



# ADMINISTRATIVE REPORT

DATE: APRIL 3, 2009

TO: MAYOR AND CITY COUNCIL  
BEN REYES, CITY ATTORNEY

FROM: BELINDA B. ESPINOSA, CITY MANAGER

## PLACES TO BE

- APRIL 4 CCOP MEETING ON DISASTER PREPAREDNESS

City Manager Belinda Espinosa and Fire Chief Jim Parrott will be meeting with the CCOP on Saturday to discuss how this organization can assist the City with disaster Preparedness.

## ITEMS OF INTEREST

- SALES TAX RECEIPTS DOWN ANOTHER \$100,000

Finance Director Richard Loomis had indicated that our sales tax receipts for the fourth quarter of calendar year 2008 are down another \$100,000. Sales Tax receipts are reported three months in arrears, so this number reflects the 2008 holiday shopping period. To date, our sales tax receipts have been reduced a total of \$600,000 including this recent reduction.

- PINOLE VISTA SHOPPING CENTER GETTING A NEW TENANT

Verizon Wireless is being proposed as a tenant in the center at the Council Meeting on April 7. Through our Agreement with TKG, the Agency has approval rights over the tenants at Pinole Vista. TKG has been in discussions with Verizon for space in the center for several years. Verizon will occupy the Sprint space (they vacated March 25) and the space currently occupied by the Cheese Steak Shop. The Cheese Steak Shop will be relocating to another center along Fitzgerald near Lucky's. The Cheese Steak Shop relocation will be complete in July and Verizon is expected to finish their tenant improvements and open in early Fall 2009.

- **NEW INTERN AT CITY HALL**

James Hammer will be joining the City staff as an intern beginning next week. James, who grew up in Pinole/Tara Hills is a Pinole Valley High graduate, and a graduate of Cal Berkeley in Political Science. James will be working for the City on a limited basis for free in order to gain experience in municipal government.

- **PINOLE POLICE & THE YOUTH CENTER TEAM UP FOR YOUTH**

Once per week during the month of April three to four Police Officers are volunteering their own time to get to know Pinole youth. Led by Sergeant Tim Cauwels of Pinole PD, the Officers will get to know the youth in non-threatening ways to help build positive relationships for the future. Youth Services Coordinator, Joanna Scrutchins, encouraged the youth to get to know the Officers, ask for help during homework time, engage with them during activity time, get tips during the cooking activity, and have fun side-by-side during Senior Center Intergenerational activities.



This is the brain child of Sergeant Cauwels, who thinks it is very important for the youth to see that law enforcement are people just like parents, aunts, and uncles. The "bad" stuff the youth see sometimes does not reflect on who the Officers personally are and therefore the youth should not be afraid of them...as long as the youth are staying out of trouble.

- **LOCAL STREETS AND MAINTENANCE FUNDS ESTIMATED TO DROP BY 10%**

Staff received an email from the Contra Costa Transportation Authority (CCTA) this week that our Local Streets Maintenance and Improvement Funds (LSM) are estimated to drop 10% from the prior year as we all face difficult economic times. In FY2007-08, the Authority received \$74.7 million and CCTA staff is now estimating revenues for FY2008-09 to be \$67.5 million. The Authority will send a revised estimate in June, but wanted to provide this amount sooner for the purposes of preparing our FY 09-10 budgets. This is our Measure J money which is normally around \$275,000 per year so we will need to reduce this amount to \$250,000 for FY 2009-10.

- **CITY PLANNER WINSTON RHODES APPOINTED TO WCCTAC TECHNICAL COORDINATING COMMITTEE**

City Planner Winston Rhodes has been appointed to the Technical Coordinating Committee for the West Contra Costa County Transportation Authority. This is an important appointment for Winston and the City of Pinole since this committee reviews project requests, sets priorities and makes recommendations to the WCCTAC Board of Directors for transportation funding throughout the County.

WCCTAC's appointments to the Authority's Technical Coordinating Committee for the two-year term beginning April 1, 2009 and ending March 31, 2011 are:

- Jerry Bradshaw, El Cerrito
- Rich Davidson, Richmond
- Winston Rhodes, Pinole
- Adele Ho, San Pablo – Alternate

- **POLICE DEPARTMENT AND COMMUNITY PRESERVATION UPDATES**

### **Dispatch**

Discussions continued with the Martinez Police Department on efforts to combine our 9-1-1 dispatch centers. From initial discussions, it appears a reduction in expenditures would be realized by pooling our efforts. Over the next few weeks' specific analysis will take place of the technical and operational needs associated with this concept. Thereafter specific recommendations will be presented to Council.

### **East Bluff Meeting**

Community Preservation and City staff members met with representatives of the East Bluff Apartments. Al Chavarria, Community Safety Specialist, Patricia Pava, Community Safety Specialist and Francine Kuykendall, Redevelopment Sr. Project Manager met on April 1 with three Citizens Housing Corp. (CHC) personnel - Liz Pocock, Director of Property Management, Patrice Williams, Property Supervisor and David Dologite, Sr. Project Manager.

The purpose for this meeting was to review the Status Matrix - a list of 38 issues, some of which still need to be addressed at East Bluff Apartments. CHC is diligently working on these listed issues. They include:

- Lighting: The majority of new property lighting has been installed.
- Security Plan: Al Chavarria and Liz Pocock will meet on 4/15/09 to do work together on the development of a Security Plan.
- New entrance gates on Alvarez: To control entry to the property, electronic gates were recommended by this unit. Liz Pocock said CHC will get 3 bids to project costs. She estimated that it could cost CHC \$78,000 (plus maintenance). CHC will consider this as part of their Capital Improvement Plan. At this time, they have not committed to performing the work. They anticipate submitting their Capital Improvement Plan to the City later in April.
- Physical Needs Assessment (PNA): David Dologite said that CHC should be receiving the PNA this week and will have something to the City in the next few weeks.

- Landscaping: CHC has established a contract with landscaper (Amundson-Singh Landscaping) who specializes in CPTED work. A meeting will take place with the landscaper on 4/15/09.
- Fencing: We recommended that the Jones Ave. fence, next to the gates where boards have been kicked in, should be replaced with cyclone fence. The boards have been kicked in numerous times because individuals are used to walking through that area, as a short cut, on their way to and from school. Otherwise they would not have to walk all the way around to Appian. A discussion took place on having a keyed gate there instead. Tenants would have the key but no one else.
- Crime Free Multi-Housing Program: East Bluff will soon be certified in Phase II of this 3-phase program; a few tasks still need to be completed in order to do so. Liz Pocock said that CHC is anxious to become certified and is ready to plan Phase III - the Safety Social. We estimate this will take place in May (date yet-to-be determined).
- Criminal Background Checks: CHC uses National Tenant Network. All background checks are signed and filed. Liz will have the CHC Compliance Manager get the status of the files for us.
- Vacancies: Liz said there are 20 vacancies, with 6 move-outs within the month, and 7 scheduled move-ins in next few weeks.

### **New Officer**

Matthew Wallace was hired this week as Pinole's newest Police Officer. Officer Wallace has over eight years of experience and is a welcome addition to our Department. He was working most recently with the Suisun City Police Department in Solano County.

### **Grant Fund Application Underway**

A grant application is currently being written for three Police Officers through the Federal Stimulus package. This is a highly competitive nationwide grant in which we must compete with all the other agencies throughout the country for positions. There is a total of \$2 billion dollars available within this program.

- **[BROKERS SELECTED FOR SALE OF AGENCY PROPERTIES](#)**

In January 2008, the City and Redevelopment Agency accepted the Pinole Redevelopment Agency Program Review, which contained recommendations for improving asset management. Selling land assets, such as the Outback pad and the pad at the Gateway East site was recommended to enable the Agency to capture its equity in the land and redeploy its resources for other public purposes.

After narrowing down a long list of potential brokers that Agency staff has been in contact with over the past year, the following real estate brokerage teams were invited to interview for the listing:

- Bartels Coldwell Banker – Pinole
- CB Richard Ellis (CBRE) – Walnut Creek
- CM Realty – Walnut Creek
- Colliers International – Walnut Creek
- Cornish & Carey – Walnut Creek
- Security Pacific - Richmond

Each team was asked a series of questions and was evaluated based on experience and qualifications. The following critical qualifications were heavily weighted:

- proficiency at valuing property
- expertise in medical facilities development or expertise in NNN/single-tenant property sales
- industry presence/track record/ closing deals in the current market
- depth of existing client base of medical based or NNN/single-tenant investors
- personal knowledge of equity investors and lenders
- ability to perform due diligence and pre-screening of qualified buyers
- knowledge of medical office or retail and/or restaurant market
- experience working with public sector agencies on purchases and/or sales

Colliers International, Inc. was selected as the highest-qualified brokerage team to sell the Gateway East property. The two senior members of the Colliers team work together to provide specialized real estate services for medical facilities and medical professionals. The Medical Division within Colliers was created expressly for medical and dental leasing, acquisition, sales, and development.

Current assignments include leasing of a 100,000 square foot Medical Office Building in Oakland, site selection and negotiations for a National Dialysis Clinic in selected areas of the Bay Area, Medical Office Leasing & Condominium sales of four Professional Office Parks in Antioch and Brentwood, listing Agent for a 56,000 square foot Medical Office Building in Walnut Creek, and site selection for a Bay Area Orthopedic Surgery Center and Medical Offices.

CBRE was selected as the highest-qualified brokerage team to sell the Outback Steakhouse property and to provide consulting services. The two senior members of the CBRE team work exclusively with retail properties in the Bay Area and have combined experience of almost 45 years in the business. In addition, they are currently managing the sale of over 20 Citibank properties throughout the Bay Area and have closed numerous deals during 2009.

The technology platform and marketing plan proposed by each firm will provide the Agency with unparalleled exposure to qualified buyers and full transparency during the course of the sales transaction. The Colliers support services team, and the CBRE team, both based in Walnut Creek, is comprised of appraisers, debt/equity specialists and financial analysts who help them source and qualify buyers in the market.

In addition to the listing agreement for Outback, CBRE's proposal includes various types of general commercial and retail consulting services, which include services such as financial feasibility studies, assisting with developer negotiations, providing economic analysis, and representing the Agency in the event of an acquisition.

The Gateway East plan was reviewed by EDHAC at its meeting on February 10, 2009. EDHAC concurred with staff recommendation to move forward with the approved plan for the medical office pad.

- **CONTRA COSTA YOUTH @ WORK PROGRAM**

Mary Roberts attended a meeting regarding the American Recovery and Reinvestment Act hosted by the Contra Costa County Workforce Development Board (WDB). The WDB discussed the upcoming summer youth employment project being developed. There was extraordinary interest in getting this information out to the business community as soon as possible in order to allow ample time to participate and create work experience opportunities for young people.

The Workforce Development Board is pleased to introduce the Contra Costa Youth @ Work Program (CCYouth@Work.) Starting in June of 2009 Contra Costa County businesses will be able to hire youth, ages 14-24, for the summer. Businesses will be able to give young persons invaluable work experience, expose them to industries and careers, while at the same time gain much needed assistance to their business. This program has been created with funding available through the American Recovery and Reinvestment Act of 2009 and is provided at no cost to the employer.

The summer program will match young people with job opportunities, allowing them to work roughly 120 hours over the course of the summer. The Workforce Board and their partnering organizations will act as the "Employer of Record," providing wages and covering insurance. The partner organizations will provide coaching, life skills and job readiness training. The businesses will provide oversight, management, and appropriate on the job training.

The Workforce Board is currently taking job opportunity slots in order to prepare to serve as many youth as possible. Their goal is to serve between 750-1,200 youth across the county. If a business has job opportunity for the summer, they are asked to call the Workforce Development Board's offices at (925) 646-5239 to reserve their slot(s.) Workforce Board staff will be contacting them towards the beginning of May to discuss the next step in the process.

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- **PINOLE SHORES BUSINESS PARK QUARTERLY UPDATE**

### **Market**

Pinole Shores Business Park was originally designed to meet the needs of small owner/users looking to purchase 2,000 to 5,000 square feet (SF) commercial condominiums. Typically, these owner/users are closely related to the housing market because they either provide services to the residential market, and/or they depend on their personal home equity to fund their businesses. As the housing market has slowed dramatically, and the economy has suffered, the number of potential owner/users has significantly declined. Full absorption is uncertain at this time and will be directly impacted by the current economic downturn.

The market is experiencing an ongoing weakness in demand, as well as a scarcity of financing. In response, Panattoni has made additional changes to the marketing program. First, the average asking prices for Buildings A and B has been further reduced from the original price of \$315 PSF to \$290 PSF and now is \$276 PSF. Second, the average asking prices for Buildings C and D has been reduced from the original price of \$206 PSF to \$193 PSF. Third, Panattoni is offering not only financing to qualified buyers, they are also offering "No Mortgage Payments until 2010." At the close of escrow, Panattoni will transfer funds into the Buyer's escrow account to pay their 2009 mortgage payments on their new building. The transferred funds will be equal to the monthly mortgage payments for 2009 assuming conventional financing.

In addition to these sales incentives, Panattoni has expanded marketing efforts beyond just condominium buyers to include potential lease requirements. And as with the reductions in asking purchase prices, they continue to reduce the asking lease rates as a result of the weak demand. For example, the average asking lease rate for Buildings A and B started at \$2.25 PSF, were reduced to \$1.95 PSF and are currently \$1.69 PSF, which includes an increase in the tenant improvement allowance from \$60 PSF to \$80 PSF for 100% office uses. The average asking lease rate for Buildings C and D started at \$1.29 PSF and are currently \$1.17 PSF, which includes an increase in the tenant improvement allowance from \$27.50 PSF to \$30 PSF.

The Phase Two property is being marketed for build-to-suit. Panattoni has developed three conceptual site plans, which maximize the business park setting and exploit the view of San Pablo Bay, for potential office, manufacturing, and research and development uses. The marketing team is reaching out directly to large, regional companies.

### **Current Space Availability**

Total project size:	59,323 SF
Less Total currently committed via sale or lease:	<u>2,214 SF</u>
Total currently available:	57,109 SF

Dr. Susan Nuttle closed escrow in October on Unit 4 in Building A (2,214 square feet). She is now open for business. No other space in the project is currently committed via sale or lease.

### **Prospective Tenants**

The marketing efforts continue to target job producing employers in industries that enjoy relative strength in this market. For example, with the completion of the Kaiser facility and the potential for Alta Bates, Panattoni believes medical office users will be increasingly attracted to this area. They are currently responding to several such potential users.

In addition to the medical users, they have received interest from and are negotiating with a national credit tenant for approximately 3,200 sf in Building C. They have had to lower the starting rents to \$1.10 PSF for the end cap unit and cap their operating expenses at \$.50 PSF.

### **Construction**

The shell buildings and site work are complete with the exception of the general contractor's punch list. This work has commenced, and it is expected to be completed by April 1, 2009. In addition, Archie Held Studio has completed installation of the public art work.

- **HOUSING ELEMENT PROGRESS REPORT**

State law requires cities to report the status of their General Plan Housing Element and progress in its implementation to the State Department of Housing and Community Development (HCD), the Governor's Office of Planning and Research (OPR), and the City Council through a Housing Element Progress Report. This report provides information about progress made in executing the policies and actions outlined in the City's Housing Element and toward meeting Regional Housing Needs Allocation (RHNA) housing unit production targets. Pinole's General Plan Housing Element Progress Report for January 1, 2007 through December 31, 2008 has been submitted for State Agency review. **A copy of the report is attached.**

- **FIRE DEPARTMENT**

The Pinole Fire Department and other Contra Costa County Fire Battalion 7 units responded to a serious fire at a home in Pinole valley this week. An apparently unattended propane barbecue either malfunctioned or was placed too close to combustibles in the rear yard. The resulting fire scorched the rear of the home and neighboring fences etc.

As the weather warms, we take our activities outside. Barbeques should be within eyesight of someone to avoid the above scenario as well as other recent fires from similar causes. In this week's incident, both Pinole fire engines were committed on other calls at the time of this fire as well as a county engine on a third Pinole call. The response from all fire units made it possible to keep most of the fire from damaging the home's interior and belongings.

- **WARM WINTER WEATHER CITED FOR FIRST-OF-THE-SEASON MOSQUITOES THAT TEST POSITIVE FOR WEST NILE VIRUS IN CONTRA COSTA COUNTY**

Contra Costa Mosquito & Vector Control District reports that a group of mosquitoes trapped in Martinez on March 27, 2009 have tested positive for West Nile virus, the first virus-positive group in Contra Costa County this year, nine weeks earlier than the first positive mosquitoes last year, and the first time ever before infected birds have been found.

“The first virus-positive group of mosquitoes is significant,” said Deborah Bass, spokeswoman for the District. “It means that mosquitoes have the virus and are capable of infecting anyone of any age, at any time. Wearing mosquito repellent and maintaining or dumping outdoor water sources remain the best precautions people can take. Residents can also continue to report dead birds to the hotline which remain crucial to our surveillance and control efforts.”

One of the suspected mechanisms for the re-introduction of West Nile virus each year is that infected female mosquitoes 'hibernate' over the winter and emerge the next season to start the cycle again. One reason for the infected mosquitoes to emerge so early this year could be due to the unusual warm weather experienced in January when temperatures reached nearly 80 degrees.

Since the arrival of West Nile virus in Contra Costa County in 2004, 27 people have been documented with the disease and two have died. Most people who are bitten by a mosquito with WNV will not get sick; however, up to 20 percent of the population infected with WNV will get West Nile fever. West Nile fever causes people to experience mild to severe flu-like symptoms such as fever, headache, body ache and possible paralysis. Less than one percent of infected individuals will require hospitalization. The elderly and those with compromised immune systems are most susceptible to illness and death caused by WNV.

Residents are urged to take the following precautions:

- **DEFEND** yourself against mosquitoes by using a repellent with an effective active ingredient such as DEET, Picaridin or Oil of Lemon Eucalyptus. Make sure to follow label directions.
- **DRAIN** all sources of standing water that may support mosquito-breeding habitats. Residential sources can be a big producer of mosquitoes in Contra Costa County.
- **DOOR** and window screens should fit tight and be in good repair. This will prevent mosquitoes from entering your home.
- **DO** vaccinate your horses. Horses are highly susceptible to West Nile virus – approximately half of the horses that get WNV die or have to be euthanized
- **DAWN** and **DUSK** are times to avoid being outdoor since this is when mosquitoes are most active.

- **DRESS** appropriately by wearing long sleeves and pants when outdoors and mosquitoes are present.
- **DEAD** birds should be reported to the California Department of Public Health's Dead Bird Hotline at 877-WNV-BIRD (877-968-2473) or on their Web site <http://www.westnile.ca.gov/>. Not all birds will be picked up and tested, but reporting dead birds provides crucial information for mosquito control efforts.

To learn if the District is spraying for adult mosquitoes in Contra Costa County, please visit the district's Web site at [www.ccmvcd.dst.ca.us](http://www.ccmvcd.dst.ca.us) or call the District at (925) 771-6195 for a recorded message. **Adult mosquito spray notifications by email are also available** by signing up on the Web site. For information concerning human West Nile virus symptoms, prevention, or testing, please call the Contra Costa Health Services department at (888) 959-9911 or visit their website at [www.ccpublichealth.org](http://www.ccpublichealth.org)

- **CONTRA COSTA COUNTY MAYORS CONFERENCE**

The monthly meeting was held last night in the city of Walnut Creek. The speaker for the evening included Wes Lujan, director of Public affairs from the Union Pacific Railroad and Matt Davis, from the Port of Oakland. Mayor Horton, councilmember Pete Murray and City manager Belinda Espinosa attended. Legislative Action Days is scheduled for April 15 in Sacramento.

- **QUICK CORRECTION**

Last week we reported that Bill Holton was retiring under the Golden Handshake retirement incentive. Bill actually did not receive any retirement incentive; he just decided it was time to retire! Best wishes to Bill, and all of our recent retirees.

- **CITY MANAGER OUT OF TOWN**

I will be out of town on vacation the week of April 13-16. I will be in Los Angeles with family. Michelle Fitzer will be Acting City Manager during my absence. As always, I can be reached by cell phone during this time.

-END

**City of Pinole  
General Plan Housing Element Progress Report  
January 1, 2007 – December 31, 2008**

**INTRODUCTION**

Section 65400 of the State of California Code requires that cities evaluate and annually report the status of their General Plan Housing Element and progress made toward meeting their share of regional housing needs. The existing Pinole Housing Element was updated and adopted in May 2003. The City is currently preparing a comprehensive update of its General Plan, including the Housing Element. This update in conjunction with additional Land Use Element amendments will continue to assure that sufficient land has been designated and zoned for residential development within the City in order to meet existing and anticipated future housing needs for all income groups.

This Housing Element Progress Report covers the period from January 1, 2007 – December 31, 2008 to describe the City's current progress on its Regional Housing Needs Allocation (RHNA) for its fair share of regional housing for the 2007 – 2014 period and provides an update on the status of the Housing Element and progress in its implementation.

**REGIONAL HOUSING NEEDS ALLOCATION (RHNA)**

RHNA figures are prepared by the Association of Bay Area Governments (ABAG) based upon information provided by the State Department of Housing and Community Development (HCD). These figures prescribe how many housing units must be planned for at varying levels of affordability between 2007 and 2014.

Housing needs are allocated for four housing affordability levels: very low-, low-, moderate, and above moderate-income households. Affordability levels for Pinole are based upon Contra Costa County income limit information (adjusted for household size) provided by HCD each year. In Contra Costa County, the 2008 income limits are based on a median income of \$86,100 for a family of four. Income limits for a four-person household and typical occupations in the various lower and moderate income affordability ranges are provided below:

<b>Category</b>	<b>Income Range</b>	<b>Typical Occupations</b>
Moderate	\$66,251 to \$103,300 (80% to 120% median income)	<ul style="list-style-type: none"> <li>• Electrical Engineer</li> <li>• Accountant</li> <li>• Business Manager</li> <li>• Police Officer</li> <li>• Chiropractor</li> <li>• Physician Assistant</li> </ul>
Low	\$43,051 to \$66,250 (50% to 79% median income)	<ul style="list-style-type: none"> <li>• Teacher</li> <li>• Fire Fighter</li> <li>• Nurse</li> <li>• Executive Secretary</li> <li>• Clergy</li> <li>• Librarian</li> </ul>
Very Low	\$0 to \$43,050 (Under 50% of median income)	<ul style="list-style-type: none"> <li>• Cook</li> <li>• File Clerk</li> </ul>

	income)	<ul style="list-style-type: none"> <li>• Bank Teller</li> <li>• Messenger</li> <li>• Housekeeper</li> <li>• Receptionist</li> </ul>
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Final RHNA production targets for Pinole between 2007 and 2014 prescribe a goal of 323 housing units across all levels of affordability. Between January 1, 2007 and December 31, 2008, Pinole has been successful in producing new housing. As of December 31, 2008, the City built approximately 17 percent (56/323) of its regional housing need allocation for the 2007-2014 Housing Element Cycle in terms of overall supply; an additional 2 percent of the prescribed allocation has been approved but not yet built (61/323). The affordability distribution of the housing units built or approved to date during 2007-2014 is provided in the table below:

<b>PINOLE HOUSING NEED PROGRESS 2007 – 2014</b>				
Affordability	Total Need 2007 – 2014	Units Built 2007-2008*	Units Approved or Under Construction	Remaining Need
Very Low	83	0	0	83
Low	49	0	0	49
Moderate	48	8	4	36
Above Moderate	143	48	1	94
<b>TOTAL</b>	<b>323</b>	<b>56</b>	<b>5</b>	<b>262</b>
Source: ABAG, State Department of Finance E-5 Report and Pinole Community Development Department, March, 2009. *Units built as of December 31, 2008.				

Development of housing units to make progress on RHNA targets continues to guide residential development to meet economic development as well as housing objectives. The City encourages development of housing at all levels of affordability, and recognizes the need to focus on the production of housing units at all levels of affordability and planning and land use efforts.

### **HOUSING ELEMENT IMPLEMENTATION PROGRESS**

The Housing Element of the General Plan includes four main goals designed to guide its implementation. These include (1) monitor housing needs; (2) protect existing character and heritage; (3) provide adequate services and facilities; and (4) and help meet identified housing needs. Each goal includes a number of related policies and actions designed to outline a plan for implementing the goals. Specific policy decisions and programs that directly affect housing development emerge from and are guided by this document.

Many factors contribute to the City’s ability to meet the goals established in its Housing Element. Pinole must balance housing needs with other public service needs while recognizing the obligations of (1) meeting our “fair share” of regional housing needs; (2) finding appropriate sites

for housing when there is a limited amount of developable land suitable for housing, especially for multiple family housing; and, (3) ensuring a “fit” of new housing with our longstanding commitment to maintain community character and environmental quality. The following status report detailing Housing Plan implementation programs recognizes these needs along with current challenges. These include the creation of new programs and changes to City requirements, economic conditions, the availability of state and federal funding, and staffing levels.

The following conditions and policy/program updates have directly affected the implementation of Pinole’s Housing Element for the period spanning January 1, 2007 through December 31, 2008. Please refer to the Housing Element Implementation summary table beginning on page 5 of this report for the status of Housing Element implementation progress during the past two years.

**Staffing and Political Leadership:**

The City has undergone a great deal of staffing and political change between 2007 and 2008. A City Council recall election and vacancies and turnover in key positions in Community Development and Redevelopment occurred during this period. Currently, there is new energy and resolve toward meeting established policy goals and addressing evolving concerns.

**Current Specific Plan and Comprehensive General Plan Update Process:**

The City initiated a comprehensive General Plan and Zoning Ordinance update in 2006. In fall 2007, the General Plan update was put on hold to focus on the development of a Specific Plan for the San Pablo Avenue, Pinole Valley Road, and Appian Way Corridors. A draft Specific Plan was released in January 2009 and is currently under review. The Specific Plan focuses on many of Pinole’s vacant and underutilized parcels, many of which may be opportunity site for infill development, including housing and mixed use. As the Specific Plan process nears completion, the City has reinitiated the comprehensive General Plan Update and Zoning Ordinance Update. At this time the City will be able to address a number of specific land use and regulatory policies identified in the Housing Element.

A number of regulatory updates and amendments recommended in the Housing Element have been implemented. These include updated design review criteria adopted in 2007.

**First Time Home Buyer Program and Sale of Below Market Rate Units:**

In 2008, the City Council/Redevelopment Agency Board implemented a new policy for the First Time Home Buyer Program. To date, the First Time Home Buyer Program has provided more than \$1.6 million dollars to assist first time home buyers with the purchase of their first home, and has provided the Agency with an average of \$18,000 per home in shared equity at the time of resale. The new policy also includes a separate reserve fund for priority borrowers—current residents of Pinole, teachers, public safety personnel, etc.

This priority policy also applies to the sale of Below Market Rate Housing Units. In 2008, the Agency acquired two single-family homes within the Maiden Lane subdivision, which are now part of its housing portfolio. The Agency is preparing to sell the units at below market rate prices to make progress on affordable housing needs.

The following table provides an overview of the progress made toward implementing each of the goals included in the City of Pinole’s Housing Element. It should be noted that several of the action programs require ongoing effort over many years to ensure significant progress is made.

### **Economic Development and Housing Advisory Committee**

A number of Housing Element policies recommend increased public participation in the development process as well as oversight to ensure the balance of jobs, housing, and sensitivity to the natural environment. In 2008, the City Council established an Economic Development and Housing Advisory Committee with a mission that includes the enhancement of affordable housing within the City along with providing a forum for additional public comment on housing policy matters.

## HOUSING ELEMENT IMPLEMENTATION SUMMARY REPORT:

The table below summarizes the status of implementation for each of the goals included in the City of Pinole's Housing Element:

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
<b>GOAL H1. MONITOR HOUSING NEEDS</b>			
<b>WORK TOGETHER TO ACHIEVE THE CITY'S HOUSING GOALS AND MONITOR ACCOMPLISHMENTS IN ORDER TO RESPOND TO HOUSING NEEDS EFFECTIVELY OVER TIME.</b>			
<p><b>ACTION 1. Maintain Active City Leadership.</b></p> <p>Provide an active leadership role in helping to attain the objectives of the City's Housing Element by following through on the actions prescribed in the Housing Element in a timely manner and monitoring progress annually.</p>	Community Development Department / Citywide	Ongoing	The City has undergone a great deal of staffing and political change between 2007 and 2008. A City Council recall election and vacancies and turnover in key positions in Community Development and Redevelopment occurred during this period. Currently, there is new energy and resolve toward meeting housing goals due to a more stable environment.
<p><b>ACTION 2. Assure Public Participation.</b></p> <p>Encourage and support early public participation in the formulation and review of City housing policy from all economic segments of the community, including encouraging neighborhood level planning and working with community groups and other interest groups. Encourage developers of any major project to have neighborhood meetings with residents early in the process to undertake early problem solving and facilitate more informed, faster and constructive development review.</p>	Community Development Department / Citywide	Ongoing	In 2008, the City Council established an Economic Development and Housing Advisory Committee (EDHAC). EDHAC's mission is to improve the economic vitality and livability of the City through recommending programs, projects, and policies that retain and facilitate expansion of existing businesses, encourage new businesses, and enhance the supply of affordable housing within the City. The EDHAC meet twice monthly and provides an opportunity for public comment. EDHAC's recommendations are forwarded to City Council/Redevelopment Agency Board for consideration and action.
<b>HOUSING IMPLEMENTATION PROGRAMS</b>			
<p><b>POLICY 1. Housing Element Review and Update (HIP-1).</b></p> <p>After adoption of the current Housing Element Draft the City will revise its Housing Element, consistent with State Law requirements and</p>	Community Development Department (Planning)	<del>June, 2006*</del> 2009	A Comprehensive General Plan Update, including a Housing Element Update and Review, was initiated in 2006. In 2007, the City undertook the development of a Specific Plan for San Pablo Avenue, Pinole Valley Road, and Appian Way. During this

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
<p>requirements of Measure C by 2006. The City may also update the Housing Element concurrently with the other elements of General Plan to assure internal consistency and to incorporate significant data as appropriate from the 2000 Census. The Housing Element update will also review the effectiveness of the City's Housing Element, progress in implementation and the appropriateness of goals, objectives and policies.</p>			<p>time, the General Plan update was placed on hold. A Draft Specific Plan is now under review, and the General Plan update process has been reinitiated.</p>
<p><b>ACTION 1. Adopt Criteria for Use in Design Review</b> (HIP-4).</p> <p>Develop 'design guidelines' or more general 'design principles' that will establish consistent development review criteria for use by applicants, the community, staff and decision-makers, and evaluate projects in the context of existing neighborhoods. The intent is not to create new barriers to housing, but to make the process more objective by including working definitions and criteria for community expectations in the design review process.</p>	<p>Community Development Department (Planning)</p>	<p>July 2004-2007</p>	<p>Complete; The City adopted Residential Design Criteria and Guidelines in November 2007.</p>
<p><b>POLICY 2. Conduct an Annual Housing Element Review</b> (HIP-2).</p> <p>Provide for annual review of the Housing Element, with opportunities for public input and discussion, in conjunction with State requirements for a written review by July 1 of each year. (per Government Code Section 65583(3)).</p>	<p>Community Development Department</p>	<p>Annually by <del>July 1</del> April 1.</p>	<p>This report serves to help satisfy the Annual Housing Element Review requirement and reflect the current State legal requirements.</p>
<p><b>POLICY 3. Update the General Plan</b> (HIP-3).</p> <p>In preparing the General Plan update, consider designating sites meeting appropriate criteria for higher density zoning. Land use plans should consider the following:</p>	<p>Community Development Department (Planning)</p>	<p><del>July 2005</del> 2006-2010</p>	<p>A Comprehensive General Plan Update and Zoning Ordinance Update was initiated in 2006. In 2007, the City undertook the development of a Specific Plan for San Pablo Avenue, Pinole Valley Road, and Appian Way. During this time,</p>

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
<ul style="list-style-type: none"> <li>• Use of environmental assessments to expedite processing for infill and affordable housing developments.</li> <li>• For key housing opportunity sites/areas, identification of specific housing use and design objectives, and then incorporation of fast track process provisions for subsequent projects that are consistent with the plan.</li> <li>• Identification of the mix of uses, minimum density standards, density bonuses, or a percentage of affordable units (sites should be rezoned at sufficient densities to create incentives for housing production within the 5-year time frame of the housing element).</li> <li>• Preparation of an area-wide environmental baseline data and assessment of development impacts under maximum development scenarios as a way to assess area-wide impacts and required mitigation.</li> <li>• Establishment of objectives and commitments in the General Plan so that project-specific review can focus on site-specific issues such as design.</li> <li>• Linkage of plans to be consistent with CEQA exemptions and expedited review, consistent with CEQA Section 15332.</li> <li>• Provision of clear guidelines and incentives for the development of housing in conformance with current state laws and to identify specific ways to streamline processing for subsequent development proposals.</li> </ul>			<p>the General Plan and Zoning Ordinance updates were placed on hold. The General Plan update process was reinitiated in late 2008. The draft Specific Plan includes land use designations for new housing sites as well as higher residential densities. The General Plan Update, Zoning Ordinance Update, and Specific Plan will be analyzed in a Program Environmental Impact Report. Action on these policy documents, including completion of the General Plan Update, is scheduled for 2010.</p>
<b>RELATED IMPLEMENTATION PROGRAMS</b>			
<p><b>1. Pinole Zoning Ordinance (LUIP-2).</b></p> <p>Update the Pinole Zoning Ordinance to be consistent with the General Plan in a timely manner after General Plan adoption.</p>	<p>Community Development Department (Planning)</p>	<p>2009-2010</p>	<p>The General Plan Update and Zoning Ordinance Update are underway. The Zoning Ordinance Update will be reviewed for consistency with the General Plan Update during concurrent preparation of both documents and prior to scheduled action.</p>

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<p><b>2. General Plan Land Uses (LUIP-I).</b></p> <p>Incorporate the policies of the San Pablo Avenue Specific Plan into the General Plan and evaluate General Plan land use designations and plan programs annually to ensure they are consistent with the City's overall goals and review the entire General Plan within five years.</p>	<p>Community Development Department (Planning)</p>	<p>2009</p>	<p>A Specific Plan process for the San Pablo Avenue, Pinole Valley Road, and Appian Way is underway; the draft document was released for public review in January 2009. The City has reinitiated a comprehensive General Plan update.</p>
<p><b>GOAL H2. PROTECT EXISTING CHARACTER AND HERITAGE</b></p> <p><b>PROTECT AND ENHANCE THE INTEGRITY AND DISTINCTIVE CHARACTER AND HERITAGE OF PINOLE BY ENCOURAGING THE DEVELOPMENT OF HIGH QUALITY, WELL-DESIGNED HOUSING AND CONSERVING EXISTING HOUSING.</b></p>			
<p><b>POLICY 1. Protect Neighborhood Integrity Through Design.</b></p> <p>Enhance neighborhood identity and sense of community by designing new housing to have a sensitive transition of scale and compatibility in form with the surrounding neighborhood.</p>	<p>Community Development Department</p>	<p>Ongoing</p>	<p>Recently approved projects, including the Heritage Park development, are designed to respect neighborhood identity and compatibility. The City's Residential Design Criteria and Guidelines are applied to all proposed residential development to support this policy.</p>
<p><b>POLICY 2. Encourage Sensitivity to Natural Features.</b></p> <p>Define and implement design controls for development which respond to the community's preservation, image, and open space goals. Continue review of residential development, especially in areas of seismic, geologic, slope stability, flooding concern or proximity to underground pipelines, to address safety concerns related to natural features.</p>	<p>Community Development Department</p>	<p>Ongoing</p>	<p>The General Plan Land Use Element, Open Space and Environmental Protection Element, and the Health and Safety Element include policies and actions to support this policy. Sensitivity to natural features continues to be a City policy objective. An example of City efforts has included the Tree Preservation Ordinance adopted in May 2008</p>
<p><b>POLICY 3. Promote High Quality Design.</b></p> <p>Provide stable, safe, and attractive neighborhoods through high quality architecture, site planning, and amenities that: (1) reduce the perception of bulk; (2) recognize existing street patterns; (3) enhance the sense of place; (4) minimize the visual impact of parking and garages; and (5) use quality building materials.</p>	<p>Community Development Department</p>	<p>Ongoing</p>	<p>The City's Design Review process and Residential Design Criteria and Guidelines promote high quality design and are used to implement this policy.</p>

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
<p><b>POLICY 4. Maintain Existing Housing and Neighborhood Amenities.</b></p> <p>Maintain the life-style characteristics of Pinole by encouraging the maintenance of existing housing stock, and in particular housing with historic value, and preserving the amenities of existing neighborhoods.</p>	<p>Community Development Department</p>	<p>Ongoing</p>	<p>The Residential Rehabilitation Program provides grants and loans to qualifying homeowners in the Redevelopment Project Areas for required maintenance. Code Enforcement ensures adherence to ordinances protecting the basic quality and character of residential life.</p> <p>The City utilizes a proactive Code Enforcement Program to work with existing property owners to encourage property maintenance and prevent blight.</p> <p>The City operates a Rental Residential Inspections Program to monitor housing condition, identify and prevent building code violations, and work with property owners to ensure ongoing maintenance is performed for rental housing units throughout the City.</p>
<p><b>HOUSING IMPLEMENTATION PROGRAMS</b></p>			
<p><b>2. Amend Single Family Zoning Regulations (HIP-5).</b></p> <p>Evaluate amendments to single family residential zoning standards to achieve higher densities without dramatically changing the visual characteristics of the area or the area's livability. These amendments should focus on urbanized areas with services, and could include:</p> <ul style="list-style-type: none"> <li>• Establishment of requirements which would ensure that single family parcels that could be legally divided into two or more parcels are divided in a matter that does not preclude future development at the minimum parcel size of the district.</li> <li>• Allowance, in limited circumstances, of the conversion of single family homes to multiple</li> </ul>	<p>Community Development Department (Planning)</p>	<p>July 2004</p>	<p>Single family zoning regulations will be evaluated as part of the upcoming Zoning Ordinance update.</p>

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units (duplexes, triplexes or fourplexes) if only minor modifications, such as additional entries, are made to the exterior of the structure.			
<p><b>3. Rehabilitation Loan Programs (HIP-6).</b></p> <p>Continue to support rehabilitation loan subsidy programs. The City will improve citizen awareness of rehabilitation loan subsidy programs offered by the Agency and the County.</p>	Community Development Department; Pinole Redevelopment Agency.	Ongoing	<p>To date, the Residential Rehabilitation Program has provided more than \$500,000 in loans and grants for rehabilitation of 169 homes within the Redevelopment Project Area.</p> <p>Staff continues to publicize the Residential Rehabilitation Loan Program.</p>
<p><b>4. Energy Conservation (HIP-7).</b></p> <p>Support and publicize energy conservation programs, such as PG&amp;E's Energy Partners Program, which provide assistance for energy conservation improvements. In cooperation with PG&amp;E, the City will promote citizen awareness of energy conservation programs in concert with rehabilitation loan programs.</p>	Community Development Department; PG&E; Building Division; Pinole Redevelopment Agency.	1999-2006	The City makes literature available about existing energy conservation programs at City Hall to promote citizen awareness. Certain residential rehabilitation projects that include efforts to improve energy efficiency are eligible for the Residential Rehabilitation Loan Program.
<b>RELATED IMPLEMENTATION PROGRAMS</b>			
<p><b>1. Code Enforcement Program (LUIP-6).</b></p> <p>Adopt a code enforcement program to ensure that private properties are maintained in accordance with community standards.</p>	Community Development Department (Code Enforcement)	Ongoing	Program Adoption Complete; Code Enforcement Staff enforce housing codes to ensure decent, safe, and sanitary housing conditions. When a complaint is received, inspectors follow up with inspections and notices to the property owners to abate violations.
<p><b>2. Historic Preservation Ordinance (LUIP-15).</b></p> <p>Consider adopting an Historic Preservation Ordinance to protect historic resources and to ensure that new buildings and remodeling of existing buildings are compatible with City goals for preserving the City's historic resources and character. The City should also examine financial assistance options for eligible historic properties.</p>	Community Development Department	2009-2010	A Historic Preservation Ordinance has not been adopted; however, all unreinforced masonry buildings have been addressed. Preservation of Old Town's character continues to be a policy priority and is reflected in the Draft Specific Plan. Current need for a Historic Preservation Ordinance will be addressed as part of the General Plan Update and Zoning Ordinance Update.

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<p><b>3. Design Review Guidelines and Procedures (LUIP-12).</b></p> <p>Establish and enforce specific Design Review Guidelines and Procedures to ensure that quality community design is required as a condition of approval, and which define the role of the Design Review Board and the Planning Commission with regard to design review. Continue to use Design Review Guidelines and Procedures to review projects for consistency with the City's design goals.</p>	Community Development Department (Planning)	2007	The Residential Design Criteria and Guidelines are in place and are applied on an ongoing basis to new residential development proposals.
<p><b>4. Neighborhood Meetings (LUIP-20).</b></p> <p>Require developers to conduct neighborhood meetings with residents as part of any major development application. The City will develop Neighborhood Meeting Procedures to include: groups to be notified, meeting locations, types of applications for which neighborhood meetings are required, advance notice procedures and timing, etc.</p>	Community Development Department	Ongoing	The City strongly encourages developers to conduct neighborhood meetings prior to submittal of development applications to engage the public while projects are conceptual. Community meetings have also been held for controversial development applications. Recently established committees and commissions also provide the opportunity for increased citizen input on proposed developments.
<p><b>5. Grading and Subdivision Ordinances (LUIP-3).</b></p> <p>Review Grading and Subdivision Ordinances to ensure they are consistent with the Hillside Development Design Guidelines, Zoning Ordinance and General Plan.</p>	Community Development Department, Public Works Department	2009-2010	The Grading and Subdivision Ordinance will be reviewed as part of the General Plan Update and Zoning Ordinance Update.
<p><b>6. Pipeline Safety Ordinance (HSIP-5).</b></p> <p>Investigate alternatives and consider adopting an ordinance to assure pipeline safety when construction occurs. New developments should underground all gas, electric and communication lines, screen facilities (i.e. transformers) and provide underground connections when feasible, to improve public safety and the City's appearance.</p>	Community Development Department, Public Works Department	2009-2010	Potential need for a Pipeline Safety Ordinance will be reviewed as part of the Zoning Ordinance Update.

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<b>GOAL H3. PROVIDE ADEQUATE SERVICES AND FACILITIES. PROVIDE ADEQUATE SERVICES AND FACILITIES TO MEET THE NEEDS OF THE CITY'S CURRENT AND FUTURE POPULATION.</b>			
<p><b>POLICY 1. Plan for Public Facility and Service Needs.</b></p> <p>Future development shall be planned based on public facility and service capacity, community-wide needs, sound Citywide and neighborhood planning and public improvement programming.</p>	Community Development Department	2009-2010	Planning for Public Facility and Service needs is addresses as part of the ongoing development review process and will be addressed as part of the Comprehensive General Plan Update.
<p><b>POLICY 2. Identify Economic Impacts.</b></p> <p>Promote the development of new housing that is in harmony with the natural environment and justified economically from the standpoint of the City's ability to provide services.</p>	Community Development Department, Pinole Redevelopment Agency	Ongoing	The Draft Specific Plan includes an Economic Development Strategy. The intent of this strategy is also incorporated in the recently established Economic Development Housing Advisory Committee's work plan. This policy will be further addressed during the update of the General Plan
<p><b>POLICY 3. Encourage Self-Supporting Development.</b></p> <p>Define and implement a strategy that encourages future development to be self-supporting in the services, capital improvements and amenities it requires.</p>	Community Development Department	Ongoing	No specific strategy has been devised to encourage future development be self-supporting; however, the intent of this policy is reflected in the way in which new developments are conditioned for approval.
<p><b>POLICY 4. Provide Adequate Transportation Facilities and Services.</b></p> <p>Provide adequate transportation alternatives which improve accessibility of residential neighborhoods to the community and beyond, while maintaining neighborhood integrity.</p>	Community Development Department; Regional Transportation Authorities	Ongoing	Transportation on the City's main corridors is addressed in the Draft Specific Plan for San Pablo Avenue, Pinole Valley Road, and Appian Way. Transportation and Circulation will be evaluated and addressed as part of the comprehensive General Plan Update.
<p><b>POLICY 5. Provide Other Needed Services.</b></p> <p>Provide convenient recreational, civic, and commercial facilities to support the residential qualities of Pinole, including:</p> <ul style="list-style-type: none"> <li>• Through redevelopment, additional commercial development will be generated</li> </ul>	Citywide / Community Development Department; Recreation Department; Pinole Redevelopment	Ongoing	<ul style="list-style-type: none"> <li>• Redevelopment programs, including the Commercial rehabilitation Program and the Business Relocation Incentive Program, encourage additional commercial development.</li> <li>• The recent economic downturn has forced the City to evaluate the most effective and cost efficient ways to do</li> </ul>

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<p>and some of the burden of supporting public services can be shifted from increased dependency on the property taxes to revenues from sales taxes generated by regionally-drawn new businesses.</p> <ul style="list-style-type: none"> <li>The City should continue to operate in the most efficient and cost effective ways to provide the services the community needs and wants, while holding the line on unnecessary expenditures.</li> <li>Provide specific residential recreational and park standards in an updated Open Space Element.</li> </ul>	Agency		<p>business.</p> <ul style="list-style-type: none"> <li>Specific recreational and park standards as part of an updated Open Space Element will be evaluated during the comprehensive General Plan Update.</li> </ul>
<b>HOUSING IMPLEMENTATION PROGRAMS</b>			
<p><b>1. Open Space Contributions (HIP-8).</b></p> <p>Require open space contributions for all housing subdivisions.</p>	Community Development Department	Ongoing	Open Space Contributions are not currently required for housing subdivisions; however, Development Impact Fees are charged for new housing development. This issue will be addressed further during the Comprehensive General Plan Update
<b>RELATED IMPLEMENTATION PROGRAMS</b>			
<p><b>1. Pinole Redevelopment Agency (LUIP-4).</b></p> <p>Provide funding for local improvements, commercial retail development and affordable housing within the Redevelopment Project Area through the unique powers of the Redevelopment Agency, and as projected in the Redevelopment Agency Capital Improvement Program (CIP), with special attention to improvements in Old Town and along San Pablo Avenue.</p>	Pinole Redevelopment Agency	Ongoing	<p>The Redevelopment Agency continues to be an active force in the City. Redevelopment Agency Programs that provide funding for local improvements, commercial retail development and affordable housing include:</p> <ul style="list-style-type: none"> <li>Commercial Rehabilitation Program</li> <li>Residential Rehabilitation Program</li> <li>First Time Home Buyer Program</li> <li>Business Relocation Incentive Program</li> <li>Neighborhood Clean-Up</li> </ul>
<p><b>2. West County Action Plan (CIP-5).</b></p> <p>Continue to participate in development and review of regional transportation planning and growth management proposals as part of the West County Action Plan, and provide</p>	Community Development Department, Public Works Department	Ongoing	Community Development and Public Works Staff members actively participate in the West Contra Costa County Transportation Advisory Committee and Contra Costa Transportation Authority planning and capital project efforts to help address travel

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coordinated, long-range actions addressing future travel needs in the City and the West Contra Costa County I-80 travel corridor. The following is a list possible actions (see the Circulation Background Report for more detailed description):			and transportation needs within the City and West Contra County.
<p><b>3. Revenue Generation Study</b> (LUIP-9).</p> <p>Hire an economic consultant to review the City's current and potential revenue sources. Implement revenue generation proposals to ensure proper provision of services and capital improvements.</p>	Community Development Department	2008	Fee studies undertaken in 2008 evaluated user fees for building permits and development impact fees and resulted in updates to the fees charged.
<p><b>4. Comprehensive Fee Study</b> (LUIP-8).</p> <p>Evaluate the City's current growth impact and other fees to ensure proper contributions by development for improvements so that new development is covering costs to the City for the provision of services, facilities, including schools, and capital improvements.</p>	Community Development Department	2008	Fee studies undertaken in 2008 evaluated user fees for building permits and development impact fees and resulted in updates to the fees charged.
<p><b>5. Measure C and Growth Management Initiatives</b> (GMIP-1).</p> <p>Participate in formulating and implementing requirements consistent with Measure C and Proposition 111, as follows:</p> <ul style="list-style-type: none"> <li>• Maintain adequate Growth Management and Housing Elements.</li> <li>• Participate in a local and regional growth management effort in accordance with the Measure C Growth Management Implementing Documents.</li> <li>• Establish and maintain local intersection Levels of Service (LOS) through conditions of approval on development and a seven-year Capital Improvement Program (CIP).</li> <li>• Participate in the development and implementation of the West County Action Plan</li> </ul>	Community Development Department	Ongoing	The City works with the Contra Costa Transportation Authority and West Contra Costa Transportation Advisory Committee to ensure that the City complies with Measure C requirements and the new Measure J requirements that take effect on April 1, 2009. The City supports this program through the ongoing development review process for projects within Pinole or in areas that impact Pinole. Ongoing compliance will be addressed further as part of the Comprehensive General Plan Update.

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<p>for routes of regional significance.</p> <ul style="list-style-type: none"> <li>• Ensure that growth management initiatives are implemented through the local planning review process.</li> <li>• Submit annual compliance checklist and qualify for and spend Measure C and Proposition 111 Return to Source funding for local street maintenance and improvement.</li> <li>• Establish and maintain service standards for the following facilities and services: <ul style="list-style-type: none"> <li>- Police</li> <li>- Fire</li> <li>- Parks and open space</li> <li>- Sewer</li> <li>- Water</li> <li>- Flood control</li> <li>- Schools</li> </ul> </li> <li>• Implement actions designed to attain traffic service objectives consistent with the adopted West County Action Plan.</li> <li>• Circulate environmental documents as specified in the West County Action Plan.</li> <li>• Submit to Regional Committee proposed revision(s) to West County Action Plan to mitigate impacts associated with proposed General Plan amendments over the threshold size specified in the adopted West County Action Plan.</li> <li>• Adopt standards for Basic Routes and procedures to implement standards.</li> <li>• Maintain standards at intersections on Basic Routes with the following exceptions: <ul style="list-style-type: none"> <li>- Intersections where operations exceed adopted standards but which are expected to meet standards following implementation of projects in the adopted seven-year capital improvement program; and</li> <li>- Intersections subject to Findings of Special</li> </ul> </li> </ul>			

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<p>Circumstances.</p> <ul style="list-style-type: none"> <li>• Participate in multi-jurisdictional planning for intersections subject to Findings of Special Circumstances.</li> <li>• Implement mitigation measures adopted for intersections subject to Findings of Special Circumstances.</li> <li>• Participate in the conflict resolution process established by the CCTA in the Growth Management Implementation Documents as a means of resolving disputes between neighboring jurisdictions related to the Action Plan and other Measure C transportation-related issues.</li> <li>• Ensure that all new development bears a fair share cost of mitigating impacts on the City's ability to provide essential services.</li> </ul>			
<p><b>GOAL H4. HOUSING NEED</b></p> <p><b>WITHIN THE CONTEXT OF RETAINING EXISTING COMMUNITY CHARACTER AND PROVIDING ADEQUATE SERVICES AND FACILITIES, MAINTAIN THE CURRENT SOCIAL DIVERSITY THAT EXISTS IN PINOLE BY PROVIDING A MIX OF HOUSING TYPES AND PRICES THAT MEET THE CITY'S FAIR SHARE OF REGIONAL HOUSING NEED AND ITS SPECIFIC HOUSING NEEDS AS IDENTIFIED IN THE HOUSING ELEMENT.</b></p>			
<p><b>POLICY 1. Provide a Choice of Housing.</b></p> <p>Maintain a diversity of age and social and economic backgrounds among residents by encouraging a variety of housing selection, by location, type, price, and tenure. Specific examples include second units, mixed use developments, infill development, accessible housing, and transitional housing.</p>	<p>Community Development Department; Pinole Redevelopment Agency</p>	<p>Ongoing</p>	<p>The City continues to pursue this policy. Potential changes to the General Plan and Zoning Ordinance to encourage a variety of housing types will be explored as part of the General Plan and Zoning Ordinance updates.</p>
<p><b>POLICY 2. Provide Equal Housing Opportunities.</b></p> <p>Encourage the provision of adequate housing for all persons regardless of income, age, sex, race, or ethnic background, consistent with the Fair Housing Act.</p>	<p>Community Development Department; Pinole Redevelopment Agency</p>	<p>Ongoing</p>	<p>The City continues to pursue this policy.</p>

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<p><b>POLICY 3. Preserve existing affordable housing.</b></p> <p>Monitor and maintain the supply of existing affordable housing to ensure that it remains affordable.</p>	<p>Community Development Department; Pinole Redevelopment Agency</p>	<p>Ongoing</p>	<p>The City continues to pursue this policy. In 2008, the Agency contracted with a consultant to perform compliance re-certification and on-site audits for the affordable housing program. The City supports this Policy through the Code Enforcement and Rental Inspection Programs.</p>
<p><b>POLICY 4. Support the development of quality affordable housing.</b></p> <p>Maintain appropriate land use regulations and other development tools to encourage development of quality affordable housing.</p>	<p>Community Development Department; Pinole Redevelopment Agency</p>	<p>Ongoing</p>	<p>The City regularly reviews land use regulations and adopted a Residential Design Criteria and Guidelines in 2007 to support this policy.</p> <p>Potential changes to land use regulations and other development tools necessary to encourage the development of quality affordable housing will be evaluated as part of the General Plan Update.</p>
<p><b>HOUSING IMPLEMENTATION PROGRAMS</b></p>			
<p><b>1. Housing Construction (HIP-9).</b></p> <p>Construct or encourage the construction of housing units throughout the City, and in particular along San Pablo, through use of the following mechanisms:</p> <ul style="list-style-type: none"> <li>• <b>Mixed Use Housing Incentives.</b></li> <li>• <b>Redevelopment Agency Powers.</b></li> <li>• <b>Affordable Housing Incentives.</b> <ul style="list-style-type: none"> <li>a. <i>Density bonuses</i></li> <li>b. <i>Flexibility in development standards</i></li> <li>c. <i>Prioritized Development Review</i></li> </ul> </li> <li>• <b>Require Affordable Housing in Market Rate Residential Projects Located in the Redevelopment Area.</b></li> </ul>	<p>Pinole Community Development Department, Pinole Redevelopment Agency, non-profit and for-profit housing developers.</p>	<p>Ongoing</p>	<p>This program continues to be implemented. The San Pablo Avenue Corridor is being evaluated in detail as part of the Specific Plan process.</p>
<p><b>2. Repayment of Deferred Housing Set Aside Funds (HIP-10).</b></p> <p>Make up deferral of Redevelopment Agency Housing Set Aside funds from tax increment</p>	<p>Pinole Redevelopment Agency</p>	<p>2004-2005</p>	<p>Complete; \$1,207,3089 of Deferred Housing Set Aside Funds repaid to the General Fund with proceeds from the 2004 bond issuance.</p>

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<p>funding.</p> <p><b>3. Second Unit Ordinance (HIP-11).</b> The City will provide information on the ordinance at City Hall and on its website, and consider the development of demonstration projects. In addition, the City will review and modify the Second Dwelling Unit Ordinance in regard to development requirements including:</p> <ul style="list-style-type: none"> <li>• Establishment of second units as a permitted “use by right” when the single family lot, primary structure and second unit meet all of the zoning and building development standards established for the zoning district in which they are located, and adequate traffic safety and parking is available.</li> <li>• Review of parking requirements and impact fees to encourage the creation of second units and reduce constraints. Fee waivers should be used when a second unit will provide long-term very low or low income housing. Off-site or reduced parking should be considered within one-quarter mile of a transit route.</li> </ul>	<p>Pinole Community Development Department; Pinole Redevelopment Agency; East Bay Delta Housing and Finance Agency; Contra Costa County Community Development Department; Lending Institutions.</p>	<p>2009-2010</p>	<p>The City will evaluate the Second Unit Ordinance as part of the Zoning Ordinance Update to ensure compliance with current legal requirements.</p>
<p><b>4. Homebuyer Programs (HIP-12).</b></p> <p>Continue to support the Agency’s First Time Homebuyer Program and the East Bay Delta Lease to Purchase Program.</p>	<p>Pinole Redevelopment Agency</p>	<p>Ongoing</p>	<p>The Agency’s First Time Homebuyer Program policies were updated in 2008. To date the Agency has provided more than \$1.6 million in first time homebuyer assistance. The Agency continues actively market the program and makes funds available to help first time homebuyers finance the purchase of a home.</p> <p>The East Bay Delta Lease to Purchase Program is no longer operational.</p>
<p><b>5. BMR Regulations (HIP-13).</b></p> <p>Develop and implement rental (45 years) and resale (55 years) restrictions for low-and moderate-income units assisted or constructed</p>	<p>Community Development Department; Pinole Redevelopment</p>	<p>Ongoing</p>	<p>A new policy for the sale of Below Market Rate (BMR) units was adopted in 2008. The Agency currently has two housing units in its portfolio that it is preparing to sell as BMR units.</p>

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<p>by the Redevelopment Agency to assure that these units remain at an affordable price level as they are developed, occupied, and turned over. Encourage the monitoring of federal and state subsidized projects by continuing to work with the Contra Costa Housing Authority.</p>	<p>Agency, Contra Costa Housing Authority.</p>		<p>The Redevelopment Agency is currently working on development of three approved BMR housing units for sale on the Heritage Park site. Once built, these units will have affordability controls to ensure that they remain affordable.</p>
<p><b>6. Technical Assistance to Housing Developers (HIP-14).</b></p> <p>The City and its Redevelopment Agency will provide technical assistance to developers to encourage provision of affordable housing that are consistent with City goals. Assistance could include planning meetings, expedited plan review and permitting, and facilitation of neighborhood meetings.</p>	<p>Community Development Department; Pinole Redevelopment Agency.</p>	<p>Ongoing</p>	<p>This policy continues to be implemented.</p>
<p><b>7. Accessible Units for the Physically Disabled (HIP-15).</b></p> <p>The City will facilitate programs and projects that meet Federal, State and local requirements to provide accessibility for the physically disabled in residential units and will promote affordable accessible housing for the physically disabled. The City will encourage accessible units in all new projects; additionally, where outside funding is involved, the City will insure compliance with funding agency requirements for units accessible to the physically disabled. The City will provide technical assistance in structuring the accessible units to best fit City needs and any additional program funding criteria.</p>	<p>Community Development Department</p>	<p>Ongoing</p>	<p>The City continues to enforce all local, state, and federal accessibility requirements during the ongoing development review process.</p>
<p><b>8. Housing for the Homeless (HIP-16).</b></p> <p>Contribute a portion of the Housing Set Aside fund to nonprofit agencies involved in providing housing for the homeless. An example would be</p>	<p>Pinole Redevelopment Agency, Community Development</p>	<p>Annually</p>	<p>The Community Assistance Program (CAP) was instituted in 2007 to create a fund through which this type of donation could be made. CAP's 2008 donation was made to the Greater Richmond Interfaith</p>

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
Shelter Incorporated. Focus efforts on finding opportunities to provide housing for families at risk.	Department		Program, a program providing services for the homeless, in the amount of \$6,000.
<p><b>9. Prevention of Housing Discrimination (HIP-17).</b></p> <p>The City will take all appropriate actions when necessary to prevent discrimination in the housing market and provide information on fair housing laws. The Community Development Department shall be the responsible City department for referring questions concerning affordable housing and fair housing to appropriate departments or agencies. Staff will distribute fair housing pamphlets provided by agencies and coordinate with other groups. Information will also be made available on the City's website.</p>	Community Development Department	Ongoing	This policy continues to be implemented.
<p><b>10. Develop Multi-Family Sites at Medium and High Densities (HIP-18).</b></p> <p>The City will strive to protect the supply and availability of multifamily housing sites for affordable housing preventing the development of medium and higher density sites with lower densities. To that end, the Zoning Ordinance should be modified to include minimum densities.</p>	Community Development Department	December 2003 Ongoing	No formal policies are in place to require that multi-family sites be developed at prescribed densities. This issue will be evaluated and further addressed in the Specific Plan, General Plan Update and Zoning Ordinance Update.
<p><b>11. Develop Reasonable Accommodation Policies and Procedures (HIP-19).</b></p> <p>The City will further analyze existing land use controls, building codes and permit and processing procedures to determine the constraints they impose on the development, maintenance, and improvement of housing intended for persons with disabilities. Based on its finding, the City will develop a policy for reasonable accommodation in the application of</p>	Community Development Department	December 2003	No formal policies are in place. Accommodations are currently addressed through existing appeal processes. This issue will be evaluated further and addressed in the General Plan Update and Zoning Ordinance Update.

POLICY / ACTION	AGENCY	TIMEFRAME	STATUS
<p>zoning laws and permitting by persons with disabilities. The policy shall include a procedure for requesting accommodations, timelines for processing requests and appeals, criteria for determining whether a requested accommodation is reasonable, and ministerial approval for minor requests.</p>			
<p><b>12. Multi-Family Use Permit Ordinance</b> (HIP-20).  The issuance of use permits for multi-family developments in all residential zones shall be reviewed to determine if this is a redundant step in the review process. Changes to the zoning ordinance will be implemented as appropriate to streamline the review process.</p>	<p>Community Development Department</p>	<p>December 2004</p>	<p>No changes have been made to the Multi-Family Use Permit Ordinance. The Ordinance will be evaluated as part of the Specific Plan and Comprehensive Zoning Ordinance Update.</p>

\* The struck-through date is the original timeframe specified in the current Housing Element. Dates that have replaced the original timeframe represent the actual or anticipated program/policy completion date.