

TOWN OF SAN ANSELMO
STAFF REPORT

GK-2014
Housing Department
Received on:
APR - 6 2015

For the Meeting of March 24, 2015

TO: Town Council
FROM: Diane Henderson, Interim Director of Planning
SUBJECT: Housing Element Annual Progress Report

RECOMMENDATION

Acknowledge and file the attached report and authorize staff to forward a copy of the report to the California Department of Housing and Community Development.

DISCUSSION

Pursuant to Section 65400 of the California Public Resources Code, the Town is required to file an annual progress report regarding the status of the Housing Element of the General Plan. The primary reason is to track the status and progress of implementing the Housing Element.

San Anselmo's Housing Element was adopted on November 13, 2012. The 2015-2023 Housing Element Update was reviewed by the Town Council and forwarded to the California Department of Housing and Community Development (HCD) for approval in January 2015. Staff has been working with the State to answer questions and provide additional information and anticipates that we will soon receive a letter from HCD indicating that the document is ready for final approval by the Town. Consistent with the requirements of Section 65400 of the California Public Resources Code, the attached report summarizes the progress of the Town with regard to Housing Element implementation. This report will be transmitted electronically to HCD following Council acknowledgement.

Respectfully submitted,



Diane Henderson
Interim Director of Planning

Attachment: Annual Report

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction San Anselmo
 Reporting Period Jan. 1, 2014 - Dec. 31, 2014

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						
SF-TS 5 Richmond Avenue 42 Ridge Road (Second Unit)	Apartment Second Unit	R	12	14	1		26					
(9) Total of Moderate and Above Moderate from Table A3			12	15	1	8	9					
(11) Total Extremely Low-Income Units*												

* Note: These fields are voluntary

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

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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				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)**

No. of Units Permitted for Moderate	1. Single Family					6. Total	7. Number of Infill units*
	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes			
No. of Units Permitted for Above Moderate	8			1		8	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction: San Anselmo
 Reporting Period: Jan. 1, 2014 - Dec. 31, 2014

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.	Income Level	RHNA Allocation by Income Level	2014	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Total Units Issued to Date (all years)	Total Remaining RHNA by Income Level
			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed	33										12	21
	Restricted Non-deed restricted		12										
	Deed												
Low	Deed	17										15	2
	Restricted Non-deed restricted		15										
	Deed												
Moderate	Deed	19										1	18
	Restricted Non-deed restricted		1										
Above Moderate		37	8									8	29
Total RHNA by COG. Enter allocation number:		106										36	
Total Units												36	70
Remaining Need for RHNA Period													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

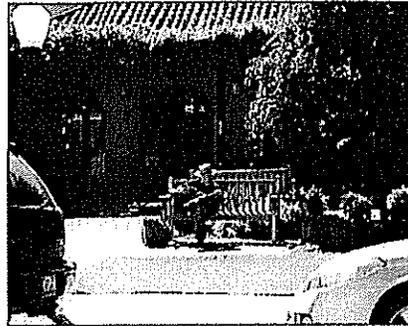
ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
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General Comments:

D Review of the 2007-2014 Housing Element

State Housing Element law requires communities to assess the achievements under their adopted housing programs as part of the eight-year update of the Housing Element. San Anselmo's Housing Element was last updated in November 2012 for the 2007-2014 planning period and contains a set of goals, policies and programs that were intended to be implemented for the remainder of the Housing Element timeframe. While many programs were successfully implemented, there are a few programs that were not achieved and have been carried forward into this Housing Element so that the Town may focus on their implementation during this cycle.



The following section reviews the programs of the 2007-2014 Housing Element, including progress on the implementation of programs, and the continued appropriateness of goals and policies. The results of this analysis provide the basis for developing the comprehensive housing program strategy presented in the next section of the Housing Element.



Program ID	Implementation and Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
H1.A Create a Permanent Housing Element Implementation Commission (HEIC)	Assist in implementing Housing Element programs.	Establish HEIC and develop work program in 2012	Program implementation not successful. Due to limited resources, this program has not yet been implemented. However, the Town has implemented several Housing Element programs, including Programs H3.D, H4.A, H4.B and H4.C. In addition, the Town has worked with the San Francisco Theological Seminary to develop 26 new housing units, currently under construction, on their property. The project will result in the creation of 12 units affordable to very low income households and 14 units affordable to low income households.	Modify. The Town does not have the resources to maintain another citizen's committee. Consider creating a Planning Commission subcommittee to take on this role.
H1.B Review the Housing Element Annually	Review Housing Element as required by Government Code Section 65400.	Annually by April 1	Program implementation partially successful. The Town submitted a report in 2014.	Continue
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute fair housing materials. Post information on the City's website.	Ongoing and in response to complaints	Program implementation successful. The Town did not receive any discrimination complaints during the planning period. The Town posted links to Fair Housing of Marin and the Marin Housing Authority on its website and obtained and distributed fair housing literature.	Modify to reflect actions completed.
H1.D Provide Information on Housing Programs	Promote Marin County programs for housing construction, rental assistance and housing rehabilitation. Provide information in Town newsletters, at Town's public counters, at public locations (library, schools, etc.), and create links on the Town's website. Train staff to provide referrals.	Obtain materials by September 2012, distribute and post materials and conduct staff training by December 2012; distribute materials to property owners every 2 years; make public service announcements at least two times a year; conduct public	Program implementation successful. The Town promoted housing programs in its weekly newsletters (e.g., Energy Upgrade California program, information on winterizing homes, Marin Commission on Aging publications and information on housing for seniors, options for aging in place, etc.). The Town provides links to Energy Upgrade California, Marin Clean Energy, the Residential Rehabilitation Loan Program, and Marin County Aging and Adult Services on its website. The Town Council has promoted fair housing by proclaiming April to be Fair Housing Month. The Town receives information from the Marin Housing Authority on affordable housing availability and posts this information on bulletin boards.	Modify to reflect actions completed.



Program ID	Implementation and Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
		presentations with different community groups.		
H1.E Community Outreach When Implementing Housing Element Programs	Coordinate with local businesses, housing advocacy groups and neighborhood groups to build public support for housing. Post notices at public locations, publish notices in the local newspaper, post information on the Town's website, and conduct outreach.	Consistent with implementing programs.	Program implementation successful. The Town conducted outreach during preparation of the Housing Element and adoption of ordinances implementing Housing Element programs. Outreach included a community workshop, information posted on the website, information in the Town's newsletters, notices at Town Hall, the library and the post office, and notices published in the local newspaper.	Continue
H1.F Work with Marin Housing Authority	Continue to implement the agreement with MHA to manage the affordable housing stock.	Ongoing.	Program successful. MHA continues to manage three BMR ownership units in San Anselmo.	Continue
H1.G Adopt an Anti-Discrimination Ordinance	Adopt ordinance to prohibit discrimination based on the source of a person's income or use of rental subsidies, including Section 8 and other rental programs.	2013	Program not implemented due to limited resources and staff shortages. The right to equal opportunity housing is protected at both the state and federal levels through laws that say no one may be denied the right to rent or own a home on the basis of their race or color, national origin, religion, gender, family, disability, sexual orientation, source of income, and arbitrary reasons such as age.	Delete, program unnecessary and Policy H1.6 provides adequate direction to the Town.
H1.H Establish an Affordable Housing Fund	Establish specific uses of the fund, operating procedures and criteria, and sources of funding.	2012	Program implementation not successful. Due to limited resources, this program has not yet been implemented.	Continue
H1.I Work with Non-Profits on Housing	Work with non-profits to achieve the Town's housing goals.	Ongoing.	Program implementation successful. The Town has worked with the San Francisco Theological Seminary to develop 26 new housing units, currently under construction, on their property. The project will result in the creation of 12 units affordable to very low income households and 14 units affordable to low income households.	Continue

Program ID	Implementation and Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
H1.J Update the Housing Element	In coordination with other jurisdictions, update the Housing Element.	2014	Program implementation successful. The Housing Element is being updated and is scheduled to be adopted prior to May 31, 2015. Due to the new streamlined review Housing Element update process, it was not necessary to coordinate with other jurisdictions.	Modify to delete action to coordinate with other jurisdictions.
H2.A Adopt Ordinance for "At Risk" Units	Adopt an ordinance that requires one-year notice to residents, the Town and MHA of all proposed conversion of subsidized housing units to market rents. Establish regular contact with owners of potential at-risk units.	2013	Program not implemented due to limited resources and staff shortages. There are no at-risk subsidized rental units in San Anselmo during the planning period.	Modify to delete action to adopt ordinance.
H2.B Implement Rehabilitation and Energy Loan Programs	Coordinate with MHA and PG&E to make available loan programs to eligible owners and renters.	2007-2014	Program implementation successful. The Town continued to work with MHA in implementing Residential Rehabilitation Loans. Five loans were made to very low income households in San Anselmo during the planning period. The Town adopted an ordinance that permits residents and multi-family property owners to participate in CaliforniaFIRST, a Property Assessed Clean Energy (PACE) program. PACE programs allow property owners to finance energy and water efficiency projects and solar installations on their property tax bills. The Town publicized information on energy loan programs, including Energy Upgrade California.	Modify to include other organizations.
H2.C Conduct Home Presale Inspections	Continue to inspect and report on all residential units prior to resale. Conduct 560 presale inspections (80 per year).	2007-2014	Program implementation successful. The Town conducted approximately 183 presale inspections per year.	Continue
H2.D Amend Zoning to Protect Existing Housing	Amend the Zoning Ordinance to prohibit or limit the loss of existing residential units or the conversion of existing residential units to	2012-2013	Municipal Code Title 10, Chapter 7A limits the number of rental units that may be converted to condominiums in order to make adequate provision for the housing needs of all economic segments and to provide a reasonable balance	Delete, program implemented.

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	commercial or office space.		of rental and ownership housing. Condominium conversions are generally not allowed unless the proportion of multi-family rental units (exclusive of second units) exceeds 25% of the total number of housing units in the Town. Conversions may be approved if the proportion of multi-family units exceeds 20% and the tenant is granted a right to continued tenancy for 5 years at the same rental rate, adjusted for changes in the consumer price index. Municipal Code Title 19, Chapter 3 requires a conditional use permit for conversion of a residential use to another use in all commercial districts and the P District.	
H2.E Implement Effective Design Review and Study Building Heights	Continue to conduct design review and identify a limited number of locations where 3-story building heights can provide housing opportunities on Greenfield Avenue.	2012-2013	Program implementation partially successful. The Town continues to successfully implement the Design Review process. Due to limited resources, the Town has not made progress on identifying locations for 3 story buildings on Greenfield Avenue.	Modify. Continue design review action but delete reference to studying building heights.
H3.A Modify Development Standards to Encourage Infill Housing	Modify development standards to allow variable densities, reduced parking standards for senior and affordable housing, flexible parking, greater FAR, etc. Work with property owners to identify specific incentives.	2012-2013	Program implementation partially successful. The Town reduced second unit parking requirements, including eliminating the parking requirement for units within one mile of a transit stop. A Floor Area Ratio ordinance was adopted in 2008 and modification to the ordinance would not be appropriate at this time.	Modify to delete reference to FAR revision.
H3.B Adopt Standards for an "Affordable Housing Overlay Zone."	Specific standards to consider include densities, development standards, incentives, parking, building heights, and specified level of affordability.	2013	Program implementation not successful due to limited resources and staff shortages.	Continue
H3.C Revise Inclusionary Housing Regulations and	Amend the Zoning Ordinance to require residential developments involving between 2 and 5 or more units to provide 15% or more of the	2012	Program implementation not successful due to limited resources and staff shortages. Inclusionary housing requirements are not currently codified.	Continue but retitle to reflect the fact that inclusionary regulations are not

Program ID	Implementation and Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
Establish Housing Impact Fees	units for very low, low and moderate income housing, pay an in-lieu fee, or pay a housing impact fee (the minimal project size between 2 to 5 units will be determined as part of implementation).			currently codified. Revise to allow more flexibility when drafting the implementing ordinance.
Program H3.D Adopt Regulations Consistent with State Density Bonus Law	Amend the Zoning Ordinance to be consistent with State Density Bonus Law requirements.	2012	Program implementation successful. The Town adopted a State Density Bonus Ordinance in 2014 to implement State density bonus law and establish procedures for applicants to request density bonuses, incentives, and concessions pursuant to Government Code §65915 <i>et seq.</i> The new regulations are codified in Title 10, Chapter 11 of the San Anselmo Municipal Code.	Delete, program implemented.
Program H3.E Modify Second Dwelling Unit Development Standards and Permit Process	Amend the Zoning Ordinance to: allow second units in the R-2 district on parcels too small to be developed with a duplex; remove the owner-occupancy requirement and rent control deed restriction; reduce or eliminate permit fees; allow tandem parking; and allow lot coverage and other standards to be modified through an exceptions process. Develop 5 new second units by 2014.	2013	Implementation successful. In 2013, the Town amended the Second Unit Ordinance to: eliminate the parking requirement for second units within one mile of a transit stop; allow tandem parking; remove the owner occupancy requirement and rent control restriction; increase the maximum unit size; allow the exterior of the second unit to complement, rather than match, the main dwelling unit; and establish a process to allow exceptions to standards through a conditional use permit. 15 second units were approved during the planning period.	Delete, program implemented.
Program H3.F Work with Non-Profits and Property Owners on High Potential Housing Opportunity Sites	Work with non-profits to develop affordable housing on either the Sunnyside site or the former Redhill School site.		Program implementation not successful due to limited resources and staff shortages.	Continue

Program ID	Implementation and Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
H4.A Zone for Emergency Shelter for the Homeless	Establish zoning to allow emergency shelters as a permitted use in the Limited Commercial, General Commercial, and Public Facility zones where the property is within one-quarter mile of a transit stop. Establish objective development standards, consistent with State law.	2012	Program Implementation successful. The Town adopted an Emergency Shelter Ordinance in 2014 to allow emergency shelters as a permitted use in the Limited Commercial, General Commercial, and Public Facility zones when the site is located within one-quarter mile of a transit stop. The ordinance establishes standards for on-site management and security, exterior lighting, common facilities, parking and refuse areas, and a minimum 300 foot distance between shelters. Shelters are limited to providing a maximum of 17 beds. The standards are consistent with those permitted in Government Code §65583(a)(4). The new regulations are codified in Title 10, Chapter 12 of the San Anselmo Municipal Code.	Delete, program implemented.
H4.B Zone for Transitional and Supportive Housing	Amend residential zones to specifically allow transitional and supportive housing, as required by State law, so they are treated as a residential use that will be subject only to the same restrictions that apply to other residential uses of the same type in the same zone.	2012	Program Implementation successful. The Town amended the Zoning Code in 2014 to allow transitional and supportive housing as a permitted use in all residential zones and as a conditionally permitted use in all commercial zones. The amendments ensure that transitional and supportive housing is treated as a residential use in these zones, subject only to the same restrictions that apply to other residential uses of the same type in the same zone. The Town also added definitions for supportive housing, transitional housing, and target population consistent with Government Code §65582(f), (g) and (h).	Delete, program implemented.
H4.C Adopt Procedures for Reasonable Accommodation	Establish internal review procedures or an ordinance to provide individuals with disabilities reasonable accommodation in rules, policies, practices and procedures that may be necessary to ensure equal access to housing.	2012	Program Implementation successful. The Town adopted a Reasonable Accommodation Ordinance in 2014 that provides a procedure for people with disabilities to request reasonable accommodation in the application of zoning laws and other land use regulations, policies and procedures. Applications are reviewed and approved by the Planning Director if no discretionary permit approval is	Delete, program implemented.

Program ID	Implementation and Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
			required other than the request for reasonable accommodation. Otherwise, the request is reviewed concurrently by the Planning Commission or Town Council with another discretionary review permit. The new regulations are codified in Title 10, Chapter 10 of the San Anselmo Municipal Code.	
H4.D Use of Rental Assistance Programs	Continue to publicize and participate in rental assistance programs such as Section 8 and other available rental programs. Increase number of Section 8 vouchers in use in San Anselmo from 50 to 55.		Program implementation successful. There are currently 122 Housing Choice Vouchers in use in San Anselmo.	Modify to change program name from Section 8 to the Housing Choice Voucher program.
H4.E Investigate Possible Multi-Jurisdictional Shelter	Pursuant to State law requirements, and as the opportunity arises, the Town will consider participation in a multi-jurisdictional emergency shelter, should one be proposed in the future.		Program implementation partially successful. San Anselmo churches have participated in a rotational, winter emergency shelter program, known as the Rotating Emergency Shelter Team (REST) program, from November 15 through April 15. The program serves up to 40 homeless men at rotating congregations and 20 homeless women housed at the County Wellness Center and served by congregations. Although successful, the program provides temporary housing during five winter months only. The Marin Organizing Committee is currently trying to raise funds to keep the REST program open year-round and to establish a permanent 10,000 square foot facility.	Continue