



West Hollywood **General Plan 2035**
Annual Progress Report

April, 2013
ATTACHMENT A

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1. Introduction

Overview

This General Plan Annual Progress Report monitors the City's progress in implementing the West Hollywood General Plan 2035. It is submitted to the Governor's Office of Planning and Research (OPR) in compliance with Government Code Section 65400, which requires that cities submit an annual report on the status of the General Plan to their legislative bodies, OPR, and the Department of Housing and Community Development (HCD) in April each year.

The West Hollywood General Plan 2035 (General Plan) was adopted in September, 2011. It was the first comprehensive update of the City's original 1988 General Plan document. The comprehensive General Plan update allowed the City and community to simultaneously consider the critical relationships between a wide range of policy areas. The General Plan is a forward-thinking document that recognizes and builds upon existing challenges and opportunities, reflects the diverse visions of the community, and provides for future generations.

The City of West Hollywood chose to prepare a Climate Action Plan (CAP) as a companion document to the General Plan. The CAP was adopted along with the General Plan in 2011. The Climate Action Plan emphasizes the City's commitment to leadership in environmental sustainability and presents a toolkit of measures by which the entire community can reduce greenhouse gas emissions, and thus lessen impacts to global climate change. The CAP outlines its own monitoring program including communitywide greenhouse gas (GHG) emissions inventories to be conducted every five years to gauge the City's performance and progress in reaching its GHG emissions reduction goals. However, because a number of implementation measures from the General Plan overlap with those of the CAP, a summary of CAP implementation progress is included in this report for tracking purposes (Appendix B).

The policy direction in the General Plan and CAP emphasized integration forward-thinking, sustainable, land use and mobility strategies to address a range of issues including traffic, development, neighborhood character, housing, and quality of life, among others. Because of the importance of land use, mobility, and sustainability initiatives to the implementation of the General Plan and CAP, section three of this Report provides additional detail about accomplishments in each of these areas over the past year.

The General Plan and CAP Implementation Status Tables, included as Appendix A and B, provide status updates on each of the 176 General Plan and Climate Action Plan implementation items that are pending, underway, complete, or are ongoing programs of the City as of March, 2013.

Awards

The General Plan was awarded the American Planning Association Los Angeles Chapter Comprehensive Plan Award. The Climate Action Plan received the American Planning Association Los Angeles Chapter Innovation in Green Community Planning Award, the Association of Environmental Professionals Outstanding Climate Change Document Award, and the Southern California Association of Governments' 2011 Compass Blueprint Recognition Award for Visionary Planning for Sustainability.

Amendments

No amendments to the General Plan have been processed since the West Hollywood General Plan 2035 was adopted in September, 2011.

State Requirements

OPR Guidelines

The General Plan fully complies with the Governor's Office of Planning and Research (OPR) guidelines for General Plan documents. The General Plan contains each of the seven required elements under Government Code Section 65302, as follows:

- A Land Use Element, contained in **the Land Use and Urban Design Chapter**, describing the general distribution and location of land uses, standards of population density and building intensity;
- A Circulation Element, contained in the **Mobility Chapter**, describing the general location and extent of existing and proposed thoroughfares and transportation routes, correlated with the land use element, and complying with AB 1358, the California Complete Streets Act;
- **A Housing Element;**
- A Conservation Element, contained in the **Infrastructure, Resources, and Conservation Chapter**, for the conservation, development, and utilization of natural resources;
- An Open Space Element, contained in the **Parks and Recreation Chapter;**
- A Noise Element, contained in the **Safety and Noise Chapter**, analyzing current and projected noise levels from vehicles and stationary sources, providing noise contour maps for these sources, and discussing possible solutions to address noise problems; and
- A Safety Element, contained in the **Safety and Noise Chapter**, for the protection of the community from seismic hazards, flooding, and other risks.

The General Plan also addresses several optional topics that are of particular importance to the West Hollywood community, as allowed by Government Code section 65303, including the **Governance, Historic Preservation, Economic Development, Human Services, and Parks and Recreation Chapters.**

Housing Element Annual Report

Government Code Section 65400 establishes the requirement that each city prepare an annual report on the status of the housing element of its general plan and progress in its implementation, using forms and definitions adopted by the Department of Housing and Community Development. The City of West Hollywood has already submitted its annual housing element progress report for the calendar year 2012 (Appendix C). The City is currently in the process of preparing the 2013-2021 Housing Element.

Implementation Status

The General Plan has a 25-year timeframe, and implementation of its goals and policies during this period is a collective effort by City staff in every Department and Division. In the first 18 months since adoption of the General Plan, a great deal of progress has been made on its numerous implementation actions. Out of a total of 173 implementation items in the General Plan, 65% (112) are in the process of being implemented. Similarly, out of a total of 104 implementation items in the CAP, 57% (104) are in the process of being implemented.

General Plan	173
Ongoing	30
Pending	30
Underway	24
Complete	9
<i>Total</i>	<i>112 (65%)</i>

Climate Action Plan	104
Ongoing	23
Pending	18
Underway	15
Complete	3
<i>Total</i>	<i>104 (57%)</i>

The implementation statuses are defined as follows:

Project Status

Ongoing	Recurring or continuous action
Pending	Incorporated in a current work program and/or planned to start in the immediate future
Underway	In the process of being implemented
Complete	Action/task has been completed

Please refer to Appendices A and B for detailed status updates on each of the implementation items that are ongoing, pending, underway, or complete, as of March 2013.

Between the two documents, 12 items have been completed. These include: Adopting the Climate Action Plan (concurrently with the General Plan 2035, September, 2011); adopting the Single-Use Plastic Bag Ban Ordinance (August, 2012); updating the Municipal Code to encourage mixed-use development in targeted areas along most commercial corridors; installing credit-card readers at parking meters and pay stations

citywide (July, 2012); addressing recycling bins in public spaces; establishing a landscape demonstration site; incorporating certain noise policies in the Municipal Code; updating Residential Parkway Guidelines; and adding a section to this report identifying how the City's actions uphold the community's core values, as defined by the General Plan Guiding Principles.

Following adoption of the General Plan, a standard section was added to all City Council staff reports to identify the General Plan goal(s) addressed by each, to ensure that all City projects and programs help to implement the vision of the General Plan.

While a great deal of progress has been made in implementing the General Plan and CAP, it is also important to acknowledge those items that are not part of current work plans. Some of these were planned to be medium- long-term projects, and thus are not intended to move forward for several more years, such as conducting a needs assessment and projection for hotel and hospitality uses, or exploring new parking programs including establishing parking maximums near transit nodes and conducting a pilot program to study unbundling residential parking in mixed-use projects.

Many of the programs not currently underway, regardless of projected implementation timeline, fall under the broad category of sustainability, and are not able to be implemented at this time largely due to a lack of staff capacity. Anticipating this challenge, the General Plan and CAP included direction to "pursue additional staffing, staff expertise, and/or staff coordination on environmental sustainability" in the short term. Sustainability initiatives not presently planned for implementation include: creation of a non-toxics purchasing policy for the City, development of alternative energy financing programs, outreach and technical assistance to promote solar or energy and water reduction programs, and development of a point-of-sale residential and commercial energy conversion ordinance, among others.

Guiding Principles

Through the public involvement process during the General Plan update, a series of ten Guiding Principles were developed to state the broad direction and vision of the City and serve as the foundation for the goals and policies in the General Plan. Many of these relate to previous vision statements developed for City documents and processes including the Vision 2020 Strategic Plan (2003). All efforts to implement the General Plan are necessarily related to these Guiding Principles, and serve as specific activities that the City carries out in implementing the community's vision. The Guiding Principles are listed below, along with a sampling of those General Plan Implementation Actions that have helped to realize each Principle over the past year:

1. QUALITY OF LIFE. Maintain the high quality of life enjoyed by West Hollywood residents.

General Plan implementation actions underway that will improve quality of life include:

- ✓ *streetscape improvement projects;*
- ✓ *route improvements for the Cityline shuttle;*
- ✓ *ongoing outreach and informational programs; and*
- ✓ *numerous initiatives to address social services, sustainability, mobility, housing, parks and recreation, and more.*

2. DIVERSITY. Value the social, economic and cultural diversity of our people, and work to protect people who are vulnerable.

General Plan implementation actions underway that address diversity include:

- ✓ *targeted cultural programming and special events;*
- ✓ *demographic analysis and feedback on social services in the WeHo Cares Community Study; and*
- ✓ *ongoing efforts to promote health care, transit, and social services programs.*

3. HOUSING. Continuously protect and enhance affordable housing, and support Rent Stabilization laws. Recognize the need for preserving our housing stock as well as understand the need to positively shape new construction to meet our future housing needs. Support diverse income levels in new housing development

- ✓ *The Housing Element outlines goals and policies, as well as specific implementation programs, to address housing issues in the City. The annual Housing Element Progress Report is attached as Appendix C.*

4. NEIGHBORHOOD CHARACTER. Recognize the need to maintain and enhance the quality of life in our residential neighborhoods. Investigate standards to ensure buildings enhance the city's eclectic neighborhoods. Emphasize opportunities to meet housing needs and economic development goals along the commercial boulevards.

General Plan implementation actions underway that address neighborhood character include:

- ✓ *updates to the Zoning Ordinance to encourage new development in targeted areas on commercial corridors,*
- ✓ *historic preservation programs, and*
- ✓ *an upcoming study of incentives for maintenance and reuse of historic buildings.*

5. ECONOMIC DEVELOPMENT. Support an environment where our diverse and eclectic businesses can flourish. Recognize that economic development supports public

services, provides benefits associated with the City's core values, and adds character to our community.

General Plan implementation actions underway that enhance economic development include:

- ✓ *ongoing business support services and tourism marketing,*
- ✓ *preparation of economic assessment studies,*
- ✓ *streetscape improvement projects,*
- ✓ *updates to the Zoning Ordinance, and*
- ✓ *a planned branding and gateway signage program.*

6. ENVIRONMENT. Support innovative programs and policies for environmental sustainability to ensure health and proactively manage resources. Provide leadership to inspire others outside City limits.

General Plan implementation actions underway that support environmental sustainability include:

- ✓ *adoption and implementation of the Climate Action Plan,*
- ✓ *expanding parks and open spaces,*
- ✓ *water and energy efficiency upgrades to City facilities,*
- ✓ *ongoing operation of the Green Building Resource Center,*
- ✓ *adoption of a Single-Use Plastic Bag Ban Ordinance,*
- ✓ *recycling program outreach,*
- ✓ *planned installation of photovoltaic panels on the new City Hall parking structure,*
- ✓ *updates to the Zoning Ordinance to promote walkable mixed-use development near transit nodes,*
- ✓ *development of a new urban forest management plan, and*
- ✓ *a pending update to the Green Building Ordinance.*

7. TRAFFIC AND PARKING. Recognize that automobile traffic and parking are key concerns in our community. Strive to reduce our dependence on the automobile while increasing other options for movement such as walking, public transportation, shuttles, and bicycles within our borders and beyond. Continue to investigate innovative shared parking solutions.

General Plan implementation actions underway that address traffic and parking include:

- ✓ *a forthcoming update to the Pedestrian and Bicycle Master Plan, installation of bicycle parking,*
- ✓ *updates to the Zoning Ordinance to promote walkable mixed-use development near transit nodes,*
- ✓ *ongoing neighborhood traffic calming efforts,*
- ✓ *signal timing adjustments,*

- ✓ *streetscape improvement projects,*
- ✓ *a planned update to the Transportation Demand Management Ordinance,*
- ✓ *car sharing programs,*
- ✓ *installation of credit-card readers at public parking meters,*
- ✓ *implementation of parking credits districts, and*
- ✓ *construction of the new automated parking garage behind City Hall.*

8. GREENING. Seek new areas to increase park space and landscape areas in our streets, sidewalks, and open areas to create space for social interaction and public life.

General Plan implementation actions underway that will expand parks, landscape areas, and social spaces include:

- ✓ *improvements to West Hollywood Park,*
- ✓ *construction of a 7,000 square foot public plaza behind City Hall,*
- ✓ *development of a new urban forestry master plan,*
- ✓ *and several public gathering spaces and landscaped medians and sidewalk bulb-outs identified in the Avenues Streetscape Master Plan.*

9. ARTS AND CULTURE. Enhance the cultural and creative life of the community. Continue to expand cultural and arts programming including visual and performing arts, and cultural and special events.

Implementation actions underway that will enhance the arts and culture include:

- ✓ *development of a Community Cultural Plan,*
- ✓ *the ongoing City cultural grant program,*
- ✓ *maintenance of best practices in public art administration,*
- ✓ *upgrades to the Council chambers to enhance performance opportunities*

10. SAFETY. Protect the personal safety of people who live, work and play in West Hollywood. Recognize the challenges of public safety within a vibrant and inclusive environment.

Implementation actions underway that enhance public safety include:

- ✓ *an update to the Emergency Management Plan,*
- ✓ *active Neighborhood Watch programs,*
- ✓ *regular Community Emergency Response Team training,*
- ✓ *National Night Out events, and*
- ✓ *ongoing outreach by Public Safety Commissioners.*

2. Key Implementation Actions

The policy framework for the General Plan and Climate Action plan center on three main interconnected issues: mobility, land use, and sustainability. The following pages summarize the policy direction and highlight key implementation actions in each of these three categories.



Mobility Initiatives

General Plan and Climate Action Plan Policy Direction

The General Plan and Climate Action Plan emphasize linking land use and mobility decisions. The City's mobility strategy, as detailed in the General Plan, is to create a balanced and multi-modal transportation system that meets the needs of the community, and to improve the quality of life within West Hollywood while also actively participating in regional strategies to address transportation issues. West Hollywood benefits from an inherently walkable environment, and in 2011, was rated the most walkable city in California by Walk Score. Strategically enhancing and dynamically managing the City's multi-modal transportation network, including using creative strategies to manage parking as a limited resource, is critical to improving the City's commercial districts, residential neighborhoods, and diverse employment uses.

Status

The Long Range and Mobility Planning Division and Public Works Department are responsible for implementation of many of the mobility policies in the General Plan and Climate Action Plan. In the 18 months since the General Plan was adopted, several key projects and studies have been initiated, including:

- The **Avenues Streetscape Master Plan** (anticipated completion Spring 2013) has been drafted in partnership with a stakeholder Working Group. The document will guide streetscape improvement projects in the Avenues district, and brings together numerous goals and policies in the General Plan. The planned improvements will widen sidewalks, provide new pedestrian amenities and pedestrian-oriented street lights, enhance bicycle facilities, plant new street trees, adjust lane configurations to smooth traffic flow, and expand the City's open space network with new public gathering spaces.
- A comprehensive update to the **Bicycle and Pedestrian Master Plan** will begin in April 2013. The update will incorporate General Plan policy guidance,

- recommendations from the City's Bicycle Task Force, community input, and a thorough evaluation of existing pedestrian and bicycle facilities in order to develop a program of recommended improvements.
- Several improvements to the City's **bicycle network** are being implemented, including installation of 68 new bicycle racks, bike lanes on San Vicente Boulevard, ongoing bicycle safety classes, and installation of sharrow markings on Fountain Avenue.
 - **Pedestrian safety** enhancements include installation of three new flashing beacon signals at mid-block crosswalks.
 - Construction of the **West Hollywood City Hall Automated Garage and Community Plaza Project**, a new 200-car automated public parking garage, is expected to begin in 2013.
 - A **Parking Credits Program** has been implemented in the Avenues district.
 - Construction of **streetscape improvements** to La Brea Avenue are scheduled to start this year. The City is also seeking grant funding to develop a future streetscape improvement project along Fairfax Avenue.
 - City staff participate in **regional and sub-regional activities** (e.g. Metropolitan Transit Authority (MTA) and the Westside Council of Governments) to coordinate mobility initiatives including potential future bike-share programs.

Pending projects include:

- Development of a revised and expanded **Transportation Demand Management Ordinance** to encourage alternative transportation modes as well as multimodal connections is planned to begin in 2014.



Land Use Initiatives

General Plan and Climate Action Plan Policy Direction

The goals and policies of the Land Use and Urban Form Chapter of the General Plan are designed to maintain and enhance the City's residential neighborhoods and to focus any future development along commercial corridors well-served served by transit. The Land Use Chapter works in concert with the Mobility, Historic Preservation, and Economic Development Chapter to preserve the City's unique character, guide responsible infill development, promote mobility and quality of life, and enhance the economy. Maintaining a balance of diverse land uses within the City's compact urban form promotes active neighborhoods and commercial districts, and helps to reduce the need for residents and visitors to move about by car. The Climate Action Plan reinforces the General Plan's emphasis on linking land use and mobility efforts as a means to reduce greenhouse gas emissions and resulting climate change impacts.

Status

The Long Range and Mobility Planning and Current and Historic Preservation Planning Divisions are responsible for implementation of the land use policies in the General Plan and Climate Action Plan. In the 18 months since the General Plan was adopted, several key projects and studies have been initiated, including:

- **Updates to the Zoning Ordinance and Zoning Map**, including implementation of new commercial land use designations, eliminating mixed-use development incentives from certain parcels on Santa Monica Boulevard, eliminating the existing density bonus for exemplary green buildings in residential zones, eliminating the public parking and entertainment production facilities bonuses, and prohibiting new residential uses in certain commercial nodes, as well as Zone Text Amendments to reasonably accommodate persons with disabilities; address the parking interchangeability for gallery and retail uses; and eliminate the proliferation of banks on Sunset Boulevard.

- Following the Avenues Streetscape Master Plan, a planning study of **Melrose Avenue** will evaluate existing development incentives and seek to create a unified design and land use vision for the area.
- A study of **offsite advertising** on Sunset Boulevard is under way, and will address potential benefits and impacts and evaluation of creative signage proposals.

Pending projects include:

- Further updates to **the Zoning Ordinance and Zoning Map** to implement two new residential zones, address the maintenance and reconstruction of nonconforming buildings, evaluate development incentives, and update the Green Building Ordinance.
- A Request for Proposals to seek a consultant to assist with review and development of incentives for maintenance and reuse of **historic buildings** will be released in spring 2013.
- A comprehensive update to the **Sunset Specific Plan** is planned to begin in Fiscal Year 2014.
- A study to update the City's **California Environmental Quality Act (CEQA) thresholds of significance** to address topics such as climate change, multi-modal transportation, parks and recreation, and other topics, is scheduled to begin in Fiscal Year 2014.



Climate Change Initiatives

General Plan and Climate Action Plan Policy Direction

Environmental sustainability is one of the Guiding Principles of the General Plan, and is reflected in the policies of each Chapter. A special icon is used throughout the General Plan to highlight the numerous policies that most directly support sustainability goals. The Climate Action Plan lays out a toolbox of actions the entire West Hollywood community can take to reduce contributions to global climate change by reducing GHG emissions. The City Council established aggressive targets for the CAP, setting a goal of a 20 – 25% reduction in emission levels by 2035.

Status

While every division's activities help to further the City's sustainability goals, the Community Development Department and Public Works Department are responsible for implementing the majority of climate-change related programs. In addition to the interconnected land use and mobility programs detailed above, since the General Plan was adopted, several key sustainability projects and studies have been initiated, including:

- Approval and implementation of a **Single-Use Plastic Bag Ban Ordinance**.
- Installation of **Electric Vehicle Charging Stations** at City parking facilities.
- **Energy and water efficiency enhancements to City facilities**, including an energy audit of City Hall, installation of LED lighting in buildings and parking garages, installation of water-conserving fixtures, and development of a plan to centralize irrigation controls for greater efficiency.
- **Energy and water efficiency outreach efforts** to promote the Energy Upgrade California program, water conservation efforts,
- Ongoing funding and maintenance of the **Green Building Resource Center**.
- Expanding **green and open spaces** throughout the City, by continuing to implement the West Hollywood Park Master Plan, identifying new open spaces

in the Avenues Streetscape Master Plan, and creating 7,000 square feet of new open space on the site of the former City Hall surface parking lot, as well as ongoing efforts to identify locations for new pocket parks.

Pending projects include:

- An update to the City's **Green Building Ordinance** is anticipated to begin in Fiscal Year 2014.
- Development of a new **Urban Forest Management Plan** is scheduled for 2014.

3. Future Priorities and Upcoming Projects

While the goals, policies, and implementation actions of the General Plan guide the work of every City Department, the ongoing maintenance of the General Plan, and the majority of programs outlined within the document, fall under the purview of the Community Development Department. The Long Range and Mobility Planning Division of the Community Development Department was created, in part, to help implement the coordinated land use and mobility policies of the General Plan. In September 2012, the City Council reviewed and established priorities for the Division's ambitious work plan. In addition to ongoing programs, Division priorities for the next two years include (relevant General Plan Implementation Actions are noted in parentheses):

- A comprehensive update to the **Bicycle and Pedestrian Master Plan** (M-A.21, M-A.26, M-A.27) will begin in April 2013. The update will incorporate General Plan policy guidance, recommendations from the City's Bicycle Task Force, community input, and a thorough evaluation of existing pedestrian and bicycle facilities in order to develop a program of recommended improvements.
- An **urban design study of Melrose Avenue** (LU-A.11) will evaluate existing development incentives and seek to create a unified design and land use vision for the area.
- A series of land use, economic development, and mobility efforts are underway for the **Eastside** (LU-A.1, LU-A.7, ED-A.5). These include seeking grant funds for a Fairfax Transit District Streetscape Plan, seeking consultant assistance to develop an economic assessment of commercial districts on the Eastside (lead by the Economic Development Division), and updates to the Zoning Ordinance to implement a new residential land use designation along Fairfax south of Santa Monica Boulevard.
- Develop a policies and procedures manual for **Neighborhood Traffic Management and Livability** (M-A.10). Conduct assessments and provide recommendations on how to improve neighborhood livability, provide a toolbox of traffic calming measures, and provide information and resources to the public about the Neighborhood Traffic Management process.
- Development of a revised and expanded **Transportation Demand Management Ordinance** (M-A.33, M-A.34) to encourage alternative transportation modes as well as multimodal connections is planned as part of the FY 2014 workplan.
- **Evaluation of intersection improvements** will occur as increasing traffic volumes warrant (General Plan Mitigation Monitoring and Reporting Program 3.14-1).
- Evaluation of potential options for a local or regional **bike sharing program** (M-A.29) is ongoing. Staff regularly participates in a Westside Council of Governments working group to discuss a potential regional approach.
- Evaluation of the potential for **temporary pedestrian streets and parklets** (LU-A.8, CAP program G-1.3(E)) to increase pedestrian and green spaces in the public right of way.

Appendix A

General Plan Implementation Status Table

Appendix A
General Plan 2035 Implementation Status Table
 March, 2013

Project Status Key

Ongoing	Recurring or continuous action
Pending	Incorporated in a current work program and/or planned for the immediate future
Underway	In the process of being implemented
Complete	Action/task has been completed

GOVERNANCE

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	G-A.1	Community Core Value Report	Add a section to the City's annual report on General Plan implementation that identifies how the City's actions uphold the community's core values.	G-1.1	CDD	Ongoing				●	<i>Included in this report.</i>
	G-A.2	Volunteer Outreach Program	Provide information to the community on the wide array of volunteer opportunities, especially at local events such as farmer's markets and career fairs.	G-1.3	HSRS	Short	●				<i>Social Services publishes an annual list of volunteer opportunities and maintains related information on the City website. All Social Services outreach materials provide information about volunteer opportunities. Additionally, Human Resources attends local fairs to provide information regarding City internship and volunteer opportunities.</i>
	G-A.3	Board and Commission Activities and Training	Implement revisions to Advisory Board regulations with addition of annual work plans.	G-1.4	CMD	Short	●				<i>As part of the Annual Congress, each board and commission submits a list of accomplishments for the past year and goals for the upcoming year. Staff routinely conducts trainings on the Brown Act and Parliamentary Procedure for board and commission members, and the City Attorney conducted a training at the 2012 Annual Congress on the role of the boards and commissions.</i>
	G-A.4	Social Marketing	Develop a City-wide social marketing and communications structure through Twitter, Facebook, LinkedIn or other similar services to communicate with the West Hollywood community. The City should consider creating separate social marketing programs for each department and each City Council member. Utilize expertise of high school and university interns.	G-3.2	PIO	Short	●				<i>The City of West Hollywood's award winning New Media Strategy includes the integrated use of the City's website, www.weho.org; social networking with Facebook and Twitter; video streaming supported by Granicus; online photo sharing through Flickr; and a virtual media kit. The City's new media strategy has expanded to over 15 active social media accounts on several different platforms, including Facebook, Twitter, Instagram, Flickr, YouTube and others. The City's website continues to serve as a virtual City Hall to more than 1.5 million visitors per year and provides constantly updated information as well as live and on-demand streaming video.</i>

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	G-A.5	Virtual Public Counter	Develop a virtual public counter to allow on-line permitting and other City administrative functions.	G-3.4	CDD, FIN	Medium			●		An RFP was issued in November 2012 for a permitting and land use management system. The new system will include an online permit submittal feature, and is expected to be implemented in 2014.
	G-A.6	Electronic Records Retention	Implement an electronic records retention system to make all City records in electronic format. As part of this process the City will complete an RFP process for updated document imaging software.	G-3.5	ASD	Short; Ongoing			●		An RFP was issued on May 8, 2012. The City selected Laserfiche software and the vendor ECS Imaging Inc. On December 17, 2012 the City Council approved entering into a contract with ECS. The installation and conversion process is currently underway with a goal of providing access to all City staff by the end of March 2012, and eventually providing access to certain documents to residents via the City's website.

LAND USE AND URBAN FORM

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	LU-A.1	Update Zoning Ordinance	Following the completion of the General Plan update the Zoning Ordinance. REFER TO GENERAL PLAN FOR DETAILS.	LU-1.6; LU-1.13; LU-2.4 to LU-2.10; LU-2.12; LU-2.14; LU-3.5; LU-4.6; LU-7.5; LU-7.7; LU-8.6; LU-8.7; LU-10.5; LU-12.9; LU-14.7; LU-15.6	CDD	Short			●		Completed preliminary updates to land use designations, incentives, and zoning map. Updates to create the R3C-C and R4B-C zones and to address nonconforming structures, as described in the General Plan, are underway.
	LU-A.2	Edible Schoolyards	Collaborate with public and private schools to create "edible schoolyards" where students can grow fruits and vegetables.	LU-1.17	CDD, HSRS	Ongoing	●				Social Services contracts with a gardening consultant who works with local schools to plant gardens.
	LU-A.3	CEQA Thresholds	Following the adoption of the General Plan, update the City's CEQA thresholds of significance to address topics such as climate change/GHG emissions, multi-modal transportation, parks and recreation, and other topics.	LU-1.19	CDD	Short		●			Currently on hold, this project is anticipated to begin in FY 2013/14.

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	LU-A.4	Exaction Fee Study	Conduct a comprehensive study of exaction/impact fees for new development. The fees could pay a variety of capital expenditures including for public safety, streetscape, transportation, and other improvements.	LU-1.20	CDD, CMD	Medium					
	LU-A.5	Santa Monica Boulevard Master Plan	Implement the final phase of the Santa Monica Boulevard Master Plan.	LU-6.2 to LU-6.5	CDD, DPW	Medium	●				<i>A water feature was installed at the Sal Guarriello Veterans' Memorial.</i>
	LU-A.6	Update Street Tree Master Plan (STMP)	Update the STMP to identify new locations for street trees and other landscaping throughout the City.	LU-7.1, LU-7.3	DPW, HSRS	Medium		●			<i>To follow completion of new Urban Forest Management Plan (2014).</i>
	LU-A.7	Streetscape Master Plan	Update the Streetscape Master Plan. As part of the process, provide for enhanced pedestrian activity on commercial streets, and create an improvement plan that identifies specific improvements (e.g. landscaping, lighting, amenities, etc.), phasing, and funding sources for all major streets throughout the City.	LU-4.6, LU-7.1, LU-7-2	CDD, DPW	Medium	●				<i>Updated streetscape master plans are being prepared for specific districts and focused areas, rather than citywide. The Avenues Streetscape Master Plan (2013) and La Brea Avenue Streetscape Plan (2010) are examples.</i>
T-1.1(C)	LU-A.8	Temporary Pedestrian Streets	During select, limited times, transform portions of a street or corridor into a traffic-free, pedestrian and community space.	LU-6.1 to LU 6.8	CDD, DPW, HSRS	Short		●			<i>The Avenues Streetscape Master Plan (2013) will propose pedestrian improvements to Robertson Boulevard; options for temporary closures for pedestrian use can be explored during project feasibility studies.</i>
	LU-A.9	Street Light Replacement	Install pedestrian-scaled lighting in coordination with improved transit facilities (i.e., bus stops) on commercial streets.	LU-6.4	DPW	Ongoing		●			<i>The Avenues Streetscape Master Plan (2013) will recommend new pedestrian-scaled lighting to be installed during construction. Pedestrian-scaled lighting will be installed on La Brea Avenue as part of streetscape improvements in 2013.</i>
	LU-A.10	Metro Site Design Studies	Create design studies to show redevelopment options for the Metro facility on Santa Monica Boulevard. The study should also include a fiscal analysis of the proposed options.	LU-11.2	CDD	Medium		●			<i>Staff will solicit community input for and actively participate in an upcoming feasibility study for redevelopment of the Metro site by the MTA and a private development company.</i>
	LU-A.11	Greater Melrose Triangle Plan	Prepare planning studies for the Greater Melrose Triangle area and Melrose Avenue between Doheny and West Knoll Drives. The plans should create a unified design and land use vision for the area to enhance its role as a center of arts and design. <i>REFER TO GENERAL PLAN FOR DETAILS.</i>	LU-11.8	CDD	Short		●			<i>In preparation stages; anticipate beginning public outreach by summer 2013.</i>

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	LU-A.12	Sunset Specific Plan	Revise the Sunset Specific Plan to update the vision of Sunset Boulevard, as described in the General Plan.	LU-15.1 to LU-15.7	CDD, CMD	Short		●			An update to the Sunset Specific Plan is anticipated to begin in the second year of the current budget.
	LU-A.13	Offsite Advertising	Prepare a study that addresses offsite advertising, including the potential benefits and impacts. The study should make a recommendation for possible changes to offsite advertising. <i>REFER TO GENERAL PLAN FOR DETAILS.</i>	LU-16.1 to LU-16.9	CDD	Short			●		An amendment to the Sunset Specific Plan to address offsite advertising is underway and expected to be complete in 2013/14.
	LU-A.14	Maintenance of Parkways	Create informational materials for the public that describe standards for planting and maintenance of private landscaping in parkways.	LU-7.4	CDD	Short				●	Residential Parkway Guidelines are posted on the City website.

HISTORIC PRESERVATION

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	HP-A.1	West Hollywood Public Library	Develop a relationship with the library that allows for exchange of historic documents and provide the library with copies of historic documents in City's possession.	HP 1.1	CDD	Short	●				Staff is meeting to discuss procedures for housing documents regarding historic structures at the Library.
	HP-A.2	Materials Conservation	Conserve archival and primary source technical material suitable for eventual inclusion in the West Hollywood Room of the public library.	HP 1.1	CDD	Ongoing	●				Ongoing.
	HP-A.5	Cultural Resources Map	Create a base map of cultural resources.	HP 1.2	CDD	Short		●			Existing base map to be updated in 2014 as part of Current and Historic Preservation Planning work program.
	HP-A.6	Cultural Resources Survey	Revise and update survey in the future as funding and staff resources allow, adding properties and reevaluating previously surveyed properties.	HP 2.1	CDD	Ongoing	●				Ongoing.
	HP-A.7	Property Owner Assistance	Meet with property owners to explain the benefits afforded to designated historic buildings.	HP 2.3	CDD	Ongoing	●				Ongoing.
	HP-A.8	Cultural Resource Workshops	Hold cultural resource training workshops for new Historic Preservation commissioners.	HP 4.1	CDD	Ongoing	●				Ongoing.
	HP-A.9	Staff Training	Provide training to staff in the use of the State Historical Building Code (SHBC).	HP 3.3	CDD	Ongoing	●				Ongoing.

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	HP-A.12	Preservation Area on Website	Post and regularly update information on the City's website regarding cultural resources, including a list of designated cultural resources, and historic maps and photographs when available.	HP 4.3	CDD	Short		●			<i>Ongoing efforts to update information regarding historic resources on the City's website.</i>
	HP-A.13	Cultural Resources Marketing	Develop marketing materials featuring cultural resources to attract visitors and businesses to the City.	HP 6.1	CDD, PIO	Ongoing	●				<i>Ongoing work by PIO and the City's Arts & Cultural Affairs Division to promote West Hollywood's cultural attractions.</i>
	HP-A.14	Technical Resources	Maintain and make available to City staff and property owners technical resources related to historic preservation.	HP 5.1	CDD	Ongoing	●				<i>Ongoing.</i>
	HP-A.15	Mills Act	Continue the Mills Act program, including execution and monitoring of contracts.	HP 5.2	CDD	Ongoing	●				<i>Ongoing.</i>

ECONOMIC DEVELOPMENT

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	ED-A.1	Economic Development Strategy	Develop a plan that attracts new businesses, retains existing businesses, and allows for expansion in order to maintain a diverse economy.	ED-3.2; ED-3.10; ED-7.4	CDD, CMD	Short		●			<i>An RFP for consultant assistance with an economic assessment study for the east side will be released in 2013.</i>
	ED-A.2	Business Support Services	Continue to provide technical assistance to businesses wishing to locate in the City or existing businesses wishing to expand through the City's regulatory processes and permits.	ED-3.11	CMD	Ongoing	●				<i>Ongoing part of Economic Development work plan.</i>
	ED-A.3	Tourism	Work with economic development partners to develop a marketing program to attract specific markets including LGBT and international travelers.	ED-1.4; ED-1.7	CMD	Short	●				<i>The Marketing and Visitors Bureau operates partnerships with Palm Springs, San Diego and West LA (consisting of West Hollywood, Marina Del Rey, Santa Monica and Beverly Hills) to cross-promote these destinations where it makes sense, especially among international travelers who tend to visit several destinations within the United States.</i>
	ED-A.5	Commercial Sub-Area Analysis	Conduct a study to analyze the fiscal health and quality of life in each commercial sub-area – on its own and relative to the City as a whole. As necessary, monitor the progress of each sub-area. The study could include an analysis of the land uses in each area, the business mix, revenues, and other similar information.	ED-2.3	CMD	Short		●			<i>An RFP for consultant assistance with an economic assessment study for the east side will be released in 2013.</i>

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	ED-A.8	Permitting Process	Evaluate and adjust processes for business licenses, signs, building modifications and development projects.	ED-4.1	CDD, CMD	Short			●		<i>Staff is preparing revisions to Zoning Code regulations regarding modifications to nonconforming residential and commercial buildings.</i>
	ED-A.9	Revenue Source Monitoring	Continue to monitor the performance of major revenue sources such as retail sales and Transient Occupancy Tax.	ED-2.1; ED-4.3	CMD, FIN	Ongoing	●				<i>Ongoing monitoring. Staff meets regularly with Visit West Hollywood staff to ensure projections for Transient Occupancy Tax (TOT) remain accurate.</i>

MOBILITY

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
T-	M-A.2	Santa Monica	Conduct a study on the feasibility of creating a	M-1.4	CDD,	Short		●			<i>Ongoing discussions with interdepartmental team from City</i>
	M-A.3	Street Design	Develop design guidelines and management	M-3.3; M-	CDD,	Medium		●			<i>Pedestrian and Bicycle Master Plan Update (2013) to address</i>
	M-A.4	Street Dedication	Establish street network dedication	M-5.5	CDD,	Short	●				<i>Ongoing project-specific easements to widen sidewalks with</i>
	M-A.7	Alternative Fuel	Develop requirements for alternative fuel	M-2.5	CDD	Medium			●		<i>Electric Vehicle Charging Stations have been installed at the</i>
	M-A.8	Walkability Rating System	Develop a rating/monitoring system for the effectiveness of West Hollywood's streets in attracting pedestrians and pedestrian activity. San Francisco Department of Public Health's Pedestrian Environmental Quality Index (PEQI) could be used as such an assessment tool.	M-3.2; M-3.3	CDD	Short		●			<i>To be incorporated in Pedestrian and Bicycle Master Plan Update (2013).</i>
	M-A.10	Local Circulation Studies	Undertake studies of residential neighborhoods on a case by case basis to identify local circulation patterns in order to assess the opportunities and needs to restrict, divert, or mitigate arterial traffic intrusion; such studies to include an assessment of the traffic impacts on the entire neighborhood and the participation of neighborhood residents to prepare a consensus plan of neighborhood traffic control.	M-7.1 to M-7.4	CDD	Medium	●				<i>Ongoing. Neighborhood traffic calming measures such as traffic circles and medians to improve residential livability to be installed on Cynthia & Larabee in spring 2013. A project to develop a comprehensive approach to neighborhood traffic calming and greening will begin in 2013.</i>
T-2.3(C)	M-A.12	CityLine Expansion	Expand CityLine service hours and route operations, especially to ease nighttime congestion connecting to Sunset Boulevard.	M-1.4	HSRS	Medium			●		<i>Analysis of CityLine complete. CityLine route improved, under-utilized stops eliminated, route simplified resulting in regular schedule and increased frequency. Staff prioritized analysis and improvements of the daytime City transit programs this year. Social Services staff presented very preliminary information to the City Council on operational costs and various vehicle options for an evening trolley service which would be different from a City line expansion.</i>

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	M-A.13	Public Transportation Service Improvements	Monitor public transportation services such as demand-responsive service, shuttle service, and medical transit service to identify the most cost-effective and efficient manner to provide these services.	M-1.4	HSRS	Medium			●		<i>Analysis of Dial-a-Ride and CityLine complete, with resulting improvements made. Beginning analysis of a change from coupons to a swipe card system for the taxi program.</i>
	M-A.14	Transit Information and Media	Provide transit information to West Hollywood residents directly through the mail, in local magazines, on the City's website, or through other communication media.	M-1.8	CDD, HSRS, PIO	Short	●				<i>Social Services provides transit information to residents on an ongoing basis through a variety of media: New brochures published and distributed. Website regularly updated. New CityLine maps and brochures distributed at community events and in conjunction with outreach activities of the 2013 Community Study, at the Parks, Library, Farmer's Market, Community Center, Housing Corporation and HUD housing buildings. Transit information featured on the WeHo CARES Social Services Facebook page. Additionally, the City's Long Range Planning Division will work to provide the public with information on a range of issues including new bicycle lanes and bicycle racks, Zipcar program, and highlighting alternative transportation within West Hollywood in the upcoming Spring 2013 newsletter.</i>
	M-A.15	City-wide Transit Study	In partnership with Metro, conduct a study to determine gaps in transit facilities and services throughout the City.	M-1.2; M-1.4	HSRS	Medium		●			<i>Staff prioritized analysis and improvements of the daytime City transit programs this year. Social Services staff presented very preliminary information to the City Council on operational costs and various vehicle options for an evening trolley service which would be different from a City line expansion. The City Council directed that the Economic Development Division continue that analysis. The City Council also directed that Social Services staff return to the Council with ideas for expansion of City line and replacement of the Metro DASH service.</i>
	M-A.16	Signal Timing	Adjust signal timing to minimize transit delay along Santa Monica Boulevard and other transit corridors.	M-1.9	DPW	Short			●		<i>Public Works is implementing a Metro grant for transit priority improvements at 28 intersections citywide to be upgraded in the next year.</i>
T-3.3(D)	M-A.17	Bus Only Lanes	Conduct a feasibility study of bus-only lanes during peak hours to prioritize transit patrons over single occupant vehicles.	M-1.9	CDD, DPW	Short			●		<i>Public Works is implementing a Metro grant for transit priority improvements at 28 intersections citywide to be upgraded in the next year.</i>
	M-A.18	Street Furniture Program	Continue to implement a street furniture program to manage news racks, sidewalk cafes, bus shelters, benches, and other pedestrian amenities.	M-3.5	CDD, DPW, HSRS	Ongoing		●			<i>Ongoing.</i>

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
T-1.1(A), T-1.1(E)	M-A.19	Pedestrian Obstacle and Gap Survey	Conduct a survey of pedestrian obstacles and sidewalk gaps and implement the recommendations over time.	M-3.3	CDD, DPW, HSRS	Short	●				<i>On an annual basis, City sidewalks are inspected for safety issues and repaired. Further analysis of pedestrian obstacles will be addressed in the Pedestrian and Bicycle Master Plan update (2013).</i>
	M-A.20	Priority List for Enhanced Crossings	Develop a priority list for enhanced pedestrian crossings of arterials and other major barriers.	M-3.11	CDD, DPW	Short		●			<i>To be incorporated in Pedestrian and Bicycle Master Plan Update (2013). Flashing beacons for mid-block pedestrian crossings have been installed at three demonstration sites (2013).</i>
	M-A.21	Implementation of Enhanced Crossings Priority List	Enhance pedestrian crossings of arterials and other barriers, as identified in the priority list.	M-3.11	CDD, DPW	Medium		●			<i>Flashing beacons for mid-block pedestrian crossings have been installed at three demonstration sites (2013).</i>
	M-A.24	Bicycle System Quality Survey	Conduct a bicycle system quality survey to establish performance measures, identify inconvenient or potentially unsafe routes/intersections, and prioritize infrastructure improvements within the street network.	M-4.1	CDD, DPW	Short		●			<i>To be incorporated in Pedestrian and Bicycle Master Plan Update (2013).</i>
	M-A.25	Bicycle Priority Streets	Designate key streets as "bicycle priority streets" or "bicycle boulevards" and limit traffic flow on these streets.	M-4.7	CDD	Medium		●			<i>Analysis to be incorporated in Pedestrian and Bicycle Master Plan Update (2013).</i>
T-1.1(B), T-2.1(A), T-2.2(B)	M-A.26	Bicycle and Pedestrian Master Plan Update	Update the Bicycle and Pedestrian Master Plan as appropriate.	M-3.4; M-4.1	CDD	Short			●		<i>Contract with consultant in February 2013, expected completion by October 2013.</i>
T-2.2(A)	M-A.27	Bicycle Parking Analysis	Conduct an analysis of bicycle parking in the City's commercial areas, located in underserved areas and damaged or poorly performing parking facilities.	M-4.3	CDD	Short			●		<i>Continue evaluation and installation of bicycle parking in commercial areas. Additional analysis be incorporated in Pedestrian and Bicycle Master Plan Update (2013).</i>
T-2.2(C)	M-A.28	Bicycle Parking Implementation	Install bicycle parking in underserved areas.	M-4.3; M-4.4	CDD, DPW	Medium	●				<i>70 new bicycle racks have been installed. Additional bicycle racks will be installed in public rights of way citywide in 2013 and bicycle parking will be included in the City Hall Automated Garage and Public Plaza project. A "Request a Bike Rack" program was developed for local businesses. Additional analysis be incorporated in Pedestrian and Bicycle Master Plan Update (2013).</i>
T-2.1(C)	M-A.30	Bicycle Parking Requirements	Update the City's Zoning Ordinance to require bicycle parking in all new development projects in commercial and residential areas, considering the following specifications: <i>REFER TO GENERAL PLAN FOR DETAILS.</i>	M-4.2; M-4.6	CDD	Short		●			<i>Part of LRMP division work program. Preliminary discussions regarding the bicycle parking ordinance have been discussed with the Transportatio Commission.</i>

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	M-A.31	Nexus Study and Impact Fees for New Development	Perform a City-specific nexus study and implement a transportation impact fee to mitigate negative transportation impacts of new development. Fees should be based on project component(s) and size(s).	M-5.9	CDD	Medium		●			<i>On hold.</i>
	M-A.33	TDM Ordinance Expansion	Implement a revised transportation demand management (TDM) program and ordinance to continue to encourage alternative transportation modes as well as multimodal connections.	M-6.1	CDD	Short		●			<i>Planned as part of LRMP work program for FY 2014. Currently developing recommendations for updates and conducting research.</i>
T-4.3(F)	M-A.34	TDM for New Development	Update the official list of appropriate Transportation Demand Management (TDM) requirements for new development to include, among other items, that all new residential and commercial development greater than 10,000 square feet or 10 residential units will be required to provide a 50% transit subsidy for all employees and residents for a 20-year lifetime of the building.	M-6.1; M-6.4	CDD	Short		●			<i>Planned as part of LRMP work program for FY 2014. Currently developing recommendations for updates and conducting research.</i>
	M-A.35	Public Outreach	Develop a public information and incentive program to encourage the use of alternative transportation, including transit, bicycles, pedestrian, taxis, car sharing, telecommuting, and other innovative programs by local residents and City employees.	M-1.8; M-4.7	CDD, PIO	Medium	●				<i>The Public Information Office regularly works with the Public Works and Community Development departments on Zipcar, flashing beacons, bicycle lanes, bandit cabs, City line and more.</i>
T-4.2(A)	M-A.36	Car Sharing Companies	Develop relationships with car share companies to expand car sharing to West Hollywood.	M-2.7; M-8.16	CDD	Medium			●		<i>Implemented pilot program with ZipCar. Pilot program expires in 2013.</i>
T-4.3(B)	M-A.39	Shared Parking Strategies	Evaluate potential for shared parking strategies in the commercial corridors and the Transit Overlay Zone.	M-8.3; M-8.7; M-8.8	CDD, DPW	Medium			●		<i>Implemented a pilot parking credits district in the Avenues District (July 2012).</i>
	M-A.43	Innovative Parking Management Studies	Conduct studies for each commercial sub-area to determine the feasibility/applicability of implementing innovative parking solutions and technologies including congestion pricing for parking, stackers, robotics, lifts, carousels, courts and other technologies.	M-8.2	CDD, DPW	Long			●		<i>West Hollywood City Hall Automated Parking Garage breaking ground in July, 2013.</i>
	M-A.44	Parking and Way-finding	Implement a way-finding signage program to help drivers better navigate to existing parking facilities.	M-8.4	DPW	Short			●		<i>Developing RFQ (planned release: April, 2013) for a branding, wayfinding, and gateway signage program.</i>

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	M-A.46	Credit Card Readers	Continue to install credit-card readers at meters and pay stations wherever possible.	M-8.2	DPW	Short				●	<i>Credit-card readers installed at parking meters citywide (July, 2012).</i>
	M-A.47	Real-Time Parking Occupancy Sensors	Install electronic sensors to provide real-time occupancy data for municipal on-street and off-street spaces.	M-8.2	DPW	Medium			●		<i>Realtime occupancy data for parking garages to be posted as part of the pending wayfinding/signage program. Staff continues to evaluate the feasibility of on-street parking sensors.</i>
	M-A.48	Parking Credits Districts	Implement "parking credits" districts in commercial areas that have a demonstrated surplus of available spaces and/or new public spaces. "Parking credits" provide a streamlined and transparent way for the City to allocate shares of surplus publicly available parking to new and expanding businesses in commercial districts. They also encourage shared parking which helps promote "park-once" behavior.	M-8.7; M-8.8	CDD, DPW	Medium			●		<i>Program implemented in Avenues district in July 2012. May be expanded to other commercial districts.</i>

HUMAN SERVICES

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	HS-A.1	Survey Quality of City-Funded Social Services	Distribute surveys to a sample of recipients of human services to obtain feedback regarding service quality.	HS-1.4; HS-1.5	HSRS	Ongoing	●				<i>Contracted social service agencies are required to collect client satisfaction surveys and submit this information annually to the City. In addition, the current WeHo Cares Community Study, to be complete by Spring 2013, includes a survey of residents and will gather information about social services need, use and satisfaction.</i>
	HS-A.3	Social Services Needs	Continue to conduct a community social services needs assessment and collect demographic data.	HS-1.4	HSRS	Short	●				<i>The City receives demographic information monthly on service users. The WeHo Cares Community Study, to be complete by Spring 2013, will present updated demographic information on the community and present census information.</i>
	HS-A.4	Health Care Information	Continue to update and expand resources on the City's web page with information and directions to free and low cost medical care as well as to programs for HIV prevention, HIV/AIDS services, physical fitness, healthy foods, mental health, substance abuse treatment, emergency preparedness and response, heat-wave days, and other health-related issues relevant to the community.	HS-1.2; HS-1.3	HSRS, PIO	Short	●				<i>Social Services Division publishes a variety of guides to health services and public health information. The City website is updated continually so that service information is current and accurate. Health care issues are featured prominently in the City newsletter, on WeHo News shows, and other Cable programming.</i>

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	HS-A.5	City Cultural Facilities	Obtain, convert or develop cultural facilities to support theater, exhibition, performance, meeting, and social space.	HS-2.3; HS-3.1	CMD, HSRS	Long	●				Upgrades were made to the City Council chambers to enhance performance opportunities. Guidelines have been developed for pop-up art spaces in the City.
	HS-A.6	City Cultural Identity	Engage local artists and community members in public art opportunities and processes for distinctively West Hollywood projects.	HS-2.2; HS-2.4	CMD	Medium	●				This is an ongoing part of the workplan for the Art on the Outside program and links to the Public Art Master Plan. Also, developing a RFQ (planned release: April, 2013) for a branding, wayfinding, and gateway signage program.
	HS-A.7	Targeted Cultural Programming	Provide cultural programs for elderly, youth, and vulnerable populations.	HS-3.3	HSRS	Short	●				Plummer Park is the host site of numerous cultural events, such as the Russian Cultural Festival, the Red Tribe Pow Wow, Yom Hashoah Holocaust Remembrance, Senior Health Fair, Victory in Europe Day, and Unity in Diversity Young Performers Concerts. Contract classes include the West Hollywood Chess Academy and Russian dance and ballet offered by the International Kids Theatre. The Recreation Division also facilitates or participates in planning events such as 1 Billion Rising, Harvey Milk Day, National Coming Out Day, AIDS Walk, Transgender Remembrance Day, and World AIDS Day. Additionally, the Recreation Division offers affordable Tiny Tot and preschool programs, and summer camp program that provides daily supervision and activities for 100 children over an eight-week period.
	HS-A.8	Best Practices in Public Art Administration	Generate and maintain best practices and standards for public art administration and incorporation of public art in public infrastructure and capital improvements.	HS-2.10	CMD	Medium	●				Implemented Collections Management and Conservation Program. Working on deaccession policy for private artworks. Engaging consultant assistance to ensure timeliness of project implementation. Reviewing Urban Art Policy and guidelines to ensure they meet with current standards in the field.
	HS-A.9	Public Art Master Plan	Develop a public art master plan to include the identification of opportunities and direction for permanent and temporary art works, programs, and projects throughout the City.	HS-2.8	CMD	Short		●			May be included in the Community Cultural Plan currently under development with the Arts and Cultural Affairs Commission.
	HS-A.10	Community Cultural Plan	Develop a community cultural plan to include the documentation of the City's arts and cultural assets, needs, opportunities and resources, and the development of an agenda for the future.	HS-2.1	CMD	Short			●		Staff is working with the Arts and Cultural Affairs Commission on developing a Community Cultural Plan.
	HS-A.11	Cultural Grants	Provide community-accessible performances, exhibitions and cultural activities with the support of a City cultural grant program.	HS-3.2	CMD	Ongoing	●				Staff and the Arts and Cultural Affairs Commission continue to evaluate and monitor the cultural grant program, application process, and evaluation process.

PARKS AND RECREATION

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	PR-A.1	Open Space Identification Study	Conduct a study to identify current, potential, and new parks and open space opportunities in the City, including both public land and private land that can be purchased for open space. As part of the study, prioritize open space opportunities based on community need. Modify the plan over time as conditions change.	PR-1.1; PR-1.9	DPW	Short; Ongoing	●				<i>The City continues to look at potential sites to expand open spaces. The West Hollywood City Hall Automated Garage and Public Plaza project will provide 7,000 square feet of new open space.</i>
G-1.3(D)	PR-A.2	Park Funding	Review existing and explore new funding mechanisms for acquiring additional park land and open space.	PR-1.1; PR-1.9	DPW, HSRS, FIN	Short		●			<i>The City receives ongoing funds for parks from Quimby fees associated with new development. Bonds are typically issued for capital improvements for specific projects. Staff is currently developing an RFP for a consultant to review the City's method of parks fee exaction (2013).</i>
	PR-A.3	Plummer Park and West Hollywood Park Improvements	Improve Plummer Park and West Hollywood Park according to their master plans.	PR-1.3	HSRS	Medium			●		<i>Phase II of the West Hollywood Park Master Plan is currently being evaluated for feasibility.</i>
G-1.3(G)	PR-A.4	Parkland Dedication Ordinance	Study the feasibility of adopting a parkland dedication ordinance to exact and receive parkland fees from new development that does not include subdivision of land or airspace.	PR-1.7; PR-1.9	CDD, DPW	Short		●			<i>The City receives ongoing funds for parks from Quimby fees. Bonds are typically issued for capital improvements for specific projects. Staff is currently developing an RFP for a consultant to review the City's method of parks fee exaction (2013).</i>
G-1.3(C)	PR-A.6	Parks Master Plan	Implement a Parks Master Plan to guide operations, specific improvements, and expansion of parks and open spaces, including new pocket parks throughout the City.	PR-1.14	DPW, HSRS	Short/Medium	●				<i>The Facilities Division continues to work with the City Manager's Office to identify locations for new pocket parks. Future phases of the West Hollywood Park Master Plan implementation will expand park facilities. Also, the Avenues Streetscape Master Plan identifies several new locations for public gathering spaces.</i>
	PR-A.7	Lighting Standards	Create lighting standards for City parks that balance visibility for safety with potential adverse light trespass on neighboring properties.	PR-1.4; PR-1.5	DPW	Short	●				<i>LED lighting has been installed at test sites in Plummer Park.</i>
	PR-A.8	Minimum Park Amenities	Install benches and shade structures in parks per the Parks Master Plan.	PR-1.1	DPW	Short	●				<i>Ongoing.</i>
	PR-A.9	Sustainable Plant Palette	Establish palette of drought-tolerant and climate-appropriate plant species for the City's parks.	PR-1.8; PR-3.4	DPW	Short	●				<i>Climate-appropriate plants continue to be utilized in parks.</i>
	PR-A.11	Volunteer-Based Programming	Create and enable volunteer-based recreational programming, ongoing classes, and other uses for the City's parks and recreational facilities.	PR-2.2; PR-2.4; PR-2.6	HSRS	Medium	●				<i>Volunteers are actively recruited and utilized for special events, such as the annual West Hollywood Book Fair.</i>

INFRASTRUCTURE, RESOURCES, AND CONSERVATION

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	IRC-A.1	Infrastructure Financing Plan	Create an infrastructure financing plan that focuses on economic sustainability.	IRC-1.1; IRC-2.1	DPW, FIN	Short	●				<i>A 20-year forecast is in place for infrastructure in the public right of way, and is updated on an ongoing basis. Financing plans for Kings Road Park, Plummer Park, and City Hall are in place as part of the Capital Improvement Budget.</i>
	IRC-A.2	Update City Service Providers	Provide information on the City's projected growth to the utility service providers for water, electricity, and gas to ensure that there is sufficient capacity to handle the growth projected in the City.	IRC-2.4	CDD, DPW	Short	●				<i>Staff continues to work with utility companies to ensure adequate capacity. Coordination with utility service providers is required as part of the development entitlement process, and project-specific updates are provided to utility providers on an ongoing basis.</i>
	IRC-A.6	Municipal Water Use Reduction	Create a master plan for retrofitting municipal facilities and public rights-of-way with fixtures and materials that reduce water consumption.	IRC-3.5	DPW	Short			●		<i>Water efficiency upgrades to City Hall have been completed; pursuing plan to centralize irrigation controls.</i>
W-1.1(A)	IRC-A.8	Water Conservation Education	Work with water providers to continue education efforts on water conservation.	IRC-3.4	DPW, PIO	Ongoing	●				<i>Included information tips on water conservation and water rate adjustments in Summer 2009 newsletter; links to additional information on website.</i>
CL-a.2(A)	IRC-A.11	Municipal Building Energy Audit	Conduct an energy audit of all municipal buildings.	IRC-6.2	DPW	Short	●				<i>An energy audit for City Hall has been completed; additional audits will be conducted for other City facilities.</i>
E-2.1(A)	IRC-A.15	Green Building Resource Center	Continue to fund and operate the green building resource center.	IRC-5.2	CDD	Ongoing	●				<i>Funding for the Green Building Resource Center is included in the current budget and expected to continue through future budget cycles.</i>
	IRC-A.16	Green Building Ordinance	Update the Green Building ordinance following General Plan adoption.	IRC-5.1	CDD	Short		●			<i>An update of the Green Building Ordinance is anticipated to begin in FY 2014.</i>
	IRC-A.17	Climate Action Plan	Adopt CAP including measures intended to reduce GHG emissions within City operations and community at-large. Overall, the goal of the CAP is to reduce WeHo's community-wide GHG emissions by 20 to 25% below 2008 levels. The CAP establishes a comprehensive, community-wide GHG emissions reduction strategy for WeHo. <i>REFER TO GENERAL PLAN FOR DETAILS.</i>	IRC-6.3	CDD	Short				●	<i>Climate Action Plan was adopted along with the West Hollywood General Plan 2035 in September, 2011.</i>
SW-1.3(A)	IRC-A.23	Plastic Bag Ban Ordinance	Adopt an ordinance to ban plastic bags.	IRC-10.8	CDD, DPW, CMD	Medium				●	<i>Adopted by the City Council August 20, 2012. Effective for stores over 10,000 square feet as of February 20, 2013, and for all retail stores as of August 20, 2013.</i>

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	IRC-A.24	Plastic Bag Ban Enforcement and Outreach	Develop an educational campaign outlining environmentally-friendly alternatives to plastic bags for residents and business owners.	IRC-10.10	DPW, PIO	Medium	●				<i>Integrated promotions campaign including PSA with WeHo TV, news release, news briefs, newsletter, website articles and social media outreach. Distribution of reusable shopping bags with "bring your own bag" logo and informational flyers ongoing. Detailed information and resources available at www.weho.org/plasticbagban.</i>
	IRC-A.25	Recycling Program Outreach	Continue to provide information on recycling to businesses and residents.	IRC-10.4	DPW, PIO	Ongoing	●				<i>Created a "Recycling Saves" campaign in Summer 2012 that included outreach through news release, City Calendar, News Briefs, posters, flyers and bus shelter ads. The "One Can" Streetside Recycling Campaign is underway.</i>
	IRC-A.26	Recycling Bins in Public Spaces	Continue to add recycling bins in public spaces, including parks, public buildings, and along public streets.	IRC-10.6	DPW, HSRS	Ongoing				●	<i>The city's streetside trash is 80% recycled - separated into clean commodities that are diverted from the waste stream. There is no longer a need for separate recycling bins in public spaces.</i>
	IRC-A.27	Green Waste & Parks Program	Create a green waste recycling program at major City parks, incorporating community gardening and composting education, and including access to green waste collected by the City for public use.	IRC-10.2	DPW, HSRS	Medium	●				<i>Compost is distributed at community gardens and farmers markets.</i>
	IRC-A.28	Landscape Demonstration Sites	Establish efficient landscape demonstration sites (private and/or City-owned) with information on irrigation strategies, greywater systems, and native planting.	IRC-3.7	DPW	Short				●	<i>A landscape demonstration site was established at the Orange Grove lot (2012).</i>

SAFETY AND NOISE

CAP Action	GP Action	Action Name	Action Description	Policy	CDD, CMD	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	SN-A.1	Needs Assessment from New Growth	Update the City's assessment of the impacts of new development on the level of police and fire services provided to the community following adoption of the General Plan.	SN-6.1; SN-8.1	CDD, CMD	Short			●		<i>Sheriff and Fire facilities in the City are currently at capacity; evaluation of expansion opportunities are underway.</i>
	SN-A.2	Emergency Management Plan	Update the WeHo Emergency Management Plan as appropriate to reflect current conditions in the City and prepare for expected future growth. The EMP should include plans for police and fire services, vulnerable populations, and sensitive facilities as well as plans for the continuity of community following a disaster. EMP should also include potential impacts from global climate change.	SN-1.7	CMD	Short			●		<i>The Emergency Management Plan is currently being updated as part of a three-year cycle; included AFN, state and terrorism updates.</i>
	SN-A.4	Community Forums for Police/Fire Services Assessment and Community Engagement	Establish communication forums between police and fire department staff and the community to obtain community feedback regarding service, service needs and, to engage the community in crime prevention.	SN-8.2	CMD	Short	●				<i>The Public Safety Commission meets monthly; the thirteen Neighborhood Watch groups meet one to two times per year; CERT training is conducted two to three times per year. Additional outreach is conducted for National Night Out, and on an ongoing basis by Public Safety Commissioners.</i>
	SN-A.5	Support Neighborhood Watch Programs	Support existing and expand neighborhood watch programs for both residential and commercial areas.	SN-7.2	CMD	Ongoing	●				<i>Currently, approximately 13 Neighborhood Watch groups each meet one to two times each year. Many Neighborhood Watch groups participate in the annual National Night Out event.</i>
	SN-A.6	Public Safety Education	Continue public education programs to enhance public safety about fire safety and crime prevention as well as emergency preparedness.	SN-7.4	CMD	Ongoing	●				<i>Public Safety Commissioners regularly visit other boards and commissions along with Neighborhood Outreach efforts to educate the community about safety issues.</i>
	SN-A.8	Building and Infrastructure Seismic Retrofits	Evaluate and update the City's existing building stock and infrastructure seismic retrofit program for orderly and effective identification of vulnerable buildings/infrastructure, outreach, education, support and enforcement.	SN-1.1	CDD, DPW	Medium			●		<i>Updated inventory of building stock and identified visible seismic issues and submitted to structural engineer for further study.</i>
	SN-A.9	Support for Hazard Mitigation in Existing Development	Establish support mechanisms and programs to assist the community in addressing outstanding potential risks from natural hazards in existing development, such as seismic hazards, flooding, landslides, subsurface gas and fires.	SN-1.8	CDD, DPW	Medium		●			<i>Programs and draft Municipal Code amendments to result from seismic study, above.</i>

CAP Action	GP Action	Action Name	Action Description	Policy		Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	SN-A.10	Neighborhood-Level Hazard/Emergency Programs	Continue to utilize existing neighborhood networks to expand community outreach and education regarding potential hazards, hazard mitigation, available resources, and emergency response.	SN-7.4	CMD	Ongoing		●			<i>Public Safety Commissioners regularly visit other boards and commissions along with Neighborhood Outreach efforts to educate the community about safety issues.</i>
	SN-A.13	Municipal Code Update	Revise the City's Municipal Code to implement policies related to noise. <i>REFER TO GENERAL PLAN FOR DETAILS.</i>	SN-5.1; SN-5.3	CDD, DPW	Short				●	<i>Specified noise-related policies are already incorporated in the Municipal Code.</i>
	SN-A.14	Home-Based Businesses and Noise Ordinance	Adopt a home-based business ordinance that provides opportunities for legal and conforming home-based businesses within the community, while protecting neighbors from potential noise impacts.	SN-3.1	CDD, DPW	Short				●	<i>Complete.</i>

Appendix B

Climate Action Plan Implementation Status Table

Appendix B
Climate Action Plan Implementation Status Table
 March, 2013

Project Status Key

Ongoing	Recurring or continuous action
Pending	Incorporated in a current work program and/or planned for the immediate future
Underway	In the process of being implemented
Complete	Action/task has been completed

COMMUNITY ENGAGEMENT AND LEADERSHIP

GP Action	CAP Action	Action Description		Time Frame	Project Status				Notes
					Ongoing	Pending	Underway	Complete	
IRC-A.11	CL-1.2(A)	Conduct an energy audit of all municipal buildings.	DPW	Short	●				An energy audit for City Hall has been completed; additional audits will be conducted for other City facilities.
	CL-1.2(B)	Install solar photovoltaics on municipal buildings.	DPW, FIN	Medium		●			Photovoltaics to be installed on the City Hall Automated Parking Structure.
	CL-1.2(D)	Install electronic building performance displays in all publicly accessible buildings.	DPW	Medium		●			Informational signage regarding building environmental performance to be installed on the City Hall Automated Parking Structure.
	CL-1.2(E)	Continue to install energy efficient lighting and hand dryers in municipal operations.	DPW	Short	●				Installed LEDs where applicable (i.e., stairwells, elevators); exploring use of LEDs in parking garage.
	CL-1.3(A)	Continue water audits of all municipal buildings and operations.	DPW	Short	●				Ongoing.
	CL-1.3(B)	Continue to reduce water consumption in municipal buildings.	DPW	Medium	●				Water conservation upgrades installed at City Hall.
	CL-1.3(C)	Continue to reduce water consumption in municipal landscape irrigation.	DPW	Medium	●				Pursuing plan to centralize irrigation controls.
	CL-1.3(D)	Install evapotranspiration systems in City landscapes.	DPW	Medium	●				Pursuing plan to centralize irrigation controls.
	CL-1.4(A)	Continue to provide TDM subsidies to City employees.	CDD, FIN, ASD	Short	●				Employees are encouraged to use transportation alternatives, including car-pooling, bicycles, walking and public transportation. There are currently 29 employees receiving a transportation incentive for using these transportation alternatives.
	CL-1.4(E)	Promote telecommuting and alternative work schedules for City employees.	ASD	Short	●				Telecommuting and/or modified work schedules are alternatives which may be available to employees, taking into consideration the operational and supervisory needs of the City.

LAND USE AND COMMUNITY DESIGN

GP Action	CAP Action	Action Description	Dept.	Time Frame	Project Status				Notes
					Ongoing	Pending	Underway	Complete	
	LU-1.1(A)	Target most new development to the City's commercial corridors and Transit Overlay Zones served by high levels of existing or potential public transit.	CDD	Short			●		Updates to the Zoning Ordinance to refine incentives for mixed-use development in commercial areas were completed in 2012. Implementation of the Transit Overlay Zone is pending.
	LU-1.1(B)	Encourage mixed-use development in most commercial corridors.	CDD	Short				●	Updates to the Zoning Ordinance to refine incentives for mixed-use development in commercial areas were completed in 2012.
	LU-1.1(C)	Change development standards to encourage mixed use development in Transit Overlay Zones	CDD	Short		●			Implementation of the Transit Overlay Zone is pending completion of updates to the City's Transportation Demand Management program.
	LU-1.2(A)	Amend the Zoning Ordinance to promote reuse of existing buildings	CDD	Short		●			The Zoning Ordinance will be amended following a study of incentives for maintenance and reuse of historic buildings (see LU-1.2(B)).
	LU-1.2(B)	Amend the Historic Preservation Ordinance to strengthen provisions to promote reuse of historic buildings.	CDD	Short			●		A RFP to seek a consultant to assist staff with review and development of incentives for maintenance and reuse of historic buildings will be released in Spring 2013.

TRANSPORTATION AND MOBILITY

GP Action	CAP Action	Action Description	Dept.	Time Frame	Project Status				Notes
					Ongoing	Pending	Underway	Complete	
M-A.19	T-1.1(A), T-1.1(E)	Conduct a survey of pedestrian obstacles and sidewalk gaps and implement the recommendations over time.	CDD, DPW, HSR	Short	●				On an annual basis, City sidewalks are inspected for safety issues and repaired. Further analysis of pedestrian obstacles will be addressed in the Pedestrian and Bicycle Master Plan update (2013).
M-A.26	T-1.1(B), T-2.1(A), T-2.2(B)	Update the Bicycle and Pedestrian Master Plan as appropriate.	CDD	Short			●		Contract with consultant in February 2013, expected completion by October 2013.
LU-A.8	T-1.1(C)	During select, limited times, transform portions of a street or corridor into a traffic-free, pedestrian and community space.	CDD, DPW, HSR	Short		●			The Avenues Streetscape Master Plan (2013) will propose pedestrian improvements to Robertson Boulevard; options for temporary closures for pedestrian use can be explored during project feasibility studies.
M-A.30	T-2.1(C)	Require bike parking for multi-family residential or commercial developments of more than 5,000 square feet.	CDD	Short		●			Part of LRMP division work program.
	T-2.1(E)	Collaborate with SCAG, WSCOG, and the City of Los Angeles on a bike sharing program.	CDD, CMD	Long			●		Staff participates in ongoing discussions with WSCOG regarding developing a bike sharing program.

GP Action	CAP Action	Action Description	Dept.	Time Frame	Project Status				Notes
					Ongoing	Pending	Underway	Complete	
	T-2.1(F)	Review and implement recommendations from the City's Bicycle Task Force, as feasible.	CDD	Medium			●		<i>Install shared pavement markings and Share the Road Signage to improve bicycle safety and provide consistency with City of Los Angeles, along Fountain Avenue (spring 2013). Applying for grant funding for streetscape improvements to Fairfax Avenue (spring 2013). As part of ongoing LRMP work program, continue evaluation and installation of bicycle parking, evaluate suitability of bike corrals to provide increased bike parking in popular destinations, and update bicycle parking requirements for new development. Pedestrian and Bicycle Master Plan Update (2013) will further evaluate Task Force recommendations for implementation.</i>
M-A.27	T-2.2(A)	Conduct an analysis of bicycle parking in the City's commercial areas, located in underserved areas and damaged or poorly performing parking facilities.	CDD	Short			●		<i>Continue evaluation and installation of bicycle parking in commercial areas. Additional analysis be incorporated in Pedestrian and Bicycle Master Plan Update (2013).</i>
M-A.28	T-2.2(C)	Install bicycle parking in underserved areas.	CDD, DPW	Medium			●		<i>Bicycle parking will be included in the City Hall Automated Garage and Public Plaza project, and new bicycle racks will be installed in public rights of way citywide in 2013. Additional analysis be incorporated in Pedestrian and Bicycle Master Plan Update (2013).</i>
	T-3.1(A)	Continue to lobby local, state, and federal officials for fixed rail transit to West Hollywood.	CMD	Short	●				<i>Ongoing.</i>
	T-3.1(B)	Advocate for the expansion of local and regional transit systems which serve or have alignments or stops within the City.	CDD, CMD	Short	●				<i>Staff coordinates with Metro and other regional planning entities and government representatives on a regular basis, and will encourage Metro begin an alternatives analysis for extension of the Crenshaw line into West Hollywood</i>
	T-3.2(A)	Provide public information on locally-managed transportation services and public transit options (e.g., Metro, Dash, CityLine)	CDD, HSRS, PIO	Short	●				<i>Social Services provides transit information to residents on an ongoing basis through a variety of media. Examples include brochures with information about City transportation programs published and distributed in a variety of different ways and to key venues in the City. Chamber of Commerce commuter center dispenses transit information and sells Metro bus passes. Additionally, ongoing work with Human Services for Cityline program including "Transportation Programs" information inclusion in the Spring 2013 newsletter.</i>
M-A.12	T-3.2(C)	Expand CityLine service hours and route operations, especially to ease nighttime congestion connecting to Sunset Boulevard.	HSRS	Medium			●		<i>Analysis of Cityline complete. Cityline route improved, under-utilized stops eliminated, route simplified resulting in regular schedule and increased frequency. Ongoing discussions with interdepartmental team from City Manager's Office and Long Range Planning to brainstorm ideas for an entertainment shuttle/trolley in the City.</i>
M-A.2	T-3.3(B)	Conduct a study on the feasibility of creating a streetcar transit system on Santa Monica Boulevard.	CDD, CMD	Short		●			<i>Ongoing discussions with interdepartmental team from City Manager's Office and Long Range Planning to brainstorm ideas for an entertainment shuttle/trolley in the City.</i>
M-A.17	T-3.3(D)	Conduct a feasibility study of bus-only lanes during peak hours to prioritize transit patrons over single occupant vehicles.	CDD, DPW	Short			●		<i>Public Works is implementing a Metro grant for transit priority improvements at 28 intersections citywide to be upgraded in the next year.</i>

GP Action	CAP Action	Action Description	Dept.	Time Frame	Project Status				Notes
					Ongoing	Pending	Underway	Complete	
	T-3.4(A)	Consult with Metro to ensure that bus stops provide shade, weather protection, seating, lighting, route information, and real time information.	CDD, DPW	Medium	●				<i>The Nextbus smartphone app is in wide use to provide realtime bus arrival information to transit riders. The City installs street furniture improvements at bus stops as needed.</i>
M-A.36	T-4.2(A)	Develop relationships with car share companies to expand car sharing to West Hollywood.	CDD	Medium			●		<i>Implemented pilot program with ZipCar. Pilot program expires in 2013.</i>
	T-4.2(C)	Collaborate with regional partners to expand car sharing.	CDD	Medium		●			<i>City implemented pilot program with ZipCar. Pilot program expires in 2013.</i>
M-A.39	T-4.3(B)	Evaluate potential for shared parking strategies in the commercial corridors and the Transit Overlay Zone.	CDD, DPW	Medium			●		<i>City implemented a pilot parking credits district in the Avenues District (July 2012).</i>
	T-4.3(C)	Implement parking pricing strategies in the commercial corridors and the Transit Overlay Zone.	DPW	Medium		●			<i>Extended meter hours citywide are pending approval by the City Council. Transit Overlay Zones not yet implemented.</i>
M-A.34	T-4.3(F)	Update the official list of appropriate Transportation Demand Management (TDM) requirements for new development to include, among other items, that all new residential and commercial development greater than 10,000 square feet or 10 residential units will be required to provide a 50% transit subsidy for all employees and residents for a 20-year lifetime of the building.	CDD	Short		●			<i>Planned as part of LRMP work program for FY 2014.</i>

REDUCED ENERGY USE

GP Action	CAP Action	Action Description		Time Frame	Project Status				Notes
					Ongoing	Pending	Underway	Complete	
	E-1.1(A)	Work with Southern California Edison and community organizations to develop energy efficiency outreach programs for homes and businesses.	CDD, DPW, PIO	Short	●				Included information on Energy Upgrade California program in Winter 2011 newsletter. Information is also available in the Green Building Resource Center at the Planning Counter.
	E-1.3(A)	Partner with SCE to develop a community smart grid integration plan.	CDD, DPW, PIO	Medium		●			Continue to support Southern California Edison as they expand the Smart Grid network.
	E-1.3(D)	Update the Green Building Ordinance to require smart grid energy management and compatible heating, ventilation, air conditioning and lighting in new construction.	CDD	Medium		●			An update of the Green Building Ordinance is anticipated to begin in FY 2014.
	E-1.5(A)	Collaborate with SCE, the Gas Company, and nonprofit agencies to develop a comprehensive outreach and financial incentives program to encourage voluntary replacement of inefficient appliances with new Energy Star appliances	CDD, DPW, PIO	Short	●				Included information on Energy Upgrade California program in Winter 2011 newsletter. Additional information is regularly included with customers' utility bills.
IRC-A.15	E-2.1(A)	Continue to fund and operate the green building resource center.	CDD	Ongoing	●				Funding for the Green Building Resource Center is included in the current budget and expected to continue through future budget cycles.
	E-3.1(A)	Amend the City's Green Building Ordinance to require new development and condominium conversions of multi-family units and multi-tenant commercial buildings to install electricity, gas, and water meters for each unit.	CDD	Short		●			An update of the Green Building Ordinance is anticipated to begin in FY 2014.
	E-3.2(A)	Amend the City's Green Building Ordinance to require the use of recycled materials for 20% of construction materials in all new construction.	CDD	Short		●			An update of the Green Building Ordinance is anticipated to begin in FY 2014.

WATER USE AND EFFICIENCY

GP Action	CAP Action	Action Description		Time Frame	Project Status				Notes
					Ongoing	Pending	Underway	Complete	
IRC-A.8	W-1.1(A)	Work with water providers to continue education efforts on water conservation.	DPW, PIO	Ongoing	●				Included information tips on water conservation and water rate adjustments in Summer 2009 newsletter; links to additional information on website.
	W-1.1(D)	Increase enforcement of the Water Conservation Plan and Green Building Ordinance through an enforcement officer position, fines, and a water abuse hotline.	CDD, DPW	Short		●			Water abuse hotline established (2013); developing public service announcements to inform residents about the hotline.
	W-1.2(A)	Work with water utilities to promote evapotranspiration systems and publicize existing water provider rebate programs.	DPW	Short	●				Ongoing.

WASTE REDUCTION AND RECYCLING

GP Action	CAP Action	Action Description		Time Frame	Project Status				Notes
					Ongoing	Pending	Underway	Complete	
	SW-1.1 (A)	Create a low-waste plan to reduce per capita per day solid waste disposal.	CPW	Medium	●				Continue to implement.
	SW-1.1(B)	Provide public education programs regarding low-waste strategies and implementation.	DPW	Medium	●				Continue to implement.
	SW-1.2(B)	Evaluate options and opportunities to extend producer responsibility for product waste at the local level. Expand opportunities for retail businesses to participate in take-back programs and grant-funded education.	CDD, DPW	Medium	●				The City Lobbyist tracks producer responsibility issues in state law.
IRC-A.23	SW-1.3(A)	Adopt an ordinance to ban plastic bags.	CDD, DPW, CMD	Medium				●	Adopted by the City Council August 20, 2012. Effective for stores over 10,000 square feet as of February 20, 2013, and for all retail stores as of August 20, 2013.
	SW-1.3(C)	Create a program to promote reusable shopping bags and biodegradable food packaging containers.	DPW	Medium	●				Several reusable shopping bag giveaway events are planned as part of the public outreach program for the Plastic Bag Ban.

GREEN SPACE

GP Action	CAP Action	Action Description		Time Frame	Project Status				Notes
					Ongoing	Pending	Underway	Complete	
	G-1.1(A)	Continue to implement an urban forest management plan.	DPW	Short			●		<i>Developing new urban forest management plan (2014).</i>
	G-1.1(B)	Develop an outreach and incentive program providing information about the benefits of West Hollywood's urban forest and encourage the planting of additional trees on private property.	DPW	Short			●		<i>To be incorporated in new urban forest management plan (2014).</i>
	G-1.3(A)	Update the Residential Parkway Guidelines to convert impermeable hardscapes to permeable softscapes using native or drought tolerant planting.	CDD, DPW	Short				●	<i>Residential Parkway Guidelines are posted on the City website.</i>
PR-A.6	G-1.3(C)	Implement a Parks Master Plan to guide operations, specific improvements, and expansion of parks and open spaces, including new pocket parks throughout the City.	DPW, HSRS	Short/Medium	●				<i>The Facilities Division continues to work with the City Manager's Office to identify locations for new pocket parks. Future phases of the West Hollywood Park Master Plan implementation will expand park facilities. Also, the Avenues Streetscape Master Plan identifies several new locations for public gathering spaces.</i>
PR-A.2	G-1.3(D)	Review existing and explore new funding mechanisms for acquiring additional park land and open space.	DPW, HSRS, FIN	Short		●			<i>The City receives ongoing funds for parks from Quimby fees. Bonds are typically issued for capital improvements for specific projects. Staff is currently developing an RFP for a consultant to review the City's method of parks fee exaction (2013).</i>
	G-1.3(E)	Convert unused areas within public rights-of-way, such as triangular areas next to angled parking, into permeable planted spaces.	CDD, DPW	Medium		●			<i>Planted bulbouts and parkways, as well as excess space from lane reconfiguration converted to public gathering spaces, to be incorporated in the Avenues Streetscape Master Plan project (2013).</i>
	G-1.3(F)	Convert Neighborhood Traffic Management Program projects such as traffic circles, bulb outs, diverters, etc. to permeable planted spaces, as feasible.	CDD, DPW	Medium			●		<i>Install neighborhood traffic calming measures such as traffic circles and medians to improve residential livability on Cynthia & Larabee (spring 2013).</i>
PR-A.4	G-1.3(G)	Study the feasibility of adopting a parkland dedication ordinance to exact and receive parkland fees from new development that does not include subdivision of land or airspace.	CDD, DPW	Short		●			<i>The City receives ongoing funds for parks from Quimby fees. Bonds are typically issued for capital improvements for specific projects. Staff is currently developing an RFP for a consultant to review the City's method of parks fee exaction (2013).</i>
	G-1.3(H)	Explore the conversion of approximately 5,000 square feet of City-owned surface parking lots to green space.	DPW, HSRS	Medium			●		<i>The West Hollywood City Hall Automated Garage and Public Plaza project will provide 7,000 square feet of new open space on the site of the former City Hall surface parking lot. A former surface parking lot at West Hollywood Park has been converted to green space.</i>

Appendix C
2012 Annual Housing Element Progress Report

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

Jurisdiction City of West Hollywood
Reporting Period 1/1/2012 - 12/31/2012

Table A

Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development See Instructions	Deed Restricted Units See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income					
1223 Larrabee St	5+	O	0	0	1	6	7	7	none	Inc & DB	
937 Fairfax Ave	5+	R	0	16	0	1	17	17	RDA, HOME, MHP, AHP	RDA, HOME, MHP, FHLBSF-AHP	
7119 Santa Monica Blvd	5+	R	37	0	0	147	184	184	TCAC	Inc & TCAC	
1145 La Brea Ave	5+	R	31	0	0	1	32	32	TCAC, RDA, HOME, FHLBSF-AHP	TCAC, RDA, HOME, FHLBSF-AHP	
1232 N Kings Rd	5+	R	0	2	2	21	25	25	none	Inc & DB	
1217 Horn Ave	5+	O	0	0	2	5	7	7	none	Inc & DB	
(9) Total of Moderate and Above Moderate from Table A3			▶▶	0	20	20	20				
(10) Total by income Table A/A3			▶▶▶	68	18	5	201	292			
(11) Total Extremely Low-Income Units*				16							

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of West Hollywood

Reporting Period 1/1/2012 - 12/31/2012

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity	0	0	0	0	
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

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

Jurisdiction City of West Hollywood
 Reporting Period 1/1/2012 - 12/31/2012

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

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	0	0	0	0	0	0	0
No. of Units Permitted for Above Moderate	3	0	17	0	0	20	20

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of West Hollywood

Reporting Period 1/1/2012 - 12/31/2012

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2006	2007	2008	2009	2010	2011	2012	2013	2014	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	142	0	0	42	0	47	38	68		195	-53
	Non-deed restricted		0	0	0	0	0	0	0			
Low	Deed Restricted	91	4	4	0	0	0	0	18		26	65
	Non-deed restricted		0	0	0	0	0	0	0			
Moderate	Deed Restricted	99	3	4	0	0	0	0	5		12	87
	Non-deed restricted		0	0	0	0	0	0	0			
Above Moderate		252	90	89	15	8	12	163	201		578	-326
Total RHNA by COG. Enter allocation number:		584	97	97	57	8	59	201	292		811	-227
Total Units ▶ ▶ ▶												
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶												

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

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

Jurisdiction City of West Hollywood
Reporting Period 1/1/2012 - 12/31/2012

Table C
Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
HE1 - Code Compliance	Continue to implement the code compliance program, explore the feasibility of establishing a rental housing inspection program. Identify soft-story buildings in the redevelopment area and revise proactive inspection program.	2010-2013	In 2012, the Code Compliance Division continued to implement the code compliance program. There are three full time residential code compliance officers who respond to constituent needs on a daily basis, including habitability issues, lack of maintenance, and other items. In 2010, all soft story buildings in the East Side Redevelopment Project Area were identified and mapped. During 2012, the City's Rent Stabilization and Housing Division completed a soft-story survey of the remaining portion of the City. Also in 2012, the Rent Stabilization and Housing Division began working with a consultant to determine the retrofit needs of soft-story buildings and the costs associated with those items; this report is pending completion. In February 2011, the City Council considered the feasibility of establishing a rental housing inspection program and declined to further explore the issue.
HE2 - Housing Conditions Survey/ Multi-Family Rehabilitation Study	Survey multi-family buildings in the City to understand the extent of the rehabilitation needs. Study the feasibility and costs of specific rehabilitation methods. Devise an appropriate strategy to address the issues.	2010-2013	In 2012, the City's Rent Stabilization and Housing Division completed an inventory of soft-story buildings citywide and multi-family buildings in need of rehabilitation. The City is working with consultants to study of feasibility of providing seismic upgrades to soft-story structures, making electrical and mechanical system improvements to multi-family structures, as well as best practices for creating a multi-family rehabilitation program. However, the City's main funding source for the program, redevelopment 80 percent tax increment funds, no longer exists. The City is currently looking into other funding sources for the program. Once the studies are complete, a determination of the appropriate strategy will be made. Then, a multi-family rehabilitation program may be designed. Over the past three years the City has provided approximately \$600,000 to non-profit housing providers to upgrade the City's affordable housing stock with green building improvements.

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
HE3 - Multi-Family Rehabilitation and Acquisition/ Rehabilitation	Through the code compliance program and the housing conditions survey/multi-family rehabilitation study, identify apartment complexes in need of rehabilitation and support non-profits in acquisition and rehabilitation. Educate the public regarding the rights and responsibilities of maintaining housing quality standards. Acquire approximately 50 units for rehabilitation.	2010-2014 (ongoing)	In 2012, the City's Rent Stabilization and Housing Division completed a citywide inventory of soft-story buildings and multi-family buildings in need of rehabilitation. The City provides education and outreach to the public regarding the rights and responsibilities of maintaining housing quality standards, including bi-annual newsletters to all tenants and landlords in rent stabilized properties, information on the City's website, general inquiries in person and over the phone (6,527 in 2011), the Rent Stabilization Annual Report, and informational mailings to all new tenants and landlords of rent stabilized buildings. In 2009, the City provided funding to a non-profit in the City to acquire approximately 50 units for rehabilitation. In 2012, the non-profit completed the substantial rehabilitation of the property, located at 1234 Hayworth, resulting in 47 units restricted to occupancy by very-low income seniors. The 1234 Hayworth project also incorporated universal design features, another objective of this housing element program. The City is continuing to explore funding availability from State and Federal sources for acquisition and rehabilitation activities, such as HOME funds, MHP funds, AHP funds, and low income housing tax credits.
HE4 - Homes and Gardens Program	Provide rehabilitation assistance to improve 20 homes over the planning period. Continue to market the program online and at public counters, and coordinate with code enforcement staff to provide assistance to eligible property owners.	2010-2014 (ongoing)	This program was discontinued due to lack of funds before any rehabilitation assistance could be provided to homeowners; redevelopment tax increment funds were to be used and have now been eliminated by the State. However, the City is currently evaluating how the program could be reshaped and reactivated in the future.
HE5 - Home Secure Program	Assist 50 households annually. Continue to advertise the availability of this program on the City's website and provide brochures at public counters. Continue to conduct community outreach and make referrals to promote use of the program.	2010-2014 (ongoing)	In 2012, the City continued to offer the services of the Home Secure Program to lower income residents in the City. The services included free home security devices and home protection measures, including door locks, grab bars, peep holes, and smoke detectors. The program is advertised through case management services with Jewish Family Services and through referrals by the City's Social Services Division.
HE6 - Mills Act Contracts	Conduct outreach efforts to owners of historic properties annually. Continue to advertise the availability of this program through brochures at public counters.	2010-2014 (ongoing)	In 2012, the City continued to offer Mills Act contracts to eligible property owners. The City typically receives several inquiries each year. The program is advertised on the City's website and at public counters.
HE7 - Rent Stabilization Ordinance	Continue to maintain a rent stabilization program, and work towards alleviating the effects of State-mandated vacancy decontrol through legislative action and local incentives to maintain affordable rents.	2010-2014 (ongoing)	In 2012, the City continued to maintain and operate the rent stabilization program. In addition, City staff work with the City's Sacramento legislative advocate to monitor legislation that would impact the City's rent stabilization program. The City also meets annually with other cities in the State which have rent stabilization programs.
HE8 - Housing Choice Vouchers (Section 8)	Continue to participate in the Housing Choice Vouchers Program and encourage local landlords to accept rental vouchers. Include information in annual mailings to property owners outlining the benefits of the Section 8 program.	2010-2014 (ongoing)	In 2012, the City continued to participate in the Section 8 Housing Choice Vouchers Program. The City encourages landlords to accept vouchers by providing information regarding the Section 8 process and the benefits of the program in brochures, as well as in the City's bi-annual housing newsletters. The City also works with landlords who currently accept Section 8 vouchers to encourage them to continue to accept the vouchers. In order to ensure the continued availability, usefulness, and efficiency of the Section 8 program to West Hollywood residents the City transferred administration of its vouchers to the County of Los Angeles in 2011, effective July 1, 2012.

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
HE9 - Preservation of Publicly Assisted Housing	Monitor at-risk units. Conduct tenant education. Work with potential purchasers. Pursue State and Federal funding.	2010-2014 (ongoing)	In 2012, the City continued to monitor at-risk units by maintaining a list of owners for the units and periodically contacting them. The City conducts annual tenant education regarding at-risk units by answering one-on-one questions from tenants as they arise. In the event a property owner of one of the three at-risk buildings is interested in selling, the City would provide financial and technical assistance to WHCHC and other non-profits interested in purchasing the units, including pursuing State and Federal funds to help preserve the units as affordable.
HE10 - Condominium Conversion Ordinance	Continue to enforce the Condominium Conversion Ordinance. Monitor conversion activities annually to ensure the Ordinance continues to work effectively in the protection of the City's rental housing stock and tenant rights.	2010-2014 (ongoing)	In 2012, the City continued to enforce the Condominium Conversion Ordinance, including coordination with the Community Development Department to monitor conversion activities. In the event of a conversion the Rent Stabilization and Housing Division counsels tenants at risk, to help them understand their options, and works with the property owner for compliance with the inclusionary housing requirements of the City's Ordinance.
HE11 - Residential Referral List	Continue to make available and update weekly the residential referral list of rental units. Continue to encourage landlords to participate in this program to expand access to information by prospective tenants.	2010-2014 (ongoing)	In 2012, the City continued to update the residential referral list weekly and make it available to the public at City Hall and on the City's website. In 2012, the City continued to encourage landlords to participate in the program through a targeted mailing to landlords that included the rental listing form. The City continued ongoing access to potential tenants by including information about the referral list in the City's housing newsletters and mailings, and on the City's website.
HE12 - Mixed Use and Transit-Oriented Development	Encourage mixed-use development in the Mixed-Use Incentive Overlay Zone. Assist interested developers in site identification and as appropriate, support developers in funding applications such as the Infill Housing Grants from the State Department of Housing and Community Development.	2010-2014 (ongoing)	In 2012, the City's Rent Stabilization and Housing Division and Community Development Department worked with multiple property developers interested in developing mixed-use and transit-oriented development in the City. The City assisted these developers with understanding the processes necessary to obtain entitlements for their projects, including the multiple density bonuses offered by the City along major corridors. The City has not received any requests to assist with Infill Housing Grants, but is prepared to assist developers as necessary. In 2011, the City assisted a developer, of two large mixed-income projects, with completing the State application for 4% low income housing tax credits. The developer was awarded the tax credits which will assist in the production of 75 very-low income units.
HE13 - Inclusionary Housing Ordinance	Continue to implement the Inclusionary Housing Ordinance. Review the Inclusionary Housing Ordinance within one year of Housing Element adoption to confirm that it fully addresses the requirements of the State Density Bonus Law. Monitor market conditions and development trends by 2012 to ensure that the Ordinance works effectively to provide affordable housing in the community but does not unduly constrain housing development in general. Continue to prioritize inclusionary housing units for tenants displaced due to the provisions in the Ellis Act.	2010-2014 (ongoing)	In 2012, the City continued to implement the Inclusionary Housing Ordinance. Over the past two years the City has completed three inclusionary housing agreements for a total of 75 very-low income units, 2 low-income units, and 2 moderate-income units (7719 Santa Monica Blvd, 1234 La Brea Ave, and 1232 N Kings Road). The City is currently working with the developers of sixteen projects in various development stages (some working to obtain entitlements, others under construction); together, these projects would add 238 inclusionary units to the City's existing inventory. In 2012, the City's Rent Stabilization and Housing Division worked with a consultant to study several aspects of the Inclusionary Housing Ordinance, including whether the Ordinance fully addresses the requirements of State Density Bonus Law and how market conditions and development trends are affecting the Ordinance; the consultants final report will be presented to the City Council in 2013. In 2012, the City continued to work with tenants displaced due to the provisions in the Ellis Act. Once the Ellis process begins for a unit, the City's Rent Stabilization and Housing Division works with the tenant to help them understand their options. If the tenant qualifies for affordable housing they are placed on the City's inclusionary housing waiting list and given top priority.

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
HE14 - Affordable Housing Development through Partnerships with Non-Profits	Continue to support WHCHC and other non-profit organizations in the development of affordable and special needs housing through the provision of financial and regulatory incentives. Facilitate the development of 100 affordable units over the planning period, with a portion of the units targeted for extremely low income households and persons with special needs.	2010-2014 (ongoing)	In 2012, the City's Rent Stabilization and Housing Division worked with two non-profits, WHCHC and ALA, on the pre-development and construction of two affordable housing projects. The first project was Courtyard at La Brea, which is being developed by WHCHC with funding from the City, County, and affordable housing tax credits. The project will include 32 units targeted to low and very-low income households, with some of the units targeted to youth and people with disabilities. The project broke ground in spring 2012 and is currently under construction, with completion scheduled for September 2013. The second project was the Janet L. Witkin Center, which is being developed by Affordable Living for the Aging with funding from the City, County, State, and private sector partners. The project will include 16 units targeted to low and very-low income seniors. The project broke ground in January 2013. The City continues to work with WHCHC and other non-profit organizations to identify and implement new affordable housing projects in the City.
HE15 - Workforce Housing, Family Housing, and Ownership Housing Opportunities	As appropriate and feasible, pursue a portion of the inclusionary housing units as affordable ownership units. The City Council will conduct a discussion and provide direction on affordable ownership units as part of the inclusionary housing program by 2012.	2010-2014 (ongoing)	In 2011, one new inclusionary housing unit was offered as an ownership unit, instead of a rental unit. The unit was purchased by an eligible household and an affordable housing covenant was placed on the unit. The City's Rent Stabilization and Housing Division conducts annual education workshops for the public on a variety of topics. In 2013, the Division will be conducting a first-time homebuyers workshop. In 2012, the City continued to explore potential funding for homebuyer assistance from other State funds to complement the City's Inclusionary Housing Ordinance. However, due to the lack of any developers choosing to provide ownership inclusionary housing units instead of rental inclusionary units, the City did not apply for any funds.
HE16 - Commercial Development Impact Fee	Continue to implement the Commercial Impact Fee Program. Study the effectiveness of the Commercial Impact Fee Program by 2013.	2013	In 2012, the City continued to implement the Commercial Impact Fee Program. The City is currently in the preliminary phase of reviewing the effectiveness of the Commercial Impact Fee Program. In 2013, the City expects to finish review of the effectiveness of the Commercial Impact Fee Program, including any changes.
HE17 - Green Building	Continue to implement the Green Building Program that offers incentives and flexibility for compliance. Promote green building standards in the City's affordable housing stock by providing financial assistance for improvements.	2010-2014 (ongoing)	In 2012, the City's Community Development Department continued to implement the Green Building program, offering incentives and flexibility for compliance. Also in 2012, the City's Rent Stabilization and Housing Division continued to promote green building standards in the City's affordable housing stock by working with developers of new affordable housing projects to implement green building standards, including the 1234 Hayworth Project and The Courtyard at La Brea Project. The 1234 Hayworth Project is certified by Green Communities for its use of green building practices during the renovation process. The Courtyard at La Brea will focus on sustainability, and will be GreenPoint Rated, a program of Build It Green. In addition, The Courtyard at La Brea will include several sustainable activities for residents that WHCHC is developing as part of a new Green Living Program, including an edible garden component, facilitated by WHCHC staff, working with a certified Master Gardener.

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
HE18 - Potential Sites for RHNA	Ensure that adequate capacity exists to accommodate the remaining RHNA of 14 very-low income units. Encourage mixed-use in the CN1 and CC zones, and within the Transit Overlay. To receive credits against the RHNA, the 1234 Hayworth Avenue project must meet a timeline and requirements.	2010-2014	In 2012, the City maintained an inventory of potential sites where higher density residential and mixed-use developments are appropriate. As necessary, the City provides this information to interested developers. In 2012, the City also continued to encourage mixed-use in the Commercial Neighborhood 1, Commercial Community zones, and within the Transit Overlay zones by assisting developers with understanding the processes necessary to obtain entitlements for their projects, including the multiple density bonuses offered by the City along major commercial and transit corridors. In 2012, construction on the 1234 Hayworth Project was completed. The City committed \$10.3 million in financing for the project and recorded a regulatory agreement on the property restricting the project as affordable for a minimum of 57 years. The City continues to annually monitor its progress towards meeting the RHNA. At this time, the City is on target to meet its RHNA requirement.
HE19 - Accessory Dwelling Unit	Revise the City Zoning Ordinance to establish new development standards for accessory units within one year of Housing Element adoption. Provide technical assistance to homeowners by developing prototypical site designs that can be used on typical R1A properties.	2010-2014	In response to a City Council request, the Rent Stabilization and Housing, and Planning Divisions jointly engaged a consultant to study existing zoning and building codes and generate new guidelines for accessory dwelling units, or "granny flats," to increase the housing stock with minimal community impact. The study, completed in 2010, recommended various adjustments to the zoning code that would facilitate the development of second units in certain low-density zones and on lots that could accommodate them. The Planning Commission will review these proposed changes within the next few years, after that, prototypical site designs will be further developed.
HE20 - Zoning Ordinance Update	Pursuant to State Law, the City Zoning Ordinance will be amended, within one year of the adoption of the 2008-2014 Housing Element, to address the following: Emergency Shelters, Transitional Housing, Supportive Housing, Single Room Occupancy, Reasonable Accommodation Ordinance.	2010-2014	In 2012, the City formally adopted the Reasonable Accommodation Ordinance. The City is currently in the process of amending its Zoning Ordinance to make provisions for emergency shelters, transitional housing, supportive housing, and single room occupancy (SRO) buildings.
HE21 - Streamlined Processing	Review the City's permit processing procedures to further streamline the review and approval process by 2012 in conjunction with the Zoning Code update. Provide a development handbook to guide developers through City processes and requirements by 2013 upon completion of the Zoning Code update.	2010-2013	In 2012, the City's Community Development Department continued to work on a streamlined permit processing procedure. The Department will continue to work on creating the new procedures during the 2013 calendar year, including the production of a development handbook to guide developers through the City processes and requirements.
HE22 - Fee Waivers for Affordable Housing	Continue to waive art, park, and transportation fees for WHCHC and projects with 25% or more affordable units. Continue to waive all City-imposed plan check and other fees for nonprofit-sponsored projects that are 100% affordable. Annually review the City's various planning and development fees to ensure they are reasonable and do not unduly constrain housing development.	2010-2014 (ongoing)	In 2012, the City continued to waive City fees for affordable housing projects. There was one affordable housing project that completed the planning process during 2012, the Janet L. Witkin Center project, which received a waiver of City fees.

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
HE23 - Fair Housing Program	Continue to provide fair housing information to the public via the public counters, message boards, City website, neighborhood watch, and in response to telephone inquiries. Continue to provide referral to the Housing Rights Center, State Fair Employment and Housing, HUD Fair Housing and Equal Opportunity Division, and other legal services as appropriate. Coordinate with the Apartment Owners Association of Greater Los Angeles (AAGLA), Realtor Associations, and other housing organizations to provide education and outreach on fair housing issues.	2010-2014 (ongoing)	In 2012, the City continued to provide fair housing information to the public on the City's website and at City Hall via public counters and message boards. The City also responded to all inquiries and questions from the public regarding fair housing. In 2012, the City also continued to provide referrals to the Housing Rights Center, State Fair Employment and Housing Department, HUD Fair Housing and Equal Opportunity Division, and other legal services as requested by members of the public. In 2012, the City also coordinated with various associations and organizations in the area to provide education and outreach on fair housing issues through annual presentations at various meetings of AAGLA and Realtor Associations.
HE24 - Tenant/Landlord Mediation	Continue to offer the mediation program and provide information on City website and program brochures at public counters.	2010-2014 (ongoing)	The Legal Services Division Mediator spoke with approximately 1,450 constituents and resolved 575 conflicts through a combination of telephone conciliations and face-to-face mediations. In addition, the City contracted with Dispute Resolution Services and referred many cases to this agency for mediation. The City also continues to provide information on the City's website and program brochures at public counters.
HE25 - Tenant Eviction Protection Program	Continue to prevent unlawful eviction and fund legal aid organizations that provide tenant education and representation regarding landlord/tenant disputes. Review contracts with mediation service providers annually. Annually review current laws and recommend any needed modifications to ensure protection of tenants to the maximum extent legally possible.	2010-2014 (ongoing)	The City's Rent Stabilization Ordinance limits the grounds on which a tenant may be evicted. In 2012, the City's Rent Stabilization and Housing Division continued to work with tenants and landlords to prevent unlawful evictions by funding legal aid organizations that provide tenant education and representation regarding landlord/tenant disputes. As in previous years the City renewed the contracts in 2012. Throughout each year the City reviews current laws and recommends modifications to ensure protection of tenants. These laws include both local and state laws. As needed, the City adjusts its local laws to provide further benefits to local residents. The City also actively advocates, with assistance from its legislative advocate, for changes to State laws that negatively impact the City's tenants, such as the Costa-Hawkins and Ellis Acts, as well as the addition of new state laws that would improve tenant protections.
HE26 - Services for Special Needs Populations	Continue to provide financial support to non-profit service providers that help meet the supportive service needs of West Hollywood's diverse community, especially those with extremely low incomes. Annually update the social services directory, and make it available to residents at public counters and on the City's website.	2010-2014 (ongoing)	In 2012, the City continued to provide financial support to various non-profit service providers in the City. In addition to annual funding to various social services agencies the City is working with two local non-profit affordable housing developers to produce new affordable housing units for special needs groups, such as disabled persons, that will provide onsite social services. In 2012, the City also provided emergency shelter vouchers to a number of households in need of temporary housing. The City continues to annually update its social services directory; it is available at the City's public counters and on the City's website.
HE27 - Enhanced Management Program	Continue to coordinate with WHCHC to continue the Enhanced Management Program at all current and future housing projects. Encourage other nonprofit housing providers to follow the WHCHC model.	2010-2014 (ongoing)	In 2012, WHCHC continued to implement the Enhanced Management Program at all of their current housing projects, which include 333 units in West Hollywood. The program provides a resident services coordinator at each WHCHC development, who interacts with all residents and monitors their need for social services.