



AGENDA
JOINT SPECIAL MEETING
* * *
CLAYTON CITY COUNCIL
and
CLAYTON PLANNING COMMISSION

TUESDAY, APRIL 28, 2009

7:00 p.m.

*Hoyer Hall, Clayton Community Library
6125 Clayton Road, Clayton, CA 94517*

Mayor: Julie K. Pierce
Vice Mayor: Hank Stratford

Chairperson: Tuija Catalano
Vice Chairperson: Ed Hartley

Council Members
Howard Geller
Joseph A. Medrano
David T. Shuey

Commissioners
Bob Armstrong
Keith Haydon
Sandra Johnson

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail on Monday prior to the Council meeting.
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.ci.clayton.ca.us
- Any writings or documents provided to a majority of the City Council after distribution of the Agenda Packet and regarding any public item on this Agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours.
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7304.

*** JOINT SPECIAL MEETING***
CITY COUNCIL AND PLANNING COMMISSION

April 28, 2009

7:00 p.m.

1. **CALL TO ORDER AND ROLL CALL** – Mayor Pierce.

CALL TO ORDER AND ROLL CALL – Chairperson Catalano.

2. **PLEDGE OF ALLEGIANCE** – led by Mayor Pierce.

3. **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Citizens may address the City Council on items within the Council's jurisdiction, (which are not on the agenda) by completing a speaker card available on the Lobby table and submitting it to the City Clerk. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Mayor's discretion. When one's name is called by the Mayor, the speaker shall approach the public podium and adhere to the time limit. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter.

Public comment and input on Public Hearing, Action Items and other Agenda Items will be allowed as each item is considered by the City Council.

4. **ACTION ITEM**

- (a) Joint Study Session to discuss and provide general instructions to staff and its consultant on the City's Housing Element Update, as required by State law.
(Community Development Director & Jennifer Gastelum, Project Manager, PMC)
([View Here](#))

Staff recommendation: Provide guidance and conceptual directions to staff regarding content and preferred housing policies for preparation of a Housing Element in compliance with State law and regional housing needs allocations (RHNA).

5. **ADJOURNMENTS** – The next regularly scheduled City Council meeting is May 5, 2009.
The next regularly-scheduled Planning Commission meeting is May 12, 2009

#



Agenda Date: 4-28-09

Agenda Item: 4a

Approved:

Gary A. Napper
City Manager/Executive Director

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
CHAIRPERSON AND PLANNING COMMISSION MEMBERS

FROM: DAVID WOLTERING, COMMUNITY DEVELOPMENT DIRECTOR *DW*

DATE: APRIL 28, 2009

SUBJECT: CITY OF CLAYTON HOUSING ELEMENT UPDATE JOINT SPECIAL
MEETING OF THE CITY COUNCIL AND THE PLANNING COMMISSION

RECOMMENDATION

1. Receive Staff Report and Presentation from Pacific Municipal Consultants (PMC) Pertaining to Housing Element Update Process, Policies, Programs, and Issues; and
2. Provide General Instructions to Staff and PMC Pertaining to the Presented Process, Policies, Programs, and Issues Related to Preparing the City's Housing Element Update in accordance with State law.

BACKGROUND

At the March 17, 2009 meeting of the Clayton City Council, the Council authorized the City Manager to enter into a Professional Services Agreement with PMC to update the City's Housing Element. This direction of the City Council was based on a competitive process in which four proposals for offering services to update the City's existing Housing Element were received and evaluated. The PMC proposal was selected as the proposal to proceed with.

Since the March 17th Council meeting, staff has been providing data, information and pertinent documents to Jennifer Gastelum, the Project Manager assigned by PMC to oversee and complete the City's Housing Element Update project. The basic scope of this project is to prepare and process an update of the Clayton Housing Element as well as prepare and process the related California Environmental Quality Act environmental documentation as required by State law. This updated Housing Element will set forth the housing strategy for the City to address the existing and future housing needs allocated to the community for the period of 2009-2014 in accordance with applicable statutory requirements. The City's regional housing needs allocation (RHNA), adopted in August of 2007 by the Association of Bay Area Governments (ABAG), establishes a housing

production goal for this period (2009-2014) of 151 units with the following income distribution:

- 16 percent Extremely Low Income: 24 units
- 16 percent Very Low Income: 25 units
- 23 percent Low Income: 35 units
- 22 percent Moderate Income: 33 units
- 23 percent Above Moderate Income: 34 units
- Total: 100 percent/151 units

The existing Housing Element was updated and adopted by the City of Clayton and certified by the State of California Department of Housing and Community Development (HCD) in 2005.

The Housing Element is one of the seven required elements of a State-mandated General Plan. According to State law, each city and county must prepare and periodically update a General Plan which is a community's guide for its physical growth over time. Typically, the planning period of a General Plan is twenty (20) years. Each jurisdiction is required by the State to more frequently update its Housing Element. Housing Elements must be updated approximately every five to seven years. Specific schedules and deadlines for these updates are established by HCD. The City is to submit its updated Housing Element to HCD by the end of June 2009.

The Housing Element is a community's primary policy document for guiding the development, rehabilitation, and preservation of housing for all economic segments of a jurisdiction's population. This document contains the identification and analysis of the existing and projected housing needs of the community. The Housing Element also includes the goals, policies, objectives, and implementation programs for the preservation, improvement, and development of housing to meet the range of housing needs identified for the community. The City's housing needs for the next period (2009-2014) is 151 residential units, as described above. State housing law requires that the Clayton Housing Element Update for this period includes site-specific data demonstrating that there is adequate land available to meet the housing needs as determined by ABAG.

DISCUSSION

The purpose of this joint special meeting is to achieve the following:

- Introduce and receive the presentation from Housing Element Update Project Manager, Jennifer Gastelum, from PMC;
- Review the City's existing 2005 approved/certified Housing Element and the accomplishments of that effort;
- Review new State law requirements since the 2005 Housing Element Update was certified as well as the ABAG regional housing needs allocation (RHNA) for Clayton for the 2009-2014 period;

- Review mandated as well as alternative programs that the City must/could consider including in this current Housing Element Update effort for the purpose of satisfying State requirements and proposing an overall program that feasibly could result in achieving the ABAG assigned housing numbers, with the objective to receive certification from the HCD of the City's recommended Housing Element Update; and,
- Receive comments on the programs and information presented by PMC that can be considered/used for the draft Housing Element Update that is prepared over the next thirty days for subsequent formal consideration.

It should be noted that the intent of the Housing Element requirement is to assure that local jurisdictions develop and implement goals, policies, programs, and measures that facilitate the construction of housing to meet the needs of all economic segments of their respective communities. Furthermore, it is expected that the local jurisdictions make a good faith effort to achieve the stated goals, policies, programs, and measures. It is not the intent of the Housing Element requirement that local governments directly construct the housing units targeted to meet local needs.

Additionally, it should be noted that local jurisdictions have other, separate, tools to develop affordable housing. An example of such a separate tool is a Redevelopment Agency. With the establishment of a Redevelopment Agency, funds are set aside specifically for the construction and preservation of affordable housing, with the Redevelopment Agency having more direct involvement and responsibility in the development of affordable housing. The City of Clayton, like many local jurisdictions, has a Redevelopment Agency.

In conclusion, during the Consultant's presentation, a number of State-mandated programs will be described that the City of Clayton will need to address. And, the Consultant will be seeking some direct feedback on such questions as follows:

1. What segments of the Clayton population do you feel have the greatest needs that are not currently being met?
 - a. Single-Parent Households.
 - b. Elderly.
 - c. Disabled.
 - d. Homeless.
2. Which programs that were NOT implemented in the last Housing Element should be continued, modified, or deleted?
 - a. Adopt an Affordable Housing Ordinance (e.g., Inclusionary Housing Ordinance).
 - b. Revise the Zoning Ordinance to allow for flexible development standards (e.g., parking, landscaping, setbacks) and authorize regulatory concessions for affordable housing projects.

- c. Develop and implement a down payment assistance program using Redevelopment Agency housing set-aside funds. (In return for 45-year Resale-Restriction Covenants)
- 3. What new housing programs should the City consider implementing to meet the City's housing needs?
 - a. Green Building Standards.
 - b. Universal Design Ordinance (Facilitates Addressing Accessibility Needs of Persons with Disabilities).
 - c. Other Suggestions.

Attached is a copy of the PowerPoint presentation that will be given by PMC at the meeting on April 28, 2009. In addition, staff has attached copies of the "Housing Element Review Worksheet" and the "Housing Conditions Survey" that the Consultant will be using during the process of preparing the update to the City's existing Housing Element.

Attachments:

- 1. PowerPoint Presentation for the April 28, 2009 Joint Special Meeting
- 2. "Housing Element Review Worksheet"
- 3. "Housing Conditions Survey"



Agenda

- Welcome and Introductions
- Housing Element Update
 - Requirements
 - Compliance
 - Regional Housing Needs Allocation (RHNA)
 - Who Needs Housing?
 - New Legislation
- Housing Needs Assessment
 - Demographics and Housing Characteristics
 - Income Affordability Characteristics
- Schedule

Housing Element Requirements

- One of the seven mandated elements
- Existing and projected housing needs of all economic segments of the community
- 5-year timeframe
- State sets schedule for periodic update of Housing Element
- Review by California Department of Housing and Community Development (HCD)

Importance of Compliance

- Legal responsibility
 - Must be certified for adequate General Plan
- Access to state funding resources
- Fiscal obligation
 - Could have to pay legal fees, including plaintiff's fees, if challenged

New State Law Requirements

- SB 2 (2007) - emergency shelters, transitional and supportive housing
- AB 2634 (2006) - existing and projected extremely low-income need
- AB 2348 (2004) - detailed sites inventory to meet RHNA
- SB 375 (2008) - program time frame, "beneficial impact"

Regional Housing Needs Allocation (RHNA)

- State law requires HCD to determine total regional housing needs
- ABAG distributes the regional number (214,500) among its jurisdictions
- Clayton's 2007-2014 allocation (151) is distributed among 5 standard income categories

Regional Housing Needs Allocation (RHNA)

Income Category	Incomes (2009)	RHNA 2007-2014	Percent of Total
Extremely Low (0-30% AMI)	\$0-\$26,800	24	16%
Very Low (30-50% AMI)	\$26,801-\$44,650	25	16%
Low (50-80% AMI)	\$44,651-\$66,250	35	23%
Moderate (80-120% AMI)	\$66,251-\$107,150	33	22%
Above Moderate (120% + AMI)	\$107,151+	34	23%
Total	—	151	100%

Who Needs Housing?

HCD Income Limits (2008) Contra Costa County

2008 Contra Costa Median Income \$89,300

2008 Income Category	2008 Income Ranges	% of Population in 2000
Extremely Low (0-30%)	\$0-\$26,800	5%
Very Low (31-50%)	\$26,801-\$44,650	12%
Low (51-80%)	\$44,651-\$66,250	38%
Moderate (81-120%)	\$66,251-\$107,150	22%
Above Moderate (120%+)	\$107,151+	23%

Extremely Low-Income Households- \$0- \$26,800

Senior on Social Security
Total Annual Income: \$12,660

Max Purchase Price: \$39,282
Max Monthly Rent: \$317



Source: <http://www.movi.com/home/finance/financial-calculator/home-affordability-calculator.aspx>
*Assumes 10% down, 6.5% interest, and includes taxes and insurance.

Very Low-Income Households- \$26,801-\$44,650

Woman- part-time Veterinarian Assistant: \$12,251
Man- full-time Bank Teller: \$28,621

Total Annual Income: \$40,872

Maximum Purchase Price: \$126,785
Maximum Rent: \$1,022



Source: <http://www.movi.com/home/finance/financial-calculator/home-affordability-calculator.aspx>
*Assumes 10% down, 6.5% interest, and includes taxes and insurance.

Low-Income Households- \$44,651-\$66,250

Father - full-time Security Guard: \$26,458
Mother - full-time Childcare Provider: \$23,483
Three children

Total Annual Income: \$49,941

Max Purchase Price: \$154,940
Max Monthly Rent: \$1,249



Source: <http://www.movi.com/home/finance/financial-calculator/home-affordability-calculator.aspx>
*Assumes 10% down, 6.5% interest, and includes taxes and insurance.

Moderate-Income Households: \$66,251- \$107,150

**Single Mother works full-time as a Legal Assistant
Two children**

Total Income: \$56,616

**Max Purchase Price: \$175,627
Max Monthly Rent: \$1,415**



Source: <http://www.mpr.com/home-financial/calculators/home-affordability-calculator.aspx>
*Assumes 6% down, 6.5% interest, and includes taxes and insurance.

WPC 2010/01/06

Housing Needs Assessment

WPC 2010/01/06

Demographics

	Clayton	Contra Costa County
Population (2008)	10,784	1,051,674
Total Households (2008)	10,758	1,040,275
Household Size (2008)	2.721	2.697
Median Age (2000)	40.2	36.4
Percent Minority (2000)	24.8	24.8

WPC 2010/01/06

Housing Characteristics

	Clayton	Owner	Renter
Total Occupied Housing Units	94%	6%	
Overcrowded	<1%	0%	
Overpaying	25%	31%	

Source: US Census, 2000 and CHAS, 2000

WPC 2010/01/06

Housing Conditions

- PMC will be surveying 200-300 housing units based on the following criteria:
 - Sounds
 - Minor
 - Moderate
 - Substantial
 - Dilapidated

WPC 2010/01/06

Special Needs Housing

Clayton (2000 Census)	Number	% of Total Population
Elderly (age 65+)	624	16%
Disabled (age 16+)	1,059	13%
Single-Parent Households	173	4%
Large Family Households (5+ persons)	403	10%
Farmworkers	0	0%

WPC 2010/01/06

Rental Housing Affordability

2009 Median income: \$89,300 (4-person household)

Income Group	Household Income Limit (4-person household)	Affordable Monthly Rent*
Extremely Low	\$26,800	\$670
Very Low	\$44,650	\$1,116
Low	\$66,250	\$1,656
Moderate	\$107,150	\$2,679

Source: HUD State Income Limits, 2009
*Brents not included

City of Clayton

Rental Prices-City of Clayton

58 units surveyed in and around Clayton.

Median rent for 1-2 bedrooms	\$1,045
Median rent for 3-4 bedrooms	\$1,975

Note: Limited supply of available rental housing. Most properties were found in neighboring communities.

Source: Rental Property, April 2009

City of Clayton

Ownership Housing Characteristics

2009 Median income: \$89,300 (4-person household)

Income Group	Income Limit	Affordable Monthly Payment	Max. Affordable Price ¹
Extremely Low	\$26,800	\$670	\$83,169
Very Low	\$44,650	\$1,116	\$138,514
Low	\$66,250	\$1,656	\$205,427
Moderate	\$107,150	\$2,679	\$332,373

Source: 2008 HUD Income Limits
Source: <http://www.mortgagecalculator.org/calculator.asp?affordabilitycalculator=yes>

City of Clayton

Home Prices-City of Clayton

22 Homes sold in Clayton since February 2009

Average Price/sq.ft. (Jan 09-Mar 09)	\$247
Median Sales Price (Jan 09-Mar 09)	\$461,962

Note: 30 homes in the pre-foreclosure, auction, and bank-owned stages of the foreclosure process.

Source: www.zillow.com

City of Clayton

Goals, Policies, Measures

Goals

- Adequate Sites and new Construction
- Regulatory Relief and Incentives
- Rental and Homeownership Assistance
- Equal Access
- Energy Conservation
- Regional Planning

City of Clayton

City of Clayton

Existing Implementation Measures

- Affordable Housing Ordinance
- Affordable Housing Opportunity Sites
- Redevelopment funds
- Second Unit Design Assistance, Funding Assistance and Publicizing
- Mixed-Use in the Town Center

April 20, 2009

Existing Implementation Measures

- Emergency Shelters/Transitional Housing
- Density Bonuses
- Reduce or waive development fees for affordable housing
- Downpayment Assistance Program
- Inclusionary Housing Program

April 20, 2009

Schedule

Public Workshop	April 2009
Planning Commission Meeting	June 2009
City Council Meeting	June 2009
Submit Draft Element to State	June 2009
Receive HCD Comments	August 2009
Adopt Final Housing Element	August – September 2009

April 20, 2009

Questions/Comments

April 20, 2009

**Worksheets to be used by Consultant to Guide
Preparation of the Housing Element Update
(Informational Only)**

HOUSING ELEMENT REVIEW WORKSHEET

Locality _____ Draft _____ Adopted _____ HCD Receipt Date _____
Contact Person _____ Phone # _____ Coastal Zone _____

Did the jurisdiction use the *Building Blocks*' website? Yes ☐ No ☐

Section numbers refer to the Government Code (Article 10.6).

I. Public Participation (GC 65588(c))

- | | Page # |
|---|--------|
| A. Diligent efforts to achieve public participation of all economic segments of the community in the development and adoption of the element. | _____ |
| B. Description of how public input was or will be considered and incorporated in the element. | _____ |

II. Review and Revision (GC 65588(a) & (b))

- | | Page # |
|---|--------|
| A. Evaluation and revision of the previous element: | |
| 1. "Effectiveness of the element" (Section 65588(a)(2)): A review of the actual results of the previous element's goals, objectives, policies, and programs. The results should be quantified where possible (i.e., number of housing units rehabilitated). | _____ |
| 2. "Progress in implementation" (Section 65588(a)(3)): An analysis of the significant differences between what was planned in the previous element and what was achieved. | _____ |
| 3. "Appropriateness of goals, objectives and policies" (Section 65588(a)(1)): A description of how the goals, objectives, policies and programs of the updated element incorporate what has been learned from the results of the previous element. | _____ |
| B. Adequate sites implementation/rezone program (GC Section 65584.09); if needed. | _____ |

III. Housing Needs Assessment (GC 65583(a))

	Owner	Renter	Total	Page #
A. <u>Population and Employment Trends</u>				_____
B. <u>Household Characteristics</u>				_____
1. Number of existing households	_____	_____	_____	_____
2. Total households overpaying for housing	_____	_____	_____	_____
3. Lower income households overpaying	_____	_____	_____	_____
4. Total number of existing extremely low-income households	_____	_____	_____	_____
5. Total number of projected extremely low-income households			_____	_____

	Owner	Renter	Total	Page #
C. <u>Housing Stock Characteristics</u>				
1. Housing conditions: number of units needing rehabilitation/replacement			_____	_____
2. Overcrowded households	_____	_____	_____	_____
3. Housing costs (for sale and rental)	_____	_____	_____	_____
4. Housing units by type			_____	_____
5. Vacancy rates	_____	_____		_____
	Owner	Renter	Total	Page #
D. <u>Special Housing Needs Analyses</u>				
1. Persons with disabilities			_____	_____
2. Elderly	_____	_____	_____	_____
3. Large households				
4. Farmworkers (seasonal and permanent)	_____	_____	_____	_____
5. Female headed households			_____	_____
6. Homeless			_____	_____
7. Other _____			_____	_____
	_____	_____	_____	_____
				Page #
E. Analysis of opportunities for energy conservation in residential development [provide incentives to encourage green building practices, promote higher density, compact infill development and passive solar design].				_____
				Page #
F. Analysis of existing assisted housing projects at-risk of converting to non-low income uses.				_____
1. Inventory of at-risk units				
2. Assessment of risk				
3. Estimate of replacement vs. preservation costs				
4. Identify qualified entities				
5. Identify potential funding				

- G. Projected housing need, including the locality's share of the regional housing needs as determined by the COG or HCD.

Income Category	New Construction Needs
Very low- (0-50% of area of median-income)	
Other lower- (51-80% of area median income)	
Moderate- (81-120% of area median income)	
Above-moderate (over 120% of area median income)	
TOTAL UNITS	

IV. Sites Inventory and Analysis and Zoning for a Variety of Housing Types (GC Sections 65583(a)(3), 65583(c)(1) and 65583.2)

A. Sites Inventory (GC 65583.2(a) and (b))

1. Listing of properties by parcel number or unique reference (GC 65583.2(b)(1))
2. Listing of properties by size (GC 65583.2(b)(2))
3. Listing of properties by general plan designation and zoning (GC 65583.2(b)(2))
4. For non-vacant sites, description of existing uses (GC 65583.2(b)(3))
5. Map of sites (GC 65583.2(b)(7))

B. Sites Inventory Analysis of Suitability and Availability (GC 65583.2)

1. Realistic development capacity calculation accounting for site improvements and land-use controls (GC 65583.2(c)(1&2))
2. Analysis of non-vacant and underutilized lands (GC 65583.2(g))
3. Identification of zoning appropriate for housing for lower-income households (GC 65583.2(c)(3))
4. Environmental constraints (GC 65583.2(b)(4))
5. Infrastructure including planned water, sewer, and other dry utilities supply (GC 65583.2(b)(5))

C. Zoning for a Variety of Housing Types (GC 65583(c)(1) and 65583.2(c))

1. Multifamily rental housing

2. Housing for agricultural employees (permanent and seasonal)

3. Emergency shelters

4. Transitional housing

5. Supportive housing

6. Single-room occupancy

7. Mobilehomes/Factory-built housing

V. **Constraints on Housing (GC Section 65583(a)(4) and (5))**A. Governmental Constraints (GC 65583)(a)(4))

1. Land-use controls (e.g., zoning-development standards, including parking, height limits; setbacks, lot coverages, minimum unit sizes, growth controls)

2. Codes and enforcement (e.g., any local amendments to UBC, degree or type of enforcement)

3. On/Off-site improvements (e.g., curbing requirements, street widths, circulation improvements)

4. Fees & exactions (permit and impact fees & land dedication or other requirements imposed on developers)

5. Processing and permit procedures (e.g., permit and approval process including discretionary review procedures; description of permitted uses; design review process; planned development, processing times)

6. To housing for persons with disabilities (reasonable accommodation procedure, zoning and land use, building codes)

B. Nongovernmental Constraints (GC Section 65583(a)(5))

1. Availability of financing

2. Price of land

3. Cost of construction

VI. Quantified Objectives (GC Section 65583(b)(1))

Estimate quantified objectives for the number of housing units (by income level) over the time frame of the element:

	Extremely Low	Very Low	Low	Moderate	Above Moderate
Construction					
Rehabilitation					
Conservation/Preservation					
TOTAL					

VII. Other Topics

Description of means by which consistency will be achieved and maintained with other general plan elements (GC Section 65583(c)(6)(B)).

Page #

Construction, demolition and conversion of housing for lower-and moderate-income households in the coastal zone (GC Section 65588(c) and (d)).

- C. Priority water and sewer services procedures for developments with units affordable to lower-income households (GC Section 65589.7).

VII. Housing Programs (GC 65583(c))

Summarize programs from the element below.

Program Purpose	Program Actions	Agency Responsible	Time Frame	Page No.
<i>Provide adequate sites (65583(c)(1)):</i> 1. Programs to provide capacity to accommodate regional need 2. Programs to provide sites to accommodate all income levels 3. Program for a variety of housing types				
<i>Assist in the development of adequate housing to meet the needs of extremely low-, very low-, low- and moderate-income households (65583(c)(2)):</i> 1. Utilize federal, State, and local financing and subsidies 2. Provide regulatory concessions and incentives 3. Describe the amount and uses of monies in the redevelopment agency's L&M Fund 4. Other				
<i>Address governmental constraints (65583(c)(3)):</i> 1. Land-use controls 2. Building codes 3. Site improvements 4. Fees and exactions 5. Processing and permit procedures 6. Housing for persons with disabilities				
<i>Conserve and improve the condition of the existing affordable housing stock (65583(c)(4))</i>				
<i>Program to promote equal housing opportunities (65583(c)(5))</i>				
<i>Preserve units at-risk (65583(c)(6)(d))</i>				

CDBG HOUSING CONDITION SURVEY (Sample)

MAP # _____

Vacant (---Yes/---No)

For Sale (---Yes/---No)

ADDRESS _____

CITY _____

CONSTRUCTION TYPE

Wood Frame _____

Masonry _____

Mobile _____

Modular _____

Other _____

STRUCTURE TYPE

Single Family with Detached Garage _____

Single Family with Attached Garage _____

Duplex _____

Multi-Family _____ # of Units _____

Other _____

FRONTAGE IMPROVEMENTS IF APPLICABLE:

_____ CURBS
(---Yes/---No)_____ GUTTERS
(---Yes/---No)_____ ADEQUATE SITE DRAINAGE
(---Yes/---No)_____ PAVED STREET
(---Yes/---No)_____ SIDEWALKS
(---Yes/---No)_____ Driveway
(---Yes/---No)

#1 - FOUNDATION:

- 0 Existing foundation in good condition.
10 Repairs needed
15 Needs a partial foundation
25 No foundation or needs a complete foundation.

#2 - ROOFING:

- 0 Does not need repair
5 Shingles missing
5 Chimney needs repair
10 Needs re-roofing
25 Roof structure needs replacement and re-roofing.

#3 - SIDING/STUCCO:

- 0 Does not need repair.
1 Needs re-painting.
5 Needs to be patched and re-painted.
10 Needs replacement and painting.
10 Asbestos/Lead-Based.

#4 - WINDOWS:

- 0 No repair needed.
1 Broken window panes
5 In need of repair.
10 In need of replacement.

#5 - ELECTRICAL:

- 0 No repair needed.
5 Minor repair.
10 Replace main panel.

Sound	9 or less
Minor	10 - 15
Moderate	16 - 39
Substantial	40 - 55
Dilapidated	56 and over

- 56 Dilapidated-a unit suffering from excessive neglect, where the building appears structurally unsound and maintenance is nonexistent, not fit for human habitation in its current condition, may be considered for demolition or at a minimum, major rehabilitation will be required.

	#1 Foundation	#2 Roofing	#3 Siding/ Stucco	#4 Windows	#5 Electrical	TOTAL
Points						

Comments:

Surveyor _____ Date _____
Revised 7/98

DEFINITION OF HOUSING CONDITIONS

SOUND-a unit that appears new or well maintained and structurally intact. The foundation should appear structurally undamaged and there should be straight roof lines. Siding, windows, and doors should be in good repair with good exterior paint condition. Minor problems such as small areas of peeling paint and/or other maintenance items are allowable under this category.

MINOR- a unit that show signs of deferred maintenance, or which needs only one major component such as a roof.

MODERATE-a unit in need of replacement of one or more major components and other repairs, such as roof replacement, painting, and window repairs.

SUBSTANTIAL-a unit that requires replacement of several major systems and possibly other repairs(e.g. complete foundation work, roof structure replacement and re-roofing, as well as painting and window replacement.)

DILAPIDATED-a unit suffering from excessive neglect, where the building appears structurally unsound and maintenance is none-existent, not fit for human habitation in its current condition, may be considered for demolition or at minimum, major rehabilitation will be required.

ELECTRICAL INSPECTION PROCEDURE

1. Number of service entrance conductor sets (two wire -120volts, three wire 120/240 volts, (four wire is three phase service and is not common in residences.)
2. Determine panel box conditions-missing knockouts, melted insulation, overheated fuses, missing connectors/bushings, rust, obstructed access, overloaded panel, no main service disconnect.
3. Inadequate /antiquated service-under 100 amps.

ROOF INSPECTION PROCEDURE

1. Observe roof from ground and look for any unusual conditions:
 - a. unevenness in roof line
 - b. signs of leaks in eaves, soffits, facias, abnormal condensation.
 - c. dryrot in facias, rafters or rafter tails
 - d. flashings and roof drainage systems in good shape
 - e. shingles missing or curled
 - f. number of layers of roofing
2. On flat roofs check bubbles, blisters, cracks, spongy areas, and ponding water conditions,