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CITY OF LAKE FOREST

Mayor
Scott Voigts

Mayor Pro Tem
Andrew Hamilton

Council Members
Dr. Jim Gardner
Adam Nick
Dwight Robinson

City Manager
Robert C. Dunek

March 26, 2015

Department of Housing and Community Development
Division of Housing Policy Development
P.O. Box 952053
Sacramento, CA 94525-2053

and

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

SUBJECT: ANNUAL HOUSING ELEMENT PROGRESS REPORT

To Whom It May Concern:

Enclosed please find the City of Lake Forest's Annual Housing Element Progress Report for the 2014 calendar year. This report has been prepared on the forms provided by HCD and meets the requirements of Government Code Section 65400.

If you have any questions regarding the enclosed information, please contact me at (949) 461-3466 or via email at ctai@lakeforestca.gov.

Sincerely,
CITY OF LAKE FOREST

Carrie Tai, AICP
Senior Planner

Housing Policy Department
Received on:
APR - 1 2015

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

Jurisdiction City of Lake Forest

Reporting Period 1/1/2014 - 12/31/2014 (where indicated, data is provided for Fiscal Year 2013/2014 which is 7/1/2013 - 6/30/2014)

Table A

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

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income			See Instructions	See Instructions	
(9) Total of **Moderate and Above Moderate** from Table A3 ► ►					145	688	833				
(10) Total by income Table A/A3 ► ►					145	688	833				
(11) Total **Extremely Low-Income** Units*											

* Note: These fields are voluntary

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

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA whichmeet 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			7	7	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	7	7	

* 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**		8	137			145	
No. of Units Permitted for **Above Moderate**	258		430			688	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
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Jurisdiction City of Lake Forest

Reporting Period 1/1/2014 - 12/31/2014 (where indicated, data is provided for Fiscal Year 2013/2014 which is 7/1/2013 - 6/30/2014)

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.			2013	2014								Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	647	20									20	627
	Non-deed restricted												
Low	Deed Restricted	450	167									167	283
	Non-deed restricted												
Moderate	Deed Restricted	497											332
	Non-deed restricted		20	145								165	
Above Moderate		1,133	29	688								717	416
Total RHNA by COG. Enter allocation number:		2,727	236	833								1,069	1,658
Total Units ► ► ►													
Remaining Need for RHNA Period ► ► ► ► ►													

Note: units serving extremly low-income households are included in the very low-income permitted units totals.

Table C
Program Implementation Status

Program Description (by Housing Element Program Names)	**Housing Programs Progress Report – Government Code Section 65583** Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**
Program 1: Land Use Policy, Entitlements, and Development Capacity	Maintain and monitor the residential sites inventory to ensure adequate sites remain to accommodate the RHNA throughout the RHNA period. Receive and process development applications for projects within the New Neighborhoods.	Annual monitoring and reporting throughout the planning period.	The City's adopted Housing Element for 2013-2021 includes an inventory of available sites with residential land use designations which allow a range of residential development opportunities to accommodate the RHNA. Adequate sites remain in the inventory to accommodate the remaining RHNA. During 2014, the City has received and processed applications for the New Neighborhoods totaling 266 units.
Program 2: Monitor Residential Capacity (No Net Loss)	Develop and implement a formal evaluation procedure pursuant to Government Code Section 65863 by January 1, 2014.	Develop and implement a formal evaluation procedure pursuant to Government Code Section 65863 by January 1, 2014.	The City has developed an annual monitoring and tracking tool on a project-by-project level to ensure that adequate inventory is available to meet the City's RHNA obligations.
Program 3: Facilitate Affordable Housing Production	Maintain contact information for affordable housing developers for the purposes of soliciting their involvement in development projects in Lake Forest. Participate with affordable housing developers to review available federal and State financing subsidies and apply as feasible on an annual basis. Assist and support developers of housing for lower-income households, especially housing for extremely low-income households, with site identification, supporting applications, conducting pre-application meetings, assisting with design and site	Update list and contact information for affordable housing developers annually thereafter. Provide ongoing participation and assistance to interested affordable housing developers. Annual monitoring and reporting throughout the planning period.	The City maintains and periodically updates a list containing contact information for affordable housing developers. In 2014, staff continued to provide assistance to Meta Housing Corporation during the construction of 167 units of low- and 20 very-low income units.

Table C
Program Implementation Status

	requirements, and providing State mandated regulatory incentives and concessions. Monitor and enforce AHIP provisions and collaborate with developers of affordable housing over the planning period to facilitate the construction of 250 affordable units over the planning period (10 extremely low-income, 40 very low-income, and 200 low-income units).		
Program 4: Farm Employee Housing	Review and revise the Zoning Code to address compliance with Health and Safety Code Sections 17021.5 and 17021.6.	Review and revise the Zoning Code within one year of adoption of the Housing Element.	Included as part of Zone Change 12-14-4673, initiated on December 1, 2014, consisting of an added definition for "agricultural employee quarters" as well as allowing such housing by right within the City's Agricultural and Open Space zones.
Program 5: Monitor Changes in Federal and State Housing, Planning, and Zoning Laws	Monitor State and federal legislation as well as City development process and zoning regulations to identify and remove housing constraints.	Annual monitoring and reporting throughout the planning period.	City staff and the City Attorney's office regularly monitor changing legislation and perform regular updates to the zoning regulations accordingly. In 2014, the City updated the zoning ordinance to comply with Senate Bill 745 pertaining to the definition of supportive and transitional housing.
Program 6: Sites for Homeless Shelters	Provide financial support to non-profit organizations that shelter the homeless (subject to available funding and on a case-by-case basis). Assist non-profit organizations identify potential sites for homeless shelters. Continue staff participation in the Commission to End Homelessness and support of a Homeless Liaison within the Police Services Department.	Annual monitoring and reporting throughout the planning period.	No opportunities to assist non-profits to locate a homeless shelter were identified during 2014. Housing Authority partnership with a non-profit to provide two City-owned transitional housing units is ongoing. City staff participates on local committees to find regional solutions and identify potential sites (see 9 below).
Program 7: Transitional and Supportive Housing	Provide financial support to non-profit organizations that provide transitional/ supportive housing for homeless (subject to available funding and on a case-by-case basis).	Annual monitoring and reporting throughout the planning period.	During the 2013/2014 fiscal year, the City assisted 5,008 individuals through eight nonprofit programs, which provided services including food pantries and emergency housing programs, primary health care and

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Program Implementation Status

			mental health services, counseling/advocacy and referral services for fair housing, case management and a meals-on-wheels program for seniors, and before and after school care programs for children. Total expenditures for this activity were $63,378.
Program 8: Coordination with Social Service Agencies	Continue to evaluate on an annual basis allocation of CDBG. Funds to social service agencies to benefit Lake Forest residents.	Annual monitoring and reporting throughout the planning period.	In 2013/2014 fiscal year, eight social service agencies were funded to provide support and assistance to residents.
Program 9: Rental Assistance	Continue to contract with the OCHA to administer the Housing Choice Vouchers Program with the goal of assisting an average of approximately 190 extremely low and very low income households annually during the planning period. Promote the Housing Choice Vouchers program on City website. Support the OCHA's applications for additional voucher allocations and efforts to maintain and expand voucher use in the City.	Ongoing implementation and annual monitoring throughout the planning period.	Residents continue to be assisted by the Housing Choice Voucher program, which is a HUD Sec.8 program that is administered by County. During FY 2013-2014, 187 very-low income households received voucher assistance.
Program 10: Conservation of Existing and Future Affordable Units	The City will work with property owners, interest groups and the State and federal governments to implement the following programs on an ongoing basis to conserve its affordable housing stock: • Monitor Units at Risk: Maintain contact with providers and owners to monitor the status of existing and future affordable units, including the 255 at-risk units. • Work with Owners: Provide technical assistance to owners of properties with at-risk units by identifying funding sources and supporting grant or tax credit applications for the extension of affordability covenants. • Work with Potential Purchasers: Where	Ongoing implementation and annual monitoring and reporting throughout the planning period. Within 60 days of notice of intent to convert at-risk units to market rate rents, the City will work with potential purchasers using HCD's current list of Qualified Entities (http://www.hcd.ca.gov/hpd/hrc/tech/presrv/), educate tenants of their rights, and assist tenants to obtain rental assistance in accordance with this program.	In 2014, a total of 255 affordable units were available in the City, all designated "at risk". The City actively monitors these units. Should a notice of intent to convert to market rate units be filed, work with potential purchasers to preserve the units, and ensure that tenants were properly notified of their rights under California law.

Table C
Program Implementation Status

	feasible, provide technical assistance to public and non-profit agencies interested in purchasing and/or managing properties that include units at risk. • Tenant Education: The California Legislature extended the noticing requirement of at-risk units opting out of low income use restrictions to one year. Should a property owner pursue conversion of the units to market rate, the City will ensure that tenants were properly noticed and informed of their rights and that they are eligible to receive Section 8 vouchers that would enable them to stay in their units.		
Program 11: Housing Rehabilitation Loan Program	Assist 10 lower income homeowners annually.	Annual allocation of CDBG funds through the HUD Action Plan process, and annual monitoring and reporting through the HUD CAPER process throughout the planning period.	During the 2013/2014 fiscal year, seven income-qualified homeowners participated in and completed needed repairs and improvements (e.g., roofing, plumbing, electrical, and flooring) via the City's Housing Rehabilitation Loan Program. Total expenditures for this activity were $138,829.
Program 12: Code Enforcement and Neighborhood Preservation	Continue to implement the applicable sections of the Lake Forest Municipal Code, including the California Building Code.	Ongoing implementation and annual monitoring and reporting throughout the planning period.	In addition to inspections in Target Areas, Code Enforcement inspectors continue to inform property owners of rehabilitation. Furthermore, as part of the annual Neighborhood Pride Paint Program, seven homes (two mobile homes and five homes) were professionally prepped and painted. The program assists the City's efforts to enhance the appearance of homes in the community and preserve property values. Total expenditures for this activity were $37,253.
Program 13: Homebuyer	Continue to promote the MCC and SCHFA programs by notifying eligible applicants to	Ongoing implementation and annual monitoring and	The City participates in the Mortgage Credit Certificate Program through a cooperative

Table C
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Assistance Programs	County programs and providing information on the City's website with the goal of assisting five households to achieve home ownership annually during the planning period.	reporting throughout the planning period.	agreement with the County of Orange. In 2013/2014, seven Lake Forest households were assisted.
Program 14: Fair Housing Services	Continue to contract with a fair housing service provider to provide fair housing services. Maintain the link on the City website providing information about fair housing services. Participate in the Regional Analysis of Impediments to Fair Housing Choice and work to mitigate impediments identified in the study.	Annual allocation of funds to fair housing service provider. Annual monitoring and reporting throughout the planning period.	The City's website provides information about fair housing matters, including contact information for the Fair Housing Council of Orange County services. In Fiscal Year 2013-2014, City awarded FHCOC $7,095 grant for services to investigate housing discrimination matters. FHCOC assisted 66 Lake Forest households address 174 fair housing issues.