

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202 )

**Jurisdiction**      City of Fort Bragg

**Reporting Period**      6/1/2015 - 6/1/2016

**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	
018-051-28 & 29	Duplex	O		2			2	2	Habitat for Humanity		Per ILUDC
018-440-66	SFH	O				1	1	1			
008-191-27	Mobile Home	O			1		1	1			
018-440-64	SFH					1	1	1			
018-051-28 & 29	Duplex			2			2	2	Habitat for Humanity		Per ILUDC
(9) Total of <b>Moderate and Above Moderate</b> from Table A3 ▶ ▶				0	3	3					
(10) Total by income Table A/A3 ▶ ▶				4	1	5	10	7			
(11) Total <b>Extremely Low-Income</b> Units*											

\* Note: These fields are voluntary

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

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA 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		2	1	3	The City administered it's CDBG funded housing rehabilitation program with three qualified low and very low income home-owners.
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	2	1	3	

\* 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 <b>Moderate</b>						0	
No. of Units Permitted for <b>Above Moderate</b>	2	0	0	0	1	3	3

\* 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.			2014	2015	2016	2017	2018	2019	2020			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	5	12									12	-7
	Non-deed restricted												
Low	Deed Restricted	5	12									12	-11
	Non-deed restricted			2	2						4		
Moderate	Deed Restricted	3	1									1	2
	Non-deed restricted												
Above Moderate		9	1	3	4							8	1
Total RHNA by COG. Enter allocation number:		22	26	5	6							37	-15
Total Units ▶▶▶													
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)	<b>Housing Programs Progress Report - Government Code Section 65583.</b> Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Program H-1.1.1 Housing Rehabilitation Projects; Program H-1.1.3 Housing Rehabilitation/Preservation Program: Housing Rehabilitation/Preservation Program: Continue the City's housing rehabilitation program which provides low interest loans for the rehabilitation of homes owned or occupied by very low to moderate income households. Continue to seek funding from CDBG, HOME and other sources for the housing rehabilitation loan program. Facilitate citizen awareness of the City's rehabilitation loan program.	30 rehabilitated units	2014-2019	3 units rehabilitated to date. One additional unit in process.
Program H-1.1.2 Target Areas: Continue to identify target areas and specific properties where housing rehabilitation is most needed through a periodic update of the housing conditions survey which identifies the neighborhoods and areas requiring rehabilitation assistance. Scheduling:	Housing Conditions survey	Update in 2015	Not Completed
Program H-1.1.4 Capital Improvement Program:	Consider capital improvement projects necessary to maintain the community's older neighborhoods as part of the City Council's annual review of the Capital Improvement Program.	Annually	Completed annually

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Program H-1.2.1 Single-Family Homes: Consider revising the zoning ordinance so that single-family residences, located in commercial zones, can be used as single-family residences, even if their legal non-conforming status has expired due to vacancy or interim commercial use.	Revise zoning ordinance	2014-2015	Rezoning is underway
Program H-1.2.2 Housing Rehabilitation in Non-Residential Areas: Continue to permit substantial rehabilitation of, and additions to, existing housing located in zones where it is a non-conforming use.	Revise zoning ordinance	2014	Completed in 2014
Program H-1.3.1 Energy Conservation Program: Continue to provide energy conservation and green building materials and techniques workshops, display board and brochures. Continue the City's energy conservation program as funding allows.	Energy Conservation Program	2014-2016	Help program has served 295 residents
Program H-1.4.1 Develop At-Risk Units Program: Maintain an inventory of at-risk affordable housing units and work with property owners and non-profit affordable housing organizations to preserve these units by identifying and seeking funds from Federal, State and local agencies to preserve the units.	Develop Inventory	2014-2015	Completed in 2014
Program H-1.4.2 Require At-Risk Education Program: Work with property owners and non-profit affordable housing organizations to ensure that tenants receive required education and notifications regarding at-risk units.	Education program	2014-2019	Not started
Program H-2.1.1 Inventory of Infill Sites: Maintain the inventory of vacant and underdeveloped residentially designated land in the City's GIS system. Provide copies of the inventory for public distribution on the City website.	GIS inventory of vacant sites	2014-2019	Completed in 2016

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Program H-2.3.1 Secondary Dwelling Unit Design: Continue to implement the City's free secondary unit program to provide affordable and aesthetically pleasing second unit designs for the development of secondary units in Fort Bragg.	Ongoing	2014-2019	Two second units have been completed with the designs
Program H-2.3.2 Reduce Development Impact Fees for Secondary Units and Smaller Units: Consider establishing an updated Capacity Fee for small residential units that recognizes the reduced impacts on the City's sewer, water, drainage, parks, and streets of smaller units of one bedroom or less.	Revise Capacity fee for second units	2015	Not yet started
Program H-2.3.3 Develop Amnesty/Legalization Program for Illegal Residential Units: Consider establishing an amnesty or legalization program for illegal residential units, especially second units, that includes payment of capacity and connection fees and required improvements to meet the health and safety code.	legalization program for illegal second units	2015-2016	Not officially started, but staff has assisted two property owners legalize their illegal units
Program H-3.1.1 Available Funding: Seek available State and Federal assistance to develop affordable housing for seniors, the disabled, persons with developmental disabilities, lower-income large households, and households with special housing needs. Work with the County Community Development Commission (CDC), Rural Community Housing Development Corporation (RCHDC), and other non-profit and for-profit affordable housing developers to apply for and implement HCD programs such as the HOME Program. Seek funding for affordable housing from other sources such as the United States Department of Agriculture (USDA), Tax Credit financing, and CDBG.	Seek funding for affordable housing	2014-2019	Staff is working with Danco developers to identify additional properties in Fort Bragg for the development of affordable housing. We hope to submit a HOME application for an additional senior or multi-family housing project this Fall.

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Program H-3.2.1 Affordable Senior Housing: Maintain an inventory which identifies properties which are potentially well-suited for senior housing. Work with developers to facilitate funding and construction of senior housing.	Property inventory for affordable housing	2014-2019	Completed in 2015
Program H-3.5.1 Inclusionary Housing Ordinance: Continue to implement the City's Inclusionary Housing Ordinance.	Five inclusionary units for the Housing Element period.	2014-2019	None. There have not been any new housing development projects which are sufficiently large to require inclusionary units.
Program H-3.5.2 Support Self Help Housing: Continue to provide one or two planning incentives for self-help affordable housing.	Six self-help units for the Housing Element period.	2014-2019	Four self help units have been constructed so far during this period.
Program H-3.5.3 Support SRO Housing: Continue to encourage and facilitate Single-Room Occupancy Units by allowing rooming and boarding with a Minor Use Permit in the RM, RH, and RVH zones.	Twenty SRO units for the Housing Element period.	2014-2019	No new SRO units to date.
Program H-3.7.1 Seek Funding to Develop or Rehabilitate Housing for Large Low-Income Families: Continue to work with affordable housing developers to identify a potential new construction or rehabilitation project that will serve large lower-income families and obtain and administer an HCD HOME grant or CDBG grant specifically to accommodate large families.	Five large family units for the Housing Element period.	2014-2019	None to date.
Program H-3.8.1 Continue to provide expedited permit processing and reasonable accommodation program to projects targeted for persons with disabilities, including those with developmental disabilities. Encourage developers of supportive housing, on an annual basis, to develop projects targeted for persons with disabilities, including those with developmental disabilities. Work with the Redwood Regional Center to implement an outreach program to families with disabilities regarding the City's services for this population. Place info about this program on the City's website.	Ten units of housing for persons with disabilities for the Housing Element period. Five of these units will be for people with Developmental Disabilities.	2014-2019	Developed two new units serving ten persons with disabilities (Hospitality Center project). One housing rehabilitation project served a disabled adult.

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Program H-3.9.1 Ongoing Estimates of the Demand for Emergency Housing: Continue to work with the Fort Bragg Police Department and homeless service providers in the community to maintain ongoing estimates of the demand for emergency housing in Fort Bragg and to develop strategies to meet that demand	Annual	2014-2019	Completed
Program H-3.9.2 Inter-Agency Cooperation: Continue to work with private, non-profit, County, and State agencies to provide transitional housing, supportive services and emergency housing for the homeless.	20 transitional units for the Housing Element period.	2014-2019	Developed two units serving ten persons with transitional housing
Program H-3.9.3 Transitional and Supportive Housing: Continue to regulate transitional and supportive housing as a residential use subject to the same restrictions that apply to other residential use types and dwellings of the same type in the same zone.	Zoning change	2014-2019	Completed in 2014
Program H-3.9.4 Emergency Shelters: Continue to allow emergency shelters as a permitted use in the General Commercial (CG) zoning district.	Scheduling: Changes to the zoning code have been completed.	2014-2019	Completed 2014
Program H-3.10.1 First Time Home Buyers: Continue to require through the inclusionary housing ordinance, the provision of housing units affordable to first time home buyers who qualify for affordable housing.	10 inclusionary units for the Housing Element period.	2014-2019	None. There have not been any new housing development projects which are sufficiently large to require inclusionary units.

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Program H-3.10.2: Funding Sources for First Time Home Buyers: Continue applying for funding sources for first time home buyers such as HCD's HOME Program and CDBG, and provide referrals to FHA programs offered by local lenders and sweat-equity programs operated by non-profit housing organizations.	20 first time home loans for the Housing Element period.	2014-2019	The City will apply for Home funding for First Time Home Buyers during the next funding cycle. The funding is competitive.
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Program H-4.1.1 Housing Discrimination Complaints: Continue to facilitate equal housing opportunity by referring housing discrimination complaints to the Fair Housing Division of HUD. Continue to distribute information regarding equal housing opportunity laws and the equal housing opportunities for Fair Housing at City Hall	referring housing discrimination complaints to the Fair Housing Division of HUD	2014-2019	Ongoing
Program H-4.1.2 Non-discrimination Clauses: Include non-discrimination clauses in rental agreements and deed restrictions for housing constructed with City assistance.		2014-2019	Ongoing
Program H-4.2.1 Use Housing Funds: Use CDBG funds, and other funds as available, to support renovations and improvements to accessibility in affordable housing for qualified seniors, persons with disabilities and persons with developmental disabilities.	Twenty units for seniors, persons with disabilities and persons with developmental disabilities in the Housing Element Period.	2014-2019	24 units for seniors; one housing rehab for a disabled adult.
Program H-4.2.2 Reasonable Accommodation for Persons with Disabilities and Developmental Disabilities: Continue to review the City's land use and building regulations to identify constraints that may exist for the provision of housing for persons with disabilities and developmental disabilities, and continue to implement the City's policy and program to provide reasonable accommodations for persons with disabilities and developmental disabilities. Publicize revisions to land use regulations and the City's policy and programs for providing reasonable accommodation for persons with disabilities.	Ten reasonable accommodations for persons with disabilities for the Housing Element period. Five reasonable accommodations will be for people with developmental disabilities.	2014-2019	Two reasonable accommodations were granted for people with mental disabilities
Program H-4.2.3 Reasonable Accommodation: Ensure all new, multi-family construction meets the accessibility requirements of the federal and State Fair Housing Acts through local permitting and approval processes.	Planning Review	2014-2019	No new large multi-family projects

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Program H-5.1.1 Continue to Pursue Strategies to Address Water Storage, Pressure, and Supply Issues:	Continue to pursue strategies to: 1) add additional water storage capacity to the City's water supply system; 2) identify and fix water leaks in the water supply system; 3) address water pressure issues that impact development potentials; and/or 4) seek new water supply as opportunities arise.	2014-2019	City's Help Plus and Help H2O program has assisted 295 households with water conservation audits, information and kits. The City has added an additional 45 acre feet of water storage capacity with the Summer's Lain Reservoir.
Program H-6.1.1 Workshops: Continue to hold workshops and public hearings to discuss proposed revisions to the City's Housing Element.		2019	Will occur prior to the update of the housing element in 2019.
Program H-6.2.1 Annual Report: Prepare an annual report that describes the amount and type of housing constructed, the stock of affordable housing units, demolition permits, and conversion of residential units to other uses, and other housing-related activities for review by the EDAC, Planning Commission, and City Council.	Annually	2014-2019	Completed in 2016

**General Comments:**

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