

**Department of Housing and  
Community Development**

**ANNUAL HOUSING ELEMENT PROGRESS REPORT**

HOUSING POLICY  
DEVELOPMENT, HCD

MAR 29 2011

City or County Name: City of Portola

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Reporting Period by Calendar Year: from 1/10 to 12/10

\* Progress Report approved by the Portola City Council on March 23, 2011.

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

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction City of Portola  
 Reporting Period 1/1/2010 - 12/31/2010

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
			Affordability by Household Incomes									
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development See Instructions	Deed Restricted Units See Instructions	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.	
N/A			0	0	0	0	0	0	0	0	0	
(9) Total of Moderate and Above Moderate from Table A3			0	0	0	0	0	0				
(10) Total by income Table A/A3			0	0	0	0	0	0				
(11) Total Extremely Low-Income Units*			0									

\* Note: These fields are voluntary

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

Jurisdiction City of Portola  
Reporting Period 1/1/2010 - 12/31/2010

**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's 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	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	0	0	0	0
No. of Units Permitted for Above Moderate	0	0	0	0	0	0	0

\* Note: This field is voluntary





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

Jurisdiction City of Portola  
Reporting Period 1/1/2010 - 12/31/2010

General Comments:

There were no Certificates of Occupancy issued in 2010 for new or rehabilitated single-family or multifamily residential units.

<b>Program</b>	<b>Objective</b>	<b>Timeframe</b>	<b>Status of Program Implementation</b>
<p>The City staff will increase its coordination with the State HCD staff to apply for the funding that is made available through Proposition 46 in partnership with developers, as requested by interested parties. For example, in partnership with an interested non-profit developer, apply to the MHP program for the development of low-income housing.</p>	<p>Increase coordination with the State HCD staff.</p>	<p>As requested by interested parties</p>	<p>There have been no interested parties to date.</p>
<p>Coordinate with County-wide organizations to prepare a Project Information Pamphlet outlining City participation and incentives, housing needs from the Housing Element (or other market source), a definition of the state and federal funding for which the City is willing to apply, and other pertinent information. Distribute the Pamphlet to local non-profit and for profit development groups, and regional agencies. Information will be distributed through direct mailing.</p>	<p>Prepare a Project Information Pamphlet.</p>	<p>Annually update in June</p>	<p>Not complete.</p>
<p>Continue to implement the City's density bonus ordinance that offers increased discretionary density and/or additional incentives such as fast-tracking, waiver of permits, fee deferrals, or fee reductions, to affordable housing developments that provide affordable units and to provide relaxed development standards or setback requirements for mixed-use developments (commercial or office uses must be on same site as housing) providing an affordable housing component. Update the City's existing density bonus ordinance to include the provisions of SB 1818 (Chapter 928, Statutes of 2004).</p>	<p>Continue to implement the City's density bonus ordinance.</p>	<p>December 2009</p>	<p>Comprehensive Zoning Ordinance amendment is in progress.</p>
<p>Provide incentives (such as raising the density bonus in accordance with SB 1818 (Chapter 928, Statutes of 2004), fast-tracking, waiver of permits, fee deferrals, or fee reductions) to developers who wish to develop multifamily housing in the CMU zoning district.</p>	<p>Provide incentives in accordance with SB 1818.</p>	<p>Ongoing</p>	<p>Comprehensive Zoning Ordinance amendment is in progress.</p>

<b>Program</b>	<b>Objective</b>	<b>Timeframe</b>	<b>Status of Program Implementation</b>
<p>Consider the development of a First Time Homebuyers Program through use of grant funding provided by the Home Investment Partnerships Program, the Community Development Block Grant Program, and the federal American Dreams program, to provide down payment assistance to families in order to purchase a single-family home. Information on the program will be on the City web site, brochures or flyers at City Hall, the Portola City Library, Portola Chamber of Commerce, other public locations, and in the City Community Newsletter.</p>	<p>Consider the development of a First Time Homebuyers Program.</p>	<p>Review funding opportunities by June 2010 and ongoing</p>	<p>Funding opportunities have been reviewed; not available.</p>
<p>Work to create an inclusionary housing ordinance, which requires the provision of affordable housing within residential development or payment of an in-lieu fee which will be utilized to develop affordable housing.</p>	<p>Work to create an inclusionary housing ordinance.</p>	<p>December 2009</p>	<p>Comprehensive Zoning Ordinance amendment is in progress.</p>
<p>The City will develop transitional housing and emergency shelter standards based on guidelines provided from other public agencies such as the Department of Health Services and the Plumas County Community Development Commission. The City will provide for the development of these uses along the Highway 70 corridor where access to Plumas Transit (public transportation) is most accessible. This zone also correlates to the Core Commercial, Commercial Mixed Use and Public/Quasi-Public zoning districts. The Zoning Ordinance will be amended to allow emergency shelters consistent with SB 2 and transitional and supportive housing as a residential uses only subject to those restrictions that apply to other residential uses of the same type in the same zone as required in SB 2.</p>	<p>Develop transitional housing and emergency shelter standards.</p>	<p>October 2010</p>	<p>Comprehensive Zoning Ordinance amendment is in progress.</p>
<p>Investigate incentives and reporting procedures that can be implemented to encourage and monitor the development of housing opportunities for specialized housing needs as necessary, including housing for extremely low income households.</p>	<p>See program.</p>	<p>Ongoing</p>	<p>Not completed.</p>

Program	Objective	Timeframe	Status of Program Implementation
<p>Revise zoning ordinance to allow State licensed group homes, foster homes, residential care facilities, and similar state-licensed facilities, to allow by right group homes with six (6) or fewer persons in any residential zone and allow with administrative approval group homes with greater than six (6) persons.</p>	<p>Revise zoning ordinance</p>	<p>December 2009</p>	<p>Comprehensive Zoning Ordinance amendment is in progress.</p>
<p>Continue to administer the program to encourage formal reasonable accommodation process for persons with disabilities.</p>	<p>See program.</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>Regularly monitor the City's ordinances, codes, policies, and procedures to ensure that they comply with the "reasonable accommodation" for disabled provisions.</p>	<p>See program.</p>	<p>June 2009 and Annually</p>	<p>Comprehensive Zoning Ordinance amendment is in progress.</p>
<p>Continue to monitor average processing times for discretionary development permits on an annual basis.</p>	<p>Monitor average processing times for discretionary development permits.</p>	<p>Annually in June</p>	<p>Ongoing; there were no discretionary development permits issued in 2010.</p>
<p>Continue to offer the Standard Application package that is given to each developer, containing an explanation of the planning application permit process, and application form where all requested action for the project in regards to the planning department can be checked along with contact numbers, and a copy of the fee schedule.</p>	<p>Offer the Standard Application package to developers.</p>	<p>Ongoing</p>	<p>Ongoing; issued to Woodbridge when asked about a Specific Plan for a portion of their proposed development.</p>
<p>Review Zoning Ordinance requirements relative to discretionary processing. Identify processes that may be appropriately handled through administrative processing (e.g. Design Review and Conditional Use Permit extensions).</p>	<p>Review Zoning Ordinance requirements relative to discretionary processing.</p>	<p>Ongoing</p>	<p>Comprehensive Zoning Ordinance amendment is in progress.</p>

<b>Program</b>	<b>Objective</b>	<b>Timeframe</b>	<b>Status of Program Implementation</b>
<p>To preserve affordability, provide incentives (e.g. - density bonus units, fee underwriting, fee deferral, fast-tracking, etc.) to developers of residential projects who agree to provide the specified percentage of units mandated by State law at a cost affordable to extremely low, very-low and/or low-income households. In addition, propose zoning and permit processing changes to further reduce housing costs and average permit processing time. Investigate incentives and reporting procedures that can be implemented to encourage and monitor the development of housing opportunities for specialized housing needs as necessary, including housing for extremely low income households.</p>	<p>Provide incentives to developers of affordable residential projects.</p>	<p>Ongoing, as affordable housing developments are proposed</p>	<p>No affordable housing developments have been proposed.</p>
<p>Annually review the Housing Element for consistency with the general plan as part of its general plan progress report.</p>	<p>Review the Housing Element for consistency with the general plan.</p>	<p>April 2010 and Annually</p>	<p>Completed and ongoing.</p>
<p>Prepare an ordinance that implements Section 65852.2 regarding second units.</p>	<p>See program.</p>	<p>December 2009</p>	<p>Comprehensive Zoning Ordinance amendment is in progress.</p>
<p>Publish the City's Housing Element and updates, Annual Action Plan and respective notices. Provide copies at the City Hall Public Counter and post on the City web site.</p>	<p>Publish the City's Housing Element and updates, Annual Action Plan and respective notices.</p>	<p>Ongoing</p>	<p>Completed and ongoing.</p>
<p>Disseminate information through postings and pamphlets at City and other public buildings and the City's website. The information will also be distributed through coordination with the Plumas County Community Development Commission.</p>	<p>Disseminate information through postings and pamphlets.</p>	<p>Ongoing</p>	<p>Maintained on City's website and informational bulletin board. PCCDC has information as well.</p>
<p>Update the inventory of vacant land on a quarterly basis or as projects are constructed.</p>	<p>Update the inventory of vacant land.</p>	<p>Quarterly</p>	<p>Completed and ongoing. There have been no changes to the existing inventory of vacant land.</p>

Program	Objective	Timeframe	Status of Program Implementation
<p>Require all Specific Plans and Development Agreements to establish land use policies, implementation programs, and funding responsibilities in proportion to the size of the project, to achieve the City's Housing Element Goals and Objectives.</p>	<p>See program.</p>	<p>With specific plan proposals</p>	<p>There have been no specific plan proposals.</p>
<p>Continue to encourage development of well planned and designed projects that support the development of compatible residential, commercial, industrial, institutional, or public uses within a single project or neighborhood by providing incentives such as allowing higher building densities, reduced parking requirements, reduced set-back and yard requirements, allow for a higher building height, and greater floor area ratios.</p>	<p>Encourage development of well planned and designed projects.</p>	<p>Ongoing</p>	<p>Ongoing; no new projects in 2010.</p>
<p>Study affordable housing policies (AHP), which require: (1) a minimum percentage of each housing development to be affordable to low or moderate-income households; or (2) the payment of an in-lieu fee to be used to rehabilitate or acquire low-income housing.</p>	<p>Study affordable housing policies.</p>	<p>Annually beginning in June 2009</p>	<p>Reviewed in the Woodbridge Affordable Housing Master Plan (2009 and 2010)</p>
<p>Monitor the amount of land zoned for both single family and multifamily development and initiate zone changes to accommodate affordable housing.</p>	<p>Initiate zone changes to accommodate affordable housing.</p>	<p>Quarterly</p>	<p>Adequate land is zoned for single-family and multifamily developments. No zone changes are necessary. Ongoing.</p>
<p>Update the zoning ordinance to increase the minimum density allowed in HDR and CMU districts to 15 dwelling units per acre, as required by State law.</p>	<p>Update the zoning ordinance.</p>	<p>December 2009</p>	<p>Comprehensive Zoning Ordinance amendment is in progress.</p>
<p>Implement the provisions of AB 2292 (Dutra)-Section 65863 of the California State Government Code and prevent the down-zoning of a residential property used to meet the RHNA without a concomitant up-zoning of a comparable property.</p>	<p>Implement the provisions of AB 2292.</p>	<p>Ongoing</p>	<p>No downzoning has been proposed. Comprehensive Zoning Ordinance amendment is in progress.</p>
<p>Review as needed and appropriately modify City ordinances and policies to establish and/or maintain appropriate separations and buffers between residential and non-residential land uses.</p>	<p>Modify City ordinances.</p>	<p>December 2009</p>	<p>Comprehensive Zoning Ordinance amendment is in progress.</p>

Program	Objective	Timeframe	Status of Program Implementation
<p>Administer a housing inspection program through the City's Housing Authority (PCCDC). Under the program, a code enforcement officer is designated to systematically/annually inspect all rental housing and complexes and to issue reports on conditions in violation of current Health and Safety Codes. Where necessary work is extensive, implement an established rehabilitation program to correct the deficiencies.</p>	<p>Administer a housing inspection program through the City's Housing Authority (PCCDC).</p>	<p>December 2009</p>	<p>The Community Service Officer completed a comprehensive list of rental housing, including a review of Health and Safety Code violations. The CSO is following up on violations that are public nuisances, as permitted by City Municipal Code and approved by the City Council.</p>
<p>Coordinate housing rehabilitation programs with Code Enforcement and Community Service efforts.</p>	<p>See program.</p>	<p>December 2009</p>	<p>No new programs have been established. There is an existing CDBG Loan Fund Program that can be used for housing rehabilitation.</p>
<p>Work with the local energy provider to provide information on loans, grants, or other incentives that might be available for voluntary energy reduction; and to provide other relevant information on energy efficiency. Supply energy conservation awareness Pamphlets in public meeting places.</p>	<p>Work with the local energy provider for information on voluntary energy reduction and energy efficiency.</p>	<p>Ongoing</p>	<p>Not complete. The City has completed a solar study and has reviewed information with the local energy provider for ways the City can reduce energy use and increase energy efficiency.</p>
<p>Continue to make available and aggressively market the City's rehabilitation revolving loan program in conjunction with PCCDC. Also apply for CDBG single-family housing rehabilitation funds. Rehabilitate 10 units during the five-year lifespan of the Housing Element.</p>	<p>Continue to make available and aggressively market the City's rehabilitation revolving loan program in conjunction with PCCDC.</p>	<p>Annually with funding cycle</p>	<p>The Housing rehabilitation loan program is still in effect. No new loans have been made. The City has not applied for additional CDBG single-family housing rehabilitation funds.</p>
<p>Coordinate housing rehabilitation programs with code enforcement and community service efforts and combine both targeted and citywide participation.</p>	<p>See program.</p>	<p>Ongoing</p>	<p>The Community Service Officer encourages citizens to participate in the City's housing rehabilitation programs.</p>

Program	Objective	Timeframe	Status of Program Implementation
Develop a citywide program for exterior paint and clean up of residential properties in targeted neighborhoods.	See program.	December 2010	Not complete. Funding is not available.
Promote program(s) to acquire and rehabilitate dilapidated and older single-family homes and apartment complexes, and maintain these units as affordable on a long-term basis.	Acquire and rehabilitate dilapidated and older single-family homes and apartment complexes.	Ongoing	Not complete. Funding is not available.
Amend the City's current housing rehabilitation program guidelines to include a grant to very low-income disabled persons and senior citizens to improve accessibility and safety.	See program.	1 <sup>st</sup> quarter 2010	Revision of the Program Guidelines is in progress, as directed by the City Council in February 2011.
Apply for CDBG funds.	See program.	Starting with funding cycle in 2010	Not completed due to limited staff resources.
Establish and promote programs to acquire and rehabilitate dilapidated and older single-family homes and apartment complexes and maintain these units as affordable on a long term basis.	See program.	Starting with funding cycle in 2010.	Not complete. Funding is not available.
Require that all recipients of locally administered housing assistance funds acknowledge their understanding of fair housing law and affirm their commitment to the law.	See program.	Ongoing	There have been no recipients of locally-administered housing assistance funds. However, there is information available at the front counter for future recipients to ascertain their understanding of fair housing law.

<b>Program</b>	<b>Objective</b>	<b>Timeframe</b>	<b>Status of Program Implementation</b>
<p>Acquire and maintain fair housing materials, including all pertinent resource, posters and information available through the Department of Fair Employment and Housing (DFEH) and Housing and Urban Development (HUD) to educate on a variety of fair housing issues. Develop information flyers and brochures that highlight (1) disability provisions of both federal and state fair housing laws and (2) familial status discrimination. Fair housing materials, pamphlets and flyers will be distributed at outreach events including school fairs, health fairs, and City sponsored events. Collaborate with service agencies to distribute educational materials.</p>	<p>Acquire and maintain fair housing materials.</p>	<p>December 2009 and Annually</p>	<p>Complete and ongoing.</p>
<p>Continue to refer all housing discrimination referrals to the City Planner who will work with the complainant and refer complaints to the State Fair Employment and Housing Commission.</p>	<p>Refer all housing discrimination referrals to the City Planner.</p>	<p>Ongoing</p>	<p>No complaints have been received. Ongoing.</p>
<p>Work with the Plumas County Community Development Commission and use any influence the City has to obtain more Housing Vouchers for the Housing Authority.</p>	<p>Obtain more Housing Vouchers for the Housing Authority.</p>	<p>Ongoing</p>	<p>The City is an active participant on the PCCDC board. Complete and ongoing.</p>
<p>Maintain membership in the Housing Authority to qualify City residents for Section 8-existing housing assistance administered by the PCCDC. Provide information on the availability of County programs to qualified residents.</p>	<p>Maintain membership in the Housing Authority.</p>	<p>Ongoing</p>	<p>Complete and ongoing.</p>
<p>Work with federal, state, nonprofit housing organizations, and/or other entities to provide new single-family and multifamily residential units for very low-income residents as needed.</p>	<p>See program.</p>	<p>Ongoing</p>	<p>There has been no interest in the development of new single-family or multifamily residential units for very low-income residents. Coordination will occur as needed.</p>