Housing Policy Department
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# Department of Housing and Community Development

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## ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: CITY OF NAPA

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Reporting Period by Calendar Year: from 2015 to 2023

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

**ATTACHMENT 1**

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

**Jurisdiction** City of Napa

**Reporting Period** 1/1/2015 - 12/31/2015

### Table A 2015-2023

### 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 | |
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| | | | | | | | | | | | |
| (9) Total **of Moderate and Above Moderate** from Table A3 ► ► | | | | | | | | | | | |
| (10) Total by income Table A/A3 ► ► | | | | | | | | | | | |
| (11) Total **Extremely Low-Income** Units* | | | | | | | | | | | |

* Note: These fields are voluntary

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

**Jurisdiction** City of Napa

**Reporting Period** 1/1/2015 - 12/31/2015

### 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 | 2023 | 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 | 185 | | | | | | | | | | | 185 |
| | Non-deed restricted | | | | | | | | | | | | |
| Low | Deed Restricted | 106 | | | | | | | | | | | 106 |
| | Non-deed restricted | | | | | | | | | | | | |
| Moderate | Deed Restricted | 141 | | | | | | | | | | | 141 |
| | Non-deed restricted | | | | | | | | | | | | |
| Accessory Second Units | | | 3 | | | | | | | | | 3 | |
| Above Moderate | | 403 | 96 | | | | | | | | | 96 | 307 |
| Total RHNA by COG. Enter allocation number: | | 835 | 99 | | | | | | | | | 99 | 739 |
| Total Units ► ► ► | | | | | | | | | | | | | |
| Remaining Need for RHNA Period ► ► ► ► ► | | | | | | | | | | | | | |

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

| Number | Implementing Program Title | Time Frame | Objective | Status |
|---|---|---|---|---|
| **Goal H1 — Napa Is A Vital and Diverse Community** | | | | |
| Program H1.A | **Adequate Sites**<br>The City shall continue to provide and maintain adequate sites consistent with State law. | Ongoing; 2015-23 | *Maintain adequate sites* | Ongoing |
| Program H1.B | **Future Land Use Planning**<br>The City shall address long-term housing needs in collaboration with the community through future Specific Plans or other Land Use plan updates, targeting major transportation corridors near services, large sites over 20 acres where services and transit can potentially be incorporated, and sites identified for potential *future* change in this Housing Element. All such plans shall specifically consider appropriateness of sites for multi-family use. | 2016-18 | *Adopt General Plan Update* | |
| Program H1.C | **Local Housing Need**<br>To adequately provide housing for a variety of household types, including families and lower income households, and ensure the wise use of land resources, the City may require an applicant for development of land designated for higher density development (15 units per acre or more) to demonstrate how their project addresses local housing needs. The City may then consider actions or conditions to discourage development that is not responsive to local needs or other measures as appropriate. | As projects are submitted | *Prioritize land resources for population groups with the highest need. Evaluate local housing needs for special population groups, given limited land supply* | |
| Program H1.D | **Jobs-Housing Analysis**<br>During Specific Plans and major General Plan updates, the City shall analyze anticipated housing and job types, numbers and incomes and develop strategies to further address housing and jobs linkages. | As plans are developed | *Improve linkages between housing and employment development* | |
| Program H1.E | **Job Impact Analysis**<br>The City shall require analysis of the impact of major non-residential development proposals (over 100 employees) on increased housing demand and may require mitigation measures (above housing impact fee requirements) to provide better housing and jobs balance in the | As major projects are proposed and reviewed | *Heightened link between jobs and housing* | |

| Number | Implementing Program Title | Time Frame | Objective | Status |
|---|---|---|---|---|
| | City of Napa. If an impact is identified, appropriate mitigation may be required, including, but not limited to: the provision of new housing units, payment of in lieu fees, or an alternative equivalent action. | | | |
| Program H1.F | **Housing Sites Study of Surplus Institutional Lands**<br>As part of the next General Plan update, the City shall initiate a Housing Sites study to review whether any surplus or potentially surplus institutional lands are appropriate for residential/non-residential mixed-use development and/or affordable housing, and follow-up actions, such as prioritizing sites for purchase. As part of the study, the City will consider the application of the Affordable Housing Overlay zoning district to City-owned surplus lands. | 2016-18 | *Completion of Housing Sites analysis for surplus or potentially surplus institutional lands and follow-up actions* | |
| **Goal H2 — We Have A Variety of Housing Types and Choices** | | | | |
| Program H2.A | **Adequate Sites for Multi-Family Use.**<br>Before the next Housing Element update, the City shall analyze multi-family and mixed-use sites capacities and identify potential sites for multi-family use or where increased multi-family densities may be appropriate. Criteria shall include proximity to transit, services and jobs, environmental site constraints, and neighborhood "fair share." Additionally, during the next comprehensive update of the General Plan, the City will consider designating major commercial corridors, such as the Soscol Gateway and Tannery Bend areas for higher density housing and mixed use development. This program was designated as a priority by the Housing Element Advisory Committee. | 2020-23 | *Completion of Sites study for future Housing Element* | |
| Program H2.B | **New Rental Units**<br>The Housing Division and the Housing Authority shall assist with the construction of new affordable rental units for very low and low income renter households (including but not limited to service workers, farmworkers, developmentally disabled, seniors, etc.) by prioritizing applications of others for tax credits and other federal/state funding, providing loans from the local Housing Trust fund and land banking sites. This program was designated as a priority by the Housing | Ongoing; 2015-23 | *220 Units* | 40 units currently under construction by Napa Valley Community Housing |

| Number | Implementing Program Title | Time Frame | Objective | Status |
|---|---|---|---|---|
| | Element Advisory Committee. | | | |
| Program H2.C | **New Ownership Units**<br>The Housing Division and Housing Authority shall assist construction of new affordable ownership units for first time low and moderate income homebuyers. Types may include but are not limited to Self-Help (where the future owner/resident provides labor toward the development of the units and/or assists in sharing the cost of building the units) and Community-Help new housing, such as Habitat for Humanity. City actions may include but are not limited to supporting applications by affordable housing providers for federal/state funding, providing loans from the local Housing Trust fund, land-banking sites, funding assistance, priority processing, fee deferrals, and granting incentives under the density bonus ordinance. | Ongoing; 2015-23 | *15 Ownership housing units* | Working with Habitat For Humanity on a 1 unit project |
| Program H2.D | **First Time Homebuyer Programs**<br>The City Housing Division shall continue to assist provision of home ownership opportunities for low and/or moderate income first-time home buyers through financing assistance, public/private partnerships, and outreach and counseling programs. | Ongoing; 2015-23 | *Assist 80 low income households to become first time homebuyers* | 8 low-income & 1 very-low income households were assisted in CY2015 |
| Program H2.E | **Identify Potential Acquisition Sites**<br>The City shall locate sites for possible acquisition by the City Housing Authority, and/or an affordable housing developer for affordable projects. The City may determine that it is appropriate to lease land, rather than sell it. | Ongoing; 2015-23 | *Identify and acquire 1-2 sites* | |
| Program H2.F | **Affordable Housing Overlay Zones.**<br>The City shall amend the ordinance governing the "Affordable Housing Overlay Zones" as set forth under Napa Municipal Code Chapter 17.36 in order to bring its provisions into compliance with the requirements of the holding in Palmer/ Sixth Street Properties L.P. v City of Los Angeles, 175 Cal.App.4th 1396 (2009) to clarify that any inclusionary requirements imposed under the Chapter shall not apply to rental developments, in order that the overlay may be used as a zoning tool to increase affordability of owner-occupied housing on an | 2016-18 | *Modify Zoning Overlay District* | |

| Number | Implementing Program Title | Time Frame | Objective | Status |
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| | expanded number of sites. As a part of this review, the City shall review the minimum site size criteria and review the zoning map to identify potential additional sites for rezoning under the AH Overlay designation. The City shall consider options to maximize its benefit; for example — on Low Density sites —would current second unit provisions, or other options such as requiring small homes on some percentage of the lots, provide a greater affordable housing benefit? | | | |
| Program H2.G | **Long-Term Affordability Agreements and Monitoring.** The City shall continue to implement long-term agreements and/or deed restrictions with developers of affordable units that: govern unit affordability, monitor the continuing affordability of such units, and provide incentives for renewal of affordability agreements where feasible. Units currently restricted under City and other agreements are listed in Section 5 of this Housing Element. The City's list of units for monitoring includes those multi-family rental units funded and restricted under Federal, State and/or local housing programs. | Agreements as projects occur; Monitoring in an ongoing activity | *Approve long term agreements for new affordable units and provide monitoring of these agreements and projects funded under Federal, State or local housing programs* | Monitoring conducted annually |
| Program H2.H | **Sustainable Development and Practices** In addition to continuing sustainable development patterns, the City shall continue to update its energy efficiency building, recycling and similar standards to continue to meet State standards. When appropriate, the City will require projects to exceed, rather than meet, State standards for energy efficiency, water conservation, and recycling. | Ongoing; 2015-23 | *Review and update every two years to continue to meet State standards* | |
| Program H2.I | **Preferences in Affordable Housing.** The City will study the possibility of establishing eligibility preferences for people who live and work in Napa, consistent with State and Federal fair housing laws. | 2016-18 | *Study and possible development of administrative regulations to provide eligibility preferences for people who live and/or work in* | Researching feasibility under Fair Housing laws |

| Number | Implementing Program Title | Time Frame | Objective | Status |
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| | | | *Napa for affordable housing programs* | |
| Program H2.J | **Duplex and Triplexes in Other Areas.** The City shall consider a Zoning Amendment to allow duplexes and/or triplexes, as a conditionally permitted use, in the Single-Family Residential zoning district, when the proposal is consistent with the General Plan. | 2016-17 | *Zoning Amendment* | |
| *Goal H3 — We Have Great Neighborhoods Offering a Variety of Nearby Services and Activities* | | | | |
| Program H3.A | **Design Review.** The City shall continue to use and will periodically review the residential design review guidelines and process to assure higher quality infill multi- family housing. The City encourages project designers to meet with neighbors during the early design stages of larger projects and will establish procedures defining when early meetings are mandatory. | Ongoing; 2015-23 | *Implement design guidelines and meeting process* | |
| Program H3.B | **Use of Planned Development Zoning.** The City shall continue to use Planned Development regulations to promote design flexibility for residential developments, particularly for those located in unique settings. | Ongoing; 2015-23 | *Promote design flexibility* | Planned development zoning used to accommodate Harvest Village, a cottage home project |
| Program H3.C | **Housing Mix.** The City shall establish baseline housing mix information by neighborhood, and evaluate progress in achieving second units, residential care facilities, shared housing (to the extent it is regulated) and multi-family uses in all residential and mixed use areas of the City. Based on results of the review and community workshops, additional strategies may be formulated to increase the "fair share" mix. | *Incorporate such research and review as part of next overall General Plan update* | *Monitor and potentially increase mix of housing throughout the City of Napa* | |
| Program H3.D | **New Second Units.** The City shall continue to encourage new subdivisions to include second units and to encourage other second units. | Ongoing; 2015-23 | *36 units; 14 very low income; 13 low income; 9 moderate income* | 2 ASU provided in Harvest Village project |

| Number | Implementing Program Title | Time Frame | Objective | Status |
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| Program H3.E | **Second Unit Standards and Fees.** To encourage additional second units, the City will consider revisions to its second unit standards and fees — including eliminating owner occupancy requirements; modifying parking standards; eliminating whole house sprinkler requirements for attached second units; and, given their small sizes, moderating the disincentive of higher fees by using non-fee revenue derived from other sources to subsidize the costs of second units – and encourage other service agencies to do the same. The City will also evaluate possible use of the Housing Trust Fund to write-down some fees/costs, such as sewer/water hook-ups, as an incentive to creating second units. Further, the City will consider a more comprehensive second unit strategy that could, for example, provide prototypes, construction documents and financing assistance. | 2016 | *Revise Ordinance including work with service providers* | Finalizing ASU development standards; presented options to Planning Commission and City Council regarding long-term goals |
| Program H3.F | **Amnesty Program.** The City shall consider an amnesty program for illegal second units. | 2020 | *Consider and potential development of Amnesty Program* | Presented options to Planning Commission and City Council |
| Program H3.G | **Rental and Owner Rehabilitation Programs.** The City shall continue to rehabilitate substandard residential units for extremely low, very low and low income renters and owners using available subsidies in addition to code enforcement. Such rehabilitation programs focus on health and safety improvements including improved energy conservation. The City also encourages public-private partnership rehabilitation programs such as "Rebuilding Together." | Ongoing; 2015-23 | *Rehabilitate 40 substandard rental units for extremely low, very low and low income renters. Assist rehabilitation of 168 units of substandard owner occupied housing for very low and low income households* | Rehabilitated 1 rental unit for a very low Income household in 2015. Rehabilitated 34 owner-occupied units for 23 very low-income & 11 low-income households in 2015 |
| Program H3.H | **Code Enforcement.** The City shall continue to strengthen code enforcement by appropriate City departments. Code enforcement efforts should be proactive, as | Ongoing; 2015-23 | *Improve community health and safety* | |

| Number | Implementing Program Title | Time Frame | Objective | Status |
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| | well as reactive, in targeting specific problem sites or areas. | | | |
| Program H3.I | **Targeted Neighborhood Improvement.** As the need arises and funding permits, the City should initiate use of a multi-agency resource team working with neighborhood groups to improve and clean up areas of the City. | Ongoing; 2015-23 | *"Cleanup" of neighborhoods experiencing deterioration* | |
| Program H3.J | **Historic Area Process.** The City shall continue to encourage maintenance and preservation of historic homes and structures through Historic Preservation policies, ordinances and design guidelines. | Ongoing; 2015-23 | *Provide information to public on appropriate historic remodel techniques; Cultural Heritage Commission Certificates of Appropriateness; Historic survey update* | Updated Historic Preservation Ordinance and Inventory |
| Program H3.K | **Transportation Element Amendments.** The City shall propose a stronger General Plan policy or policies and implementation program(s) to strengthen concurrency of development with infrastructure, especially streets and public transportation. | Address as part of overall General Plan update | *General Plan Amendment* | |
| Program H3.L | **Capital Improvement Programs for Neighborhood Improvement.** The City shall continue to use Capital Improvement Program funds, and Community Development Block Grant (CDBG) funds to a limited extent, to assist in neighborhood improvement efforts. | CIP during budget review; and CDBG 5 year plan and annual reviews | *Improvement of neighborhood quality through specific improvements as outlined in CIP and CDBG Consolidated Plan* | CDBG Funds were utilized in 2015 to fund ADA improvements to sidewalks in low-income neighborhoods |
| Program H3.M | **Parks and Recreation Element Update.** The City shall, during the next General Plan Update, consider establishing a high priority for City park and recreation improvements | 2016-18 | *Assure adequate parks to serve higher density* | |

| Number | Implementing Program Title | Time Frame | Objective | Status |
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| | near underserved higher density residential and mixed-use areas and follow Parks Master Plan recommendations regarding including community gardens and community buildings in existing or planned parks. | | *areas* | |
| Program H3.N | **Retain Federal, State and Locally Subsidized Affordable Units.** The City shall, when feasible, continue to make it a priority to assist in retention of Federal, State and locally subsidized affordable housing when such units are threatened. | Ongoing; 2015-23 | *None at present; no units are at risk* | No units threatened in 2015 |
| Program H3.O | **Rental Acquisition and Maintenance.** The City shall acquire or assist acquisition of existing market rate substandard rental housing to rehabilitate and restrict it as rentals for extremely low, very low and low income households. This program shall include development of requirements for high quality ongoing property management and maintenance. This program was designated as a priority by the Housing Element Advisory Committee. | Ongoing, 2015-2023; property management and maintenance standards shall be developed by the time first units are ready for occupancy | *Acquire or assist 15 units at Riverside and 31 added units of existing rental housing=46 units; maintain them as affordable. Develop standards for high quality ongoing property management and maintenance* | None in 2015 (Riverside was determined to be financially infeasible in previous year) |
| Program H3.P | **Mixed-Use Livability.** The City shall develop guidelines or standards for residential mixed-use developments that address gaps in other City guidelines or standards to provide a quality living environment. | 2018-20 | *Mixed-Use review; new standards, guidelines as needed* | |
| **Goal H4 — We Have Housing Linked with Services for Our Special Needs Populations** | | | | |
| Program H4.A | **Emergency Shelters.** The City shall continue to assist in funding existing emergency shelter operations, including the winter shelter, and assist in acquisition of shelters for domestic violence victims and their children and other unmet emergency shelter needs and — through the Continuum of Care — assist coordination of available social services to address | Ongoing; 2015-23 | *Emergency Shelters to meet Continuum of Care identified unmet Needs* | City funded existing emergency shelter Operations in 2015 & actively participated In the COC. City & County also have Contracted with national experts to redesign homeless system to be housing first |

| Number | Implementing Program Title | Time Frame | Objective | Status |
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| | special needs. As needed, prepare written operation standards consistent with State Law. | | | system in accordance with HUD requirements & national best practices. |
| Program H4.B | **Permanent Supportive /Transitional Housing.** The City will assist in meeting needs for additional permanent supportive and transitional housing for previously homeless. | 2015 | *Rehabilitate 8 bedroom home for new transitional housing for homeless families* | |
| Program H4.C | **Support Services.** The City shall continue to proactively promote, support and implement additional support facilities and services to homeless persons and non-homeless persons with special needs. A major intent of the program is to reduce barriers that hinder clients' ability to obtain and retain housing, and increase the success of shelter/transitional programs. | Day Services Center continuation in the community; other services are ongoing contingent on funding | *Retain existing and support and assist implementation of added support facilities and services* | |
| Program H4.D | **Rental Assistance for Special Needs.** The City Housing Authority shall continue to provide rental assistance for homeless persons and persons with special needs to the extent federal funding is available. | Ongoing; 2015-23 | *Maintain 10 Shelter Plus Care vouchers/year, 30 Mainstream vouchers for disabled/year and 100 Non Elderly Disabled (NED) Vouchers* | SPC & Mainstream vouchers were maintained in 2015 |
| Program H4.E | **Capital Improvements for Non-Profit Facilities.** The City shall continue to support the rehabilitation of non-profit facilities per the CDBG Consolidated Plan and its annual plans. | CDBG allocations | *Provide funds to assist in maintenance of non-profit facilities serving low income and special needs groups* | NEWS received CDBG funding to make improvements to its safe house |

| Number | Implementing Program Title | Time Frame | Objective | Status |
|---|---|---|---|---|
| Program H4.F | **Encourage Well Managed New SRO Permanent Housing.** The City shall amend the SRO Ordinance to assure excellent management of new single room occupancy permanent housing for lower income households and the City will encourage new SRO developments that meet standards. | Ordinance revision by 2016; units by 2023 | *Revise SRO Ordinance; 20 units for extremely low and low income* | |
| Program H4.G | **Rehabilitate Existing Facilities for SRO's.** The City Housing Authority shall support efforts to rehabilitate existing facilities to provide SRO housing for special needs persons and groups. There is a lack of SRO units in the City for individuals with support service needs related to mental illness, alcohol and drug abuse, AIDS and other related diseases and disabilities, as well as for other very low income persons (including but not limited to service workers, farmworkers, developmentally disabled, etc.). | Ongoing; 2015-23 | *Rehabilitate 20 units of housing to SRO units* | |
| Program H4.H | **Coordination with Napa County and Other Actions to address Farmworker Housing.** The City shall continue to work with the County to address the housing needs of farmworkers. Seasonal farmworker housing is typically located in vineyard areas while the City has been a source of permanent rental housing. The City shall assist farmworkers in finding available housing by:<br>a. Distributing bilingual information through organizations, agencies and at public locations.<br>b. Implementing related lower income housing programs (such as H2.B. 2.E, 4.D, 4.F, 4.G).<br>c. At least annually, and more often as needed, coordinating (through emails, phone calls or meetings) with Napa County and non-profits, such as Napa Valley Community Housing, California Human Development Corporation, the Continuum of Care Committee and Housing Committee of the Napa Valley Coalition of Non Profit Agencies that provide, or may provide services or housing for farmworkers when new funding opportunities arise, in | Ongoing, 2015-2023 or as specifically noted in program | *Promote access to new permanent housing in the City by distributing bilingual information when new affordable rental opportunities are available, implementing related programs, and coordinate with and assist County and non-profit agencies and developers. Facilitate development of 25 units (accomplished* | Napa Valley Community Housing marketed its new 40 unit project to farmworkers |

| Number | Implementing Program Title | Time Frame | Objective | Status |
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| | response to potential project applications or during periodic meetings to discuss joint housing strategies.<br>d. When developers meet with Staff, assisting developers seeking to provide a portion of their units for farmworkers through such means as identifying appropriate sites, providing funding or technical assistance for outside funds, and permit streamlining through the entitlement process (as was done with Magnolia Apartments, which provides 14 units of farmworker housing).<br>e. At least bi-annually, or more often as funding is available, considering incentives such as added "points" during an RFP process for inclusion of farmworker units when City funding is involved in lower income development applications. | | *as part of programs H2.B, H4.F or other programs providing new lower income housing) for farmworkers and equivalent income households during planning period* | |
| Program H4.I | **Housing for Developmentally Disabled Persons.**<br>The housing needs of persons with disabilities, in addition to basic affordability, range from slightly modifying existing units to requiring a varying range of supportive housing facilities. To facilitate the development of units to accommodate persons with developmental disabilities, the City shall reach out to developers of supportive housing to encourage development of projects targeted for persons with developmental disabilities. The City will also continue to support North Bay Housing Coalition to provide funding and technical assistance, when feasible, to complete repairs and improvements to two of their shared housing projects in Napa. The City will also work with the North Bay Housing Coalition to administer the Section 8 Mainstream Program. | Establish a partnership with the Regional Center by 2016, Assist developers as funding is available | *Assist developers to apply for available State and Federal monies in support of housing construction and rehabilitation targeted for persons with disabilities, including developmental disabilities. Initiate a cooperative outreach program with the North Bay Regional Center to inform people when new housing becomes available* | Housing Division provided ADA Improvements as part of its Emergency grant/rehab programs |

| Number | Implementing Program Title | Time Frame | Objective | Status |
|---|---|---|---|---|
| | | | *for developmentally disabled persons. Continue to partner with the North Bay Housing Coalition to rehabilitate units for the developmentally disabled and provide access to Section 8 vouchers* | |
| **Goal H5 — We Have A Strong Sense of Community and Responsibility** | | | | |
| Program H5.A | **Universal Design.** The City shall continue to ensure incorporation of California Title 24 Accessibility Regulations in new and rehabilitation projects, and consider adoption of a Universal Design ordinance extending these benefits to more housing types by, for example, requiring some percentage of units to contain universal design features (utilizing the State HCD model ordinance) and/or require developers to offer some accessible design features to buyers. | 2016 | *Add Universal Design provisions to zoning ordinance* | |
| Program H5.B | **Traffic Impact Overlay.** The City shall monitor "traffic impact" (:TI) overlay district" requirements when new residential mixed-use developments are proposed to identify whether they are creating significant obstacles to residential mixed use development and, if so, pursue modifications to the :TI Overlay. | Ongoing; 2015-23 | *Monitor as new developments are proposed. Pursue modifications to the :TI Overlay as needed* | |
| Program H5.C | **Priority Processing.** The City shall adopt a policy, applicable to all departments, giving priority both before and after discretionary approvals, to 100% affordable projects or projects providing affordable housing onsite over other applications received earlier and potentially over City projects | 2017 | *Develop administrative policy for project processing during and after approvals* | |

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| | not involving immediate health or safety matters. | | | |
| Program H5.D | **Affordable Housing Fees.**<br>The City shall continue to permit deferral of fees for affordable housing until project occupancy. | Ongoing; 2015-23 | *Retain ability to defer fees* | |
| Program H5.E | **Fair Housing.**<br>The City shall continue to assist funding of fair housing programs operated by Fair Housing Napa Valley (FHNV) or other agencies, such as rent mediation, counseling tenants/landlords, property owners and real estate professionals in reaching voluntary conciliation; assisting tenants in filing official fair housing complaints with state and federal enforcement agencies; providing information on fair housing laws at general public, housing provider, tenant, social service organizations, other workshop trainings, and during individual counseling; and dispersing informational brochures at the foregoing places as well as at many locations throughout the County. Fair Housing specifically provides fair housing education, training and counseling to low income limited English proficiency persons (for example, at ESL Adult School classes); City funding assistance will continue to require such efforts. | Ongoing; 2015-23 | *Retain Fair Housing agency* | City continued to fund Fair Housing in 2015 |
| Program H5.F | **Database Monitoring.**<br>The Planning Division of the City Community Development Department shall continue to update land use and other planning-related databases annually and integrate this in the City's GIS system in order to be able to:<br>a. Monitor conversions/loss of units to other uses;<br>b. Monitor housing development and needs achievements on an ongoing, rather than a periodic basis;<br>c. Monitor the supply of vacant and underutilized land (residential and non-residential) on an ongoing, rather than a periodic basis. | Ongoing; 2015-23 | *Incorporate permit tracking and land use databases into GIS system* | |

| Number | Implementing Program Title | Time Frame | Objective | Status |
|---|---|---|---|---|
| Program H5.G | **Legislation.**<br>City and Housing Authority Staff shall continue to review and take positions, as needed, on pending legislation affecting housing and planning. | Ongoing; 2015-23 | *Monitor and support key legislation* | Continued to review legislation & took action as appropriate |
| Program H5.H | **Housing Transfer Agreements.**<br>The City shall, as needed and as mutually agreeable, continue to negotiate housing transfer agreements with Napa County to meet common goals — particularly agricultural protection, revenue neutrality, impact mitigation and voter acceptance. | Ongoing; 2015-23 | *Assist County in meeting Housing Needs* | No new transfer agreements in 2015 |
| Program H5.I | **Cities/County Coordination.**<br>The City shall continue to work collaboratively with the County and other cities on Countywide housing and other planning issues. | Ongoing; 2015-23 | *Improve coordination on City/County housing issues* | Continued to work with County & other cities on housing issues |
| Program H5.J | **Community Outreach Efforts.**<br>The City shall increase Community outreach and educational efforts, including use of the City's website, by:<br>a. Continue to assist residents through a "neighborhood resources" section on the City's website.<br>b. Adopting clear Neighborhood Notice and Meeting Procedures for housing development applications.<br>c. Using Specific Plan processes to create broad community based visions that include opportunities for housing.<br>d. Expanding user friendly materials and information on the Planning process, timelines and guidelines.<br>e. Providing Staff outreach/education/referrals about affordable and special needs housing, housing design and density, fair housing, available housing assistance programs.<br>f. Expanding outreach and materials/handouts to non-English speaking sectors of the population.<br>g. Researching and informing the non-profit community of new funding sources and programs when they come up. | a. Ongoing<br>b.2015<br>c, d) As Specific Plans are developed<br>e) Ongoing<br>f) Ongoing<br>g) Ongoing | *Outreach and education* | Amended Planning Division procedures to include Notice of Application for all project applications |

| Number | Implementing Program Title | Time Frame | Objective | Status |
|---|---|---|---|---|
| Program H5.K | **Use of Funds.**<br>The City shall continue to utilize existing and future housing impact fees, and other sources such as local revenue bonds, and continue to apply for State and federal funds to be used for the development of housing that is affordable to very low, low and moderate income households, special needs housing and support services, first time homebuyer programs, retention of existing subsidized units as affordable, assisting very low and low income renters, rehabilitation of existing very low and low income units. When the City issues a Notice of Funding Availability (NOFA) projects that meet the following criteria will be prioritized:<br>• Incorporate cost efficient methods for home construction and operation, including value engineering;<br>• Address State requirements for minimum unit sizes unless applicant can justify alternative sizes;<br>• Include energy/water efficient and sustainable building methods and materials; and<br>• Locate within close proximity to transit, employment, and services. | Ongoing; 2015-23 | *Implementation of Housing Programs* | No NOFA's issued in 2015. However, City staff selected Developer for affordable housing Project on excess-right-of-way; this Project would utilized impact fees for Development of approximately 48 units Of affordable housing |
| Program H5.L | **Maximize Rental Subsidies.**<br>The City shall continue to use, to the fullest extent possible, available Federal subsidies to residents through the Section 8 or other rental assistance programs. The Housing Authority will provide information to local residents on the use of any new housing assistance programs which become available. | Ongoing; 2015-23 | *Maintain existing allocation of up to 1,378 Section 8 Rental Vouchers Countywide (including Program 4.D special needs vouchers)* | Utilized 100% of Section 8 allocation in 2015 |
| Program H5.M | **Public/Private Partnerships.**<br>The City shall continue to encourage use of private resources as available to help meet identified housing needs and will actively pursue partnerships and ongoing communication with housing agencies/service providers. | Ongoing; 2015-23 | *Use of private resources to achieve housing element goals* | Continued to encourage private resources for affordable housing – Especially through use of Housing Density Bonus program. Participated in Non-Profit Coalition |

| Number | Implementing Program Title | Time Frame | Objective | Status |
|---|---|---|---|---|
| Program H5.N | **Water and Sewer Service Provider Coordination.** In accordance with Government Code Section 65589.7, as revised in 2005, immediately following City Council adoption, the City will deliver a copy of the 2015-2023 Housing Element to all public agencies or private entities that provide water or sewer services to properties within the City of Napa. | By January 31, 2016 | *Ensure that water and sewer providers are aware of the City's plans for residential development throughout the City* | Distributed June 18, 2015 |

P — Community Development Department, Planning Division
CA — City Attorney
F—Finance
CM — City Manager
ED — Economic Development
RA — Redevelopment Agency
HA -- Housing Authority
H -- Community Development, Housing Division
P/NP — Private or Non-Profit Organizations
PW — Public Works Department
CC — City Council
CE — Code Enforcement
NC — Napa County

# DRAFT

## REGULAR MEETING MINUTES
## FOR THE CITY COUNCIL OF THE CITY OF NAPA

**April 19, 2016**

**3:30 PM Afternoon Session**
**6:30 PM Evening Session**

City Hall Council Chambers
955 School Street

### 3:30 P.M. CITY COUNCIL MEETING: AFTERNOON SESSION

**1. CALL TO ORDER:**

**1.A Roll Call**

PRESENT: Inman, Mott, Sedgley, Luros, Techel
ABSENT: None

**2. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:**

City Clerk Roberts reported Item 5A included a supplemental PowerPoint staff presentation.

**3. PUBLIC COMMENT:**

James Hinton, resident - spoke about the need for a Downtown grocery store; urged raising minimum wage prior to Year 2022.

Mayor Techel noted that city staff has been working with the property owner of the former Safeway Store, with the objective of finding a viable downtown store.

**4. CONSENT CALENDAR:**

Mayor Techel pulled Item 4D for discussion; Councilmember Inman pulled Item 4B for discussion.

Moved, seconded ( Sedgley / Inman ) to approve the Consent Calendar with the exception of Items 4D and 4B.

Motion carried:

AYES: Inman, Mott, Sedgley, Luros, Techel
NOES: None
ABSENT: None

**4.A City Council Meeting Minutes**
Approved the April 5, 2016 Regular City Council Meeting Minutes.

## 5. ADMINISTRATIVE REPORTS:

### 5.A 2015 Annual Housing Element Progress Report

Michael Walker, Senior Planner, provided the staff report.

Moved, seconded ( Sedgley / Inman ) to accept the 2015 Annual Housing Element Progress Report.

Motion carried:

AYES: Inman, Mott, Sedgley, Luros, Techel
NOES: None
ABSENT: None

## 6. CONSENT HEARINGS:

### 6.A Oil Company Road Name Change

Mayor Techel called for public testimony; there being none, the Consent Hearing was opened and closed without comment.

Moved, seconded ( Inman / Luros ) to adopt Resolution R2016-42 changing the street name Oil Company Road to Sousa Lane.

Motion carried:

AYES: Inman, Mott, Sedgley, Luros, Techel
NOES: None
ABSENT: None

## 7. COMMENTS BY COUNCIL OR CITY MANAGER:

Councilmember Sedgley queried the Public Works staff about a complaint by a business regarding an access point; Mr. LaRochelle, Public Works Director, clarified that Public Works Department did not shut off an access point.

Councilmember Sedgley asked City Manager Parness the status of the hauled water policy; City Manager Parness responded that due to pressing priorities, resources had been limited; and stated staff must still meet with stakeholders prior to reporting back to Council on the issue.

**4:00 P.M. to 6:30 P.M. CITY COUNCIL RECESS**

**6:30 P.M. CITY COUNCIL MEETING: EVENING SESSION**