

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

<b>Goal H-1:</b>	<b>Conserve, rehabilitate, and improve the existing housing stock to provide adequate, safe, energy efficient, and decent housing for all Ukiah residents.</b>
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<b>Table D</b>			
<b>Program Implementation Status pursuant to GC Section 65583</b>			
1	2	3	4
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H-1.a- Develop and implement a residential rehabilitation program with an emphasis on improving safety, comfort and energy efficiency.	Promote rehabilitation.	Ongoing, as funding is available	The City had started a residential rehabilitation program with CDBG PI funds, but due to the City having an open economic development grant and current CDBG PI expenditure requirements, all the PI has been spent on open grant activities. The City may pursue funding for a rehabilitation program in 2020.
H-1.b Work with the City Public Utility Department to potentially expand the City's Energy Efficiency Public Benefits Fund.	Energy efficiency improvements.	Ongoing	Funds are available through the Public Utility Department to subsidize a portion of electricity costs for low-income families. The Electric Utility may also have some funding for energy efficiency education. Additionally, the City has developed a rebate program for those affordable housing developers that achieve energy efficiency savings above Title 24 standards.
H-1.c Provide informational materials to the public regarding sustainable and green building materials.	Educate public on sustainability and green building.	Completed	Green Building Resource Center created in the Ukiah Civic Center. In 2016, the City conducted a workshop to educate local contractors about pertinent Code updates, including the Green Building Code.
H-1.d Consider measures that would preserve/conserve existing mobile home parks, such as a mobile home rehabilitation program, conversion to ownership program, infrastructure improvement incentives, rent stabilization, etc.	Preservation of mobile home parks	Completed and ongoing	A rent stabilization ordinance was adopted by the City Council in 2011. The City continues to enforce rent stabilization.

H-1.e Develop an At-Risk Units Program.	Maintain existing affordable housing stock.	Ongoing	In response to the demand for more housing, the City created a local Housing Trust Fund in 2017- the Ukiah Housing Trust Fund (UHTF). The UHTF released its first NOFA in 2018 but prioritized the production of housing units. Staff is analyzing if future UHTF funding may be utilized to establish an at-risk units program.
H-1.f Work closely with the Ukiah Police Department and local apartment complex managers to keep housing safe. Consider funding mechanisms for increasing public safety.	Encourage safe housing.	Completed and ongoing	The Ukiah Police Department reviews all housing project applications as a part of the Department's referral process and regularly makes comments. Comments often are derived from the UPD's Crime Prevention Through Environmental Design strategy.
H-1.g Refer all proposed General Plan amendments to the appropriate military offices for review and comment. Revise the planning permit application form to include this step of referral.	Improve project referral process.	Ongoing	No general plan amendments have been received.

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**Goal H-2: Provide housing for all economic segments of the community.**

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1	2	3	4
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H-2.a Provide copies of the inventory of vacant and underdeveloped land for public distribution.	Educate the public.	Completed	This was completed in 2014 in conjunction with the 2014-2019 Housing Element update. An inventory of vacant and underdeveloped land is available on the City's website with paper copies available at the Community Development Department public counter.
H-2.b Work with public transit providers and developers to encourage housing development located close to public transit facilities.	Provide education on benefits of locating housing near public transit facilities.	Completed and ongoing	The City's General Plan encourages infill residential growth, and this typically occurs within a half mile of public transit. Recent projects approved by Planning Commission were less than a half mile from transit routes.
H-2.c Provide reduced planning permit application fees for residential second dwelling units.	Encourage the development of condominium and cooperative living projects.	Completed	The City Council adopted an accessory dwelling unit (ADU) ordinance in 2017, making development of ADUs a ministerial or by-right process in residential zoning districts, subject only to the securing of a building permit. Consequently, there are no planning permit application fees for ADUs.
H-2.d Review the zoning code and determine if any constraints to condominium developments and cooperative living projects exist, and if so, work to eliminate the constraints.	Encourage the development of condominium and cooperative living projects.	Ongoing	Community Development staff performed reviews in 2017 and 2018. One of the primary constraints for new housing development, especially multi-unit housing such as in condominium developments and cooperative living projects, is that the City is mostly built out with few remaining acres for larger scale housing projects. In 2019, especially through the process of updating of the City's Housing Element, Staff intends to explore this issue more fully. Potential ideas include reducing setbacks and off-street parking requirements and/or making certain housing types by-right, as exists with 1-4 unit projects in the Downtown Zoning Code.

<p>H-2.e As staff and resources permit, assist the Staff of the Buddy Eller Homeless Shelter facility to resolve any neighborhood compatibility issues that arise.</p>	<p>Address and identify solutions to potential incompatibility issues.</p>	<p>Completed (no longer applicable as originally written)</p>	<p>The Buddy Eller Homeless Shelter closed in 2014. In 2017, the City approved a Major Use Permit for a permanent homeless facility and temporary winter shelter, and in 2018 the winter shelter opened. No complaints were received in 2018 for this new winter shelter. Additionally, to resolve any neighborhood compatibility issues with future homeless facilities, Community Development staff is currently working on an update to the Homeless Facilities definition in the zoning code. This is expected to be developed, with recommendations presented to Planning Commission and the City Council, in 2019.</p>
<p>H-2.f The zoning code shall be amended to allow homeless facilities without the requirement for a Use Permit in the Homeless Shelter Overlay Zone. The zoning code shall require a Site Development Permit and facility management plan, and reasonable site development standards for homeless facilities.</p>	<p>Support an adequate number or type of homeless facilities to support the homeless population.</p>	<p>Completed</p>	<p>The City adopted a Homeless Shelter Overlay Zone in 2015. As stated in H-2.e above, the City approved a permanent homeless facility and temporary winter shelter in 2017. In 2018, the City also approved a second facility with services primarily serving the homeless. Neither the homeless facility/winter shelter approved in 2017 or the homeless services facility approved in 2018 were located within the Overlay Zone.</p>
<p>H-2.g Do not permit the conversion of rental units to condominium units unless the City's amount of rental units is sufficiently adequate.</p>	<p>Retain the rental housing stock.</p>	<p>Ongoing</p>	<p>There have been no rental unit-to-condominium conversions proposed in the last six years.</p>
<p>H-2.h Do not permit the conversion of single family residential homes to professional offices unless the City's amount of residential units is sufficiently adequate.</p>	<p>Retain total housing stock.</p>	<p>Completed</p>	<p>No conversions of single family homes to professional offices were approved in 2014-2018. Additionally, two offices were approved to be converted into two residential units in 2014-15.</p>

<p>H-2.i Adopt an Inclusionary Housing Ordinance by 2013 that requires below-market rate housing to be included as part of residential projects.</p>	<p>Increase the supply of affordable housing.</p>	<p>De-prioritized due to RHNA housing production numbers and housing market considerations</p>	<p>At the start of the 2014-2019 Housing Element planning cycle, there had been very few housing starts overall in the City of Ukiah for the past several years. This was especially the case for market-rate housing, which in Ukiah tends to be units with rents affordable to households in the "moderate" or "above moderate" income group. Studies have shown that when a lack of developer demand exists for housing development, adopting ordinances such as an inclusionary housing ordinance can have the unintended consequence of further restricting housing development.</p> <p>Noting this trend, the City instead has sought ways to incentivize the development of housing for all economic segments of the community. Through a proactive approach with local and regionally-based housing developers, staff in both the City Manager's Office and Community Development Department met with and engaged developers in pursuing housing development projects. In 2017, the City's Community Development Department shifted to a priority of the delivery of exceptional customer service, streamlining the building and planning permit process and improving responsiveness on building inspections. Also in 2017, the City Council adopted a two-part housing strategy to address the need for housing in the community, creating the City's first Housing Trust Fund. A NOFA was released in 2018, and the initial funding allocation of \$500,000 was over-subscribed with three applications submitted for the maximum funding amount. As depicted in housing production numbers reported in Table B, this approach appears to be working. 37 housing units affordable to households in the "very low-income" category were permitted in 2018, the most affordable units permitted in any single year within the past 10 years. If all three housing applications submitted in response to the 2018 NOFA eventually are constructed, approximately 150 new affordable housing units would be created.</p>
<p>H-2.j Adopt minimum standards for inclusionary housing units.</p>	<p>Increase the supply of affordable housing.</p>	<p>De-prioritized due to RHNA housing production numbers and housing market considerations</p>	<p>Status is the same as in H-2.i above.</p>

H-2.k Prepare a Nexus Study by 2014 to determine if a nexus can be established requiring the developers of large residential and commercial projects to construct needed affordable housing units on site or in another appropriately zoned location near the place of employment/pay impact fee	Generate local source of affordable housing funds.	Completed	The study was not completed but affordable housing funds were generated through the re-use of former RDA affordable housing successor funds to create the Ukiah Housing Trust Fund. Through funding for housing trust funds in new state bills, additional funds may be raised in the future.
H-2.l Identify and meet with nonprofit builders who specialize in building housing for extremely low-income households.	Develop partnerships with affordable housing developers.	Completed	As noted elsewhere in this Program Implementation Status report, the City has been proactive in identifying and meeting with nonprofit developers specializing in building housing for extremely low-income households.
H-2.m Work in conjunction with other agencies to jointly develop and implement a program that is designed to address the needs of the extremely low income households in the City.	Increase the supply of affordable housing.	Ongoing	The City continues to engage with housing stakeholders towards addressing the needs of extremely low income households in the City.
H-2.n Amend the zoning ordinance to be consistent with Senate Bill 2.	Streamline transitional housing projects.	Completed	In 2015, the City adopted a Homeless Shelter overlay zone through Ordinance 1161.
H-2.o Post sites inventory map and housing development in commercial zones on website and provide hard copies at the counter.	Provide education.	Completed	These lists were completed in 2014 and are posted on the City's website.
H-2.p Conduct a roundtable meeting with nonprofit housing sponsors and developers.	Provide opportunities for the creation of more affordable housing.	Completed	The City did not host a roundtable meeting, but City staff did meet with multiple housing stakeholders, both for-profit and non-profit, to solicit input towards the development of its 2017 Housing Strategy. Additionally, as stated elsewhere in this report, the City has been proactive in engaging with housing sponsors and developers in discussions regarding creation of additional housing units.

H-2.q Update inventory of vacant and underutilized parcels.	Provide education to the public and potential developers.	Completed and ongoing	The inventory was updated in 2012, 2013, and 2016-17. Another update is expected to be completed in 2019.
H-2.r Facilitate the consolidation of smaller multi-family parcels.	Provide opportunities for the creation of more affordable housing.	Ongoing	As part of its 2017 Housing Strategy, City staff is analyzing zoning districts and opportunities for consolidation of smaller multi-family parcels. This work is expected to conclude during the 2019-2027 Housing Element update process.

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**Goal H-3:** Expand affordable housing opportunities for person with special needs such as the homeless, mentally ill, physically disabled, households with very low and low to moderate incomes, senior citizens, farm workers, female heads of households with children under 18 years old, fire time homebuyers and the developmentally disabled.

Table D			
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1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H-3.a Special Needs Rental Housing: Support applications to State and federal agencies such as HCD, State Treasurer's Office, HUD and USDA for affordable rental housing financing to provide shelter for very low-income families and special needs households.	Support funding applications for special needs housing projects.	Ongoing	A project with 37 units of special needs rental housing was issued a building permit in 2018 (noted in Table A2). The City's Building Division has been responsive in providing additional inspections when needed.
H-3.b Increase housing opportunities for persons with disabilities consistent with the fair housing and disability laws, and encourage physical access to and within residential units and areas during the development review process.	Increase housing opportunities for persons with disabilities.	Completed	The Building Division is included in development review and provides comments on ensuring housing developments are designed to include physical accessibility features.

H-3.c Review zoning code to remove regulatory constraints to special needs housing projects.	Eliminate regulatory constraints to special needs housing.	Completed	Preliminary work completed in 2011. No constraints have been identified. A project with 37 units of special needs rental housing was issued a building permit in 2018 (noted in Table A2).
H-3.d Continue to assist farmworker housing stakeholders through technical assistance.	Increase supply of farmworker housing.	Ongoing	City Housing and Planning Services Staff continued to actively participate in the Mendocino County Housing Action Team in 2018. Staff also continued to collaborate with farmworker housing stakeholders towards potential housing solutions.
H-3.e Amend the zoning code to define and allow Single Room Occupancy (SRO) developments in the Medium Density (R-2) and High Density (R-3) zoning districts.	Remove constraints to SRO housing.	Ongoing	Zoning code has not yet been amended. This program will be analyzed for possible inclusion in the 2019-2027 Housing Element Update.

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<b>Goal H-4:</b>	<b>Promote well planned and designed housing opportunities for all persons regardless of race, gender, age, sexual orientation, marital status or national origin.</b>
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H-4.a Refer housing discrimination complaints to appropriate State and local agencies.	Promote fair housing practices.	Ongoing	No complaints were received in 2018.
H-4.b Develop and make available housing discrimination public information.	Promote fair housing practices.	Completed	Fair housing literature is available at the City's public counter and on the City's website.

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<b>Goal H-5:</b>	<b>Use land effectively to meet housing needs and to implement smart growth, green building, and sustainable development policies with a focus on infill development.</b>
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H-5.a Apply the CEQA infill exemption and perform expedited review for affordable housing projects.	Provide education to the community.	Completed and ongoing	The City utilized the CEQA infill exemption for a 35-unit moderate-income housing development and a 31-unit low-income senior housing project.
H-5.b Prepare and present a downtown core small lot subdivision ordinance.	Provide education.	Completed	Completed in 2012 with adoption of Downtown Zoning Code.
H-5.c Prepare and present green building/sustainable development incentive tool.	Provide opportunities for education and sustainable development.	Completed and ongoing	Density bonus utilized for 31-unit housing project in 2018. Additionally, the housing project was designed to be "solar-ready" and contained many sustainable/energy efficient design features.
H-5.d Analyze zoning and building codes for removing impediments to green building.	Provide education and encourage green building.	Completed and ongoing	The City completed further revisions to its handouts at the public counter in 2018.
H-5.e Continue to administer solar and energy efficiency rebate programs.	Provide opportunities for energy efficient housing development and education.	Completed and ongoing	This program has been oversubscribed in the past due to demand. This program is currently in operation and available as funds are accessible. Additionally, the City has developed a rebate program for those affordable housing developers that achieve energy efficiency savings above Title 24 standards.
H-5.f Assist developers in incorporating green building practices.	Provide education and opportunities to increase green building practices.	Completed and ongoing	Green Building Information Center completed in Ukiah Civic Center.

H-5.g Promote energy and water conservation education programs that address steps to energy and water efficiency, benefits of weatherization and weatherization assistance programs, and information of onsite renewable energy generation technologies.	Provide education and opportunities to increase green building practices.	Completed and ongoing	Green Building Information Center completed in Ukiah Civic Center. Additionally, the City's Electric Utility Department provides information on education on these types of practices and programs.
H-5.h Stormwater management for multi-family housing development.	Provide education about stormwater management for affordable housing developers.	Completed and ongoing	The City adopted Low Impact Development (LID) standards to filter and slow storm water runoff. In 2018, the City explored possible LID mitigation strategies for affordable housing development and plans to work with Public Works staff to co-host an LID workshop for the public in 2019.
H-5.i Promote use of renewable energy technologies in residential and mixed-use projects.	Develop housing that incorporates renewable energy and energy efficient design; and provide education to the public.	Completed and ongoing	The City has adopted the Cal-Green Building Code (Tier 1), which requires buildings to attain a higher level of efficiency.
H-5.j Assist in creating residential neighborhoods with mixed housing densities, types and affordability.	Provide education to the community.	Ongoing	The City continued its meetings with housing developers in 2018 to discuss a variety of mixed housing densities, types, and affordability.
H-5.k Adopt form-based zoning.	Provide education to the community.	Completed	Form-based zoning adopted for the downtown in 2012.

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<b>Goal H-6:</b>	<b>Maintain a collaborative working relationship with all groups and organizations dedicated to providing affordable housing in the community, and ensure broad public participation in the development of housing goals and policies</b>
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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H-6.a Develop Housing Resources webpage.	Provide education to the community.	Completed	Completed in 2017, with a major revamping of the Community Development Department website including a new webpage for the Department's new Housing Division. Additional updates were made in 2018 to announce updates in relation to the City's new Housing Trust Fund and the City's CDBG and HOME programs.
H-6.b Conduct periodic meetings with housing stakeholders.	Provide education to the community.	Completed and ongoing	There was an increase in communication and coordination with housing stakeholders in 2018, primarily due to the release of the City's first Housing Trust Fund NOFA and implementation of the City Council's 2017 housing strategy. Community Development Department staff also participated in panel discussions on accessory dwelling units and housing affordability and regularly attended meetings of the countywide Housing Action Team.