



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS
Technical Advisory Committee**

Meeting Date / Location

**Tuesday, January 9, 2018
9:30 A.M. – 12:00 P.M. (NOON)
CITY OF IRVINE – CITY HALL
CONFERENCE TRAINING CENTER
1 CIVIC CENTER PLAZA
IRVINE, CALIFORNIA 92623**

<u>Agenda Item</u>	<u>Staff</u>	<u>Page</u>
INTRODUCTIONS	(Chair Marika Poynter, City of Irvine)	
PUBLIC COMMENTS	(Chair Poynter)	

The agenda descriptions are intended to give members of the public a general summary of items of business to be transacted or discussed. The posting of the recommended actions does not include what action will be taken. The Technical Advisory Committee may take any action which it deems appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

At this time members of the public may address the TAC regarding any items within the subject matter jurisdiction, which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the TAC on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the TAC Chair prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the TAC in writing and only pertinent points presented orally. A speaker's comments shall be limited to three minutes.

ADMINISTRATION		
1.	OCCOG TAC Meeting Minutes	(Chair Poynter) 1
	<ul style="list-style-type: none"> ◆ Draft OCCOG TAC minutes for December 5, 2017 meeting 	
	<i>Recommended Action:</i> Approve OCCOG TAC minutes of December 5, 2017, as presented or amended	

Agenda Item	Staff	Page
PRESENTATIONS, DISCUSSION AND ACTION ITEMS, REPORTS		
<p>2. Center for Demographic Research Update</p> <ul style="list-style-type: none"> ◆ July 1 – December 31, 2017 Housing Inventory System (HIS) Data Collection ◆ Local Update of Census Address Program (LUCA) ◆ ADU Database <p><i><u>Recommended Action:</u></i> Receive report. Discussion.</p>	<p>(Ms. Deborah Diep, Director, Center for Demographic Research) – 15 minutes</p>	<p>7</p>
<p>3. HCD Housing Element Annual Reports</p> <p><i><u>Recommended Action:</u></i> Receive report. Discussion.</p>	<p>(Ms. Diep) – 5 minutes</p>	<p>9</p>
<p>4. Southern California Association of Governments 2020 Regional Transportation Plan/Sustainable Communities Strategy Development</p> <ul style="list-style-type: none"> ◆ Local Input Survey ◆ Local Input and Envisioning Process Data/Map Book <p><i><u>Recommended Action:</u></i> Receive report. Discussion.</p>	<p>(Chair Poynter, Ms. Diep) – 20 minutes</p>	<p>40</p>
<p>5. Update on Regional Policy Issues</p> <ul style="list-style-type: none"> ◆ Revised Draft of the 2017 Climate Change Scoping Plan: The Strategy for Achieving California’s 2030 Greenhouse Gas Target ◆ Final Draft of the Senate Bill 375 Greenhouse Gas Emission Reduction Target <p><i><u>Recommended Action:</u></i> Receive report. Discussion.</p>	<p>(Chair Poynter) – 20 minutes</p>	
REPORT FROM THE CHAIR		
◆ Upcoming Meeting Schedule and <u>LOCATIONS</u> (PAGE 67)		
REPORT FROM THE OCCOG EXECUTIVE DIRECTOR		
MATTERS FROM OCCOG TAC MEMBERS		
ANNOUNCEMENTS FROM NON-MEMBERS		
ITEMS FOR NEXT MEETING		
IMPORTANT DATES OR UPCOMING EVENTS		

ADJOURNMENT

**Adjourn to: FEBRUARY 6, 2018
QUAIL HILL COMMUNITY PARK
MULTIPURPOSE ROOM A
35 SHADY CANYON DRIVE
IRVINE, CALIFORNIA 92603**



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**
Technical Advisory Committee

Draft Action Minutes

Meeting of December 5, 2017

The Orange County Council of Governments Technical Advisory Committee (TAC) meeting of December 5, 2017, was called to order by Chair Marika Poynter, City of Irvine, at the Harvard Community Athletic Park, 14701 Harvard Avenue, Irvine, California 92606 at 9:35 a.m. Attendees were invited by the Chair to introduce themselves. The list of meeting attendees is attached.

PUBLIC COMMENT:

There were no public comments.

ADMINISTRATION

1. OCCOG TAC Meeting Minutes

The OCCOG TAC meeting minutes for November 7, 2017 were unanimously approved by the TAC as moved by Mr. Nate Farnsworth, City of Yorba Linda, and a second by Mr. Scott Reekstin, City of Tustin.

2. OCCOG TAC Administration for Calendar Year 2018

2018 OCCOG TAC Calendar

A series of administrative actions are required for the OCCOG Technical Advisory Committee to initiate work for the 2018 year, including establishment of a 2018 meeting schedule of dates, time, and location of OCCOG TAC meetings; and the appointment of the OCCOG TAC officers for 2018.

The 2018 OCCOG TAC Meeting Schedule was unanimously approved by the TAC upon a motion by Vice Chair Susan Kim, City of Anaheim, and a second by Mr. Nate Farnsworth, City of Yorba Linda.

Appointment of Officers

OCCOG TAC Chair:

Chair Marika Poynter, City of Irvine, was unanimously reappointed by the TAC with a nomination from Mr. Nate Farnsworth, City of Yorba Linda, and a second from Mr. Scott Reekstin, City of Tustin.

OCCOG TAC Vice Chair:

Vice Chair Susan Kim, City of Anaheim was unanimously reappointed by the TAC with a nomination from Chair Marika Poynter, City of Irvine, and a second from Mr. Scott Reekstin, City of Tustin.

PRESENTATIONS, DISCUSSION AND ACTION ITEMS, REPORTS

3. Center for Demographic Research Update

Ms. Deborah Diep, Director for the Center for Demographic Research at California State University Fullerton, provided the OCCOG TAC with an update on the July 1 to December 31, 2017 Housing Inventory System (HIS) Data Collection and the Local Update of Census Address program (LUCA).

July 1 through December 31, 2017 housing construction and demolition data will be due to CDR on Wednesday, January 10, 2018. It is critical for jurisdictions to submit this information by the deadline in order to incorporate the information into the draft OCP-2018 dataset that will be distributed in March 2018. This information will be used for the 2020 RTP/SCS that will include the next update to the Regional Housing Needs Assessment (RHNA) to reduce allocations for the RHNA by documenting units that were constructed.

Ms. Diep also reminded the OCCOG TAC members that the U.S. Census Bureau will have a Training Workshop on the Local Update of Census Addresses (LUCA) program, which provides local governments the opportunity to add, correct, or delete addresses on the Census Bureau Master Address File. The success of the 2020 Census will depend on accurate lists so that everyone can be counted once, only once, and in the right place. Topics to be discussed include:

- An overview of the LUCA program including important dates
- Geographic Update Partnership Software (GUPS) – A self-contained Geographic Information System
- GIS that the Census Bureau will be providing to governments to assist them with their address review.
- How governments can use their own GIS software of us paper maps to conduct their address review.
- Overview of training aids and webinars available through the LUCA website.

The LUCA workshop will be held at the City of Irvine Conference Training Center on December 6, 2017 from 7:30 a.m. to 11:30 a.m. As a reminder, jurisdictions need to submit four forms to register for LUCA and have access to the materials. If a jurisdiction wants CDR to assist, you must also designate CDR and have CDR staff sign the confidentiality agreement.

Action: Received report. Discussion

4. Orange County Projections 2018 Control Totals

Ms. Deborah Diep, CDR Director, presented the 2018 Orange County Projections control totals to the OCCOG TAC for approval and forward to the OCCOG Board. The approved county totals will be used as control measures on the projections data disaggregated to the city and small area levels. Signups for the March jurisdiction meetings will be done at the February 6, 2018 OCCOG TAC meeting. The CDR will meet with all Orange County jurisdictions in March 2018 to distribute the draft OCP-2018 dataset and review growth in their jurisdictions.

OCCOG TAC Minutes
Meeting of December 5, 2017
Page 3

Feedback on the draft data will be due to CDR on April 27, 2018. CDR will then incorporate information collected at the meetings and submitted to CDR into the Orange County Projections. The OCP-2018 dataset will be finalized and the final approval process will begin in summer 2018 in order to meet SCAG's September 2018 deadline for local input into the RTP/SCS.

Based on the OCP revision process, the OCP-2018 growth assumptions were developed and then approved by the CDR TAC in July 2017. CDR then proceeded with developing the county control totals for population, housing, and employment. These control totals are somewhat flexible in the sum of the jurisdictional input can deviate by +/- 1% from these totals. Input was collected from local jurisdictions on the 2016 base year data, SCAG staff and its expert panel, and other relevant information which were incorporated into the draft control totals. The base year for both OCP-2018 and the 2020 RTP/SCS is 2016. The horizon year for OCP-2018 will be 2045, consistent with the 2020 RTP/SCS; CDR will develop projections for year 2050 as advisory only during the OCP-2018 update based on the established needs and for use by OCP and other CDR sponsoring agencies for use in their long-range planning. SCAG will develop 2050 numbers for internal modeling use only.

Action: Chair Poynter made the motion, and Mr. Christopher Wright, City of San Clemente, to approve the County Control Totals for population, housing and employment for 2016-2045 with 2050 as advisory and forward to the OCCOG Board for approval.

5. Southern California Association of Governments (SCAG) 2020 Regional Transportation Plan/Sustainable Communities Strategy (2020 RTP/SCS) and Regional Housing Needs Assessment (RHNA) Update

Ms. Kimberly Clark, staff with the Southern California Association of Governments (SCAG), provided the OCCOG TAC with information regarding the development of the 2020 Regional Transportation Plan/Sustainable Communities Strategy (2020 RTP/SCS). Ms. Clark will walk the TAC through the local input data collection process which will begin in November 2017 and conclude in October 2018.

Action: Received report. Discussion

6. Southern California Association of Governments (SCAG) and Orange County Council of Governments (OCCOG) Update

Chair Poynter provided the TAC with a brief update on the following meetings:

- Orange County Council of Governments Board of Directors meeting of November 30, 2017
- The Southern California Association of Governments 8th Annual Economic Summit
- Southern California Association of Governments Regional Council and Policy Committee meetings of December 7, 2017

Action: Received report. Discussion.

7. Update on Regional Policy Issues

Chair Poynter provided an update on the final draft of the Senate Bill 375 Greenhouse Gas Emission Reduction Targets that were released on October 13, 2017 and the Revised Draft of the 2017 Climate Change Scoping Plan: The Strategy for Achieving California's 2030 Greenhouse Gas Target. In regards to the SB 375 final draft targets, Chair Poynter noted that ARB staff did not take into consideration the "stress test" and supplemental model information provided by SCAG that demonstrates a 21% target is too ambitious and unachievable. Chair Poynter noted that the ARB Board will discuss the SB 375 Greenhouse Gas Emission Reduction Targets at their meeting on December 14, 2017. The ARB Board is required to take action on the Revised Draft of the 2017 Climate Change Scoping Plan at the December 14, 2017 meeting.

Action: Received report. Discussion.

REPORT FROM CHAIR/VICE CHAIR

Chair Poynter shared that the OCCOG TAC meetings for 2018 will not be held at Harvard Athletic Community Park due to a scheduling conflict, but that the meetings will be held at locations in Irvine. Chair Poynter reminded the TAC that the January OCCOG TAC meeting will be held on Tuesday, January 9, 2018 instead of January 2, 2018. The January meeting will be held at the City of Irvine City Hall Conference Training Center.

REPORT FROM THE EXECUTIVE DIRECTOR

Ms. Marnie Primmer, OCCOG Executive Director, thanked the OCCOG TAC for their service and asked that TAC members think about what kind of guidance or planning support the OCCOG can provide its member agencies.

MATTERS FROM OCCOG TAC MEMBERS

Mr. Greg Nord, Orange County Transportation Authority noted that the latest version of the SB 743 CEQA Guidelines is out for review.

ANNOUNCEMENTS FROM OCCOG TAC NON-MEMBERS

There were no announcements from OCCOG TAC non-members.

**OCCOG TAC Minutes
Meeting of December 5, 2017
Page 5**

ITEMS FOR NEXT MEETING

IMPORTANT DATES OR UPCOMING EVENTS

- December 7, 2017: Southern California Association of Governments Regional Council and Policy Committee Meetings
- NO SCAG MEETINGS IN JANUARY 2018

ADJOURNMENT

The meeting was adjourned at 10:44 a.m. by Chair Poynter until Tuesday, January 9, 2018 at the City of Irvine – City Hall Conference and Training Center (CTC) at 1 Civic Center Plaza, Irvine, California 92623.

Submitted by:

Marika Poynter, City of Irvine
OCCOG TAC Chair

OCCOG TAC Minutes
Meeting of December 5, 2017
Page 6

Attendees List for December 5, 2017 Meeting

Marika Poynter, City of Irvine
Deborah Diep, Center for Demographic Research/California State University Fullerton
Kimberly Clark, Southern California Association of Governments
Susan Kim, City of Anaheim
Chris Chung, City of Garden Grove
Linda Smith, County of Orange
Melinda Whelan, City of Newport Beach
Julie Molloy, City of Laguna Hills
Jay Wu, City of Laguna Hills
Yatman Kwan, Caltrans
Joanna Chang, County of Orange
Joseph Jamoralin, Caltrans
Greg Nord, Orange County Transportation Authority
Nate Farnsworth, City of Yorba Linda
Derek Bingham, City of Rancho Santa Margarita
Larry Longenecker, City of Mission Viejo
Andrew Pasillas, Safe Routes to School National Partnership
Christopher Wright, City of San Clemente
David Lopez, City of La Habra
Ron Santos, City of Lake Forest
Dan Inloes, City of Costa Mesa
Carla Walecka, Transportation Corridor Agencies
Doug Feremenga, Transportation Corridor Agencies
Ruby Zaman, Center for Demographic Research
Katherine Moran, City of Laguna Niguel
Erich List, City of Laguna Niguel
Scott Reekstin, City of Tustin
Tyler Smith, City of Stanton
Ivan Flores, City of Santa Ana
Melanie McCann, City of Santa Ana



Item 2: Center for Demographic Research (CDR) Updates
Recommended Action: Discussion.

Reports

1. July 1- December 31, 2017 Housing Inventory System (HIS) Data Collection

July 1- December 31, 2017 housing construction and demolition data is due on **Wednesday January 10, 2018**. It is critical for jurisdictions to submit this information by the deadline in order to incorporate the information into the draft OCP-2018 dataset that will be distributed in March 2018. This information will be used for the 2020 RTP/SCS that will include the next update to the Regional Housing Needs Assessment (RHNA) to reduce allocations for the RHNA by documenting units that were constructed.

There is a new HIS submission form that now includes the revised categories for the Accessory Dwelling Units. Please submit data to CDR using the new, 2017 HIS form located at <http://www.fullerton.edu/cdr/HISform2017.xls>. Revisions to prior years may use either the new or old form.

Amendments to DOF data should be submitted to Doug Kuczynski at Douglas.Kuczynski@dof.ca.gov; (916) 323-4086.

2. Local Update of Census Address program (LUCA)

The Local Update of Census Addresses (LUCA) Program provides local governments the opportunity to add, correct, or delete addresses on the Census Bureau Master Address File. The success of the 2020 Census will depend on accurate lists so that everyone can be counted once, only once, and in the right place.

The registration deadline for LUCA has been extended to January 31, 2018 for Orange County jurisdictions.

- February 2018: Participation materials mailed to registered participants.
- August 2019: Feedback materials offered to participants with the results of address canvassing.

- LUCA Registration for the jurisdiction can only come from the highest elected official – the city mayor or county board of supervisors. The registration forms have already been sent by the Census Bureau to each jurisdiction. If you cannot find your registration forms, e-mail the U.S. Census Bureau at geo.2020.luca@census.gov immediately to request another set or go to http://www.dof.ca.gov/Forecasting/Demographics/2020_Census/ to find PDF versions of the forms.
- If you want to see if your jurisdiction has already registered, view the map of LUCA participants at storymaps.geo.census.gov/arcgis/apps/MapTools/index.html?appid=bf0af1d97f30421caa1b5d51f80ff825. As you zoom in, the cities will appear.
- In recognition of the importance of LUCA, **the State has established an incentive fund** to encourage cities and counties to participate in the program and to help mitigate some of the cost of that participation. A minimum of \$7,500 will be available for each jurisdiction that applies for the incentive and participates in the program. A complete list of the awards for each city and county in California and the requirements to receive an award are available on the California LUCA web page at http://www.dof.ca.gov/Forecasting/Demographics/2020_Census/
- A schedule of LUCA Technical Workshops and webinars is now online at https://www2.census.gov/geo/pdfs/partnerships/luca/LUCA_Promo_Workshops.pdf.
- The Census Bureau updated the Address Block Count files on October 27, 2017. If you downloaded the previous files, you may want to download the new versions.



- <https://www.census.gov/geo/partnerships/luca.html>

As a reminder, jurisdictions need to submit four forms to register for LUCA and have access to the materials. If you want CDR to assist, you must also designate us and have CDR sign the confidentiality agreement.

- Registration Form (D-2002) <https://www2.census.gov/geo/pdfs/partnerships/luca/D-2002.pdf>
- Product Preference Form (D-2003 or D-2003(SG))
<https://www2.census.gov/geo/pdfs/partnerships/luca/D-2002.pdf>
- Confidentiality Agreement (D-2005) <https://www2.census.gov/geo/pdfs/partnerships/luca/D-2002.pdf>
 - CDR should be designated on this form for CDR to have access to your jurisdiction’s materials
- Self Assessment Security Checklist (D-2006)
<https://www2.census.gov/geo/pdfs/partnerships/luca/D-2006.pdf>

3. ADU Database

CDR will be reaching out to Orange County jurisdictions to develop a GIS database of parcels that could accommodate ADUs (Accessory Dwelling Units) per their existing/approved ordinance. This effort will include collecting all of the ordinances approved by local jurisdictions and compiling the information into a GIS database. Below is a list of jurisdictions working on an ADU ordinance as reported at the December 2017 OCCOG TAC meeting:

Jurisdictions with approved ADU ordinance:

Anaheim
Garden Grove
Laguna Hills
Lake Forest
Newport Beach
Stanton
Tustin
Yorba Linda

Jurisdictions reported working on ADU ordinance

Costa Mesa
Irvine
La Habra
Rancho Santa Margarita
San Clemente
Santa Ana

To assist, if your jurisdiction has approve an ADU ordinance since January 1, 2017, please email it to Deborah Diep at ddiep@fullerton.edu .

Contact: Ms. Deborah Diep, Director, Center for Demographic Research
657/278-4596 ddiep@fullerton.edu

For HIS/Employment: Ms. Ruby Zaman, Assistant Director, CDR
657/278-4709 ruzaman@fullerton.edu

For GIS: Mr. Ian Boles, GIS Analyst, CDR
657/278-4670 iboles@fullerton.edu



Item 3: **HCD Housing Element Annual Reports**
Recommended Action: Discussion.

Reports

CDR would like to have a discussion on the changes to the housing element annual reports as it pertains to reporting housing construction activities in comparison to DOF's annual report and CDR's Housing Inventory System (HIS).

Information below is from: <http://www.hcd.ca.gov/community-development/housing-element/index.shtml>

Annual Progress Reports

Each jurisdiction (city council or board of supervisors) must prepare an annual progress report on the jurisdiction's status and progress in implementing its housing element. (Government Code Section 65400.)

Each jurisdiction's annual progress report must be submitted to HCD and the Governor's Office of Planning and Research by **April 1** of each year (covering the previous calendar year).

Annual Progress Reports (APRs) may be submitted online using HCD's Online Annual Progress Reporting system. This is HCD's preferred method of submission, and reduces the possibility of data entry errors.

You can find additional technical assistance in filling out the form through the Housing Element Annual Progress Report webinar, specifically from 9 minutes onward or email questions to APR@hcd.ca.gov.

Attachments:

1. HCD memo re: Housing Element annual progress reports (4/30/2015) (PDF)
2. HCD's Instructions for preparing the annual report sample form (PDF)
3. HCD's Regulations governing the annual reports (PDF)
4. HCD's Frequently Asked Questions (11/30/2017) (PDF)
5. HCD's Annual Progress Report forms in Excel format
6. CA DOF Housing Unit Change form & instructions
7. CDR Housing Inventory System (HIS) form & instructions
8. CDR HIS Unit Type flow chart (10/2017)

Contact: Ms. Deborah Diep, Director, Center for Demographic Research
657/278-4596 ddiep@fullerton.edu

For HIS/Employment: Ms. Ruby Zaman, Assistant Director, CDR
657/278-4709 ruzaman@fullerton.edu

For GIS: Mr. Ian Boles, GIS Analyst, CDR
657/278-4670 iboles@fullerton.edu


DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



March 30, 2015

MEMORANDUM FOR: Planning Directors
Interested Parties

FROM: 
Glen A. Campora, Assistant Deputy Director
Division of Housing Policy Development

SUBJECT: **Housing Element Annual Progress Report (APR)**

Government Code Section 65400 requires each governing body (City Council or Board of Supervisors) to prepare an annual report on the status and progress in implementing the jurisdiction's housing element using forms and definitions adopted by the Department of Housing and Community Development (Department). The forms and definitions adopted by the Department on March 27, 2010, after considerable public input, and are to be used for the 2010 APR. The APR is an important tool to facilitate implementation of a community's housing element and in tracking and monitoring progress in addressing housing needs and goals. The APR includes information on the jurisdictions' progress in addressing the regional housing need allocation, including the number of housing units permitted by income level, the status of programs in the housing element and efforts to remove governmental constraints.

In addition, submittal of an APR to the Department is one of the threshold requirements to qualifying for Housing Related Parks (HRP) Program funds. The HRP Program rewards local governments for the approval of housing for affordable to lower-income households, providing grant funds for park-related projects to eligible local governments for every qualifying housing start, beginning calendar year 2010. More specific information about the HRP Program is available on the Department's website at <http://www.hcd.ca.gov/hpd/hrpp/>.

APR's for calendar year 2014 are due April 1, 2015. Please be aware, pursuant to Chapter 888, Statutes of 2006 (AB 2511), a jurisdiction may be compelled by a court to comply with this requirement or be subject to sanctions should an APR not be submitted to the Department within 60 days of the deadline. Copies of the report must be submitted to HCD and the Governor's Office of Planning and Research at:

HCD - Division of Housing Policy Development
P.O. Box 952053, Sacramento, CA 94252-2053

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

Regulations, forms, and instructions on the content of the APR are available on the Department's *Building Blocks*' website at http://www.hcd.ca.gov/hpd/housing_element2/OR_apr.php. If you have any questions or need assistance in completing the APR, please contact Melinda Coy, of our staff, at (916) 263-7425 or Melinda.Coy@hcd.ca.gov.

Department of Housing and Community Development

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: _____

Mailing Address: _____

Contact Person: _____ Title: _____

Phone: _____ FAX: _____ E-mail: _____

Reporting Period by Calendar Year: from _____ to _____

These forms and tables, (see sample – next page) must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1, of each year for the prior calendar year; submit separate reports directly to both HCD and OPR (Government Code Section 65400) at the addresses listed below:

Department of Housing and Community Development

Division of Housing Policy Development

P.O. Box 952053

Sacramento, CA 94252-2053

-and-

Governor's Office of Planning and Research

P.O. Box 3044

Sacramento, CA 95812-3044

Instructions

Government Code Section 65400 establishes the requirement that each city, county or city, and county planning agency prepare an annual report on the status of the housing element of its general plan and progress in its implementation using forms and definitions adopted by the Department of Housing and Community Development. The following form is to be used for reporting on the status of the housing element and implements Sections 6200, 6201, 6202, and 6203 of the Department of Housing and Community Development California Code of Regulations, Title 25, Division 1, Chapter 6

Please note, per Government Code Section 65700, charter cities are exempt from preparing an annual report on the status of the housing element. However, all jurisdictions including charter cities must submit annual reports in those cases where submittal is required for certain funding programs. In addition, the Department encourages all jurisdictions to submit an annual report as the report is a useful tool in meeting the review and revise requirement of subsequent housing element revisions per Government Code Section 65588.

Completing Tables

The following instructions refer to the tables of Attachment 1:

- Table A: *Annual Building Activity Report- Low-, and Very Low-Income Units and Mixed-Income Multifamily Projects*
- Table A2: *Annual Building Activity Report -Summary for Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)*
- Table A3: *Annual Building Activity Report Summary for Moderate- and Above Moderate-Income Units*
- Table B: *Regional Housing Needs Allocation Progress*
- Table C: *Program Implementation Status*

The instruction numbers coincide with the fields in the tables.

Table A

Annual Building Activity Report Summary for New Construction Of Very Low-, Low--Income Units and Mixed-Income Multifamily Projects

**Fields 1
through 5**

**Housing
Development
Information**

Include data only on housing units and developments for which a building permit for new residential construction was issued during the reporting year. This table requires information for two of the four housing affordability categories and for mixed-income projects (very low-, low--income units). Local governments should report project specific data on moderate – and above moderate-income units in Table A only where the reported units are part of a mixed-income multifamily project. Aggregate data for units affordable to moderate- and above moderate-income households should be reported in Table A2.

Cities and counties which have issued permits for 1,500 or more multifamily units in the reporting period are not required to report the information required on Table A on a project-by-project basis for projects of less than 25 units. Information on these units may be summarized on one line of the Table but should be clearly identified in the project identifier of Table A as units that fall within this category. For example, as part of field one (project identifier) the qualifying jurisdiction could state “projects with 25 units or less” and report the subsequent information in the following fields in aggregate. In addition, information related to affordability of these units may be provided based on information other than building permits. However, if the information on the number of such units is not based on building permit data, the jurisdiction must provide an explanation as an attachment as to how these units were determined to be assigned to the reporting period. Upon request by the Department, the city or city and county shall provide back-up documentation for the information provided.

All new unit information is to be listed in the following fields:

1. Project Identifier: Can be the development’s address, project name or the parcel’s APN.
2. Unit Category Codes: Each development should be categorized by one of the following codes:
 - SF (single-family units)
 - 2-4 (two to four unit structures)
 - 5+ (five or more unit structure, multifamily)
 - SU (second-unit)
 - MH (mobilehomes)

Table A
(continued)

3. Tenure: Identify whether the units within the development project are either proposed or planned at initial occupancy for either (i) Renter occupant (R) or (ii) Owner occupant (O) where apparent at time of project application.

4. Affordability by Household Income: For each development, list the number of units that are affordable to the following income levels (refer to *Definitions* in the regulations section for more detail):
 - very low-income households (VL)
 - low-income households (L)
 - moderate-income households (M) - when part of a mixed-income multifamily project
 - above-moderate households (AM) - when part of a mixed-income multifamily project

To verify income levels, refer to the income limit charts on the Department’s website of <http://www.hcd.ca.gov/hpd> (see section for Housing Element Annual Progress Reports, to be posted).

5. Totals: Represent the number of units within the identified development.

- 5a. (Voluntary). To gain a greater understanding of the level of infill housing activity in the state, the Department asks that you estimate to the extent possible, the number of infill housing units permitted during the reporting period. Although completion of this field is voluntary, your assistance would be greatly appreciated.

An infill housing unit is defined as being located within an urbanized area or within an urban cluster on a site that has been previously developed for urban uses, or a vacant site where the properties adjoining at least two sides of the project site are, or previously have been, developed for urban uses. For the purposes of this definition, an urbanized area or an urban cluster is as defined by the United States Census Bureau.

Table A (continued)

Fields 6 through 8: Please note, affordability information is not required for all fields but should provide any one source of information demonstrating affordability.

Fields 6 and 7

**Housing
Developed
with Public
Financial
Assistance
and/or Other
Mechanisms
that Restrict
the
Affordability
of the Unit**

Identify all housing units developed or approved with public financial assistance and/or have recorded affordability deed restriction or covenants.

6. Assistance Programs Used for Each Development: Assisted units are units that received financial assistance from the city or county and/or other subsidy sources and have affordability restrictions or covenants, and/or recapture of public funds upon resale.

From the list of programs below, select the applicable funding program(s) that apply and include the program in Table A using the acronym(s) as noted.

- TCAC: California Tax Credit Allocation Committee - 4 or 9 percent program (both federal and State tax programs)
- CDLAC: California Debit Limit Allocation Committee
- RDA: Redevelopment Agency Low- and Moderate-Income Housing Fund HOME: HOME Program (federal or State administered)
- MHP: Multifamily Housing Program (HCD) or local (specify which)
- HCD: Any Other Programs administered by HCD (not HOME, MHP or CDBG)
- CalHFA: California Housing Finance Agency Programs
- MRB: Mortgage Revenue Bond funds
- CDBG: Community Development Block Grant Program (federal or State administered)
- LTF: Local Trust Funds
- Other: Applicable Programs -- list any other applicable programs (including local programs) not listed

7. Deed Restricted Units: If units in a project are considered affordable to moderate- and lower-income households due to a local program or policy, such as an inclusionary housing ordinance, or regulatory agreement, such as a density bonus, identify the mechanism used to restrict occupancy on the basis of affordability to produce “deed restricted” units. For example:

- Inclusionary Zoning: Input “Inc” (inclusionary) in the field if the units were approved pursuant to a local inclusionary housing ordinance.

Table A
(continued)

- Density Bonus: Input “DB” (density bonus) if applicable.
- For any other mechanism input the program policy identifier and attach description.

Field 8

Housing without Financial Assistance or Deed Restrictions

8. To claim units as affordable to lower- -income households without financial assistance and/or deed restrictions, affordability must be demonstrated by proposed sales price or rents.
 - Sales prices and rents must meet the definition of affordable as defined in Health and Safety Code Section 50052.5.
 - Describe how the newly constructed rental or ownership housing units were determined to be affordable to very low-, low--income households without either public subsidies or restrictive covenants based on sales prices or rents relative to the income levels of households.

Where information is unavailable pertaining to unit affordability and a jurisdiction cannot account for how the identified unit was properly categorized, the unit should be counted in the moderate or above moderate-income category depending on market conditions.

Total the number of units per each income category permitted during the calendar year.

Fields 9 through 10

Determine the total units permitted in the reporting year

9. Enter in the total number of units reported in Table A3.
10. Total by income units (field 10 is located in the lower left hand corner of Table A): Add the number of units for each income category listed in Field 4, and enter the totals in Field 10. The result is the total number of dwelling units permitted during the reporting year.

Field 11

(Voluntary)

Total Extremely-Low Income Units

To gain a greater understanding of the level of building activity to meet the needs of extremely low-income households in the state, the Department asks that you estimate to the extent possible, the number of units affordable to extremely low-income households (this number will be a subset of the number of units affordable to very low-income households, as indicated in field 4, above). Although completion of this field is voluntary, your assistance would be greatly appreciated.

Table A2

Annual Building Activity Report Summary for Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65883.1(c)(1)

**Fields 1
through 3**

**Units by Activity
Type Pursuant to
GC Section
65883.1(c)(1)**

Please note: Units may ONLY be credited 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).

Enter the number of units eligible under each activity by income level.

To gain a greater understanding of the level of building activity to meet the needs of extremely low-income households in the state, the Department asks that you estimate to the extent possible, the number of units affordable to extremely low-income households. Although data on units affordable to extremely low income is voluntary, your assistance would be greatly appreciated.

Field 4

**Description of
Activity**

Provide a brief description of how these units meet the statutory criteria including project name and housing element program reference pursuant to Government Code 65883.1(c)(7). This information must also be reported in Table C when demonstrating progress in program implementation. Jurisdiction may not use Table A2 to credit activity towards progress in meeting its RHNA for units rehabilitated, preserved, or acquired when no program was included in the housing element.

Field 5

**Total units by
income Group
Category**

Calculate the total units by income level for all activities to be used to calculate RHNA progress in Table B.

Table A3

Annual Building Activity Report Summary for Moderate- and Above Moderate-Income Units

***Fields 1
through 6***

Report the total number of units affordable to moderate- and above moderate-income households for which building permits were issued during the reporting period by unit category (i.e., single-family, 2-4 units, 5 or more units, second-unit, or mobilehome). In order to prevent double counting, units identified as part of a mixed-income multifamily project in Table A should not be included in Table A2.

***Field 7
(Voluntary)***

To gain a greater understanding of the level of infill housing activity in the state, the Department asks that you estimate to the extent possible, the number of infill housing units permitted during the reporting period. Although completion of this field is voluntary, your assistance would be greatly appreciated.

An infill housing unit is defined as being located within an urbanized area or within an urban cluster on a site that has been previously developed for urban uses, or a vacant site where the properties adjoining at least two sides of the project site are, or previously have been, developed for urban uses. For the purposes of this definition, an urbanized area or an urban cluster is as defined by the United States Census Bureau

Table B

Regional Housing Needs Allocation Progress

Report the number of units for which permits were issued to demonstrate progress in meeting its share of regional housing need for the planning period.

- The “income level” field lists the income level categories.
- “Regional Housing Needs Allocation by Income Level” – List the jurisdiction’s assigned RHNA for the planning cycle by income group.
- For each year of the planning cycle, list the permit data year by year beginning in the first year and ending with the data from the current reporting year which can be found in Table A and A2. This data should be reported as deed restricted or non-deed restricted as appropriate.
- “Total Units to Date (all years)” – Add together the total number of units permitted in each income category.
- “Total Remaining RHNA by Income Level” – Use the information from the “Total Units to Date” category to deduct from your locality’s assigned RHNA number. In the bottom right hand corner, note the total units remaining to be developed to meet the RHNA allocation.

NOTE: Since forms are being completed in the middle of most local government’s planning period, information as specified may not be available for prior years. However, in future years (new planning period) the table should be completely filled out.

Table C

Program Implementation Status

Report the status of housing element program and policy implementation.

In particular, list local efforts, as identified in the housing element, to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to paragraph (3) of subdivision (c) of Section 65583(c). Also detail the progress in implementing all specific programs and policies:

1. "Name of Program": List the name of the program as described in the element.
2. "Objective": List the program objective (for example, update the second-unit ordinance).
3. "Deadline in Housing Element": Enter the date the objective is scheduled to be accomplished.
4. "Status of Program Implementation": List the action or status of program implementation.

For your information, the following describes the statutory program requirements:

- Adequate sites (65583 (c)(1))
Please note: Where a jurisdiction has included a rezone program pursuant to GC Section 65583.2(h) to address a shortfall of capacity to accommodate its RHNA, Table C must include specific information demonstrating progress in implementation including total acres, brief description of sites, date of rezone, and compliance with by-right approval and density requirements.
- Assist in the development of low- and moderate-income housing (65583 (c)(2))
- Remove or mitigate constraints (65583 (c)(3))
- Conserve and improve existing affordable housing (65583 (c)(4))
- Preserve units at-risk of conversion from low-income use (65583 (c)(6)(a))
- Promote equal housing opportunities (65583 (c)(5))

Please note: Jurisdictions may attach additional page(s) to provide clarification or information relevant to demonstrating progress towards meeting RHNA objectives.

Department of Housing and Community Development
California Code of Regulations
Title 25
Division 1.
Chapter 6

Proposed Adoption of
Subchapter 2
Housing Element Annual Progress Reports

Sections 6200, 6201, 6202, and 6203

Adopt § 6200. Purpose and Scope. These regulations implement, interpret and make specific subdivision (a) of Government Code Section 65400 which establishes the requirement that each city, county or city, and county planning agency prepare an annual report on the status of the housing element of its general plan and progress in its implementation using forms and definitions adopted by the Department of Housing and Community Development.

Note: Authority Cited: Section 65400, Government Code; Reference: Section 65400, Government Code.

Adopt § 6201. General.

- (a) The reporting period for the annual report shall be the calendar year immediately preceding the April 1 reporting deadline.
- (b) The annual report shall be prepared and submitted on a form made available by the Department and providing the information required by Section 6203. The form shall contain instructions for its completion consistent with these regulations.
- (c) These regulations, the annual report and the forms made available by the Department shall be subject to and governed by the definitions set forth in Section 6202.
- (d) The information reported shall be for activities conducted within the jurisdictional boundaries of the reporting local government, except that program activities outside the jurisdiction's boundaries may be reported pursuant to Section 6203 subd. (e) where appropriate.

Note: Authority Cited: Section 65400, Government Code; Reference: Section 65400, Government Code.

Adopt § 6202. Definitions.

- (a) “Local government” means a city, county, or city and county.
- (b) “Income level” means the household income level for the category identified.
- (c) “Very low-income” means the same as defined in Health and Safety Code Section 50105.
- (d) “Low-income” or “lower-income” means the same as defined in Health and Safety Code Section 50079.5.
- (e) “Moderate-income” means the same as defined in Health and Safety Code Section 50093.
- (f) “Above moderate-income level” means the household income exceeds the moderate-income level.
- (g) “Permitted units” means units for which building permits for new housing construction have been issued by the local government during the reporting calendar year. For this purpose, “new housing unit” means housing units as defined by the Department of Finance for inclusion in the Department of Finance’s annual “E-5 City/County Population and Housing Estimates” report. Permitted units also include units for low- and very low-income households identified in the jurisdiction’s housing element and receiving committed assistance pursuant to subdivision (c) of Government Code Section 65583.1
- (h) “Second-Units” mean the same as defined in Government Code Section 65852.2(i)(4).
- (i) “Multifamily development” means a housing project or development of 5 or more attached units.
- (j) “Project” or “Development” refers to a housing related activity where new construction of a unit(s) has had a building permit issued during the reporting calendar year. This may include single family, mixed use, multifamily, second-unit, or any other developments where housing units as defined by the US Census Bureau and the California Department of Finance are a component of the project.
- (k) “RHNA” means the local government’s share of the regional housing need allocation pursuant to Government Code Section 65584 et seq.
- (l) “Annual report” means that part of the annual report required by Government Code Section 65400 meeting the requirements of subd. (a)(2)(B) of that section and having the contents described in Section 6203.

Note: Authority Cited: Section 65400, Government Code; Reference: Section 65400 and 65584 Government Code.

Adopt § 6203. Annual Report Content.

Each annual report shall contain the following information:

- (a) A cover sheet with the name and mailing address of the reporting local government, the name, phone, fax and email numbers for the contact person, and the calendar year of the reporting period.
- (b) The following data for assessing progress in meeting the local government's regional housing needs allocation ("RHNA"):
 - (1) Total allocation of housing units for the RHNA planning period and allocation by household income levels (i.e., very low, low, moderate, above moderate).
 - (2) The number of permitted units issued by the local government for each year of the RHNA planning period by household income level (i.e., very low, low, moderate, above moderate), the total number of permitted units issued by year, the remaining regional housing need allocation by household income level, and the total remaining RHNA.
- (c) For each housing development affordable to moderate- or lower-income households including mixed-income multifamily projects for which building permits were issued during the reporting period, the following information:
 - (1) Identifying information for each project (e.g., address, intersection, or assessor's parcel number).
 - (2) Unit category (i.e., single family, 2-4 units, 5 or more units, second-unit, mobilehome).
 - (3) Tenure of the unit(s) (i.e., owner or renter), where apparent at time of project application.
 - (4) Total number of units affordable to each of the following household income groups at initial occupancy: very low-income, low-income, and moderate-income, above moderate-income when included as part of a mixed-income multifamily development. Assignment of units to appropriate income group shall be based on any one of the following:
 - (A) Monetary/financing programs used to achieve housing costs affordable to very low- and/or low-income households (e.g., state, federal, or local financial assistance, and including tax credits and bond financing).
 - (B) Non-monetary programs used to achieve housing costs affordable to very low- and/or low-income households and utilizing some form of deed restrictions or covenants running with the land (e.g., density bonus, inclusionary zoning).

(C) Any other methods used to achieve affordability at initial occupancy and including an explanation of how the affordability of the units was determined. For units that are affordable to lower- income households without direct governmental assistance, the report shall include the initial projected sales price or rent of the unit, and the maximum qualifying household income levels applicable at the time of initial sale or rent as determined pursuant to Health and Safety Code sections 50052.5(b) and 50053(b) and California Code of Regulations, Title 25, Division 1, Chapter 6.5, Sections 6918 and 6920.

(d) Report the total number of units affordable to moderate and above moderate-income households for which building permits were issued during the reporting period by unit category (i.e., single family, 2-4 units, 5 or more units, second-unit, mobilehome).

(e) For each program identified in the housing element pursuant to the requirement of subdivision (c) of Government Code 65583, the following information:

(1) Name of the program as referenced in the jurisdiction's housing element.

(2) Objective of the program as set forth in the housing element.

(3) Deadline for achieving the objective as set forth in the housing element.

(4) Status of program implementation as of the end of the annual reporting period listing dates of specific milestones or accomplishments, and quantified to the extent applicable and possible (e.g., 25 acres rezoned to R-4 on June 1st).

(5) Progress in local efforts and programs to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to paragraph (3) of subdivision (c) of Government Code Section 65583.

(f) Notwithstanding the foregoing, for a city or county which has issued permits for 1,500 or more multifamily units in the reporting period, the following reporting requirement applies:

(1) The city, county, or city and county is not required to report the information required by section (c) above on a project-by-project basis for projects of less than 25 units, but may report the information as summary data for the reporting period.

Information related to affordability on the units in projects of less than 25 units may be provided based on information other than building permit information. However, if the information is not based on building permits, the jurisdiction must provide an explanation as to how these units were determined to be assigned to the reporting period. Upon request by the Department, the city or city and county shall provide back-up documentation for the information provided.

Note: Authority Cited: Section 65400, Government Code; Reference: Section 65400, Government Code.

**Department of Housing and Community Development
Housing Element Annual Progress Report Frequently Asked Questions (FAQs)**

Direct Further Questions to APR@HCD.CA.GOV

When will Annual Progress Report Forms be updated to accommodate changes from the housing package legislation?

There will be no changes to the Annual Progress Report forms for the 2017 reporting period, due April 2018. The new data requirements will impact the 2018 Annual Progress reporting due April 2019, and the forms will be changed leading up to that

What counts as a permitted housing unit?

“Permitted units” means units for which building permits for new housing construction have been issued by the local government during the reporting calendar year. For this purpose, “new housing unit” means housing units as defined by the Department of Finance for inclusion in the Department of Finance’s annual “E-5 City/County Population and Housing Estimates” report, which is the same as the census definition of a housing unit.

A house, an apartment, a mobile home, a group of rooms, or a single room occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants live separately from any other individuals in the building and which have direct access from outside the building or through a common hall. For vacant units, the criteria of separateness and direct access are applied to the intended occupants whenever possible.

Can I count shelter beds toward RHNA progress?

Shelter beds do not count as separate living quarters and cannot be counted on the Annual Progress Report.

Do Single-Resident Occupancy (SRO) units count toward RHNA progress?

They can be counted if the units are operated as separate living quarters, and occupied or will be occupied by persons who consider the unit their usual place of residence, rather than temporary motels.

Can I count dorms in a college town?

Dormitories, bunkhouses, and barracks cannot be counted as housing units, but student housing that is set up as separate living quarters per the census definition can be counted.

Can I count senior housing?

Beds or quarters in an institution or hospital do not count, but separate living quarters per the census definition. For example, senior housing with individual units that would allow for eating and living separately for the broader community could count.

**Department of Housing and Community Development
Housing Element Annual Progress Report Frequently Asked Questions (FAQs)**

Direct Further Questions to APR@HCD.CA.GOV

Do I count units approved, permitted, or built on the Annual Progress Report?

You should report permitted units; this should represent the final permitting needed before the units can begin construction. As a result of recent legislation there will be broader reporting requirements in the future, but those requirements will not come into effect until the 2018 Annual Progress Reports due April 2019.

What qualifies as a justification for Very-Low or Low Income housing without a deed-restriction or financial assistance?

To claim units as affordable to very-low or low income households without a deed restrictions or financial assistance, affordability must be demonstrated by proposed sales price or rents.

In the case of Accessory Dwelling Units (ADU), a survey of comparable units that shows ADU rents are affordable to very-low or low income households in the area can suffice as documentation that the units can be counted as very-low or low income.

How should I distinguish between moderate and above-moderate income units without a deed restriction?

Rents or sales prices or market conditions can be used to determine whether the units are affordable to moderate or above-moderate income households.

Can we use density as a proxy for affordability in reporting? For example, 50 units to the acre can equate to very-low income affordability?

While density can be a proxy for affordability in zoning, it cannot be used as a justification to count permits on Annual Progress Reports toward RHNA progress; only deed-restrictions, financial assistance affordability covenants, or sales prices/rents can be used as a justification for determining affordability.

**Department of Housing and Community Development
Housing Element Annual Progress Report Frequently Asked Questions (FAQs)**

Direct Further Questions to APR@HCD.CA.GOV

What qualifies a preservation, rehabilitation, or acquisition project toward RHNA progress?

In order for units to be eligible the following must apply pursuant to Government Code 65883.1(c)(7):

- This site must be included in the housing element, specifically as part of the local government's strategy to meet its RHNA obligation. This can be accomplished by including the site in the sites inventory or listing it in the analysis to determine adequate sites.
- Either with the housing element or within the first two years of the planning period, a representative of the jurisdiction must have submitted a completed ["Adequate Sites Program Alternative Checklist"](#) related to this specific site, or provided an HCD-approved alternative submission that contains all the information contained within the checklist.

If either of these is not true, this site and its units CANNOT be counted toward your RHNA goals, and we request that you correct your Annual Progress Reports if you counted these units in error.

Note: Even when the units meet the eligibility criteria, a maximum of 25 percent of a jurisdiction's RHNA goal for each income category can be met through units counted through Table A2.

Can I count units that were permitted during the projection period before the permitting period starts?

You can count these units. Any local government wanting to register units that were permitted during the 5th Cycle Projection Period before the start of the 5th Cycle Planning Period should contact APR@hcd.ca.gov to request this or follow these steps in the APR system for the first year of the Planning Period:

- 1) In Table A of the APR: Create a new project (you will do multiple times, once for each unit category)
- 2) Under "Project Identifier" enter the label as "Units permitted in the Projection Period"
- 3) Under "Unit Category" select single-family (SF), two to four unit structures (2-4), five or more unit structure, multifamily (5+), Second Unit (SU), mobile homes (MH) as appropriate
- 4) Include the total number of units by income category
- 5) Press "Submit"

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction _____
 Reporting Period Date _____ - Date _____

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 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.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income					
(9) Total of Moderate and Above Moderate from Table A3 ▶▶			0	0	0	0					
(10) Total by income Table A/A3 ▶▶											
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

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

Jurisdiction _____
Reporting Period Date _____ - Date _____

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 unit 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	
(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	
No. of Units Permitted for Above Moderate						0	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction _____
 Reporting Period Date _____ - Date _____

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.													
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	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted												
	Non-deed restricted												
Low	Deed Restricted												
	Non-deed restricted												
Moderate	Deed Restricted												
	Non-deed restricted												
Above Moderate													
Total RHNA by COG. Enter allocation number:													
Total Units ▶ ▶ ▶													
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely 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 _____

Reporting Period Date _____ - Date _____

General Comments:

DOF HOUSING UNIT SURVEY INSTRUCTIONS

Please return the attached Housing Unit Survey to the Department of Finance (Finance) by **January 19, 2018**.

Section I. Housing Units Gained

Report all housing unit change information that occurred within your jurisdiction from **January 1, 2017 through December 31, 2017**.

1. **REPORT HOUSING UNITS GAINED from newly constructed housing units** within the given time frame. Preferred sources of newly constructed housing units include: Final Inspections, Certificates of Occupancy, Completion Certificates, and Utility Releases. Please do **NOT** provide building permits issued. If you only have building permits issued to indicate new housing construction, report them as indicated below under Adjusted Building Permits.

Adjusted Building Permits: Report the number of building permits that were issued for the following time frames: **single structure units** issued from **July 1, 2016 to June 30, 2017**, and **multi-structure units** issued from **January 1, 2016 to December 31, 2016**.

Mobile Home Units: Report mobile home unit changes on lots from January 1, 2017 to December 31, 2017. Changes in mobile homes may be reported regardless of the source of new construction.

2. **REPORT HOUSING UNITS GAINED from conversions or moved into your jurisdiction.** If your jurisdiction gained any new housing units from converting non-residential buildings into housing units, or by converting one type of housing unit structure into a new housing structure, (such as a duplex gained by converting a single family home) or any new housing units gained from military conversions, report these units under "conversions" from January 1, 2017 through December 31, 2017. Also, report any housing units moved into your jurisdiction.
3. **REPORT OTHER HOUSING UNITS GAINED from non-permitted activity.** Consists of non-permitted residential units; military units converted to civilian use without the issuance of a building permit; and non-permitted residential units added illegally within your jurisdiction. An example of an illegal unit -- a secondary non-permitted unit intended for residential occupancy added to an existing primary residence.

Section II. Housing Units Lost

We request local jurisdictions to report all units lost within your jurisdiction from January 1, 2017 through December 31, 2017.

1. **REPORT HOUSING UNITS LOST from demolition, fire, or other natural disaster.** Report residential housing units lost within your jurisdiction from January 1, 2017 through December 31, 2017 demolition, fire, earthquake, flood, or other natural disaster.
2. **REPORT HOUSING UNITS LOST from conversions or moved out of your jurisdiction.** Report units lost from converting housing units into non-residential uses, or lost by converting one type of housing unit structure into a new housing structure (such as a single family home lost by converting it into a duplex) from January 1, 2017 through December 31, 2017. Also, report any units that moved out of your jurisdiction.
3. **REPORT OTHER HOUSING UNITS LOST from non-permitted activity.** Consists of non-permitted residential units; and non-permitted residential units added illegally within your jurisdiction. An example of an illegal unit -- a secondary non-permitted unit intended for residential occupancy added to an existing primary residence.

Section III. Annexations and Detachments (cities only)

Cities must list all inhabited annexations and detachments that occurred between January 1, 2017 and December 31, 2017 in this section. For inhabited **annexations and detachments**, report all existing housing units within the area as of the **effective date**. Report housing units built **after** the effective date under **Section I-** Housing Units Gained. Include the full name of each annexation/detachment and its LAFCO resolution number.

Section IV. Civilian Group Quarters Change (see definition below)

Report resident Group Quarters change information for facilities that opened or closed during the year, or whose resident population significantly changed during the calendar year. Report annexed Group Quarters facilities in this section. For this survey, only consider changes for facilities that have 100 or more residents. If no significant changes occurred in the last calendar year, write "no change" in this section.

ADDITIONAL INFORMATION

Provide documentation for any additional information that may affect your area's population. Include the basis of the population change and the source of the information. Finance reviews all additional population change information documented by local areas.

Definitions

Single-detached unit - a one-unit structure with open space on all four sides. The unit often possesses an attached garage.

Single-attached unit - a one-unit structure attached to another unit by a common wall, commonly referred to as a townhouse, half-plex, or row house. The shared wall or walls extend from the foundation to the roof with adjoining units to form a property line. Each unit has individual heating and plumbing systems.

Mobile home unit - a one-unit structure that was originally constructed to be towed on its own chassis.

2-, 3-, and 4-plex units per structure - a structure containing two, three, or four units and not classified as single-unit attached structure. The units in the structure share attic space and heating and plumbing systems.

5 or more units per structure - a structure containing five or more housing units. The units share attic space, and heating and plumbing systems.

Affordable Units – Any unit with a legally enforceable agreement for at least 30 years that restricts occupancy and requires affordable housing costs (Health and Safety Code section 50052.5) or affordable rent (Health and Safety Code section 50053) be provided to person(s) whose household income qualifies as extremely-low, very-low, low, or moderate income. Legally enforceable agreements may include deed-restrictions recorded by the local County Recorder or affordability restrictions enforceable by a public agency (e.g. local inclusionary ordinances or density bonus units).

Civilian Group Quarters - are non-household residential facilities. Types of Group Quarters facilities include: nursing and convalescent homes; orphanages; shelters; convents; private dormitories; and local facilities for the mentally and physically disabled. Residents living in these facilities have no permanent residence elsewhere.

Note: Condominium refers to an ownership classification, not a structural type. Report condominiums based on their structural types.

Please return the completed survey form by one of the following methods:

- Online HUS System: <http://housingsurvey.dof.ca.gov/HUS/Index.aspx>
- Fax: (916) 327-0222
- Mail: (see address below)
- Download PDF File: http://www.dof.ca.gov/Forecasting/Demographics/Housing_Unit_Survey/
- E-mail: Douglas.Kuczynski@dof.ca.gov or John.Boyne@dof.ca.gov

**Department of Finance
Demographic Research Unit
915 L Street, 8th Floor
Sacramento, CA 95814**

HOUSING UNIT CHANGE FORM

Date of Estimate: 1/1/2018

PLEASE READ ATTACHED INSTRUCTIONS. RETURN BY **JANUARY 19, 2018.**

Demographic Research Unit, Department of Finance, 915 L Street, Sacramento, CA 95814, Fax (916) 327-0222, Telephone (916) 323-4086.

City/Town: _____

County: _____

Please check the method you reported on this survey for newly constructed units:

Housing units completed between 1/1/17-12/31/17 based on **Final Inspections, Certificates of Occupancy, Completion Certificates** or **Utility Releases.**

Or

If you can only report building permits issued, you **MUST** adjust the building permits to estimate completions using a different time frame:

Single unit permits issued: **7/1/16 – 6/30/17**; **Multiple unit** permits issued: **1/1/16 – 12/31/16.**

SECTION I. HOUSING UNITS GAINED	SINGLE-FAMILY			MULTI-FAMILY				TOTAL UNITS	TOTAL AFFORDABLE UNITS
	Detached Units	Attached Units	Mobile Homes	2, 3, or 4 -plex		5 or More			
				Structures	Units	Structures	Units		
1. Newly Constructed Units									
2. Converted Units Gained									
3. Non-Permitted Units Gained									
SECTION II. HOUSING UNITS LOST									
From January 1, 2017 through December 31, 2017									
1. Demolition, fire or natural disaster									
2. Converted Units Lost									
3. Non-Permitted Units Lost									

SECTION III. ANNEXATIONS AND DETACHMENTS
From January 1, 2017 through December 31, 2017

For Cities Only. Attach additional sheets if necessary.

LAFCO #	Annexation Short Titles & Effective Date	SINGLE-FAMILY			MULTI-FAMILY				TOTAL UNITS
		Detached Units	Attached Units	Mobile Homes	2, 3, or 4 -plex		5 or More		
					Structures	Units	Structures	Units	

SECTION IV. CIVILIAN GROUP QUARTERS CHANGE
From January 1, 2017 through December 31, 2017

Attach additional sheets if necessary.

Facility Name, Address, Zip Code, & Telephone Number	DATE OF STATUS CHANGE					PERMANENT RESIDENTS	
	Annexed	Detached	Opened	Closed	Changed	1/1/2017	12/31/2017

Reported by: _____ Department: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

E-mail Address: _____ Telephone: _____

Objective: Housing information is collected from each jurisdiction and forms the basis of the housing inventory system. Each jurisdiction is asked to provide a report of their annual dwelling unit gains and losses by structure type with address information for each calendar year. CDR designed this form to use when reporting all housing unit changes that occurred within your jurisdiction.

How to use this form:

- ❑ Save Excel file as a master on your hard drive
- ❑ Enter data directly in the Year spreadsheet. The sample sheet provides a sample of how the data should look.
- ❑ If there is no activity – either send an e-mail stating there was no activity or on the first line of the form type in "no residential activity".

Transmitting the data to CDR:

- ❑ Complete the report in electronic format in Microsoft Excel and send as an e-mail attachment to ruzaman@fullerton.edu

Procedures:

- ❑ Enter the **address** for each housing activity change.
 - Option to separate house number and street name or combine them in the street / address column.
 - Please do not combine housing range; enter one address per line. e.g. for single family units, please list each unit's address separately.
- ❑ **Final date & Info Source**, which is the date of:
 - Utility Releases (preferred information)
 - Certificate of Occupancy (preferred information)
 - Permit was finalized (primarily for demolitions; for construction if utility release or certificate of occupancy is not available)
- ❑ **Type of activity** (addition, demolition, or conversion) that took place:
 - New Home Construction – newly constructed dwelling units which were added to the housing stock based on utility releases or certificates of occupancy.
 - Demolitions – dwelling units deleted from housing stock by demolition, fire, earthquake, or flood.
 - Conversions – dwelling units added or deleted from housing stock due to conversion, this includes conversions from one type to another (i.e. SFD to Duplex) and from non-residential to residential or the reverse. This does not include addition of accessory unit to SFD.
- ❑ Report the number of units for each **Structure type** according to usage on lot. **Primary uses** include: SFD, SFA, Duplex, Triplex, Apartment, Mobile Home. As of 1/1/2017, all accessory dwelling units (ADUs) should be recorded under the **Accessory categories**: detached, attached/internal, or junior ADU. ADUs were formerly referred to as Second Units/Granny Flats. See "Unit type flow chart" worksheet.
 - Additions: number of units (1)
 - Demolitions: minus number of units (-1)
 - Conversions: represents both units lost and units gained to different structure types. Example: a conversion of SFD to a duplex would need a (-1) in SFD column and (2) in 2-4 column.
- ❑ **Annexation**: Enter annexation effective date if unit was added to housing stock through annexation of land.
- ❑ **Units in Structure**: Enter total number of units in structure. Generally pertains to SFA structures where each unit has unique address
- ❑ **Project Name**: Name of housing tract or project. Optional.
- ❑ **Notes**: Optional.
- ❑ **Assessor's Parcel Number (APN)**: Used in geocoding process. Optional.
- ❑ In addition, users may add additional columns of information at their discretion. These should be at the end of the standard columns.

Definitions:

Note: Condominium refers to an ownership classification, not a structural type. Report condominiums based on their structural types.

- ❑ **Single-Family Detached**
—A one-unit structure with open space on all sides. The unit often possesses an attached garage.
- ❑ **Single-Family Attached**
—A one-unit structure attached to another unit by a common wall, commonly referred to as a townhouse, half-plex or row house. The shared wall or walls extend from the foundation to the roof with adjoining units to form property line. Each unit has individual heating and plumbing systems.
- ❑ **Multi-Family**
— Two or more units with common walls extending from floor to ceiling with common attic space and/or shared heating and plumbing. Generally include, but are not necessarily limited to, apartment units, duplex, triplex or fourplex. Multiple units are classified by two categories: 2-4 units/one structure and 5+ units/one structure.
- ❑ **Accessory Dwelling Units: (e.g. Granny Flat/ Second Unit/Accessory Living Quarters/Casitas)**
— Single accessory unit added to lot. May be attached or detached; may be repurposing of existing space. Must include some kitchen facilities. See "Unit type flow chart" for additional information on differentiation between attached ADU and attached Junior ADU.

Printing Instructions:

- ❑ In the event that you need to print a copy of either the instruction sheet, sample or your monthly report, please note that it may not print out correctly on your printer. Below are some suggestions that may minimize any problems:
- ❑ The page orientation will need to be in Landscape
- ❑ You may have to resize the margins in either the main spreadsheet or page set-up
- ❑ Also note that you can customize the title in page set-up under header / footer section

**If you have any questions please contact Ruby Zaman at (657) 278-3417 or ruzaman@fullerton.edu

Housing Inventory System (HIS)

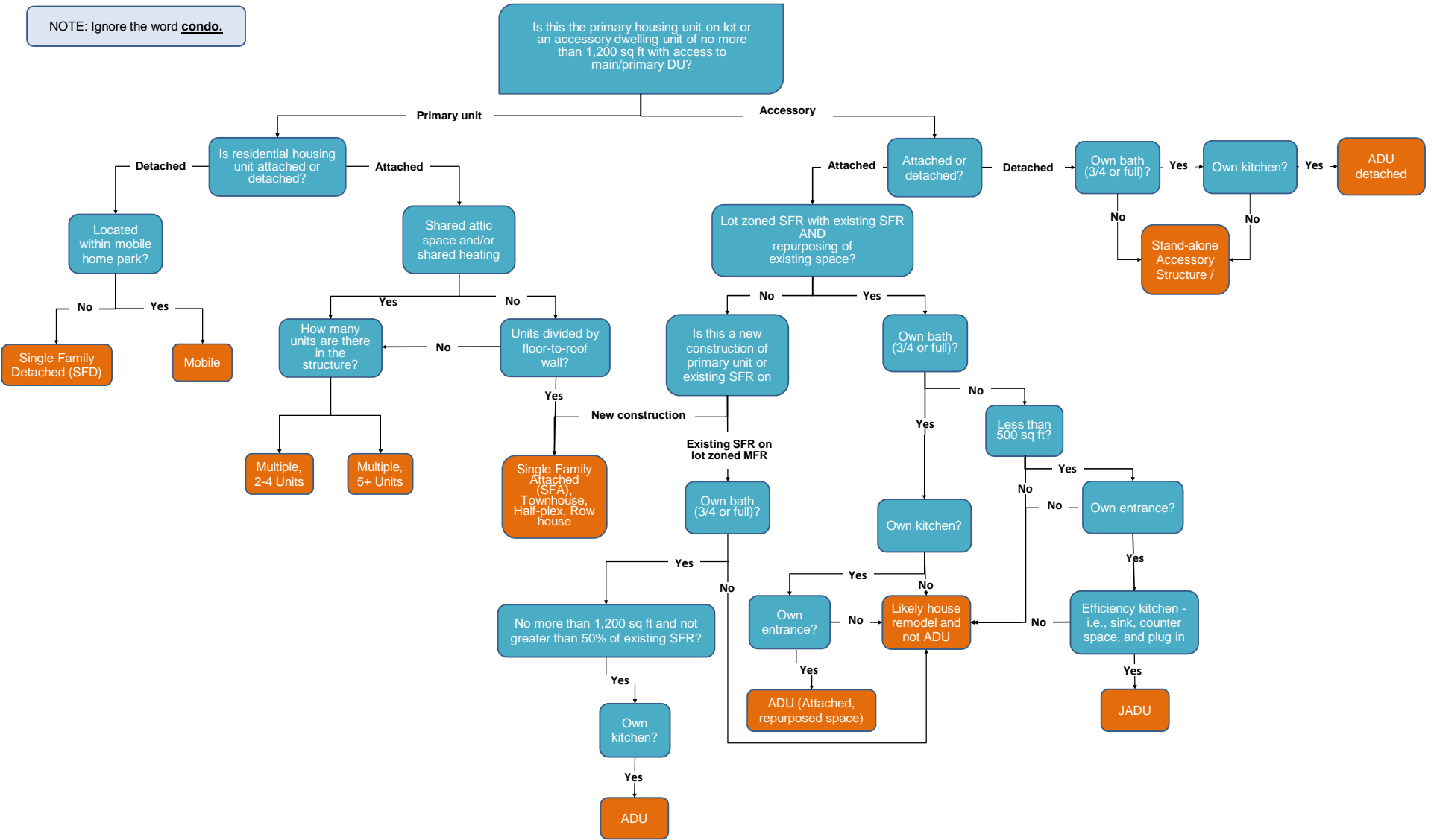
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
	Street Number	Street Name	Address	Zip	Final Date	Info Source	Structure Type	ACTIVITY TYPE: New Home Construction	ACTIVITY TYPE: Conversion of Primary Structure	ACTIVITY TYPE: Repurposing of existing space to ADU/JADU	ACTIVITY TYPE: Demos	PRIMARY UNIT TYPE: Single-Attached SFA	PRIMARY UNIT TYPE: Single-Detached SFD	PRIMARY UNIT TYPE: Multiple-2 to 4 Units	PRIMARY UNIT TYPE: Multiple-5+ Units	PRIMARY UNIT TYPE: Mobile Home	ACCESSORY DWELLING UNIT TYPE: Detached ADU	ACCESSORY DWELLING UNIT TYPE: Attached (new addition)	ACCESSORY DWELLING UNIT TYPE: Attached/Repurposing space	ACCESSORY DWELLING UNIT TYPE: Junior ADU / Repurposing	Annexation: Was this dwelling added to city via annexation?	UNITS IN STRUCTURE (Optional)	Project Name (optional)	NOTES (optional)	Accessor Parcel Number (APN) (Optional)	
1																										
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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
Street Number	Street Name	Address	Zip	Final Date (1)	Info Source (2)	Structure Type (3)	ACTIVITY TYPE: New Home Construction (4)	ACTIVITY TYPE: Conversion of Primary Structure (5)	ACTIVITY TYPE: Repurposing of existing space to ADU/JADU (6)	ACTIVITY TYPE: Demos (7)	PRIMARY UNIT TYPE: Single-Attached SFA (8)	PRIMARY UNIT TYPE: Single-Detached SFD	PRIMARY UNIT TYPE: Multiple-2 to 4 Units	PRIMARY UNIT TYPE: Multiple-5+ Units	PRIMAR Y UNIT TYPE: Mobile Home	ACCESSORY DWELLING UNIT TYPE: Detached ADU	ACCESSORY DWELLING UNIT TYPE: Attached (new addition)	ACCESSORY DWELLING UNIT TYPE: Attached/ Repurposing space	ACCESSORY DWELLING UNIT TYPE: Junior ADU / Repurposing space	Annexation: Was this dwelling added to city via annexation?	UNITS IN STRUCTURE (Optional)	Project Name (optional) (9)	NOTES (optional)	Accessor Parcel Number (APN) (Optional)
1																								
2	5202	Del Sur Circle	5202 Del Sur Circle	90623	9/20/2000	COO	SFD	X												no				
	5232	Del Este Circle	5232 Del Este Circle	90623	9/5/2000	COO	SFA	X			1	1								no			attached structure contains 2 units, separate addresses	
3																					2			
	5234	Del Este Circle	5234 Del Este Circle	90623	9/5/2000	COO	SFA	X			1									no			attached structure contains 2 units, separate addresses	
4																					2			
5	5000	La Luna Drive	5000 La Luna Drive	90623	9/1/2000	COO	Apartment	X					4							no				
6	5815	N. Main St.	5815 N. Main St.	90624	9/12/2000	COO	Apartment	X					10							no		Terrace View Apts.		
7	4117	E. Lake Drive	4117 E. Lake Drive	90624	9/15/2000	COO	Duplex	X					2							no				
8	5651	N. Main St.	5651 N. Main St.	90624	9/15/2000	COO	Mobile Home	X							1					no				
9	5181	Grand St.	5181 Grand St.	90624	9/30/2000	demo permit	SFD			X		-1								no				
10	8721	Grand St.	8721 Grand St.	90624	9/30/2000	demo permit	Apartment			X				-25						no				
11	1515	N. Main St.	1515 N. Main St.	90624	9/10/2000	COO	Duplex	X				-1	2							no				
	2525	S. Lake Drive	2525 S. Lake Drive	90624	9/10/2000	COO	Duplex to 3-plex	X					1							no				
12																				no				
	3515	W. Main St	3515 W. Main St	90624	9/10/2000	demo permit	SFD to non-res	X				-1								no				
13																				no				
	2512	S. Lake Drive	2512 S. Lake Drive	90624	9/10/2000	utility	Duplex	X					2							no				
14	600	Ocean Drive	600 Ocean Drive	90624	na	annex	Apartment										50			yes, effective 1/1/2006		Ocean Apartments		
15	700	Ocean Drive	700 Ocean Drive	90624	na	annex	Apartment										55			yes, effective 1/1/2006		Ocean Apartments		
16	1600 #B	Flower Lane	1600 Flower Lane	90624	9/1/2000	building final	ADU	x												no			added unit to back lot; bedroom, bath and kitchen facilities	
17																				no			added ADU; added bedroom with bath facilities & kitchenette	
	2300 1/2	Mountain Ave	2300 1/2 Mountain Ave	90624	9/10/2000	building final	ADU	x												no			repurposed existing room to ADU w/ attached bath, added kitchenette, has separate entrance	
18	6752 1/2	Hill Drive	6752 1/2 Hill Drive	90624	9/10/2000	building final	ADU		x									1		no			repurposed existing room to ADU w/ attached bath, added kitchenette, has separate entrance	
19	1001	Tree Lane	1001 Tree Lane	90624	9/15/2010	building final	JADU		x											no			repurposed bedroom, 490 sqft. added kitchenette, separate entrance	
20																				no				
21																								
22																								

23 (1) Final Date indicates the date of the certificate of occupancy or utility release, or building permits are finalized.
 24 (2) Source of Final Date: certificate of occupancy ("COO"); utility release ("utility"); finalized permit ("final"); demolition permit ("demo")
 25 (3) Structure Type indicates one of the following types: sfa, sfd, duplex, triplex or MF complex (multi-family complex); ADU, JADU - See Instructions for full definitions.
 26 For conversions, enter old and new housing types. See cells H12 and H13 for example.
 27 (4) New Home Constructions - newly added housing units to city's housing stock
 28 (5) Conversion of primary structure from one housing type to another
 29 (6) Conversion of space within existing primary structure to accessory dwelling unit (to ADU or JADU)
 30 (7) Demos = Demolitions
 31 (8) If attached units have separate address numbers enter each unit and its unique address on a separate line.
 32 (9) This field is optional. Add a general or specific name for existing or new development to identify project e.g. Woodbridge or Park Terrace Towers.
 33

Housing Inventory System (HIS) Unit Flow Chart

NOTE: Ignore the word condo.





Item 4: **Southern California Association of Governments (SCAG) 2020 Regional Transportation Plan/Sustainable Communities Strategy (2020 RTP/SCS) Update**

Recommended Action: Receive report. Discussion.

Report

On December 6, 2017, the Southern California Association of Governments released the Bottom-Up Local Input and Envisioning Process for the 2020 Regional Transportation Plan/Sustainable Communities Strategy and Regional Housing Needs Assessment to local jurisdictions for review. SCAG staff will be coordinating with the Center for Demographic Research (CDR) to set up one-on-one meetings with each jurisdiction's community development director or planning director in the months of March and April 2018. Materials for local review have been posted as initial draft versions to SCAG's website at <http://scagrtpscs.net/Pages/DataMapBooks.aspx>. The deadline to submit input on the Data Map Book and through the Scenario Planning Model will be Monday, October 1, 2018. A copy of the Local Input Survey, which has also been provided by SCAG for completion by jurisdictions, is included as an attachment for this item.

Attachments: Local Input Survey and Local Input Survey Glossary
Contact: Ms. Marika Poynter, Chair, City of Irvine
949/724-6456
mpoynter@cityofirvine.org

SCAG Local Input Survey

The Southern California Association of Governments (SCAG) is currently seeking input from local jurisdictions across the six-county area to begin a new long-range plan for the region, the 2020- 2045 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). The 2020 RTP/SCS is a long-range visioning plan containing transportation projects and land use development strategies, that balances future mobility and housing needs with economic, environmental and public health goals. Additionally, per SB 375, land use strategies developed within the SCS will help the region achieve state greenhouse gas emission reduction goals.

SCAG is collecting information from local jurisdictions related to the implementation of the 2012 and 2016 RTP/SCS, as well as to inform development of the 2020 RTP/SCS. A copy of the 2016 RTP/SCS Local Input Survey from your jurisdiction has also been provided to facilitate the response process. Please respond to each question as it pertains to your jurisdiction. Due to the multidisciplinary nature of the questions, we encourage an interdepartmental collaboration to answer questions within the survey. Responses are due by October 1, 2018. A web version of the survey is available at: <https://www.surveymonkey.com/r/FB6QFTT>

PART I – LAND USE

General Plan

1. Please enter the year of your jurisdictions most recent general plan element update. Add information for any additional elements contained in the General Plan but not listed:

<i>Element</i>	Year	Web link	Comments
Land Use			
Circulation			
Housing			
Conservation			
Open space			
Noise			
Safety			
Additional Element			
Additional Element			
Additional Element			

Other Comments:

2. Is your jurisdiction currently in the process of updating its General Plan? Yes No If yes, when do you expect to complete the update? Date: [Publish Date]

Other Comments:

3. Which elements of the general plan will your jurisdiction plan to update within the next five years?

<i>Element</i>	Year	Comments
[Title]		
[Title]		
[Title]		
[Title]		
[Title]		

Other Comments:

4. Does the most recently adopted general plan update support or intend to support any of the following Sustainable Communities Strategies (SCS)?

<i>Strategies</i>	Yes	No	Intend	Elements	Web link
Transit oriented development (TOD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Infill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Complete communities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Non-residential mixed use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Infill along Livable corridors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Form based code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Other Comments:

5. Does the circulation element of your General Plan include the following:

<i>Plans and Guidelines</i>	Yes	No	Web link
Guidelines for freight movement and heavy duty vehicles	<input type="checkbox"/>	<input type="checkbox"/>	
Designated truck route system	<input type="checkbox"/>	<input type="checkbox"/>	
Truck circulation plan	<input type="checkbox"/>	<input type="checkbox"/>	
A plan for the development of multimodal transportation networks per the California Complete Streets Act (AB 1358)	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

6. When was the zoning code last updated to reflect your most recent amendments?
 Date: [Publish Date] Web link: [Link]

Other Comments:

7. Is your jurisdiction currently in the process of updating its land use designation and zoning code? Yes No If yes, when do you expect to complete the update? Date: [Publish Date]

Other Comments:

8. Did your jurisdiction's most recent land use designation and/or zoning code update include provisions supporting any of these policies?

<u>Land Use Designation and/or Zoning Code</u>	Yes	No	Designation/Code	Web link
Transit oriented development (TOD)	<input type="checkbox"/>	<input type="checkbox"/>		
Infill	<input type="checkbox"/>	<input type="checkbox"/>		
Complete communities	<input type="checkbox"/>	<input type="checkbox"/>		
Non-residential mixed use	<input type="checkbox"/>	<input type="checkbox"/>		
Infill along Livable corridors	<input type="checkbox"/>	<input type="checkbox"/>		
Form based code	<input type="checkbox"/>	<input type="checkbox"/>		
Accessory dwelling units	<input type="checkbox"/>	<input type="checkbox"/>		
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Other Comments:

9. Does your jurisdiction have TOD building standards and design guidelines? Yes No

Other Comments:

10. Does your jurisdiction offer incentives for infill development? Yes No

If yes, which of the following apply:

<u>Incentives</u>	Yes	No	Web link
Fast track permitting	<input type="checkbox"/>	<input type="checkbox"/>	
Fee Waivers	<input type="checkbox"/>	<input type="checkbox"/>	
Density bonus	<input type="checkbox"/>	<input type="checkbox"/>	
Increased floor area ratio	<input type="checkbox"/>	<input type="checkbox"/>	
Building height waivers	<input type="checkbox"/>	<input type="checkbox"/>	
Tax subsidies or other benefits	<input type="checkbox"/>	<input type="checkbox"/>	
Waived or reduced minimum parking requirement	<input type="checkbox"/>	<input type="checkbox"/>	
Reduced open space requirements	<input type="checkbox"/>	<input type="checkbox"/>	

Transfer of development rights	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

11. Does your jurisdiction overlap with a High Quality Transit Area (HQTA) as included in the 2016 RTP/SCS? (Please refer to the HQTA Map located at SCAG's Scenario Planning Model (SPM)'s Data Management site at <https://spmdm.scag.ca.gov> to check out HQTA boundaries in your jurisdiction). Yes No

Other Comments:

12. Does your jurisdiction have policy incentives to encourage development of TODs? Yes No
If yes, which of the following apply:

<i>Incentives and Policies</i>	Yes	No	Web link
Fast track permitting	<input type="checkbox"/>	<input type="checkbox"/>	
Fee waivers	<input type="checkbox"/>	<input type="checkbox"/>	
Density bonus	<input type="checkbox"/>	<input type="checkbox"/>	
Increased floor area ratio	<input type="checkbox"/>	<input type="checkbox"/>	
Building height waivers	<input type="checkbox"/>	<input type="checkbox"/>	
Tax subsidies or other benefits	<input type="checkbox"/>	<input type="checkbox"/>	
Waived or reduced minimum parking requirement	<input type="checkbox"/>	<input type="checkbox"/>	
Reduced open space requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Affordable Housing Set aside	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

13. Do any adopted specific plans and/or community plans with certified EIRs overlap with the existing Transit Priority Areas (TPAs)? Yes No
If yes, please list their names and years of adoption below.

Name	Year	Comments
[Title]		
[Title]		
[Title]		
[Title]		
[Title]		

Other Comments:

14. Are there any other adopted specific plans and/or community plans that do not overlap with the existing Transit Priority Areas (TPAs)? Yes No

If yes, please list their name and years of adoption below.

Name	Year	Comments
[Title]		
[Title]		
[Title]		
[Title]		
[Title]		

Other Comments:

15. Which of the following parking strategies are included in any of your existing specific plans or general plans?

<i>Parking strategies</i>	Yes	No	Web link
Right-sized parking	<input type="checkbox"/>	<input type="checkbox"/>	
Park-once districts	<input type="checkbox"/>	<input type="checkbox"/>	
Shared parking	<input type="checkbox"/>	<input type="checkbox"/>	
Unbundled parking	<input type="checkbox"/>	<input type="checkbox"/>	
Parking maximums in designated areas	<input type="checkbox"/>	<input type="checkbox"/>	
Innovative parking design (i.e. Sustainable features)	<input type="checkbox"/>	<input type="checkbox"/>	
Waived or reduced minimum parking requirement	<input type="checkbox"/>	<input type="checkbox"/>	
Bicycle Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

16. Does your jurisdiction have a small lot development policy? Yes No Date: [Publish Date]

Web link: [Link]

Other Comments:

17. Does your jurisdiction have any policies or programs in place to resolve potential impacts related to goods movement activities? Yes No

If yes, please provide name and years of adoption below.

<i>Policies or Programs</i>	Year	Web link
[Title]		
[Title]		
[Title]		
[Title]		
[Title]		

Other Comments:

18. Does your jurisdiction have any design guidelines in place for logistics center, warehouse or distribution facility development? Yes No Date: [Publish Date] Web link: [Link]

Other Comments:

19. Does your jurisdiction have any policies or programs in place for the design of industrial neighborhoods? Yes No

If yes, please provide name and years of adoption below.

<i>Policies or Programs</i>	Year	Web link
[Title]		
[Title]		
[Title]		
[Title]		
[Title]		

Other Comments:

20. Does your jurisdiction have a development/impact/linkage fee ordinance? Yes No Date: [Publish Date] Web link: [Link]

If yes, which of the following does it fund?

<i>Areas that receive funding</i>	Yes	No	Web link
Parks	<input type="checkbox"/>	<input type="checkbox"/>	
Affordable housing	<input type="checkbox"/>	<input type="checkbox"/>	
Natural lands/Open space preservation	<input type="checkbox"/>	<input type="checkbox"/>	
Transit improvements/amenities	<input type="checkbox"/>	<input type="checkbox"/>	
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

21. Does your jurisdiction participate in the Mills Act in an effort to maintain, preserve or rehabilitate historically significant property? Yes No

Other Comments:

22. Does your jurisdiction use any of the following water management and efficiency strategies:

<u>Strategies</u>	Yes	No	Web link
Stormwater management best practices	<input type="checkbox"/>	<input type="checkbox"/>	
Greywater/reclaimed water (purple pipes)	<input type="checkbox"/>	<input type="checkbox"/>	
Ground water recharge	<input type="checkbox"/>	<input type="checkbox"/>	
Low impact development	<input type="checkbox"/>	<input type="checkbox"/>	
Green infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	
Reduced impervious surface and/or lot coverage incentives	<input type="checkbox"/>	<input type="checkbox"/>	
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

Housing

23. Does your jurisdiction utilize or are considering any of the following zoning or land use strategies for housing?

<u>Strategies</u>	Yes	No	Web link
Inclusionary zoning ordinance	<input type="checkbox"/>	<input type="checkbox"/>	
- Is there an in-lieu fee component?	<input type="checkbox"/>	<input type="checkbox"/>	
Rent stabilization ordinance	<input type="checkbox"/>	<input type="checkbox"/>	
- Maximum annual percentage rent increase allowed	[Comments]		
Affordable housing preservation ordinance	<input type="checkbox"/>	<input type="checkbox"/>	
Mortgage down payment assistance program	<input type="checkbox"/>	<input type="checkbox"/>	
Special financing district (CRIA, EIFD, Others?)	<input type="checkbox"/>	<input type="checkbox"/>	
Incentives for affordable housing	<input type="checkbox"/>	<input type="checkbox"/>	
- Fast track permitting	<input type="checkbox"/>	<input type="checkbox"/>	
- Fee waivers	<input type="checkbox"/>	<input type="checkbox"/>	
- Density bonus	<input type="checkbox"/>	<input type="checkbox"/>	
- Increased floor area ratio	<input type="checkbox"/>	<input type="checkbox"/>	
- Building height waivers	<input type="checkbox"/>	<input type="checkbox"/>	
- Tax subsidies or other benefits	<input type="checkbox"/>	<input type="checkbox"/>	
- Waived or reduced minimum parking requirements	<input type="checkbox"/>	<input type="checkbox"/>	
- Reduced open space requirements	<input type="checkbox"/>	<input type="checkbox"/>	

- Other relaxed requirements for affordable housing	<input type="checkbox"/>	<input type="checkbox"/>	
Low-income housing tax credit (LITHC)	<input type="checkbox"/>	<input type="checkbox"/>	
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

24. Please fill in the number of affordable and non-affordable units permitted for each Regional Housing Needs Assessment (RHNA) category since the beginning of the reporting period for the current RHNA cycle (October 2013- October 2021). Affordable units are defined as affordable for households with incomes of 80% or less of county median income, or the very low and low income RHNA categories. Data can be found in your submitted annual progress report to the California Department of Housing and Community Development (HCD). (Please note that your housing permit data will not be used to determine the subsequent RHNA).

Year	Affordable Housing (very low and low)	Non-affordable housing (moderate and above moderate)
2014		
2015		
2016		
2017		

Other Comments:

25. Please indicate if any of the following planning circumstances affect future household growth in your jurisdiction (While this section is not the official local planning survey of the RHNA process, SCAG will use responses to inform the formal local survey as part of the 6th RHNA cycle process, beginning in 2018)

<u>Circumstances</u>	Yes	No
Existing and projected job housing balance	<input type="checkbox"/>	<input type="checkbox"/>
Lack of capacity for sewer or water service due to federal and state laws, regulations or regulatory actions, or supply and distribution decisions made by a sewer or water service provider other than the local jurisdiction that preclude the jurisdiction from providing necessary infrastructure for additional development during the planning period.	<input type="checkbox"/>	<input type="checkbox"/>
Availability of land suitable for urban development or for conversion to residential use, the availability of underutilized land, and opportunities for infill development and increased residential densities.	<input type="checkbox"/>	<input type="checkbox"/>
Lands preserved or protected from urban development under existing federal and state programs, or both, designed to protect open space, farmland, environmental habitats and natural resources on a long-term basis.	<input type="checkbox"/>	<input type="checkbox"/>
County policies to preserve agricultural land within an unincorporated area.	<input type="checkbox"/>	<input type="checkbox"/>
Distribution of household growth assumed for purposes of a comparable period	<input type="checkbox"/>	<input type="checkbox"/>

of regional transportation plans and opportunities to maximize the use of public transportation and existing transportation infrastructure.		
Loss of low-income housing units in assisted housing developments due to contract expirations or termination of use restrictions.	<input type="checkbox"/>	<input type="checkbox"/>
Market demand for housing	<input type="checkbox"/>	<input type="checkbox"/>
Agreements between a county and cities in a county to direct growth toward incorporated areas of the county	<input type="checkbox"/>	<input type="checkbox"/>
High housing cost burdens	<input type="checkbox"/>	<input type="checkbox"/>
Housing needs of farm workers	<input type="checkbox"/>	<input type="checkbox"/>
Housing needs generated by the presence of a private university or a campus of the California State University or the University of California within any member jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>
Demand for rural housing	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Comments:

PART II - TRANSPORTATION

26. Has your jurisdiction adopted or plan to adopt any of the following (check I.D., if currently is in development):

<u>Adopted Policies, Plans and Strategies</u>	Yes	No	I.D.	Year	Web link
Complete streets policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Does it include provisions for delivery vehicles or truck access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Safe routes to school program or plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Active transportation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bicycle master plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Pedestrian master plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Streetscape standards and design guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Transportation master plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Traffic calming measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Transportation demand management program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Transportation demand management ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Parking management plan/ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Provisions for truck parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Provisions for commercial vehicle access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Vision zero policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Safety plan/safety targets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Industrial land use ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Intelligent transportation systems plan/program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Intermodal facility plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Truck Route/Truck prohibit route plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Multimodal performance measures/targets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Transit overlay district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
First/Last Mile Strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Scenic Roadway Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Other Comments:

27. Has your jurisdiction or employers within your jurisdiction adopted or implemented any of the following Travel Demand Management (TDM) Strategies:

<i>Adopted TDM strategies</i>	Yes	No	Year	Web link
Ridesharing incentives and rideshare matching	<input type="checkbox"/>	<input type="checkbox"/>		
Vanpool programs	<input type="checkbox"/>	<input type="checkbox"/>		
Transit pass benefits	<input type="checkbox"/>	<input type="checkbox"/>		
Private employer shuttles or other transportation providers	<input type="checkbox"/>	<input type="checkbox"/>		
Parking cash-out policies	<input type="checkbox"/>	<input type="checkbox"/>		
Preferential parking or parking subsidies for carpoolers	<input type="checkbox"/>	<input type="checkbox"/>		
Intelligent parking programs	<input type="checkbox"/>	<input type="checkbox"/>		
Dynamic pricing for parking	<input type="checkbox"/>	<input type="checkbox"/>		
Programs or mobility services aimed at local tourism travel (e.g. Shuttle bus)	<input type="checkbox"/>	<input type="checkbox"/>		
Guaranteed ride home programs	<input type="checkbox"/>	<input type="checkbox"/>		
Incentives for telecommuting	<input type="checkbox"/>	<input type="checkbox"/>		
Designated pick-up/drop-off for ride sourcing or transportation network companies (Lyft or Uber)	<input type="checkbox"/>	<input type="checkbox"/>		
Bike share system	<input type="checkbox"/>	<input type="checkbox"/>		
Facilities or incentives for low speed modes (Neighborhood Electric Vehicles)	<input type="checkbox"/>	<input type="checkbox"/>		
Integrated mobility hubs	<input type="checkbox"/>	<input type="checkbox"/>		
Transportation management areas	<input type="checkbox"/>	<input type="checkbox"/>		

Other Comments:

28. Is your jurisdiction currently in the process of or planning to address vehicle miles travelled (VMT) related development impacts? Yes No

If **yes**, please list applicable projects and measures taken (or proposed) to mitigate VMT impacts.

<i>Project Name</i>	Comments

[Title]	
[Title]	
[Title]	
[Title]	
[Title]	

Other Comments:

29. Does your jurisdiction provide or plan to provide any of the following Bus Rapid Transit (BRT) infrastructure:

<u>BRT Infrastructure</u>	Yes	No	Web link
Bus-only land	<input type="checkbox"/>	<input type="checkbox"/>	
Signal prioritization	<input type="checkbox"/>	<input type="checkbox"/>	
Ticket vending machines on sidewalks for expediting boarding	<input type="checkbox"/>	<input type="checkbox"/>	
First/Last mile connectivity improvements	<input type="checkbox"/>	<input type="checkbox"/>	
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

30. If applicable, please provide the estimated annual expenditures for the following:

<u>Annual expenditures</u>	Annual spending
Bus stops/shelters	
Wayfinding/signage	
Data/trip planner	

Other Comments:

31. Does your jurisdiction receive local return funding (from a county transportation tax measure)?
 Yes No

If yes, does your jurisdiction have an adopted policy for prioritizing spending of these funds?
 Yes No Date: [Publish Date] Web link: [Link]

Other Comments:

32. Does your jurisdiction use local return revenue to fund any of the following:

<u>Funding</u>	Yes	No
-----------------------	------------	-----------

Bike Lanes	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian improvements	<input type="checkbox"/>	<input type="checkbox"/>
Repair (pavement, potholes)	<input type="checkbox"/>	<input type="checkbox"/>
Signal synchronization	<input type="checkbox"/>	<input type="checkbox"/>
Fixed route transit service	<input type="checkbox"/>	<input type="checkbox"/>
Dial-a-ride or other demand response service	<input type="checkbox"/>	<input type="checkbox"/>
Taxi scrip	<input type="checkbox"/>	<input type="checkbox"/>
Cool streets	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Comments:

33. Does your jurisdiction have a vehicle idling reduction policy or use communication/signage to reduce idling, particularly in sensitive areas such as near schools or hospitals? Yes No
 Date: [Publish Date] Web link: [Link]

Other Comments:

34. Has your jurisdiction recently budgeted a portion of its municipal funding (from the general fund, capital improvement program, or other sources) for bicycle and/or pedestrian improvements? Yes No Date: [Publish Date]

Other Comments:

PART III - ENVIRONMENTAL

Environmental Preferable Purchasing Policy

35. Does your jurisdiction have an environmentally preferable purchasing (EPP) Policy? (Includes office supplies, cleaning products, or electronics that are considered “green”. Yes No

If yes, what percent of your municipal expenditures goes towards environmentally preferable purchases? Percent: [Comments]

If no, is your jurisdiction interested in developing or have visions of including one in future general plan updates? Yes No

CEQA Streamlining

36. Has your jurisdiction approved projects utilizing CEQA streamlining? (SB 743, SB 375, or SB 226) Yes No

If yes, please provide projects and approval year below.

<i>Project</i>	Year	Web link
[Title]		
[Title]		
[Title]		
[Title]		
[Title]		

Other Comments:

Natural and Agricultural Lands

37. Does your jurisdiction encourage the use of vegetation native to Southern California? Yes No

If yes, which of the following mechanisms does your jurisdiction use to promote native vegetation?

<i>Mechanisms</i>	Yes	No
Through code requirements	<input type="checkbox"/>	<input type="checkbox"/>
Code incentives	<input type="checkbox"/>	<input type="checkbox"/>
In conjunction with development on privately owned land	<input type="checkbox"/>	<input type="checkbox"/>
In conjunction with development on publicly owned land	<input type="checkbox"/>	<input type="checkbox"/>
In conjunction with the development with public infrastructure projects	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Comments:

38. Does your jurisdiction participate in any of the following natural lands conservation strategies?

<i>Natural lands conservation strategies</i>	Yes	No	Web link
Conservation easement	<input type="checkbox"/>	<input type="checkbox"/>	
Development impact fee	<input type="checkbox"/>	<input type="checkbox"/>	
Hillside/steep slope protection ordinance	<input type="checkbox"/>	<input type="checkbox"/>	
Transfer of development rights	<input type="checkbox"/>	<input type="checkbox"/>	
Mitigation bank	<input type="checkbox"/>	<input type="checkbox"/>	
Multiple species habitat conservation program (MSHCP)	<input type="checkbox"/>	<input type="checkbox"/>	
Natural community conservation plan (NCCP)	<input type="checkbox"/>	<input type="checkbox"/>	
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

39. Does your jurisdiction participate in any of the following agricultural lands conservation strategies?

<u>Agricultural Lands Conservation Strategies</u>	Yes	No	Web link
Conservation easement	<input type="checkbox"/>	<input type="checkbox"/>	
In-lieu fee	<input type="checkbox"/>	<input type="checkbox"/>	
Agricultural land mitigation program	<input type="checkbox"/>	<input type="checkbox"/>	
Williamson act	<input type="checkbox"/>	<input type="checkbox"/>	
Cluster ordinance	<input type="checkbox"/>	<input type="checkbox"/>	
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

40. What kinds of funds (from your general fund, special allocations, or voter-approved taxes/bonds) or other funding mechanisms are available to implement natural/agricultural conservation programs? Please select all that apply.

<u>Funds</u>	Yes	No
General Fund	<input type="checkbox"/>	<input type="checkbox"/>
Grant Funds	<input type="checkbox"/>	<input type="checkbox"/>
Development impact fee	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Comments:

41. Do you have any pending or future plans to develop natural/agricultural programs or policies in your jurisdiction in the near future? Yes No

If yes, please provide projects and approval year below:

<u>Project</u>	Year	Web link
[Title]		
[Title]		
[Title]		
[Title]		
[Title]		

Other Comments:

42. Do you face any barriers to implementing conservation programs in your jurisdiction? Yes No

If yes, please indicate which barriers from the list below:

<u>Barriers</u>	Yes	No
Funding	<input type="checkbox"/>	<input type="checkbox"/>
Capacity (staff time)	<input type="checkbox"/>	<input type="checkbox"/>
Lack of interest from constituents	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Comments:

43. Is your jurisdiction interested in applying for conservation grants through the California Greenhouse Reduction Fund (i.e. Cap and Trade)? Yes No

If yes, which of the following would be most helpful to your jurisdiction:

<u>Grants</u>	Yes	No
Sustainable agricultural lands conservation program	<input type="checkbox"/>	<input type="checkbox"/>
Urban greening grant program	<input type="checkbox"/>	<input type="checkbox"/>
Wetlands restoration for greenhouse gas reduction program	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Comments:

44. Are there any additional data, resources, tools or examples you need for considering conservation planning or mitigation? What types of data would be useful to have?

Please list:

Other Comments:

45. What other agencies, non-profits, or private entities are particularly active in conservation planning, mitigation and conservation in your jurisdiction? Who else should we talk to?

Please list:

Other Comments:

Environmental Justice

46. Does your jurisdiction have any disadvantaged areas? Yes No

If no, please skip to question 52.

Other Comments:

47. Does your jurisdiction take into account disadvantaged areas in planning, when seeking grant funding? Yes No

Other Comments:

48. Does your jurisdiction make use of the CalEnviroScreen tool developed by CalEPA to help identify disadvantaged communities within your jurisdiction? Yes No

Other Comments:

49. Does your jurisdiction have a program to mitigate air quality in environmentally sensitive areas (for example: hospitals, schools, hospices, or daycare facilities located within 500 feet of a freeway)? Yes No Date: [Publish Date] Web link: [Link]

Other Comments:

50. Which of the following strategies does your jurisdiction employ to engage low-income, minority groups and Tribal Governments when pursuing community infrastructure projects?

<u>Strategies</u>	Yes	No
We host community workshops in targeted locations to solicit feedback from low-income and minority residents	<input type="checkbox"/>	<input type="checkbox"/>
We regularly engage community groups that have a large membership from low-income and minority residents	<input type="checkbox"/>	<input type="checkbox"/>
We advertise in media outlets that aim to serve low income and minority residents	<input type="checkbox"/>	<input type="checkbox"/>
We go out to community events and activities to engage residents who may not be able to attend workshops	<input type="checkbox"/>	<input type="checkbox"/>
All of the above	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Comments:

51. If your jurisdiction leads federally funded infrastructure or transportation programs, how do you identify and resolve potential severe and adverse impacts to low income and minority populations?

<u>Strategies</u>	Yes	No
We conduct an environmental justice impacts analysis and seek input from community residents to minimize, mitigate, or avoid potentially severe or adverse impacts for low income and minority communities	<input type="checkbox"/>	<input type="checkbox"/>
We engage low income and minority residents early in the planning process to avoid impacts	<input type="checkbox"/>	<input type="checkbox"/>
We work with our County Transportation Commission to address	<input type="checkbox"/>	<input type="checkbox"/>

impacts

Other

<input type="checkbox"/>	<input type="checkbox"/>

Other Comments:

52. Does your jurisdiction promote the use of New Markets Tax Credit Benefits to revitalize the community? Yes No

Other Comments:

Environmental Sustainability

53. Has your jurisdiction adopted or plan to adopt a Climate Action Plan? Yes No Date:

[Publish Date] Web link: [Link]

If yes, what is your greenhouse gas reduction target and anticipated horizon year?
Target/Horizon Year: [Year]

Other Comments:

54. Does your jurisdiction have plans or policies in place to implement a local version of the State’s climate goal of reducing greenhouse gases by 40% below 1990 levels by 2030? Yes No

Date: [Publish Date] Web link: [Link]

Other Comments:

55. Does your jurisdiction have the capacity (i.e. staffing and resources) to apply for Greenhouse Gas Reduction Fund (cap-and-trade) or other federal, state or local grants? Yes No

Other Comments:

56. Does your general plan and/or specific plan consider implications resulting from any of the following climate change hazards:

<u>Topics</u>	Yes	No	Web link
Fire	<input type="checkbox"/>	<input type="checkbox"/>	
Flood	<input type="checkbox"/>	<input type="checkbox"/>	
Drought resistance	<input type="checkbox"/>	<input type="checkbox"/>	
Heat island effect	<input type="checkbox"/>	<input type="checkbox"/>	
Sea level rise	<input type="checkbox"/>	<input type="checkbox"/>	
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

57. Does your jurisdiction monitor energy use in order to employ energy efficiency measures? Yes
 No
 If yes, how frequently is energy use reviewed?

<u>Frequency</u>	Yes	No
Weekly	<input type="checkbox"/>	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>	<input type="checkbox"/>
Annually	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Comments:

58. Please indicate if your jurisdiction promotes the usage of Electrical Vehicles and/or Alternative Fuel Fleet stations or strategies:

<u>Stations/Fleet</u>	Yes	No	Comments
Electrical Vehicle Station	<input type="checkbox"/>	<input type="checkbox"/>	
- Heavy Duty Vehicles	[Comments]		
- Passenger/Light Duty Vehicles			
- How many in municipal fleet?			
Alternative Fuel Fleet	<input type="checkbox"/>	<input type="checkbox"/>	
- Heavy Duty Vehicles			
- Passenger/Light Duty Vehicles			
- How many in municipal fleet?			
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

PART IV – PUBLIC HEALTH AND SAFETY

59. Does your jurisdiction have a ‘Healthy Cities’ resolution or ordinance? Yes No Date:
 [Publish Date] Web link: [Link]

Other Comments:

60. Does your jurisdiction have a Health Element as part of its general plan or has your jurisdiction incorporated health as a consideration into the general plan? Yes No Date: [Publish Date]
 Web link: [Link]

Other Comments:

61. Has your jurisdiction incorporated any of the following planning practices?

<u>Planning practices</u>	Yes	No	Web link
Health in all policies	<input type="checkbox"/>	<input type="checkbox"/>	
Health equity	<input type="checkbox"/>	<input type="checkbox"/>	
Analysis of the social determinants of health	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

62. Does your jurisdiction have any of the following plans to address emergencies caused by natural disasters?

<u>Emergency and Natural Disaster Plans</u>	Yes	No	Web link
Seismic safety plan	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency evacuation plan	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency response plan	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard mitigation plan	<input type="checkbox"/>	<input type="checkbox"/>	
Fire protection plan	<input type="checkbox"/>	<input type="checkbox"/>	
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments:

PART V - DATA

63. Does your jurisdiction have or collect any of the following:

<u>Data</u>	Yes	No	Contact Name	Email
Bicycle or pedestrian volume data	<input type="checkbox"/>	<input type="checkbox"/>		
Sidewalk data	<input type="checkbox"/>	<input type="checkbox"/>		
Traffic counts	<input type="checkbox"/>	<input type="checkbox"/>		
Truck traffic counts	<input type="checkbox"/>	<input type="checkbox"/>		
Automated traffic counters	<input type="checkbox"/>	<input type="checkbox"/>		
Warehousing/distribution centers	<input type="checkbox"/>	<input type="checkbox"/>		
Number of manufacturing firms	<input type="checkbox"/>	<input type="checkbox"/>		

Local road pavement management and performance data	<input type="checkbox"/>	<input type="checkbox"/>		
Public health data	<input type="checkbox"/>	<input type="checkbox"/>		
Bike lane mileage data (bike lane, bike path, Class 3 bike routes, separated bike lanes (cycle tracks))	<input type="checkbox"/>	<input type="checkbox"/>		
Collision data	<input type="checkbox"/>	<input type="checkbox"/>		
Bridge condition data	<input type="checkbox"/>	<input type="checkbox"/>		
Pavement condition index (PCI) or International roughness index (IRI) data for local roads.	<input type="checkbox"/>	<input type="checkbox"/>		
Open data portal	<input type="checkbox"/>	<input type="checkbox"/>		
New Housing starts data	<input type="checkbox"/>	<input type="checkbox"/>		
Allowed parking and restricted parking areas	<input type="checkbox"/>	<input type="checkbox"/>		

Other Comments:

Local Input Survey Glossary

Note: This glossary has been provided to local jurisdictions to facilitate the completion of the Local Input Survey and to provide an understanding of survey results.

AB 744: Assembly Bill 744 allows a developer that is requesting a density bonus and including 100% affordable rental units in the development to also request that the city or county reduce the minimum parking requirements for the development. To qualify, the development would have to be either within half a mile of a major transit stop, a seniors-only development with access to transit, or a development that serves special-needs individuals and has access to transit. For mixed-income developments within a half mile of a major transit stop that include the maximum number of very low- or low-income units under Density Bonus Law, the parking requirement cannot exceed 0.5 per bedroom.

Accessory Dwelling Units (ADU): A room or set of rooms in a single-family home (and in a single-family zone) that has been designated or configured to be used as a separate dwelling unit, and has been established by a permit.

Active Transportation: A mode of transportation that includes walking, running, biking, skateboarding and other human powered forms of transportation. It can also include low-speed electrical devices such as motorized wheel chairs, Segways, electric-assist bicycles and neighborhood electric vehicles, such as golf carts.

Active Transportation Program: Provides state funds for city and county projects that improve safety and convenience for bicycle commuters, recreational riders and safe routes to school programs. Replaces the Bicycle Transportation Account (BTA).

Affordable Housing Units: Housing that is affordable to households earning 80% or less of the county median income.

Complete Communities: Suburban communities that provide a mix of land uses in strategic growth areas wherein most daily needs can be met within a short distance of home, providing residents with the opportunity to patronize their local area and run daily errands by walking or cycling rather than traveling by automobile.

Community Revitalization and Investment Authorities (CRIA): Community Revitalization and Investment Authorities (CRIA) were enacted into law by Assembly Bill 2, which authorized the revitalization of disadvantaged communities through planning and financing infrastructure improvements and upgrades; economic development activities; and affordable housing via tax increment financing.

Complete Streets: Streets designed and operated to enable safe access for all roadway users of all ages and abilities, including pedestrians, bicyclists, motorists and transit riders.

Conservation Easement: A voluntary legal agreement between a landowner and a land trust or government agency that permanently limits uses of the land in order to protect its conservation values or natural resources.

Cool Streets: Streets that utilize solar reflective surface rather than traditional pavement, in an effort to reduce the heat island effect.

Development Impact Fee: A fee imposed by a local government on a new or proposed development project, to pay for the costs of providing public services to the new development.

Enhanced Infrastructure Financing District (EIFD): Enacted into law by Senate Bill 628, which authorizes the creation of a new governmental entity called an EIFD. One or more of these districts may be created within a city or county and used to finance the construction or rehabilitation of a wide variety of public infrastructure and private facilities. An EIFD may fund these facilities and development with the property tax increment of those taxing agencies (cities, counties, special districts, but not schools) that consent.

First Mile/Last Mile: Strategies designed to increase transit usage by making it more convenient and safe to walk or bike to transit stations. Includes strategies like wayfinding, bikeways, sidewalk repair and bike share programs, local shuttles, car-share programs.

CalEnviroScreen: A screening tool developed by CalEPA that can be used to help identify California communities that are disproportionately burdened by multiple sources of pollution. CalEPA has used the tool to designate California communities as disadvantaged.

California Land Conservation Act (Williamson Act): Enacted to facilitate orderly growth, offering tax incentives to keep land in agricultural use with conservation agreements of minimum ten years.

Form based code: A means of regulating land development to achieve a specific urban form. Form based codes foster predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle, with a lesser focus on land use through municipal regulations.

Healthy Cities: A movement that promotes comprehensive, systematic policy and planning for health and emphasizes the need to address inequality in health, urban poverty, participatory governance and addressing the social, economic and environmental determinants of health.

High Quality Transit Areas (HQTA): A walkable transit village or corridor, consistent with the adopted RTP/SCS and situated within half a mile of a well-served transit stop or a transit corridor with service frequency interval of 15 minutes or less during peak commute hours. The definition that SCAG has been using for the HQTA is based on the language in SB 375 which defines:

- **Major Transit Stop:** A site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods (CA Public Resource Code Section 21064.3).
- **High-Quality Transit Corridor (HQTC):** A corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours.

Infill: New development on vacant, underutilized or undeveloped land within an existing community that is enclosed by other types of development.

Inclusionary Zoning: Municipal or county planning ordinances that require a given share of new construction to be affordable by people with low to moderate incomes.

In-lieu fee (Housing): A fee typically applied when affordable housing cannot be provided “on-site” of a new development. These fees are typically paid into a housing trust fund and used (often along with other local funding sources) to finance affordable housing to be developed “off-site”.

In-lieu fee (Environment): An in-lieu fee is one type of mitigation that can be used to compensate for unavoidable environmental impacts that would affect open space, culturally significant land, agricultural and forestry land, wetlands or other environmentally sensitive areas. Such fees are typically pooled and distributed to build off-site mitigation areas.

Intelligent Transportation System (ITS) - Systems that use modern detection, communications and computing technology to collect data on system operations and performance, communicate that information to system managers and users and use that information to manage and adjust the transportation system to respond to changing operating conditions, congestion, or accidents. ITS technology can be applied to arterials, highways, transit, trucks and private vehicles.

Integrated Mobility Hub: A hub within an urban area which provides a multitude of transportation options. For example a hub may combine a secure bicycle parking facility, bike share dock, car share vehicle parking, and/or a designated pick-up/drop space for ridesourcing such as Uber and Lyft. Mobility hubs may or may not be located adjacent to a bus or rail transit stop.

Intermodal Facility Plan: A plan which addresses the linkages, interactions and movements between various modes of transportation. Intermodal facilities is often used to refer to facilities where freight is transferred between modes such as truck and rail.

International Roughness Index (IRI): Commonly obtained from measured longitudinal road profiles, IRI is used worldwide to evaluate and manage road systems. The measurement of IRI is required for data provided to the United States Federal Highway Administration, and is covered in several standards from ASTM International. IRI is also used to evaluate new pavement construction and to determine penalties or bonus payments based on smoothness.

Livable Corridors: Arterial roadways where local jurisdictions may plan for a combination of the following elements: high-quality bus frequency; higher density residential and employment at key intersections; and increased active transportation through dedicated bikeways. Most, but not all Livable Corridors would be located within HQTAs. Livable Corridor land-use strategies include development of mixed use retail centers at key nodes along corridors, increasing neighborhood oriented retail at more intersections, applying a “Complete Streets” approach to roadway improvements and zoning that allows for the replacement of underperforming auto-oriented strip retail between nodes with higher density residential and employment.

Low Income Housing Tax Credit (LIHTC): A federal program created under the Tax Reform Act of 1986, which gives incentives for the utilization of private equity in the development of affordable housing.

Low Impact Development (LID): A land planning and engineering design approach to manage stormwater runoff as part of green infrastructure. LID emphasizes conservation and use of on-site natural features to protect water quality.

Mills Act: A state law allowing cities to enter into contracts with the owners of historic structures. Such contracts require a reduction of property taxes in exchange for the continued preservation of the property.

Mitigation Banking: The preservation, enhancement, restoration or creation (PERC) of a wetland, stream, or habitat conservation area which offsets, or compensates for, expected adverse impacts to similar nearby ecosystems.

Mixed Use Development: A type of urban development that blends residential, commercial, cultural, institutional or industrial uses, where those functions are physically and functionally integrated, and that provides pedestrian connections.

Multiple Species Habitat Conservation Program (MSHCP): A program developed to preserve a network of habitat and open space, protecting biodiversity and enhancing the region's quality of life. MSHCPs are often implemented with the assistance of federal and state wildlife agencies.

Natural Community Conservation Plan (NCCP): A program that takes a broad-based ecosystem approach to planning for the protection and perpetuation of biological diversity. It is broader in its orientation and objectives than the California and Federal Endangered Species Acts, as these laws are designed to identify and protect individual species that have already declined in number significantly.

New Markets Tax Credit: The New Markets Tax Credit (NMTC) Program incentivizes business and real estate investment in low-income communities via a federal tax credit.

Park-once districts: Areas that encourage walking through the strategic placement and pricing of parking. These districts create a pedestrian-friendly environment through the use of policies, codes, planning and management efforts that design parking facilities and land use so that most visitors to an area are within a comfortable walking distance of their destinations.

Pavement Condition Index (PCI): A numerical index between 0 and 100 which is used to indicate the general condition of a pavement.

Regional Housing Needs Assessment (RHNA): Quantifies the need for housing within each jurisdiction of the SCAG region based on population growth projections. Communities then address this need through the process of completing the housing elements of their General Plans.

Rent stabilization: A practice which allows landlords a reasonable rate of return on their investments while setting maximum rates for annual rent increases to protect tenants.

Safe Routes to School: Part of a nationwide/region-wide program to increase students walking or biking to school. Includes engineering, educational and enforcement activities. Funded through the State Active Transportation Program (ATP).

Scrip: A form of fare payment transferrable among transportation providers, often issued by Dial-A-Ride transit service providers to be used on taxis.

Senate Bill 375 (Chapter 728, Steinberg): Established to implement the state's greenhouse gas (GHG) emission-reduction goals, as set forth by Assembly Bill 32, in the sector of cars and light trucks. This mandate requires the California Air Resources Board to determine per capita GHG emission-reduction targets for each metropolitan planning organization (MPO) in the state at two points in the future—

2020 and 2035. In turn, each MPO must prepare a Sustainable Communities Strategy (SCS) that demonstrates how the region will meet its GHG reduction target through integrated land use, housing and transportation planning.

Senate Bill 226 (Simitian): Implements changes to the California Environmental Quality Act (CEQA) by authorizing limited CEQA review for urban infill projects, creating a new statutory exemption for rooftop and parking lot solar energy projects and establishing that greenhouse gas emissions at a project or cumulative level do not disqualify the use of categorical exemptions if the project complies with certain regulations and requirements.

Senate Bill 743 (Steinberg, 2013): Made several changes to the California Environmental Quality Act (CEQA) for projects located in areas served by transit. SB 743 proposes to eliminate auto delay, level of services, and other similar measures of vehicular capacity or traffic congestion as a basis for determining significant impacts. It also creates a new exemption for certain projects that are consistent with a Specific Plan, and eliminates the need to evaluate aesthetic and parking impacts of a project in some circumstances.

Shared parking: A tool in parking management which allows different land uses with different periods of parking demand to share a common parking facility and thereby limit the need to provide additional parking. Shared parking policies do not treat the parking supply as individual units specific to particular businesses or uses, but rather emphasize the efficient use of the parking supply by including as many spaces as possible in a common pool of shared, publicly available spaces.

Small-lot development: A practice that allows for the subdivision of lots located within existing multifamily and commercial zones to develop fee simple housing. Typically small lot developments are not required to be part of a homeowner's association, thus reducing the cost for home buyers.

Sustainable Agricultural Lands Conservation Program (SALC): A component of the Strategic Growth Council's Affordable Housing and Sustainability Program (AHSC), which complements investments made in urban areas with the purchase of agricultural conservation easements, development of agricultural land strategy plans and other mechanisms that to reduce GHG emissions and make the agricultural sector more resilient.

Right-Sized Parking: An optimal amount of parking which balances between supply and demand. Right-sized parking seeks to avoid an overabundance of parking supply which leads to increased vehicle miles traveled, congestion and housing costs.

Transit Oriented Development (TOD): A planning strategy that explicitly links land-use and transportation by focusing mixed housing, employment and commercial growth around bus and rail stations (usually within ½ mile). TODs can reduce the number and length of vehicle trips by encouraging more bicycle/pedestrian and transit use and can support transit investments by creating the density around stations to boost ridership.

Transit Priority Areas (TPA): An area within half a mile of a major transit stop that is existing or planned.

Unbundled parking: Unbundled parking is the practice of selling or leasing parking spaces separate from the commercial or residential use.

Urban Heat Island/ Heat Island Effect: An urban or metropolitan area that is significantly warmer than surrounding rural areas due to human activities. Its main cause is the modification of land surfaces.

Transportation Demand Management (TDM): Strategies that result in more efficient use of transportation resources, such as ridesharing, telecommuting, park-and-ride programs, pedestrian improvements and alternative work schedules.

Transportation Management Areas: A Transportation Management Area (TMA) is an area designated by the Secretary of Transportation, having an urbanized area population of over 200,000, or upon special request from the Governor and the MPO designated for the area.

Urban Greening Grant Program: A grant program that competitively distributes grants statewide to projects that make the built environment more sustainable and effective in creating healthy and vibrant communities. The program funds establishing and enhancing parks and open space, using natural solutions to improving air and water quality and reducing energy consumption, and creating more walkable and bikeable trails.

Vehicle Miles Traveled (VMT): On highways, a measurement of the total miles traveled by all vehicles in the area for a specified time period. It is calculated by the number of vehicles times the miles traveled in a given area or on a given highway during the time period. In transit, the number of vehicle miles operated on a given route or line or network during a specified time period.

Vision Zero Policy: A multi-national road traffic safety project that aims to achieve a highway system with no fatalities or serious injuries in road traffic. The policy was started in Sweden and was approved by their parliament in 1997. Since then, various countries (including the United States) have adopted the policy.

Unbundled Parking: A parking strategy in which parking spaces are rented or sold separately, rather than automatically included with the rent or purchase price of a residential or commercial unit. Tenants or owners can purchase only as much parking as they need and are given opportunity to save money and space by using fewer parking stalls.

Wetlands Restoration for Greenhouse Gas Reduction Program: Funds projects that reduce greenhouse gases and provide co-benefits such as enhancing fish and wildlife habitat, protecting and improving water quality and quantity and helping California adapt to climate change.



*Orange County Council of Governments
Technical Advisory Committee*

**2018 Meeting Schedule
(First Tuesday of each month)
9:30 a.m. to 12:00 p.m. (Noon)**

- Tuesday, January 9, 2018 (Irvine Civic Center – CTC)
- Tuesday, February 6, 2018 (Quail Hill Community Park)
- Tuesday, March 6, 2018 (Irvine Civic Center – CTC)
- Tuesday, April 3, 2018 (Quail Hill Community Park)
- Tuesday, May 1, 2018 (Quail Hill Community Park)
- Tuesday, June 5, 2018 (Quail Hill Community Park)
- Tuesday, July 3, 2018 (Irvine Civic Center – L102)
- Tuesday, August 7, 2018 (Irvine Civic Center – CTC)
- Tuesday, September 4, 2018 (Irvine Civic Center – L102)
- Tuesday, October 2, 2018 (Irvine Civic Center – L102)
- Tuesday, November 6, 2018 (Quail Hill Community Park)
- Tuesday, December 4, 2018 (Quail Hill Community Park)

Meeting Locations

Irvine Civic Center

Conference and Training Center (January, March, August meetings)

Conference Room L-102 (July, September, October meetings)

1 Civic Center Plaza

Irvine, California 92623

City of Irvine

Quail Hill Community Park

Multipurpose Room A

35 Shady Canyon Drive

Irvine, California 92603

**Adopted by the Orange County Council of Governments Technical Advisory Committee
December 5, 2017**