

2019 COTATI Housing Element Annual Progress Report

TABLE A - Housing Development Applications Submitted

Unit Information

Project Identifier		Proposed Units Affordability by Household Incomes									
Current APN	Street Address	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Proposed Units by Project	Total Approved Units by Project	Total Disapproved Units by Project
046-610-046	204 Aguirre Court	0	1	0	0	0	0	0	1	1	0
144-151-004	612 W. Cotati Ave	0	0	0	1	0	0	0	1	1	0
046-211-046	6 Issel Court	0	0	0	0	0	0	1	1	1	0
046-211-046	6 Issel Court	0	0	0	1	0	0	0	1	1	0
144-353-007	88 Henry Street	0	0	0	1	0	0	0	1	1	0
144-450-002	88 Jagla Street	0	0	0	0	0	0	1	1	1	0
144-450-002	90 Jagla Street	0	0	0	0	0	0	1	1	1	0
Totals		0	1	0	3	0	0	3	7	7	0

Project Information									
Project Identifier					Unit Types				
Prior APN	Current APN	Street Address	Project Name	Local Jurisdiction Tracking ID	Unit Category	Tenure	Date Application Submitted	Was Application Submitted Pursuant to SB 35 Streamlining?	Notes
n/a	046-610-046	204 Aguirre Court	Modification to area of house to convert to ADU	19094	ADU	Renter	06/19/2019	No	
n/a	144-151-004	612 W. Cotati Ave	Convert garage to ADU, add square feet	19084	ADU	Renter	07/16/2019	No	
n/a	046-211-046	6 Issel Court	New Single Family Dwelling	19041	SFD	Owner	07/30/2019	No	
n/a	046-211-046	6 Issel Court	New Detached Garage with ADU	19042	ADU	Renter	07/30/2019	No	
n/a	144-353-007	88 Henry Street	Leagize ADU	19118	ADU	Renter	08/08/2019	No	
n/a	144-450-002	88 Jagla Street	New Single Family Dwelling (Model home)	19203	SFD	Owner	11/20/2019	No	
n/a	144-450-002	90 Jagla Street	New Single Family Dwelling (Model home)	19204	SFD	Owner	11/20/2019	No	

2019 COTATI Housing Element Annual Progress Report

TABLE A2 - Annual Building Activity Report Summary - New Construction

Entitlements

Project Identifier			Affordability by Household Income - Entitlements								
Current APN	Street Address	Local Jurisdiction Tracking ID	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units Issued Entitlements
046-610-046	204 Aguirre Court	19094	0	1	0	0	0	0	0	06/19/2019	1
144-151-004	612 W. Cotati Ave	19084	0	0	0	1	0	0	0	07/16/2019	1
046-211-046	6 Issel Court	19041	0	0	0	0	0	0	1	07/30/2019	1
046-211-046	6 Issel Court	19042	0	0	0	1	0	0	0	07/30/2019	1
144-353-007	88 Henry Street	19118	0	0	0	1	0	0	0	08/08/2019	1
144-450-002	88 Jagla Street	19203	0	0	0	0	0	0	1	11/20/2019	1
144-450-002	90 Jagla Street	19204	0	0	0	0	0	0	1	11/20/2019	1
Totals			0	1	0	3	0	0	3		7

Building Permits											
Project Identifier			Affordability by Household Income - Building Permits								
Current APN	Street Address	Local Jurisdiction Tracking ID	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits
046-610-046	204 Aguirre Court	19094	0	1	0	0	0	0	0	06/19/2019	1
144-151-004	612 W. Cotati Ave	19084	0	0	0	1	0	0	0	07/16/2019	1
046-211-046	6 Issel Court	19041	0	0	0	0	0	0	1	07/30/2019	1
046-211-046	6 Issel Court	19042	0	0	0	1	0	0	0	07/30/2019	1
144-353-007	88 Henry Street	19118	0	0	0	1	0	0	0	08/08/2019	1
144-450-002	88 Jagla Street	19203	0	0	0	0	0	0	1	11/20/2019	1
144-450-002	90 Jagla Street	19204	0	0	0	0	0	0	1	11/20/2019	1
Totals			0	1	0	3	0	0	3		7

Certificate of Occupancy											
Project Identifier			Affordability by Household Income - Certificate of Occupancy								
Current APN	Street Address	Local Jurisdiction Tracking ID	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness Date Issued	# of Units Issued Certificates of Occupancy or other forms of readiness
046-610-046	204 Aguirre Court	19094	0	1	0	0	0	0	0	06/19/2019	1
144-151-004	612 W. Cotati Ave	19084	0	0	0	1	0	0	0	07/16/2019	1
046-211-046	6 Issel Court	19041	0	0	0	0	0	0	1	07/30/2019	1
046-211-046	6 Issel Court	19042	0	0	0	1	0	0	0	07/30/2019	1
144-353-007	88 Henry Street	19118	0	0	0	1	0	0	0	08/08/2019	1
144-450-002	88 Jagla Street	19203	0	0	0	0	0	0	1	11/20/2019	1
144-450-002	90 Jagla Street	19204	0	0	0	0	0	0	1	11/20/2019	1
Totals			0	1	0	3	0	0	3		7

Project Information																		
Project Identifier					Unit Types						Housing with Financial Assistance and/or Deed Restrictions				Demolished/Destroyed Units			
Prior APN	Current APN	Street Address	Project Name	Local Jurisdiction Tracking ID	Unit Category	Tenure	Extremely Low Income Units	Was Project Approved using SB 35 Streamlining?	Infill Units?	Assistance Programs for each Development	Deed Restriction Type	Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Number of Demolished/Destroyed Units	Demolished or Destroyed Units?	Demolished or Destroyed Units Owner or Renter	Notes	
n/a	046-610-046	204 Aguirre Court	Modification to area of house to convert to ADU	19094	ADU	Owner	0	N	Y			1		0			No entitlement required	
n/a	144-151-004	612 W. Cotati Ave	Convert garage to ADU, add square feet	19084	ADU	Owner	0	N	Y			1		0			No entitlement required	
n/a	046-211-046	6 Issel Court	New Single Family Dwelling	19041	SFD	Owner	0	N						0			No entitlement required	
n/a	046-211-046	6 Issel Court	New Detached Garage with ADU	19042	ADU	Owner	0	N				By Design		0			No entitlement required	
n/a	144-353-007	88 Henry Street	Leagize ADU	19118	ADU	Owner	0	N				By Design		0			No entitlement required	

n/a	144-450-002	88 Jagla Street	New Single Family Dwelling (Model home)	19203	SFD	Owner	0	N						0			No entitlement required
n/a	144-450-002	90 Jagla Street	New Single Family Dwelling (Model home)	19204	SFD	Owner	0	N						0			No entitlement required

2019 COTATI Housing Element Annual Progress Report

TABLE B - Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Income Level	RHNA Allocation	Restrictions	Year 1 - 2015	Year 2 - 2016	Year 3 - 2017	Year 4 - 2018	Year 5 - 2019	Year 6 - 2020	Year 7 - 2021	Year 8 - 2022	Year 9 - 2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low*	35	Deed restricted	0	1	3	0	0	0	0	0	0	5	30
		Non-Restricted	0	0	0	0	1	0	0	0	0		
Low	18	Deed restricted	0	3	0	0	0	0	0	0	0	16	2
		Non-Restricted	0	0	10	0	3	0	0	0	0		
Moderate	18	Deed restricted	0	0	0	0	0	0	0	0	0	15	3
		Non-Restricted	2	0	11	2	0	0	0	0	0		
Above Moderate	66		3	16	22	0	3	0	0	0	0	44	22
Total Units			5	20	46	2	7	0	0	0	0	80	
Total RHNA	137		Total Remaining Need for RHNA Period										57

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

2019 COTATI Housing Element Annual Progress Report

TABLE C - Sites Identified or Rezoned to Accommodate Shortfall Housing Need

No Data Available

2019 COTATI Housing Element Annual Progress Report

TABLE D - Program Implementation Status

Housing Programs Progress Report - Government Code Section 65583			
Program Description			
Name of Housing Element Program	Objective	Timeframe in H.E.	Status of Program Implementation
1-1 Housing Rehabilitation & Home Ownership	Improve neighborhoods by providing opportunities for rehabilitation, through various state and regional programs	Annually	The City has not yet identified a source of funds to assist in rehabilitation. Home ownership has been successful in this cycle through Inclusionary Zoning, and Cotati continues to expand the number of affordable units. Due to its small size, the City of Cotati is not an entitlement jurisdiction and therefore is ineligible to apply for certain sources of grant funding directly; however staff continues to participate with the Sonoma County Community Development Commission (CDC) to pursue grant funds.
1-2 Non-Profit & Agency Coordination	Continue existing and develop new relationships with agencies, nonprofits and others to assist in rehab assistance.	Ongoing	The City continues to work with the County's Community Development Commission and Sonoma Land Trust to look for new opportunities for partnerships to maintain, improve and expand on the affordable housing stock within the community.
1-3 Capital Improvement Program	Determine priorities for CIP project in order to maintain older neighborhoods.	Annually	A major sewer project which had been an impediment was recently completed. The project will allow at least two housing projects in the pipeline to continue uninterrupted. Due to the constraint, the City prioritized the funding and implementation of this project. The City is now moving to paving existing streets serving established residential neighborhoods on the east side of Cotati (E. Cotati Avenue and Old Redwood Highway completed in FY 2019/20) and expects to pave the historic 'hub' streets in downtown in FY 20/21.
1-4 Housing Inspection & Code Enforcement	Compliance with health & safety requirements.	Ongoing	The City has contracted with a code compliance officer to increase inspections and resolve code violations. Utilizing this new capacity, the City has resolved several un-permitted construction and substandard housing conditions, while also working to improve numerous blighted properties within established residential neighborhoods.

1-5 Mobile Home Park Conversion to Ownership	Facilitate resident purchase.	Ongoing	The City has prioritized maintaining mobile home parks as a component of the SB 2 grant funded work to expand/streamline residential development and will continue to make residents aware of the mobile home park ownership options as needed or as interest arises.
1-6 Inventory Affordable Housing and Mobile Home Parks	Maintain inventory of affordable units & mobile home parks	Ongoing	This inventory has been completed for all conventionally built units with restrictions. The mobile home park inventory is not yet complete.
1-7 Preservation of Affordable Units	Conserve supply of affordable units.	Ongoing	In this cycle, no deed restricted units have been at risk of converting to market rate however city staff continues to be diligent of this potential issue. City staff did support and assist Burbank Housing with a refinance of their rental project on Wilford Lane which allowed Burbank Housing to reduce the overall monthly cost of maintaining that property.
2-1 Adequate Housing Sites	Maintain adequate inventory of sites.	Ongoing	The City's inventory of sites continues to be adequate to accommodate our RHNA and it is expected that the City of Cotati will satisfy its RHNA allocation within the current housing element cycle. Efforts to re-evaluate current sites under the new requirements of recent State legislation are slated to begin within the next 12-months.
2-2 Affordable Housing Requirement	Implement Chapter 17.31 of Land Use Code	Ongoing	The City has been implementing Chapter 17.31; all residential projects entitled in this cycle have inclusionary requirements and/or density bonuses. Market rate projects currently under construction incorporate "inclusionary housing units" and all affordable housing projects are compliant with the requirements of the Cotati Municipal Code (CMC).
2-3 Second Dwelling Units	Periodically review ordinance to ensure no revisions are needed.	Bi-annual	Cotati continues to review ADUs under State law provisions. The City is currently developing a local ADU and JADU ordinance, which is anticipated to be adopted and submitted to HCD for review and acceptance in May 2020.

2-4 Emergency Shelters, Transitional Housing & Supportive Housing	Seek sources of funding to support for shelters, transitional & supportive housing	Ongoing	Code changes to allow these land use types were completed in May 2015. The City has partnered with Catholic Charities to provide space and facilities for their Safe Parking program and are investigating other possible opportunities to partner and expand services. We have several state licensed neighborhood facilities in the City. The County CDC recently purchased a three unit property within Cotati (address/?) to provide supported transitional housing to Sonoma County residents.
2-5 Priority Water & Sewer	Communicate housing priorities to Public Works	Immediately Upon Adoption	Public Works has been provided the Housing Element and is aware of the priorities for infill development at higher densities. Ongoing coordination resulted in the prioritization of the sewer project identified in Program 1-3.
2-6 Barrier Removals for Multi-Family Development	Amend CMC to eliminate CUP requirement in NU zone and reduce parking requirements.	Ongoing	This project has not yet been initiated but will be completed in 2020 as a component of the SB 2 Grant supported work to make more housing development "by-right". The City of Cotati is in the process of increasing the mix of housing allowed as a component of a mixed use project from the current 25% residential up to 75% residential.
3-1 Affordable and Special Needs Housing Incentives	Amend CMC to allow for reduced standards and provide incentives to developers.	Ongoing	In this cycle, the city is anticipating density bonus entitled projects to pull building permits with construction is expected in begin 2020. Additional incentives will be considered as a component of the SB2 grant funded work.
3-2 Planning for Affordable and Special Needs Housing	Policy is in effect.	Ongoing	The City's Land Use Code requires 10% of all units in new subdivisions to be single story and universally accessible to allow for full conversions in the future if needed/wanted.

3-3 Funding for Affordable and Special Needs Housing	Seek available funding for lower income and special needs housing.	Ongoing	The City encourages the conversion of moderate to low and low to very low inclusionary units through a trade of credits (i.e., 1.5 moderate income units = 1 low income unit) in order to increase the numbers of units at lower income levels. The County CDC toolbox, though helpful, has not provided immediate assistance to expand on low income housing to date, however funding options and allocations through the CDC are expanding as State and federal funds have increased. Direct financial assistance are needed to bridge the large gap between development costs and affordable rents and the City is using SB2 grant funds to streamline the development of housing, and therefore low income housing, generally.
3-4 Reasonable Accommodation	Ensure reasonable accommodations are provided	Ongoing	The City processes requests for reasonable accommodations, as needed.
3-5 Senior Shared Housing Programs	Work with County CDC & non profit housing organizations to determine interest in a senior shared housing program.	Ongoing	The CMC amendments have been completed and our current work with an ADU/JADU ordinance will also address the senior share program. This past year the City entitled a 122 unit senior assisted living (housing) project.
3-6 Maintain Adequate Staff	Ensure adequate staff to process housing development applications.	Ongoing	The City has entered an ongoing contract with an outside consulting firm who process projects when workload exceeds staff capacity and this contract will continue into 2020.
3-7 Tax Exempt Financing	Require developers utilizing tax exempt financing to include Section 8 vouchers.	Ongoing	To date, the City of Cotati has had no developers utilize tax exempt financing.
3-8 Review Processing Fees	Explore opportunities to reduce fees and provide discounts to affordable projects.	Ongoing	The City developed a Fee Deferral program to help project proponents reduce carrying costs on units under construction. We've also worked with individual developers to spread out the timing of the affordable units so that proceeds from the market rate units can help carry costs of the affordable units. Further, the City has utilized bond financing to partially cover the impact fee costs for recent development of a 47-unit project (Kessing Ranch), which included 7 affordable housing units. Finally, in keeping with State mandates, ADUs up to 750 square feet will not be changed any impact fees to develop within the community.

3-9 Monitor Use Permit Requirements for Affordable Housing	Monitor requirement for UP on multi-family projects in the NU zone.	Ongoing	In this cycle, the City has not had any formal applications for projects in the NU zone however staff will be removing the Use Permit requirement for residential development within the NU district as a component of the SB 2 Grant funded efforts to allow more multi-family housing "by right".
4-1 Housing Discrimination Complaints	Ensure that residents have access to information regarding fair housing rights.	Ongoing	In this cycle to date, the City has had no fair housing complaints. We have information available at our front counter and on our website.
4-2 Nondiscrimination Clauses	Include nondiscrimination clauses in agreements for publically assisted housing units.	Ongoing	The City's only current non-discrimination housing assistance comes through deed restrictions; those legal documents all require non-discrimination language
4-3 Nondiscrimination Coordination	Continue to address fair housing issues through organizations that provide assistance.	Ongoing	In this cycle, we have so far not had any discrimination complaints or need for mediation.
5-1 Energy Conservation & Efficiency	Promote energy efficiency and conservation	Ongoing	The adopted General Plan focuses on infill development in lieu of extension of services. In addition, most of the City's developable area is covered by mixed use or multi-family zoning. A requirement of our Climate Action Plan calls for 50% of all new residential units to be solar ready with panels at final inspection. Additionally, the City requires Cal Green Tier 1 compliance for all new development. Finally, the City is exploring implementation of REACH codes at some point in the future.
6-1 Annual Report	Prepare an annual report to the City Council describing implementation of the Element.	Annual	This Annual Progress Report (APR) is scheduled annually to be presented to Council in the Spring.
6-2 Workshops & Public Hearings	Hold workshops that provide the public, developers and service providers with opportunities to review and discuss the Housing Element.	Ongoing	The City conducted a housing workshop on Oct. 24, 2019, which included summaries of efforts to implement the Housing Element policies and respond to State mandates regarding housing. In addition to this workshop, city staff has presented to two community groups in an effort to expand awareness regarding City efforts to improve the process to develop housing in the City and implement the policies of the Housing Element.

2019 COTATI Housing Element Annual Progress Report

TABLE E - Commercial Development Bonus Approved pursuant to GC Section 65915.7

No Data Available

2019 COTATI Housing Element Annual Progress Report

TABLE F - Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(2)

Affordability by Household Incomes (Units that DO NOT count towards RHNA)					
Activity Type	Extremely Low-Income	Very Low-Income	Low-Income	Total Units	Description of Activity
Rehabilitation Activity	0	0	0	0	
Preservation of Units At-Risk	0	0	0	0	
Acquisition of Units	0	0	0	0	
Mobilehome Park Preservation	0	0	0	0	
Total Units by Income	0	0	0	0	
Affordability by Household Incomes (Units that DO count towards RHNA)					
Activity Type	Extremely Low-Income	Very Low-Income	Low-Income	Total Units	Description of Activity
Rehabilitation Activity	0	0	0	0	
Preservation of Units At-Risk	0	0	0	0	
Acquisition of Units	0	0	0	0	
Mobilehome Park Preservation	0	0	0	0	
Total Units by Income	0	0	0	0	

2019 COTATI Housing Element Annual Progress Report

TABLE G - Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of (CCR Title 25 §6202)

No Data Available

2019 COTATI Housing Element Annual Progress Report

TABLE H - Locally Owned Surplus Sites (CCR Title 25 §6202)

No Data Available

2019 COTATI Housing Element Annual Progress Report

LEAP Reporting (CCR Title 25 §6202)

No Data Available