

ANNUAL ELEMENT PROGRESS REPORT *Housing Element Implementation*

(CCR Title 25 §6202)

HHS
OPF
11-16-14

Jurisdiction MENLO PARK
Reporting Period 01/01/2013 - 12/31/2013

Pursuant to GC 65400 local governments must provide by April 1 of each year the annual report for the previous calendar year to the legislative body, the Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD). By checking the "Final" button and clicking the "Submit" button, you have submitted the housing portion of your annual report to HCD only. Once finalized, the report will no longer be available for editing.

The report must be printed and submitted along with your general plan report directly to OPR at the address listed below:

Governor's Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction MENLO PARK
 Reporting Period 01/01/2013 - 12/31/2013

Table A

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

1	2	3	4			5	5a	6		7	8
			Affordability by Household Incomes					Assistance Programs for Each Development	Deed Restricted Units		
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income	Total Units per Project	Est. # Infill Units*	See Instructions	Deed Restricted Units	See Instructions
Various SF/2-4	SF	Owner	0	3	0	19	22	0		DB/INC	
(9) Total of Moderate and Above Moderate from Table A3					0	42					
(10) Total by Income Table A/A3			0	3	0	42					
(11) Total Extremely Low-Income Units*			0								

* Note: These fields are voluntary

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Housing Element Implementation

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Jurisdiction MENLO PARK
 Reporting Period 01/01/2013 - 12/31/2013

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

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

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

* Note: This field is voluntary

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

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	0	0	0	0	0	0	0
No. of Units Permitted for Above Moderate	7	10	6	0	0	23	0

* Note: This field is voluntary

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Housing Element Implementation

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Jurisdiction MENLO PARK
 Reporting Period 01/01/2013 - 12/31/2013

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

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.	Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	226	0	0	0	0	0	0	0	0	0	0	226
	Non-Restricted		0	0	0	0	0	0	0	0	0	0	
Low	Deed Restricted	163	0	0	0	0	3	0	0	0	0	0	160
	Non-Restricted		0	0	0	0	0	0	0	0	0	0	
	Restricted		0	0	0	0	0	0	0	0	0	0	
Moderate			0	0	0	0	0	0	0	0	0	0	192
Above Moderate			0	0	0	0	42	0	0	0	0	42	370
Total RHNA by COG. Enter allocation number:		993	0	0	0	0	45	0	0	0	0	45	948
Total Units			0	0	0	0	45	0	0	0	0	45	
Remaining Need for RHNA Period			▶	▶	▶	▶	▶	▶	▶	▶	▶		

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

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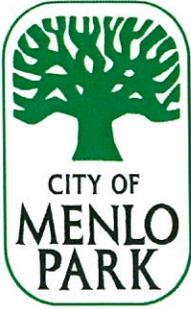
Table C
Program Implementation Status

Program Description (By Housing Element Program Names)	Objective	Timeframe in H.E.	Status of Program Implementation
<p>Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.</p>			
<p>Name of Program dummy</p>			<p>see hardcopy</p>

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
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Jurisdiction MENLO PARK
Reporting Period 01/01/2013 - 12/31/2013

General Comments:



Community Development Department

April 7, 2014

Department of Housing and Community Development
Division of Housing and Policy Development
P.O. Box 952053
Sacramento, CA 94252-2053

Housing Policy Department
Received on:
APR 11 2014

Governor's Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

On April 1, 2014, the City Council of the City of Menlo Park accepted the Annual Housing Element Report for the calendar year 2013, and directed staff to submit the report to the State Department of Housing and Community Development and Governor's Office of Planning and Research. Please find enclosed the City of Menlo Park's 2013 Annual Housing Element Report, which consists of the items listed below.

- Table A: Annual Building Activity Report- Low-, and Very Low-Income Units and Mixed-Income Multifamily Projects
- Table A2: Annual Building Activity Report -Summary for Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)
- Table A3: Annual Building Activity Report Summary for Moderate- and Above Moderate-Income Units
- Table B: Regional Housing Needs Allocation Progress
- Table C: Program Implementation Status

Please accept this report for filing. Should you have questions, please do not hesitate to contact me at (650) 330-6725 or jicmurphy@menlopark.org.

Sincerely,

Justin Murphy
Development Services Manager

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

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Jurisdiction City of Menlo Park
 Reporting Period 1/1/2013 - 12/31/2013

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

Housing Development Information										Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1 Project Identifier (may be APN No., project name or address)	2 Unit Category	3 Tenure R=Renter O=Owner	4 Affordability by Household Incomes				5 Total Units per Project	5a Est. # Infill Units*	6 Assistance Programs for Each Development See Instructions	7 Deed Restricted Units See Instructions	8 Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the units were affordable. Refer to instructions	
			Very Low-Income	Low-Income	Moderate-Income	Above-Moderate-Income						
389 EI Carmine Real	SF & 2-4	O	0	3	0	19	22	22	NA	DB/INC	0	
60 Willow Rd.	SU	R										
308 Sherwood Way	SU	R										
1040 Henderson Ave.	SU	R										
127 Elliott Dr.	SU	R										
374 O'Connor St.	SU	R										
288 San Luis Dr.	SU	R							NA	NA	6	
SU Subtotal	SU	R	3	3	0	0	6	6				
(9) Total of Moderate and Above Moderate from Table A3							23	23				
(10) Total by Income Table A/A3			3	6		42	51	51				
(11) Total Extremely Low-Income Units*			0									

* Note: These fields are voluntary

Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County Jurisdictions.

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Reporting Period 1/1/2013 - 12/31/2013

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

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

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

* Note: This field is voluntary

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

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of Infill units*
No. of Units Permitted for Moderate	0	0	0	0	0	0	0
No. of Units Permitted for Above Moderate	7	10	6	0	0	23	23

* Note: This field is voluntary

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Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2007		2008		2009		2010		2011		2012		2013		Total Units to Date (all years)	Total Remaining RHNA By Income Level
Income Level		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9							
Very Low	Deed restricted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	220
	Non-deed restricted	2	0	0	1	0	0	0	0	0	0	0	0	0	0		
	Deed restricted	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Low	Deed restricted	1	1	0	0	0	1	0	0	0	0	0	0	0	0	6	154
	Non-deed restricted	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	Deed restricted	1	1	0	0	0	1	0	0	0	0	0	0	0	0		
Moderate	Deed restricted	19	3	0	1	1	0	0	0	0	0	0	0	0	0	24	168
	Non-deed restricted	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	Deed restricted	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Above Moderate		412	68	35	3	20	3	8	42							179	233
Total RHNA by COG. Enter allocation number:		993															
Total Units		90	39	3	22	4	9	51								218	775
Remaining Need for RHNA Period																	

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

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

Jurisdiction City of Menlo Park
Reporting Period 1/1/2013 - 12/31/2013

Table C
Program Implementation Status

Program Description (By Housing Element Program Names)	Objective	Timeframe in H.E.	Status of Program Implementation
H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs	Establish priorities for implementing Housing Element Programs	Annually	Superseded by work updating the Housing Element for the 2015-2023 planning period. This will be done annually as part of the annual Housing Element review.
H1.B Review the Housing Element Annually	Review and monitoring of Housing Element implementation; submit Annual Report to HCD	Annually	Undertaken in March-April 2014 using forms provided by HCD.
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program H1.D)	Ongoing	Materials available at the counter at City Hall.
H1.D Provide Information on Housing Programs	Obtain and distribute materials at public locations	Annual	Materials available at the counter at City Hall and on the City's Web site.
H1.E Undertake Community Outreach When Implementing Housing Element Programs	Conduct public outreach and distribute materials (see Programs H1.C and H1.D)	Consistent with program timelines	Superseded by the outreach activities undertaken in updating the Housing Element for the 2015-2023 planning period.
H1.F Work with the San Mateo County Department of Housing	Coordinate with County efforts to maintain and support affordable housing	Ongoing	Coordination has occurred as part of the countywide 21 Elements process, coordination with the Department of Housing and other jurisdictions on a countywide nexus study and coordination in implementing Housing Element programs.
H1.G Adopt an Anti-Discrimination Ordinance	Undertake Municipal Code amendment	2014 — undertake during the 2014-2022 planning period	No activity to date. Program is included in the 2015-2023 Housing Element.
H1.H Utilize the City's Below Market Rate (BMR) Housing Fund	Accumulate and distribute funds for affordable housing	Ongoing	When the Redevelopment Agency and redevelopment funding for housing programs was eliminated by the State of California in 2012, the City continued to fund some programs through its General Fund. In addition, the City issued a Notice of Funding Availability (NOFA) for availability for approximately \$3.2 million in Below Market Rate housing funds to support the acquisition, rehabilitation or new construction of housing that will provide long-term affordability. The funding is intended to fill the financing gap between the projected total development costs and other available funding sources.
H1.I Work with Non-Profits on Housing	Maintain a working relationship with non-profit housing sponsors	Ongoing	Focus has been on Mid-Per's Gateway Apartments. The City has continued to undertake outreach to non-profits throughout the 2015-2023 Housing Element update. Annual funding provided to HIP, CID and HEART.

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H1.J Update the Housing Element	Maintain consistency with Housing Element law	In progress for the 2014-2022 planning period. Anticipated to be completed by Spring/ Summer 2014.	Update for the 2015-2023 planning period anticipated to be completed by April 2014.
H1.K Address Rent Conflicts	Resolve rent conflicts as they arise	Ongoing	No activity to date. Program is included in the 2015-2023 Housing Element.
H1.L Adopt Priority Procedures for Water and Sewer Service to Affordable Housing Developments	Comply with Government Code Section 65589.7	In progress; targeting completion in 2013	Program completed in February 2014.
H1.M Lobby for Changes to State Housing Element Requirements	Work with other San Mateo County jurisdictions and lobby for changes to State Housing Element law (coordinate with Program H1.B)	Ongoing	Met with State Representative and other jurisdictions and provided input on proposed legislation. Program is included in the 2015-2023 Housing Element.
H2.A Adopt Ordinance for "At Risk" Units	Protect existing subsidized rental housing (coordinate with Program H1.G)	2016 — undertake during the 2014-2022 planning period	There are no "at risk" affordable units in Menlo Park at the current time. No activity to date. Program is included in the 2015-2023 Housing Element.
H2.B Implement Energy Loan Programs and Improvements	Provide loans for 25 homes from 2007-2014	Ongoing — undertake during the 2014-2022 planning period (25 homes)	70 households participated in a City-promoted PG&E program, which offers washing machine replacement rebates as an incentive to conserve energy and water.
H2.C Amend the Zoning Ordinance to Protect Existing Housing	Protect existing rental housing	Consider as part of the City's General Plan Update (2014-2015)	No activity to date. Program is included in the 2015-2023 Housing Element.
H2.D Assist in Implementing Housing Rehabilitation Programs	Provide loans to rehabilitate very low and low income housing (20 loans from 2007-2014)	Ongoing — undertake during the 2014-2022 planning period (10 homes)	Application submitted to County CDBG funding for 2014-15; notification expected in May 2014. Program is included in the 2015-2023 Housing Element.

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H3.A Zone for Emergency Shelter for the Homeless	Amend the Zoning Ordinance	In progress; anticipated to be completed in Spring/ Summer 2014	Draft ordinance identifies the location of the overlay to allow an emergency shelter for the homeless for up to 16 beds as a use by right and includes standards consistent with State law as established in SB2. Anticipated to be adopted in April 2014.
H3.B Zone for Transitional and Supportive Housing	Amend the Zoning Ordinance	In progress; anticipated to be completed in Spring/ Summer 2014	Draft ordinance updates the definitions of transitional and supportive housing to be consistent with State law and adds transitional, supportive housing and small (6 or fewer) residential care facilities as part of the definition of a "dwelling" in the Zoning Ordinance so these uses are treated the same way as other residential uses as required by State law under SB2. Anticipated to be adopted in April 2014.
H3.C Adopt Procedures for Reasonable Accommodation	Amend the Zoning Ordinance and/or modify administrative procedures; create handout	In progress; anticipated to be completed in Spring/ Summer 2014	Draft ordinance establishes procedures, criteria and findings for enabling individuals with disabilities to make improvements and overcome barriers to their housing. Anticipated to be adopted in April 2014.
H3.D Encourage Rental Housing Assistance Programs	Provide rental assistance to 235 extremely low and very low income Menlo Park residents annually	Ongoing assistance to 235 extremely low and very low income households per year	There are 235 households provided rental assistance in Menlo Park through Section 8 and other programs.
H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter	Construction of homeless facility (if feasible)	Longer term program as the opportunity arises	No activity to date. Program is included in the 2015-2023 Housing Element.
H3.F Assist in Providing Housing for Persons Living with Disabilities	Provision of housing and services for disabled persons	Ongoing	Annual funding provided to CID and HLP. Program is included in the 2015-2023 Housing Element.
H3.G Develop Incentives for Special Needs Housing	Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities	2014	No activity to date. Program is included in the 2015-2023 Housing Element.
H3.H Continue Support for Countywide Homeless Programs	Support housing and services for the homeless and at-risk persons and families	Ongoing	The City has continued to support HEART and has participated in countywide activities to address homeless needs.
H4.A Modify Development Standards to Encourage Infill Housing	Amend the Zoning Ordinance to encourage smaller units and infill housing.	Completed June, 2013	Adopted.
H4.B Modify R-2 Zoning to Maximize Unit Potential	Amend the Zoning Ordinance to maximize dwelling unit potential in R-2 zone	Consider as part of General Plan Update	Issues and strategies to be reviewed as part of the General Plan Update (2015-2017).

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<p>H4.C Adopt Standards for an "Affordable Housing Overlay Zone"</p>	<p>Amend the Zoning Ordinance to provide flexibility and incentives for affordable housing</p>	<p>Completed June, 2013</p>	<p>Adopted.</p>
<p>H4.D Implement Inclusionary Housing Regulations and Adopt Standards to Implement State Density Bonus Law</p>	<p>Amend the Zoning Ordinance to require affordable housing in market rate developments and to implement State Density Bonus law incentives</p>	<p>State Density Bonus Law completed June, 2013.</p>	<p>Adopted. Review of inclusionary zoning regulations in progress.</p>
<p>H4.E Modify Second Dwelling Unit Development Standards and Permit Process</p>	<p>Amend the Zoning Ordinance to create incentives for second units (10 new second units — 3 very low, 4 low and 3 moderate income units)</p>	<p>Completed June, 2013</p>	<p>Concurrent with the adoption of the 2007-2014 Housing Element in May 2013, the City of Menlo Park adopted a Zoning Ordinance amendment for modifications to the Secondary Dwelling Unit Ordinance in recognition that secondary dwelling units can be a valuable source of affordable units because they often house family members at low or no cost, and many are limited in size and therefore, have lower rents. Besides making the City's ordinance compliant with State law by allowing, the Zoning Ordinance amendment included a number of revisions to provide greater flexibility in the development regulations to encourage more development of secondary dwelling units. The modifications included the following: Reduction in the minimum lot size eligible for a second unit without a use permit; Standardization of the maximum unit size rather than it being dependent on a percentage of the lot size; Allowance for increased wall height if the property is located in the flood zone, without additional discretionary review of a variance; Allowance for decreased interior side and rear setbacks with neighbor approval; Allowance for secondary dwelling unit parking space to be located in tandem and in the front setback; and Ability to request a use permit for modifications to any of the standards.</p> <p>As part of the Housing Element for the 2015-2023 Housing Element, however, the City of Menlo Park is proposing to continue this program to further explore opportunities for additional revisions to the Secondary Dwelling Unit Ordinance. In April 2014, the City Council will be reviewing a Zoning Ordinance amendment for modifications that would 1) further reduce the minimum lot size for a secondary dwelling unit without a use permit, 2) increase the maximum unit size for units that comply with accessibility requirements, 3) establish a new daylight plane requirement in lieu of the wall height requirement, and 4) provide flexibility in the tenancy requirement. The City will also consider whether to offer a fee reduction or waiver as another mechanism to reduce potential financial barriers, and incentive to the development secondary dwelling units.</p>

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H4.F Undertake a Second Unit Amnesty Program	Adopt procedures and implement a second unit amnesty program (10 very low, 15 low and 10 moderate income units)	In progress; anticipated to be completed in Spring/Summer 2014	As part of the City's Housing Element update process for the next planning period, the Amnesty Program was repurposed to a new program. In recognition by the Housing Element Steering Committee that the establishment of an amnesty program presented more challenges than potential positive results. Program H4.F has been repurposed to establish a process and standard to allow potential conversion of accessory buildings into secondary dwelling units. The proposed ordinance, which will be considered in April 2014, would allow legally permitted accessory buildings that do not meet the setback requirements for a secondary dwelling unit to be converted to a secondary dwelling unit through an administrative permit process.
H4.G Implement First-Time Homebuyer Program	Provide loans for 40 units assisted	BMR funds are no longer available for this program.	Delete. The City is referring first time homebuyers to HEART and Union Bank for down payment assistance. Include as part of Programs H1.C and H1.D to obtain and distribute information (check annually on the status of the program).
H4.H Work with Non-Profits and Property Owners on High Potential Housing Opportunity Sites	Develop incentives and procedures to encourage affordable housing	Ongoing	The City has been working with Mid-Pen housing on their Gateway Apartments project, the affordable housing arm of CORE Housing for a 60 unit low income development at the Veterans Affairs facility, and St. Anton Partners to include deed restricted affordable units in a new 394-unit rental development on Haven Avenue.
H4.I Create Multi-Family and Residential Mixed Use Design Guidelines	Establish design guidelines for multi-family and mixed use housing developments	Consider as part of General Plan Update	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2015-2017).
H4.J Consider Surplus City Land for Housing	Identify opportunities for housing as they arise	Consider as part of General Plan Update	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2015-2017).
H4.K Work with the Fire District	Undertake local amendments to the State Fire Code	In progress; anticipated to be completed in early 2014	Program implementation in progress and expected to be completed in 2014.
H4.L Coordinate with School Districts to Link Housing with School District Planning Activities	Coordinate and consider school districts long-range planning, resources and capacity in planning for housing	Ongoing	Continued coordination on new residential development (unit type, timing, etc.) and implications for enrollment growth and facility planning with various school districts. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2015-2017).
H4.M Review the Subdivision Ordinance	Modify the Subdivision Ordinance as needed	Consider as part of General Plan Update	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2015-2017).
H4.N Create Opportunities for Mixed Use Development	Conduct study to determine appropriate locations for housing in commercial zones	Consider as part of General Plan Update	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2015-2017).

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H4.O Implement Actions in Support of High Potential Housing Opportunity Sites	Undertake Zoning Ordinance amendments to enable the construction of affordable housing to achieve the City's RHNA	Completed June, 2013	Actions completed, including rezonings.
H4.P Review Transportation Impact Analysis Guidelines	Modify Transportation Impact Analysis (TIA) guidelines	Consider as part the General Plan Update.	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2015-2017).
H4.Q Update Parking Stall and Driveway Design Guidelines	Modify Parking Stall and Driveway Design Guidelines	In progress; anticipated to be completed in 2014	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2015-2017).
H4.R Achieve Long-Term Viability of Affordable Housing	Coordination with project sponsors in tenant selection, project maintenance and management, and neighborhood outreach	Ongoing as projects are proposed	No activity to date. Program is included in the 2015-2023 Housing Element.
H4.S Review Overnight Parking Requirements for the R-4-S Zoning District	Review and modify night parking prohibitions in the R-4-S zone.	In progress; anticipated to be completed in 2014	Program implementation in progress and expected to be completed in 2015.
H4.T Explore Creation of a Transportation Management Association	Focus on the Haven Avenue/Bayfront Expressway area to coordinate grants, shuttles and other transportation.	Consider as part the General Plan Update.	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2015-2017).
H4.U Explore Pedestrian and Bicycle Improvements	Coordinate with Redwood City and explore improvements over Highway 101 between Marsh Road and 5th Avenue.	Consider as part the General Plan Update.	City awaiting response to grant application for bicycle improvements on Haven Avenue associated with recently rezoned property. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2015-2017).

General Comments:

The City's 2007-2014 Housing Element was adopted in May of 2013. The focus on implementation of the 2007-2014 Housing Element was to rezone adequate sites for housing and to create regulatory incentives for housing consistent with State law. As a result, the City accomplished the following in June 2013, immediately following adoption of the 2007-2014 Housing Element:

- a. Adoption of an Affordable Housing Overlay (AHO) Zone. The Affordable Housing Overlay zone establishes affordable housing percentage requirements for a project to qualify for a density bonus and other incentives. In addition, the AHO establishes objective design standards for Community Development Director level approval. Specific incentives include:
 - (1) Density Bonus — a density bonus between 36.5 percent and 60 percent above the base unit density of the property.
 - (2) Floor Area Ratio — a minimum increase in FAR in proportion to the density bonus for the property.
 - (3) Stories/Height — allowances for either four (48 feet) or five (60 feet) story projects allowed depending on the density bonus.
 - (4) Parking — reduced vehicular and bicycle parking standards and allowances for uncovered and tandem parking for the affordable units.
 - (5) Lot Coverage, Setbacks, Open Space and Maximum Façade Height — flexibility in requirements to accommodate the increased density in the development.
 - (6) Fee Waivers — waiver of processing fees for projects that provide at least 50 percent of the units for low income households or 20 percent of the units for very low income households.
 - (7) Reduced Fees — reduction in other fees in the amount that corresponds to the increase in allowable density.

b. Adoption of High Density Residential, Special (R-4-S) Zone. The new R-4-S zoning was adopted to facilitate the development of multi-family housing and housing affordable to lower-income households. The sites rezoned allow primarily residential uses with possible ancillary commercial uses, and a minimum of 30 units per acre. In addition, objective and advisory design standards are included in the Zoning Ordinance for projects proposed under this zoning.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2013 - 12/31/2013

c. Rezoning. The City Council approved the following rezoning to assure adequate sites for a variety of housing: (1) 1200 and 1300 blocks of Willow Road rezoned to R-4-S (AHO); (2) the 600, 700 and 800 blocks of Hamilton Avenue rezoned to R-4-S; and (3) the 3600 block of Haven Avenue rezoned to R-4-S (AHO). The Affordable Housing Overlay Zone has also been applied to housing opportunity sites in the El Camino Real/Downtown Specific Plan area as a tool to achieve the public benefit densities for affordable housing.

d. Adoption of Zoning Consistent with State Density Bonus Law. The City Council amended the Zoning Ordinance to be consistent with State Density Bonus Law requirements.

e. Adoption of Modifications to the R-3 (Apartment) Zoning District. The City Council amended the Zoning Ordinance to create opportunities for higher density housing in infill locations around the El Camino Real/Downtown Specific Plan area in proximity to where services and transit are available.

f. Implementation of the Recently Adopted El Camino Real/Downtown Specific Plan. The recently adopted El Camino Real/Downtown Specific Plan contains opportunities for 680 units to be built. Based on current zoning, densities of over 30 units per acre are permitted on the majority of the sites. There is also the opportunity for a significant number of affordable units to be built. The Affordable Housing Overlay Zone has been applied to the entire Specific Plan area and is a tool to achieve the public benefit densities for affordable housing.

The City has continued to implement programs intended to address housing needs in the community and to comply with State law requirements. As part of the 2015-2023 Housing Element update process, the City has also undertaken a process to develop zoning for emergency shelter for the homeless, transitional and supportive housing, reasonable accommodation procedures and the establishment of a process and standards to allow the conversion of accessory buildings and structures to a secondary dwelling unit.

