

SUBJECT: HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR  
CALENDAR YEAR 2016

INITIATED BY: DEPARTMENT OF HUMAN SERVICES AND RENT  
STABILIZATION  
(Elizabeth Savage, Director)  
(Peter Noonan, Rent Stabilization & Housing Manager)

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### **STATEMENT ON THE SUBJECT**

The Planning Commission will receive a draft of the 2016 Annual Progress Report on the Status of the Housing Element of the General Plan.

### **RECOMMENDATION**

Receive and File.

### **BACKGROUND**

The Housing Element Annual Progress Report is being provided to the Planning Commission for informational purposes. No action is needed. The Progress Report will be scheduled for review by the City Council on April 3, 2017. Once the City Council has reviewed, staff will request approval to submit the report to the state.

Each year the California Department of Housing and Community Development (HCD) requires all jurisdictions in the state to submit a progress report on implementing their Housing Elements. West Hollywood's Housing Element progress report for calendar year 2016 is attached.

The Housing Element is one of the required elements of the General Plan, and establishes the City's goals and programs for housing. Jurisdictions in Southern California update their housing elements every eight years according to a state established planning cycle. The current planning cycle is for 2014 through 2021. The City Council adopted the current Housing Element update on December 2, 2013, and the California Department of Housing and Community Development (HCD) certified the document on January 14, 2014.

### **Engaging the Community on Housing**

The 2014-2021 Housing Element Update and housing goals and programs were developed as part of the General Plan Update in 2012 and 2013 through extensive community outreach and involvement. Staff at HCD has complimented the City on the high level of community engagement achieved. Since adoption of the current Housing

Element in 2013, the City has continued to engage the community when designing and implementing housing programs to ensure the community's needs are addressed.

Most recently, in February of this year, two community open houses were held to share the housing element goals and programs. The open houses were announced through the City's website, and press releases. Individual invitations were emailed or mailed to all City Commissioners and Board Members, and community members who participated in the General Plan and Housing Element Update. An article was placed in the winter, 2017 rent stabilization newsletter which was mailed to all rent stabilized households and landlords (about 19,000 in total). A news brief and a media release were written, and the events were announced at the first City Council meeting in January. Approximately 40 community members attended the open houses.

Comments received from the open houses indicate the City's goals and programs continue to address the community's housing needs. Displacement caused by the Ellis Act is a pressing concern, as well as homelessness. Participants also expressed a desire for more inclusionary housing and non-profit owned affordable housing, incentives for property owners to maintain existing apartment buildings, and programs to help seniors age in place. Ensuring equal access to housing, and making sure City policies address the housing needs of all socioeconomic members of the community were also raised.

### **Fulfilling the Housing Element Programs**

The Housing Element includes six goals and 26 programs developed through an extensive and inclusive community process. The City's housing programs are intended to meet West Hollywood's housing needs over the 2014 to 2021 housing element planning cycle. The Human Services and Rent Stabilization Department and Community Development Department have primary responsibility for fulfilling the programs, and are currently focused on the following:

- Rent Stabilization and Tenant Eviction Protection. The Rent Stabilization Ordinance (RSO) protects tenants from unlawful eviction and sets a limit on annual rent increases. The City continues to administer the ordinance and helps tenants know and exercise their rights.
- Inclusionary Housing. The City continues to require 20-percent of units in new apartment and condominium buildings to be set aside as affordable housing, or in certain instances allows an in-lieu fee. Fees are accumulated in the Affordable Housing Trust Fund and used to provide loans to non-profit housing providers who use the loans as a local match to qualify for addition funding to build affordable housing.
- Section 8. The Housing Choice Voucher Program (Section 8) in West Hollywood is run by the Housing Authority of the County of Los Angeles (HACoLA). The program assists extremely low and very low income households in making their monthly rent payments by providing a subsidy directly to the participating property owner. Until 2014, Section 8 landlords in West Hollywood received a set

subsidy amount without the ability to raise rent. In 2014, HACoLA began allowing landlords to raise Section 8 rents based on fair market values. At the same time, HACoLA was reducing its share paid toward tenants' rent. The result was Section 8 tenants were faced high rent increases. In response the City amended the RSO, applying the Annual General Adjustment (AGA) to Section 8 tenancies. The City, coordinating with HACoLA, set up assistance for Section 8 tenants through Jewish Family Service and Bet Tzedek Legal Services the the City's comprehensive services center in Plummer Park.

The result was successful in 2015, and again in 2016. Section 8 tenants have remained in their homes. In 2016, HACoLA again approved most reasonable accommodation requests submitted by tenants with the help of Jewish Family Service. Bet Tzedek successfully informed landlords that it is not possible to cancel Section 8 contracts in West Hollywood unless the tenant moves out. Bet Tzedek also helped landlords correctly apply the City's AGA rent increases.

Initially in 2015, the City talked with HACoLA about reinstating a County Section 8 employee in Plummer Park to provide local access to the Housing Authority. Talks have not continued however because based on the past two years of experience tenants benefit more from using Jewish Family Service and Bet Tzedek which includes additional solutions to non-Section 8 issues, this is preferred to working with HACoLA directly.

- Rental Referral List. The City provides a list of available apartments in the City weekly. The list is free to both landlords and prospective tenants. In 2016, the City continued to provide the upgraded rental referral list, which is now map-based and searchable.
- Home Secure. In 2016, the City continued the Home Secure Program. The program offers low-income seniors and disabled residents no-cost safety and security devices, such as no-slip strips and bathroom grab bars, and security deadbolts and window locks. Short, removable ramps are also possible.
- Energy Efficiency and Water Conservation. In 2016, the City continued to provide information and links on energy efficiency and water conservation on its website, and expanded outreach to RSO property owners on HERO financing for energy efficiency upgrades.
- Rehabilitation Incentive Study for Aging Apartment Buildings. In 2016, the City continued studying incentives that would encourage landlords to reinvest in aging apartment buildings by upgrading major building systems (roofs, plumbing, electrical). Almost 91-percent of housing in the city is at least 30 years old, a threshold when housing generally shows signs of aging and requiring major upgrades to the physical structure and systems.
- Rehabilitation Incentive Study for Historically Designated Apartment Buildings. Recognizing that historically designated properties have different rehabilitation needs and costs, in 2013, the City initiated a study of incentives specifically

designed to appeal to the owners of West Hollywood's historically designated apartment buildings. This study is underway and draft policy recommendations are anticipated to be released for consideration in 2017.

- Seismic Retrofit Program. Recognizing the need to ensure that apartment buildings are seismically secure, the City initiated a study in 2015. A draft ordinance for Seismic retrofits was presented to the City Council at the of 2016.
- Study of Innovative Housing Types and Policies. In the 2016-18 Budget, the City will study a variety of housing types and evaluate the advantages and challenges of each related to West Hollywood's particular needs, barriers, and goals.
- Tenants' Option to Purchase. In 2017, the City will explore a program allowing tenants first option to purchase their building if the property owner wishes to sell.
- Aging in Place/Aging in Community 5-Year Strategic Plan 2016-2020. The vision of the Strategic Plan is to support individuals as they choose to live at home within a community they can age with safety and with independence regardless of age, income, or ability level. The vision will be achieved through a combination of activities that occur organically, policies and programs established by the City, and support provided by other organizations and government agencies.
- Affordable Housing Development through Partnerships with Non-Profits. In 2014 the City approved a \$1 million loan to the West Hollywood Community Housing Corporation to acquire the property at 1127 North Detroit Street. In 2015, WHCHC submitted plans and was approved to construct a 22 unit low/very low income apartment building known as Blue Hibiscus. In 2016, the City approved an additional \$1 million for construction. The project is underway.
- Housing Legislation. The City actively supports legislation that would address Ellis Act reform, reverse the decision in *Palmer/Sixth Street Properties v. City of Los Angeles* limiting inclusionary housing, and maintain and increase funds for affordable housing.

## **Regional Housing Needs Assessment (RHNA)**

Housing production is included in the housing element annual report, and is reported in relation to achieving the City's Regional Housing Needs Assessment (RHNA). California State Housing Element Law enacted in 1980 requires regional councils of government, locally the Southern California Association of Governments (SCAG), to determine existing and projected regional housing needs for households at all income levels, and determine each jurisdiction's share of the regional housing need in the six-county Southern California region. State legislation and the RHNA process are intended to address housing needs for projected population growth, to create a better balance of jobs and housing in communities, and to ensure the availability of decent affordable housing for all income groups.

## West Hollywood’s RHNA (Current and Prior Cycle)

The City’s current and prior RHNA are presented below. There are 12 other projects currently approved, but not built<sup>1</sup>. These projects will be included in the housing element annual report once building permits are issued. In total, the 12 projects could provide an additional nine very-low, 29 low, 26 moderate and 310 market-rate residential units.

### West Hollywood’s Current and Prior RHNA

	Very Low		Low		Moderate		Above Moderate	
	RHNA	Building Permits Issued	RHNA	Building Permits Issued	RHNA	Building Permits Issued	RHNA	Building Permits Issued
<b>2006-2013</b> (Prior Cycle)	142	195	91	26	99	12	252	603
<b>2013-2021</b> (Current Cycle)	19	56	12	77	13	33	33	899

In 2015, the number of building permits issued for new housing units met and exceeded the RHNA for the current planning period. The Regional Housing Need Assessment, however, is not a limit on housing production. Additionally, the Los Angeles region has rebounded from recent economic downturns and the need for housing, including affordable and market-rate housing might now be greater than what SCAG had initially projected for the current RHNA planning cycle. Stated in a memo on RHNA<sup>2</sup>, SCAG encourages jurisdictions to plan for housing above the minimum. SCAG’s memo further states the RHNA represents the minimum amount of housing needed, and should not be used by a jurisdiction as the maximum amount of housing units to plan for and approve.

The current 2014-2021 RHNA was developed during the most recent recession. To adjust for this, SCAG reduced population growth projections to account for the abnormally high vacancies and unique market conditions due to prolonged recessionary conditions, high unemployment, and unprecedented foreclosures that were occurring at the time in Southern California. SCAG also changed how projected future population growth was distributed, concentrating future growth in urban areas near mass transit. The Sustainable Communities and Climate Protection Act of 2008 (SB 375) requires SCAG to prepare a Sustainable Community Strategy as an integral part of the federally required Regional Transportation Plan. SCAG’s website describes the Regional Transportation Plan/Sustainable Community Strategy as, “a long-range visioning plan

<sup>1</sup> The RHNA requires jurisdictions to plan for and approve new housing, however, based on state reporting requirements new housing is counted towards meeting the RHNA once building permits are issued. Several development projects were approved during the prior cycle though which then stalled due to downturn in the economy. Several of these projects have been issued building permits and, although approved in the prior planning period, will be counted in the current cycle.

<sup>2</sup> SCAG Memo: Regional Housing Need Assessment Determination, August 17, 2011.

that balances future mobility and housing needs with economic, environmental and public health goals.” The plan contains land use, housing, and transportation strategies that, if implemented, would help the region reduce greenhouse gas emissions and meet Federal Clean Air requirements. The vision and overarching strategy of the Regional Transportation Plan/Sustainable Community Strategy is, in partnership with local jurisdictions, to “grow more compact communities in existing urban areas, providing neighborhoods with efficient and plentiful public transit, abundant and safe opportunities to walk, bike and pursue other forms of active transportation and preserving the region’s remaining natural lands for people to enjoy.”<sup>3</sup>

### **RHNA for other Westside Cities**

For context, the RHNA for nearby cities is being provided. For regional planning purposes, SCAG (the entity that allocates the RHNA) includes West Hollywood as a member of the Westside Sub-region. The Westside Sub-region also includes Beverly Hills, Culver City, and Santa Monica. The RHNA allocations for the Westside sub-region cities are provided in the chart below. The RHNA for the City of Los Angeles is also provided since the Westside Sub-region is not contiguous and the four member cities are separated by the City of Los Angeles.

#### **Current RHNA for Westside Cities and City of Los Angeles<sup>4</sup>**

	VERY LOW	LOW	MODERATE	ABOVE MODERATE	TOTAL
Beverly Hills	1	1	1	0	3
Culver City	48	29	31	77	185
Santa Monica	428	263	283	700	1,674
<b>West Hollywood</b>	<b>19</b>	<b>12</b>	<b>13</b>	<b>33</b>	<b>77</b>
Los Angeles, City	20,427	12,435	13,728	35,412	82,002

### **Past Housing Production in the Westside Sub-region**

As of the writing of this report, information on housing production was not available on other Westside cities, however information on housing production was available for the prior RHNA cycle. In order to better understand housing production in the Westside Sub-region (Beverly Hills, Culver City, Santa Monica, and West Hollywood), the results of the prior 2006-2013 RHNA are provided in the chart on the following page. Based on available information, Santa Monica was the only Westside City to meet its RHNA in the prior cycle. Affordable housing development in Santa Monica not only met, but surpassed the number of units allotted. Data was not available for Culver City.<sup>5</sup>

<sup>3</sup> Draft 2016 Regional Transportation Plan/Sustainable Communities Strategy, Executive Summary

<sup>4</sup> RHNA Final Allocation Plan, 1/1/2014 – 10/1/2021

<sup>5</sup> State law requires jurisdictions to prepare an annual progress report each calendar year to detail the implementation of their Housing Element and to submit it to HCD and OPR. Although charter cities are not required to submit the report, all jurisdictions including charter cities must submit annual reports to qualify for certain funding programs.

### Past Housing Production in Westside Cities 2006-2013 RHNA

June 30, 2006 – October 15, 2013

	VERY LOW		LOW		MODERATE		ABOVE MODERATE		TOTAL	
	RHNA	Permits Issued	RHNA	Permits Issued	RHNA	Permits Issued	RHNA	Permits Issued	RHNA	Permits Issued
Beverly Hills	146	33	113	0	117	8	178	806	554	847
Culver City <sup>6</sup>	129	--	80	--	85	--	211	--	504	--
Santa Monica <sup>7</sup>	164	220	106	223	114	185	277	798	662	1,203
<b>West Hollywood</b>	142	<b>195</b>	91	<b>26</b>	99	<b>12</b>	252	<b>578</b>	584	<b>811</b>

Housing production in the City of Los Angeles' is also provided for context since the Westside Sub-region is not contiguous and the four member cities are separated by the City of Los Angeles. Similar to housing production in most Westside Cities, housing production in Los Angeles did not meet LA's RHNA in the prior planning cycle.

### Past Housing Production in City of Los Angeles 2006-2013 RHNA

June 30, 2006 – October 15, 2013

	VERY LOW		LOW		MODERATE		ABOVE MODERATE		TOTAL	
	RHNA	Permits Issued	RHNA	Permits Issued	RHNA	Permits Issued	RHNA	Permits Issued	RHNA	Permits Issued
Los Angeles, City	27,238	<b>3,925</b>	17,495	<b>2,401</b>	19,304	<b>99</b>	48,839	<b>12,339</b>	112,876	<b>18,774</b>

### Meeting West Hollywood's Housing Needs

While RHNA is a state planning tool ensuring local jurisdictions prepare for anticipated population growth, the RHNA should be used as the minimum number of housing units to plan for, and should not be considered a maximum limit. SCAG encourages jurisdictions to plan for the community's housing needs, and in West Hollywood there is a need for affordable housing exceeding the RHNA. In 2015, the California Department of Finance estimated there were 23,012 households in the city<sup>8</sup>. SCAG had also estimated the percentage of households in West Hollywood earning affordable incomes

<sup>6</sup> Data on units permitted was not available for Culver City.  
<sup>7</sup> Data on units permitted was available for 2009-2012 only.  
<sup>8</sup> California Department of Finance, 2015

(very-low, low, moderate). SCAG’s estimations for household income are provided in the following chart along with the corresponding population count. The number of households earning above-moderate (also referred to as market-rate) income is included for context.

**West Hollywood Households earning Affordable Incomes**

	Very-Low (0-50% AMI)	Low (>50 – 80% AMI)	Moderate (>80 – 120% AMI)	Above Moderate (>120% AMI)
Percent of Population <sup>9</sup>	<b>24.8%</b>	<b>15.7%</b>	16.9%	42.7%
Estimated Households	5,707	3,613	3,889	9,826

To better understand the need for affordable housing in West Hollywood, in the chart above a box has been drawn around the estimations for West Hollywood households earning very-low, low, and moderate incomes. Focusing on the very-low and low income brackets, the number of households qualifying as very-low or low income in West Hollywood can be estimated as approximately 9,320 households, or 40.5% of households in the City.<sup>10</sup>

**EXHIBITS**

- A. 2016 Annual Progress Report on the Housing Element

<sup>9</sup> Southern California of Governments, 5<sup>th</sup> Cycle Regional Needs Assessment Final Allocation Plan, 1/1/2014 – 10/1/2021

<sup>10</sup> Based on State income distribution brackets



# ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction West Hollywood  
Reporting Period 1/1/2016 - 12/31/2016

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

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHINA 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. Units	5+	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for <b>Moderate</b>							0	
No. of Units Permitted for <b>Above Moderate</b>	12		312				324	324

\* Note: This field is voluntary



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction West Hollywood  
 Reporting Period 1/1/2016 - 12/31/2016

**Table C**  
**Program Implementation Status**

Program Description (By Housing Element Program Names)	Objective	Timeframe in H.E.	Status of Program Implementation
HE1 – Incentives for Rehabilitation	Design a multi-family housing rehabilitation program that incorporates technical assistance for landlords, seismic retrofitting, water and energy efficiency upgrades, weatherization, sustainability improvements, and universal design, and to address impacts for tenants-in-place during rehabilitation. Explore incentives, including possible financial assistance to encourage participation. Pursue financial resources to assist housing providers to upgrade the City's housing stock with green building improvements. Conduct a study to explore incentives for upgrading historic buildings. Identify properties with soft-story vulnerability and draft a programmatic response, including incentives to encourage retrofitting.	2013-2021	Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

## ANNUAL ELEMENT PROGRESS REPORT *Housing Element Implementation*

(CCR Title 25 §6202 )

<p><b>Jurisdiction</b> West Hollywood</p> <p><b>Reporting Period</b> 1/1/2016 - 12/31/2016</p> <p>HE2 - Multi-Family Rehabilitation and Acquisition/Rehabilitation</p>	<p>Identify apartment complexes in need of rehabilitation and support non-profits in acquisition and rehabilitation on an ongoing basis. Use survey tools to scan and analyze block-by-block areas of need of various improvements within the City by 2015. Educate the public (both tenants and landlords) through brochures, City newsletters, and City website, social media, and other innovative communication tools, etc., regarding the rights and responsibilities of maintaining housing quality standards. Annually explore funding availability from State and Federal sources for acquisition and rehabilitation activities, such as HOME funds, Multifamily Housing Program (MHP) funds, and Low Income Housing Tax Credits (LIHTC) as an ongoing collaboration with affordable housing providers. Promote the incorporation of universal design features in residential rehabilitation, particularly in City-assisted projects as part of the regular permitting processes.</p>	<p>2013-2021</p>	<p>In 2016, the City continued to provide education and outreach to the public regarding the rights and responsibilities of maintaining housing quality standards, including bi-annual newsletters to all tenants and landlords in rent stabilized properties, information on the City's website, general inquiries in person and over the phone (over 10,000 inquiries in 2016), the Rent Stabilization Annual Report, and informational mailings to all new tenants and landlords of rent stabilized buildings. The City continued to explore funding availability from State and Federal sources for acquisition and rehabilitation.</p>
<p>HE3 - Home Secure Program</p>	<p>Continue to advertise the availability of this program on the City's website and provide brochures at public counters on an ongoing basis. Continue to conduct community outreach and make referrals through social services and rent stabilization constituent contacts to enroll aging and at-risk populations in the Jewish Family Services case management program.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2016, the City continued to offer the Home Secure Program to lower-income seniors and disabled residents. This included free home security devices and home protection measures, including door locks, grab bars, peep holes, and smoke detectors. The program was advertised through case management with Jewish Family Services and through referrals by the City's Social Services Division. In 2016, the City contributed another \$25,000 to the program and continued to offer removable access ramps in addition to the other items listed.</p>

## ANNUAL ELEMENT PROGRESS REPORT *Housing Element Implementation*

(CCR Title 25 §6202 )

Jurisdiction	West Hollywood	Reporting Period	1/1/2016 - 12/31/2016
HE4 - Mills Act Contracts and Historic Preservation	<p>Conduct outreach regarding the Mills Act to owners of historic properties annually. Continue to advertise the availability of this program through brochures at public counters. Complete study on historic preservation rehabilitation incentives in 2014 and develop a framework for a program to address historic properties.</p>	2013-2021 (ongoing)	<p>In 2016, the City continued to offer Mills Act contracts to eligible property owners. The City typically receives several inquiries each year. The program is advertised on the City's website and at public counters.</p>
HE5 - Code Compliance	<p>Continue to implement the Code Compliance program to ensure routine property maintenance and eliminate substandard building conditions. In 2014, explore the feasibility of establishing a Rental Housing Inspection program that focuses on physical/structural conditions. (This program will work hand-in-hand with the City's efforts to facilitate multi-family rehabilitation described later.) Explore opportunities for incentivizing upgrades to current standards (see Program 2). In 2014, explore Franchise Tax Board Substandard Housing program for prohibiting certain income tax deductions for landlords who are delinquent in addressing Health and Safety Code violations. By 2015, review the existing program to evaluate its effectiveness and impact on neighborhood conditions to determine if the program needs to be modified or continued.</p>	2013-2021 (ongoing)	<p>In 2016, the Code Compliance Division continued to implement the code compliance program. Code compliance officers responded to needs on a daily basis, including habitability issues, lack of maintenance, and other items. The City continues to expand outreach on the code compliance program. The City uses WeHoDirect, a system that provides the user 24/7 access to City Hall by texting, emailing, or tweeting any Code Compliance issues. The notification system has ensured calls are handled timely, even outside of regular City Hall hours. The Code Compliance Division will continue to evaluate the effectiveness of this new system.</p>

## ANNUAL ELEMENT PROGRESS REPORT *Housing Element Implementation*

(CCR Title 25 §6202 )

<p><b>Jurisdiction</b>                      West Hollywood</p> <hr/> <p><b>Reporting Period</b>                1/1/2016 - 12/31/2016</p>	<p>HE6 - Rent Stabilization Ordinance</p> <p>Continue to maintain a Rent Stabilization program, and work towards alleviating the effects of State mandated vacancy decontrol through legislative action and local incentives to maintain affordable rents. In 2014, explore the issues of aging in place for elderly and disabled persons and find solutions such as a legislative change to allow for unit swapping as an exemption under Costa-Hawkins. By 2015, conduct a review of the Net Operating Income (NOI) mechanism to determine its effectiveness. Continue to conduct workshops to educate landlords and tenants on matters related to the Rent Stabilization Ordinance, including topics such as property maintenance, registration, mediation, and evictions.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2016, the City continued to administer the rent stabilization program. City staff worked with the City's legislative advocate to monitor legislation that would impact the City's rent stabilization program. Staff traveled to Sacramento to lobby for aging in place legislation, as well as lobby for legislation to amend the Ellis Act. The City meets twice a year with other rent stabilized jurisdictions in the State. In 2016, the City held its 4th annual Building Blocks Education Series. The educational seminars were initiated in 2013 as a way of informing property managers, owners, landlords, and tenants about Rent Stabilization requirements. Seminars included topics such as "Tenants 101" (in English and Russian), "Pets 101", "Emergency Preparedness for Apartment Buildings", and "Evictions and Relocations". Participants completed feedback forms which will help shape topics and improvements for the following year's series. In 2016, the City began implementing the Aging in Place Strategic Plan. The Strategic Plan uses a multidisciplinary approach to aging in place through the lens of West Hollywood, where many seniors are long-term renters in rent stabilized units.</p>
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## ANNUAL ELEMENT PROGRESS REPORT *Housing Element Implementation*

(CCR Title 25 §6202 )

<b>Jurisdiction</b>	West Hollywood	<b>Reporting Period</b>	1/1/2016 - 12/31/2016	
<b>Reporting Period</b>	HE7 - Housing Choice Vouchers (Section 8)			
	<p>Continue to encourage local landlords to accept rental vouchers on a daily or as-needed basis and continue programmatic response through Rent Stabilization Ordinance and social services agencies for landlords terminating Section 8. Include information in semi-annual mailings to property owners outlining the benefits of the Housing Choice Voucher program. Undertake proactive measures to ensure the continued availability and usefulness of Housing Choice Vouchers for extremely low and very low income West Hollywood residents. Specifically, work with the Los Angeles County Housing Authority to maintain and increase the payment standards for vouchers to reflect the actual cost of renting in Los Angeles County.</p>	2013-2021 (ongoing)		<p>In 2016, Rent Stabilization and Housing Division staff continued to work with HACoLA to maintain Section 8 tenancies. West Hollywood had transferred its vouchers to the County of Los Angeles in 2011, effective July 1, 2012. Before the transfer, the West Hollywood Section 8 voucher holders had a higher payment standard. In July 2014, the West Hollywood payment standard was reduced to match the Los Angeles County rate. The City continued several actions to help mitigate increasing tenant rent costs, including expanded community outreach to vulnerable tenants in need of social services, increased outreach about reasonable accommodations, strengthening resident support through Bet Tzedek to assure Section 8 tenants receive the appropriate rent increase allowed by the City's annual general adjustment, continue to benefit from the City's just cause eviction protections, and had access to a variety of social service agencies to provide case management and support.</p>

## ANNUAL ELEMENT PROGRESS REPORT *Housing Element Implementation*

(CCR Title 25 §6202 )

<p><b>Jurisdiction</b> West Hollywood</p> <p><b>Reporting Period</b> 1/1/2016 - 12/31/2016</p> <p>HE8 - Preservation of Publicly Assisted Housing</p>	<p>Semi-annually monitor the at-risk projects by continuing to maintain close contact with the property owners regarding their long-term plan for the projects. Coordinate with the County and HUD to conduct meetings to educate the public regarding "at-risk" housing. For the three projects that require short-term renewal of subsidy contracts, communicate to the public regarding the limited potential for and required process of conversion and available tenant protection and assistance. Should the property owners be interested in selling the properties, provide financial and technical assistance to the West Hollywood Community Housing Corporation or other non-profit organizations interested in purchasing and/or managing the units at risk. The City will consider the feasibility of introducing a legislative item in 2013 supporting a permanent funding source for the development, rehabilitation and preservation of affordable units. Pursue State and Federal Funding: Assist non-profit organizations in pursuing State and federal funds for the preservation of at-risk units.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2016, the City continued to monitor at-risk units by maintaining close contact with the property owners regarding long-term plans. In the event a property owner of one of the at-risk buildings is interested in selling, the City would provide financial and technical assistance to West Hollywood Community Housing Corporation and other non-profits interested in purchasing the units, including pursuing State and Federal funds to help preserve affordability. In 2016, the City continued to advocate increase state funding for affordable housing development, acquisition, and rehabilitation.</p>
<p>HE9 - Condominium Conversion Ordinance</p>	<p>Continue to enforce the Condominium Conversion Ordinance. Monitor conversion activities annually to ensure the ordinance continues to work effectively in the protection of the City's rental housing stock and tenant rights.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2016, the City continued enforcing its Condominium Conversion Ordinance. In the event of a conversion the Rent Stabilization and Housing Division would support tenants at risk, to help them understand options. The Division would also work with the property owner to maintain compliance with inclusionary housing requirements.</p>

## ANNUAL ELEMENT PROGRESS REPORT *Housing Element Implementation*

(CCR Title 25 §6202 )

<p><b>Jurisdiction</b> West Hollywood</p> <p><b>Reporting Period</b> 1/1/2016 - 12/31/2016</p>	<p>HE10 - Residential Referral List</p>	<p>Continue to make available and update weekly the residential referral list of rental units. Expand the referral list to include accessibility as part of the listed amenities to assist persons with disabilities in identifying suitable units. Continue to encourage landlords to participate in this program to expand access to information by prospective tenants.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2016, the City continued to update the residential referral list weekly and make it available to the public at City Hall and on the City's website. In 2015, the City released an interactive online map-based version of the list that was also searchable for pet-friendly buildings, building accessibility and amenities. In 2016, the City continued to encourage landlords to participate in the program through a targeted mailing to landlords that included the rental listing form. The City continued ongoing access to potential tenants by including information about the referral list in the City's housing newsletters and mailings, and on the City's website. The City continued to advertise the availability of the Residential Referral List through social media.</p>
<p>HE11 - Mixed Use and Transit-Oriented Development</p>	<p>Amend the Zoning Code to implement the Transit Overlay Zone, providing incentives to facilitate transit-oriented mixed use development at specific locations. Assist interested developers in site identification and as appropriate, support developers in funding applications.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2016, the Community Development Department regularly worked with property developers interested in developing mixed-use and transit-oriented development. Staff helps with understanding the City's entitlement and development process. In 2016 LA County voters approved Measure M, which includes funding for an anticipated extension of light rail service through West Hollywood; zone text amendments to enact Transit Overlay Zones for new development will be coordinated with ongoing studies related to this rail alignment, and are anticipated to be presented to the Council for consideration in 2018.</p>	

## ANNUAL ELEMENT PROGRESS REPORT *Housing Element Implementation*

(CCR Title 25 §6202 )

Jurisdiction	Reporting Period	1/1/2016 - 12/31/2016	West Hollywood
HE12 - Inclusionary Housing Ordinance	2013-2021 (ongoing)	<p>Continue to implement the Inclusionary Housing Ordinance. Continue to monitor market conditions and development trends to ensure that the Ordinance works effectively to provide affordable housing in the community but does not unduly constrain housing development in general. If constraints are identified, the City will make necessary improvements to the ordinance to enhance its effectiveness in facilitating the development of housing for all income groups. Continue to prioritize inclusionary housing units for tenants displaced due to Ellis Act and consider developing a programmatic approach within the Inclusionary Housing Ordinance to assist persons with disabilities (including persons with developmental disabilities) and those aging in place. Consider revising the Inclusionary Housing Ordinance to specifically identify the very low income households.</p>	<p>In 2016, the City continued to implement the Inclusionary Housing Ordinance, which requires a percentage of units to be set aside for low income and moderate income households in new residential buildings. In certain instances, a developer can pay a fee in-lieu of providing the units. The City has completed a nexus study for both the residential and the commercial affordable housing impact fees, and adjusted the fees based on the Builder's Cost Index/Construction Costs Index. This ensures the City's fees reflect anticipated affordable housing needs resulting from new development. In 2016, the City also continued to offer tenants displaced by the Ellis Act priority on the City's inclusionary housing waitlist. Displaced tenants also have first opportunity to rent new inclusionary units built on the property they were displaced from.</p>
HE13 - Affordable Housing Development through Partnerships with Non-Profits	2013-2021 (ongoing)	<p>Continue to support WHCHC and other non-profit organizations in the development of affordable and special needs housing through the provision of financial and regulatory incentives. Devise incentives for the development of housing for extremely low and low income households including persons with disabilities, for example, explore the feasibility of fee incentives.</p>	<p>In 2016, the City of West Hollywood a loan from the affordable housing trust fund which the West Hollywood Community Housing Corporation (WHCHC) used as local match to draw down additional funding for a 22 unit low and very-low income housing development to be known as Blue Hibiscus. The City also assisted WHCHC in lease up of Movietown Square a new 76 unit senior low income building built through the City's inclusionary housing program.</p>
HE14 - Workforce Housing, Family Housing, and Ownership Housing Opportunities	2013-2021 (ongoing)	<p>Explore creative housing types such as accessory dwelling units, co-op housing, micro units, and other flexible housing types to increase opportunities for affordable homeownership.</p>	<p>The 2016-18 RSH Budget includes a study of housing options to increase opportunities for home ownership. A study evaluating alternative housing types in West Hollywood is part of the Long Range and Mobility Planning Division's work plan. Currently, the City's Inclusionary Ordinance provides a certain percentage of workforce housing through its moderate income housing requirement. Additionally, links to first time home buyer information is available on the City's website.</p>

## ANNUAL ELEMENT PROGRESS REPORT *Housing Element Implementation*

(CCR Title 25 §6202 )

<b>Jurisdiction</b>	West Hollywood		
<b>Reporting Period</b>	1/1/2016 - 12/31/2016		
<b>HE15 - Commercial Development Impact Fee</b>	<p>Continue to implement the Commercial Impact Fee program. Monitor market conditions and development trends regularly to ensure that the Commercial Impact Fee works effectively to provide affordable housing in the community but does not unduly constrain development in general. In 2014, issue a Request for Proposals to study the Commercial Impact Fees, and adjust if necessary.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2016, the City continued to implement the Commercial Impact Fee Program. In 2014, the City completed a non-residential jobs-housing nexus study demonstrating the relationship between construction of new commercial development and the impact fee required to provide the additional affordable housing need created. The final results of the study were presented to the Planning Commission in 2014 and to City Council in early 2015. As a result, the City's commercial impact fee was adjusted to \$4.00 per square foot in 2015, and \$8.00 per square foot in 2016. The impact fee will now increase annually based on the Builder's Cost Index.</p>

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

Jurisdiction	West Hollywood	Reporting Period	1/1/2016 - 12/31/2016
HE16 - Green Building		Continue to implement the Green Building program that offers incentives and flexibility for compliance, and update as needed. Continue to fund and operate the Green Building Resource Center. Promote green building standards in the City's affordable housing stock by providing financial assistance for improvements.	2013-2021 (ongoing)
HE17 - Potential Sites for RHNA		Ensure that adequate capacity exists to accommodate the City's RHNA of 77 housing units. Encourage mixed-use development at key nodes along commercial boulevards. Annually monitor the City's progress toward meeting the RHNA, including an analysis of any RHNA shortfalls, and evaluate the land availability to meet the remaining RHNA.	2013-2021 (ongoing)
HE18 - Zoning Ordinance		Beginning in 2014, conduct a study to explore the suitability of various housing types such as micro units, co-op housing, accessory dwelling units, and other flexible housing types, or tools such as parcel subdivision, to meet the housing needs of the underserved groups, such as seniors aging in place and moderate income households.	2013-2021 (ongoing)

In 2016, the City's Community Development Department continued to implement the Green Building Program, offering incentives and flexibility for compliance. Also in 2016, the City's Rent Stabilization and Housing Division continued to promote green building standards in the City's affordable housing stock, working with developers of new affordable housing projects to implement green building standards. In September 2016, the City Council directed the Community Development Department to eliminate all incentives for high-achieving projects under the City's existing Green Building Program, while leaving the program requirements in place, in anticipation of a comprehensive update to the Green Building Program which will be complete by early 2018.

In 2016, the City continued providing information to developers upon request about sites where residential and mixed-use development is appropriate. The City continued to encourage mixed-use development in commercial zones and particularly in the Mixed-Use Incentive Overlay in certain areas along commercial boulevards. The City continues to annually monitor its progress towards meeting the RHNA. In 2015 the City met its RHNA; however, data available through HUD's CHAS portal indicates 36% of the community earns very-low incomes, 16% earns low income, and 10% earns moderate income which suggests there is still a need for affordable housing in the community ([https://www.huduser.gov/portal/datasets/cp.html#2006-2013\\_query](https://www.huduser.gov/portal/datasets/cp.html#2006-2013_query))

The Rent Stabilization and Housing and Long Range Planning 2016-18 Budgets include evaluations of a variety of housing types to weigh advantages or challenges of each related to West Hollywood's particular needs, barriers and goals.

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

Jurisdiction	Reporting Period	West Hollywood
HE19 - Streamlined Processing	1/1/2016 - 12/31/2016	<p>Continue to work on improving the streamlined processing procedures and by 2015 develop a handbook to guide developers through the City processes and requirements. Continue to offer pre-application conference with project applicants to identify issues and concerns prior to application submittal.</p>
HE20 - Fee Waivers for Affordable Housing	2013-2021 (ongoing)	<p>Continue to waive art, park, and transportation fees for residential projects with 25 percent or more affordable units. Continue to waive all City-imposed plan check and other fees for nonprofit-sponsored projects are 100 percent affordable. Review the City's various planning and development fees, as was done in 2006 and 2010, to ensure they are reasonable and do not unduly constrain housing development.</p>
	2013-2021 (ongoing)	<p>In 2016, the City's Community Development Department continued to work on creating new procedures, including updates and clarifications to application forms. In 2016, the Department regularly met with project applicants in pre-application conferences to identify issues and concerns prior to application submittal.</p>
	2013-2021 (ongoing)	<p>In 2016, the City continued to waive City fees for non-profit affordable housing projects.</p>

## ANNUAL ELEMENT PROGRESS REPORT *Housing Element Implementation*

(CCR Title 25 §6202 )

Jurisdiction	West Hollywood	Reporting Period	1/1/2016 - 12/31/2016
HE21 - Fair Housing Program	Continue to provide fair housing information to the public regularly as needed via the public counters, message boards, City website, and neighborhood watch, and in response to telephone inquiries. Continue to provide referral to the Housing Rights Center, State Fair Employment and Equal Housing, HUD Fair Housing and Equal Opportunity division, and other legal services as appropriate. By the end of 2014, have specific City staff liaison appointed to coordinate with various stakeholders including the Western Center for Independent Living and other housing organizations at least semi-annually to provide updated education and outreach on fair housing issues.	2013-2021 (ongoing)	In 2016, the City continued to provide fair housing information to the public on the City's website and at City Hall via public counters and message boards. The City also responded to all inquiries and questions from the public regarding fair housing. In 2016, the City continued to provide referrals to the Housing Rights Center, State Fair Employment and Housing Department, HUD Fair Housing and Equal Opportunity Division, and other legal services as requested by members of the public. The City also coordinated with various associations and organizations in the area to provide education and outreach on fair housing issues through annual presentations at various meetings of Apartment Association Greater Los Angeles and LA/Beverly Hills Realtor Association.
HE22 - Tenant/Landlord Mediation	Continue to offer the mediation program and promote the program through information on City website, program brochures at public counters, social media, and other innovative communication tools.	2013-2021 (ongoing)	In 2016, the Legal Services Division Mediator spoke with approximately 1,040 residents and resolved 485 conflicts through a combination of telephone conciliations and face-to-face mediation. The City continues to provide information about mediation services on the City's website and program brochures at public counters.
HE23 - Tenant Eviction Protection Program	Continue to prevent unlawful eviction and fund legal aid organizations that provide tenant education and representation regarding landlord/tenant disputes. Renew contracts with mediation service providers annually. Annually review current laws and recommend any needed modifications to ensure protection of tenants to the maximum extent legally possible. Continue to monitor and investigate allegations of tenant harassment.	2013-2021 (ongoing)	The City's Rent Stabilization Ordinance provides eviction protections by limiting the reasons why a tenant can be evicted. In 2016, the City's Rent Stabilization and Housing Division continued to work with tenants and landlords to prevent unlawful evictions by funding legal aid organizations providing education and representation. The City also funded an emergency rental assistance loan program for low-income tenants. The purpose of the program is to have the tenant work with a case manager when there is a financial hardship in order to avoid non-payment of rent, which is a valid reason for a landlord to evict. Throughout each year the City reviews current laws and recommends modifications to ensure protection of tenants. The City actively advocates, with assistance from its legislative advocate, for changes to State laws that negatively impact the City's tenants, such as the Costa-Hawkins and Ellis Acts, as well as the addition of new state laws that would improve tenant protections. In 2016, the City worked closely with legal aid organizations to protect Section 8 tenants from being unlawfully evicted through contract cancellations.

## ANNUAL ELEMENT PROGRESS REPORT *Housing Element Implementation*

(CCR Title 25 §6202 )

Jurisdiction	West Hollywood	Reporting Period	1/1/2016 - 12/31/2016
HE24 - Services for Special Needs Populations	Continue to provide financial support to non-profit services providers that help meet the supportive services needs of West Hollywood's diverse community, especially those with extremely low incomes. Annually update the social services directory, and make it available to residents at public counters and on City website. In 2014, coordinate with Bet Tzedek, or another legal services agency, and other service providers to develop an educational seminar for tenants and landlords regarding reasonable accommodations.	2013-2021 (ongoing)	In 2016, the City continued to provide financial support to various non-profit service providers in the City. The City provided emergency shelter vouchers to a number of households in need of temporary housing. The City continues to annually update its social services directory, available at the City's public counters and on the City's website. As part of the 2016 Building Blocks Educational Series, the City developed a seminar regarding Reasonable Accommodations for Disabled Tenants to help residents understand what a reasonable accommodation request is, who is qualified, and the landlord's responsibility.
HE25 - Enhanced Management Program	Continue to coordinate with WHCHC to continue the Enhanced Management Program at all current and future housing projects. Encourage other nonprofit housing providers to follow the WHCHC model.	2013-2021 (ongoing)	In 2016, one of the non-profit housing providers operating in the City, WHCHC, continued to implement its Enhanced Management Program at all its housing projects. WHCHC owned 16 buildings with 444 affordable units in West Hollywood. The program provides a resident services coordinator at each, who interacted with residents and monitored social services needs.
HE26 - Community Engagement	Design and initiate a community engagement program in 2014.	2013-2021 (ongoing)	In 2016, the City continued its expanded community outreach for housing in continually assess housing needs and keep the public informed of upcoming affordable housing opportunities. As a part of the community engagement and in preparation for filing this report, Rent Stabilization and Housing staff held two housing element community meetings in February 2017 with approximately 40 participants. To continue gathering information on housing needs, staff made an online housing survey available to the public on the City's website.