

# ANNUAL ELEMENT PROGRESS REPORT

## *Housing Element Implementation*

(CCR Title 25 §6202 )

Jurisdiction SAN BUENAVENTURA

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	
Orchard Collection - Townhouses	5+	Owner	0	0	0	12	12	0			Completion of MF project. 2014 APR included the bulk of the project ~ 56 above-moderate, 2 very-low income, & 2 moderate-income units. Total project = 72 units.
Hearthside Condominiums	5+	Owner	0	0	3	9	12	12		Inc	
Castillo del Sol	5+	Renter	39	0	0	0	39	39	Low Income Housing Tax Credits, Supportive Housing for Persons with Disabilities , Local		

									Housing Trust Funds		
Vince Street Transitional Housing	5+	Renter	10	0	0	0	10	0	Low Income Housing Tax Credits, Housing Investment Partnership Program, Community Development Block Grant, Local Housing Trust Funds		
<b>(9) Total of Moderate and Above Moderate from Table A3</b>					41	26					
(10) Total by Income Table A/A3			49	0	41	26					
<b>(11) Total Extremely Low-Income Units*</b>			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	21	78	99	Johnson Gardens RAD project rehabilitated and converted 101 public housing
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	21	78	99	

\* 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 <b>Moderate</b>	0	0	0	38	0	38	0
No. of Units Permitted for <b>Above Moderate</b>	0	5	0	0	0	5	0

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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	861	0	28	49	0	0	0	0	0	0	81	780
	Non-Restricted		0	4	0	0	0	0	0	0	0		
Low	Deed Restricted	591	0	0	0	0	0	0	0	0	0	0	591
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Moderate		673	0	4	41	0	0	0	0	0	0	45	628
Above Moderate		1529	0	108	26	0	0	0	0	0	-	134	1395
Total RHNA by COG. Enter allocation number:		3654											
Total Units    ▶ ▶ ▶			0	144	116	0	0	0	0	0	0	260	
Remaining Need for RHNA Period    ▶ ▶ ▶ ▶ ▶													3394

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
1. Housing Preservation Loan Program	Assist 12 households	2014-2021. Reopen to new applicants by 2014	2015: No Change 2014: Reopening HPP project is on hold on for further consideration of broader strategy of Affordable Housing Program: 1) retain (maintain/rehab); 2) grow (expand what we have acquisition/rehab); and 3) produce new housing.
2. Housing Code Enforcement Program	Continue programs. Produce at least 1,000 Resale Reports each year. Continue to encourage applicants to legalize residential units under the Second Unit Amnesty Permit Program before the application deadline date of the end of calendar year 2013. Permit 100 units under this program, with all final inspections carried out June 30, 2014	2014-2021 Through June 30, 2014 for amnesty program	2015: No Change  2011: Building Records Disclosure Report (BRDR) Program started to ensure full disclosure of permitted building activity prior to transfer of property, both buyer and seller acknowledge receipt of permit information.  2014: Data re. 2nd Unit Amnesty not yet available.
3. Condominium Conversion Ordinance	Continue program.	Ongoing	2015: No change
4. Section 8 Rental Assistance	The City will advocate for this program and encourage property owners to list	Ongoing	2015: No Change.

	available units.		
5. Preservation of Assisted Housing	Monitor at-risk units through contact one year prior to expiration; pursue options to purchase affordability covenants on all or portion of at-risk units; conduct tenant notification by notifying tenants at least one year prior to potential conversion to market-rate housing, providing information regarding tenant rights and conversion procedures should an owner decide to convert his/her property to non-low-income use, then offering tenants information regarding Section 8 rental subsidies and other available assistance through City and County agencies as well as non-profit organizations; Study creation of a 1:1 replacement program and a funding mechanism for at-risk units that convert to market rate units, meaning that, for each unit that drops off the City list of publicly-assisted low-income housing, the City would replace that unit with either a rental or owner-occupied publicly-assisted low-income unit within a certain time frame.	2016	2015: No change.
6. Mobile Home Park Rent Stabilization Ordinance	Seek new funding/grant opportunities to continue program	Ongoing	2015: No change.
7. Mobile Home Park Preservation	Continue MHP zoning designation to maintain viable mobile home parks. The City will study the feasibility of creating a seniors only zoning designation for mobile home parks within a 2-year time period. This study would be funded through the General Fund, as directed by Council through the Community Development Work Plan.	Ongoing, 2014-2016 for seniors only zoning designation	2015: On September 14, 2015, the Ventura City Council adopted Ordinance No. 2015-010, establishing a Seniors Mobile Home Park Overlay zone (MHP-S), which applies to eight (8) of Ventura's sixteen (16) Mobile Home Parks.
8. Mobile Home Park Resident Ownership Program	Provide program information; support funding applications.	Ongoing	2015: No change.
9. Mobile Home Rehabilitation Grant Program	Assist an average of 15-30 households per year; market the availability of the	2014-2021	2015: Fifteen (15) MHRGP grants were completed in 2015, providing funding for critical repairs and improvements to low-income mobile home owner-

	<p>program by providing brochures to local mobile home park associations, distributing at relevant public meetings, and displaying them at the City's public counters, public libraries, and the senior center.</p>		<p>occupants.</p>
10. Rental Acquisition & Rehabilitation Program	<p>Continue to seek opportunities for rehabilitation of deteriorating rental properties in locations that contribute to overall neighborhood revitalization.</p>	2014-2021	<p>The Housing Authority began its Johnson Gardens RAD rehabilitated project in 2015, converting 101 public housing units to low-income rentals. With a new regulatory agreement on the property, 101 new units were created with a new affordability period, and the aging, outdated units were substantially rehabilitated.</p>
11. Workforce Housing	<p>Provide financial and regulatory incentives to increase the supply of housing affordable to Ventura's lower-income workforce.</p>	2014-2021	<p>2015: Construction was completed for a site at the Vince Street project to provide 10 CDBG &amp; HOME assisted SRO units for homeless veterans.</p>
12. Homebuyer Assistance	<p>Evaluate HAP Program guidelines and outside funding opportunities. Assist 1-2 households on an annual basis after program reopens; advertise program. Assist approximately 16 potential first time homebuyers within Ventura city limits in utilizing the WISH and IDEA program by directing them to a participating local bank and to homebuyer counseling programs, certifying income and first time homebuyer requirements, and providing application preparation assistance.</p>	June 30, 2014	<p>2015: No Change 2014: Currently, there is no funding available for the HBAP program. The Housing Authority is publicizing the WISH and IDEA programs.</p>
13. Inclusionary Housing Ordinance	<p>Continue to implement the inclusionary ordinance and monitor its effectiveness throughout planning period. Amend Density Bonus Ordinance such that additional units allowed under this ordinance can be counted towards determining the required number of inclusionary units, and repeal Section 24.445.030 of the Ordinance in order to comply with State Density Bonus law.</p>	Amend Density Bonus Ord. and assess in-lieu fee by 2014, implement and monitor 1	<p>In 2013, the City formed a Blue Ribbon Committee (BRC) to begin assessing the inclusionary Housing program, and the possibility/feasibility of an in-lieu fee. The BRC met four times prior to submitting its report to the City Council in June 2014, at which time the Council directed no action until the CA Supreme Court rules on BIA/San Jose case. With the Supreme Court decision on the BIA/San Jose case upholding the use of Inclusionary Housing Ordinances, the City expects to revisit updates to its Inclusionary Housing Ordinance in 2016.</p>
14. Second Units	<p>Facilitate development of at least 8 second units annually through information provided at the public counter and on the</p>	2014-2021	<p>38 new second units were permitted in reporting period.</p>

	<p>city website. Attend neighborhood council meetings and regional realtor and contractor association meetings to educate them on the City's regulations regarding both new and existing second units and their financial and processing advantages. Monitor and report on the effectiveness of this program in the City's annual General Plan Progress Report.</p>		
15. Non-Traditional Housing	<p>The City will continue its efforts to facilitate the development of non-traditional housing types, including co-housing, assisted living facilities, and live-work units, through the development, adoption, and implementation of form based codes and adoption of a new Density Bonus Ordinance that will conform to the State Code.</p>	Ongoing	<p>2015: Held a series of meetings with interest groups to prepare for the Community Workshop including, but not limited to, County agencies, faith-based groups, the Chamber of Commerce/business community, and homeless activist/advocacy groups. Continued to be an active partner with the Homeless 2 Home collaborative with Project Understanding, Salvation Army, The Turning Point Foundation and the Downtown Ventura Partnership. Partially funded a family reunification program and a rental subsidy program.</p>
16. Other Housing Funding Options	<p>Pursue various alternative or previously unutilized sources of funding for housing such as participation in the Ventura County Trust Fund. Evaluate the effectiveness of this program during the City's final year of payment to determine performance/successes and then seek City Council consideration to fund another 4 years with installment plan.</p>	TBD	<p>The City completed payment of its 5-year commitment of \$200,000 to VCHTF, making the 5th and final \$40,000 payment in August 2015. By the end of 2015, the trust fund has loaned \$1.66M to six projects creating 94 units of affordable housing, \$610K of which was loaned to three projects (50 total affordable units) located in the City of Ventura.</p>
17. 10-Year Strategy to End Homelessness	<p>Continue to advocate and support the recommendations in the Strategy; actively participate in oversight of activities via the interagency Council on Homelessness for Ventura County; work closely with the Ventura County Homeless and Housing Coalition; invite the Ventura County Homeless and Housing Coalition to prepare an annual progress report on the 10-Year Strategy to End Homelessness and present it to the City Council; where appropriate, incorporate recommendations from the annual progress reports into the next update of the Housing Element.</p>	2014-2021	<p>2016: In response to community appeals, the city council scheduled a Community Homelessness Workshop. The workshop was held in April 2016. Under city council direction, staff will explore zoning changes to allow for services and shelter to be co-located in same place, determine ways to help non-profit providers pay for the Conditional Use Permit (CUP) process, and research use of a centralized (county-wide) intake system that would require participation in order to get Continuum of Care (COC) funding.</p> <p>2015: Held a series of meetings with interest groups to prepare for the Community Workshop including, but not limited to, County agencies, faith-based groups, the Chamber of Commerce/business community, and homeless activist/advocacy groups. Continued to be an active partner with the Homeless 2 Home collaborative with Project Understanding, Salvation Army, The Turning Point Foundation and the Downtown Ventura Partnership. Partially funded a family reunification program and a rental subsidy program.</p>

<p>18. Infill First Strategy</p>	<p>Continue to implement Infill-First Strategy. Utilize site assembly and the City's flexibility to encourage lot consolidation to help facilitate infill development. Maximize opportunities for higher density residential and mixed uses (e.g. 30 units per acre). Prepare up-to-date inventory of vacant and underutilized parcels to be made available to the public, in conjunction with information on available development incentives, every two years or as-needed. The City will also host a public outreach event once every two years upon release of each updated inventory in order to help publicize this information.</p>	<p>Update land inventory every two years including 2015 and 2017</p>	<p>2015: Completed the Housing Element Land Inventory (HELI) update on 2015. The Castillo del Sol project (39 apartments) was an infill development in mid-town Ventura at Main and Central.</p> <p>2014: The Community Development and GIS staff completed GIS mapping of approximately 377 vacant/underutilized parcels in the City. This data will be transferred to City's Energov system for the 2015 effort.</p>
<p>20. Farm Worker Housing</p>	<p>Continue to implement the City's Zoning Regulations and encourage developments that offer affordable housing to farm workers and their families.</p>	<p>2014-2021</p>	<p>In 2015, a \$475,000 grant from the city's HOME program was awarded to Cabrillo Economic Development Corporation (CEDC) for construction of Snapdragon Place Apartments Phase II project.</p> <p>In 2014, a \$200,000 CDBG grant was provided to CEDC for the acquisition of a site for its Snapdragon Place Apartments Phase I project. Housing units are for very-low income/workforce (including farm worker) housing.</p>
<p>21. Adaptive Reuse Ordinance</p>	<p>In 2013-2014, the City will evaluate the effectiveness of the City's nonconformity regulations and determine if provisions for an adaptive reuse ordinance with tailored development standards and building codes should be adopted. Consideration of an ordinance amendment would include technical review with local developers and builders, public outreach, and a local adoption process in 2014-15.</p>	<p>Evaluate nonconformity regulations in 2013-2014, w/ potential adoption in 2014-1</p>	<p>In the Summer of 2015, a Community Development intern continued the assessment of nonconformity regulations, prospective Ventura projects, and best practices from other jurisdiction. A draft Adaptive Reuse Ordinance was prepared. The effort will next be considered for possible implementation in 2016-2017.</p>
<p>22. Use of City-Owned/Publicly-Owned Land for Affordable Housing</p>	<p>Maintain an inventory of City-owned sites, as well as downtown development opportunity sites; potentially provide assistance with site assembly and land write-downs to selected developers in exchange for the provisions of affordable units, including extremely low-income housing where feasible, evaluate program effectiveness in 2014 after the Successor Agency Long Range Property Management Plan is approved and any</p>	<p>Evaluate program effectiveness in 2014</p>	<p>The Long-Range Property Management Plan remnant properties formerly owned by the Redevelopment Agency (RDA) was approved in Spring 2014, and an RFP process, was begun. Project proposals for two sites were accepted and sales agreement were executed. One of the two sites will include development of housing including restricted units; the other site will not include housing.</p>

	approved identified properties for use by the City are transferred.		
23. Affordable Housing Program	Pro-actively advertise the updated Program through creation of a brochure geared towards developers, and the addition of information on the City's website by December 2014, after which the City will monitor and respond as necessary if State density bonus law is updated.	Create brochure by December 2014, then monitor State density bonus law updates	In 2015, the City amended the affordability documents for the Inclusionary Housing Program. For 8 months, the City worked with 2 developers and outside legal counsel to update the affordable legal documents, including changed provisions responsive to developer financial needs while still ensuring the housing can be maintained for the duration of the affordability period.
24. Streamlined Processing Procedures	Continue to implement departmental procedures and protocols to streamline processing times, complete form based codes where necessary, and report on the number and outcome of consistency rezoning requests in the City's annual report to State HCD on the City's progress in implementation on its Housing Element.	2014-2021	The community development department continues to monitor permitting procedures and protocols in an effort to streamline processing times.
25. Streamline 100% Affordable Projects tied to Finance Funding Cycles	In 2014-15, the City collaborate with the Housing Authority and affordable housing developers on a pilot program for a streamlined permit approval process for qualifying 100% affordable projects tied to an annual deadline for selected finance funding cycle. Provide public input and Planning Commission and Design Review Committee review and comment on the streamlined permit approval process prior to implementation of the pilot program and determine if process steps and requirements were successful and consider for formal adoption.	2014-2017	A committee comprising housing development representatives was formed in 2014 to assess the possibility of streamlining the permitting process for 100% affordable housing projects. The committee continued its work into 2015 but struggled with changing membership and inability to determine concrete program changes. It was determined that streamlining the permitting process for 100% affordable housing project would not be feasible at this time.
26. Fair Housing Program	The City will continue to promote fair housing practices, provide educational information on fair housing to the public through the provision of fair housing seminars and workshops, and the distribution of printed fair housing brochures. The City will continue to contract with the Housing Rights Center and to make fair housing services	2014-2021	City provides CDBG funding for Housing Rights Center (HRC) to promote Fair Housing, including counseling and investigative services for housing discrimination, public education and outreach. Over 200 Ventura residents are provided services each year.

	available to residents and landlords.		
27. Accessible Housing Program	<ul style="list-style-type: none"> <li>* Continue to make reasonable accommodation through its zoning, building code and permit processing procedures for residential accessibility improvements.</li> <li>* Work with the Tri-Counties Regional Center to implement an outreach program that informs families within the City of housing and services available for person with developmental disabilities.</li> <li>* Provide rental assistance to make housing more affordable for persons with developmental disabilities, identifying the housing needs of such persons through coordination with the Regional Center.</li> <li>* Identify constraints to housing access and, based on this information, develop guidelines for providing rental assistance and market this program to persons with developmental disabilities.</li> <li>* Pursue state and federal funding sources for direct support of housing construction and rehabilitation that are designated for persons with disabilities.</li> <li>* Continue to implement American with Disabilities Act requirements for provision of accessible units in multi-family development.</li> <li>* Provide accessible units in projects receiving state or federal funds.</li> <li>* Provide rehabilitation grants to income qualified households for access improvements.</li> <li>* Promote Universal Design in conjunction</li> </ul>	2014-2021	Ongoing

	with new development.		
28. Universal Design	Work with home builders to offer universal design options prior to construction, and to encourage discussion of design options with home purchasers prior to unit construction.	2014-2021	City continues working with home builders in providing universal design features in new construction.
29. Reasonable Accommodation	Continue to enforce the City's Building Code, which incorporates accessibility standards contained in Title 24 of the California Administrative Code, to ensure full compliance with reasonable accommodation procedures of the Fair Housing Act. The City will also continue to implement its existing procedure to process reasonable accommodation request through its Community Development Department.	Ongoing	City continues to comply with State and Federal law in facilitating reasonable accommodation; the State accessibility code for housing provides for reasonable accommodation. CD webpage contains information, process and application form to seek accommodation by the CD Director in development projects.
19. Transitional/Supportive Housing & Emergency Shelters	Continue to support organizations that meet the housing and supportive service needs of the homeless and those at risk of homelessness.	2014-2021	<p>2016: The WWS lost it's long time operator (Society of St. Vincent DePaul did not run the shelter, but did contribute \$50,000 to the budget) therefore Ventura, Oxnard and the County of Ventura worked to create a new operations team. Advanced Technical Tactics Institute and the Downtown Ventura Organization provided a seamless operations transition - and even raised more than \$28,000 from the community so to add 2 extra weeks of service to program.</p> <p>2015: The seasonal emergency shelter program (Winter Warming Shelter) lost its long time operator, the Society of St. Vincent DePaul. Although SVdP did not run the shelter, it contributed \$50,000 to the budget. The cities of Ventura and Oxnard, along with the County of Ventura worked to create a new operations team. Advanced Technical Tactics Institute and the Downtown Ventura Organization provided a seamless operations transition - including raising more than \$28,000 from the community, allowing the addition of 2 extra weeks of service to the program.</p>

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**General Comments:**