



COMMUNITY DEVELOPMENT DEPARTMENT

Housing Commission Meeting Date: January 28, 2015
Agenda Item #: B-1

REGULAR BUSINESS: **2014 Annual Report on the Status and Progress in Implementing the City's Housing Element of the General Plan**

RECOMMENDATION

Staff recommends that the Housing Commission consider the report and provide comments and/or a recommendation to the City Council on the 2014 Annual Report on the status and progress in implementing the City's Housing Element (2007-2014).

BACKGROUND

Housing Element Annual Reports are due April 1 of each year for the calendar year immediately preceding the April 1 reporting deadline. Although the City adopted a Housing Element for the 2015-2023 planning period in April 2014, this annual review will evaluate the housing production and programs from the previous Housing Element cycle (2007-2014).

In April 2014, the City Council accepted the 2013 Annual Review and authorized its transmittal to the California's Governor Office of Planning and Research (OPR) and HCD. At that time, staff indicated that we would share future draft Annual Reviews with the Housing Commission and Planning Commission prior to presenting it the City Council. The Housing Commission will have an opportunity to review, discuss, and provide comments on the draft Annual Review at its meeting on January 28. Staff will forward comments and any additional refinements to the Planning Commission and City Council. The Planning Commission is tentatively scheduled to review the draft report at its February 23, 2015 meeting, with the City Council's final review tentatively scheduled for March 24, 2015.

ANALYSIS

Attachment A includes the 2014 Housing Element Annual Report. In 2014, the City Council implemented several programs intended to address housing needs in the community and to comply with State law requirements. These accomplishments include zoning for emergency shelter for the homeless and transitional and supportive housing, establishing reasonable accommodation procedures, and creating a process and criteria to allow the conversion of accessory buildings into a secondary dwelling unit. In addition, several programs were initiated and will be carried forward to the next Housing Element planning

period. Three specific items may be of particular interest to the Housing Commission, and they include 1) the City's participation in a multi-jurisdiction affordable housing nexus study, 2) the City's coordination with MidPen Housing on a 90-unit affordable senior housing development on the 1200 block of Willow Road, 3) programs associated with the City's General Plan Update, and 4) issuance of the next Notice of Funding Availability (NOFA).

Implementation Programs

Affordable Housing Nexus Study

Thirteen jurisdictions in San Mateo County, plus San Mateo County and the City of Palo Alto are participating in a nexus study. The nexus study would provide a defensible analysis to maintain the legal justification for City's Below Market Rate (BMR) Housing Program, which includes both inclusionary zoning and affordable housing impact fees. The nexus study will be customized on a city-by-city basis to allow each jurisdiction to establish individual policy. Participation in this effort would implement the City's Housing Element Program H4.D, which calls for the preparation of an updated nexus study, and will help ensure compliance with the State Mitigation Fee Act (AB1600 – Government Code Section 66001 through 66003). A draft of the nexus study is intended to be shared with the Housing Commission in the spring of 2015.

MidPen Housing

MidPen's property at 1221-1275 Willow Road was identified as a housing opportunity site and rezoned R-4-S (AHO) – High Density Residential, Affordable Housing Overlay as part of the 2007-2014 Housing Element Update. Through the NOFA process in 2013, MidPen Housing was selected as the recipient for up to \$3.2 million for the development of 90 affordable senior housing units. The proposed development would be deed restricted for extremely-low and very low-income households and result in 42 net new dwelling units. MidPen is utilizing the Affordable Housing Overlay, which results in a density bonus and other modifications to the development standards in exchange for the provision of affordable housing units. In this case, the development is 100 percent affordable, resulting in a density of 40 dwelling units per acre (du/ac) where 30 du/ac would be the maximum permitted in the R-4-S zoning district. Staff is in the process of reviewing the project for compliance with the R-4-S development regulations and design standards.

General Plan Update

The City has embarked on an update of the Land Use and Circulation Elements of the General Plan. The General Plan is the City's "constitution" for future growth and provides a comprehensive guide for decision-making through established goals, policies, and programs. The geographic focus of the land use element is the M-2 area, which is generally the business parks located between the Bay and US 101, given it has the greatest potential for change. Through the General Plan process, potential land use alternatives and other improvements will be considered.

While the General Plan Update is not an implementation program of the Housing Element, a number of programs for the upcoming planning period have been identified as topics that would be reviewed as part of the General Plan Update. For example, program H4.N is focused on creating opportunities for mixed use development in appropriate locations. If through the General Plan process additional mixed use is desired, then a study may be conducted to look at which commercial zones may be appropriate to allow housing. Some programs may be implemented concurrently with the General Plan while others may be considered, but implemented at a future date, depending on the input and guidance of the community and Council.

Notice of Funding Availability (NOFA)

Program H1.H of the Housing Element supports administration and advertising the availability of BMR funds at least every two years. Staff anticipates issuing a second NOFA in the summer of 2015, making available the approximately \$6 million designated for this purpose. Several changes in the process are anticipated to be recommended by staff when Council approves the NOFA document in the late spring, including relaxing the requirement that eligible developers complete at least three prior projects (this requirement kept Peninsula Volunteers from applying last year, for example). Staff also plans to emphasize the potential for property owners to partner with developers, given the interest in affordable housing projects by Mt. Olive Church and Habitat for Humanity, for example.

Housing Production

In addition to the evaluation of the housing implementation programs, the Annual Review also consists of an inventory of housing production. While most of the net new units are individual units scattered throughout the City, a 60-unit affordable housing development by Core Housing on the Veterans Affairs Campus was reviewed by the City and subsequently issued permits for construction through coordination with the Veterans Affairs. The development is intended to serve low-income veterans, and was partly made possible through \$2.86 million in BMR housing funds from the City. The City is currently reviewing building permits for 735 new multi-family residential dwelling units on three different development sites. The sites are located on Haven Avenue and Hamilton Avenue, and were identified as housing opportunity sites for higher density residential housing in the 2007-2014 Housing Element. Of the 735 dwelling units, 37 units will be deed restricted to low and very income households. The 735 units are not reflected in the 2014 Annual Report because the building permits have not yet been issued. Staff anticipates that the units will be included in next year's report.

ATTACHMENT

- A. 2014 Housing Element Annual Report

Housing Commission Special Meeting
January 28, 2015
Agenda Item #: B-1

Also available for review at City Hall and online:

[Adopted Housing Element for the 2007-2014 Planning Period](#)

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

Jurisdiction City of Menlo Park
Reporting Period 1/1/2014 - 12/31/2014

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				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.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income					
605 Willow Rd.	5+	R	59	0	0	1	60	60	TCAC, HOME, BMR	Regulatory	0
192 E. Creek Dr.	SU	R									
856 College Ave.	SU	R									
2344 Branner Dr.	SU	R									
SU Subtotal	SU	R	1	2	0	0	3	3	NA	NA	3
(9) Total of Moderate and Above Moderate from Table A3			▶	▶	0	9	9	9			
(10) Total by income Table A/A3			▶	▶	60	2		10	72	72	
(11) Total Extremely Low-Income Units*			7								

* Note: These fields are voluntary

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

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Housing Element Implementation
(CCR Title 25 §6202)

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

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

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

* Note: This field is voluntary

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

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	0	0	0	0	0	0	0
No. of Units Permitted for Above Moderate	9	0	0	0	0	9	9

* Note: This field is voluntary

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Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2007	2008	2009	2010	2011	2012	2013	2014		Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	226	0	0	0	0	0	0	59		59	160
	Non-deed restricted		2	0	0	1	0	0	3	1	7	
Low	Deed Restricted	163	0	0	0	0	0	3	0		3	152
	Non-deed restricted		1	1	0	0	1	3	2		8	
Moderate	Deed Restricted	192	19	3	0	1	1	0	0		24	168
	Non-deed restricted		0	0	0	0	0	0	0			
Above Moderate		412	68	35	3	20	3	8	42	10	189	223
Total RHNA by COG. Enter allocation number:		993	90	39	3	22	4	9	51	72	290	703
Total Units ▶ ▶ ▶												
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶												

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

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Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	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
H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs	Establish priorities for implementing Housing Element Programs	Annually	Superseded by work updating the Housing Element for the 2015-2023 planning period. This will be done annually as part of the annual Housing Element review.
H1.B Review the Housing Element Annually	Review and monitoring of Housing Element implementation; submit Annual Report to HCD	Annually	Annual Review for the 2013 calendar year was accepted by the City Council on April 1, 2014 and submitted to HCD for review. Using forms provided by HCD, the 2014 Annual Review was undertaken between January and March 2015, and reviewed by the Housing Commission, Planning Commission and accepted by the City Council.
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program 1H.D)	Ongoing	Materials available at the counter at City Hall and on the City's Web site.
H1.D Provide Information on Housing Programs	Obtain and distribute materials at public locations	Annual	Materials available at the counter at City Hall and on the City's Web site.
H1.E Undertake Community Outreach When Implementing Housing Element Programs	Conduct public outreach and distribute materials (see Programs H1.C and H1.D)	Consistent with program timelines	Materials available at the counter at City Hall and on the City's Web site Additional outreach to targeted populations and interested parties depending on program.
H1.F Work with the San Mateo County Department of Housing	Coordinate with County efforts to maintain and support affordable housing	Ongoing	Coordination has occurred as part of the countywide 21 Elements process, coordination with the Department of Housing and other jurisdictions on a countywide nexus study and coordination in implementing Housing Element programs.
H1.G Adopt an Anti-Discrimination Ordinance	Undertake Municipal Code amendment	2014	No activity to date. Program is included in the 2015-2023 Housing Element.

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H1.H Utilize the City's Below Market Rate (BMR) Housing Fund	Accumulate and distribute funds for affordable housing	Ongoing	When the Redevelopment Agency and redevelopment funding for housing programs was eliminated by the State of California in 2012, the City continued to fund some programs through its General Fund. In July 2013, the City issued a Notice of Funding Availability (NOFA) for availability for approximately \$3.2 million in Below Market Rate housing funds to support the acquisition, rehabilitation or new construction of housing that will provide long-term affordability. The funding is intended to fill the financing gap between the projected total development costs and other available funding sources. In September 2014, the City Council authorized a loan to MidPen Housing for up to \$3.2 million for affordable senior housing at 1221-1275 Willow Road. The 90-unit development would replace the existing 48 dwelling units for a net increase of 42 affordable units. In addition, in January 2014 the City Council authorized a loan increase from the City's BMR funds to CORE Housing for up to \$2.86 million for affordable housing at 605 Willow Road (Veterans Affairs Campus). The development includes 60 dwelling units and would provide permanent housing to veterans. Staff anticipates issuing a second NOFA in the summer of 2015, making available the approximately \$6 million designated for this purpose. The requirements are also expected to be revised in an effort to make a larger population eligible for funding.
H1.I Work with Non-Profits on Housing	Maintain a working relationship with non-profit housing sponsors	Ongoing	The City has been assisting MidPen Housing with its submittal to redevelop its property on the 1200 block of Willow Road from 48 dwelling units to 90 dwelling units, and with MidPen's application to abandon a portion of the public right-of-way for the proposed project. The City has continued to undertake outreach to non-profits throughout the 2015-2023 Housing Element update. Annual funding provided to HIP, CID and HEART.
H1.J Update the Housing Element	Maintain consistency with Housing Element law	End of 2014	Completed. The City Council adopted the 2015-2023 Housing Element on April 1, 2014, and was certified by HCD on April 16, 2014.
H1.K Address Rent Conflicts	Resolve rent conflicts as they arise	Ongoing	No activity to date. Program is included in the 2015-2023 Housing Element.
H1.L Adopt Priority Procedures for Water and Sewer Service to Affordable Housing Developments	Comply with Government Code Section 65589.7	Targeted completion in 2013	Program completed in February 2014.
H1.M Lobby for Changes to State Housing Element Requirements	Work with other San Mateo County jurisdictions and lobby for changes to State Housing Element law (coordinate with Program H1.B)	Ongoing	Met with State Representative and other jurisdictions and provided input on proposed legislation. AB 1690, which allows housing in mixed use development to be counted as very low- and low-income housing if the zoning for the subject site allows 100 percent residential and requires that at least 50 percent to be used for housing, was adopted on September 30, 2014. Program is also included in the 2015-2023 Housing Element.

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H2.A Adopt Ordinance for "At Risk" Units	Protect existing subsidized rental housing (coordinate with Program H1.G)	Undertake during the 2015-2023 planning period; targeted 2016	There are no "at risk" affordable units in Menlo Park at the current time. No activity to date. Program is included in the 2015-2023 Housing Element.
H2.B Implement Energy Loan Programs and Improvements	Provide loans for 25 homes from 2007-2014	Ongoing	81 households participated in a City-promoted PG&E program, which offers washing machine replacement rebates as an incentive to conserve energy and water. On April 29, 2014 the City Council adopted a resolution authorizing the City to participate in the California HERO program, which is a Property Assessed Clean Energy (PACE) financing program. PACE programs allow qualified property owners the ability to finance renewable energy, and water efficient retrofits (dual-pane windows, solar panel installation, insulation, etc.) through a voluntary special assessment or tax placed on their annual property tax bill. Benefits of implementing a PACE program include: an estimated 2% GHG reduction towards Menlo Park's community-wide GHG reduction goal of 27% (~100,000 tons) below 2005 levels by 2020, energy and water savings, increased revenues, and property values. In 2014, three Menlo Park properties have applied and have been approved for the program, but no projects have been completed yet.
H2.C Amend the Zoning Ordinance to Protect Existing Housing	Protect existing rental housing	2014	No activity to date. Program is included in the 2015-2023 Housing Element.
H2.D Assist in Implementing Housing Rehabilitation Programs	Provide loans to rehabilitate very low and low income housing (20 loans from 2007-2014)	Ongoing	The County has temporarily stopped administering the CDBG rehabilitation loan program, except in emergency situations. Program is included in the 2015-2023 Housing Element.
H3.A Zone for Emergency Shelter for the Homeless	Amend the Zoning Ordinance	2014	Completed. Ordinance adopted on April 29, 2014. Ordinance identifies the location of the overlay to allow an emergency shelter for the homeless for up to 16 beds as a use by right and includes standards consistent with State law as established in SB2.
H3.B Zone for Transitional and Supportive Housing	Amend the Zoning Ordinance	2014	Completed. Ordinance adopted on April 29, 2014 to update the definitions of transitional and supportive housing to be consistent with State law and adds transitional, supportive housing and small (6 or fewer) residential care facilities as part of the definition of a "dwelling" in the Zoning Ordinance so these uses are treated the same way as other residential uses as required by State law under SB2.

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H3.C Adopt Procedures for Reasonable Accommodation	Amend the Zoning Ordinance and/or modify administrative procedures; create handout	2014	Completed. Ordinance adopted April 29, 2014 to establish procedures, criteria and findings for enabling individuals with disabilities to make improvements and overcome barriers to their housing.
H3.D Encourage Rental Housing Assistance Programs	Provide rental assistance to 235 extremely low and very low income Menlo Park residents annually	Ongoing assistance to 235 extremely low and very low income households per year	There are ___ households provided rental assistance in Menlo Park through Section 8 and other programs. <i>[Insert updated number of households after receiving data from County.]</i>
H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter	Construction of homeless facility (if feasible)	Longer term program as the opportunity arises	No activity to date. Program is included in the 2015-2023 Housing Element.
H3.F Assist in Providing Housing for Persons Living with Disabilities	Provision of housing and services for disabled persons	Ongoing	Annual funding provided to CID and HIP. Program is included in the 2015-2023 Housing Element.
H3.G Develop Incentives for Special Needs Housing	Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities	2014	No activity to date. Program is included in the 2015-2023 Housing Element.
H3.H Continue Support for Countywide Homeless Programs	Support housing and services for the homeless and at-risk persons and families	Ongoing	The City has continued to support HEART and has participated in countywide activities to address homeless needs.
H4.A Modify Development Standards to Encourage Infill Housing	Amend the Zoning Ordinance to encourage smaller units and infill housing.	Within 60 days of Housing Element adoption	Completed. Ordinance adopted to amend the R-3 Zoning District development standards in June 2013.
H4.B Modify R-2 Zoning to Maximize Unit Potential	Amend the Zoning Ordinance to maximize dwelling unit potential in R-2 zone	2014	Program is included in the 2015-2023 Housing Element. Issues and strategies to be considered as part of the General Plan Update (2014-2017).
H4.C Adopt Standards for an "Affordable Housing Overlay Zone"	Amend the Zoning Ordinance to provide flexibility and incentives for affordable housing	Within 60 days of Housing Element adoption	Completed. Ordinance adopted to establish the Affordable Housing Overlay (AHO) in June 2013.

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<p>H4.D Implement Inclusionary Housing Regulations and Adopt Standards to Implement State Density Bonus Law</p>	<p>Amend the Zoning Ordinance to require affordable housing in market rate developments and to implement State Density Bonus law incentives</p>	<p>State Density Bonus Law changes within 60 days of Housing Element adoption; Reevaluate the BMR Program and update the nexus study in 2014</p>	<p>Completed. Ordinance regarding State Density Bonus Law adopted for consistency with State law in June 2013. The update to the City's BMR Nexus Study is included in the 2015-2023 Housing Element. The City is currently participating in a multi-jurisdictional nexus study that would provide a defensible analysis to maintain the legal justification for inclusionary zoning and affordable housing impact fees. The study is anticipated to be reviewed by the City Council in 2015.</p>
<p>H4.E Modify Second Dwelling Unit Development Standards and Permit Process</p>	<p>Amend the Zoning Ordinance to create incentives for second units (10 new second units — 3 very low, 4 low and 3 moderate income units)</p>	<p>Within 60 days of Housing Element adoption</p>	<p>Completed. Ordinance adopted in June 2013. Concurrent with the adoption of the 2007-2014 Housing Element in May 2013, the City of Menlo Park reviewed a Zoning Ordinance amendment for modifications to the Secondary Dwelling Unit Ordinance in recognition that secondary dwelling units can be a valuable source of affordable units because they often house family members at low or no cost, and many are limited in size and therefore, have lower rents. Besides making the City's ordinance compliant with State law by allowing, the Zoning Ordinance amendment included a number of revisions to provide greater flexibility in the development regulations to encourage more development of secondary dwelling units. The modifications included the following: Reduction in the minimum lot size eligible for a second unit without a use permit; Standardization of the maximum unit size rather than it being dependent on a percentage of the lot size; Allowance for increased wall height if the property is located in the flood zone, without additional discretionary review of a variance; Allowance for decreased interior side and rear setbacks with neighbor approval; Allowance for secondary dwelling unit parking space to be located in tandem and in the front setback; and Ability to request a use permit for modifications to any of the standards.</p> <p>As part of the Housing Element for the 2015-2023 Housing Element, the City of Menlo Park continued this program to further explore opportunities for additional revisions to the Secondary Dwelling Unit Ordinance. In April 2014, the City Council adopted additional revisions to the secondary dwelling unit ordinance, including increasing the maximum unit size for units that comply with accessibility requirements, establishing a new daylight plane requirement in lieu of the wall height requirement, and providing flexibility in the tenancy requirement.</p>

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H4.F Undertake a Second Unit Amnesty Program	Adopt procedures and implement a second unit amnesty program (10 very low, 15 low and 10 moderate income units)	2014	Completed. As part of Housing Element for the 2015-2023 planning period, the program was continued and repurposed in recognition by the Housing Element Steering Committee that the establishment of an amnesty program presented more challenges than potential positive results. Program H4.F has been repurposed to establish a process and standard to allow potential conversion of accessory buildings into secondary dwelling units. In April 2014, the City adopted an ordinance, that would allow legally permitted accessory buildings that do not meet the setback requirements for a secondary dwelling unit to be converted to a secondary dwelling unit through an administrative permit process. This conversion process through the administrative permit process expires in June 2015, unless extended by the City Council.
H4.G Implement First-Time Homebuyer Program	Provide loans for 40 units assisted	Ongoing	BMR funds are no longer available for this program. As part of the 2015-2023 Housing Element program, the City is referring first time homebuyers to HEART and Union Bank for down payment assistance. Include as part of Programs H1.C and H1.D to obtain and distribute information.
H4.H Work with Non-Profits and Property Owners on High Potential Housing Opportunity Sites	Develop incentives and procedures to encourage affordable housing	Ongoing	The City continues to work with Mid-Pen Housing to implement the City's Affordable Housing Overlay Zone, which provides incentives for the creation of affordable housing, as part of MidPen's Gateway Apartments project; coordinated with CORE Housing for a 60-unit low income development at the Veterans Affairs facility; and reviewed and implemented State Density Bonus law for the creation of 23 deed restricted affordable units in a new 394-unit rental development on Haven Avenue (St. Anton Partners).
H4.I Create Multi-Family and Residential Mixed Use Design Guidelines	Establish design guidelines for multi-family and mixed use housing developments	2014	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017).
H4.J Consider Surplus City Land for Housing	Identify opportunities for housing as they arise	2014	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017).
H4.K Work with the Fire District	Undertake local amendments to the State Fire Code	2014	In progress. The City Council reviewed potential local amendments to the State Fire Code in November 2014 and provided comments and guidance for modifications. The amendments are expected to be ratified in late January 2015.
H4.L Coordinate with School Districts to Link Housing with School District Planning Activities	Coordinate and consider school districts long-range planning, resources and capacity in planning for housing	Ongoing	Continued coordination on new residential development (unit type, timing, etc.) and implications for enrollment growth and facility planning with various school districts. Program is included in the 2015-2023 Housing Element and will be considered during of the General Plan Update (2014-2017).
H4.M Review the Subdivision Ordinance	Modify the Subdivision Ordinance as needed	Consider as part of General Plan Update	No activity to date. Program is included in the 2015-2023 Housing Element and will be considered during the General Plan Update (2014-2017).

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H4.N Create Opportunities for Mixed Use Development	Conduct study to determine appropriate locations for housing in commercial zones	Consider as part of General Plan Update	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017).
H4.O Implement Actions in Support of High Potential Housing Opportunity Sites	Undertake Zoning Ordinance amendments to enable the construction of affordable housing to achieve the City's RHNA	Within 60 days of Housing Element adoption	Completed. In 2013, the City Council adopted the new R-4-S High Density Residential, Special zoning district, which allowed high density housing as a permitted use and created development regulations and design standards. Opportunity sites were identified and rezoned with the R-4-S zoning district.
H4.P Review Transportation Impact Analysis Guidelines	Modify Transportation Impact Analysis (TIA) guidelines	Consider as part the General Plan Update.	Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017). The focus of the General Plan Update is the Land Use and Circulation Elements. The General Plan Update kicked off in August 2014 and thus far has included a series of education symposiums, mobile tours, and the creation of an Existing Conditions Report, which summarizes current circulation in the City.
H4.Q Update Parking Stall and Driveway Design Guidelines	Modify Parking Stall and Driveway Design Guidelines	2014	No activity to date. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017).
H4.R Achieve Long-Term Viability of Affordable Housing	Coordination with project sponsors in tenant selection, project maintenance and management, and neighborhood outreach	Ongoing as projects are proposed	No activity to date. Program is included in the 2015-2023 Housing Element.
H4.S Review Overnight Parking Requirements for the R-4-S Zoning District	Review and modify night parking prohibitions in the R-4-S zone.	2014	Program is included in the 2015-2023 Housing Element. Work is in progress and is anticipated to be reviewed in February 2015.
H4.T Explore Creation of a Transportation Management Association	Focus on the Haven Avenue/Bayfront Expressway area to coordinate grants, shuttles and other transportation.	2014	Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017). The General Plan Update is underway. The topic of TMAs has been mentioned, and will be further discussed as the process continues.
H4.U Explore Pedestrian and Bicycle Improvements	Coordinate with Redwood City and explore improvements over Highway 101 between Marsh Road and 5th Avenue.	2014	The City was awarded a grant from the San Mateo County Transportation Authority (Measure A funds) to implement the Haven Avenue bicycle/pedestrian improvements. The improvements include new facilities to a key corridor that connects Menlo Park, San Mateo County and Redwood City. The project area includes Haven Avenue between Marsh Road and the Redwood City boundary, an area where several properties were recently rezoned to higher density housing. Program is included in the 2015-2023 Housing Element and will be reviewed as part of the General Plan Update (2014-2017).

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Reporting Period 1/1/2014 - 12/31/2014

General Comments:

The City's 2007-2014 Housing Element was adopted in May of 2013. The focus on implementation of the 2007-2014 Housing Element was to rezone adequate sites for housing and to create regulatory incentives for housing consistent with State law. As a result, the City accomplished a number of implementation programs concurrent with the adoption of the Housing Element. In April 2014, the City of Menlo Park adopted a Housing Element for the 2015-2023 planning period. The Housing Element builds upon the goals, policies, and implementing programs contained in the City's 2007-2014 Housing Element and other City policies and practices to address housing needs in the community. Concurrent with the 2015-2023 Housing Element adoption, the City also implemented several programs intended to address housing needs in the community and to comply with State law requirements, including zoning for emergency shelter for the homeless, transitional and supportive housing, reasonable accommodation procedures and the establishment of a process and standards to allow the conversion of accessory buildings and structures to a secondary dwelling unit.

A few of the implementation programs have been continued to be evaluated as part of the General Plan update, which was kicked off in August 2014 and is currently underway. The Housing Element (2015-2023) identifies the General Plan update process between 2014-2017. However, since the adoption of the Housing Element in April 2014, the General Plan Update schedule was refined and established as a two-year process with a targeted completion date of June 2016. Through the General Plan process, the applicable housing implementation programs will be considered, resulting in a better understanding of the program components and implementation timing.