Housing Policy Department
Received on:
JUN 16 2014
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Department of Housing and Community Development

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: Town of Portola Valley

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Reporting Period by Calendar Year: from 1/1 /2013 to 12/31/2013

Submitted to:

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

Jurisdiction Town of Portola Valley

Reporting Period 1/1/2013 - 12/31/2013

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/cr 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	
(9) Total of **Moderate and Above Moderate** from Table A3 ► ►					1	6	7				
(10) Total by income Table A/A3 ► ►					1	6	7				
(11) Total **Extremely Low-Income Units***											

* 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	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for **Moderate**				1		1	
No. of Units Permitted for **Above Moderate**	4			2		6	

* 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.			2007	2008	2009	2010	2011	2012	2013	2014	2015	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	5	NA	0	0	0	0	0	0				-11
	Non-deed restricted		NA	1	2	4	3	2	4			16	
Low	Deed Restricted	10	NA	0	0	0	0	0	0				8
	Non-deed restricted		NA	0	0	1	0	0	1			2	
Moderate	Deed Restricted	17	NA	0	0	0	0	0	0				13
	Non-deed restricted		NA	0	0	1	1	1	1			4	
Above Moderate		26	NA	2	2	2	2	3	6			17	9
Total RHNA by COG. Enter allocation number:		58	NA	3	4	8	6	6	12			39	19
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**
1. Inclusionary Housing Requirements	Build 8 Blue Oaks BMR units; one other BMR is expected; and revise the inclusionary housing program	Construction by 2012 or 2013; revise program in 2012	The Town determined that building the units was not feasible at the Blue Oaks site and sold the units in 2012. The Town identified an alternative site for this housing and entered into a purchase agreement for the property, but cleaup of hazardous materials issues on the site was not completed and the agreement lapsed. The Town has not been able to find another alternative site in town, but will look at options under a new program in the 2014 Housing Element.
2. Multifamily Housing	Construction of 11 new units anticipated; town will monitor annually	2014; annually	Construction is still anticipated but was been slowed by the economy and need for fundraising. The property owner is still planning to move foward; staff monitors progress regularly.
3. Second Units	Increase construction to an average of 6 second units/year	Starting 2010-2011	The town amended its design review process and now allows staff level review for more units. The amendments were adopted in January 2011. The second units manual is complete and was posted on the town's webpage in February 2012. The number of second units being built in Town appears to have increased, with the average over the planning period of 5.3 second units permitted per year. The range was from a low of 4 units in 2009 to a high of 8 units in 2010 and 2013.
4. Waiver of Fees	Mitigate a constraint by allowing fee waivers	2009	The zoning ordinance was amended to include a fee waiver provision in January 2011.
5. Shared Housing	Continue participation in HIP Housing	Ongoing	The town continues to participate in this program.
6. Emergency Shelters	Adopt zoning ordinance amendment to allow emergency shelters	2010	The zoning ordinance was amended to include provisions allowing emergency shelters in January 2011.
7. State-Required Density Bonus	Adopt a density bonus program	2010	The Planning Commission recommended approval of a density bonus implementation ordinance on April 2, 2014 and the Town Council had the first reading of the ordinance on April 23, 2014 Final action on the ordinance is scheduled for May 14, 2014
8. Fair Housing	Make information available about a county-wide program	Ongoing	Town staff is referring people to the county-program as necessary.

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9. Removal of Constraints to Housing for People with Disabilities	Amend zoning ordinance to remove constraints and add reasonable accommodations ordinance	2010	These zoning ordinance amendments were adopted in January 2011.
10. Housing Impact Fee	Study possibility of and options for housing impact fee, and adopt if appropriate	2010 and 2011	A county-wide housing nexus study is underway, and the Planning Commission is recommending that the Town participate in the study in order to revise the Town's inclusionary housing program and potentially consider an impact fee.
11. Farmworker Housing Zoning Amendments	Amend zoning ordinance to comply with state law	2010	These zoning ordinance amendments were adopted in January 2011.
12. Transitional and Supportive Housing Zoning Amendments	Amend zoning ordinance to comply with state law	2010	These zoning ordinance amendments were adopted in January 2011.
13. Continue Existing Energy Conservation Measures and Implement Sustainability Element	Continue existing green & energy conservation measures, and implement the Sustainability Element	Ongoing	Work on this program is ongoing. In 2010, the town adopted a mandatory Build-It-Green Program for all new buildings and remodels, and also adopted an Indoor Water Conservation Ordinance and Water Conservation in Landscaping Ordinance. The Town has also been encouraging water and energy efficiency in existing homes through various state and local programs. The Town is also working towards adoption of a Climate Action Plan in 2014.

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General Comments: