



STAFF REPORT

City Council Meeting Date: 1/24/2017
Staff Report Number: 17-020-CC

Informational Item: General Plan Implementation Update

Recommendation

Staff recommends that the City Council review the information provided in this report. With the City Council's 2017 goal setting session scheduled on January 27, 2017, this information item provides a preview of several key implementation programs from the General Plan that the Council will be considering, among other key City projects, for prioritization. This is an information item only and no action is needed.

Policy Issues

The Council establishes goals yearly and any policy issues that may arise from implementation of a goal or program will be considered at that time.

Background

On November 29, and December 6, 2016, the City Council completed actions to approve the ConnectMenlo General Plan Land Use and Circulation Elements. This was a multi-year, comprehensive process that represents a vision for a live/work/play environment in the former M-2 Area while maintaining the character and values that the City has embraced. The General Plan serves as the City's comprehensive and long range guide to land use and infrastructure development in the City. The Land Use and Circulation Elements, along with the Housing Element which was adopted in 2014, provide the key policy framework to guide the City's physical development. While the adoption of the General Plan was a major accomplishment for the City, the work is not done. The plan is dynamic; the Elements contain a number of goals, policies and programs that implement the City's vision.

The General Plan includes an ambitious list of actions and it is not feasible to fund or engage in every program at once. The City Council will be conducting its goal setting session on January 27, 2017 for the 2017 calendar year and the 2017-18 budget. This staff report is intended to provide the Council with a broad overview of the number, scope and complexity of key implementation programs from the Land Use, Circulation and Housing Elements. While several programs may overlap in topic areas (i.e., housing), which could achieve efficiencies in implementation of several programs, multiple projects in one topic area could also impact staffing resources and delay the timing of other projects. These are just a few factors for consideration during the goal setting session.

Analysis

The Land Use, Circulation and Housing Elements each contain a number of implementation programs. A program is an action carried out pursuant to a policy to achieve a specific goal. Attachments A, B and C each include a table with all of the programs from the Land Use, Circulation and Housing Elements, respectively. The table provides the name, description and the status of the program.

Land Use Element

Concurrent with the processing of the General Plan Update, the Council also directed staff to update the M-2 Area Zoning. The creation of the Office (O), Life Sciences (LS), and Residential Mixed Use (R-MU) zoning districts, which incorporated new provisions for community amenities, affordable housing, green and sustainable building regulations, transportation demand management, and public paseos and open space, not only cemented the live/work/play concept, but they also supported a number of Land Use Element policies and fulfilled several Land Use implementation programs.

While ConnectMenlo primarily focused on changes to the M-2 Area, the Land Use Element is a citywide document. The topic of housing, primarily affordable housing, was a central theme throughout the General Plan process. Land Use Element Program LU-2.C is a wide-ranging housing program to address residential development, including, but not limited to the topics of affordable housing and displacement. Because the program is very broad, staff recommends it should be considered in conjunction with the more detailed programs identified in the Housing Element. The City Council’s recent housing study session on January 10, 2017 and guidance to staff on a variety of different housing strategies may also help inform the Council’s housing priorities.

Prior to ConnectMenlo, the interest in housing was generally focused on the single-family residential design and review process. The Land Use Element continues to identify single-family residential review (LU-2.C) as a program. Attachment A provides a full list of programs and the table below highlights key programs for consideration this year. Each of these programs by itself could be a major undertaking, requiring both staff and potentially consultant resources and coordination and outreach with other entities. The Council will be able to further explore and discuss its preferences and tradeoffs during its goal setting session.

Program Number	Name of Program	Description
LU-1-D	Infill Development Streamlined Review	Establish Zoning Ordinance provisions to streamline review of infill development through “uniformly applicable development policies or standards” (per CEQA Guidelines Section 15183.3) that reduce potential adverse environmental effects, such as: regulations governing grading, construction activities, storm water runoff treatment and containment, hazardous materials, and greenhouse gas emissions; and impact fees for public improvements, including safety and law enforcement services, parks and open space, and transit, bicycle, and pedestrian infrastructure
LU-2.B	Single-Family Residential Development	Update the Zoning Ordinance requirements for single-family residential developments to create a more predictable and expeditious process while providing a method for encouraging high-quality design in new and expanded residences.
LU-2.C	Address Residential Development	Identify, understand and implement best practices, including but not limited to funding mechanisms, affordable housing policies and strategies, anti-displacement policies, and local housing implementation strategies within a regional setting, to address residential displacement from non-residential development.

LU-4.A	Fiscal Impact Analysis	Establish Zoning Ordinance requirements for mixed-use, commercial, and industrial development proposals of a certain minimum scale to include analysis of potential fiscal impact on the City, school districts, and special districts, and establish guidelines for preparation of fiscal analyses.
LU-4.D	Sign Requirements	Update the Municipal Code requirements and design guidelines for off-site and on-site signage in compliance with Federal and State laws while providing a method for encouraging high-quality design in advertising for Menlo Park businesses.
LU-6.A	San Francisquito Creek Setbacks	Establish Municipal Code requirements for minimum setbacks for new structures or impervious surfaces within a specified distance of the top of the San Francisquito Creek bank.
LU-6.E	Don Edwards National Wildlife Refuge	Consider the most appropriate zoning designation for the Don Edwards San Francisco National Wildlife Refuge to achieve the preservation and protection of wildlife habitat and ecological values associated with the marshlands and former salt ponds bordering the San Francisco Bay.

Circulation Element

The Circulation Element includes a number of forthcoming transportation-related programs, including those to encourage multi-modal transportation, provide opportunities for active transportation to encourage health and wellness, minimize cut-through traffic on residential streets, and consider changes to the transportation impact metrics the City uses to evaluate development proposals. High priority transportation-related programs are the development of a Transportation Master Plan and updates to the Transportation Impact Fee (TIF). A Transportation Master Plan would provide a bridge between the policy framework adopted within the Circulation Element and project-level efforts to modify the transportation network within Menlo Park. Broadly, it provides the ability to identify appropriate projects to enhance the transportation network, conduct community engagement to ensure such projects meet the communities’ goals and values, and prioritize projects based on need for implementation. The Transportation Master Plan, when completed, would provide a detailed vision and implementation strategy for both improvements to be implemented locally and for local contributions towards regional improvements.

Since the adoption of the Circulation Element, staff has begun developing a Request for Qualifications (RFQ) to select a consultant team to assist with the preparation of the Transportation Master Plan. The RFQ is expected to be released in late January 2017, and a consultant team selected by April 2017. A detailed schedule and scope of work will be prepared and brought forward for the Council to consider with the consultant team contract award; however, the following tasks are expected to be included:

1. Collect Data & Review Background Documents
2. Conduct Community Engagement
3. Analyze Existing and Future (2040) Conditions
4. Identify Multi-modal Transportation Projects
5. Evaluate Cost/Benefits of Transportation Projects
6. Prepare Prioritized Project Rankings and Draft Master Plan
7. Adopt Final Transportation Master Plan
8. Prepare and Adopt Impact Fee Program Update

Following consultant contract award, the development of the Master Plan is expected to take approximately 12 months (early 2018). This will be followed by preparation of an updated TIF program, with completion expected in approximately 18 months (mid-2018).

Funding for this program was provided in the 2016-17 operating budget with \$250,000 from the General Fund.

Housing Element

The Housing Element, which was adopted in 2014 for the planning period 2015-2023, includes policies that encourage a variety of housing choices, support mixed-use developments, especially in proximity to transit and services, promote the distribution of higher density housing throughout the City, and implement the City’s Below Market Rate (BMR) housing program. Each year, the City prepares an annual report on the status and progress of implementing the Housing Element programs. The annual report for 2016 will be reviewed by the Housing Commission and Planning Commission before the report is presented to the Council in March. The report is due to the State by April 1 of each year for the preceding calendar year.

In anticipation of the Council’s goal setting session, staff has highlighted key programs that should be considered for prioritization. The Housing Element includes 11 programs that were to be considered during the General Plan Update process. A few of the programs were directly related to the work of the General Plan and were implemented concurrently while other programs were considered more appropriate to be implemented at a future date, given the topic or geographic focus. Below is a table that identifies the Housing Element programs that were to be considered as part of the General Plan Update and the status of the program.

Table 2: Housing Element Programs		
Program Number	Housing Element Program	Status
H2.C	Amend the Zoning Ordinance to Protect Existing Housing	
H3.G	Develop Incentives for Special Needs Housing	
H4.A	Modify R-2 Zoning to Maximize Unit Potential	
H4.I	Create Multi-Family Residential Mixed Use Design Guidelines	Completed with the General Plan and M-2 Area Zoning Adoption
H4.J	Consider Surplus City Land for Housing	
H4.L	Coordinate with School Districts to Link Housing with School District Planning Activities	Completed with the General Plan and M-2 Area Zoning Adoption
H4.M	Review of Subdivision Ordinance	

H4.N	Create Opportunities for Mixed Use Development	Completed with the General Plan and M-2 Area Zoning Adoption
H4.O	Review Transportation Impact Analysis Guidelines	
H4.S	Explore Creation of a Transportation Management Association	
H4.T	Explore Pedestrian and Bicycle Improvements (coordination with Redwood City)	

In addition, several other programs were targeted for the 2016 timeframe and have not yet been implemented: H1.G (Adopt an Anti-Discrimination Ordinance) and H2.A (Adopt Ordinance for “At Risk” Units). While these were not explicitly discussed as part of the Council’s study session on housing, they can be considered tools as part of the ongoing housing dialogue and the Council’s priorities for addressing housing needs.

Impact on City Resources

As part of the Council’s goal setting session, the Council will take into consideration whether an item is budgeted or not. Prioritized programs will be reviewed through the annual budget and CIP process.

Environmental Review

This information item is not subject to the California Environmental Quality Act. Individual programs may be subject to environmental review at a future time.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- Attachment A: Land Use Element Program Table
- Attachment B: Circulation Element Program Table
- Attachment C: Housing Element Program Table

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LAND USE ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
ORDERLY DEVELOPMENT			
LU-1.A	Zoning Ordinance Consistency	Update the Zoning Ordinance as needed to maintain consistency with the General Plan.	Completed; ongoing as needed
LU-1.B	Capital Improvement Program	Annually review progress implementing General Plan policies, and update the Capital Improvement Program to reflect the latest City and community priorities embodied in the General Plan, including for physical projects related to transportation, water supply, drainage, and other community-serving facilities and infrastructure.	Annually
LU-1.C	Land Use Element Review	Conduct an in-depth review of the General Plan Land Use Element two (2) years after its adoption and thereafter as directed by the City Council.	2018
LU-1.D	Infill Development Streamlined Review	Establish Zoning Ordinance provisions to streamline review of infill development through “uniformly applicable development policies or standards” (per CEQA Guidelines Section 15183.3) that reduce potential adverse environmental effects, such as: regulations governing grading, construction activities, storm water runoff treatment and containment, hazardous materials, and greenhouse gas emissions; and impact fees for public improvements, including safety and law enforcement services, parks and open space, and transit, bicycle, and pedestrian infrastructure.	Consider in 2017
LU-1.E	School District Partnership	Meet regularly with the school districts to aid in identifying opportunities for partnership with the City in promoting excellence in education and recreation at all schools serving Menlo Park residents.	Ongoing
LU-1.F	Assessment Districts and Impact Fees	Pursue the creation of assessment districts and/or the adoption of development impact fees to address infrastructure and service needs in the community.	Ongoing as needed

LAND USE ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
NEIGHBORHOOD PRESERVATION			
LU-2.A	Property Maintenance Compliance	Work with property owners to understand City codes and to ensure that buildings, yards, landscaping, and trees are well maintained, and that property is free of litter, in prompt compliance with City codes.	Ongoing as needed
LU-2.B	Single-Family Residential Development	Update the Zoning Ordinance requirements for single-family residential developments to create a more predictable and expeditious process while providing a method for encouraging high-quality design in new and expanded residences.	5-year CIP; consider in 2017
LU-2.C	Address Residential Development	Identify, understand and implement best practices, including but not limited to funding mechanisms, affordable housing policies and strategies, anti-displacement policies, and local housing implementation strategies within a regional setting, to address residential displacement from non-residential development.	Consider in 2017 with Housing Element Program Implementation
NEIGHBORHOOD-SERVING USES			
LU-3.A	Commercial Zoning Provisions	Review, and update as necessary, Zoning Ordinance provisions related to neighborhood-serving commercial uses, in part to ensure that an appropriate and attractive mix of uses can be provided.	Completed; ongoing as needed
BUSINESS DEVELOPMENT			
LU-4.A	Fiscal Impact Analysis	Establish Zoning Ordinance requirements for mixed-use, commercial, and industrial development proposals of a certain minimum scale to include analysis of potential fiscal impact on the City, school districts, and special districts, and establish guidelines for preparation of fiscal analyses.	Consider in 2017
LU-4.B	Economic Development Plan	Update the strategic policies in the City's Economic Development plan periodically as needed to reflect changing economic conditions or objectives in Menlo Park and/or to promote land use activities desired by the community, including small businesses and neighborhood-serving retail.	Ongoing as needed

LAND USE ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
LU-4.C	Community Amenities Requirements	Establish Zoning Ordinance requirements for new mixed-use, commercial, and industrial development to support and contribute to programs that benefit the community and City, including public or private education, transit, transportation infrastructure, public safety facilities, sustainability, neighborhood-serving amenities, child care, housing for all income levels, job training, parks and meaningful employment for Menlo Park youth and adults (e.g., first source hiring). The list of specific benefits may be modified over time to reflect changes in community priorities and desired amenities.	Completed; ongoing as needed
LU-4.D	Sign Requirements	Update the Municipal Code requirements and design guidelines for off-site and on-site signage in compliance with Federal and State laws while providing a method for encouraging high-quality design in advertising for Menlo Park businesses.	Consider in 2017
OPEN SPACE			
LU-6.A	San Francisquito Creek Setbacks	Establish Municipal Code requirements for minimum setbacks for new structures or impervious surfaces within a specified distance of the top of the San Francisquito Creek bank.	Consider in 2017
LU-6.B	Open Space Requirements and Standards	Review, and update as necessary, Zoning Ordinance requirements for provision of open space in all multiple dwelling, mixed-use and nonresidential development of a certain minimum scale that encourages active and passive uses and human presence during daytime and appropriate nighttime hours.	Completed; ongoing as needed

LAND USE ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
LU-6.C	Space for Food Production	Establish Zoning Ordinance requirements for new residential developments over a certain minimum scale to include space that can be used to grow food, and to establish a process through which a neighborhood can propose a site as a community garden.	Future Program
LU-6.D	Design for Birds	Require new buildings to employ façade, window, and lighting design features that make them visible to birds as physical barriers and eliminate conditions that create confusing reflections to birds.	Completed; ongoing as needed
LU-6.E	Don Edwards National Wildlife Refuge	Consider the most appropriate zoning designation for the Don Edwards San Francisco National Wildlife Refuge to achieve the preservation and protection of wildlife habitat and ecological values associated with the marshlands and former salt ponds bordering the San Francisco Bay.	Consider in 2017 as part of planning for Bayfront Bedwell Park
SUSTAINABLE SERVICES			
LU-7A	Green Building Operation and Maintenance	Employ green building and operation and maintenance best practices, including increased energy efficiency, use of renewable energy and reclaimed water, and install drought-tolerant landscaping for all projects.	Completed for Bayfront Area; ongoing as needed
LU-7.B	Groundwater Wells	Monitor pumping from existing and new wells to identify and prevent potential ground subsidence, salinity intrusion into shallow aquifers (particularly in the Bayfront Area), and contamination of deeper aquifers.	Future Program
LU-7.C	Sustainability Criteria	Establish sustainability criteria and metrics for resource use and conservation and monitor performance of projects of a certain minimum size.	Completed for Bayfront Area; ongoing as needed

LAND USE ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
LU-7.D	Performance Standards	Establish performance standards in the Zoning Ordinance that requires new development to employ environmentally friendly technology and design to conserve energy and water, and minimize the generation of indoor and outdoor pollutants.	Completed for Bayfront Area; ongoing as needed
LU-7.E	Greenhouse Gas Emissions	Develop a Greenhouse Gas (GHG) standard for development projects that would help reduce communitywide GHG emissions to meet City and Statewide reduction goals.	Future Program
LU-7.F	Adaptation Plan	Work with emergency service providers to develop an adaptation plan, including funding mechanisms, to help prepare the community for potential adverse impacts related to climate change, such as sea level rise, extreme weather events, wildfire, and threats to ecosystem and species health.	Future Program
LU-7.G	SAFER Bay Process	Coordinate with the SAFER Bay process to ensure that the Menlo Park community's objectives for sea level rise/flood protection, ecosystem enhancement, and recreational trails are adequately taken into consideration.	Underway
LU-7.H	Sea Level Rise	Establish requirements based on State Sea Level Rise Policy Guidance for development projects of a certain minimum scale potentially affected by sea level rise to ensure protection of occupants and property from flooding and other potential effects.	Completed for Bayfront Area; ongoing as needed
LU-7.I	Green Infrastructure Plan	Develop a Green Infrastructure Plan that focuses on implementing City-wide projects that mitigate flooding and improve storm water quality.	Underway

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CIRCULATION ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
SAFE TRANSPORTATION SYSTEM			
CIRC-1.A	Pedestrian and Bicyclist Safety	Include pedestrian and bicyclist safety in the design of streets, intersections, and traffic control devices.	Ongoing
CIRC-1.B	Safe Routes to Schools	Work with schools and neighboring jurisdictions to develop, implement and periodically update Safe Routes to School programs. Schools that have not completed a Safe Routes to Schools plan should be prioritized before previously completed plans are updated.	Ongoing
CIRC-1.C	Capital Improvement Program	Annually review progress implementing General Plan policies, and update the Capital Improvement Program to reflect the latest City and community priorities embodied in the General Plan, including for physical projects related to transportation.	Ongoing
CIRC-1.D	Travel Pattern Data	Bi-annually update data regarding travel patterns for all modes to measure circulation system efficiency (e.g., vehicle miles traveled per capita, traffic volumes) and safety (e.g., collision rates) standards. Coordinate with Caltrans to monitor and/or collect data on state routes within Menlo Park.	Consider in 2017
CIRC-1.E	Coordination with Emergency Services	Coordinate and consult with the Menlo Park Fire Protection District in establishing circulation standards to assure the provision of high quality fire protection and emergency medical services within the City.	Ongoing

CIRCULATION ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
COMPLETE STREETS			
CIRC-2.A	Manage Neighborhood Traffic	Following the adoption of a street classification system with target design speeds, establish design guidelines for each street classification. Periodically review streets for adherence to these guidelines, with priority given to preserve the quality of life in Menlo Park’s residential neighborhoods and areas with community requests. Utilize a consensus-oriented process of engagement to develop an appropriate set of modifications when needed to meet the street classification guidelines.	Future Program
CIRC-2.B	NACTO Design Guidelines	Adopt the National Association of City Transportation Officials (NACTO) Urban Street Design Guide and Urban Bikeway Design Guide as supplements to the California Manual for Uniform Traffic Control Devices to enhance safety for users of all travel modes and improve aesthetics.	Consider in 2017
CIRC-2.C	Transportation Master Plan	Prepare a citywide Transportation Master Plan that includes roadway system improvements and combines and updates the existing Bicycle Plan, includes provisions for overcoming barriers and identifying safe multi-modal routes to key destinations in the City, and replaces the existing Sidewalk Master Plan with a section that identifies areas in Menlo Park where the community and neighborhood have expressed a desire for sidewalk improvements. Update the Transportation Master Plan at least every five years, or as necessary.	Underway
CIRC-2.D	Pedestrian and Bicycle Facility Maintenance	Remove debris on roadways and pedestrian/bike facilities, monitor intersection sight clearance, and repair pavement along all roadways and sidewalks; prioritize improvements along bicycle routes and at pedestrian crossing locations.	Consider in 2017

CIRCULATION ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
CIRC-2.E	Bikeway System Planning	Review the citywide bikeway system pursuant to the Transportation Master Plan (following completion; until such time the Comprehensive Bicycle Development Plan and El Camino Real/Downtown Specific Plan represent the City's proposed bicycle network), and other recent planning efforts every five years and update as necessary.	Future Program
CIRC-2.F	Bicycle Improvement Funding	Pursue funding for improvements identified in the Transportation Master Plan (following completion; until such time, the Comprehensive Bicycle Development Plan and El Camino Real/Downtown Specific Plan represent the City's proposed bicycle network).	Future Program
CIRC-2.G	Zoning Requirements for Bicycle Storage	Establish Zoning Ordinance requirements for new development to provide secure bicycle and convenient storage and/or bike-sharing facilities.	Completed work in the M-2 Area as part of General Plan Area; future program as needed
CIRC-2.H	Zoning Requirements for Paseos	Establish Zoning Ordinance requirements for new development to include public easements for paseos.	Completed
CIRC-2.I	Bike Sharing Program	Work with local and regional organizations to develop and implement a citywide bike sharing program.	Consider in 2017

CIRCULATION ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
CIRC-2.J	Multi-modal Stormwater Management	Identify funding opportunities for stormwater management that can be used to support implementation of multimodal improvements to Menlo Park’s streets.	Consider in 2017
CIRC-2.K	Zoning Ordinance Requirements	Establish Zoning Ordinance requirements for all new development to incorporate safe and attractive pedestrian and bicycle facilities, including continuous shaded sidewalks, pedestrian lighting, and other amenities.	Completed work in the M-2 Area as part of General Plan Area; future program as needed
CIRC-2.L	Transportation Impact Analysis Guidelines	Review and update the City’s Transportation Impact Analysis (TIA) Guidelines, as needed. Consider factors such as preserving residential quality of life, appropriate accounting for mixed land uses, use of multiple transportation modes, and induced travel demand.	Future Program
CIRC-2.M	Transportation Management Program	Establish goals and metrics for the City’s Transportation Management Program, and annually assess progress toward meeting those objectives.	Underway
CIRC-2.N	Transportation Design Details	Develop a signage and pavement marking inventory. Prepare and periodically update design details for transportation improvements.	Consider in 2017
CIRC-2.O	Traffic Signal Timing	Periodically adjust traffic signal timing to support efficient and safe travel for all modes and emergency vehicles, including in conjunction with Caltrans on its rights-of-way.	Ongoing

CIRCULATION ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
CIRC-2.P	Plan Lines	Review all “plan lines” indicating where City-owned rights-of-way exist but have not been constructed to determine whether those alignments should be maintained, modified, or abandoned, and identify locations where additional right-of-way is needed to accommodate roadway or bicycle/pedestrian improvements.	Consider in 2017
CIRC-2.Q	Caltrans	Collaborate with Caltrans to achieve and maintain travel efficiency along Caltrans rights-of-way in Menlo Park consistent with the San Mateo County Congestion Management Plan.	Ongoing
CIRC-2.R	Caltrans Relinquishment	Investigate the potential for relinquishment by Caltrans of State Route 114 (the portion of Willow Road between Bayfront Expressway and US 101 near Bay Road).	Future Program
SUSTAINABLE TRANSPORTATION			
CIRC-3.A	Transportation Impact Metrics	Supplement Vehicle Miles Traveled (VMT) and greenhouse gas emissions per service population (or other efficiency metric)metrics with Level of Service (LOS) in the transportation impact review process, and utilize LOS for identification of potential operational improvements, such as traffic signal upgrades and coordination, as part of the Transportation Master Plan.	Future Program
CIRC-3.B	Emergency Response Coordination	Equip all new traffic signals with pre-emptive traffic signal devices for emergency services. Existing traffic signals	Ongoing

CIRCULATION ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
		without existing pre-emptive devices will be upgraded as major signal modifications are completed.	
HEALTH AND WELLNESS			
CIRC-4.A	Partnerships	Explore partnerships with private and public organizations (e.g., the County of San Mateo Health Department) to fund incentive programs and events that encourage multimodal transportation.	Future Program
TRANSIT			
CIRC-5.A	Long-Term Transit Planning	Work with appropriate agencies to agree on long-term peninsula transit service that reflects Menlo Park's desires and is not disruptive to the city.	Ongoing
LU-5.B	SamTrans	Work with SamTrans to provide appropriate community-serving transit service and coordination of schedules and services with other transit agencies.	Ongoing
TRANSPORTATION DEMAND MANAGEMENT			
CIRC-6.A	Transportation Demand Management Guidelines	Update the City's Transportation Demand Management Guidelines to require new non-residential, mixed use and multi-family residential development to provide facilities and programs that ensure a majority of associated travel can occur by walking, bicycling, and/or transit, and that include vehicle trip reduction reporting goals, requirements, and monitoring and enforcement mechanisms.	Consider in 2017
CIRC-6.B	Transportation Management Association	Participate in the formation of a Transportation Management Association (TMA) to assist local residents, employees, students, and other community members in identifying and	Consider in 2017

CIRCULATION ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
		taking advantage of travel options between employment centers and rail connections, downtown, and nearby cities. Require new, large commercial and residential development to participate in the TMA. Establish goals for the TMA, such as those for mode share, vehicle trips, or VMT by geographic areas in the City. Collaborate or partner with adjacent cities' TMAs to ensure regional consistency.	
CIRC-6.C	Transportation Impact Fee	Require new and expanded development to pay a transportation impact fee, and update the fee periodically to ensure that development is paying its fair share of circulation system improvement costs for all modes of transportation.	Underway
CIRC-6.D	Peninsula Traffic Congestion Relief Alliance	Consider joining the Peninsula Traffic Congestion Relief Alliance ("commute.org") to assist local employers with increasing biking and walking, transit, carpool, and vanpool and shuttle use for their employees.	Consider in 2017
CIRC-6.E	Employer Programs	Work with local employers to develop programs that encourage walking, bicycling, and transit use.	Ongoing
CIRC-6.F	Trip Reduction Goals	Maintain an adopted vehicle trip reduction goal in the Zoning Ordinance to encourage transportation demand management programs and reduce vehicle traffic and update the goal with major changes in transit service, every five years, or as needed.	Completed
PARKING			
CIRC-7.A	Parking Requirements	Periodically evaluate and update parking requirements, including bicycle and electric vehicle spaces. Update the	Consider in 2017

CIRCULATION ELEMENT

Program Number	Name of Program	Program Description	Status of Project Implementation
		Parking Stall and Driveway Design Guidelines. Consider the effect on demand due to various contextual conditions such as parking pricing, transportation demand management strategies, transit accessibility, walkability and bikeability.	
CIRC-7.B	Parking In-Lieu Fees	Explore adoption of a parking in-lieu fee to fund a variety of tools that provide additional parking, improve access to parking, or reduce parking demand.	Future Program

Housing Element Programs

Program Description	Housing Programs Progress Report		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs	Establish staff priorities for implementing Housing Element Programs	Annually	Annually as part of City Council goal setting and Housing Element Annual Review
H1.B Review the Housing Element Annually	Review and monitor Housing Element implementation; conduct public review with the Housing Commission, Planning Commission and City Council, and submit Annual Report to HCD	Annually	Ongoing
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program 1H.D)	Ongoing	Ongoing
H1.D Provide Information on Housing Programs	Obtain and distribute materials at public locations; conduct staff training	Annually	Ongoing
H1.E Undertake Community Outreach When Implementing Housing Element Programs	Conduct community outreach and distribute materials (see Programs H1.C and 1H.D)	Consistent with program timelines	Ongoing
H1.F Work with the San Mateo County Department of Housing	Coordinate with County efforts to maintain and support affordable housing	Ongoing	Ongoing
H1.G Adopt an Anti-Discrimination Ordinance	Undertake Municipal Code amendment and ensure effective implementation of anti-discrimination policies and enforcement as needed	2016	Consider in 2017
H1.H Utilize the City's Below Market Rate (BMR) Housing Fund	Accumulate and distribute funds for housing affordable to extremely low, very low, low and moderate income households	Ongoing	Ongoing
H1.I Work with Non-Profits on Housing	Maintain a working relationship with non-profit housing sponsors	Ongoing	Ongoing
H1.J Update the Housing Element	Assure consistency with SB375 and Housing Element law	2023	Completed in 2014.
H1.K Address Rent Conflicts	Resolve rent conflicts as they arise	Ongoing	Ongoing

Program Description	Housing Programs Progress Report		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
H1.L Update Priority Procedures for Providing Water Service to Affordable Housing Developments	Comply with Government Code Section 65589.7	2015 and 2020 (as part of Urban Water Management Plan updates)	Completed in 2014.
H1.M Lobby for Changes to State Housing Element Requirements	Work with other San Mateo County jurisdictions and lobby for modifications to Housing Element law (coordinate with Program H1.B)	Ongoing	Ongoing as needed
H2.A Adopt Ordinance for "At Risk" Units	Protect existing affordable housing	2016	Consider in 2017
H2.B Promote Energy Efficient/Renewable Programs	50 or more homes and businesses participating in a program	Establish policy and programs by 2017; Participation rate by 2022	Establishment of standards for the Bayfront Area completed with General Plan Update in 2016; ongoing as needed
H2.C Amend the Zoning Ordinance to Protect Existing Housing	Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes	Consider as part of the City's General Plan Update (2014-2017)	Consider in 2017
H2.D Assist in Implementing Housing Rehabilitation Programs	Apply to the County for CDBG funds to provide loans to rehabilitate very low and low income housing (20 loans from 2015-2023)	2015-2023	The County has temporarily stopped administering the CDBG rehabilitation loan program, except in emergency situations.
H3.A Zone for Emergency Shelter for the Homeless	Amend the Zoning Ordinance	2014; concurrent with RHNA 5 Housing Element Update	Completed in 2014
H3.B Zone for Transitional and Supportive Housing	Amend the Zoning Ordinance	2014; concurrent with RHNA 5 Housing Element Update	Completed in 2014
H3.C Adopt Procedures for Reasonable Accommodation	Amend the Zoning Ordinance and/or modify administrative procedures; create public handout	2014; concurrent with RHNA 5 Housing Element Update	Completed in 2014

Program Description	Housing Programs Progress Report		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
H3.D Encourage Rental Housing Assistance Programs	Provide assistance at current Section 8 funding levels to assist 220 extremely low and very low-income households per year (assumes continued funding of program)	2015-2023	Ongoing
H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter	Coordinate in the construction of homeless facility (if determined feasible)	Longer term program as the opportunity arises	Future Program
H3.F Assist in Providing Housing for Persons Living with Disabilities	Provide housing and services for disabled persons	Ongoing	Ongoing
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	Consider as part of the City's General Plan Update (2014-2017)	Consider in 2017
H3.H Continue Support for Countywide Homeless Programs	Support housing and services for the homeless and at-risk persons and families	Ongoing	Ongoing
H3.I Work with the Department of Veterans Affairs on Homeless Issues	Coordination in addressing the needs of the homeless	2014; ongoing thereafter	Ongoing
H4.A Modify R-2 Zoning to Maximize Unit Potential	Amend the Zoning Ordinance to minimize underutilization of R-2 development potential	Consider as part of the City's General Plan Update (2014-2017)	Consider in 2017
H4.B Implement Inclusionary Housing Regulations	Implement requirements to assist in providing housing affordable to extremely low, very low, low and moderate income households in Menlo Park	Ongoing	Consider in 2017
H4.C Modify BMR Guidelines	Amend the Zoning Ordinance to require affordable units in market rate developments	2015	Consider in 2017
H4.D Update the BMR Fee Nexus Study	Update to fees consistent with the nexus of potential impacts on affordable housing need	2015	Consider in 2017

Program Description	Housing Programs Progress Report		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
H4.E Modify Second Dwelling Unit Development Standards and Permit Process	Amend the Zoning Ordinance to reduce the minimum lot size to create greater opportunities for new second units to be built. Achieve Housing Element target for new second units (40 new secondary dwelling units between 2015-2023, with 5 per year) — 18 very low, 18 low and 4 moderate income second units.	2014; ongoing thereafter	Completed; ongoing as needed
H4.F Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit	Adopt procedures and requirements to allow conversion of accessory structures and buildings (15 new secondary dwelling units — 6 very low income, 6 low income and 3 moderate income units)	2014; review the effectiveness of the ordinance in 2015	Completed and extended through 2019; 2017 State Law to supersede
H4.G Implement First-Time Homebuyer Program	Provide referrals	2015-2023	Ongoing
H4.H Work with Non-Profits and Property Owners on Housing Opportunity Sites	Identify incentives and procedures to facilitate development of housing affordable to extremely low, very low, low and moderate income households on higher density housing sites	Ongoing	Ongoing
H4.I Create Multi-Family and Residential Mixed Use Design Guidelines	Adopt design guidelines for multi-family and mixed use housing developments	Consider as part of the City's General Plan Update (2014-2017)	Completed for Bayfront Area in 2016.
H4.J Consider Surplus City-Owned Land for Housing	Identify opportunities for housing as they arise	Consider as part of the City's General Plan Update (2014-2017)	Consider in 2017
H4.K Work with the Fire District	Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments	2014 (in progress)	Review in early 2017
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 with Housing Element program implementation. Consider as part of the City's General Plan Update (2014-2017)	Coordinated with Districts as part of the General Plan Update process. Zoned property owned by Sequoia Union High School District to PF (Public Facilities) in recognition of its use as a future school site in the Bayfront Area.

Program Description	Housing Programs Progress Report		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
H4.M Review the Subdivision Ordinance	Modify the Subdivision Ordinance as needed	Consider as part of the City's General Plan Update (2014-2017)	Consider in 2017
H4.N Create Opportunities for Mixed Use Development	Conduct study and establish regulations to allow housing in commercial zones	Consider as part of the City's General Plan Update (2014-2017)	Completed update of C-2-B zoning district to allow mixed residential/commercial developments as part of the General Plan and M-2 Area Zoning Update in 2016.
H4.O Review Transportation Impact Analysis Guidelines	Modify Transportation Impact Analysis (TIA) guidelines	Consider as part of the City's General Plan Update (2014-2017)	Future Program
H4.P Update Parking Stall and Driveway Design Guidelines	Modify Parking Stall and Driveway Design Guidelines	2014	Consider in 2017
H4.Q Achieve Long-Term Viability of Affordable Housing	Establish project management and other ongoing project coordination needs	As developments are proposed and ongoing thereafter	Ongoing
H4.R Modify Overnight Parking Requirements to include the R-4-S Zoning District	Modify Section 11.24.050 [Night Parking Prohibited] of the Municipal Code as needed	2014	Completed in 2015.
H4.S Explore Creation of a Transportation Management Association	Explore creation of a Transportation Management Association	Consider as part of the City's General Plan Update (2014-2017)	Consider in 2017
H4.T Explore Pedestrian and Bicycle Improvements	Coordinate with Redwood City on potential pedestrian and bicycle improvements	Consider as part of the City's General Plan Update (2014-2017)	Consider in 2017

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