



**CITY OF MARTINEZ**

**CITY COUNCIL AGENDA  
March 19, 2014**

**TO:** Mayor and City Council

**FROM:** Anna Gwyn Simpson, Interim City Manager

**PREPARED BY:** Corey Simon, Senior Planner  
Dina Tasini, Contract Planner

**SUBJECT:** Housing Element Progress Report – 2013 Annual Update and authorize staff to submit the report to State Department of Housing and Community Development (HCD)

**DATE:** March 12, 2014

**RECOMMENDATION:**

Motion to receive the Housing Element Progress Report – Annual Update. The 2013 Annual Housing Element progress report as per Government Code Section 65400 requires submittal to the State Department of Housing and Community Development (HCD) by April 1 of each year. The Planning Commission reviewed the draft report, as prepared by staff on March 11, 2014, and recommended on a unanimous vote that the City Council authorize staff to submit the report to HCD.

**BACKGROUND:**

Every jurisdiction is required to prepare and adopt a General Plan that includes certain mandatory elements, including a Housing Element. The Housing Element consists of: (a) an identification and analysis of existing and projected housing needs, including the local government's share of the regional housing need; (b) an inventory of resources and constraints relevant to meeting those needs; and (c) a program showing a five-year schedule of the actions to be taken to implement the Housing Element, including how the local government plans to meet its share of the regional housing need. Housing Elements are adopted in seven (7) year cycles, the current cycle being the 2007-2014 planning period. Martinez adopted its Housing Element for the current cycle on January 19, 2011.

Pursuant to Section 65400 of the State Government Code, staff has prepared the City's required Annual Report regarding the status of the City's Housing Element using the forms (Tables A, B, C) adopted by the Department of Housing and Community Development (Attachment 1). The attached Tables A and B delineate the progress the City has made in meeting the regional housing needs allocation for various income groups. Building permits for the "Berrellesa Palms" affordable senior housing project were issued in January 2013 and are therefore reported within the 2013 calendar year cycle, even though occupancy will be in 2014. Table C of the Report lists the *Implementing Programs* contained in the City's Housing Element and the status of each program implementation as of the end of the annual reporting period for the 2013 calendar year.

The Annual Report, which was reviewed by the Planning Commission at its March 11, 2014 meeting, is attached for the City Council's consideration. Upon acceptance by the Council, the Annual Report will be subsequently forwarded to the State Department of Housing and Community Development (HCD).

**FISCAL IMPACT:**

There is no fiscal impact associated with this action.

**ACTION:**

Motion to direct staff to submit the report to State Department of Housing and Community Development (HCD).

Attachment:

1. **DRAFT** 2013 Annual Report on the Implementation of the General Plan Housing Element

**APPROVED BY:**

  
Interim City Manager

## ANNUAL ELEMENT PROGRESS REPORT

### Housing Element Implementation

(CCR Title 25 §6202 )

**Jurisdiction** City of Martinez  
**Reporting Period** Jan 1, 2013 - Dec 31, 2013

**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	
310 Berrellesa St "Berrellesa Palms" (372-243-001)	5+	R	48			1	49	49	TCAC - 4%; CDLAC; MHP; HOME; HOPWA & AHP	48	
(9) Total of Moderate and Above Moderate from Table A3 ▶			0			3	3				
(10) Total by income Table A/A3 ▶ ▶			48			4	52	49			
(11) Total Extremely Low-Income Units*			48								

\* Note: These fields are voluntary

## ANNUAL ELEMENT PROGRESS REPORT

### *Housing Element Implementation*

(CCR Title 25 §6202 )

**Jurisdiction** City of Martinez  
**Reporting Period** Jan 1, 2013 - Dec 31, 2013

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

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(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 <b>Moderate</b>						0	
No. of Units Permitted for <b>Above Moderate</b>	2			1		3	

\* Note: This field is voluntary

## ANNUAL ELEMENT PROGRESS REPORT

### *Housing Element Implementation*

(CCR Title 25 §6202 )

**Jurisdiction**      City of Martinez  
**Reporting Period**      Jan 1, 2013      -      Dec 31, 2013

**Table B**

### Regional Housing Needs Allocation Progress

#### Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.												Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	2007	2008	2009	2010	2011	2012	2013	2014	2015			
Very Low	Deed Restricted	261						48				48	213
	Non-deed restricted		0	0	0	0	0	0					
Low	Deed Restricted	166											166
	Non-deed restricted		0	0	0	0	0	0					
Moderate	Deed Restricted	179											176
	Non-deed restricted		3	0	0	0	0	0	0		3		
Above Moderate		454	30	19	3	0	1	5	4			62	392
Total RHNA by COG. Enter allocation number:		1,060											
Total Units ▶ ▶ ▶			33	19	3		1	5	52			113	947
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 City of Martinez

Reporting Period: Jan 1, 2013 – Dec 31, 2013

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

**ANNOTATED EXCERPTS FROM HOUSING ELEMENT**  
**ADOPTED JANUARY 19, 2011**

**GOAL 1: Housing Strengthens Our Thriving, Balanced, and Diverse Community**

***Implementing Programs***

- 1. Review the Housing Element Annually.** As required by State law, the City will review the status of Housing Element programs by April of each year, beginning April 2011. The review would cover the status of implementing actions, accomplishments, and a review of housing sites identified in the Housing Element. In particular, the annual review will cover development assumptions and actual development activity on sites by assessing projected development potential compared to actual development approval and construction. This will also include residential units anticipated on mixed use zoned sites. The intent of the annual review is to maintain adequate sites during the Housing Element planning period.

*Responsibility:* Community and Economic Development Department; Planning Commission; City Council

*Timing:* Annual review

*Funding:* General Fund

*Target:* Review and monitoring of Housing Element implementation; submittal to HCD.

**Annual Progress Report CY 2013: *This program has been implemented on time and using existing City resources.***

- 2. Coordinate with Housing Support Services Agencies.** Support efforts of Countywide social service agencies in their attempts to provide housing for special need groups. The City will provide information and referrals to County agencies for those seeking health and human service assistance. Information on County programs will be made available at the City’s public counter and links to County agencies will be provided on the City’s website. This program will be coordinated with Housing Element Program 5.

*Responsibility:* Community and Economic Development Department  
*Timing:* As part of the Housing Element annual review  
*Funding:* General Fund; Outside Funding  
*Target:* Obtain and distribute materials and summarize available programs (see Housing Element Program 5).

***Annual Progress Report CY 2013: This program has been implemented on time and using existing City resources. Links to County programs are available on the City’s website and informational brochures are made available to the public at the City’s front counter. The completion of this goal has increased local awareness of, and access to, information on County programs***

- 3. Coordinate with State, Regional and Contra Costa County Agencies on Housing, Transportation and Climate Action Change.** Continue to meet with other jurisdictions in Contra Costa County and support ABAG programs to develop a regional program for achieving a balance between housing and jobs. Update the Growth Management Element (consistent with Measure C [& J] and the Housing Element consistent with regional and State law requirements in a timely manner.

*Responsibility:* Community and Economic Development Department; City Manager; City Council  
*Timing:* Participate in ongoing regional planning activities and update the Housing Element by 2014  
*Funding:* General Fund  
*Target:* Consistency with SB375, Measure C and other regional and State mandates

***Annual Progress Report CY 2013: This program has been implemented on time and using existing City resources. City completed the required Contra Costa Transportation Authority (“CCTA”) “Growth Management Checklist” requirements for reporting years 2011 and 2012, submitting it to CCTA for approval in 2013. CCTA found the City in full compliance with the Growth Management Program of Measure J (successor to Measure C). City staff participated in the ABAG/MTC’s “One Bay Area Plan” approval process in 2013, as per SB375 requirements.***

**4. Publicize Fair Housing Laws and Respond to Discrimination Complaints.** Promote fair housing opportunities for all people and support efforts of City, County, State and Federal agencies to eliminate discrimination in housing by continuing to publicize information on fair housing laws and State and Federal antidiscrimination laws. Discrimination complaints will be referred to the Contra Costa County Housing Division, the Contra Costa Housing Authority, or the California Department of Fair Employment and Housing, as appropriate. The City will educate selected staff in the Community and Economic Development, City Attorney, and City Manager departments on responding to complaints received regarding potential claims of housing discrimination. Information regarding the housing discrimination complaint referral process will be posted on the City's website and available consistent with Program 5

*Responsibility:* Community and Economic Development Department; City Attorney; City Manager

*Timing:* In response to complaints

*Funding:* General Fund

*Target:* Obtain and distribute materials (see Housing Element Program 5).

**Annual Progress Report CY 2013: The City is continuing with this effort.**

**5. Provide Information on Housing Programs.** The City will promote the availability of Contra Costa County programs for housing construction, homebuyer assistance, rental assistance, and housing rehabilitation through the following means: (a) Creating a link on the City's website that describes programs available in the City Martinez, contains County application forms, and provides direct links to County agencies that administer these programs; (b) Including contact information on County programs in City newsletters and other general communications that are sent to City residents; (c) Maintaining information on County programs at the City's public counter; (d) Training City staff to provide referrals to County agencies; and, (e) Distributing information on County programs at community centers.

Examples of specific information would include:

- (1) Fair Housing Laws
- (2) Rehabilitation loan programs
- (3) Housing Authority information
- (4) Contra Costa County housing programs
- (5) Code enforcement
- (6) Homebuyer assistance
- (7) Shared living opportunities

*Responsibility:* Community and Economic Development Department

*Timing:* Review and obtain materials by September 2010; distribute and post materials, conduct staff training by December 2010; annually update as needed thereafter

*Funding:* General Fund

*Target:* Posting and distributing of information

**Annual Progress Report CY 2013: This program has been partially implemented, using existing City resources as available. Links to County programs are available on the City's website and informational brochures are made available to the public at the City's front counter. The completion of this goal has increased local awareness of, and access to, information on County programs**

- 6. Conduct Community Outreach When Implementing Housing Element Programs.** Notify a broad representation of the community when housing strategy or implementing programs are discussed by the Planning Commission or City Council. Maintain the Housing Element mailing list and send public hearing notices to all interested public and non-profit agencies, affected property owners; post notices in public buildings such as City Hall, libraries, post offices and the senior center; and publish a notice in the local newspaper. Information will be posted on the City's website and will be made available consistent with Program 5.

*Responsibility:* Community and Economic Development Department  
*Timing:* Consistent with implementing programs  
*Funding:* General Fund  
*Target:* Conduct outreach and distribute materials (see Housing Element Program 5).

**Annual Progress Report CY 2013: The City is continuing with this effort.**

- 7. Update the City's General Plan.** Update the City's General Plan to assure ease of implementation of City policies and consistency with SB375 and other requirements.

*Responsibility:* Community and Economic Development Department; Planning Commission; City Council  
*Timing:* 2011  
*Funding:* General Fund  
*Target:* Updated General Plan.

**Annual Progress Report CY 2013: The City began the General Plan update process in 2010, and is continuing with this effort.**

- 8. Update the City's Zoning Ordinance.** Update the City's Zoning Ordinance to assure ease of implementation and consistency with City policies. The update would include review of use categories, updates required pursuant to State law (such as State Density Bonus Law) and the Housing Element, and consistency with the update of the General Plan.

*Responsibility:* Community and Economic Development Department; Planning Commission; City Council  
*Timing:* 2013  
*Funding:* General Fund  
*Target:* Updated Zoning Ordinance.

***Annual Progress Report CY 2013: The City began the Zoning Update process in 2012, and is continuing with this effort. On February 19, 2014, the City Council approved an ordinance incorporating the State required accommodation of emergency homeless shelters, supportive and transitional housing, providing reasonable accommodations and adopting density bonus regulations.***

- 9. Consider Establishment of a Redevelopment Area.** Consider the establishment of a redevelopment area to assist in meeting multiple City goals, including the provision of funding for affordable housing.

*Responsibility:* Community and Economic Development Department; City Attorney; Planning Commission; City Council  
*Timing:* 2012  
*Funding:* General Fund  
*Target:* Consideration of Redevelopment area; preparation of a Redevelopment Plan if determined to be feasible.

***Annual Progress Report CY 2013: This program is no longer applicable. All existing California Redevelopment Agencies were dissolved as of February 1, 2012, pursuant to the California Supreme Court's resolution of 2011 Legislation (AB 26 & AB 27, and thus no new Agencies can be formed.***

## GOAL 2: Our Housing and Neighborhoods Have a High Standard of Quality

### *Implementing Programs*

#### **10. Continue to Participate in the Contra Costa County Neighborhood Preservation Program and the County Rental Rehabilitation**

**Program.** The City will promote the availability of Contra Costa County programs for housing construction, homebuyer assistance, rental assistance, and housing rehabilitation through Program 5.

*Responsibility:* Community and Economic Development Department; Public Works Department (Building Division)

*Timing:* Ongoing

*Funding:* General Fund and County Programs

*Target:* Conduct outreach and distribute materials (see Housing Element Program 5), and link with code enforcement activities. Rehabilitation of 2 extremely low income, 8 very low income, and 10 low units by 2014.

**Annual Progress Report CY 2013: *The City is continuing with this effort.***

#### **11. Implement Code Enforcement.** Continue to vigorously pursue code enforcement efforts in residential areas through the City's Public Works Department (Building Division).

*Responsibility:* Public Works Department (Building Division)

*Timing:* Ongoing

*Funding:* General Fund

*Target:* Improved conditions, community education, and distribution of materials. Conservation of 40 units/year (210 units by 2014).

**Annual Progress Report CY 2013: *The City is continuing with this effort. (as of July, 1, 2013, the Police Department, rather than Public Works) has been responsible for Code Enforcement).***

#### **12. Implement Neighborhood Improvements.** Identify possible neighborhoods in need of upgrading and implement a program to upgrade curb, gutter, and sidewalks to the extent that funds are available for this purpose. The next focus area should be residential areas surrounding the Downtown Specific Plan area and potential change areas.

*Responsibility:* Community and Economic Development Department; Public Works Department; City Council

*Timing:* Identify potential streets/neighborhoods by 2011; implement improvements as funding and staffing are available

*Funding:* General Fund or Other Funding  
*Target:* Study and make neighborhood improvements.

***Annual Progress Report CY 2013: The process of establishing this program has not begun due to insufficient staff resources and funding.***

**13. Adopt Ordinance for At-Risk Housing.** Adopt an ordinance requiring a one year notice to residents, the City, Contra Costa County Housing Authority, and Contra Costa County Redevelopment Agency of all conversions of Below Market Rate housing units to market rates. Monitor the status of the units at risk. Establish regular contact with the owners of these units. If the units appear to be in danger of converting, establish contact with public and nonprofit agencies who may be interested in managing or purchasing the units to inform them of the projects status and inform tenants of any assistance available.

*Responsibility:* Community and Economic Development Department; City Attorney; Planning Commission; City Council  
*Timing:* 2013 with other Zoning Ordinance updates  
*Funding:* General Fund  
*Target:* While there are no known units at risk of losing subsidies, the City's efforts would preserve 522 assisted units in Martinez, including an estimated 75 units extremely low income, 200 units very low income, and 200 low units and 47 moderate income units by 2014.

***Annual Progress Report CY 2013: The process of establishing this program has not begun due to insufficient staff resources.***

### **GOAL 3: We Have a Mix of Housing Types and Choices**

#### ***Implementing Programs***

**14. Consider Adoption of an Inclusionary Housing Ordinance or Housing Impact Fee.** Consider adopting an Inclusionary Housing Ordinance or a housing impact fee as a means of providing some below market rate housing in market rate developments and to disperse affordable housing throughout the community.

*Responsibility:* Community and Economic Development Department; City Attorney; Planning Commission; City Council  
*Timing:* 2013 (with Zoning Ordinance revision — Program 8)  
*Funding:* General Fund  
*Target:* Consider ordinance adoption when housing market conditions improve.

***Annual Progress Report CY 2013: The City Council considered an inclusionary housing ordinance in 2008, but voted to return the item to staff and the Housing Element/Affordable Housing Subcommittee for further consideration. No additional effort on this program has taken place due to insufficient staff resources.***

**15. Continue to Implement the Downtown Specific Plan.** Continue to implement the programs, policies and development standards to facilitate and encourage residential development in the downtown area. This would include the implementing actions contained in the Downtown Specific Plan, such as actions to promote walk-ability, development incentives, financing and funding mechanisms, and other policies and actions contained in the Downtown Specific Plan to encourage infill, higher density, and mixed-use development. The Downtown Specific Plan identifies “priority catalyst projects” to help achieve the goals and policies of the Specific Plan. Specific incentives contained in the Downtown Specific Plan and identified as catalyst projects include:

- (1) Zoning changes as a result of the Downtown Specific Plan adoption encourage development of townhomes and condominiums, which were not allowed under previous Zoning regulations;
- (2) Improvements to infrastructure, including the utility grid; and,
- (3) Evaluation of financing and funding mechanisms to implement the Downtown Specific Plan, including Housing Element Program 9 to “Consider Establishment of a Redevelopment Area.”

Further, to promote residential development affordable to lower income households in the Downtown Specific Plan, the City will target a variety of support, including expediting and prioritizing review, coordinating applications with the project review committee, consider waivers or reductions of fees, or grant concessions and incentives beyond density bonus law and specifically meet with developers including non-profit to identify and implement target sites and strategies at least twice in the planning period. As part of this effort, the City will apply or support applications for funding at least twice in the planning period, annually monitor the effectiveness of the strategy and add or revise programs as necessary to promote affordability in the Downtown Specific Plan.

*Responsibility:* Community and Economic Development Department; City Manager; Public Works Department; Planning Commission; City Council  
*Timing:* Ongoing  
*Funding:* General Fund  
*Target:* Provision of housing in the Downtown.

***Annual Progress Report CY 2013: The City Council adopted the Downtown Specific Plan in June of 2006. The plan establishes design guidelines to facilitate infill and mixed use development, and identifies opportunity sites in a contextual map. The plan does contain flexibility in development standards (e.g. height, density) for sites that are constrained by size, location and flood zone. Although considered, the final plan did not include provisions for adaptive re-use of above ground floor space for residential use. Future***

***ordinance revisions could encourage such adaptive reuse. Within the Plan area, the City Council approved Resources for Community Development's "Berrellesa Palms" (a 48-unit income restricted senior-housing project), in 2009. A failed lawsuit to reverse the City's approvals and RCD's difficulties in securing financing delayed construction, with building permits not issued until January 2014.***

**16. Maintain an Up-to-Date Land Inventory.** Periodically update the land inventory and provide information to interested developers and affordable housing providers with specific information on opportunity sites that have the greatest feasibility for housing production.

*Responsibility:* Community and Economic Development Department  
*Timing:* Ongoing  
*Funding:* General Fund  
*Target:* Up-to-date land inventory for use by developers of housing in Martinez.

**Annual Progress Report CY 2013: *The City is continuing with this effort.***

**17. Encourage Use of Rental Assistance Programs.** Continue to publicize and participate in rental assistance programs such as Section 8 and other available rental programs.

*Responsibility:* Community and Economic Development Department; Contra Costa County Housing Authority  
*Timing:* Ongoing; link with Program 5.  
*Funding:* General Fund  
*Target:* Rental assistance provided to extremely low, very low and low income Martinez residents.

**Annual Progress Report CY 2013: *The City is continuing with this effort.***

**18. Provide Expedited Review, Fee Reductions, and Other Support for Affordable Housing.** Continue to provide expedited review of affordable housing developments through the coordinating activities of the Project Review Committee, and give priority to such projects in scheduling meetings of the Design Review Committee, Zoning Administrator, and Planning Commission to maintain a shortened review period and evaluate recommendations to avoid constraints on production of affordable housing. The City will also consider waivers or reductions of development fees where feasible as a means of promoting the development of housing affordable to extremely low, very low, and low income households. In addition, the City will review funding options as part of the annual Housing Element review as described in Program 1, and will apply for funding or support funding applications as opportunities are available, and will undertake other actions (such as modifications to parking requirements and granting concessions and incentives) to assist in the development of housing for extremely low income households.

*Responsibility:* Community and Economic Development Department; City Council  
*Timing:* Annual Review as part of Housing Element Program 1 and apply for funding at least twice in the planning period  
*Funding:* General Fund  
*Target:* Incentives for affordable housing.

**Annual Progress Report CY 2013: The City is continuing with this effort. On February 19, 2014, the City Council approved an ordinance incorporating density bonus regulations, which include a process for granting of concessions and incentives for affordable housing.**

**19. Provide Outreach on Homeless Issues.** Meet with representatives of community organizations, including local churches and others interested in providing services to the homeless, to investigate the potential for establishing a shelter network for the homeless as part of the County's broader effort to address homelessness through the Contra Costa County Interagency Council on Homelessness.

*Responsibility:* Community and Economic Development Department; City Manager; City Council  
*Timing:* Ongoing  
*Funding:* General Fund  
*Target:* Countywide coordination on homeless needs.

**Annual Progress Report CY 2013: The process of establishing this program has not begun due to insufficient staff resources.**

**20. Encourage Shared Housing.** Encourage reduction of housing expenses through shared-living arrangements. Contact the Contra Costa County Housing Division to identify organizations that specialize in operating shared housing referral and placement programs primarily for low-income residents. Outreach could be conducted through the senior center, libraries, City Hall, and the media. Determine the feasibility of establishing a program in Martinez based on program costs to the City.

*Responsibility:* Community and Economic Development Department  
*Timing:* Ongoing  
*Funding:* General Fund  
*Target:* Shared housing provided.

**Annual Progress Report CY 2013: The process of establishing this program has not begun due to insufficient staff resources.**

**21. Investigate Possible Multi-Jurisdictional Emergency Homeless Shelter.** Pursuant to State law requirements, and as the opportunity arises, the City will consider participation in a multi-jurisdictional emergency shelter, should one be proposed in the future.

*Responsibility:* Community and Economic Development Department; City Manager; City Council  
*Timing:* If an opportunity arises  
*Funding:* General Fund  
*Target:* Construction of homeless facility (if feasible).

**Annual Progress Report CY 2013: The process of establishing this program has not begun due to insufficient staff resources.**

**22. Enact Zoning for Emergency Shelter for the Homeless.** The City will establish zoning to allow emergency shelters for the homeless as a permitted use within the NC-**SC** (Neighborhood **Service** Commercial), CC (Central Commercial), and R-1.5 (High density residential) **L-I (Light Industrial)** zoning districts, ~~excluding the Downtown Specific Plan area, where the property is located within one-quarter mile of a transit stop.~~ Zoning will also be established to allow religious facilities to open a permanent, year-round shelter with a use permit. In addition, the City will establish development standards that encourage and facilitate the use and only subject shelters to the same development and management standards that apply to other allowed uses within the identified zones above. The City will establish written and objective standards, as allowed in State law, for the following: **[AS AMENDED BY CITY COUNCIL, FEBRUARY 5, 2014]**

- (1) Maximum number of beds;
- (2) Off-street parking based upon demonstrated need;
- (3) Size and location of on-site waiting and intake areas;
- (4) Provision of on-site management;
- (5) Proximity to other shelters;
- (6) Length of stay;
- (7) Lighting; and
- (8) Security during hours when the shelter is open.

*Responsibility:* Community and Economic Development Department; City Attorney; Planning Commission; City Council  
*Timing:* 2010  
*Funding:* General Fund  
*Target:* Zoning Ordinance amendment.

**Annual Progress Report CY 2013: On February 19, 2014, the City Council approved an ordinance incorporating the State required accommodation of emergency homeless shelters.**

**23. Enact Zoning for Transitional, Supportive Housing. And Special Needs Housing.** Amend residential zones to specifically allow transitional and supportive housing, as required by State law, so they are treated as a residential use that will be subject only to the same restrictions that apply to other residential uses of the same type in the same zone. In addition, remove or revise the definition of family contained in the City of Martinez Municipal Code, which appears not to be in compliance with California Fair Housing Law and may pose a constraint to providing housing for people with disabilities. To be compliant, the definition of family cannot distinguish between related and unrelated persons, and should not impose numerical limitations on the number of persons that may constitute a family.

*Responsibility:* Community and Economic Development Department; City Attorney; Planning Commission; City Council  
*Timing:* 2010  
*Funding:* General Fund  
*Target:* Zoning Ordinance amendment.

**Annual Progress Report CY 2013: On January 19, 2014, the City Council approved an ordinance incorporating the State required accommodation of supportive and transitional housing. (existing code in compliance with California Fair Housing Law).**

**24. Adopt Procedures for Reasonable Accommodation.** Establish internal review procedures or ordinance to provide individuals with disabilities reasonable accommodation in rules, policies, practices and procedures that may be necessary to ensure equal access to housing. The purpose of these procedures and an ordinance is to provide a process for individuals with disabilities to make requests for reasonable accommodation in regard to relief from the various land use, zoning, or building laws, rules, policies, practices and/or procedures of the City.

*Responsibility:* Community and Economic Development Department; Public Works; City Attorney; Planning Commission; City Council  
*Timing:* 2013 with other Zoning Ordinance updates  
*Funding:* General Fund  
*Target:* Zoning Ordinance amendment or administrative procedures approved .

**Annual Progress Report CY 2013: On February 19, 2014, the City Council approved an ordinance incorporating a process for proving reasonable accommodations.**

**25. Encourage Second Units.** The City will continue to allow secondary dwelling units ("granny flats") in all residential zones, subject to specific development standards and requirements.

*Responsibility:* Community and Economic Development Department  
*Timing:* Ongoing  
*Funding:* General Fund

Target: 15 new second units by 2014; 5 very low income, 5 low income, and 5 moderate income.

**Annual Progress Report CY 2013: The City is continuing with this effort. One (1) “Secondary Housing Units were permitted within the subject CY 2013 reporting period.**

**26. Revise Multi-Family Parking Requirements.** Simplify and consolidate the City’s requirements for Off-Street Parking for multi-family housing for both City-wide and the Downtown Overlay District to be more in sync with actual demand and current best practices. This would include reductions in requirements for the number of covered and non-covered spaces for one-bedroom units in multi-family housing projects.

Responsibility: Community and Economic Development Department; City Attorney; Planning Commission; City Council  
Timing: 2010  
Funding: General Fund  
Target: Zoning Ordinance amendment

**Annual Progress Report CY 2013: The process of establishing this program has not begun due to insufficient staff resources.**

**27. Modify Requirements for Group Homes for Seven or More Persons.** Amend the Zoning Ordinance to allow group homes for seven or more persons with a Conditional Use Permit in additional residential zones.

Responsibility: Community and Economic Development Department; City Attorney; Planning Commission; City Council  
Timing: 2011  
Funding: General Fund  
Target: Zoning Ordinance amendment

**Annual Progress Report CY 2013: The process of establishing this program has not begun due to insufficient staff resources.**