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Department of Housing and Community Development

ANNUAL HOUSING ELEMENT PROGRESS REPORT

Housing Policy Department
Received on:
JUL 11 2016

City or County Name: City of Gilroy

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Gilroy, CA 95020

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Reporting Period by Calendar Year: from January 1, 2015 to December 31, 2015

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

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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	
200 E. 10th St	5+	R	26	234					TCAC	RDO- AHEP	
6290 Church St	SF	O		1					LTF	Inc-ND	
219 Lusitano Wy	SF	O		1					LTF	Inc-ND	
6220 Hyde Park Dr	SF	O		1					LTF	Inc-ND	
213 Lusitano Wy	SF	O		1					LTF	Inc-ND	
6210 Hyde Park Dr	SF	O		1					LTF	Inc-ND	
207 Lusitano Wy	SF	O		1					LTF	Inc-ND	
157 Lusitano Wy	SF	O		1					LTF	Inc-ND	
155 Lusitano Wy	SF	O		1					LTF	Inc-ND	
151 Lusitano Wy	SF	O		1					LTF	Inc-ND	
1 Lusitano Wy	SF	O		1					LTF	Inc-ND	
5 Lusitano Wy	SF	O		1					LTF	Inc-ND	
7 Lusitano Wy	SF	O		1					LTF	Inc-ND	
17 Lusitano Wy	SF	O		1					LTF	Inc-ND	
16 Caspian Wy	SF	O		1					LTF	Inc-ND	
18 Caspian Wy	SF	O		1					LTF	Inc-ND	
2 Caspian Ay	SF	O			1					Inc-ND	
38 Caspian Wy	SF	O			1					Inc-ND	
44 Caspian Wy	SF	O			1					Inc-ND	
12 Caspian Wy	SF	O			1						1

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40 Caspian Wy	SF	O			1						1
76 Caspian Wy	SF	O			1						1
70 Caspian Wy	SF	O			1						1
(9) Total of **Moderate and Above Moderate** from Table A3 ► ►					7	406	413				
(10) Total by income Table A/A3 ► ►				249	14	406	413				
(11) Total **Extremely Low-Income Units***											

* Note: These fields are voluntary

RDO-AHEP= Residential Development Ordinance Affordable Housing Exemption Procedure

ND refers to a "Neighborhood District" designation that requires 15% of the homes built under this type of project approval are affordable to buyers who earn up to 90% of AMI. Each of these units are deed restricted.
Buyers who earn over 90% up to 120% are not deed restricted. Affordability is demonstrated by comparing the builders sales prices to the restricted sales prices. If the sales price is the same or lower than the restricted sales price established when the Affordable Housing Agreement with the developer is executed, there is no deed restriction recorded on the property.

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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 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 **Moderate**	7					7	
No. of Units Permitted for **Above Moderate**	406					406	

* 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.			2015									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	118	26									26	92
	Non-deed restricted		0										
Low	Deed Restricted	160	249									249	-89
	Non-deed restricted		0										
Moderate	Deed Restricted	217	3									3	210
	Non-deed restricted		4									4	
Above Moderate		475	406									406	69
Total RHNA by COG. Enter allocation number:		970	688									688	282
Total Units ► ► ►													
Remaining Need for RHNA Period ► ► ► ► ►													

Note: units serving extremely 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**
Publicize Residential Sites Inventory	The City shall make the residential sites inventory available to developers by publicizing it on the City website and providing copies of the sites to developers. The City shall update the list of sites annually, or as projects are approved on the sites.	Within 6 months of adoption; update annually, or as needed	The Housing Element, which includes vacant and underutilized residential sites, is on the City Web Site. The Residential Vacant Land Inventory, completed November 2015 is available to the public and has recently been added to the City Web Site.
Residential Development Ordinance	The City shall review and revise, as appropriate, the Residential Development Ordinance to ensure that it does not pose a constraint on the maintenance, improvement and development of housing; and provides capacity to meet the City's RHNA need. Furthermore, the City will encourage the development of housing that is affordable to a variety of income groups through the Residential Development Ordinance by comparing its features with the Neighborhood District Ordinance and making any changes to ensure the two policies are compatible.	Following adoption of the New General Plan (estimated FY 2015/16)	The completion of the General Plan has been suspended until the outcome of an Urban Growth Initiative slated for the November 8th ballot. As of June 6, 2016 the RDO Interim Exemption has been extended for 18 months to provide housing allocations during the time to allow for a vote on the initiative and resumption of the General Plan based on the election outcome. Once the General Plan is completed a review of the RDO Ordinance as it compares to the Neighborhood District Ordinance will be completed.

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Variety of Housing in Neighborhood Districts	The City shall review and revise, as appropriate, the Neighborhood District Policy to ensure that it encourages the development of housing that is affordable to a variety of income groups by comparing its features with the Residential Development Ordinance and making any changes to ensure the two policies are compatible and designed to reach the same goals.	In conjunction with the New General Plan preparation (estimated FY 2015/16)	The completion of the General Plan has been suspended until the outcome of an Urban Growth Initiative slated for the November 8th ballot. After the election the General Plan will be resumed with a new schedule established.
Facilitate Infill Development	The City shall coordinate efforts with private and non-profit developers, and other housing related groups to encourage the construction of residential development through a menu of regulatory incentives (e.g., streamlined review and other methods that will effectively encourage infill development). The City shall monitor infill development on a biannual basis to ensure the effectiveness of programs to encourage housing development. If, based on its biannual review, the City finds that additional programs are need to facilitate infill development, the City shall revise programs as appropriate.	Biennially starting in 2016	The City approved Density Bonus' for two affordable unit infill projects totaling over 300 units. In addition, a residential infill project was approved for over 200 townhomes.

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Monitor Permit Requirements, Processing Procedures and Land Use Controls	To ensure permit requirements and processing procedures do not constrain residential development, the City shall evaluate current requirements and procedures on a biannual basis. The City shall consult builders and other parties engaged in housing development activities to identify concerns. If permitting requirements are determined to be a constraint to residential development, the City shall modify permitting requirements and/or procedures to address constraints, as feasible.	Starting in 2016 and implement changes as appropriate	A Request for Qualifications will be sent out the summer of 2016 to obtain a consultant to perform a Development Services Audit for improved plan processing.
Zoning to Encourage and Facilitate Single-Room Occupancy Units	The City shall revise the Zoning Code to establish explicit definitions for and regulatory standards addressing single-room occupancy units.	Following adoption of the New General Plan (estimated FY 2015/16)	The completion of the General Plan has been suspended until the outcome of an Urban Growth Initiative slated for the November 8th ballot. After the election the General Plan will be resumed with a new schedule established.
Study Micro-Units	The City shall conduct a study of the appropriateness of "micro-units" in Gilroy and the existing barriers in the Zoning Ordinance to the provision of micro-units. Based on the findings of the study, the City will make a determination of the appropriateness of micro-units in Gilroy and, if determined appropriate, identify methods for eliminating barriers, and establish appropriate development standards.	FY 2017/18	The Micro-Unit study will begin 3rd quarter of FY 2017/18

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Develop Affordable Housing Incentives	The City shall review and revise, current incentives and regulatory concessions available to developers for the development of affordable housing throughout the city, especially within the Downtown Gilroy Specific Plan area and Neighborhood District. The City shall also provide technical assistance, as feasible. The City shall continue to monitor development within the City's Downtown area on a biannual basis to ensure the implementation of the Specific Plan's policy on encouraging the development of a mix of retail, office and higher density residential uses. The City shall encourage the development of uses within the area to closely follow the recommended land use assumptions contained in the Specific Plan. If the City finds that the proportion of residential uses to non-residential uses are not being developed as assumed in the Specific Plan, the City shall investigate additional incentives, concessions or assistance and revise programs as appropriate.	Review incentives within 1-year of Housing Element adoption; revise, as appropriate; Monitor effectiveness of incentives and regulatory concession biennially, staring in 2016; Ongoing monitoring of development within Downtown Specific Plan.	The City will continue to evaluate incentives. One change that was implemented was a change to the Residential Development Ordinance Affordable Housing Exemption Procedure (Procedure). Originally it required the cost of affordable rental units be equivalent to the California Tax Credit Allocation Committee (CTCAC) 50% income level rental rates for Santa Clara County. To promote further use of tax credit financing, the City changed the Procedure to allow those rents at either 50% and/or 60% income levels. As a result, a large affordable multi-family housing project was submitted and approved.

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Pursue Funding for Affordable Housing	The City shall pursue funding from State, Federal, and regional sources and support applications for funding to help increase the supply of affordable housing. Funding programs may include but are not limited to: • One Bay Area Grants awarded by the Association of Bay Area Governments; • HCD Local Housing Trust Fund Program; • HUD Section 811 funding for supportive housing for extremely low-income residents; • The state Infill Infrastructure Grant program, sponsored by the Department of Housing and Community Development (HCD); and • The State Multifamily Housing Program (MHP), sponsored by HCD.	At least biennially, or as funding opportunities become available	The City will evaluate funding opportunities as they arise and apply as appropriate. It will also facilitate public hearings on behalf of private developers who wish to seek tax credit financing for an affordable housing project.
Community Development Block Grant Program	The City shall continue to administer the Community Development Block Grant (CDBG) Program for all eligible activities, including acquisition, rehabilitation, home buyer assistance, economic development, homeless assistance, public services, and public improvements. The City shall continue to inform non-profit organizations of funding availability through the City's website and informational packets at City Hall.	Annually	The city continues to administer the CDBG program and funds eligible activities as funding allows. One such activity is a housing rehabilitation program that helps very low income individuals with accessibility improvements. The city will evaluate an expansion of this program to allow for more in depth housing rehabilitation projects.

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Housing Trust Fund	The City shall continue to administer the City's Housing Trust Fund (HTF) for all eligible activities, including new construction, acquisition, rehabilitation, home buyer assistance, homeless assistance, public services related to housing, and preservation of affordable housing. The City shall continue to inform non-profit organizations of funding availability through the City's website and informational packets at City Hall.	Annually	The city continues to administer the HTF program and funds housing related activities as funding allows. These activities include fair housing services, tenant landlord counseling services and homeless prevention services.
Funding Sources to Assist Homeownership	The City shall pursue potential sources of additional funding for homeownership assistance, including the availability of State HCD, CalHFA funds, HOME, and County funds. The City shall improve public outreach activities through the compilation of resources for down payment assistance, silent second mortgages, and other means of acquiring a home.	Development of resources for public distribution by December 2015; ongoing review of additional funding sources	The City has published the availability of Mortgage Credit Certificates on its website. It will do the same when other funding opportunities are available. In 2015, the City worked with BMR buyers to identify and acquire downpayment assistance funds from a local nonprofit.
Section 8 Referrals	The City shall continue to provide Section 8 referral services and information to City residents. The City shall make information on the Section 8 voucher program available on the City website.	Post on website by January 2016; provide referral on an ongoing basis	The city will post on its website a link to the Housing Authority of Santa Clara County website. Here individuals can learn more about Section 8 eligibility and determine if the current waiting list is accepting any additional households.

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Development of Housing for Extremely Low-Income Households	The City shall review and incorporate appropriate regulatory incentives, financial incentives, and other policies that encourage the development of housing units for extremely low-income households. The City shall encourage and support the development of housing for extremely low-income households within future affordable housing projects through various strategies and programs that may include: assistance with entitlement processing; and modifying development standards and granting concessions and incentives for projects that provide housing for lower income families.	Review and amend Zoning Code (estimated FY 2015/16), as appropriate, following adoption of the New General Plan	The completion of the General Plan has been suspended until the outcome of an Urban Growth Initiative slated for the November 8th ballot.
Water and Sewer Service Priority	The City shall review and update every five years, as necessary, the Water and Sewer Service Priority Policy to ensure future affordable projects will receive service priority.	Review every 5 years, starting December 2015	Not due this year
Housing Rehabilitation	To enhance the quality of existing neighborhoods, the City shall continue to implement the City's Housing Rehabilitation Program. The City will continue using Community Development Block Grant (CDBG) funds to assist in the improvement of substandard housing.	Ongoing	The city currently funds a housing rehabilitation program that provides accessibility improvements to very low income households. They city will evaluate an expansion of the program to allow for more in depth rehabilitation improvements to make a home safe and sanitary.

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Code Enforcement Program	To ensure continued maintenance of housing quality, condition, and use, the City shall continue to enforce building codes to address existing exterior and interior code violations. Within current staffing limits, the City shall contact owners of units identified as substandard, offering inspection services and providing information on the City's Rehabilitation Loan Program and landlord/tenant information and mediation services.	Ongoing	The city continues to utilize CDBG funding to fund housing code enforcement services within the HUD approved Neighborhood Revitalization Strategy Area.
Monitoring of Units At-Risk of Converting to Market Rate	The City shall provide for regular monitoring of deed-restricted units that have the potential of converting to market rate. In order to proactively address units at-risk of conversion, the City shall develop a program to partner with non-profit housing providers and develop a preservation strategy. This strategy will at least include biennial contact with property owners of affordable units, identification of funds to purchase and preserve affordable units, noticing of tenants and technical assistance with applications for funds.	Implement strategy by December 2015	To date, no multi-family affordable housing units have converted to market rate or are at-risk of conversion. Recently, many of the complexes have undergone significant rehabilitations to update and prolong the longevity of the units. The city will continue to evaluate its current multi-family affordable housing stock to determine if any development are at-risk of conversion.
Resale Control on Owner-Occupied Below Market Rate Units	The City shall continue to implement resale controls on owner-occupied Below Market Rate (BMR) units to ensure that affordable units provided through public assistance or public action are retained for 30 years or more as affordable housing stock.	Ongoing	The city will continue to monitor its BMR portfolio and will seek the services of a third-party administrator to provide further proactive oversight of its BMR portfolio.

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Rent and Income Restrictions on Rental Below Market Rate Units	The City shall continue to implement rent and income restrictions on rental Below Market Rate (BMR) units to ensure that affordable units provided through public assistance or public action are retained for 30 years or more as affordable housing stock.	Ongoing	Rent and resale restrictions are implemented through the City's Affordable Housing Policy.
Housing for Large Families	The City shall review and revise the Zoning Code, as appropriate, to incorporate appropriate regulatory incentives, and other policies that encourage the development of rental housing units with three or more bedrooms to accommodate the needs of large families. The City shall encourage and support the development of rental housing for large families within future affordable housing projects through various strategies and programs that may include: assistance with site identification and entitlement processing; and modifying development standards and granting concessions and incentives.	Review and amend Zoning Code (estimated FY 2015/16), as appropriate, following adoption of the New General Plan	The completion of the General Plan has been suspended until the outcome of an Urban Growth Initiative slated for the November 8th ballot.

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Development of Housing for Seniors	The City shall consider areas for new senior housing development, including residential care facilities, that are convenient to public transit and within walking distance to shopping and restaurants, and incorporate appropriate regulatory incentives, financial incentives, and other policies that encourage the development of housing for seniors. The City shall continue to accept Senior only and Affordable Senior Housing projects through the RDO Exemption program to encourage the development of these projects.	Review and amend Zoning Code (estimated FY 2015/16), as appropriate, following adoption of the New General Plan	The completion of the General Plan has been suspended until the outcome of an Urban Growth Initiative slated for the November 8th ballot.
Reduced Parking Standards for Senior Housing	The City shall conduct a study to determine if reduced parking standards for senior housing is appropriate in Gilroy. Based on the findings of the study, the City may revise the Zoning Code, as necessary, to reduce parking standards for senior housing.	Conduct study and review Zoning Code (estimated FY 2015/16) (as appropriate) following adoption of the New General Plan	The completion of the General Plan has been suspended until the outcome of an Urban Growth Initiative slated for the November 8th ballot.
Development and Conservation of Housing for Farmworkers	The City shall continue to partner with the Housing Authority of Santa Clara County and various non-profit organizations to explore and implement ways of providing affordable farmworker housing. The City shall assist with requests by developers for State and Federal funding for development of multi-family housing within city limits.	Outreach to Santa Clara Housing Authority and non-profit organizations biennially starting in 2016, and identify and pursue development, as appropriate	Outreach to begin this calendar year

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Consistency with the Employee Housing Act	The City shall update the Zoning Code to be consistent with the Employee Housing Act (Health and Safety Code 17021), which generally requires employee housing to be permitted by-right, without a CUP, in single-family zones for less than six persons, and in all zones that allow agricultural uses with no more than 12 units or 36 beds.	Review and amend Zoning Code (estimated FY 2015/16) following adoption of the New General Plan	The completion of the General Plan has been suspended until the outcome of an Urban Growth Initiative slated for the November 8th ballot.
Support Homeless Service Providers	The City shall continue to support the efforts of agencies providing emergency shelter for homeless residents, including providing funding when feasible and appropriate.	Ongoing	The City provides funding to homeless service providers through both its CDBG and HTF programs. Services include case management, homeless prevention and provision of basic need items.
Home Access Grants	The City shall continue to administer Home Access Program to provide very low-income disabled residents with help in safely entering and exiting their homes and accessing essential areas within their homes.	Ongoing	The City continues to utilize CDBG funding to support the Home Access Program. The city evaluate the program to allow for additional improvements.
Coordinate with the San Andreas Regional Center	The City shall work with the San Andreas Regional Center to implement an outreach program informing residents of the housing and services available for persons with developmental disabilities. The City shall make information available on the City website.	Initiate coordinate by 2016	The City will coordinate with the San Andreas Regional Center on the best manner to disseminate the information. It will work to provide the information via the city website so that other service providers who work with developmentally disabled individuals can have access to the same information.
Zoning Code Amendments for Transitional and Supportive Housing	The City shall update the Zoning Code to be fully compliant with State law and allow transitional and supportive housing in all zones that allow residential uses, subject to the same restrictions that apply to other residential uses of the same type in the same zone.	Amend Zoning Code (estimated FY 2015/16) following adoption of the New General Plan	The completion of the General Plan has been suspended until the outcome of an Urban Growth Initiative slated for the November 8th ballot.

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Fair Housing Counseling	The City shall continue to provide funds to and contract with a non-profit agency to provide fair housing assistance including landlord/tenant counseling, homebuyer assistance, and improvement or removal of identified impediments. The City shall disseminate information about fair housing assistance through pamphlets in City-owned buildings and other public locations (e.g., City Hall, Library, post office, other community facilities) and by posting information on the City website.	Ongoing	The City funds fair housing counseling services through its HTF program. It also publishes the availability of both tenant/landlord counseling and fair housing services via its website.
Interagency Collaboration for Lower Cost Housing	The City shall continue participation in Countywide housing assistance programs, and collaborate with other public agencies and non-profit housing sponsors in the use of available programs to provide lower-cost housing in Gilroy.	Ongoing	The City partners with the County who provides direct subsidies for two individuals at an affordable housing apartment complex currently owned by the City. It will continue to seek similar opportunities with the County especially in light of the county's work on addressing the growing homeless problem. The city will also facilitate TEFRA hearings to allow for the development and rehabilitation of affordable housing units throughout the city.
Collaboration with Development Community	The City shall continue to establish relationships with and provide technical assistance to both for-profit and non-profit development companies working in the area of affordable housing, facilitating innovative partnerships and collaborative approaches to affordable housing development. The City will especially utilize the Housing Advisory Committee to address housing issues and provide outreach to the development community.	Ongoing	The City provides periodic Developer Roundtables, at the last meeting in early 2016 Tiny Homes was one of the topics.

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Community Access to Housing Information	To ensure the Gilroy community is provided the highest level of access to information, the City shall evaluate the effectiveness of existing outreach and community education efforts and develop a comprehensive outreach strategy for the delivery of housing information. The outreach strategy will consider various methods of delivery, including print media, mailers, web-based information, and other methods that consider economic and cultural considerations unique to the City of Gilroy.	Develop housing information strategy by June 2016	Development of a Housing Information Strategy will be complete by end of calendar year 2016.
Annual Review of Housing Element	Pursuant to HCD Requirements, the City shall conduct an annual implementation review of the Housing Element. The review will include the following information: a log of new residential development permits and completion reports; inventory of units built in the Extremely Low-, Very Low- and Low-Income categories, an update or inventory of approved projects; an annual estimate of population from the State Department of Finance; and available vacant land and zoning survey.	Annually to HCD	While that City has been timely in the past in completion of the Annual Review of the Housing Element, a quick departure of the City's Housing Specialist has created a large void.

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General Comments: