Department of Housing and Community Development

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: City of Monte Sereno

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Reporting Period by Calendar Year: from Jan. 2011 to Dec. 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 City of Monte Sereno

Reporting Period 1/1/2011 - 12/31/2011

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
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	
15191 Karl Ave.	SU			1			1				A
16335 Ridgecrest Ave.	SU			1			1				A
(9) Total of **Moderate and Above Moderate** from Table A3 ►					0	1	1				
(10) Total by income Table A/A3 ► ►				2		1	3				
(11) Total **Extremely Low-Income** Units*											

* Note: These fields are voluntary

A. Unit currently under construction. The unit is a one-bedroom unit of 700sf. Surveys of similar second units have found that one-bedroom units of 700 sf or less rent for less than $1200/month and so qualify as low income units."

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

* 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.			2006	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	Year 9		
Very Low	Deed Restricted	13											10
	Non-deed restricted		2		1							3	
Low	Deed Restricted	9											-1
	Non-deed restricted		3	1	3		1	2				10	
Moderate	Deed Restricted	11											8
	Non-deed restricted			1 [A]		2 [BC]						3	
Above Moderate		8	2		3	2		1 [D]				8	0
Total RHNA by COG. Enter allocation number:		41											
Total Units ► ► ►			7	2	7	4	1	3				24	18
Remaining Need for RHNA Period ► ► ► ► ►													

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

A. Uninhabitable prior to construction

B. Uninhabitable prior to construction (resulting in 1 moderate unit)

C. Uninhabitable prior to construction (resulting in 1 moderate unit)

D. New unit constructed after annexation

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Table C
Program Implementation Status

Program Number	Program	Quantified Objective	Timeframe	Status
H-1.1	Continue to require Site Development Permit approval for all new homes and to require project consistency with the City Design Guidelines.	--	Ongoing	In 2011 the City received 20 applications for Site Development Permits.
H-2.1	The City will continue to monitor residential neighborhoods for housing in need of rehabilitation.	5 rehabilitated units	Ongoing	Ongoing
H-2.2	The City will continue to participate with Santa Clara County in the Federal Community Development Block Grant Program to provide housing rehabilitation loans and weatherization services for extremely low, very low, low and moderate-income households. As part of the Urban County the City commits that by 2011 it will develop a local plan and process for citizen participation in review of any City project proposals. The City will detail proposed project activities, detail the Urban County's need that thate project is addressing and detail a project implementation timeline. The City will prepare quarterly progress reports during the program year activities are being carried out. The City also will provide any additional information necessary for the completion of the Urban County's Consolidation Plan, including a detailed description of the City's commitment to provide housing assistance to extremely low, very low, low and moderate- income persons.	5 rehabilitated units	By 2011	Although the City is currently participating in the Santa Clara County Community Development Block Grant Program the City does not have any City project proposals at this time.
H-2.3	The City will continue to monitor the availability of additional State and federal funds to assist in the rehabilitation of the housing in Monte Sereno. The City will also apply for and assist with the application process for funds.	--	Ongoing	The City did not receive any applications during 2011
H-2.4	The City will continue to pursue code enforcement on homes that are not maintained in compliance with City codes.	--	Ongoing	Ongoing

H-2.5	The City will review on a biannual basis the Capital Improvement Program (CIP) to identify public infrastructure priorities that will maintain the community's older residential neighborhoods.	--	Ongoing	In Progress
H-3.1	Amend the zoning code to increase the maximum permitted size of second units to 1,200 square feet and to exclude covered parking from the second unit building size calculation.	4 low income units, 5 mod-moderate income units	Ongoing	To be completed in 2012. Proposal will be brought to the Site and Architectural Commission first for a discussion and recommendation. Once an ordinance has been drafted by staff, the amendment will be brought to the City Council for consideration.
H-3.2	In order to encourage the development of secondary dwelling units and single room occupancies affordable to extremely low income households the City will adopt new incentives that may include such things as waiving planning fees of secondary dwelling units and single room occupancies and/or regulation concessions.	5 extremely low income units, 2 very low income units, 2 moderate income units	Ongoing	To be completed in 2012
H-3.3	The City will continue to track and monitor the construction and affordability of levels of new second units through building permits and an affordability questionnaire. The affordability questionnaire will be updated and distributed by 2011.	--	By 2011	The City will create a survey and distribute it by midyear 2012.
H-3.4	Initiate an intensive public outreach campaign to publicize incentives for the construction of new second units and the amnesty program for existing un-permitted second units. By 2011 the City will initiate a secondary unit public outreach program. Information will be provided on the City's web site, through e-mailings, and the City's quarterly newsletter.	5 low income units; 5 very low income units	By 2011	To be completed in 2012
H-3.5	The City will monitor the second unit ordinance to ensure that standards and regulations are not prohibiting the construction of new second units needed to meet the City's share of the region's housing needs. The City will amend the second unit ordinance if needed to facilitate the construction of second units for very-low, low and moderate income households.	--	Ongoing	To be completed in 2012

H-3.6	The City will continue to track and monitor the construction and affordability levels of new second units. On an annual basis, the City will compare the results of the tracking system with its regional housing needs allocation (RHNA) for extremely low, very low, low, and moderate-income families. If the RHNA is not being met, the City will develop alternate strategies for addressing the housing needs for extremely low, of very low, lower, and moderate-income families. When the City receives an application for assistance to develop affordable housing, the City will apply for funds within three months of receiving an application.	--	Ongoing	Ongoing; part of preparation of Annual Report
H-3.7	The City will continue to evaluate existing development review procedures and identify ways to reduce the time and associated development costs for extremely low, very low, low, and moderate-income housing.	--	Ongoing	Ongoing
H-3.8	The City will continue to participate in efforts to provide affordable housing for all income groups in Santa Clara County. These efforts include programs administered by the Housing Trust of Santa Clara County, the Housing Authority of Santa Clara County and the Santa Clara County Office of Affordable Housing by 2010.	--	By 2010	The City currently participates with the Housing Trust of Santa Clara County, the Housing Authority of Santa Clara County and the Santa Clara County Office of Affordable Housing
H-3.9	The City will continue to monitor the availability of State and federal funds to assist in the development of affordable housing in Monte Sereno. The City will also apply for and assist with the application process for funds.	--	Ongoing	The City did not receive any applications during 2011

H-3.10	Evaluate the fiscal impacts of annexing parcels suitable for a variety of residential development in the sphere of influence. This evaluation should be confined to areas that are surrounded by urban development and have access to services. The City has approximately 11 acres in its sphere of influence suitable for evaluation. Given the current zoning of one to four units per acre on these parcels, the additional dwelling unit capacity is 20 units. However, in addition, the City will consider higher density multifamily uses on annexed parcels to facilitate the development of a variety of housing types including housing for extremely low, low and moderate-income households. In evaluating a variety of housing types the City will prepare guidance for development standards such as building height, setbacks, grading quantities, and lot coverage to encourage and facilitate higher density multifamily housing such as 15-20 units per acre. The City will target financial resources (see Program H-3.9) to promote extremely low income housing where multifamily opportunities are being explored. Evaluate annexation of parcels in the sphere of influence for annexation and initiate annexation by July 2011. The process to evaluate annexation will include community outreach to provide information, answer questions and gather input from the public. The City will also conduct at least two public hearings with formal notification to property owners within the annexation areas. The City will evaluate progress of this program by July 2012 and if zoning and sites are not made available for multifamily developments, the City will immediately amend the Housing Element to identify and establish other sites and zoning to encourage and facilitate multifamily development. Zoning to allow multifamily development will be established by December 2012.		July 2011 - December 2012	Currently in Progress- The City anticipates the environmental review of potential sites to be completed by July 2012. The City Council will then consider the environmental document along the proposed General Plan Amendment and Zoning Ordinance Amendment.
H-3.11	The Planning Director (PD) will prepare an annual report to the City Council which describes the amount and type of housing produced and the extent to which this housing meets the identified need of all income groups in Monte Sereno.		Ongoing	Completed in March 2012
H-3.12	The City will adopt an ordinance that complies with State density bonus law (Government Code Section 65915) to facilitate the economic feasibility of affordable housing development.	1 unit extremely low income	By 2010	To be completed in 2012

H-4.1	The City will continue to annually review the Zoning Ordinance and Building Code to identify and remove constraints on the production and availability of housing for special needs populations.	--	Ongoing	Ongoing
H-4.2	The City will develop and adopt a reasonable accommodation ordinance within two years of the adoption of this Housing Element. This ordinance will establish procedures and guidelines for the City to respond to requests for adjustments to standards and regulations to enable persons with disabilities to access and occupy housing in Monte Sereno.	--	June 2011	Completed March 2011
H-4.3	The City will amend the Zoning Code to allow transitional housing, supportive housing and residential care homes, both group homes for six or less and seven or more, as-of-right in a single-family home in the R-1-8 zoning district within all residential zones within the City.	--	June 2011	To be Completed in 2012- Ordinance has been drafted and will be placed on a future City Council agenda
H-4.4	The City will allow emergency shelters on all parcels zoned Public within Monte Sereno. The parcels currently zoned Public contains uses that are compatible with emergency shelters. These parcels are also larger and in locations that are easily accessible. Existing relationships are in place with current property owners to allow the properties to be used for emergency response.	--	June 2011	To be Completed in 2012- Ordinance has been drafted and will be placed on a future City Council agenda
H-4.5	In order to purpose the development of emergency shelters the City's Emergency Manager will work with the American Red Cross and the Santa Clara County Office of Emergency Services to develop an inventory of existing shelter and a needs assessment for additional space. The City will also continue to participate in the annual County wide homeless count to determine shelter need by locality.	--	Ongoing	Ongoing
H-5.1	Work to ensure that individuals and families seeking housing in Monte Sereno are not discriminated against on the basis of age, sex, family structure, national origin, or other arbitrary factors.	--	Ongoing	Ongoing
H-5.2	Continue to cooperate with and support efforts of organizations dedicated to the elimination of discrimination in housing.	--	Ongoing	Ongoing

H-5.3	The City will promptly address complaints of discrimination in the sale, rent, and development of housing in Monte Sereno.	--	Ongoing	Ongoing
H-6.1	Enforce the State's Energy Conservation Standards for new residential construction and additions to existing structures.	--	Ongoing	Ongoing
H-6.2	Continue to encourage innovative designs to maximize passive energy efficiencies through the Site Development Permit approval process	--	Ongoing	Ongoing
H-6.3	The City will continue to cooperate with and support efforts of organizations dedicated to working toward elimination of discrimination in housing.	--	Ongoing	Ongoing
H-6.4	Adopt new incentives, including but not limited to waiving fees for installing solar panels and other green building permits, to encourage the use of green building practices.	--	Ongoing	Ongoing- The City does not charge a building permit fee for the insulation of solar panels and requires applicants complete the Build it Green checklist.