



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

December 11, 2013

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

Housing Policy Department
Received on:
DEC 17 2013

RE: City of Pasadena; Annual Element Progress Report for Calendar Year 2011

To Whom It May Concern:

The Pasadena City Council adopted the 2008-2014 Housing Element on July 26, 2010. The City of Pasadena submitted its annual report for the year 2011 to the Department of Housing and Community Development back in April of 2012. However, it appears that your office did not receive it. Enclosed is a copy, for your review.

If you have any questions, please free to call me at 626-744-6733 or contact me at dmiller@cityofpasadena.net. We look forward to any comments that you may have. Thank you for your consideration.

Sincerely,

Denver Miller
Principal Planner

cc: James Wong, Housing Department

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction: City of Pasadena
 Reporting Period: 1-Jan-11 - 31-Dec-11

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 Project Identifier (may be APN No., project name or address)	2 Unit Category	3 Tenure R-Rentler O-Owner	4 Affordability by Household Income				5 Total Units per Project	5a Est. # Infill Units*	6 Assistance Programs for Each Development. See Instructions	7 Deed Restricted Units. See Instructions	8 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						
The Classics at Washington Park (671 E Washington Bl)	5+	O			4	4	8	8	Inclusionary Housing	Agreement Containing Covenants Affecting Real Property	Not Applicable	
Heritage Housing Partners / Herkimer Arms & Hammond House (411, 413, 415 N Raymond Av)	2-4	O		1		1	1	1	1) City Inclusionary Housing Funds; 2) HOME; 3) HCD/BEGIN; 4) HCD/Calhome	Agreement Containing Covenants Affecting Real Property	Not Applicable	
(9) Total of Moderate and Above Moderate from Table A3					0	0	10	10				
(10) Total by income Table A/A3				0	1	4	14	19				
(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 in 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 - Heritage Housing project at 411, 413, 415 N Raymond Av, where 3 of the four units are rehab units, one is new unit	0	0	3	3	Herklimer AmstHammond Housing project at 411-413-415 N. Raymond Ave. Substantial rehabilitation of two previously vacant, uninhabitable residential structures into three units of for-sale affordable housing for low income large families. This project is tied to Housing Element Program #4b (Multifamily Housing Acquisition and Rehabilitation).
(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	3	3	

* 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)**

No. of Units Permitted for Moderate	Annual building Activity Report Summary for Above Moderate-Income Units					6. Total	7. Number of Infill units*
	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes		
No. of Units Permitted for Above Moderate	3	3		4		10	10

* 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.	RHNA Allocation by Income Level									Total Units to Date (all years)	Total Remaining RHNA by Income Level	
	Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8			Year 9
Very Low	Deed										96	615
	Restricted Non-deed	711										
	Deed restricted											
Low	Deed		8								4	437
	Restricted Non-deed	452		3								
	Deed restricted											
Moderate	Deed		23								4	457
	Restricted Non-deed	491		1	2		4					
	Deed restricted											
Above Moderate		1,215	558	348	448	59	49	14			1,486	-271
Total RHNA by COG. Enter allocation number.		2,869	599	352	546	63	49	22			1,631	1,238
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.	
Name of Program	Objective	Timeframe In H.E.	Status of Program Implementation
1a. Citywide Code Enforcement	Continue monitoring and enforcement of building and property maintenance codes.	Ongoing	Completed 1,802 inspections in response to complaints; completed 830 proactive inspections in 2011.
1b. Emergency Enforcement	Continue implementation of emergency code enforcement.	Ongoing	Conducted inspections on twenty CRASH cases (City's Resources Against Substandard Housing).
1c. Neighborhood Revitalization	Continue program implementation.	Ongoing	Continued multi-departmental abatement and revitalization program (administered through Code Enforcement Task Force) in area bounded by Lake Avenue and Hill Avenue, Maple Street and Orange Grove Boulevard.
2a. Neighborhood Impact	Provide assistance to 25 households through PNHS program during the planning period.	Ongoing	The Pasadena Neighborhood Housing Services, Inc. (PNHS) closed operations during second half of 2010; referred those seeking rehabilitation services during 2011 to MASH (Maintenance Assistance to Homeowners) and to organizations outside the city.
2b. Neighborhood Organizations	Continue program implementation.	Ongoing	Continued to provide information and support to 86 residential neighborhood associations; have graduated over 200 residents in leadership training.
2c. Northwest Pasadena	Continue program implementation.	Ongoing	Held two strategic planning sessions with Northwest Commission; completed Draft Lincoln Avenue Specific Plan; began work on EIR.
3a. Occupancy Inspection	Continue to conduct housing inspections upon change of occupancy.	Ongoing	Completed inspections of 1,488 single-family, duplex, and condominium units at time of sale in 2011.
3b. Quadrennial Inspection	Continue implementation of multiple-family housing inspection program.	Ongoing	Completed inspections of 12,587 units of rental housing in multiple-family developments of three or more units.
3c. Lead-based Paint Hazards	Train code compliance officers and inspectors to identify lead hazards. Conduct enforcement through certified lead inspectors. Conduct community education and outreach on identification of lead hazards and prevention activities.	Ongoing	Reached out to 4,346 families and distributed over 12,000 pieces of educational materials to the community in approximately 148 events, e.g., health fairs, outreach to childcare providers, outreach to parents and residents, collaboration with hardware stores and businesses, collaboration with other partners such as Head Start, schools, etc.)

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4a. Maintenance Assistance to Homeowners	Provide assistance to 20 households on an annual basis.	Ongoing	Completed 25 lead stabilization painting projects and six major house repairs.
4b. Multifamily Acquisition and Rehabilitation	Establish program guidelines for an acquisition/rehabilitation program in 2011, and specific goals and workplan.	End of 2011	Program guidelines were not established in 2011 due to significant changes in funding environment (elimination of redevelopment, continued federal cuts, decline in local inclusionary revenues). This item will be re-assessed in 2012. However, construction commenced on the Herkimer Arms/Hammond House affordable housing project which consists of the rehabilitation of three units and the new construction of one unit.
5a. Historic Preservation	Implement the Historic Preservation Ordinance.	Ongoing	Reviewed more than 200 cases of exterior alterations, additions, and rehabilitation of structures in 17 historic landmark districts and 14 National Register districts, and processed designation of eight new landmark properties in 2011.
5b. Historic Preservation Incentives	Advertise available incentives for historic preservation and assist property owners in determining incentives for their properties.	Ongoing	Signed 25 (20 SFR & 5 MFR) Mills Act contracts with property owners for property tax reductions and investment in historic property improvements in 2011.
5c. Historic Home Rehabilitation	Continue program implementation.	Ongoing	Initiated no new acquisitions of historic homes for sale to low- and moderate-income first-time buyers.
6a. Preservation of At-Risk Housing	Contact property owners of at-risk projects to initiate preservation discussions. Based on outcome, provide appropriate assistance.	Ongoing	Initiated discussion with project owner in which federal restrictions are slated to expire in 2016.
7a. Specific Plans	Continue to provide appropriate land use designations. Maintain and provide an inventory of potential sites and housing incentives to developers.	Ongoing	Continued implementation of specific plans; maintained and reviewed inventory of sites; continued incentive programs.
7b. Mixed Use	Continue implementation of mixed-use incentives, and monitor and assess the effectiveness (housing production) due to the incentives on an annual basis.	Ongoing	Continued implementation of incentives; no mixed-use projects received permits during 2011.
7c. Second Units	Review the City's second-unit standards and evaluate changes to the ordinance to better facilitate second units in the context of maintaining neighborhood quality.	Ongoing	Analyzed inspection records and distribution of second units following Planning Commission presentation; presented options in second round of community meetings. Put on hold pending General Plan Land Use Element update that is anticipated to conclude in 2013.

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7d. Water and Sewer Infrastructure	Work with the City's Department of Water and Power to ensure that appropriate written policies and programs are in place to satisfy the requirements of SB 1087.	End of 2011	City Council adopted the Water Integrated Resource Plan (WIRP) on 1/31/11 and updated the Urban Water Management Plan in June 2011. Reviewed these water management plans and the Sewer Master Plan (2006), and determined context for a written policy that will comply with SB 1087.
7e. Monitoring Program	Continue to maintain a record of housing production and to report regularly to the City Council. In addition, for sites in the Adequate Site Inventory compare the actual number of constructed units with the potential number. Identify additional sites.	Annual	Continued to maintain a record of housing production and reported to the City Council; compared new building permit sites with sites in the Adequate Site Inventory and determined that no building permit was issued for a site in the Inventory.
8a. Inclusionary Housing	Continue to monitor effectiveness of the IHO and expenditure of IHT Funds, including preparation of an Annual Performance Assessment. Study modifications to the IHO program.	Annual Report	There were no Inclusionary housing starts and in-lieu fee revenues during the report year due to depressed development environment. The City monitored impacts of the Palmer vs. Los Angeles case and adopted resolution supporting SB 184. Annual Performance Assessment not undertaken in 2011 due to budget constraints; will re-evaluate in 2012.
8b. Density Bonus Ordinance	Continue to implement the Affordable Housing Density Bonus Program.	Ongoing	Continued to implement the Density Bonus Program in the Zoning Code. Two density bonus projects were completed in 2011: 254 South Pasadena Avenue (Westgate Apartments) and 430 Linda Rosa Avenue.
8c. Parking Incentives for Housing	Continue to provide options for reduced parking as an incentive for the development of affordable, special needs, and transit-oriented development.	Ongoing	Continued to provide options for reduced parking as an incentive.
8d. Consolidated Affordable Housing Review	Continue to issue annual NOFA for affordable housing and, upon its completion, annually review and assess the timeliness and effectiveness of the process.	Annual	Due to inadequate available funding, did not issue NOFA in 2011.
9a. Financial Assistance	Continue to provide financial support for the production, rehabilitation, and preservation of affordable housing. Develop an Affordable Housing Strategy to guide expenditure of funds consistent with Pasadena's housing needs.	End of 2010	Appropriated housing funds for projects in the pipeline (\$2.6M for Mar Vista Union project and \$1.436.075 for Herkimer Gardens project). Affordable Housing Strategy was put on hold during report year due to budget constraints and uncertainty over housing funding resources (elimination of redevelopment, continued federal cuts, decline in local Inclusionary revenues).

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9b. Land Assemblage/Write Downs	Annually issue RFPs for the development of affordable housing when \$5 million in uncommitted funding is available. Examine creative partnerships and mechanisms for land assemblage and/or writedowns.	Ongoing	Uncommitted funds for an RFP were not available during report year. However, the Heritage Square senior housing project was approved, which includes City land subsidy in the form of a long term ground lease with nominal rent payments.
9c. Fee Waivers and Modifications	Continue to provide reduced development fees in support of affordable housing. Examine appropriateness of \$125,000 cap on affordable housing fee reductions.	Ongoing	Waived Construction Tax and fees totaling \$14,058,72 in support of affordable housing in 2011.
10a. Green Building Design	Provide outreach and education to developers, contractors, architects, and business owners to provide information on how to incorporate sustainability in project design.	Ongoing	Issued one building permit for a new 39,000-sqft medical office building based on the adopted CAL Green Building Standards Code; continued providing information to building industry.
10b. Design Review	Continue to implement design review to ensure maintenance of Pasadena's architectural character and quality of the built environment.	Ongoing	Continued to implement design review by staff and the Design Commission (124 cases of consolidated, concept, and final design review, 76 cases of Certificates of Appropriateness, 31 Mills Act applications, etc.) in 2011.
10c. City of Gardens Standards	Implement City of Gardens standards as a tool to enhance the quality and compatibility of multiple-family housing development.	Ongoing	Continued to review pipeline projects (10 Preliminary Plan Review) under City of Gardens; issued nine building permits for multi-family housing projects (net new 9 units) during 2011.
11a. Homebuyer Education and Counseling	Provide homebuyer education and foreclosure counseling to 200 prospective homebuyers on an annual basis.	Ongoing	Previous years levels of homeowner and foreclosure counseling were substantially diminished during the report period with the folding in late 2010 of Pasadena Neighborhood Housing Services, the key local provider of such services. Referrals were made to resources/programs outside the city including LANHS, LA County CDC and CalHFA Keep Your Home Program. At least 18 households received and completed homebuyer counseling workshops and went on to purchase homes through the City's down payment loan assistance program.
11b. Homeownership Opportunities	Continue implementation and consider program modifications to make the homeownership program more flexible to market conditions. Serve up to four households annually.	Ongoing	Provided total of \$2,073,000 in down payment assistance loans to 18 low- and moderate-income homebuyers. Modified program equity share provisions to conform with current Fannie Mae and FHA underwriting requirements.

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11c. Mortgage Credit Certificate	Continue to advertise the MCC Program in conjunction with homebuyer education and assistance programs, and maintain a current listing of participating lenders.	Ongoing	MCC Program was not available due to lack of County of Los Angeles funding in 2011.
11d. Homebuyer Closing Costs	Support the closing cost loan program of PFAR and CAR to assist 11 households during the 2006-2014 planning period.	Ongoing	PFAR and CAR assisted no Pasadena homebuyers with the closing cost loan program during 2011.
12a. Housing Choice Voucher	Continue to assist 1,315 households in Section 8 program. Allocate project-based vouchers to ensure the long-term affordability of Hudson Oaks and Centennial Place SRO.	Ongoing	Assisted 1,356 households in the Section 8 program.
12b. HOME Tenant-Based Rental Assistance	Assist up to 90 households during the planning period.	Ongoing	Assisted 27 households during 2011.
12c. Emergency Rental Assistance Deposit	Assist 300 households during the planning period.	Ongoing	Assisted 42 households during 2011.
12d. Affordable Housing Website	Continue program implementation.	Ongoing	Recorded a monthly average of 13,000 successful searches for units that met users' specifications.
13a. Collaborative Partnerships	Continue to work with and seek additional partners to achieve City housing goals.	Ongoing	Continued discussions with Community Foundation Land Trust to explore homeownership program models that would preserve long-term affordability.
13b. Pasadena Affordable Housing Practitioners and Advisors	Meet on a periodic basis to discuss housing issues and propose program and policy solutions to housing and community development needs.	Ongoing	No meetings were convened during the report period.
13c. Funding Program	Seek additional funding sources to meet City housing goals.	Ongoing	Provided technical assistance to secure \$2 million in County of Los Angeles funding for renovation of Centennial Place permanent supportive housing project. Awarded \$586,075 in state BEGIN homebuyer assistance funds for the Herkimer Gardens project.
14a. Fair Housing Services	Continue to provide fair housing services and tenant-landlord mediation	Ongoing	Continued Housing Rights Center program to provide fair housing and mediation services.
14b. Fair Housing Outreach	Develop a plan of action to address fair housing for persons with disabilities.	End of 2012	This objective will be re-evaluated in light of Analysis of Impediments to Fair Housing Study, to be completed in mid-2012.

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14c. Tenant Protections	Continue to implement the Tenant Protection Ordinance	Ongoing	Initiated one new project case.
15a. Family Self Sufficiency	Provide ongoing assistance to 25 households.	Ongoing	Five households currently participate in the program. HUD funding was not available during 2011 to operate the program.
15b. Shelter Plus Care	Provide ongoing assistance for up to 90 households during the planning period and apply to HUD for more shelter plus care certificates as they become available.	Ongoing	Assisted 75 households during 2011. Applied for and received two additional certificates for chronically homeless persons.
15c. Housing Opportunities for People with AIDS	Assist 35 households during the planning period.	Ongoing	Assisted 5 households during 2011.
16a. Homeless Prevention	Provide supplemental resources to 85 households at risk of homelessness on an annual basis through the program. Ensure implementation of the 10-Year Strategy to End Homelessness through preparation of Annual Action Plans.	Ongoing	Assisted 277 persons in 100 households during 2011.
16b. Emergency Shelter Program	Continue program implementation consistent with the City's Continuum of Care Plan.	Ongoing	Continued to provide emergency shelter beds; maintained emergency capacity with Emergency Shelter Grant funding to Elizabeth House (15 families including pregnant or newly parenting women) and Door of Hope (homeless and transitional families).
16c. Transitional and Permanent Supportive Housing	Continue program implementation. Issue RFPs for the development of permanent supportive housing and use unallocated project-based vouchers to support the goals and objectives in the Continuum of Care Plan.	Ongoing	Received \$2.9 million in competitive funding to provide (1) housing for 250 households annually and (2) supportive services for 1,000 homeless individuals and families annually.
16d. Sites for Emergency Shelter	Amend the Zoning Code to define a zone to permit emergency shelters by right in the IG and CD-6 districts and/or other districts and develop objective standards to facilitate, encourage, and regulate shelters.	1-Aug-12	Began analysis in 2011; presented recommendation to Planning Commission in the fall of 2011; further studies need to be completed; anticipated date of completion is August, 2012.

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17a. Reasonable Accommodation	Implement Reasonable Accommodation ordinance. Periodically analyze the City's process to identify any constraints to the development, maintenance, and improvement of housing for persons with disabilities and take corrective measures as necessary.	Ongoing	Staff continued to implement ordinance; no reported problems with existing ordinance
17b. Universal Design/Visitability	Evaluate the feasibility of incorporating concepts of visitability, universal design, and other accessibility requirements for new and rehabilitated housing.	End of 2012	Delayed evaluation of feasibility to 2012.
17c. Housing Accessibility Assistance	Continue to provide assistance to disabled homeowners in making accessibility improvements to their homes. Seek ways to expand the program to renters.	Ongoing	City continues to provide maintenance assistance (MASH) to low income persons and persons with disabilities; provided Base Paint Stabilization services to 50 units, and provided major repairs to six units in 2011.
18a. Development of Housing for Families	Evaluate establishing incentives within the H/O and allocations within a housing expenditure policy for large family units.	End of 2012	Deferred program to 2012 due to low levels of available funding, subject to improved housing market and funding availability.
18b. Housing for Emancipated Youth	Explore opportunities to improve access to housing and supportive services for youth emancipating from foster care and institutional living.	Ongoing	To be implemented later in planning period.
18c. Housing for Students	Work with educational institutions to process and approve Master Plans that are consistent with the General Plan.	Ongoing	Continued discussions with tertiary educational institutions.
19a. Senior Housing	Continue to support the provision of senior housing in the community.	Ongoing	RFP for Heritage Square senior housing project issued in February 2011 and developer selected in September 2011.
19b. Life/Care Facilities	Continue to support the provision of life/care housing in the community.	Ongoing	Continued to support the provision of life/care housing.
19c. Senior Services	Continue to support the provision of senior services in the community.	Ongoing	Continued to support the provision of senior services.