

REPORT TO PLANNING COMMISSION

DATE: MARCH 1, 2012

TO: PLANNING COMMISSION

FROM: MIKE KAMINO, DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT *MK*

BY: ALLISON COOK, PRINCIPAL PLANNER *ac*

SUBJECT: GENERAL PLAN ANNUAL PROGRESS REPORT 2011 AND PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT YEAR IN SUMMARY

The purpose of this informational item is to present the Planning Commission with the *2011 General Plan Annual Progress Report and Planning and Community Development Department Year in Summary*. Government Code Section 65400 establishes the requirement that each city and county prepare an annual report on the status of the General Plan, including the Housing Element, and progress in the implementation of its goals and policies to the Governor's Office of Research and Planning (OPR) and the California Department of Housing and Community Development (HCD). In addition to the required Annual Progress Report, the document includes a summary of activities of the Planning and Community Development Department this past year, which encompasses more items than direct General Plan implementation.

For the most part, staff has been working diligently on administrative items, such as updating the Zoning Map and Zoning Code to be consistent with the newly adopted General Plan. The City Council adopted this comprehensive Zoning Ordinance Amendment and new Zoning Map in late 2011.

Some other highlights of 2011 include completing implementation of the Housing Element 2008-2016 through adoption of two Zoning Ordinance Amendments. The Reasonable Accommodations Ordinance, Program 19 of the Housing Element, was adopted by the City Council. The Ordinance amended the City's Zoning Code to provide reasonable accommodations in the City's zoning and land use regulations, policies, and practices, when needed, to provide an individual with a disability an equal opportunity to use and enjoy a dwelling. The Ordinance establishes detailed procedures by which a person may request a reasonable accommodation from the City. The Ordinance also sets forth findings that must be made by the decision-makers in order to approve a request for a reasonable accommodation.

In addition, the City adopted the Housing Element Implementation Measures Ordinance this past year, which carried out Programs 4 and 17 of the Housing Element. Program 4 is to update the City's Zoning Ordinance to require inclusionary housing units in condominium conversion projects. Program 17 is to update the Zoning Code with the latest state requirements regarding

the regulation of manufactured housing, Single Resident Occupancy (SRO) units, community care facilities, transitional housing, and emergency shelters.

The *2011 General Plan Annual Progress Report and Planning and Community Development Department Year in Summary* also details the amount of development that occurred in 2011. During the 2011 calendar year, one above-moderate income single family home completed construction, and about 9,000 square feet of non-residential development was completed, consisting of a school at the Chabad of the Conejo and a retail mini-mart at a gas station.

Staff will forward the *2011 General Plan Annual Progress Report and Planning and Community Development Department Year in Summary* to the City Council, with the recommendation that the City Council hold a public hearing on the document and direct staff to forward it to the Governor's Office of Planning and Research and the California Department of Housing and Community Development.

RECOMMENDATION

This item is for information only, and no formal action by the Planning Commission is necessary. Staff recommends that the Planning Commission receive and file the *2011 General Plan Annual Progress Report and Planning and Community Development Department Year in Summary*.

Attachment:

2011 General Plan Annual Progress Report and Planning and Community Development Department Year in Summary



GENERAL PLAN ANNUAL PROGRESS REPORT 2011

AND

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT YEAR IN SUMMARY

March 2012

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General Plan Annual Progress Report 2011

and

Planning and Community Development Department Year in Summary

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INTRODUCTION

This City of Agoura Hills report consists of two components:

- General Plan Annual Progress Report (APR)
- Planning and Community Development Department 2011 in Summary (Year in Summary).

The APR is intended to comply with state law (Government Code Section 65400) for the City to submit an annual report on the status of the General Plan, and the progress made in its implementation, to its legislative body, (the Agoura Hills City Council), the Governor's Office of Research and Planning (OPR), and the State Housing and Community Development Department (HCD). This report was presented to the City Council of Agoura Hills at a noticed public hearing, and accepted unanimously by the City Council on March 14, 2012.

The General Plan is the City's constitution for land use and development, and is a comprehensive strategy for the management of the community's future. The following four elements of the General Plan 2035 were adopted by the City in March 2010:

- Community Conservation and Development
- Infrastructure and Community Services
- Natural Resources
- Community Safety

The City's 2008-2014 Housing Element was adopted separately by the City in November 2008 and certified by HCD in January 2009.

The following Annual Progress Report (APR) describes the efforts made toward realizing the goals and policies found in the General Plan 2035 and 2008-2014 Housing Element. The APR is formatted such that each element is reviewed, and brief comments are made regarding how the City has been achieving the goals and policies by implementing specific measures called out in the element, and other measures the City continues to carry out. In 2010, the City Council prioritized the implementation measures of the General Plan 2035 for the next two years (2010 and 2011). The priorities for 2011 are summarized in a table, which is included in the Appendix. These prioritized measures, along with ongoing implementation measures and measures that were started in 2010 but completed in 2011 (table also in Appendix), are the focus of the APR. For reference, the full Implementation Program of the General Plan is included in the Appendix as well, and identifies those measures that have been completed to date.

As of 2011, the implementation measures of the 2008-2014 Housing Element have been completed. The measures carried out this year are addressed in the APR. Additionally, the HCD forms and tables for annual reporting are completed and attached to this APR in the Appendix.

The Planning and Community Development Department of the City of Agoura Hills has sought to implement the various items

of the General Plan 2035 and 2008-2014 Housing Element this year to bring City goals and policies into practice. In addition, the Department is charged with many more tasks to ensure the proper planning and development of the City. Much of the everyday work in the Department can be related ultimately to implementing the General Plan goals and policies in one way or another, some broadly and some more specifically. Therefore, in addition to the APR, this report also includes a summary of the overall activities of the Department beyond the particular General Plan implementation measures, referred to as the Planning and Community Development Department 2011 Year in Summary.

ANNUAL PROGRESS REPORT

COMMUNITY CONSERVATION AND DEVELOPMENT ELEMENT

As Agoura Hills is almost fully developed, the policies in the Community Conservation and Development Element (Sections: Land Use and Community Form, Economic Development, Historic and Cultural Resources) focus on how population and employment growth can be managed to preserve the qualities that distinguish the City's neighborhoods, business districts, and open spaces.

A. Land Use and Community Form

The policies in this section recognize that most of the City will be maintained at its current types and densities of land use, and so provide direction for their long-term maintenance. At the same time, this section recognizes that changes will occur in limited areas that:

- *Have been previously planned to accept growth.*
- *Enable existing commercial centers and business districts to sustain their economic vitality and evolve in response to changing markets.*
- *Meet mandates for more sustainable forms of development.*

Goals

The following are the main goals of the Land Use and Community Form section:

Goal LU-1:

Growth and Change. Sustainable growth and change through orderly and well-planned development that provides for the needs of existing and future residents and businesses, ensures the effective and equitable provision of public services, and makes efficient use of land and infrastructure.

Goal LU-2:

City of Diverse Uses. A mix of land uses that meets the diverse needs of Agoura Hills' residents, offers a variety of employment opportunities, and allows for the capture of regional population and employment growth.

Goal LU-6:

Land Use Distribution and Urban Form. Community conservation and managed growth that protects and enhances the distinguishing qualities of the City, livability of neighborhoods, economically vigorous and viable business districts, sustained environmental resources, and well-being and health of residents.

Goal LU-12:

Diverse Districts and Corridors. A diversity of vital and active commercial districts providing a choice of uses and activities for Agoura Hills' residents and visitors.

Goal LU-13:

Well Designed and Attractive Districts. Retail centers and corridors that are well-designed and attractive, providing a positive experience for visitors and community residents, and fostering business activity.

Goal LU-14:

Mixed Use. Districts integrating commercial, office, entertainment, and/or housing that actively engage and enhance pedestrian activity, enable Agoura Hills' residents to live close to businesses and employment, and are well-designed, reflecting the traditions of the City.

Goal LU-15:

Quality Business Parks. A diversity of business parks accommodating office and light industrial uses that provides a variety of job opportunities for Agoura Hills' residents.

Goal LU-16:

Well Designed and Attractive Business Parks. Business park and light industrial districts that are designed as an attractive working environment and valuable place to do business.

Goal LU-17:

Cohesive and Integrated Districts. Districts containing buildings developed on multiple properties that convey the character of cohesive and distinctly identifiable places, which respect their natural setting and are well designed, reflecting traditions of the City.

Implementation Measures for 2010

The following are implementation measures listed in the General Plan, pertaining to the above goals. These specific measures were identified as priorities for 2010 by the City Council. They were begun in 2010, but completed this past year, in 2011. All were accomplished by a comprehensive Zoning Ordinance Amendment (ZOA), and, in some cases, a Zoning Map, both of which were approved by the City Council on December 14, 2011.

LU-1 Update the Municipal Code, Zoning Map, and any applicable guidelines to be consistent with the policies and

- diagrams of the General Plan with regard to land use designations and standards.*
- LU-31 *Adopt new Zoning Ordinance and/or guideline provisions that require business park and industrial park uses in the Business Park-Office Retail and Business Park Manufacturing districts to minimize the visual dominance of parking areas and to include aspects of promoting pedestrian activity.*
 - LU-32 *Amend the Commercial Shopping Center district in the Zoning Ordinance and/or guidelines to incorporate aspects of promoting pedestrian activity.*
 - LU-34 *Amend the Zoning Ordinance and Zoning Map to create the Commercial Shopping Center/Mixed Use district.*
 - LU-36 *Amend the Zoning Ordinance and Zoning Map to create the Planned Development district.*
 - LU-39 *Amend the Commercial Recreation district in the Zoning Ordinance to allow only those uses that protect and complement the area's open space character.*
 - LU-40 *Amend the Zoning Ordinance and Zoning Map to create the Neighborhood Commercial District.*
 - LU-42 *Amend the Old Agoura Design Overlay District in the Zoning Ordinance to differentiate Subarea 11 from the remaining commercial areas of the district, and create special uses allowed.*

Aside from incorporating new zoning districts into the Zoning Code and depicting them on the Zoning Map, the major focus of these implementation measures was to encourage pedestrian activity and mixed use developments. Additionally, the *City Architectural Design Standards and Guidelines* were

amended to incorporate design guidance for pedestrian amenities, such as pathways and gathering places, located in commercial developments. This amendment was approved by the City Council on December 14, 2011.



With regard to Implementation Measure LU-36, the Planned Development district applies to three specific locations of the City where a specific plan, master plan, or other regulatory document is required to ensure cohesive and integrated development. The Planned Development district promotes mixed use development and encourages pedestrian activity. For two of the three areas, the Planned Development district name simply replaces the former Specific Plan district; each of these two areas is guided by an approved Specific Plan. The third area (North Agoura Road Planning Area - along Agoura Road, west of Kanan Road) was rezoned from Business Park – Manufacturing to Planned Development. The ZOA indicates that until a Specific Plan is adopted for this area, the Business-Park – Manufacturing zone will still apply, but a Conditional Use Permit will be required for new development to ensure

that it is consistent with the General Plan. Late in 2011, the City began further study of this third area, and, contingent upon funding, seeks to prepare a Specific Plan. Just recently, the City submitted an application for grant money to the Department of Conservation, Division of Land Resource Protection, for the next round of the Sustainable Communities Planning Grant monies to prepare the Specific Plan.

Implementation Measures for 2011

The following measures were identified as priorities by the City Council to commence and/or be completed in 2011. These measures implement the goals listed above.

LU-17 The City shall review the allowed uses in commercial land use designations, identifying any uses that may pose compatibility concerns with neighboring residential or other sensitive uses, and updating the Zoning Ordinance to address potential compatibility concerns.

Staff began working on this task in late 2011, preliminarily identifying locations in the City where there is the greatest compatibility concern. Staff's intent is to complete the effort and adopt a Zoning Ordinance Amendment in 2012-2013.

LU-19 The City shall prepare and implement a specific plan, master plan, design guidelines, or other regulatory document for the Planned Development District west of Kanan Road and north of Agoura Road to create a cohesive and integrated redevelopment of the properties with a mix of uses and development densities to provide economic value. The document shall address permitted land uses; density; streets and sidewalks to promote pedestrian activity internally and connecting to adjacent uses, such as Agoura Village; building

heights and setbacks; architectural design principles; parking, including possibly shared parking; streetscape and landscape guidelines and standards and amenities; implementation actions and responsibilities and other necessary elements.

As described above, staff has begun studying the North Agoura Road Planning Area in more detail, and has prepared a scope of work for undertaking a preliminary study and developing a conceptual plan for this area. Staff is currently seeking funding sources to prepare a Specific Plan. The majority of the work is expected to be completed in 2013, providing funding is made available.

Ongoing Implementation Measures

The following are highlights of implementation measures listed in the General Plan reflecting ongoing efforts, which the City made progress toward in 2011.

LU-2 Develop and maintain a Citywide database of vacant and underutilized sites, as well as development activity, in order to monitor the City's growth and change, and to ensure that the City does not exceed the General Plan limits for housing units and maximum square footages for other uses.

Throughout 2011, the City continued to process applications for development, consistent with the General Plan. The Conrad Hilton Foundation project (shown at right), a total 90,300 square-foot



LEED Platinum office complex in the Ladyface Mountain Specific Plan area to be completed in two phases, was approved by the City Council, and construction began in 2011.

One of the larger projects in the City currently under construction is the Agoura Hills Corporate Point Project (shown at left), an office building complex of 71,844 square feet, also within the Ladyface Mountain Specific Plan area. Construction continued throughout 2011.



A full list of projects in the City in review, under construction, and recently completed is found in the “City of Agoura Hills Development Summary (December 2011)” in the Appendix.

The City continues to maintain a list of vacant sites, and track new housing unit construction and non-residential development square footage construction by land use category in a matrix. The “City of Agoura Hills General Plan Buildout Matrix - 2011” is included in the Appendix, and shows the amount of new development that occurred in the City in 2011. With regard to residential development, in 2011, one single family home was constructed. About 9,000 non-residential square feet were constructed this past year.

LU-3 The City shall continue to work with adjacent communities to coordinate land use and growth policies, and to strengthen and promote inter-jurisdictional communication and cooperation.

Throughout 2011, the City continued to participate in the Las Virgenes Council of Governments/Southern California Association of Governments (LVCOG/SCAG) meetings as a regular member. The City has been coordinating with SCAG regarding the 2012 Regional Transportation Plan (RTP) and the Sustainable Communities Strategy (SCS), in order to fulfill the requirements of SB 375. In 2011, the City met with SCAG staff and provided staff with basic City land use data, leading to SCAG’s publishing of the Draft 2012 RTP/SCS. SCAG also released preliminary Regional Housing Needs Assessment (RHNA) data for the City of Agoura Hills. In 2012, the City will continue to coordinate with SCAG further on the RTP/SCS, including RHNA figures.

Additionally, the City continued to actively participate in the quarterly meetings of the Ventura Freeway Corridor Policy Committee as a member. This group is composed of local cities and other public agencies that meet to discuss policy issues and development projects that affect the local region, and to coordinate efforts to address any local regional land use concerns.

LU-14 The City shall continue to implement the Agoura Village Specific Plan.

The City continued to process applications for development in Agoura Village in 2011. Major projects are still in the review process, while the arcade was remodeled and tenant improvements and minor exterior improvements were completed at the Whizin Market Square on Roadside Drive.

LU-15 The City shall continue to implement the Ladyface Mountain Specific Plan.

As previously noted, the Conrad Hilton Foundation project, a LEED platinum project, was approved by the City in 2011. This project was found consistent with the Ladyface Mountain Specific Plan, and is currently under construction.

t r fforts

In 2011, the City completed several Zoning Ordinance Amendments (ZOA) relating to Land Use and Community Form, separate from those specifically called out as General Plan Implementation Measures, which were discussed above. The Massage Establishments and Practitioners Ordinance was adopted, which updated the Municipal Code to be consistent



with recent state legislation that provides a more uniform approach to regulating the massage profession, and places the regulation of the massage profession in line with other professional services in the state. The City also

approved the Parking Lot Landscaping/Tree Canopy Ordinance, which amended the Code with regard to amount of canopy coverage required on a development site and pedestrian amenities.

This past year, the Planning and Community Development Department actively pursued grant monies to implement the General Plan. Staff prepared and submitted a grant for the California Department of Transportation's Community Based Transportation Planning Grant to prepare a Bikeways Master Plan, but was not awarded the grant. Additionally, staff began preparation of a grant application to the Department of Conservation, Division of Land Resource Protection, for the next round of the Sustainable Communities Planning Grant monies to prepare the North Agoura Road Planning Area Specific Plan, as noted above.

In 2010, the City applied for the SCAG Compass Blueprint Demonstration Project grant for the Kanan Road and Thousand Oaks Boulevard Intersection Pedestrian Evaluation (shown below). The project involves conducting technical studies and conceptual design to arrive at a viable solution to improve pedestrian access at the intersection and at neighborhoods that surround the intersection, thereby providing a viable alternative to auto use. In 2011, SCAG selected this project for grant funding, and staff began working with SCAG on interviewing potential consultants and developing a scope of work. This project carries out many policies and goals of the General Plan in the Community Conservation and Development Element, including Policy LU-27.4:



Policy LU-27.4: Streetscape Improvements. Improve sidewalks and crosswalks with distinctive paving materials and pedestrian-oriented amenities, provide bikeway connections, where feasible, to improve the inter-connectivity of the shopping centers with one another and adjoining residential neighborhoods.

B. Economic Development

The following are the Economic Development projects and programs that the City is currently pursuing in order to accomplish the goal listed below. The City Council did not prioritize any Economic Development implementation measures for the year 2011. However, the City has undertaken efforts to work toward the goals and policies of this section.

Goal

Goal ED-1: Economic Base.

A strong and sustainable economic base that supports continued growth in City reserves.

Ongoing Implementation Measure

The following is one of the more prominent Economic Development implementation measures listed in the General Plan, which addresses the above goal. It reflects ongoing efforts, which the City made progress toward in 2011.

ED-1 The City shall continue to coordinate with business owners in the City through programs, such as the Business Task Force, and coordinate with other local economic development and business interests to ensure that the City is retaining and attracting sufficient businesses

to provide a solid and diversified economy and job base for the community.

The above measure is one of a few that implements the following policy:

Policy ED-1.3: Enhance Sales Tax Revenue. Target key new retail opportunities for location along the Highway 101 corridor and elsewhere in the City to reduce sales tax leakage from the community.

The City's Business Task Force continued its outreach in 2011 by visiting businesses throughout the City to identify measures the City could implement to promote local business. In part, in response to the feedback, the City adopted a Resolution that extends the timeline that businesses may display temporary advertising banners.

Also in 2011, along with Greater Conejo Chamber of Commerce and the adjacent cities of Westlake Village and Calabasas, the City embarked on a tourism marketing effort called the Low Impact Destination Marketing Organization. The goal of this effort, which the Chamber of Commerce will spearhead, is to increase tourism as a form of economic development in the region.

Other Efforts



The Reyes Adobe Road Interchange Project to widen the existing Reyes Adobe Road bridge over U.S. Highway 101 (shown at left) was

constructed in 2011. This transportation improvement is identified in the General Plan and in the City's Capital Improvement Program. This project accomplishes many goals and policies of the General Plan, especially those of the Mobility section of the Infrastructure and Community Services Element, but also specifically carries out the following Economic Development policy:

Policy ED-1.4: Infrastructure Improvements. Enhance Agoura Hills' attractiveness to new businesses by identifying infrastructure improvements that facilitate business development, particularly improvements in accessibility and congestion management.

Also in support of this policy, and identified in the General Plan and Capital Improvement Program, the City continued the design of a number of roadway improvements in 2011. These include the Agoura Road widening project, expected to be completed in 2012, and the Palo Comado Interchange project.

C. Historic and Cultural Resources

The following are the Historic and Cultural Resources projects and programs that the City is currently pursuing in order to accomplish the goals listed below. The City Council did not prioritize any Historic and Cultural Resources implementation measures for the year 2011. However, the City has undertaken efforts to work toward the goals and policies of this section.

Goals

Goal HR-1:

City That Values Its Historic Resources. The protection and maintenance of historic resources to foster stewardship and civic pride, which contributes to the unique identity and character of Agoura Hills.

Goal HR-2:

City That Values Its Cultural Amenities. A varied cultural environment that promotes the arts in Agoura Hills.

Annual and Ongoing Implementation Measure

The following is one of the more prominent Historic and Cultural Resources implementation measures listed in the General Plan, reflecting annual monitoring and ongoing efforts, which the City continued in 2011.

HR-3 The City shall continue to utilize the Reyes Adobe site as an important historic and cultural resource focal point and gathering space for the community, and shall consider utilizing other locally significant historic resources to further engage residents in cultural and civic activities.

The City continued its annual Reyes Adobe Days event in October 2011. This is the main community-wide event in the City, which provides cultural and historic activities. The Reyes



Adobe historical site is the central locale for the activities.
Other Efforts

In 2010, the City adopted the Cultural Arts Initiative, which included the establishment of a Cultural Arts Council, composed of five City residents that meet monthly. The objectives of the initiative and Council are to define art and culture in Agoura Hills; recommend programs to bring the



cultural arts to the community, including working with schools and businesses; and to install a “creative economy,” among others. In 2011, the City

convened the first meeting of the Cultural Arts Council, and adopted a logo (“91301”) and a mission statement. The first year of the Council was very successful, with the following accomplishments: launch of the Film 91301 series; hosting the first annual juried teen art show; implementing a successful Reyes Adobe Days’ Art Gallery with a “featured artist”; and selecting “Art in Public Places” pieces.



The policies that the Cultural Arts Initiative is based on are listed below.

HR-2.1: Cultural Programs. Create and promote cultural programs for residents of and persons employed in Agoura Hills, including the fine and performing arts, such as theatrical, dance, and music.

HR-2.2: Community Participation. Encourage active community participation in artistic and cultural activities.

HR-2.3: Cultural Venues. Provide sufficient venues to showcase fine art and the performing arts in Agoura Hills.

INFRASTRUCTURE AND COMMUNITY SERVICES ELEMENT

The Infrastructure and Community Services Element of the General Plan focuses on the three areas of Mobility, Utility Infrastructure, and Community Services. The purpose of the Mobility section is to create a well-connected transportation network that supports a mix of uses, walking or bicycling for short trips, conserving energy resources, and reducing greenhouse gas emissions and air pollution. The Mobility section emphasizes multi-modal transportation systems and “complete streets.” While the City is characterized predominantly by auto-oriented traffic systems, there is a desire to augment sidewalks, pathways, bikeways, and transit systems to provide viable alternatives to the personal vehicle.

The Utility Infrastructure section goals and policies strive to provide high quality and efficient services in the City while promoting sustainability and seeking to limit impacts to environmentally sensitive areas. The goals and policies of the Community Services section seek to provide a full range of services to sustain the Agoura Hills community, including recreational, educational, and cultural services through schools, libraries, parks, community recreation, as well as public safety services.

A. Mobility

The following section describes the Mobility projects and programs that the City pursued, or continued to pursue, in 2011 in order to fulfill the following General Plan goals:

Goals

Goal M-1:

Local Circulation System. A safe and efficient roadway system in Agoura Hills that facilitates the movement of goods and people while utilizing advanced technologies to minimize travel delays.

Goal M-2:

Complete Streets. A transportation system that serves all modes of travel and meets the needs of all users, as specified in the Complete Streets Act of 2007.

Goal M-3:

Intelligent Transportation Systems. A transportation system that utilizes advanced ITS technologies to maximize the efficiency and safety of the City’s transportation system.

Goal M-6:

Alternative Transportation. Reduced reliance on single-occupancy vehicle travel through the provision of alternative travel modes and enhanced system design.

Goal M-7:

Pedestrians. Transportation improvements and development enhancements that promote and support walking within the community.

Goal M-8

Bikeways. Enhanced bicycle facilities throughout Agoura Hills for short trips and recreational uses.

Goal M-11

Parking. Parking that is convenient and efficient for the use of residents, workers, and visitors.

Goal M-12:

Regional Circulation System. A comprehensive transportation system that is coordinated with adjacent jurisdictions and regional planning efforts.

Implementation Measure for 2011

The City Council identified the following Mobility implementation measure as a priority for 2011

M-3 The City shall prepare a study to identify the maximum peak hour volume to capacity (V/C) ratio increases per each level of service (LOS) category allowed at intersections resulting from a development project.

The purpose of this implementation measure is to provide greater clarity regarding the threshold for what is considered a significant traffic impact from new development. To complete this measure, this past year City staff prepared the Traffic Impact Analysis Guidelines. The Guidelines include the V/C ratio revisions, as noted in the implementation measure, and outline the requirements for preparation of a Traffic Impact Analysis for a development project, which would need to consider the V/C ratios.

Ongoing Implementation Measures

The following are implementation measures listed in the General Plan reflecting ongoing efforts, which the City continued in 2011.

M-4 The City shall implement specific roadway improvements listed in the Mobility section, the timing of which shall be determined by periodic monitoring of roadway traffic.



In 2011, the City continued the design of the Palo Comado/U.S. Highway 101 interchange and the Agoura Road widening project. The City completed construction of the Reyes Adobe/U.S. Highway 101 interchange improvements (construction shown at left). All of these projects are identified in

the General Plan as necessary traffic improvement projects, and are listed in the Capital Improvements Program.

M-26 The City shall continue to operate its specific seasonal and special service shuttles, and explore the feasibility of a regularly scheduled Citywide shuttle system connecting various areas and districts of the City.

In 2011, the City continued to provide specialized shuttle services, such as the Summer Beach Bus Shuttle, and Dial-a-Ride.

M-30 The City shall continue to coordinate with Caltrans, MTA, SCAG, neighboring jurisdictions, and other appropriate agencies on City and regional transportation matters.

The City continued to coordinate with other agencies in 2011 by serving on Metro's monthly Streets and Freeways Subcommittee, an advisory group to Metro's Technical Advisory Committee. The City continued to be a member agency of the Southern California Association of Governments, participating in regular agency meetings. The City coordinated with Caltrans for freeway interchange projects, including participating in development planning meetings.

Other Efforts

Implementation Measure M-29 pertains to exploring the use of shared parking in the City. Specifically, it reads:

M-29 The City shall update the Municipal Code to further expand shared parking options, and address shared parking for mixed-use projects and projects with varied peak parking demands.

This measure applies Citywide, and is slated for implementation in the 2012-2015 timeframe. Nonetheless, in 2011, in response to a determined need, the City prepared a Parking Zoning Ordinance Amendment (ZOA) that revised the shared parking allowance requirements for shopping centers so that they are more effective and create more efficient parking. The ZOA will be considered for adoption in 2012.

Also as part of the Parking Zoning Ordinance Amendment, the City updated the parking requirement for several types of commercial uses not addressed, or with outdated parking requirements, in the Zoning Code. This fulfilled Implementation Measure M-28, which was slated for completion in the 2012-2015 timeframe:

M-28 The City shall conduct a comprehensive update to the Parking Ordinance in the Municipal Code, including establishing new ratios of parking space requirements by land use, if warranted.

As noted previously, the Parking ZOA, including this component, will be considered by the City Council for adoption in 2012.

As described in the discussion under the Community Conservation and Development Element, in 2011, the City was awarded a SCAG Compass Blueprint Demonstration Project grant to fund the Kanan Road and Thousand Oaks Boulevard Intersection Pedestrian Evaluation. The project involves conducting technical studies and conceptual design to arrive at a solution to improve pedestrian access at the intersection and at neighborhoods that surround the intersection, thereby providing a viable option to circulation other than auto use. The project would fulfill the goals and objectives for complete streets and for pedestrian improvements; help to reduce greenhouse gases and vehicle congestion; and improve the overall health and quality of life of City residents by encouraging walking in a pleasant environment. It would also improve the aesthetics in the intersection area. Therefore, this project carries out not only Community Conservation and

Development Goal LU-4, identified previously, but Mobility Goal M-2 (Complete Streets), and Mobility Goal M-7 (Pedestrians). It partially fulfills the following implementation measure listed in the General Plan, which is not fully scheduled to be implemented until the periods 2012-2015 or 2016-2035:

M-17 The City shall investigate the feasibility of creating a special assessment district or exploring other funding sources and tools to provide improvements and maintenance for traffic calming and alternative modes of travel, including pedestrian, bicycle, and transit within existing neighborhoods and along existing roadways.

B. Utility Infrastructure

The City Council made no particular Utility Infrastructure implementation measure a priority in 2011. However, the focus this past year on Utility Infrastructure was the preparation and adoption of the Wireless Telecommunications Facilities Ordinance, consistent with the following goal:

Goal

Goal U-6:

Telecommunication System. Quality communication systems that meet the demands of new and existing developments in the City.

Ongoing Implementation Measures

The Wireless Telecommunications Facilities Ordinance provides a uniform and comprehensive set of standards and

regulations, along with permit requirements, for the installation of wireless telecommunications facilities in the City. These include installations on private property, public property and in the public right-of-way. Prior to the Ordinance, there was minimal guidance in the Municipal Code about the design and siting of such facilities and the related regulatory review process.



The Ordinance was found consistent with Goal U-6, and Policy U-6.2 of the General Plan, which states:

Policy U-6.2: Design and Siting of Utilities. Require that the installation of telecommunications infrastructure, such as cellular sites and towers, be designed in a manner to minimize visual impacts on the surrounding environment and neighborhood, and to be as unobtrusive as possible.

The following four implementation measures related to wireless facilities are considered ongoing. The City adopted the Ordinance to further these measures.

U-53 The City shall continue to coordinate with telecommunications providers to ensure that City residents, businesses, and institutions have access to state of the art technology resources and adequate coverage, while ensuring the appropriate design and location of such facilities, pursuant to federal and state law.

U-54 The City shall continue to require a Conditional Use Permit for review of telecommunication infrastructure, including cellular towers and sites, to ensure appropriate design and neighborhood aesthetic compatibility.

The following are highlights of other implementation measures listed in the General Plan reflecting annual monitoring and ongoing efforts, which the City made progress toward in 2011.

- U-26 The City shall continue to implement its Commercial Services Recycling Program, requiring businesses to have recycling programs, and all commercial trash collectors operating in the City to provide recycling services to these businesses and demonstrate diversion of wastes, consistent with state requirements.*
- U-27 The City shall continue to require residential waste haulers operating in the City to provide curbside recycling and green waste services to all residents, as well as equestrian waste recycling in the Old Agoura area, and to comply with state diversion requirements.*
- U-28 The City shall continue to comply with current state mandates for its residential curbside solid waste, recycling and green waste program, its construction and demolition recycling program, and various household hazardous and electronic waste collection programs.*
- U-33 The City shall continue to facilitate communications between residents and businesses and the waste collection and recycling service providers to ensure that adequate services are being offered.*
- U-34 The City shall continue to make available to the public materials promoting, and providing information about, recycling waste reduction, composting, safe use, and disposal of hazardous materials, and the dangers of unlawful dumping, and disseminate such information.*

- U-36 The City shall continue to offer and promote convenient and frequent household hazardous waste and electronic waste pick up or drop off events and programs to residents, and shall explore the feasibility of developing a business electronic recycling program.*
- U-37 The City shall continue to implement and review possible enhancements to its Construction and Demolition Debris Recycling Program, requiring construction and demolition projects to reduce and recycle waste.*
- U-38 The City shall continue to promote the various solid waste and recycling services available to business to encourage recycling in the non-residential sector.*

In 2011, the City achieved a 59 percent diversion of the waste stream from landfills. The residential sector alone had a nearly 57 percent diversion. For construction and demolition debris recycling, the projects have achieved an 87 percent diversion.



In 2011, the City conditioned nine development projects to comply with the construction and demolition debris recycling program. Of these, two are complete, with the remainder continuing construction.

In 2011, the City continued its program of door-to-door household hazardous waste/electronic waste collection (three times per year), as well as monthly household hazardous waste collection events at City Hall. In 2011, the City commenced its Business Electronic Waste Program, a bi-

annual collection held at City Hall for businesses in the City and in the surrounding communities. Recycling events were advertised in the local paper, on the City’s website, and in the City’s quarterly newsletter mailed to all residences. Information about recycling was also provided in the City’s quarterly newsletter in an effort to promote its use.

C. Community Services

The following are the Community Services projects and programs that the City pursued in 2011 to accomplish the following goals. These implementation measures are considered “ongoing,” with no particular year of accomplishment, or are measures to achieve on an “annual” basis. The City Council did not prioritize any additional Community Services implementation measures for the year 2011.



Goals

Goal CS-1:
Park and Recreation Facilities. Balanced and comprehensive recreation facilities for the Agoura Hills community.

Goal CS-2:
Park and Recreation Programs. Recreational programs and services that promote personal enrichment, healthy lifestyles, wellness, fun, lifelong learning, skill development, and community relationships.

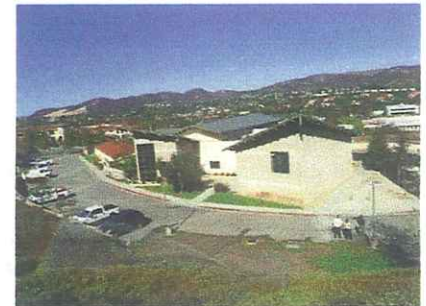
Goal CS-4:
Funding for Park and Recreation Facilities. A comprehensive park and recreation system that is well funded.

Ongoing Implementation Measures

The following are ongoing implementation measures listed in the General Plan, which the City worked toward in 2011.

- CS-4 *The City shall consider land use compatibility and neighborhood context in siting future park and recreational facilities that are convenient and easily accessible for City residents, and accommodate a variety of user needs.*
- CS-5 *The City shall continue to strive to provide park and recreation facilities that are convenient and easily accessible for City residents, and accommodate a variety of user needs.*
- CS-7 *The City shall continue to comply with state and federal laws, as well as the Agoura Hills Municipal Code, ensuring that all park and recreational facilities meet accessibility standards, including the Americans with Disabilities Act.*

Efforts to evaluate potential sites for a new community recreation center in 2010 culminated in the City’s purchase of a site near the Library/City Hall in 2011 (shown right). The site is the former location of a temple and day school. This past year, the City selected an architect to design the center, which



will consist of renovating the existing buildings, including full compliance with state building code and ADA provisions, as well as new additions to the buildings. The center will house recreation activities and facilities, as well as Community Services Department staff offices. The City's current community recreation center is leased, and the lease will soon expire. The efforts fulfill the following General Plan policies:

CS-1.6: Location of Facilities. Distribute parks and facilities so that they area well dispersed throughout the community, and include recreation opportunities for all residents.

CS-1.7: Accessible Facilities. When renovating and creating new recreational facilities, ensure accessible standards as specified in state and federal laws, such as the Americans with Disabilities Act (ADA).

The City continued to provide active recreation programs and events for many segments of the Agoura Hills community, including youth, teens and seniors, addressing the following ongoing implementation measures:

- CS-10 The City shall regularly evaluate the types of recreation activities and programs offered to ensure that they meet the varied and changing needs of the community, including continuing to reasonably accommodate special needs individuals and groups.*
- CS-11 The City shall continue to offer senior recreation activities and programs to meet the needs of the growing population.*
- CS-12 The City shall continue to expand youth programs, especially after school and school break activities that are conveniently located throughout the City and near schools.*

- C-15 The City shall continue to promote healthy lifestyles and activities when considering recreation programs and activities, and specifically sponsor and support health-related programs and special events in the community.*

In 2011, camp program offerings increased, and there was significant interest in "specialty camps" being offered, such as cooking, Lego, crime investigation, etc. There was also an increase in the younger, more active portion of the senior population. As a result, the City increased the number of monthly excursions offered, new fitness classes have been added, and various lectures have been introduced. Lastly, the variety and number of adult fitness classes has increased due to demand for the latest exercise programs. These changes to the recreation programs fulfill the following General Plan policies:



CS-2.1: Variety of Services. Provide a wide range of recreation opportunities designed to enrich the lives of all residents, including passive, active, individual, and organized recreational services, including reasonable accommodations for special needs individuals and groups.

CS-2.2: Programs for Residents. Provide community services and programs that meet social, recreational, and health needs of the population, including seniors and youth.

CS-2.3: Monitor Recreation Programs. Monitor and update existing recreation programs and services to ensure that programs keep pace with community needs.

CS-2.4: Quality of Life. Promote healthy lifestyles and activities for the entire family as important considerations for recreational programs and amenities.

Several special events were sponsored by the City in 2011. "Public Safety Day" was held in cooperation with the Los Angeles County Fire Department at Station 89 in Agoura Hills. At this "open house" event, as well as participating in activities and enjoying refreshments, visitors were able to meet with representatives from various public entities, such as the California Highway Patrol and the County Animal Control Department.

The City hosted two "Walk to School with the Mayor" events, and the annual Great Race of Agoura Hills, with 5K, 10K and Half-Marathon runs. These events carried out Implementation Measure C-15, listed above. As discussed under the Historic and Cultural Resources section, the annual Reyes Adobe Days was held in October 2011, and provided a community-wide special event promoting historic and cultural events and activities. All of these special events support the following Community Services policy:

CS-2.5: Community Special Events. Encourage community-wide special events that promote the City's history, family activities, cultural events, and educational outreach.

In conformance with the following policy, the City held Community Emergency Response Team (CERT) complementary training for community members in 2011, and continued with regular CERT activities and programs.

CS-6.3: Agoura Hills CERT. Support the efforts of the Agoura Hills Community Emergency Response Team (CERT).

NATURAL RESOURCES ELEMENT

The Natural Resources Element addresses the preservation and maintenance of the City's natural resources, not only to benefit current residents, but also to ensure the sustainability of the resources for future generations. The conservation and proper management of such resources is also viewed as strengthening the vitality of the local and regional economic base. The element is divided into eight sections: Open Space, Visual Resources, Biological Resources, Water, Air Quality, Mineral Resources, Energy Conservation, Climate Change. The City did not prioritize any Natural Resources implementation measures to be accomplished in 2011. However, the City continued to acquire open space lands this past year, in support of the following goal:

Goal

Goal NR-1:

Open Space System. Preservation of open space to sustain natural ecosystems and visual resources that contributes to the quality of life and character of Agoura Hills.

Ongoing Implementation Measure

The following is an ongoing implementation measure listed in the General Plan, which the City worked toward in 2011.

NR-1 The City shall continue to carry out the City's Open Space Implementation Plan.

In 2011, the City Council agreed to purchase a 15-acre open space parcel in the Ladyface Mountain Specific Plan area. The parcel was privately-owned and tax-defaulted. Further open space land within the Ladyface Mountain Specific Plan area was acquired by the City in 2011 as part of the conditions of approval of the Conrad Hilton Foundation Project. Twenty acres of the original project site was donated to the City for public open space purposes.



COMMUNITY SAFETY ELEMENT

The Community Safety Element addresses hazards that require special consideration and treatment in the land use planning process in order to protect public safety. The General Plan considers protection from the risks of hazards and crime essential in establishing a sense of well-being for residents, and important in attracting new businesses to the City. The areas covered in this element include: Flood Areas, Geologic and Seismic Hazards, Wildlands and Urban Fire Hazards, Crime Prevention and Protection, Hazardous Materials, Emergency Preparedness, Noise.

The City Council did not prioritize any Community Safety implementation measures for the year 2011. The City regularly pursues a variety of projects and programs involving ongoing coordination with other agencies to ensure adequate safety and hazard mitigation, and continues to review development projects to ensure they comply with City, state and federal regulations and policies pertaining to safety and hazards. The ongoing measure that was the focus of staff attention in 2011 is listed below, along with the accompanying goal.

Goal

Goal S-6:

Preparation for Natural or Manmade Disasters. Effective emergency response to natural or human-induced disasters that minimize the loss of life and damage to property, and also reduce disruptions in the delivery of vital public and private services during and following a disaster.

Ongoing Implementation Measure

As previously noted, the City continued to conduct CERT training in 2011, and continue with the ongoing CERT projects and programs.

HOUSING ELEMENT

The Housing Element 2008-2014 identifies strategies and programs that focus on: preserving and improving housing and neighborhoods; providing adequate housing sites; assisting in the provision of affordable housing; removing governmental and other constraints to housing investment; and promoting fair and equal housing opportunities.

The following summarizes the work accomplished in 2011 toward implementing the Housing Element. The Annual Element Progress Reports table, required by the Department of Housing and Community Development (HCD), is included in the Appendix.

Goals

Goal 1:

Conserve and Improve Existing Housing.

Maintain and enhance the quality of existing housing and residential neighborhoods.

Goal 2:

Development of Affordable Housing.

Assist in the development of a range of housing types to meet the diverse needs of the community.

Goal 3:

Provide Adequate Sites to Achieve a Diversity of Housing.

Provide opportunities for new housing in a variety of locations and densities to meet the diverse needs of Agoura Hills' residents.

Goal 4:

Remove Governmental Constraints.

Address and remove governmental constraints to the maintenance, improvement and development of housing.

Goal 5:

Promote Equal Housing Opportunities.

Provide housing opportunities in conformance with the open housing policies and free of discriminatory practices.

Implementation Measures

Implementation measures in the Housing Element to fulfill the goals for the 2008-2014 period are summarized in the matrix below. Many of the measures are ongoing programs. The matrix also shows when the measures or program milestones were implemented. As of this past year, the City has completed all of the Housing Programs outlined in the Housing Element.

In particular, in 2011, the City adopted the Reasonable Accommodations Ordinance. The Ordinance carries out Program 19 of the City's 2008-2014 Housing Element, which seeks to promote equal housing opportunities. Specifically, Program 19 requires that the City develop procedures for disabled persons and/or their representatives to obtain reasonable accommodations from land use and zoning regulations, policies and practices that deprive a disabled individual of an equal opportunity to use and enjoy housing.

The Ordinance amended the City's Zoning Code to provide reasonable accommodations in the City's zoning and land use regulations, policies, and practices, when needed, to provide

an individual with a disability an equal opportunity to use and enjoy a dwelling. The Ordinance establishes detailed procedures by which a person may request a reasonable accommodation from the City. The Ordinance also sets forth findings that must be made by the decision-makers in order to approve a request for a reasonable accommodation.

In addition, the City adopted the Housing Element Implementation Measures Ordinance this past year, which carried out Programs 4 and 17 of the Housing Element. Program 4 is to update the City's Zoning Ordinance to require inclusionary housing units in condominium conversion projects. Program 17 is to update the Zoning Code with the latest state requirements regarding the regulation of

manufactured housing, Single Resident Occupancy (SRO) units, community care facilities, transitional housing, and emergency shelters.

HOUSING PROGRAM SUMMARY (TABLE V-2 OF THE HOUSING ELEMENT 2008-2014)

Measure/Program	Purpose	2008-2014 Objective	Time Frame	Status
GOAL 1: Conserve and Improve Affordable Housing Stock				
1 Single Family Housing Rehabilitation Loan Program	Provide financial assistance for home repairs for low and moderate income households.	Assist six households yearly, or 36 over planning period. Extensively advertise program availability.	Initiate expanded advertising in 2008	Program advertising in the quarterly City newsletter continued in 2011. The City provided no loans in 2011, and no repayments of loans were received.
2 Section 8 Rental Assistance	Extend rental subsidies to extremely low and very low-income families and seniors	Continue participation in program and advertise through Affordable Housing Brochure. Encourage rental property owners to list properties with Housing Authority.	Develop and disseminate Affordable Housing Brochure and Rental Property Owner Handout in 2009.	Completed.
3 Code Compliance Inspection	Provide for detection and prevention of deterioration in residential areas.	Monitor housing conditions throughout the City; respond to complaints; provide information on rehabilitation assistance. Enforce UBC and Housing Code.	Ongoing	In 2011, the City continued with this Program.

	Measure/Program	Purpose	2008-2014 Objective	Time Frame	Status
4	Condominium Conversion	Protect tenants in apartments proposed for conversion to condominium ownership.	Implement City ordinance. Evaluate strengthening to require inclusionary units in projects proposed for conversion.	Complete review/revision of ordinance by 2009	Completed.
Goal 2: Assist in the Development of Affordable Housing					
5	Affordable Housing Development Assistance	Provide financial and regulatory assistance in support of affordable and mixed income housing.	Assist in the development of at least one affordable rental and one affordable/mixed income ownership project.	Develop Affordable Housing Brochure in 2009 to provide information on incentives.	Completed.
6	Inclusionary Housing Ordinance	Integrate affordable units within market rate developments, and generate in-lieu fees in support of affordable housing.	Continue implementation of the ordinance. Utilize Housing Trust Fund revenues towards production of affordable housing for residents and the local workforce.	Adopt updated ordinance and in lieu fees in 2008.	Completed.
7	Affordable Housing Density Bonus	Provide density and other incentives to facilitate affordable housing development.	Update the City's ordinance to implement current state requirements and coordinate with inclusionary provisions.	Update ordinance in 2008. Provide density bonus information in Affordable Housing Brochure in 2009.	Completed.

Measure/Program	Purpose	2008-2014 Objective	Time Frame	Status
8 City First-Time Homebuyer Program	Assist the City's moderate income workforce and tenants to purchase a home in the community by providing down payment assistance.	Assist a minimum of ten households over the planning period. Focus assistance on purchase of new construction condominiums within the Redevelopment Project Area.	Advertise in Affordable Housing Brochure beginning in 2009.	No applications were received for the Program in 2011.
9 Mortgage Credit Certificate	Assist homebuyers to purchase housing through federal income tax credits.	Contact County to initiate participation in program. Advertise program availability in conjunction with First-Time Homebuyer Program.	Contact LA County in 2008 to initiate participation. Begin advertising campaign in 2009.	Completed.
10 Purchase of Affordability Covenants	Expand long-term supply of affordable housing via affordability restrictions on existing market-rate units.	Conduct outreach to rental property owners in Redevelopment Project Area to negotiate affordable covenants. Acquire covenants for 20 very low income units.	Initiate contact with rental property owners in 2009.	Completed. Owners are not interested in the Program at this time.
11 Sustainability and Green Building	Promote energy conservation and sustainable design in new and existing development.	Integrate principles of sustainability within the General Plan for adoption by 2009. Adopt a Green Building Program and develop educational materials to promote by 2010.	Adopt General Plan in 2009. Adopt Green Building Program in 2010.	Completed.
Goal 3: Adequate Housing Sites				

	Measure/Program	Purpose	2008-2014 Objective	Time Frame	Status
12	Residential and Mixed-Use Sites Inventory	Provide a range of residential development opportunities through appropriate land use designations.	Maintain current inventory of sites; provide to developers along with information on affordable housing incentives.	Begin distributing Affordable Housing Brochure in 2009.	Completed. Inventory continues to be maintained.
13	Agoura Village Specific Plan (AVSP)	Provide expanded sites for multi-family and mixed-use housing development.	Facilitate residential mixed-use development in the AVSP, including on-site provision of affordable units.	2008-2014	Applications for development in Agoura Village made in previous years were for the most part held in abeyance in 2011 by the applicants/owners for various reasons, including economics. Tenant improvements and remodels occurred in 2011 in Agoura Village, but no new residential developments were approved.
14	Second Units	Provide additional sites for rental housing within existing residential neighborhoods.	Implement the City's second unit ordinance to provide sites for rental housing, and educate the public on availability.	Prepare educational materials on second units via the Affordable Housing Brochure by 2009.	Completed. No requests for second units were made in 2011.
Goal 4: Remove Governmental Constraints					
15	Expedite Project Review	Minimize the time required for project approvals, thereby reducing the cost of development.	Continue to implement procedures for concurrent processing of residential projects, and pre-application reviews. Eliminate CUP for density bonuses.	Eliminate density bonus CUP in 2008.	Completed.

Measure/Program	Purpose	2008-2014 Objective	Time Frame	Status
16 City Fee Reduction	Provide fee reductions to reduce the cost of developing affordable housing.	Work with developers to provide fee reductions in exchange for affordable units.	2008-2014	In 2011, no new multi-family residential development projects were proposed or approved.
17 Zoning Ordinance Revisions	Provide appropriate zoning to facilitate a variety of housing types.	Revise the Zoning Code to address manufactured housing SROs, community care facilities, traditional housing and emergency shelters.	Amend Code by 2009.	Completed.
Goal 5: Promote Equal Housing Opportunities				
18 Fair Housing Program	Assure unrestricted access to housing for all residents of the City.	Continue to contract with the San Fernando Fair Housing Council to provide fair housing services and educational programs concerning fair housing issues. Assist in program outreach through referrals and distribution of informational materials.	Contact Fair Housing Council in 2008 to obtain brochures materials; include fair housing information in Affordable Housing Brochure in 2009.	Completed.
19 Accessible Housing	Facilitate provision of accessible housing for persons with disabilities.	Develop procedures for reasonable accommodations for accessibility modifications.	2009	Completed.

Other Efforts



The following table shows the Regional Housing Needs Assessment (RHNA) for 2008-2014, as found in the Housing Element. Since 2008, ten single family units have been constructed in the City.

These include three units in 2008, four units in 2009, two units in 2010, and one unit in 2011 (shown above). All of the units were in the “above moderate” income level category. Therefore, no multi-family units have yet been constructed in the City during the RHNA time frame.

**Regional Housing Needs Assessment
2008-2014¹ and Units Produced**

Income Level	Percent of AMI ²	Units Needed	Percent	Units Built ⁴
Very Low ³	0-50%	29	26.6%	0
Low	51-80%	18	16.5%	0
Moderate	81-120%	19	17.4%	0
Above Moderate	120%+	43	39.4%	10
Total		109	100%	10

Source: <http://SCAG.ca.gov/Housing/rhna.htm> and City of Agoura Hills.

¹ Building permits issued since 1/2006 are credited towards the 2008-2014 RHNA.

² AMI - Adjusted Median Income for Los Angeles County

³ An estimated half of the City’s very low income housing needs (15 units) is for extremely low income households.

⁴ Since 2008

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT YEAR IN SUMMARY

INTRODUCTION

In 2011, the City Planning and Community Development Department completed many projects and programs related to land use and development. Most of what the Department accomplishes is either directly or indirectly related to the General Plan. Accomplishments that directly implemented the General Plan were discussed previously in the Annual Progress Report component of this document. The following component addresses the other accomplishments and day-to-day tasks of the Department, and summarizes the Department's overall work program for 2011.

PLANNING COMMISSION

The Planning and Community Development Department staff serves the City Planning Commission, which consists of five volunteer members who are Agoura Hills' residents. They are appointed by the Mayor and ratified by the City Council for a two-year term. During 2011, the following members served on the Planning Commission: Steve Rishoff (Chair), Illece Buckley-Weber (Vice Chair), Michael Justice, Rick Moses, and John O'Meara.

The Planning Commission meets twice each month, acting in an advisory capacity to the City Council on land use matters, and investigates and recommends means to implement the City's General Plan to help ensure the orderly physical growth of the City.

The members also make decisions on applications for certain commercial and residential developments, including Conditional Use Permits; Site Plan/Architectural Reviews; land subdivisions; and exceptions and variances from the terms of the Zoning Ordinance. In addition, the members make recommendations to the City Council on proposed Zoning Ordinance Amendments, General Plan Amendments, and Specific Plan Amendments.

DEVELOPMENT PROJECTS

During 2011, the Planning and Community Development Department received 13 applications for residential development, including major additions, and 19 applications for commercial development and use permits. Also, the Planning Commission took action on a total of 21 projects and/or use permits. The approved projects consist of the following:

- A 90,300 sq. ft. office complex (Conrad N. Hilton Foundation)
- A one-year development time extension for a new light-industrial complex
- One new single-family residence

- Two residential room additions and one permit for a pool on a hillside lot
- One Tentative Parcel Map for office condominiums
- Two Conditional Use Permits for live entertainment
- One Conditional Use Permit for an alcohol license
- One Parking Variance for a light industrial center
- One Zoning Ordinance Interpretation that allows movie studio uses in the BP-M zone
- One Sign Program

Projects that have been approved by the Planning Commission and were completed in 2011 include:

- Whizin Market Square Atrium/Arcade (28914 Roadside Drive)
- Hugo's Restaurant expansion (28914 Roadside Drive)
- Chabad of the Conejo's new 6,999 sq. ft. education center (30347 Canwood Street)
- A new 2,672 sq. ft. Chevron Station mini-mart (5051 Kanan Road)
- A new single family residence (28441 Lewis Place)

Projects that have been approved by the Planning Commission and were in construction during 2011 include:

- Two single-family residential tracts totaling 24 units at 27650 Agoura Road (Riopharm)
- A 24,000 sq. ft. office building at 30440 Agoura Road (Conrad N. Hilton Foundation)
- Two office buildings of 34,452 sq. ft. and 37,392 sq. ft. in size, at 30200 and 30300 Agoura Road (Scheu Development)
- A conversion of residence to a commercial office at 28818 Agoura Road (Luithly)

- One new single-family residence at 28701 Blythdale Road (Von Buck)

ORDINANCE AMENDMENTS

The Planning Commission reviewed and made recommendations to the City Council on the following Zoning Ordinance Amendments:

Reasonable Accommodations Ordinance

The purpose of the Reasonable Accommodations Ordinance is to create a procedure for an individual with a disability to request a reasonable accommodation from land use and zoning regulations, policies, and practices, when needed, to provide that individual with an equal opportunity to use and enjoy a dwelling. The need for such a procedure is indicated in federal and state fair housing law, as well as the City of Agoura Hills 2008-2014 Housing Element. The Housing Element contains policies and programs to implement federal and state housing laws to meet the housing needs of City residents, including those with disabilities. In particular, the proposed Ordinance carries out Item 19 of the Housing Program of the Housing Element under the goal of promoting equal housing opportunities.

Massage Establishments and Practitioners Ordinance

The purpose of the Massage Establishments and Practitioners Ordinance is to establish comprehensive regulations for massage establishments and practitioners to protect the public health, safety and welfare by: (1) requiring a clean and

safe environment for massage treatments; and (2) providing minimum standards for the conduct of massage. The Ordinance was drafted to comply with recent state laws (SB 731 and AB 619) regarding state certification of massage practitioners.

General Plan Implementation Measures Ordinance

This comprehensive Zoning Ordinance Amendment (ZOA) and Zoning Map were adopted as a follow up to the adoption of the General Plan by the City Council in 2010. The ZOA entailed primarily administrative items to ensure that the Zoning Ordinance is consistent with the newly adopted General Plan. For example, the text of the various zoning districts was updated to reflect new General Plan policies for development standards, and new zoning districts were added to the Zoning Map to be consistent with the General Plan land use designations.

Wireless Telecommunication Facilities Ordinance

The Wireless Telecommunications Facilities Ordinance provides a uniform and comprehensive set of standards and regulations, along with permit requirements, for the installation of wireless telecommunications facilities in the City. These include installations on private property, public property and in the public right-of-way (ROW).

Parking Lot Landscaping/Tree Canopy Ordinance

This amendment to the landscaping provisions of the Code allows an option for retail developments, including shopping

centers, to substitute up to 20 percent of the parking lot tree canopy coverage requirement with pedestrian amenities and an option to pay an in-lieu fee to offset the tree canopy coverage reduction. The ZOA allows tenants and owners to have more visibility for their business, while ensuring that sufficient open space in a combination of landscaping and pedestrian amenities continues to be provided in parking lots.

Housing Element Implementation Measures Ordinance

This ZOA resulted in the adoption of new standards and definitions for mobile homes/manufactured homes, community care facilities, single-room occupancy hotels, transitional housing, supportive housing, emergency shelters, and inclusionary housing requirements for condominium conversions, in compliance with the City General Plan Housing Element.

ADMINISTRATIVE PERMITS

Administrative Permits are reviewed and approved by the Planning and Community Development Department, and do not require Planning Commission action. In 2011, the Department reviewed and approved 132 administrative permit applications. These applications included requests for film permits, modifications, oak tree permits, outdoor dining permits, sign permits, site plan/architectural reviews, special use permits, and temporary use permits, as described further below.

Film Permits

On behalf of the City Manager's Department, the Department of Planning and Community Development processes Film Permit applications for motion picture, television, and video production filming within City limits. The Film Permit application pertains to all film activity associated with the staging, making, recording, or videotaping of commercial motion pictures, television programs, and television commercials. During 2011, ten Film Permits were approved for: one movie ("We Bought a Zoo"), five television shows ("Switched at Birth," "Come Drive with Me," "Eagleheart (twice)," and "Raising Hope"), two commercials ("Behr Stain" and "CDW"), one video shoot, and one still-photography shoot.

Modifications

A Modification application is required for requests for minor waivers from certain zoning development standards. No Modifications applications were submitted this year for administrative approval.

Oak Tree Permits

The City Oak Tree Ordinance was adopted to protect and preserve oak trees in recognition of their historic, aesthetic, and environmental value to the community. Commercial and residential property owners may apply for a required permit for the necessary removal of an oak tree, or the necessary trimming of oak tree branches that exceed two inches in

diameter. In 2011, the Director of Planning and Community Development approved 19 Oak Tree Permit applications. The Planning Commission also approves Oak Tree Permits when associated with entitlement permits.

Outdoor Dining Permits

Applications for outdoor dining areas serving existing or approved eating establishments are reviewed by the Planning and Community Development Department pursuant to the City's Outdoor Dining Ordinance. In 2011, one Outdoor Dining Permit was approved by the Director for Freebirds Restaurant in the Shops at Oak Creek retail center, located on Canwood Street.

Sign Permits

The City Sign Ordinance was adopted to support and promote businesses by allowing signage that provides adequate identification while also promoting and enhancing the quality of the visual environment of the City. During 2011, the Planning and Community Development approved 79 Sign Permit applications, 30 of which were for tenant occupancy banners and temporary retail banners.

Site Plan/Architectural Reviews

A Site Plan/Architectural Review application is required for all new developments that do not require any other discretionary approvals. In 2011, in addition to dozens of tenant improvement plans and minor commercial and residential

additions that are also considered Site Plan/Architectural Reviews, the Director of Planning and Community Development also approved three administrative Site Plan/Architectural Review applications for certain development proposals. Two of the applications were for large residential room additions, and one was for slope repair on a residential lot.

Temporary Use Permits and Special Events permits

Temporary Use Permit applications are required for temporary activities that may be appropriate at specific locations in the City, but would be inappropriate on a permanent basis. In 2011, the Director of Planning and Community Development approved 16 Temporary Use Permit applications, primarily for various events held on commercial properties. In addition, three Special Events Permits were issued for various community events that required use of public streets.

CODE ENFORCEMENT

The City continues to protect the health, safety, and welfare of the public, and address public nuisance and visual blight, by assuring that Municipal Code compliance is met. The Planning and Community Development Department's Code Compliance Division serves the residential and commercial community by working in coordination with all City departments and applicable outside agencies. Enforcement is provided primarily by one, full-time Code Compliance Officer, with

assistance from City Management staff and the City Prosecutor.

In addition to assisting the Building and Safety Department in seeking property owner compliance with outstanding building permit violations, the Code Compliance Officer investigates all complaints received from the public. This year, a total of 169 property complaints were received by staff, 87 percent of which were residential complaints.

After investigating each complaint received in 2011, 38 were confirmed to be Municipal Code violations. A code enforcement case was opened for each property found to be in violation. Of these 38 cases, voluntary compliance was achieved on 25 cases (66%) this year. The remaining 13 cases remain under investigation by staff or the City Prosecutor.

The Code Compliance Officer also removed 1,581 signs from the public rights-of-way in 2011. Eighty percent of the removed signs were posted for garage sales. Other types of signs found in, and removed from, the rights-of-way include open house/real estate signs, business signs, and event signs.

HOUSING REHABILITATION LOANS

The Agoura Hills Redevelopment Agency and Community Development Block Grant (CDBG) Housing Rehabilitation Loan Programs provide for loans to owner occupants of single family detached dwellings, condominiums or townhouses located in the City of Agoura Hills to make necessary home

improvements. It is the responsibility of the Planning and Community Development Department to administer these programs.

Qualified applicants whose housing income does not exceed the low-and-moderate housing income limits of Los Angeles County may apply for a zero-interest deferred loan to cover the cost of repairs. This program is operated on a "first come, first served" basis. The maximum award amount an applicant is eligible to receive is \$25,000. Repayment is not required until the home is sold, or there is change in ownership, or the owner refinances his/her mortgage. Examples of allowable improvements include:

- Cost effective energy conservation measures, including solar heating, cooling and water systems
- Correction of violations of the Uniform Building Code
- Installation of new insulation
- Removal of lead-base paint hazards
- Removal of barriers to the handicapped
- Repair/replacement of the following: countertops, heating, plumbing, roofing, water heater, electrical work, bath fixtures, kitchen and bath flooring
- The elimination of specific conditions detrimental to public health and safety which have been identified by the Program Inspectors

Since 1999, 45 loans totaling \$745,763 have been given through the CDBG Housing Rehabilitation Program. Seventeen of these loans have been repaid to date, leaving a current loan balance of \$476,386. The City exchanged its CDBG program allocation for general funds during 2011, thus

no CDBG loans were granted this year and no repayments were received.

Since 2004, the Redevelopment Agency has provided for 10 housing rehabilitation loans totaling \$191,118. To date, one loan has been repaid to the Redevelopment Agency, leaving a current RDA loan balance of \$178,618. No RDA loans have been repaid this year. Although \$100,000 has been budgeted for RDA housing loans during 2011, the adoption of AB 26 has prevented the Redevelopment Agency from granting new loans this year. As of February 1, 2012, all Redevelopment Agencies in the state were dissolved.

REGIONAL PLANNING

The Planning and Community Development Department coordinates regularly with neighboring jurisdictions and other agencies in the region to accomplish planning goals of area-wide significance. In 2011, the Department continued to be active in regional planning.

The Department has consistently attended the quarterly meetings of the Ventura Freeway Corridor Policy Committee. This committee was established pursuant to adoption of the County's North Area Plan in 2001. The Committee is composed of the cities of Calabasas, Malibu, Agoura Hills, and Westlake Village, as well as the County of Los Angeles, the National Parks Service, the Las Virgenes Unified School District, and the Las Virgenes Municipal Water District. At the meetings, these agencies discuss development projects and proposed policies in the region as a means of sharing

information. In 2011, Department staff attended all meetings and represented the City of Agoura Hills.

In accordance with SB 375, the Southern California Association of Governments (SCAG) recently presented the Draft 2012 Regional Transportation Plan/Sustainable Communities Strategy for public comment. Starting in 2010, and carrying through 2011, the Planning and Community Development Department staff met with and coordinated with staff of SCAG, providing data and reviewing assumptions that were critical to developing the RTP/SCS, as well as developing the Draft Regional Housing Needs Allocation (RHNA) numbers for the next housing cycle.

The Department also monitors larger developments in adjacent communities that may affect the City. In particular, the Department reviews and comments on environmental documents prepared pursuant to the California Environmental Quality Act (CEQA). In 2011, the Department provided comments on the Notice of Preparation of an Environmental Impact Report for the proposed Shoppes at Westlake Project, a retail and office center of 243,500 square feet directly bordering the City of Agoura Hills.

OPEN SPACE ACQUISITION AND PRESERVATION

The abundance of open space in and around the City make Agoura Hills unique, and the Planning and Community Development Department is proud to be responsible for planning and implementing programs to enhance and maintain the open space within City limits.

Nearly 40 percent of the City's total land mass is designated for open space. The approximately 2,000 acres of open space in the City is comprised of the following categories:

1. Publicly-owned open space
2. City-owned parks
3. Homeowners Association-owned open space
4. Privately-owned properties zoned open space

The efforts of the Planning and Community Development Department have been to move as many privately-owned open space properties to publicly-owned open space, as possible. Currently, 780 acres of publicly-owned open space land and parks, which represent approximately 15.6 percent of the City total land mass of 5,000 acres, are permanently protected.

In 2011, the City Council agreed to purchase a 15-acre, privately-owned, tax-defaulted, open space parcel for public open space purposes. In addition, as a condition of its development entitlement obtained this year, the Conrad N. Hilton Foundation agreed to donate approximately 20 acres of private land for public open space purposes. Both properties are located on the south side of Agoura Road, west of Reyes Adobe Road, in the Ladyface Mountain Specific Plan area. The open spaces resources of the City, as of 2011, are shown on the Agoura Hills Open Space Resources exhibit in the Appendix.