



**CITY OF ENCINITAS
CITY COUNCIL
AGENDA REPORT
Meeting Date: February 20, 2008**

TO: City Council

VIA: Phil Cotton, City Manager *A*

FROM: Planning and Building Department
MM Patrick Murphy, Planning and Building Director
Ron Barefield, Housing Coordinator *RB*
MS Mike Strong, Assistant Planner

SUBJECT: City Council Public Workshop # 2, Mobilehome Parks Study

BACKGROUND:

In February 2007, the City Council authorized a contract with Thomas Kerr, Inc. to assist the City in conducting a study of mobilehome/trailer parks, with the objective of recommending strategies and programs to encourage their conservation, rehabilitation, and ability to sustain long-term affordable housing. Also assisting in the study is Gayle Bloomingdale, president of Comprehensive Housing Services, Inc. (CHS). CHS specializes in providing technical assistance and services that implement local government housing programs.

The work program includes holding a series of three workshops with the City Council. The first workshop, on June 25, 2007, was devoted to providing a basic description of the existing mobilehome parks, an overview of local market conditions and trends, and a general discussion of mobilehome residency law. The objective of the first workshop was to inform the City Council and public about the unique form of mobilehome housing and identify issues that should be considered in the study.

In October 2007, staff initiated a mail-out survey to gather important demographic information and learn about the needs and concerns of park residents. The purpose of this meeting is to present findings from the 2007 survey and discuss potential, viable alternatives to sustaining long-term affordable housing opportunities in mobilehome parks. This phase of the work program includes a review of State programs and survey of other cities' programs and ordinances relative to mobilehome parks and a description of the regulatory and programmatic resources available to the City.

The next phase of the study will include a third workshop to present the final report with recommendations for City Council consideration. Staff anticipates conducting the third workshop in April 2008.

ANALYSIS:

The mail out survey was conducted over approximately a two month period (October 18, 2007 to December 13, 2007) to obtain important demographic information, and learn about the needs and concerns of mobilehome park residents. Staff worked with several interested mobilehome park owners and residents through the process to coordinate question phrasing and formatting. A key consideration during the survey questionnaire development process was to obtain preliminary feedback from interested parties and address concerns of format and content prior to constructing the final survey questions.

The first survey (Attachment "A") was distributed to 786 mobilehome residents and owners. In the event that the unit was not a primary residence (i.e. secondary home, vacation, or rental home), a survey was sent to both the primary and mobilehome household. A pre-addressed envelope with postage was provided to each resident to return surveys directly to City Hall. A letter was also sent to inform mobilehome park owners and managers (Attachment "B") about the survey and a copy of the questionnaire was enclosed for their information.

Initial contact with residents indicated that some households had not received surveys at their homes. Because these concerns were at specific parks, surveys were redistributed by hand at two parks to household addresses that were previously undeliverable or were returned to sender. The survey response timeline was extended.

Five weeks from the initial mailing, a second follow-up survey was mailed to those who had not responded. The follow-up correspondence included a new cover letter (Attachment "C") that encouraged their participation and importance of responding. The mailing process was closed on December 13, 2007.

Attached for Council's information as Attachment "D" is a brief summary that was distributed to all park residents and owners providing the key findings of the survey. Attachment "E" is the summary of the survey results, presenting the response data in the order that the questions appeared on the survey. The summary records an estimate of responses for each question.

There are a number of regulatory and programmatic resources available to the City to address mobilehome resident needs and concerns. Attachment "F" is a table listing various cities throughout North San Diego County and the methods used to sustain long-term affordable housing opportunities in mobilehome parks. Some of the jurisdictions have staff that manage and implement their respective programs.

Mr. Kerr and Ms. Bloomingdale will present an overview of the 2007 survey results at the City Council meeting and provide initial recommendations that encourage the conservation and rehabilitation of mobilehomes.

FISCAL AND STAFF IMPACTS:

The City Council has allocated \$45,000 for this study. Any work programs recommended as a result of this study may require separate appropriation and expenditure of funds.

ALTERNATE ACTIONS:

No action is required at this time except to conduct the public workshop, receive report, and provide direction to staff and the consultant, as determined.

RECOMMENDATIONS:

Staff recommends that the City Council receive the report and presentation, open the workshop for public comment and Council discussion, and provide direction to staff and consultant.

Additionally, staff recommends that Council direct staff to prepare a mobilehome rehabilitation program for consideration at a future City Council meeting.

ATTACHMENTS:

- A – 2007 Resident Survey, dated October 18, 2007
- B – Letter to mobilehome park owners, dated October 24, 2007
- C – Revised cover letter, dated November 29, 2007
- D – Brief Summary of the 2007 Resident Survey, sent to survey participants and interested parties on February 6, 2007
- E – 2007 Resident Survey Results
- F – Programs in North San Diego County
- G – Description of various regulatory and non-regulatory programs
- H – California jurisdictions with Mobilehome Park Rent Stabilization Ordinances (source and accuracy of information unknown)
- I – Summary list of cities that have adopted Park Closure Ordinances and comparisons to State law
- J – Local Enforcement Agency information provisions relating to enforcement responsibilities
- K – Mobilehome Spaces, RV Spaces, additional dwelling in Encinitas
- L – Official State Income Limits for 2007: San Diego County
- M – Mobilehome Park location map
- N – Email correspondences received
- O – Various news articles and publications

Attachment “A”

2007 Resident Survey, dated October 18, 2007



City of Encinitas

Planning and Building Department
505 S. Vulcan Avenue, Encinitas, California 92024-3633

October 18, 2007

Dear Resident,

The City of Encinitas has undertaken a study of the eleven mobilehome parks in the communities of Encinitas and Leucadia. These mobilehome parks are an important part of the fabric of the Encinitas community and provide a unique form of housing. The purpose of the study is to develop recommendations for the Encinitas City Council on sustaining long-term affordable housing opportunities in mobilehome parks.

An important part of this study is to learn about the needs and concerns of mobilehome park residents. Completing the enclosed survey will provide information to City staff and help determine what policies and programs to recommend.

The survey should be completed by the head of the household. Please try to answer all of the questions. If you choose to not answer a question, please complete the rest of the questionnaire and return the survey in the enclosed postage-paid envelope. If you need help with the survey, you may call Mike Strong, Assistant Planner, at (760) 943-2101. All responses will be treated confidentially and will not be used for any other purpose once the survey process has been concluded. Individual responses will not be shared with any outside parties.

Please return the completed survey in the pre-addressed envelope provided by November 12, 2007. If you prefer, you can also drop off the completed survey to the Planning and Building Department at the Encinitas Civic Center, 505 S. Vulcan Avenue.

Again, thank you in advance for completing this survey. Your feedback is important.

Sincerely,

David de Cordova
Principal Planner
City of Encinitas

**City of Encinitas
Mobilehome Parks Resident Survey**

1. When did you first move into this Mobilehome Park?
 2000 to present 1990 to 1999 1980 to 1989
 1970 to 1979 before 1970

2. Before moving to this Mobilehome Park did you live in Encinitas?
 Yes No, I /we lived in (name of city): _____

3. Before moving into this Mobilehome Park, in what type of housing did you live?
 Single-family house Apartment Condominium / Townhouse
 Mobilehome RV Other, please specify: _____

4. Have you ever lived in a mobilehome park before?
 Yes, in (name of city): _____ No

5. How long do you think you will remain at this Mobilehome Park?
 Less than 1 year 1-5 years 6-10 years Indefinitely, I have no intention of moving

6. What type of unit is located on your space or lot?
 Travel Trailer 5th Wheel Trailer Motorhome Park Model RV
 Mobilehome or Manufactured Home:
 Singlewide Doublewide Triplewide (Do not include add-on rooms)
Size: _____ feet wide by _____ feet long Number of bedrooms: _____

7. When was your mobilehome, trailer, or RV manufactured?
 2000 to present 1990 to 1999 1980 to 1989 1976 to 1979
 1970 to 1975 1960 to 1969 before 1960 Don't know

8. Is this your primary residence? Yes No
If **No**, what is the zip code of your primary residence? _____
If this is not your primary residence, is it:
 for vacation use rented to someone else temporarily here for work
If you answered "**No**", this is not your primary residence, please skip to **Question 17**. Otherwise continue below.

9. How many people live in your home (including yourself)?
 1 2 3 4 5 6 more than 6

10. Of the total number of persons checked above, how many are:
Under 18 years of age _____ 62 or older _____

11. Are you or any of the people living with you disabled? Yes, _____ people are disabled No

12. Do you own or rent the housing you have checked in Question 6?
 I own or am purchasing the mobilehome, manufactured home or RV
 I rent the dwelling unit from: the Park someone else

13. What are your monthly housing costs?
 \$ _____ /mo. Space Rent \$ _____ /mo. Unit Rent (if renting)
 \$ _____ /mo. Mortgage payments (if you own) \$ _____ /mo. for HOA fees
 \$ _____ /mo. utilities (gas, electric, water, sewer, trash, cable)

14. What are the sources of income for your household? (Check all that apply)
 Employment Social Security State, federal, or other disability program
 Savings/Investment Retirement/Pension Other, please specify: _____

15. In the chart below, find the row with the number of people living in your household (including yourself). Then please circle the number that best represents your household's total annual income, without going over. Include Social Security, pensions, disability, AFDC, or similar payments, and interest from savings or CDs, stock dividends, and income from other investments when estimating your household's total income, before taxes.

Number of Persons in Household		Up to	Up to	Up to	Up to	Up to	More than
	1 person	14,750	24,550	39,300	48,600	58,300	58,300
2 people	16,850	28,100	44,900	55,500	66,600	66,600	66,600
3 people	18,950	31,600	50,500	62,500	75,000	75,000	75,000
4 people	21,050	35,100	56,150	69,400	83,300	83,300	83,300
5 people	22,750	37,900	60,650	75,000	90,000	90,000	90,000
6 people	24,400	40,700	65,150	80,500	96,600	96,600	96,600

If more than 6 people live in your household, please indicate your household's total annual income, before taxes: \$ _____

16. Among the members of your household, how many:
 Work in Encinitas: _____
 Work elsewhere: _____ Please list (cities or counties): _____

17. What is the general condition of your home?
 Very good - no (or very few) repairs or upgrades needed at this time
 Good - may need some minor repairs or upgrading within the next year
 Fair - needs some minor repairs or upgrading now
 Poor - needs some major repairs or upgrading now
 Very Poor - needs many major repairs or upgrading now

18. Have there been any major repairs or upgrades to the exterior of your home? (For example: new roof; room addition; installed new windows; etc.)
 Yes No If yes, please identify work done: _____

19. Does your home need any new exterior repairs or upgrading? (for example: new roofing or recoating; new skirting or new siding or repair; new steps or deck repair; exterior painting; etc.)
 Yes No If yes, please identify repairs needed: _____

20. Have you made any major repairs or upgrades to the interior of your home? (For example: replaced kitchen cabinets and appliances; upgraded bathroom with new plumbing, fixtures, and cabinets; replaced aluminum wiring with copper wiring; etc.)

Yes No If yes, please identify work done: _____

21. Does your home need any new interior repairs or upgrading? (For example: new plumbing; new electrical; new faucets, shower, tub, toilet, sink; new furnace or repair; new vinyl flooring or carpet; new kitchen cabinets, stove, oven, disposal; interior painting; etc.)

Yes No If yes, please identify repairs needed: _____

22. Are there any other repairs that need to be made to your home? (For example: leveling; reattach marriage line of two-section home; under home repairs; walkways.)

Yes No If yes, please identify other repairs needed: _____

23. Have you had any problems with any of the following Park utility systems during the past year? (Check all that apply)

- Electrical system Gas system Water system No problems
 Sewage system Cable TV Phone/Internet

Please briefly describe problems you checked above, if any: _____

24. What is the overall condition of the facilities in the Mobilehome Park?

	Very Good	Good	Fair	Poor	Not Applicable
Park Streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Park Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Park Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Park Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laundry Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreation Building/Pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

25. What are the best things about having a mobilehome? (Check all that apply)

- I own my own unit I like my neighbors I'm close to important things I feel safe
 I can afford it Comfortable living space Other, please specify: _____

26. What are your greatest concerns related to your mobilehome? (Check all that apply)

- Not owning my space House payments Space rent Home repairs Feeling safe
 Paying for utilities Future park ownership Other, please specify: _____

27. **OPTIONAL:** Please use this space to provide additional information about your current housing (you may include additional sheets if necessary). This may include additional concerns or opinions you would like to express, but were not addressed in the survey. Your information will be kept confidential.

Thank you for assisting in this survey. Please return in the enclosed postage-paid envelope to:
 City of Encinitas
 Planning and Building Department
 505 S. Vulcan Ave.
 Encinitas, CA 92024-3633

Attachment "B"

Letter to mobilehome park owners,
dated October 24, 2007



City of Encinitas

Planning and Building Department

505 S. Vulcan Avenue, Encinitas, California 92024-3633

October 24, 2007

Dear «First» «Last»,

The City of Encinitas has undertaken a study of the eleven mobilehome parks in the communities of Encinitas and Leucadia. The parks are home to approximately 700 households. The purpose of the study is to develop recommendations to the Encinitas City Council about how to encourage the parks to continue to provide housing opportunities over the long term. The first phase of the study was recently completed, which included a survey of the parks themselves and interviews with park owners and managers.

The next phase of the study is to collect and learn about the needs and concerns of park residents. To accomplish this, questionnaires are being mailed to each park resident. The survey asks questions about type, size, age, and condition of their individual units; age and income of the household; overall conditions of park facilities; and desires and concerns about living in a mobilehome. Information received from the questionnaires will be used only for the purposes of the study and individual responses will be treated confidentially. A copy of the questionnaire has been enclosed for your information.

We are asking the residents to return the completed questionnaire in a pre-addressed envelope provided by **November 12, 2007**. Thanks in advance for your cooperation. The encouraged participation of the mobilehome park residents is greatly appreciated.

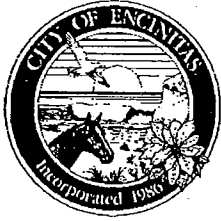
If you have any questions, feel free to call Mike Strong, Assistant Planner at (760) 943-2101 or myself at (760) 633-2683.

Sincerely,

David de Cordova
Principal Planner
City of Encinitas

Attachment "C"

Revised cover letter, dated November 29, 2007



City of Encinitas

Planning and Building Department
505 S. Vulcan Avenue, Encinitas, California 92024-3633

November 29, 2007

Dear Resident,

The City of Encinitas has undertaken a study of the eleven mobilehome parks in the communities of Encinitas and Leucadia. An important part of this citywide assessment is to learn about the needs and concerns of mobilehome park residents. Completing the enclosed survey will provide information to City staff and help determine what policies and programs to recommend to the Encinitas City Council.

This correspondence is a follow-up to a questionnaire that was mailed to you in October. While many residents have already responded to the questionnaire, we have not heard from some of the residents and we don't want their voices to go unheard. Your participation is important to ensure that information collected by the survey is as useful as possible. The enclosed survey is a copy that was used in the previous distribution. **If your household has already completed and returned the survey, please disregard this follow-up reminder.** If not, we would greatly appreciate you taking a few minutes to take the survey.

The survey should be completed by the head of the household. Please try to answer all of the questions. If you choose to not answer a question, please complete the rest of the questionnaire and return the survey in the enclosed postage-paid envelope. If you need help with the survey, you may call Mike Strong, Assistant Planner, at (760) 943-2101. All responses will be treated confidentially and will not be used for any other purpose once the survey process has been concluded. Individual responses will not be shared with any outside parties.

Please return the completed survey in the pre-addressed envelope provided by **December 13, 2007**. If you prefer, you can also drop off the completed survey to the Planning and Building Department at the Encinitas Civic Center, 505 S. Vulcan Avenue. Again, thank you in advance for completing this survey. Your feedback is important.

Sincerely,

David de Cordova
Principal Planner
City of Encinitas