



# CITY OF PORTOLA 6<sup>th</sup> CYCLE HOUSING ELEMENT UPDATE

Adopted July 24, 2019  
Resolution No. 2404

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## CHAPTER ONE: INTRODUCTION

### *Introduction*

The Housing Element is one of seven State-mandated general plan elements. The City's Housing Element is designed to assess need and to encourage housing development adequate to meet the needs of all its residents current and future. The State of California has declared that "the availability of housing is of vital statewide importance and the early attainment of decent housing and a suitable living environment for every California family is a priority of the highest order." As a result of this declaration, the Legislature requires that all cities and counties are not only required to prepare a Housing Element but also that the housing element be submitted to the State's Department of Housing and Community Development (HCD) for review and certification.

### *Purpose of the Element*

The purpose of the 6<sup>th</sup> Cycle Housing Element is to:

- Reassess housing needs of existing and future residents of the incorporated area of the City based on the most current data available;
- Propose specific goals, objectives, policies, and programs to meet those needs; and
- Comply with the requirements of state law.

The Housing Element is an integral component of the City's General Plan that represents the City's efforts to provide housing opportunities for all segments of the community; both the traditional target income groups and those with higher incomes that may also need housing assistance in today's housing market. The Housing Element identifies housing needs in the City and sets forth the policies to facilitate the provision of a diversity of housing opportunities that accommodate regional housing needs through a cooperative public/private effort, while maintaining a responsibility toward economic, environmental, fiscal factors and community goals within the General Plan. In addition, the Housing Element is intended to be used as a tool by citizens, public officials, and developers to assist them in understanding and meeting housing needs in Portola. When implemented, the Housing Element provides measures increasing opportunities for housing affordable to first time homebuyers, improved quality rentals for those who are not ready or able to be homeowners, and solutions for seasonal employee housing and the changing housing needs of seniors.

### *Substantive Requirements*

Recognizing the importance of providing adequate housing in all communities, the state has mandated a Housing Element within every General Plan since 1969. It is one of the seven elements required by the state. Article 10.6, Section 65580 – 65589.8, Chapter 3 of Division 1 of Title 7 of the Government Code sets forth the legal requirements of the Housing Element and encourages the provision of affordable and decent housing in all communities to meet statewide goals. Specifically, Section 65580 states the element shall consist of "...an identification and analysis of existing and projected housing needs and a statement of goals, policies, quantified objectives, financial resources and scheduled programs for the preservation, improvement, and development of housing." The element must also contain a five-year housing plan with quantified objectives for the implementation of the goals and objectives of the Housing Element. The contents of the element must be consistent with the other elements of the General Plan.



Further, state Housing Element law requires “An assessment of housing needs and an inventory of resources and constraints relevant to the meeting of these needs.” The law requires:

- An assessment of housing needs and an inventory of resources and constraints relevant to the meeting of these needs, including:
  - ~ Analysis of population and employment trends.
  - ~ Analysis and documentation of household/housing characteristics.
  - ~ Inventory of land suitable for residential development.
  - ~ Identification of a zone or zones where emergency shelters are allowed.
  - ~ Analysis of potential and actual government constraints.
  - ~ Analysis of potential and actual non-governmental constraints.
  - ~ Analysis of special housing needs (including persons with disabilities, including a developmental disability).
  - ~ Analysis of opportunities for energy conservation.
  - ~ Analysis of existing housing developments that are eligible to change from low-income housing during the next 10 years.
- A statement of the community’s goals, quantified objectives, and policies relative to the maintenance, improvement, and development of housing. The total housing needs identified may exceed the available resources and the community’s ability to satisfy those needs.
- A program that sets forth a schedule of actions the local government is undertaking or intends to undertake during the planning period, including:
  - ~ Identifying adequate sites that will be made available with appropriate zoning and development standards.
  - ~ Assisting in the development of adequate housing to meet the needs of extremely low-, very low-, low-, and moderate-income households.
  - ~ Addressing, and where possible, removing governmental constraints.
  - ~ Conserving and improving in the condition of existing affordable housing stock.
  - ~ Promoting housing opportunities for all persons (fair housing program).
  - ~ Preserving for lower-income households the assisted housing developments.
  - ~ Identifying the agencies and officials responsible for implementation of the various actions.
  - ~ Including a diligent effort by the local government to achieve public participation of all economic segments of the community in the development of the housing element.

The purpose of these requirements is to develop an understanding of the existing and projected housing needs within the community and to set forth policies and schedules, which promote preservation, improvement and development of diverse types and costs of housing throughout Portola.

Meeting the housing needs established by the State of California is an important goal for the City of Portola. As the population of the State continues to grow and scarce resources decline, it becomes more difficult for local agencies to create adequate housing opportunities while maintaining a high standard of living for all citizens in the community. State law recognizes that housing needs may exceed available resources and, therefore, does not require that the City's quantified objectives be identical to the identified housing needs. This recognition of



limitations is critical, especially during this period of financial uncertainties in both the public and private sectors. Section 65583(b)(2) states that:

“It is recognized that the total housing needs. . . may exceed available resources and the communities’ ability to satisfy the need. Under these circumstances, the quantified objectives need not be identical to the identified existing housing needs but should establish the maximum number of housing units that can be constructed, rehabilitated, and conserved over a five-year time frame.”

## *Procedural Requirements*

The City must consider guidelines adopted by the California Department of Housing and Community Development (HCD) when undertaking revisions to the Housing Element. The City submitted a draft of the Housing Element to HCD on May 7, 2019 for review prior to formal adoption. The City amended the draft Housing Element taking into consideration HCD’s findings and received conditional certification from HCD based on those revisions. This 6<sup>th</sup> Cycle Housing Element was adopted by the City of Portola on July 24, 2019 by Resolution No. 2404.

## *Organization*

Portola’s Housing Element is organized into four primary sections:

- **Housing Needs Assessment, Issues, and Trends:** This section includes a discussion of state issues and policies, regional housing policies, Portola’s Regional Housing Needs Assessment (RHNA), existing housing needs, special housing needs, and projected housing needs.
- **Sites/Inventory Analysis:** This section includes an analysis and inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment, and an analysis of the relationship of zoning and public facilities and services to these sites.
- **Summary of Resources and Constraints:** This section includes an inventory of resources, housing cost and affordability, a discussion of a variety of governmental and non-governmental constraints, including land use controls, fees and exactions, processing and permit procedures, codes and enforcement, and on- and off-site improvement standards, and constraints for housing for persons with disabilities.
- **Housing Program:** This section reviews the 2009-2014 Housing Element and identifies housing goals, policies and objectives. Funding sources are identified and schedules for implementation are set forth. In addition, a quantified objectives summary is provided.

## *Relationship to Other Elements*

State law requires that “... the General Plan and elements and parts thereof comprise an integrated, internally consistent, and compatible statement of policies...” The purpose of requiring internal consistency is to avoid policy conflict and provide a clear policy guide for the future maintenance, improvement and development of housing within the City.

This Housing Element is part of the comprehensive Portola General Plan. All elements of the Portola General Plan have been reviewed for consistency and the Housing Element was prepared to assure compatibility with the remaining elements.



## *Citizen Participation*

The City of Portola has made diligent efforts to solicit public participation pertaining to the development of the Housing Element. These processes have included workshops, public review, and citizen participation forums. Other public meetings include Planning Commission meetings held once a month and City Council meetings held twice a month. All members of the community have access to the participation process.

Public participation for the 5<sup>th</sup> Cycle Housing Element, adopted May 23, 2018, is included in this review as comments received are pertinent in the development of this Housing Element. Past public participation efforts included a televised joint Housing Element Workshop and public hearing where members of the community were invited to address concerns and give input on the contents of the Housing Element. Comments received indicated that the condition of housing in the City was poor. Additionally, many respondents indicated that streets needed repair. Another prevalent response in the survey was that there is a need for senior housing, particularly an assisted living facility. Based upon public input provided at public hearings and meetings held over the last year in relation to housing these findings are still current and relevant and have been incorporated into this Update.

Outreach for the 6<sup>th</sup> Cycle Housing Element included homeless services providers, housing providers, and housing advocates. All public input was encouraged and documented throughout the development of the Housing Element Update and considered for incorporation into the document as appropriate.

A community workshop was held on April 10, 2019. The meetings were advertised in the Portola Reporter, at Portola City Hall, at the local post office, on the City's website, and through direct mailing to affordable housing providers, affordable developers, churches, and local realtors. The workshop was scheduled to include an overview presentation of Housing Element and associated policies. Following the presentation, participants would have been asked to provide their feedback at "stations" set up around the room. Additionally, there was separate and specific communication with the Plumas Crisis Intervention Resource Center and Plumas Rural Services to obtain input. The City Manager distributed the draft Housing Element and reviewed the draft housing policies. There was no specific feedback on the Housing Element. A similar presentation of the Housing Element and its policies was part of the agenda for regularly-scheduled Portola City Council meetings held on February 27, 2019 and April 10, 2019. No specific comments were made regarding the Housing Element at the City Council meetings.



**Table 1: Summary of Public Participation Meetings**

Meeting Date	Board	Topic	Comments Received
July 2017	City Council	Portola Highlands and Portola 192 Annual Review	Discussion of lack of progress for both developments; no comments regarding housing policies.
August 9, 2017	City Council	Portola 192 Annual Review	Discussion of lack of progress for both developments; no comments regarding housing policies.
December 13, 2017	City Council	Housing Element Policies	Review of proposed housing policies and procedures of draft Housing Element (5 <sup>th</sup> Cycle).
February 28, 2018	City Council	Draft Housing Element	Review of draft Housing Element (5 <sup>th</sup> Cycle); direction to submit the Housing Element to HCD.
February 27, 2019	City Council	Housing Element Policies	Review of proposed housing policies and procedures of draft Housing Element (6 <sup>th</sup> Cycle).
April 10, 2019	Public Workshop	Housing Element Policies	Review of proposed housing policies and procedures of draft Housing Element (6 <sup>th</sup> Cycle).
April 10, 2019	City Council	Draft Housing Element	Review of draft Housing Element (6 <sup>th</sup> Cycle); direction to submit the Housing Element to HCD.

A synopsis of draft policies was made available to the public on February 28, 2019 and is available at City Hall and online. In addition, a public review draft, dated April 10, 2019 was prepared and made available to the community for a 60-day public review period from April 11, 2019 through at least June 10, 2019. Hard copies of the draft were made available at public facilities such as the City Hall, the library, and noticed at the post office. The draft Housing Element was placed on the City of Portola website at [cityofportola.com](http://cityofportola.com) for public review and input.

In addition to the City's direct efforts to collect public input on affordable housing numerous workshops and meetings have been held over the last year regarding the Portola Highlands (formerly Woodbridge at Portola) and Portola 192 proposed developments (see Pages 6-7 for detailed project information). These meetings are included in Table 1: Summary of Public Participation Meetings, as comments received are relevant for inclusion in the Housing Element.

Since initial adoption, the Planning Commission and City Council reviewed various issues related to the Development Agreement, Tentative Map, and Master Plans. The following included components that related directly to the provision of housing both market rate and affordable:

- Review of the Development Agreement
- Review of the Tentative Map and Conditions of Approval
- Review of the various Master Plans, including the Affordable Housing Master Plan

These meetings and workshops were held to ensure that the developer had been given the ability to address all City comments from staff, City Council and the Planning Commission prior to submittal of the revised Development Agreement, Conditions of Approval, and Master Plans for City Council approval. However, they



also provided the public with an opportunity to hear the status of project design and provide input to the pre-development process.

## *Data Sources*

A wide variety of data sources are included in the Housing Element in order to obtain the most up-to-date and comprehensive information available. The California Department of Housing and Community Development (HCD) developed a data packet for jurisdictions in Plumas County that contains much of the information required for the Housing Needs Assessment of this Housing Element and is the primary source of data for this document. Where additional information is required, the US Census, American Community Survey, California Department of Finance (DOF), California Economic Development Department, and US Department of Agriculture data sources were utilized. The 2010 US Census did not collect information in several categories that are required for the Existing Housing Needs section. Where this is the case, historical DOF data is used. Where DOF data is not available, information from the 2000 US Census is retained. In cases where this is not feasible or useful, this assessment references US Census Bureau American Community Survey (ACS) data. The ACS provides estimates of numerous housing-related indicators based on samples averaged over a five-year period. Whereas the US Census provides complete counts of various demographic indicators, the ACS provides estimates based on statistically significant samples. Some ACS data sets have large margins of error. Where ACS data is used, the numbers should not be interpreted as absolute fact but rather as a tool to illustrate general proportion or scale.

## *Approved Housing Developments*

Portola Highlands and Portola 192 are larger-scale housing developments with approved Tentative Maps.

### **Portola Highlands**

The Portola Highlands project is a 398-acre residential and commercial development. The maximum residential development will be 1,005 dwelling units (DUs), broken down as follows:

- Low Density Residential: 189 dwelling units
- Medium Density Residential: 522 dwelling units
- High Density Residential: 234 dwelling units
- Mixed use multi-family residential: 60 dwelling units
- Commercial Development: 170,000 square feet, including 25,500 square feet of retail, 68,000 square feet of office, and 76,500 square feet of light industrial.

The project is currently undeveloped and represents the largest contiguous undeveloped area within the corporate limits of the City, full development will ultimately double the size of the City of Portola. Residential land uses will include a broad variety of housing types and styles, compatible with existing housing in the City of Portola. Housing types will include single family homes, attached housing, and senior housing. It is anticipated that the residential units will range from approximately 800 square feet to 4,000 square feet.

Residential unit types will range from small homes and apartments to large, estate homes. The predominant lot size range is 8,000 to 12,000 square feet. The dwelling sizes in these parcels would range from approximately 1,600 square feet to 3,200 square feet. There is also an affordable housing obligation which will be detailed in the inventory analysis presented in chapter three of this document.



## **Portola 192**

The approved Final Map (Resolution No. 1881, June 28, 2006) for Portola 192 is a residential and commercial development, as follows:

- approximately 183 single family homes ranging from .52 to 1.15 acres
- 6 single family homes ranging from 2 to 3 acres
- maximum of 10,000 square feet of retail and/or service commercial use
- approximately 70 multi-family housing units

The project is currently undeveloped. An application for the Affordable Housing and Sustainable Communities Program was submitted for the construction of affordable housing on the project site. Although the application was not funded, it is expected that the project will be submitted for additional similar funding opportunities. The project concept includes 72 affordable rental units in two-story structures plus a 3,500 sq. ft. community building with leasing offices, kitchen, computer lab, bike storage with bike repair kiosk, and common laundry facilities. As included in the AHSC application, 15 units are intended to be restricted to 30% AMI, 26 units to 50% AMI, and 30 units to 60% AMI, plus the manager's unit.



## CHAPTER TWO: HOUSING NEEDS ASSESSMENT

### Introduction

This section analyzes the demographic, household, income, employment, and housing stock characteristics for the City of Portola. This information is used to determine the City's existing and future housing needs. It serves as the foundation for the development of the County's goals, policies, and programs that are designed to achieve its identified housing needs.

### 2.1 Existing Housing Needs

#### Population, Employment, and Housing Characteristics

##### Population Growth Trends

Between 2014 and 2018, the population of the City of Portola increased by 26 people; an average annual change of 0.2%. The Portola General Plan includes a projected increase at an annual rate of 2 percent, estimating a population of 3,180 in 2019. Although the General Plan provides for this increase, it has not been realized.

**Table 2: Population Growth Trends**

Population Growth Trends 2014 -2018, with 2010 Benchmark								
COUNTY/CITY	Population						Average Annual Change	
	4/1/2010	1/1/2014	1/1/2015	1/1/2016	1/1/2017	1/1/2018	#	%
<b>Plumas County</b>								
<b>Portola</b>	2,104	2,135	2,185	2,179	2,171	2,161	5	0.2%
<b>Unincorporated County</b>	17,903	19,893	19,860	19,847	19,818	19,773	-24	-0.1%
<b>County Total</b>	20,007	22,028	22,045	22,026	21,989	21,934	-19	-0.1%

[Source: State of California, Department of Finance, E-4 Population Estimates for Cities, Counties, and the State, 2011-2018, with 2010 Census Benchmark. Sacramento, California, May 2013.](#)

**Table 3: Population and Housing Estimates 2010 and 2018**

E-5 City/County/State Population and Housing Estimates, 2010 and 2018										
HOUSING UNITS										
County / City	Date	Total	Single Detached	Single Attached	Two to Four	Five Plus	Mobile Homes	Occupied	Vacancy Rate	Persons per Household
<b>Portola</b>	4/1/2010	1,134	808	0	9	139	178	887	21.8%	2.35
	1/1/2018	1,127	806	0	9	139	173	882	21.7%	2.42
<b>Unincorporated</b>	4/1/2010	14,432	11,201	393	320	528	1,990	8,090	43.9%	2.18
	1/1/2018	14,723	11,461	393	322	528	2,019	7,688	47.8%	2.26

Source: DOF E5 2010-2018 by geography



## Employment by Industry

According to the American Community Survey DP-03 2007-2011, the “Educational services, and health care and social assistance” industry constitute the largest industry comprising 17.4 percent of the labor force in the City of Portola. “Retail Trade” makes up the second largest industry with 16.4 percent of the labor force, with the “Construction”, “Professional, scientific and management, and administrative and waste management services” and “Arts, entertainment, and recreation, and accommodation and food services” industries each making up approximately 11 percent of the labor force. Agriculture constitutes 4.8 percent of the labor force. In Plumas County, in 2012 (September, not seasonally adjusted, the unemployment rate was 12.4 percent, which is higher than the California average of 10.2 percent, seasonally adjusted (Source: California Employment Development Department Labor Market Information). Many households are employed “seasonally” but live and work in the City of Portola year-round. The highest rates of unemployment are usually found in January, February and March with the lowest rates in September. Rates vary have varied an average of 14.25% over the last nine years. The housing needs of this population are not necessarily seasonal in nature, but require year-round housing that is not directly tied to their employment.

The largest employment sectors that have seasonal employment are agriculture, construction, and recreation; this accounts for +/- 27.1% of Portola’s workforce.

**Table 4: Employment by Industry**

Employment by Industry	Portola	
	Estimate	Percent
Civilian employed population 16 years and over	748	100%
Agriculture, forestry, fishing and hunting, and mining	36	4.8%
Construction	84	11.2%
Manufacturing	29	3.9%
Wholesale Trade	0	0.0%
Retail Trade	123	16.4%
Transportation and warehousing, and utilities	59	7.9%
Information	0	0.0%
Finance and insurance, and real estate and rental and leasing	34	4.5%
Professional, scientific and mgmt, and administrative and waste mgmt services	84	11.2%
Educational services, and health care and social assistance	130	17.4%
Arts, entertainment, and recreation, and accommodation and food services	83	11.1%
Other services, except public administration	73	9.8%
Public administration	13	1.7%

*Source: ACS DP-03 2012-2016*

## Household Growth and Tenure Trends

Between 2010 and 2016, the number of households in the City increased by 39 households (7 owner households and 46 renter households) or by 0.5 percent annually. There is a trend from 2010 to 2016 towards an increase in renter households, which may indicate a decline of housing affordability.



**Table 5: Household Growth Trends**

Existing Households		Portola	
Year	Existing Households	Owner	Renter
<b>2010</b>	887	482	405
<b>2016</b>	926	475	451

Source: ACS B25003 2012-2016

**Table 6: Households by Tenure**

	1990		2000		2010		2016	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
<b>Owner</b>	511	56.6	489	54.4	482	54.3	475	56.8
<b>Renter</b>	322	35.7	410	45.6	405	45.7	398	43.2
<b>TOTAL</b>	<b>903</b>	<b>100</b>	<b>899</b>	<b>100</b>	<b>887</b>	<b>100</b>	<b>873</b>	<b>100</b>

Source ACS B25009, 5 year (2012-2016)

**Table 7: Households by Tenure and Age**

Households by Tenure and Age (2016)		
	Portola	
	Estimate	Margin of Error (+/-)
<b>Total:</b>	<b>926</b>	<b>153</b>
<b>OWNER OCCUPIED:</b>	<b>475</b>	<b>98</b>
Householder 15 to 24 years	7	14
Householder 25 to 34 years	47	31
Householder 35 to 44 years	71	62
Householder 45 to 54 years	79	39
Householder 55 to 59 years	39	24
Householder 60 to 64 years	67	44
Householder 65 to 74 years	109	50
Householder 75 to 84 years	25	20
Householder 85 years and over	31	33
<b>RENTER OCCUPIED:</b>	<b>451</b>	<b>106</b>
Householder 15 to 24 years	16	24
Householder 25 to 34 years	80	53
Householder 35 to 44 years	55	49
Householder 45 to 54 years	102	65
Householder 55 to 59 years	55	40
Householder 60 to 64 years	61	45
Householder 65 to 74 years	45	30
Householder 75 to 84 years	37	31
Householder 85 years and over	0	12

[Source: ACS 2012-2016, 5 Year \(B25007\)](#)



## Overcrowded Households

The United States Census Bureau defines overcrowding when a housing unit is occupied by more than one person per room (not including kitchens and bathrooms). Units with more than 1.5 persons per room are considered severely overcrowded and indicate a significant housing need. According to the American Community Survey, there were 22 overcrowded household in Portola and 4 severely overcrowded households; totaling 26 households, +/-0.03% indicating that overcrowding is not a systemic problem. Renter-occupied households have approximately 0.04% (18 of 451 households) lived in overcrowded units as opposed to owner-occupied households (8 of 475 households) with 0.02% living in overcrowded units.

**Table 8: Overcrowded Households**

Overcrowded Households (2016); Portola			
<b>Total:</b>			<b>926</b>
<b>OWNER OCCUPIED:</b>			<b>475</b>
0.50 or less occupants per room			392
0.51 to 1.00 occupants per room			79
1.01 to 1.50 occupants per room			0
1.51 to 2.00 occupants per room			4
2.01 or more occupants per room			0
<b>RENTER OCCUPIED:</b>			<b>451</b>
0.50 or less occupants per room			320
0.51 to 1.00 occupants per room			113
1.01 to 1.50 occupants per room			18
1.51 to 2.00 occupants per room			0
2.01 or more occupants per room			0
<b>Owner Occupied</b>	Overcrowded	1.01 or more	4
<b>Renter Occupied</b>	Overcrowded	1.01 or more	18
<b>Total Overcrowded</b>	<b>1.01 or more</b>		<b>22</b>
<b>Owner Occupied</b>	Severely Overcrowded	1.5 or more	4
<b>Renter Occupied</b>	Severely Overcrowded	1.5 or more	0
<b>Total Severely Overcrowded</b>	<b>1.5 or more</b>		<b>4</b>
<a href="#">Source: ACS 2012-2016 Table B25014</a>			

## Overpaying Households

Households are considered to be overpaying if payment (rent or mortgage) is 30 percent or greater than household income. Overall, 52.42 percent of the households (519 households of 990) in the City of Portola are overpaying for shelter. However, this is most pronounced among the lowest income groups. For example, of the extremely low income households, 61.6% of households are severely overpaying; and 66% of all lower income households are overpaying, with 39% severely overpaying, while 33.7% of above moderate households (145 out of 430 households) are overpaying.



**Table 9: Households Overpaying**

Total Households Characteristics	Number	Percent of Total Households
<b>Total occupied units (households)</b>	990	100.0%
Total Renter households	470	47.5%
Total Owner households	520	52.5%
<b>Total lower income (0-80% of HAMFI) households</b>	560	56.6%
Lower income renters (0-80%)	375	37.9%
Lower income owners (0-80%)	185	18.7%
Extremely low income renters (0-30%)	145	14.6%
Extremely low income owners (0-30%)	20	2.0%
<b>Lower income households paying more than 50%</b>	220	22.2%
Lower income renter HH severely overpaying	155	15.7%
Lower income owner HH severely overpaying	65	6.6%
Extremely Low Income (0-30%)	100	10.1%
ELI Renter HH severely overpaying	80	8.1%
ELI Owner HH severely overpaying	20	2.0%
Income between 30%-50%	75	7.6%
Income between 50% -80%	45	4.5%
<b>Lower income households paying more than 30%</b>	374	37.8%
Lower income renter HH overpaying	270	27.3%
Lower income owner HH overpaying	104	10.5%
Extremely Low Income (0-30%)	125	12.6%
Income between 30%-50%	170	17.2%
Income between 50% -80%	79	8.0%
<b>Total Households Overpaying</b>	519	52.4%
Total Renter Households Overpaying	365	36.9%
Total Owner Households Overpaying	154	15.6%

Source: 2006-2015 CHAS Data Sets: [https://www.huduser.gov/portal/datasets/cp.html#2011-2015\\_data](https://www.huduser.gov/portal/datasets/cp.html#2011-2015_data)

## Housing Stock Characteristics

### Housing Units by Type

According to the State of California Department of Finance E-5 Population and Housing Estimates for Cities, Counties and States for 2010-2018, 87 percent of the housing units in the City of Portola were single-family detached units (including mobile homes) and 13 percent were multi-family units. Because the US Census no longer provides detailed counts of housing units by type, American Community Survey data has been used for 2010 and 2018 numbers.



**Table 10: Housing Units by Type**

HOUSING UNITS by TYPE (Plumas County)																		
	Total			Single Detached			Single Attached			Two to Four			Five Plus			Mobile Homes		
	2010	2018	%	2010	2018	%	2010	2018	%	2010	2018	%	2010	2018	%	2010	2018	%
<b>Portola</b>	1,134	1,127	-0.6%	808	806	-0.2%	0	0	0.0%	9	9	0.0%	139	139	0.0%	178	173	-2.8%
<b>Uninc. County</b>	14,432	14,723	2.0%	11,201	11,461	2.3%	393	393	0.0%	320	322	0.6%	528	528	0.0%	1,990	2,019	1.5%
<b>Total</b>	15,566	15,850	1.8%	12,009	12,267	2.0%	393	393	0.0%	329	331	0.6%	667	667	0	2,168	2,192	1.1%

Source: [DOF E5 2010-2018 by geography](#)

**Table 11: Housing Stock by Type of Vacancy**

HOUSING STOCK BY TYPE OF VACANCY													
Geography	Total housing units	Occupied housing units	Vacant housing units	For rent	Rented, not occupied	For sale only	Sold, not occupied	For seasonal, recreational, or occasional use	All other vacants	Vacancy rate	Homeowner vacancy rate (1)	Rental vacancy rate (1)	
<b>Plumas County</b>	15,693	8,376	7,317	244	92	306	109	5,634	932	46.6%	4.8%	8.9%	
<b>Portola city</b>	1,319	926	393	54	0	31	24	120	164	29.8%	5.8%	10.7%	
<b>Unincorporated County</b>	14,374	7,450	6,924	190	92	275	85	5,514	768	48.2%	4.7%	8.5%	

Source: B25002, ACS B25004, B25014

**Housing Stock Conditions**

The median sales price for a home in Portola was \$163,100 for 2018-2019, based on information from Zillow.com and confirmed by the Plumas Association of Realtors (May 2018). Home prices have been generally increasing and are anticipated to continue increasing through 2020. There is no organization that tracks rental prices throughout the City, however there is anecdotal information from area property managers and real estate websites (trulia.com, Zillow.com) that the current median rental price in Portola is \$800 per month. Estimated rents range from \$500 (1 bedroom, 1 bath) to \$1,300 month (3 bedroom, 2 bath).

According to the City’s housing survey conducted January-March 2018, approximately 17.5 percent of the housing units in the City of Portola are considered to be in sound condition and need no repairs. The majority of housing units, 45.1 percent are considered to need minor repairs while 22.2 percent are in need of moderate repairs. Nearly 10 percent of the housing units are in need of substantial repair and 5.4 percent of the housing units are considered to be dilapidated, totaling 15.2 percent of Portola’s housing stock that is need of substantial repair or is dilapidated. This is an increase from 6.8 percent identified in the 2004 Housing Survey. Overall, 82.5 percent of the housing units are in need of some kind of repair.



**Table 12: Housing Conditions**

Condition	2004 HOUSING SURVEY		2018 HOUSING SURVEY	
	Number	Percent	Number	Percent
Sound	192	20.0%	168	17.5%
Minor	500	52.0%	432	45.1%
Moderate	204	21.2%	213	22.2%
Substantial	60	6.2%	94	9.8%
Dilapidated	6	0.6%	51	5.4%
<b>TOTAL</b>	<b>962</b>	<b>100.0%</b>	<b>958</b>	<b>100.0%</b>

Source: 2004 Laurin Associates Housing Condition Survey, City of Portola Housing Condition Survey January – March 2018

### Extremely Low-Income Housing Needs

Extremely low-income is defined as households with income less than 30 percent of area median income. The area median income in Plumas County is \$63,300 for a four-person household. For extremely low-income households, this results in an income of \$25,100 or less for a four-person household or \$13,300 or less for a one-person household; households with extremely low-income have a variety of housing situations and needs. For example, most families and individuals receiving public assistance, such as social security insurance (SSI) or disability insurance are considered extremely low-income households. At the same time, a minimum wage worker (\$11/hr. in 2019) could be considered an extremely low-income household with an annual income of approximately \$22,880 or less. The following occupations could qualify as extremely low-income households: motel clerk, child care workers, housekeepers, hosts and hostesses, waiters and waitresses, manicurists and pedicurists, and food preparation and serving related workers (source: Employment Development Department, Occupational Employment Projections). In addition, numerous households may also fall into this category due to the seasonal nature of employment in the City of Portola.

### State Income Limits for 2018

County	Income Category	Number of Persons in Household							
		1	2	3	4	5	6	7	8
Plumas County 4-Person Area Median Income: <b>\$63,300</b>	Extremely Low	13300	16460	20780	25100	29420	33740	38060	41800
	Very Low Income	22200	25350	28500	31650	34200	36750	39250	41800
	Low Income	35500	40550	45600	50650	54750	58800	62850	66900
	<b>Median Income</b>	44300	50650	56950	<b>63300</b>	68350	73450	78500	83550
	Moderate Income	53150	60750	68350	75950	82050	88100	94200	100250

### Existing Needs

For the years 2006-2015 (Comprehensive Housing Affordability Strategy Data released May 26, 2017), 165 extremely low-income households resided in the City, representing about 16.6 percent of the total households. Most (84 percent) extremely low-income households are renters and experience a high incidence of housing problems. For example, 75 percent of extremely low-income households faced housing problems (defined as cost burden greater than 30 percent of income and/or overcrowding and/or without complete kitchen or plumbing facilities) and nearly all ELI households were in overpayment situations. Even further, approximately 60 percent of extremely low-income households paid more than 50 percent of their income toward housing costs, compared to 19.1 percent for all households.



**Table 13a: Housing Needs for Extremely Low-Income Households**

Owner Households Characteristics	Number	Percent of Total Households
<b>Total owner- occupied units (owner households)</b>	520	100.0%
<b>Total lower income (0-80% of HAMFI) owner households</b>	185	35.6%
<b>Lower income owner households paying more than 30% but less than 50%</b>	39	7.5%
Extremely Low Income (0-30%)	0	0.0%
Income between 30%-50%	35	6.7%
Income between 50% -80%	4	0.8%
<b>Lower income owner households paying more than 50%</b>	65	12.5%
Extremely Low Income (0-30%)	20	3.8%
Income between 30%-50%	10	1.9%
Income between 50% -80%	35	6.7%
<b>Lower income owner households paying more than 30%</b>	104	20.0%
Extremely Low Income (0-30%)	20	3.8%
Income between 30%-50%	45	8.7%
Income between 50% -80%	39	7.5%

Source: 2006-2015 CHAS Data Sets: [https://www.huduser.gov/portal/datasets/cp.html#2011-2015\\_data](https://www.huduser.gov/portal/datasets/cp.html#2011-2015_data)

**Table 13b:**

Renter Households Characteristics	Number	Percent of Total Households
<b>Total renter-occupied units (renter households)</b>	470	100.0%
<b>Total lower income (0-80% of HAMFI) renter households</b>	375	79.8%
<b>Lower income renters paying more than 30% but less than 50%</b>	115	24.5%
Extremely Low Income (0-30%)	25	5.3%
Income between 30%-50%	60	12.8%
Income between 50% -80%	30	6.4%
<b>Lower income renters paying more than 50%</b>	155	33.0%
Extremely Low Income (0-30%)	80	17.0%
Income between 30%-50%	65	13.8%
Income between 50% -80%	10	2.1%
<b>Lower income renters paying more than 30%</b>	270	57.4%
Extremely Low Income (0-30%)	105	22.3%
Income between 30%-50%	125	26.6%
Income between 50% -80%	40	8.5%

Source: 2006-2015 CHAS Data Sets: [https://www.huduser.gov/portal/datasets/cp.html#2011-2015\\_data](https://www.huduser.gov/portal/datasets/cp.html#2011-2015_data)



## **Projected Needs**

To calculate the projected housing needs, the City utilized the state standards and assumed 50 percent of its very low-income regional housing need are extremely low-income households. As a result, because the City has the very low income need of 1 unit, the City has a projected need of 0 units for extremely low-income households. Many extremely low-income households will be seeking rental housing and most likely facing an overpayment, overcrowding or substandard housing condition. Some extremely low-income households could be with mental or other disabilities and special needs.

## **2.2 Special Housing Needs**

As noted in Government Code Section 65583(a)(6), within the overall housing needs assessments there are segments of the population that require special housing needs. Generally, these are people who are low income and have less access to housing choices. Groups of the population that require special housing needs include the elderly, disabled, female-headed households, large households, farmworkers, seasonal workers, and the homeless.

### ***Seasonal Workforce***

One of the unique special needs groups in the City of Portola is the seasonal workforce. Normally, these workers are employed for the summer season by one of the many seasonal resorts in the area which cater to the summer recreationist. The jobs are generally low paying, service related positions. Additionally, the length of employment and hours worked fluctuate on an annual basis, dependent on the weather and economy. During the winter some of these individuals pursue other employment, some leave the area, and some are unemployed. Regardless, many households are employed "seasonally" but live and work in City of Portola year-round.

### ***Persons with Disabilities***

There are three types of disabled persons that are considered as having special housing needs: Physically Impaired, Mentally, and Developmentally Disabled. Each type is unique and requires specific attention in terms of access to housing, employment, social services, medical services and accessibility to housing. A disability is defined as a mental, physical, or health condition that lasts over six months. Having a disability may impede one's ability to earn an adequate income or find suitable housing accommodations to meet their special needs. Therefore, many of the heads of household in this group may be in need of housing assistance. Households containing disabled person may also need housing with special features to allow for better physical mobility for occupants. Housing opportunities for the physically disabled can be maximized through the provision of affordable, barrier-free housing.

According to Section 4512 of the Welfare and Institutions Code a "Developmental disability" means a disability that originates before an individual attains age 18 years, continues, or can be expected to continue, indefinitely, and constitutes a substantial disability for that individual which includes mental retardation, cerebral palsy, epilepsy, and autism. This term shall also include disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for individuals with mental retardation but shall not include other handicapping conditions that are solely physical in nature.

Many developmentally disabled persons can live and work independently within a conventional housing environment. More severely disabled individuals require a group living environment where supervision is



provided. The most severely affected individuals may require an institutional environment where medical attention and physical therapy are provided. Because developmental disabilities exist before adulthood, the first issue in supportive housing for the developmentally disabled is the transition from the person's living situation as a child to an appropriate level of independence as an adult.

The State Department of Developmental Services (DDS) currently provides community based services to approximately 243,000 persons with developmental disabilities and their families through a statewide system of 21 regional centers, four developmental centers, and two community-based facilities.

In the City of Portola, 238 persons, 11.01 percent of the total population (5 years and older) reports having a disability according to the American Community Survey (2012-2016). Of those with a disability between the ages of 6 and 65, 100 percent are employed. Seniors age 65 and over comprise 76.89 percent of the people with disabilities.

Plumas County provides services for disabled persons that are physically impaired or mentally or developmentally disabled through the departments of Social Services, Behavioral Health and Mental Health, the Public Health Agency, and the Plumas Crisis Intervention and Resource Center (PCIRC). Throughout Plumas County, there are permanent housing options available for seniors and disabled individuals; specifically in Quincy at Mountain View Manor, and in Chester at Wildwood Village. General services include:

#### Social Services (PCDSS)

- County Medical Services Program
- General Assistance
- Medi-Cal
- CalFresh
- CalWORKs
- Foster Care
- Welfare-to-Work
- Child Protective Services
- Adult Protective Services
- In-Home Supportive Services
- Public Guardianship

#### Behavioral Health/Mental Health (PCBH)

- PCBH contacts with two CBOs to provide emergency lodging (Plumas Rural Services) and transitional housing (Plumas Rural Services and Environmental Alternatives) to SMI and SED clients as part of the Full-Service Partnership Program. There are almost 20 units through these transitional housing partners for placement of clients who are homeless, at-risk of homelessness, or at-risk or are chronically homeless.
- Drop-In Center and Wellness Centers throughout the County to provide a place for individual and group therapy and case management, peer-support, education, socialization, wellness activities, and community awareness about mental health, and alcohol and drug issues
- Weekly BH support groups



- Employment opportunities through peer-supportive employment program
- Socialization and rehabilitation groups for chronic SMI population
- Wellness Center (see above and including City of Portola); activities include Tai Chi, yoga, art classes, smoking cessation, GED classes, music therapy, resource referrals for social services benefits and programs (see social Services section), local service providers such as Probation, Social Services, and Public Health.

Public Health Agency

- 20,000 Lives- a collaborative network that addresses community needs and aims to improve the lives of all 20,000 Plumas County residents
- CHA/CHIP Health Planning
- Clinical and Nursing Services
- Health Education and Prevention
- Veterans Services

PCIRC

- Emergency Motel Sheltering
- Pathways Home (Housing First Model for transitioning offenders)
- Ohana housing (Emergency and Transitional Housing for youth)
- Each Mind Matters Mental Health Support Guide
- Family Resource Centers (including City of Portola)
- Plumas Court Appointed Special Advocates (CASA) program advocates for children to have safe, stable placements, mental and emotional health, appropriate educational services, and healthy family connections

Plumas County is partnering with Sierra County to develop a County-wide housing needs assessment and a supportive services plan as part of the HCD *No Place Like Home Program* for long-term planning of housing projects for permanent supportive housing for individuals living with serious mental illness (SMI) and families with children with serious emotional disturbance (SED).

**Table 14: Persons with Disability by Employment Status**

Persons with Disability by Employment Status (ACS 2016)						
	Plumas		Portola		Unincorporated Area	
Age 5-64, Employed Persons with a Disability	477	4.4%	55	4.3%	422	4.4%
Age 5-64, Not Employed Persons with a Disability	194	1.8%	0	0.0%	194	2.0%
Persons Age 65 Plus with a Disability	1,261	11.6%	183	14.4%	1,078	11.2%
<b>Total Persons with a Disability</b>	1,932	100%	238	100%	1,694	100%
<b>% of Total Population (Civilian Non-institutional)</b>		17.8%		18.7%		17.6%

[Source: ACS C18120](#)



Of the disabilities reported, the most frequently occurring type of disability for those aged 5 to 64 and for ages 65 and older is a self-care disability. Mental disabilities are the second most common type of disabilities for those aged 5 to 64, while for those age 65 and above, a sensory disability is the next most frequent disability. Multi-family housing targeting disabled persons is allowed in any multi-family zone. A policy of the City will be to promote the construction of additional housing targeting the disabled.

**Table 15: Persons with Disability by Disability Type**

Persons with Disabilities by Disability Type* and age						
	Plumas County		Portola City		Unincorporated Area	
	Number	Percent	Number	Percent	Number	Percent
<b>Total Disabilities Talled</b>	3,815	100.00%	368	100.00%	3,447	100.00%
<b>Total Disabilities, Ages 5-64</b>	2,224	58.30%	249	67.66%	1,975	57.30%
Sensory Disability	321	8.41%	39	10.60%	282	8.18%
Physical disability	588	15.41%	43	11.68%	545	15.81%
Mental disability	1,145	30.01%	95	25.82%	1,050	30.46%
Self-care disability	1,026	26.89%	157	42.66%	869	25.21%
Go-outside-home disability	587	15.39%	65	17.66%	522	15.14%
Employment disability	697	18.27%	49	13.32%	648	18.80%
<b>Total Disabilities, Ages 65 &amp; Over</b>	1,591	41.70%	119	32.34%	1,472	42.70%
Sensory Disability	759	19.90%	62	16.85%	697	20.22%
Physical disability	380	9.96%	28	7.61%	352	10.21%
Mental disability	448	11.74%	46	12.50%	402	11.66%
Self-care disability	1,061	27.81%	84	22.83%	977	28.34%
Go-outside-home disability	460	12.06%	40	10.87%	420	12.18%
<u>Source: ACS S1810 (2012-2016)</u>						



**Table 16: DDS Data on People with Developmental Disabilities by Zip Code**

DDA Data on People with Developmental Disabilities by Zip Code								
ZIP	County	Home of Parent /Family /Guardian	Independent /Supported Living	Community Care Facility	Intermediate Care Facility	Foster /Family Home	Other	Total Res
95934	Plumas	<11	0	0	0	0	0	>0
95947	Plumas	<11	<11	0	0	0	0	>0
95956	Plumas	<11	<11	0	0	0	0	>0
95971	Plumas	34	16	0	0	<11	0	>50
95983	Plumas	<11	0	0	0	0	0	>0
95984	Plumas	<11	0	0	0	0	0	>0
96020	Plumas	14	<11	<11	0	0	0	>14
96103	Plumas	<11	0	0	0	0	0	>0
96105	Plumas	<11	0	0	0	0	0	>0
96122	Plumas	23	<11	<11	0	0	0	>23
96135	Plumas	<11	0	0	0	0	0	>0

Source: Department of Development Services; <http://www.dds.ca.gov/FactsStats/QuarterlyCounty.cfm>

**Table 17: DDS Data on People with Developmental Disabilities by Zip Code**

DDS Data on People with Development Disabilities by Zip Code and Age			
ZIP	0 to 17 years	18+ years	Total
96122	11	15	19

Source: Department of Development Services; <http://www.dds.ca.gov/FactsStats/QuarterlyCounty.cfm>

**Table 18: DDS Data on People with Developmental Disabilities by Zip Code**

DDA Data on People with Developmental Disabilities by Zip Code								
# Pop	Residence							
County	ZIP	Community Care	Home Prnt/Grdn	ICF	Indep Living	Other	SNF	Total
Plumas	96122	11	23	0	11	0	0	45

Source: Department of Development Services; <http://www.dds.ca.gov/FactsStats/QuarterlyCounty.cfm>

## Elderly

Elderly persons often age in-place, living in housing that is too expensive for their fixed incomes or structurally does not accommodate specific needs for assistance. Even though senior citizens may have difficulty living in their own home, they do not often have the options or mobility afforded to other segments of the population. They commonly have to leave their home community and relocate away from family and friends once they do find a suitable unit. The purpose of this section is to determine the housing needs for all needs segments of the elderly community. The senior population is defined as persons over the age of 65 years.



According to the 2011 American Community Survey, 64 percent of householders below the age of 35 are renters. Conversely, only 29.22 percent of the households age 65 to 74 years of age are renters and 39.78 percent of the households age 75 and above are renters. A change to the proportion of senior renters is dependent on the quantity of housing options and the propensity to convert from ownership.

**Table 19: Householders by Tenure by Age**

Householder Age	Owners	Renters	Total
15-24 years	7	16	23
25-34 years	47	80	127
35-64 years	256	273	529
65-74 years	109	45	154
75+ years	56	37	93
<b>TOTAL</b>	<b>475</b>	<b>451</b>	<b>926</b>

Source: ACS 2011, 5 Year (B25007)

There are some services and facilities available for senior citizens in Portola. The following is a list of the current services and facilities that exist:

- Care Facilities: As of February 2018, there is one skilled nursing facility in the City with 27 beds operated by Eastern Plumas Health Care. The administrator states that the beds are always full and there is a waiting list. The nearest additional facility is in Loyalton, approximately 23 miles from Portola. This type of housing is allowed in all residential zoning districts but is subject to a conditional use permit. Because this imposes an unnecessary constraint to the development of this type of care, a policy of the City will be to amend the zoning ordinance to allow this type of housing without a conditional use permit.
- Senior Housing: There is one senior apartment complex in the City. Portola Senior Apartments has 44 one-bedroom/one-bath units and 6 two-bedroom/one-bath and is financed through the USDA 515 program. Rental assistance is provided for all of the units.
- Services: Plumas County Public Health Senior Services operates a senior nutrition program and a senior transportation program. Low income seniors can receive free lunches and free transportation throughout Portola and Plumas County.
- Transportation: The Plumas County Public Health Senior Services maintains a transportation program for low-income seniors that will transport them throughout Plumas County and the City of Portola.

## Large Families

Large households are defined as households with more than five persons. In the City of Portola, 4.7 percent of the owner households and 2.6 percent of the renter households are considered to be large households. In some circumstances, where the housing market does not meet large household housing needs, overcrowding can be a result of the lack of adequate housing. As discussed earlier, overcrowding is not a significant problem in the City of Portola. A total of 2.38% of households in Portola are experiencing overcrowding; .84% of owners and 3.99% of renters.



**Table 20: Household Size by Tenure**

	1-4 Persons		5+ Persons		Total	
	Number	Percent	Number	Percent	Number	Percent
<b>Owner</b>	434	50.0%	41	4.7%	475	54.4%
<b>Renter</b>	375	43.0%	23	2.6%	398	45.6%
<b>TOTAL</b>	809	93.0%	64	7.3%	873	100.0%

Source ACS B25009, 5 year (2012-2016)

## Farmworkers

Estimating farmworkers and those households associated with farm work within the State is extremely difficult. Generally, farmworker population contains two segments of farmworkers: permanent and migratory (seasonal). The permanent population consists of farmworkers who have settled in the region and maintain local residence and who are employed most of the year. The migratory farmworker population consists of those who typically migrate to the region during seasonal periods in search of farm labor employment. Traditional source of population estimates, including the Census, have tended to significantly underestimate farmworker population. Moreover, different employment estimation techniques result in diverse estimates of local agricultural employment. Nonetheless, a range of estimates of farmworkers in the State can be derived. Further, by applying assumptions derived from surveys specifically targeted to farmworkers, an aggregate population (both workers and households) can be estimated. These estimates indicate that average annual employment of farmworkers in California is about 350,000, with peak period employment of about 450,000 within the State. This employment demand is filled by 850,000 farmworkers within the State. Total population (including family members) associated with these workers is between 900,000 and 1.35 million persons.

According to the Agricultural Commissioner’s Report for the State, Plumas County ranks 52 out of 58 for agriculture without timber and 47 out of 58 with timber. Specific data was unavailable for the City of Portola. However, the USDA Agriculture Census (2012) indicates that there were 121 farmworkers in Plumas County and the ACS 5 Year Estimate (2008-2012) indicates that there were 670 Agriculture, Forestry, Fishing, Hunting, and Mining workers in Plumas County. Given the climate of the City of Portola and Plumas County, seasonal and permanent farmworker housing needs are considered minimal. Most farmworkers in the area work less than 150 days in the year.

**Table 21: Number of Farmworkers- Plumas County**

Farmworkers – County-Wide (Plumas)		
Hired Farm Labor		
Farms	Workers	\$1,000 payroll
34	121	2,429

Source: USDA Agricultural Census 2012, Table 7



**Table 22: Farmworkers by Days Worked- Plumas County**

Farmworkers by Days Worked (Plumas County)			
150 Days or More			
	Farms		25
	Workers		80
	<i>Farms with 10 or More Workers</i>		
		Farms	N/A
		Workers	N/A
Fewer than 150 Days			
	Farms		22
	Workers		41

Source: USDA Agricultural Census 2012, Table 7

The City of Portola welcomes the development of farmworker housing in any zone that permits the type of housing being built (i.e., multi-family or single family) without any special conditions. Farmworker housing can be developed in land zoned for multi-family use. Because the percent of the City’s farmworker population is small, the housing needs of this group are addressed through its standard affordable housing strategies.

### Female-Headed Households

According to the American Community Survey 2016, there were 93 female-headed households in the City of Portola; 55 with children and 38 without children. Of these households, 14 households (15.05 percent) are under the poverty level. Of the 85 families with incomes that are below the poverty level, 16.47 percent of them are female-headed households.

**Table 23: Female-Headed Households**

Female Headed Households (2016)						
Householder Type	Plumas County		Portola city		Unincorporated	
	Number	Percent	Number	Percent	Number	Percent
Female Headed Householders						
<b>Female Heads with Own Children</b>	407	8.31%	55	11.78%	352	7.94%
<b>Female Heads without Children</b>	174	3.6%	38	8.1%	136	3.1%
Total Householders	4,899	100%	467	100%	4,432	100%
<b>Female Headed Householders Under the Poverty Level</b>	137	3%	14	3%	123	3%
<b>Total families Under the Poverty Level</b>	437	9%	85	18%	352	8%

Source: ACS 2012-2016 B17012

### Families and Persons in Need of Emergency Shelter

Due to their transient nature, it is difficult to count the number of homeless in any one area. It should also be noted that there are generally two types of homeless - the "permanent homeless," who are the transient and



most visible homeless population, and the "temporary homeless," who are homeless usually due to eviction and may stay with friends, family, or in a shelter or motel until they can find a permanent residence.

Staff of the City and the Plumas County Sheriff Department's estimate the number of chronically homeless persons living in Portola to be two males. The number of homeless persons varies primarily due to weather. However, according to Portola Family Resource Center, a local service organization, there are occasionally individuals or families who temporarily become homeless due to varying circumstances. The number of families in need also has the potential to rise due to the current economic conditions and the increased foreclosure rates across the State.

**Table 24: Homeless Needs**

Homeless Needs					
	<i>*Note: Numbers are provided for the Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties Continuum of Care for which Plumas County is a participating member. Numbers represent homeless needs for the total Continuum of Care area. Please supplement with local data sources for each jurisdiction in county.</i>				
Facility Type	Family Units	Family Beds	Adult Only Beds	Seasonal	Current Bed #
Emergency Shelter	41	209	112	0	321
Transitional Housing	196	318	171	N/A	489
Source: Continuum of Care or HUD; CoC_HIC_State_CA_2017					

**Table 25: Homeless Needs**

Homeless Needs*						
	2011	2017	% Change	2011	2017	% Change
<b>Total Homeless</b>	403	721	78.9%	124	213	71.8%
<b>Total Sheltered</b>	255	355	39.2%	101	175	73.3%
<b>Total Unsheltered</b>	148	366	147.3%	23	38	65.2%
<b>Total Chronically Homeless</b>	62	317	411.3%	31	24	-22.6%
<b>Total Chronically Sheltered</b>	26	91	250.0%	12	8	-33.3%
<b>Total Chronically Unsheltered</b>	36	226	527.8%	19	16	-15.8%
<i>*Note: Numbers are provided for the Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties Continuum of Care for which Plumas County is a participating member. Numbers represent homeless needs for the total Continuum of Care area. Please supplement with local data sources for each jurisdiction in county.</i>						
Source: 2007-2017-PIT-Counts-by-CoC						



**Table 26: Target Programs**

Target Programs			
ROW ID	117394	114260	111467
<b>COC Name</b>	Colusa, Glen, Lake, Tehama, Trinity Counties COC	Colusa, Glen, Lake, Tehama, Trinity Counties COC	Colusa, Glen, Lake, Tehama, Trinity Counties COC
<b>COC ID</b>	1450	1450	1450
<b>HUD COC Number</b>	CA-523	CA-523	CA-523
<b>Year</b>	2012	2012	2012
<b>Organization Name</b>	Plumas Crisis Intervention and Resource Center	Plumas Crisis Intervention and Resource Center	Plumas Crisis Intervention and Resource Center
<b>Program Name</b>	Plumas County HPRP	Probation/AB-109 Homeless Assistance	Transitional Housing Program
<b>Program Type</b>	ES	ES	TH
<b>Bed Type</b>	V	V	F
<b>Geo Code</b>	069063	069063	069063
<b>Inventory Type</b>	C	C	C
<b>Targeted Population A</b>	SMF + HC	SMF	SMF + HC
<b>Targeted Population B</b>	NA	NA	NA
<b>McKinney-Vento</b>	FALSE	FALSE	FALSE
<b>Beds for Households with Children</b>	2		41
<b>Units for Households with Children</b>	2		9
<b>Beds for Households w/o Children</b>		1	1
<b>Beds for Households for Only Children</b>			
<b>Total Year-round Beds</b>	2	1	42
<b>Chronically Homeless Beds</b>			
<b>Homeless Beds for Households with Children</b>	2		0
<b>Homeless Beds for Households w/o Children</b>			0
<b>PIT Count</b>	2	1	15
<b>Total Beds</b>	2	1	42

Source: HUD 2012 HIC

### *Special Needs Resources/Emergency Shelters*

The City of Portola’s Municipal Code (Section 17.16.030(E)) provides for the establishment and ongoing regulations of emergency shelters; which is defined as housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of inability to pay. Emergency shelters are permitted in High Density Residential and Commercial Mixed Use zoning designations.



Plumas County and Portola Family Resource Center generally provides the majority of the services for the homeless and victims of domestic violence. The primary methods of providing emergency shelter to homeless individuals and families in Plumas County are motel voucher programs and through Portola Family Resource Center. Portola Family Resource Center is a local service organization that acts as a family advocate, provides crisis intervention, and refers homeless persons and victims of domestic violence to the resources available in the City and the County. For the homeless, Portola Family Resource Center may provide temporary motel vouchers. Additionally, they may send homeless persons to Quincy where there is a transitional housing facility that can accommodate three to four families. Currently, there are no emergency shelters or shelters for victims of domestic violence in the City of Portola. However, the community of Quincy in Plumas County has a “safehouse” for victims of domestic violence. In Portola, victims of domestic violence can be sent to the safehouse in Quincy where they will be given assistance in obtaining restraining orders, have access to employment services, and obtain assistance in getting permanent housing.

Although the City does not have the population of homeless persons to support a full-time shelter, Portola Wellness & Family Resource Center and the Salvation Army do provide some homeless services such as referrals, meals to low income residents and a clothing closet. Plumas Rural services offers transitional housing opportunities. The Community Action Agency provides Housing Choice vouchers in the City of Portola. The City’s Zoning Ordinance identifies Emergency Shelters as allowable in the HDR and CMU zoning districts and Transitional Housing as allowable in the all residential and CMU zoning districts.

## 2.3 Projected Housing Need Assessment

### Regional Housing Needs Allocation

Regional growth needs are defined as the number of units that would have to be added in each jurisdiction to accommodate the forecasted household growth by different income categories. It is also recognized as the number of units that would have to be compensated for anticipated demolitions and changes to achieve an “ideal” vacancy rate. Construction needs are derived from the Plumas County population and household growth projections. The income group proportions are then applied toward the construction need, which results in a goal for the number of housing units by income group within the City of Portola.

The RHNA distributes the future housing need by four income categories:

- extremely low income (less than 30 percent of the metropolitan area median income)
- very low income (30 to 50 percent of the metropolitan area median income)
- low (50 to 80 percent)
- moderate (80 to 120 percent)
- high (more than 120 percent)

In 2018, the median income for a four-person household, according to HCDs Table State Income Limits for 2018, in Plumas County was \$63,300. The table below breaks down the various income groups.



**Table 27: Income Groups- Plumas County 2018 (4 persons per household)**

Income Group	% of County Median Family Income	Income Range (\$)
<b>Extremely Low Income</b>	60% of VLI	\$0 to \$25,100
<b>Very Low Income</b>	50%	\$25,101 to \$31,650
<b>Low Income</b>	80%	\$31,651 to \$50,650
<b>Median Income</b>	Median	\$50,651 to \$63,300
<b>Moderate Income</b>	120%	\$63,301 to \$75,950

Source: HCD Income Limits; 2018

For the period 2019-2024, the City of Portola has been given a construction need of 4 new affordable housing units; 1 Very Low, 1 Low, 0 Moderate, and 2 Above Moderate income group units. The specific need by income group is detailed in the Table 28. Since 2019, there has been 2 Certificates of Occupancy issued for conventional homes and 0 for manufactured homes. The Site Inventory (Section 3.2) establishes land available for these 4 RHNA units.

**Table 28: Regional Housing Need Allocation**

Projected Needs (Regional Housing Need Allocation)						
Jurisdiction	Very-Low	Low	Moderate	Above-Moderate	Total	
<b>Plumas County</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>20</b>	
<b>Portola</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>4</b>	
<b>Percentage of Total</b>	25.0%	25.0%	0.0%	50.0%	100.0%	20.0%
<b>Unincorporated Plumas County</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>16</b>	
<b>Percentage of Total</b>	31.2%	18.8%	12.5%	37.5%	100.0%	80.0%

\* For Extremely Low Income jurisdictions may either use available Census data to calculate the number of projected extremely low-income households (see Overpayment tab) or presume 50 percent of the very low-income households qualify as extremely low-income households. Source: <http://www.hcd.ca.gov/community-development/housing-element/docs/plumas-cou-6th-rhna.pdf>

Portola Highlands is currently the largest proposed development within City Limits. The development at build out will develop approximately 1,005 housing units as a condition of approval and the Development Agreement, 12% of the proposed housing is required to be affordable to low- and moderate-income households consistent with the City’s Housing Element. Of the 1,005 units 189 are approved for low-density residential, 522 for medium-density residential, 234 for high density residential, and 60 in commercial mixed-use development. Approximately 121 units, including the 60-unit senior complex mentioned above, are required to target low- and moderate-income households. The remaining housing units will be available for above moderate-income households and are not expected to be deed restricted. The remaining low-income units are proposed to be Low Income Housing Tax Credit (LIHTC, an indirect Federal subsidy) units in a multi-family complex.



The Portola Highlands Affordable Housing Master Plan includes the following:

- Deed restrictions shall be placed for a minimum of thirty years.
- Due to the estimated number of years required to achieve project build-out the MP is to be revised to include some mechanism for re-considering the allocation of housing type over time so as to allow for some flexibility for both the developer and the City to address needs as they may change over time. This mechanism will require city approval and adoption at a publicly noticed hearing.
- A 1 to 1 ratio for low vs. moderate income units is required and that a 55 to 45 ratio be applied to for sale units vs. rental units based on census bureau statistics.

Although no very-low or extremely-low are required of this project, the City will support any developer of affordable housing within the Portola Highlands project with assistance in their application for affordable housing funds which will result in the development of very-low and extremely-low units on-site. This will be made a policy of this Housing Element. In addition, all sites within the project area that are zoned high density will be eligible for re-zoning to a potential maximum density of 15 units per acre, subject to environmental review.

The Portola 192 project does not include a requirement for affordable housing to be provided. However, it is anticipated that the multi-family portion of the project (72 units) will be built as affordable housing. As included in the AHSC Application, 15 units will be restricted to 30% AMI, 26 units to 50% AMI, and 30 units to 60% AMI, plus the manager’s unit.

**Table 29: Units Built, Under Construction, and/or Approved**

Project Name	Status (Built, Under Construction, Approved)	Total Units	Number of			Number of Above Moderate Units	Methodology of Affordability Determination
			VL/ED Units	Number of L Units	Number of M Units		
<b>Portola Highlands</b>	Approved (Tentative Map)	1,005	0	60	61	884	Sales Price Rent Price
<b>Portola 192- Multi-Family</b>	Approved	72	15	56	0	0	Rent Price
<b>Portola 192- Single Family</b>	Approved (Tentative Map)	189				189	N/A
<b>TOTAL</b>		<b>1,266</b>					

Based upon the proposed draft Portola Highlands phasing plan, the project will develop the following deed-restricted housing units by phase:

- Phase 1      15 Units
- Phase 2      26 Units
- Phase 4      9 Units
- Phase 5      15 Units
- Phase 6      24 Units
- Phase 7      6 Units



Phase 8            26 Units  
**TOTAL            121 Units**

Phase 1 is intended to build-out over within the five-year planning horizon consistent with this Housing Element Update. This will result in the development of 15 moderate and low-income housing units, and will satisfy the City of Portola’s regional housing need for 1 low and 0 moderate income units. Phase 1 also includes the development of an additional 10 low density residential units, 222 medium density residential units, and 308 high density residential units for a total of 540 market rate units. The market rate units will satisfy the 2 above-moderate units required as part of the City of Portola’s regional housing need.

The developers of the affordable housing apartment complex anticipate construction in the next five years and continue to seek funding opportunities.

**Table 30: Remaining Need Based on Units Built or Under Construction**

Income Category	A New Construction Need	B Units Built, Under Construction, or Approved- Portola Highlands	C Units Built, Under Construction, or Approved- Portola 192	A-(B+C) Remaining Need
<b>Very Low (31-50% of AMI)</b>	1	0	15	0
<b>Low (51-80% of AMI)</b>	1	60	56	0
<b>Moderate (81-120% of AMI)</b>	0	61	1 (Manager’s Unit)	0
<b>Above Moderate (over 120% of AMI)</b>	2	884	189	0
<b>TOTAL UNITS</b>	4	1,005	261	0



## CHAPTER THREE: SITE/INVENTORY ANALYSIS

### 3.1 Land Inventory

The purpose of the land inventory is to identify specific sites suitable for residential development in order to compare the City's RHNA with its residential development capacity. The inventory will assist in determining whether there are sufficient sites to accommodate the regional housing need in total, and by income category.

#### Analysis of Zoning

Title 17 of the Portola Zoning Ordinance provides the zoning provisions for the City. The ordinance was last substantially amended in 2018.

Residential zoning for the City of Portola is defined as follows:

- **Rural Residential District (RR)** - The purpose of this zone is to provide living areas at the fringe of the City's areas which combine certain advantages of both urban and rural location by limiting development to very low density concentrations of single-family dwellings and permitting limited numbers of animals and fowl to be kept for pleasure or hobbies, free from activities of a commercial nature. Second dwelling units and board or rooming houses are permitted by the provisions of AB 1866 (Section 65852.2 of the Government Code).
- **Low Density Residential District (LDR)** - The purpose of this zone is to provide appropriately living areas for family life limited primarily to low density concentrations of single-family dwellings. Adequate light, air, privacy, and open space for each dwelling unit are provided, in addition to space for community facilities needed to complement urban residential areas and for institutions which require a residential environment. Second units and board or rooming houses are permitted under the provisions of AB 1866 (Section 65852.2 of the government code).
- **Medium Density Residential District (MDR)** - The purpose of this zone is to provide appropriately living areas for family life limited primarily to low and medium density concentrations of single-family dwellings. Adequate light, air, privacy, and open space for each dwelling unit are provided, in addition to space for community facilities needed to complement urban residential areas and for institutions which require a residential environment. Second dwelling units, and board or rooming houses are permitted by the provisions of AB 1866 (Section 65852.2 of the Government Code).
- **High Density Residential District (HDR)** - The purpose of this zone is to provide living areas where a compatible mixture of single-family and duplex and multi-family dwellings will provide a suitable environment for family living which are convenient to public facilities and services which enable such concentrations, still providing for a suitable family environment, to ensure adequate light, air, privacy, and open space. Second dwelling units are permitted by the provisions of AB 1866 (Section 65852.2 of the Government Code).
- **Commercial Mixed Use District (CMU)** - The purpose of this zone is to establish locations that include residential use in addition to employment centers, retail commercial, professional office, tourist commercial, visitor-oriented commercial activities, including hotels and motels, private commercial and recreation facilities, convention and meeting facilities, recreational vehicle parks, campgrounds, retail shops, and related services. Second dwelling units are permitted by the provisions of AB 1866 (Section 65852.2 of the Government Code).



Residential growth areas and densities are among issues and policies addressed in the General Plan. Residential densities are specified for each residential land use designation, and the General Plan provides for a wide range of residential densities. Single-family detached housing densities range from 0.2 to eight dwellings per acre. Multi-family densities, including but limited to attached, zero lot line, and apartments, range from 8 to 15 dwelling units per acre. The City's Zoning Ordinance has been amended to accommodate the density requirements of affordable housing projects and to increase the minimum density allowed in the HDR and CMU districts to 15 dwelling units per acre (December 2018).

Zoning districts specify minimum lot size, permitted uses, conditional uses, building height and front, rear, and side yard setbacks. Zoning districts further the health, safety, and welfare of the residents. In addressing the minimum lot size, the zoning districts must be consistent with the densities of the General Plan. Single family zoning districts have minimum lot sizes ranging from one-quarter acre to five acres. Residential land zoned MDR and HDR have minimum lot sizes ranging from 2,205 square feet to 6,000 square feet.

Planned development districts allow for the use of special design criteria for maximum utility of the site and to allow maximum design flexibility within density limitations. These limitations are determined by the City Manager using acceptable planning practices and standards. Within these project areas special residential development such as clustering and density transfers are encouraged. Planned development areas are allowed in all the residential districts with a conditional use permit.

The City's development standards are applicable to residential zoning districts. Development standards include, but are not limited to, building height, yard setbacks, lot area, site plan review, parking space requirements, and parkland requirements. These requirements were adopted through the public hearing process at City Council meetings and reflect the minimum standards thought necessary for protection of the public.

### **Density Bonus Process**

When a developer proposes a housing development, State law requires that the City provide incentives for the production of low-income housing. In accordance with California Government Code Section 65915, the City of Portola provides density bonuses to qualified residential projects as described in the current zoning ordinance. This zoning ordinance was updated in 2019 to include the relevant 2018 State legislation maintaining and fortifying the Density Bonus Law as a critical tool for incentivizing affordable housing development in, granting a density bonus of at least 20 percent above the base zoning density and one to three additional concessions or incentives which include:

- A reduction in site development standards or a modification of zoning code requirements or architectural design requirements that exceed the minimum building standards; or
- Approval of mixed use zoning in conjunction with the housing project if commercial, office, industrial, or other land uses will reduce the cost of the housing development and if the commercial, office, industrial, or other land uses are compatible with the housing development and the existing or planned development in the area where the proposed housing project will be located; or
- Other regulator incentives or concessions proposed by the developer or the city ... that results in identifiable cost reductions (California Government Code Section 65915(h), 2002).



The Government Code Section 65915 also allows the City to “provide other incentives of equivalent financial value based upon the land cost per dwelling unit” in place of the density bonus and other incentives as detailed previously.

Overall, the Portola residential development standards do not constrain the development of new housing or affordable housing. The overriding constraint to the development of affordable housing involves land costs, construction costs, availability of funding to cover the subsidy gap necessary to make affordable housing projects achievable, and various market factors.

As illustrated below, the Rural Residential District allows for one unit per five acres, the Low Density Residential District allows for 0.2 to one unit per acre, the Medium Density Residential District allows for one to eight units per acre, and the High Density Residential and the Commercial Mixed Use Districts allow for eight to fifteen units per acre. However, in the Rural Residential, the Low Density Residential, and the Medium Density Residential Districts, there is an option to cluster housing. When clustering occurs, the minimum lot size for the Rural Residential district is one-third of an acre, the minimum lot size for the Low Density Residential district is one-fourth of an acre, and the minimum lot size for the Medium Density residential district is 4,000 square feet.

**Table 31: Current Residential Zoning Categories and Usable Density**

Zoning Category	Density	Density Per Acre
<b>RR</b>	Low	1 unit per 5 acres
<b>LDR</b>	Low	0.2 to 1 unit per acre
<b>MDR</b>	Medium	1 to 8 units per acre
<b>HDR</b>	High	8 to 15 units per acre
<b>CMU</b>	High	8 to 15 units per acre

Source: City of Portola Zoning Ordinance

### 3.2 Site Inventory

The Housing Element identifies specific sites or parcels that are available for residential development. Land suitable for residential development has characteristics that make the sites appropriate and available for residential use in the planning period. Other characteristics considered when evaluating the appropriateness of sites include physical features (e.g. susceptibility to flooding, slope instability or erosion, or environmental considerations) and location (proximity to transit, job centers, and public or community services). Land suitable for residential development includes:

- vacant residentially zoned sites;
- vacant non-residentially zoned sites that allow residential development;
- underutilized residentially zoned sites capable of being developed at a higher density or with greater intensity; and
- non-residentially zoned sites that can be redeveloped for, and/or rezoned for, residential use (via program actions).

The Site Inventory includes the two primary project sites that are planned for residential uses; Portola Highlands and Portola 192. These two sites accommodate the City’s RHNA and are the project areas expected for future residential development. There are additional parcels throughout the City available for residential development



in the City, however they are typically individual lots and are expected to be developed by individual property owners rather than as a residential development.

The inventory includes the following:

- A parcel-specific listing of sites, including the parcel number.
- The general plan and zoning designations of sites.
- A description of parcel size.
- A map showing the location of sites.
- A description of existing uses of any non-vacant sites.
- A general description of any known environmental constraints.
- A general description of existing or planned water, sewer, and other dry utilities supply, including the availability and access to distribution facilities.

**Table 32: Available Land Inventory Summary**

APN	Zone	Allowable Density	GP Des.	Acres	Realistic Unit Capacity	Existing Use	Infrastructure Capacity	On-Site Constraints
<b>Portola Highlands is comprised of the following APNs:</b>	TM approval for LDR, MDR, and HDR, PR, OS, P/QP, and CMU	LDR = 1 unit per acre MDR = 1 - 8 units per acre HDR = 8 - 15 units per acre CMU = 8 - 15 units per acre	TM approval for LDR, MDR, and HDR, PR, OS, P/QP, and CMU	+/- 398.2	1,005 total  TM is approved for the following units: 189 LDR 522 MDR 234 HDR 60 CMU (based on % of project area)	Undev.	Needs to be constructed. The developer has a detailed phasing plan as detailed above, to construct infrastructure (roads, sewer, water, trails, etc.) which has been approved by the City Council and Planning Commission.	Needs Final Map approval.
<b>126-010-012</b>	MDR, LDR (split zoned)	MDR = 1 - 8 units per acre LDR = 1 unit per acre	MDR, LDR	248.69	554	Undev.	Needs to be constructed.	Needs Final Map approval.
<b>126-050-038</b>	MDR/PR (split zoned)	MDR = 1 - 8 units per acre	MDR/PR	70.06	165	Undev.	Needs to be constructed.	Needs Final Map approval.
<b>126-050-042</b>	MDR	MDR = 1 - 8 units per acre	MDR	14.23	118	Undev.	Needs to be constructed.	Needs Final Map approval.



APN	Zone	Allowable Density	GP Des.	Acres	Realistic Unit Capacity	Existing Use	Infrastructure Capacity	On-Site Constraints
126-050-047	CMU	CMU = 8 - 15 units per acre	CMU	2.41	29	Undev.	Needs to be constructed.	Needs Final Map approval.
126-050-048	CMU, HDR, LDR (split zoned)	CMU = 8 - 15 units per acre HDR = 8 - 15 units per acre LDR = 1 unit per acre	CMU, HDR, LDR	23.35	57	Undev.	Needs to be constructed.	Needs Final Map approval.
126-050-049	CMU, HDR, OS (split zoned)	CMU = 8 - 15 units per acre HDR = 8 - 15 units per acre	CMU, HDR, OS	36.91	79	Undev.	Needs to be constructed.	Needs Final Map approval.
126-270-043	MDR	MDR = 1 - 8 units per acre	MDR	.46	3	Undev.	Needs to be constructed.	Needs Final Map approval.
<b>Portola 192 is comprised of the following APNs:</b>	FM approval for LDR and CMU	LDR = 1 unit per acre CMU = 8 - 15 units per acre	FM approval for LDR and CMU	+/- 189.8	FM is approved for the following units: 189 LDR +/- 72 CMU	Undev.	Needs to be constructed.	No constraints for multi-family portion of the project; needs to clear conditions of Final Map for single family portion of project.
126-050-050	LDR	LDR = 1 unit per acre	LDR	10.86	0	Undev	None proposed.	No proposed development.
126-330-001	LDR and CMU	LDR = 1 unit per acre CMU = 8 - 15 units per acre	LDR and CMU	169.03	189 LDR, +/- 72 CMU	Undev.	Needs to be constructed.	No constraints for multi-family portion of the project; needs to clear conditions of Final Map for single family portion of project.
126-330-002	LDR	LDR = 1 unit per acre	LDR	4.21	0	Undev.	None proposed.	No proposed development.
126-330-005	LDR	LDR = 1 unit per acre	LDR	5.13	0	Undev.	None proposed.	No proposed development.



APN	Zone	Allowable Density	GP Des.	Acres	Realistic Unit Capacity	Existing Use	Infrastructure Capacity	On-Site Constraints
<b>TOTAL</b>					1,266 (1,005 + 261)			

Source: City of Portola

\*Single lots in established neighborhoods have not been included in this Site Inventory; there are approximately 200 lots in established neighborhoods that are able to be residentially developed, but would likely be developed by an individual owner/builder rather than a developer.

The Portola Highlands and Portola 192 parcels are combined in their respective project areas, which have Tentative Map approval.

## Analysis of Suitable Sites

### Portola Highlands

Portola Highlands will ultimately double the size of the City of Portola from 1,068 households to 2,073 households a 48% increase on 398 acres of land which is zoned low density residential (LDR), medium density residential (MDR), high density residential (HDR), commercial mixed use (CMU), public/quasi-public (P/QP), parks (PR) and open space (OS). This development has incorporated many livable cities principles including: a comprehensive pedestrian network, transit, live work units, access to open space and a commercial center. Ease of access to all necessary services has been a key design element in the development of the proposed land uses.

Based upon the proposed draft phasing plan, the Portola Highlands project will develop the following affordable and market rate housing units by phase.

**Table 33: Portola Highlands Phasing Summary (Estimated Units)**

Residential Phase	LDR	MDR	HDR/CMU	Total Units
Phase 1a	0	0	44	44
Phase 1b	10	42	264	316
Phase 1c	0	51	0	51
Phase 1d	0	129	0	129
<b>TOTAL PHASE 1</b>	<b>10</b>	<b>222</b>	<b>308</b>	<b>540</b>
Phase 2	52	94	0	146
Phase 3	10	90	0	100
Phase 4	18	12	0	30
Phase 5	47	42	0	89
Phase 6	42	0	0	42
Phase 7	42	0	0	42
Phase 8		16		16
<b>TOTAL- ALL PHASES</b>	<b>221</b>	<b>476</b>	<b>308</b>	<b>1005*</b>

\*A discrepancy was found between the Phasing Plan, Affordable Housing Plan, and Tentative Map. These numbers will be consistent upon approval of the Final Map.



Affordable housing units will be distributed in different phases so that affordable units of various types will be available at different times and locations rather than being clustered in one area of the development. Phase 1 is anticipated to be developed over the next five years. This will result in the development of 15 moderate and low-income housing units; this will satisfy the City of Portola’s regional housing need for 4 low and 4 moderate income units. Phase 1 also includes the development of commercial space and market rate housing, 10 low density residential units, 222 medium density residential units, and 308 high density residential units for a total of 540 market rate units. The market rate units will satisfy the 2 above moderate units required as part of the City of Portola’s regional housing needs assessment. The land zoned high density residential will also be eligible for an increased permitted density of 15 units per acre which will also satisfy the regional housing need of 1 very low and 1 extremely low-income units. Future phases, 2 through 8 are anticipated to be developed over the next 15 to 20 years, however, this schedule is tentative and highly dependent on market conditions.

**Table 34: Portola 192 Phasing Summary (Estimated Units)**

Residential Phase	RR	LDR/MDR	HDR/CMU	Total Units
Phase 1			72	72
Phase 2	2	61		
Phase 3	2	61		
Phase 4	2	61		
<b>TOTAL</b>	<b>6</b>	<b>183</b>	<b>72</b>	<b>261</b>

**Other Site Availability within the City**

Within the City of Portola, the High Density Residential District and the Commercial Mixed Use District has the lowest cost of construction per unit and the highest density and would therefore be most suitable for low and very low-income construction. In addition, fee costs are traditionally smaller per unit in the higher density zones. The City’s Zoning Ordinance has been amended to accommodate the density requirements of affordable housing projects.

The City will continue to meet with the development community to ensure that the available multi-family land is sufficient to meet market demand, will monitor zone change requests, will monitor demand at the time of the Annual Update as required by the Governor’s Office of Planning and Research (OPR), and will initiate zone changes, including annexations, as necessary to meet demand.

**3.3 Realistic Development Capacity**

The City has 19.6 acres of vacant HDR land that can currently accommodate 234 units and 19.9 acres of Commercial Mixed Use (CMU), located in the approved Portola Highlands development. An additional +/- 9.4 acres of CMU land is located in the Portola 192 project area, with an expected 72 units to be developed. The CMU zoning accommodates the same number of units per acre as high density residential, 8 to 15 units per acre. Currently, 60 units are approved in this zone as per the Portola Highlands Tentative Map and 72 units are approved for Portola 192. The projected yield is based on approved projects (Tentative Map and Development Agreement).



The City's Zoning Ordinance has been amended to accommodate the density requirements of affordable housing projects, increasing the minimum density allowed in the HDR and CMU districts to 15 dwelling units per acre, subject to environmental considerations.

### **Capacity of Available Land by Zoning District**

Currently, given the number, size, and zoning of vacant parcels, the City of Portola can accommodate a minimum of 1,287 new dwelling units and can sufficiently meet the RHNA. When the Zoning Ordinance is updated to increase the minimum density allowed in HDR and CMU districts will adequately provide for the City's current and future housing needs for both market rate and deed restricted housing.

### **Environmental Constraints and Adequate Infrastructure**

The City of Portola supplies water and sewer services to all areas within the City limits. Currently, existing infrastructure is available to sites identified in the vacant land survey. According to the General Plan Land Use Element, the City of Portola has enough water and sewer existing capacity to accommodate the City's regional housing needs allocation and will prioritize water and sewer allocation for any housing units affordable to lower income populations. The environmental analysis completed for the Portola Highlands development reviews the infrastructure to be completed to serve the development. There are no environmental constraints such as wetlands or contamination that would inhibit developers from building on the parcels identified in the vacant land survey. The area immediately adjacent to the Middle Fork Feather River falls within a designated Federal Emergency Agency (FEMA) floodplain. This floodplain is a special flood hazard area that is inundated by a 100-year flood. The use of the land within the 100-year flood plain is regulated by standards that require all occupiable development to be above the predicted flood elevation.

None of the identifiable parcels are within this flood plain. The parcels identified in the vacant land survey are characterized by flat or hilly land, and in some areas, some grading may be required. In addition, none of the identified parcels fall under the provisions of the Williamson Act. The vacant parcels identified in Appendix D are of general parcel size, can accommodate the densities of the designated zoning, and are ready to be developed as zones.

### **Dry Utilities**

Dry utilities, including refuse collection, electricity, and telephone service, are available to all areas within the City limits. There is sufficient capacity to meet the current need and any future need. Services providers are as follows:

- Refuse Collection.....Intermountain Disposal
- Electricity.....Liberty Energy
- Telephone .....AT&T
- Fiber Cable .....Plumas Sierra Rural Electric (limited service area)

### **Zoning for a Variety of Housing Types**

All sites that are zoned MDR, HDR, and CMU will accommodate housing for farmworkers and the homeless. However, as noted above, the number of farmworkers in the area is minimal because agriculture constitutes a very small proportion of the labor force. Additionally, according to the Plumas County Sheriff's Department,



there are only two homeless persons in the City. It was reported that local churches, the Salvation Army, and Portola Family Resource Center provide services to these people and they do have shelter at night. While homelessness is not a significant problem in Portola, the City's Zoning Ordinance defines transitional housing and emergency shelters and allows emergency shelters in the HDR and CMU zoning districts and transitional housing in all residential and CMU zoning districts.

The City complies with the Employees Housing Act, which sets standards for the construction, maintenance, use, and occupancy of living quarters called "employee housing" as defined in Section 17008 of the Health and Safety Code.

### **Transitional Housing and Emergency Shelters**

Transitional housing is a type of supportive housing used to facilitate the movement of homeless individuals and families to permanent housing. A homeless person may live in a transitional apartment for up to two-years while receiving supportive services that enable independent living. Every locality must identify zones that will allow the development of transitional housing. Appropriate sites for transitional housing are zoned with the same permitting processes as other housing in the zone without undue special regulatory requirements, located close to public services and facilities, including transportation, and have appropriate parking requirements, fire regulations, and design standards. Portola allows transitional housing and emergency shelters in any zone that allows single family or multi-family housing (depending on the project type). Portola's Zoning Ordinance allows for emergency shelters consistent with SB 2 and transitional housing as a residential use only subject to those restrictions that apply to other residential uses of the same type in the same zone as required in SB 2. Pursuant to Chapter 633, Statutes of 2007 (SB 2), transitional and supportive housing is permitted as a residential use and only subject to those restrictions that apply to other residential uses of the same type in the same zone.

Single Room Occupancy (SRO) units are not identified specifically in the City's Municipal Code. If there was an application for construction or conversion of SROs, they would be treated as an application for multi-family housing and permitted in any zone that allows for multi-family housing.

### **Second Dwelling Units**

Second dwelling units are permissible without a conditional use permit in the Portola Municipal Code. However, the construction of second units are not counted towards the City's units in meeting its housing need.

### **Opportunities for Energy Conservation**

The City has planned for sufficient affordable housing for full range of income groups reducing long commutes in search of affordable housing, to encourage proximity to jobs, services, and amenities, reducing congestion and long commutes.

Adopting higher densities and promoting infill and compact development patterns, as described in this Housing Element, will promote housing affordability, maximize existing land resources, and conserve habitat and environmentally sensitive areas. This Housing Element, the City's existing Zoning Ordinance and General Plan, and recently approved Master Plans:

- Promote infill and transit-oriented development
- Zone for higher densities including along transit corridors



- Promote water-efficient landscaping and energy efficient irrigation systems
- Orient housing developments, where possible, to take advantage of natural day lighting
- Encourage the application for or support applications for affordable housing funds from agencies that reward and incentivize good planning. Examples include the HCD’s Multi-Family Housing Program (MHP) and California Tax Credit Allocation Committee resources which provide competitive advantage for affordable infill housing and affordable housing built close to jobs, transportation, and amenities.
- Promote Location Efficient Mortgage (LEM) and Energy Efficient Mortgage (EEM) programs. These programs provide homeowners with affordable mortgage assistance if they purchase a home in specified location efficient areas or by meeting certain energy conservation standards.
- Include conservation incentives, including green waste recycling, for developers.
- Streamline and expedite approval process for housing built using green building standards and specific energy standards.

## CHAPTER FOUR: RESOURCES AND CONSTRAINTS

### 4.1 Land Use Controls

The General Plan is the primary land use control document. This policy document not only establishes the location and amount of land that will be allocated to residential development, but also establishes the intensity of development (in terms of unit densities and total number of units) that will be permitted. While nearly all components or elements of the General Plan contain goals and policies that influence residential development, it is the Land Use Element that has the most direct influence.

The City of Portola zoning code is the major guide for residential development policies and standards. The policies and standards establish and control the type, location, and density of residential development in the City. The zoning regulations serve to protect and promote the health, safety, and general welfare of the community residents and also implement the goals and policies of the general plan.

The City of Portola Residential Development Standards do not contain any unduly restrictive provisions. Building height, setbacks, lot areas, and parking requirements are generally within the range of other similar sized cities in the State.

The maximum height allowed the City’s residential districts is 35 feet for multi-family zones which allows for three stories of development. This height limit is consistent with height limits of other similarly sized cities and will allow for the maximum allowable densities to be built in the multi-family zone. The maximum lot coverage allowed in multi-family zones is 50 percent which allow for a builder to take advantage of the maximum allowable densities.

In addition, the Portola Zoning Ordinance will be amended to accommodate the density requirements of affordable housing projects. The Zoning Ordinance is in the process of being amended so that the minimum density allowed in multi-family high density zones is 15 dwelling units per acre.



Front, side and rear yard setbacks are also required of all residential development. Parking standards require two off-street parking spaces for all single-family, duplex, and mobile home development per dwelling unit. Multi-family parking standards require one and a half spaces per unit plus guest parking.

The City does not have a design review process for multi-family housing. Multi-family development and single family homes must be designed to meet the City's general development standards related to lot size, frontage, setbacks, site coverage, height, landscaping, and off-street parking. Issuance of a design review permit for a single family residential subdivision (more than 4 lots) indicates that the Planning Commission has reviewed and approved all aspects of the design of the subdivision, including but not limited to, parking, streets, landscaping, lighting, and home design. This design review process has not been a constraint to development and is not applicable to multi-family uses.

Manufactured homes with permanent foundations are permitted in zones that permit single family residential development in the same manner that "stick-built" single family homes are allowed.

The City has adopted a Residential Density Bonuses ordinance (PMC Chapter 17.43) in accordance with California Government Code Sections 65915, 65915.5, 65915.7, and 65917. The chapter provides incentives for the production of housing for very low income, lower income, and senior households, and for the production of housing for moderate income households residing in condominium and planned development projects. The Chapter includes a variety of incentives and concessions for the development of affordable housing, including but not limited to, density bonuses up to 35%, modified parking standards, reduction of site development standards, and modification of zoning code requirement or architectural design requirements. Residential density bonus provisions will increase the City's supply of affordable housing and will not impact the cost or supply of affordable housing.

Inclusionary zoning is a land use policy that either requires or encourages housing developers to include a specified percentage of low and/or moderate income housing in new residential developments. The City has incorporated inclusionary zoning through Ordinance (PMC Chapter 17.94, Development Agreement) and an Affordable Housing Master Plan, which requires 12% of units in the project to be affordable, with 60% of affordable units allocated to low income households and 40% of affordable units allocated to moderate income household. City approval of affordable housing sites, the housing type, price range, and phasing of affordable housing production is required. The units are required to be deed restricted for a period of at least 30 years. Inclusionary housing will increase the supply of affordable housing and will not impact the cost or existing supply of affordable housing.

The City maintains restrictions on short-term rentals to establish a permitting process and appropriate restrictions and standards for short-term rental of residential dwellings, to ensure the collection and payment of transient occupancy taxes, to minimum the negative secondary effects of short-term rental use on surrounding residential neighborhoods, and to retain the character of the neighborhoods in which any such use occurs. For short-term rentals, an administrative permit is required, and the City may perform routine inspections. Restrictions and standards include that no commercial activities may occur on the property, that quiet hours between 10:00 p.m. and 7:00 a.m. must be maintained, amplified sound is not permitted, vehicles must be parked in a designated off-street, on -site parking areas, and parties/group gatherings are prohibited.



These restrictions are intended to promote the public health, safety, and welfare. This ordinance does not impact the cost or supply of affordable housing and residential development.

**Table 35: Development Standards**

	RR	LDR	MDR	HDR	CMU
<b>Density Range</b>	0.2 units per acre	0.2 to one unit per acre	1 to 8 units per acre	8 to 15 units per acre	8 to 15 units per acre
<b>Front Setback</b>	20 Feet	20 Feet	20 Feet	20 Feet	20 Feet
<b>Side Setback</b>	5 to 10 Feet	5 to 10 Feet	5 to 10 Feet	5 to 10 Feet	5 to 10 Feet
<b>Rear Setback</b>	10 Feet	10 Feet	10 Feet	10 Feet	10 Feet
<b>Lot Coverage</b>	35 Percent Maximum	40 Percent Maximum	45 Percent Maximum	50 Percent Maximum	50 Percent Maximum
<b>Minimum Lot Size*</b>	5 acres*	1 acre*	6,000 s.f.*	2,205 s.f.	3,125 s.f.
<b>Parking</b>	2 per unit	2 per unit	2 per unit	1.5 per unit plus guest parking	1.5 per unit plus guest parking
<b>Height Maximum</b>	35 Feet	35 Feet	35 Feet	35 Feet	35 Feet
<b>Open Space Requirement</b>	25 Percent	25 Percent	NA	NA	NA

Source: City of Portola Zoning Ordinance

\*In RR, LDR, and MDR zoning districts, clustering is permitted. Therefore, the minimum lot size if clustered is one-third acre in the RR District, one-fourth acre in the LDR District, and 4,000 s.f. in the MDR District.

## 4.2 Fees and Exactions

The City of Portola collects fees from new development projects to cover the costs of planning review and processing permits, which includes plan checks and inspection fees. Further discussion of the development permit and approval processing is provided in the next section.

A variety of development impact fees are often assessed on new residential projects that include City controlled fees (such as roads/traffic fees, park/trails fees, and fire fees), non-City controlled fees (such as school impact fees and utility connection fees), and utility service connection fees (e.g., sewer and water connection fees). The various planning review and processing fees, development impact fees, and utility service connection fees collectively can add significant costs on housing. Table 36 illustrates the different Planning Fees the City incorporates into the development process. Portola’s fee schedule is updated annually and includes Water and Sewer Facility Fees and a Traffic Impact Fee. A developer would review the impact fees and utility connection fees that would be imposed on a single-family residential project and on a multiple family project for an estimate of fees. A typical single-family residential project could expect developer impact fees and utility service connection charges and traffic impact fee of approximately \$13,050 per lot. A multi-family residential project would vary greatly depending on the meter size; however expected development impact fees and utility service connection fees for a 10-unit building, 1 ½” meter size would be \$46,695.



**Table 36: Planning and Application Fees**

Application Category		Fee Amount
<b>Abandonment (right-of-way)</b>		\$630
	Does not include Title documents	
<b>Annexation</b>		\$1,050
	Does not include any fees payable to LAFCo	
<b>Appeal to City Council or Planning Commission</b>		\$262.50
<b>Conditional Use Permit</b>		\$420
<b>Development Agreement</b>		\$3,150
<b>Development Agreement Amendment</b>		\$1,575
<b>Encroachment Permit</b>		\$52.50
<b>Final Subdivision Map</b>		\$525 + \$52.50 per lot
	Does not include recording fees	
<b>Floodplain Review</b>		\$26.27
<b>General Plan Amendment (greater than 10 acres)</b>		\$1,785
	Does not include cost of Zoning Ordinance Amendment, Environmental Review, or other potential Planning Fees	
<b>General Plan Amendment (less than 10 acres)</b>		\$1,050
	Does not include cost of Zoning Ordinance Amendment, Environmental Review, or other potential Planning Fees	
<b>Home Occupation Permit</b>		\$143.85
<b>Incomplete Application</b>		\$1,157.50
<b>Initial Site Plan Review</b>		\$630
<b>Lot Line Adjustment</b>		\$315 + \$52.50 per lot
<b>Lot Merger</b>		\$315
<b>Mobile Home Park</b>		\$315
<b>Parcel Map</b>		\$420 + \$52.50 per parcel
	Does not include recording fees	
<b>Record of Survey</b>		\$420 + \$52.50 add'l page
<b>Sign Permit</b>		\$42
<b>Sign Plan</b>		\$210
<b>Specific Plan (land division)</b>		\$1,575 + \$105 per lot
	Does not include cost of Environmental Review or other potential Planning Fees	
<b>Specific Plan (no land division)</b>		\$1,575
	Does not include cost of Environmental Review or other potential Planning Fees	
<b>Tentative Map</b>		\$1,575 + \$357 per lot
	Does not include cost of Environmental Review or other potential Planning Fees	
<b>Tentative Map Reconsideration</b>		½ Tentative Map fee
	Does not include cost of Environmental Review or other potential Planning Fees	



<b>Variance</b>		\$420
<b>Williamson Act Application (Establish Agricultural Preserve)</b>		\$1,050
	Does not include cost of Environmental Review or other potential Planning Fees	
<b>Zoning Ordinance Amendment- no General Plan Amendment</b>		\$1,260
	Does not include cost of Environmental Review or other potential Planning Fees	
<b>Zoning Ordinance Amendment- with General Plan Amendment</b>		\$630
	Does not include cost of General Plan Amendment, Environmental Review, or other potential Planning Fees	
<b>City Staff Hourly Rate</b>		\$35
<b>Consultant Hourly Rate</b>		At City Cost
<b>Contract</b>		At City Cost
<b>Pre-application Conference (deducted from application fees)</b>		At Hourly Rates
<b>ENVIRONMENTAL REVIEW</b>		
<b>(you may also be responsible for a Fish and Game filing fee of \$2,500)</b>		
<b>Initial Study</b>		\$525
<b>Categorical Exemption</b>		\$52.50
<b>Negative Declaration</b>		\$1,050
	Does not include cost of any required studies or consultants	
<b>Mitigated Negative Declaration (plus the cost of any required studies or consultants)</b>		\$1,575
	Does not include cost of any required studies or consultants	
<b>Environmental Impact Report (plus the cost of any required studies or consultants)</b>		\$3,150
	Does not include cost of any required studies or consultants	

Source: City of Portola

### 4.3 Processing and Permit Procedures

The development review and permitting process is utilized to receive, evaluate, and approve new development applications. The development review and permitting process ensures that new residential projects reflect the goals and policies of the General Plan and meet the intent and requirements of the zoning code. All new construction is subject to a review process which includes analyzing proposed projects for consistency with adopted and coded structure setbacks, open space proportions, lot coverage percentages, and infrastructure availability (water and sewer). The process requires coordination with the City Engineer regarding such items as infrastructure, street and transportation review, storm runoff and lot drainage, and landscape ordinance adherence encouraging xeriscaping. All new construction and redevelopment requiring permits and conditional use permits must be reviewed by City Planning and Engineering, Public Works, and Building staff, as well as any other appropriate City personnel.



The City includes objective standards within its Municipal Code, Titles 8, 12, 13, 15, 16, and 17. The Code describes in detail all requirements associated with development within the City. A development application process must be conducted prior to permitting any new construction. All new construction must adhere to City design standards as outlined in the Portola Municipal Code and other elements within the City of Portola General Plan, especially the Land Use Element. Applications for development permits are made in writing to the City Manager's Office. Applications vary depending on the permit being requested. In addition, some planning applications require public hearings.

The City of Portola Municipal Code requires that new construction, including single-family subdivisions and multi-family structures, are reviewed by the City Engineer and City Planner for all design requirements, including streets and highways, alleys, utility and pedestrian easements, blocks, sidewalks, lots, watercourses, reserved strips, master plan conformance, parks and public areas, surveys, dedications, and filings. Development in the City of Portola, in compliance with the "City of Portola General Plan 2020" and the housing objectives as defined in the City's Housing Element; is encouraged to be:

- Economically and environmentally sustainable, relating well to the natural setting;
- Sustainable because it is well constructed of durable, quality materials appropriate to the setting; and
- Offer memorable buildings and spaces.

Following staff review, the City of Portola Planning Commission and City Council review the subdivisions and multi-family housing for compliance with the General Plan, specifically the Community Design Element, and with the City's Housing Element. Turn-around time for staff and City review is detailed in the subdivision code, and may be completed within approximately 60 days after submittal of a complete Tentative Map. The most recent small-scale Tentative Map (16 lots) request took 9 months from initial application to approval. This included environmental analysis and reports and significant response time from the property owner. The larger Tentative Map application (Portola Highlands) started in February 2005. The Tentative Map was approved after approximately 2.5 years; however, it should be noted that this timeline was based on the developer constraints, not City constraints.

Building permits for single family houses not included in a subdivision do not go through a design review process. They are checked by the Building Inspector and City Manager or designee for compliance with the general development standards detailed in the zoning ordinance. The average turn-around time for this review and a building permit is approximately 2 weeks, based on the most recent 5 building permits issued.

Various development review activities, such as general plan amendments, rezones, and specific plans require the preparation of an environmental document (i.e., environmental impact report or mitigated negative declaration) before a project can be approved. The requirement to prepare an environmental document can substantially lengthen the development review process, sometimes taking up to one year to obtain project approval. On average, however, development permits are processed in less than three months. Overall, the development permit approval processing in Portola does not create any unnecessary delays or increases to the cost of housing. Table 37 shows the development plan review process for proposed residential projects. To encourage and preserve affordability of new construction, developers are allowed to "piggyback" or file concurrent applications (e.g., rezones, tentative tract maps, conditional use permits, variance requests, etc.) if multiple approvals are required, and if consistent with applicable processing requirements, where feasible, after initial review. Additionally, incentives are provided (e.g. density bonus units, fee underwriting, fee deferral, fast-



tracking, etc.) to developers of residential projects who agree to provide the specified percentage of units at a cost affordable to very-low and/or low-income households. In addition, the City intends to propose zoning and permit processing changes to further reduce housing costs and average permit processing time (see Goal 2).

Developers are also encouraged to include second dwelling units as an integral part of their project and to plan for second dwelling units in the design of their projects. The City provides technical assistance to developers, nonprofit organizations, or other qualified private sector interests in the application and development of projects for federal and state housing programs and grants.

**Table 37: Timeline for Permit Procedures**

Type of Approval or Permit	Typical Processing Time
<b>Single Family Home (no subdivision)</b>	2 weeks
<b>Multi-family Structure (no subdivision)</b>	4 weeks
<b>Subdivision</b>	Minimum of 60 Days
<b>Conditional Use Permit</b>	Minimum of 30 Days
<b>Zone Change</b>	Minimum of 60 Days up to a Year
<b>General Plan Amendment</b>	Minimum of 60 Days up to a Year
<b>Site Plan Review</b>	30 Days to 3 Months
<b>Tract Maps</b>	60 Days to 3 Months
<b>Parcel Maps</b>	60 Days to 3 Months
<b>Initial Environmental Study</b>	Minimum 90 Days
<b>Environmental Impact Report</b>	Minimum 90 Days up to a Year

Source: City of Portola based on the review and average processing time of permits processed over the last three years.

Single-family housing is permitted in all residential zoning districts without a conditional use permit. Duplexes and fourplexes are permitted in the MDR, HDR, and CMU districts without a conditional use permit. Multi-family housing is permitted in the MDR, HDR, and CMU districts without a conditional use permit. Mobile home parks are permitted in all zoning districts with a conditional use permit, subject to State permitting and regulations. The Second Unit Law (Government Code Section 65852.2) is incorporated into the Portola Municipal Code so that second dwelling units are permitted by right in residential zoning districts provided that they meet the standards imposed on dwelling units and that they do not exceed the maximum density allowed on the parcel.

Portola’s Zoning Ordinance defines transitional housing and emergency shelters and allows emergency shelters in the HDR and CMU zoning districts and transitional housing in all residential and CMU zoning districts. Single room occupancy housing is not identified, though they would be permitted by practice (multi-family residential). Single room occupancy housing is included in multi-family housing zones. Supportive housing is a use by right as defined by Government Code Section 65583.2(i). A supportive housing single family or multi-family residential use does not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code.



**Table 38: Housing Types Permitted by Zoning District**

Housing Types Permitted	RR	LDR	MDR	HDR	CMU
Single Family Attached	P	P	P	P	P
Single Family Detached	P	P	P	P	P
Duplexes to Fourplexes	X	C	P	P	P
Multi-family (5+ Units per Structure)	X	X	C	P	P
Mobile Home Park	C	C	C	C	C
Second Units	P	P	P	P	P
Emergency Shelters	X	X	X	P	P
Supportive Housing- Single Family	P	P	P	P	P
Supportive Housing- Multi-Family	X	X	C	P	P
Single Room Occupancy (Multi-Family)	X	X	C	P	P
Transitional Housing (Single Family)	P	P	P	P	P
Transitional Housing (Multi-Family)	X	X	C	P	P

Source: City of Portola

Notes: P = Permitted Use C = Conditional Use Permit X = Not Permitted NA = Not Addressed

#### 4.4 Codes and Enforcement

Compliance with Building Code standards often adds to the cost of construction, but is seen as necessary to protect the health, safety and welfare of the citizens. Compliance results in greater construction costs up front but ensures that the buildings retain their structural integrity. The City of Portola does not have any amendments to its building codes that might diminish the ability to accommodate persons with disabilities.

In 2018, the City of Portola adopted the Uniform Building Code (UBC), Uniform Housing Code, and the Uniform Code for the Abatement of Dangerous Buildings. New structures must conform to the standards of the UBC. The City has amended these chapters from time to time to be remain current with the UBC. The most recent update was in 2018. The City has a program of inspection and enforcement with its code enforcement officer. This program entails such activities as constant field inspection, coordinating with builders and developers, complainants and law enforcement officials. Additionally, the program includes a master checklist regarding such building activities as ensuring set back requirements, snow load requirements, and energy calculations pursuant to Title 25. All conditions and findings inconsistent with code are abated with enforcement action. Coordination also occurs with the City Planner, City Manager, City Engineer, City Attorney, and Public Works Director for final determinations and enforcement actions.

#### 4.5 On/Off-site Improvement Standards

Costs associated with site improvements are an important component of new residential development costs. Site improvements costs are applied to provide sanitary sewer and water service to a project, to make necessary transportation improvements, and to provide other infrastructure to the project. In addition, the City may require the payment for various offsite improvements as part of project mitigation measures (e.g., payment towards an offsite traffic signal). Developers of new residential projects are also required to construct all onsite streets, sidewalks, curb, gutter, and affected portions of offsite arterials. The cost for site improvements varies from project to project, therefore, it is difficult to estimate what a “typical” per-unit cost would be for site improvements. Even for infill projects where infrastructure may already be available, there is often a need to



upgrade and/or expand the existing improvements to serve new residential development. Curbs, gutters, and drainage facilities direct storm and runoff water out of residential developments. City roadways are required to be paved. Pavement creates an all-weather roadway, facilitates roadway drainage, and reduces dust. It also produces a high-speed circulation system and facilitates relatively safe traffic and pedestrian movement.

Roadways are classified by the City according to traffic needs. They are as follows:

- Low Density Residential/Rural Street- 2 lanes, 50 feet of right-of-way
- Urban Residential Street – 2 lanes, 52 feet right-of-way
- Collector – 2 lanes, 60 foot right-of-way
- Minor Arterial Street – 2 lanes, 60 foot right-of-way

Arterials and collectors are designated on the General Plan according to existing and projected needs. Developers are responsible for the development of roadways associated with the residential project. Development of and connection to municipal water and sewer services are required as a condition of approving tract maps. Water service is necessary for a constant supply of potable water. Sewer services are necessary for the sanitary disposal of wastewater. These off-site requirements allow for the development of much higher residential densities.

#### **4.6 Constraints on Persons with Disabilities**

The City of Portola conscientiously and specifically implements and monitors compliance with Section 65583 (a)(4) and Section 65583 (c)(3) of the Government Code in the review of its General Plan, zoning ordinances, development codes, construction and reconstruction regulations, and in the development and rehabilitation of multi-family and single family homes.

##### **Zoning and Land Use**

Supportive multi-family or single-family housing for the disabled would be permitted in any residential zone that permits non-designated single or multi-family housing. The City amended its zoning ordinance in 2018 to specifically identify supportive multi-family and single family housing for the disabled and allow that in LDR, MDR, and HDR zoning districts.

The City provides information to individuals with disabilities regarding reasonable accommodations policies, practices and procedures based on guidelines from the State Department of Housing and Community Development, as a result of SB 520. This information is disseminated through postings and pamphlets at City and other public buildings and the City's website. The information is also distributed through coordination with the Plumas County Community Development Commission. The City will also formalize a policy that outlines the general process that a person with disabilities must go through in order to make a reasonable accommodations request. This policy will include appointing a staff person to assist disabled persons who are proposing improvements. The purpose of this is to provide individuals with disabilities an opportunity to make requests for reasonable accommodations in order to meet their needs and streamline the permit review process.

The City of Portola, in its Zoning Ordinance specifically requires the number of handicapped parking spaces to conform to Title 24 of the California Code. All multi-family complexes are required to provide handicapped parking spaces, depending on the size of the development. The City is flexible and would work with the



developers of special needs housing and would reduce parking requirements if the applicant can demonstrate a reduced need for parking. The City has no separate restrictions or development standards for group homes or other special needs housing. The City has adopted and administers the 2018 California Building Code, specifically as it relates to the development of special needs housing.

Currently, group homes with 6 or fewer persons are permitted by right in RR, LDR, MDR, HDR, and CMU districts; and with more than 6 persons are permitted in all residential districts with an Administrative Permit. All group homes are allowed in commercial districts with a conditional use permit. This allows proponents to locate these facilities in any area they can afford without additional development or permit costs. This condition is a market issue, not a jurisdictional issue.

The group housing approval process is currently the same as that of multi-family housing, according to the City of Portola Municipal Code, Title 17, and Chapter 17.10.080. There are no special conditions for group homes if there will be six persons or less in residence, or if the larger facility is located in a commercial zone. Under the commercial zoning designation within the City, long-term care facilities are allowed by permit in CMU (Commercial Mixed Use) and SC (Service-Commercial) zones. These facilities are also allowed in CC (Core Commercial) with the approval of a CUP.

Recognizing that some disabled persons may require the assistance of specially trained persons who live with the disabled persons, the zoning ordinance does not differentiate between related and unrelated persons occupying the same residential unit.

### **Permits and Processing**

All City offices of the City of Portola are handicapped accessible. Disabled applicants are treated with the same courtesy as all applicants. They are provided one-on-one assistance to complete the forms for zoning, permits, or other building applications. The City will reasonably accommodate any specific verbal or written request for assistance. Applications for retrofit are processed over-the-counter in the same process as for improvements to any single family home.

The process for retrofitting homes to improve accessibility utilizes the standard building permit process, however the City does not impose a fee for reasonable accommodation permit requests. The intention of the building permit process is to ensure that the proposed modification meets all tenets of the Americans with Disabilities Act and the Uniform Building Code, and that it does not conflict with any other health or safety codes. All development applications are reviewed for full compliance with all applicable laws governing access for persons with disabilities including the 1997 Uniform Building Code and the Americans with Disabilities Act. Additionally, the City follows standards set out by the document "*A Guide to California Non-Residential ADA Accessibility Retrofits*" published by the California Building Officials in 1995. These standards include disseminating information to the public and specific guidelines and plans for all ADA retrofit construction. Comprehensive worksheets are also provided regarding accessibility requirements for ADA retrofit or new construction.

The City Building and Zoning Codes were analyzed to identify any constraints to housing development for persons with disabilities. No constraints were found, however the City will continue to monitor its land use regulations for possible governmental constraints to housing for persons with disabilities. Portola continually



reviews its ordinances, policies, and practices for compliance with fair housing laws. Portola broadened and revised definition of “family” to include State and federal definitions relating to unrelated adults. The City is in compliance with all Fair Housing Laws.

## 4.7 Building Codes

Portola has set valid and responsible building codes for utilization in the City. The City Building Department administers building code and enforcement services. The City has adopted, and the department implements, provisions of the 2018 California Building Code with no amendments. It does not have any amendments to its building codes that might diminish the ability to accommodate persons with disabilities. The City of Portola has a Code Enforcement Officer who regularly monitors the City to ensure that people are complying with the municipal code. The Code Enforcement Officer stated that the biggest problem in the City of Portola is abandoned vehicles. When a problem is identified, he will first discuss the problem and abating the problem with the homeowner. If the situation has not been remedied, he will typically go back to the owner several times before sending a letter with a picture that documents the transgression. Usually, problems have been resolved before this step is taken. Finally, if nothing is done, they may take the person who is in violation to Court, but the City tries to always avoid this, if possible.

## 4.8 Non-Governmental Constraints

The provision of adequate and affordable housing is constrained by a number of factors. This section assesses the various market, governmental, and environmental factors that may serve as potential constraint to housing development and improvement in Portola. The City has taken steps, as identified below and incorporating appropriate programs and policies, to lessen constrains and provide incentives to help with affordable housing development.

### Market Constraints- Building Materials

The cost of building materials is a major cost associated with constructing a new housing unit. In the current Northern California real estate market, the cost of building materials is the single factor having the most impact on the cost of building a new home. These costs are estimated to account for 40 to 50 percent of the sales price of a new home.

A reduction in amenities and the quality of building materials (above a minimum acceptability for health, safety, and adequate performance) could result in lower sales prices. In addition, prefabricated, factory-built housing may provide for lower priced housing by reducing construction and labor costs. Another factor related to construction costs is the number of units built at one time. As the number increases, overall costs generally decrease, as builders are able to take advantage of the benefits of economies of scale. This type of cost reduction is of particular benefit when density bonuses are used for the provision of affordable housing.

The City does not require any specific type of building materials, except that the building has be constructed to meet local building requirements.

### Market Constraints- Land Costs

A key component of the total cost of housing is the price of raw land and any necessary improvements. The diminishing supply of land available for residential construction combined with a fairly high demand for such



development has served to keep the cost of land relatively high. Higher land costs have resulted in homebuilders developing more high-priced homes in order to preserve profits. In Portola, residential land costs vary from \$1.00 to \$4.00 per square foot, depending on the size, location, and zoning of the property. Land cost in Portola is lower than nearby communities, making land cost less of a constraint.

#### **Market Constraints- Availability of Mortgage and Rehabilitation Financing**

The availability of financing affects the ability to purchase or improve a home. Interest rates are determined by national policies and economic conditions, and local governments can do little to affect these rates. Jurisdictions can, however, offer interest rate write-downs to extend home purchasing opportunities to a broader economic segment of the population. In addition, government insured loan programs may be available to reduce mortgage down payment requirements.

#### **Environmental Constraints**

Portola is subject to the following environmental and infrastructure constraints. Most of the City may be affected by these environmental hazards. Wind or water erosion of soils, depletion or degradation of the water supply, seismic activity, landforms, and flooding, present constraints upon development within the City of Portola.

#### **Environmental Constraints- Water Supply**

As more development occurs there will be an increased demand on groundwater resources. Groundwater recharge will decrease as more impervious surfaces are created. Development within the City of Portola will increase the amount of concentrated urban storm runoff. The runoff may carry pollutants into the storm drain system and the Middle Fork of the Feather River having the potential to degrade water quality within the City.

#### **Environmental Constraints- Seismic Hazards**

There are no active faults in Portola that have been zoned by the State Geologist under the Alquist-Priolo Earthquake Fault Zoning Act. The nearest seismically active faults are the Mohawk Valley Fault located approximately 8.5 miles (13.7 kilometers) to the west of Portola, and the Honey Lake Fault located approximately 21 miles (33.8 kilometers) to the east. The nearest potentially active fault zone is the Sulphur Creek Fault Zone located approximately 8 miles (12.9 kilometers) to the southwest, which has an estimated maximum credible earthquake magnitude of 6.5.

#### **Environmental Constraints- Flooding**

The area immediately adjacent to the Middle Fork Feather River falls within a designated Federal Emergency Agency (FEMA) floodplain. This floodplain is a special flood hazard area that is inundated by a 100-year flood. The use of the land within the 100-year flood plain is regulated by standards that require all occupiable development to be above the predicted flood elevation.

### ***4.9 Units At-Risk of Converting to Market Rate Uses***

The City of Portola has three income-restricted apartment complexes. USDA Rural Rental Housing Loans (Section 515) are mortgages made by USDA to provide affordable rental housing for very low-, low-, and moderate-income families, elderly person, and persons with disabilities.



According to the USDA (information verified with USDA Area Specialist, Debbie McCoy on March 20, 2018), there are no apartment complexes at risk of converting to market rate units over the Housing Element period through 2024. Representatives of each complex have been contacted and there is no plan to convert these units to market-rate.

- Pine Ridge Apartments, located at 349 West Loyalton Avenue, is a general occupancy USDA 515 apartment complex. It will not be at-risk until 2029\*. There are 25 units in the complex; the complex maintains a waiting list and usually has 100% occupancy.
- Portola Senior Citizens Community, a USDA 515 senior apartment complex, located at 700 Third Street, will not be considered at-risk until 2052; there is Tax Credit restriction through 2054. There are 50 units in the complex and they are all rental assistance units. They are 100% occupied.
- Sierra Pines Apartments, located at 795 East Sierra Avenue is a general occupancy USDA 515 apartment complex. It will not be at-risk until 2030. There are 41 units in the complex; 36 are rental assistance units and 4 are full-rate units (plus a manager’s unit). The rental assistance units are 100% occupied.

The City will comply with SB 166 regarding “no net loss” that requires a city or county to identify additional low-income housing sites in the Housing Element when market-rate housing is developed on a site currently identified for low-income housing. As identified in the Available Land Inventory Summary Table, there are ample sites available for affordable housing development to accommodate the City’s share of regional housing needs.

**Table 39: USDA Assisted Housing Units**

USDA Assisted							
Name	Address	City	USDA Sec 521 Rental Assistance Units	Total Units	Earliest Date of Conversion	Risk Level	USDA Loan Type
Pine Ridge Apartments	349 West Loyalton Avenue	Portola	24	25	2029*	Very High	515 Rural Housing
Portola Senior Apartments	700 Third Street	Portola	47	50	2052	Low	515 Rural Housing
Sierra Pines Apartments	795 East Sierra Avenue	Portola	36	41	2030	Low	515 Rural Housing

\* The USDA lien includes a Restrictive Use Provision (RUP) on the Pine Ridge Apartments property for the life of the USDA loan; from 7/1/1999 through 7/1/2029. (Information confirmed with USDA 4/8/2019.) The project is eligible for tax credit based on a Regulatory Agreement effective January 1, 1990, for 30 consecutive taxable years, beginning with the first taxable year of the Credit Period (12/31/1989), through December 31, 2019.



**Table 40: USDA Assisted Housing Units by Zip Code**

Zip	Rent Assisted Units	Sec 8 Units	Total Units	Operational Date	Date Restrictive Clause Expiration	Tax Credit Exp DT
96122	36	0	41	01/10/1985	7/1/2030	
96122	47	0	50	03/07/1980	10/1/2028	10/1/2054
96122	24	0	25	12/05/1989	7/1/2029	12/31/2019

## 4.10 Energy Conservation

As residential energy costs rise, increasing utility costs reduce the affordability of housing. California in particular is currently experiencing energy problems; increased costs and decreased power availability have resulted in “rolling blackouts” across the state.

Though the City of Portola has mild summers, Portola’s relatively cold winters makes energy conservation particularly important.

Energy conserving tactics:

- efficient land use patterns
- code enforcement
- building standards
- rehabilitation programs

Energy conservation techniques should be focused on reducing the amount of energy being spent for heating and cooling through encouraging efficient energy design in new construction and retrofitting of existing development. Landscaping treatment around residential neighborhoods can increase the amount of shade available during the summer months, therefore decreasing indoor temperatures.

Unfortunately, the additional costs associated with energy conservation can increase the cost of housing. The City encourages energy efficiency and associated lower service costs and, as described in the General Plan, will be developing a public education program to increase public participation in energy conservation.

## CHAPTER FIVE: REVIEW AND REVISE

### 5.1 Progress

Under State Housing Element Law, communities are required to assess the achievements under their adopted housing programs as part of the five-year update to their housing elements. These results should be quantifiable where possible (e.g. the number of units that were rehabilitated), but may be qualitative where necessary (e.g. mitigation of government constraints). The results should be compared with what was projected or planned in



the element. Where significant shortfalls exist between what was planned and what was achieved, the reasons for such differences must be discussed.

The effectiveness of Portola’s Housing Program in meeting regional housing needs can be measured by the level of achievement. The level of achievement is simply the actual construction divided by the RHNA goal. Many uncontrollable factors influence the City’s effectiveness. Since 2005, the City has been working with a developer, The Schomac Group, Inc. (Portola Highlands) to approve a mixed-use housing development. A Tentative Map has been approved, which will encourage affordable and market rate housing. It is anticipated that the Final Map will be approved, and associated infrastructure improvements will begin in 2020. There have been no other significant new housing starts since 2006 mainly due to the downturn in the economy. For example, the “Feather Ridge Estates” project has Final Map approval, but has not proceeded with infrastructure or housing construction. The City has ensured adequate location for affordable housing, but developers have not shown an interest in constructing affordable housing.

**Table 41: Achievement of City of Portola RHNA New Construction Goal 2014-2019**

Income Groups	2014-2019 RHNA	2014-2019 Actual New Construction	Percent of Goal Achieved
<b>Very Low</b>	3	0	0%
<b>Low</b>	2	0	0%
<b>Moderate</b>	3	0	0%
<b>Above Moderate</b>	5	0	0%
<b>TOTAL</b>	13	0	0%

Source: California Department of Housing and Community Development, City of Portola

Portola’s previous Housing Element was adopted in 2018 for the Housing Element period of 2014-2019 and set forth the following major goals and associated policies dealing with housing issues. The previous Housing Elements Goals and Policies, and the City’s accomplishments (to date) with respect to these goals and policies, are as follows:



**Table 42: 2014-2019 Housing Element Review of Goals and Policies**

Goals and Policies	City Objective Quantified, Results, and Evaluation	Timeframe	Status
The City staff will increase its coordination with the State HCD staff to apply for the funding that is made available through Proposition 46 in partnership with developers, as requested by interested parties. For example, in partnership with an interested non-profit developer, apply to the MHP program for the development of low-income housing.	Increase coordination with State HCD staff.	As requested by interested parties	There have been no interested parties to date.
Coordinate with County-wide organizations to prepare a Project Information Pamphlet outlining City participation and incentives, housing needs from the Housing Element (or other market source), a definition of the state and federal funding for which the City is willing to apply, and other pertinent information. Distribute the Pamphlet to local non-profit and for-profit development groups, and regional agencies. Information will be distributed through direct mailing.	Prepare a Project Information Pamphlet.	Annually update in June	complete
Continue to implement the City's density bonus ordinance that offers increased discretionary density and/or additional incentives such as fast-tracking, waiver of permits, fee deferrals, or fee reductions, to affordable housing developments that provide affordable units and to provide relaxed development standards or setback requirements for mixed-use developments (commercial or office uses must be on same site as housing) providing an affordable housing component. Update the City's existing density bonus ordinance to include the provisions of SB 1818 (Chapter 928, Statutes of 2004).	Continue to implement the City's density bonus ordinance.	Ongoing, and Zoning Ordinance updates anticipated in 2018	Complete
Provide incentives (such as raising the density bonus in accordance with SB 1818 (Chapter 928, Statutes of 2004), fast-tracking, waiver of permits, fee deferrals, or fee reductions) to developers who wish to develop multi-family housing in the CMU zoning district.	Provide incentives in accordance with SB 1818.	Ongoing and Zoning Ordinance updates anticipated in 2018	Complete
Consider the development of a First Time Homebuyers Program through use of grant funding provided by the Home Investment Partnerships Program, the Community Development Block Grant Program, and the federal American Dreams program, to provide down payment assistance to families in order to purchase a single-family home. Information on the program will be on the City web site, brochures or flyers at City Hall, the Portola City Library, Portola Chamber of Commerce, other public locations, and in the City Community Newsletter.	Consider the development of a First Time Homebuyers Program.	Ongoing	Funding opportunities have been reviewed; not available. Ongoing



Goals and Policies	City Objective Quantified, Results, and Evaluation	Timeframe	Status
Work to create an inclusionary housing ordinance, which requires the provision of affordable housing within residential development or payment of an in-lieu fee which will be utilized to develop affordable housing.	Work to create an inclusionary housing ordinance.	Zoning Ordinance updates anticipated in 2018	Complete; still reviewing the payment of an in-lieu fee which would be utilized to develop affordable housing. This is currently accomplished through a Development Agreement.
The City will develop transitional housing and emergency shelter standards based on guidelines provided from other public agencies such as the Department of Health Services and the Plumas County Community Development Commission. The City will provide for the development of these uses along the Highway 70 corridor where access to Plumas Transit (public transportation) is most accessible. This zone also correlates to the Core Commercial, Commercial Mixed Use and Public/Quasi-Public zoning districts. The Zoning Ordinance will be amended to allow emergency shelters consistent with SB 2 and transitional and supportive housing as a residential use only subject to those restrictions that apply to other residential uses of the same type in the same zone as required in SB 2.	Develop transitional housing and emergency shelter standards.	Zoning Ordinance updates anticipated in 2018	Complete
Investigate incentives and reporting procedures that can be implemented to encourage and monitor the development of housing opportunities for specialized housing needs as necessary, including housing for extremely low income households.	See program.	Ongoing	Ongoing
Revise zoning ordinance to allow State licensed group homes, foster homes, residential care facilities, and similar state-licensed facilities, to allow by right group homes with six (6) or fewer persons in any residential zone and allow with administrative approval group homes with greater than six (6) persons.	Revise zoning ordinance	Zoning Ordinance updates anticipated in 2018	Complete
Continue to administer the program to encourage formal reasonable accommodation process for persons with disabilities.	See program.	Ongoing	Ongoing
Regularly monitor the City's ordinances, codes, policies, and procedures to ensure that they comply with the "reasonable accommodation" for disabled provisions.	See program.	Annually	Comprehensive Zoning Ordinance amendment is in progress.
Continue to monitor average processing times for discretionary development permits on an annual basis.	Monitor average processing times for discretionary development permits.	Annually	Ongoing



Goals and Policies	City Objective Quantified, Results, and Evaluation	Timeframe	Status
Continue to offer the Standard Application package that is given to each developer, containing an explanation of the planning application permit process, and application form where all requested action for the project in regards to the planning department can be checked along with contact numbers, and a copy of the fee schedule.	Offer the Standard Application package to developers.	Ongoing	Ongoing; issued to Portola Highlands when asked about a Specific Plan for a portion of their proposed development.
Review Zoning Ordinance requirements relative to discretionary processing. Identify processes that may be appropriately handled through administrative processing (e.g. Design Review and Conditional Use Permit extensions).	Review Zoning Ordinance requirements relative to discretionary processing.	Ongoing	Complete
To preserve affordability, provide incentives (e.g.- density bonus units, fee underwriting, fee deferral, fast-tracking, etc.) to developers of residential projects who agree to provide the specified percentage of units mandated by State law at a cost affordable to extremely low, very-low and/or low-income households. In addition, propose zoning and permit processing changes to further reduce housing costs and average permit processing time. Investigate incentives and reporting procedures that can be implemented to encourage and monitor the development of housing opportunities for specialized housing needs as necessary, including housing for extremely low income households.	Provide incentives to developers of affordable residential projects.	Ongoing, as affordable housing developments are proposed	Offered to Portola 192, worked extensively with developer through the AHSC process.
Annually review the Housing Element for consistency with the general plan as part of its general plan progress report.	Review the Housing Element for consistency with the general plan.	Annually	Complete and ongoing
Prepare an ordinance that implements Section 65852.2 regarding second units.	See program.	Zoning Ordinance updates anticipated in 2018	Complete
Publish the City's Housing Element and updates, Annual Action Plan and respective notices. Provide copies at the City Hall Public Counter and post on the City web site.	Publish the City's Housing Element and updates, Annual Action Plan and respective notices.	As needed	Complete and ongoing



Goals and Policies	City Objective Quantified, Results, and Evaluation	Timeframe	Status
Disseminate information through postings and pamphlets at City and other public buildings and the City's website. The information will also be distributed through coordination with the Plumas County Community Development Commission.	Disseminate information through postings and pamphlets.	Ongoing	Maintained on City's website and informational bulletin board. PCCDC has information as well.
Update the inventory of vacant land on a quarterly basis or as projects are constructed.	Update the inventory of vacant land.	Quarterly	Complete and ongoing. There have been no changes to the existing inventory of vacant land.
Require all Specific Plans and Development Agreements to establish land use policies, implementation programs, and funding responsibilities in proportion to the size of the project, to achieve the City's Housing Element Goals and Objectives.	See program.	With specific plan proposals	There have been no specific plan proposals.
Continue to encourage development of well planned and designed projects that support the development of compatible residential, commercial, industrial, institutional, or public uses within a single project or neighborhood by providing incentives such as allowing higher building densities, reduced parking requirements, reduced set-back and yard requirements, allow for a higher building height, and greater floor area ratios.	Encourage development of well planned and designed projects.	Ongoing	Ongoing; significant work on Portola Highlands and Portola 192 projects.
Study affordable housing policies (AHP), which require: (1) a minimum percentage of each housing development to be affordable to low or moderate-income households; or (2) the payment of an in-lieu fee to be used to rehabilitate or acquire low-income housing.	Study affordable housing policies.	Annually	Reviewed in the Portola Highlands Affordable Housing Master Plan
Monitor the amount of land zoned for both single family and multi-family development and initiate zone changes to accommodate affordable housing.	Initiate zone changes to accommodate affordable housing.	Quarterly	Adequate land is zoned for single-family and multi-family developments. No zone changes are necessary. Ongoing
Update the zoning ordinance to increase the minimum density allowed in HDR and CMU districts to 15 dwelling units per acre, as required by State law.	Update the zoning ordinance.	Zoning Ordinance updates anticipated in 2018	Complete
Implement the provisions of AB 2292 (Dutra)-Section 65863 of the California State Government Code and prevent the down-zoning of a residential property used to meet the RHNA without a concomitant up-zoning of a comparable property.	Implement the provisions of AB 2292.	Zoning Ordinance updates anticipated in 2018	No downzoning has been proposed. Complete



Goals and Policies	City Objective Quantified, Results, and Evaluation	Timeframe	Status
Review as needed and appropriately modify City ordinances and policies to establish and/or maintain appropriate separations and buffers between residential and non-residential land uses.	Modify City ordinances.	Zoning Ordinance updates anticipated in 2018	Complete
Administer a housing inspection program through the City's Housing Authority (PCCDC). Under the program, a code enforcement officer is designated to systematically/annually inspect all rental housing and complexes and to issue reports on conditions in violation of current Health and Safety Codes. Where necessary work is extensive, implement an established rehabilitation program to correct the deficiencies.	Administer a housing inspection program through the City's Housing Authority (PCCDC).	Ongoing through CSO program	The CSO completed a comprehensive list of rental housing, and review of Health and Safety Code violations. Follow up on violations that are public nuisances, as permitted by City Municipal Code and approved by City Council. City has drafted a Rental Housing Inspection Program.
Coordinate housing rehabilitation programs with Code Enforcement and Community Service efforts.	See program.	Ongoing	No new programs have been established. There is an existing CDBG Loan Fund Program that can be used for housing rehabilitation.
Work with the local energy provider to provide information on loans, grants, or other incentives that might be available for voluntary energy reduction; and to provide other relevant information on energy efficiency. Supply energy conservation awareness Pamphlets in public meeting places.	Work with the local energy provider for information on voluntary energy reduction and energy efficiency.	Ongoing	Not complete. The City has completed a solar study and has reviewed information with the local energy provider for ways the City can reduce energy use and increase energy efficiency. No available funding.



Goals and Policies	City Objective Quantified, Results, and Evaluation	Timeframe	Status
Continue to make available and market the City’s rehabilitation revolving loan program in conjunction with PCCDC. Also apply for CDBG single-family housing rehabilitation funds. Rehabilitate 10 units during the five-year lifespan of the Housing Element.	Review marketing options.	Annually with funding cycle	The Housing rehabilitation loan program is still in effect. No new loans have been made. The City has not applied for additional CDBG single-family housing rehabilitation funds.
Coordinate housing rehabilitation programs with code enforcement and community service efforts and combine both targeted and citywide participation.	See program.	Ongoing	The CSO encourages citizens to participate in the City’s housing rehabilitation programs.
Develop a citywide program for exterior paint and clean-up of residential properties in targeted neighborhoods.	See program.	With Available Funding	Not complete. Funding is not available.
Promote program(s) to acquire and rehabilitate dilapidated and older single-family homes and apartment complexes, and maintain these units as affordable on a long-term basis.	Acquire and rehabilitate dilapidated and older single-family homes and apartment complexes.	With Available Funding	Not complete. Funding is not available.
Amend the City’s current housing rehabilitation program guidelines to include a grant to very low-income disabled persons and senior citizens to improve accessibility and safety.	See program.	Guidelines are Amended; With Available Funding	Revision of the Program Guidelines is complete.
Apply for CDBG funds.	See program.	Annually based on staff resources	No staff resources
Establish and promote programs to acquire and rehabilitate dilapidated and older single-family homes and apartment complexes and maintain these units as affordable on a long-term basis.	See program.	With Available Funding	Not complete. Funding is not available.
Require that all recipients of locally administered housing assistance funds acknowledge their understanding of fair housing law and affirm their commitment to the law.	See program.	Ongoing	There have been no recipients of locally-administered housing assistance funds. Information is available at the front counter for future recipients to ascertain their understanding of fair housing law.



Goals and Policies	City Objective Quantified, Results, and Evaluation	Timeframe	Status
Acquire and maintain fair housing materials, including all pertinent resource, posters and information available through the Department of Fair Employment and Housing (DFEH) and Housing and Urban Development (HUD) to educate on a variety of fair housing issues. Develop information flyers and brochures that highlight (1) disability provisions of both federal and state fair housing laws and (2) familial status discrimination. Fair housing materials, pamphlets and flyers will be distributed at outreach events including school fairs, health fairs, and City sponsored events. Collaborate with service agencies to distribute educational materials.	Acquire and maintain fair housing materials.	Ongoing	Complete and ongoing
Continue to refer all housing discrimination referrals to the City Manager or designee who will work with the complainant and refer complaints to the State Fair Employment and Housing Commission.	Refer all housing discrimination referrals to the City Manager or designee.	Ongoing	No complaints have been received. Ongoing
Work with the Plumas County Community Development Commission and use any influence the City has to obtain more Housing Vouchers for the Housing Authority.	Obtain more Housing Vouchers for the Housing Authority.	Ongoing	The City is an active participant on the PCCDC board. Complete and ongoing
Maintain membership in the Housing Authority to qualify City residents for Section 8-existing housing assistance administered by the PCCDC. Provide information on the availability of County programs to qualified residents.	Maintain membership in the Housing Authority.	Ongoing	Complete and ongoing
Work with federal, state, nonprofit housing organizations, and/or other entities to provide new single-family and multi-family residential units for very low-income residents as needed.	See program.	Ongoing	Coordination has been successful with Portola Highlands and Portola 192 and will continue to occur as needed.

## 5.2 Summary of Conclusions

In 1980, the State of California amended the Government Code by adding Article 10.6 regarding Housing Elements. By enacting this statute, the legislature found that "the availability of housing is of vital statewide importance, and the early attainment of decent housing and a suitable living environment for every California family is a priority of the highest order. The early attainment of this goal requires the cooperative participation of government and the private sector in an effort to expand housing opportunities and accommodate the housing needs of Californians of all economic levels. Local and state governments have a responsibility to use the powers vested in them to facilitate the improvement and development of housing to make adequate provision for the housing needs of all economic segments of the community..."



California's Statewide Housing Assessment 2025, "California's Housing Future: Challenges and Opportunities" indicates that California may have to accommodate 50 million people by 2050. To meet the enormous needs for housing and other services, the State will have to use all the resources at its disposal.

The five-year housing strategy is intended for the utilization of federal resources toward housing needs in the state. Three broad objectives are identified for the use of federal funds:

- Meeting low-income renters needs.
- Meeting low-income homeowners needs.
- Meeting the needs of homeless persons and households requiring supportive services.

Within the five-year strategy is a sub-list of strategies that are intended to address housing as a statewide concern:

- Development of New Housing (assisting local governments in preparing and implementing housing elements of their general plan, expedited permit processing for affordable housing, funding resources, and fostering partnerships between housing providers).
- Preservation of Existing Housing and Neighborhoods (rehabilitation of existing homes, code enforcement, preserving government-assisted housing projects, and mobile home ownership).
- Reduction of Housing Costs (development on surplus and under-utilized land, self-help construction and rehabilitation programs, tax-exempt bonds for development and rehabilitation, financing and modular homes, eliminating duplicative environmental review procedures, and revising regulations that add to the cost of housing development).
- Much higher levels of housing construction are needed to adequately house the State's population.
- High housing cost burdens are increasingly an issue for both owners and renters. The combination of upward price pressure in the housing markets and relatively tight urban housing markets has led to increasing cost burdens, particularly for low-income renter residents.
- In some portions of the State, the level of overcrowding has dramatically increased.
- A substantial portion of affordable rental housing developments statewide are at risk of conversion to market rate use.
- Significant numbers of temporary agricultural workers migrate throughout the State, facing housing challenges that impact their welfare.
- Homeless individuals and households face significant difficulties in obtaining shelter and reintegrating themselves into the broader society.

## Trends

The following is a summary of housing trends in Portola:

- Over the last Housing Element period, the Portola Housing Program was not effective in meeting its RHNA goals because there was no development in Portola. Affordable housing types and economic segments have been accommodated through the Housing Program. However, because of lack of staffing, public funds, and developer interest not all of the programs were able to be realized.
- The City of Portola is geographically isolated from other major population centers.
- The City has continued to accommodate additional households, providing maximum housing assistance within its resources for very low, low, and moderate income families. With a viable General Plan and consistent zoning, the City has provided for housing growth far beyond this housing element period.



- Four key household trends impacting Portola’s housing are:
  - ~ A need to continue the housing rehabilitation program; 45.1 percent of the housing units are in need of moderate or substantial repair.
  - ~ A continuing demand for subsidized rental units
  - ~ A demand for multi-family units
  - ~ High unemployment
- According to the 2018 survey, 82.5 percent of Portola’s housing stock need some level of repair, of which most, 45.1 percent, need minor repairs. Approximately 5.4 percent, are considered to be dilapidated.
- There are no complexes considered to be at-risk of converting to market rate over this Housing Element period or the following five years.

### 5.3 Policy Goals

The goals, objectives, and programs of the 2014-2019 City of Portola Housing Element focused on maintaining housing affordability, rehabilitating housing, and providing an adequate supply of sites for housing development. The current update continues to address these issues. The objectives in this update will be quantified to meet the RHNA for the City, as prescribed by Plumas County.

The City of Portola has eight broad housing priorities:

1. To maintain and improve the quality of the existing housing stock and surrounding neighborhoods.
2. To provide for a choice of housing locations and types for all residents.
3. To encourage the construction of special needs housing including but not limited to domestic violence issues, senior housing, disabled housing, migrant housing and homeless shelters.
4. To promote access to safe and decent housing for all economic groups.
5. To increase the availability of affordable housing for all households in Portola through public and private channels.
6. To manage housing and community development in a manner that will promote the long-term integrity and value of each new housing unit and its environment.
7. To promote energy and water conservation activities in all residential neighborhoods.
8. Ensure that all housing programs are available without discrimination on the basis of race, color, religion, sex, national origin, ancestry, marital status, age, household composition, income, size, or any other arbitrary factor.

### 5.4 Quantified Objectives

**Table 43: 2019-2024 Quantified Objectives**

Income Group	New Construction	Rehabilitation	Conservation and Preservation
<b>Extremely Low</b>	0	2	
<b>Very Low</b>	2	2	
<b>Low</b>	6	2	25
<b>Moderate</b>	6	5	
<b>Above Moderate</b>	12	5	
<b>TOTAL</b>	<b>26</b>	<b>16</b>	<b>25</b>

Source: City of Portola



## CHAPTER SIX: HOUSING PROGRAM

### GOAL 1: HOUSING OPPORTUNITIES AND ACCESSIBILITY

It is the Goal of the City of Portola to increase the availability of permanent housing for all community residents.

#### OBJECTIVE 1-1: SEEK ASSISTANCE UNDER FEDERAL, STATE, AND OTHER PROGRAMS FOR ELIGIBLE ACTIVITIES WITHIN THE CITY THAT ADDRESS AFFORDABLE HOUSING NEEDS.

- **Policy 1-1-1: Apply to HUD and State HCD for grant funds that may be used for housing-related programs.**

**Program 1:** As resources allow, assist developers with the identification and application for funds designated to assist the development of housing for lower-income households. For example, in partnership with an interested non-profit developer, apply to the AHSC program for the development of low-income housing.

*Responsibility:* City Manager's Office

*Quantified Objective:* Assist with one funding application during the planning period.

*Timeline:* Ongoing, As requested by interested parties

- **Policy 1-1-2: Provide technical assistance to developers, nonprofit organizations, or other qualified private sector interests in the application and development of projects for federal and state financing.**

**Program 1:** Coordinate with County-wide organizations to annually update the Project Information Pamphlet outlining City participation and incentives, housing needs from the Housing Element (or other market source), a definition of the state and federal funding for which the City is willing to apply, and other pertinent information. Distribute the Pamphlet to local non-profit and for-profit development groups, and regional agencies. Information is distributed through direct mailing and is on the City's website.

*Responsibility:* City Manager's Office

*Quantified Objective:* Maintain updated Pamphlet and distribute as requested by interested parties.

*Timing:* Ongoing distribution of the Project Information Pamphlet

- **Policy 1-1-3: Consider incentives such as density bonus and/or an additional incentive to projects providing affordable units.**

**Program 1:** Continue to implement the City's density bonus ordinance that offers increased discretionary density. Also, include additional incentives such as fast-tracking, waiver of permits, fee deferrals, or fee reductions, to affordable housing developments that provide affordable units and to provide relaxed development standards or setback requirements for mixed-use developments (commercial or office uses must be on same site as housing) providing an affordable housing component.

*Responsibility:* City Manager's Office

*Quantified Objective:* Offer incentives to one housing development during the planning period.

*Timing:* Ongoing implementation of density bonus requirements as needed.

#### OBJECTIVE 1-2: PROVIDE HOME OWNERSHIP OPPORTUNITIES WHENEVER POSSIBLE.



- **Policy 1-2-1: Investigate programs that would assist first time homebuyers in purchasing a home.**

**Program 1:** Seek grant funding to develop a First Time Homebuyers Program, such as may be provided by the Home Investment Partnerships Program, the Community Development Block Grant Program, and the federal American Dreams program, to provide down payment assistance to families in order to purchase a single-family home. NEXT STEPS: The city will continue to review funding sources on an ongoing basis to identify and apply, as appropriate, for funds to create a First Time Homebuyers Program. If the City is successful in obtaining funds for the program, it will create and distribute brochures and other information and post it on the City’s website within six months of receiving the funds.

*Responsibility:* City Manager’s Office

*Quantified Objective:* Submit at least one funding application during the planning period, if an appropriate funding source is available. If a First Time Homebuyers Program is created, assist 3 homeowners a year.

*Timing:* Continuously review funding opportunities.

**OBJECTIVE 1-3: ENCOURAGE THE DEVELOPMENT OF HOUSING AND PROGRAMS TO ASSIST SPECIAL NEEDS PERSONS.**

- **Policy 1-3-1: Encourage the provision of housing to single individuals, working poor, homeless, disabled, senior citizens, and others in need of basic, safe housing to prevent or reduce the incidence of homelessness in areas near service providers, public transportation, and service jobs.**

See Policy 2-1-2 Program 1

- **Policy 1-3-3: Ensure that the City building codes, and development ordinances comply with the provisions of SB 520 (Chapter 671 of the Government Code).**

**Program 1:** Continue to implement the California Building Code, Chapter 11, Housing Accessibility requirements, or as updated by the State, regarding the formal reasonable accommodation process for persons with disabilities, including physically impaired, and mentally and developmentally disabled. Information regarding reasonable accommodation is available on the City’s website and at the front counter.

*Responsibility:* Building Department

*Timing:* Ongoing

**Program 2:** Regularly monitor the City’s ordinances, codes, policies, and procedures to ensure that they comply with the “reasonable accommodation” for disabled provisions. NEXT STEPS: As a result of monitoring, propose appropriate changes to continue to provide reasonable accommodations to person with disabilities in June.

*Responsibility:* City Manager’s Office and Building Department

*Timing:* Ongoing (monitoring) and Annually in June (propose appropriate changes)

**GOAL 2: REMOVE CONSTRAINTS**

The goal of the Housing Element is to remove constraints that hinder the construction of affordable housing.



**OBJECTIVE 2-1: PROVIDE THE CITIZENS IN THE CITY OF PORTOLA WITH REASONABLY PRICED HOUSING OPPORTUNITIES WITHIN THE FINANCIAL CAPACITY OF ALL MEMBERS OF THE COMMUNITY.**

- **Policy 2-1-1: To preserve affordability, allow and encourage developers to "piggyback" or file concurrent applications (e.g., rezones, tentative tract maps, conditional use permits, variance requests, etc.) if multiple approvals are required, and if consistent with applicable processing requirements, where feasible after initial review.**

See Policy 2-1-2, Program 1

- **Policy 2-1-2: Consider the impact of all regulations, fee changes, policies, and development projects on housing affordability.**

**Program 1:** To preserve affordability, provide incentives (e.g.- density bonus units, fee underwriting, fee deferral, fast-tracking, etc.) to developers of residential projects who agree to provide the specified percentage of units mandated by State law at a cost affordable to extremely low, very-low and/or low-income households. NEXT STEPS: Investigate additional measures until June 2020, then annually, and propose additional measures for adoption to the City Council by December 2020, then annually.

*Responsibility:* City Manager's Office

*Quantified Objectives:* Provide incentives (or offer incentives) to one developer in the planning period. Investigate additional incentives and reporting procedures by June 2020, then annually. Proposed additional measures for City Council adoption by December 2020, then annually.

*Timing:* Ongoing, as affordable housing developments are proposed.

**Program 2:** Monitor affordable housing policies, specifically as it relates to a minimum percentage of each housing development to be affordable to low or moderate-income households, to ensure that the policies are not a constraint to development. As further described in Goal 3, Policy 3-3-1, Program 1, consider establishing an option of payment of an in-lieu fee to be used to rehabilitate or acquire low-income housing. NEXT STEPS: After reviewing the policies by September 2019, forward any recommendations to the City Council by December 2019, then monitor the policies annually and when a development application for single family or multi-family housing is received.

*Responsibility:* City Manager's Office.

*Timing:* Review affordable housing policies by September 2019, with recommendations forwarded to the City Council by December 2019, then monitor the policies annually and when a development application for single family or multi-family housing is received.

**Program 2:** Annually review the Housing Element for consistency with the general plan as part of its general plan annual report.

*Responsibility:* City Manager's Office

*Timing:* Annually

- **Policy 2-1-3: Complete the Housing Element Annual Progress Report and review with the General Plan annual report.**



**Program 1:** Complete the Housing Element Annual Progress Report as required through HCD and review with the General Plan annual report. NEXT STEPS: Review annually.

*Responsibility:* City Manager's Office and Planning Commission

*Quantified Objective:* Prepare the Housing Element Annual Progress Report by April for the previous year and review with the General Plan annual report.

*Timing:* Annually in April

**OBJECTIVE 2-2: PROVIDE TECHNICAL ASSISTANCE TO DEVELOPERS, NONPROFIT ORGANIZATIONS, OR OTHER QUALIFIED PRIVATE SECTOR INTERESTS IN THE APPLICATION AND DEVELOPMENT OF PROJECTS FOR FEDERAL AND STATE HOUSING PROGRAMS/GRANTS.**

- **Policy 2-2-1: To ensure that the development community (both non-profit and for profit) is aware of the housing programs and technical assistance available from the City.**

**Program 1:** Publish the City's Housing Element and updates, Annual Action Plan and respective notices. Provide copies at the City Hall Public Counter and post on the City web site.

*Responsibility:* City Manager's Office

*Timing:* Ongoing

**GOAL 3: PROVIDE AND MAINTAIN AN ADEQUATE SUPPLY OF SITES FOR THE DEVELOPMENT OF NEW AFFORDABLE HOUSING**

It is the goal of the City of Portola to provide adequate, suitable sites for residential use and development or maintenance of a range of housing that varies sufficiently in terms of cost, design, size, location, and tenure to meet the housing needs of all economic segments of the community at a level which can be supported by the infrastructure.

**OBJECTIVE 3-1: PROVIDE INFORMATION TO FOR-PROFIT AND NON-PROFIT DEVELOPERS AND OTHER HOUSING PROVIDERS ON AVAILABLE VACANT LAND.**

- **Policy 3-1-1: Monitor and update the inventory of vacant land.**

**Program 1:** Update the inventory of vacant land on a quarterly basis or as projects are constructed.

*Responsibility:* City Manager's Office

*Quantified Objective:* Review the inventory quarterly and update as necessary.

*Timing:* Quarterly

**OBJECTIVE 3-2: CONTINUE TO PROVIDE OPPORTUNITIES FOR MIXED-USE DEVELOPMENTS.**

- **Policy 3-2-1: Encourage developers to employ innovative or alternative construction methods to reduce housing costs and increase housing supply.**



**Program 1:** Require all Specific Plans and Development Agreements to establish land use policies, implementation programs, and funding responsibilities in proportion to the size of the project, to achieve the City's Housing Element Goals and Objectives.

*Responsibility:* City Manager's Office

*Timing:* With Specific Plan proposals

- **Policy 3-2-2: To encourage the development of housing that has, to the extent possible, a support structure of shopping, services, and jobs within easy access.**

**Program 1:** Continue to encourage development of well-planned and designed projects that support the development of compatible residential, commercial, industrial, institutional, or public uses within a single project or neighborhood by providing incentives such as allowing higher building densities, reduced parking requirements, reduced set-back and yard requirements, allow for a higher building height, and greater floor area ratios. These incentives are available to all housing development that meet requirements in the Portola Municipal Code.

*Responsibility:* City Manager's Office

*Timing:* Ongoing

### **OBJECTIVE 3-3: ENCOURAGE BALANCED GROWTH**

- **Policy 3-3-1: Achieve a balanced residential community through integration of low- and moderate-income housing throughout the City, and the adequate dispersal of such housing to avoid over concentration in any particular neighborhood.**

**Program 1:** Review affordable housing policies, which require: (1) a minimum percentage of each housing development to be affordable to low or moderate-income households; or (2) the payment of an in-lieu fee to be used to rehabilitate or acquire low-income housing. This is also included under Goal 2, Remove Constraints, Policy 2-1-2, Program 2. **NEXT STEPS:** After reviewing the policies by September 2019, staff will forward any recommendations to the City Council by December 2019, then monitor policies annually and when a development application for single family or multi-family housing is received.

*Responsibility:* City Manager's Office

*Timing:* Review affordable housing policies by September 2019, with recommendations forwarded to the City Council by December 2019 then monitor the policies annually and when a development application for single family or multi-family housing is received.

### **OBJECTIVE 3-4: PROVIDE A SUFFICIENT AMOUNT OF ZONED LAND TO ACCOMMODATE DEVELOPMENT FOR ALL HOUSING TYPES AND INCOME LEVELS.**

- **Policy 3-4-1: Monitor the amount of land zoned for all types of housing and initiate zone changes if necessary.**

**Program 1:** Monitor the amount of land zoned for both single family and multi-family development and initiate zone changes to accommodate affordable housing.

*Responsibility:* City Manager's Office



*Timing:* Quarterly

- **Policy 3-4-2: Preserve and protect residentially zoned sites needed to accommodate residential development consistent with the City of Portola RHNA.**

**Program 1:** Implement 1) the provisions of AB 2292 (Dutra)-Section 65863 of the California State Government Code and prevent the down-zoning of a residential property used to meet the RHNA without a concomitant up-zoning of a comparable property and 2) the provisions of SB 166 that require a jurisdiction to accommodate, at all times throughout the planning period, its remaining unmet share of the regional housing need by income category.

*Responsibility:* City Manager's Office

*Timing:* Monitor ongoing implementation of the requirements.

## **GOAL 4: PRESERVE, REHABILITATE, AND ENHANCE EXISTING HOUSING AND NEIGHBORHOODS**

It is the goal of the City of Portola to initiate all reasonable efforts to preserve the availability of existing housing opportunities and to conserve as well as enhance the quality of existing dwelling units and residential neighborhoods.

### **OBJECTIVE 4-1: PRESERVE EXISTING NEIGHBORHOODS.**

- **Policy 4-1-1: Establish code enforcement as a high priority and provide adequate funding and staffing to support code enforcement programs.**

**Program 1:** Review the possibility of implementing a rental housing inspection program. Under the program, a code enforcement officer or building inspector would be designated to systematically/annually inspect all rental housing and complexes and to issue reports on conditions in violation of current Health and Safety Codes. Where necessary work is extensive, implement an established rehabilitation program to correct the deficiencies. **NEXT STEPS:** Determine if the program is feasible by December 2019, then develop program materials including a Municipal Code update and present the program to the City Council for adoption by December 2020.

*Responsibility:* City Manager's Office and Building Department

*Timing:* Work on program feasibility by December 2019.

- **Policy 4-1-3: Promote energy conservation activities in all residential neighborhoods.**

**Program 1:** Contact local energy providers to obtain information on loans, grants, or other incentives that might be available for voluntary energy reduction; and to provide other relevant information on energy efficiency. **NEXT STEPS:** Obtain information by June 2019 and supply energy conservation awareness information in public meeting places and on the City's website by September 2019.

*Responsibility:* City Manager's Office

*Quantified Objective:* Ensure that all relevant materials are obtained and available for distribution. Ensure they are available in public meeting places and on the City's website.

*Timing:* Obtain information by June 2019 and supply information by September 2019



**OBJECTIVE 4-2: MAINTAIN, PRESERVE AND REHABILITATE THE EXISTING HOUSING STOCK IN THE CITY OF PORTOLA.**

- **Policy 4-2-1: Provide technical and financial assistance to eligible homeowners and residential property owners to rehabilitate existing dwelling units through grants or low interest loans. To the extent possible, housing rehabilitation funds should be used first to correct health and safety code violations.**

**Program 1:** Continue to make available and market the City's rehabilitation revolving loan program in conjunction with PCCDC. NEXT STEPS: Apply for CDBG single-family housing rehabilitation funds. Rehabilitate 5 units during the five-year lifespan of the Housing Element.

*Responsibility:* City Manager's Office

*Timing:* Annually funding applications with funding cycle, ongoing marketing of programs.

- **Policy 4-2-2: Provide technical and financial assistance as available to all eligible multi-family complex owners to rehabilitate existing dwelling units through low interest or deferred loans.**

**Program 1:** Promote program(s) to acquire and rehabilitate dilapidated and older single-family homes and apartment complexes, and maintain these units as affordable on a long-term basis. Ongoing review of funding sources with a goal of at least one funding application every 2 years for viable programs. Grant activity will be based on units being affordable to low- and moderate-income households.

*Responsibility:* City Manager's Office with the assistance of the PCCDC

*Quantified Objective:* Apply for at least one funding application every 2 years.

*Timing:* Starting with funding cycle in 2020.

- **Policy 4-2-3: Monitor the Status of At-Risk Units and Inform Agencies Able to Pursue Purchase**

**Program 1:** Notify the agency or agencies established in the following program when at-risk units are identified within the City limits. Post the City's inventory of at-risk units on the City's website and provide a link from the City's website to the California Housing Partnership's list of Affordable Housing at Risk of Conversion (prepared by the California Coalition for Rural Housing) website. The goal of this program is to provide a reliable, easily-accessible source of information to organizations interested in the purchase and maintenance of at-risk housing for extremely low-to moderate income households.

*Responsibility:* City Manager's Office with the assistance of the PCCDC

*Quantified Objective:* Monitor 25 units of affordable housing that may be at-risk of conversion.

*Timing:* June 2020, then annually in June.

- **Policy 4-2-4: Provide Educational Materials for Tenants of At-Risk Housing Developments**

**Program 1:** The City will acquire existing information published by HDC summarizing the timelines and requirements associated with converting subsidized housing to market rates. The City will gather and make available to its residents information identifying local agencies that provide tenant relocation assistance and rental subsidies. This information will be provided on the City's webpage and at the front counter.

*Responsibility:* City Manager's Office



*Quantified Objective:* Gather information by June 2022, and ensure the information is posted and available by December 2022.

*Timing:* December 2022, with annual review of material and website/front counter information.

## **GOAL 5: PROVIDE HOUSING FREE FROM DISCRIMINATION**

It is the goal of the City of Portola to ensure that all existing and future housing opportunities are open and available to all members of the community without discrimination on the basis of race, color, religion, sex, national origin or ancestry, marital status, age, household composition or size, or any other arbitrary factors.

### **OBJECTIVE 5-1: ELIMINATE HOUSING DISCRIMINATION.**

- **Policy 5-1-1: Support the letter and spirit of equal housing opportunity laws.**

**Program 1:** Require that all recipients of locally administered housing assistance funds acknowledge their understanding of fair housing law and affirm their commitment to the law.

*Responsibility:* City Manager's Office and City Attorney

*Timing:* Ongoing

**Program 2:** Annually update fair housing materials, including all pertinent resource, posters and information available through the Department of Fair Employment and Housing (DFEH) and Housing and Urban Development (HUD) to educate on a variety of fair housing issues. Develop information flyers and brochures that highlight (1) disability provisions of both federal and state fair housing laws and (2) familial status discrimination. Fair housing materials, pamphlets and flyers will be distributed at outreach events including school fairs, health fairs, and City-sponsored events. Collaborate with service agencies to distribute educational materials. Maintain updated information on the City's website.

*Responsibility:* City Manager's Office

*Timing:* Update annually in December; Ongoing distribution of updated material at the front counter and at various community outreach events throughout the year.

**Program 3:** Continue to refer all housing discrimination referrals to the City Manager or designee who will provide information, assist in completing a complaint form, or refer the complainant to the California Department of Fair Employment and Housing as appropriate.

*Responsibility:* City Manager's Office

*Quantified Objective:* Assist any residents who request assistance

*Timing:* Ongoing

## **GOAL 6: ENCOURAGE AND ENHANCE COORDINATION**

It is the goal of the City of Portola to coordinate local housing efforts with appropriate federal, state, regional, and local governments and/or agencies and to cooperate in the implementation of intergovernmental housing programs to ensure maximum effectiveness in solving local and regional housing problems.



**OBJECTIVE 6-1: ASSIST THE PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION TO MEET THE GROWING DEMAND FOR PUBLIC HOUSING UNITS AND RENTAL ASSISTANCE THROUGH THE VOUCHER PROGRAMS.**

- **Policy 6-1-1: Continue to support the efforts of the Plumas County Community Development Commission in its administration of certificates and vouchers.**

**Program 1:** Maintain membership in the Housing Authority to qualify City residents for Section 8- existing housing assistance administered by the PCCDC. Provide information on the availability of County programs to qualified residents. Maintain information on the City’s website.

*Responsibility:* City Manager’s Office and City Council

*Timing:* Ongoing, annually

**OBJECTIVE 6-2: MAXIMIZE COORDINATION AND COOPERATION AMONG HOUSING PROVIDERS AND PROGRAM MANAGERS.**

- **Policy 6-2-1: Continue to support non-profit organizations in the development of affordable housing**

**Program 1:** Assist federal, state, non-profit housing organizations, and/or other entities to provide new single-family and multi-family residential units for very low-income residents, by providing research and staff support for grant and development opportunities, as needed.

*Responsibility:* City Manager’s Office

*Quantified Objective:* Assist one affordable housing organization during the planning period.

*Timing:* Ongoing, as needed

