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Department of Housing and Community Development

ANNUAL HOUSING ELEMENT PROGRESS REPORT

Housing Policy Department
Received on:
APR 21 2016

City or County Name: CITY OF WILLOWS

Mailing Address: 201 NORTH LASSEN STREET, WILLOWS, CA 95988

Contact Person: KAREN MANTELE Title: PRINCIPAL PLANNER

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Reporting Period by Calendar Year: from jan. 1st 2015 to dece. 31, 2015

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

City of Willows

201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX: (530) 934-7402

April 19, 2016

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

RE: General Plan Annual Progress Report/City of Willows

To Whom It May Concern:

Please find enclosed the City of Willows General Plan Progress Report for the period from January 1st to December 31, 2015. The report was presented to the Planning Commission at their March 16, 2016 regular meeting and to the City Council for review at their April 12, 2016 regular meeting. The City Council reviewed the report and recommended that it be forwarded to the Housing & Community Development/Housing Policy Division.

Should you have any questions regarding this report, please direct them to my attention. Thank you.

Sincerely,

Karen Mantele
Principal Planner
City of Willows

Cc; Wayne Peabody, Interim City Manager

Enclosures

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

Jurisdiction City of Willows

Reporting Period 1/1/2015 - 12/31/2015

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: 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.
1340 W. Sycamore St	5+	R	49				49	49	HOME		
(9) Total of **Moderate and Above Moderate** from Table A3 ▶					0	0	0				
(10) Total by income Table A/A3 ▶ ▶			49					49			
(11) Total **Extremely Low-Income** Units*											

* Note: These fields are voluntary

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Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA whichmeet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

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

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for **Moderate**						0	
No. of Units Permitted for **Above Moderate**						0	

* Note: This field is voluntary

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Reporting Period 1/1/2015 - 12/31/2015

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.			2014	2015	2016	2017	2018	##				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		0	49								49	-49
	Non-deed restricted												
Low	Deed Restricted												
	Non-deed restricted												
Moderate	Deed Restricted												
	Non-deed restricted												
Above Moderate													
Total RHNA by COG. Enter allocation number:				49								49	-49
Total Units ► ► ►													
Remaining Need for RHNA Period ► ► ► ► ►													

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

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Table C
Program Implementation Status

Program Description (By Housing Element Program Names)	**Housing Programs Progress Report - Government Code Section 65583.** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**
Program HD-1.4.4	offer incentives to interested develpers of senior hsg	on going	The City has worked with a developer of a new 49 unit senior hsg
Program HD-1.4.5	continue to allow special needs hsg deve/apply for funding to	on going	The City has worked with a developer of a new 49 unit senior hsg
Program HD-1.1.1	Monitor available res land/consider partnering with deve	on going	City has met with affordable hsg deve/3.2015 & 1.2016
Program HD-1.1.2	Work with Glenn Cty to ensure orderly deve of unincorporated	on going	No annexations have been proposed
Program HD-1.1.3	Revise ZO in R-3 & R-P zone for consistency with Gen Plan Desig	by 10/2015	Completed the zone text amendments
Program HD-1.2.1	PC to meet twice during RHNA planning period review Zmap	2x during period	Have not met with PC yet to discuss Zoning Map/Land Use Map
Program HD-1.3.1	Offer pre-app consultations to interested deve & make info	on going	Public Info handouts have been prepared and made avail to deve
Program HD-1.4.1	Assist in deve of affordable hsg & ID sites for deve/apply for grants	annually	city has met with affordable hsg deve/3.2015 & 1.2016
Program HD-1.4.2	Support Emergency hsg program/facilitate coordination	on going	City works in conjunction with Cty HRA Dept re: requests for hsg
Program HD-1.4.3	Expand ownership thru use of CDBG funds	annually	City currently does not qualify for CDBG funds because of TIG#s
Program HD-1.4.6	Monitor needs for extremely low income specifially SROs	monitor by 6/2015 and	City continues to monitor hsg needs/no request for SROs
Program EC-1.1.1	promote weatherization program	on going	City works with Cty HRA to administer programs
Program EC-1.2.1	Support energy audits	on going	City supports free energy audits to homes in city
Program MI-1.1.1	apply for rehab funding	annually	City holds public informational hearings with CC to inform residents
Program MI-1.2.1	continue code enf of hsg, ele, & fire codes	ongoing	City Building Dept enforces all CBC codes for residential construction
ProgramRC 1.1.1	Periodically re-examine Zoning Ord for amendments to reduce hsg const costs	ongoing	City is held to enforce& comply with CBC/ZO will be re examined for poss amend
Program RC-1.2.1	Survey otgher cities in glenn cty re dev. fees	by 12/2016	a survey has not been coducted
Program RC-1.3.1	Amend ZO to allow transitional & supp hsg	by 6/2015	completed
Program RC-1.3.2	amend ZO to remove references to def family	by 6/2015	completed

Whoa! hope you can read this see attached

cb

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Jurisdiction City of Willows

Reporting Period 1/1/2015 - 12/31/2015

General Comments:

over all the city of willows is working towards meeting the program goals and in some instances has met and completed the goals set forth in the most recent housing element

2014-2019 Housing Element/City of Willows

A Program is an action or procedure that carries out the goals and policies of the Housing Element.

PROGRAM	TIMEFRAME	STATUS
Program HD-1.1.1: Continue to monitor the available residential land in the city to ensure adequate sites are available for the development of housing. The City will consider partnering with a developer interested in developing affordable housing and/or housing for seniors or persons with disabilities, to provide financial assistance (as funding is available	As developers approach the City and as funding is available	*City staff has met with affordable housing developers in March 2015 and January 2016* *One Site has been purchased by developer for affordable housing*
Program HD-1.1.2 Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands adjacent to the city and the consistency of land use policies and development standards in those areas.	The City will meet with County staff on an as-needed basis when future annexations are proposed	*No annexations have been proposed*
Program HD-1.1.3: Revise the Zoning Ordinance to provide consistency with the General Plan residential densities by removing the 14 dwelling unit per acre maximum in the density established in the R-3 and R-P zoning districts. In the interim, between Housing Element adoption and the revision of the Zoning Ordinance, the City shall allow a density of 16-30 units in the R-3 and R-P zoning districts in order to be consistent with the General Plan densities for those corresponding land use designations. Additionally, the City will continue to review the General Plan and Zoning Ordinance for consistency on an annual basis as required by state law.	Revisions of Zoning Ordinance by October 2015, Review General Plan and Zoning Ordinance for internal consistency annually	***Completed***
Program HD-1.2.1: The City Planning Commission will meet at least twice during the 2014–2019 planning period to review the City zoning map and land use map with consideration of meeting future housing needs. Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands	Attend monthly meetings and review the zoning and land use maps twice during the planning period	*Have not met with PC yet to discuss zoning map or land use map*

adjacent to the city and the consistency of land use policies and development standards in those areas. The City will continue to participate in the monthly joint meetings of the Glenn County Board of Supervisors and the two City Councils		
Program HD-1.3.1: The City's architectural design review process applies to all zoning districts in the city. Two specific areas of the city have overlay design guidelines, the "Historic Downtown" and "Wood Street." There guidelines are used to preserve historic design characteristics and guide future design to create buildings worth preserving. The City will continue to offer pre-application consultations for interested developers and make available public information handouts for each entitlement	Ongoing, as projects are processed though the Planning Department	*Public information handouts for Design Review are made available to prospective developers*
Program HD-1.4.1: Assist in the development of affordable housing by continuing to work with entities such as Self-Help Housing and CHIP Housing in support of the application for funds and the identification of appropriate sites for potential development of units affordable to extremely low-, very low-, and low-income households. Grants that the City will apply for (when available) in the future include HOME and CDBG General Allocation funds	Annually apply for funds as NOFAs are released	*The City has met with affordable housing developers in March 2015 and January 2016 to discuss possible affordable housing projects*
Program HD-1.4.2: Continue to support the emergency housing program operated by the Glenn County Human Resource Agency, which provides emergency shelter for all Glenn County residents provided certain requirements are met, and support the provision of transitional housing. The City will continue to facilitate coordination between city residents in need and the services provided through the County program. Specifically, persons needing emergency shelter are provided contact information for the County Office of Emergency Services.	Ongoing, 2014–2019.	*The City works in conjunction with the County of Glenn HR department regarding requests for emergency shelter or transitional housing. The City has not had any requests nor has the county of glenn.*

Program HD-1.4.3: Expand homeownership opportunities for very low- and low-income and first-time homebuyers through the use of CDBG General Allocation funds as they become available	Apply for CDBG allocations annually	*As housing funds become available they will be made public*
Program HD-1.4.4: Glenn County recently conducted a senior housing needs assessment to identify the existing and future housing needs of senior citizens. According to this survey, Willows could support a small project that provides a continuum of care, with a combination of independent housing, assisted living, and memory care. The City will consider providing incentives to builders to provide housing and care choices for seniors of all income levels and levels of independence. Possible incentives may include reduced setbacks, reduced parking requirements, and technical assistance with applications for funding	2014–2019. Offer incentives on an ongoing basis as developers show interest in developing senior housing	*A 49 unit senior housing complex was completed in 2015 and the City worked with the developer on incentives for the project.*
Program HD-1.4.5: Continue to work with housing providers to ensure that special housing needs are addressed for seniors, large families, female-headed households with children, persons with disabilities and developmental disabilities, extremely low-income households, and homeless individuals and families. The City will seek to meet these special housing needs through a combination of regulatory incentives, zoning standards, new housing construction programs, and supportive services programs. The City will promote market-rate and affordable housing sites, housing programs, and financial assistance available from the city, county, state, and federal governments by developing and informational brochures discussing housing opportunities in the City and providing this information at City Hall and City Planning Department. In addition, as appropriate, the City will apply for or support others' applications for funding under state and federal programs designated specifically for special needs groups.	Continue to allow the development of housing for the special needs population in Willows. Apply for at least two funding opportunities to address those with special needs during the planning period. Develop informational brochure by June 2015	*The City has worked with developers to bring about special housing needs to the City. An informational brochure has not been produced yet.*

Program HD-1.4.6: Encourage the development of housing affordable to extremely low-income households by continuing to work with the private sector, nonprofit agencies, and to secure funds through state and federal programs for development of new lower-income housing and rehabilitation of existing lower-income households. The City will monitor the need for housing for extremely low-income households and evaluate opportunities for funding of these households annually. As funding becomes available, the City will prioritize a portion of the funds to encourage the development of housing (i.e., SROs) for extremely low-income households. In addition, the City will consider incentives or regulatory concessions to encourage the development of SROs as new development is proposed in the City	Monitor the need for housing for extremely low-income households by June 2015, and annually thereafter. Prioritize a portion of the funds, based on the monitoring analysis, as funding is available	*The City continues to monitor the housing needs for extremely low income households through requests for this type of housing. The City has not received any requests or inquires for SRO's within the City.*
Program EC-1.1.1: Promote and encourage the "weatherization" program administered by the Glenn County Human Resource Agency and funded by Pacific Gas and Electric	Ongoing, 2014–2019, and as funding is available	*The City works with the Glenn County HRA to administer these programs.*
Program EC-1.1.2: Continue to support the energy audits free to all homes located within the city limits	Ongoing, 2014–2019, and as funding is available	*The City supports free energy audits to homes in the City.*
Program EC-1.2.1: Encourage use of solar energy considerations in new residential construction	Ongoing, 2014–2019, and as projects are processed through the Planning Department	*The City Building Department has issues numerous solar energy permits for residents within the City.*
Program MI-1.1.1: Apply for rehabilitation funding as funding becomes available through the CDBG and HOME programs. When funding is obtained, the City will make information regarding the program available at City Hall and at the Glenn County Human Resource Agency	2014–2019. Annually apply for CDBG, HOME, and other state and federal funding	*The City holds a public informational hearing with the City Council in the spring to inform the residents of CDBG/HOME funding.*
Program MI-1.2.1:	Ongoing, 2014–2019	*The City Building Department enforces all building, electrical and fire*

Continue code enforcement of the Housing, Electrical, and Fire Prevention Codes and Health and Safety Regulations by appropriate City departments		*codes with all residential permits issued and thereafter inspected.*
Program RC-1.1.1: Periodically reexamine the Zoning Ordinance (e.g., every two years) for possible amendments to reduce housing construction costs without sacrificing basic health and safety considerations	Biannually, 2014–2019.	*The City is held to comply with the California Building Codes regarding basic health and safety. The Zoning Ordinance will be re-examined for possible amendments to reduce housing construction costs.*
Program RC-1.2.1: Survey other cities in the Glenn County area to ensure that local development fees do not become a constraint on housing production	Survey by December 2016	*A survey has not been conducted yet.*
Program RC-1.3.1: In order to fully comply with SB 2 (Cedillo), amend the Zoning Ordinance to allow transitional and supportive housing in all zones allowing residential uses and require no conditions other than those conditions identified for residential uses in those zones	Amend Zoning Ordinance by June 2015	***Completed***
Program RC-1.3.2: In order to comply with state housing law, amend the Zoning Ordinance to remove any references limiting household sizes for the definition of "Family"	Amend Zoning Ordinance by June 2015	***Completed***
Program EO-1.1.1: In coordination with the Glenn County Human Resource Agency, establish an Equal Housing Opportunity Program. This program will disperse information on fair housing laws, refer tenant complaints on discrimination, and act as a tenant advocacy organization. The information will be distributed to and displayed at City Hall, the Glenn County Human Resource Agency, local community and senior centers, the Glenn County Public Works Department, and the public library in Willows. Translators for Hmong, Laotian, and Spanish languages are available to City staff if needed.	Establish Equal Housing Opportunity Program by December 2015	*An informational program has not yet been established. Upon completion the information will be distributed and displayed.*