



**REGULAR MEETING OF THE
CITY OF CONCORD
PLANNING COMMISSION**

**Wednesday, February 3, 2016
6:30 p.m. – Council Chamber
1950 Parkside Drive, Concord**

Planning Commission Members:

Ernesto A. Avila, Chair
Jason Laub, Vice Chair

Ray Barbour, Commissioner
Carlyn Obringer, Commissioner

**REGULAR MEETING
6:30 p.m. – Council Chamber**

I. ROLL CALL

II. PLEDGE TO THE FLAG

III. PUBLIC COMMENT PERIOD

IV. OATH OF OFFICE – For Commissioner LaMar Anderson

V. REORGANIZATION OF PLANNING COMMISSION

1. Nomination and designation of the Chairperson of the Planning Commission for 2016/17.
2. Nomination and designation of the Vice Chairperson of the Planning Commission for 2016/17.

VI. COMMISSION APPOINTMENTS

1. Nomination and designation of Design Review Board Liaison and Alternate for 2016/17.
2. Nomination and designation of TRANSPAC Liaison and Alternate for 2016/17.
3. Nomination and designation of Bicycle and Pedestrian Advisory Committee Representative and Alternate for 2016/17.

VII. ADDITIONS / CONTINUANCES / WITHDRAWALS

VIII. CONSENT CALENDAR

1. **1/6/16 Meeting Minutes**

VII. PUBLIC HEARINGS

1. [Willows Shopping Center Master Sign Program \(PL15259 – UP, DR\)](#) – Application for a Use Permit and Design Review to amend the Willows Shopping Center Master Sign Program located at 1969 Diamond Boulevard. The General Plan designation is West Concord Mixed Use; Zoning classification is WMX (West Concord Mixed Use); APN 126-440-005. Pursuant to the provisions of the California Environmental Quality Act (CEQA) of 1970, as amended, the project is classified as Categorically Exempt pursuant to Sections 15301 (Class 1 – Existing Facilities), 15302 (Class 2 – Replacement or Reconstruction) and 15303 (Class 3 – New Construction or Conversion of Small Structures). **Project Planner: Frank Abejo @ (925) 671-3128**

2. [Secondary Living Unit Text Amendment to the Development Code \(PL16024 – DC\)](#) – City-initiated text amendment to Section 18.200.180 Secondary Living Units of the Concord Development Code and recommends adoption of an Addendum to the 2012 SEIR for the Secondary Living Unit Text Amendment to the Development Code. The proposed changes would eliminate the provision for a required deed restriction for owner occupancy of one of the units on the parcel. At the same time, a Pilot Program for Secondary Living Units will be discussed including fee reductions for the smaller (640 sq. ft. or less) units in order to fulfill Program H-1.4.4 within the City’s Housing Element Update. Pursuant to the provisions of the Pursuant to the provisions of the California Environmental Quality Act (CEQA) of 1970, as amended, the project is classified as exempt pursuant to 15061(B)(3), and no further environmental review is required. **Project Planner: Joan Ryan @ (925) 671-3370**

VIII. COMMISSION CONSIDERATIONS

1. [General Plan Annual Progress Report](#)

X. STAFF REPORTS / ANNOUNCEMENTS**XI. COMMISSION REPORTS / ANNOUNCEMENTS****XII. FUTURE PUBLIC HEARING ITEMS****XIII. ADJOURNMENT**

NOTICE TO PUBLIC

ADA ACCOMMODATION

In accordance with the Americans With Disabilities Act and California Law, it is the policy of the City of Concord to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, or an agenda and/or agenda packet in an appropriate alternative format; or if you require other accommodation, please contact the ADA Coordinator at (925) 671-3031, at least five (5) days in advance of the hearing. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

APPEALS

Decisions of the Planning Commission on use permits, variances, major subdivisions, appeals taken from decisions of the Zoning Administrator or staff interpretations of the Zoning Code may be appealed to the City Council. Appeals and the required filing fee must be filed with the City Clerk within ten (10) days of the decision.

If you challenge any of the foregoing described actions in court, an appeal first of said actions to the Zoning Administrator, Planning Commission, and/or City Council (as applicable) in the manner and within the time period established in Development Code Chapter 18.510 (Appeals and Calls for Review) is required, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Zoning Administrator and/or Planning Commission (as applicable) at, or prior to, said public hearing.

APPLICANT'S SUBMITTAL OF INFORMATION

Submittal of information by a project applicant subsequent to the distribution of the agenda packet but prior to the public hearing may result in a continuance of the subject agenda item to the next regularly scheduled Planning Commission meeting, if the Commission determines that such late submittal compromises its ability to fully consider and evaluate the project at the time of the public hearing.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered by the Commission to be routing and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Commissioner prior to the time Commission votes on the motion to adopt.

CORRESPONDENCE

Correspondence and writings received within 72 hours of the scheduled Planning Commission meeting that constitute a public record under the Public Records Act concerning any matter on the agenda is available for inspection during normal business hours at the Permit Center located at 1950 Parkside Drive, Concord. For additional information contact the Planning Division at (925) 671-3152.

HEARINGS

Persons who wish to speak on hearings listed on the agenda will be heard when the hearing is opened, except on hearing items previously heard and closed to public comment. Each public speaker should limit their comments to three (3) minutes or less. The Chair may grant additional time. The project applicant normally shall be the first person to make a presentation when a hearing is opened for public comment. The project applicant's presentation should not exceed ten (10) minutes unless the Chair grants permission for a longer presentation. After the public has commented, the item is closed to further public comment and brought to the Planning Commission level for discussion and action. Further comment from the audience will not be received unless requested by the Commission. No public hearing or hearing shall commence after 11:00 p.m. unless this rule is waived by majority vote of the Commission.

MEETING RECORDS

Planning Commission meetings are available for viewing on the City's website, www.cityofconcord.org and at the Concord Public Library. Copies of DVDs of the Planning Commission Meeting are available for purchase. Contact the Planning Division at (925) 671-3152 for further information.

NOTICE TO THE HEARING IMPAIRED

The Council Chamber is equipped with Easy Listener Sound Amplifier units for use by the hearing impaired. The units operate in conjunction with the Chamber's sound system. You may request the Easy Listener Phonic Ear Personal Sound Amplifier from the staff for personal use during Commission meetings.

ROUTINE AGENDA ITEMS AND CONTINUED ITEMS

All routine and continued items will be considered by the Planning Commission at the beginning of the meeting. There will not be separate discussions of these items unless a request is made prior to the time the Planning Commission considers the motions.

SPEAKER'S CARD

Members of the audience who wish to address the Planning Commission should complete a speaker's card available in the lobby or at the front bench. Submit the completed card to staff before the item is called, preferably before the meeting begins.

TELEVISED MEETINGS

All Planning Commission meetings are broadcast live on Astound Broadband channel 29 and Comcast channel 28. The meeting is replayed on the Thursday following the meeting at 8:00 a.m., 2:00 p.m. and 8:00 p.m. Replays are also broadcast on Fridays and Saturdays. Please check the City website, <http://www.cityofconcord.org/about/citynews/tvlistings.pdf> or check the channels for broadcast times.

NEXT PLANNING COMMISSION MEETINGS:

February 17, 2016: 6:30 pm – Council Chambers

March 2, 2016: 6:30 pm – Council Chambers



REPORT TO PLANNING COMMISSION

DATE: February 3, 2016

SUBJECT: Willows Shopping Center Master Sign Program (PL15319 – UP, DR)

Recommendation: Adopt Resolution No. 16-02PC, approving an amendment to the Willows Shopping Center Master Sign Program (PL15319-UP, DR).

I. Introduction

A. Application Request

Application for Use Permit and Design Review amendment of the Willows Shopping Center Master Sign Program.

B. Location

The project site is located at 1969-1975 Diamond Boulevard; APN 126-440-004, -005



C. Applicant/Owner(s)

Ricardo De Rojas
Equity One Partners
1975 Diamond Boulevard
Concord, CA 94520

II. Background

In 1973, the Planning Commission approved a Use Permit (UP 53-73) for the Duffel Company to construct the Willows Shopping Center that included a Master Sign Program (MSP) for the center. In 1993, the MSP was amended to include three (3) freeway-oriented pylon signs, street-oriented monument signs, directory/wayfinding signs, and modifications to design parameters for tenant signs. In 2003, a subsequent MSP amendment was approved to rebrand signage and add electronic reader board panels on the freeway-oriented pylon signs.

In 2013, the City approved a Design Review application for renovations to the Willows Shopping Center that included new internal streets/driveways, new buildings, and façade and landscaping upgrades. The renovation plans showed sign concepts that were not included in the approval because they are not allowed by the current MSP.

On August 3, 2015, Equity One Partners filed a Use Permit and Design Review application to amend the MSP. The Design Review Board conducted a preliminary review of the on August 27, 2015. The MSP was revised in response to the Board's comments and recommended for approval on December 10, 2015.

III. General Information

A. General Plan

The site's General Plan designation is West Concord Mixed Use.

B. Zoning

The site is zoned WMX (West Concord Mixed Use).

C. CEQA Status

Pursuant to the provisions of the California Environmental Quality Act (CEQA) of 1970, as amended, the project is classified as Categorical Exempt pursuant to Sections 15301 (Class 1 – Existing Facilities), 15302 (Class 2 – Replacement or Reconstruction) and 15303 (Class 3 – New Construction or Conversion of Small Structures), and therefore no further environmental review is required.

IV. Detailed Project Description

Equity One Partners proposes new sign types and design changes to the Willows Master Sign Program. The current MSP is comprised of four sign elements: Tenant Identification, Shopping Center Identification, Wayfinding/Directional, and Environmental Graphics. These sign elements and proposed changes are summarized below. A plan showing the location of new signs and existing signs that will be modified is provided on Page 8 of the proposed MSP (Exhibit A).

- A) Tenant Identification – Signs attached to tenant facades that can be a combination of the following: 1) illuminated wall-mounted signs that can be pan-channel, open face channel, reverse channel or exposed halo lit, 2) non-illuminated awning signs, and 3) non-illuminated signs suspended under a canopy. Sign area allowances vary from 50 to 150 square feet depending on the size of the tenant space.

Proposed Changes – The following new sign types would be added to existing sign types: 1) Flag mounted signs attached perpendicular to walls, 2) painted or vinyl wall graphics, and 3) Awning/Edge signs. (See page 5 for sample images of new sign types).

- B) Shopping Center Identification Signs – Two freeway-oriented pylon signs measuring 55’-0” H x 18-’2” W that includes shopping center name, anchor tenant names, and electronic reader board. The City’s approval of the reader board restricted sign content to time and temperature and community service announcements changed in eight second intervals.

Proposed Changes – The pylon signs will have a new color scheme consisting of white body color with green accent and gray trim. Sign panels will have a gray background and white copy. New lifestyle graphics will be added at the base of the sign. The green accent color and lifestyle graphics will be painted or shaped in a leaf image that will be utilized in other aspects of the sign program and shopping center. Reader board panels will be replaced with static sign panels. (See page 9).

- C) Wayfinding and Directional Signs – Monument signs or aluminum blade signs attached to light standards located near driveways, and along vehicle and pedestrian routes to guide customers to tenants and key locations such as parking.

Proposed Changes – Existing signs will remain and incorporate the new color scheme described above. Additionally, two new types of directional signage are proposed for vehicles and pedestrians. The Vehicular Directional signs will be constructed of an 8’-10”H x 2’-4”W aluminum cabinet with vinyl text and arrows (See Page 11). Pedestrian Directional signs will be of the same construction and height, but will be narrower and include a directory map (See page 12).

- D) Environmental Graphics – Banner and flag signs attached to poles and light standards to create a “unique and environmentally friendly streetscape” and a “sense of place.”

Proposed Changes – In addition to banners and flags, “Supergraphics” are proposed consisting of a lifestyle image printed on vinyl material broken into a series of leaf cutouts or horizontal panels (See Pages14-18). The more stylistic leaf array will be located at the exterior walls of Pier 1 Import and Cost Plus where they will be visible from actively used driveways. The panel array will be used on the north and south elevations of the UFC Gym building and at the new “Main Street” adjacent to Aaron Brothers.

V. Discussion

The Design Review Board recommended approval of the proposed MSP following minor revisions including the addition of a more stylistic format for the “Supergraphics.” The Board’s recommendation includes the following conditions:

- Prior to issuance of building permit, applicant shall construct a field mock-up of a wayfinding sign for the Board’s inspection to verify the sign is sufficiently visible at night; and
- Addendums to the Master Sign Program are allowed for minor design changes, including the addition of sign types, subject to review by the Design Review Board and an Administrative Approval.

Staff finds the proposed MSP meets the applicable master sign program and design criteria under *Development Code Section 18.180.160, “Master sign programs,”* as further explained in Finding #2 of Resolution No. 16-02PC, attached as Exhibit B.

VI. Fiscal Impact

The proposed would have a negligible fiscal impact on the City.

VII. Public Contact

Notification was mailed to all owners and occupants of property within three-hundred (300) feet of the subject parcel, and has been published in the Contra Costa Times, as required by the Concord Municipal Code. This item has also been posted at the Civic Center and at the subject site at least 10 days prior to the public hearing.

VIII. Summary and Recommendations

As discussed in this report, the proposed MSP was recommended for approval by the Design Review Board with minor revisions. Staff finds the proposed MSP substantially conforms to the applicable sign criteria and will result in signage consistent with the new contemporary look of the Willows Shopping Center. Therefore, staff recommends the Planning Commission open the public hearing, consider the staff report and presentation by the applicant, the public testimony, and close the hearing. Upon completion of public testimony, staff recommends the Commission adopt Resolution No. 16-02PC approving an amendment to the Willows Shopping Center Master Sign Program (PL15319-UP, DR).

Project Approvals

I (Comm. _____) hereby move that the Planning Commission adopt Resolution No. 16-02PC approving an amendment to the Willows Shopping Center Master Sign Program (PL15319-UP, DR), subject to the Conditions of Approval set forth in Attachment A to Resolution No. 16-02PC. (Seconded by Comm. _____.)

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Reviewed by: Laura Simpson
Laura Simpson, AICP
Planning Manager
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Exhibits:

- A - PC Resolution No 16-02, Conditions of Approval (Attachment A)
- B - Proposed Master Sign Program

1 **BEFORE THE PLANNING COMMISSION**
2 **OF THE CITY OF CONCORD,**
3 **COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA**

4 **A RESOLUTION APPROVING A USE PERMIT**
5 **AND DESIGN REVIEW AMENDMENT TO THE**
6 **WILLOWS SHOPPING CENTER MASTER SIGN**
7 **PROGRAM (PL15**

Resolution No. 16-02 PC

8 **WHEREAS**, on August 3, 2015, Equity One Partners submitted a use permit and design
9 review application to amend the Willows Shopping Center Master Sign Program at 1969-1975
10 Diamond Boulevard, APN 126-440-004, -005; and

11 **WHEREAS**, pursuant to the provisions of the California Environmental Quality Act (CEQA)
12 of 1970, as amended, the project is classified as Categorically Exempt pursuant to Sections 15301
13 (Class 1 – Existing Facilities), 15302 (Class 2 – Replacement or Reconstruction) and 15303 (Class 3 –
14 New Construction or Conversion of Small Structures), and therefore no further environmental review
15 is required; and

16 **WHEREAS**, on December 3, 2015, the application was deemed complete; and

17 **WHEREAS**, on December 10, 2015, the Design Review Board recommended Planning
18 Commission approval of the use permit and design review application to amend the Willows
19 Shopping Center Master Sign Program; and

20 **WHEREAS**, the Planning Commission, after giving all public notices required by State law
21 and the Concord Municipal Code, held a duly noticed public hearing on February 3, 2016, on the
22 subject proposal; and

23 **WHEREAS**, the Planning Commission considered testimony and information received at the
24 public hearing and the oral and written reports from City staff dated February 3, 2016, as well as other
25 documents contained in the record of proceedings relating to the proposed project, which are
26 maintained at the offices of the City of Concord Planning Division; and

27 **WHEREAS**, on February 3, 2016, the Planning Commission, after consideration of all
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1 pertinent plans, documents and testimony, declared their intent to approve the subject proposal subject
2 to the Conditions of Approval contained herein as Attachment A.

3 **NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** that the Planning Commission
4 does hereby approve the Use Permit and Design Review application (PL15319 – UP, DR) to amend
5 the Willows Shopping Center Master Sign Program, subject to the Conditions of Approval and further
6 makes the following findings:

7 1. The sign program is consistent with all applicable General Plan polices, including
8 Policy LU-2.1.2 encouraging neighborhood centers to adapt to market changes through rehabilitation
9 such as signage updates.

10 2. The project will substantially comply with master sign program criteria under
11 Development Code Section 18.180.060(c) as follows:

12 a) **Placement.** All signs will be placed where they are sufficiently visible and readable for
13 their function. Signs are appropriately designed and located for their purpose, including
14 directional and wayfinding signs relative to traffic movement and access points, site
15 features, structures, and orientation relative to distances and viewing angles.

16 b) **Quantity.** The number of signs is no greater than that required to provide site
17 identification, business identification, entry signs, and directional and informational
18 signs for internal circulation and access.

19 c) **Size.** Proposed signs will not be larger than necessary for their visibility and readability.
20 The sign program does not propose any new large signs and will not substantially alter
21 the size of existing free-standing and freeway oriented signs that the City previously
22 approved and deemed appropriate with regard to visibility and readability.

23 d) **Materials.** The project proposes new signs and updates to existing signs that will be
24 compatible with recent architectural and site improvements for the site. This is
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1 accomplished through similarity of materials for sign structures and faces and the use of
2 colors that match or are complementary to building colors.

3 e) **Lighting.** The proposed sign program will be consistent with general sign lighting
4 standards, eliminate previously approved electronic reader board signs, and prohibit
5 flashing signs.

6 f) **Context.** The proposed sign program respects the context of the surrounding area by
7 ensuring the type, design, and number of signs is not excessive, particularly for signs
8 visible from surrounding areas. Additionally the sign program provides directional and
9 wayfinding signs to facilitate safe and efficient circulation for the site and surrounding
10 context.

11 3. Granting the permit would not be detrimental to the public health, safety, or
12 welfare of the persons residing or working in the subject neighborhood or materially detrimental or
13 injurious to property or improvements in the vicinity and zoning district where the property is located.
14 The proposed sign program is part of an overall program to enhance the shopping center, including
15 new wayfinding signage to allow for safe and efficient circulation within the site and surrounding
16 area.

17 4. This resolution shall become effective immediately upon its passage and
18 adoption.

19 **PASSED AND ADOPTED** this February 3, 2016, by the following vote:

20 **AYES:** Commissioner -

21 **NOES:** Commissioner -

22 **ABSTAIN:** Commissioner -

23 **ABSENT:** Commissioner -
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Laura Simpson, AICP
Secretary to the Planning Commission

Attachments:

A – Draft Conditions of Approval

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ATTACHMENT A

DRAFT CONDITIONS OF APPROVAL WILLOWS MASTER SIGN PROGRAM PL15319- UP, DR 1969-1975 DIAMOND BOULEVARD APNs: 126-440-004, -005

NOTE: Changes and additions to Standard Conditions are highlighted in bold.

PERMIT DESCRIPTION

1. These Conditions apply to and constitute the approval of a **Use Permit and Design Review** application amending the Willows Shopping Center Master Sign Program to include new sign types, design standards, and additional sign area. Shopping center signs shall conform to the amended Master Sign Program prepared by Square Peg Design, dated December 2015, on file at the Planning Division. *(PLNG)*
2. The project shall comply with all applicable Federal and State laws and Concord Municipal Code (CMC) requirements. *(PLNG, BLDG, ENGR)*
3. Addendums to the Master Sign Program are allowed for minor design changes, including the addition of sign types, subject to review by the Design Review Board and an Administrative Approval. *(PLNG)*
4. Prior to issuance of building permit, applicant shall construct a field mock-up of a wayfinding sign for inspection by the Design Review Board to verify the sign is sufficiently visible at night. *(PLAN)*
5. A Building Permit is required for all signs and shall include a signed statement from the property owner or management group verifying that the sign has been reviewed for consistency with the Master Sign Program. *(PLNG)*
6. Signs with exposed raceways shall not be permitted. *(PLNG)*
7. Internally illuminated signs shall have an opaque background, with only individual letters or logos illuminated. *(PLNG)*
8. Pennants, banners, streamers, or flags in connection with special promotions and business openings shall be permitted for a period not to exceed 30 days. The same, different, or similar pennants, banners, streamers, and flags shall not be permitted within 150 calendar days after such removal. No pennants, banners, streamers, balloons, inflatable devices, flags, or any other advertising devices shall be mounted on or above any roof or mansard, or otherwise extend above a parapet wall or ridge of a structure. *(PLNG)*

1 9. Paper or printed window signs shall be limited to no more than 10 percent of the window area
2 of any street frontage or more than 50 percent of any single window pane. *(PLNG) CMC*

3 **NOISE**

4 10. Noise producing site preparation and construction activities shall be limited to the days and
5 hours as set forth below:

6 **Monday through Friday7:30 a.m. to 6:00 p.m.**

7 Construction on Saturdays may be allowed only upon prior approval by the Building,
8 Engineering, and Planning Divisions. No changes to these construction hours shall be allowed
9 without the prior written consent of the City. A contact person shall be available during all
10 construction activities in the evening and on weekends to respond to complaints and take
11 actions necessary to reduce noise. *(BLDG, ENGR, PLNG)*

12 **AGREEMENTS, FEES, BONDS**

13 All fees noted below are the fees currently in effect as of July 1, 2015 per the Resolution of Fees and
14 Charges. The fees and charges are reviewed annually as part of the budget public hearing
15 process. Fee adjustments are based on a number of factors and vary depending on the type of fee:

16 The fees become effective as of the date set forth in Exhibit A of Resolution No. 78-6042, Fees and
17 Charges for Various Municipal Services, as most recently amended and approved by the City
18 Council. Persons interested in how a particular fee is calculated should contact the City Department
19 administering the fee or the Finance Department. *(ENGR)*

20 11. Pay a Document Imaging fee to reimburse the City for implementation of the Document
21 Imaging and File Retention programs, prior to issuance of Grading or Building Permits.
22 *(PLNG)*

23 **OTHER**

24 12. The applicant shall defend, indemnify and hold harmless the City, its agents, officials, and
25 employees from any claim, action or proceeding brought by a third party to set aside, annul,
26 attack or otherwise void the permit. *(PLNG)*

27 13. The permit and approval shall expire in *one year* from the date on which they became effective
28 unless construction permits are obtained and work has begun. All permits approved
concurrently with a Tentative Map shall be valid for the life of the map. The effective date of
the permit and approval is *February 15, 2016*. *(PLNG)*

1 14. A request for a time extension from the expiration date of *February 15, 2017* can be
2 considered if an application with required fee is filed at least 45 days before the original
3 expiration date, otherwise a new application is required. A public hearing will be required for
4 all extension applications, except those involving only Design Review. Extensions are not
5 automatically approved. Changes in conditions, City policies, surrounding neighborhood, and
6 other factors permitted to be considered under the law, may require, or permit denial. (*PLNG*
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willows

Eat. Shop. Play.

Master Sign Program – DRAFT
December 2015



SQUARE PEG DESIGN

Master Sign Program

I. Introduction

Willows Shopping Center Master Sign Program has been established for the purpose of assuring professional visual graphics, imagery, and communications designed to benefit the center, the center's merchants, and their customers. The intent is to provide sign guidelines and criteria that acknowledge and respect the existing tenant identification signage, as well as provide ample creative allowance necessary to achieve a visually harmonious environment as new tenants occupy the shopping center. This Master Sign Program addresses four levels of signing:

Tenant Identification Signage

The intent of tenant identification signage is to:

- Clearly identify individual businesses to vehicular and pedestrian traffic within the center
- Allow for individual trade/trademark style graphics within a uniform controlled and harmonious sign plan.
- Benefit all tenants equally throughout the center without visually dominating the architectural environment

Willows Shopping Center Identification Signage

The intent of center identification signage is to:

- Clearly identify the center and/or its anchor/major tenants in a design compatible with the center's architectural environment
- Direct traffic to the center's entrances and designated parking area
- Enhance traffic flow throughout the project

Wayfinding System (Directories/Directional Signage)

The intent of wayfinding signage is to:

- Create an effective informational and directional system to promote traffic safety
- Direct vehicular traffic and pedestrians to their destination and exits
- Enhance traffic flow throughout the project

Environmental Graphics

The intent of environmental graphics is to:

- Create a unique and friendly streetscape
- Create a sense of place

The following pages describe the overall sign program including existing tenant signs, proposed changes to existing project signs, as well as specifications for proposed new tenant identifications signs and graphic elements to be used throughout the project.



Vicinity Map

I. General

A. Required Signs

Tenant shall provide a minimum of one primary business, illuminated identification sign per store frontage with public entrance. Additional signage is allowed as a specified in these guidelines.

Tenant's sign shall conform to the sign sizes and locations designated for its storefront area as described in these guidelines.

Willows Shopping Center (Owner) shall provide unit addressing as required by the City of Concord.

B. Procedures for Signage Application

Willows Shopping Center (Owner) shall provide the Tenant with the approved Master Sign Program. To obtain sign approval from Owner, each applicant shall conform to the following:

Step 1:

- Submit to Owner three (3) sets of scaled drawings, one of which is colored, including all lettering and graphic diagrams, and specifications for colors, construction, materials, illumination, and installation. Cross-section details shall also be shown in scale along with relevant site, plot, and elevation plans.

- Submit to Owner one (1) complete City of Concord Building Permit Application form which is required by the City.

- The drawings and permit application will be reviewed by Willows Shopping Center signage consultant and/or Owner. One set of approved plans and permit application will be returned by Owner to Tenant.

Step 2:

- Submit to the City three (3) sets of scaled drawings, one of which is colored, including all lettering and graphic diagrams, and specifications for colors, construction, materials, illumination, and installation. Cross-section details shall also be shown in scale along with relevant site, plot, and elevation plans.
- Submit to the City one (1) complete City of Concord Building Permit Application.
- Submit to the City one (1) set of approved plans returned by Owner as described in Step 1 of these procedures for signage application.
- All exceptions to the sign criteria shall be reviewed by the City of Concord Planning Department.

C. City of Concord Sign & Building Permits

- All permits required for signage installation shall be obtained by the applicant, or his agent, at the applicant's expense.
- The applicant shall be responsible for the fulfillment of all requirements and specifications contained in the signage guideline.
- At the time of filing an application for building permit, a non-refundable permit fee shall be paid to the City of Concord.
- An Electrical permit shall be required when electrical work is involved.

D. Sign Contractor

- Any sign contractor performing work for any Tenant shall have an applicable State of California Contractor's license.
- Owner reserves the right to exclude any sign contractor from performing work on the site or buildings.

E. Insurance

- Sign contractor shall carry worker's compensation and public liability property damage insurance against all damage suffered or done to any and all persons and/or property while engaged. In the construction or erection of signs in an appropriate amount as required by Owner and the City, Sign contractor shall provide Owner with a certificate of insurance naming Owner as an additional insured prior to starting the work.
- Contractor or Tenant shall indemnify Owner from any damages that may arise from the installation, maintenance, or use of tenant's signs.

F. Sign Maintenance

- Each tenant is responsible for the maintenance and repair of its signs and lighting.
- The tenant shall keep the sign and it's lighting in good appearance, repair, and proper operating condition, at all times. Burned out lights shall be replaced.

G. Sign Removal at Tenants Vacation of Space

- At the time a Tenant vacates a space, the Tenant shall remove its sign(s) and patch, paint, and repair the surface to which the signs were installed back to the original condition of the surface. This removal and repair is at the Tenant's expense.
- If the Tenant fails to remove its sign(s) and patch and repair the surfaces to which the signs were installed back to the original condition of the surface, Owner will have such work performed and back charge the Tenant for the cost of the work.

H. Tenant Sign Hours of Operation

- Hours of sign illumination shall be consistent with the hours of operation of the shopping center stated in the lease.

I. Owner's Right of Refusal

- Owner reserves the right to refuse acceptance of any design for aesthetic reasons, or for any reason whatsoever.

J. Temporary Tenant Signage

- Temporary signs for grand openings will be allowed with the approval of Owner and the City of Concord. A temporary sign permit is required by the City if any sign or display is intended to be displayed for thirty (30) days or less.
- "Going Out of Business" signs are not allowed.

K. Leasing Signs

- All leasing and "For Rent" signs, throughout the entire shopping center are under the direct control of Owner. Leasing signs must conform to the City of Concord Sign Ordinance.

L. Code

- All signs and their installation are to meet all applicable electrical, structural, and building codes.

N. Definitions

- Accessory Copy:** Words or symbols which advertise goods sold, manufactured, or produced on the property under signing; copy other than business name and address
- Area Identification Signs:** A permanent sign used to identify a residential area, shopping district, industrial district, or any area which fulfills the definition of an identifiable area
- Building Area:** The area equal to the total square footage of ground floor area of a building used for commercial, office, industry, quasi-public, or agricultural farm product sales
- Building Frontage:** For the purposes of determining sign area, building frontage shall be measured along the street on which the address of the building is assigned, regardless of the location of the building entrance
- Changeable Copy Sign:** Any sign, which includes changeable copy on the face of the sign. Copy that can be changed by the user rather than a sign company
- Electrical Signs:** Any sign that is electrified, but does not include signs illuminated by an exterior light source
- Exterior Illuminated:** From any light source outside the sign
- Fascia Sign:** A sign attached to the fascia of a building. The fascia is a broad wooden or metal band attached to the leading edge of a roof from trim
- Freeway:** Shall mean a highway in respect to which the owners of abutting lands have no right or easement of access to or from their restricted right or easement of access and which is declared to be a freeway as provided by the Street and Highway Code of the state
- Ground Sign:** any sign, including portable ground signs, which are supported by uprights, poles, or columns, in or upon the ground
- Identifiable Area:** Residential, commercial, or industrial site containing a minimum of two acres with an integrated site and design plan creating a single unified development with one or more uses
- Interior Illumination:** Lighting whose source is contained within the sign
- Low Intensity Illumination:** Illumination not to exceed 430 foot lamberts
- Mansard:** A wall, which has a slope equal to or greater than two vertical feet for each horizontal foot and has been designed to look like a roof
- Neon Sign:** A sign that has its light sources exposed or shielded tubing
- Non-Accessory Sign:** Any sign which advertises products, services, or other uses not associated with the premises upon which it is located
- Obscene Matter:** Any sign displaying obscene, indecent, or immoral subject matter, as such matter is determined in Penal Code 311
- Owner:** a) Landlord or tenants of real property who has the right to sign by virtue of an outright purchase of sign; b) One who leases signs to landlords or tenants of real property

19. *Parapet*: That portion of the building ball that extends above the roof of the building
20. *Portable Ground Signs*: Any sign which is movable and which is not permanent attached to the ground, a structure, or any other sign
21. *Projecting Sign*: A sign which extends in excess of 12-inches from the face or wall of a building or structure to which it is affixed
22. *Roof Sign*: Any sign erected upon or above a roof, canopy, awning, or mansard
23. *Sign*: Any medium, including its structure and component parts in view of the general public, which is to be used to attract attention for advertising or identifying purposes
24. *Temporary Sign or Display*: Any sign or display intended to be displayed for 30-days or less
25. *Uniform Building Code*: The latest edition of same, as adopted by and in-effect in the City
26. *User*: Landlord or tenant(s) of real property who has the right to sign, by virtue of a lease transaction, with a sign supplier or manufacturer
27. *Wall Signs*: Any sign attached to, suspended, or painted on the wall of a building or structure, with the exposed face of the sign in plan parallel to the plan of said wall, said attached or suspended sign not to extend 12-inches beyond the surface to which the sign is attached or suspended
28. *Window Sign*: Signs on windows, doors, or other entryways

II. Tenant Sign Allowances

A. Design

1. The intent of these guidelines is not to be "over-restrictive" nor to achieve a uniform look like the typical strip centers. On the contrary, since signage reflects the unique personality of the store, we strongly encourage tenants to use their signage allowance creatively, with imagination, and style. In keeping with this diversity, each tenant may not necessarily be allowed to use the same types of signage as their neighbor.
2. Should Tenant's proposed sign program not comply with this Master Sign Program the Tenant can submit a request for exception addendum to Owner for consideration. Tenant must show good cause for a deviation from the requirements outlined within this Master Sign Program (MSP). The proposed tenant sign program must not violate any building code set forth by the City or State. The exception addendum request to the Owner must include detailed designs for the proposed sign program along with clear description of how the proposed program differs from the allowable signing within the MSP. Upon authorization from Owner, Tenant may then request a hearing by City of Concord Design Review Board to review the addendum exception for final approval. The tenant may not submit a variance to the city without prior owner approval.
NOTE: Exception Addendums are not modifications to the sign program and do not set precedent for future tenant signage.
3. Refer to Willows Master Sign Program: Exhibit A for examples of tenant sign placement and estimated sign area based on linear frontage.

B. Primary Tenant Identification

1. Primary tenant identification signage shall consist solely of the Tenant's trade name, logo, and recognizable trademark insignia.
2. Sign copy shall not include products or services except as it may be legally part of the Tenant's trade name, logo, and recognizable trademark insignia.
 - a. Single Occupancy Tenant Buildings
 - i. Tenants are allowed signage up to 5% of the area of each building face.
 - ii. Tenant may choose to designate up to two (2) elevations as primary identification frontage, wherein the sign area on each elevation shall not exceed 8% of the elevation area. The remaining storefront elevations may not have signage with a total area in excess of 3% of the elevation area.
 - b. Multi-Tenant Buildings
 - i. Tenants are allowed one primary identification sign.
 - ii. Specific units with multiple storefront elevations may incorporate one additional primary identification sign per active storefront exposure, subject to Owner's approval.
 - iii. Sign size is based upon the Tenant's leased frontage, as measured in a straight line from Lease Line to Lease Line for each storefront elevation. Tenants are allowed 1.5 sq. ft. of primary sign area per linear foot of storefront. The total allowed is not an aggregate total of the building.
 - iv. In addition to primary identification, Tenants may utilize any remaining portion of their signage area allowance for secondary identification or supplemental storefront branding using up to three (3) additional sign types outlined in the Permitted Sign Types section of this Master Sign Program.
 - v. The overall width of any sign, primary or secondary, shall not exceed 80% of any uninterrupted architectural treatment.
 - vi. Tenants with exposed service rear elevations may have an additional secondary identification that is no more than 80% of the approved primary identification.
 - vii. Tenant spaces with frontage consisting of a gable wall in elevation area for a painted or vinyl supergraphic which will not count against the total signage area allowance for tenant identification; graphics may wrap around to any immediately adjacent walls provided the adjacent walls are still within the tenants leased frontage. The design of this supplemental graphic must align with the tenant's brand standards and is subject to Owner's approval.

3. Specific locations and surrounding architectural treatments can dictate the maximum sign height and length, which may differ from the general guidelines proposed above. The Owner reserves the right to approve or reject any proposed sign on the basis of its size and placement.

C. Calculations of Sign Area

1. The area of a sign shall include all sign faces and structural or decorative frames, but not supporting members, unless said members are finished as to attract attention by color or lighting.
2. Area of individual letters shall be calculated according to a simple rectangular figure that contains a word or group of words.
3. Area of logo to be calculated according to actual shape area.
4. Tenant panels installed onto Willows Shopping Center Project Signage will not count against the total allowable tenant identification signage area.

D. Permitted Sign Types

1. *Wall or Transom Signs*
 - i. Internal or halo illuminated metal channel letters and/or logo.



- ii. Front or halo illuminated flat cut metal letters and/or logo.



iii. Where architecturally allowable, painted or vinyl supergraphics applied to elevation surfaces to be considered by the authorization of Owner and approval of the City



2. Fabric Awning Signs

i. Logos and supplemental branding on awnings shall be no more than 45% of the awning area, additional graphics are subject to the approval of Owner.



ii. The addition of awnings at storefronts where awnings are not provided is by the authorization of Owner and approval of the City.

3. Flag Mounted Signs

i. Tenants located in multi-tenant buildings are allowed one blade sign per storefront exposure. Sign may be internally or externally illuminated. Signs to be designed and installed in accordance with ADA code.



4. Architectural Awning Signs

i. Internal or halo illuminated metal channel letters and/or logo



ii. External illuminated flat cut metal letters and/or logo



iii. Internal or halo illuminated acrylic letters



5. Freeway Monument

i. At Owner's discretion, Tenants with a square footage of more than 10,000 square feet are allowed up to one (1) panel on each side of one double sided freeway oriented pylon sign. Location and availability determined by Owner; panel layout, content, and materials are determined by Willows Project Sign Design Intent Drawing.

6. Entry Monument

i. Tenant signing on Willows Entry Monument Signs is by the authorization of Owner and approval of the City, and is determined based on availability.

E. Allowable Signs That Do Not Require City of Concord Permit

1. No permit is required by the City for the following signs, provided they do not contain prohibited content. Signs permissible in this section shall not be considered in determining the total sign area, and are not a part of this Master Sign Program. Approval of signs in this section are at the discretion of the Owner.

i. Suspended Canopy Signs

Signs attached to the underside of a canopy/awning. Such signs shall not be illuminated, shall contain no advertising other than the trade name and/or logo type. One sign is permitted per business main entry, and such signs shall meet the provisions for clearance as described in the latest edition of the California State Building Code.

ii. Window Signs

Signs placed or painted on the interior or exterior of glass windows or doors provided that such signs cover no more than 30 percent of the glass area of the entire storefront. Window signs that cover more than 30 percent of the glass shall be considered as wall signs.

F. Electrical & Illumination

1. Sign illumination shall not include flashing, moving, or audible effects unless approved by the landlord.

2. Exposed raceway and conduit will not be permitted. Except as may be approved by Owner and the City of Concord.

3. All LED power supplies shall be 120 volts in and 12 out.

4. All neon transformers will be 30 MA HPF 110 volts.

5. All conductors, transformers, and other equipment shall be concealed.

6. Primary electrical service to all signs shall be placed on tenant's meter and shall be part of the tenant's construction and operating costs. Time closed and photocell switches are required. Photocells will be mounted on the top of the sign and time clocks will be within the tenant's space.

7. Electrical components shall bear the Underwriter's Laboratories (UL) label of approval, or equal, and shall also comply with all local building and electrical codes and industry standards and practices.

8. All Tenant identification signs will be illuminated unless otherwise specified.

G. Construction

1. All bolts, fastenings, clips, conduit, etc., shall be hot-dipped galvanized iron or equal, stainless, aluminum, brass, or bronze. Where externally mounted, all items shall be painted to match the exterior colors of the surfaces mounted thereon.

2. All manufacturers/installers are advised that prior to final acceptance, each unit may be inspected for conformance by authorized representative of Owner. Any signs found not to be in conformance will be rejected and removed immediately by the Tenant's contract at the Tenant's expense.

3. No substitutes will be accepted by Owner whatsoever, unless so indicated in the specifications and approved by both owner and the City of Concord.

- 6. Boxed Cabinet Signs
- 7. Signs which advertise a product or service that is not available on the premises
- 8. Signs placed on or in vehicles parked primarily



- 9. No manufacturer labels to be visible on signs except those required by code or ordinance, and those are to be located on the sign so as not to be visible from the street or walkway
- 10. Obscene matter: No person shall display or permit to be displayed upon any advertising structure or sign, any statement or words of an obscene, indecent, or immoral character, or any picture or illustration of any human figure in such detail as to offend public morals or which is of indecent or immoral character (Code 1965, 7402; Ord. No. 597; Ord. No. 90-27)
- 11. Signs with brilliant lights: Any sign, because of brilliant lighting, that interferes with the comfortable or peaceful enjoyment of adjoining or surrounding residential property, or because of shape, design, color, or reflected light, conflicts or interferes with traffic, both vehicular and pedestrian, from a public safety standpoint. (Code 1965, 7402; Ord. No. 597; Ord. No. 974)

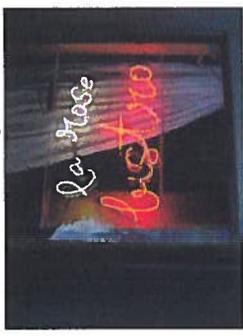
J. Existing Tenant Signage

- 1. Please refer to Willows Master Sign Program: Exhibit B for locations and images of existing tenant signage. It is the intent of this document to acknowledge and allow for the existing signage to remain as it is installed. As tenants vacate spaces or renovate their signage, it is intended that any new tenant signage adhere to the criteria as outlined above.

- 2. Inflatable signs, displays, and exhibits



- 3. Paper, cardboard, or foam board signs of unprofessional quality
- 4. Interior illuminated store signs that are visible through the windows unless approved by Owner.



the windows unless approved by Owner.



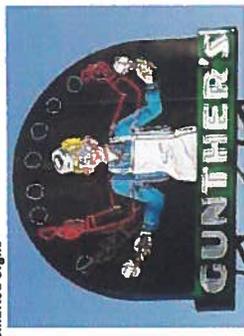
- 5. Roof mounted signs



H. Installation

- 1. Locations of signs: All signs or advertising devices advertising an individual use, building, or business shall be attached to the building at a location, described herein, or in attached drawings.
- 2. All penetrations of the building structure required for sign installation shall be neatly sealed and continuously maintained in watertight condition.
- 3. Attachments of signs to building shall be made per specifications and contained herein.
- 4. Tenant's sign contractor shall repair any damage to the building caused by sign installation. Un-repaired damage caused by Tenant's sign and/or sign contractor shall be Tenant's responsibility to correct at Tenant's expense. Tenant shall be fully responsible for the operations of the Tenant's contractor.
- 5. Tenants since contractor must secure building permits. Fabrication and installation must comply with all local building and electrical codes.
- 6. All contractors must be fully licensed (California Contractor's License C-45), and must provide Owner with a certificate of liability insurance naming Owner as an additional insured prior to commencing any work on the property.
- 7. Any signs penetrating the slope roof surface shall have shop drawings reviewed and approved by Owner's roofing contractor.

I. Prohibited Signs



- 1. Animated or moving signs, unless approved by landlord.



Willows Project Signage

Design Statement

In renovating the existing project signage, Equity One intends to revitalize not only the Willows Shopping Center, but the surrounding City of Concord streetscape. When considered in conjunction with the current architectural renovations, this striking visual upgrade will re-introduce Willows to the community as a fresh and vibrant take on a familiar face; a new look on an old friend.

The new sign design program calls for a re-designed identity that speaks to a contemporary retail market; a color scheme that sets a bold, exciting visual tone, as well as typographic and graphic treatments that respond to the current standards for consumer expectations. Taken together, everything about the revamped signage program creates a new narrative for the Willows Shopping Center as a fresh and exciting community experience.

This graphic renovation should not only attract consumers, but new tenants with broad appeal. This benefits all of Concord by creating a shopping destination that will anchor consumer activity, boost the community's market profile, and provide locals with a fun, friendly retail environment.



To Match Existing

Tagline TBD

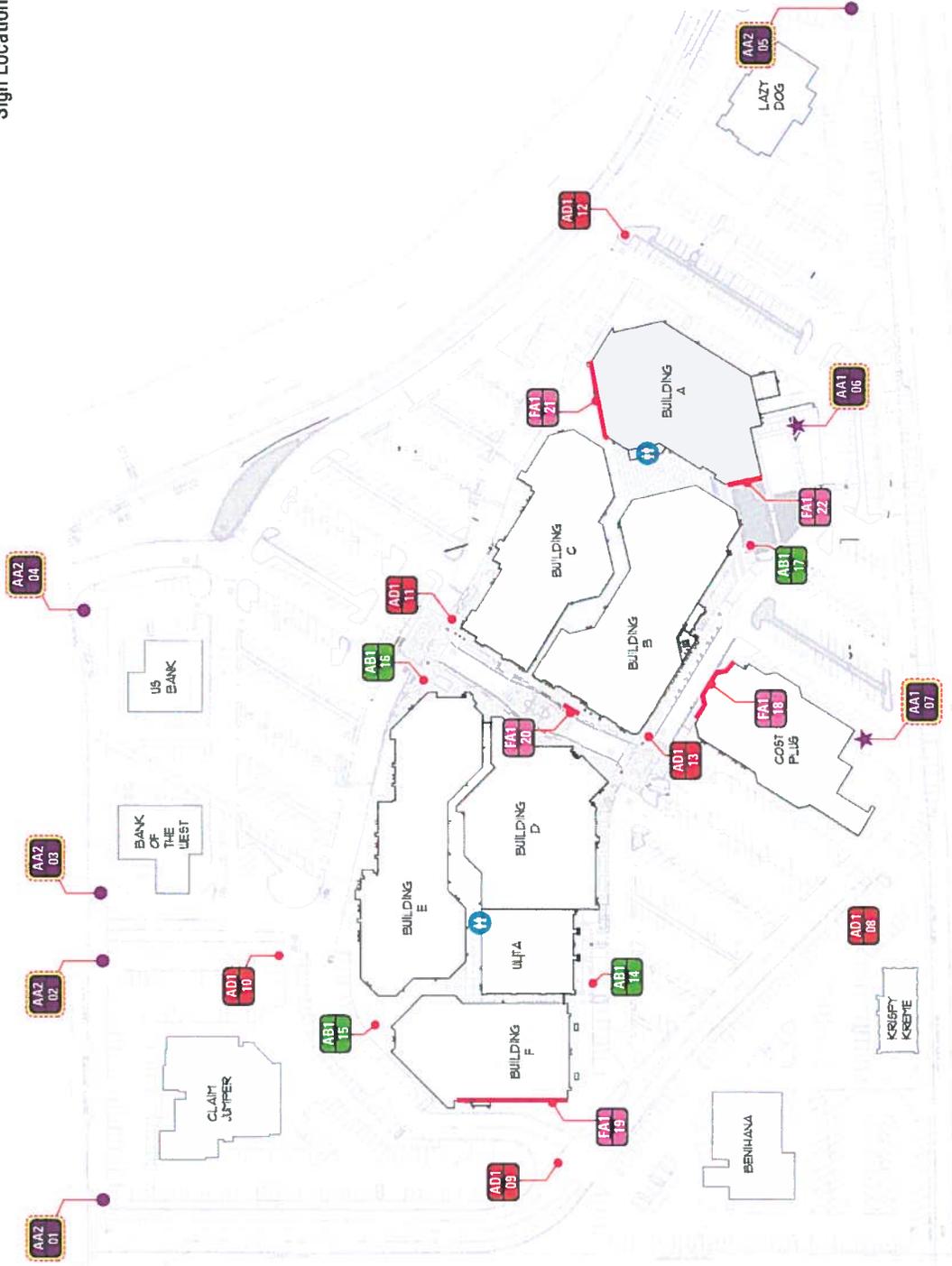
Owner reserves the option to omit or install the images and tagline at a later date

Images shown are for placement only; final images TBD

Sign Family Elevation
Scale 1/8" = 1'

AA1	Freeway Monument	AA2	Entry Monument	AD1	Vehicular Directional	AB1	Directory Map/ Pedestrian Directional
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Willows Project Signage Sign Location Plan

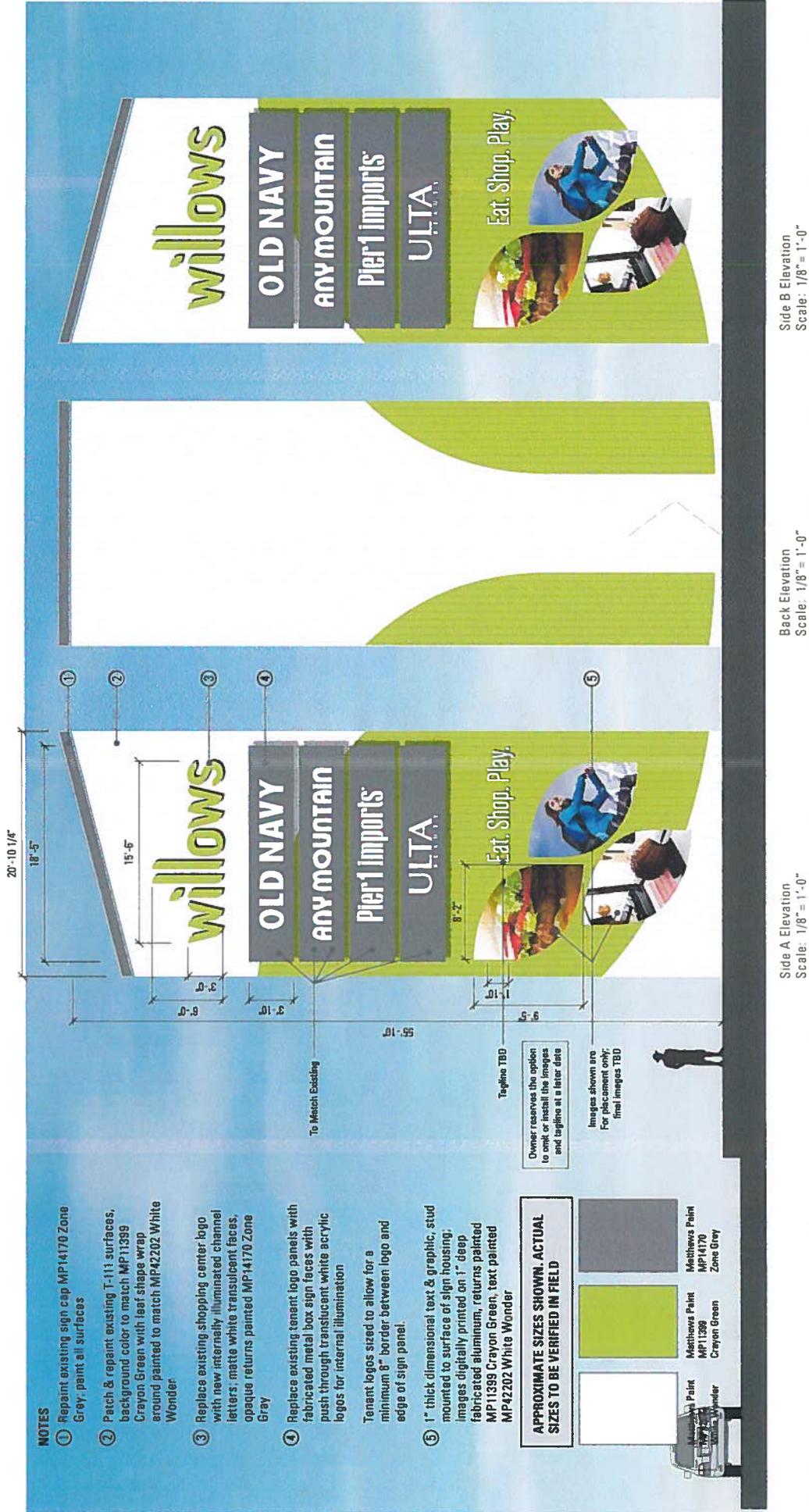


LEGEND

- Freeway Monument
- Street Monument
- Vehicular Directional
- Directory Map/Ped. Directional
- Supergraphics
- Illuminated

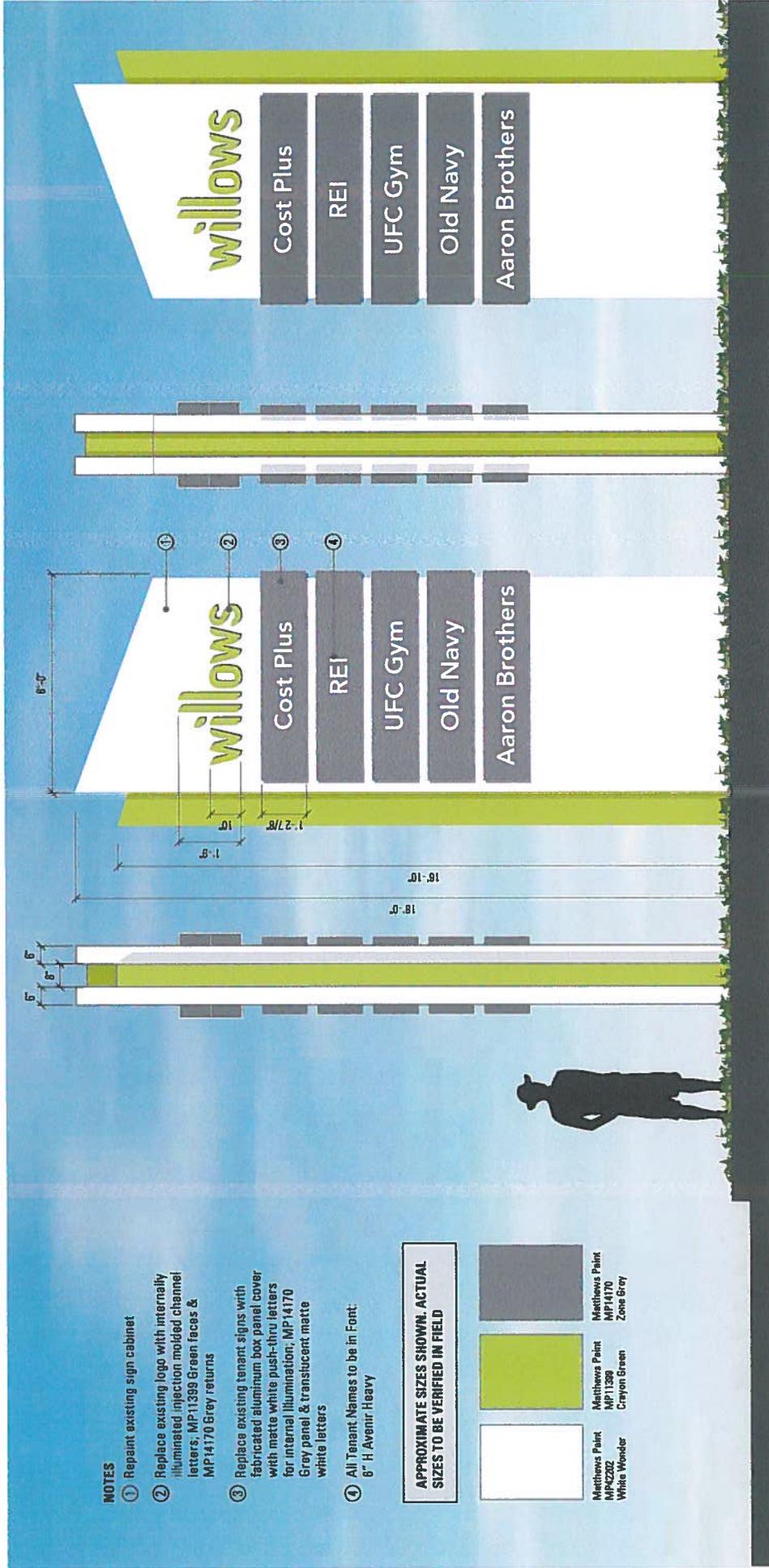
Willows Project Signage

AA1 Freeway Monument Design Intent



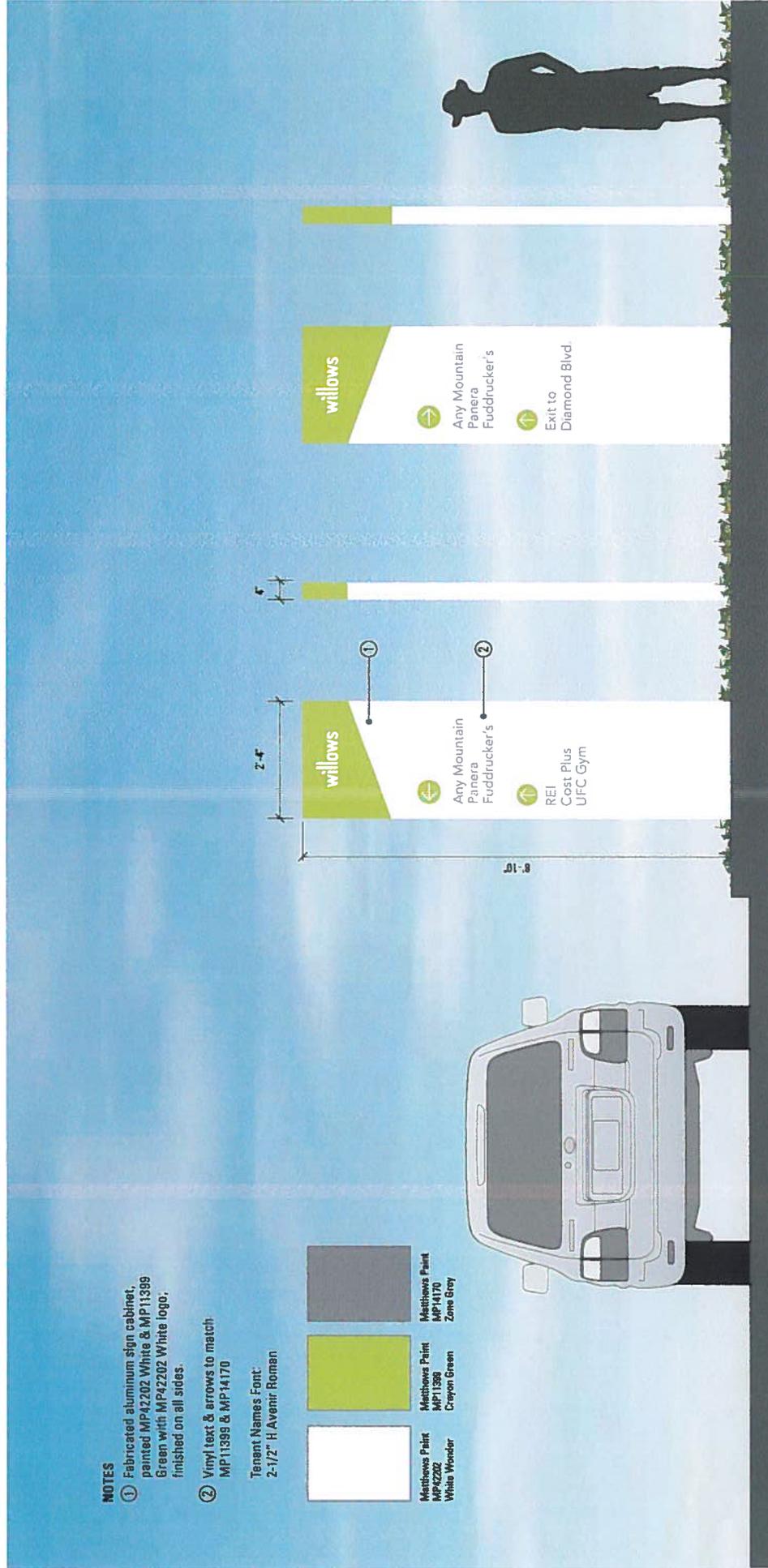
Willows Project Signage

AA2 Entry Monuments Design Intent



Willows Project Signage

AD1 Vehicular Directional Design Intent

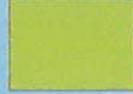


NOTES

① Fabricated aluminum sign cabinet, painted MP42202 White & MP11399 Green with MP42202 White logo; finished on all sides.

② Vinyl text & arrows to match MP11399 & MP14170

Tenant Names Font:
2-1/2" H Avenir Roman

		
Metallic Paint MP42202 White Wonder	Metallic Paint MP11399 Crayon Green	Metallic Paint MP14170 Zinc Grey

Font Elevation
Scale: 1/2" = 1'-0"

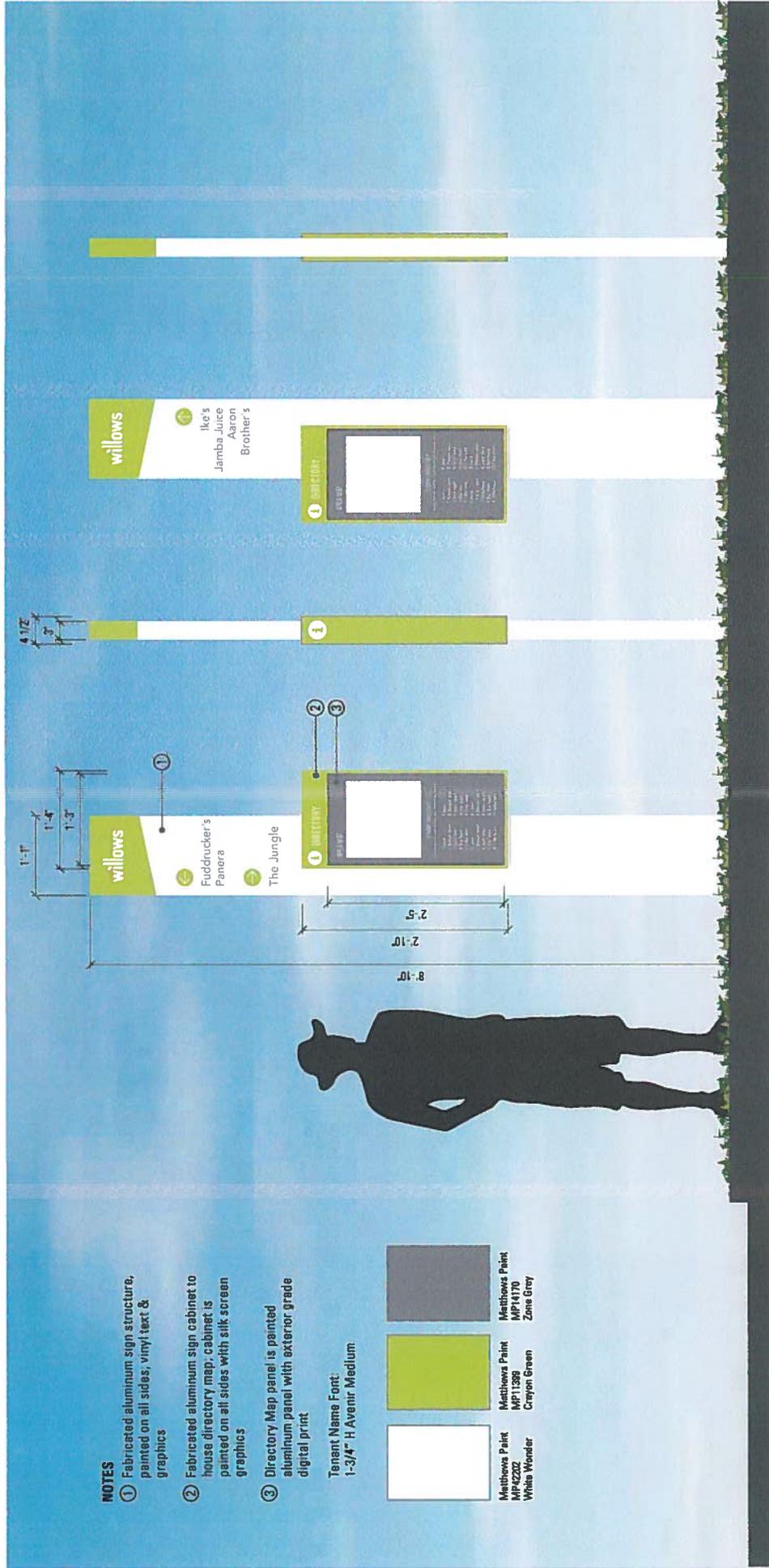
Side Elevation
Scale: 1/2" = 1'-0"

Back Elevation
Scale: 1/2" = 1'-0"

Side Elevation
Scale: 1/2" = 1'-0"

Willows Project Signage

AD2 Pedestrian Directional Design Intent



NOTES

- ① Fabricated aluminum sign structure, painted on all sides; vinyl text & graphics
- ② Fabricated aluminum sign cabinet to house directory map; cabinet is painted on all sides with silk screen graphics
- ③ Directory Map panel is painted aluminum panel with exterior grade digital print

Tenant Name Font:
1-3/4" H Avenir Medium

	Matthews Paint MP4202 White Wonder
	Matthews Paint MP11390 Crayon Green
	Matthews Paint MP14170 Zone Grey

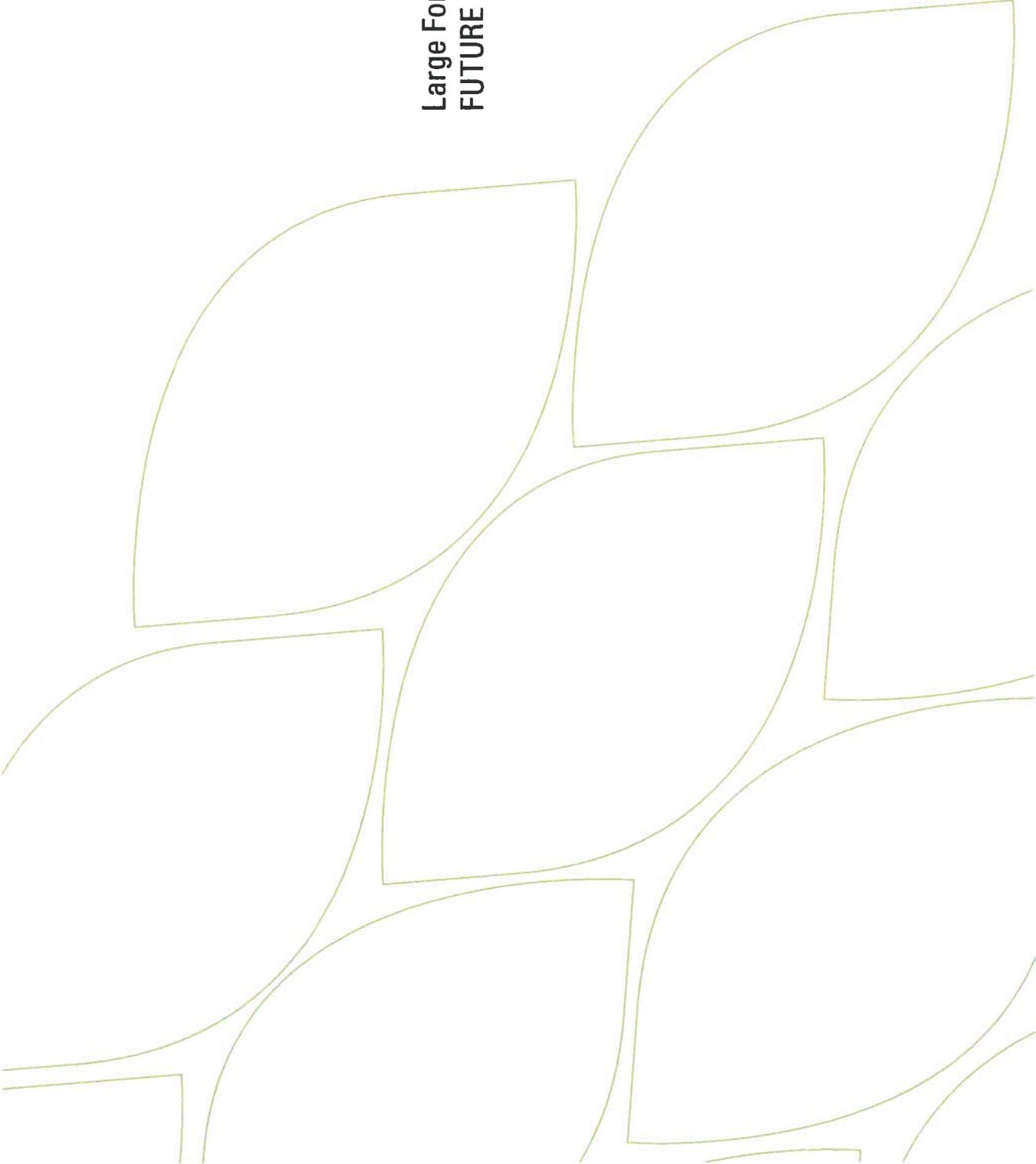
Front Elevation
Scale: 3/4" = 1'-0"

Side Elevation
Scale: 3/4" = 1'-0"

Back Elevation
Scale: 3/4" = 1'-0"

Side Elevation
Scale: 3/4" = 1'-0"

Large Format Lifestyle Graphics —
FUTURE



Willows Project Signage

Supergraphics

Owner reserves the option to omit or install at a later date.



GRAPHICS SHOWN ARE FOR PLACEMENT ONLY; FINAL GRAPHICS TO BE DETERMINED AT A LATER DATE APPROXIMATE SIZES SHOWN. ACTUAL SIZES TO BE VERIFIED IN FIELD

Context Rendering
Scale: Not To Scale

Willows Shopping Center
Master Sign Program

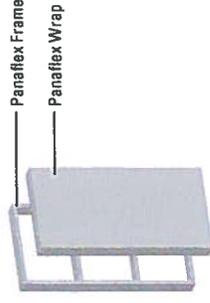
Willows Project Signage

Supergraphics



NOTES

- ① 10' wide x 20' high digital print on Panaflex, to attach to frame with Panaflex attachment system

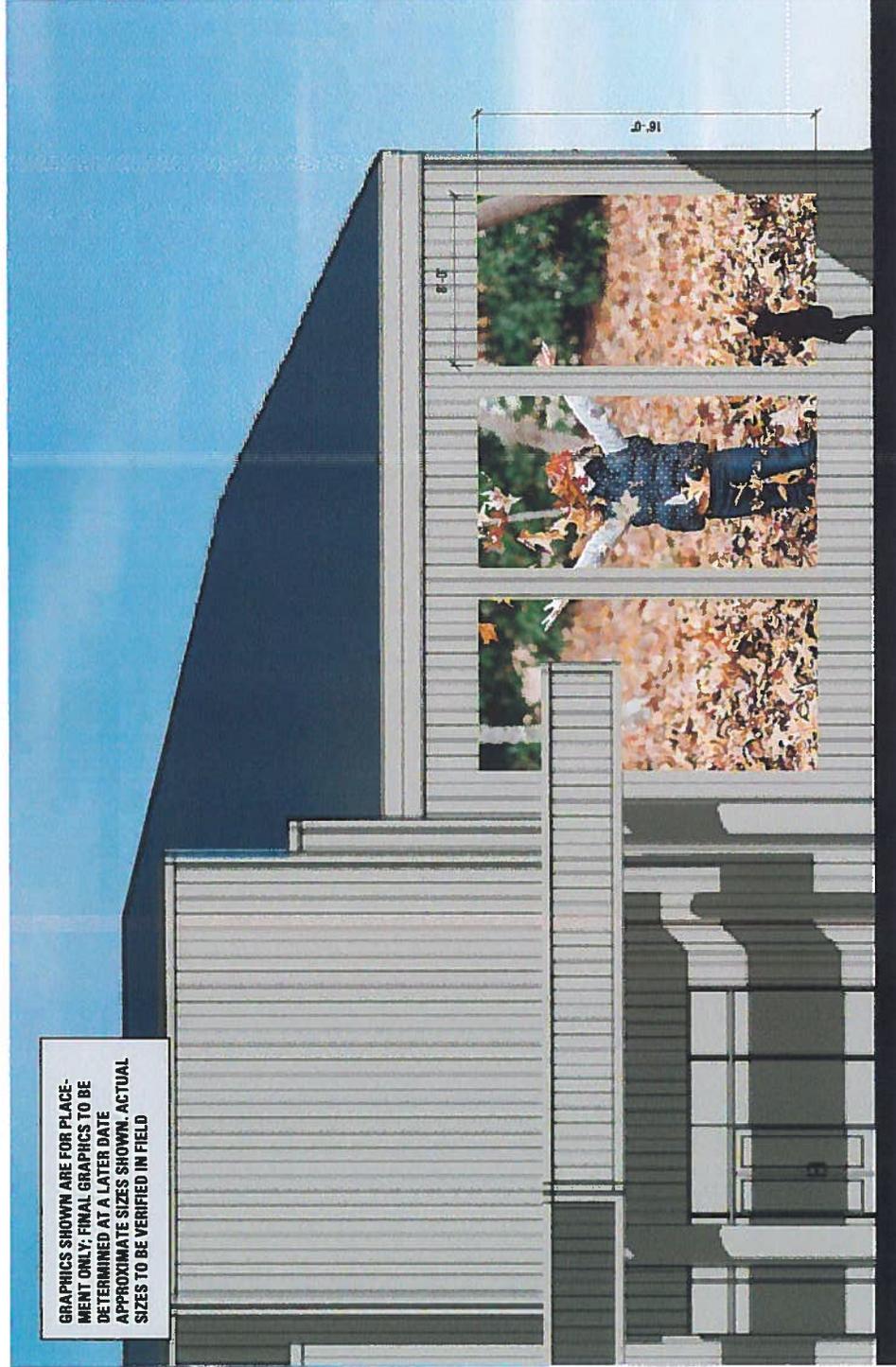


Owner reserves the option to omit or install at a later date.

Context Elevation
Scale: 3/16" = 1'-0"

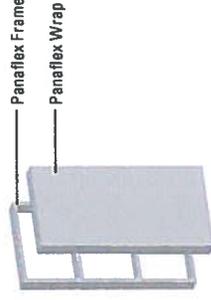
Willows Shopping Center
Master Sign Program

Willows Project Signage Supergraphics



NOTES

- ① 8' wide x 16' high digital print on Panaflex, to attach to frame with Panaflex attachment system



Owner reserves the option to omit or install at a later date.

Context Elevation
Scale: 3/16" = 1'-0"

Willows Shopping Center
Master Sign Program

Willows Project Signage

Supergraphics

Owner reserves the option to omit or install at a later date.



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APPROXIMATE SIZES SHOWN. ACTUAL
SIZES TO BE VERIFIED IN FIELD.

Context Rendering
Scale: Not To Scale

Willows Shopping Center
Master Sign Program

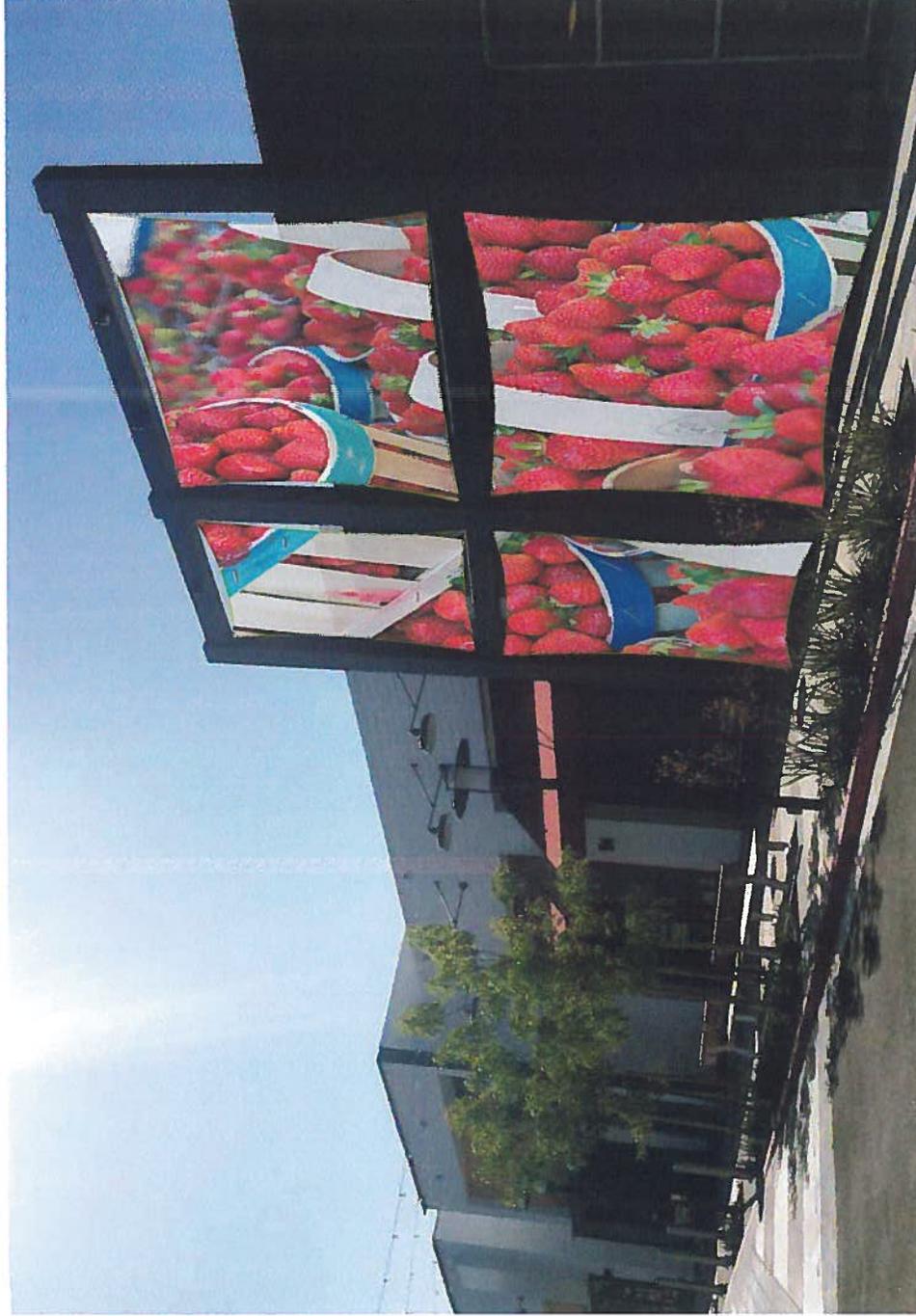
Willows Project Signage Supergraphics

NOTES

- ① Photography digitally printed onto UV resistant mesh panels, stretched & mechanically fastened to structure

**GRAPHICS SHOWN ARE FOR PLACE-
MENT ONLY; FINAL GRAPHICS TO BE
DETERMINED AT A LATER DATE
APPROXIMATE SIZES SHOWN. ACTUAL
SIZES TO BE VERIFIED IN FIELD**

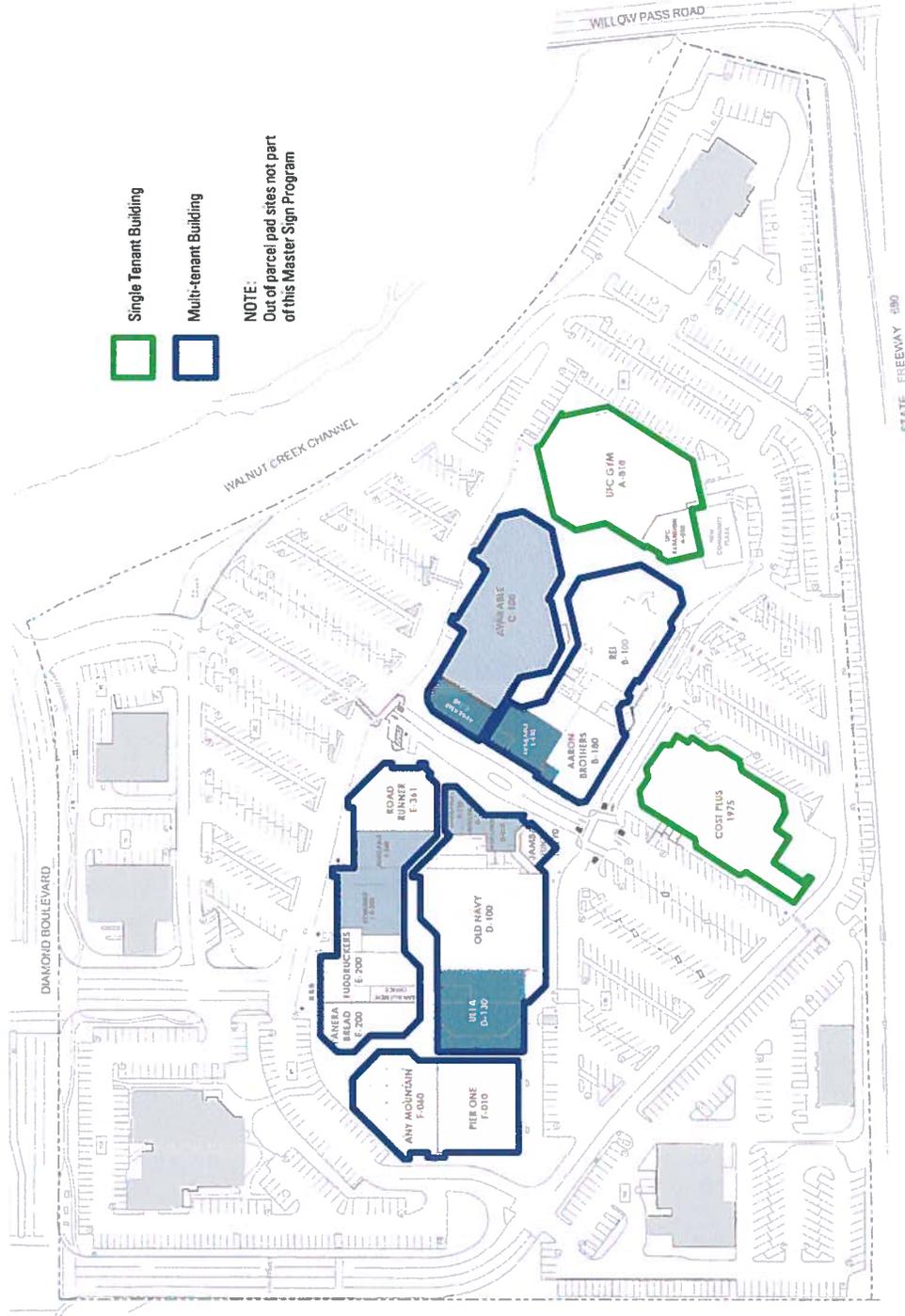
Owner reserves the option to omit or install at a later date.



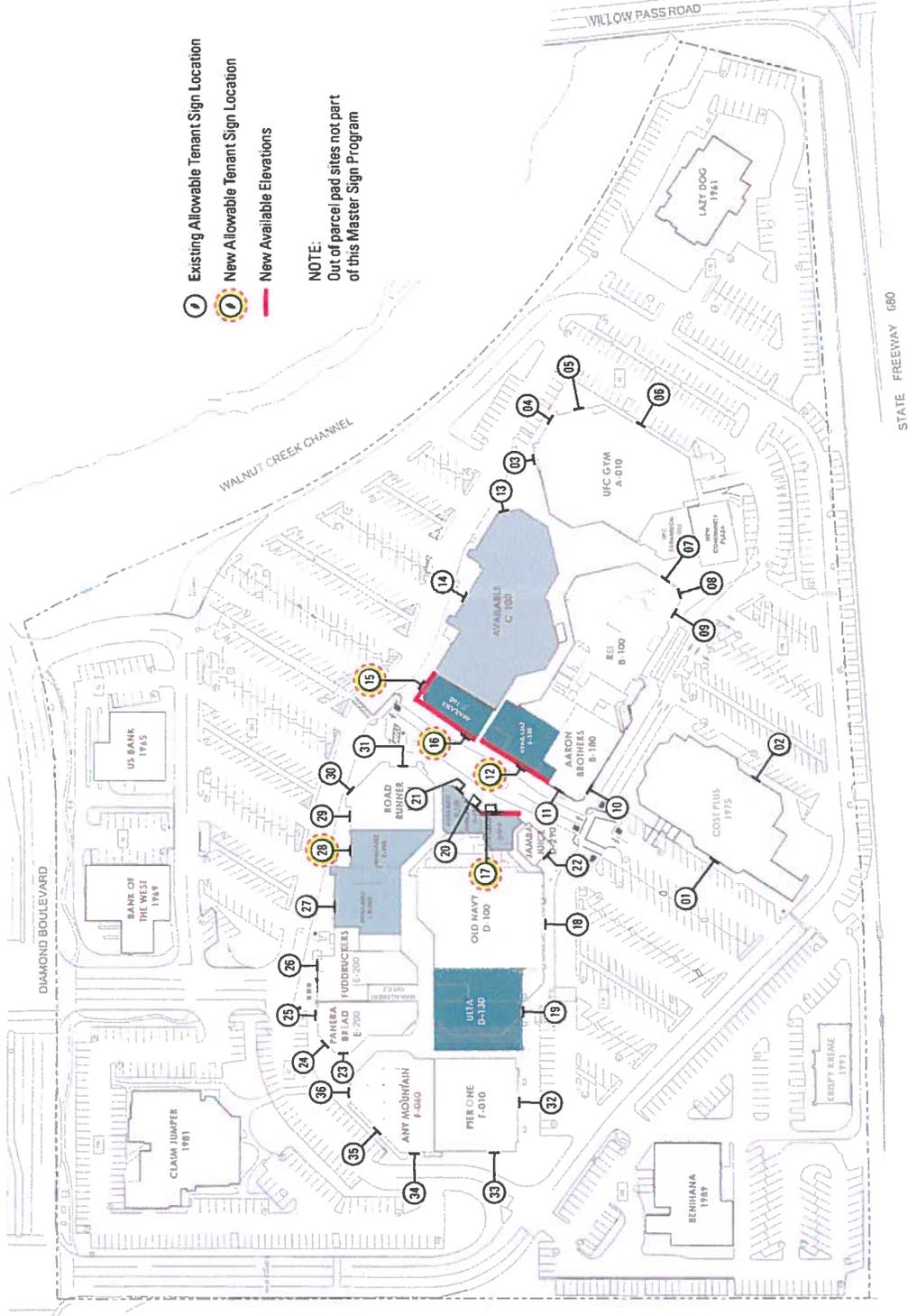
Context Rendering
Scale: Not To Scale

Willows Shopping Center
Master Sign Program

Willows Tenant Signage Tenant Key Plan



Willows Tenant Signage Existing & Proposed Locations Plan



- Existing Allowable Tenant Sign Location
- New Allowable Tenant Sign Location
- New Available Elevations

NOTE:
Out of parcel pad sites not part
of this Master Sign Program

Tenant Signage Allowances

Single-Tenant Building Sign Area Allowance Summary

UNIT #	SIGN LOCATION #	ELEVATION AREA (SQ. FT.)	SIGN ALLOWANCE (SQ. FT.)	STOREFRONT GLAZING AREA (SQ. FT.)	WINDOW SIGNAGE ALLOWANCE (SQ. FT.)	ADDITIONAL ALLOWANCES
1975	01	6840	342	1,800	270	-
1975	02	4800	240	-	-	-
A-010	03	2000	100	150	22.5	-
A-010	04	1500	75	-	-	385 SQ. FT. brand aligned supergraphics based on 35.5 ft. Gable Wall w/1284 sq. ft. elevation area
A-010	05	1040	52	-	-	-
A-010	06	2800	140	-	-	-

Tenant Signage Allowances

Multi-Tenant Building Sign Area Allowance Summary

UNIT #	SIGN LOCATION #	LINEAL FRONTAGE (FT.)	SIGN ALLOWANCE (SQ.FT.)	STDFRONT GLAZING AREA (SQ.FT.)	WINDOW SIGNAGE ALLOWANCE (SQ.FT.)	ADDITIONAL ALLOWANCES
B-100	07	54.5	81.6	-	-	-
B-100	08	20	30	80	12	-
B-100	09	100	150	100	15	172.5 sq.ft. Brand Aligned Supergraphic based on 25 ft. Gable Wall w/ 575 sq.ft. elevation area
B-180	10	60	90	160	24	Due to Curved Parapet Above Main Entrance, allowable Sign Areas for each elevation at this unit may be combined to accommodate a single primary identity mounted to the curved parapet above unit entrance; any remaining sign allowance may still be used for supplemental signs in accordance with this MSP.
B-180	11	48	72	534	80	Due to Curved Parapet Above Main Entrance, allowable Sign Areas for each elevation at this unit may be combined to accommodate a single primary identity mounted to the curved parapet above unit entrance; any remaining sign allowance may still be used for supplemental signs in accordance with this MSP.
B-150	12	137	205.5	600	90	Owner-Provided Awnings
C-100	13	28	42	90	13.5	Architectural Canopy
C-100	14	200	300	727	109	Architectural Canopy
C-160	15	40	60	115	17.25	Due to Architectural Hanging Graphics Wall, when utilizing both sides of Architectural Hanging Graphics Wall for primary identification, up to 60 sq.ft. may be borrowed from tenant's second elevation sign allowance #16, below
C-160	16	90	135	600	90	Allowance to be adjusted if any square footage is borrowed to make allowance for double sided Hanging Graphics Wall.
D-010	17	56	84	180	27	300 sq.ft. Brand Aligned Supergraphic due to 29 ft. Gable Wall w/1000 sq. ft. elevation area

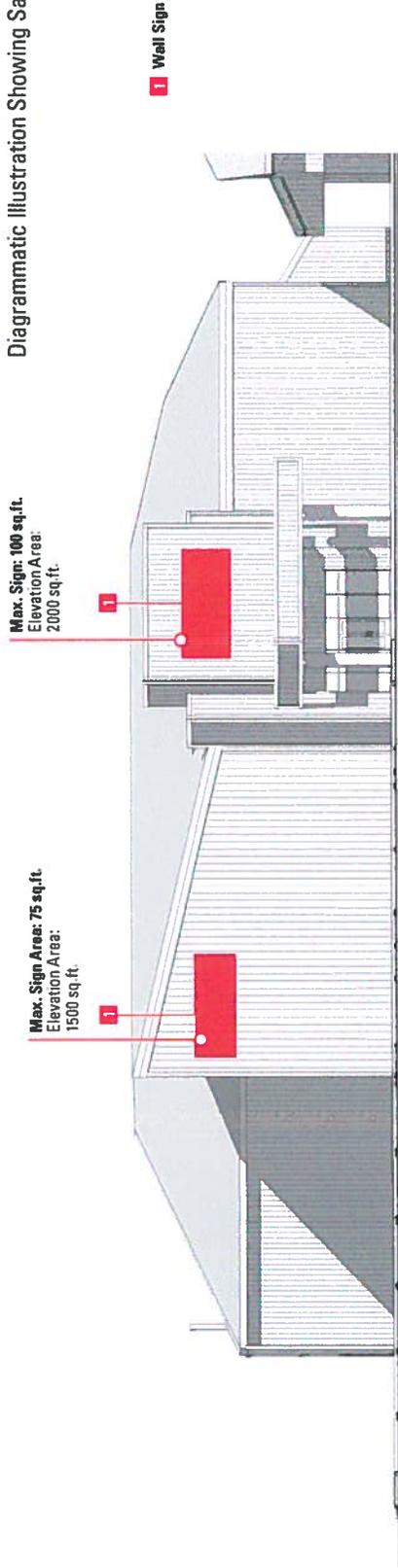
Tenant Signage Allowances

Multi-Tenant Building Sign Area Allowance Summary

UNIT #	SIGN LOCATION #	LINEAL FRONTAGE (FT.)	SIGN ALLOWANCE (SQ.FT.)	STOREFRONT GLAZING AREA (SQ.FT.)	WINDOW SIGNAGE ALLOWANCE (SQ.FT.)	ADDITIONAL ALLOWANCES
D-100	18	120	180	1,844	276.6	-
D-130	19	97.6	146.4	850	127.5	Owner-Provided Awnings
D-150	20	30	45	195	29.25	-
D-151	21	28.4	42.6	195	29.25	-
D-290	22	31	46.5	120	18	-
E-200	23	20	30	120	18	-
E-200	24	28	42	195	29.25	-
E-200	25	40	60	260	39	-
E-260	26	88	132	126	18.9	Owner-Provided Awnings
E-300	27	73.2	109.8	467	70	-
E-340	28	40	60	166	24.9	-
E-361	29	38	57	270	40.5	-
E-361	30	60	90	225	33.75	-
E-361	31	48.8	73.2	280	42	310.5 sq.ft. Brand Aligned Supergraphic due to 27 ft. Gable Wall w/ 1035 sq.ft. elevation area
F-010	32	110.8	165	1398	209.7	-
F-010	33	98.4	132*	-	-	Loading Dock Elevation: Sign area not to exceed 80% of Primary Identification at Location #32
F-060	34	40	60	50	7.5	-
F-060	35	80	120	40	6	-
F-060	36	34	51	200	30	-

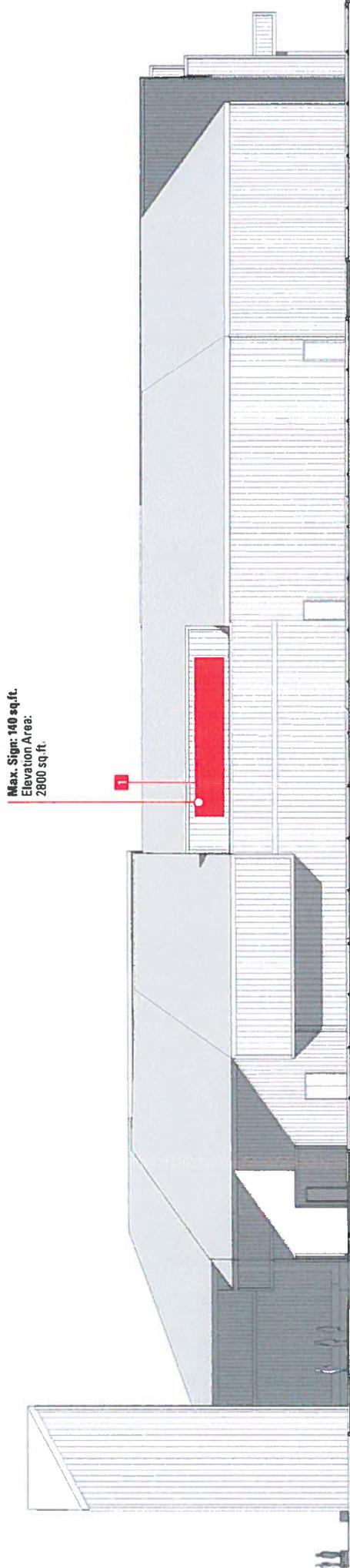
EXHIBIT A: USAGE EXAMPLES

Diagrammatic Illustration Showing Sample Usage of Sign Allowance



1 BUILDING A NORTH - SINGLE TENANT BUILDING

Scale: 1/16" = 1'-0"



2 BUILDING A EAST - SINGLE TENANT BUILDING

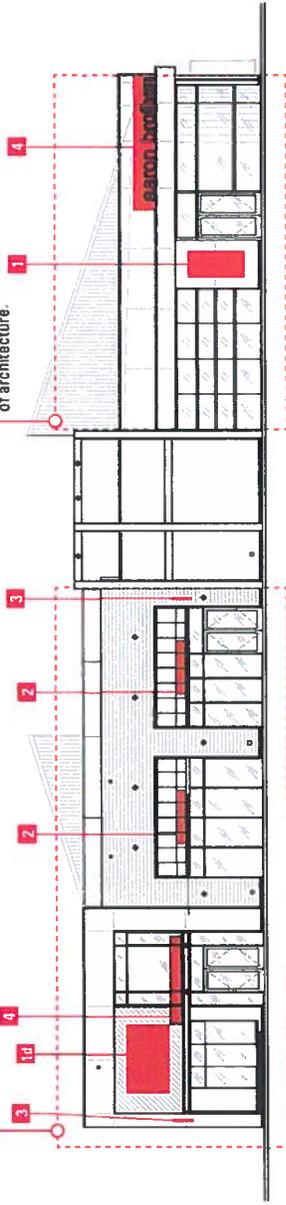
Scale: 1/16" = 1'-0"

EXHIBIT A: USAGE EXAMPLES

Diagrammatic Illustration Showing Sample Usage of Sign Allowance

Signage Area Allowance = 70.5 sq. ft.
1.5 sq. ft. / Frontage Lineal Foot
Frontage = 47 Lineal Feet

Special Condition:
Area allowance can be combined from both storefront elevations for primary signage installed on corner of architecture.



- 1** Wall Sign
- 1d** Wall Graphic
- 2** Awning Sign
- 3** Blade Sign
- 4** Canopy Sign
- 7** Gable Wall Graphic

Signage Area Allowance = 111 sq. ft.
1.5 sq. ft. / Frontage Lineal Foot
Frontage = 74 Lineal Feet

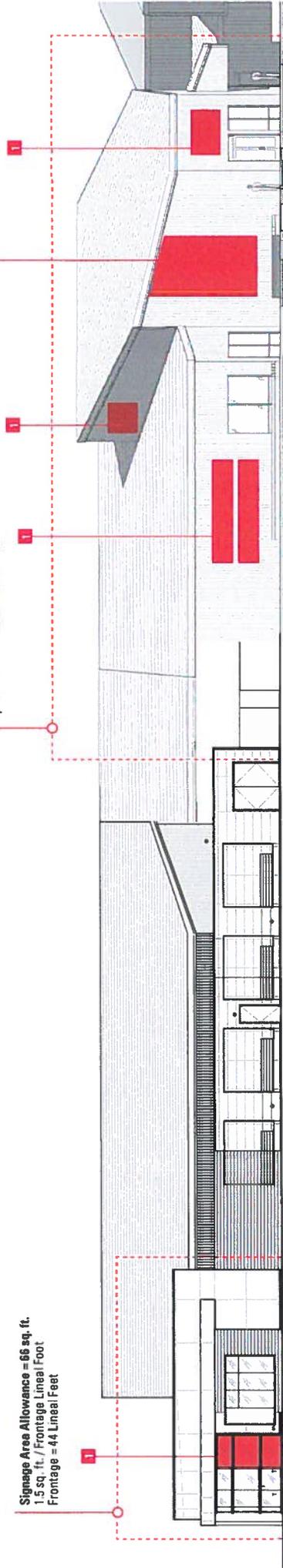
1 BUILDING B TENANT EXAMPLE - WEST ELEVATION
Scale: 1/16" = 1'-0"

NOTE:
EXHIBITS FOR ILLUSTRATIVE PURPOSES ONLY TO
SHOW OPTIONS FOR TENANT SIGN PLACEMENT
USING ESTIMATED SIGN AREA

Signage Area Allowance = 204 sq. ft.
1.5 sq. ft. / Frontage Lineal Foot
Frontage = 136 Lineal Feet

Supergraphics Allowance = 180 sq. ft.
Special Condition = 25' Gable Wall

Signage Area Allowance = 66 sq. ft.
1.5 sq. ft. / Frontage Lineal Foot
Frontage = 44 Lineal Feet

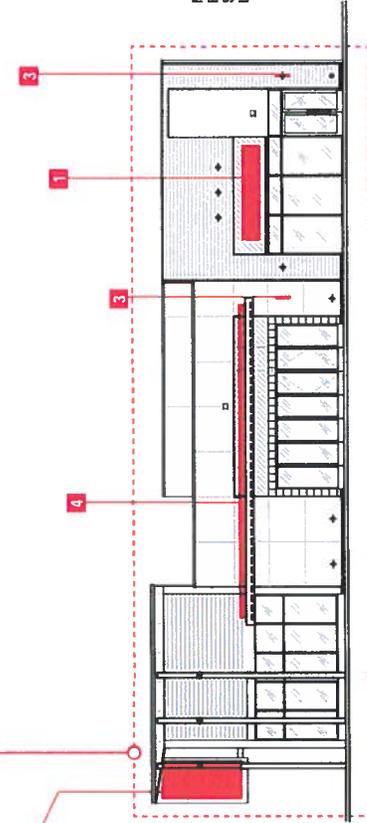


2 BUILDING B TENANT EXAMPLE - SOUTH ELEVATION
Scale: 1/16" = 1'-0"

EXHIBIT A: USAGE EXAMPLES

Diagrammatic Illustration Showing Sample Usage of Sign Allowance

Signage Area Allowance = 135 sq. ft.
1.5 sq. ft. / Frontage Lineal Foot
Frontage = 90 Lineal Feet



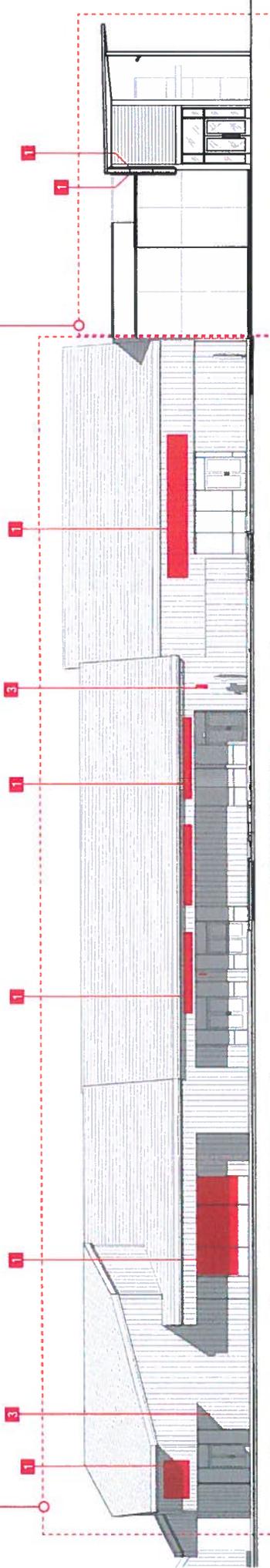
NOTE:
EXHIBITS FOR ILLUSTRATIVE PURPOSES ONLY TO
SHOW OPTIONS FOR TENANT SIGN PLACEMENT
USING ESTIMATED SIGN AREA

- 1 Wall Sign
- 3 Blade Sign
- 4 Canopy Sign

1 BUILDING C TENANT EXAMPLE - WEST ELEVATION

Scale: 1/16" = 1'-0"

Signage Area Allowance = 315 sq. ft.
1.5 sq. ft. / Frontage Lineal Foot
Frontage = 210 Lineal Feet



Signage Area Allowance = 615 sq. ft.
1.5 sq. ft. / Frontage Lineal Foot
Frontage = 41 Lineal Feet

Special Condition:
60 sq. ft. may be borrowed from West Elevation
Allowance when used to create double faced
Primary Signage on Hanging Architectural Graphic Wall

2 BUILDING C TENANT EXAMPLE - NORTH ELEVATION

Scale: 1/16" = 1'-0"

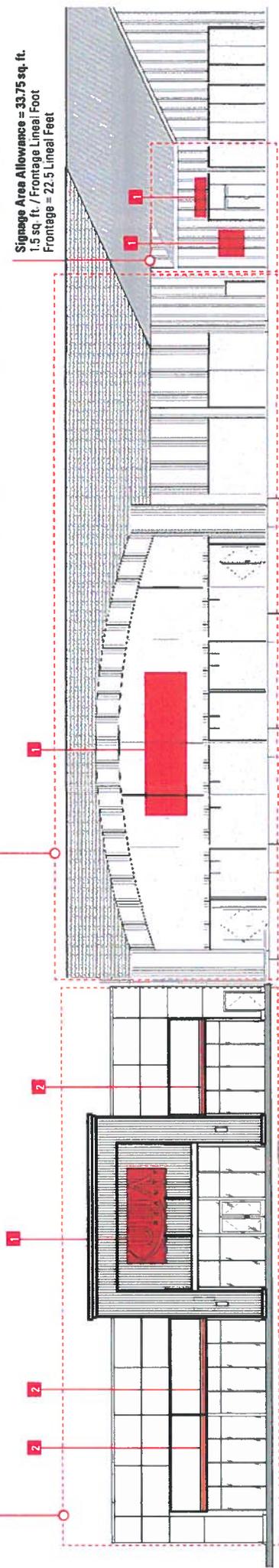
EXHIBIT A: USAGE EXAMPLES

Diagrammatic Illustration Showing Sample Usage of Sign Allowance

Signage Area Allowance = 184.5 sq. ft.
 1.5 sq. ft. / Frontage Lineal Foot
 Frontage = 123 Lineal Feet

NOTE:
 EXHIBITS FOR ILLUSTRATIVE PURPOSES ONLY TO
 SHOW OPTIONS FOR TENANT SIGN PLACEMENT
 USING ESTIMATED SIGN AREA

Signage Area Allowance = 145.5 sq. ft.
 1.5 sq. ft. / Frontage Lineal Foot
 Frontage = 97 Lineal Feet



Signage Area Allowance = 33.75 sq. ft.
 1.5 sq. ft. / Frontage Lineal Foot
 Frontage = 22.5 Lineal Feet

1 BUILDINGS D TENANT EXAMPLE - SOUTH ELEVATION
 Scale: 1/16" = 1'-0"

- 1** Wall Sign
- 2** Awning Sign
- 3** Blade Sign
- 4** Canopy Sign
- 7** Gable Wall Graphic

Signage Area Allowance = 55.5 sq. ft.
 1.5 sq. ft. / Frontage Lineal Foot
 Frontage = 37 Lineal Feet

Supergraphics Allowance = 202 sq. ft.
 Special Condition = 26' Gable Wall

Signage Area Allowance = 36 sq. ft.
 1.5 sq. ft. / Frontage Lineal Foot
 Frontage = 24 Lineal Feet

Signage Area Allowance = 37.5 sq. ft.
 1.5 sq. ft. / Frontage Lineal Foot
 Frontage = 25 Lineal Feet

Signage Area Allowance = 150 sq. ft.
 1.5 sq. ft. / Frontage Lineal Foot
 Frontage = 100 Lineal Feet

Supergraphics Allowance = 300 sq. ft.
 Special Condition = 26' Gable Wall

2 BUILDINGS D & E TENANT EXAMPLE - EAST ELEVATION
 Scale: 1/16" = 1'-0"

Signage Area Allowance = 73.5 sq. ft.
 1.5 sq. ft. / Frontage Lineal Foot
 Frontage = 49 Lineal Feet

Supergraphics Allowance = 340 sq. ft.
 Special Condition = 30' Gable Wall

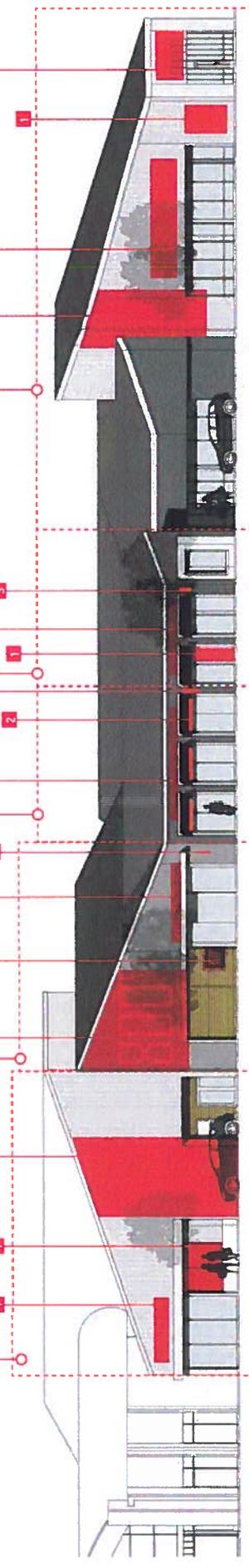
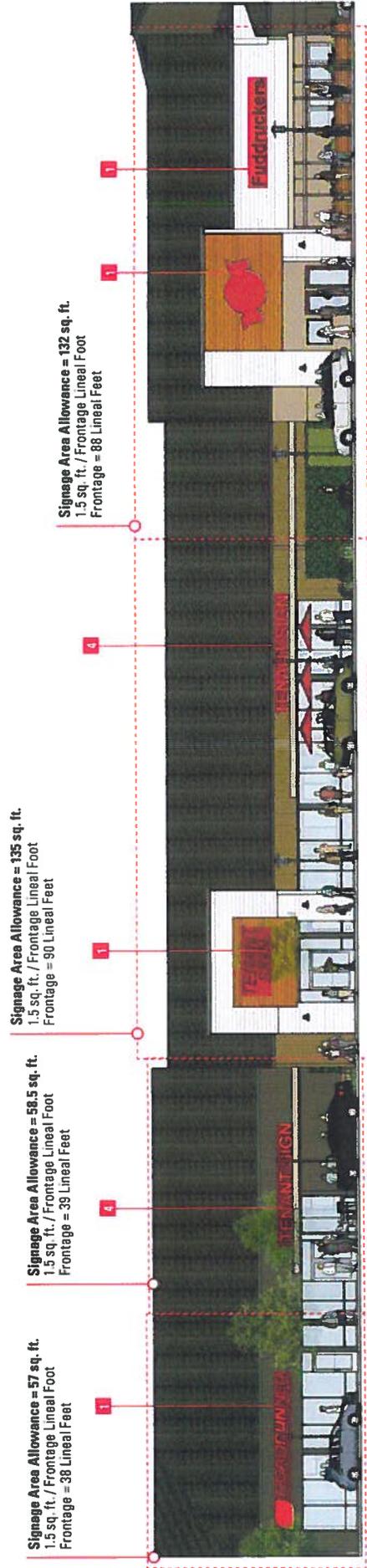


EXHIBIT A: USAGE EXAMPLES

Diagrammatic Illustration Showing Sample Usage of Sign Allowance

NOTE: EXHIBITS FOR ILLUSTRATIVE PURPOSES ONLY TO SHOW OPTIONS FOR TENANT SIGN PLACEMENT USING ESTIMATED SIGN AREA

- 1 Wall Sign
- 4 Canopy Sign

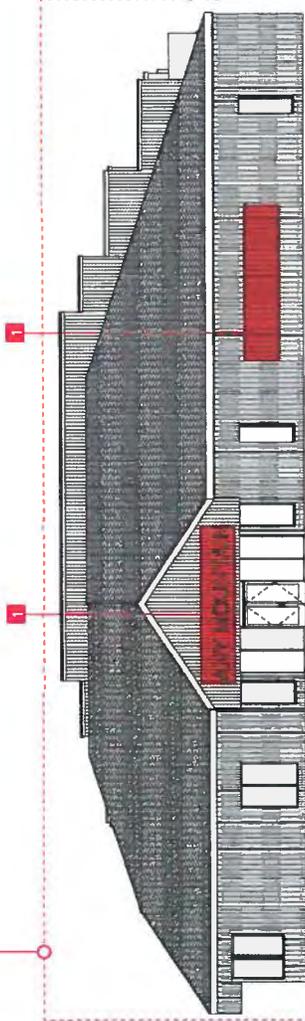


1 BUILDINGS E TENANT EXAMPLE - NORTH ELEVATION
Scale: 1/16" = 1'-0"

EXHIBIT A: USAGE EXAMPLES

Diagrammatic Illustration Showing Sample Usage of Sign Allowance

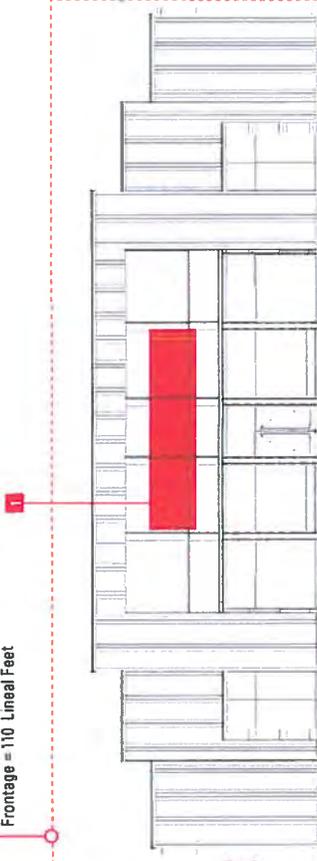
1 Signage Area Allowance = 201 sq. ft.
1.5 sq. ft. / Frontage Lineal Foot
Frontage = 134 Lineal Feet



1 BUILDINGS F TENANT EXAMPLE - NORTH ELEVATION

Scale: 1/16" = 1'-0"

1 Signage Area Allowance = 165 sq. ft.
1.5 sq. ft. / Frontage Lineal Foot
Frontage = 110 Lineal Feet

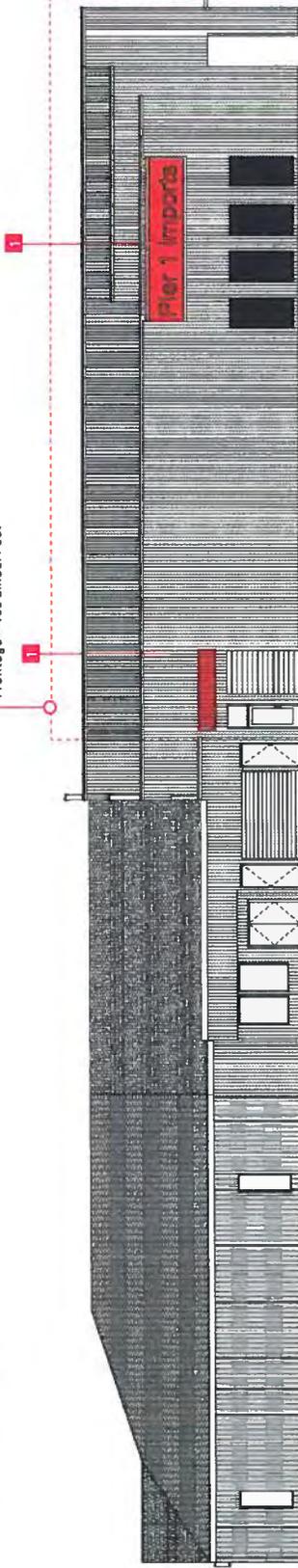


3 BUILDINGS F TENANT EXAMPLE - SOUTH ELEVATION

Scale: 1/16" = 1'-0"

NOTE:
EXHIBITS FOR ILLUSTRATIVE PURPOSES ONLY TO
SHOW OPTIONS FOR TENANT SIGN PLACEMENT
USING ESTIMATED SIGN AREA

1 Signage Area Allowance = 150 sq. ft.
1.5 sq. ft. / Frontage Lineal Foot
Frontage = 100 Lineal Feet



2 BUILDINGS F TENANT EXAMPLE - WEST ELEVATION

Scale: 1/16" = 1'-0"

EXHIBIT B: Existing Tenant Signs

All existing tenant signs shown in this exhibit were installed to comply with the previous Willows Shopping Center Master Sign Program. If and when tenant signs are updated or replaced, it is intended that all new signs adhere to the parameters set forth in this Master Sign Program.

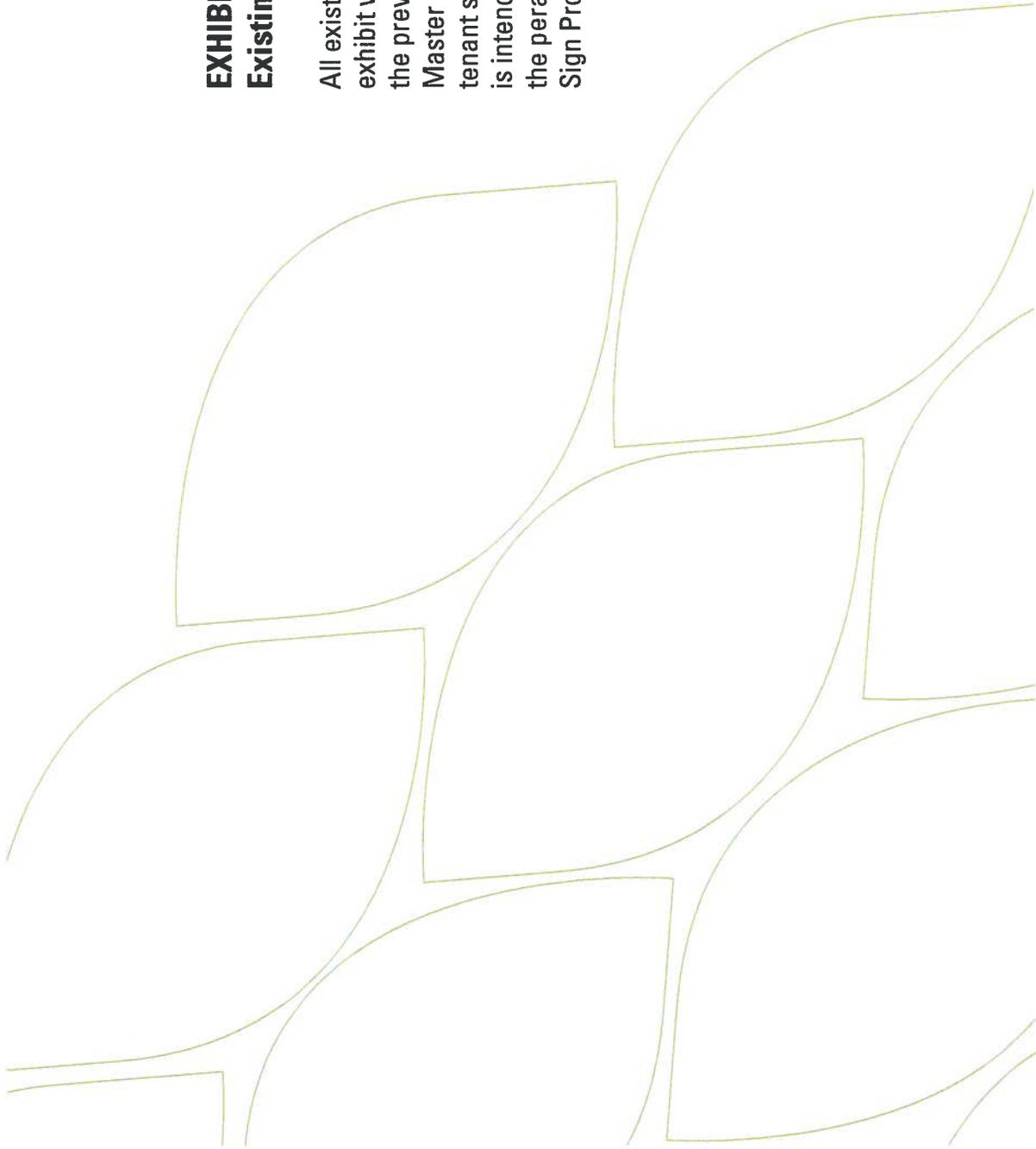


Exhibit B: Existing Tenant Signs Location Map

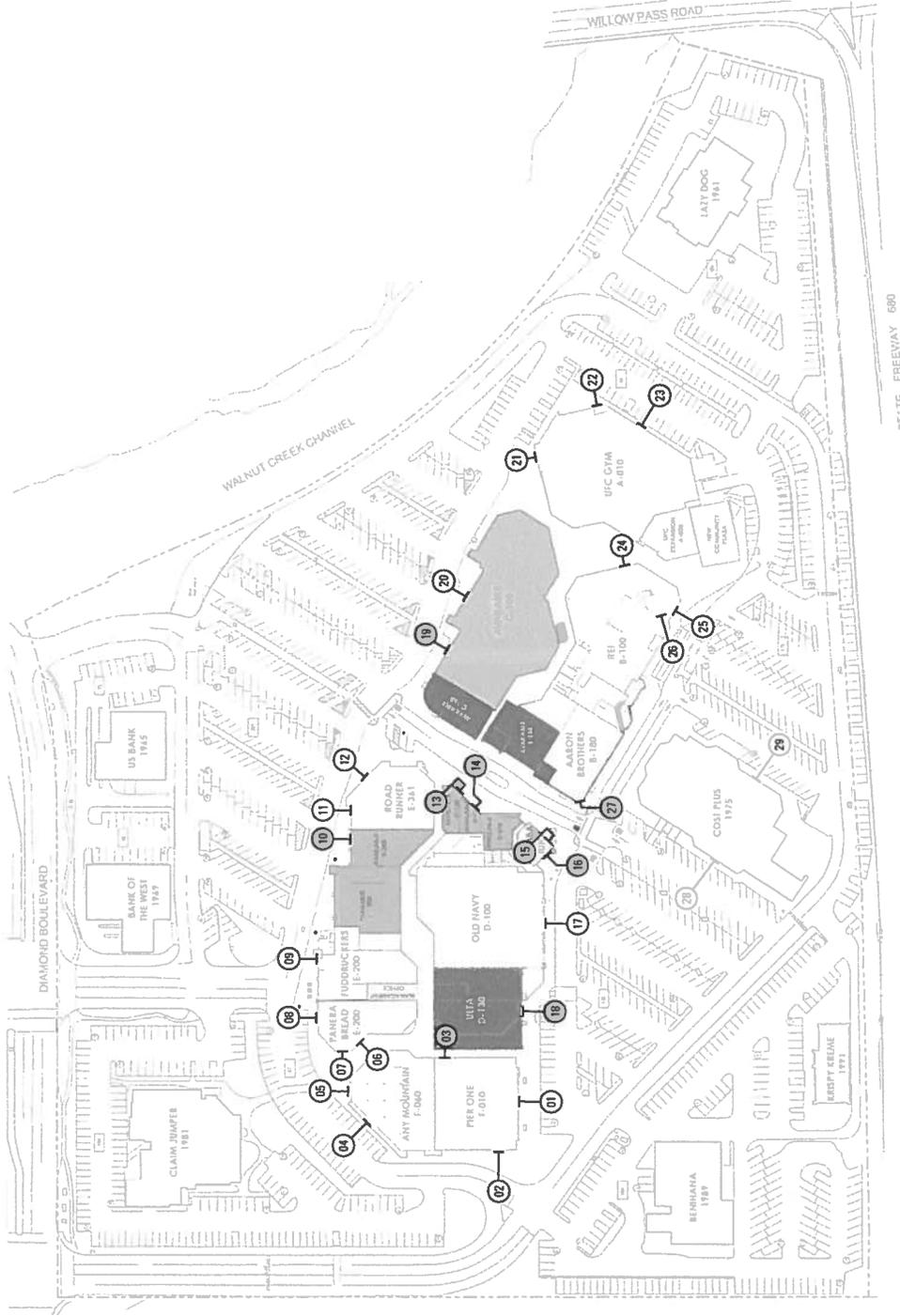


Exhibit B: Existing Tenant Signs

Photo Survey



Location 01



Location 02



Location 03



Location 04



Location 05



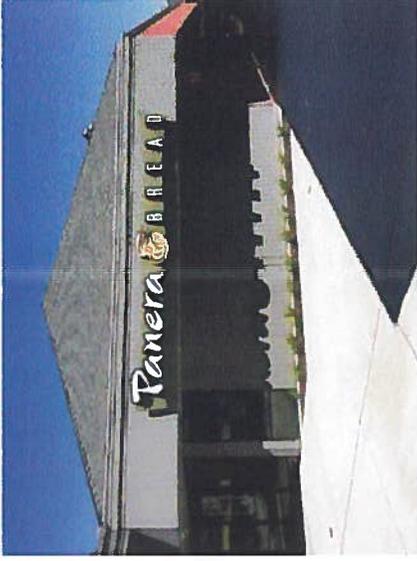
Location 06

Exhibit B: Existing Tenant Signs

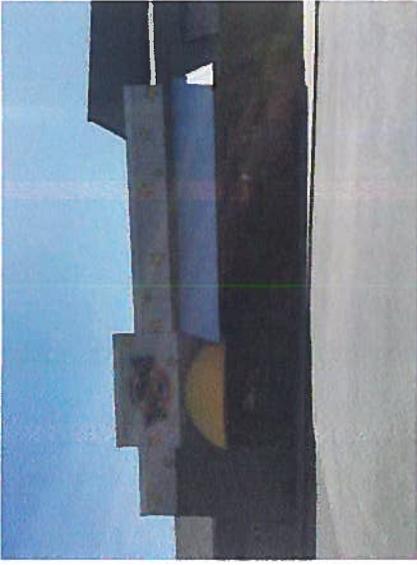
Photo Survey



Location 07



Location 08



Location 09



Location 10



Location 11



Location 12

Exhibit B: Existing Tenant Signs

Photo Survey



Location 13



Location 14



Location 15



Location 16



Location 17



Location 18

Exhibit B: Existing Tenant Signs

Photo Survey



Location 19



Location 20



Location 21



Location 22

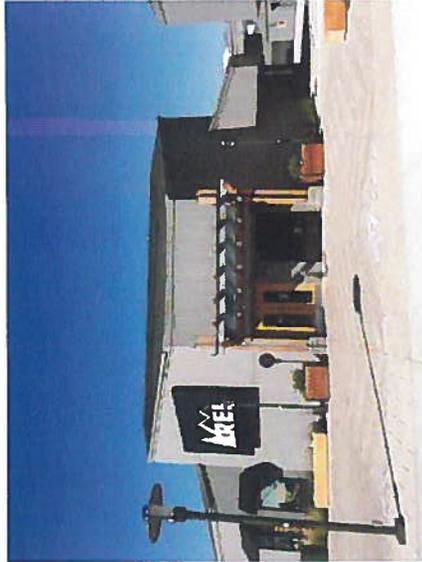


Location 23



Location 24

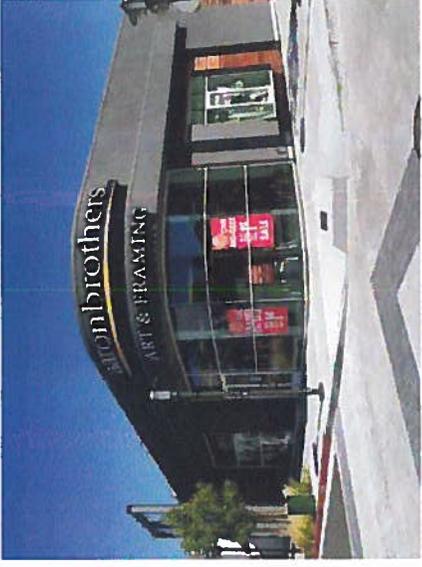
Exhibit B: Existing Tenant Signs
Photo Survey



Location 25



Location 26



Location 27



Location 28



Location 29

**EXHIBIT C:
Message Schedule**

This message schedule is applicable to the first phase of installation for the site signage and will likely be changed based on occupancy.



Message Schedule

EXHIBIT C: MESSAGE SCHEDULE

Message Schedule for Initial Sign Installation

Location#	SignType	Description	Side	Message	Notes
01	AA2	Street Monument	A/B	Uta Beauty Cost Plus Old Navy Panera Krispy Kreme	same messages both sides
02	AA2	Street Monument	A/B	Old Navy Cost Plus Any Mountain Pier One Panera	same messages both sides
03	AA2	Street Monument	A	UFC Gym REI Fuddrucker's Jamba Juics Aaron Brother's	
			B	UFC Gym REI Uta Beauty Jamba Juics Aaron Brother's	
04	AA2	Street Monument	A	UFC Gym The Jungle Lazy Dog Road Runner Sports REI US Bank	
			B	UFC Gym The Jungle Lazy Dog Cost Plus REI US Bank	

Message Schedule

Page 2 of 6

EXHIBIT C: MESSAGE SCHEDULE

Message Schedule for Initial Sign Installation

Location#	Sign Type	Description	Side	Message	Notes
05	AA2	Street Monument	A	Old Navy Fuddrucker's Ultra Beauty	
			B	[blank]	
06	AA1	Freeway Monument	A	REI UFC Gym The Jungle Road Runner Sports	
			B	[digital screen] REI UFC Gym [blank]	
07	AA1	Freeway Monument	A	Old Navy Pier One Any Mountain Ultra Beauty	
			B	Old Navy Any Mountain Pier One Ultra Beauty	
08	AD1	Vehicular Directional	A	1 Any Mountain Panera Fuddrucker's	
			3 Road Runner Sports Eureka!		
			B	7 Road Runner Sports Eureka!	
			1 REI UFC Gym		

Message Schedule

EXHIBIT C: MESSAGE SCHEDULE

Message Schedule for Initial Sign Installation

Location#	SignType	Description	Side	Message	Notes			
09	AD1	Vehicular Directional	A	→	Exit to Diamond Blvd.			
				←	Ultra Beauty Old Navy REI			
				←	Any Mountain Panera Fuddrucker's			
			B	↑	REI Cost Plus UFC Gym			
				↑	Exit to Diamond Blvd.			
				→	Any Mountain Panera Fuddrucker's			
				↗	Pier One Ultra Old Navy			
			10	AD1	Vehicular Directional	A	↗	Road Runner Sports The Jungle REI
							↗	[blank]
							↗	[blank]

Message Schedule

EXHIBIT C: MESSAGE SCHEDULE

Message Schedule for Initial Sign Installation

Location#	SignType	Description	Side	Message	Notes
13	AD1	Vehicular Directional	A	→ Road Runner Sports	
				Eureka! Ike's	
			B	↑ Pier One	
				Any Mountain	
14	AB1	Directory Map/ Pedestrian Directional	A	← Road Runner Sports	
				Eureka! Ike's	
			B	↑ REI	
				UFC Gym	
15	AB1	Directory Map/ Pedestrian Directional	A	[blank pedestrian section]	
				B	↑ Food & Dining
			REI		
			UFC Gym		
16	AB1	Directory Map/ Pedestrian Directional	A	[blank pedestrian section]	
				B	↗ Road Runner Sports
			Food & Dining		
			A	↑ Ike's Sandwiches	
Jamba Juice					
B	← Aaron Brother's				
	Fuddrucker's				
				Panera	
				→ The Jungle	

Message Schedule

Page 6 of 6

EXHIBIT C: MESSAGE SCHEDULE

Message Schedule for Initial Sign Installation

Location#	SignType	Description	Side	Message	Notes
17	AB1	Directory Map/ Pedestrian Directional	A	↑ Food & Dining Old Navy Ultra Beauty	
			B	[blank pedestrian section]	
18	FA1	Feature Supergraphic		[image family selection]	Verify Sizes in Field
19	FA1	Feature Supergraphic		[image family selection]	Verify Sizes in Field
20	FA1	Feature Supergraphic		[image family selection]	Verify Sizes in Field
21	FA1	Feature Supergraphic		[image family selection]	Verify Sizes in Field
22	FA1	Feature Supergraphic		[image family selection]	Verify Sizes in Field



REPORT TO PLANNING COMMISSION

DATE: February 3, 2016

SUBJECT: TWO-YEAR PILOT PROGRAM FOR SMALL SECONDARY LIVING UNITS

Recommendation: Adopt Resolution No. 16-01PC recommending the City Council pass an Ordinance approving the Development Code Amendment (PL16024-DC) to Section 18.200.180 for a Two-Year Pilot Program for Small Secondary Living Units, pass a Resolution adopting revisions to the Master Fee Schedule, and Develop and Implement a Marketing and/or Publicity Campaign for the Pilot Program.

I. Introduction

On November 12, 2015, the Policy Development and Internal Operations Committee discussed a staff proposal for a pilot program to encourage the creation of small secondary living units. The concept for the pilot program came about as a result of Housing Element Update Program H-1.4.4, which encourages City cooperation with the Contra Costa Water District, to determine if the fees charged by both jurisdictions for new small secondary living units could be reduced to encourage more affordable housing.

The Committee provided feedback and recommended the pilot program move forward for City approval, with minor adjustments. Staff recommends the Planning Commission adopt Resolution No. 16-1 (Exhibit A), recommending City Council recommending the City Council pass an Ordinance approving the Development Code Amendment (PL16024-DC) to Section 18.200.180 for a Two-Year Pilot Program for Small Secondary Living Units (Attachment 1 to Exhibit A), pass a Resolution adopting revisions to the Master Fee Schedule, and Develop and Implement a Marketing and/or Publicity Campaign for the Two-Year Pilot Program (also referred to as the "Pilot Program").

II. Background

On January 5, 2015, the Housing Element Update 2014-2022 was adopted by City Council; it includes a number of policies intended to support production of more affordable housing. Since the loss of Redevelopment and the elimination of associated affordable housing funding in 2012, the creation of new affordable housing units has been more difficult to achieve. One idea for creating additional affordable housing identified in the City's Housing Element was to reduce the impediments involved in the construction of secondary living units, sometimes known as "in-law units". Housing Element Program H-1.4.4 encourages the City to work with the Contra Costa Water District (CCWD), to determine if the fees charged by both jurisdictions for new secondary living units can be reduced to encourage more affordable housing.

To implement this program, staff attended a series of meetings with CCWD staff in 2015. CCWD staff was encouraged to study their secondary living unit fees as part of a Facility Reserve Charge study that was underway. Concurrently, City staff also examined City charges and impact fees applicable to new secondary living units, resulting in a proposal for a pilot program that would encourage and support development and permit approval of secondary living units. After review and

some modifications, the Policy Development and Internal Operations (PD&IO) Committee recommended the creation of a Two-Year Pilot Program to implement Program H-1.4.4 to:

- Encourage secondary living unit construction to increase the amount of affordable housing units, as one tool to assist the City in meeting its' Regional Housing Needs Allocation; and
- Create an avenue to legalize existing secondary units that were constructed without permits, to confirm compliance with building and safety codes.

At the November 12, 2015 PD&IO Committee meeting, staff recommended inclusion of five elements to the proposed pilot program. The annotated agenda is included as Exhibit B. These are:

1. Reduction in City-charged impact fees for small second units (less than 640 square feet), and requested the PD&IO Committee's input on large secondary living units (641-1,000 sq. ft.);
2. Removal of the City's requirement for owner occupancy of one of the two units if those properties are located within the City's downtown (Specific Plan) boundary;
3. Implementation of an amnesty program for existing second units that were built without benefit of City permits, upon application and payment of fees;
4. Development of a cross-marketing program with CCWD to encourage construction of these units; and
5. Implementation of the program as a 2-year pilot anticipated to be from March 31, 2016 through March 31, 2018, building in a formal evaluation of the program with the PD&IO Committee, prior to the program expiration.

Need for Affordable Housing

The need for affordable housing has been growing in Concord (and Statewide) as prices and rents have increased over the last three years. In particular, there is demand for affordable housing in and near the downtown that is close to transit services. The City's Secondary Living Unit Ordinance provides an opportunity for construction of a secondary living unit on all lots within any single family residential zoning district (RR, RS), as long as the can meet certain development standards, including minimum and maximum unit size, setbacks, parking, and design requirements. On parcels less than 12,000 sq. ft. in size, a one-bedroom secondary living unit of up to 640 sq. ft. may be allowed, subject to an Administrative Permit and Building Permit. Parcels greater than 12,000 sq. ft. may construct up to a 2 bedroom, 1,000 sq. ft. secondary living unit, subject to a Minor Use Permit and a Building Permit. In both cases, the secondary units may be attached or detached from the main residence, subject to meeting the required development standards.

Rental rates in Concord have increased substantially over the last 12 months, particularly in the downtown, and demand for affordable housing options has increased as well. A few new multi-family developments have been proposed in the downtown area, but none are currently under construction. The approved Renaissance Phase 2 apartment project is the only substantial multi-family housing project (179 units) within the downtown that could provide new housing within the next year. Other multi-family projects, such as the proposed Concord Village project (230 units) on East/Salvio Streets, are early in the entitlement process. However, rents for these projects are expected to be at or above the level affordable to moderate income families. Unlike these complex and costly

development projects, new secondary living units require a relatively short time line to approve and construct.

Impact Fees for Secondary Units

Development impact fees (for both CCWD and the City) charged for a secondary living unit are not dependent on the size of the unit. City fees for a secondary living unit currently include parkland fees (\$8,345), off-site street improvement program (traffic impact) fees (\$1,626), and sewer connection fees (\$2,774). Such fees are in addition to the cost of an Administrative Permit (or Minor Use Permit) (\$1,847-\$2,174) to establish the use, and the cost of a Building Permit/Building Inspection (\$1,500-\$2,897). In addition, CCWD requires a service connection fee for provision of water service that is substantial (previously \$24,525) for a detached secondary living unit (Exhibit C).

City Planning staff had a number of coordination meetings with CCWD Planning staff during 2015 to explore the willingness of CCWD to consider reductions to their water service fees for secondary living units. Consequently, this was examined as part of the CCWD Facilities Reserve Charge (FRC) review process, which just concluded. The FRC is a one-time charge for new customers to buy into existing and future CCWD facilities required to provide water service. The FRC methodology and cost basis was established by their Board of Directors in 1998, with updates in 2003, 2008 and most recently in 2015 that focuses on adjustments related to inflation and administration of the program. The FRC analysis, recently conducted, ensures that CCWD appropriately and fully recovers the costs associated with serving new connections.

On July 29, 2015, City Planning staff met with CCWD's Director of Planning to review their initial findings from the FRC analysis and was told that their staff would be recommending a 25% reduction in secondary unit fees to a level commensurate with 75% of the FRC for a standard 5/8" water line connection fee. The rationale for the 25% reduction in the FRC fee is that a (detached) secondary living unit is a smaller unit (no larger than one bedroom, one bathroom) and would result in less water demand than a more "standard" sized single family home. It should be noted that the CCWD water service connection fee is substantially reduced for an attached unit, as opposed to a detached unit. CCWD treats "attached" secondary living units more like an addition or enlargement of the existing home, rather than as a completely new living unit.

CCWD's recent staff report regarding the FRC Study Update, dated October 21, 2015 confirmed their approach toward a discount proposal for secondary living units. The recommendation was formalized and brought to the CCWD Board on January 6, 2016, as part of the annual rate and charges review, and the fee reduction was effective on February 1, 2016. As a result, CCWD's Director of Planning informed City planning staff, the new 5/8th inch connection fee is \$20,026/connection. However, the connection fee for a secondary unit will now be 75% of that or \$15,020/connection. This results in a reduction of \$5,006. It is noteworthy that the 25% reduction is for the FRC component only. The property owner will still be responsible for the service line charge (an additional \$5,500) to cover CCWD's costs of design, materials, and installation of the service line. The fee reduction would be applied within all five cities and the county area within CCWD's treated water service area. CCWD's FRC is subject to annual inflationary adjustments, based on the change in the San Francisco Construction Cost Index.

III. California Environmental Quality Act (CEQA)¹

The City Council adopted Resolution No. 15-2 on January 6, 2015, adopting a Negative Declaration for the Housing Element 2014-2022 General Plan Amendment to the Housing Element as Volume V of the *Concord 2030 General Plan* (“Approved Project”). The proposed Development Code changes are minor in nature and the codification of existing policy within the City’s Housing Element, which is the result of State legislative action, do not make substantial changes to the Approved Project or substantial changes with respect to the circumstances under which the Approved Project would be undertaken which would require revisions to the Negative Declaration due to new significant environmental effects or a substantial increase in the severity of previously identified significant effects, there is no new information that would require preparation of a subsequent or supplemental EIR or negative declaration under Public Resources Code Section 21166 or CEQA Guidelines Section 15162, none of the elements requiring a subsequent or supplemental negative declaration under Public Resources Code Section 21166 or CEQA Guidelines Section 15162 are met. In addition, the proposed code amendments will have minimal impact on the environment in that most all affected parcels would already be developed. Pursuant to the provisions of the California Environmental Quality Act (CEQA) of 1970, as amended, the project is classified as exempt pursuant to 15061(B)(3), falling within the “common sense” exemption set forth in 14 Cal. Code Regs. Section 15061(b)(3), excluding projects where “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment..” and no further environmental review is required. Moreover, future projects would undergo individual CEQA review.

IV. Discussion

The incentive for private individuals to construct secondary living units has been reduced over the last ten years due to, among various factors, the increasing costs of development impact fees from local agencies and jurisdictions. The proposed new 2-year pilot program to incentivize property owners within the City is intended to increase the amount of affordable housing and encourage infill development of secondary units in single family neighborhoods. The fee reduction by CCWD, in combination with a permit fee reduction by the City, would provide a substantial reduction in development impact fees for new second family units. Staff has had many inquiries and applications over the last few months, in particular from property owners who are interested in moving their parents onto their property. This proposal would assist seniors and others who are looking to downsize into more affordable smaller and/or one-story units.

The State Department of Housing and Community Development’s (HCD) indicates that a local jurisdiction may receive credit for new second family units as affordable housing that is counted towards the City’s Regional Housing Needs Assessment (RHNA), as long as the jurisdiction can demonstrate the units are affordable based on at least one of the following: 1) subsidies, financing or other mechanisms that ensure affordability, 2) actual rents; or 3) actual sale prices (Exhibit D). A City program to allow a reduction in development impact fees combined with the CCWD reduction in detached secondary unit fees would be considered a local mechanism to ensure affordable housing. Staff believes these units could also be tracked by initial rental rates, based on the State Department of Housing and Community Development income and rental guidelines.

¹ California Environmental Quality Act (CEQA) of 1970, Public Resources Code § 21000, et seq., and implementing State CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations, all as amended from time to time.

Impact Fees Proposed for Reduction in the City of Concord

Currently, secondary living units are charged the same development impact fees by the City of Concord regardless of the unit size, which can range between 275 square feet to 1000 square feet pursuant to the Development Code regulations. City impact fees to construct secondary living units are approximately one-half the cost of fees to construct a new single family home. Fees for secondary units include Parkland Dedication fees (\$8,345), off-site street improvement program (OSIP) or traffic fees (\$1,626) and sewer connection fees (\$2,774), for a total of \$12,745. Such fees are in addition to the Administrative Permit (or Minor Use Permit) to establish the use, and the cost of a building permit. In total, these City administrative, building permit and impact fees can total between \$16,092 and \$18,594.

For the Two-Year Pilot Program, staff proposes reducing the City’s development impact fees for smaller (640 sq. ft. or less) secondary living units, by a 50% reduction for the Parkland Dedication and OSIP fees, resulting in a reduction of \$4,985. The justification for this reduction is based on the minimal impact on parks and traffic anticipated with these additional small one-bedroom units. Many of these units are anticipated to be occupied by seniors and or by extended family members that might otherwise live in the primary home. No reduction for sewer fees is proposed since the new second family unit will typically require a new physical sewer connection (with a detached unit) and will place increased demand on the sewer system.

The fee reduction (Attachment 2 to Exhibit A) will encourage construction of the smaller units which will keep the potential issues of parking, noise and privacy to a minimum.

Table 1
Proposed Fee Reductions for Small Secondary Living Units
 (640 sq. ft. or less)

City Development Impact fees	Single Family Home (Low Density)	Current Fee Secondary Living Units	Proposed Fee for Small Secondary Units (640 sf or less)
Parkland	\$16,691	\$8,345	\$4,173
OSIP (traffic)	\$3,251	\$1,626	\$ 813
Sewer	\$5,043	\$2,774	\$2,774
Total City fees	\$24,985	\$12,745	\$7,760

¹ Administrative Permit (or Minor Use Permit) fees to establish the use are in addition to the building permit, with fees that range from \$1,847 to \$2,174. Building Permit/Inspection fees can range from approximately \$1,500 for conversion to \$2,897-\$3,675 for building a new secondary living unit (600 to 1,000 sq. ft.)

Staff proposes to retain the existing fees currently in place for larger secondary units (641-1,000 sq. ft.), which can have up to two bedrooms, since the existing secondary living unit fees already represent one-half of the fee for a typical single family home.

History of Approved Secondary Living Units

The Concord Secondary Living Unit Ordinance was adopted in 1982, consistent with State law requiring Cities to allow secondary living units on lots containing single family homes. The Ordinance has allowed secondary living units of up to 640 sq. ft. since that time. In 2012, the City’s

Development Code Update provided for larger secondary living units of up to 1,000 sq. ft. on parcels of 12,000 sq. ft. or larger.

Applications for secondary living units are typically tied to supply and demand of housing. As housing prices rise, interest in secondary living units increases. The City's has a two-step approval process for secondary living units: 1) administrative approval; and 2) Building Permit approval. However, staff's experience is that some owners do not seek a building permit, once they fully understand the cost of both the City's impact fees and CCWD service connection fees which are collected at the time the building permit is issued. During 2015, staff updated the checklist materials to provide the fee information in writing up front.

Applications to allow secondary living units have been increasing, with many owners stating they intend to move their parent(s) onto their property. Administrative approvals for 13 new secondary living units were processed in 2011-2015, with 9 applications made in 2015 alone, as shown in Table 2 below.

A few of the building permits during the 2011-2015 period sought to legalize existing unpermitted secondary living units. This sometimes occurs when a new owner realizes their unit was built without benefit of permits, or an owner is preparing to sell their property and finds that the lack of an approved building permit is a deterrent to a sale. There are numerous unpermitted secondary living units in Concord; it is hoped that the proposed fee reduction program would attract those owners to legalize their units during the proposed two-year program window.

**Table 2
Processing of Secondary Living Units**

Year	Entitlement	Building Permit
2011	0	0
2012	3	2
2013	1	1
2014	0	3
2015	9	3
Total	13	9

Pilot Program Timeline

The proposed 2-year Pilot Program is intended to spur the short-term creation of affordable housing while demand is high and provide adequate time to market the program. The two-year timeline will also allow those with existing but unpermitted units to go through the City's process, as necessary. Staff would examine the success of the program at the one- and two-year milestones to determine if the program is having a positive impact on the creation of units. The pilot program would automatically expire at the end of the two-year timeline. However, staff would then report the outcome of the program with the Planning Commission, including the number of units approved and constructed, to determine whether it would be valuable to recommend that the City Council consider extending/reestablishing the Pilot Program.

Current Ordinance and Deed Restriction

Section 18.200.180(E) of the Development Code – Secondary Living Units, requires owner occupancy whereby the owner must reside within either the primary or secondary living unit. Evidence of the recorded deed restriction for owner occupancy is required prior to issuance of the building permit. Residential occupancy is not monitored, unless there is some type of a code enforcement complaint or similar issue.

The PD&IO Committee considered elimination of the requirement for the deed restriction for new secondary living units (640 sq. ft. or less). Staff had recommended eliminating the requirement for new units within the Downtown Specific Plan boundary, due to their proximity to transit. However, the Committee recommended applying the concept more broadly, eliminating the deed restriction requirement for new units (640 sq. ft. or less) Citywide, since the history of construction of these second units has numbered relatively low in the last five years (see earlier table). In addition, members of the public who attended the meeting stated that property owners would be more willing to construct secondary units if the occupancy requirement were eliminated. The Committee was not willing to extend the elimination of the requirement to larger secondary living units, as those units were perceived as benefitting from closer oversight.

Removal of the occupancy requirement during the Pilot Program would encourage the following benefits:

- Increase the amount of affordable housing by design (of the small units);
- Enable owners to be able to rent out both units, providing more flexibility to investors;
- Reduce amount of landscaping requiring water use due to larger lot coverage by structures;
- Encourage property owners to re-invest in their properties due to increased housing demand; and
- Increase property value by legalizing non-permitted units.

During the Pilot Program, a property maintenance agreement shall be required for signature and recorded by the property owner, as shown in the text amendment to the Secondary Living Unit code language (Attachment 1 to Exhibit A). In addition, it should be noted that the City would retain the ability to require further review by incorporating a condition of approval, as currently used on certain projects, similar to the following: *“Should use of the secondary living unit result in conflicts pertaining to parking, traffic, privacy, etc., this permit may be required to be submitted for subsequent review at a public hearing, at the discretion of the Planning Manager and if necessary, the conditions may be modified or new conditions of approval may be added to mitigate such impacts, or this administrative approval may be revoked.”* Once built, if occupancy became an issue, a secondary living unit approval could be amended or revoked such that the unit may only be used as an accessory structure (not a living unit), should occupancy become unreasonably problematic.

No Fee Reduction Retroactivity

If the Pilot Program moves forward as recommended, fee reductions would become effective concurrent with the ordinance changes, anticipated to be March 31, 2016. The proposed fee reductions are not intended to be retroactive – meaning that those applicants who have already

received building permit approval for a new second family unit and paid the full fees in place at that time would not be eligible for a refund or reimbursement. However, anyone in the process that had not yet paid the fee and pulled their building permits would be eligible for the reduction. Staff has been making applicants aware of the proposed fee reduction over the last few months. The City's program could be implemented as soon as possible to take advantage of CCWD discounts and cross-marketed together.

Secondary Living Unit Amnesty Program

In addition to the fee reduction, staff recommends an amnesty program be available during the Pilot Program to encourage property owners with unpermitted secondary living units to bring them into compliance through application for legalization via the building permit process. Staff believes it would be beneficial to the City as well as to occupants of those units for health and safety reasons to ensure these units are compliant with existing building codes and properly constructed and inspected. Staff recommends waiving any penalties that would normally be charged for unpermitted construction as part of this program.

However, it should be noted that when an owner of an existing unpermitted structure seeks building permit approval retroactively, that existing structure must be constructed (or renovated) to meet current Building Code standards, regardless of when it may have been originally constructed. This is a requirement of the State law, and is intended to ensure current construction meets the most current health and safety provisions. Thus, a certain amount of the existing structure would likely need to be opened up and exposed for inspection to ensure the original construction was done properly, and may need to be reconstructed to existing standards. This requirement could limit interest in the program for those property owners with illegal secondary living units.

V. Analysis

18.200.180 Secondary Living Units

Regulations related to secondary living units in Concord's Development Code are established by State law (California Government Code Sections 65852.150 and 65852.2). The City's current code provisions in Section 18.200.180 Secondary Living Units are in compliance with state law. The City also currently requires submittal of a deed restriction requiring occupancy of one of the units.

Staff is proposing to revise the existing language in Section 18.200.180 of the Development Code (Attachment 1 to Exhibit A) to eliminate the requirement for the deed restriction for the small secondary living units of 640 sq. ft. or less, which is not a State provision. Staff anticipates that many of these units will be used for extended family members associated with the primary residence and does not anticipate neighborhood issues beyond those that are typically experienced within any neighborhood.

Summary

In summary, the benefits of a Two-Year Pilot Program to encourage secondary living unit construction include the following, in addition to a reduction of City fees (\$4,985) and CCWD fees (\$5,006) the program would:

-
- Increasing the number of affordable (by design) living units within the City;
 - Improving the number of units counted toward meeting the City’s RHNA;
 - Encouraging owners to bring un-permitted living units into compliance with current Building Codes, while fees are lower;
 - Motivating property owners to reinvest in their properties;
 - Creating a cross-marketing program with CCWD; and
 - Fulfilling Program H-1.4.4 within the City’s Housing Element Update: to encourage the City to work with CCWD and internally within the City to “scale” fees for second units.

Recommendation

The following elements would be included within the Two-Year Pilot Program for new small secondary living units (less than 640 sf):

- Program would extend from March 31, 2016 to March 31,2018—with Planning Commission review at the one-year mark and before the expiration of the program;
- Citywide application: open to all property owners;
- Provision of a 50% reduction to existing Parkland and OSIP (traffic) fees for small (up to 640 square feet in size) secondary living units (reduction of \$4,985);
- Provision of no retroactivity for fee reduction;
- Establishment of a marketing program (during March 2016) for roll-out upon approval;
- Incorporation of an amnesty program to increase the number of legal second units;
- Removal of the requirement for a deed restriction for new units requiring that one of the two units be owner occupied; and
- No fee reduction for the larger secondary living units (641 sq. ft. to 1,000 sq. ft.), which are already calculated at one-half of the single family rate.

VI. Fiscal Impact

The adoption of the proposed Development Code updates will have no fiscal impact on the City. The Planning division’s efforts are supported by the City’s General Reimbursement Fee.

VII. Public Contact

All appropriate public notices of this agenda item have been posted. An advertisement was posted in the newspaper in accord with the public notification requirements.

VIII. Summary and Recommendations

Staff recommends the Planning Commission adopt Resolution 16-01PC, recommending the City Council pass an Ordinance approving the Development Code Amendment (PL16024-DC) to Section 18.200.180 for a Two-Year Pilot Program for Small Secondary Living Units, pass a Resolution adopting revisions to the Master Fee Schedule, and Develop and Implement a Marketing and/or Publicity Campaign for the Two-Year Pilot Program.

IX. Motion

I (Comm. _____) hereby move that the Planning Commission adopt Resolution 16-01PC, recommending the City Council pass an Ordinance approving the Development Code Amendment (PL16024-DC) to Section 18.200.180 for a Two-Year Pilot Program for Small Secondary Living Units, pass a Resolution adopting revisions to the Master Fee Schedule, and Develop and Implement a Marketing and/or Publicity Campaign for the Two-Year Pilot Program. (Seconded by Comm. ____ .)

Prepared by:



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Reviewed by:



Laura Simpson, AICP
Planning Manager
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EXHIBITS

- Exhibit A: Planning Commission Resolution 16-01PC
 - Attachment 1: Amendment –Redline of Revisions to Secondary Living Unit Ordinance
 - Attachment 2: Revisions to the Master Fee Schedule
- Exhibit B: November 12, 2016 PD&IO Committee minutes
- Exhibit C: CCWD Jan. 6, 2016 Staff Report
- Exhibit D: State Department of Housing and Community Development income and rental guidelines

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**BEFORE THE PLANNING COMMISSION
OF THE CITY OF CONCORD,
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA**

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A RESOLUTION RECOMMENDING THE CITY COUNCIL PASS AN ORDINANCE APPROVING THE DEVELOPMENT CODE AMENDMENT (PL16024-DC) TO SECTION 18.200.180 FOR A TWO-YEAR PILOT PROGRAM FOR SMALL SECONDARY LIVING UNITS, PASS A RESOLUTION ADOPTING REVISIONS TO THE MASTER FEE SCHEDULE, AND DEVELOP AND IMPLEMENT A MARKETING AND/OR PUBLICITY CAMPAIGN FOR THE TWO-YEAR PILOT PROGRAM.

/ Resolution No. 16-01 PC

WHEREAS, the City of Concord adopted the 2030 Urban Area General Plan on October 2, 2007 (“General Plan); and

WHEREAS, the City of Concord concurrently certified the Final Environmental Impact Report for the 2030 Urban Area General Plan on October 2, 2007 (“General Plan FEIR”); and

WHEREAS, the City of Concord amended the General Plan on January 24, 2012 to incorporate an Area Plan for the Concord Reuse Project; and

WHEREAS, the City of Concord certified a Final Environmental Impact for the Concord Reuse Project Plan in February 2010 and an Addendum to that FEIR which covered the Area Plan and related General Plan Amendment on January 24, 2012 (“Reuse Plan FEIR/Addendum”); and

WHEREAS, the General Plan FEIR and Reuse Plan FEIR/Addendum together constitute a comprehensive evaluation of the environmental impacts of the Concord General Plan; and

WHEREAS, on July 10, 2012, the City Council certified the Concord Development Code Final Supplemental Environmental Impact Report and Mitigation Monitoring and Reporting Program, and adopted the Findings of Fact and Statement of Overriding Considerations (collectively, the “2012 SEIR”); and

WHEREAS, the 2012 SEIR was prepared and circulated in accordance with the California Environmental Quality Act of 1970, Public Resources Code §21000, et seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations (collectively, “CEQA”); and

1 **WHEREAS**, on July 24, 2012, the City Council adopted Chapter 122 of the Concord
2 Municipal Code (“Development Code”), to ensure consistency with General Plan policies, and an
3 update of its zoning maps to ensure consistency with the adopted General Plan Map; and

4 **WHEREAS**, Government Code section 65800 *et seq.* provides for the amendment of any and
5 all adopted City of Concord (“City”) zoning laws, ordinances, rules and regulations; and

6 **WHEREAS**, the City has complied with the requirements of the Local Planning Law
7 (Government Code section 65100 *et seq.*), and the City’s applicable ordinances and resolutions with
8 respect to approval of amendments to Chapter 122 of the Concord Municipal Code (“Development
9 Code”); and

10 **WHEREAS**, on October 9, 2012, the City Council adopted Ordinance No. 12-5 amending the
11 Development Code to correct minor technical errors and omissions and to provide clarification of
12 terms and procedures; and

13 **WHEREAS**, on September 24, 2013, the City Council adopted Ordinance No. 13-71 further
14 amending the Development Code to correct minor technical errors and omissions and to provide
15 clarification of terms and procedures; and

16 **WHEREAS**, on June 24, 2014, the City Council adopted Resolution No. 14-4823.1,
17 approving the Addendum to the Final Supplemental Environmental Impact Report (SEIR) to the 2030
18 Concord General Plan EIR for the Concord Development Code Project and adopting the Downtown
19 Concord Specific Plan General Plan Amendment (PL14160-GP) as Volume IV to the Concord 2030
20 General Plan (“2014 Addendum”); and

21 **WHEREAS**, on June 24, 2014, the City Council adopted Ordinance No. 14-6 further
22 amending the Development Code to provide clarification of terms and procedures; and

23 **WHEREAS**, on January 6, 2015, the City Council adopted Resolution No. 15-2 adopting a
24 Negative Declaration for the Housing Element Update 2014-2022 General Plan Amendment (PL14-
25 339 GP) to the Housing Element as Volume V of the Concord 2030 General Plan, and adopted
26 Resolution No. 15-4823.1 adopting the Housing Element Update 2014-2022 General Plan
27 Amendment to the Housing Element (“Approved Project”); and

1 **WHEREAS**, the City has initiated a subsequent Development Code text amendment to
2 eliminate the deed restriction requirement within Section 18.200.180 Secondary Living Units of the
3 Development Code; and

4 **WHEREAS**, such text amendment is in the form of the proposed Development Code
5 Amendment PL16024-DC (“Amendment”) attached hereto as Attachment 1 and incorporated by
6 reference), in order to implement Policy H-1.3, Policy H-1.4, Program H-1.4.2, and Program H-1.4.3
7 of the City’s Housing Element Update 2014-2022; and

8 **WHEREAS**, the proposed Development Code changes are minor in nature and the
9 codification of existing policy within the City’s Housing Element, which is the result of State
10 legislative action, do not make substantial changes to the Approved Project or substantial changes
11 with respect to the circumstances under which the Approved Project would be undertaken which
12 would require revisions to the Negative Declaration due to new significant environmental effects or a
13 substantial increase in the severity of previously identified significant effects, there is no new
14 information that would require preparation of a subsequent or supplemental EIR or negative
15 declaration under Public Resources Code Section 21166 or CEQA Guidelines Section 15162, none of
16 the elements requiring a subsequent or supplemental negative declaration under Public Resources
17 Code Section 21166 or CEQA Guidelines Section 15162 are met. In addition, the proposed code
18 amendments will have minimal impact on the environment in that parcels would already be
19 developed. Pursuant to the provisions of the California Environmental Quality Act (CEQA) of 1970,
20 as amended, the project is classified as exempt pursuant to 15061(B)(3), and no further environmental
21 review is required. Moreover, future projects would undergo individual CEQA review; and further,
22 staff believes the Amendment falls within the “common sense” exemption set forth in 14 Cal. Code
23 Regs. Section 15061(b)(3), excluding projects where “it can be seen with certainty that there is no
24 possibility that the activity in question may have a significant effect on the environment...”; and

25 **WHEREAS**, the Planning Commission, after giving all public notices required by State Law
26 and the Concord Municipal Code, held a duly noticed public hearing on February 3, 2016, on the Text
27 Amendment; and

1 **WHEREAS**, at such public hearing, the Planning Commission considered all oral and written
2 information, testimony, and comments received during the public review process, including
3 information received at the public hearing, the oral report from City staff, the written report from City
4 staff dated February 3, 2016, materials, exhibits presented, pertinent maps, plans, reports, studies,
5 memoranda, the Addendum, the Amendment, the General Plan, the General Plan FEIR, the Reuse
6 Plan FEIR/Addendum, the 2012 SEIR, the 2014 Addendum, the City of Concord Municipal Code, the
7 Development Code, applicable City laws and regulations, and all associated approved and certified
8 environmental documents, and all other information that constitutes the record of proceedings on
9 which the Planning Commission has based its decision are maintained at the offices of the City of
10 Concord Planning Division (collectively, “Project Information”); and

11 **WHEREAS**, at such public hearing, the Planning Commission considered the 2012 SEIR and
12 Negative Declaration for the Housing Element Update 2014-2022 in accordance with the requirements
13 of CEQA; and

14 **WHEREAS**, on February 3, 2016, the Planning Commission, after consideration of all
15 pertinent plans, documents, and testimony, declared their intent to recommend approval and adoption
16 of the Amendment.

17 **NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

18 Recitals

19 1. The Planning Commission finds that the above recitals (which are hereby incorporated by
20 reference) are accurate and constitute findings in this matter and, together with the Project
21 Information, serve as an adequate and appropriate evidentiary basis for the findings and actions set
22 forth in this Resolution, and further makes the following findings:

23 General

24 2. The Planning Commission has reviewed, considered, and evaluated all of the Project
25 Information prior to acting upon the Amendment.

26 3. The documents and other materials that constitute the record of proceedings upon which the
27 Planning Commission has based its recommendation are located in and may be obtained from the City

1 of Concord Planning Division, 1950 Parkside Drive, Concord, CA 94519.

2 CEQA

3 4. The City Council makes the findings set forth below with respect to CEQA:

4 a. The findings above are hereby incorporated by reference.

5 b. Based on substantial evidence in the whole record before the City, The City Council
6 adopted Resolution No. 15-2 on January 6, 2015, adopting a Negative Declaration for the Housing
7 Element 2014-2022 General Plan Amendment to the Housing Element as Volume V of the *Concord*
8 *2030 General Plan* (“Approved Project”). The proposed Development Code changes are minor in
9 nature and the codification of existing policy within the City’s Housing Element, which is the result of
10 State legislative action, do not make substantial changes to the Approved Project or substantial
11 changes with respect to the circumstances under which the Approved Project would be undertaken
12 which would require revisions to the Negative Declaration due to new significant environmental
13 effects or a substantial increase in the severity of previously identified significant effects, there is no
14 new information that would require preparation of a subsequent or supplemental EIR or negative
15 declaration under Public Resources Code Section 21166 or CEQA Guidelines Section 15162, none of
16 the elements requiring a subsequent or supplemental negative declaration under Public Resources
17 Code Section 21166 or CEQA Guidelines Section 15162 are met.

18 c. In addition, the proposed code amendments will have minimal impact on the
19 environment in that most all affected parcels would already be developed. Pursuant to the provisions
20 of the California Environmental Quality Act (CEQA) of 1970, as amended, the project is classified as
21 exempt pursuant to 15061(B)(3) falling within the “common sense” exemption set forth in 14 Cal.
22 Code Regs. Section 15061(b)(3), excluding projects where “it can be seen with certainty that there is
23 no possibility that the activity in question may have a significant effect on the environment...”no
24 further environmental review is required. Moreover, future projects would undergo individual CEQA
25 review.

26 d. The City considered the Project Information, including the 2012 SEIR and the 2014
27 Addendum in accordance with the requirements of CEQA.

1 e. The CEQA analysis represents the appropriate level of environmental review, is the
2 appropriate environmental document, for the Project.

3 f. The CEQA findings and recommendation reflect the independent judgment and
4 analysis of the City as the lead agency for the Amendment.

5 g. The Planning Commission hereby recommends that the City Council adopt the CEQA
6 findings.

7 Amendment

8 5. Based on the Project Information, and all oral and written testimony submitted on this item,
9 the Planning Commission makes the findings set forth below with respect to the Amendment:

10 a. The findings above are hereby incorporated by reference.

11 b. The proposed Amendment is consistent with the policies in the General Plan and is
12 necessary in order to implement the policies within the Housing Element Update.

13 c. The proposed Amendment would not be detrimental to the public interest, health,
14 safety, convenience, or welfare of the City.

15 6. The Planning Commission does hereby recommend that the City Council adopt an Ordinance
16 to approve the Amendment, consistent with the revisions in Attachment 1 hereto.

17 Secondary Unit Fee Reduction.

18 7. In an effort to increase Affordable Housing, the Two-Year Pilot Program would reduce the
19 parkland fee and off-site street improvement program fee by 50% to \$4,173 and \$813, respectively as
20 shown in Attachment 2, for small (640 sq. ft. and less) secondary living units.

21 Marketing

22 a. The Planning Commission hereby recommends that the City Council direct City staff
23 to develop and implement a marketing and/or publicity campaign for the Two-Year Pilot Program.

24 Effective Date

25 This resolution shall become effective immediately upon its passage and adoption.
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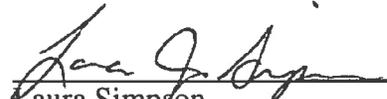
1 **PASSED AND ADOPTED** this 3rd day of February, 2016 by the following vote:

2 **AYES:** None

3 **NOES:** None

4 **ABSTAIN:** None

5 **ABSENT:** None

6 
7 Laura Simpson
8 Secretary to the Planning Commission

9 Attachment:

- 10 1 – Amendment: Redline of revisions to Section 18.200.180 Secondary Living Units
11 2 – Revisions to the Master Fee Schedule

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Attachment 1

18.200.180 Secondary living units.

Where allowed by Division II of this title (Zoning Districts – Uses and Standards), secondary living units shall comply with the requirements of this section.

A. Applicability. Secondary living units are allowed in all single-family residential (RR, RS) districts, low density residential districts (RL), and in other districts where single-family uses are allowed.

B. Limitation. No more than one principal single-family dwelling and one secondary living unit shall be allowed on any parcel in a single-family residential (RR, RS) district.

C. Compliance with City Ordinances. The principal single-family dwelling and the secondary living unit shall meet all provisions of the district in which they are located, including setbacks, height, lot coverage, and parking requirements and other applicable provisions of the development code, except as allowed by this section.

D. Location.

1. The secondary living unit shall be located within the area of the lot allowed for the principal dwelling and shall not be located within any required setback area.

2. The secondary living unit may be established through:

a. Conversion of existing floor space in an existing single-family dwelling;

b. An addition to an existing single-family dwelling;

c. Conversion of an existing accessory structure; provided, that it is located within the area allowed for principal single-family dwelling;

d. Construction of a new detached structure; provided, that it is located behind and within the area allowed for principal single-family dwelling;

e. On a vacant lot when a new single-family dwelling and the secondary living unit are approved and constructed at the same time, subject to:

- i. A deed restriction, pursuant to subsection (C) of this section, recorded prior to issuance of any building permit; and
- ii. Occupancy approval for the principal single-family dwelling is granted prior to occupancy approval for the secondary living unit.

E. Owner Occupancy.

1. Both units shall be occupied as separate single-family dwellings only if the legal owner occupies one of the units; otherwise, the two units shall be occupied as if they were one single-family dwelling. Nothing in this section prohibits one or both of the dwelling units from remaining vacant.
2. The city shall require recordation of a deed restriction setting forth this occupancy requirement. The deed restriction shall require that the legal owner of the property must occupy either the principal single-family dwelling or the secondary living unit.
3. Two-Year Pilot Program: For new units of 640 sq. ft. or less only, during the time period from March 31, 2016 to March 31, 2018, the Two-Year Pilot Program requirements are as follows:
 - a. Except as otherwise expressly provided herein, all requirements of this Section 18.200.180 shall apply.
 - b. Small secondary living units (up to 640 square feet in size) shall be entitled to a 50% reduction to existing Parkland and OSIP (traffic) as reflected in the City's Master Fees and Charges schedule. This fee reduction shall not apply to larger secondary living units (641 sq. ft. to 1,000 sq. ft.), and shall not be applied on a retroactive basis to any secondary living unit.
 - c. Incorporation of an amnesty program to increase the number of legal second units allowing that property owners of Small secondary living units (up to 640 square feet in size) which were established without necessary City permits, may seek to secure such permits upon submission an application, payment of applicable fees and appropriate building inspection. Current Building Code, Fire Code, and other health and safety requirements would apply

d. A recorded deed restriction as set forth in Section 18.200.180.E.2 will not be required during the Pilot Program period for new small secondary living units. However, during that time, the property owner shall be required to enter into a city-approved property maintenance agreement to ensure the property and improvements are maintained continuously in compliance with the conditions of approval imposed by the review authority, in accordance with Chapter 18.520 CDC (Performance Guarantees and Property Maintenance). Such agreement shall be recorded against the property.

e. The Two-Year Pilot Program shall automatically expire at 5:00pm on March 31, 2018 without further action of the Planning Commission or City Council. The Planning Commission shall evaluate the efficacy of the Pilot Program and provide a report to the City Council at the one-year mark and prior to February 19, 2018.

F. General Requirements.

1. Size.

a. On a lot less than 12,000 square feet in net area, the total floor area of the secondary living unit shall be no less than 275 square feet or more than 640 square feet, exclusive of the carport or garage. The secondary living unit shall have no more than one bedroom.

b. On a lot 12,000 square feet or greater in net area, the total floor area of the secondary living unit may increase to a maximum of 1,000 square feet, exclusive of the carport or garage. The secondary living unit shall have no more than two bedrooms in addition to the following requirements:

i. If an attached garage or carport is proposed for the secondary living unit as an accessory structure provided for in CDC 18.200.030, the maximum floor area for both structures combined shall be subordinate to the primary single-family dwelling and shall not exceed 75 percent of the area of the primary dwelling.

ii. If a garage or carport is proposed to be attached to the secondary living unit as an accessory structure provided for in CDC 18.200.030, the maximum size of the accessory structure shall be 460 square feet.

iii. No other accessory structure, as provided for in CDC 18.200.030, shall be allowed to be attached to the secondary living unit.

c. No more than 25 percent of the existing floor area of a principal residence may be converted into a secondary living unit. This 25 percent limitation applies only to conversions, which take place within existing principal dwelling unit.

2. Design.

a. The secondary living unit and any attached covered parking shall be clearly subordinate to the principal single-family dwelling by size, location, and appearance.

b. The exterior appearance and character of the secondary living unit shall replicate the principal single-family dwelling in architectural style, roof and siding materials, and colors.

c. Outside stairways leading to a second-story secondary living unit shall not be in front of the principal single-family dwelling or in an exterior side yard if visible from a public or private street. Access to a single story unit by stairs or an ADA accessible ramp may be permitted at the front of the principal dwelling.

d. A secondary living unit attached to the principal single-family dwelling shall not have a separate entrance located on the same side as the entrance for the principal dwelling.

e. Detached secondary living units shall be located behind the principal dwelling and shall be substantially screened from view to neighbors and adjoining streets by landscaping.

3. Parking. The parking required for a secondary living unit is in addition to the required off-street parking for the principal dwelling unit.

a. One-Bedroom Secondary Units. One off-street parking space on site, as follows:

i. The parking space may be an uncovered space or a tandem space.

ii. The parking space may be located in the front yard setback if contained within the space of an existing paved driveway.

iii. If the subject site only has a single-car garage serviced by a single-car driveway (12-foot width), the driveway pavement may be widened up to an additional nine feet to provide one parking space for the secondary living unit.

b. Two-Bedroom Secondary Units. Two parking spaces on site, as follows:

i. At least one space shall be covered in a carport or garage.

ii. The covered space may be located in a three car garage that provides parking for both the principal single-family dwelling and secondary living unit.

iii. The uncovered parking may be a tandem space to the covered space for the secondary living unit if not located within the front yard setback.

G. Subdivision. No subdivision of land or air rights shall be allowed.

H. Permit Requirements. Secondary living units shall be subject to the following permits in accordance with Division VII of this title (Permits and Permit Procedures). Secondary living units constructed without the benefit of a permit shall obtain approval pursuant to the requirements of this section.

1. Administrative Permit. An administrative permit shall be required for any secondary living unit that meets all of the requirements of this section and does not exceed 640 square feet or more than one bedroom.

2. Minor Use Permit. A minor use permit shall be required for any secondary living unit that does not meet all of the provisions of this section and for any secondary living unit that is over 640 square feet up to 1,000 square feet and has a maximum of two bedrooms.

I. Appeals.

1. Administrative permits that meet all of the requirements of this section shall not be subject to an appeal. If an appeal is filed due to noncompliance with this section, the planning division shall review the appeal. If the planning division determines that the application complies with all of the requirements of this section, the appeal shall be denied, and that decision shall be final and no further appeals shall be made.

2. Minor use permit approvals shall be appealed in accordance with the provisions in Chapter 18.510 CDC (Appeals and Calls for Review). [Ord. 13-5; Ord. 12-4. DC 2012 § 122-631].

D. PERMIT CENTER FEES (Continued)

	Current Planning Fee	Current Engineering Fee	Current Building Fee
27. Neighborhood Preservation			
a. Reinspection Fee (7-1-13)	n/a	n/a	183.00
b. Extension Fee (7-1-13)	n/a	n/a	87.00
c. Graffiti and Summary Abatement (6-1-94)	n/a	n/a	At Cost
Plus Administrative fee (percent of cost) (6-1-94)	n/a	n/a	30%
d. Public Nuisance Administrative Fines (Per Government Code Sections 53069.4, 25132(b), and 36900(b))			
1) First issuance in 12 months (7-1-06)	n/a	n/a	100.00
2) Second issuance in 12 months (7-1-06).....	n/a	n/a	200.00
3) Third and subsequent issuance in 12 months (7-1-06)	n/a	n/a	500.00
e. Annual Multiple Family Rental Dwelling Unit Inspection and Maintenance Fee (per unit) (7-1-13).....	n/a	n/a	49.00
1) Failure to pay fee after due date			
a) 31 – 60 days after due date, percent of initial fee (6-21-01).....	n/a	n/a	20%
b) 61 – 90 days after due date, percent of initial fee (6-21-01).....	n/a	n/a	40%
c) 90 days or more after due date, percent of initial fee (6-21-01).....	n/a	n/a	50%
d) Application fee for self certification (7-1-13).....	n/a	n/a	65.00
f. Building and Safety Code Violations (Per Government Code Sections 53069.4, 25132(c), and 36900(c)).....			
1) First issuance in 12 months (7-1-07)	n/a	n/a	100.00
2) Second issuance in 12 months (7-1-07).....	n/a	n/a	500.00
3) Third and subsequent issuance in 12 months (7-1-07)	n/a	n/a	1,000.00
g. Confiscated Signs (CMC 18.180.160) (7-1-13)			
1) First violation (7-1-07)	n/a	n/a	30.00
2) Second violation (7-1-07).....	n/a	n/a	40.00
3) Third violation (7-1-07).....	n/a	n/a	40.00
a) Plus Citation (7-1-07)	n/a	n/a	See 27.d.
b) Plus Reinspection Fee (7-1-07)	n/a	n/a	See 27.a.
h. Request for Exemption for Small Collection Facilities for Nonprofit Organizations (7-1-08)	n/a	n/a	250.00
28. Off-Site Street Improvement Program (OSIP)			
(CMC 19.25.040) Fee Increase Under Review (9-1-10)			
a. Single family unit, per dwelling unit (9-1-12).....	n/a	3,251.00	n/a

D. PERMIT CENTER FEES (Continued)

	Current Planning Fee	Current Engineering Fee	Current Building Fee
1) Secondary living unit (9-1-12).....	n/a	1,626.00	n/a ← \$813.00
b. Multi family unit, including condominium and townhouse (per dwelling unit) (7-1-12)	n/a	2,624.00	n/a
c. Commercial (per gross sq. ft.) (9-1-10)	n/a	8.81	n/a
d. Office (per gross sq. ft.) (9-1-10).....	n/a	7.04	n/a
e. Industrial (per gross sq. ft.) (9-1-10).....	n/a	2.98	n/a
f. Mini-storage (per gross sq. ft.) (9-1-12)	n/a	1.51	n/a
29. Other Community Development Fees			
a. Abatement Hearing (by the Zoning Administrator) (7-1-13)	292.00	n/a	n/a
b. Street Name Change (7-1-13).....	438.00	n/a	n/a
1) Replacement and installation of street name signs (7-1-95)	At Cost	n/a	n/a
c. Continuance of Hearing Item			
Note: City elected and appointed officials and staff are exempt from the continuance fee. (11-1-91)			
1) Continuance by Applicant (7-1-13)	438.00	n/a	n/a
2) Re-publication and re-notification (7-1-13).....	219.00	n/a	n/a
d. Withdrawal of application and refund of fee:			
1) If written request to withdraw an application is submitted within three (3) workdays of filing an application, the full filing fee shall be refundable. (12-28-92)			
2) If written request to withdraw an application is submitted after three (3) and within seven (7) workdays of filing an application, forty percent (40%) of the filing fee shall be refundable. (12-28-92)			
3) If no written request for withdrawal is submitted by the time specified in 1) or 2) above, no part of the filing fee shall be refundable. (12-28-92)			
30. Oversized Load Permit			
a. A single day vehicle movement (7-1-07).....	n/a	16.00	n/a
b. Multiple movements of a vehicle for a one-year period (special conditions apply) (7-1-07)	n/a	90.00	n/a
31. Park Land (CMC 19.15)			
a. Rural Residential-Conservation/Low-Density Residential Designations; Park Land Requirement - 697 sq. ft. per unit; (per unit)			
Effective 9-1-06	n/a	11,910.00	n/a
Effective 9-1-07	n/a	13,504.00	n/a
Effective 9-1-08	n/a	15,098.00	n/a
Effective 9-1-09	n/a	16,691.00	n/a

D. PERMIT CENTER FEES (Continued)

	Current Planning Fee	Current Engineering Fee	Current Building Fee
b. Medium-Density Designation; Park Land Requirement - 479 sq. ft. per unit; (per unit)			
Effective 9-1-06.....	n/a	8,170.00	n/a
Effective 9-1-07.....	n/a	9,271.00	n/a
Effective 9-1-08.....	n/a	10,370.00	n/a
Effective 9-1-09.....	n/a	11,470.00	n/a
c. High-Density Designation; Park Land Requirement - 414 sq. ft. per unit; (per unit)			
Effective 9-1-06.....	n/a	7,055.00	n/a
Effective 9-1-07.....	n/a	8,009.00	n/a
Effective 9-1-08.....	n/a	8,962.00	n/a
Effective 9-1-09.....	n/a	9,914.00	n/a
d. Downtown, Seniors and Special Needs Housing Units; Park Land Requirement - 305 sq. ft. per unit; (per unit)			
Effective 9-1-06.....	n/a	5,233.00	n/a
Effective 9-1-07.....	n/a	5,924.00	n/a
Effective 9-1-08.....	n/a	6,613.00	n/a
Effective 9-1-09.....	n/a	7,304.00	n/a
e. Fee For Secondary Unit - shall be fifty percent (50%) of the Rural Residential-Conservation/Low Density Residential Designation (per unit)			
Effective 9-1-06.....	n/a	5,955.00	n/a
Effective 9-1-07.....	n/a	6,752.00	n/a
Effective 9-1-08.....	n/a	7,548.00	n/a
Effective 9-1-09.....	n/a	8,345.00	n/a
		\$4,173	
32. Parking, In-Lieu Payment			
Per off-street parking space that a development is deficient (5-1-04)	1,572.00	n/a	n/a
33. Political Sign			
Political Sign Removal (per sign) (07-1-07).....	n/a	n/a	18.00
34. Preliminary Application*			
a. Minor subdivision, Residential, one to four lots/units (7-1-13).....	730.00	860.00	n/a
b. Major subdivision, Residential			
Five to 100 lots/units (7-1-13).....	1,168.00	1,376.00	n/a
101 lots/units or more (7-1-13).....	1,460.00	1,892.00	n/a

CITY COUNCIL COMMITTEE**POLICY DEVELOPMENT
AND INTERNAL OPERATIONS**

Mayor Tim Grayson, Chair
Laura Hoffmeister, Committee Member

5:30 p.m.
Thursday, November 12, 2015

Wing A, Garden Conference Room
1950 Parkside Drive, Concord

- ANNOTATED AGENDA -

ROLL CALL: Committee member Laura Hoffmeister was present. Council member Ron Leone substituted for Committee Chair Tim Grayson who was absent.

STAFF PRESENT: Jovan Grogan, Deputy City Manager; Victoria Walker, Director of Community & Economic Development; Laura Simpson, Planning Manager; Joan Ryan, Senior Planner.

MEMBERS OF THE PUBLIC WHO ADDRESSED THE COMMITTEE: None

PUBLIC COMMENT PERIOD: None

- 1. CONSIDERATION – Proposed Fee Reduction for Secondary Living Units.** Report by Joan Ryan, Principal Planner.

ACTION: Joan Ryan presented a report sharing the background of the Housing Element Update and Program H-1.4.4 which encouraged the City to work with the Contra Costa Water District to reduce their fees. She also reviewed the Secondary Living Unit ordinance, Secondary Living Unit fees, coordination during the last year with Contra Costa Water District (CCWD), and proposed reductions in CCWD fees and City impact fees for the development of secondary living units. She then described a proposed 2-year Pilot Program to encourage the construction of secondary living units as a tool to achieve additional affordable housing. The program includes a reduction by 50% in the parkland and OSIP (traffic) fees, and an amnesty program to legalize illegally constructed units.

The Committee discussed the proposal. The Committee agreed with the 2-year Pilot Program and the 50% reduction in fees, but noted the fee reduction would only be for the 640 sq. ft. or smaller

units. They also agreed with the incorporation of an amnesty program in which the owner would pay the reduced fees and any required building permit fees (without penalties). Finally, the Committee stated that for the short 2-year period, the deed restriction for owner occupancy requirements could be waived, and agreed that staff would have two years to evaluate the program. The Committee indicated the next step would be to review the program before the full Council.

2. ADJOURNMENT at 6:45 p.m.

Reviewed by:



Jovan Grogan, Deputy City Manager

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Distribution: City Council
Valerie Barone, City Manager
Jovan Grogan, Deputy City Manager
Victoria Walker, Director of Community & Economic Development
Laura Simpson, Planning Manager
John Montagh, Economic Development & Housing Manager
Joan Ryan, Senior Planner
Administrative Services

CONTRA COSTA WATER DISTRICT

NEW SERVICE FEES

Effective from February 1, 2015

Walk-In Charges:

Meter Size	Facility Reserve Chg	Service Line	Meter Charge	Sub-Total	BPD Charge	BPD Install	Total	Total
5/8" 20 GPM	\$18,988	\$5,100	\$70.00	\$24,136.00	\$254	\$135	\$389	\$24,525.00
3/4" 30 GPM	\$28,450	\$5,100	\$130.00	\$33,680.00	\$254	\$135	\$389	\$34,069.00
1" 50 GPM	\$47,416	\$5,100	\$170.00	\$52,686.00	\$291	\$135	\$426	\$53,112.00
1" * 50 GPM	\$18,966	\$5,100	\$170.00	n/a	\$291	\$135	\$426	\$24,662.00
1-1/2" 100 GPM	\$94,832	See Note 5 below						
2" 160 GPM	\$151,732	See Note 5 below						

HYDRANT METER - Deposit	WATER COST	STANDARD MEASUREMENTS
3" \$700.00	\$3.1574 Per Hundred Cubic Feet (HCF)	325, 851 gals. = 1 acre foot 7.4805 gals.=one cubic foot (CF) 748.05 gals.=100 cubic feet (HCF)

1. A charge of \$44.00 will be made for each meter installation (regardless of size) made at any time other than when the service line is installed (Regulation 5.08.040C).
2. Upgrading a meter (to a larger meter), there will be a \$100.00 replacement charge, plus the difference of Facilities Reserve Charge (FRC) and Meter Charge over current charges, and District's costs in making any necessary modifications or replacements of the service line from the main to the meter (Regulation 5.32.050A).
3. FRC credit will be allowed for the difference between larger and smaller meters. The credit received is based on the actual date of the last payment made on the existing meter.
4. Relocation or abandonment of a service connection will be actual cost but not less than \$90.00 (Regulation 5.08.050C).
5. Construction costs determined by actual costs of design, materials, installation, and overhead. (Regulation 5.08.040B and C).
- 6.* Single Family Residential unit with inside sprinkler system. Sprinklered systems require written confirmation from the local fire district. Effective January 1, 2011, all new residential construction will require a residential fire sprinkler system, per the 2010 California Building Code.

NORMAL RATES CHARGE PER DAY

METER SIZE

5/8"	\$0.5707	
3/4"	\$0.8560	
3/4"***	\$0.8106	
1"	\$1.4266	
1"***	\$0.8163	
1 1/2"	\$2.8533	
2"	\$4.5652	
3"	\$9.1304	
4"	\$14.2663	Quantity Charge per 100 cubic feet = \$3.4513***

* Single Family Residential unit w/inside sprinkler system required by local fire district. Necessity of sprinkler systems require written confirmation from the local fire Protection District.

**Residential sprinkler rate.

***Energy surcharge will be added to each connection based on Zone connection location.



California Department of
Housing and Community Development

Regional Housing Needs Assessment (RHNA)

[Previous](#)
(SHN shelters.php)

[Next](#)
(SIA home.php)

[Skip To: Requisite Analysis \(#Requisite Analysis\) | Sample Analyses \(#Model Analyses\) | Links \(#Links\) |](#)

Last Updated 5/6/2010

The element shall contain an analysis of population and employment trends and documentation of projections and quantification of the locality's existing and projected housing needs for all income levels. These projected needs shall include the locality's share of the regional housing need in accordance with Section 65584 (Government Code Section 65583(a)(1)).

HCD is required to allocate the region's share of the statewide housing need to Councils of Governments (COG) based on Department of Finance population projections and regional population forecasts used in preparing regional transportation plans. The COG develops a Regional Housing Need Allocation Plan (RHNA-Plan) allocating the region's share of the statewide need to cities and counties within the region. The RHNA-Plan should promote the following objectives:

- increase the housing supply and the mix of housing types, tenure and affordability in all cities and counties within the region in an equitable manner;
- promote infill development and socioeconomic equity, the protection of environmental and agricultural resources, and the encouragement of efficient development patterns; and
- promote an improved intraregional relationship between jobs and housing.



Housing element law recognizes the most critical decisions regarding housing development occur at the local level within the context of the periodically updated general plan. The RHNA-Plan component of the general plan requires local governments to balance the need for growth, including the need for additional housing, against other competing local interests. The RHNA-Plan process of housing element law promotes the state's interest in encouraging open markets and providing opportunities for the private sector to address the State's housing demand, while leaving the ultimate decision about how and where to plan for growth at the regional and local levels. The process maintains local control over where and what type of development should occur in local communities while providing the opportunity for the private sector to meet market demand. While land-use planning is fundamentally a local issue, the availability of housing is a matter of statewide importance. The RHNA-Plan process requires local governments to be accountable for ensuring that projected housing needs can be accommodated and provides a benchmark for evaluating the adequacy of local zoning and regulatory actions to ensure each local government is providing sufficient appropriately designated land and opportunities for housing development to address population growth and job generation.

REQUISITE ANALYSIS

Regional Housing Needs Assessment

Housing element law requires a quantification of each jurisdiction's share of the regional housing need as established in the RHNA-Plan prepared by the COG.

The Regional Housing Need Assessment (RHNA) is a minimum projection of additional housing units needed to accommodate projected household growth of all income levels by the end of the housing element's statutory planning period. Each locality's RHNA is distributed among four income categories to address the required provision for planning for all income levels. The distributed RHNA should be addressed in the housing element as follows:

REGIONAL HOUSING NEED ALLOCATION

Income Category	New Construction Need
Very Low (0-50% of AMI)	
Low (51-80% of AMI)	
Moderate (81-120% of AMI)	
Above Moderate (over 120% of AMI)	

TOTAL UNITS

Jurisdiction RHNA Credit for New Housing Units Since Start Date of RHNA Projection Period

The jurisdiction authorized to permit a particular residential development may take RHNA credit for new units approved, permitted, and/or built since the start date of the RHNA projection period. Information on the RHNA projection period for each region can be found at http://www.hcd.ca.gov/hpd/hrc/plan/he/he_time.htm

A jurisdiction may take RHNA credit for units built on sites controlled by an exempt State, Federal, or Tribal Nation entity (e.g. College/University, Military, recognized Tribe) when the local government is the appropriate jurisdiction to report the new units to State Department of Finance when annually completing DOF's housing unit survey. (See section: "Inventory of Land Suitable for Residential Development" under Site Suitability http://www.hcd.ca.gov/hpd/housing_element2/SIA_land.php ([/hpd/housing_element2/SIA_land.php](http://hpd/housing_element2/SIA_land.php)))

To credit units affordable to very-low, low-, and moderate-income households toward the RHNA, a jurisdiction must demonstrate the units are affordable based on at least one of the following:

- ✱ • subsidies, financing or other mechanisms that ensure affordability (e.g., MHP, HOME, or LIHTC financed projects, inclusionary units or RDA requirements);
- actual rents; and
- actual sales prices.

California Department of Housing and Community Development (HCD)

Densities of housing developments do not describe affordability for the purposes of crediting units against the jurisdiction's RHNA. For projects approved but not yet built, the jurisdiction must demonstrate the units can be built within the remaining planning period and demonstrate affordability to very low- or low-income households as follows:

UNITS APPROVED, PERMITTED, AND/OR BUILT

Project Name	Status Approved/Permitted/Built	Total Units	Units by Income Level				Methodology of Affordability Determination (1) Sales price (2) Rent price (3) Type of Subsidy
			VL	L	M	AM	

REMAINING NEED BASED ON UNITS BUILT/UNDER CONSTRUCTION

Income Category	A New Construction Need	B Units Built, Under Construction or Approved	A-B Remaining Need
Very Low (0-50% of AMI)			
Low (51-80% of AMI)			
Moderate (81-120% of AMI)			
Above Moderate (over 120% of AMI)			
TOTAL UNITS			

SAMPLE ANALYSES

- Highlighted Jurisdiction- City of Richmond (/hpd/housing_element2/examples/screen14richmond.pdf)

LINKS

The following links can assist in the preparation of the housing element:

- [HCD: Housing Element Update Schedule \(/hpd/hrc/plan/he/he_time.htm\)](#)
- [HCD: Official State Income Limits \(/hpd/hrc/rep/state/incNote.html\)](#)
- [Listing of Councils of Governments websites \(/hpd/hrc/plan/he/\)](#)
- [California Housing Finance Agency's Current Sales Price Limit Bulletins \(http://www.calhfa.ca.gov/homeownership/bulletins/index.htm\)](#)

[Previous \(SHN shelters.php\)](#)

[Next \(SIA home.php\)](#)

[Back to Top \(#skip to content\)](#)

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TABLE HE-50 RESIDENTIAL PROJECTS SINCE 2000 - AS OF JUNE 2005

Name	Type	Funding	Total	Income Range				Status
				Above	Moderate	Low	Very	
Metrowalk at Transit Village, Phase I	Townhomes	RDA; LMIHF	132	66	66	0	0	Cplt. 2005
Metrowalk at Transit Village, Phase II	Townhomes	RDA; LMIHF	99	50	49	0	0	Awarded Local Subsidy; ???
Seacliff Estates	Single family	Private	140	140	0	0	0	Complete
Bayfront	Single family	LMIHF	162	142	20	0	0	Cplt. 2000
Heritage Park	Apartments	LMIHF; LIHTC	192	0	0	192	0	Cplt. 2001
City Center Apartments	Apartments	RDA; LIHTC	64	0	0	24	40	Cplt. 2001
Parkway Estates	Single family	LMIHF; HOME; CDBG; CCC RDA, CDBG & HOME	90	0	62	28	0	Cplt. 2001
Woods Estates	Single family	LMIHF; HOME; CDBG	18	0	7	11	0	Cplt. 2001
Jelani Park, Phase I	Ownership	HOME; LMIHF	5	0	0	5	0	Cplt. 2000
Jelani Park, Phase II	Ownership	HOME; LMIHF	8	0	4	4	0	Cplt. 2004
Chesley Mutual Hsg 802 Chesley Ave	Rental Co-op	CDBG; LMIHF; Bonds, LIHTC	30	0	0	0	30	Cplt. 2006
Scattered Infill Housing Program Sites	Ownership	HOME; LMIHF; CalHFA; Bonds	66	23	1	42	0	Awarded Local Subsidy
Scattered Infill Housing Program Sites	Ownership	HOME; LMIHF; CalHFA; Bonds	100	50	20	20	10	By 6/30/2007
Community Heritage Senior	Rental	HUD 202; LMIHF; HOME; CDBG; CCC RDA, CDBG & HOME	52	1	0	0	51	Cplt. 2000
On-site Easter Hill HOPE VI, Rehab	Rental	HOPE VI; HA	36	0	0	0	36	Cplt. 2000
On-site Easter Hill HOPE VI, Phase I & II*	Rental	HOPE VI; CalHFA; LMIHF; Bonds; LIHTC; HA	240	0	0	0	240	under construction
On-site Easter Hill Homeownership*	Ownership	HOPE VI; CalHFA; LMIHF; Bonds; HA	40	22	7	11	0	under construction
Hoffman Estates	Single family	LMIHF; HOME; CDBG	23	5	7	11	0	Cplt. 2001
Total Complete			1497	499	243	348	407	

Note: *On-site Easter Hill HOPE VI, Phase I & II and On-site Easter Hill Homeownership are replacement units.

TABLE HE-50 RESIDENTIAL PROJECTS SINCE 2000 - AS OF JUNE 2005 (CONT.)

Proposed Projects								
Name	Type	Funding	Total	Income Range				Status
				Above	Moderate	Low	Very	
Macdonald Mixed-Use	Condos	CalHFA; LMIHF	3	0	0	3	0	Site Purchased; Awarded Local Subsidy; Concept
Vernon-Castro	Ownership	Bonds	50	25	0	5	20	Site Purchased; Awarded Local Subsidy; Concept
Parkway Transit Village	Townhomes Live-work Single Family	Private	1,000	700	200	50	50	Initial Study Prep
Total Proposed			1,053	725	200	58	70	
Under Construction								
Name	Type	Funding	Total	Income Range				Status
				Above	Moderate	Low	Very	
Acacia	Apartments	Private	504	504	0	0	0	Under Const.
Brickyard	Condos	Private	69	69	0	0	0	Under Const.
Country Club Vista	Single Family	Private	645	645	0	0	0	Under Const.
Fairfield Communities	Apartments	Private; In-lieu	200	166	34	0	0	Cplt. 2005
The Villas at Hilltop	Single family	Private	172	172	0	0	0	Under Const.
Pinole Pointe	Single family	Private	211	211	0	0	0	Under Const.
Cortez Homeownership	Ownership	HOPE VI; CalHFA; LMIHF; Bonds; HA	40	24	10	6	0	Under Const.
Anchor Cove	Townhomes	Private	138	138	0	0	0	Under const.
Ford Assembly Plant	Live/work	Private	29	15	14	0	0	Under const.
Pullman Pointe*	Rentals	LMIHF; Bonds; LIHTC	199	1	0	67	131	Cplt. 2005.
Total Under Const.			2207	1945	58	73	131	

Note: *Pullman Pointe are affordable units preserved in part with City funding which underwent substantial rehabilitation. See Appendix A-4 for SB 438 evaluation.



REPORT TO PLANNING COMMISSION

DATE: February 3, 2016

SUBJECT: GENERAL PLAN ANNUAL PROGRESS REPORT

Recommendation: Consider and recommend to the City Council acceptance of the General Plan Annual Progress Report for submission to the Governor's Office of Planning and Research and to the State Department of Housing and Community Development.

I. Introduction

The Planning Commission is requested to review and accept a report on the progress of the General Plan including the implementation of the Housing Element. The report's purpose is to apprise State government of local planning activities and facilitate the legislative process as it pertains to land use and local planning issues. The information provided in this report is intended to assist the Commission in tracking policy implementation in the City's Housing Element and in formulating future priorities.

II. Background

California Government Code §65400(a)(2) requires that the planning agency of local governments prepare an annual progress report to the legislative body, which in Concord's case is the City Council, on the status of the General Plan and progress in its implementation, including meeting its share of regional housing needs pursuant to Government Code §65584 and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to Government Code §65583(c)(3). The annual report is due by April 1 of each year, and must also be presented to the Office of Planning and Research, and the State Department of Housing and Community Development (HCD).

The annual report includes progress pertaining to the City's Housing Element, a required element of the City's General Plan. The annual report allows the Commission to evaluate the status of the General Plan and determine a recommendation to the City Council. This is the 13th report on the City's General Plan and covers calendar year 2015.

In March 2010, the State HCD formalized the reporting process and adopted new forms and definitions for the Annual Housing Element Progress Report to achieve consistency in reporting among jurisdictions. The annual report (Exhibit A) serves as a tool for the State of California's use in monitoring progress as to how statewide housing needs and goals are being addressed.

III. Analysis

A. Status of the General Plan Implementation Progress

In 2007, the City of Concord updated its General Plan, the *Concord 2030 Urban Area General Plan*. The following discussion summarizes the implementation progress of the various elements of the General Plan during calendar year 2015.

Land Use Element

The Land Use Element constitutes the framework for land use planning in Concord to the year 2030. This Element designates the location and extent of land use categories such as housing, business, industry, public facilities, and open space. It includes policies and a land use diagram. The six primary achievements during 2015 included the following:

- 1) ***Development Code Update*** – On July 7, 2015, the City Council adopted an Industrial Mixed Use Text Amendment to allow the expansion of commercial opportunities in the IMX zone including outdoor facilities and storage with a Use Permit. On July 15, 2015, the City Council adopted Development Code Update Amendments to mechanical and electronic games, small residential care facilities in office and commercial districts, child day care facilities, and regarding time limits and extensions. Staff also initiated a Development Code Update to codify the State of California’s updated Model Water Efficient Landscaping Ordinance. The Development Code streamlines the approval process for new businesses and supports local business growth while ensuring that property is upgraded to enhance the City’s appearance and image.
- 2) ***Downtown Concord Specific Plan*** – The goals of the 2014 Specific Plan are geared toward economic development, and realizing the development potential of the downtown consistent with the General Plan adopted in 2007. The Specific Plan serves as a tool to obtain additional grant funding and an implementation plan to move forward with the Downtown vision. 2015 progress included the opening of the Central County Family Justice Center opened in Salvio Pacheco Center, installation of the entry arches at Todos Santos Plaza, addition of Off the Grid at Todos Santos Plaza, and processing of the preliminary application for Concord Village, a multi-family development on Salvio and East Streets, coordination with BART on station plaza improvements, processing of the Spaghetti Factory façade improvements, adjustments to signal timing were made at Concord Blvd. and Clayton Road to facilitate easier crossings for pedestrians during the noon hour, and a new charging station for electric vehicles was installed on the ground floor of the Todos Santos Parking Garage.
- 3) ***Bicycle and Pedestrian Master Plan*** – The Bicycle, Pedestrian, and Safe Routes to Transit Plan had a productive year, completing a number of accomplishments leading up to about 50% completion. Over the past year, staff successfully completed two of three city-wide neighborhood workshops, hosted a bike and walking tour, formed and began holding regular monthly public meetings of the Plan Advisory Committee (PAC), established the recommended goals and vision statement for the plan, established the project evaluation scoring criteria, and completed approximately half of the Plan’s working papers which will later comprise the chapters of the plan.
- 4) ***Corridors Plan*** - The City accepted a \$250,000 PDA Planning grant from the CCTA for the Downtown Corridors Plan for a complete streets project. The project was kicked-off in 2015, with a review of existing conditions, outreach and coordination through three technical assistance committee meetings, external meetings with BART/County Connection, three community interest groups, and a public workshop at the end of the year. The project team concluded the year with preparation of a draft memo on Design Guidelines for the corridor. The team is currently working on Conceptual Design Development of the three corridors (Oak, Grant, and Salvio Streets). The project is scheduled for completion in June 2016.

- 5) ***Processing Projects*** – In addition, the City continued the processing of development projects for conformance to the Land Use Element. These included projects such as: Meridian Square at Concord Avenue, Starbucks on Clayton Rd. and Treat Blvd., Step by Step Montessori on Clayton Rd., Buffalo Wild Wings on Diamond Blvd., Epidemic Ales on Mason Circle, Golden State Lumber on Burnett Ave., Oakmont Senior Living, façade improvements and site upgrades at the Willows Shopping Center, the Moulding Company at Commercial Circle, the Oakmont Senior Living facility, and the Costco Fueling Facility expansion.

- 6) ***Community Reuse Project*** – The City moved forward with the process to select a Master Developer to implement Phase I of the Reuse Area Plan for the former Concord Naval Weapons Station. In addition, Honda started testing driverless and connected car technology on the base. The City will be selecting a master developer for the site that shares the community's vision in early 2016.

Growth Management Element

The Growth Management Element establishes policies and standards for traffic levels of service, and to establish performance standards for parks, fire, police, sanitary facilities, water service and flood control. This comprehensive, long range element balances the demands for public facilities generated by new development with plans, capital improvement programs and development mitigation programs. The progress towards implementation includes the ongoing review of development projects for conformance to the Growth Management Element. No specific updates were made to this Element.

Economic Vitality

The Economic Vitality Element provides guidance to enhance linkages between economic development, land use and zoning, provides further support for Downtown development and retail businesses, and affirms existing programs that have a bearing for economic development. The progress towards implementation includes the ongoing review of development projects for conformance to the Economic Vitality Element. No specific updates were made to this Element.

Transportation and Circulation Element

The Transportation and Circulation Element provides guidance and specific actions to ensure the continued safe and efficient operation of the City's circulation system. The Element indicates the general location and extent of existing and proposed major thoroughfares, transportation routes, terminals, and other local public utilities and facilities, and is correlated with the Land Use Element. Progress includes ongoing review of development projects for conformance to the Transportation and Circulation Element.

Parks, Open Space, and Conservation Element

The Parks, Open Space, and Conservation Element provides guidance for preservation of the City's open spaces, natural resources, as well as identifying the parks and recreation facilities available to local residents. The Element incorporates policies to address the acquisition, management, preservation, and conservation of parks, open space, and natural resources. The progress towards implementation includes ongoing review of development projects for

conformance to the Parks, Open Space, and Conservation Element. The adopted Development Code established standards to implement General Plan creek and riparian habitat protection policies. No specific updates were made to this Element.

Safety and Noise Element

The Safety and Noise Element identifies the natural and man-made hazards that exist within the City, and mitigates their potential impacts through both preventative and responsive measures. The Element provides policies for the protection and safety of the general public concerning air quality, noise, seismic and geologic hazards, flooding, hazardous materials, and wildland fires. The progress towards implementation includes ongoing review of development projects for conformance to the Safety and Noise Element.

Public Facilities and Utilities Element

The Public Facilities and Utilities Element addresses service and infrastructure needs for development. The Element provides policies for the public services that Concord provides including wastewater collection, law enforcement, childcare programs, and cultural arts and education programs. The progress towards implementation includes ongoing review of development projects for conformance to the Public Facilities and Utilities Element.

Housing Element Update

The City's Update document was adopted on January 6, 2015, after considerable public input throughout the year-long process. The Update includes policies, programs, and quantified objectives to guide the City's development decisions and is designed to implement the removal of governmental constraints to the maintenance, improvement and development of housing in Concord. The City received a final letter of compliance, dated January 20, 2015, from the State Department of Housing and Community Development (HCD) finding that the City's adopted Housing Element Update 2014-2022 was in full compliance with State housing element law (GC, Article 10.6).

Staff has made progress on two specific program during the year including: 1) Program H-1.4.4 – encouraged the City to coordinate with Contra Costa Water District to reduce their fees on secondary living units which their Board adopted on January 6, 2016. In March, 2016, the City Council will consider a 2-Year Pilot Program to reduce impact fees associated with secondary living units; and 2) Program H-1.5.8 – resulting in the completion of an updated Draft Nexus Study for the City's Inclusionary Housing In-Lieu fee.

B. Local Efforts to Remove Governmental Constraints

The City has taken several steps in recent years to remove governmental constraints that hinder implementation of the General Plan. These include adoption of additional Development Code technical revisions to clarify interpretations and streamline processing, implementation of the Downtown Specific Plan and adoption of the Housing Element Update 2014-2022, including initiation of discussions with Contra Costa Water District regarding facility reserve charges for secondary living units with the goal of reducing the hurdles and challenges involved for developing smaller units in an effort to add to the City's affordable housing inventory. In addition, the Council adopted a Resolution (15-59) establishing a non-binding

strategy to annex the unincorporated Ayers Ranch portion of the City's Sphere of Influence by the year 2030 in a unified, single phase approach.

General Plan Amendments

The City amended the Concord 2030 General Plan during Calendar Year 2015 with an update to the City's Housing Element. The Housing Element Update 2014-2022 was adopted on January 6, 2015. The process confirmed that the City has adequate sites available for development of housing to meet the City's regional housing needs allocation over the next eight years. The year-long timeline ensured that both the public and affordable and market rate developers were able to participate in the process of shaping housing policies and programs for the future.

C. Housing Element Annual Progress Report

The Housing Element Annual Progress Report has been prepared in accord with guidelines issued by the Governor's Office of Planning and Research. The report includes the Housing Element Annual Progress Report (Exhibit A) that includes the following:

- **Cover Sheet**
- **Table A** – Summary Building Permits Issued for New Construction
- **Table A2** – Summary of Building Permits Issued for Rehabilitated Units (These must meet specific criteria i.e., substantial rehabilitation/long-term affordability restrictions)
- **Table A3** – Summary Building Permits for Moderate/Above Moderate-Income Units.
- **Table B** – Regional Housing Needs Allocation Progress
- **Table C** – Program Implementation Status

Tables A and B for the 2015 calendar year indicate there were 37 new housing units finalized in calendar year 2015, but no substantial rehabilitations. The economic downturn of the last recession continues somewhat of a lingering impact on development within the City. Encouraging signs are showing improvement, as the City has experienced an uptick in permitting activity for new homes throughout the year. In addition, re-permitting of some previously approved projects has occurred and progress is now occurring on projects such as Phase II of the Renaissance Apartments.

Progress towards implementation of the updated Housing Element (2014-2022) includes ongoing review of development projects for conformance to the Housing Element. Table C (of Exhibit A) provides more specific details and summarizes the implementation of each policy/program within the Housing Element to date. Exhibit B presents updates on the Downtown Specific Plan since its adoption.

In early December 2015, the City received the State Department of Finance's approval of the Successor Agency for the former Redevelopment Agency of the City of Concord's Long Range Property Management Plan (LRPMP). The LRPMP sets forth the manner in which the land held by the former Redevelopment Agency can be transferred or disposed/sold. Four properties will be held by the City for future development (with two properties to be sold directly), allowing the City to have certain control on how these properties are disposed of in order to achieve planning/community goals.

D. Progress in Meeting the City’s Share of Regional Housing Needs Allocation

Concord’s ‘fair share’ of the regional housing need was revised for the Housing Element 2014-2022 planning period, as was determined by the Association of Bay Area Governments. The Regional Housing Needs Allocation (RHNA) for that period indicates that the City is required to provide 3,478 residential units, broken down as follows, by income category. The State Department of Housing and Community Development’s regulations require that the need under each category must be met individually, and excess units in one income category cannot be used to reduce the unaccommodated need from the other categories.

2014-2022	Income category
399	Extremely Low Income
399	Very Low Income
444	Low Income
559	Moderate Income
1,677	Above-Moderate Income
3,478	Totals

Progress in Meeting Regional Housing Needs

Table 1 provides a summary of Concord’s progress in meeting regional housing needs for the planning period of 2014-2022. The City has approved (entitled) **8** housing units since January 1, 2015 (2014 was reported in prior report) and had an unmet remaining need of **3,470** housing units.

Table 1: Concord’s Progress in Meeting Regional Housing Needs

Project Name	Extremely Low and Very Low	Low	Moderate	Above Moderate	Total Units
Total RHNA (2014-2022)	798	444	559	1,677	3,478
Approved (2015-2022)					
Autumn Brook (entitled)				8	8
Stonecrest (built)				4	4
Miscellaneous infill lots (built)				2	2
Secondary Living Units			4		4
Approved Units (not constructed)				18	18
Planning Pipeline/Anticipated Projects (2016)					
Concord Village – 230 units					
Browman Development - 135 units					
Blockbuster site - approx.150 units					
Mohr Lane – 5 units					
Oak Street (Successor Agency site) – 5 acres					
Galindo St. (Successor Agency site – 2.2 acres					

In terms of the RHNA goals, it is important to remember that the City is not responsible for building these units, but instead for providing the properly zoned land capacity to make it possible to build the units along with developing programs and policies that promote an environment where housing construction is encouraged to provide housing for a range of incomes and residents, including those with special needs. The City's housing unit goals are higher than during the prior planning period (3,078 units) reflecting the regional Plan Bay Area's focus on transit oriented development near the city's two BART stations.

E. SB 341 Annual Reporting Requirement for Housing Successor Agencies

Under California Health & Safety Code 34176.1(f) housing successor agencies need to produce and post certain reports within six months of the calendar year. The report includes a number of items that describes the Successor Agency's work and funding of affordable housing activities during the year. The report is to be posted on the City's web site as well as included with the annual housing element report. Exhibit C provides a summary of the Concord Housing Fund for the fiscal year that ended June 30, 2015.

F. CEQA Status

Pursuant to the provisions of the California Environmental Quality Act (CEQA) of 1970, as amended, and pursuant to Section 15378(b)(5), the General Plan Annual Progress Report is not considered a "project" subject to the CEQA guidelines, and therefore, no further environmental review is required.

IV. Fiscal Impact

The General Plan Annual Progress Report will not have a fiscal impact on the City.

V. Public Contact

This item has been posted at the Civic Center at least 10 days prior to the public hearing.

VI. Summary and Recommendations

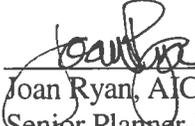
The General Plan Annual Progress Report provides the Planning Commission with information regarding the implementation of the General Plan and Housing Element. It provides pertinent information to the Office of Planning and Research to identify necessary modifications and improvements to General Plan Guidelines. The Housing Element Annual Progress Report (Exhibit A) includes information on the City's progress in addressing the regional housing need allocation, including the number of housing units permitted by income level, status of programs and efforts to remove governmental constraints.

Staff recommends that the Planning Commission recommend acceptance of the General Plan Annual Progress Report by the City Council and submission of the report to the Governor's Office of Planning and Research and to the State Department of Housing and Community Development.

VII. Motion

I (Comm. _____) hereby move that the Planning Commission recommend acceptance of the General Plan Annual Progress Report by the City Council and submission of the report to the Governor's Office of Planning and Research and to the State Department of Housing and Community Development. Pursuant to Section 15378(b)(5), the General Plan Annual Progress Report is not considered a "project" and no further environmental review is required. (Seconded by Comm. ____ .)

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EXHIBITS

Exhibit A: 2015 Annual Housing Element Progress Report with Tables A, A2, A3, B and C

Exhibit B: Downtown Specific Plan Implementation Matrix

Exhibit C: SB 341- Annual Reporting Requirements - Concord Housing Fund Summary

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

Jurisdiction Concord
Reporting Period Jan. 1, 2015 - Dec. 31, 2015

**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 RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				TOTAL UNITS	(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			
(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	0	

* Note: This field is voluntary

**Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)**

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate				4		4	4
No. of Units Permitted for Above Moderate	31		2			33	33

* Note: This field is voluntary

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

Jurisdiction Concord

Reporting Period Jan. 1, 2015 - Dec. 31, 2015

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.	RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022		Total Units to Date (all years)	Total Remaining RHNA by Income Level
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed											798
	Restricted Non-deed restricted											
	Deed											
Low	Restricted Non-deed restricted	4									4	440
	Deed											
	Restricted Non-deed restricted											
Moderate	Deed											559
	Restricted Non-deed restricted											
	Deed											
Above Moderate											33	1,644
Total RHNA by COG. Enter allocation number:		37									37	3,441
Total Units												
Remaining Need for RHNA Period												

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

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
GOAL H-1 HOUSING SUPPLY & MIX							
H-1.1		Ensure an adequate supply of housing sites to achieve the City's Regional Housing Needs Allocation (RHNA) goals for the 2014-2022 planning period.					
	H-1.1.1	Continue to identify potential sites for reuse to ensure an adequate supply of land for residential development. *	Planning Division	N/A	Ongoing to comply with Government Code Section 65863	The Housing Inventory Sites list is located on the City's Website (Planning page) under "Housing Element" in Appendix. The City will continue to identify additional sites and the list will be updated in 2017. The Housing Element Update analyzed sites Citywide in 2014 for incorporation into the Housing Element Update, adopted on January 5, 2015.	Sites Analysis is included in Housing Element Update, adopted in Jan. 2015 Completed
	H-1.1.2	Continue to implement minimum densities in multifamily zoning districts.	City Council, Planning Commission, and Planning Division	N/A	Ongoing	The new Development Code requires minimum densities in multifamily zoning districts. Rezoned 326 acres to HDR or DMX district.	July 2012 Completed
	H-1.1.3	Maintain an inventory of vacant and underutilized sites and make it available to interested home builders.	Planning Division	N/A	Update inventory starting with this Housing Element, and thereafter every two years.	Housing Inventory Sites list was updated and is located on the website (Planning page) under "Housing Element Update" in Appendix A. Housing Element Updated on January 5, 2015	Completed in Jan. 2015
	H-1.1.4	Continue to allow multifamily residential development projects on parcels identified in the Housing Element land inventory as Downtown Mixed Use (DMX) & Commercial Mixed Use (CMX) zoning districts.	City Council, Planning Commission, and Planning Division	N/A	Ongoing	Multifamily residential development is allowed on parcels that are zoned Downtown Mixed Use (Chapter 18.45) and Commercial Mixed Use (Chapter 18.40) with a Use Permit.	July 2012 Completed Renaissance Phase II approved in 2013 (179 units) Other residential projects in entitlement process.
H-1.2		Encourage a variety of housing types in new subdivisions, including duplexes, townhomes, small apartment buildings or condominiums.					
	H-1.2.1	Promote mixed-use developments and a mix of housing types in Concord, consistent with the General Plan	City Council, Planning Commission, and Planning Division	N/A	Ongoing	The new Development Code provides development standards for new mixed use projects and housing types. Chapters 18.40 and Chapter 18.45.	July 2012 Completed

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Recording Time Period: July 1, 2014 to June 30, 2022

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
	H-1.2.2	Continue to promote mixed-use, transit-oriented development Downtown where housing is located in close proximity to urban services, shopping and/or public transportation through implementation of the Downtown Specific Plan	City Council, Planning Commission, and Planning Division	N/A	Ongoing	This is currently allowed and the new Development Code provides development standards for mixed-use projects. Sections 122-155 and 122-627. The new Code also provides an Affordable Housing Incentive Program	July 2012 Completed Continuing to implement through DTSP.
	H-1.2.3	Facilitate the development of housing in the Downtown that is affordable to households at a range of income levels (extremely-low, very-low, low, moderate, and above moderate incomes). *	City Council & Planning Division	The Downtown Plan envisions up to 4,020 new units being added over the next 20-25 years. Much of Concorde's recent planning has been structured to promote the inclusion of units affordable to extremely-low, very-low, low, moderately-income, and above moderate income households within these anticipated projects. *	Ongoing	This is an ongoing work effort that includes meetings with non-profit developers. The Downtown Concord Specific Plan was adopted and promotes mixed-income housing in the downtown (approx. 600 acres) with focus on the transit overlay. Staff also promoting the creation of Secondary Living Units, affordability by design.	Approved June 2014 Continuing to implement. Also preparing update of Nexus Study to examine Inclusionary Housing In-Lieu fee.
H-1.3		Promote the development of single-family homes that are affordable to very low, low & moderate-income households as well as in existing single-family neighborhoods.					
	H-1.3.1	Encourage the development of small lot subdivisions and continue to implement standards for small-lot single family homes.	City Council, Planning Commission, and Planning Division	40 new single family homes (detached or attached) affordable to low, very low, or extremely low-income households and 60 new single family homes (detached or attached) affordable to moderate income households.	Ongoing	There have been several small lot subdivisions approved which would provide homes for low and moderate income homebuyers. Wisteria (37), for example has two inclusionary units. Staff currently processing Pilot Program to promote creation of secondary living units. Separately also preparing update to Nexus Study for Inclusionary In-Lieu fee. FTHB Program continues to be available with limited funding.	Ongoing

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Recording Time Period: July 1, 2014 to June 30, 2022

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
		Provide financial incentives through the City's First Time Home Buyers Program to make small-lot single-family homes affordable for households earning 60 to 100 percent of AMI.	City Council, Planning Commission, and Planning Division	N/A	Ongoing	The Development Code provides development standards for small lot single family homes.	Program Ongoing
H-1.4		Encourage secondary units in new & existing residential developments & the development of duplex condominiums, duplexes are consistent with the General Plan.					
		Encourage duplex, condominiums, where consistent with the General Plan density standards, to increase opportunities for home ownership.	City Council, Planning Commission, and Planning Division	40 units created through new duplex condominium or secondary unit developments and/or legalization or compliance of existing illegal secondary units.	Ongoing	Current ordinance allows. This is an ongoing effort made by staff when discussing proposed residential projects. CO/CMX allows duplex, RM allows attached and duplex. Development Code continues to allow. Size allowance increased to 1,000 s.f. for lot sizes +12,000 s.f. In 2012. Pilot Program to reduce fees and encourage creation of secondary living units going to Council in March 2016.	Ongoing 2016
		Allow secondary units in the single-family districts in accordance with State law.	City Council, Planning Commission, and Planning Division	N/A	Ongoing		Ongoing 2016
		Review the development code as it relates to secondary units and consider amendments to make the development of secondary units more feasible. *	City Council, Planning Commission, and Planning Division	N/A	Review the development code and make revisions in 2015.	Currently underway, Pilot Program moving to City Council for adoption in March 2016.	Ongoing 2016
		Help to reduce the costs associated with building a second unit by working with the Contra Costa Water District to examine the fees charged by the District for extending service to a new detached second unit. *	City Council, Planning Commission, and Planning Division	N/A	2015-2016	Contra Costa Water District reduced costs of secondary living unit on Jan. 5, 2016 for Feb. 1, 2016 effective date.	Completed Jan. 2016
		Work with property owners with illegal secondary units to bring them into compliance with the building and development codes. This will be done on an individual basis, in response to owners' request for assistance.	Planning Division, and Building Division	N/A	Ongoing	Occurs through Code Enforcement Division, as red-tags occur through the City's Building Division.	Ongoing 2016
		H-1.4.5					

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
H-1.5		Promote the development & conservation of housing that is affordable to extremely-low, very-low, low & moderate-income households.					
		Facilitate the development of housing that is affordable to extremely low-, very low-, low-, and moderate-income households through medium and high density zoning and mixed-use zoning, density bonuses land use zoning, priority permit write-downs, direct subsidies and other financial incentives, if available.	City Council, Planning Commission, Planning Division, and Economic Development Division	3,478 new housing units including: units that are affordable to extremely low (399), very low (399), low (444), and moderate income (559) households.	Ongoing. At least annual contact with developers.	The new Development Code established an Affordable Housing Incentive Program and Transit Overlay and continues the Density Bonus Program to create incentives for mixed income housing. The City's Affordable Housing Incentive Program was recently highlighted on the State HCD website as an example ordinance for promoting affordable housing. The City's Downtown Specific Plan was adopted in June 2014, which plans for 4,020 units to 2040.	Code Adoption July 2012 Completed -- DTSP Adoption June 2014 Concord Village being processed for entitlements with 12 smaller (400 sq. ft.) units.
	H-1.5.1	Continue to publish on the City's website a list of State and federal low-interest land acquisition/construction funds available for development of homes affordable to extremely low-, very low-, low-, and moderate-income households and provide this to interested home builders.	Economic Development Division	N/A	Ongoing	Links to Federal/State website updates are provided on the City's website on the Housing Assistance Page.	Completed 2011 Ongoing
	H-1.5.2	Promote parcel consolidation to facilitate the assembly of new housing sites. *	Planning Division, and Economic Development & Housing Division	N/A	Ongoing activity, with annual report to the City Council on progress.	2012 Development Code promotes infill development through Code sections including Transit Station Overlay Districts; Live/Work Units; Mixed Use Projects; Secondary Living Units; and Small Lot Standards.	Ongoing July 2012 Completed
	H-1.5.3						

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Recording Time Period: July 1, 2014 to June 30, 2022

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
	H-1.5.4	Promote new affordable residential development projects near employment centers, personal services, retail clusters, & key transportation corridors & nodes.	City Council, Planning Commission, and Planning Division	N/A	Ongoing	<i>The Masonic Temple site parcels were consolidated, the Oak Street site parcels were consolidated and the Pine Street site parcels were consolidated. Together these would accommodate at least 150 units, based on current zoning. In addition, Masonic Temple was moved from site (June 2013), so site is now vacant. Long Range Property Management Plan approved by State DoF Dec. 2015.</i>	2013 Completed --- May 2013 consolidated --- LRPMP approved 2015
	H-1.5.5	Provide reductions from the standard parking requirements for new residential projects as allowed by the City's Density Bonus Program, the Affordable Housing Incentive program, and other provisions of the Zoning Ordinance.	Planning Commission & Planning Division	N/A	Ongoing	Affordable Housing Incentive Program of Development Code encourages such development by providing incentives for affordable housing meeting certain criteria. The Transit Overlay Ordinance also provides for additional flexibility in development. The Downtown Specific Plan will further promote mixed-income mid and high density housing.	July 2012 Code Completed and Ongoing Efforts
	H-1.5.6	Continue to allow group housing, including Single Room Occupancy units (SROs), in accordance with State Law	Planning Division	N/A	Ongoing	The Development Code provides development standards that include incentives such as reduced parking requirements. Section 18.160.050 Adjustment to Parking Requirements and Affordable Housing Incentive Program provides incentives and flexibility.	July 2012 Completed
	H-1.5.7	Promote the development of affordable housing in all areas designated by the General Plan for multi-family residential development through continued implementation of the Affordable Housing Incentive Program. *	City Council, Planning Commission, and Planning Division	N/A	Ongoing	The Development Code provides development standards for group housing in Sections 18.30.030, 18.40.030, 18.45.030. Group Housing includes SROs.	July 2012 Completed

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Recording Time Period: July 1, 2014 to June 30, 2022

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
	H-1.5.8	In order to generate additional City funds that can be utilized to facilitate affordable housing production, prepare an update to the Nexus Study for the City's Housing in-Lieu Fee and adopt a new fee rate based on the updated study that is equal to or less than the maximum fee identified through the study, as appropriate.	City Council, Planning Commission, and Planning Division	N/A	Prepare Updated Nexus Study and adopt new fee rate, as appropriate in 2015.	The Development Code (2012) contains new provisions in the Affordable Housing Section including an Affordable Housing Incentive Program. Planning Division currently underway with preparation of updated Nexus Study to review In-Lieu fee.	July 2012 Completed In-Lieu Fee for review by HED Committee on 2/22/16.
	H-1.5.9	Advocate for policies and legislation at the State and Federal level that increase the funding available to support the development and preservation of affordable housing.	City Council, Planning Commission, and Planning Division	N/A	Ongoing	City writes letters of support, based on a case-by case basis.	Ongoing
	H-1.5.10	Examine opportunities to develop public private partnerships with experienced partners to create affordable housing through the City's provision of land, incentives, or partial funding.	City Council, Planning Commission, and Planning Division	N/A	Ongoing	City's Housing Division currently coordinating with both EDEN Housing and RCD on funding for two separate rehabilitation projects. On November 30, 2015, the HED Committee voted to support funding for the rehabilitation of the Virginia Lane Apartments.	Ongoing
H-1.6		Allow permanent modular/pre-fabricated housing in all residential zones, consistent with State law and building code requirements. Also ensure the conservation and improvement of the City's existing mobile home parks as part of the City's affordable housing stock.					Provisions retained in July 2012 Code Update Ongoing
	H-1.6.1	Implement the City's adopted regulations that allow manufactured housing units (also known as pre-fabricated) in all residential zones.	Building Division and Planning Commission	N/A	Ongoing	This is an ongoing work effort, upon building application	Ongoing

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Recording Time Period: July 1, 2014 to June 30, 2022

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
	H-1.6.2	Require compliance with the City's Mobile Home Conversion Ordinance, as adopted or amended to comply with State Law to address impacts associated with the closure or conversion of existing mobile home parks to other uses.	Planning Division and Economic Development & Housing Division	N/A	Ongoing	There are no current applications related to mobile home closure or conversion. However, projects proposing mobile home closure or conversion will be processed according to City ordinance. FY 2014-15 8 grants; 0 loans	Processed As necessary
	H-1.6.3	Provide low-interest loans or grants to qualifying households to support the rehabilitation of mobile home units in the City.	Economic Development & Housing Division	8-10 rehabilitated mobile homes per year CDBG Fund.	Ongoing	In addition, City has provided emergency weatherization and security grants to 8 mobile homes during the first year of the planning period. The need for this program is so great that all funds available for FY 2014/15 were encumbered by mid-year and no additional applications could be accepted. Given Concord's older housing stock it is anticipated that this trend will continue in subsequent years.	Ongoing 2014
	H-1.6.4	Allow the use of the City's CDBG funds for the setting up of mobile home foundations, the paving of carports, accessibility modifications & other construction assistance in mobile home park areas.	Economic Development and Housing Division	Assist 10 mobile homes per year.	Ongoing	A significant reduction in funding (Loss of Redevelopment) has limited the program. CDBG funding is now solely used. The type of mobile home grants is dependent on the need in any given year, see above.	2014 Completed
H-1.7		Promote the development of new condominiums and cooperatives.					
	H-1.7.1	Ensure that condominiums & cooperatives continue to meet high standards of quality while providing for entry level rental & ownership housing by approving density bonuses in accordance with the City ordinance.	Planning Division	100 new condominium units obtained through density bonuses for the 2014-2022 period.	Ongoing	No current applications for condominiums. The Renaissance project was condo-mapped and should be transitioned to for-sale units.	Ongoing, dependent on market conditions
	H-1.7.2	Implement the condominium conversion ordinance to limit the number of rental housing stock converted into condominiums each year.	Economic Development & Housing Division	N/A	Ongoing	Planning Division has prepared tracking matrix to monitor. No condo conversions occurred this year.	Market economics present no concern currently

TABLE C
PROGRAM IMPLEMENTATION STATUS

Recording Time Period: July 1, 2014 to June 30, 2022

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
H-1.8		Promote a diversity of housing types, including efforts to increase rental and ownership opportunities for moderate and above moderate income housing.					
	H-1.8.1	Encourage the production of ownership & rental housing in Downtown that is attractive & affordable to moderate & above-moderate income households.	City Council, Planning Commission and Planning Division	2.210 for 2014-2022 period (part of the Downtown Plan goal of 4,020 units by 2035).	Ongoing	The City promotes infill development to increase densities in Downtown. The Development Code provides incentives that will create opportunities for affordable housing. The City has been receiving greater interest for rental housing in the downtown. City meeting on three downtown sites and City's Successor Agency sites will show progress in 2016-17.	Ongoing and Completion of Development Code July 2012 -- Downtown Plan completed June 2014
H-1.9		Remove or reduce constraints to housing production by lowering the cost of development & improving the ease of building in Concord.					
	H-1.9.1	Continue the annual review of the City's development fees, processing fees, & other charges in the Master Fees & Charges to ensure they are not a constraint to development.	Planning Division, Building Division and Finance Department	N/A	Ongoing annually	Annual fees reviewed and updated each July 1. Pilot Program to reduce fees for small secondary living units is underway.	Council review in March 2016.
	H-1.9.2	Continue to offer a centralized, one-stop counter for permit processing to streamline the development process.*	Planning Division, Building Division and Engineering Division	N/A	Ongoing	The City is continuing to offer the one-stop counter and a Community & Econ. Dev. Committee has been formed to improve the permit center lobby to improve the efficiency of processing of permits for customers at the counter.	Ongoing
H-1.9.3	Continue to streamline the processing of building permits for residential developments that include a portion of units as below-market rental rate (BMR) units.	Planning Division, Building Division and Engineering Division	N/A	Ongoing	The City streamlines the processing of building permits via outside contract services so as not to impact processing times due to reduction in staff on an as-needed basis. Affordable housing division of the Development Code includes streamlined processing. In-lieu fees for inclusionary delayed till Certificate of Occupancy.	Ongoing	

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
	H-1.9.4	Continue to support legislation that requires special districts to reduce their fees for affordable housing projects.	City Council, Planning Commission, Planning Division, and Economic	N/A	Ongoing	The City will continue to support legislation that requires special districts to reduce fees for affordable housing projects.	Ongoing
		Review the parking requirements specified in the Development Code and reduce parking requirements for residential development if appropriate.	City Council, Planning Commission and Planning Division	N/A	Evaluate and revise, as appropriate, in 2018.	Study Session held in 2014, with no appetite for changes at that time, will be examined on a project by project basis.	Ongoing
	H-1.9.5			N/A			Ongoing
GOAL H-2							
Support the conservation and rehabilitation of the existing housing stock (including mobile homes) through a balanced program of code enforcement and property improvements, when and where appropriate.							
H-2.1							
				70 single & multifamily housing units (without income limits) rehabilitated for Housing Element period; and 100 units conserved as affordable housing for extremely low, very low, and low income households through long-term rent restrictions or resale agreements with property owners (see program H-2.1.2).	Ongoing	The City Council adopted support for a \$1.3 million loan for the rehabilitation of the Virginia Lane (91-unit) apartment complex, pending other funding commitments.	Ongoing 2016
	H-2.1.1	Utilize public funds to provide assistance in the rehabilitation & conservation of deteriorated single-family homes , multifamily developments & mobile homes. * Continue to establish price and rent restriction agreements through acquisition , financial assistance, or other means with property owners. *	Economic Development & Housing Division				
	H-2.1.2		City Council, Economic and Housing Division	N/A	Ongoing	Regulatory Agreement for Virginia Lane would be extended another 55 years. Housing Program monitors compliance with Regulatory Agreements in terms of income levels for affordable units. Building Division monitors affordable units for compliance with health and safety codes. Expiration dates for Regulatory Agreements are monitored.	Ongoing 2016
	H-2.1.3	Ensure the conservation of existing subsidized housing including State, Federally, & locally-assisted developments that are at risk of converting to market rates.	Economic Development & Housing Division	N/A	Ongoing		Ongoing

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Recording Time Period: July 1, 2014 to June 30, 2022

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
	H-2.1.4	Continue to monitor the conditions of housing stock through ongoing housing inspections and enforce housing codes and standards to ensure that the existing housing stock is not diminished in quantitative or qualitative terms.	Neighborhood Services	N/A	Ongoing	City's multi-family affordable inventory is inspected once every three years by the Building Division. Application for self certification is provided as an option to property managers.	Ongoing thru 2022
	H-2.1.5	Continue the City's Multi-Family Rental Housing Inspection program that provides regular, periodic inspections of apartment buildings with four or more units.	Building Division	Inspect at least 180 multi-family units annually on a random basis.	Tri-annually	All of the City's affordable inventory has been inspected or self-certified during the last three years	Ongoing thru 2022
	H-2.1.6	Continue the Multi-family Rental Housing Inspection Self Certification Program.	Building Division	N/A	Ongoing	The City continues to maintain the self-certification program.	Ongoing thru 2022
	H-2.1.7	Incorporate maintenance standards, tenant screening & management training requirements in regulatory agreements for multifamily developments that receive City assistance, and work to ensure the enforcement of such standards and agreements.	Building Division	N/A	Ongoing	The City contracts with U.S. Communities to monitor compliance with regulatory agreements for the City's affordable multi-family inventory. Maintenance standards, tenant screening & management training will be included in any new regulatory agreements.	Ongoing thru 2016
	H-2.1.8	Ensure deteriorated units that are being acquired & rehabilitated with long-term rent or sale price restrictions are being counted as helping to meet the City's "fair-share" housing need.	Economic Development & Housing Division	N/A	Ongoing	Ongoing through Annual General Plan progress report through HCD submittal.	Ongoing thru 2016
H-2.2		Preserve & enhance the quality of Concord's residential & mixed use neighborhoods to ensure a comfortable, safe healthy, & attractive living environment for all residents.					
	H-2.2.1	Continue to implement & update the City's Neighborhood Services Strategic Plan.	Neighborhood Services	N/A	Ongoing	The City's Neighborhood Services (Code Enforcement) Division implements the Strategic Plan on a day-to-day basis.	Ongoing thru 2016
	H-2.2.2	Promote functional, pleasing, and high quality residential development by applying and enforcing the City's adopted Development Code, Design Guidelines, and Zoning Standards.	City Council, Planning Commission, and Planning Division	N/A	Ongoing	Residential development standards in City's Development Code continues to promote high quality development through Development Standards and Design Review Process	July 2012 Completed

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Recording Time Period: July 1, 2014 to June 30, 2022

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
	H-2.2.3	Conduct design review for all residential developments of five or more units. (Also see Program H-2.2.3).	Planning Commission, Design Review Board and Planning Division	N/A	Ongoing	Updated Development Code continues to promote high quality development. Design Review of projects is continuing. Design Review is conducted for residential projects/major subdivisions for 5 or more units.	July 2012 Completed ----- Ongoing
	H-2.2.4	Promote a Jobs/Housing Balance by implementing General Plan Land Use and Growth Management policies to achieve a balance between jobs & housing to achieve a higher quality of life for current & future Concord residents.*	City Council, Planning Commission, and Planning Division	N/A	Ongoing	Staff implements the Economic Vitality Element of the General Plan by promoting a strong regional center and vibrant city center through downtown events. Provide housing opportunities for persons employed in local and nearby jobs.	Ongoing
H-2.3		Preserve Concord's historic homes, areas, & buildings					
	H-2.3.1	Support housing rehabilitation, conservation or preservation. The City will annually update and maintain an inventory of historic properties on the City website.	Planning Division	N/A	Ongoing	Concord has mapped and inventoried historic buildings in downtown. Housing Program has entered into Letter of Understanding (Aug. 2010) with State Historic Preservation Office for the Housing Rehabilitation Program. Development Code incorporates new North Todos Santos district, consistent with GP.	
	H-2.3.1	Ensure that new development in Concord does not lead to the displacement of existing residents.	Planning Division	N/A	Ongoing	The Masonic Temple was relocated from a Successor Agency owned site to a site adjacent to the Galindo House in 2013 by the Historical Society. increased prices experienced in other cities has shown some displacement in Concord through resulting increased prices.	Ongoing
H-2.4		Establish a mechanism to determine whether there is a risk of displacement of existing Concord residents as new development activity takes place in the City.*	City Council, Planning Commission, and Planning Division	N/A	2015.	Establish a mechanism to identify displacement risk and policies to put in place if displacement risk is identified by 2015.	Ongoing
	H-2.4.1			N/A		Solution is providing additional supply. City has experienced an uptick in developer interest over the last 3-4 months.	Ongoing

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
GOAL H-3 MEETING SPECIAL NEEDS							
H-3.1 Actively seek & encourage the development of affordable housing for extremely-low, very-low, low- and moderate income seniors.							
		Provide financial assistance, regulatory incentives & priority permit processing for senior housing developments that provide 25 percent or more of their units at rents or prices affordable to moderate, low, very low or extremely low-income seniors.	City Council, Planning Commission, Planning Division, and Economic Development Division	N/A	Ongoing	Affordable housing division of the Development Code includes incentives, such as priority permit processing, density bonus and modified parking standards for affordable senior housing (Section 18.185)	July 2012 Completed
	H-3.1.1	Encourage senior housing developments to be located in areas that are convenient to shopping & other services , including public transit services, and/or to provide transit services for their residents.	City Council, Planning Commission, and Planning Division	200 new senior housing units affordable to extremely low, very low, and moderate-income seniors.	Ongoing	<i>The Downtown Specific Plan, adopted in June 2014, provides strategies to increase housing for a range of incomes within proximity to BART. City's most recent senior complex is Oakmont Assisted Living (76 units) on Civic Court.</i>	Ongoing thru 2022
	H-3.1.2	Require all housing developments designated for seniors to be handicapped accessible , with such features provided at the time of construction as a standard feature rather than as an optional feature available for an additional charge.	Planning Division and Building Division		Ongoing	Housing projects are reviewed by Planning and Building Divisions for accessibility. No current senior projects in processing pipeline	Ongoing
	H-3.1.3			N/A	Ongoing		
H-3.2 Actively seek to expand housing opportunities for persons with disabilities in new and existing single family and multifamily developments.							
		Facilitate the development of accessible housing by providing financial assistance, regulatory incentives and priority permit processing for housing developments that make at least 15% or more of the total units accessible to persons with disabilities through appropriate design and amenities.	Planning Division, Economic Development Division, and Building Division	N/A	Ongoing	City will negotiate with developer providing 15% disabled units on a case-by-case basis, to provide a combination of incentives, consistent with State Density Bonus Law and the City's Development Code.	Ongoing
	H-3.2.1				Ongoing		

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Recording Time Period: July 1, 2014 to June 30, 2022

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
	H-3.2.2	Require accessible units in multifamily housing Developments in accordance with State law, with accessibility features provided at the time of construction as a standard feature rather than as an optional feature available for an additional charge.	Planning Division and Building Division	40 City-supported new & rehabilitated units accessible to persons with disabilities with an additional 100 to be produced without any City financial assistance as part of the normal development process.	Ongoing	Housing projects are reviewed by Planning and Building Divisions for accessibility.	Ongoing
	H-3.2.3	Require accessible units in large housing developments in accordance with State Law. Meet or exceed the requirements to provide accessible units in large housing developments as a condition of approval. Enforce State handicapped, accessibility, & adaptability standards & remove constraints to housing accessible to persons with disabilities, consistent with SB 520.	City Council, Planning Commission, and Planning Division	N/A	Ongoing	This is enforced through the planning and building permit process.	Ongoing
	H-3.2.4	Provide information & related resources to the public, including persons with disabilities , to raise awareness regarding accessibility issues. *	Building Division	N/A	Ongoing	Enforced through review of building permits.	Ongoing
3.3	H-3.2.5	Actively seek to expand housing opportunities for persons with development disabilities in Concord.	Building Division	N/A	Ongoing	Accessibility requirements are provided through the City's Permit Center to assist developers and contractors.	Ongoing
	H-3.3.1	Work with the Regional Center of the East Bay to implement an outreach program that informs families within the City on Housing and services available for persons with developmental disabilities. *	Economic Development & Housing Division	N/A	2014-2015	City provides link on Housing Assistance webpage to the Regional Center of the East Bay.	
3.4	H-3.4.1	Actively seek & encourage the development of childcare facilities to help female-headed households, especially those with extremely low, very low, low or moderate income. Continue to assess a fee on new construction & tenant improvements to help fund the City of Concord Child Care Program.	Planning Division, and Parks & Recreation Department	N/A	Ongoing	Childcare fee collected by Building Division at Certificate of Occupancy for non-residential projects, based on 0.5% of valuation.	Ongoing \$11,143,950 collected in 2014/15

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Recording Time Period: July 1, 2014 to June 30, 2022

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
	H-3.4.2	Support the Section 8 Housing Choice Voucher Program administered by the Contra Costa County Housing Authority by providing referral services through Housing Rights Inc., and making information available at the permit counter and City website.	Economic Development and Housing Division	N/A	Ongoing	The rental referral listing for Housing Authority linked to City's Housing Assistance page on City's Website. Referrals frequently provided by staff to the Housing Authority for those inquiring about the voucher program.	Ongoing
3.5		Actively seek & encourage the development of housing that is affordable to very low, low and moderate income first time homebuyers.					
	H-3.5.1	Utilize funds as available to provide zero interest second mortgages to qualified low and moderate income homebuyers to assist them with down payment and/or closing costs.	Economic Development Division	Provide assistance to 20 homebuyers during the Housing Element period.	Ongoing	Redevelopment funding was eliminated in 2011-2012. Limited funding through other City sources now used to provide reduced funding for 1-2 loans annually.	Ongoing thru 2016
	H-3.5.2	Support & participate in the Mortgage Credit Certificate (MCC) Tax Credit Program administered by the Contra Costa County Department of Conservation & Development & make information available at the permit counter & City Website. Work with local nonprofit housing developers to facilitate sweat-equity homeownership opportunities for Concord Residents.	Economic Development and Housing Division	N/A	Ongoing	Information is provided at Permit Center counter and kiosk and a City Website link has been updated with County's new information. Staff has met with Habitat for Humanity to discuss opportunities for new sweat-equity home ownership projects and potential joint future projects.	Ongoing thru 2016
	H-3.5.3		Economic Development Division	N/A	Ongoing		Ongoing thru 2016
3.6		Actively seek & encourage the development of affordable housing for large families with extremely low, very low, low or moderate incomes & continue to take actions to prevent discrimination against children in housing.					
	H-3.6.1	Expand the current inventory of large units in the City by providing financial and/or regulatory incentives to encourage the inclusion of units with four or more bedrooms in new developments, especially in rental housing developments.	Economic Development / Redevelopment Division	40 new or rehabilitated housing units in Concord with four or more bedrooms.	Ongoing	Only one multi-family project has been approved in the last few years (Renaissance). However, interest by developers is increasing.	Ongoing thru 2022

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
	H-3.6.2	Facilitate the rehabilitation of large units by giving priority to developments with large units that are deteriorated or at risk of being lost from the City's housing stock.	Economic Development Division	N/A	Ongoing	The City works with Affordable Housing Developers to identify opportunities acquisition/rehab. projects and will continue to offer a multi-family rehabilitation program. Funding due to the loss of Redevelopment is a current challenge.	Ongoing thru 2022
H-3.7		Actively seek & encourage emergency, transitional, & long-term affordable housing to reduce the problem of homelessness in the City of Concord.					
	H-3.7.1	Continue to actively participate in the Contra Costa HOME Consortium & the Contra Costa Interagency Council on Homelessness to identify & respond to the needs of homeless individuals & families in Concord & surrounding communities. * Continue to permit the development of emergency homeless shelters without discretionary review, in the Industrial Mixed Use, Industrial Business Park Zone, & Office Business Park zones in accordance with State Law. *	Economic Development Division and Community Grants Division	N/A	Ongoing	Housing and Community Services Program staff regularly attend this activity.	Ongoing thru 2022
	H-3.7.2	Revise the City's Development Code to explicitly identify transitional and supportive housing as residential uses subject to only those restrictions that apply to other residential dwellings of the same type in the same zone, and adopt definitions of transitional housing and supportive housing pursuant to SB 745.	City Council, Planning Commission, Planning Division	N/A	Ongoing	The new Development Code provides for the development of emergency homeless shelters in its Business Park and Industrial Districts.	July 2012 Completed
	H-3.7.3		City Council, Planning Commission, Planning Division	N/A	2015-2016	The new Development Code allows residential care facilities, group homes and similar housing in certain residential districts and commercial mixed use area with appropriate permits. Modification needed in 2016.	July 2012 Completed ----- Ongoing 2016
	H-3.7.4	Coordinate with the County & local non-profits to identify & address the housing & social needs of the local homeless population. *	Parks & Recreation Department / Community Grants Division	N/A	Ongoing	City Staff refers clients to local resources and attends Interagency Council on Homelessness. Police department has a representative on the Executive Committee for the Contra Costa Inter-jurisdictional Council on Homelessness (CCICH)	Ongoing thru 2022
GOAL H-4		EQUAL HOUSING OPPORTUNITIES					

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Recording Time Period: July 1, 2014 to June 30, 2022

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
H-4.1		Ensure equal housing opportunities for all by reaffirming the City's commitment to work towards the elimination of discrimination in housing. *					
	H-4.1.1	Continue the City's existing contract with ECHO Housing to provide fair housing counseling, education, and outreach services. *	City Council, and Economic Development Division	N/A	Ongoing	City's Housing Program administers a contract with ECHO Housing for provision of fair housing counseling, education and outreach.	Ongoing thru 2022
	H-4.1.2	Continue the City's existing contract with Bay Area Legal to provide tenant-landlord counseling and resolve problems and conflicts that occur in tenant/landlord relationships. *	Economic Development / Redevelopment Division	N/A	Ongoing	City contracted with Bay Area Legal to provide tenant-landlord counseling services to resolve problems and conflicts. City has contracted with U.S. Communities to monitor the City's affordable inventory for income eligibility and rental rates. Also, provides average and median rental rates. Reduced funding for continuation beyond 2014.	Ongoing thru 2022
	H-4.1.3	Continue to monitor rental rates in Concord on an annual basis to provide up to date, reliable information on average & median rents in the City by unit size & type. *	Economic Development Division	N/A	Ongoing		Ongoing thru 2016
	H-4.1.4	Work with the Contra Costa HOME Consortium to reduce impediments to fair housing choice identified in the Consortium's Analysis of Impediments to Fair Housing Choice.	Community Grants, and Economic Development & Housing Division	N/A	Ongoing	The City Council adopted the City's 2015-20 Consolidated Plan. Updates are provided through the City's annual Action Plan, prepared in coordination with the HOME consortium.	Ongoing thru 2022
GOAL H-5		ENERGY CONSERVATION					
H-5.1		Encourage the incorporation of energy and water conservation design features in existing & future residential developments to conserve resources, reduce greenhouse gas emissions, & reduce housing costs.					
		Continue to allow new residential developments to provide, to the extent feasible, for passive energy conservation. Solar access, and water conservation features.	Planning Commission and Planning Division	N/A	Ongoing	City approved a Citywide Climate Action Plan in July 2013 with GHG reduction strategies. Staff encourages design strategies for new buildings through Design Review of projects.	Ongoing thru 2022
	H-5.1.1	Continue to enforce State Energy Conservation Standards (Title 24) for new residential construction or additions to existing structures.	Building Division	N/A	Ongoing	Building review and inspection based on Title 24 and new Building Code	Ongoing thru 2022
	H-5.1.2			N/A	Ongoing		

**TABLE C
PROGRAM IMPLEMENTATION STATUS**

Recording Time Period: July 1, 2014 to June 30, 2022

Policy #	Program #	Title	Responsible Agency	Quantified Objective	Time Frame	Status	Completion Date
	H-5.1.3	Continue to offer rehabilitation loans to extremely low, very low, and low income homeowners & seniors to improve the energy efficiency of their residence and/or replace existing energy inefficient appliances through various Home Repair Loans and the Weatherization for Seniors Program.	Economic Development Division	N/A	Ongoing	City continues to offer Emergency Repair Loans and Weatherization and Home Security Grants for Seniors, as CDBG funds allow.	Ongoing thru 2014
	H-5.1.4	Continue to implement the Green Building Standards adopted in 2011 in accordance with State Law to implement General Plan policies & promote solar energy & other environmentally sound, energy efficient methods for heating & cooling homes, consistent with adopted building, mechanical & plumbing codes.	Building Division and Planning Division	N/A	Ongoing	Adopted by Building Division, and effective as of January 1, 2011.	Ongoing thru 2022

DOWNTOWN SPECIFIC PLAN IMPLEMENTATION STRATEGIES AND TRACKING

Strategy	Action #	Title	Responsible Division	Quantified Objective	Time Frame	Status	Anticipated Completion Date
					Short term 2014-2017	Mid term 2017-2022	Long term 2022-40
					17	22	40
							1/25/2016

LAND USE PLAN (LU)

LU-1	Adopt the Downtown Vision Plan, Implementation Strategy, and Regulating Code						
	Incorporate the Downtown Plan into the General Plan Update/Housing Element Update	Planning Division	Incorporated as Volume IV of the General Plan	X		Completed - Working on updating website and General Plan page to reflect Volume IV as DTSP	Completed - June 24, 2014
A.							
B.	Prepare and Adopt Addendum for the Vision Plan, Regulating Code, and Implementation Strategy	Planning Division	Adopt Addendum for environmental review	X		Completed - Updating website to reflect Volume IV as DTSP and Resolution of Adoption	Completed - June 24, 2014
C.	Amend Development Code & other City Ordinances, as necessary to insure consistency with the Regulating Code	Planning Division	Update ordinances to reflect desired modifications	X		Planning staff is coordinating with CCWD regarding secondary living units, text amendment regarding transitional and supportive housing will be forthcoming in 2016.	Ongoing June 2016

LU-2 Examine Height and Incentive bonuses

LU-2	Examine Height and Incentive bonuses						
	Define areas where additional height would be beneficial	Planning Division	Examine locations that may benefit from additional height	X		Not considered a constraint currently. WMX-140 feet, CO-30 feet, DP 70 feet, CMX-30 feet Premature at this time. WMX does allow increased height with a Use Permit.	Re-examine in 2017
A.							
B.			Develop design and develop standards geared toward variety of building styles		X		Re-examine in 2017
C.	Develop code sections to recognize certain thresholds; up to 5 stories, 12 stories, over 12 stories	Planning Division	Prepare modification to Multi-family and/or Transit Overlay code in particular Section 18.105.040 Dev. Stds.	X		Mid-term objective Multi-family housing and Transit Overlay mods. - to be initiated upon Housing Element adoption. Aff. Hsg. Imp. Program provides bonus for amenities. Consider incentives also for market rate housing.	Ongoing June 2017
D.	Study modifications of Development Code to allow multi-family units w/just design review (within 1/2 mile radius of BART)	Planning Division	Prepare code update for DP and DMX districts or Transit Overlay	X		The Affordable Housing Incentive Program already provides for Design Review only for affordable units; Consider streamlining by eliminating Use Permit for market rate units. May consider study session to discuss with City's internal DAC and DRB/PC	Ongoing June 2017

E.	Consider parking reduction as incentive for first two initial projects within the downtown of at least 100 units.	Planning / Economic Development Divisions	Consider for Oak Street site and Town Center sites (RFP)	X			Study Session held in April 2014, Council was not open to adjustments to parking ordinance. Revisit during RFP process and/or as Study Session w/ new MF developments. Examine potential Transit Overlay modifications. Parking Ord. already provides for some adjustments and flexibility (Section 18.160.050)	Ongoing June 2017	
LU-3 Urban Design and Development									
A.	Focus primarily on vacant/under-utilized parcels within transit overlay	Planning and Economic Development Divisions	Brainstorm potential ideas/opportunities	X			City's Successor Agency sites will move forward in 2016 with preparation of RFP, first priority for Oak Street site to select developer for submittal of plans to process entitlement.	Ongoing June 2017	
B.	Define a new district around Pacheco, Adobe and Clay's Alley (restaurants, artisanal local retailers).	Planning Division and Economic Development Divisions	Brainstorm potential ideas/opportunities	X	X	X	Set up meeting to discuss	Ongoing June 2016	
C.	Develop Grant St. as vital Commercial link from TSP through to BART through use of developer incentives - tbd.	Planning Division and Economic Development Divisions	Research and obtain grant funding to pursue improvements.	X	X		City has initiated Corridors Project including Grant St., Salvio St., and Oak St., for design concepts for complete streets design development (July 2016 timeframe). Plans to submit for OBAG Grant for construction dollars.	Ongoing 2017 Corridors Plan for adoption by July 2016	
D.	Study Redevelopment of Park and Shop area.	Planning Division and Economic Development Divisions	Schedule meetings close to project site, as possible.			X	Premature at this time - Long term strategy However, staff is currently working on preparation of Park and Shop Design Guidelines and held a public workshop on the project in late 2015.	Re-examine in 2017	
E.	Work with community groups/hold meetings at different locations to generate more community input.	Planning Division and Economic Development Divisions	Brainstorm potential ideas/opportunities	X	X		City's Bike and Pedestrian Plan outreach, Detroit Avenue projects , and Corridors Plan have hosted meetings in Todos Santos Plaza, at the Keller House, at Meadow Homes Elementary, Willow Pass Community Center.	Ongoing June 2017	
HOUSING (H)									
H-1 Housing									
A.	Provide a greater diversity of housing types including market rate and affordable apts., condos, townhouses.	Planning Division	Brainstorm potential attraction ideas/opportunities	X			Consider streamlining process by eliminating Use Permit requirement for multi-family, live work, for discussion with City's internal DAC. Review ways to reduce months to process.	Ongoing June 2016	

B.	Monitor affordability within project area.	Planning Division	Provide bi-annual comparison with existing conditions report	X	X	Retain consultant (EPS) to provide update in summer of 2016.	Ongoing June 2016
C.	Maintain City's affordable units currently under Regulatory Agreement within project area at 90% of current level to 2022, as financially feasible.	Housing Division	Retain 603 of the 670 affordable units under affordability restrictions through to 2022.	X	X	Pursue funding mechanisms to retain affordable units as regulatory agreements expire over the next 8 years (Agreements with 142 units due to expire during that period). Staff coordinating in providing funding for Virginia Lane Rehabilitation and preparation of Nexus Study to re-examine Affordable Housing Fee.	Ongoing Review of Affordable Housing In-Lieu fee by June 2016
D.	Develop Anti-Displacement strategies for inclusion in Housing Element.	Planning Division	Incorporate new strategies within the Housing Element Update for adoption in Jan. 2015.	X	X	Anti-displacement strategy (Program H-2.4.1) was incorporated into the Housing Element Update.	Completed Jan. 2015
E.	Monitor conditions of affordable units within City's inventory.	Building Division	Units are inspected on a 3-year rotational basis; input dates	X	X	Building Division inspects multi-family on an ongoing basis; inspection dates into Compliance Services database, and self certification process is still available to property managers.	Ongoing June 2016
F.	Examine updates to Secondary Living Unit ordinance to provide affordability and greater flexibility within the Transit Overlay Zone.	Planning Division	Prepare updates to secondary living unit/Transit overlay code	X	X	City CED staff proposed Pilot Program to PDIO Council Committee on Nov. 12, 2015. Moving forward with recommendations in February/March.	Planned for completion in March 2016.
G.	Coordinate meeting with Contra Costa Water District to explore reductions to fees and requirements by the District for Secondary Living Units.	Planning Division	Reduce fees for those secondary units within the Transit Overlay	X	X	Met with CCWD on July 31, 2014 to understand definitions of each agency and history of fees. Staff attended CCWD's Stakeholder meeting for their Facility Reserve Charge process in January and met with their planning staff on February 13, 2015 with continued coordination through 2015. On Jan. 6, 2016, CCWD Board adopted a reduction of \$5,006 for new secondary unit service fees.	Completed Jan. 2016
ECONOMIC VITALITY (ED)							
ED-1 Engage Community Strategically for Downtown Redevelopment/Development							
A.	Create, distribute, and market the Downtown Concord Vision Poster and Outreach Campaign	Economic Development Division	Prepare marketing campaign for the downtown.	X	X	Retain grant funding or allocate City funds and meet with TSBA to discuss.	Ongoing June 2016

B.	Develop Branding Program for Todos Santos District.	Economic Development Division	Prepare branding program	X		Retain grant funding or allocate City funds and meet with TSBA to discuss.	Ongoing June 2016
C.	Develop a Marketing Plan to: Engage bussiness owners, market properties, and provide infor. On Dev. Incentives.	Economic Development Division	Retain grant funding or determine available City funds and meet with TSBA to discuss.	X		Retain grant funding or allocate City funds and meet with TSBA to discuss.	Ongoing June 2016
D.	Engage Property Owners to gain an Understanding of City's goal of branding of Todos Santos District	Economic Development Division	Present concepts at TSBA	X		Retain grant funding or allocate City funds and meet with TSBA to discuss.	Ongoing June 2016
E.	Re-examine Creation of and Market Support for Property-Based Improvement District.	Economic Development Division	Facilitate adoption of a PBID to support the downtown	X		Retain grant funding or allocate City funds to revisit PBID during next year and meet with TSBA to discuss.	Ongoing June 2016
F.	Prepare Long-term Property Management Plan for submittal to the State for City's prior Redevelopment sites	Economic Development Division	Submit LRPMP to DoF for review	X		Report completed and submitted to Dept. of Finance. Staff will begin RFP for vacant Successor Agency sites (Oak St.) upon completion.	Completed and Approved in Dec. 2015
G.	Identify target businesses, based on market demand, to attract to the DTSP Area. Plan and Implement.	Economic Development Division	Identify businesses for specific business attraction to within the Downtown limits.	X		ED Division Implementing Economic Vitality Program	Ongoing June 2016
H.	Seek grants and other funding sources for improvements and activities.	Economic Development Division	Obtain grant related to marketing of the downtown.	X		Research and pursue State, regional and private grants; pending hire of staff	Ongoing June 2016
I.	Expand existing Economic Development Program to Retain and Support existing businesses/offices within the downtown.	Economic Development Division	Track new downtown businesses attracted and retained.	X		Current efforts underway and ongoing	Business Development Manager hired in Dec. 2015 Ongoing
ED-2 Support Development/Redevelopment of Downtown Properties							
A.	Re-Initiate façade improvement program with City supporting design, development and expedited permitting	Economic Development Division	Obtain funding for and renew documents for program	X		Research and pursue State, regional and private grants	Ongoing June 2016
B.	Prepare Design Guidelines handout for developers (Excerpt from SP).	Planning Division and Economic Development Division	Prepare Handout and publish	X		Todos Santos Design Guidelines currently being prepared by staff w/30% progress review by AD-Hoc/DRB on Feb. 8, 2016.	Anticipated adoption in July 2016

C.	Encourage and facilitate a Parking Management Program in the DP zoned area and south to BART by initiating a parking management study for the DP & DMX zoning districts that analyzes the availability of existing parking spaces, determines modifications necessary in order to make private spaces available to the public, examines concepts such as unbundled parking & transfer of parking rights, and actions required to form a parking management district.	Planning Division/ Transportation / Economic Development and Housing Division	Pursue funding for, retain consultant and prepare a Parking Management Plan		X	X	Premature at this time - Mid Term	Re-examine in 2017
D.	Examine Timed Parking for on-street parking in DP zoned Area to encourage parking turnover.	Transportation / Economic Development and Housing Division	Undertake focussed study in limited area		X		Premature at this time - Mid Term	Re-examine in 2016-17
E.	Establish Design Parameters for Successful/flexible retail (guidelines) for mixed use projects	Planning Division/ Economic Development and Housing Division		X	X		Identify issues and potential solutions for mixed use projects. Review existing Mixed Use development standards and consider edits.	Ongoing June 2016
F.	Re-examine Development Code for retail requirements within mixed use projects.	Planning/ Economic Development and Housing Division		X			Need to identify potential code amendments.	Ongoing June 2016
G.	Re-Examine and Coordinate Procedures and Fees for in-lieu Parking Fee Program.	Transportation / Economic Development and Housing Division	Updating of In-Lieu Parking Fee Program procedures		X		Research and review of fees needed, identify procedures that would need to be prepared and implemented	Re-examine in 2016-17
ED-3 Initiate Catalyst Development Projects/Leverage Public Land								
A.	Use Successor Agency opportunity sites as catalyst development sites to incentivize developers w/ First-In Incentive Package	Economic Development & Housing Division / Planning Division	Discussion prior to RFP preparation and negotiation of DDA		X		Long Range Property Management Plan was finalized and approved by DOF in Dec. 2015.	Ongoing July 2017
B.	Select a developer for the 4.22 acre Oak St. site through a RFQ, RFP process w/the necessary experience & expertise to complete a high density mixed-use development in a realistic timeframe & negotiate a Disposition & Development Agreement with that developer	Economic Development & Housing Division	Preparation and distribution of RFQ and RFP for Oak Street site		X		ED Staff meeting with interested developers. RFP would potentially be coordinated in early 2016.	Ongoing 2016
C.	After Oak St. site, select a developer for the 3-acre Galindo St. site through a RFQ, RFP process w/the necessary experience & expertise to complete a high density mixed-use development in a realistic timeframe & negotiate a DDA with that developer.	Economic Development & Housing Division	Preparation and distribution of RFQ and RFP for Galindo Street site		X		ED Staff meeting with interested developers. RFP would potentially be coordinated in 2016/2017.	Re-examine in 2016/17

D.	Establish cost/feasibility of promoting fee reduction or fixed impact fees for two key sites to incentivize developers at catalyst sites.	Economic Development & Housing Division/ Planning Division	Discussion prior to RFP preparation and negotiation of DDA	X			Determination to be made at time of RFP	Ongoing June 2016
ED-4 Encourage and facilitate development of other infill sites in Todos Santos District								
A.	Encourage development of Grant Street sites.	Planning Division / Economic Development and Housing	Provide focussed handouts and brochure for developers	X	X		Brownman development coordinating with Planning staff on one Grant Street site. Corridors Plan to upgrade Grant Street to Complete Streets, Green Streets project.	Ongoing June 2016
B.	Encourage development of key opportunity sites in Transit Overlay of Todos Santos District.	Planning Division / Economic Development and Housing	Provide focussed handouts and brochure for developers	X	X		Planning and ED Staff meeting with developers. Formal application for Concord Village-230 units, Brownman Development-135 units, Blockbuster site, and one successor agency site anticipated in 2016.	Ongoing June 2016
C.	Develop inventory and tracking of retail businesses; Definition and tracking of Successful Performing Retail.	Planning Division / Economic Development and Housing	Prepare summary of efforts.	X	X		Economic Development team - in progress. Staff assists business owners in terms of permit facilitation, site selection services, cross promotion of events, etc.	Ongoing June 2016
D.	Coordinate with BART on property adjacent to Successor Agency-owned parcels to create complimentary disposition processes.	Planning Division / Transportation Division	Meetings and coordination on three BART station and streetscape projects	X			ED staff in coordination and communication with BART.	Ongoing June 2017
ED-5 Develop Plan for Marketing Strategic Sites to Developers								
A.	Host Second Developer Panel on Implementation and Marketing of Sites	Planning Division / Economic Development and Housing	Host Developer Panel on downtown	X			ULLI Technical Assistance Panel was hosted on April 24-25 with Final Report provided on August 4, 2014. Comments were incorporated into DTSP adopted June 24, 2014	Completed - August 2014
B.	Effective targeting and reaching out to desirable developers with successful regional track record.	Planning Division	Development of brochure/handouts for key developers.	X	X		Meet with developers and tenants on ongoing basis.	ED staff hired in June 2015 to assist with ongoing
C.	Clearly articulate entitlement streamlining achieved through Specific Plan in marketing approach to developers.	Planning Division		X			Articulated in meetings with developers on a site by site, case by case basis. Most sites confirming with GP and Zoning only require a UP and Design Review and can utilize CEQA Infill exemption.	Ongoing June 2016

										Re-examine in 2017	
C.	Develop interim parking strategy and optimizing parking lots.	Planning Division, Transportation Division	Prepare Parking Management Plan for DP/DMX districts		X					Mid-term Strategy already flexible; Consider incentives/ investments along green framework - Corridors Plan in process	Ongoing 2016
D.	Explore potential for BART corridor overlay zoning	Planning Division	Grant St. / Salvio St.		X					Met with BART on station improvements on July 24th and Aug. 29th. Wayfinding will be coordinated with other downtown projects.	Ongoing 2016
E.	Coordinate with BART on way-finding program.	Planning Division, Transportation Division	Grant St. / Oak St.		X					Met with BART on station improvements on July 24th and Aug. 29th. Plans presented to PC on 2/18 and CC on 2/24/15. Construction expected in May/June 2016	Ongoing June 2016
F.	Coordinate with BART on Concord Station improvements.	Planning Division, Transportation Division	Retain Concord at top of BART priority list		X						Ongoing June 2016
G.	Prepare focused transportation studies on site access/circulation.	Planning Division, Transportation Division	Ray to prioritize		X						Ongoing June 2016

I-1 Program Grant Street Improvements

A.	Design Streetscape, Landscape and Lighting Improvements from BART to Todos Santos,, Define Cost Estimate	Planning Division, Transportation Division			X				X	Corridors Project (grant funded) focused on this, 50% progress through schedule with Conceptual plans scheduled for completion by June.	Ongoing June 2016
B.	Implement Public Art at Key Locations	Planning Division, Public Works Division			X				X	Arches at Todos Santos Plaza installed in Summer 2016. Additional opportunities to be examined in Corridors Plan.	Ongoing June 2016

I-2 Program Pedestrian and Bicycle Plan Improvements

A.	Design Green Framework path within Downtown Specific Plan	Planning Division, Transportation PW Division	Prepare design and construction plans; pursue grant funding		X					Corridors Project (grant funded) be focused on this, kick-off expected April 2015; Consultant has been selected and Draft Scope of Work prepared	Ongoing June 2016
B.	Coordinate with Construction of OBAG Last Mile and Detroit Avenue projects	Planning Division, Transportation PW Division			X					Effort is ongoing; Presentation provided to Infrastructure Committee in Jan. 2015. Planning and Transportation staff coordinating on submittal for OBAG 2 funds in May 2016.	Ongoing 2016-2017
C.	Coordinate with BART on potential for connection of North Concord BART trail with trail west of Concord BART	Planning Division, PW Division			X					Aug. 29th and January 2015 meeting with BART and continued coordination.	Ongoing June 2016

Concord Housing Fund
SB 341 Annual Reporting Requirements for Housing Successors to Redevelopment Agencies
For Fiscal Year Ended June 30, 2015

1. Amounts Deposited into the Low & Moderate Housing Asset Fund, distinguishing any amounts deposited for items listed on the Recognized Obligation Payment Schedule (ROPS) from other amounts deposited

a. Recognized Obligation Payment Schedule (ROPS) funding	\$0.00
b. Loan Payoff	717,161.47
c. Loan Interest Earnings	42,515.02
d. Interest Earnings on Cash Balance	32,522.75
Total Deposits	<u>\$792,199.24</u>

2. A statement of the balance in the fund as of the close of the fiscal year, distinguishing any amounts held for items listed on the ROPS from other amounts

Cash	\$1,830,305.00
Restricted for Current Payables	(\$64,399.00)
Anticipated Current Receivables	\$0.00
Available Cash Balance	<u>\$1,765,906.00</u>

3. Description of the expenditures from the fund by category, including, but not limited to, expenditures (A) for monitoring and preserving the long-term affordability of units subject to affordability restrictions or covenants entered into by the redevelopment agency or the housing successor and administering the activities described in paragraphs (2) and (3) of subdivision (a), (B) for homeless prevention and rapid rehousing services for the development of housing described in paragraph (2) of subdivision (a), and (C) for the development of housing pursuant to paragraph (3) of subdivision (a).

a. Monitoring & preserving long term affordability of units	\$16,306.50
b. Homeless prevention	\$0.00
c. Housing development	\$0.00
d. Other:	\$119,606.30
Total All Expenditures	\$135,912.80

4. As described in paragraph (1) of subdivision (a), the statutory value of real property owned by the housing successor, the value of the loans and grants receivable, and the sum of these two amounts.

Housing Loans Receivable	\$35,156,409.00
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5. Description of any transfers made pursuant to paragraph (2) of subdivision (C) in the previous fiscal year and, if still unencumbered, in earlier fiscal years and a description of and status update on any project for which transferred funds have been or will be expended if that project has not yet been placed in service.

a. Transfers made in FY 2014/15	\$0.00
b. Transfer made in earlier years and project is still pending	\$0.00

6. Description of Projects for which Concord Housing Fund receives or is holding property tax revenue pursuant to the ROPS and the status of that project.

NA - no RPTTF funding being used or held for housing projects	Not Applicable
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Concord Housing Fund
SB 341 Annual Reporting Requirements for Housing Successors to Redevelopment Agencies
For Fiscal Year Ended June 30, 2015

7. *For interests in real property acquired by the former redevelopment agency prior to February 1, 2012, a status update on compliance with section 33334.16. For interest in real property acquired on or after February 1, 2012, a status update on the project.*

NA - no properties purchased using Low & Moderate Income Housing Funds prior to February 1, 2012 or after February 1, 2012

8a. *A description of outstanding obligations pursuant to Section 33413 that remain to transfer to the Housing Successor on February 1, 2012*

Not Applicable - there are no outstanding obligations pursuant to Section 33413 Not Applicable

8b. *A description of the Housing Successor's progress in meeting obligations described in 8a.*

Not Applicable - there are no outstanding obligations pursuant to Section 33413 Not Applicable

8c. *A description of th housing successor's plan to meet unmet obligations described in 8a.*

Not Applicable - there are no outstanding obligations pursuant to Section 33413 Not Applicable

9. *Information required by subparagraph (B) or paragraph (3) of subdivision (a)*

Not Applicable

10. *Percentage of units of deed-restrcited rental housing restricted to seniors and assisted individually or jointly by the Housing Successor, its former RDA and its host jurisdiction within the last 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly bythe housing successor, its former RDA and its host jurisdiction within the same time period.*

0 percent

11a. *The amount of excess surpluss*

Calculation follows

None

11b. *The amount of time that the successor agency has had the excess surplus*

Not Applicable

11c. *The housing successor's plan for eliminating the excess surplus*

Not Applicable

**Former Redevelopment Agency of the City of Concord
Excess Surplus Calculation**

	Low & Moderate Income Housing Funds - All Project Areas
Opening fund balance - July 1, 2014	\$30,852,011.00
Less Unavailable Amounts:	
Encumbrances (Section 33334.12(g)(2))	
Loans Receivable	(\$26,871,323.00)
Advances	(\$3,000,000.00)
Prepays	\$0.00
	(\$29,871,323.00)
Available Low & Mod Funds	\$980,688.00
Limitation (Greater of \$1,000,000 or four years of set-aside)	
Set-aside for last four years - fiscal years ended:	
June 30, 2014	\$0.00
June 30, 2013	\$0.00
June 30, 2012	\$0.00
June 30, 2011	\$3,379,532.00
Total Set-aside past four years	\$3,379,532.00
Base Limitation	\$1,000,000.00
Greater Amount	\$3,379,532.00
Computed Excess Surplus	None