RESOLUTION NO. 3191-15

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR ACCEPTING THE 2014 ANNUAL HOUSING ELEMENT PROGRESS REPORT

WHEREAS, the Town of Windsor Housing Element of the General Plan outlines the Town's policies, goals, objectives, and implementation of programs to provide housing to Town residents; and

WHEREAS, one of the implementation programs in the General Plan is the establishment and implementation of an annual monitoring program to determine housing affordability and income levels for all new units built within the Town of Windsor; and

WHEREAS, the California Department of Housing and Community Development (HCD) and the Association of Bay Area Governments (ABAG) established Regional Housing Needs Allocations for 2015-2023; and

WHEREAS, the Town's Housing Element, New Housing Development Policy 1.D requires the Town review and report annual on implementation of the Housing Element Programs and that the annual report be presented in a public hearing; and

WHEREAS, in accordance with the provisions of law, the Town of Windsor Town Council did conduct a public hearing on April 15, 2015 on said report at which time all interested persons were given an opportunity to be heard; and

WHEREAS, ABAG established allocations by income categories for 101 cities and nine counties in the Bay Area region; and

WHEREAS, the Town's 2014 Annual Housing Element Progress Report provides information to the Town Council as it relates to the established allocation goals and the actual production of new housing units; and

WHEREAS, staff has reviewed the building permit reports and prepared the 2014 Annual Housing Element Progress Report, which includes the allocation goals established by HCD and ABAG and the actual production of new housing units for Town Council review.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Windsor accepts the 2014 Annual Housing Element Progress Report attached as Exhibit "A", and authorizes submission of the report to HCD and ABAG.

PASSED, APPROVED AND ADOPTED this 15th day of April 2015, by the following vote:

AYES:	**COUNCILMEMBERS FOPPOLI, FUDGE, SALMON AND VICE MAYOR MILLAN**
NOES:	**NONE**
ABSTAIN:	**NONE**
ABSENT:	**MAYOR OKREPKIE**

MARK MILLAN, VICE MAYOR

ATTEST:

MARIA DE LA O, TOWN CLERK

Exhibit "A" – 2014 Annual Housing Element Progress Report

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

Jurisdiction Town of Windsor

Reporting Period 1/1/2014 - 12/31/2014

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.
(9) Total of Moderate and Above Moderate from Table A3 ►					1	9	10				
(10) Total by income Table A/A3 ► ►					1	9	10				
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

EXHIBIT "A"

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

Jurisdiction Town of Windsor

Reporting Period 1/1/2014 - 12/31/2014

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**				1		1	1
No. of Units Permitted for **Above Moderate**	9					9	9

* Note: This field is voluntary

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

Jurisdiction Town of Windsor

Reporting Period 1/1/2014 - 12/31/2014

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									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	120											120
	Non-deed restricted												
Low	Deed Restricted	65											65
	Non-deed restricted												
Moderate	Deed Restricted	67											66
	Non-deed restricted		1									1	
Above Moderate		188	9									9	179
Total RHNA by COG. Enter allocation number:		440	10									10	430
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 Town of Windsor

Reporting Period 1/1/2014 - 12/31/2014

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**
See Attached Table C			

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

Jurisdiction	Town of Windsor		
Reporting Period	1/1/2014	-	12/31/2014

General Comments:

TABLE C
Program Implementation Status

	Housing Element Policy 2015-23	Implementation Method
	NEW HOUSING DEVELOPMENT	
1.A	**Inclusionary Housing Ordinance.** The Town shall continue to implement the Inclusionary Housing Ordinance and require new residential development of 10 or more units to set aside either 10 percent of units for moderate-income, 7.5 percent for low-income, or 5 percent for very-low income households. The Town shall also continue to allow developers to satisfy their inclusionary housing requirements through various options, which may include payment of an in-lieu fee, land donations, or off-site construction. The Town shall investigate the feasibility of conducting a nexus study to determine an appropriate in-lieu fee, and based on the findings of the study, the Town may adopt an updated in-lieu fee or eliminate the in-lieu fee option. The Town shall establish a dedicated fund for the inclusionary housing in-lieu fee and a program for distributing the funds for the development of affordable housing. The Town shall facilitate partnerships between developers of market-rate units and affordable housing developers to assist developers in meeting inclusionary requirements, including partnerships with non-profit and for-profit developers of affordable rental housing and organizations employing Community Land Trust model (e.g. Housing Land Trust of Sonoma County). (Community Development Department)(2016)	On-going; The Town is current in the process of updating the General Plan and will address this issue as part of the implementation of the General Plan.
1.B	**Assistance to Affordable Housing and Special Needs Housing Developers.** The Town shall work with developers of affordable housing and housing for special needs groups to plan and develop projects that will be an asset to the community. Such work may include, but not be limited to: support in applications for regional, State, and Federal funding, design review works, site location assistance, and direct financial assistance. Financial support may come in the form of inclusionary housing in-lieu fees, Community Development Block Grant (CDBG) funds, Mental Health Services to Act (MHSA) funding, and other regional, State, and Federal sources that the Town shall continue to pursue in partnership with local developers. (Town Manager, Community Development Department)	Annually;
1.C	**Annual Growth Control Report.** The Town shall monitor the supply of residential land through its Annual Growth Control Report to ensure sufficient developable land is planned and zoned for single family and multifamily residential development to accommodate projected housing needs for the RHNA planning period through October 31, 2022. If, at any time, the supply of sites zoned for multifamily housing falls below the quantity of land required to accommodate the Town's remaining need for higher density multifamily housing, the Town shall initiate rezonings to provide additional land. (Community Development Department/ Planning)	Annually; The Town has completed its 2014 Annual Growth Control Report. The Town adopted its 2015-2023 Housing Element Update, which was certified by HCD on February 12, 2015. The update addresses sites available for development and meeting the Town's RHNA numbers.

	Housing Element Policy 2015-23 – New Housing Development continued	Implementation Method
1.D	**Annual Housing Report.** The Town shall review and report annually on the implementation of Housing Element programs and the effectiveness in meeting the program objectives for the prior calendar year. The Town shall present the annual report at a public hearing before submitting the annual report to the California Department of Housing and Community Development and the Office of Planning Research. (Community Development Department/ Planning)	Annually; The Town will complete the annual housing reports annually.
1.E	**Encourage Affordable Housing Development at Shiloh Road Village.** The Town shall an effort to publicize opportunities for development of housing at the Shiloh Road Village site. This effort shall include organizing special marketing events geared toward the development community and posting the site inventory and other updates pertaining to Shiloh Road Village on the Town's website. As an objective, the Town shall aim to support the development of at least 200 affordable units at Shiloh Road over the course of this planning period. (Community Development Department)	Ongoing; The Town continues to promote higher density affordable housing in the Shiloh Road Village Vision Plan area.
1.F	**Support the Development of Rental Housing and Housing Affordable to Extremely Low-Income Households.** The Town shall prioritize funding identified in Program 1.B for development of housing affordable to extremely low-income households. The Town shall encourage developers to use the density bonus incentives to encourage the development of single-room occupancy rental units. Further, the Town shall commit a portion of the in-lieu fees from Program 1.A to partner with non-profit housing development organizations to build high-density residential and mixed-use housing that includes units affordable to extremely low-income households. (Community Development Department)	Research and seek funding opportunities biannually;
1.G	**Affordable Secondary Dwelling Unit Incentive Program.** The Town shall develop an affordable second dwelling unit incentive program to encourage property owners to deed restrict second units as affordable rental housing for lower- or moderate-income households. As part of the program, the Town shall establish long-term affordability requirements and a monitoring program to ensure long-tern affordability is maintained. The Town may impose a small monitoring fee to cover program costs. Incentives may include but are not limited to: an increase in the maximum allowed size of second units, a reduction in the minimum lot size on which second units are allowed, reduced setbacks and/or other property development standards, and/or permit and development fee waivers. (Community Development Department, Town Manager, Town Council)(2018)	On-going; The Town is in the process of hiring a contract planner to address the Town's housing programs and requirements.
1.H	**Station Area/Downtown Inclusionary Housing Ordinance.** The Town shall explore the feasibility of amending the Inclusionary Housing Ordinance to include a higher affordability requirement for projects with the Station Area/Downtown Specific Plan planning boundary. (Community Development Department)(2016)	On-going; The Town is currently Updating the General Plan, inclusionary housing will be addressed as part of the update and implementation.

	Housing Element Policy 2015-23	Implementation Method
	Assistance to Households	
2.A	**Pursue Funding for Homebuyer Assistance.** As opportunities arise, the Town shall pursue funding from State agencies for homebuyer assistance, particularly in partnership with the sponsors of affordable housing projects. (Community Development Department/Planning)	On-going; As State funding programs become available.
2.B	**Mortgage Credit Certificate Program.** The Town shall continue to participate in the Mortgage Credit Certificate (MCC) Program, administered by the County of Sonoma and is part of a Joint Powers Agreement to provide assistance to first-time lower- and moderate-income homebuyers. The Town shall continue to publicize the program through the distribution of brochures and information on the Town website. (Community Development Department/Planning, Sonoma County Community Development Commission)	On-going; The Town annually renews its membership in the MCC program
2.C	**Section 8 Rental housing Subsidies.** The Town shall continue agreements with Sonoma County Housing Authority to make Section 8 rental housing subsidies available to qualified Windsor residents whenever available. (Town Manager, Sonoma County Housing Authority)	Ongoing; The Town has an on-going agreement with the Sonoma County Housing Authority.
	Maintenance and Improvement of Housing Stock	
3.A	**CDBG Housing and Mobile Home Rehabilitation Program.** The Town shall continue to encourage residents to participate in the Sonoma County Community Development Commission housing Rehabilitation Program funded by Community Development Block Grant (CDBG) funding. The Town shall publicize the availability of funding for rehabilitation via the Town website and encourage residents to consider applying for fund through code enforcement cases. (Town Manager, Sonoma Community Development Commission)	Ongoing; The Town pursues CDBG funding annually. The Town has been focusing CDBG funds on ADA compliance projects.
3.B	**Additional State, Federal, and Other Funds for Rehabilitation.** The Town shall continue to apply for CDBG funds from the County Community Development Committee on an annual basis, in partnership with sponsors of affordable housing projects in Windsor, and shall continue to seek funds from State and Federal sources to augment local funds for housing rehabilitation. This effort may include partnerships with affordable housing developers to access funds. In addition, the Town shall secure mortgage revenue bonds through the California Housing Finance Agency at the request of developers. (Town Manager, Community Development Department/Planning)	Annual; The Town actively pursues all funding sources to assist in the development of affordable housing.
	Preservation of Affordable Units At-Risk Conversion	
4.A	**Mobile Home Park Conversion Ordinance.** The Town shall continue to contract with the Sonoma County Community Development Commission to administer its Mobile Home Park Conversion Ordinance to provide financial assistance to occupants in the relocation process, and to discourage circumstances under which mobile home parks may be converted to other uses. (Community Development Department)	On-going; The Town recently signed a 2 year contract with the Sonoma County Community Development Commission to administer the Mobile Home Park Conversion Ordinance. The "Bell Village Residential" project plan on the old Windsorland site is currently in the entitlement process.

	Housing Element Policy 2015-23	Implementation Method
	Preservation of Affordable Units At-Risk Conversion - continued	
4.B	**Mobile Home Park Rent Stabilization.** The Town shall continue to provide for the administration and enforcement of the Town's Mobile Home Park Rent Stabilization Ordinance. (Community Development Department)	On-going; The Town recently signed a new 2 year contract with the Sonoma County Community Development Commission.
4.C	**Monitoring Rental Unit Conversion and Affordable Unit Supply.** The Town shall monitor local trends in rental unit conversion and examine the feasibility of a condominium conversion ordinance to preserve the supply of rental units. This monitoring shall occur as part of the subdivision mapping process, which would alert the Town to a proposed condominium conversion. As part of this program, the Town shall also continue to monitor its supply of affordable units, associated affordability expiration dates, and local sales prices for homes. Monitoring shall occur in tandem with the Town's Annual Housing Report, which examines the physical condition and affordability terms of local affordable housing projects (See Program 1.D). (Community Development Department)	On-going; The Town had no conversion requests in 2014.
4.D	**Preservation of Assisted Housing Stock.** The Town shall work with other governmental and non-profit organizations to use available resources in the preservation or replacement of existing affordable housing developments in Windsor, particularly publicly-assist units. The Town shall strengthen relationships with other governmental and non-profit organizations to develop a strategy for preservation of the Windsor's affordable housing stock as affordability terms expire and the need arises. The Town shall also work with project owners and sponsors to ensure that once units are noticed to convert to market-rate, tenants receive proper notification. This monitoring process shall occur in tandem with the Town's Annual Housing Report. (Community Development Department)	On-going; None of the Town's multi-family affordable housing stock is in jeopardy of converting to market rate due to 45 year restrictions. Individual units with deed restrictions are in jeopardy. With the loss Redevelopment funding, the Town would be unable to re- purchase units in jeopardy of converting to market rate.
	Addressing Governmental Constraints	
5.A	**Design Review Process.** The Town shall evaluate its Design Review process to assure developers a reasonable and fair approach to the application of the Town's Design Standards. This evaluation shall include a detailed analysis of the Town's current design review guidelines to identity better requirements and approval procedures and shall analyze the impacts of the guidelines and process on housing costs and approval certainty. The evaluation will result in a series of recommended actions to streamline this process, as well as an identification of responsible agencies and a timeline for implementation. As part of this process, the Town shall aim to set a maximum of two Planning Commission meetings for Design Review. The Town shall also consider fast-track permit procedures to encourage affordable housing projects including cohousing, self-help, and community housing. (Town Attorney, Community Development Department)(2016)	On-going; The Town continues to work on the Design Review process. The Town uses CEQA exemptions on projects as appropriate. Staff uses the Town's Zoning Ordinance when determining the level of review required for a project and has successfully approved projects at an Administrative Hearing level in one meeting. Staff continues to aim for a maximum of two Planning Commission meetings for Design Review. Development of affordable housing is exempt from the Town's Growth Control Ordinance.

	Housing Element Policy 2015-23	Implementation Method
	Addressing Governmental Constraints - continued	
5.B	**Tree Preservation and Protection Ordinance.** The Town shall maintain a flexible approach towards implementation of the Tree Preservation and Protection Ordinance. The Town shall work with residential developers to craft reasonable solutions on a case-by-case basis that support financially feasible development while preserving and protecting the Town's trees. (Community Development Department/Planning)	On-going; The Town exercises flexibility in the administration of its Tree Protection Ordinance by working with the developer to site homes to both save trees while continuing to support financially feasible solutions and development, often incorporating tree replacement into the projects landscaping materials in-lieu of mitigation fees.
5.C	**Development Impact Fee Review.** The Town shall review its current development impact fee program to confirm the appropriate level of impact fees to charge for multifamily residential units and second units based on the demand they create for public facilities and infrastructure. As justified by this review, the Town shall reduce fees for multifamily units, second units, co-housing, and self-help housing units to encourage their construction. As appropriate, the Town shall also reduce fees for lower-income housing on a sliding scale related to the level of affordability during the next impact fee review. (Public Works Department, Administrative Service Department, Community Development Department) (2016)	On-going; The Town reviews its impact fees annually.
5.D	**Annual Growth Control Report.** As part of the Annual Growth Control Report (described in Program 1.C) the Town shall evaluate the capacity of the Town's infrastructure and service systems (i.e. road, drainage, water recycled water, parks, public safety, schools) and outline strategies to expand these systems to serve new development. (Community Development Department)	On-going; The Town completes an Annual Growth Control Report.
5.E	**Capital Improvement Program.** The Town shall continue to update and implement its five-year Capital Improvement Program to guide development of public facilities required by new residential demand and to improve existing facilities in need of upgrading. (Town Manager, Administrative Services Department)	Annually; The five-year Capital Improvement Program is updated in conjunction with the Town's two year budget cycle.
5.F	**Parking Requirements.** The Town shall evaluate its parking requirements, particularly for multifamily, affordable, homeless, and farmworker housing, to examine the feasibility of requiring fewer parking spaces per unit, thereby lowering development costs and supporting financial feasibility. This review will result in a series of recommendations for adjusting the Town's parking standards, as appropriate. (Community Development Department)(2016)	On-going; On a case-by-case basis the Town evaluates parking reductions for residential housing projects .
	Provisions of Special Needs Housing	
6.A	**Agricultural Worker Housing.** The Town shall cooperate with housing developers to secure additional funding for farmworker projects from sources administered by the California Department of Housing and Community Development, including the Farmworker Housing Grant Project, the State Office of Migrant Services, and the Federal Farmers Home Administration. (Community Development Department/Planning)	Bi-Annually; Research and seek funding opportunities – objective 10 units of farmworker housing.

	Housing Element Policy 2015-23	Implementation Method
	Provisions of Special Needs Housing - continued	
6.B	**Zoning for Agricultural Worker Housing.** The Town shall amend the Zoning Ordinance to fully comply with State law requirements for agricultural worker housing (Health and Safety Code Section 17021.6), which requires agricultural worker housing of up to 12 units (or 36 bed in group housing) to be treated as an agricultural use and allowed in all zones allowing agriculture, subject to the same permit requirements. (Community Development Department/Planning)(2016)	On-going; The Town does not have any agriculturally zoned properties within its boundaries. The Town's Zoning Ordinance currently allows farmworker housing on industrially and community commercial zoned parcels. To date, no farmworker housing projects have been proposed.
6.C	**Homeless Services.** The Town shall continue to provide financial support for area homeless services, and if appropriate support a regional effort to develop homeless facilities. The Town shall partner with and support local organizations and churches that provide assistance to homeless residents. (Community Services Department/Planning)(2016)	On-going; The Town pays its annual share of funding to Sonoma County for the operation of a county serving homeless shelter.
6.D	**Transitional Housing, Supportive Housing, and Residential Care Homes.** The Town shall support developers of transitional and supportive housing facilities through applications for State and Federal funding, design review workshops conducted in conjunction with the Annual Growth Control Report, site location assistance, and direct financial assistance, as necessary and appropriate. Through these efforts, the Town shall strive to create permanent supportive housing for its share of Sonoma County's homeless and disabled population, per the County's 10-Year Homeless Action Plan, as well as residents with developmental disabilities. (Community Development Department/Planning)	On-going;
6.E	**Coordinate with the North Bay Regional Center.** The Town shall work with the North Bay Regional Center to implement an outreach program informing residence of the housing and services available for person with developmental disabilities. The Town shall make information available on the Town website. (Community Services Department)(2015)	On-going;
	Equal Housing Opportunities	
7.A	**Promote Equal Housing Opportunities.** The Town shall continue to continue to make referrals to Fair Housing of Sonoma County (FHOSC) to assist with housing discrimination complaints and for landlord/tenant mediation services. The Town shall also make available written materials on fair housing education to tenants and landlords at community and senior centers, recreation centers, and at the Town's Community Development Counter. (Community Development Department, Parks and Recreation Department)	On-going;

	Housing Element Policy 2015-23	Implementation Method
	Opportunities for Water and Energy Conservation	
8.A	**Windsor Efficiency Pays®.** The Town shall continue to implement the Windsor Efficiency Pays® program to allow residents to finance efficiency updates and benefit from utility bill savings through a voluntary assessment. The Town shall perform significant outreach to market the program via its website and printed materials, and will encourage owners whose homes are subject to code enforcement to take advantage of this opportunity. (Administrative Services Department)	On-going; The Town continues to solicit participation in Windsor Efficiency PAYS®, marketing the program through direct mail postcards, website, and word of mouth from satisfied participants. The Town Council will receive a program update from staff in May 2015 and will provide direction about whether to continue offering the program.
8.B	**Water Smart Home Program.** The Town shall continue to implement the Water Smart Home program to provide residents with free water use assessments. (Community Development Department/Building)	On-going; Town staff continues to offer free in-home residential water use assessments as requested, or as required for participation in water conservation rebate incentive programs. The assessment includes performance checks of water using fixtures, a whole-house leak check, and an irrigation system inspection with scheduling recommendations.
8.C	**Infill Design Standard.** The Town shall continue to implement its Residential Infill Policy, established in 2002, which allows high densities and encourages compact development patterns that in turn promote housing affordability, maximize existing land resources, reduce pressure to convert agricultural resources, and conserve habitat and environmentally sensitive areas. The Residential Infill Policy will be largely supported through implementation of the Station Area/Downtown Specific Plan, which allows higher densities and encourages compact development in the downtown area. (Community Development Department/Planning)	On-going; In 2011, the Town adopted the Station Area Plan increasing densities within a ½ mile of the Town's intermodal station. Also included in the plan are revised in-fill and design standards.