City of Westminster

8200 Westminster Boulevard, Westminster, CA 92683 714.898.3311
www.westminster-ca.gov

MARGIE L. RICE
Mayor

TRI TA
Mayor Pro Tem

FRANK G. FRY
Council Member

ANDY QUACH
Council Member

TYLER DIEP
Council Member

J. MITCHELL WALLER
City Manager

Housing Policy Department
Received on:
APR 23 2012

April 18, 2012

Department of Housing and Community Development
Division of Housing Policy Development
P.O. Box 952053
Sacramento, CA 94252-2053

Subject: Annual Housing Element Progress Report, Calendar Year 2011

Greetings,

Attached is the City of Westminster's Annual Housing Element Progress Report, for the 2011, Calendar Year. The report was reviewed by the Westminster City Council at their meeting of April 11, 2012. Attached is the City Council report and HCD reporting forms.

If I can answer any questions, please contact me at sratkay@westminster-ca.gov, or call me at (714) 548-3486.

Sincerely,

Steve Ratkay AICP
Associate Planner

AGENDA REPORT

Meeting Date: 04/11/2012

Westminster City Council

To:	Honorable Mayor and City Council
Thru:	Mitch Waller, City Manager
From:	Douglas McIsaac, Community Development Director
Reviewed by:	Erin Backs, Financial Services Manager
Prepared by:	Art Bashmakian, AICP, Planning Manager

SUBJECT: Annual Housing Element Progress Report for the Calendar Year 2011

RECOMMENDED ACTION/MOTION:

Staff recommends that the Mayor and City Council receive and file the report and direct staff to submit the report to the State Department of Housing and Community Development (HCD).

BACKGROUND/DISCUSSION:

Government Code Section 65400 requires each general law city and each county in California to prepare and present to its decision making body, an annual report describing progress made in implementing its Housing Element (a component of the City's General Plan). In addition, state law also requires each jurisdiction to submit the report to the State Department of Housing and Community Development (HCD) following the City Council's review.

The California Supreme Court refers to the General Plan as a city's "constitution for future development." The Housing Element, which is an element of the General Plan, must address a wide range of housing issues based upon income, household size, age, etc. Government Code Section 65580 through 65589.8 provides the specific requirements for the development of a City's Housing Element and further requires that each jurisdiction submit its adopted Housing Element to HCD for certification. Westminster's Housing Element was adopted by the Mayor and City Council and certified by HCD in 2008. The planning period for the City's adopted/certified Housing Element began in 2006 and continues through 2014.

AGENDA ITEM NO. 3.5

The attached documents address the information required by Government Code Section 65400 for the calendar year 2011. Attachment No. 1 is a set of worksheets, which identify building permits issued for new housing units in 2011. In addition, Table B (of Attachment No. 1) provides a cumulative list of new housing building permits issues each year, beginning in 2008. Attachment No. 2 provides an assessment of the City's progress in implementing each of the programs identified in the City's adopted and certified Housing Element.

FISCAL IMPACT:

None

ATTACHMENTS:

1 - Annual Element Progress Report Worksheets
2 - Housing Element Program Evaluation 2011

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

Jurisdiction Westminster

Reporting Period Date 01/01/11 - Date 12/31/11

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
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	
14322 & 24 Olive St.	2-4	R				X	2				
(9) Total **of Moderate and Above Moderate** from Table A3 ► ►					0	2	2				
(10) Total by income Table A/A3 ► ►						2	2				
(11) Total **Extremely Low-Income** Units*											

* Note: These fields are voluntary

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

Jurisdiction Westminster

Reporting Period Date 01/01/11 - Date 12/31/11

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			4	4	Four units located at Village Way were aquired and substnatially rehabilitated in 2011. The units operated by a non-profit.
(5) Total Units by Income	0	0	4	4	

* 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	
No. of Units Permitted for **Above Moderate**		2				2	

* Note: This field is voluntary

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

Jurisdiction Westminster

Reporting Period Date 01/01/11 - Date 12/31/11

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					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	30			2	35						37	-7
	Non-deed restricted												
Low	Deed Restricted	25											25
	Non-deed restricted												
Moderate	Deed Restricted	29											29
	Non-deed restricted												
Above Moderate		63	165	30	38	7	2					242	-179
Total RHNA by COG. Enter allocation number:		147	165	30	40	42	2					279	-132
Total Units ► ► ►													
Remaining Need for RHNA Period ► ► ► ► ►													

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

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

Jurisdiction Westminster

Reporting Period Date 01/01/11 - Date 12/31/11

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**

Please see the attached document, titled: "Housing Element Program Evaluation 2011."

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

Jurisdiction	Westminster
Reporting Period	Date 01/01/11 - Date 12/31/11

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB1.1 Identification of Adequate Sites	Ensure that adequate sites are identified and designated with appropriate Land Use and Zoning Designations so that Westminster will be able to accommodate its future need. The City shall implement actions necessary to ensure that properties identified in the vacant and underutilized land inventories are designated so adequate housing unit potentials can be achieved for all income groups. The survey done in preparation of this housing element identified the potential for 236 new units within the vacant and underutilized sites.	1. Expand the function of the web-based city mapping system to allow searching for parcels based on vacant status.	8/2009	This feature was not added to the City's web-based mapping system in the past because various web based real estate sites, such as zillow.com, allow developers to locate vacant parcels without assistance from the City. As a result, few inquires are made seeking the location of vacant sites. The City's web-based mapping system will be updated to allow searching for parcels based on vacant status by August 2012.
		2. Continue to support new construction of affordable housing by redesignating or rezoning, where appropriate and desirable, to permit higher density residential development.	Ongoing 2006 to 2014	A 1.18 acre parcel was redesignated from "Commercial-Low" to "Residential-High." Two parcels, totaling 1.32 acres, were rezoned from "Commercial – Restricted" to R-5 (19-25 un/ac) in 2009. No applications were submitted in 2011 requesting a rezone/re-designation to residential.
		3. Systematically review existing vacant and underdeveloped commercial, industrial, and public facilities land for possible redesignation/rezoning to residential use, where consistent with General Plan goals and policies and where compatible with surrounding uses.	Annually 2006-2014	A systematic review was not conducted in 2011, however a review shall be performed during the remaining years of the program period.

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB1.2 Lot Consolidation Program	To encourage further residential development in underutilized portions of the City identified by the vacant and underutilized land inventory, the City will offer a series of incentives to projects that propose lot consolidation and residential development at the maximum allowable density. The City shall have full authority in determining compliance with the project-specific incentives	1. Continue to offer a waiver of development application filing fees for development proposals at maximum density. The decision to grant a waiver, however, is subject to the City Council's approval.	Ongoing 2006 to 2014	Although a waiver has continued to be offered, no waivers were requested in 2011.
		2. Continue to consider other incentives that will increase overall feasibility of affordable housing projects, such as a reduction in parking standards, allowance for shared parking arrangements in mixed use projects, a reduction in FARs, and modification of setback requirements.	Ongoing 2006 to 2014	There were no development applications, which included a proposal to consolidate two or more lots in 2011.

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB1.3 Redevelopment Agency Land Acquisition and Improvement	Utilize the powers of the Redevelopment Agency to make land available at reasonable cost to developers who have demonstrated the ability to build affordable housing. Subsidize the cost of off-site improvements for the provisions of affordable housing for low and moderate income households. Provide funding for land acquisition and/or improvements to support the development of 88 very low, low, and moderate income units.	1. Provide LMIHF for the purpose of subsidizing the cost of land acquisition and off-site improvements for new affordable housing construction.	2008–2011, 2013–2014	In 2011, state law abolished redevelopment agencies and as such, the use of redevelopment funds will no longer be available for housing development and housing related programs, beginning in 2012. This program was used to develop a 35 unit affordable family rental project in 2009. No applications were submitted in 2011.
		2. Acquire residentially zoned sites suitable for development of new affordable ownership housing units and transfer property to qualified housing developer.	2008–2011, 2013–2014	See above regarding the abolishment of redevelopment agencies. In 2008, the agency acquired a 1.18 site and transferred ownership to an affordable housing developer to construct the 35 affordable family rental units in described above. No additional parcels were acquired and/or transferred in 2011.
		3. Acquire multifamily or single-family units to be rehabilitated by a nonprofit and restricted to low income rental housing.	2008–2011, 2013–2014	See above regarding the abolishment of redevelopment agencies. Three single-family homes were acquired and rehabilitated in 2009. No additional acquisitions were made in 2011.
		4. Contact local service providers and developers and inform them of the potential partnerships with the Redevelopment Agency through paperless methods such as phone calls, email, and online postings.	6/2009 and periodically through 2014	See above regarding the abolishment of redevelopment agencies. An RFQ, describing the City's desire for potential partnerships, was sent to affordable housing developers in 2009.

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB1.4 General Plan Land Use Element Update	Consider creating new opportunities for housing affordable to a range of incomes through mixed use zoning or corridor revitalization planning. The City's General Plan is proposed to be updated during the planning period. The update process provides an ideal opportunity to investigate potential land and policy resources for new housing construction.	1. Consider new land uses and incentives to provide affordable mixed use housing developments through the general plan update process.	2008–2014	Funds to update the City's General Plan were not available in 2011. However, in 2009, the City's general plan was amended to allow for residential uses on parcels zoned for commercial use.
		2. Consider opportunities and incentives to revitalize the City's major corridors with affordable and market rate midblock housing through the general plan update process.	2008–2014	Funds to update the City's General Plan were not available in 2011.
IIB2.1 Workforce Home Ownership Program	Increase home ownership opportunities for the City's workforce by providing loans to 60 low and moderate income household to acquire their first home.	1. Provide gap funding for approximately 10 units per year for low and moderate income first-time homebuyer households. Forty-five year affordability covenants would be required.	Ongoing 2006–2014	In 2011, state law abolished redevelopment agencies and as such, the use of redevelopment funds will no longer be available for housing development and housing related programs, beginning in 2012. During the period from 2010 to 2011, ten First Time Homebuyer Loans were provided to low or moderate income persons/families in Westminster, using Set-Aside Funds.

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB2.2 Purchase of Affordability Covenants	Provide rental housing for 12 lower income households through the purchase of affordability covenants.	1. Adopt Redevelopment Agency Strategy to secure 55-year affordability covenants as affordable to extremely low, very low, and low income households. At least 50 percent of the units must be affordable to households earning 0 to 50 percent AMI.	2006 - 2014	See the comment above regarding the abolishment of redevelopment agencies. The strategy was adopted in 2008. In 2011, Agency Staff has been working with a 350 unit market rate apartment project to purchase 100 covenants, using Set-Aside Funds. This project ended with the state's elimination of RDA/Housing funding.
IIB2.3 Density Bonus	Administer and market the Density Bonus program that allows developers the opportunity to exceed the maximum district density when a percentage of the units are reserved for lower income households.	1. Create an information packet that provides applicants with a clear understanding of the program and the City's development process. Provide interested builders or service providers with this information through paperless methods such as online postings. Provide printed copies at the front counter.	3/2009	An information packet was not prepared as described in the program. However the objectives of the program have been met, since the City's application submittal packet describes the City's development review process in a detailed and straight-forward manner. The application packet can be downloaded from the City's website and copies are available at the counter.

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB3.1 Zoning Code Review and Update	Increase opportunities for the development of market rate, affordable, and special needs housing by modifying zoning code standards and programs.	1. A comprehensive zoning code update is in progress, expected to be adopted in December 2008. Amend the zoning code to: • Permit emergency shelters in the P/SP zone without a conditional use permit or other discretionary action; • Permit modular housing by right; • Establish Planning Commission non-hearing-level of design review for multifamily projects of 2 to 6 units in size; and • Streamline the development review process by combining the site plan and design review processes	12/2008	The zoning code update was approved in March 2010, and become effective on May 17, 2010. All of the implementation actions have been added to the updated zoning code. In 2011, the City Council adopted an amendment to the zoning code, which no longer requires that common driveways be subtracted from the lot area for the purpose of determining density. Thus, the code amendment allows for a net increase in the number of units. The Planning Division is also processing a code amendment which would further streamline the development review process by allowing for the administrative review of all residential projects (excluding senior housing) that would otherwise be exempt from CEQA. The code amendment is scheduled to take effect in May 2012.

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB3.2 Priority Water and Sewer Service	Make service providers aware of the City's housing plans and encourage them to expedite service to restricted lower income residential projects.	1. Provide adopted Housing Element to the City's water and sewer providers. Provide technical assistance to them, if needed, for adopting written procedures to provide priority service to lower income residential projects.	Upon HE adoption in 2008	A copy of the Housing Element has been provided to the service providers as specified in the program.
IIB3.3 Design Standards Manual	Continue to provide basic citywide design guidelines to provide more certainty and direction to the development community without imposing limitations to use or architectural style.	1. Provide the Design Standards Manual at City Hall and on the City's website.	9/2009	The document was available at the counter and online beginning in 2009. In addition, the new adopted Design Guidelines Manual is available both at the City Hall counter and the City's Website.
IIB4.1 Mobile Home Improvement	Assist lower income households in rehabilitation efforts to improve the appearance and safety of 60 lower income mobile home units.	1. Provide funds to support exterior and interior improvements to mobile home units for very low and low income households.	2008–2014	In 2011, state law abolished redevelopment agencies and as such, the use of redevelopment funds will no longer be available for housing development and housing related programs, beginning in 2012. 100 mobile homes were assisted in 2011.
IIB4.2 Owner-Occupied Single-Family Home Improvement	Assist 90 lower and moderate income owner households in rehabilitating single-family homes to improve the appearance and safety of the existing single-family housing stock.	1. Provide funds to support exterior and interior improvements to single-family owner-occupied homes for lower and moderate income households.	2008–2014	See the comment above regarding the abolishment of redevelopment agencies. A total of 86 applications were received and 58 single-family homes were assisted in 2011.

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB4.3 Single-Family Substantial Rehabilitation	Address the deficiencies in 3 substantially deteriorating single-family homes and provide relief from overcrowding. Substantial deterioration is associated with overcrowding, overpayment, and housing age. Program would primarily serve large families in need of room and bathroom additions, as well as structural improvements to ensure safety.	1. Provide loans for substantial rehabilitation of single-family homes for lower and moderate income households and require the imposition of 45-year affordability covenant.	2009–2014	See the comment above regarding the abolishment of redevelopment agencies. No applications were received in 2011 for the loans identified in the program.
		2. Target advertising materials to single-family neighborhoods identified as substantially deteriorated in the 2007 Housing Conditions Survey.	Ongoing 2006–2014	See the comment above regarding the abolishment of redevelopment agencies. Information has been and continues to be provided on the City's website and through brochures (available at the City Hall and the City Hall at the Mall).
IIB4.4 Multifamily Rehabilitation	Provide funding to improve 120 lower and moderate multifamily rental units. The majority of homes in need of repair identified by the 2007 Housing Conditions Survey were multifamily projects.	1. Provide loans for rehabilitation of multifamily units. Require the imposition of 55-year affordability covenant. A minimum of 15 percent, but not more than 49 percent of units would be required to be affordable to very low and low income households with the remaining units affordable to moderate income households.	2008–2014	See the comment above regarding the abolishment of redevelopment agencies. The Housing Division designed and completed a project with a Community Housing Development Organization to substantially rehabilitate a four-unit multi-family apartment unit, using HOME federal funds and Set-Aside funds. The project was completed in 2011, and is now operated by the non-profit American Family Housing, under a 55-year covenant of affordability.

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB5.1 Housing Directory	Increase knowledge and awareness as to the use of housing programs and other housing-related information by creating a comprehensive synopsis of various housing-related programs that are made available to Westminster residents.	1. A program directory or list of housing resources (including Agency resources and regulatory opportunities such as the Secondary Unit Ordinance) will be developed and made available to the public through the City's website and in City Hall.	12/2008	Available housing resources are listed on the City's website. Pursuant to State law, projects funded with Set-Aside Funds are listed on the City of Westminster's website. Additionally, the City works with the Orange County Housing Authority to answer calls and questions about rental opportunities in Westminster for low and moderate income persons. However, with the demise of redevelopment agencies, as described above, many of the programs identified on the website will no longer be available.

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB5.2 Emergency Shelter Program	Address the urgent shelter needs of the homeless through updating the zoning code to permit emergency shelters. Establish a task force to identify additional means of serving the homeless. The task force will explore multijurisdictional solutions, potential development standards, seek additional appropriate zones, and pursue other options.	1. Amend the zoning code by December 2008 to permit emergency shelters without a conditional use permit in the Public/Semi-Public zone.	12/2008	The zoning code was adopted in May, 2010 to permit emergency shelters in the Public/Semi-Public District, by right.
		2. Establish an Emergency Shelter, Transitional and Permanent Supportive Housing task force comprised of staff, service providers, and elected officials to perform a study evaluating case studies, model ordinances, and development standards for emergency shelters and transitional housing. The task force will ensure that permit processing, development, and management standards are objective and encourage and facilitate the development of, or conversion to, emergency shelters, transitional housing, and permanent supportive housing.	Establish task force by 10/2008	In an effort to streamline the process for implementing the objective and program, the Planning Division staff conducted a workshop with key emergency shelter stakeholders (e.g. shelter providers) in the summer of 2011, while also evaluating case studies, model ordinances, and development standards. A draft ordinance was initiated in 2011.
		3. Initiate multijurisdictional coordination to potentially provide an emergency and transitional housing facility to serve the homeless of multiple jurisdictions.	Initiate coordination by 1/2009	Multijurisdictional coordination was not initiated in 2011, but shall be initiated following the adoption of the City's emergency shelter ordinance in 2012.
		4. Use the task force's findings to create a plan to meet the emergency shelter needs in Westminster; potentially including a multijurisdictional facility, or adoption of development standards and additional zones permitting emergency shelters.	9/2009	As indicated in program No. 2 above, an alternative method was implemented to achieve the objective of creating a draft ordinance in 2011. The ordinance is scheduled to be adopted in 2012.

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB5.3 Transitional Housing Program	Establish a task force to identify additional means of serving those in need of transitional housing. The task force will explore multijurisdictional solutions, potential development standards, identify appropriate zones, and pursue other options for transitional housing. Utilize the power of the Redevelopment Agency to subsidize the cost of 6 extremely low, very low, or low income transitional housing units for a local nonprofit.	1. Establish an Emergency Shelter, Transitional and Permanent Supportive Housing task force and initiate multijurisdictional participation as described in Program IIB5.2, above.	10/2008	In an effort to streamline the process for implementing the objective and program, the Planning Division staff conducted a workshop with key emergency shelter stakeholders (e.g. shelter providers) in the summer of 2011, while also evaluating case studies, model ordinances, and development standards. A draft ordinance was initiated in 2011.
		2. Use the task force's findings to create a plan to meet Westminster's transitional and permanent supportive housing needs. Craft development standards and identify appropriate zones in which to permit transitional and permanent supportive housing as any other residential use.	9/2009 1/2009	As indicated in program No. 1 above, an alternative method was implemented to achieve the objective of creating a draft ordinance in 2011. The ordinance is scheduled to be adopted in 2012.
		3. Support a local nonprofit who can demonstrate competence in service and can also demonstrate ongoing funding sources for operations and maintenance.	2011–2014	The City continues to support American Family Housing, a nonprofit transitional housing provider, in its efforts to provide transitional housing for the community.

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB5.4 Reasonable Accommodation	Enact a process for disabled individuals or those acting on their behalf to make requests for reasonable accommodation in regard to relief from the various land use, zoning, or building laws, rules, policies, practices, and/or procedures of the City, and include a provision of assistance in making the request, as well as for appealing to a determination regarding the reasonable accommodation to the Community Development Director.	1. Review the zoning code for compliance with fair housing laws.	12/2008	The zoning code was reviewed for compliance with the fair housing laws in 2008. No changes have been made to the zoning code since 2008, which would conflict with any applicable fair housing law.
		2. Use the findings of the fair housing review to assist in the creation of a reasonable accommodation ordinance.	3–6/2009	A reasonable accommodation allowance and process have been included in the zoning code update, adopted in May, 2010.
		3. Adopt a reasonable accommodation ordinance and make it available at City Hall and on the City's website.	6/2009	A reasonable accommodation allowance and process have been included in the zoning code update, adopted in May, 2010.
IIB5.5 Rehabilitation for Disabled Access	Make rehabilitation loans to qualified households for modifications to existing dwellings to facilitate access by disabled persons. Disabled persons often have limited incomes and require assistance to afford accessibility improvements	1. Provide funding for qualifying disabled households to make accessibility-related home improvements.	Ongoing 2006–2014	In 2011, state law abolished redevelopment agencies and as such, the use of redevelopment funds will no longer be available for housing development and housing related programs, beginning in 2012. There was one mobile home grant request made by a disabled household in 2011, and this applicant was funded for handicapped accessible ramps into their mobile home, using Set-Aside Funds.
IIB5.6 Universal Design	Support housing that is appropriate for all levels of physical ability through accessible and barrier-free universal design features.	1. Explore amending the Building Code to require incentives for or inclusion of universal design features in new housing and/or housing rehabilitation projects that are assisted by City funds.	2008–2014	No amendments to the Building Code, regarding the inclusion of universal design features, were proposed in 2011.

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB5.7 Fair Housing Council	Provide counseling and advisory services by continuing to contract with the designated FHC in regard to fair housing issues involving Westminster residents, such as complaints regarding discrimination in all housing matters.	1. Continue the City's commitment to working with the Fair Housing Council and disseminating fair housing information at City Hall, public libraries, the Chamber of Commerce, and on the City's website. Include within the annual budget adequate funding to continue the contract with the Fair Housing Council.	Ongoing 2006–2014	The City of Westminster continues to fund the Fair Housing Council annually with CDBG Public Service Funds, as a commitment to the service this organization provides to Westminster renters needing assistance with landlord or tenant issues.
IIB6.1 Housing Construction Monitoring	Establish and maintain a questionnaire and inventory system to monitor the growth of the housing stock. This questionnaire, which could be administered prior to issuance of the Certificate of Occupancy, could be used to track product type development and affordability. This data would be tabulated on an annual basis to determine the City's Position in achieving its housing goals.	1. Create the questionnaire in conjunction with the City's development database. Train staff to properly utilize and maintain inventory.	9/2009	A questionnaire was not created because the objectives of the program continue to be met through other means. Housing permits are tracked quarterly and submitted to the Center for Demographic Research. Since affordability (market rate vs. income restricted) and tenure (ownership vs. rental) of a project are known at the time an application is submitted, the planning staff and housing staff are able to track these characteristics of all housing applications and permits. Therefore, a questionnaire is not necessary.
IIB6.2 Building Code Enforcement	The City will enforce and expand, where necessary, the property maintenance provisions embodied in the Uniform Building Code and Land Use Ordinance.	1. Conduct annual community workshops explaining code compliance issues.	3/2009	Periodic workshops were held in 2011, through the City's Neighborhood Watch program.

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB6.3 Section 8 Rental Assistance	Assist lower income renter households by referring them to the Orange County Housing Authority for rental assistance.	1. Provide referrals and voucher information to prospective program participants.	Ongoing 2006–2014	Housing division staff receives calls and visits weekly from people needing rental assistance information. Accordingly, all frontline staff are informed of the OCHA's services, the information is on Westminster's website, and is in printed literature in City Hall and public areas.
IIB6.4 Condominium Conversion	The City shall maintain and enforce the provisions of the City's Condominium/Stock Cooperative Conversion Ordinance.	1. In the event that an application to convert a residential development to a condominium/stock cooperative is submitted to the City, the provisions of the ordinance shall be implemented and enforced.	Ongoing 2006–2014	No conversions were proposed in 2011.
IIB6.5 Mobile Home Park Conversion Ordinance (MHPCO)	The City will maintain and enforce the MHPCO, which requires a conversion impact report (CIR). The City shall monitor each potential conversion to determine the potential impact of the loss of any affordable lower-income units.	1. During the preparation of a CIR the applicant shall be required to identify the quantity and conditions of each lower-income households/units.	Ongoing 2006–2014	There were no applications filed to convert a mobile home park in 2011.
		2. Upon approval of a permit to convert a mobile home park, the applicant shall be required to implement mitigation measures that fully mitigate the net loss of low-income households.	Ongoing 2006–2014	There were no applications filed to convert a mobile home park in 2011.

HOUSING ELEMENT PROGRAM EVALUATION 2011

Name of Program	Objective	Implementation Action(s)	Time Frame	Status of Program Implementation
IIB7.1 Energy Efficient Housing	The City will facilitate the creation of energy efficient housing.	1. Identify cost-effective energy conservation measures that can be developed into city regulations, incentives, or programs.	Monthly meetings, Identify measures by 9/2009, Pursue assistance by 9/2010	Various conservation measures are identified on the City's website. Both Southern California Edison and the Gas Company provide incentive programs for residential uses.
		2. Continue to hold monthly meetings with the Energy Committee to evaluate partnership opportunities, financial resources, regulations, and incentives for energy conservation.		Meetings were held monthly in 2011.
		3. Continue to publish and disseminate energy conservation information at City Hall.		The City's third annual Green Expo was held in 2011 The expo was attended by multiple vendors selling energy efficient products. In addition, information regarding energy conservation is provided on the City's website.
		4. Pursue technical assistance for two housing projects during the planning period.		No requests for technical assistance were made in 2011.
		5. Modify development application to identify interest in energy conservation components of proposed project or interest in financial/regulatory assistance.		The development application was not modified in 2011, however a residential energy conservation questionnaire will be completed and added to the development application by July 2012.