date Information on Energy Conservation and Solar Design Standards and Techniques.	Encourage builders and homeowners to incorporate solar energy design and energy conservation components into new construction during the initial design review phases of development applications.	Ongoing	During initial review of new developments and remodeling projects, staff discusses opportunities to incorporate solar energy and energy conservation components into the project design.
(Program 7.1) Maintain and expand financing opportunities for housing rehabilitation and conservation.	The City Council will continue their agreement with the County of San Mateo to offer information on various rehabilitation loan programs. These programs are designed to assist low and very-low income homeowners in rehabilitating their existing residences, or property owners to rehabilitate rental housing.	Ongoing	San Mateo County Department of Housing offers rehabilitation loans for single family dwellings as well as rental units for Colma property owners. Planning staff continues to direct interested parties to the County for information about these programs.

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
(Program 7.2) Establishment of single-family residential zoning in Sterling Park neighborhood.	Protects the characteristics that attract residents to the Sterling Park neighborhood by regulating elements such as the lot size, building height, building setback and design components through the establishment of the R-S zoning district.	Ongoing	The Planning Department reviews all additions and new construction in Sterling Park to ensure compliance with the R-S zoning district.
(Program 7.3) Active Participation in "Rebuilding Together Peninsula"	Annually participate in the "Rebuilding Together Peninsula" (formerly "Rebuilding Together with Christmas in April") program. Through this program Colma citizens volunteer to rehabilitate a residence in the area, so their neighbors can live in warmth, safety and independence. [**Note:** Rebuilding Together Peninsula is a separate organization, not a program operated by the Mid Peninsula Housing Coalition]	Annually	The Town of Colma participates in this event, but does not contribute funding unless the project selected is located within the Town of Colma. The Town donated $5,000 for a house on D Street that was a candidate for the "Rebuilding Together Peninsula" program where community members, including Colma Council Members, worked on repair of a home on April 24, 2010. Over the years the Town has helped repair six homes in the community. No homes in Colma were selected in 2011.
(Program 7.4) Expand and enhance the Minor Housing Repair Grant Program	The Minor Housing Repair Grant Program provides grant for repair of minor items such as unsafe walkways and porches, installation of insulation an dual-pane windows and energy-efficient appliances. The grants may also be used for major repairs such as new roofs or foundation work. Unless extended by the City Council, the program is set to expire in December 2003.	Program set to expire December 2003 unless extended.	This program expired in December 2003 and was not extended. As noted under Program 7.1, Colma staff refers residents to San Mateo County Department of Housing's rehabilitation loan program.

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
(Program 7.5) Establish a low-interest loan program for very-low, low, and moderate income homeowners	Work to establish a low-interest loan program for rehabilitation of residential properties owned by those with very-low, low, and moderate income.	Loan Program 2005/2006	Funding has not been available to create this loan program; however, rehabilitation programs for residential properties are offered through San Mateo County Department of Housing.
(Program 7.6) Underground Utilities in the Mission Road Corridor to improve Community Commitment to Neighborhood Pride	Work with P.G.& E. to fund the undergrounding of utilities in the Mission ~~Road~~ [Street, now renamed El Camino Real] corridor. It is hoped that this program will encourage private property improvement through the beautification of the neighborhood.	Target date 2006-2015	Utilities along El Camino Real have been undergrounded from the Town's northern border (approximately A Street) to F Street. There is currently no funding available for further undergrounding along El Camino Real and such a project is not included in the Capital Improvement Program through 2012-2013.
(Program 7.7) Use Nuisance Abatement and Property Maintenance process to Improve Individual Properties and Neighborhood Pride	Actively pursue compliance by property owners on laws related to property maintenance, compliance with permit conditions and compliance with construction and zoning codes in order to correct conditions of visual blight and to protect property values.	Ongoing	Actively pursuing compliance when there are code violations, this is an ongoing program and staff continues to investigate cases as complaints are received.