

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction COTATI

Reporting Period 01/01/2015 - 12/31/2015

Pursuant to GC 65400 local governments must provide by April 1 of each year the annual report for the previous calendar year to the legislative body, the Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD). By checking the “Final” button and clicking the “Submit” button, you have submitted the housing portion of your annual report to HCD only. Once finalized, the report will no longer be available for editing.

The report must be printed and submitted along with your general plan report directly to OPR at the address listed below:

Governor’s Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

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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	
(9) Total of Moderate and Above Moderate from Table A3				2	3						
(10) Total by Income Table A/A3			0	0	2	3					
(11) Total Extremely Low-Income Units*			0								

* 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 in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

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

* Note: This field is voluntary

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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	0	0	2	0	2	0
No. of Units Permitted for Above Moderate	3	0	0	0	0	3	0

* Note: This field is voluntary

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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.												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	35	0	0	0	0	0	0	0	0	0	0	35
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Low	Deed Restricted	18	0	0	0	0	0	0	0	0	0	0	18
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Moderate		18	2	0	0	0	0	0	0	0	0	2	16
Above Moderate		66	3	0	0	0	0	0	0	0	-	3	63
Total RHNA by COG. Enter allocation number:		137											
Total Units ▶ ▶ ▶			5	0	0	0	0	0	0	0	0	5	132
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely 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
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.
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 others to look for new opportunities for partnerships. See Program 2-4 below.
1-3 Capital Improvement Program	Determine priorities for CIP project in order to maintain older neighborhoods.	Annually	The City has a major sewer project underway projected for FY 16-17 . Without this project, new home construction in two areas of the City would be significantly limited so the project has been given the highest priority. It is expected to be under construction in fall of 2017.
1-4 Housing Inspection & Code Enforcement	Compliance with health & safety requirements.	Ongoing	During this time the City was not actively enforcing code enforcement measures due to staffing constraints. Since 2015 the City has started contracting with a consultant that has helped bring red tagged homes up to compliance.
1-5 Mobile Home Park Conversion to Ownership	Facilitate resident purchase.	1-Oct-15	Two of the City's three parks recently sold to new owners who have no interest in selling to their residents. The City will continue to make residents aware of

			the program.
1-6 Inventory Affordable Housing and Mobile Home Parks	Maintain inventory of affordable units & mobile home parks	November 2015 & 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 units have been at risk of converting to market rate.
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.
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 have inclusionary requirements and/or density bonuses. Additionally, section 17.31.010.C specifically states "Implement the policies of the housing element of the general plan." This was updated and adopted by Ordinance 766 in 2004.
2-3 Second Dwelling Units	Periodically review ordinance to ensure no revisions are needed.	Bi-annual	The 2016 State laws will address many of the needs for accommodation of second units. The City will be following with an ordinance to deed restrict all or some of the ADU's to affordable levels.
2-4 Emergency Shelters, Transitional Housing & Supportive Housing	Seek sources of funding to support for shelters, transitional & supportive housing	May 2015 and Ongoing	Code changes were completed in May 2015. The City has partnered with Catholic Charities to provide space and facilities for their Safe Parking program.
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.
2-6 Barrier Removals for Multi-Family Development	Amend LUC to eliminate CUP requirement in NU zone and reduce parking requirements.	Before or during FY 16-17	This project has not yet been initiated but will be completed together with any applications for housing in the NU zone. To date we have had no NU zoned project applications.
3-1 Affordable and Special Needs Housing Incentives	Amend LUC to allow for reduced standards and provide incentives to developers.	LUC amendment May 2015 & Ongoing	In this cycle, the city is anticipating density bonus entitled projects to pull building permits.
3-2 Planning for Affordable and Special Needs Housing	Develop a stakeholders group to meet annually to discuss needs and priorities.	First meeting October 2015	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.	County CDC currently developing toolbox for very low and extremely	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. So far in this cycle, one developer has utilized that option, creating 4 Very Low income units.

		income househ	
3-4 Reasonable Accommodation	Ensure reasonable accommodations are provided	LUC amendments complete May 2015 & Ongoing	In this Housing Element cycle, the City has processed three reasonable accommodations; all were completed quickly with no complaints from the applicants.
3-5 Senior Shared Housing Programs	Work with County CDC & non profit housing organizations to determine interest in a senior shared housing program.	LUC Amendments May 2015	The LUC amendments have been completed but a program has not yet been initiated.
3-6 Maintain Adequate Staff	Ensure adequate staff to process housing development applications.	Ongoing	The City has entered into a contract with an outside consulting firm who will process projects when workload exceeds staff capacity. We have utilized the firm with two housing projects in this cycle.
3-7 Tax Exempt Financing	Require developers utilizing tax exempt financing to include Section 8 vouchers.	Ongoing	To date, we have had no developers utilize tax exempt financing.
3-8 Review Processing Fees	Explore opportunities to reduce fees and provide discounts to affordable projects.	Prior to June 30, 2016	The City partnered with Habitat in 2014 for Humanity to provide 5 single family detached homes on an infill site. The City's participation included a \$414,965 grant to offset fees.
3-9 Monitor Use Permit Requirements for Affordable Housing	Monitor requirement for UP on multi-family projects in the NU zone.	Ongoing; first evaluation during Q4 of 2015/16	In this cycle, we have so far not had any applications for projects in the NU zone.
4-1 Housing Discrimination Complaints	Ensure that residents have access to information regarding fair housing rights.	Ongoing	The City has fostered two fair housing complaints through Fair Housing of Sonoma County; both had positive resolution.
4-2 Nondiscrimination Clauses	Include nondiscrimination clauses in agreements for publicly assisted housing units.	Ongoing	The City's only current 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 our developable area is covered by mixed use or multi-family zoning. A requirement of our soon-to-be-adopted Climate Action Plan requires 50% of all new residential units to be solar ready with panels at final inspection.

6-1 Annual Report	Prepare an annual report to the City Council describing implementation of the Element.	Annual	The City is dedicated to meeting our housing goal by or before the end of the eight year cycle, therefore we have gone back and reported for 2015.
6-2 Workshops & Public Hearings	Hold workshops that provide the public, developers and service providers with opportunities to review and discuss Element.	Ongoing	Due to the low volume of development projects in the City; we have not yet been able to determine areas of needed amendment so no new proposals have been evaluated. As the pace of development increases, this is expected to change as new ideas and realities emerge.

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General Comments: