RESOLUTION NO. 2916-12

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR ACCEPTING THE 2011 ANNUAL FAIR SHARE HOUSING REPORT

WHEREAS, the Town of Windsor Housing Element of the General Plan outlines goals and objectives to the Town for providing housing to Town residents; and

WHEREAS, the Town of Windsor General Plan outlines the Town's policies and programs for implementing these goals and objectives; 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 2008-2014; and

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

WHEREAS, the Town's Annual Monitoring 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 Annual Monitoring 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 2011 Annual Fair Share Housing Report attached as Exhibit "A", and authorizes submission of the report to HCD and ABAG.

PASSED, APPROVED AND ADOPTED this 2nd day of May 2012, by the following vote:

AYES:	**COUNCILMEMBERS ALLEN, SALMON AND MAYOR FUDGE**
NOES:	**NONE**
ABSTAIN:	**NONE**
ABSENT:	**VICE MAYOR GOBLE AND COUNCILMEMBER SCHOLAR**

Debora Fudge

DEBORA FUDGE, MAYOR

ATTEST:

Maria De La O

MARIA DE LA O, TOWN CLERK

Exhibit "A" – 2011 Annual Housing Needs Monitoring Report

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

Jurisdiction Town of Windsor

Reporting Period 1/1/2011 - 31-Jan-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	
Mazanita Self Help				22			22		BEGIN / RDA	All	0
											Deed restricted units
(9) Total of **Moderate and Above Moderate** from Table A3 ► ►					0	1	1				
(10) Total by income Table A/A3 ► ►				22		1	23				
(11) Total **Extremely Low-Income** Units*											

* Note: These fields are voluntary

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

Jurisdiction Town of Windsor

Reporting Period 1/1/2011 - 31-Jan-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				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	0	0	0	0	0	0
No. of Units Permitted for **Above Moderate**	1	0	0	0	0	1	1

* Note: This field is voluntary

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

Jurisdiction Town of Windsor

Reporting Period 1/1/2011 - 31-Jan-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.												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	198	0	0	52	0						52	146
	Non-deed restricted												
Low	Deed Restricted	130	0	0	13	22						35	95
	Non-deed restricted												
Moderate	Deed Restricted	137	0	0	0	0							137
	Non-deed restricted												
Above Moderate													
Total RHNA by COG. Enter allocation number:		465											
Total Units ► ► ►					65	22						87	378
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 1/1/2011 - 31-Jan-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**
SEE ATTACHED			

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

Jurisdiction	Town of Windsor
Reporting Period	1/1/2011 - 31-Jan-11

General Comments:

With the loss of Redevelopment, the Town will be unable to assist affordable housing projects in any significant way. We will continue to defer fees, offer density bonuses, but without financing it will be difficult for projects to proceed.

Table C

Program Implementation Status

	Housing Element policy	Implementation method
1	**Housing Density Bonus Ordinance.** The Town shall continue to implement its Housing Density Bonus Ordinance and review its provisions and administration for consistency with State law. In implementing this Ordinance, the Town shall consider zoning concessions as incentives to affordable housing production. (Planning; ongoing)	The Town offers density bonuses to qualifying housing projects. Given the current state of the economy, no developers have taken advantage of the program.
2	**Assistance to Affordable Housing Developers and Developers Addressing Other Special Needs.** 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 state and federal funding, design review workshops, site location assistance, and direct financial assistance. Financial support may come in the form of redevelopment housing set-aside funds, Community Development Block Grant (CDBG) funds, and other state and federal sources that the Town will continue to pursue in partnership with local developers. The Town is currently in the process of applying for funding under the American Recovery and Reinvestment Act (ARRA). In particular, the Town is partnering with Burbank Housing on its application for ARRA funds to support the Windsor Redwoods project. County-disbursed CDBG funds are applied for on an annual basis to support particular affordable housing projects being proposed in Windsor. This application process typically occurs in November for disbursement of funds in the following fiscal year. (Town Manager; Planning; annually)	The Windsor Redwoods project (under construction) received MHSA financing to provide 8 units for recipients of services from the Sonoma County Mental Health Department.
3	**Annual Growth Control Report.** The Town shall, through its Annual Growth Control Report, monitor the supply of residential land to ensure sufficient developable land is planned and zoned for single-family and	The Town has completed its annual growth control report. The Town's Station Area Plan, is a specific plan for

	multifamily residential development. This program helps achieve the objective of blended densities and integrated neighborhood design, and works toward meeting projected housing needs for the planning period extending through June 2014. 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 re-zonings to provide additional land. (Planning; annually)	Downtown is complete. The plan is increases densities in the core of Town designed to support transit, and Downtown businesses.
4	**Annual Housing Report.** The Town shall continue to monitor its supply of affordable housing through the Annual Housing Report. The Report documents the supply, state, and expiry dates of the Town's affordable housing units. In addition, it summarizes the Town's affordable housing activities. (Planning; annually)	The Town completes an annual housing report.
5	**Secondary Dwelling Units.** The Town shall continue current regulations to permit second units on single-family residential lots. As an objective, the Town shall aim to add another 20 secondary dwelling units over the course of this planning period. (Planning; ongoing)	The Town continues to allow second units on all residentially zoned parcels. In 2011, no permit applications were received for second units.
6	**Manufactured Housing.** The Town shall continue to permit manufactured housing in the residentially-zoned districts of the Town. (Planning; ongoing)	The Town continues to allow manufactured housing on all residentially zoned parcels. In 2011, no permit applications were received for manufactured housing.
7	**Encourage Affordable Housing Development at Shiloh Road Village**. The Town shall make an effort to publicize opportunities for the development of housing at the Shiloh Road Village site. This effort shall include organizing special marketing events geared toward the	The Town continues to promote higher density affordable housing in the Shiloh Road Village Vision Plan area. The Town financially (3.1 million dollar)

	development community and posting the site inventory and other updates pertaining to Shiloh Road Village on the Town's website. In addition, the Town will promote Redevelopment Housing Set-Aside Funds to assist affordable housing production for Shiloh Road Village as well as for other sites. As an objective, the Town will aim to support the development of at least 200 affordable units at Shiloh Road over the course of this planning period. (Planning: ongoing)	supported the development of a 65 unit affordable multi-family project in the Shiloh Road Village area.
8	**Support the Development of Rental Housing and Housing Affordable to Extremely Low-Income Households.** The Town will prioritize funding identified in Program 1C for development of housing affordable to extremely low-income households. The Town will encourage developers to utilize the density bonus incentive provided in Program 6.F to encourage the development of single-room occupancy rental units. Further, the Town will 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. (Planning: ongoing)	The Town was able to secure $2.5 million in Prop 1C funding for off site improvements for the Windsor Redwoods affordable housing project.
9	**Silent Second Mortgage Program.** The Town shall expand its Silent Second Mortgage activities. During this planning period, the Town shall aim to assist five additional households through this initiative, and will partner with affordable housing developers to increase access to the Program. Information about the program will be made available on the Town's website and other public locations. (Planning; ongoing)	The Town participated in the Cal-FHA's BEGIN program providing 22 silent second mortgages for the Manzanita self-help project. This financial assistance provided the.....

10	**Additional State Funding.** The Town shall augment its Silent Second Mortgage Program through additional funding from State agencies for homebuyer assistance, such as the Building Equity and Growth In Neighborhoods Program (BEGIN) from the California Department of Housing and Community Development. These funds are typically applied for on an as-needed basis in partnership with the sponsors of proposed affordable housing projects. Funding timelines and application dates vary by program. In recent years, the Town has applied for Residential Development Loan Program (RDLP) and BEGIN funds to support the Terra Green and Manzanita affordable projects. (Planning; annually)	The Town was successful in securing 24-$80,000 silent second mortgages through the BEGIN program for the future homebuyers in the Manzanita project. Further, the Town was able to secure an RDLP loan in the amount of $4.7 million to assist in the construction of the Manzanita Self-Help project.
11	**Mortgage Credit Certificate Program.** The Town shall continue to participate in the Mortgage Credit Certificate (MCC) Program to provide assistance to first-time lower and moderate-income homebuyers. This program is administered by the County of Sonoma and is part of a Joint Powers Agreement between cities in Sonoma County and the County. The availability of this program will continue to be publicized locally. Since the program's inception in November 1993, more than 77 MCCs have been issued in Windsor. (Redevelopment Agency; Sonoma County Community Development Commission; ongoing)	The Town annually renews its membership in the MCC program.
12	**Section 8 Rental Housing Subsidies.** The Town shall continue agreements with the 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 was able to secure Section 8 housing funds for the Windsor Redwoods project, which was a critical funding source for financing the project.
13	**CDBG Housing and Mobile Home Rehabilitation Program.** The Sonoma County Community Development Commission administers Community Development Block Grant (CDBG) funding for housing rehabilitation. Since 1988, the Town has issued $1.2 million in grants and loans through this program. This program also installs Earthquake	The Town pursues CDBG funding annually. The Town has been focusing CDBG funds on ADA compliance projects.

	Reinforced Bracing Systems (ERBS) on mobile homes. To-date, 102 ERBS have been installed on mobile homes of income-eligible households. The Town will publicize the availability of funding for rehabilitation via the Town's website and will encourage residents to consider applying for funds through code enforcement cases. (Town Manager; Planning; Sonoma County Community Development Commission; ongoing)	
14	**Additional State, Federal, and Other Funds.** The Town shall continue to seek funds from state and federal sources to augment local funds for housing rehabilitation. This effort can include partnerships with affordable housing developers to access funds such as the Multifamily Housing Program (MHP) from the California Department of Housing and Community Development. In addition, the Town will secure mortgage revenue bonds through the California Housing Finance Agency at the request of developers. CDBG funds may also be used for rehabilitation purposes. The Town applies for CDBG funds from the County Community Development Committee on an annual basis, in partnership with sponsors of affordable housing projects in Windsor. This application process typically occurs in November for disbursement of funds in the following fiscal year. (Town Manager; Planning; annually)	The Town actively pursues all funding sources to assist in the development of affordable housing. For the Windsor Redwoods project, the Town was able to secure both MHP and HOME funds.
15	**Coordination with Fire Inspection Programs.** The Town shall continue to support the Windsor Fire Protection District's apartment inspection program to identify and abate unsafe conditions in rental housing. The Town shall cooperate with the fire district to ensure inspections are conducted for all rental housing on an annual basis. (Building; ongoing)	The Town's Building Department actively works with the Fire District to inspect and abate all unsafe conditions.
16	**Energy and Water Efficiency Rehabilitation.** The Town shall continue to participate in a new countywide program that allows property owners to finance energy efficiency, water efficiency, and renewable energy	The Town's Energy Savers program provides free water and energy audits.

	improvements through a voluntary assessment. The assessments will be attached to the property, not the owner, and will be paid back through the property taxes over time, making the rehabilitation program more affordable to low-income households. 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. Thus far, in the program's first year, the Town has received permit applications for approximately 15 retrofits that will be financed in this manner. The Town aims to process an average of at least 15 retrofits a year under the program over the course of this planning period. In addition, the Town will participate in the Countywide Building Retrofit Program, which is funded by the Energy Efficiency and Block Grant Conservation Program, and in the initial stages of development. The Program aims to retrofit 80 percent of the County's non-efficient building stock by 2015. The financing program described above will represent a major part of this effort. (Building; ongoing)	Additionally, several citizens and business owners have taken advantage of the Sonoma County Energy Independence Program (SCEIP) to help increase energy and water efficiency.
17	**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. Following closure of the Windsorland mobile home park, the Town seeks to replace up to 131 of those units with affordable homes at the same site. (Planning; ongoing)	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" project on the former Windsorland site, is approved with 154 low and moderate income units.
18	**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. (Planning; ongoing)	The Town recently signed a new 2 year contract with the Sonoma County Community Development Commission.

19	**Monitoring of 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 occurs as part of the subdivision mapping process, which alerts 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 occurs in tandem with the Town's Annual Housing Report, which examines the physical condition and affordability terms of local affordable housing projects (see Program I.E). (Planning; ongoing)	The Town had no conversion requests in 2011.
20	**Preservation of Assisted Housing Stock.** The Town shall work with other governmental and non-profit organizations to utilize available resources in the preservation or replacement of existing affordable housing developments in Windsor, particularly publicly-assisted units. The Town shall strengthen relationships with other governmental and non-profit organizations to develop a strategy for preservation of 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. As stated in Program 4.C, this monitoring process occurs in tandem with the Town's Annual Housing Report. As part of this program, the Town will also continue to record first rights of refusal to purchase all affordable owner-occupied units. During the sale process, the title company alerts the Town to the transaction, and allows it first right of refusal. To the extent possible, the Town will continue to purchase units threatened for conversion and subsidize the resale with the use of a silent second mortgage. (Planning; Redevelopment Agency; ongoing)	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 is unable to re-purchase units in jeopardy of converting to market rate.
21	**Design Review Process.** The Town shall evaluate its Design Review process to ensure developers a reasonable and fair approach to the	In progress.

	application of the Town's Design Standards. This evaluation will include a detailed analysis of the Town's current Design Review guidelines to identify better requirements and approval procedures and will 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 identification of responsible agencies and a timeline for implementation. As part of this process, the Town will aim to set a maximum of two Planning Commission meetings for Design Review. Fast-track permit procedures to encourage affordable housing projects including cohousing, self-help, and community housing will also be considered. (Town Attorney, Planning; December 2010)	
22	**Tree Preservation and Protection Ordinance.** The Town shall maintain a flexible approach toward implementation of the 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. (Planning; ongoing)	In the case of the Manzanita Self-help project, the Town exercised flexibility in the administration of its Tree Protection Ordinance by working with the developer to cite homes to both save trees and construction costs down.
23	**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. Again, as merited by the review of its fees, the Town shall adopt a sliding-scale fee for affordable housing developments depending on the size of the unit or "locking" fees to the time of approval. (Public Works;	The Town reviews its impact fees annually. The Town's former Redevelopment Agency (RDA) offered financial assistance to developers of affordable housing for impact fee payment. Given the loss of Redevelopment, this is no longer possible.

	Administrative Services; Planning; December 2010)	
24	**Fee Deferrals.** The Town shall continue the policy of deferring payment of fees on a case-by-case basis until housing units are sold, ready for occupancy, or long-term financing is in place, as a means of assisting affordable housing projects. (Planning; ongoing)	The Town regularly defers development impact fees on projects that contain affordable units. The Town currently has two current deferrals: Windsor Redwoods, and Manzanita
25	**Annual Growth Control Report.** The Town shall continue to conduct an Annual Growth Control Report that evaluates the capacity of the Town's infrastructure and service systems (i.e., roads, drainage, water, recycled water, parks, public safety, schools) and outlines strategies to expand these systems to serve new development. (Planning; ongoing	The Town completes an annual growth control report.
26	**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; updated annually)	The five-year Capital Improvement Program is updated in conjunction with the two year budget. This was completed in 2010. However due to the loss of Redevelopment funding, many CIP projects have to eliminated.
27	**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. (Planning; December 2009)	The Town evaluates parking reductions for affordable housing projects on a case-by-case basis. In the case of Windsor Redwoods, the Town supported 1.80 spaces per unit, much lower then the current standards.
28	**Exemption of Moderate-Income Households from Growth Control.** The Town shall amend its Growth Control Ordinance to exempt moderate-income households from the annual growth control unit allocation. To date, the Town Council has regularly waived moderate-income units from the annual unit allocation. This change would make	Completed.

	this waiver unnecessary. (Planning; 2010)	
29	**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 Program, the State Office of Migrant Services, and the federal Farmers Home Administration. The Town shall also continue to allow farmworker housing by right in HI (Heavy Industrial) and LI (Light Industrial) districts. Over the course of this planning period, the Town shall support the construction of at least 10 units of farmworker housing. (Planning; ongoing).	The Town's Zoning Ordinance currently allows farmworker housing on industrially zoned parcels. To date, no farmworker housing projects have been proposed.
30	**Emergency Shelters.** The Town shall continue to provide financial support for area homeless services, and if appropriate, support a regional effort to develop homeless facilities. In compliance with SB2, the Town shall make the necessary zoning change to allow for emergency shelters as a permitted use in the CC (Community Commercial) District. (Town Manager; Community Services; Planning; 2010)	The Town pays its annual share of funding to Sonoma County for the operation of a county serving homeless shelter.
31	**Zoning for Transitional and Supportive Housing**. In accordance with SB 2, the Town shall treat transitional and supportive housing as residential uses subject to the same restrictions and permitting processes as other housing types in the same zones, regardless of the number of persons served. In doing so, the Town shall add the definition "transitional housing" to the Zoning Ordinance and shall make the necessary zoning changes to allow for transitional and supportive housing facilities as a permitted use in those zones where comparable housing is a permitted use. (Town Manager; Community Services; Planning; 2010)	Completed
32	**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	On-going

	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. (Planning; ongoing)	
33	**Universal Design.** The Town shall examine the feasibility of adopting elements of the model Universal Design Code established by the California Department of Housing and Community Development as a voluntary component of the Town Building Code. (Planning; 2013	Proposed in the FY 2011-2012 budget.
34	**Smaller Units.** The Town shall continue to allow pairs of studio apartments of 500 square feet or less to be counted as one unit for purposes of calculating densities and fees. (Planning; ongoing)	The Town considers this fee reduction on a case-by-case basis. To date, no projects containing 500 sq. ft. units have been proposed.
35	**Reasonable Accommodation.** The Town will amend the Municipal Code to provide exception for individuals with disabilities reasonable accommodation in rules, policies, practices and procedures that may be necessary to ensure equal access to housing. This provision would allow for variances in land use and zoning regulations to make development of housing for disabled people feasible. Procedures for reasonable accommodation shall include the following decision-making criteria: ▪ The request for reasonable accommodation will be used by an individual with a disability protected under fair housing laws. ▪ The requested accommodation is necessary to make housing available to an individual with a disability protected under fair housing laws. ▪ The requested accommodation would not impose an undue financial or administrative burden on the Town. ▪ The requested accommodation would not require a fundamental	Underway

	alteration in the nature of the Town's land-use and zoning program. (Planning; December, 2013)	
36	**Review of Land Use Regulations for Discrimination Against Disabled Persons.** The Town shall conduct a review of its existing zoning laws, policies, and practices for compliance with fair housing law. (Planning; 2013)	Not completed.
37	**Promote Equal Housing Opportunities.** The Town shall 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 Planning and Community Services offices. These materials include the publications by the Department of Fair Employment and Housing, posted on the following site: http://www.dfeh.ca.gov/DFEH/Publications/publications.aspx (Planning; Community Services; 2010)	Ongoing.
38	**Housing Set-Aside Fund.** The Town shall consider increasing the share of housing set aside funds from 20 percent to 30 percent of total tax increment. (Redevelopment Agency; Planning; 2010)	Not applicable do to the loss of Redevelopment.
39	**Redevelopment Housing Set-Aside Funds.** The Town shall continue to utilize available Redevelopment Housing Set-Aside Funds to assist affordable housing production by private developers. The Redevelopment Agency estimates a total of approximately $700,000 will be committed to providing property owner and developer assistance within the Redevelopment Area each year through fiscal year 2016-2017 when the Redevelopment Project Area expires. The Town expects to accrue $3.5 million by the end of the planning period for the Housing Element covering 2007-2014. Based on recent projects, which required	Not applicable do to the loss of Redevelopment.

	approximately $50,000 per unit in redevelopment subsidies, these funds could assist with the development of approximately 210 additional affordable housing units by the end of the Housing Element planning period. (Redevelopment Agency; ongoing)	
40	**Green Building Ordinance.** The Town shall continue to implement its Green Building Ordinance, which aims to create a more sustainable community by incorporating mandatory Green Building measures into the design, construction, and maintenance of new commercial and residential buildings. Under this Code, all commercial buildings must achieve a minimum of twenty (20) credits on the LEED™ rating system during the planning entitlement review to receive project approval. Residential buildings must achieve a minimum of fifty (50) points on the Green Point rating system for project approval. (Planning; Building; ongoing)	The Town has adopted the Cal-Green tier 1 building code.
41	**Infill Design Standard.** The Town shall continue to implement its Infill Standard which allows higher densities and encourages compact development patterns, which in turn promote housing affordability, maximize existing land resources, reduce pressure to convert agricultural resources, and conserve habitat and environmentally sensitive areas. (Planning; ongoing)	The Town, in 2011, 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.
42	**Flexibility for Development on Infill Parcels.** Wherever appropriate, the Town shall grant flexibility to allow development on infill parcels where adopted development standards would preclude development feasibility. This flexibility can be applied on a case-by-case basis in tandem with Design Review procedures. (Planning; ongoing)	The Town exercises its digression on a case-by-case basis for infill projects located on difficult to development parcels.
43	**Sustainability Element.** The Town shall craft a Sustainability Element as an additional component to its General Plan. The Element would link together Circulation, Housing, Economic Development, Land Use, and other Elements of the General Plan, identifying policies and programs that facilitate and encourage an environmentally-sensitive development pattern and community. (Planning; 2013)	The Town is considering a comprehensive General Plan update.

44	**Old Redwood Highway Area Plan.** The Town shall develop an Area Plan for Old Redwood Highway that bring a sustainable approach to economic development, land use planning, urban design, and transportation along the corridor. The Area Plan would build on the work of the American Institute of Architects (AIA) Sustainable Design Area Team (SDAT). As a major arterial through Windsor, the land use form along Old Redwood Highway would establish the principal form for new development in the community. (Planning; 2013)	The Town is considering a comprehensive General Plan update.