TH CY 2015

Housing Policy Dev.

MAR 29 2016

The Town of
Woodside

March 24, 2016

Glen A. Campora
Assistant Deputy Director
Department of Housing and Community Development
Division of Housing Policy Development
2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833

Re: Annual 2015-2023 Housing Element Progress Report
(1/1/2015 - 12/31/2015)

Dear Mr. Campora,

We are pleased to submit the Town of Woodside's Annual Progress Report for its 2015-2023 Housing Element Implementation, covering the period of January 1, 2015 through December 31, 2015. This Annual Report documents the Town's progress in reaching its Regional Housing Needs Allocation (RHNA) for the year, and its progress in implementing the programs identified in the Town's Housing Implementation Program. The year 2015 is the first year of the 2015-2023 Housing Element cycle. The Town is pleased to be on track in meeting its RHNA target goals for the 2015-2023 Housing Element cycle, even with the high level of environmental constraints in the community.

The Woodside Town Council accepted this report on March 22, 2016.

We have appreciated your Department's assistance with this Annual Progress Report. If you have questions, please do not hesitate to contact me at (650) 851-6790.

Warm regards,

Jackie C. Young

Jackie C. Young, AICP
Planning Director

cc: Ken Alex, Governor's Office of Planning and Research (OPR)
Greg Nickless, Housing Policy Analyst, HCD
Joshua Abrams, Baird + Driskell (consultant to 21 Elements)
Kevin Bryant, Woodside Town Manager

P.O. Box 620005
2955 Woodside Road
Woodside, CA 94062

650-851-6790
Fax: 650-851-2195
townhall@woodsidetown.org

Attachment

1. ANNUAL HOUSING ELEMENT PROGRESS REPORT, Housing Element Implementation, January 1, 2015, through December 31, 2015.

Department of Housing and Community Development

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: Town of Woodside

Mailing Address: P.O. Box 620005
Woodside, CA 94062

Contact Person: Jackie C. Young Title: Planning Director

Phone: 650.851.6790 FAX: 650.851.2195 E-mail: jyoung@woodsidetown.org

Reporting Period by Calendar Year: from 1.1.15 to 12.31.15

These forms and tables, (see sample – next page) 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 (Government Code Section 65400) at the addresses listed below:

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

-and-

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 Town of Woodside

Reporting Period 1/1/2015 - 12/31/2015

Table A

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

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes: Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development: See Instructions	Deed Restricted Units: See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
408 Eleanor Drive	SU	O	1				1				1
1491 Canada Road	SU	O	1				1				1
571 Eleanor Drive	SU	O		1			1				1
(9) Total of Moderate and Above Moderate from Table A3 ► ►					0	4	4				
(10) Total by income Table A/A3 ► ►			2	1		4	7				
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary (See Exhibit A, Assumption for Table A)

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

Jurisdiction Town of Woodside
Reporting Period 1/1/2015 - 12/31/2015

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 whichmeet 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	4	1	1	6	Existing Accessory Living Quarters (ALQs) subject to remodel/repair and addition/remodel, are part of the ongoing process of rehabilitating existing housing stock.
(2) Preservation of Units At-Risk				0	As noted in the 2015-2023 Housing Element, while Wooside's units ar not multi-family, much of its housing stock is rehabilitated in a manner that helps to provide housing
(3) Acquisition of Units				0	for all income groups.
(5) Total Units by Income	4	1	1	6	

* Note: This field is voluntary. (See Exhibit A, Assumption for Table A2)

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

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

* Note: This field is voluntary. (See Exhibit A, Assumption for Table A3)

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

Jurisdiction Town of Woodside

Reporting Period 1/1/2015 - 12/31/2015

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.			2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	23											21
	Non-deed restricted		2									2	
Low	Deed Restricted	13											12
	Non-deed restricted		1									1	
Moderate	Deed Restricted	15											15
	Non-deed restricted		0									0	
Above Moderate		11	4									4	7
Total RHNA by COG. Enter allocation number:		62	7									7	55
Total Units ► ► ►													
Remaining Need for RHNA Period ► ► ► ► ►													

Note: units serving extremly low-income households are included in the very low-income permitted units totals. (See Exhibit A, Assumption for Table B)

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

Jurisdiction Town of Woodside
Reporting Period 1/1/2015 - 12/31/2015

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**
SEE ATTACHED, **Table C**			

Note: The year 2015 is the first year of the 2015-2023 Housing Element cycle.

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
H1: Promote the availability of affordable housing			
Policy H1.1 – Promote accessory dwelling units as an opportunity for affordable housing			
a. Accessory Living Quarters Survey	Utilize the Town's voluntary survey form related to ALQs on an ongoing basis. The survey is provided to applicants of new accessory living quarters requesting information on the proposed occupancy and rental costs of the units. This information will assist the Town in tracking the affordability of units and/or their use at no cost for family members or as part of work agreements.	Ongoing	The Town provides the survey to all applicants constructing accessory living quarters (ALQs). The surveys are on-file in the Planning Department at Town Hall.
b. Rental Availability Information	Request the voluntary submittal of rental availability information and priority consideration to special housing needs groups.	Ongoing	The Town makes housing resources available on its website on an ongoing basis, but does not have a specific role in advocating for special housing needs groups.
c. Streamline ASRB Review	Streamline ASRB review of accessory dwelling units. Consider and evaluate using a single meeting review process for ALQs. Utilize on an ongoing basis the handout that advises applicants of the process requirements for accessory living quarters.	Code Amended Dec. 2015 & Ongoing	The Town amended the Municipal Code on December 8, 2015, to streamline the review of certain residential development. All accessory living quarters (ALQs) which may be up to 1500 square feet, and buildings less than or equal to 1,000 square feet within Scenic Corridors and the Western Hills, are reviewed within a single-meeting Architectural and Site Review Administrator (ASRA) process, instead of two meetings before the Architectural and Site Review Board (ASRB) (WMC Sections 153.220-153.231).
d. Rental Unit Incentive Program	Develop and establish incentive programs to encourage the construction of rental units for households meeting affordability criteria set by the State, such as the reduction of development standards, easing size restrictions, reduction of permitting fees, allowing increase in square	Ongoing	The Town encourages construction of Accessory Living Units (ALQs), allowing two units (only one may be a rental), in addition to the main residence on most residential properties. On properties equal to or greater than 1.0 acre and less than 1.5 acres, no more than one attached and one

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
	footage for the main residence when constructing a deed restricted accessory living quarters (deed restricted over a set period of time to ensure its affordability during this period), etc.		detached ALQ are permitted. On properties less than 1.0 acre in size, no more than one ALQ (whether attached or detached) is permitted (WMC, Section 153.026, Table A). The Town amended the Municipal Code on December 8, 2015, to streamline the review of certain residential development. All accessory living quarters (ALQs) which may be up to 1,500 square feet, and buildings less than or equal to 1,000 square feet within Scenic Corridors and the Western Hills, are reviewed within a single-meeting Architectural and Site Review Administrator (ASRA) process, instead of two meetings before the Architectural and Site Review Board (ASRB) (WMC Sections 153.220-153.231).
e. Affordability Incentives	Annually evaluate the affordability and amend incentives or regulatory concessions as necessary to ensure second units can accommodate the Town's housing needs for lower and moderate-income households. Consider the expansion of Town ordinances which permit affordable rental units.	Ongoing	Accessory Living Quarters (ALQs) are being constructed at a rate of approximately 3-6 per year, a rate that meets the targets in the Housing Element Update (2015-2023) (Table 3-6). If the number of units developed slows, the Town will consider incentives to ensure the Town's housing needs for lower and moderate-income households continue to be met. The Town also anticipates that rehabilitation of existing ALQs will contribute towards meeting projected needs (Housing Element (2015-2023), Table 3-7).
f. Affordability Outreach	Conduct outreach efforts throughout the community to promote the units by sending announcements to organizations and hosting meetings on an annual basis, and posting information on Town's website, etc.		The Town maintains information about housing resources on its website (http://www.woodsidetown.org/planning/housing-resources).

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
g. Affordable Rental Ordinance	Discuss how the Town will consider expansion of ordinances to permit affordable rental units.	Ongoing	See (e) above.
h. Sewer for Accessory Living Quarters	Coordinate with sewer providers to provide priority service to accessory living quarters.	Ongoing	Only approximately 40% of Town properties are served by sewer, and the area's physical constraints and treatment plant limitations render the construction of new public sewage systems impractical. Therefore, the majority of housing units must be served by on-site sewage disposal systems (i.e., septic tank/drain field systems). The Town of Woodside has very limited sewer capacity. Existing Town sewer policy is to allocate the Town's limited remaining wastewater treatment and collection capacity to serve only sites with prior sewer assessments and accessible areas with failing septic systems, especially in the north Cañada Road area (Housing Element (2015-2022), p. 2-4) (http://www.woodsidetown.org/planning/housing-resources).
i. Amnesty Program	Consideration of a new Town Ordinance to provide an amnesty program for the legalization of accessory living quarters constructed without permits including a reduction or elimination of penalty fees for a specific period of time, not to be less than one year.	Ongoing	This measure will be considered if the pace of ALQ construction slows down.
j. Deed Restricted Units	Consideration of a new Town Ordinance to provide for the construction of new deed restricted units to ensure affordability over time.	Ongoing	No action has been taken on this strategy.
k. Additional Square Footage	Consideration of a new Town Ordinance to allow for additional square footage for a main residence	Ongoing	This measure will be considered if the pace of ALQ construction slows down.

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
	if at least one of the accessory living quarters is deed restricted for affordability.		
i. Prepare Brochure on ALQs	Prepare a brochure to help to explain opportunities for adding accessory dwelling units to existing lots in all residential zones. Clarify acreage requirements and unit opportunities for each zone.	Ongoing	No action has been taken on this strategy.
Policy H1.2 - Promote affordable alternatives to conventional construction			
a. Fabricated Units	Continue to allow mobile homes, factory built and modular housing units, consistent with State law.	Ongoing	The Town continues to allow mobile homes, factory built, and modular housing units, consistent with State law. For example, the Town recently approved a factory built modular housing unit at 6 Montecito Road, manufactured by BluHomes in Vallejo (https://www.bluhomes.com/).
b. Alternative Construction Methods	Explore adopting procedures under which alternative construction methods (e.g. green building methods, such as pre-manufactured construction components and manufactured housing, etc.) can be considered. The California Building Code provides an option for alternative construction, whereby an applicant submits an alternate design to the Building Official, the alternate design standards and testing of the proposed product, and the rationale for the request. The Building Official may approve an alternate construction methodology. The Town has approved alternate building materials in the past, including rammed earth landscape walls,	Ongoing	The Town is implementing its Sustainability Element, Climate Action Plan (CAP), and Residential Design Guidelines (RDG), all of which advocate using and reusing a variety of materials. CAP Measure 3.1.2, related to Residential Green Building Requirements, establishes the Town's intention to continue to adopt all new State Residential Building Codes, and to encourage and incentivize achievement of CAL Green Tier 1 energy performance. The measure also continues to encourage the integration of sustainable design features and elements, such as passive heating and cooling, solar, green roofs, and geothermal systems. Effective January 1, 2014, all projects

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
	green roofs, rainwater retention and reuse systems, fuel cells, ground source heat recovery systems, and Styrofoam core truss wall systems. The Town now encourages the use of green building materials through implementation of the Sustainability Element, and the Residential Design Guidelines, both adopted in 2012.		that are submitted to the Town for building, plumbing, electrical, and mechanical permits, are required to comply with the most recent California Building Code, the 2013 Code of Regulations (Title 24). This code requires new energy-efficient measures (http://www.woodsidetown.org/building/california-building-code-effective-january-2014).
Policy H1.3 - Increase access to affordable housing			
a. Expand Public Transit	Continue to request the extension of public transit routes along major traffic corridors.	Ongoing	No changes have been made to transit routes along major traffic corridors.
Policy H1.4 - Provide opportunities for multi-family housing			
a. Administer Multi-Family Housing Opportunities	The Woodside Town Council approved the Multi-Family Overlay Zone at Cañada College on January 27, 2015. The College District will retain complete control over its own property and multifamily would only be allowed if the College District decides to lease or sell some parcels of land on the Cañada College campus. The Town will work with the College District to facilitate any future desired multi-family housing.	Ongoing	No development proposals have been submitted for construction of multi-family housing within the Multi-Family Overlay Zone at Cañada College. The Town will continue to coordinate with Cañada College on administering opportunities for multi-family housing.
b. Density Bonus	Develop a density bonus ordinance consistent with State law to introduce concessions and incentives for multi-family housing, such as reduction in parking, increased density, expedited processing, reduced fees, etc.	Ongoing	The Town allows accessory living quarters in all residential zones, which increases the allowable density. The Town will continue to work on developing its density bonus ordinance, consistent with State law.

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
Policy H1.5 - Ease restrictions on the construction of rental units and incentives to construct affordable deed restricted Accessory Living Quarters			
a. Amend Municipal Code	Town staff will work with the Town Council and/or their designees to determine how the Municipal Code may be amended to ease restrictions on the construction of rental units and to provide incentives for affordable deed restricted units.	Winter 2016	Accessory Living Quarters (ALQs) are being constructed at a rate which meets the Regional Housing Needs Allocation (RHNA) target established for the Town to meet the need for affordable housing. If the average number of units begins to decline, the Town will consider incentives that will encourage the construction of additional affordable units.
b. Prepare Recommendations for Town Council	After final ideas are prepared in the form of proposed Municipal Code amendments, staff will bring the proposal to the Planning Commission for their recommendation and to the Town Council for their review and approval.	Winter 2016	See the discussion under (a) above.
Goal H2: Conserve & rehabilitate the existing housing stock, & develop new housing stock.			
Policy H2.1 - Conserve the existing housing stock			
a. Apply California Building Code	The Town shall continue to apply the California Building Code in order to preserve the existing housing stock and Historic structures.	Ongoing	The Town enforces the building code in issuing building permits and through code enforcement actions when complaints are received. The Town also implements the goals, policies, and strategies of the Historic Preservation element within the General Plan. As indicated in the Residential Design Guidelines, historic structures contribute to the community fabric. Preservation or adaptive reuse of existing or historic structures is preferred over demolition (RDG, Section 3, (1) Setting and Architectural Style, (d)).

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
b. Maintain and Improve Housing	Maintain the character and quality of existing housing which is in good condition, and improve the character of housing wherever substandard structures are found.	Ongoing	During the 2015-2023 Housing Element cycle, the Town anticipates that a total of 718 units will be upgraded through maintenance, remodeling, additions and other improvements. Specifically, the Town anticipates that approximately 24 accessory living quarters (ALQs) will be rehabilitated; 341 units will be remodeled/repaired; 239 units will have additions/remodels; 10 units will be preserved through historic preservation activities; 4 units will be preserved through Code Enforcement actions; and 100 units will have energy upgrades. These assumptions anticipate that approximately 90 units (89.75) will be upgraded each year during this planning period (Housing Element (2015-2023), Table 3-7). See also the discussion of (a) above.
c. Enforce Housing Standards	The Town's code enforcement staff and building inspector will continue to follow up on complaints regarding housing conditions. Violations shall be brought into conformance in a timely manner. The emphasis shall be on maintaining the existing housing stock. If circumstances dictate (e.g., low income households, or limited income seniors), the property owner will be referred to the County to determine if funds for housing improvements are available.	Ongoing	The Town responds to complaints related to compliance and works with Town residents to address issues related to public health and safety. The Town maintains a list and related links to housing resources on its website. (http://www.woodsidetown.org/planning/housing-resources)
d. Sewage System	The Town shall continue to support the provision of a sewage system to those areas experiencing waste disposal problems and will encourage sanitary service districts to prioritize service	Ongoing	Existing Town sewer policy is to allocate the Town's limited remaining wastewater treatment and collection capacity to serve only sites with prior sewer assessments and accessible properties

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
	improvements for designated potential affordable housing sites, if they become available.		with failing septic systems, especially in the north Cañada Road area (Housing Element (2015-2023), p. 2-4). (http://www.woodsidetown.org/planning/housing-resources)
Policy H2.2 - Rehabilitate the existing housing stock			
a. Continue Home Rehabilitation	The Town shall continue to encourage and facilitate the rehabilitation and/or expansion of existing housing units.	Winter 2015	As indicated in (b), under Policy H2.1, above, the Town anticipates that a total of 718 units, or approximately 90 per year, will be upgraded between 2015 and 2023 (Housing Element Update, (2015-2023), Table 3-7) (http://www.woodsidetown.org/planning/housing-resources).
b. Exceptions and Variances	Continue to provide for setback exceptions and variances to recognize limitations on existing structures to allow remodeling or small additions rather than demolition and construction of new structures.	Code Amended In 2013 & Ongoing	The Town processes building permits for additions and remodels on an ongoing basis, and grants variances and exceptions to encourage rehabilitation of existing units over demolition. The Town maintains information on the County's Rehabilitation Loan Program at Town Hall and on the Town website. The Town processed 22 variances and 32 exceptions between January, 2012 and February, 2016 (Town records maintained in the Trakit database). In 2013, WMC Chapter 153 was revised is to include a process to allow minor additions to main residences with nonconforming floor area. Many parcels and homes in Town are nonconforming. This amendment allowed for increased flexibility with remodeling, which allows for the improvement and retention of existing housing stock.

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
c. Utilize Town and County Rehabilitation Programs	Encourage the private sector to rehabilitate and construct new housing through the Town's policies and programs, and inform low and moderate income residents about the County's Rehabilitation Loan Program.	Ongoing	Housing resources are maintained on the Town's website. (http://www.woodsidetown.org/planning/housing-resources)
Policy H2.3 - Develop new housing stock			
a. Construct to Building Code	New housing shall conform with building codes.	Ongoing	All housing is required to conform to the State Building Codes and obtain a building permit prior to construction or renovation.
b. Limit House Sizes	Continue to maintain house size limitations in all zones to encourage the retention of existing smaller homes where possible, especially in the R-1 zone.	Ongoing	Maximum size of the main residence in the Town's residential zones are included in Section 153.047, Table B - Lot Area and Building Limitations. In the R-1 zone, the maximum residence size is 10% of the lot area, plus 1,000 square feet, up to a maximum of 3,000 square feet (subject to Total Floor Area (TFA) limits). In the SR zone, the maximum residence size is 4,000 square feet (subject to Total Floor Area (TFA) limits). In the RR and SCP zones, the maximum floor area is 6,000 square feet (subject to Total Floor Area (TFA) limits). In the OS zones, the maximum floor area is 1,500 square feet. Total floor area for Legal Nonconforming lots (residential size adjusted to lot size) for the different zoning districts are included on WMC pages XV-111 through XV-117 for all zoning districts.
Policy H2.4 - Promote energy efficient housing			
a. Promote and Enforce Energy Efficiency and Sustainability	Continue to require compliance with Title 24 of the State's building regulations. In addition, disseminate energy conservation information available from other agencies, such as PG&E's solar subsidy program and energy audits.	Fall 2016	In its Climate Action Plan (CAP) Measure 3.1.4, the Town established its intention to continue to adopt all new State Residential Building Codes. It will also encourage and incentivize achievement of CAL Green Tier 1 energy performance, and the

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
			integration of sustainable design features and elements such as passive heating and cooling, solar, green roofs, and geothermal systems. Effective January 1, 2014, all projects submitted to the Town for building, plumbing, electrical, and mechanical permits, are required to comply with the most recent California Building Code, the 2013 Code of Regulations (Title 24). (http://www.bsc.ca.gov/Home/Current2013Codes.aspx).
b. Building Design and Materials	Continue to encourage the inclusion of energy saving siting, features and materials in the retrofit of existing units, the construction of new units, and the development of new subdivisions.	Fall 2016	In CAP Measure 3.1.4, the Town indicates its intention to encourage the integration of sustainable design features and elements, such as passive heating and cooling, solar, green roofs, geothermal, as described in the Residential Design Guidelines, Building Design, Sustainability section; and the General Plan Sustainability Element.
c. Sustainable Services and Development	Continue to implement the Town's Sustainability Element of the General Plan. Staff anticipates that energy conservation requirements will continue to be enforced consistent with Title 24 of the California Code of Regulations. Conservation practices are also guided by the provision of the Sustainability Element and voluntary green building provisions. The Town will also: 1. Continue to subsidize the plan review and building inspection of roof-mounted and ground-mounted solar panel installations in order to encourage energy saving features in retrofits. 2. Continue to encourage staff to attend training in energy efficient building techniques in order to assist applicants in incorporating design energy	Fall 2016	In adopting its Climate Action Plan (CAP) on September 22, 2015, the Town indicated its intent to continue to adopt all new State Residential Building Codes; and continue to encourage the integration of sustainable design features and elements, such as passive heating and cooling, solar, green roofs, and geothermal systems, as described in both the Building Design section of the RDG and the Sustainability Element of the General Plan. Effective January 1, 2014, all projects submitted to the Town for building, plumbing, electrical, and mechanical permits, are required to comply with the most recent California Building Code, the 2013 Code of Regulations (Title 24)

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
	efficient new homes and remodel projects. The Town attends the Build It Green Bay Area Public Agency Council meetings and San Mateo County Green Building meetings regularly, and a member of the planning staff is certified through the Build It Green Certified Green Building Professional training. 3. Continue to pool resources with neighboring jurisdictions. The Town has helped advertise Portola Valley's green speaker series in order to facilitate homeowners' education of energy conservation techniques.		(http://www.bsc.ca.gov/Home/Current2013Codes.aspx). In adopting its Housing Element (2015-2023), the Town adopted Policy H2.4, "Promote sustainability including energy efficient housing, and related programs (a) through (e)" to implement the policy. The Town continues to subsidize the plan review and building inspection of roof-mounted and ground-mounted solar panel installations. The Town also encourages staff to attend training in energy efficient building techniques, and continues to pool resources with Portola Valley to facilitate homeowners' education of energy conservation techniques. On January 26, 2016, the Town amended Chapter 150 of the Municipal Code to adopt by reference, Appendix A3 of the 2013 California Existing Building Code, Prescriptive Provisions for seismic strengthening of cripple walls and sill plate anchorage of light, wood-frame residential buildings. This code amendment allows Woodside property owners to participate in the Earthquake Brace and Bolt Program. The Earthquake Brace + Bolt (EBB) Program provides up to $3,000 to strengthen their foundation and lessen the potential for earthquake damage. (http://www.woodsidetown.org/building/earthquake-brace-and-bolt-program).
d. Update Design Review	Continue to implement the requirements of Title 24 of the California Code of Regulations and the provisions of the Sustainability Element of the General Plan and the Residential Design Guidelines	Fall 2016 & Ongoing	Effective January 1, 2014, all projects that are submitted to the Town for building, plumbing, electrical, and mechanical permits, are required to comply with the most recent California Building

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
	related to sustainability.		Code, the 2013 Code of Regulations (Title 24). (http://www.bsc.ca.gov/Home/Current2013Codes.aspx).
e. Green Building Incentives	Explore adopting green building regulations and incentives.	Fall 2016	In Climate Action Plan (CAP) Measure 3.1.2, the Town establishes its intention to adopt all new State Residential Building Codes, and to encourage and incentivize achievement of CAL Green Tier 1 energy performance. Effective January 1, 2014, all projects that are submitted to the Town for building, plumbing, electrical, and mechanical permits, are required to comply with the most recent California Building Code, the 2013 Code of Regulations (Title 24). (http://www.bsc.ca.gov/Home/Current2013Codes.aspx).
Goal H3: Promote the availability of housing for special needs groups.			
Policy H3.1 - Promote affordable housing opportunities for public-sector, school, care-giver, and equestrian-related employees			
a. Maintain Local Public-Sector Employees	Develop a program to maintain a list of local public-sector employees (e.g., fire, sheriff, and Town employees), school teachers and staff, care-giver, and equestrian-related workers and professionals (e.g., blacksmiths, veterinarians) interested in rental of affordable units, and assure that interested landlords and those personnel share information about vacancies.	Ongoing	The Town maintains a list of housing resources on its website. (http://www.woodsidetown.org/planning/housing-resources)
b. Employee Housing	Continue to inform that employee housing for six or fewer persons is treated as a single family structure and residential use, subject to the same restrictions as conventional single family dwellings (California Health and Safety Code, Section 17021.5).	Ongoing	Ongoing.

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
Policy H3.2 - Promote affordable housing opportunities for persons with disabilities of all types, not limited to physical disabilities			
a. Continue Disabled Housing Programs and Policies	Continue to enable mobility-impaired persons to access their homes through Town development standard exceptions for accessibility modifications and other available programs. Continue to recommend that the County direct CDBG funds to support its Housing Accessibility for Disabled Persons program at the Center for Independence of the Disabled. The Town will direct inquiries for house modifications for the disabled to the County program. Public information regarding the program is available at Town Hall and publicized on the Town's web site.	Ongoing and by the end of 2016	The Town maintains information to support Housing Accessibility for Disabled Persons at the Center for Independence of the Disabled on its website (http://www.woodsidetown.org/planning/housing-resources) (http://www.cidsanmateo.org/).
b. Amend Zoning Ordinance to Expand Exceptions for all Disabilities	Establish language in the zoning ordinance to allow for exceptions for disabilities of all types, including developmental disabilities, not limited to physical disabilities. Work with the Town Council to amend the Municipal Code to contemplate and accommodate all disabilities.	Ongoing and by end of 2016	WMC Section 153.063 allows the Planning Director to grant limited exceptions to development standards for minor improvements to existing residences to accommodate access needs for disabled persons. The WMC has not yet been revised to clarify that the zoning ordinance allows exceptions for disabilities of all types, including developmental disabilities, not limited to physical disabilities.
c. Outreach Program	Work with the Golden Gate Regional Center (GGRC) and the Center for Independence of individuals with Disabilities (CID) to implement an outreach program that informs families within the Town of housing and services available for persons with developmental disabilities, including housing-related training through workshops for individuals and families.	Ongoing and by end of 2016	The Town maintains a list of housing resources on its website: (http://www.woodsidetown.org/planning/housing-resources), and includes links to organizations providing resources for individuals with disabilities: http://www.cidsanmateo.org/).
d. Group Homes	Continue to inform that group homes with six (6) or fewer persons are permitted uses in all	Ongoing	WMC Section 153.005, defines a Residential Care Home as a dwelling unit or portion thereof, used

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
	residential districts, as required by State law.		and licensed by the State of California or the County of San Mateo, for the care of up to six persons including oversight occupancy or care for extended time periods, and including all uses defined in Sections 5115 and 6116 of the Cal. Welfare and Institutions Code, or successor legislation. Section 153.026, Table A, lists Residential Care Homes as 'Permitted Uses and Structures' in all residential districts.
e. Definition of Family	Amend the Municipal Code to change the definition of family to be consistent with State law (i.e., remove the reference to occupants of a residential facility serving six or fewer persons).	Winter 2015	The definition of family was amended in Ordinance 2012-557, adopted on November 27, 2012. Subsequent to this amendment, HCD directed the Town to further define the definition of family to remove the reference to occupants of a residential facility serving six or fewer persons.
Policy H3.3 - Promote affordable housing opportunities for seniors			
a. Senior Amenities	Continue to consider the possibility of allowing residential projects, with medical facilities and ground transportation, for seniors.	Ongoing	The WMC does not yet specifically address residential projects with medical facilities and ground transportation for seniors.
b. Encourage ALQ for Seniors	Facilitate the accommodation of senior housing opportunities within the context of the Town's single-family setting. Encourage development of accessory living quarters (second units) to enable seniors to live in Woodside in an extended family situation or in a rental unit.	Ongoing	The Town encourages the development of Accessory Living Quarters (ALQs) for seniors, other family members, and other members of the community. A maximum of two such structures are allowed per parcel, except in the R-1 District where no detached ALQs are permitted (WMC 153.026 B (1)(e)).
c. Home Repair Information	Provide information to the public about local organizations which offer home repair services for seniors, to make it easier for seniors to remain in their homes and to help maintain the housing stock.	Ongoing	The Town provides information on housing resources on its website (http://www.woodsidetown.org/planning/housing-resources).

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
d. Property Tax Postponement Program.	In February 2009, the State Legislature suspended the State Controller's Office Property Tax Postponement Program. Since that time, the Controller's Office has been working with the Legislature to restore the program or find alternative ways to assist senior, blind and disabled homeowners with their property tax. On September 28, 2014, the Governor signed AB 2231 which reinstates the State Controller's Property Tax Postponement Program. This program will allow senior citizens and disabled persons with an annual household income of $35,500 or less to apply to defer payment of property taxes on their principal residence. Under this bill, applications may be filed with the State Controller beginning September 1, 2016 (California State Controller's Office).	Ongoing	The State of California Property Tax Postponement Program will be reinstated, effective September 1, 2016. The Town provides a link to information on property tax postponement (http://www.woodsidetown.org/planning/housing-resources) (http://www.sco.ca.gov/ardtax_prop_tax_postponement.html).
e. Reverse Annuity Mortgages	Provide mechanisms to ensure that homeowners can continue to live in their home for as long as they want. The Town will continue to encourage CDBG funding to help support the County's Reverse Annuity Mortgages (Home Equity Conversion) program, allowing seniors to convert the equity in their homes into regular monthly income, without giving up their property. This program provides seniors with information about home equity conversion options, helps with the paper work, and provides financial analysis and consultation. The Town will maintain information regarding the program at Town Hall, and occasionally publicize its availability on the Town's website.	Ongoing	The Town provides a link to information on reverse annuity mortgages on its website (http://www.woodsidetown.org/planning/housing-resources); (http://careversemortgageseniors.com/san-mateo-ca-reverse-mortgage-lenders).

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
Policy H3.4 - Provide for emergency shelter and transitional housing			
a. Cooperate with Agencies Providing Emergency Shelter	The Town shall cooperate with agencies providing emergency shelter and transitional housing for the homeless and those in crisis. The Town will prepare an analysis of parcels that could potentially be used to accommodate the Town's homeless population.	Summer 2015	The most recent snapshot count of homeless persons within Woodside (2015), indicates the population is limited to approximately 2 persons. The Town coordinates with agencies providing housing services, including HIP Housing that focuses on home sharing. The Town permits emergency shelters and transitional houses in its Community Commercial (CC) District. Specific parcels, however, have not yet been identified. With a homeless population limited to two individuals, the Town has given priority to making financial contributions to regional programs such as HEART that are addressing the wider regional need for homeless services.
b. Amend the Municipal Code	Amend the Municipal Code to allow Transitional and Supportive Housing in all residential districts as a permitted use. No additional regulations, other than those normally required for single-family residences, shall apply to Transitional and Supportive Housing. Transitional and supportive housing aims to enable recently homeless persons to move to permanent housing as quickly as possible.	Ongoing	On November 27, 2012, the Town adopted Ordinance 2012-557 to permit emergency shelters and transitional houses in its Community Commercial (CC) District, as a permitted use. HCD directed the Town to further amend the Municipal Code to allow Transitional and Supportive Housing in all residential districts as a permitted use (although residential care homes for up to six people are allowed in all residential districts). The most recent snapshot count of homeless persons within Woodside (2015), indicates the population is limited to 2 people. The Town, therefore, continues to contribute to existing regional agencies providing homeless services and housing.

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
Goal H4: Support programs which increase housing opportunities.			
Policy H4.1 - Increase housing opportunities by pooling efforts			
a. Community Development Block Grant	The Town shall continue to participate in and support the use of Community Development Block Grant (CDBG) funds by the County Housing and Community Development Program for its numerous housing assistance programs. The Town will continue to update Housing information on the Town website to advise owners and applicants of the different programs and assistance available through San Mateo County.	Ongoing and on an annual basis	The Town continues to provide up-to-date information on housing resources on its website (http://www.woodsidetown.org/planning/housing-resources).
b. Sub-Regional Housing Program	AContinue participation in sub-regional housing programs. Woodside Town Council member represents the Town on the San Mateo County City/County Association of Governments (C/CAG), the countywide sub-regional body which oversees the Housing Element Regional Housing Needs Allocation (RHNA) through a Policy Advisory Committee (PAC). A member of the Town planning staff participated in the San Mateo County Sub-Regional Housing Needs Allocation Process meetings. Through this process the Town was able to coordinate with the City of Redwood City to provide multifamily affordable housing at Cañada College (as described in the section below). Planning staff has also cooperated with surrounding jurisdictions by attending meetings and participating in the San Mateo County 21 Elements Technical Advisory Committee to pool local resources on updating the Housing Elements for each jurisdiction.	Ongoing and on an annual basis	The Town will continue to work with the College District to facilitate any future desired housing. The Town also continues to collaborate with the San Mateo County 21 Elements Technical Advisory Committee regarding housing update issues.

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
c. Work with other Municipalities and Agencies	The Town shall work with nearby municipalities, the County, and non-profit agencies to investigate the possibilities of undertaking joint efforts to provide low and moderate income housing. In 2008, the Town worked with Redwood City and LAFCO to detach a portion of land within Woodside that is owned by Cañada College. That land was then annexed into Redwood City in order to facilitate the construction of a 60 unit affordable housing project for faculty and staff. Construction of the 60-unit development has now been completed and provides affordable housing for faculty and staff at Cañada College.	Ongoing and on an annual basis	The Town will continue to work with the College District and neighboring jurisdictions to facilitate future affordable housing.
d. Work with Nearby Communities and Non-Profits	The Town shall continue to cooperate with surrounding communities and non-profit housing developers in filling the housing need goals established for the communities by the Association of Bay Area Governments.	Ongoing and on an annual basis	The Town will continue to work with the College District and neighboring jurisdictions to facilitate future affordable housing.
e. Work with Citizens and Organizations	The Town shall encourage private citizens and organizations, such as churches and clubs, to undertake projects related to housing and transportation for persons with special housing and transportation problems. For example in 2005, the Town Council approved the Town's membership in the Housing Endowment and Regional Trust (HEART) of San Mateo County, a cooperative regional approach to raising funds to support the construction of affordable housing within the County.	Ongoing and on an annual basis	Between 2005 and 2014, the Town donated $14,777 to the Housing Endowment and Regional Trust (HEART). In 2015, the Town donated an additional $1,739, for a total during this period (2005-2015) of $16,516 (source: Town Hall records).
f. Meet with Housing Advocates	The Town will host a meeting with special needs housing advocate organizations to discuss opportunities and available incentives to	Ongoing and on an annual	No action has been taken on this strategy.

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
	encourage the development of housing for persons with special needs.	basis	
Policy H4.2 - Support shared housing			
a. Enable Home Sharing	Enable residents to remain in or to live in Woodside in a shared housing arrangement. Continue to support the use of Community Development Block Grant (CDBG) funds by San Mateo County to implement the Home Sharing Program. This service matches people needing housing and people owning a home who desire additional income and/or companionship. The Town will also provide information on HIP Housing's Home Sharing Program. The Town will continue to make information about Home Sharing programs available at Town Hall and will publicize the effort as part of the Housing Information that is available on the Town's website.	Ongoing and on an annual basis	The Town helps to address homeless issues on a regional basis by supporting CDBG funding of County programs that service the homeless and provide occasional funding of the County's Homeless Shelter Fund. The Town contributed $10,000 towards the construction of a new homeless shelter during 2000-01. The Town also maintains resource information on programs such as HIP's Home Sharing Program on its website (http://www.woodsidetown.org/planning/housing-resources) (http://hiphousing.org/programs/home-sharing-program/).
Policy H4.3 - Develop a density bonus ordinance and procedures, and/or explore other possible incentives for providing affordable housing			
a. Density Ordinance	Work with the Town's Consultant and the Town Council to refine the draft Density Bonus Ordinance, as provided by State law.	Winter 2015	The Town allows accessory living quarters (ALQs) in all residential zones, which increases the allowable density. The Town will continue to work on developing its density bonus ordinance, consistent with State law.
b. Affordability Incentives	Explore other incentives to provide affordable housing.	Winter 2015	Town residents have been active in developing accessory living quarters. If the pace of development slows, the Town will consider the need for additional incentives to increase development of deed restricted and other affordable units.

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
Policy H4.4 - Promote equal opportunity housing			
a. Equal Opportunity Housing Organizations	Promote equal housing opportunity by continuing to support organizations such as the Midpeninsula Citizens for Fair Housing. Continue to make information available at Town Hall, on the Town's website, and at the library, regarding the availability of fair housing services, and refer any housing discrimination complaints to that agency.	Ongoing	The Town supports a variety of fair housing organizations including HEART and a broad range of organizations involved in the HOPE Plan. The Town also provides information on fair housing resources at Town Hall and on the Town's website (http://www.woodsidetown.org/planning/housing-resources), and refers calls to fair housing agencies, such as the California Department of Fair Employment and Housing, depending on the type of need (http://www.dfeh.ca.gov/res/docs/Publications/DFEH-157H.pdf).
b. Referrals	The Town shall provide a referral service to link those persons experiencing discrimination in housing with public or private groups who handle complaints against discrimination.	Ongoing	The Town maintains a list of housing resources on its website, including a link to the California Department of Fair Employment and Housing. (http://www.dfeh.ca.gov/res/docs/Publications/DFEH-157H.pdf)
Goal H5: Provide, develop and maintain public information regarding housing availability; and develop housing policy.			
Policy H5.1 - Provide public information regarding housing availability			
a. Housing Availability Information	Provide public information regarding the construction of new affordable units (accessory living quarters) in Town and the availability of County programs to provide assistance to low and moderate income households. The Town will provide public information at Town Hall regarding the process and incentives for developing and preserving accessory living quarters (second units) for rental, family quarters, or caretaker purposes. The Town will also maintain information regarding all of the County's various programs available to	Ongoing	The Town supports a variety of affordable and fair housing organizations, and provides information on housing resources at Town Hall and on the Town's website (http://www.woodsidetown.org/planning/housing-resources). The Town collects volunteer surveys on accessory living quarters (ALQs); and, using its 'Trakit' permitting software, the Town maintains a database of ALQs and other housing resources. The Town Planning Department also maintains a binder with surveys submitted by property owners

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
	low and moderate income Town residents, seniors, and the disabled, as discussed elsewhere in this chapter. The Town will regularly include such housing information on the Town's website.		on ALQs.
Policy H5.2 - Map housing sites			
a. Housing Inventory Database	Maintain an inventory of sites available for housing development. Continue to maintain the Town's parcel database with information about each parcel in Town, available to the public at any time. Continue to update the Town's map of vacant land. Available land information will be updated in each annual report (see Appendix D).	Ongoing	The Town uses Trakit, a shared database of all Town development and permitting information by parcel. The Town also maintains a list of vacant parcels in all of the residential zones that have the potential to be used as housing sites (Housing Element, Appendix D). Additionally, the Town periodically receives updated assessor parcel data from the County (http://www.woodsidetown.org/planning/housing-resources).
Policy H5.3 - Streamline and continuously improve permit processing			
a. Facilitate	The Town shall continue to provide information and consultation to property owners and private developers in order to facilitate the construction of new housing.	Ongoing	The Town works to review all residential construction in an efficient manner, to facilitate the construction of new housing. The County keeps Assessor's Information up to date. The process of reviewing Accessory Living Quarters (ALQs) has been streamlined and now requires one meeting before the Architectural and Site Review Administrator (ASRA), instead of two meetings before the Architectural and Site Review Board (ASRB)(WMC Section 153.220-153.231).
b. Permit Requirements	To continue to inform housing construction permit applicants of all application requirements at the earliest stage.	Ongoing	The process of reviewing ALQs has been streamlined and now requires one meeting before the Architectural and Site Review Administrator (ASRA), instead of two meetings before the Architectural and Site Review Board (ASRB).

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
c. Review Permit Process	To continue the review of administrative and Planning Commission review processes in order to minimize housing development permit processing difficulties.	Ongoing	As stated in (a and b) above, the process of reviewing ALQs has been streamlined and now requires one meeting before the Architectural and Site Review Administrator (ASRA), instead of two meetings before the Architectural and Site Review Board (ASRB).
Policy H5.4 - Maintain housing information and reporting, and solicit public input on housing policy			
a. Disseminate Information	The Town shall regularly provide housing information to the public at Town Hall and on the Town's website.	Ongoing	The Town maintains information related to home sharing and other housing resources at Town Hall, and on the Town's website. (http://www.woodsidetown.org/planning/housing-resources).
b. Annual Housing Report	Provide an annual report to the State's Department of Housing and Community Development. The Town must develop an annual report to the State outlining its progress in implementing the provisions of the Housing Element. The report will be completed and forwarded to the State by April 1 of each year. The annual report to the State's Department of Housing and Community Development will include an internal consistency review in order to ensure maintenance of General Plan consistency throughout the planning period.	Ongoing	The Town will be submitting its Annual Housing Report to the State's Department of Housing and Community Development on or before April 1, 2016.
c. New Data	The Town staff shall incorporate current Census and other data into the Housing Element Annual Reports and Updates, when available, and to revise and refine the Element on the basis of such information and citizen input.	Ongoing	The Town incorporates new data and periodic updates in the Annual Reports, as information becomes available.
d. Support Outside Input	The Town shall support the efforts of public and private organizations to bring about more	Ongoing	The Town of Woodside and other diverse stakeholders undertook an intensive community

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
	understanding of housing issues and to devise solutions to defined housing needs.		based planning process to develop a plan to end homelessness in San Mateo County. The HOPE Plan (Housing Our People Effectively) is the community's comprehensive policy and planning document related to homelessness and relating to emergency shelter, transitional and supportive housing. The Town has also been a member of the Heart of San Mateo County since July, 2005. Between 2005 and 2014, the Town donated $14,777 to HEART. In 2015, the Town donated an additional $1,739.00 to HEART, for a total of $16,516.00. The Town also continues to participate in the 21 Elements Technical Advisory Committee to study provision of housing on a local and regional basis.
e. Pre-Housing Element Update	The Planning Commission shall explore housing and related issues and report to the Town Council with recommendations 12 months prior to each required Housing Element Update.	Ongoing	The Year 2015 is the first year of the most recent Housing Element Cycle (2015-2023). The Planning Commission will explore housing and related issues and report to the Town Council with recommendations 12 months prior to each required Housing Element Update.
f. Citizen Participation	The Town shall encourage the involvement of citizens in the study of housing and related issues and in the formulation of proposals to ameliorate housing problems.	Ongoing	Public input was encouraged throughout the process of updating the recent Housing Element.
g. Public Notification	Involve a representative cross-section of Woodside residents and obtain their input on the housing projects, policies and programs. Assure that extensive notice is provided to all residents regarding housing projects, policies and programs, including those intended to develop or maintain affordable housing. Continue to regularly advertise	Ongoing	Meetings conducted as part of the Housing Element Update (2015-2023) were well publicized in the Almanac and the Town's website. Postcards were also mailed to each household announcing the Planning Commission and Council Meetings.

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
	in the local newspaper (the "Almanac"), and to mail agenda postcards to each household when housing issues of community concern are being discussed by the Planning Commission or Town Council. Articles on the Town's website will address upcoming housing considerations. Public information will also include background on the need for affordable housing and an explanation about income qualifications for such housing. Continue to notify neighborhood associations of projects proposed in their area, and provide an opportunity for their comment.		
h. Housing Forums	The Planning Commission shall hold well-publicized forums to discuss housing issues and to gather citizens' input as needed in order to update the Housing Element.		The Housing forums were held as part of the recent Housing Element update (2015-2023) (http://www.woodsidetown.org/planning/housing-resources).
Policy H5.5 - Collaborate and coordinate with other jurisdictions on housing-related issues			
a. Multi-Jurisdictional Coordination	Collaborate and coordinate with other jurisdictions on housing and related issues that impact adjacent communities. The Town will continue to participate in multi-jurisdictional conferences and other formal and informal efforts which focus on the need to meet housing needs. In particular, the Town may look to contribute financially to county-wide housing efforts such as providing for the homeless.	Ongoing	Ongoing.

Table C. Review of Woodside 2015-2023 Housing Element Implementing Programs – March, 2016			
Housing Element Program Name/Number	**Program Description and Objective**	**Timeframe in HE**	**Program Evaluation and Recommendation**
b. Program Monitoring	As required by State law, Section 65583(c) of the Government Code, an implementation program has been established in order to implement the goals, policies and objectives contained in the Housing Element. Housing Element Table 3-10 describes Woodside's Action Program and identifies the schedule, status, agencies and officials responsible for the implementation of the various program actions.		Noted.

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

Jurisdiction Town of Woodside

Reporting Period 1/1/2015 - 12/31/2015

General Comments:

SEE ATTACHED, **Table C**

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(January 1, 2015 – December 31, 2015 Planning Period)
Town of Woodside
April 1, 2016
ASSUMPTIONS

Table A

Assumption: In 2015, five (5) Accessory Living Quarters (ALQs) were 'finaled', and two (two) were demolished for a net increase of three (3) Accessory Living Quarters. Seventy percent (70%) of these ALQs are affordable to very low income households (2.1 rounded to 2 units), based on the Baird + Driskell Assumptions (**Exhibit A1: Table 2-2 regarding housing affordability assumptions**). Fifteen percent (15%) of the units (.45) are affordable to low income households; ten percent of these units are affordable to moderate income households (.3); and five percent of these units are affordable to above moderate income households (.15). Units have been allocated first to very low, then low, then moderate, and then above moderate income households.

Table A2

Assumption: In 2015, four (4) remodel/repair projects were 'finaled' on Accessory Living Quarters, and two (2) addition/remodel projects were 'finaled' on Accessory Living Quarters, for a total of six (6) rehabilitated units. As noted in the 2015-2023 Housing Element, while Woodside's units are not multi-family units, in fact, much of its housing stock is rehabilitated in a manner that helps to provide housing for all income groups.

Table A3

Assumption: Table A3 shows the annual building activity for above moderate-income units. The number of units is based on a Trakit search which shows that seven (7) single family residences were 'finaled', and three (3) were demolished, for a net total of four (4) new single family residences.

Table B

Assumption: These figures are based on a yearly evaluation of the Accessory Living Quarters (ALQs) and Single Family Residences (SFR) 'finaled', minus the ALQs and SFR demolished. Negative numbers refer to the number of units <u>over</u> the allocated RHNA target goals (**Exhibit A2: Table 2-1, Compliance with RHNA (2015-2023)**)

Attachments:

1. Baird + Driskell Assumptions regarding Housing Affordability, 2014 (Table 2-2 from the 2015-2023 Housing Element).
2. Regional Housing Needs Allocation (RHNA) for the Town of Woodside, 2015-2023 (Table 3-1 from the 2015-2023 Housing Element).

Table 2-2 from 2015-2023 Housing Element

Table 2-2 Changes in Assumptions Regarding the Affordability for Second Units for Housing Element		
Income	Assumptions Used for Previous two Housing Elements regarding Affordability of Second Units	Current Assumptions regarding Affordability of Second Units in this Housing Element Update
Extremely Low Income	12.45%	60%
Very Low Income	12.45%	10%
Low Income	25%	15%
Moderate Income	25%	10%
Above Moderate Income	25%	5%
Total:	100%	100%

Exhibit A.1

Table 3-1 from 2015-2023 Housing Element

Table 3-1 Regional Housing Needs Allocation (RHNA) for 2015-2023				
	Very Low Income	Low Income	Moderate Income	Above Moderate
ABAG Projections	23*	13	15	11

* The Housing Needs Assessment assumes 11 of these units are extremely low income units and 12 of the units are very low income

Exhibit A.2