CITY OF PACIFICA
Planning, Building, and Code Enforcement
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Scenic Pacifica
Incorporated Nov. 22, 1957

MAYOR
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April 13, 2016

Housing Policy Department
Received on:
APR 19 2016

California Dept. of Housing and Community Development (HCD)
Housing Policy Development Division
P.O. Box 952053
Sacramento, CA 94252-2053
(916) 263-7425

Subj: Transmittal of 2015 Housing Element Annual Progress Report

Dear HCD Staff:

Enclosed, please find a copy of the City of Pacifica's 2015 Housing Element Annual Progress Report (APR). The City Council provided an opportunity for public comment on the APR and received and filed the report at a regular meeting open to the public on April 11, 2016.

Please contact me with any questions or comments. You may reach me at (650) 738-7444 or murdockc@ci.pacifica.ca.us.

Sincerely,

Christian W. Murdock, AICP
Associate Planner

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

Jurisdiction City of Pacifica

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

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	
N/A	N/A	N/A	0	0	0	0	0	0	N/A	N/A	N/A
(9) Total of **Moderate and Above Moderate** from Table A3 ► ►					1	7	8	0			
(10) Total by income Table A/A3 ► ►			0	0	1	7	8	8			
(11) Total **Extremely Low-Income** Units*			0								

* Note: These fields are voluntary

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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	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

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	1	0	1	1
No. of Units Permitted for **Above Moderate**	3	4	0	0	0	7	7

* 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.													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	121												121
	Non-deed restricted													
Low	Deed Restricted	68												68
	Non-deed restricted													
Moderate	Deed Restricted	70												69
	Non-deed restricted		1										1	
Above Moderate		154	7										7	147
Total RHNA by COG. Enter allocation number:		413	8										8	405
Total Units ► ► ►														
Remaining Need for RHNA Period ► ► ► ► ►														

Note: units serving extremly 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**
Advertise available grant and loan funding for lower income property owners to rehabilitate substandard housing units.	The City will strive to refer enough residents to ensure two residents will successfully apply for the program each year.	Annually	Advertising is ongoing.
Reduce potential loss of life and property damage from earthquakes by requiring seismic upgrades (structural strengthening and hazard mitigation) to unsafe buildings, which includes unreinforced-masonry buildings and soft-story buildings (those with ground floors having a lateral stiffness significantly less than that of the stories above).	1) Continue to distribute program literature. 2) Refer five households per year.	1) 12/31/2016: Determine whether development of a mandatory seismic upgrade ordinance and sourcing of sufficient funding to implement upgrades are feasible. 2) 12/31/2017: If feasible, complete enactment of ordinance and implementation of seismic upgrade funding program(s).	1) Not required during reporting period. 2) Not required during reporting period.
Develop programs to help preserve the "at risk" units at Casa Pacifica senior housing complex.	Monitor Casa Pacifica Apartments for any indication of intent to cease participation in the Section 8 program. Formulate a comprehensive response with affordable housing partners to any notice of intent to cease Section 8 participation.	12/31/2018: Contact property owner to inquire about long-term intentions for the site. Due to the length of the current participation agreement (1/31/2015 through 1/31/2020), a single inquiry will suffice during the planning period.	Not required during reporting period.
Encourage preservation of the existing mobile home park as an important source of low- and moderate-income housing.	Monitor mobile home park operator's long-term intentions for the site, encouraging maintenance of the mobile home park use. Administer Ordinance No. 550-C.S. if necessary. Unless development of additional mobile home parks occurs during the planning period, the maximum performance related to this policy would be one mobile home park conversion.	12/31/2017 and 12/31/2020: Contact property owner to inquire about long-term intentions for the site.	Not required during reporting period. However, the mobile home park operator has commenced a significant park renovation project signaling its intention to operate the park on an ongoing basis.

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Ensure proper marketing of housing affordability programs and groups by partner agencies, including the Reverse Annuity Mortgage (RAM) program, Human Investment Project (H.I.P.) Homesharing Program, Lease-Purchase Program, emergency shelters, Project Sentinel, and Center for the Independence of the Disabled.	Pacifica will change the focus of this goal to staff training and encouragement of partner organizations. City staff will train other staff on available housing referral resources, and will contact partner agencies to determine the level of service they are providing to Pacifica residents. The City has no control over the quantity of persons served by the referral programs, but can monitor the level of service being provided to residents.	1) Bi-annually by 12/31 in 2015, 2017, 2019, and 2021: Conduct training of Planning Division, Code Enforcement Division, and Parks, Beaches, and Recreation staff regarding available housing referral programs, services, and agencies. 2) Bi-annually by 12/31 in 2015, 2017, 2019, and 2021: Contact partner agencies to verify whether they continue to make referrals and cross-referrals to other assistance agencies.	1) City staff did not complete training by 12/31/2015. 2) City staff did not contact partner agencies to perform verification by 12/31/2015.
Create a reasonable accommodation program and procedures to allow deviations from zoning standards for projects that improve access for persons with disabilities.	Adopt an ordinance by the end of 2016.	12/31/2016: Enact Reasonable Accommodation Ordinance.	Not required during reporting period.
Emphasize housing rehabilitation to forestall decline in the housing stock. Utilize government subsidies including Section 8 or other rental assistance programs to enhance owner affordability. Use the Code Enforcement process to refer owners to apply for Community Development Block Grant (CDBG) funds for housing rehabilitation.	Distribute rehabilitation and housing affordability program information to 300 property owners during building code or property maintenance code interactions with City inspectors.	Annually (3-5 referrals)	Code Enforcement staff provided four referrals to multi-family property owners requiring financial assistance to rehabilitate their properties. Zero single-family property referrals were made since all homes identified as needing rehabilitation were not owner-occupied.
Establish an incentive program for voluntary housing rehabilitation.	Continue implementation of Complete Streets policies. Condition all development approvals to require improvements to infrastructure and multi-modal connectivity. Pursue funding to implement Phase I of the Palmetto streetscape improvements and planning for subsequent phases.	1) 1/31/2015 through 1/31/2023: Condition 80 projects (10 per year) requiring Complete Streets improvements. 2) 12/31/2018: Secure sufficient funding to initiate Phase I improvements under the Palmetto streetscape improvement plan. Enhance the neighborhood quality of the 92 housing units in the vicinity of the streetscape improvements.	1) The City required new sidewalk installation in eight projects as part of the discretionary or building permit review processes. 2) The City secured full funding for Phase I of the Palmetto streetscape project two years ahead of schedule. Construction of Phase I is expected to begin in Summer 2017.

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Promote Pacific Gas and Electric (PG&E) Company's "Energy Savings Assistance Program."	1) Continue to distribute program literature. 2) Successfully refer 35 households per year.	Annually (32-38 referrals)	1) City staff maintains and distributes program information at the Planning Department counter. 2) The City has not received a report from PG&E regarding the number of its residents participating in the program.
Prioritize in-fill mixed-use and residential development on underutilized sites and vacant sites interspersed with developed areas.	Contact two property owners of identified underutilized sites per year to encourage redevelopment with higher density, mixed-use projects.	Annually	The City received one application for infill housing development (7 units) during the reporting period.
Encourage and facilitate construction of second residential units on properties zoned for single-family residential uses in conformance with existing zoning regulations.	Encourage construction of two second residential units per year, or 16 second units during the planning period. Periodically evaluate the City's second unit zoning regulations and inquire with residents and construction professionals as to the perceived level of difficulty and expense associated with second unit construction. Where perceptions suggest second unit construction is difficult, develop strategies to revise the City's regulations, such as by relaxing second unit parking requirements.	By 12/31 in 2016, 2018, 2020, and 2022: Review and revise, as necessary.	As reported above, one second residential unit was permitted during the reporting period. City staff is aware of the need to update its second residential unit ordinance and has a related Action Program identified, below.
Amend Second Unit Ordinance to incorporate updates in state law.	Amend Second Unit Ordinance to comply with state law by the end of 2016.	12/31/2016: Enact amendments to Second Unit Ordinance to conform to state law.	Not required during reporting period.
Amend Density Bonus Ordinance to reflect updates to state law.	Amend Density Bonus Ordinance to comply with state law by the end of 2016.	12/31/2016: Enact amendments to Density Bonus Ordinance to conform to state law.	Not required during reporting period.
Consider amending the Zoning Ordinance to allow Rooming Houses and Boardinghouses for farmworker housing as a permitted use in the R-3 (Multiple-Family Residential) District.	Consider the zoning amendment and enact amendments if determined desirable and feasible.	1) 12/31/2016: Complete consideration of the amendment. 2) 12/31/2017: Enact amendments to Zoning Code, if determined desirable and feasible.	Not required during reporting period.
Amend A (Agricultural) Zoning District to allow farmworker housing.	Amend A zoning district to comply with state law.	6/30/2016: Enact amendments to Zoning Code.	Not required during reporting period.

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Amend Zoning Ordinance to allow Emergency Shelters, Transitional and Supportive Housing.	Amend the Zoning Code to create new definitions for emergency shelters, transitional housing, and supportive housing. Create new permitted uses for these types of facilities to clarify their treatment by the City. Create development standards for the establishment and ongoing operations of these facilities.	1) 9/30/2015: Develop and discuss at the Planning Commission potential development standards for emergency shelters, transitional housing, and supportive housing. 2) 1/31/2016: Amend the Zoning Code to explicitly permit by-right emergency shelters, transitional housing, and supportive housing.	City staff engaged in in-depth analysis of rent stabilization and just cause eviction programs during the reporting period in response to City Council direction. These actions stemmed from numerous reports of large rent increases and tenancy terminations impacting resident housing stability. As a result of the significant staff time dedicated to rent stabilization and just cause evicition programs throughout the reporting period, staff was unable to develop the ordinance required by this Action Program.
The City shall initiate contact with developers from the private and nonprofit sectors interested in development opportunities in the City of Pacifica for rental housing affordable to persons with extremely low, very low, and low incomes.	Begin a bi-annual housing developer roundtable hosted by the City to provide factual information on development sites and the City's development process, as well as to demonstrate a strong City commitment to affordable housing development.	By 12/31 in 2016, 2018, 2020, and 2022: Host developer roundtable.	Not required during reporting period.
Encourage development of housing for all income levels, including lower income individuals, in suitable areas to meet ABAG's projected housing need.	Update available development site inventory annually to encourage development of housing units to satisfy the City's RHNA.	Annually by 12/31: Post updated inventory on City's website.	The development site inventory found in Table III-1 of the Housing Element remains representative of available development sites within Pacifica.

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Form a committee to monitor housing trends affecting needs and development, as well as implementation of action programs. Devise strategies to accommodate housing needs that arise during the planning period that the Housing Element does not adequately address.	Form a committee to assert more active oversight in Housing Element implementation. Review the draft Housing Element Status and Annual Progress Report prior to the public hearing and consideration by City Council.	1) 8/31/2015: Establish a Housing Element implementation committee. 2) Annually by 6/30: Planning Division staff conducts an internal review of implementation during first-half of year and projected implementation during remaining-half of year. 3) Annually between 1/1 and 2/28: Hold a committee meeting to discuss prior year Housing Element implementation and to review the draft Housing Element Status and Annual Progress Report. 4) Annually between 3/1 and 3/31: Present the Housing Element Status and Annual Progress Report at a City Council public hearing and seek Council approval and transmittal of the Report to the California Department of Housing and Community Development (HCD) by the April 1 deadline.	1) The City did not establish a Housing Element implementation committee. 2) Planning Division staff conducted an internal review of implementation during the first-half of the reporting period and projected likely implementation activities during the remaining half of the reporting period. As noted elsewhere, unanticipated requirements of staff related to rent stabilization and just cause eviction programs prevented focus on Housing Element implementation as set forth in the stated action programs. 3) N/A 4) Staff presented the Housing Element Status and Annual Progress Report at a public meeting of the City Council on 4/11/2016.

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General Comments:

As noted above, City staff engaged in in-depth analysis of rent stabilization and just cause eviction programs during the reporting period. The amount of focus and resources dedicated to those housing-related activities - which were not accounted for in the Housing Element - limited staff's ability to focus on other items identified in the Housing Element. The City Council has directed staff to continue efforts related to formation of a housing advisory committee to develop best practices for landlords in Pacifica. It is possible that the ongoing level of effort required to respond to the City Council's direction related to these housing activities not identified in the Housing Element may impact the City's ability to implement the stated action programs in the adopted Housing Element.

The City Council received and filed this report at its regular meeting on April 11, 2016, at which members of the public were allowed to provide oral testimony and written comments.