City of San Gabriel

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December 30, 2004

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DIV. OF HOUSING
POLICY DEVELOPMENT HCD

Department of Housing and Community Development
Division of Housing Policy Development
Attn: Linda J. Nichols, Program Manager
1800 Third Street, Suite 430
Sacramento, CA 94252-2053

Re: WFH Annual Progress Report on Implementation of the Housing Element for the City of San Gabriel

Dear Ms. Nichols:

Pursuant to Section 65400 of the California Government Code, herewith transmitted to you is Attachment D, the WFH Annual Progress Report on Implementation of the Housing Element for the City of San Gabriel. Please feel free to contact City Planner Mark Gallatin at (626) 308-2806, ext. 4623 or mgallatin@sgch.org if you have any questions.

Sincerely,

Lucita Y. Tong
Planning Manager
City of San Gabriel

Enclosure

City Hall: 425 South Mission Drive, San Gabriel, California ◆ Mail: P.O. Box 130, San Gabriel, California 91778-0130
◆ 626-308-2800 ◆ FAX 626-458-2830 ◆

ATTACHMENT D

Jurisdiction: City of San Gabriel
Address: 425 S. Mission Drive, San Gabriel, CA
Contact: Mark S. Gallatin Title: City Planner
Phone: (626) 308-2806, ext. 4623

Report Period: January 2003 to November 2004

A. Progress in meeting Regional Housing Need

Progress in meeting Regional Housing Need				
Income/Affordability Category	**Regional Housing Needs (RHNA) 1998-2005**	**Number of New Units Constructed 2003-2004**	**Number of New Units Constructed 1998-2004***	**Remaining Units Needed**
Very Low	78	3	6	72
Low	57	0	0	57
Moderate	63	41	97	0
Upper	102	60	131	0
Total	301	104	234	129

Sources: Community Development Department, City of San Gabriel, 2004
Southern California Association of Governments, 2000

** Does not include data for 2001-2002.*

B. The effectiveness of the housing element in attainment of the community's housing goals and objectives.

HOUSING PROGRAM PROGRESS SUMMARY

HOUSING PROGRAM	PROGRAM OBJECTIVE	PROGRAM ACTION	FUNDING SOURCE	RESPONSIBLE AGENCY	TIME FRAME	STATUS
1. Senior Housing and Second Unit	Provide adequate housing units.	Continue to implement & market program to facilitate development of 10 senior/second units. Develop brochure by 2002.	Department Budget	San Gabriel Community Development Department	2000-2005; Brochure by 2002	The City continues to approve senior units and second units. 3 such units have been approved in 2003-04. The brochure has not yet been developed.
2. Monitoring & Use of Redevelopment Set-Aside Funds	Increase the supply of affordable housing.	When a sufficient amount of tax increment housing set-aside funds has been generated, use the funds to provide incentives to facilitate development of affordable housing.	Redevelopment Housing Set-Aside	San Gabriel Redevelopment Agency	Ongoing	The Redevelopment Agency now has approximately $260,000 of housing set-aside funds accumulated. As tax increment flow is anticipated to increase, the set-aside balance will continue to grow until it reaches a meaningful level sufficient to offset the high cost of land in the city which is a major barrier to affordable housing production.
3. Land Write-Downs for Affordable Housing	Increase the supply of affordable housing.	Facilitate the development of 15 affordable housing units.	CDBG; Redevelopment Housing Set-Aside	San Gabriel Community Development Department; Redevelopment Agency	2000-2005	See row 2 above. All available CDBG funds through 2005 have been allocated to street improvement projects in qualifying neighborhoods.
4. Zoning for Transitional Housing/Homeless Shelters	Provide housing for the City's homeless individuals and families.	Amend Zoning Ordinance to allow for homeless shelters in areas zoned for industrial uses with a CUP; and transitional housing in appropriate residential zones with a CUP.	Department Budget	San Gabriel Community Development Department	Within one year of Housing Element certification by HCD	A City task force is examining this issue and expects to recommend a Zoning Ordinance amendment in 2005.
5. Density Bonus Ordinance	Increase the supply of affordable	Continue to implement program. Develop program	Department Budget	San Gabriel Community Development	2002	A draft density bonus ordinance is currently under review by the City Attorney and is

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	housing through density and other regulatory incentives	brochure/handout by 2002.		Department		anticipated to be adopted in 2005. Additionally, the City has completed a specific plan for the Mission District which contains density bonus incentives. A specific plan for the Valley Blvd. neighborhood, scheduled for adoption in 2005 will also contain density bonus provisions.
6. Review and Modification of Development Standards	Create a more positive development environment.	Review the City's development standards. Consider relaxing parking standard to 2 uncovered or carport spaces per unit & modify open space requirement for condominium projects by 2003.	Department Budget	San Gabriel Community Development Department	2003	In 2004, the City streamlined and simplified its development standards for required open space for apartments and condominiums. The Mission District Specific Plan has relaxed parking requirements for mixed-use and live/work residential units. The Valley Blvd. Specific Plan will likely contain similar standards and allow tandem parking for residential units in a mixed-use development.
7.Housing Summit	Promote housing development by working with developers.	Convene a Housing Summit in summer/ fall 2002 & invite at least 5 developers.	Department Budget	San Gabriel Community Development Department	2002	In 2004, the City began its "Dialogue on Design" series of periodic meetings with local developers and architects. The series thus far has included topics dealing with residential design and will likely include at least one session on housing production in 2005.
8. Section 8 Housing Assistance Program	Assist very low-income households with their rent payments through rental subsidies.	Continue to provide assistance to a minimum of 220 households & encourage apartment owners to accept vouchers. Advertise program through City's website, news -letter, & brochure.	HUD Section 8	County of Los Angeles Housing Authority; San Gabriel Community Development Department	2000-2005	The City continues to encourage apartment owners to accept vouchers and will advertise the program through City's website, news - letter, & brochure.

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9. Los Angeles County Mortgage Revenue Bond Financing Programs	Increase the supply of affordable housing in the City.	Monitor availability of bond financing & encourage use of program by private developers. Advertise program through handout & direct interested parties to LACDC.	Department Budget	San Gabriel Community Development Department	Ongoing	To date, the City has not yet participated in this program.
10. Discourage Condominium Conversions	Preserve affordable rental housing	Evaluate adoption of a condominium conversion ordinance.	Department Budget	San Gabriel Community Development Department	Mid 2003	The City has received few inquiries in recent years about condominium conversion. The requirement that converted buildings be brought up to current standards such as parking, open space, setbacks, etc. has proven to be a deterrent to condo conversions.
11. Home Ownership Program (HOP)	Assist low- and moderate-income renters to purchase a home.	Continue to participate & promote the HOP through City's website, newsletter, & brochure.	City CDBG funds; County HOME funds	San Gabriel Community Development Department; LACDC	Ongoing	The City continues to participate & promote the HOP through City's website, newsletter, & brochure.
12. Mortgage Credit Certificate Program	Assist households that otherwise would be unable to purchase a home, & to further leverage homeownership assistance.	Establish City's participation in County program. Advertise program availability through City's website, newsletter, & brochure.	Los Angeles County Mortgage Credit Certificates	San Gabriel Community Development Department; LACDC	Late 2002	To date, the City has not yet participated in this program.
13. Code Enforcement	Conserve & improve the existing	Reorganize the Code Enforcement Division & implement new strategies,	Department Budget	San Gabriel Community Development	Ongoing	The Code Enforcement Division has been reorganized into the Neighborhood Improvement Division. It focuses on

HOUSING PROGRAM PROGRESS SUMMARY

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	housing stock in San Gabriel. Facilitate neighborhood upgrading & improvements.	including concentrated code enforcement, Christmas in April, tree planting, & cleanup programs.		Department		concentrated code enforcement, beautification programs and has rehabilitated 4 homes in the past two years through the Rebuilding Together program (formerly Christmas in April)
14. Housing Rehabilitation Grant Program	Conserve & improve the existing housing stock in San Gabriel.	Rehabilitate 50 owner-occupied units & renter-occupied units. Advertise program through brochures & City website.	CDBG	San Gabriel Community Development Department	2000-2005	This program is currently not funded for fiscal year 2004-05. All available CDBG funds through 2005 have been allocated to street improvement projects in qualifying neighborhoods.
15. Handyworker Minor Rehabilitation Program	Conserve & improve the existing housing stock in San Gabriel.	Begin to participate in program in 2001. Rehabilitate 40 owner-occupied units (10 per year).	CDBG	San Gabriel Community Development Department	2001-2005	See row 14 above.
16. Christmas in April	Conserve & improve the existing housing stock in San Gabriel.	Advertise the program in City newsletter & website. Make referrals as needed, provide funding for repair materials.	CDBG; Department Budget	San Gabriel Community Development Department; Volunteers	Ongoing	The program, now known as Rebuilding Together, has rehabilitated 4 units in 2003 and 2004.
17. Preservation of Assisted Housing Developments	Preserve the existing affordable housing stock.	Monitor status of existing & future assisted housing projects.	Department Budget	San Gabriel Community Development Department	Ongoing	There is one existing assisted housing project in San Gabriel, with the City continues to monitor the status of.
18. Mixed-use Zones	Provide additional sites for multi-family housing on commercial corridors.	Develop brochure & marketing plan.	Department Budget	San Gabriel Community Development Department	Late 2002	The Mission District Specific Plan, adopted in 2004, allows mixed use development on Mission Drive, where previously it was prohibited.

HOUSING PROGRAM PROGRESS SUMMARY

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19. Vacant & Underused Site Inventory	Identify land suitable for future housing development.	Maintain updated residential site inventory, & provide to interested parties.	Department Budget	San Gabriel Community Development Department	Ongoing	The City has not yet undertaken this program.
20. Information & Referral Services	Locate affordable housing for San Gabriel households.	Continue to use information & referral services of LACDC.	Department Budget; LACDC	San Gabriel Community Development Department	Ongoing	The City continues to use the information & referral services of the Los Angeles County Community Development Commission.
21. Inventory of Affordable Housing Funding Sources	Assist affordable housing developers with locating funding sources.	Pursue additional funding sources & make available inventory of resources available.	Department Budget	San Gabriel Community Development Department	Ongoing	The City's Economic Development Division continues to meet with affordable housing developers who express an interest in possibly developing in the city.
22. Fair Housing	Promote fair housing.	Provide residents with information about fair housing practices. Refer complaints to the Fair Housing Council; Evaluate building and zoning regulations to confirm that no constraints to accessible housing exist.	Department Budget	San Gabriel Community Development Department; Fair Housing Council	Ongoing; Code analysis within one year of Element adoption.	The City continues to provide residents with information about fair housing practices and to refer complaints to the Fair Housing Council; The code analysis has not yet taken place.

1. **Assess effectiveness of actions and outcomes:** The City has been reasonably effective in the implementation of its housing programs, given severe constraints on budget and staffing. A greater effort at publicizing the City's various housing programs is needed in order to maximize outreach to the community. More can also be done to utilize programs offered by Los Angeles County, such as the Mortgage Revenue Bond Financing Programs and the Mortgage Credit Certificate Program. With a five-year CDBG-funded neighborhood street improvement program winding down, it is hoped that CDBG funds will again be available to resume the Housing Rehabilitation Grant Program and begin the Handyworker Minor Rehabilitation Program. The City will begin its next two-year budget cycle in 2005 and will look at finding funding and staffing to complete the Vacant & Underused Site Inventory.

C. Progress toward mitigating governmental constraints identified in the housing element:

1. Land Use Controls

Housing supply and cost are greatly affected by the amount of land designated for residential use and the density at which development is permitted. The acreage and associated density that has been allocated for residential and mixed-use, is sufficient to meet and exceed the City's assigned share of regional housing needs for the 1998-2005 planning period. However, in 2004, the City adopted the Mission District Specific Plan which actually increases the potential number of residential units in the City. This is a result of mixed-use development now being allowed on Mission Drive, where previously it was prohibited, and of densities bonus incentives for R-3 zoned properties in the Mission District that can increase allowable density from 25 units per acre to as much as 40 units per acre.

2. Residential Development Standards

The City's residential development standards are not overly or unnecessarily restrictive. The density, setback, and other standards regulating residential development within the City are similar to those being used by surrounding communities and do not inhibit the development of housing.

Recognizing that the requirement for two garage spaces may constrain multi-family housing developments, the Mission District Specific Plan has relaxed parking requirements for mixed-use and live/work residential units. The Valley Blvd. Specific Plan, currently under development and expected to be adopted in 2005, will likely contain similar standards and allow tandem parking for residential units in a mixed-use development.

In 2004, the City streamlined and simplified its development standards for required open space for apartments and condominiums. The previous requirement had been 2,500 square feet of main recreation area for condominium projects, regardless of lot size. This requirement, according to developers, has been the major constraint to development in the City. The open space standard has now been modified to be proportionate to the size of the project, with the amount determined by the number of bedrooms in a project. The standard was also relaxed to encourage greater flexibility in the design and placement of required open space.

3. Provisions for a Variety of Housing Types

Housing element law specifies that jurisdictions must identify adequate sites to be made available through appropriate zoning and development standards to encourage the development of a variety of housing types for all income levels, including multi-family rental housing, factory-built housing, mobile homes, emergency shelters, and transitional housing.

Multiple-Family Dwellings

Multiple-family housing units, including apartment complexes and condominium developments, account for approximately 37 percent of the housing stock in San Gabriel. Multiple-family dwellings are permitted in the higher density R-2 and R-3 zones. The maximum densities permitted in the R-2 and R-3 zones are 11 and 25 units per acre, respectively. In addition, multi-family uses of up to 25 units per acre in a mixed-use setting are conditionally allowed in the commercial C-1, C-3 zones and, as of 2004, the Mission District as well. (see Mixed-use discussion below). R-3 zoned properties and mixed-use developments in the Mission District can also now achieve densities of up to 40 units per acre through lot-consolidation incentives.

Manufactured Housing

Pursuant to State law, the City permits manufactured housing, including factory-built housing, in all residential zones.

Residential Care Facilities

State licensed care homes include family care homes, foster homes, and group homes serving mentally disordered, handicapped persons, or dependent or neglected children. Care homes serving 6 or fewer persons are permitted in all four residential zones. Care homes serving 7 or more persons are also permitted in all four residential zones, subject to a CUP.

Senior Housing Units and Second Units

A senior housing unit is an accessory dwelling unit not exceeding 640 square feet that is attached or detached from the primary residence on a parcel zoned for a single-family residence. The unit may contain a kitchen or kitchen facilities and is intended for the sole occupancy of one or two adults. The primary occupant is required to be 62 years of age or older. All R-1 zoned properties are eligible for senior housing units with approval of a CUP.

Second units are defined as detached or attached dwelling units which provide complete independent living facilities for one or more persons. The City revised its zoning ordinance in 2003 to eliminate the requirement of a CUP for second units. Also such units were previously possible only on R-1 zoned lots which abutted a higher residential density zoned property, and then only if the R-1 lot was at least 15,000 square feet in size. Since the code revision, second units are now possible on any R-1 property that has a minimum lot size of 7,260 square feet.

Mixed-Use Development

In addition, mixed-use developments with a combination of residential and commercial uses are conditionally permitted in the commercial C-1, C-3 and Mission District Village zones. Specifically, multi-family residential uses are permitted on the second and third floors above ground floor commercial or office uses. Ground floor multi-family residential uses are permitted in mixed-use developments on a site in excess of three acres, also subject to a CUP. The Valley Boulevard Specific Plan, scheduled for adoption in 2005, will likely allow mixed use projects of five stories (as compared to three under current code), 2.0-3.0 floor area ratio (as compared to 1.0) and densities in excess of 40 units per acre (as compared to 25 units per acre currently).

Transitional Housing and Emergency Shelters

Transitional housing is temporary (often six months to two years) housing for a homeless individual or family who is transitioning to permanent housing. An emergency shelter is a facility that provides shelter to homeless families and/or homeless individuals on a limited short-term basis. Transitional housing and emergency shelters are currently not explicitly addressed in the Zoning Code, however a City task force is examining this issue and expects to recommend a Zoning Ordinance amendment in 2005.

4. Fees and Improvements

Various fees and assessments are charged by the City to cover the costs of processing permits and providing necessary services and infrastructure. Almost all of these fees are assessed through a *pro rata* share system based on the magnitude of the project's impact or the extent of the benefit which will be derived.

In addition, other fees may be assessed depending upon the circumstances of the development. For example, the builder may need to pay an inspection fee for sidewalks, curbs, and gutters if their installation is needed, or the builder may need a Variance, CUP, or Site Plan Review.

Assessment on infrastructure or services are waived for property owners who receive public assistance (including General Assistance, Food Stamps etc.) and those with gross household incomes not exceeding 50 percent of the County median income.

Due to rising costs and the uncertain financial condition of the state, the City was compelled to raise fees 7% across the board in 2004, a rate equal to the rate of inflation since the last comprehensive fee update. Also this year, the City approved development impact fees for the first time. These fees, which take effect in January 2005, are intended to address the impacts created by new development on police and fire services, parks and recreation, traffic, and sewers. The proceeds from these fees will be used to upgrade City infrastructure so that new, sustainable development will be able to continue to occur.

5. Building Codes and Enforcement

In addition to land use controls, local building codes also affect the cost of housing. The City has adopted the Uniform Building Code (UBC) which establishes minimum construction standards. These minimum standards cannot be revised to be less stringent without sacrificing basic safety considerations and amenities. No major reductions in construction costs are anticipated through revisions to local building codes. Working within the framework of the existing codes, however, the City will continue to implement planning and development techniques that lower costs and facilitate new construction where possible.

Code enforcement efforts in San Gabriel focus on bringing substandard housing units into compliance with City building and property maintenance codes. The City recently increased the size of its Code Enforcement staff by hiring an additional part-time Code Enforcement Officer.

The City enforces several regulations that serve to enhance the accessibility to disabled residents. For example, new apartment developments are subject to requirements under the Americans with Disabilities Act (ADA) for unit "adaptability" on ground floor units. Adaptable units are built for easy conversion to disabled access, such as doorway and hallway widths, and added structural support in the bathroom to allow the addition of handrails. For apartment complexes receiving federal subsidy, ground floor units (as well as upper floors if an elevator is present) are required to be fully accessible, and are subject to the federal Architectural Barriers Act.

The City has conducted an initial review of zoning and building code requirements, and has not identified any barriers to the provision of accessible housing. However, the City will undertake a more detailed analysis to confirm that no such constraints exist.

6. Local Processing and Permit Procedures

The processing time needed to obtain development permits and required approvals is often cited as a prime contributor to the high cost of housing. Additional time may be necessary for environmental review, depending on the location and nature of a project. In response to State law, California cities have been working to improve the efficiency of permit and review processes by providing "one-stop processing," thereby eliminating duplication of effort. The City has fully implemented the provisions of AB 884, as well as more recent legislation requiring the establishment of one-stop permit coordination.

Based on periodic surveys conducted by the City, local processing times are quite comparable to those experienced in neighboring communities. Single-family homes and multi-family housing developments of less than five units undergo an administrative (staff) review process which typically takes three to four weeks. Housing developments with more than four units are required to be reviewed by the Design Review Commission. The approximate time required to obtain a CUP, variance, or other entitlements is three months.

The Design Review Commission has not denied a residential project in recent years and the design review process has not served as a constraint to development. Design review can occur concurrently with other review processes. On average, the time frame for design review is 90 days from pre-application discussion with the City's architect to when a decision is made by the Commission. The City Council has reduced the size of the Design Review Commission from five to three members, which has helped reduce the time required for review and deliberation.

The majority of projects that go before the Design Review Commission are approved in a single meeting. In performing their duties, the Commissioners and reviewing architect are cost conscious and sensitive to the needs of the applicant. The Commission typically requires only cosmetic changes that do not significantly add to the cost of development (in terms of both time and money). The Commission has never required a project to reduce the number of units proposed.

Additionally, the City continues to strive to streamline processing for residential projects. In 2003, second units on R-1 lots meeting a minimum size requirement became permitted by right and no longer required a CUP. In the Valley Boulevard Specific Plan, expected to be completed in 2005, mixed-use development which conform to the standards of the plan will also be permitted by right, whereas current code would require approval of a CUP.

7. Service and Facility Infrastructure

Before a development permit is granted, it must be determined that public service and facility systems are adequate to accommodate any increased demand created by the proposed project. Because San Gabriel has been almost fully built-out for over two decades, relatively few such constraints exist, except in certain areas where the infrastructure systems have neared their carrying capacity. To address these infrastructure constraints, the City will begin assessing development impact fees in January 2005. The proceeds from these fees will be used to upgrade City infrastructure to accommodate the increased demand on selected public service and facility systems created by the proposed project.