

CITY OF DANA POINT
AGENDA REPORT

Reviewed By:	
DH	<u>X</u>
CM	<u>X</u>
CA	—

DATE: MARCH 1, 2022

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: BRENDA WISNESKI, DIRECTOR OF COMMUNITY DEVELOPMENT
BELINDA DEINES, PRINCIPAL PLANNER

SUBJECT: ANNUAL HOUSING ELEMENT PROGRESS REPORT

RECOMMENDED ACTION:

That the City Council receive and file the 2021 Annual Housing Element Progress Report.

BACKGROUND:

On February 1, 2022, the City Council adopted an update to the City's General Plan Housing Element for the 2021-2029 planning period. The 2021 Annual Housing Element Progress Report (APR) is the first report of the 6th Cycle 2021-2029 Housing Element.

State law requires the City to submit an APR to show progress on the General Plan Housing Element by April 1 of every year. This report provides an update on housing unit production and housing program implementation from January 1 through December 31, 2021. The 2021 Annual Housing Element Progress Report is attached as Supporting Document A.

On February 28, 2022, the Planning Commission is scheduled to review the APR. After review by the Planning Commission and City Council, the APR will be submitted to the California Department of Housing and Community Development (HCD) as required by Title 25 of the California Code of Regulations.

DISCUSSION:

In order to address the housing needs in California, State law requires that each jurisdiction adopt a Housing Element as a chapter of its General Plan. The Housing Element includes the City's housing strategy to plan for existing and projected housing demand, identify adequate sites to accommodate the City's allocated share of regional housing needs, and analyze local policies, regulations and requirements that have the potential to constrain development of housing for all income levels.

Regional Housing Needs Assessment (RHNA)

RHNA allocation is a “fair share” number of units in four income categories as determined by the Southern California Association of Governments (SCAG). The State assigned the total number of units needed for the region, and SCAG used future planned housing and jobs to determine the number for each city.

Dana Point RHNA allocations for the planning period of June 30, 2021 to October 15, 2029 are as follows:

Cycle 6 RHNA Allocation (2021-2029)

Income Category	Number of Units
Very-Low Income Households (0-50% median)	147
Low Income Households (51-80% median)	84
Moderate income households (81-120% median)	101
Above moderate-income households (121%+ median)	198
TOTAL	530

In 2021, the official area median income for Orange County was \$106,700 (based on a 4-person household), as determined by the U.S. Department of Housing and Urban Development (HUD) and HCD.

In Dana Point and other Orange County cities, the marketplace tends to naturally meet the demands for housing in the above moderate-income levels. Construction of any substantive number of units in the very-low and low income household categories would require innovative application and partnerships of City, County, State, and non-profit groups to meet these housing allocations.

Annual Progress Report

Beginning in 2017, the Legislature enacted new housing-related bills that resulted in additional modifications to the APR submittal requirements. Additional bills enacted in 2019 resulted in additional modifications to the APR submittal requirements. Supporting Document A includes the following tables as required by HCD:

- Table A – New housing unit applications submitted and “deemed complete” during the reporting year.
- Table A2 – New housing unit data including affordability criteria, entitlement approval, issuance of building permit, and issuance of a certificate of occupancy.
- Table B – Summary of prior permit activity (permits issued) in the current cycle including activity for the current reporting year.
- Table C (not applicable) – Sites identified or rezoned to accommodate shortfall housing need. The City’s 2014-2021 Housing Element does not require that the City identify an unaccommodated need of sites from the previous planning period, has a shortfall of sites as identified in the Housing Element, or is identifying

additional sites required by no net loss law. Therefore, this table is not applicable.

- Table D – Status and progress of housing program and policy implementation as specified in the Housing Element.
- Table E (not applicable) – This table only applies if the City approved any commercial development bonuses during the reporting year. To qualify, an applicant for a commercial development enters into an agreement for partnered housing to contribute affordable housing through a joint project or two separate projects and the commercial developer receives a development bonus.
- Table F (not applicable) – Identifies units rehabilitated, preserved, and acquired for alternative adequate sites.
- Table G (not applicable) – Identifies sites that are or were owned by the City, and have been sold, leased, or otherwise disposed of during the reporting year.
- Table H (not applicable) – Identifies local owned or controlled lands declared surplus or identified as excess of its foreseeable needs.
- Summary Table – The summary table auto-populates data entered on other tables related to project entitlements completed during the reporting year and if those projects received streamlined review pursuant to SB 35 streamlining provisions.
- LEAP Reporting Table – Identifies the City’s receipt and status of used funds from the Local Early Action Planning (LEAP) grants.

2021 Housing Project Activity

Table A of Supporting Document A provides data for projects submitted and “deemed complete” by the City’s Planning Division within the 2021 reporting year. Residential projects are assigned unit categories: Single-Family Attached Units (SFA), Single-Family Detached Units (SFD), Two to Four Dwelling Units (2 to 4), Multiple-Family Dwelling Units (5+), Accessory Dwelling Units (ADU), and Mobile Homes (MH). Each of these units are quantified based on proposed affordability. A total of five (5) housing units received planning approval during the 2021 reporting year.

2021 Housing Unit Production

HCD requires that the City report on new residential building permits issued during each year within the Housing Element cycle by income level, as noted on Table A2 in Supporting Document A. In 2021, the City issued a total of 53 building permits: twenty (20) single-family attached, fourteen (14) single-family detached, three (3) triplex dwelling units, and sixteen (16) accessory dwelling units.

A total of 37 housing units have been issued permits for units in excess of the maximum amount established for an affordable housing unit by HCD. Therefore, these 37 units have been identified with building permits issued in the above-moderate income level households (greater than 120% of median income). The sixteen (16) accessory dwelling units are identified as very-low, low, and moderate income in that the units are affordable by design as small-scale and ancillary to the main residence.

Implementation of Housing Element Programs

The City's 2021-2029 Housing Element identifies key housing goals, policies, quantified objectives and scheduled implementation of programs. Table D of Supporting Document A summarizes the City's actions taken during the 2021 reporting year. This summary includes monitoring of programs on an ongoing basis as well as implementation schedule within the eight-year cycle of the Housing Element.

Program Category #1: Identify Adequate Sites for a Variety of Housing Types

- The City issued permits for sixteen (16) ADUs, exceeding the goal of 10 ADUs annually (three (3) very-low income, twelve (12) low income, and one (1) moderate income).

Program Category #2: Assist in the Development of Affordable Housing

- Housing Initiatives Program provided rental assistance to 37 Dana Point hotel employees, exceeding the goal of 20 employees annually. The program is operated by Mary Erickson Community Housing in collaboration with the Waldorf Astoria Monarch Beach.
- City continues to make annual contributions to the Orange County Housing Finance Trust, and Councilmember Federico served as Chair of the Board of Directors in 2021.
- Staff facilitated meetings with housing developers to explore potential construction of affordable housing units.

Program Category #3: Remove Governmental Constraints to the Maintenance, Improvement, and Development of Housing

- In 2021, City Staff initiated digital plan reviews to streamline residential project review, specifically for minor residential remodels and solar permits.

Program Category #4: Conserve/Improve Condition of Existing Stock of Affordable Housing

- Staff contacted the property owner of Coffield Apartments located at 25942 Domingo Ave. to consider utilizing housing funds for repair and rehabilitation of the existing units that provide affordable housing.

Program Category #5: Promote Housing Opportunities for All Persons

- The City hired a new full-time Community Outreach Worker to assist the City's homeless population and connect individuals with the City's housing resources assistance program.

Program Category #6: Preserve Existing Assisted Housing Developments

- The units at Monarch Coast Apartments have converted to market-rate rents, and the property has completed construction to replace market-rate units lost due to a landslide.

NOTIFICATION AND FOLLOW-UP:

California Department of Housing and Community Development
Governor’s Office of Planning and Research

STRATEGIC PLAN IMPLEMENTATION:

This report enables the implementation of Strategic Goal 5: Foster Economic Health & Prosperity, Objective 2 by guiding development compatible with community expectations to monitor and facilitate the construction of new housing opportunities in the City.

FISCAL IMPACT:

There are no fiscal impacts resulting from the recommended action.

SUPPORTING DOCUMENT:

- A. [2021 Annual Housing Element Progress Report.....6](#)

Supporting Document A: 2021 Annual Housing Element Progress Report

ATTACHMENT

Jurisdiction	Dana Point	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

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

Note: "+" indicates an optional field
 Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Applications		Application Status	Notes		
1				2	3	4	5								6	7	8	9	10		11	12	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted+ (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Was a Density Bonus requested for this housing development?	Was a Density Bonus approved for this housing development?	Please indicate the status of the application.	Notes*	
Summary Row: Start Data Entry Below							0	1	0	11	0	3	79	94	12	0							
	682-123-38	25022 Selva		PA21-0002	2 to 4	O	1/6/2021							3	3			No	No	N/A	Pending	New triplex	
	682-192-07	24722 Del Prado	Theel MU	PA21-0016	5+	O	3/15/2021							18	18			No	No	N/A	Pending		
	670-111-01	214 Monarch Bay		PA21-0025	SFD	O	4/30/2021							1	1			No	No	N/A	Pending	Demo of an existing single family dwelling and the construction of a new single family dwelling	
	670-111-25	229 Monarch Bay		PA21-0032	SFD	O	6/16/2021							1	1	1		No	No	N/A	Approved	Demo existing SFR and rebuild a new SFR	
	691-151-07	35275 Beach Road		PA21-0034	SFD	O	6/22/2021							1	1			No	No	N/A	Pending	Demo existing SFR and rebuild new two-story SFR	
	672-471-31	53 Ritz Cove		BLD21-1048	SFD	O	7/28/2021							1	1			No	No	N/A	Pending	New two story SFD	
	123-221-06	26522 Avenida Las Palmas B		BLD21-0526	ADU	R	4/15/2021				1				1	1		No	No	N/A	Pending	Attached ADU (single story) with an existing non-conforming SFR	
	691-142-14	35175 Beach Road		PA21-0075	SFD	O	12/1/2021							1	1			No	No	N/A	Pending	Demo of existing SFD and build new SFD	
	682-192-20	24622 Del Prado	Paseo Del Prado	PA21-0042	5+	O	8/26/2021							29	29			No	No	N/A	Pending	New mixed use project	
	682-137-08	25172 Manzanita		PA21-0043	SFD	O	9/3/2021							1	1			No	No	N/A	Pending	New 3-story SFD	
	670-131-05	154 Monarch Bay		PA21-0047	SFD	O	9/10/2021							1	1			No	No	N/A	Pending	Demo and rebuild new SFD	
	691-182-08	35301 Camino Capistrano		PA21-0050	SFD	O	9/16/2021							1	1			No	No	N/A	Pending	Demo existing SFD and construct new SFD	
	123-183-41	26582 Via California		BLD21-0137	ADU	R	5/25/2021						1		1			No	No	N/A	Pending	Proposed 2nd story ADU above existing garage	
	691-182-07	35291 Camino Capistrano		PA21-0067	SFD	O	11/5/2021							1	1			No	No	N/A	Pending	Tentative parcel map and new SFD	
	682-252-24	33895 Malaga		PA21-0074	ADU	R	12/1/2021								1			No	No	N/A	Pending	Detached ADU	
	123-162-31	26440 Via California		PA21-0076	SFA	O	12/10/2021							1	1			No	No	N/A	Pending	Demo of an existing ADU and the construction of a new two story unit over a garage and office area. Lot will maintain primary dwelling unit for a total of 2 units (detached duplex units)	
	691-332-01	35815 Beach Road		PA21-0085	SFD	O	12/22/2021							1	1			No	No	N/A	Pending	New SFD	
	682-245-34	34152 Chula Vista		PA21-0087	SFD	O	12/22/2021							1	1			No	No	N/A	Pending	New SFD	
	672-593-25	11 Seabreeze Terrace		BLD21-0017	SFD	O	1/5/2021							1	1	1		No	No	N/A	Approved	New 1-story SFD	
	123-253-04	26802 Calle Maria		BLD21-0470	SFD	O	4/7/2021							1	1	1		No	No	N/A	Approved	New 2-story SFD, demo	
	672-593-35	9 Pacific Ridge Place		BLD21-0902	SFD	O	6/29/2021							1	1			No	No	N/A	Pending	New SFD	
	691-083-33	35491 Camino Capistrano		BLD21-1340	SFD	O	9/22/2021							1	1			No	No	N/A	Pending	Demo and new 2-story SFD	
	672-593-27	17 Seabreeze Terrace		BLD21-1425	SFD	O	10/20/2021							1	1			No	No	N/A	Pending	New SFD	
	672-471-30	54 Ritz Cove		BLD21-1660	SFD	O	11/16/2021							1	1			No	No	N/A	Pending	New 2-story SFD	
	672-641-29	41 Strand Beach Drive		BLD21-1484	SFD	O	11/2/2021							1	1			No	No	N/A	Pending	New detached SFD	
	123-282-11	34471 Calle Carmelita		BLD21-1297	SFD	O	9/2/2021							1	1			No	No	N/A	Pending	New SFR	
	123-282-11	34471 Calle Carmelita		BLD21-1299	ADU	R	9/2/2021						1		1			No	No	N/A	Pending	Single story detached ADU	
	691-391-17	34492 Via Espinoza C		BLD21-0109	ADU	R	1/25/2021				1				1	1		No	No	N/A	Approved	Convert detached 2 car garage to ADU	
	673-291-11	32771 Nathan B		BLD21-0219	ADU	R	2/12/2021				1				1	1		No	No	N/A	Approved	Construct attached single story ADU	
	682-113-43	33802 Violet Lantern C		BLD21-0260	ADU	R	2/23/2021				1				1	1		No	No	N/A	Approved	Convert existing non-habitable space into an ADU	
	673-331-06	24361 Philemon B		BLD21-0488	ADU	R	4/8/2021				1				1	1		No	No	N/A	Approved	Attached ADU	
	672-641-07	29 Beach View Ave		BLD21-1290	SFD	O	9/17/2021							1	1			No	No	N/A	Pending	New detached SFR	
	682-263-19	33851 Malaga A		BLD21-0023	2 to 4	O	1/6/2021							1	1			No	No	N/A	Pending	Duplex lower unit	
	682-263-19	33851 Malaga B		BLD21-0024	2 to 4	O	1/6/2021							1	1			No	No	N/A	Pending	Duplex upper unit	
	672-151-41	33391 Dosinia		BLD21-0652	SFD	O	5/12/2021							1	1	1		No	No	N/A	Approved	New SFD	
	682-242-02	34011 Ruby Lantern B		BLD21-0654	ADU	R	5/12/2021				1				1	1		No	No	N/A	Approved	New detached ADU	
	672-641-06	39 Beach View		BLD21-1794	SFD	O	12/16/2021							1	1			No	No	N/A	Pending	New detached SFD	
	691-401-22	26252 Via Canon B		BLD21-1233	SFA	O	8/25/2021							1	1			No	No	N/A	Pending	New duplex unit B	

	691-401-22	26252 Via Canon A		BLD21-1223	SFA	O	8/25/2021							1				No	No	N/A	Pending	New duplex unit A
	682-293-24	34005 Malaga B		BLD21-1686	ADU	R	11/23/2021							1				No	No	N/A	Pending	Detached garage into ADU
	673-151-09	33186 Santiago		BLD21-1285	ADU	R	9/1/2021							1				No	No	N/A	Pending	New detached ADU
	682-294-26	34011 Alcazar		BLD21-1124	ADU	R	8/6/2021							1				No	No	N/A	Pending	New detached ADU
	673-191-20	25461 Westborne		BLD21-0664	ADU	R	5/17/2021							1				No	No	N/A	Pending	New attached ADU
	682-102-22	33862 Robles		BLD21-0520	ADU	R	4/14/2012							1			1	No	No	N/A	Approved	New detached ADU
	691-381-36	34581 Via Verde B		BLD21-0454	ADU	R	4/1/2021							1			1	No	No	N/A	Approved	New detached ADU
	123-251-33	34818 Calle Del Sol B		BLD21-1498	ADU	R	10/14/2021							1			1	No	No	N/A	Approved	JADU inside existing SFD
	670-111-31	198 Monarch Bay		BLD21-1286	SFD	O	10/11/2021							1				No	No	N/A	Pending	New single story SFD
	691-332-02	35817 Beach Road		PA21-0086	SFD	O	12/22/2021							1				No	No	N/A	Pending	New SFD

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "*" indicates an optional field
Cells in grey contain auto-calculation formulas

Table with 2 columns: Reporting Year (2021), Planning Period (5/1/2021 - 4/30/2022)

Table A2: Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units. Columns include Project ID, Address, Unit Type, Affordability categories, and various notes.

Jurisdiction	Dana Point	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

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

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
 Please contact HCD if your data is different than the material supplied here

Table B

Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1	2									3	4
Income Level		RHNA Allocation by Income Level	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	76	-	-	-	-	-	-	-	-	-	4	72
	Non-Deed Restricted		-	-	-	-	-	-	-	1	3		
Low	Deed Restricted	53	-	-	-	-	-	-	-	-	-	26	27
	Non-Deed Restricted		-	-	-	-	-	1	8	6	11		
Moderate	Deed Restricted	61	-	-	-	-	-	4	-	-	-	30	31
	Non-Deed Restricted		-	3	2	4	8	4	1	3	1		
Above Moderate		137	-	12	36	34	60	168	96	44	36	486	-
Total RHNA		327											
Total Units			-	15	38	38	68	177	105	54	51	546	130

Note: units serving extremely low-income households are included in the very low-income permitted units totals and must be reported as very low-income units.

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will include units that were permitted since the start of the planning period.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Dana Point	
Reporting Year	2021	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1.1 Adequate Sites	Maintain capacity to accommodate the unmet RHNA allocation on developable, adequately zoned sites throughout the entire planning period. Initiate a general plan update to expand opportunities to build new housing choices and expand affordability in high resource areas.	Maintain capacity 2021–2029; initiate general plan update in September 2023 (target) with a completion date of June 2026 (target)	Site inventory capacity maintained through December 2021. Developed spreadsheet and map of adequate sites inventory.
1.2 Density Bonus Housing	20 to 50 lower income units in total on vacant and underutilized land	Initiate Code update by 2022 with the intent to adopt in 2022 (subject to future certification by the California Coastal Commission); ongoing updates and promotion of new lower income units throughout planning period	In 2021, City staff received one inquiry for potential redevelopment utilizing density bonus. Continue to facilitate and promote density bonus applications. Code update proposed in 2022.
1.3 Accessory Dwelling Units	Permit 10 ADUs each year on average (7 to 8 lower income each year on average, with 3 to 4 of these being affordable to extremely low income (no/low cost)); evaluate and identify appropriate pre-approved ADU site plans. Continue to track affordability during the permitting stage.	Ordinance updated August 2021; monitor and update ordinance as necessary based on new state laws; coordinate through OCCOG REAP effort to evaluate and identify appropriate pre-approved ADU site plans by 2023.	ADU ordinance adopted by City Council in August 2021, submitted to HCD for review in October 2021. Pending comments from HCD, update ordinance as necessary based on state laws.
1.4 Alternative Sites for RHNA Credit	Identify at least 1 site and potential partner; and evaluate and pursue available funds; prioritize extremely low income households	Identify candidate site(s) by the end of 2022; if suitable sites and partners are identified and adequate funds are available, enter into a legally enforceable agreement by October 15, 2024, and ensure units are available for occupancy within two years of the execution date of an agreement	In 2021, City staff evaluated whether any potential sites could qualify for Project Homekey and found no opportunities. Outreach to affordable housing developers as potential partner in 2022.
1.5 SB 330	Maintain consistency with state law	2021-2029	City's website updated with SB 330 preliminary application. Compliance maintained through December 2021.

2.1 Rental Assistance	Expand the use of vouchers in Dana Point to reduce the rate of overpayment in target areas and for target households. Connect interested landlords and qualifying tenants with the OCHA Program Administrator and the United Way WelcomeHomeOC program. Continue to coordinate with and FHC to increase outreach and promotional activities to increase awareness of voucher availability and relevant rules and laws. Emphasize increasing voucher use by extremely low income households. Increase voucher use by 50 tenants.	2021-2029; coordinate with United Way on WelcomeHomeOC program by June 2022 and establish connections on an ongoing basis; coordinate with OCHA and FHC to assess need and prepare outreach materials by June 2023 and conduct outreach to target areas by December 2024; coordinate with the County on annual Action Plans and 2025-2029 Consolidated Plan	In 2021, United Way completed four cohorts and assisted 106 Dana Point residents in the South County Pilot program. Continue to coordinate with United Way on an ongoing basis.
2.2 Mortgage Assistance	Connect qualifying homebuyers with the County of Orange MCC and MAP Program Administrator.	2021-2029	Compliance achieved through December 2021. No Dana Point homebuyers utilized the County of Orange MCC and MAP programs.
2.3 Housing Initiative Program	Continue to collect in-lieu fees and support Mary Erickson Community Housing in operating the Housing Initiatives Program. Assist 20 hotel employees who are Dana Point residents annually. Prepare analysis of feasibility to apply similar requirements to future hotels.	2021-2029 with annual reporting; prepare feasibility analysis by 2023	In 2021, the program assisted 37 hotel employees and life skills programs were conducted on a quarterly basis.
2.4 Conversion to Affordable or Permanent Supportive Housing	10 units of extremely-low income housing through conversion	Coordinated with timing of Program 1.4 if possible; if not then by 2029, ideally those that already contain tenants severely overpaying for rental housing	No opportunities identified in 2021.
2.5 In-Lieu Fee Program	Evaluate the effectiveness of in-lieu fees in the Coastal Zone and/or considering a citywide in-lieu fee, especially in comparison to other options; prioritize the creation of or assistance provided to extremely low income housing units when considering all options	Conduct study by 2023; consider adopting appropriate in-lieu fee provisions by 2024	Compliance achieved and Housing In-Lieu Fees collected through December 2021.
2.6 Orange County Housing Finance Trust	Make annual contribution to support the development of affordable housing, homeless housing, and supportive housing throughout the county. Represent the interests of the City in discussions about the siting of proposed developments.	2021-2029	In 2021, Dana Point Mayor Jamey Federico served as Chair and Board Member to the Orange County Housing Finance Trust. Contributed and participated through December 2021.
3.1 Emergency Shelter Parking	Comply with state law	Initiate and complete Code update in 2022 (subject to future certification by the California Coastal Commission)	Code update to be initiated in 2022.

3.2 Development Fees	Regularly update the City's schedule of fees	Prepare an updated fee study every five years, with next study produced by the end of 2022; implement and adopt recommendations by June 2023	Fee study to be prepared in 2022.
3.3 Priority Water and Sewer Services	Route the adopted Housing Element to the South Orange County Wastewater Authority and South Coast Water District and coordinate with both agencies on future housing projects and changes to the Housing Element	Within one month of certification	Pending certification in 2022.
3.4 Energy Conservation	Increase public awareness and information on energy conservation opportunities and assistance programs for new and existing residential units, and comply with state energy conservation requirements	2021-2029	Compliance achieved through December 2021.
3.5 Streamline Residential Project Review	Update Municipal Code consistent with state law and produce residential project flow-chart and/or informational sheets, consistent with SB 35 and SB 330.	Initiate and complete Code update in 2022 (subject to future certification by the California Coastal Commission); produce flow-charts/info sheets in 2022	Digital plan reviews initiated in 2021 to streamline residential permitting processes. Code update to be initiated in 2022.
3.6 Supportive Housing	Amend the Zoning Code per state law	Initiate and complete Code update in 2022 (subject to future certification by the California Coastal Commission)	Code update to be initiated in 2022.
3.7 Low Barrier Navigation Centers	Amend the Zoning Code per state law	Initiate and complete Code update in 2022 (subject to future certification by the California Coastal Commission)	Code update to be initiated in 2022.
3.8 Accessory Dwelling Unit Ordinance	Maintain consistency with state law.	Initiate and complete Code update in 2022 (subject to future certification by the California Coastal Commission)	Code update to be initiated in 2022.
3.9 Site Development Permit Process	Eliminate unnecessary constraints potentially created through the discretionary site development permit process.	Initiate Code update in 2022 and complete by December 2023 (subject to future certification by the California Coastal Commission)	Code update to be initiated in 2022.
4.1 Owner Rehabilitation	Assist 2-4 lower income households annually, up to a total of 20 households.	2021-2029	Program available to Dana Point homeowners through December 2021.

4.2 Rental Rehabilitation	Assist 2-4 lower income housing units annually, up to a total of 20 households. Explore the feasibility of redirecting housing in-lieu fees to support additional rental rehabilitation efforts.	Explore redirecting City housing in-lieu fees by 2023, consider bundling with other funding sources and initiate redirection by June 2024 if redirection found preferable compared to other needs and funding sources; coordinate with the County 2021-2029	In 2021, City staff contacted the property owner of Coffield Apartments to offer matching Housing In-Lieu funds for exterior improvements. Continue to work with property owner in 2022.
4.3 Neighborhood Conservation	Identify critical neighborhood improvements for inclusion in annual CIP and proactively monitor neighborhood conditions, with priority for low resource areas	2021-2029	Program maintained through December 2021. Priority given to capital improvement projects proposed in low resource areas, specifically in Doheny Village and Lantern District/Town Center.
4.4 Condominium Conversions	Inform Dana Point residents, property owners, and real estate agents of condominium conversion requirements through the City's website	2021-2029; annual evaluation of regulations	Updated resources available on website through December 2021.
4.5 Effective and Consistent Code Enforcement	Ensure compliance with City codes, with a focus on substandard housing in low resource areas, which includes garage conversions and unpermitted additions	2021-2029	Code Enforcement Division maintained program through December 2021.
5.1 Affordable Housing Monitoring	Adopt affordability monitoring as a condition of approval for affordable housing projects and distribute educational materials on affordable housing conversion to the public at City Hall and through the City website	As affordable housing projects are approved during the planning period	Compliance achieved through December 2021.
6.1 Fair Housing Services	Refer persons in need of housing assistance to the Fair Housing Council of Orange County and other community housing resources	2021-2029	Program maintained through December 2021.
6.2 Affirmatively Furthering Fair Housing	Develop and implement the Affirmatively Furthering Fair Housing Plan	Develop AFFH plan and implement actions within the planning period, with formal plan finalized by 2023	Initiate program in 2022.
6.3 Senior Home Assessments	Refer seniors in need of free home assessments to South Coast Senior Services	2021-2029	Program maintained through December 2021. As of 2021, 51 seniors in Dana Point received Case Management services.
6.4 Housing Resources Assistance	Continually update the Dana Point Housing Resources Directory, Community Work Plan to Address Homelessness, fund a full-time Community Outreach Worker, and actively assist individuals and organizations on an as-needed basis	2021-2029	Program maintained through December 2021.

6.5 Housing for Persons with Disabilities	Assist in the development or rehabilitation of up to 10 housing units for persons with disabilities including persons with developmental disabilities. Coordinate with the Regional Center for Orange County to establish relationship with interested developers.	Establish additional relationships by 2023, assist in development or rehabilitation of units throughout 2021-2029	No opportunities identified in 2021.
6.6 Residential Care Facilities, Six or Fewer Persons	Ensure consistency with state law	Initiate and complete Code update in 2022	Code update to be initiated in 2022.
6.7 Residential Care Facilities, Seven or More Persons	Eliminate unnecessary constraints potentially created through the discretionary conditional use permit process.	Initiate and complete Code update in 2022	Code update to be initiated in 2022.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Jurisdiction	Dana Point	
Reporting Period	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

Table E

Commercial Development Bonus Approved pursuant to GC Section 65915.7

Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Dana Point	
Reporting Period	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

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

Note: "+" indicates an optional field
 Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Dana Point	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	3
Low	Deed Restricted	0
	Non-Deed Restricted	12
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		37
Total Units		53

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

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	20	47
SFD	0	14	19
2 to 4	0	3	0
5 +	0	0	0
ADU	0	16	10
MH	0	0	2
Total	0	53	78

Housing Applications Summary	
Total Housing Applications Submitted:	47
Number of Proposed Units in All Applications Received:	94
Total Housing Units Approved:	12
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Dana Point	
Reporting Year	2021	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT Local Early Action Planning (LEAP) Reporting (CCR Title 25 §6202) <i>Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.</i>					
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Total Award Amount	\$ 150,000.00 <i>Total award amount is auto-populated based on amounts entered in rows 15-26.</i>				
Project Administration	\$18,275.00		In Progress		
Housing Element Amendment	\$36,880.00		In Progress		
Safety Element Amendment			In Progress	Local General Fund	
Community Engagement/Hearings	\$31,830.00		In Progress		
Review/Approvals	\$18,335.00		In Progress	Local General Fund	
Environmental Analysis	\$44,680.00		In Progress		

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0

Building Permits Issued by Affordability Summary	
Income Level	Current Year

Very Low	Deed Restricted	0
	Non-Deed Restricted	3
Low	Deed Restricted	0
	Non-Deed Restricted	12
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		37
Total Units		53

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	9
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		98
Total Units		108