

**Please Start Here**

General Information	
Jurisdiction Name	Carmel-by-the-Sea
Reporting Calendar Year	2023
Contact Information	
First Name	Marnie
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Title	Principal Planner
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Mailing Address	
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City	Carmel-by-the-Sea
Zipcode	93921

**Optional:** Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

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**Optional:** This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

**Optional:** Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

**Optional:** This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR/login.do>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

## Submittal Instructions

**Please save your file as Jurisdictionname2023 (no spaces).** Example: the city of San Luis Obispo would save their file as SanLuisObispo2023

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

**1. Online Annual Progress Reporting System - Please see the link to the online system to the left.** This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov) and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is [opr.apr@opr.ca.gov](mailto:opr.apr@opr.ca.gov).*

**2. Email -** If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov) and to OPR at [opr.apr@opr.ca.gov](mailto:opr.apr@opr.ca.gov). Please send the Excel workbook, not a scanned or PDF copy of the tables.

<b>Jurisdiction</b>	Carmel-by-the-Sea	
<b>Reporting Year</b>	2023	(Jan. 1 - Dec. 31)
<b>Housing Element Planning Period</b>	5th Cycle	12/31/2015 - 12/31/2023

<b>Building Permits Issued by Affordability Summary</b>		
<b>Income Level</b>		<b>Current Year</b>
Very Low	Deed Restricted	0
	Non-Deed Restricted	11
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		3
<b>Total Units</b>		<b>14</b>

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

<b>Units by Structure Type</b>	<b>Entitled</b>	<b>Permitted</b>	<b>Completed</b>
Single-family Attached	0	0	0
Single-family Detached	0	1	1
2 to 4 units per structure	3	3	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	16	8	6
Mobile/Manufactured Home	0	0	0
<b>Total</b>	<b>19</b>	<b>12</b>	<b>7</b>

<b>Infill Housing Developments and Infill Units Permitted</b>	<b># of Projects</b>	<b>Units</b>
Indicated as Infill	12	12
Not Indicated as Infill	0	0

<b>Housing Applications Summary</b>	
Total Housing Applications Submitted:	14
Number of Proposed Units in All Applications Received:	16
Total Housing Units Approved:	16
Total Housing Units Disapproved:	0

<b>Use of SB 35 Streamlining Provisions - Applications</b>	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	0

<b>Units Constructed - SB 35 Streamlining Permits</b>			
<b>Income</b>	<b>Rental</b>	<b>Ownership</b>	<b>Total</b>
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Streamlining Provisions Used - Permitted Units</b>	<b># of Projects</b>	<b>Units</b>
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 35 (2017)	0	0

<b>Ministerial and Discretionary Applications</b>	<b># of Applications</b>	<b>Units</b>
Ministerial	8	8
Discretionary	6	8

<b>Density Bonus Applications and Units Permitted</b>	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

<b>Housing Element Programs Implemented and Sites Rezoned</b>	<b>Count</b>
Programs Implemented	29
Sites Rezoned to Accommodate the RHNA	0



















Jurisdiction	Carmel-by-the-Sea	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

## ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.  
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	2										3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Very Low	Deed Restricted	7	-	-	-	-	-	-	-	-	-	11	-	
	Non-Deed Restricted		-	-	-	-	-	-	-	-	11			
Low	Deed Restricted	5	-	-	-	-	-	-	-	-	-	-	5	
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-			
Moderate	Deed Restricted	6	-	-	-	-	-	-	-	-	-	-	6	
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-			
Above Moderate		13	-	-	-	7	-	-	14	5	3	29	-	
Total RHNA		31				7			14	5	14	40	11	
Total Units			-	-	-	-	7	-	-	14	5	14	40	11
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5	2										6	7
		Extremely low-income Need	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date	Total Units Remaining	
Extremely Low-Income Units*		4	-	-	-	-	-	-	-	-	-	-	4	

\*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).

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VLI Non Deed Restricted



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

<b>Jurisdiction</b>		Carmel-by-the-Sea	
<b>Reporting Year</b>		2023	(Jan. 1 - Dec. 31)
<b>Table D</b>			
<b>Program Implementation Status pursuant to GC Section 65583</b>			
<b>Housing Programs Progress Report</b>			
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.			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
Program 3-1.1.a: Housing Rehabilitation Information	Provide information on rehabilitation programs, inspection services and home repair financing on a continuous basis in City Hall and other public offices.	Throughout planning period	The City provides information on rehabilitation programs, inspection services and home repair financing at City Hall and our the website.
Program 3-1.1.b: Residential Inspection Services	Provide residential inspection services to residents to facilitate preservation of 5 units.	Throughout planning period	The City continues to provide residential inspection services to residents.
Program 3-1.1.c: Housing Maintenance Information	Provide housing maintenance information to facilitate preservation of 5 units.	Throughout planning period	The City provides housing maintenance information to facilitate the preservation of the existing housing stock.
Program 3-2.1.a: Incentives for Mixed-Use Development	Encourage affordable housing in mixed-use development.	Throughout planning period	The City continues to encourage affordable housing in mixed-use development.
Program 3-2.1.b: Preserve and Increase Second Floor Residential Uses	Preserve and increase second floor residential uses (5 units)	Ongoing, project based	The City continues to preserve existing second floor residential uses and encourages the conversion of second floor commercial space to residential use.
Program 3-2.1.c: Incentives for Mixed Use Affordable Housing	Increase affordable housing opportunities	Review options and if additional incentives are necessary, initiate a Zoning Code amendment in 2016-17	The City continues to look for ways to increase affordable housing opportunities.

<b>Program 3-2.1.d: Multi-Family Residential Development Review</b>	Continue to monitor the review process for multi-family residential development projects to ensure that the CUP requirement is not acting as an unreasonable constraint to development.	Throughout planning period. If the multi-family development review process is found to be acting as an unreasonable constraint, initiate an amendment to the Zoning Code and LCP.	The City continues to monitor the review process for multi-family residential development.
<b>Program 3-3.1.a: Adequate Sites</b>	Encourage and facilitate construction of new dwelling units to meet the City's remaining RHNA need	Ongoing through 2023	The City continues to encourage and facilitate the construction of new dwelling units to meet the City's RHNA requirements.
<b>Program 3-3.1.b: Surplus Sites</b>	Identify surplus sites that may be suitable for residential development	Ongoing	The City continues to evaluate the feasibility of constructing new housing on surplus land.
<b>Program 3-3.1.c: Development on Small Sites</b>	Encourage and facilitate development on small sites	Continue to offer lot merger incentives on an on-going basis; review lot consolidation incentives in 2016 and if changes are determined to be necessary, initiate a Zoning Code amendment.	The City continues to promote incentives associated with lot mergers including additional floor area for accessory dwelling units.
<b>Program 3-3.2: Address Infrastructure Constraints</b>	Address regional and local infrastructure constraints to housing development	Ongoing	The City continues to work with regional agencies such as the Monterey Peninsula Water Management District and the Carmel Area Wastewater District to ensure that adequate infrastructure is in place to accommodate new housing and maintenance of existing residential units.
<b>Program 3-4.1.a: Permanent Housing</b>	Continue to implement City ordinances on the prohibition of short-term, transient rentals and timeshares of residential dwellings in the R-1 district	Ongoing	The City continues to enforce the prohibition of short term rentals in the residential zones and utilizes Host Compliance as part of the ongoing enforcement.
<b>Program 3-4.1.b: Conversion of R-1 Motels</b>	Continue to allow conversion of R-1 motel units to permanent residences	Ongoing, project based	The City continues to promote the conversion of R-1 motels to permanent residences.



<b>Program 3-4.2.a: Neighborhood Compatibility</b>	<b>New construction compatible with existing neighborhood</b>	<b>Ongoing, project based</b>	<b>The City continues to review new construction for compatibility with the existing neighborhood.</b>
<b>Program 3-4.2.b: Support Neighborhood Organizations</b>	<b>Support and partner with neighborhood organizations</b>	<b>Ongoing</b>	<b>The City continues to support and partner with neighborhood organizations such as the Carmel Residents Association.</b>
<b>Program 3-4.3.a: Neighborhood Preservation Educational Programs</b>	<b>Community education and preservation of historic resources</b>	<b>Ongoing</b>	<b>The City continues to implement the Historic Preservation Ordinance and the review of properties for historical significance upon submittal of a planning application.</b>
<b>Program 3-5.1: Reasonable Accommodation Procedures</b>	<b>Continue to implement the City's reasonable accommodation procedures</b>	<b>Throughout the planning period</b>	<b>The City continues to promote the reasonable accommodation process to residents on a project specific basis.</b>
<b>Program 3.5.3.a: Condominium Conversions</b>	<b>Continue policies on the restriction of apartment to condominium conversions</b>	<b>Ongoing, project based</b>	<b>The City continues to implement the Condominium Conversion Ordinance to preserve and protect existing apartments.</b>
<b>Program 3-5.3.b: Section 8 Rental Assistance</b>	<b>Facilitate use of Section 8 rental assistance for lower-income families</b>	<b>Provide information on an ongoing basis</b>	<b>The City continues to provide information regarding Section 8 rental assistance as appropriate.</b>
<b>Program 3-5.3.c: Subordinate Units</b>	<b>Development of 5 subordinate units</b>	<b>Review subordinate unit regulations during 2016-17 and if changes are determined to be necessary, initiate a Zoning Code amendment</b>	<b>The City reviewed the subordinate unit regulations in 2016-17. In 2018, the Coastal Commission approved an amendment to the Local Coastal Plan for amendments that facilitate new subordinate units.</b>  <b>During calendar year 2021, the City received 18 new applications for Accessory Dwelling Units (ADUs) and issued building permits for 10 ADUs. Additionally, the City issued Certificats of Occupancy for 3 ADUs.</b>
<b>Program 3-5.3.d: Monitor Affordable Housing Stock</b>	<b>Monitor and facilitate preservation of 59 affordable housing units</b>	<b>Continue to monitor affordable housing throughout the planning period</b>	<b>The City continues to monitor the existing affordable housing stock.</b>
<b>Program 3-5.4.a: Density Bonus</b>	<b>Revised density bonus to comply with State requirements</b>	<b>Concurrent with Housing Element adoption</b>	<b>The City adopted a new density bonus ordinance in conformance with State requirements in 2017.</b>

<b>Program 3-5.4.b: Housing for Extremely-Low Income Households</b>	Encourage and facilitate development of 4 housing units affordable to Extremely-Low Income households consistent with the remaining RHNA need.	Outreach to developers on at least an annual basis; apply for or support applications for funding on an ongoing basis; review and prioritize developments that include housing targeted to ELI households; Initiate a Zoning Code amendment in 2015-16	The City continues to work with developers and promote the construction of affordable housing. Projects that include affordable housing units receive an expedited review.
<b>Program 3-5.5.a: Reduced Entitlement and Development Fees</b>	Continue to offer reduced planning fees as an incentive to facilitate affordable housing development, if feasible	Ongoing, project based	The City continues to offer reduced parking in-lieu fees for the construction of new residential units in the commercial zones.
<b>Program 3-5.5.b: Reduced Parking Requirements</b>	Reduced parking requirements for affordable housing	Review parking requirements in 2016-17 if revisions are determined to be appropriate, initiate a Code amendment	The City continues to offer reduced parking requirements for affordable housing and senior housing units. Apartment units in the Central Commercial (CC) zoning district are not required to provide parking or pay in-lieu fees.
<b>Program 3-5.5.c: Expedited Processing Procedures</b>	Expedited review and processing for projects with an affordable housing component	Ongoing, project based	The City continues to expedite the review of projects that include an affordable housing component.
<b>Program 3-5.6.b: Water Conservation</b>	Promote water conservation	Ongoing	The City continues to promote water conservation in coordination with the Monterey Peninsula Water Management District.
<b>Program 3-5.6: Fair Housing Services</b>	Provide fair housing information and service referrals in City Hall, on the website and at other public buildings	Throughout the planning period	The City is in the process of collecting fair housing information to provide to the public at City Hall and on the City website.
<b>Program 3-5.8: Zoning for Transitional and Supportive Housing</b>	Facilitate the provision of transitional and supportive housing	Throughout the planning period	In 2022, the City did not receive any inquiries regarding transitional or supportive housing.







Jurisdiction	Carmel-by-the-Sea	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

## ANNUAL ELEMENT PROGRESS REPORT

### Housing Element Implementation

Note: "+" indicates an optional field  
Cells in grey contain auto-calculation formulas

**Table F**

**Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)**

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA <sup>+</sup> Listed for Informational Purposes Only				Units that Count Towards RHNA <sup>+</sup> Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 <sup>+</sup> . For detailed reporting requirements, see the checklist here: <a href="https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf">https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf</a>
	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									