



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

April 21, 2014

Housing Policy Department  
Received on:  
APR 23 2014  
AH

Department of Housing and Community Development  
Division of Housing Policy Development  
P.O. Box 952053  
Sacramento, Ca 95252-2053

RE: City of Pasadena, Annual Housing Element Progress Report for Calendar Year 2013

To Whom It May Concern:

On July 26, 2010, the Pasadena City Council adopted the 2008-2014 Housing Element. The City of Pasadena submitted the annual for the calendar year of 2013 for your review.

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

Sincerely,

Denver E. Miller  
Principal Planner

cc: Jim Wong, Housing Department



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction: City of Pasadena  
 Reporting Period: 1-Jan-13 - 31-Dec-13

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=Renter 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						
119 S. Los Robles Ave.	5+	O	4	0	0	46	50		Inclusionary Housing	Inclusionary Housing Agreement	Not applicable	
(9) Total of Moderate and Above Moderate from Table A3						50						
(10) Total by Income Table A/A3			4	0	0	96						
(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				TOTAL UNITS	(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			
(1) Rehabilitation Activity - Heritage Housing project at 411, 413, 415 N Raymond Av, where 3 of the four units are rehab units, one is a new unit.	0	0	0	0		Herkimer Arms/Hammond 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	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	0	0	0	0
No. of Units Permitted for Above Moderate	23	6	67	0	0	96	0

\* 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			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	Dead			96							96
Restricted Non-deed restricted		711									711	
Dead												
Low	Restricted Non-deed restricted	452	8	3				4	4		467	433
	Dead											
	Restricted Non-deed restricted	491	23	1	2	4		4			525	457
Moderate	Restricted Non-deed restricted											
	Above Moderate	1,215	568	348	448	59	49	14	357	96	1,939	-724
Total RHNA by COG: Enter allocation number:		2,869	589	352	546	63	49	22	361	100	2,092	
Total Units												777
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)	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.	Housing Programs Progress Report - Government Code Section 65583.
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 2,421 inspections in response to complaints in 2013.
1b. Emergency Enforcement	Continue implementation of emergency code enforcement.	Ongoing Conducted inspections on 130 CRASH cases (City's Resources Against Substandard Housing) in 2013.
1c. Neighborhood Revitalization	Continue program implementation.	Ongoing Program was eliminated due to budget cuts.
2a. Neighborhood Impact	Provide assistance to 25 households through PNHS program during the planning period.	Ongoing The PNHS "Neighborhood Impact" program was discontinued. Another nonprofit, Neighborhood Housing Services of Los Angeles County, will implement a single-family home rehabilitation loan program supported with federal HOME funds. In July 2013 the City and NHSLAC entered into a HOME Sub-Recipient Agreement to assist the rehab of 9 homes.
2b. Neighborhood Organizations	Continue program implementation.	Ongoing Continued to provide information and support to 91 residential neighborhood associations.
2c. Northwest Pasadena	Continue program implementation.	Ongoing Council adopted the EIR and Specific Plan for the Lincoln Ave in 2013.
3a. Occupancy Inspection	Continue to conduct housing inspections upon change of occupancy.	Ongoing Completed inspections of 1,841 single-family, duplex, and condominium units at time of sale in 2013.
3b. Quadrennial Inspection	Continue implementation of multiple-family housing inspection program.	Ongoing Completed inspections of 4,617 units of rental housing in multiple-family developments of three or more units in 2013.

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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	In 2013, the City continue to reach out to the community, the City responded to 933 persons and distributed over 3,780 pieces of educational materials to the community in a multitude of 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.). This program continues to be run by the Health Department.
4a. Maintenance Assistance to Homeowners	Provide assistance to 20 households on an annual basis.	Ongoing	Completed 13 lead stabilization painting projects and 5 major house repair in 2013.  The implementation of this program continues to be deferred due to lack of available housing funds (resulting from the dissolution of redevelopment, continued cuts in federal HOME funds, and stagnant local inclusionary housing revenues). However, during 2013, the City has undertaken a smaller scale, "non-build" program involving the acquisition of financially distressed City-deed restricted single-family dwelling units for use as Section 8 rental housing. The City also evaluated the potential acquisition of an existing 20-unit apartment complex.
4b. Multifamily Acquisition and Rehabilitation	Establish program guidelines for an acquisition/rehabilitation program in 2011, and specific goals and workplan.	End of 2011	Reviewed 72 cases of exterior alterations, additions, and rehabilitation of structures in 18 historic landmark districts and 18 National Register districts, and processed designation of 8 new landmark properties in 2013.
5a. Historic Preservation	Implement the Historic Preservation Ordinance.	Ongoing	Signed 22 Mills Act contracts with property owners for property tax reductions and investment in historic property improvements in 2013.
5b. Historic Preservation Incentives	Advertise available incentives for historic preservation and assist property owners in determining incentives for their properties.	Ongoing	The Housing Dept. commenced planning discussions with a local nonprofit on the relocation and preservation of the historic Decker House structure.
5c. Historic Home Rehabilitation	Continue program implementation.	Ongoing	Continued discussions with the owner of the Concord senior housing project. Owner submitted a proposal to recapitalize the project. City will review proposal.
6a. Preservation of At-Risk Housing	Contact property owners of at-risk projects to initiate preservation discussions. Based on outcome, provide appropriate assistance.	Ongoing	

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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; one mixed-use project received a building permit in 2013. This was a project with 50 residential units and ground floor retail space.
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	Placed on hold pending General Plan Land Use Element update that is anticipated to conclude in 2014. Work on amendment will begin in 2015-2016.
7d. Water and Sewer Infrastructure	Work with the City's Department of Water and Power (and Public Works) to ensure that appropriate written policies and programs are in place to satisfy the requirements of SB 1087.	End of 2013	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	The City 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	One inclusionary housing project was permitted for construction during the reporting period, and several projects were in the City entitlement process. Modifications to the Inclusionary Regulations were adopted in December 2013 to improve the program. The Annual Performance Assessment was not undertaken during the reporting period due to budget constraints. However, in lieu of the Annual Performance Assessment, the City will conduct an Inclusionary nexus study in 2014.
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. No permits for density bonus projects were issued in 2013.

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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	Incentives for parking are codified in the City's Zoning Code and continue to be available.
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	City did not issue a NOFA in 2013 due to lack of available housing funds (resulting from the dissolution of redevelopment, continued cuts in federal HOME funds, and stagnant local Inclusionary housing revenues).
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	The City provided the following financial assistance for affordable housing projects during the reporting period: a) Interior rehabilitation of 144-unit Centennial Place permanent supportive housing project - \$367,518; b) New construction of Habitat for Humanity 2-unit low-income homeownership project at 752 Manzanita Ave. - \$175,000; c) Heritage Housing Partners nonprofit acquisition of 3 Inclusionary units to preserve affordability - \$750,000; d) City acquisition of 2 financially distressed deed restricted homeownership units - \$415,000.
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	City did not issue an RFP in 2013 due to lack of available housing funds (resulting from the dissolution of redevelopment, continued cuts in federal HOME funds, and stagnant local Inclusionary housing revenues).
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	The following project with affordable units was issued a building permit in 2013 and received fee waivers and assessed reduced residential impact fees: 119 S. Los Robles Ave.
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	Sustainability principles have been incorporated into the Building Code as of 2011. The Building Division has created a checklist for architects and contractors to use when applying for a building permit. This checklist is available at the counter and is submitted as part of the plan check process.

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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. There were 112 cases of consolidated, concept, and final design review in 2013.
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 (15 Preliminary Plan Review) under City of Gardens; issued five building permits for multi-family housing projects (net new 55 units) during 2013.
11a. Homebuyer Education and Counseling	Provide homebuyer education and foreclosure counseling to 200 prospective homebuyers on an annual basis.	Ongoing	The City continued to make referrals to services offered by Neighborhood Housing Services of Los Angeles County, the Los Angeles Community Development Commission, and state CalHFA Keep Your Home program. Ten households received and completed homebuyer education training as a requirement of the City's down payment assistance loan 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 \$263,892 in loans to assist 3 low- and moderate-income homebuyers.
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	The City continued to publicize this program which is administered by the County of Los Angeles.
11d. Homebuyer Closing Costs	Support the closing cost loan program of PEAR and CAR to assist 11 households during the 2009-2014 planning period.	Ongoing	PEAR/CAR funds were not utilized during 2013.
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 1,370 households in the Section 8 program during the reporting period. The Hudson Oaks, Centennial Place and Heritage Square housing projects were all allocated project-based Section 8 vouchers in prior report years.

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12b. HOME Tenant-Based Rental Assistance	Assist up to 90 households during the planning period.	Ongoing	The HOME Tenant-Based Rental Assistance program was discontinued for new households due to reductions in HOME Program funding. Existing participants will continue to receive rental assistance through the end of their two year contract. During the reporting period 33 households were assisted.
12c. Emergency Rental Assistance Deposit	Assist 300 households during the planning period.	Ongoing	The ERAD program was discontinued for new households due to reductions in HOME Program funding. Over 300 households assisted during program implementation.
12d. Affordable Housing Website	Continue program implementation.	Ongoing	The housing search website continues to be utilized.
13a. Collaborative Partnerships	Continue to work with and seek additional partners to achieve City housing goals.	Ongoing	The City Housing Dept. collaborated with a number of nonprofits and other City agencies to develop the "Under One Roof" home improvement and sustainability program for low income homeowners. The City also worked with the Southern California Association of Non-Profit Housing and the California Housing Consortium to support state legislation that would generate affordable housing funding.
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 2013.
13c. Funding Program	Seek additional funding sources to meet City housing goals.	Ongoing	City staff provided technical assistance to developer of the proposed Heritage Square senior housing project on the application to TCAC for low income housing tax credits.
14a. Fair Housing Services	Continue to provide fair housing services and tenant-landlord mediation	Ongoing	Housing Rights Center continued to provide fair housing and mediation services during the reporting period.
14b. Fair Housing Outreach	Develop a plan of action to address fair housing for persons with disabilities.	End of 2012	Housing Rights Center continued to provide fair housing outreach during this period. In 2013 the City's Analysis of Impediments to Fair Housing was completed and submitted to HUD. The Analysis established, among other things, action items to address fair housing outreach and housing accessibility. It should be noted that in 1999 the City adopted Ordinance 6779 which enables the City to grant "reasonable accommodations" to Zoning Code requirements.

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14c. Tenant Protections	Continue to implement the Tenant Protection Ordinance	Ongoing	Three new project cases were initiated during the reporting period.
15a. Family Self Sufficiency	Provide ongoing assistance to 25 households.	Ongoing	The Family Self-Sufficiency program was discontinued due to lack of funding.
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 with tenant-based rental assistance for homeless persons with disabilities. Applied for and received 2 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 the reporting period.
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 212 during the reporting period.
16b. Emergency Shelter Program	Continue program implementation consistent with the City's Continuum of Care Plan.	Ongoing	Continued to provide emergency shelter beds, maintained capacity with Emergency Solutions Grant funding to Bad Weather Shelter (150 beds) and Door of Hope (32 beds of short-term transitional housing).
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 continue to provide transitional and permanent housing for 250 households annually and supportive services for 1000 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	Adopted by City Council on November 18, 2013.

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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/Misability	Evaluate the feasibility of incorporating concepts of visibility, universal design, and other accessibility requirements for new and rehabilitated housing.	End of 2012	Delayed evaluation of feasibility to 2014.
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	The City continues to provide maintenance assistance (MASH) to low income persons and persons with disabilities. For the calendar year 2013, MASH provided Base Paint Stabilization services to 26 units and provided Major Repairs to 5 unit.
18a. Development of Housing for Families	Evaluate establishing incentives within the IHO and allocations within a housing expenditure policy for large family units.	End of 2012	This initiative to be deferred to 2014, subject to conclusions from pending Inclusionary Housing nexus study, improvement in housing development activity, and increase in level of housing funds to assist such projects.
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	Hestia House continues to provide 8 units of permanent supportive housing for chronically homeless transitional age youth (18-24).
18c. Housing for Students	Work with educational institutions to process and approve Master Plans that are consistent with the General Plan.	Ongoing	No Master Plans for universities have been processed in the past year.
19a. Senior Housing	Continue to support the provision of senior housing in the community.	Ongoing	City staff provided technical assistance to developer of the proposed Heritage Square senior housing project on the application to TCAC for low income housing tax credits.
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, but no projects have been constructed in this calendar year.
19c. Senior Services	Continue to support the provision of senior services in the community.	Ongoing	The City of Pasadena continues to offer a wide variety of services to seniors. These are administered through the Human Services & Recreation Department.

