

West Hollywood General Plan 2035
Annual Progress Report

April, 2014

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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 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 the General Plan and Climate Action Plan implementation items that are pending, underway, complete, or are ongoing programs of the City as of March, 2014.

Awards

The General Plan was awarded the American Planning Association Los Angeles Chapter Comprehensive Plan Award in 2011. The Climate Action Plan received the American Planning Association Los Angeles Chapter Innovation in Green Community Planning Award in 2011, the Association of Environmental Professionals Outstanding Climate Change Document Award in 2012, and the Southern California Association of Governments' 2011 Compass Blueprint Recognition Award for Visionary Planning for Sustainability in 2011.

Amendments

One amendment to the General Plan has been made since the West Hollywood General Plan 2035 was adopted in September, 2011. The 2008-2014 Housing Element was replaced with the 2013-2021 Housing Element was adopted as Chapter 12 of the General Plan on December 2, 2013.

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 2013 (Appendix C).

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. Since adoption of the General Plan and Climate Action Plan in September, 2011, 71% of General Plan implementation items and 60% of Climate Action Plan implementation items have been completed or are in the process of being implemented.

General Plan	173
Ongoing	58
Pending	27
Underway	23
Complete	15
<i>Total</i>	<i>123 (71%)</i>

Climate Action Plan	104
Ongoing	29
Pending	16
Underway	13
Complete	4
<i>Total</i>	<i>62 (60%)</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 2014.

Between the two documents, 18 items have been completed, including six in the past year. Some of the recently completed items include: analysis of potential expansion of the Design District; analysis of bicycle parking in the City's

commercial areas; designating key streets as “bicycle priority streets” or “bicycle boulevards”; conducting a bicycle system quality survey as part of the Pedestrian and Bicycle Plan Update; and updating the City Emergency Management Plan as appropriate to reflect current conditions in the City and prepare for expected future growth.

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 creating a non-profit center to be used by local groups.

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:

- ✓ *launching the Pick Up shuttle along Santa Monica Boulevard on weekend evenings;*
- ✓ *adoption of the Avenues Streetscape Master plan;*
- ✓ *streetscape improvements along La Brea;*
- ✓ *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;*
- ✓ *additional programming for senior citizens; 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;*
 - ✓ *clarifying the permitting process for remodeling single family and duplex homes;*
 - ✓ *continuing with historic preservation programs; and*
 - ✓ *undertaking a 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;*
 - ✓ *conducting a comprehensive analysis of offsite advertising on the Sunset Strip that will be used to develop recommendations on the number of signs allowed, type of media allowed, guidelines for creative use of offsite advertising and placement of signage;*
 - ✓ *continuing to partner with Visit West Hollywood to promote cultural tourism in the City; and*
 - ✓ *starting an Eastside community planning process that will include an economic assessment of the Eastside that will identify opportunities to promote neighborhood serving businesses.*
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:

- ✓ *continuing implementation of the "Recycling Saves" campaign which includes outreach through news release, City Calendar, News Briefs, posters, flyers and bus shelter ads;*
- ✓ *incorporating photovoltaic panels on the City's automated garage project, which will be completed in 2015;*

- ✓ *installing water conserving devices and fixtures in public facilities where applicable;*
- ✓ *increasing employee incentives to commute without a car while the automated parking garage is being built; and*
- ✓ *hiring a consultant to conduct a feasibility study to take over the street lighting from Edison and convert the infrastructure to energy efficient technology.*

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:

- ✓ *beginning construction on the new automated parking garage behind City Hall;*
- ✓ *preparation of the new Pedestrian and Bicycle Master Plan update, which will be presented to the City Council in summer of 2014;*
- ✓ *installing pedestrian lights along La Brea Avenue for mid-block crossings*
- ✓ *beginning neighborhood meetings to assess local traffic circulation and opportunities to calm residential streets;*
- ✓ *partnering with Google Transit to publish the CityLine route and schedule information; and*
- ✓ *implementing a Metro grant for Metro Rapid Bus Transit System Priority improvements, involving communication upgrades to 28 signalized intersections.*

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 and continuing with Phase II of the planning process;*
- ✓ *construction of a 7,000 square foot public plaza behind City Hall as part of the automated parking lot construction;*
- ✓ *development of a new Urban Forestry Master Plan; and*
- ✓ *Beginning a process to design several public gathering spaces on 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; and*
- ✓ *upgrades to the Council chambers to enhance performance opportunities.*

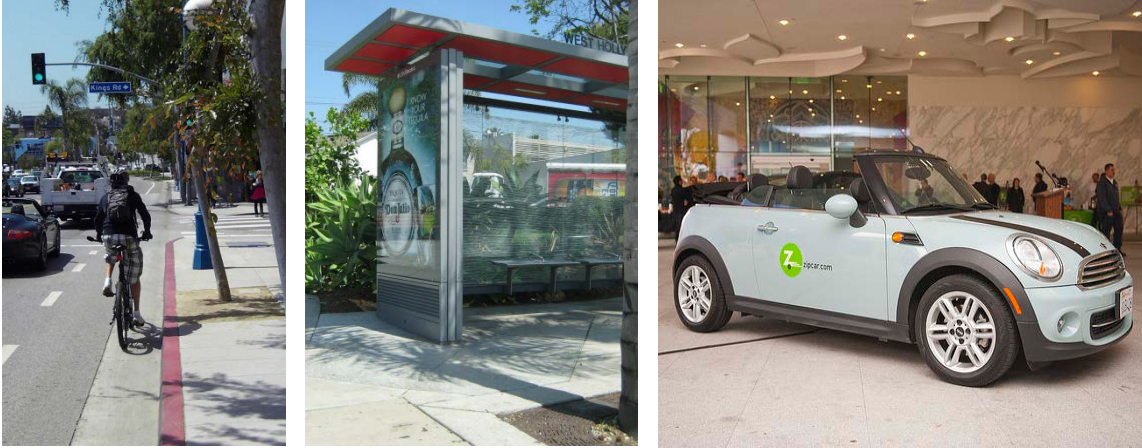
10. SAFETY. Protect the personal safety of people who live, work and play in West Hollywood. Recognize the challenges of public safety within a vibrant and inclusive environment.

Implementation actions underway that enhance public safety include:

- ✓ *holding a town hall meeting to receive feedback regarding police and fire service;*
- ✓ *updating the City Emergency Management Plan to reflect current conditions in the City and prepare for expected future growth;*
- ✓ *offering CPR classes throughout the City during the year; 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 and 2013, 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. This past year several key projects and studies have been initiated, including:

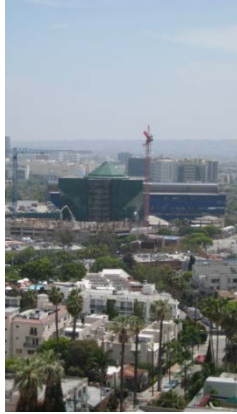
- The **West Hollywood Design District Streetscape Master Plan** was adopted in 2013. The document will guide streetscape improvement projects in the Design District, and brings together numerous goals and policies in the General Plan. The plan allows for wider sidewalks, new pedestrian amenities and pedestrian-oriented street lights, enhanced bicycle facilities, more street trees, adjusts lane configurations to smooth traffic flow, and expands the City's open space network with new public gathering spaces.
- A comprehensive update to the **Bicycle and Pedestrian Master Plan** will be brought before the City Council in summer 2014. The update incorporates General Plan policy guidance, recommendations from the

City's Bicycle Task Force, community input, and a thorough evaluation of existing pedestrian and bicycle facilities. The plan includes a more robust citywide bicycle network.

- **Pedestrian safety** enhancements include streetscape improvements and installation of 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, began in March 2014.
- Launching the **Pick Up shuttle**, a free service along Santa Monica Boulevard on weekend nights.
- **Extended meter hours** citywide were approved by the City Council and implemented in September 2013.
- The City began working with Metro to implement a grant for **Metro Rapid Bus Transit System Priority improvements**, involving communication upgrades to 28 signalized intersections. Work will be completed in 2014.

Pending projects include:

- Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant, and if awarded would include development of incentives to include **bike/car sharing** and **bike parking** and analysis of adjustments in parking requirements, allowing shared parking and updating the **Transportation Demand Management** ordinance. Grant award announcements are anticipated in summer or fall 2014.
- Staff is conducting research on opportunities to redesign Robertson North as a **temporary pedestrian street** and to permit occasional street closures.



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 Chapters 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. This past year several key projects and studies have been initiated, including:

- Completed key updates to **land use designations, incentives, and zoning map**, including streamlining the **permitting process for remodeling single family and duplex homes** to provide greater clarity and consistency for homeowners.
- A study of **offsite advertising** on Sunset Boulevard is under way, and will address potential benefits, impacts and evaluation of creative signage proposals.
- In collaboration with the City's Eastside Working Group, staff is beginning an **eastside community planning process** that will include an economic assessment of the Eastside.

- A consultant has been hired to study **multi-family cultural resources** and develop an incentive program for maintenance, capital improvements, and operation.

Pending projects include:

- Staff continues to explore the feasibility and compatibility of development at the **Metro facility on Santa Monica Boulevards** as part of entitlement process should a developer submit an application.
- Staff will prepare revisions to **Zoning Code regulations**, including modifications to the remodel process for nonconforming commercial buildings.
- Staff has applied for grant funding to assist with technical studies to aid implementation of the **Transit Overlay Zone**.



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, there have been several key sustainability projects and studies have been initiated in the past year:

- Continuation of the existing the **"Recycling Saves" campaign** which includes outreach through news release, City Calendar, News Briefs, posters, flyers and bus shelter ads.
- Completion of an **energy audit** and identified upgrades for City Hall; additional audits will be conducted for other City facilities.
- Hiring a consultant to conduct a feasibility study to **take over the street lighting** from Edison and convert the infrastructure to energy efficient technology.
- Installing **water conserving devices** and fixtures where applicable.
- During the construction of the City Hall automated parking garage, the city is offering **increased incentives to employees who do not drive alone** as a two year pilot. The incentives encourage employees to use

transportation alternatives, including car-pooling, bicycles, walking and public transportation, to decrease the impact of parking space at the Kings Road parking structure for the public. In addition, all employees will be given a bus pass for the duration of the construction. As of February 22, 52 employees have signed up for the incentive for using these transportation alternatives.

- **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:

- Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant, and if awarded would include development of a tracking tool to **monitor annual reductions in greenhouse gas emissions** resulting from Climate Action Plan implementation. Grant award announcements are anticipated in summer or fall 2014.
- The City is working with a local company to obtain grant funding to install DC fast chargers for rapid charging of **electric vehicles**.

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 addition to ongoing programs, Division priorities for the next two years include (relevant General Plan Implementation Actions are noted in parentheses):

- 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 work plan.
- **Evaluation of intersection improvements** will occur as increasing traffic volumes warrant (General Plan Mitigation Monitoring and Reporting Program 3.14-1).
- 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.
- A comprehensive update of the **Sunset Specific Plan** (LU-A.12) is anticipated to begin, following completion of the Sunset Off-Site Signage Study (LU-A.13).
- Development of a **Fairfax Streetscape/Mobility Plan** (LU-A.7) will address improvements to the public right-of-way on this key transit corridor.

Appendix A
General Plan Implementation Status Table

Appendix A
General Plan Implementation Status Table
 March, 2014

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				●	Included in this report
	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	●				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.
	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	●				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.
	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	●				The City of West Hollywood's award-winning New Media Strategy includes the integrated use of www.weho.org, boasting more than 2.1 million pageviews per year; social networking through 22 active social media accounts across 9 different platforms - including Facebook, Twitter, YouTube and Instagram - with an immediate reach of over 17,000; live and on-demand video streaming supported by Granicus; online photo sharing directly to the press through Flickr; and the addition of online "virtual" media kits for select events in the City.
	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			●		A consultant has been hired to create a new 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			●		The installation and conversion process was completed in Winter of 2013. Implementation, training, and access for City Staff was completed in December 2013. The new document management system, "WehoDocs" is now available on the Intranet for Staff use only. Public access to certain documents via the City's Website, is projected to be implemented by the end of 2014.

LAND USE AND URBAN FORM

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	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. <i>REFER TO GENERAL PLAN FOR DETAILS.</i>	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 key updates to land use designations, incentives, and zoning map. Further updates pending.
	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	●				This program is continuing in 2014.
	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 2015/16.
	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	●				Ongoing
	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			●		The Urban Forest Management Plan will begin in 2014, which will inform the placement of new street trees.
	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			●		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.
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			●		Staff is conducting research on opportunities to redesign Robertson Boulevard between Melrose and Santa Monica as a temporary pedestrian street and to permit occasional street closures. Recreation Services Division is also looking into opportunities in the future to explore limited street closures elsewhere in the city.
	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	●				Pedestrian street lights were installed on La Brea Avenue from Fountain to Romaine as part of the La Brea Streetscape Improvement Project.

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	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		●			A developer is interested in redevelopment of the site and is evaluating design options. Staff will explore feasibility and compatibility as part of entitlement process should the developer submit an application.
	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			●		Staff is conducting research on this item, and plans to issue an RFP to begin the study by Summer 2014.
	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 FY 2015/16.
	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			●		Staff is conducting a comprehensive analysis of offsite advertising on the Sunset Strip that will be used to develop recommendations on the number of signs allowed, type of media allowed, guidelines for creative use of offsite advertising and placement of signage.
	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	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	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.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
	HP-A.10	Disaster Relief and Preparedness Plan	Develop both a preparedness plan and disaster relief policies for cultural resources, and incorporate into the City's existing policies and programs.	HP 3.5	CDD, CMD	Short	●				Ongoing
	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	●				Ongoing
	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	●				Ongoing
	HP-A.15	Mills Act	Continue the Mills Act program, including execution and monitoring of contracts.	HP 5.2	CDD	Ongoing	●				Ongoing
	HP-A.16	Incentive Programs	Develop incentive programs specifically for the maintenance, capital improvements, and operation of cultural resources, such as adaptive reuse or additional funding sources.	HP 5.3	CDD	Medium			●		A consultant has been hired to study multi-family cultural resources and develop an incentive program for maintenance, capital improvements, and operation.

ECONOMIC DEVELOPMENT

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	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.		CDD	Short		●			An RFP for consultant assistance with an economic assessment study for the east side was released in March 2014. Effort will be coordinated with Economic Development Division.
	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	●				Ongoing part of Economic Development work plan.
	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	●				Worked with the Marketing and Visitors Bureau to establish a new Tourism Improvement District which replaced the existing Marketing and Visitors Bureau, increasing their overall budget.
	ED-A.4	Cultural Tourism	Create and launch a cultural tourism campaign to capitalize on the City's diverse population and history, such as the LGBT and Russian populations.	ED-1.7	CMD	Medium	●				Participated in a strategic planning retreat for the new Tourism Business Improvement District, Visit West Hollywood.
	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		●			An RFP for consultant assistance with an economic assessment study for the east side was released in March 2014, and will address portions of the Santa Monica Fairfax Sub-Area as well as the entire Santa Monica/La Brea Sub-Area. Effort will be coordinated with Economic Development Division.
	ED-A.6	Commercial Parking Requirements	Evaluate and adjust commercial parking requirements for each commercial sub area.	ED-3.2	CDD, DPW	Short		●			Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant to conduct studies that could lead to adjustments in parking requirements.
	ED-A.8	Permitting Process	Evaluate and adjust processes for business licenses, signs, building modifications and development projects.	ED-4.1	CDD, CMD	Short			●		Staff will prepare revisions to Zoning Code regulations regarding modifications to nonconforming commercial buildings. The current comprehensive study of off-site signage in the Sunset Specific Plan area will address permit processes for these signs.
	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	●				Ongoing monitoring. Staff meets regularly with Visit West Hollywood staff to ensure projections for Transient Occupancy Tax remain accurate.
	ED-A.10	Arts and Design and Retail Sectors Support and Expansion	Consider the feasibility of expanding the Avenues of Arts, Fashion, and Design District to include other areas, including Melrose Triangle as a destination.	ED-5.1; ED-5.3	CMD	Short				●	After an analysis of the potential revenue that could be generated by expanding the Design District to the City's boarder along Melrose Avenue, staff determined that the cost of expansion would be more than the new revenue gained. Furthermore, the Board of Directors also determined that the political and economic climate would not support expansion, and are looking for other ways to raise revenue.
	ED-A.12	Neighborhood-Serving Businesses	Evaluate and adjust zoning requirements for the Santa Monica/Fairfax and La Brea/Santa Monica commercial sub areas to enable neighborhood-serving businesses.	ED-2.3; ED-6.1; ED-6.2	CMD	Medium		●			Staff is beginning an eastside community planning process that will evaluate these commercial sub-areas to identify opportunities and promote neighborhood serving businesses.

MOBILITY

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
T-3.3(B)	M-A.2	Santa Monica Boulevard Streetcar Study	Conduct a study on the feasibility of creating a streetcar transit system on Santa Monica Boulevard.	M-1.4	CDD, CMD	Short	●				The City launched The Pickup, a free shuttle service along Santa Monica. The service runs 8 PM - 3 AM on Fridays and Saturdays.
	M-A.3	Street Design Guidelines	Develop design guidelines and management tools for all City streets, so that each street supports land uses along it and provides an optimal accommodation for all modes of transportation. Consider adopting the ITE Context Sensitive Solutions in Designing Walkable Urban Thoroughfares for design guidance for major roads and arterials. Consider adopting the ITE Residential Streets for design guidance on local residential streets.	M-3.3; M-3.5; M-4.2	CDD, DPW	Medium		●			The Pedestrian and Bicycle Master Plan Update (2014) addresses key improvements.
	M-A.4	Street Dedication	Establish street network dedication requirements for development projects in the City. Flexible standards should be allowed which permit the City to require the street dedication at the time the permits are issued, on construction of the project, or at a subsequent time.	M-5.5	CDD, DPW	Short	●				Ongoing project-specific easements to widen sidewalks with new development.
	M-A.7	Alternative Fuel Vehicles Parking Prioritization	Develop requirements for alternative fuel vehicle dedicated parking spaces.	M-2.5	CDD	Medium	●				Electric Vehicle Charging Stations have been installed at public parking lots citywide.
	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			●		Staff will begin neighborhood meetings to assess local traffic circulation and opportunities to calm residential streets and improve quality of life, and identify any greening opportunities. Options will be presented to the community, for neighborhood buy in for implementation. Meetings will begin in April 2014.
T-3.2(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			●		In 2014, the City will continue to monitor CityLine routes and schedules and make adjustments as needed to maintain and improve schedule and times. The Pick Up shuttle will continue to be funded as a pilot program through the fiscal year and proposed to be implemented as a permanent transportation program in the upcoming 2014-16 fiscal year budget.
	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			●		In 2014, the City will implement TLC, a door-through-door paratransit service, that will enhance the current Dial-A-Ride program making it more accessible to the Seniors with mobility issues.
	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	●				In 2014, the City will partner with Google Transit and publish CityLine's route and schedule information to be accessed by community members and visitors from a computer or smartphone, and will implement Next Bus software providing real time information and schedule updates for both Cityline shuttles and metro buses.

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	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	●				In 2014, analysis of all of the City's transportation programs will continue. Social Services Division staff will continue to work with Metro to identify potential areas for service improvement.
	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			●		Public Works is implementing a Metro grant for Metro Rapid Bus Transit System Priority improvements, involving communication upgrades to 28 signalized intersections. Work is in progress and will be completed in 2014.
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			●		Public Works is implementing a Metro grant for Metro Rapid Bus Transit System Priority improvements, involving communication upgrades to 28 signalized intersections. Work is in progress and will be completed in 2014. Upon completion of that project, studies will be conducted to determine the effectiveness of the bus priority system and the potential for implementation of other enhancements (i.e. bus only lanes) to further increase transit speed.
	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	●				Staff continues to research possible improvements in innovation related to street furniture in anticipation of an RFP to be released in FY 2015/16.
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	●				A pedestrian survey was conducted as part of the Pedestrian and Bicycle Mobility Master Plan Update 2013-2014. Plan is scheduled for approval by Summer 2014. The City will continue to inspect sidewalks on an annual basis for safety issues and repair needs.
	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		●			A list of crosswalk improvements was identified as part of the Pedestrian and Bicycle Mobility Master Plan Update 2013-2014. Plan is scheduled for approval by Summer 2014.
	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			●		Staff installed flashing beacon devices at three priority crossings, and Council has approved three additional locations for flashing beacon and lighting improvements. These additional installations are in progress.
	M-A.23	Prioritization of Universal Accessibility Improvements	Compile and maintain a database to prioritize locations to install dual curb ramps and other enhancements that promote universal accessibility, and implement enhancements as funding becomes available.	M-3.1	CDD	Short	●				The City has previously installed ADA compliant curb ramps at all street corners citywide. Over the years, the Americans with Disabilities Act updates the standards for these ramps. As new street projects are constructed, the ramps within the work area are updated to meet the latest ADA standards. The concept of dual ramps on street corners is not an ADA standard, and, due to narrow right of way and topographical issues, cannot be installed at many locations. Where it is possible, the City installs dual ramps on street corners. This implementation is done on an ongoing basis as street projects are constructed, as previously mentioned.
	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				●	A bicycle system survey was conducted as part of the Pedestrian and Bicycle Mobility Master Plan Update 2013-2014. Plan is scheduled for approval by Summer 2014.
	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				●	Bicycle priority streets are identified as part of the Pedestrian and Bicycle Mobility Master Plan Update 2013-2014. Plan is scheduled for approval by Summer 2014.

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
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			●		Staff undertook a community planning process to update the Pedestrian and Bicycle Mobility Master Plan. The Plan is scheduled for approval by Summer 2014.
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				●	Staff completed an analysis as part of the Pedestrian and Bicycle Mobility Master Plan Update 2013-2014. Plan is scheduled for approval by Summer 2014.
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	●				Staff has installed over 90 bike racks in the city, responds to requests for new rack locations, and provides a free request a rack program for businesses.
CL-1.4(C)	M-A.29	Employee Bikeshare	Develop a small-scale bikesharing program for City employees.	M-6.8	CDD	Medium			●		Staff has released an RFP to develop an employee bike share, to be implemented in 2014.
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		●			Part of LRMP division work program. Preliminary discussions regarding the bicycle parking ordinance have been discussed with the Transportation Commission.
	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		●			Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant, and if awarded would include analysis of the city's existing ordinance and recommendations on how to update TDM for both existing and new developments. Grant award announcements are anticipated in Summer or Fall 2014.
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		●			Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant, and if awarded would include analysis of the city's existing ordinance and recommendations on how to update TDM for both existing and new developments. Grant award announcements are anticipated in Summer or Fall 2014.
	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	●				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.
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			●		Previously implemented a pilot program with ZipCar. Staff is planning to release an RFP in 2014 to launch a permanent program.
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		●			Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant, and if awarded would include analysis of existing parking utilization and opportunities for shared parking. Grant award announcements are anticipated in Summer or Fall 2014.
	M-A.40	Motorcycle and Bicycle Parking	Initiate a program to convert curb space which is of insufficient size to accommodate automobile parking for motorcycle and bicycle parking.	M-8.5	CDD, DPW	Medium	●				Ongoing
	M-A.41	Parking Assessment Process and Methods	Determine process and method for assessing appropriate reductions needed in parking supply in light of reduced VMT, reduced trip generation, mode shift, access, and economic vitality goals.	M-8.1	CDD	Short		●			Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant, and if awarded would include analysis of ways to reduce parking requirements. Grant award announcements are anticipated in Summer or Fall 2014.

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
T-4.3(A)	M-A.42	Parking Code Modification	Modify parking code requirements for new development in the commercial corridors and the Transit Overlay Zone.	M-8.10; M-8.11	CDD	Short		●			Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant, and if awarded would include analysis of ways to reduce parking requirements. Grant award announcements are anticipated in Summer or Fall 2014.
	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			●		West Hollywood City Hall Automated Parking Garage breaking ground in March, 2014. The facility will provide 200 parking spaces.
T-4.3(D)	M-A.45	Parking Maximums Around Transit	Explore establishing parking maximums around transit investments to maximize ridership.	M-8.10	CDD	Medium		●			Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant, and if awarded would include analysis of ways to establish parking maximums. Grant award announcements are anticipated in Summer or Fall 2014.
	M-A.46	Credit Card Readers	Continue to install credit-card readers at meters and pay stations wherever possible.	M-8.2	DPW	Short				●	All parking meters citywide were upgraded to smart meters that accept credit card payments. Installation completed July, 2012.
	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			●		Realtime occupancy digital boards are available at the entrance of the West Hollywood Park and West Hollywood Library Parking Structure. A digital board will soon be added to the Kings Road Parking Structure. A pilot program is underway testing in-ground street sensors that communicate with on-street meters on a section of Santa Monica Boulevard.
	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			●		Program implemented in Avenues district in July 2012 and additional credits added in December 2013. May be expanded to other commercial districts.
T-4.3(E)	M-A.49	Unbundled Parking	Conduct a study and pilot project to evaluate methods for implementing unbundled residential parking for along commercial corridors and in Transit Overlay Zones.	M-8.10; M-8.11; M-8.12; M-8.13	CDD	Short		●			Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant, and if awarded would include analysis of ways to unbundle parking. Grant award announcements are anticipated in Summer or Fall 2014.

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	●				In 2014, the Social Services Division will continue to require all contracted social service agencies to collect client satisfaction surveys and submit this information annually to the City.
	HS-A.3	Social Services Needs	Continue to conduct a community social services needs assessment and collect demographic data.	HS-1.4	HSRS	Short	●				In 2014, the Social Services Division will continue to require all contracted social service agencies to provide information on use of services on a quarterly basis in an effort to ensure that needs are being met.
	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	●				In 2014, the Social Services and Recreation Services Divisions will continue to offer the programming offered during 2013. Additionally in 2014, the Recreation Services Division contracted with a new vendor, Tennis Inc., which now offers group and private Tennis instruction for all ages at Plummer Park.
	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	●				The City, through its Arts and Cultural Affairs Commission and the Library Programming Committee, has provided a wide array of programming at the Council Chambers including film, author readings, music performances, lectures and panel discussions. Additional upgrades for the chamber still need to provide better technology for film screenings and a more usable light system for performances.
	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	●				Due to some unforeseen staff and consultant capacity issues, movement on these items were temporarily halted in the last quarter of 2013. It is anticipated that these projects can be put back on track in the new fiscal year.
	HS-A.7	Targeted Cultural Programming	Provide cultural programs for elderly, youth, and vulnerable populations.	HS-3.3	HSRS	Short	●				In 2014, the Social Services and Recreation Divisions will continue to offer the programming offering during 2013. In addition, the Social Services Division will partner with Jewish Family Services (JFS) to provide additional senior citizen programming.
	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		●			Current plans call for this to be incorporated into the Community Cultural Plan.
	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 have considerably expanded offerings through grant programs and open application process for the City's Arts Grant Programs, Summer Sounds and Winter Sounds series, Free Theatre in the Parks, and WeHo Pride.
	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	●				WeHo Pride has been added as a grant program. The Human Services Commission will be working on and recommending a new Community Enrichment Grant program for 2014. Recreation Services Division anticipates additional opportunities in the future.

PARKS AND RECREATION

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	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	●				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.
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	●				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.
	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			●		In 2014, West Hollywood Park Master Plan will continue in Phase II planning and implementation with groundbreaking scheduled in 2015.
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	●				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. The Avenues Streetscape Master Plan also identifies several new locations for public gathering spaces.
	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	●				As facilities age, LED lighting is installed as an alternative to standard lighting.
	PR-A.8	Minimum Park Amenities	Install benches and shade structures in parks per the Parks Master Plan.	PR-1.1	DPW	Short	●				ongoing
	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	●				Climate-appropriate plants continue to be utilized in parks.
	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	●				In 2014, the Recreation Division will continue to build and expand our Contract Instructor programs that we offer in Recreation. Currently we have a weekly Dodgeball League, that takes place at West Hollywood Park. Current Contract Instructors such as Kids Love Soccer, Tango and Hoops University offer classes at both West Hollywood Park and Plummer Park. Under our new contract with iTennis Inc. lessons for all age groups and levels are offered at individual and group pricing.

INFRASTRUCTURE, RESOURCES, AND CONSERVATION

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	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	●				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.
	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	●				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.
	IRC-A.5	Water Use Enforcement Plan	Create an enforcement plan to support the water conservation ordinance.	IRC-3.3	DPW	Short		●			Department of Public Works continues to work with Environmental Services to discuss outreach plan
	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	●				The City continues to centralize irrigation systems in a planned process.
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	●				Summer press releases included information tips on water conservation, with additional water conservation information provided on the City website.
CL-1.2(A)	IRC-A.11	Municipal Building Energy Audit	Conduct an energy audit of all municipal buildings.	IRC-6.2	DPW	Short	●				Staff completed an energy audit and identified upgrades for City Hall; additional audits will be conducted for other City facilities.
	IRC-A.12	Electric Vehicle Charging Stations for Residential Uses	Explore the feasibility of retrofitting existing multifamily housing and non-residential buildings to allow electric vehicle charging stations.	IRC-7.6	CDD	Short		●			Staff is conducting research on this item.
	IRC-A.13	Electric Vehicle Charging Stations in Municipal Code	Update the Municipal Code to require electric vehicle charging stations in new multi-family (over 10 units) and non-residential projects and major renovations of existing development.	IRC-7.6	CDD	Short		●			Staff is conducting research on this item.
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	●				New budget will reflect funding
	IRC-A.16	Green Building Ordinance	Update the Green Building ordinance following General Plan adoption.	IRC-5.1	CDD	Short		●			An update of the Green Building Ordinance is anticipated to begin in FY 2015/16.
	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				●	Adopted with General Plan on 9/2011.
	IRC-A.18	Monitor GHG Reduction Targets	Every 5 years, update the GHG emissions inventory and assess the Climate Action Plan actions to ensure that the City is meeting its GHG reduction targets.	IRC-6.3	CDD	Ongoing		●			Staff has applied for grant funding from the Strategic Growth Council to develop a monitoring tool to track annual GHG reductions resulting from CAP implementation.
	IRC-A.20	Combustible Engine Information	Distribute public information regarding the polluting impacts of two-stroke engines and the common types of machinery with two-stroke engines.	IRC-7.5	DPW, PIO	Short/ Ongoing		●			Department of Public works continues to work with Environmental Services to discuss outreach plan
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				●	Adopted 8/20/12. Effective for large stores 2/20/13, small stores 8/20/13.

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	IRC-A.25	Recycling Program Outreach	Continue to provide information on recycling to businesses and residents.	IRC-10.4	DPW, PIO	Ongoing	●				Continue implementing the "Recycling Saves" campaign which includes outreach through news release, City Calendar, News Briefs, posters, flyers and bus shelter ads. Implemented the "One Can" Streetside Recycling Campaign.
	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				●	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.
	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	●				The City's Recreation Division will continue to partner with Athens Services to provide organic compost during Community Garden clean up days, and will increase the availability of compost at the weekly Farmers' Market.
	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				●	A landscape demonstration site was established at the Orange Grove lot (2012).

SAFETY AND NOISE

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	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				●	Sheriff and Fire facilities in the City are currently beyond capacity; evaluation of expansion opportunities are underway.
	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				●	Completed in 2013. Will continue to submit updates to the County and State every three years as required.
	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	●				A town hall was held July 2013. Monthly Public Safety Commission meetings. Visits to Neighborhood Watch Groups and other Boards and Commissions are ongoing.
	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	●				Annual Neighborhood Block Captain Training happened in February 2014.
	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	●				A town hall was held July 2013. Monthly Public Safety Commission meetings. Visits to Neighborhood Watch Groups and other Boards and Commissions are ongoing. "Street outreach" is conducted by staff and Public Safety Commission quarterly. 5 minute CPR classes are offered at various locations throughout the year.
	SN-A.7	New Development Seismic Standards	Evaluate and update seismic standards for all new development based on best practices and needs.	SN-1.4	CDD, DPW	Medium				●	City Geologist currently evaluating updated seismic hazard maps. Funding will be reflected in new budget cycle.

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
	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			●		Updated inventory of building stock and identified visible seismic issues and submitted to structural engineer for further study.
	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				●	In conjunction with the City Geologist, Building and Safety has completed alternate foundation design standards in the liquefaction zones throughout the City.
	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	●				Programs that support this goal include Neighborhood Watch, Community Emergency Response Training (CERT), and the LASD Volunteer Program "Volunteers on Patrol".
	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				●	Specified noise-related policies were incorporated in the Municipal Code in 2013.
	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				●	Complete.

Appendix B

Climate Action Plan Implementation Status Table

Appendix B
Climate Action Plan Implementation Status Table
 March, 2014

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

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
CL-1.2(A)	IRC-A.11		Conduct an energy audit of all municipal buildings.		DPW		●				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		●			Automated garage Project will contain PV's and will be completed in late 2015/early 2016.
CL-1.2(D)			Install electronic building performance displays in all publicly accessible buildings.		DPW	Medium			●		New automated garage will contain informational signage and will be completed in late 2015/early 2016.
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; park area lighting); exploring use of LEDs in parking garage.
CL-1.2(G)			Work with Southern California Edison to convert all street, sidewalk, and park lighting to energy efficient technologies.		DPW, HSRS	Medium		●			City has hired a consultant to conduct a feasibility study to take over the street lighting from Edison and convert the infrastructure to energy efficient technology.
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	●				Install water conserving devices and fixtures where applicable.
CL-1.3(C)			Continue to reduce water consumption in municipal landscape irrigation.		DPW	Medium	●				Added three new irrigation smart controllers and began installation of centralized control components.
CL-1.3(D)			Install evapotranspiration systems in City landscapes.		DPW	Medium	●				Continued centralization of irrigation systems in a planned process.

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
CL-1.4(A)			Continue to provide TDM subsidies to City employees.		CDD, FIN, ASD	Short	●				Staff has increased incentives to city employees as a two year pilot, funded by Air Quality Management District. During the construction of the City Hall automated parking garage project, which began March 10, 2014, all employees park at either the Hancock or La Brea parking garage. During the transition, the incentives will be increased to encourage employees to use transportation alternatives, including car-pooling, bicycles, walking and public transportation, to decrease the impact of parking space at the Kings Road parking structure for the public. In addition, all employees will be given a bus pass for the duration of the construction. As of February 22, 52 employees have signed up for the 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.

ECONOMIC DEVELOPMENT

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	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	●				Information 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		●			Staff is following regional efforts for participation opportunities .
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 2015/16.

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
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	●				Information is regularly included with customers' utility bills
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 2015/16.
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 2015/16.

GREEN SPACE

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
G-1.1(A)			Continue to implement an urban forest management plan.		DPW	Short			●		Underway
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			●		Underway
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				●	Residential Parkway Guidelines are posted on the City website.

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
G-1.3(C)	PR-A.6		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	●				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.
G-1.3(D)	PR-A.2		Review existing and explore new funding mechanisms for acquiring additional park land and open space.		DPW, HSRS, FIN	Short		●			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.
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		●			As the Avenues Streetscape Master Plan is implemented, the City will plant bulbouts and parkways, as well as new public gathering space that was converted due to lane reconfiguration.
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	●				The City continues to install neighborhood traffic calming measures as needed.
G-1.3(G)	PR-A.4		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		●			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.
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			●		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.

LAND USE AND COMMUNITY DESIGN

CAP Action	GP Action	Action Name	Action Description	Policy	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	●				Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant to conduct studies that will evaluate package of incentives and standards to encourage growth in transit overlay zones.
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 consultant has been hired to assist staff with review and development of incentives for maintenance and reuse of historic buildings.

WASTE REDUCTION AND RECYCLING

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	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	●				Department of Public Works continues to implement this project.
SW-1.1(B)			Provide public education programs regarding low-waste strategies and implementation.		DPW	Medium	●				Department of Public Works continues to implement this project.
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.
SW-1.3(A)	IRC-A.23		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 were conducted as part of the public outreach program for the Plastic Bag Ban. Flyers were printed and distributed to local businesses regarding the Plastic Bag Ban.

TRANSPORTATION AND MOBILITY

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
T-1.1(A), T-1.1(E)	M-A.19		Conduct a survey of pedestrian obstacles and sidewalk gaps and implement the recommendations over time.		CDD, DPW, HSRS	Short	●				A pedestrian survey was conducted as part of the Pedestrian and Bicycle Mobility Master Plan Update 2013-2014. Plan is scheduled for approval by Summer 2014. The City will continue to inspect sidewalks on an annual basis for safety issues and repair needs.
T-1.1(B), T-2.1(A), T-2.2(B)	M-A.26		Update the Bicycle and Pedestrian Master Plan as appropriate.		CDD	Short			●		Staff undertook a community planning process to update the Pedestrian and Bicycle Mobility Master Plan. The plan is scheduled for approval by Summer 2014.
T-1.1(C)	LU-A.8		During select, limited times, transform portions of a street or corridor into a traffic-free, pedestrian and community space.		CDD, DPW, HSRS	Short		●			Staff is conducting research on opportunities to redesign Robertson North as a temporary pedestrian street and to permit occasional street closures. Recreation Services Division is also looking into opportunities in the future to explore limited street closures elsewhere in the city.
T-2.1(B)			Install bike lanes and routes, including improved signage and wayfinding, to complete the City's bicycle network.		CDD	Medium		●			New Pedestrian and Bike Plan includes new lanes and routes throughout city. The plan is scheduled to go to Council for approval in Spring of 2014.
T-2.1(C)	M-A.30		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(D)			Require development projects in Transit Overlay Zones to provide bike parking and/or facilities for bike sharing programs.		CDD	Medium		●			Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant, and if awarded would include development of incentives to include bike/car sharing and bike parking. Grant award announcements are anticipated in Summer or Fall 2014.
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.
T-2.1(F)			Review and implement recommendations from the City's Bicycle Task Force, as feasible.		CDD	Medium	●				Staff installed Sharrows on Fountain Avenue, over 90 new bike racks, and striped a bike lane on San Vicente Blvd.
T-2.2(A)	M-A.27		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				●	Staff completed an analysis as part of the Pedestrian and Bicycle Mobility Master Plan Update 2013-2014. Plan is scheduled for approval by Summer 2014.

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
T-2.2(C)	M-A.28		Install bicycle parking in underserved areas.		CDD, DPW	Medium			●		Bicycle parking will be included in the City Hall Automated Garage and Public Plaza project. In addition, staff have included over 90 bike racks throughout the City.
T-3.1(A)			Continue to lobby local, state, and federal officials for fixed rail transit to West Hollywood.		CMD	Short	●				Ongoing
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	●				Staff coordinates with Metro and other regional planning entities and government representatives on a regular basis.
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	●				This program will continue in 2014.
T-3.2(B)			Work with employers to make bus information available to employees		CDD, CMD	Short	●				During construction of the new City Hall parking garage, all employees will receive a free Metro tap card, allowing for unlimited rides. The City also held informational sessions for staff interested in riding the bus.
T-3.2(C)	M-A.12		Expand CityLine service hours and route operations, especially to ease nighttime congestion connecting to Sunset Boulevard.		HRSC	Medium			●		In 2014, the City will continue to monitor Cityline routes and schedules and make adjustments as needed to maintain and improve schedule and times. The Pick Up shuttle will continue to be funded as a pilot program through the fiscal year and proposed to be implemented as a permanent transportation program in the upcoming 2014-16 fiscal year budget.
T-3.3(B)	M-A.2		Conduct a study on the feasibility of creating a streetcar transit system on Santa Monica Boulevard.		CDD, CMD	Short	●				The City launched The Pickup, a free shuttle service along Santa Monica. The service runs 8 PM - 3 AM on Fridays and Saturdays.
T-3.3(D)	M-A.17		Conduct a feasibility study of bus-only lanes during peak hours to prioritize transit patrons over single occupant vehicles.		CDD, DPW				●		Public Works is implementing a Metro grant for Metro Rapid Bus Transit System Priority improvements, involving communication upgrades to 28 signalized intersections. Work is in progress and will be completed in 2014. Upon completion of that project, studies will be conducted to determine the effectiveness of the bus priority system and the potential for implementation of other enhancements (i.e. bus only lanes) to further increase transit speed.

CAP Action	GP Action	Action Name	Action Description	Policy	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	●				Ongoing
T-4.2(A)	M-A.36		Develop relationships with car share companies to expand car sharing to West Hollywood.		CDD	Medium			●		Staff is planning an RFP for a permanent carsharing service, to be released in 2014.
T-4.2(B)			Offer reduced parking requirements for new development projects that provide dedicated car-share facilities.		CDD			●			Staff has applied for a Strategic Growth Council Sustainable Communities Planning Grant, and if awarded would include development of incentives to include bike/car sharing and bike parking. Grant award announcements are anticipated in Summer or Fall 2014.
T-4.2(C)			Collaborate with regional partners to expand car sharing.		CDD	Medium			●		Staff is planning an RFP for a permanent carsharing service, to be released in 2014. Staff continues to participate in discussions with other Westside cities about carsharing.
T-4.3(C)			Implement parking pricing strategies in the commercial corridors and the Transit Overlay Zone.		DPW	Medium	●				Extended meter hours citywide approved by the City Council and implemented in September 2013. Transit Overlay Zones not yet implemented.
T-4.3(F)	M-A.34		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			●		Planned as part of LRMP work program for FY 2015.

WATER USE AND EFFICIENCY

CAP Action	GP Action	Action Name	Action Description	Policy	Dept.	Time Frame	Project Status				Notes
							Ongoing	Pending	Underway	Complete	
W-1.1(A)	IRC-A.8		Work with water providers to continue education efforts on water conservation.		DPW, PIO	Ongoing	●				Department of Public works continues to work with Environmental Services to discuss outreach plan
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

Appendix C
2013 Annual Housing Element Progress Report

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

Jurisdiction West Hollywood
Reporting Period 1/1/2013 - 12/31/2013

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	Deed Restricted Units	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			See Instructions	See Instructions	
(9) Total of Moderate and Above Moderate from Table A3 ▶▶			0	25	25						
(10) Total by income Table A/A3 ▶▶				25	25						
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

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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	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

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	
No. of Units Permitted for Above Moderate	7	8	7	3		25	25

* Note: This field is voluntary

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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	RHNA Allocation by 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	0	195	-53
	Non-deed restricted		0	0	0	0	0	0	0	0		
Low	Deed Restricted	91	4	4	0	0	0	0	18	0	26	65
	Non-deed restricted		0	0	0	0	0	0	0	0		
Moderate	Deed Restricted	99	3	4	0	0	0	0	5	0	12	87
	Non-deed restricted		0	0	0	0	0	0	0	0		
Above Moderate		252	90	89	15	8	12	163	201	25	603	-351
Total RHNA by COG. Enter allocation number:		584										
Total Units ▶ ▶ ▶			97	97	57	8	59	201	292	25	836	-252
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶												

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

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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 - Incentives for Rehabilitation	Design a multi-family housing rehabilitation program that incorporates technical assistance for landlords, seismic retrofitting, water and energy efficiency upgrades, weatherization, sustainability improvements, and universal design, and to address impacts for tenants-in-place during rehabilitation. Explore incentives, including possible financial assistance to encourage participation. Pursue financial resources to assist housing providers to upgrade the City's housing stock with green building improvements. Conduct a study to explore incentives for upgrading historic buildings. Identify properties with soft-story vulnerability and draft a programmatic response, including incentives to encourage retrofitting.	2013-2021	In 2013, the City completed a study residential rehabilitation. The study focused on: documenting West Hollywood's housing characteristics; examining the barriers to rehabilitation including regulatory, funding, construction, and other issues; reviewing past and current options for incentivizing rehabilitation of privately owned rental units; outlining recommendations and actionable next steps for the City. The report touched on affordable housing, energy, seismic and historic improvements, and the West Hollywood Rent Stabilization Ordinance. The findings and recommendations from the report were presented to City Council in May 2013, and will be used in the creation of a residential rehabilitation program for the City. In 2013, the City's Community Development Department began working with a consultant team on the development of new incentives to help with the maintenance and rehabilitation of historic multi-family properties. Presentation of policy recommendations for City Council consideration are planned for 2014.

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<p>HE2 - Multi-Family Rehabilitation and Acquisition/Rehabilitation</p>	<p>Identify apartment complexes in need of rehabilitation and support non-profits in acquisition and rehabilitation on an ongoing basis. Use survey tools to scan and analyze block-by-block areas of need of various improvements within the City by 2015. Educate the public (both tenants and landlords) through brochures, City newsletters, and City website, social media, and other innovative communication tools, etc., regarding the rights and responsibilities of maintaining housing quality standards. Annually explore funding availability from State and Federal sources for acquisition and rehabilitation activities, such as HOME funds, Multifamily Housing Program (MHP) funds, and Low Income Housing Tax Credits (LIHTC) as an ongoing collaboration with affordable housing providers. Promote the incorporation of universal design features in residential rehabilitation, particularly in City-assisted projects as part of the regular permitting processes.</p>	<p>2013-2021</p>	<p>In 2013, the City continued to provide 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 (9,233 inquiries in 2013), the Rent Stabilization Annual Report, and informational mailings to all new tenants and landlords of rent stabilized buildings. The City continues to explore funding availability from State and Federal sources for acquisition and rehabilitation activities, including advocating for the passage of SB 391, the California Homes and Jobs Act.</p>
<p>HE3 - Home Secure Program</p>	<p>Continue to advertise the availability of this program on the City's website and provide brochures at public counters on an ongoing basis. Continue to conduct community outreach and make referrals through social services and rent stabilization constituent contacts to enroll aging and at-risk populations in the Jewish Family Services case management program.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, 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.</p>
<p>HE4 - Mills Act Contracts and Historic Preservation</p>	<p>Conduct outreach regarding the Mills Act to owners of historic properties annually. Continue to advertise the availability of this program through brochures at public counters. Complete study on historic preservation rehabilitation incentives in 2014 and develop a framework for a program to address historic properties.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, 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.</p>

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<p>HE5 - Code Compliance</p>	<p>Continue to implement the Code Compliance program to ensure routine property maintenance and eliminate substandard building conditions. In 2014, explore the feasibility of establishing a Rental Housing Inspection program that focuses on physical/structural conditions. (This program will work hand-in-hand with the City's efforts to facilitate multi-family rehabilitation described later.) Explore opportunities for incentivizing upgrades to current standards (see Program 2). In 2014, explore Franchise Tax Board Substandard Housing program for prohibiting certain income tax deductions for landlords who are delinquent in addressing Health and Safety Code violations. By 2015, review the existing program to evaluate its effectiveness and impact on neighborhood conditions to determine if the program needs to be modified or continued.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, the Code Compliance Division continued to implement the code compliance program. Code compliance officers respond to constituent needs on a daily basis, including habitability issues, lack of maintenance, and other items. Also, the City launched WeHoDirect, a system that provides the user 24/7 access to City Hall. Through WeHoDirect, residents and others are able to text, email, or tweet any Code Compliance issues that need to be addressed, ensuring that the concern is addressed, even outside of regular City Hall business hours. Requests are automatically routed to the appropriate staff.</p>
<p>HE6 - Rent Stabilization Ordinance</p>	<p>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. In 2014, explore the issues of aging in place for elderly and disabled persons and find solutions such as a legislative change to allow for unit swapping as an exemption under Costa-Hawkins. By 2015, conduct a review of the Net Operating Income (NOI) mechanism to determine its effectiveness. Continue to conduct workshops to educate landlords and tenants on matters related to the Rent Stabilization Ordinance, including topics such as property maintenance, registration, mediation, and evictions.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, the City continued to maintain and operate the rent stabilization program. In addition, City staff worked with the City's legislative advocate to monitor legislation that would impact the City's rent stabilization program. Staff traveled to Sacramento to lobby for a unit swapping program that would allow seniors to age in place in the West Hollywood community. The City also meets annually, or as needed, with other cities in the State which have rent stabilization programs. Also in 2013, the City launched Building Blocks, a series of educational seminars to inform property managers, owners, landlords, and tenants about the Rent Stabilization Ordinance. Seminars included topics such as "Tenants 101," "Emergency Preparedness for Apartment Buildings," and "Evictions and Relocations: A Primer." Participants completed feedback forms which will help shape topics and improvements for next year's series.</p>

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<p>HE7 - Housing Choice Vouchers (Section 8)</p>	<p>Continue to encourage local landlords to accept rental vouchers on a daily or as-needed basis and continue programmatic response through Rent Stabilization Ordinance and social services agencies for landlords terminating Section 8. Include information in semi-annual mailings to property owners outlining the benefits of the Housing Choice Voucher program. Undertake proactive measures to ensure the continued availability and usefulness of Housing Choice Vouchers for extremely low and very low income West Hollywood residents. Specifically, work with the Los Angeles County Housing Authority to maintain and increase the payment standards for vouchers to reflect the actual cost of renting in Los Angeles County.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, the City worked with the Housing Authority of the County of Los Angeles for 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. 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. The federal sequestration budget cuts created a financial hardship for Housing Authorities throughout the country. The administration of the Housing Choice Voucher program locally was also impacted, as the Housing Authority of the County of Los Angeles closed its waiting list to new applicants, stopped issuing new vouchers, and disallowed existing voucher holders from porting to higher rent areas. The City continued to work closely with the Housing Authority during this period and kept the public informed through regular staff reports to the City Council on the federal budget situation.</p>
<p>HE8 - Preservation of Publicly Assisted Housing</p>	<p>Semi-annually monitor the at-risk projects by continuing to maintain close contact with the property owners regarding their long-term plan for the projects. Coordinate with the County and HUD to conduct meetings to educate the public regarding "at-risk" housing. For the three projects that require short-term renewal of subsidy contracts, communicate to the public regarding the limited potential for and required process of conversion and available tenant protection and assistance. Should the property owners be interested in selling the properties, provide financial and technical assistance to the WHCHC or other non-profit organizations interested in purchasing and/or managing the units at risk. The City will consider the feasibility of introducing a legislative item in 2013 supporting a permanent funding source for the development, rehabilitation and preservation of affordable units. Pursue State and Federal Funding: Assist non-profit organizations in pursuing State and federal funds for the preservation of at-risk units.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, the City continued to monitor at-risk units by maintaining close contact with the property owners regarding their long-term plans for the projects. 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 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. In 2013, the City continued to advocate for increased state funding for affordable housing development, acquisition, and rehabilitation, specifically through passage of SB 391, the California Homes and Jobs Act.</p>

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HE9 - 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.	2013-2021 (ongoing)	In 2013, 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.
HE10 - Residential Referral List	Continue to make available and update weekly the residential referral list of rental units. Expand the referral list to include accessibility as part of the listed amenities to assist persons with disabilities in identifying suitable units. Continue to encourage landlords to participate in this program to expand access to information by prospective tenants.	2013-2021 (ongoing)	In 2013, 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 2013, 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. In 2013, the City also began to advertise the availability of the Residential Referral List through social media.
HE11 - Mixed Use and Transit-Oriented Development	Amend the Zoning Code to implement the Transit Overlay Zone, providing incentives to facilitate transit-oriented mixed use development at specific locations. Assist interested developers in site identification and as appropriate, support developers in funding applications.	2013-2021 (ongoing)	In 2013, the Community Development Department regularly worked with property developers interested in developing mixed-use and transit-oriented development in the City. The City assists these developers with understanding the process necessary to obtain entitlements for their projects, including the density bonuses offered by the City along major corridors. The Community Development Department has applied for grant funding to assist with implementation of the Transit Overlay Zones and related incentives.

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<p>HE12 - Inclusionary Housing Ordinance</p>	<p>Continue to implement the Inclusionary Housing Ordinance. Continue to monitor market conditions and development trends to ensure that the Ordinance works effectively to provide affordable housing in the community but does not unduly constrain housing development in general. If constraints are identified, the City will make necessary improvements to the ordinance to enhance its effectiveness in facilitating the development of housing for all income groups. Continue to prioritize inclusionary housing units for tenants displaced due to Ellis Act and consider developing a programmatic approach within the Inclusionary Housing Ordinance to assist persons with disabilities (including persons with developmental disabilities) and those aging in place. Consider revising the Inclusionary Housing Ordinance to specifically identify the very low income households.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, the City continued to implement the Inclusionary Housing Ordinance. There was one new building that received a Certificate of Occupancy in 2013. The City worked with the property owners to lease the four inclusionary units to low- and moderate-income households. In 2013, 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 results of the study were presented to City Council in May 2013. In 2013, 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, including relocation counseling assistance. If the tenant qualifies for affordable housing they are placed on the City's inclusionary housing waiting list and given top priority. In 2013, the City continued to look at ways to amend the Inclusionary Housing Ordinance in order to address recent case law. The final amendments to the Ordinance will be presented to City Council in 2014.</p>
<p>HE13 - Affordable Housing Development through Partnerships with Non-Profits</p>	<p>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. Devise incentives for the development of housing for extremely low and low income households including persons with disabilities, for example, explore the feasibility of fee incentives.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, the City's Rent Stabilization and Housing Division continued to work 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 received its Certificate of Occupancy in December 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, with some of the units set-aside for extremely-low income seniors who are at-risk of homelessness and seniors with disabilities. 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.</p>

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<p>HE14 - Workforce Housing, Family Housing, and Ownership Housing Opportunities</p>	<p>Explore creative housing types such as accessory dwelling units, co-op housing, micro units, and other flexible housing types to increase opportunities for affordable homeownership.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, the City continued to implement the Inclusionary Housing Ordinance which allows for the creation of moderate-income units as workforce housing. The City continued to work with several nonprofit housing developers, including WHCHC, Affordable Living for the Aging, and Los Angeles Housing Partnership to develop housing for very-low and low-income households. In 2013, 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. The City anticipates ownership inclusionary housing units to become available in 2014 and 2015 and will continue to look into funding programs. The City conducted a first-time homebuyers workshop as part of its Building Blocks Educational Series and made resources available online for the public's use.</p>
<p>HE15 - Commercial Development Impact Fee</p>	<p>Continue to implement the Commercial Impact Fee program. Monitor market conditions and development trends regularly to ensure that the Commercial Impact Fee works effectively to provide affordable housing in the community but does not unduly constrain development in general. In 2014, issue a Request for Proposals to study the Commercial Impact Fees, and adjust if necessary.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, 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 late 2013, the City released a Request for Proposals for a Housing Impact Fee Nexus Study. In 2014, the selected consultant will perform a nexus analysis to demonstrate the relationship between the construction of new commercial development and the impact fee required. This study will be used to adjust the Commercial Impact Fees, if found necessary.</p>
<p>HE16 - Green Building</p>	<p>Continue to implement the Green Building program that offers incentives and flexibility for compliance, and update as needed. Continue to fund and operate the Green Building Resource Center. Promote green building standards in the City's affordable housing stock by providing financial assistance for improvements.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, the City's Community Development Department continued to implement the Green Building Program, offering incentives and flexibility for compliance. Also in 2013, 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 Courtyard at La Brea Project. The Courtyard at La Brea focuses 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 a composting program and an edible garden component, facilitated by WHCHC staff, working with a certified Master Gardener. Other sustainable features include photovoltaic panels to generate electricity, solar hot water heating, energy star appliances, and a first of its kind greywater reclamation system in West Hollywood.</p>

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HE17 - Potential Sites for RHNA	Ensure that adequate capacity exists to accommodate the City's RHNA of 77 housing units. Encourage mixed-use development at key nodes along commercial boulevards. Annually monitor the City's progress toward meeting the RHNA, including an analysis of any RHNA shortfalls, and evaluate the land availability to meet the remaining RHNA.	2013-2021 (ongoing)	In 2013, the City continued to provide information to developers upon request about sites where higher density residential and mixed-use developments are appropriate. The City continues to encourage mixed-use development in commercial zones and particularly in the Mixed-Use Incentive Overlay in certain areas along commercial boulevards. The City maintains an inventory of potential sites where higher density residential and mixed-use developments are appropriate. In 2013, construction on the Courtyard at La Brea project was completed. The City committed financing for the project and recorded a regulatory agreement on the property restricting the project as affordable for a minimum of 55 years. The City continues to annually monitor it's progress towards meeting the RHNA. At this time, the City is on target to meet it's RHNA requirement.
HE18 - Zoning Ordinance	Beginning in 2014, conduct a study to explore the suitability of various housing types such as micro units, co-op housing, accessory dwelling units, and other flexible housing types, or tools such as parcel subdivision, to meet the housing needs of the underserved groups, such as seniors aging in place and moderate income households.	2013-2021 (ongoing)	The Community Development Department anticipates incorporating this study in the Department work plan starting in fiscal year 2015-2016.
HE19 - Streamlined Processing	Continue to work on improving the streamlined processing procedures and by 2015 develop a handbook to guide developers through the City processes and requirements. Continue to offer pre-application conference with project applicants to identify issues and concerns prior to application submittal.	2013-2021 (ongoing)	In 2013, the City's Community Development Department continued to work on a streamlined permit processing procedure. The Department will continue to work on creating new procedures during the 2014 calendar year, including updates and clarifications to application forms, and production of a development handbook. The City plans to implement new permitting software in 2014 that will help to streamline the permitting process for applicants. The Department regularly meets with project applicants in pre-application conferences to identify issues and concerns prior to application submittal.
HE20 - Fee Waivers for Affordable Housing	Continue to waive art, park, and transportation fees for residential projects with 25 percent or more affordable units. Continue to waive all City-imposed plan check and other fees for nonprofit-sponsored projects are 100 percent affordable. Review the City's various planning and development fees, as was done in 2006 and 2010, to ensure they are reasonable and do not unduly constrain housing development.	2013-2021 (ongoing)	In 2013, the City continued to waive City fees for affordable housing projects.

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HE21 - Fair Housing Program	Continue to provide fair housing information to the public regularly as needed via the public counters, message boards, City website, and 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. By the end of 2014, have specific City staff liaison appointed to coordinate with various stakeholders including the Western Center for Independent Living and other housing organizations at least semi-annually to provide updated education and outreach on fair housing issues.	2013-2021 (ongoing)	In 2013, 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 2013, 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 2013, 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.
HE22 - Tenant/Landlord Mediation	Continue to offer the mediation program and promote the program through information on City website, program brochures at public counters, social media, and other innovative communication tools.	2013-2021 (ongoing)	In 2013, the Legal Services Division Mediator spoke with approximately 1,040 constituents and resolved 485 conflicts through a combination of telephone conciliations and face-to-face mediations. The City also continues to provide information on the City's website and program brochures at public counters.
HE23 - Tenant Eviction Protection Program	Continue to prevent unlawful eviction and fund legal aid organizations that provide tenant education and representation regarding landlord/tenant disputes. Renew 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. Continue to monitor and investigate allegations of tenant harassment.	2013-2021 (ongoing)	The City's Rent Stabilization Ordinance creates eviction control and limits the grounds on which a tenant may be evicted. In 2013, 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. Additionally, through social services funding, the City was able to fund an emergency rental assistance loan program for low-income tenants. The purpose of the program is to have the tenant work with a case manager when there is a financial hardship in order to avoid nonpayment of rent. Throughout each year the City reviews current laws and recommends modifications to ensure protection of tenants. These laws include both local and state laws. The City 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. In 2013, the City worked closely with legal aid organizations to protect tenants from being unlawfully evicted in cases of a Section 8 termination.

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<p>HE24 - Services for Special Needs Populations</p>	<p>Continue to provide financial support to non-profit services providers that help meet the supportive services 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 City website. In 2014, coordinate with Bet Tzedek, or another legal services agency, and other service providers to develop an educational seminar for tenants and landlords regarding reasonable accommodations.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, the City continued to provide financial support to various non-profit service providers in the City. The City provided emergency shelter vouchers to a number of households in need of temporary housing. 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. 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.</p>
<p>HE25 - Enhanced Management Program</p>	<p>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.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, 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.</p>
<p>HE26 - Community Engagement</p>	<p>Design and initiate a community engagement program in 2014.</p>	<p>2013-2021 (ongoing)</p>	<p>In 2013, the City expanded its community outreach efforts related to housing in order to continually assess the community's housing needs and keep the public informed of upcoming affordable housing developments and opportunities. As a part of the community engagement, Rent Stabilization and Housing staff attended the Disabilities Advisory Board, Senior Advisory Board, Transgender Advisory Board, Planning Commission and Rent Stabilization Commission. Staff will continue to attend these and other Advisory Boards and Commissions, as needed. Additionally, staff created a Housing Survey to collect information on the community's housing needs and priorities. Outreach for the survey was done through the City's website and social media including Facebook and Twitter. The survey was also available at City Hall, the Farmers Market, and the Comprehensive Services Center.</p>

General Comments:

None.