



2015 - 2023
City of Menlo Park

Housing Element

Adopted April 1, 2014

City of Menlo Park
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Menlo Park, CA 94025



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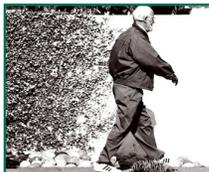
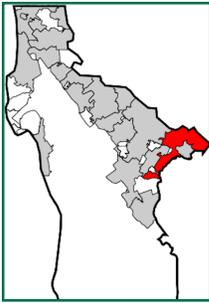
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Section I

Introduction

A Purpose of the Housing Element



All California cities and counties are required to have a Housing Element included in their General Plan which establishes housing objectives, policies and programs in response to community housing conditions and needs. This Housing Element has been prepared to respond to current and near-term future housing needs in Menlo Park and also provide a framework for the community's longer-term approach to addressing its housing needs. The Housing

Element contains goals, updated information and strategic directions (policies and implementing actions) that the City is committed to undertaking.

Housing affordability in San Mateo County and in the Bay Area as a whole is a critical issue. Menlo Park's housing conditions are reflective of many area-wide and even nation-wide trends. Over the past thirty years, housing costs have skyrocketed out of proportion to many people's ability to pay. And, interest rates, construction costs and high land costs have all increased significantly. This has a number of implications as it becomes more difficult for employers to fill vacant jobs, roadways are clogged with workers traveling longer distances into and out of Menlo Park and surrounding areas, and many young people, families, longtime residents and people with specialized housing needs face relocating because they cannot find housing they can afford or that meets their needs otherwise (such as downsizing for seniors or rental housing for younger workers).

The Housing Element touches many aspects of community life. This 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. The overall focus of the Housing Element is to enhance community life, character and vitality through the provision of adequate housing opportunities for people at all income levels, while being sensitive to the small-town character of Menlo Park that residents know and love.

The following are some of the specific purposes of the Housing Element update:

1. **Maintain Quality of Life.** Maintain the high quality of life, small town feel and village character of Menlo Park, which make it distinctive and enjoyable to its residents.
2. **Assure Diversity of Population.** Assess housing needs and provide a vision for housing within the City to satisfy the needs of a diverse population.
3. **Provide a Variety of Housing Opportunities.** Provide a variety of housing opportunities proportionally by income to accommodate the needs of people who currently work or live in Menlo Park such as teachers, young people just getting started and seniors who want to down-size, who either cannot find homes or cannot afford market rate housing in Menlo Park.
4. **Address Regional Housing Needs Allocation (RHNA).** Ensure capacity for the development of new housing to meet the Regional Housing Need Allocation at all income levels for the 2015-2023 planning period.
5. **Assure a Fit with the Look and Feel of the Community.** Ensure that housing developments at all income levels are sensitive to and fit with adjacent neighborhoods.
6. **Maintain Existing Housing.** Maintain the existing housing stock to assure high quality maintenance, safety and habitability of existing housing resources.
7. **Address Affordable Housing Needs.** Continue existing and develop new programs and policies to meet the projected affordable housing need of extremely low, very low, low and moderate-income households.
8. **Address the Housing Needs of Special Need Groups.** Continue existing and develop new programs and policies to meet the projected housing needs of persons living with disabilities, seniors and other special needs households in the community.
9. **Remove Potential Constraints to Housing.** Evaluate potential constraints to housing development and encourage new housing in locations supported by existing or planned infrastructure, while maintaining existing neighborhood character. Develop design directions for multiple family housing to help eliminate barriers to the development of housing for all income levels.
10. **Provide for Special Needs Groups.** Provide for emergency shelter, transitional and supportive housing opportunities.
11. **Provide Adequate Housing Sites.** Identify appropriate housing sites, within specified areas proximate to transportation, shopping and schools, and the accompanying zoning required to accommodate housing development.

B State Law Requirements for Housing Elements



State law requires each city and county to adopt a General Plan containing at least seven elements, including a Housing Element. Regulations regarding Housing Elements are found in the California Government Code Sections 65580-65589. Although the Housing Element must follow State law, it is by its nature a local document. The focus of the Menlo Park Housing Element is on the needs and desires of Menlo Park residents as it relates to housing in the community. Within these parameters, the intent of the element is also to comply with State law requirements.

Unlike the other mandatory General Plan elements, the Housing Element requires periodic updating and is subject to detailed statutory requirements and mandatory review by the State of California Department of Housing and Community Development — HCD. According to State law, the Housing Element must:

- Provide goals, policies, quantified objectives and scheduled programs to preserve, improve and develop housing.
- Identify and analyze existing and projected housing needs for all economic segments of the community.
- Identify adequate sites that will be zoned and available within the Housing Element planning period — between 2015 and 2023 — to meet the City’s share of regional housing needs at all income levels.
- Be submitted to HCD to determine if HCD “certifies” the Housing Element is in compliance with state law.

State law establishes detailed content requirements for Housing Elements and establishes a regional “fair share” approach to distributing housing needs throughout all communities in the Bay Area. The law recognizes that in order for the private sector and non-profit housing sponsors to address housing needs and demand, local governments must adopt land use plans and implementing regulations that provide opportunities for, and do not unduly constrain, housing development.

The Housing Element must provide clear policies and direction for making decisions pertaining to zoning, subdivision approval and capital improvements that relate to housing needs. The housing action programs are intended to: (1) identify adequate residential sites available for a variety of housing types for all income levels; (2) focus on the provision of

adequate housing to meet the needs of lower and moderate income households; (3) address potential governmental constraints to the maintenance, improvement and development of housing; (4) conserve and improve the condition of the existing affordable housing stock; and, (5) promote housing opportunities for all persons. Also in accordance with State law, the Housing Element must be consistent and compatible with other elements (or sections) of the Menlo Park General Plan.

C Definitions of Key Housing Terms



In the context of Housing Elements, “Affordable Housing” generally focuses on housing for extremely low, very low, low and moderate-income households. Generally, housing that costs no more than 30% of household income is considered affordable to these income groups. The definitions below are used throughout this Housing Element. The analysis of housing needs in the Background section of the Housing Element

provides baseline information about who needs housing in Menlo Park.

Definitions

- ❑ **Above Moderate Income Households:** Defined by California Housing Element law as households earning over 120% of the median household income. As of 2013, a family of four earning more than \$123,600 per year in San Mateo County is considered above moderate income.
- ❑ **Accessible Housing:** Defined by HCD as units accessible and adaptable to the needs of the physically disabled.
- ❑ **Affordable Housing:** Affordable housing, for the purposes of the Housing Element, refers to housing that is affordable to extremely low income, very low income, low income and moderate income households.
- ❑ **Emergency Shelter:** Defined by Health and Safety Code Section 50800-50806.5 as housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay.
- ❑ **Extremely Low Income Households:** Defined by Government Code Section 65583(a) to require local Housing Elements to provide “documentation of projections and a quantification of the locality’s existing and projected housing needs for all income levels, including extremely low income households (GC 65583 (a)(1)).” Extremely low income is a subset of the very low-income regional housing need and is defined as households earning less than 30% of the median household income — which, for a family of four as of 2013, would be to earn less than \$33,950 per year in San Mateo County.

- ❑ **Housing Affordability:** The generally accepted measure for determining whether a person can afford housing means spending no more than 30% of one's gross household income on housing costs, including utilities, principal and interest. In the Bay Area, people can pay closer to 50% of their income for housing due to the high costs of housing. The two graphics below illustrate housing affordability in Menlo Park.

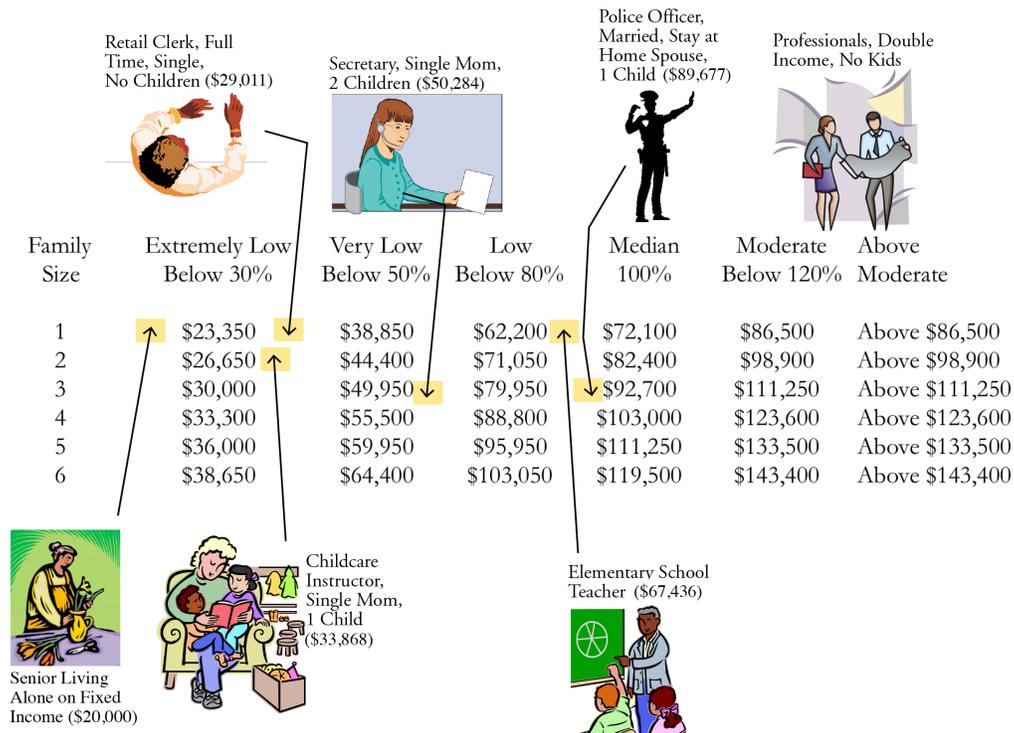
Who Can Afford Menlo Park?

Many people who work in Menlo Park cannot afford to live in the community. In Menlo Park in 2013, according to the San Mateo County Association of Realtors (SAMCAR), the median single family home price was \$1,423,600 and the median condominium price was \$713,900. Average rents in Menlo Park for 2013, according to RealFacts, are \$2,495 per month for a 1-bedroom/1-bath home, \$2,725 for a 2-bedroom/1-bath home and \$4,177 for a 3-bedroom/2-bath home. The chart below shows how much of a Menlo Park home various people in the community can afford and how many options there were on the market in 2013.

Who	How Much Home What percent of a typical Menlo Park home can they afford?	Homes Available Based on a sampling of homes for sale in Menlo Park, August 2013
 <p>Title: Senior Family Details: Living on social security and retirement savings. Salary: \$31,000</p>	 <p>0 % (can't even afford taxes)</p>	 <p>No homes available</p>
 <p>Title: Special education teacher aide married to part time office manager. Details: Two kids at home. Salary: \$64,000</p>	 <p>13 %</p>	 <p>No homes available</p>
 <p>Title: Architect Details: Been working at a firm for five years. Salary: \$76,000</p>	 <p>19 %</p>	 <p>No homes available</p>
 <p>Title: Registered nurse. Details: Has advanced certification and 12 years in the field. Salary: \$93,000</p>	 <p>27 %</p>	 <p>There might be one home if they are lucky.</p>
 <p>Title: Hydrologist married to a pastry chef. Details: Hoping to buy a first home. Salary: 139,500</p>	 <p>51 %</p>	 <p>There might be about 5 homes for sale at any given time that the family could afford. The homes will likely be small condos inappropriate for a family.</p>
 <p>Title: Lawyer married to a social worker. Details: Two kids at home. Salary: \$261,000</p>	 <p>99 %</p>	 <p>There might be about 20 homes, half the homes listed, that are affordable.</p>

Source: Baird + Driskell Community Planning, 2013, based on salaries from the Employment Development Department and housing costs from Zillow

City of Menlo Park and San Mateo County 2013 Household Incomes



Source: Official State Income Limits for 2013 (San Mateo County) as determined by the U.S. Department of Housing and Urban Development (HUD), adjusted for family size; the 2013 Area Median Income is \$103,000. Examples for the 2013 salaries are from California Employment Development Department for San Francisco, San Mateo, Redwood City (first quarter of 2013). Salary for a police officer is from the City of Menlo Park Memorandum of Understanding with the Menlo Park Police Officers' Association.

- ❑ **Housing Density:** The number of dwelling units per acre of land. Gross density includes the land within the boundaries of a particular area and excludes nothing. Net density excludes certain areas such as streets, open space, easements, water areas, etc.
- ❑ **Housing First:** “Housing First” is an approach that centers on providing homeless people with housing quickly and then providing services as needed. What differentiates a “Housing First” approach from other strategies is that there is an immediate and primary focus on helping individuals and families quickly access and sustain permanent housing. This approach has the benefit of being consistent with what most people experiencing homelessness want and seek help to achieve. The “Housing First” model offers an alternative to emergency shelter or transitional housing for homeless individuals, but does not eliminate the City’s need to zone for such uses.
- ❑ **Income Limits:** Income limits are updated annually for San Mateo County by the U.S. Department of Housing and Urban Development (HUD), State of California HCD and the County of San Mateo. The “30% of Median,” “Very Low Income” and “Low Income” schedules are published by HUD, as shown below, for 2013. The “Median Income” schedule shown below is based on the 2013 median family income of \$103,000 for a four-person household, with adjustments for smaller and larger household sizes. The “Moderate Income” schedule shown below represents up to 120% of median

income. For additional information, see the HUD website at www.huduser.org/datasets/il.html and San Mateo County Department of Housing website at <http://www.co.sanmateo.ca.us/portal/site/housingdepartment/>. For many State and local programs, State Department of Housing and Community Development (HCD) income eligibility limits are used. HCD income limits regulations are similar to those used by HUD.

San Mateo County 2013 Household Income Schedule

Family Size	Lower Income			Moderate Income		Above Moderate Income
	Extremely Low 30%	Very Low 50%	Lower 80%	Median 100%	Moderate 120%	
1	\$23,750	\$39,600	\$63,350	\$72,100	\$86,500	>\$86,500
2	\$27,150	\$45,250	\$72,400	\$82,400	\$98,900	>\$98,900
3	\$30,550	\$50,900	\$81,450	\$92,700	\$111,250	>\$111,250
4	\$33,950	\$56,550	\$90,500	\$103,000	\$123,600	>\$123,600
5	\$36,650	\$61,050	\$97,700	\$111,250	\$133,500	>\$133,500
6	\$39,400	\$65,600	\$104,950	\$119,500	\$143,400	>\$143,400

Source: California Department of Housing and Community Development (HCD)

- ❑ **Jobs/Housing Relationship:** The relationship of the number and types of jobs in a community with the availability and affordability of housing. In simplistic terms, an appropriate balance is commonly thought to be between 1.0-1.5 jobs for every 1 housing unit. However, the issue is more complex when a community strives to reduce in commuting and provide a better match of local jobs to employed residents working in those jobs. Other factors include the types of jobs and the salaries paid, number of employed people in the community, affordability of housing relative to the income of people working in local jobs, and household size and income. Affordable housing strategies strive to create opportunities for local workers, especially those employed in service and retail jobs, to have a choice in finding local housing to fit their household needs in terms of type, affordability, amenities and location.
- ❑ **Low Income Households:** Defined by California Health and Safety Code Section 50079.5, which establishes the low-income limits set by the U.S. Department of Housing and Urban Development (HUD) as the state limit for low-income households. HUD limits for low-income household are generally households earning 50-80% of the median household income, adjusted for family size, with some adjustment for areas with unusually high or low incomes relative to housing costs. As of 2013, a family of four earning between \$56,550 and \$90,500 per year in San Mateo County was considered low income.
- ❑ **Median Household Income:** The middle point at which half of the City's households earn more and half earn less. Income limits are updated annually by the U.S. Department of Housing and Urban Development (HUD) for San Mateo County. The 2013 median household income for a family of four in San Mateo County as used for Menlo Park is \$103,000.

- ❑ **Moderate Income Households:** Defined by Section 50093 of the California Health and Safety Code as households earning 80-120% of the median household income. A family of four earning \$90,500 to \$123,600 per year in 2013 in San Mateo County is considered moderate income.
- ❑ **Overlay Zoning or Zone:** Overlay zoning is a regulatory tool that that is placed over an existing base zone(s), and which identifies special provisions, in addition to those in the underlying base zone. The overlay district can share common boundaries with the base zone or cut across base zone boundaries. Regulations or incentives are attached to the overlay district to protect a specific resource or guide development within a special area. Examples include the City's Affordable Housing Overlay and Emergency Shelter Overlay zoning.
- ❑ **Persons per Household:** Average number of persons in each household.
- ❑ **Regional Housing Needs Allocation (2014-2022):** The RHNA for the 5th cycle of housing element updates in the Bay Area identifies the number of housing units needed at various income levels for the 2014-2022 timeframe. Housing elements in the Bay Area are required to be updated by January 2015 and then again by January 2023. For this reason, the planning period for the housing element is from 2015-2023 and all references in the document related to RHNA or the Housing Element Planning Period are for the 2015-2023 timeframe.
- ❑ **Residential Care Facilities:** There are a variety of residential care facilities that address the needs of special segments of the population, including special care for the chronically ill, seniors, special need adults or youths, etc. The California Department of Social Services, Community Care Licensing Division, issues licenses for residential facilities that provide 24-hour non-medical care for children, adults and the elderly.
- ❑ **Secondary Dwelling Unit:** Defined in the Menlo Park Municipal Code as a dwelling unit on a residential lot that provides independent living facilities for one (1) or more persons and includes permanent provisions for living, sleeping, cooking and sanitation independent of the main dwelling on the residential lot.
- ❑ **Senior Housing:** Defined by California Housing Element law as projects developed for, and put to use as, housing for senior citizens. Senior housing is based on: (1) if the U.S. Department of Housing and Urban Development (HUD) has determined that the dwelling is specifically designed for and occupied by elderly persons under a Federal, State or local government program; (2) it is occupied solely by persons who are 62 or older; or (3) or it houses at least one person who is 55 or older in at least 80 percent of the occupied units, and adheres to a policy that demonstrates intent to house persons who are 55 or older. Under Federal law, housing that satisfies the legal definition of senior housing or housing for older persons described above, can legally exclude families with children.
- ❑ **Special Needs Housing:** Defined by California housing element law (65583(a)(6)) as populations with special needs that must be addressed in a housing element — these include the needs of homeless people, seniors, people who are living with disabilities, persons with developmental disabilities, large families and female-headed households.

- ❑ **Supportive Housing:** Defined by California Housing Element law as housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.
- ❑ **Target Population:** Defined by California Housing Element law as persons with low incomes who have one or more disabilities, including mental illness, HIV or AIDS, substance abuse, or other chronic health condition, or individuals eligible for services provided pursuant to the Lanterman Developmental Disabilities Services Act (Division 4.5 (commencing with Section 4500) of the Welfare and Institutions Code) and may include, among other populations, adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people.
- ❑ **Transitional Housing:** Defined by California Housing Element law as buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time that shall be no less than six months from the beginning of the assistance.
- ❑ **Very Low Income Households:** Defined by California Health and Safety Code Section 50079.5, which establishes very low income limits set by the U.S. Department of Housing and Urban Development (HUD) as the state limit for very low income households, which are households earning less than 50% of the median household income, with some adjustment for areas with unusually high or low incomes relative to housing costs. A family of four earning less than \$56,550 per year in 2013 in San Mateo County is considered very low income.
- ❑ **Workforce Affordable Housing:** Housing that is affordable to the workforce in the community.

Acronyms

AARP	American Association of Retired Persons
ABAG	Association of Bay Area Governments
AHO	Affordable Housing Overlay zone
BMR	Below Market Rate housing
CHAS	Comprehensive Housing Affordability Strategy
CCRH	California Coalition for Rural Housing
CAP	Climate Action Plan
DOF	California Department of Finance
DOH	San Mateo County Department of Housing
ECHO	Eden Council for Hope and Opportunity
ECR/DSP	El Camino Real/Downtown Specific Plan
ELI	Extremely Low Income households
GGRC	Golden Gate Regional Center
HCD	California Department of Housing and Community Development
HEART	The Housing Endowment and Regional Trust

HIP	Human Investment Project
HOPE	Housing Our People Effectively: Ending Homelessness in San Mateo County
HUD	U.S. Department of Housing and Urban Development
LIHTC	Low Income Housing Tax Credit Program
LTIRC	Landlord and Tenant Information and Referral Collaborative
NPH	Non-Profit Housing of Northern California
PCRC	Peninsula Conflict Resolution Center
R-L-U	Retirement Living Units (Menlo Park zoning for senior housing)
RHNA	Regional Housing Needs Allocation
SRO	Single-Room Occupancy unit
VA	United States Department of Veterans Affairs

D Process for Preparing the Housing Element



Menlo Park’s history of extensive community involvement in local decision-making makes the community outreach process for the Housing Element update not only essential and highly desirable, but also a critical component of the work effort. The approach for the Housing Element update outlined below is consistent with State law contained in Government Code 65583(c)(7) — “The local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort.”

The update effort has built upon the City’s extensive outreach effort undertaken for the City’s 2007-2014 Housing Element, adopted May 21, 2013, and the City’s participation in the outreach efforts and activities for “21 Elements,” which is a collaborative effort to assist all jurisdictions in San Mateo County with their housing element updates. The 21 Elements effort has included presentations and coordination with housing experts and organizations providing services to lower income and special needs groups throughout San Mateo County. The City also participated and coordinated with all the other jurisdictions in San Mateo County’s sub-RHNA process.

On June 13, 2013, the City Council approved a work program for implementation of Housing Element programs and for the Housing Element update. The implementation programs relate to compliance with Senate Bill 2 (SB 2), and include the creation of an overlay zone for emergency shelter for the homeless, zoning for transitional and supportive housing and establishing procedures for reasonable accommodation for persons with disabilities. In addition, the Housing Element implementation work included consideration of an Amnesty Program for illegal secondary dwelling units, which has since been modified to cover

modifications to the secondary dwelling unit ordinance and accessory buildings structures/structures ordinance to allow opportunities for accessory buildings and structures to be converted to legal dwelling units. The timeline for adoption of these changes is Spring 2014.

The process for the Housing Element update has included the following activities and approach:

- **Provide Information to the Community.** Provision of information on the City's website (see link below); distribution of information in City-wide mailings; preparation of a Housing Element newsletter and other FAQ materials; noticing for community workshops; City-wide notice; noticing and information to people signing up on the Housing Element list-serve; and other handouts. Documentation of community comments and summaries of Housing Element Steering Committee meetings during review of the Draft Housing Element up through adoption have been available on the City's website at www.menlopark.org/athome. As of November 2013 there were 383 subscribers to the City's Housing Element webpage.

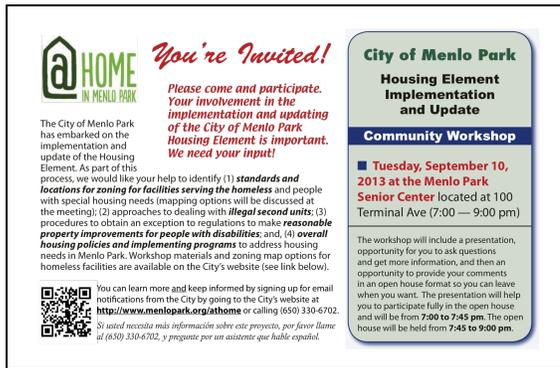


- **Undertake Housing Element Steering Committee Meetings.** In June 2013, the City Council appointed a Housing Element Steering Committee, composed of two members of the City Council, two members of the Planning Commission and two members of the Housing Commission. The Steering Committee conducted three public meetings and provided guidance to staff on the Housing Element implementing programs and the Housing Element update. All meetings of the Steering Committee were noticed to the City's mailing list and all material, including agendas, meeting packets and meeting summaries have been made available on the City's website. All meetings were publicly noticed and included opportunities for community participants to ask questions and provide comments to enhance the Steering Committee's discussion.



- **Conduct Community Workshops.** The process included a community workshop, conducted on September 10, 2013 at the Menlo Park Senior Center located at 110 Terminal Avenue, to provide the community with an opportunity to identify: (1) standards and locations for zoning for facilities serving the homeless and people with special housing needs;

(2) approaches to dealing with illegal second units; (3) procedures to obtain an exception to regulations to make reasonable property improvements for people with disabilities; and, (4) overall housing policies and implementing programs to address housing needs in Menlo Park. Workshop materials were provided at the meeting and were available on the City's website.

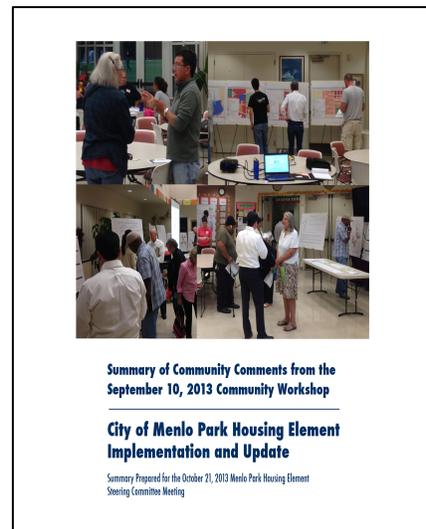


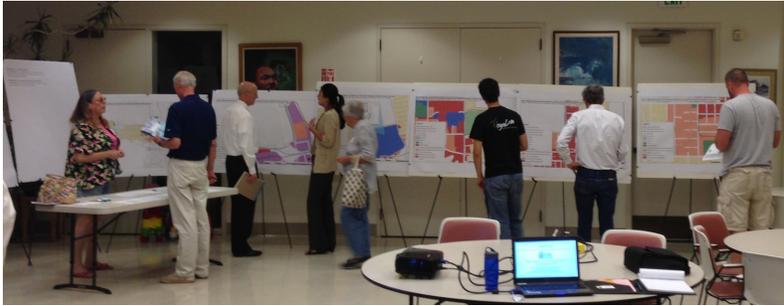
Noticing for the workshop was extensive in an effort to involve the community. Besides materials available on the City's website, notification was sent to the Housing Element subscriber's list. In addition, a newsletter was prepared announcing the workshops, and a postcard for the workshops was sent to all households in Menlo Park. A total of 40 people attended the workshop and approximately 50 comment responses were

received either at the workshop or via email after the workshop. A compilation and documentation of the comments were available for review on the City's website, and were provided to the Steering Committee and City decision-makers through the process.

How the Public Involvement Was Considered in the Draft Housing Element

Modifications and directions as a result of the community involvement process have resulted in revisions to the City's secondary dwelling unit program to reduce the minimum lot size and changes to the City's secondary dwelling unit amnesty program to refocus on accessory buildings and uses. Other community comments have helped to identify areas for possible location(s) for the emergency shelter for the homeless overlay zone and performance standards required of shelters. Five areas were considered for the homeless overlay zone — (Area A) an area along Haven Avenue; (Area B) the VA site and surrounding areas; (Area C) St. Patrick's Seminary; (Area D) the area north of the train station and east of El Camino Real in downtown; and (Area E) the area south of Menlo Avenue and west of El Camino Real. Based on guidance from the Housing Element Steering Committee, which considered community comments over a number of meetings, Area B, as modified, was selected as the most suitable location for the homeless overlay. A summary of community workshop comments and all meeting comments are available on the City's website.





Community outreach activities also have included community meetings to review the Preliminary Draft Housing Element — Menlo Park Housing Commission (November 6, 2013), Menlo Park Planning Commission

(November 18, 2013) and Menlo Park City Council (December 10, 2013). Following review and direction on the Preliminary Draft Housing Element, the Draft Housing Element will be prepared and forwarded to the California Department of Housing and Community Development (HCD) in December 2013 for their review and comments as required by State law. Noticed public hearings on the Draft Housing Element will occur through adoption.

COMMUNITY DEVELOPMENT DEPARTMENT

Housing Element Update (2014-2022) and Housing Element Implementation

Project Description

Housing Element (2014-2022)

The housing element is one of seven State-mandated elements of the City's General Plan. Housing element law requires local governments to adopt a plan to meet their existing and projected housing needs including their share of the regional housing need. On May 21, 2013, the City of Menlo Park adopted its Housing Element through the 2014 planning period and the State Housing and Community Development Department (HCD) certified the Housing Element on June 18, 2013.

Approved Housing Element (2007-2014)

The new Housing Element cycle, for the planning period 2014-2022, is already upon us. Within each planning period, regional housing needs are identified for each jurisdiction in a process referred to as the Regional Housing Needs Allocation (RHNA) that includes the State and the Association of Bay Area Governments (ABAG). The City of Menlo Park's allocation for the 2014-2022 planning period is 655 dwelling units.

The Housing Element for the 2014-2022 planning period is required to be adopted by January 31, 2015. Local governments that adopt its Housing Element on time will not have to adopt another housing element for eight years, instead of every four years.

Housing Element Implementation

The City must also begin implementing programs identified in the current Housing Element. For compliance with State law (SCE), the following key programs have been identified for implementation at this time:

- Program H3.A (Zone for Emergency Shelter for the Homeless)
- Program H3.B (Zone for Transitional and Supportive Housing)

Program H3.C, which is the adoption of procedures for reasonable accommodation for individuals with disabilities, has also been targeted as part of the implementation work program. The establishment of these procedures is one of the criteria needed to qualify for a streamlined review process for the next Housing Element cycle.

Finally, staff will be working on Program H4.F (Creating an Arriyee Program for Secondary Dwelling Units) based on City Council feedback, given the recent adoption of the modifications to the secondary dwelling unit ordinances.

Current Status

The Housing Element Steering Committee will be meeting on Monday, October 21, 2013 at 8:00 p.m. in the 8th Floor of the Arriyee Family Recreation Center located at 800 Alma Street.

The Steering Committee's primary objective at this meeting will be to provide feedback and direction on the following topics:

1. Potential Needs for the Emergency Shelter for the Homeless Overlay Zone
2. Working Draft Ordinance for the Emergency Shelter for the Homeless Overlay Zone
3. Working Draft Ordinance for Transitional and Supportive Housing
4. Working Draft of the Housing Element Policies and Programs for the 2014-2022 Planning Period
5. Approach to the Secondary Unit Arriyee Program
6. Working Draft Ordinance for Reasonable Accommodation
7. Environmental Clearance Project Description

In addition to review of the Preliminary Draft Housing Element, the November and December meetings of the Menlo Park Housing Commission, Planning Commission and City Council provide an opportunity to review the potential areas for the emergency shelter for the homeless overlay zone, the preliminary drafts of the proposed Zoning Ordinance amendments related to emergency shelter for the homeless, transitional and supportive housing, and reasonable accommodation, and a summary table and approach for modifications to the secondary dwelling unit and accessory buildings/structures ordinances.

The schedule and process graphic on the next page shows the sequence of steps and timing for the Housing Element update process. The approach conforms to the City's Community Engagement Model (CEM), which has been used effectively by the City in the past as a guide for comprehensive community involvement in important City

decisions, and has provided outreach to all economic segments of the community. Following the submittal of the Draft Housing Element to HCD, the City also notified approximately 60 key Housing Element Stakeholders, including affordable housing developers, advocacy groups, and the building trades based on the stakeholders list prepared through the 21 Elements process.



Schedule of Meetings and Other Activities

Housing Element Implementation and Update to the City of Menlo Park Housing Element for the 2015-2023 Planning Period

Prepared February 2014



City Council (CC) Meeting



Housing Element Steering Committee Meeting



Other City Commission Meeting



Community Outreach Activity (separate from public hearings and commission meetings)



Outreach to Housing Service Providers and Other Technical Experts



Review by CA Department of Housing and Community Development (HCD) Staff

City commissions reviewing the Housing Element are the Planning Commission (PC) and the Housing Commission (HC).

Products Include: (1) Housing Element Update for the RHNA 5 Planning Period; (2) Emergency Shelter Overlay Zoning (Locations and Zoning Text); (3) Zoning Text Modifications for Transitional and Supportive Housing; (4) Second Dwelling Units Program; and (5) Standards and Procedures for Reasonable Accommodation.

Meeting Type and Date	City Council Meeting June 11, 2013	Steering Comm Meeting #1 Aug 6, 2013	Steering Comm Meeting #2 Aug 26, 2013	Community Workshop Sept 10, 2013	Steering Comm Meeting #3 Oct 21, 2013	Housing Commission Nov 6, 2013	Planning Commission Nov 18, 2013	City Council Dec 10, 2013	60-Day HCD Review Dec-Feb	Steering Comm Meeting #4 Feb 27, 2014	Housing Commission Mar 5, 2014	Planning Commission Mar 10, 2014	City Council April 1, 2014	City Council April 29, 2014
Meeting Location	City Council Chambers at City Hall	Menlo Park Main Library (Conf Room)	Menlo Park Recreation Center	Menlo Park Senior Center	Menlo Park Recreation Center	Administration Building (First Floor)	City Council Chambers at City Hall	City Council Chambers at City Hall		If Needed Meeting (Location TBD)	Administration Building (First Floor)	City Council Chambers at City Hall	City Council Chambers at City Hall	City Council Chambers at City Hall
Meeting Purposes	<ul style="list-style-type: none"> Approve the Housing Work Program for Implementation of Housing Programs and Housing Element Update for the 2014-2022 Planning Period Review City Council Directions and Schedule of Activities Review State Law Requirements for Emergency Shelter, Transitional and Supportive Housing Discuss Criteria for Emergency Shelter Zoning Overlay Locations Review Community Outreach Approach <p><i>Work Program Refinements Occurred at the July 16, 2013 City Council Meeting</i></p>	<ul style="list-style-type: none"> Review Potential Emergency Shelter Overlay Zoning Locations Review Housing Element Policies and Programs and Provide Direction on RHNA 5 Update Review and Provide Direction on Reasonable Accommodation and Secondary Dwelling Units Fine-Tune Approach for Community Outreach 	<ul style="list-style-type: none"> Review Background Information on the Housing Element, Emergency Shelters, Transitional and Supportive Housing, Reasonable Accommodation and Secondary Dwelling Units Provide Opportunity for Community Discussion and Directions Discussions Will Also Occur with Housing Service Providers 	<ul style="list-style-type: none"> Review Community Outreach Results Provide Direction on Key Components of the Preliminary Draft Housing Element Provide Direction on the Approach and Components for Zoning Changes for Emergency Shelters, Transitional and Supportive Housing, Reasonable Accommodation and Secondary Dwelling Units 	<ul style="list-style-type: none"> Review Community Outreach Results Review and Provide Comments on the Preliminary Draft Housing Element Review and Provide Comments on Zoning Changes for Emergency Shelters, Transitional and Supportive Housing, Reasonable Accommodation and Secondary Dwelling Units 	<ul style="list-style-type: none"> Review Community Outreach Results Review Draft Initial Study Review and Provide Comments on the Preliminary Draft Housing Element Review Zoning and Mapping Changes for Emergency Shelters, Transitional and Supportive Housing, Reasonable Accommodation and Secondary Dwelling Units 	<ul style="list-style-type: none"> Review Community Outreach Results Review Draft Initial Study Review the Preliminary Draft Housing Element Review Zoning and Mapping Changes for Emergency Shelters, Transitional and Supportive Housing, Reasonable Accommodation and Secondary Dwelling Units 	<ul style="list-style-type: none"> Submit Draft Housing Element to HCD by December 20, 2013 City Staff May Meet with HCD Staff to Review Any Comments and to Answer Questions During this Time 	<ul style="list-style-type: none"> Review of HCD Comments and Suggested Modifications to the Draft Housing Element Provide Comments on the Draft Housing Element and Proposed Zoning Changes 	<ul style="list-style-type: none"> Public Meeting to Recommend Draft Housing Element to the City Council Review and Recommend Proposed Zoning and Other Changes to the City Council 	<ul style="list-style-type: none"> Public Hearing Recommend Draft Housing Element to the City Council Recommend Zoning Ordinance Amendments and Other Changes Related to Emergency Shelter Overlay Zoning, Zoning for Transitional and Supportive Housing, Reasonable Accommodation and Secondary Dwelling Units 	<ul style="list-style-type: none"> Public Hearing Adoption of the Updated Housing Element by the City Council Introduction of Zoning Ordinance Amendments Related to Emergency Shelter Overlay Zoning, Zoning for Transitional and Supportive Housing, Reasonable Accommodation and Secondary Dwelling Units 	<ul style="list-style-type: none"> Second Reading and Adoption of Zoning Ordinance Amendments Related to Emergency Shelter Overlay Zoning, Zoning for Transitional and Supportive Housing, Reasonable Accommodation and Secondary Dwelling Units 	

Modifications to the Draft Housing Element Based on HCD Comments Reviewed by the City Council on January 28, 2014 and February 11, 2014

PHASE I — DIRECTION SETTING and Review of WORKING DRAFTS and PRELIMINARY DRAFTS of the Housing Element and Zoning Ordinance Changes

PHASE II — Review, Final Modifications and Adoption of DRAFT Housing Element and DRAFT Zoning Ordinance Changes

Section II

Housing Goals, Policies and Programs

A Why is Housing Important?



The Housing Element's intent with respect to housing needs in Menlo Park is expressed in two ways. The first is in the form of goals and objectives sought by the community. A goal is an ideal to strive for — or the desired state of things at some point in the future. Objectives are defined steps toward a goal, which measure progress and should be expressed in quantified

terms or targets. State law requires that the City's housing objectives establish the maximum number of housing units that the City will strive to be constructed, rehabilitated or conserved between 2015-2023.

The second, and more specific aspect of the Housing Element, are policy statements and implementation programs. These describe the way citizens, local government and other involved agencies or organizations can achieve objectives, and move closer to the City's goals. Policies establish a recognized community position on a particular subject. Implementing programs are more detailed actions that the City, or other identified entity, will implement to ensure the attainment of the Housing Element's goal and objectives. The discussion below provides summary information on key trends and issues facing the City of Menlo Park as they relate to the Housing Element.

Critical questions facing the community are:

- **What Kind of Housing Do We Need?** What kind of housing (size, type, and price) best fits our housing needs, including the needs of our workforce, our growing senior population, young families, etc., and their ability to pay for housing?
- **How Can We Effectively Help Special Needs Groups?** Where can specialized housing be located and what can be done to assist those households with special needs, including, but not limited to the elderly, homeless, people living with physical or emotional disabilities?
- **How Can We Effectively Work Together?** What can the City do — in collaboration with the community, community organizations, other agencies, non-profits and for-profit developers — to encourage the construction of needed workforce, affordable and special needs housing?

- **Where Can We Appropriately Put New Housing?** Where in our community should additional residential units be accommodated, especially those that can meet future housing needs?

Below are some of the key regional and national trends affecting Menlo Park now and into the future. The intent of the Housing Element is to strive to respond to these trends as they affect housing choices in the community.



THE MILLENNIAL GENERATION WILL INCREASINGLY DEFINE THE HOUSING MARKET

The Millennial generation (individuals between the ages of 20 and 34 years old) will increasingly define the housing market over the coming decade.

The Millennial generation is a growing force in the housing and job market and their preferences will shape our communities in the future. Millennials have consistently expressed a preference for dense, mixed-use, walk-able and bike-able communities, according to studies by the Urban Land Institute. They want to be near work, near schools for their children, and be close to public transportation. These amenities, along with safety and schools, are the top priorities for the Millennial generation. Menlo Park, with the multiple activities and transit available in downtown and new jobs at Facebook and other locations, is a prime location for Millennials.

Due to this generation's age and the recent recession, Millennials have been less likely to live on their own or own a home, but this is now changing. As the economy improves, there will likely be a pent-up demand for housing among Millennials. Many studies have shown that Millennials rent apartments and buy homes at a rate less than previous generations. Instead, many Millennials have moved in with their parents or choose to live with roommates. Many have speculated that Millennials may be a "generation of renters," but as the economy picks back up and aging occurs, this conclusion may change. Approximately 69 percent of Millennials expect their next move to be to a house they own.

Millennials are also value-conscious. They have less money than their older counterparts, in part because they have not had time to build up savings. They also must contend with higher rates of debt and a slow job market.



THERE WILL BE INCREASES IN SENIOR HOUSING AND INCREASES IN SINGLE-PERSON HOUSEHOLDS

As baby boomers age, there will be a “silver tsunami.” Ensuring safe, desirable options for aging seniors will require advance planning. Over the next decade about one-third of the new households created in Menlo Park are expected to be single-person households due to the aging of the population and personal choices.

The number of seniors in San Mateo County will increase dramatically over the next decade and a half, as the large baby boomer generation ages. According to studies by the American Association of Retired Persons (AARP), the vast majority of seniors want to “age in place,” or remain in their current home or in their community, as long as possible.

Seniors have special housing needs as a result of limited income and mobility issues, which should be explicitly addressed to accommodate this growing population. Many seniors live on fixed incomes, which limits their housing options and also puts them at risk of being displaced. Seniors who are renters are at particularly high risk for being displaced by increasing rents. Seniors in San Mateo County typically see their income reduce by half as they age from their 50’s to their 80’s. Further, seniors who own their home are often house rich but income poor.

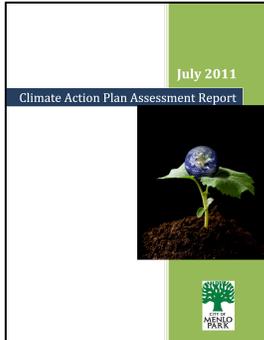
Assuming national trends hold and 90 percent of seniors stay in their home, a large number, more than ten thousand San Mateo County seniors, will be looking to move in the coming years. Many seniors prefer to trade down to a smaller home with less upkeep. Safety is also a significant concern for seniors. Additionally, many seniors do not enjoy driving, and walkability and the availability of nearby public transit are very important.



THERE WILL CONTINUE TO BE A SHORTAGE IN WORKFORCE HOUSING AND A HIGH NUMBER OF LOCAL WORKERS WHO COMMUTE DAILY INTO MENLO PARK

San Mateo County has a workforce housing shortage caused by years of rapid economic growth and slow housing growth. This trend is exacerbated by the number of lower-wage jobs, which account for more than one-third of all jobs.

Asian and Latino families are more likely to live in multigenerational households, though this trend diminishes as people have been in the United States for a longer period of time. In addition, recent immigrants are more likely to be linguistically isolated, which can create problems for the provision of services.



SUSTAINABILITY AND CLIMATE ACTION PLANNING STRONGLY RELATE TO PLANNING FOR HOUSING

Sustainability generally means living in a way that does not compromise the ability of future generations to enjoy the same quality of life.

Housing affects sustainability in many ways including water quality, air quality, use of resources and climate change. Housing has both direct effects (heating, cooling and powering homes) and indirect effects (transportation patterns). Additionally, housing patterns influence the amount people drive.

Climate change, caused in part by the release of carbon dioxide and other gases, is an important issue in California and in San Mateo County. Major concerns include potential for rising sea levels and decreased water supplies due to smaller snow packs. Based on maps that assume one meter (a little over three feet) of sea level rise this century, which is expected, San Mateo County is likely to suffer flooding from the Bay and the Ocean.

Housing affects climate change in two ways. The houses themselves take energy to heat, cool and power, and the energy production contributes to climate change. Additionally, housing patterns affect how often and how far people have to drive. Since vehicles contribute over 40 percent of climate change gases in California, and over 50 percent in the Bay Area, finding ways to allow people to drive fewer miles is important. Menlo Park published a Climate Action Plan (CAP) in 2009 that included measures to reduce greenhouse gas emissions. In June 2013, the City Council adopted a greenhouse gas reduction target to achieve a 27 percent reduction below the 2005 levels by 2020.

B Housing Goals

The overarching goal of the City of Menlo Park Housing Element is to:

Address community needs for housing by providing a range of housing choices that blend new development into the community consistent with environmental, infrastructure and services needs.

Goal H1 — IMPLEMENTATION RESPONSIBILITIES

Continue to Build Local Government Institutional Capacity and Monitor Accomplishments to Respond Effectively to Housing Needs.

Goal H1 is intended to: (1) define the City's role and responsibilities in implementing the Housing Element; (2) provide information and outreach opportunities for the community; and (3) promote housing opportunities for all persons regardless of age, race, color, sex, sexual orientation, marital status, disability, ancestry, national origin and other barriers that prevent choice in housing.

Goal H2 — EXISTING HOUSING AND NEIGHBORHOODS

Maintain, Protect and Enhance Existing Housing and Neighborhoods.

Goal H2 is intended to encourage the maintenance, improvement and rehabilitation of the City's existing housing stock, the preservation of the City's affordable housing stock and the enhancement of community stability.

Goal H3 — SPECIALIZED HOUSING NEEDS

Provide Housing for Special Needs Populations that is Coordinated with Support Services.

Goal H3 is intended to proactively address the special housing needs of the community, including seniors, disabled individuals and the homeless.

Goal H4 — NEW HOUSING

Use Land Efficiently to Meet Community Housing Needs at a Variety of Income Levels, Implement Sustainable Development Practices and Blend Well-Designed New Housing into the Community.

Goal H4 is intended to: (1) promote the development of a balanced mix of housing types and densities for all economic segments throughout the community, (2) remove governmental and non-governmental constraints on the production, rehabilitation and/or cost of housing where appropriate, and (3) to encourage energy efficiency in both new and existing housing.

C Housing Policies and Implementing Programs



Goal H1 — IMPLEMENTATION RESPONSIBILITIES
CONTINUE TO BUILD LOCAL GOVERNMENT INSTITUTIONAL CAPACITY AND MONITOR ACCOMPLISHMENTS TO EFFECTIVELY RESPOND TO HOUSING NEEDS.

Policies

- H1.1 **Local Government Leadership.** Recognize affordable housing as an important City priority and the City will take a proactive leadership role in working with community groups, other jurisdictions and agencies, non-profit housing sponsors and the building and real estate industry in following through on identified Housing Element implementation actions in a timely manner.
- H1.2 **Community Participation in Housing and Land Use Plans.** Strengthen a sense of community by providing opportunities for community participation, developing partnerships with a variety of groups and providing community leadership to effectively address housing needs. The City will undertake effective and informed public participation from all economic segments and special needs groups in the community in the formulation and review of housing and land use policy issues.
- H1.3 **Neighborhood Responsibilities within Menlo Park.** Seek ways, specific to each neighborhood, to provide additional housing as part of each neighborhood's fair share responsibility and commitment to help achieve community-wide housing goals. This may range from in-lieu fees, secondary dwelling units, higher density housing sites, infill housing, mixed-use or other new housing construction.
- H1.4 **Neighborhood Meetings.** Encourage developers of major housing projects will be encouraged to conduct neighborhood meetings with residents early in the process to undertake problem solving and facilitate more informed, faster and constructive development review.

- H1.5 **Inter-Jurisdictional Strategic Action Plan for Housing.** Coordinate housing strategies with other jurisdictions in San Mateo County as appropriate to meeting the City’s housing needs.
- H1.6 **Equal Housing Opportunity.** Actively support housing opportunities for all persons to the fullest extent possible. The City will ensure that individuals and families seeking housing in Menlo Park are not discriminated against on the basis of race, color, religion, marital status, disability, age, sex, family status (due to the presence of children), national origin, or other arbitrary factors, consistent with the Fair Housing laws.
- H1.7 **Local Funding for Affordable Housing.** Seek ways to reduce housing costs for lower income workers and people with special needs by developing ongoing local funding resources and continuing to utilize other local, state and federal assistance to the fullest extent possible. The City will also maintain the Below Market Rate (BMR) housing program requirements for residential and non-residential developments.
- H1.8 **Organizational Effectiveness.** Seek ways to organize and allocate staffing and community resources effectively and efficiently to implement the programs of the Housing Element. In recognition that there are limited resources available to the City to achieve housing goals in implementing this policy, the City will, to the extent practical:
- a. Provide technical and administrative support, as well as assist in finding outside funding, to agencies and private sponsors in developing and/or rehabilitating housing to accommodate special housing needs.
 - b. Provide representation on committees, task forces, or other forums addressing housing issues at a local, regional or state level.
- H1.9 **Housing Element Monitoring, Evaluation and Revisions.** Establish a regular monitoring and update process to assess housing needs and achievements, and to provide a process for modifying policies, programs and resource allocations as needed in response to changing conditions.

Implementing Programs

- H1.A **Establish City Staff Work Priorities for Implementing Housing Element Programs.** As part of the annual review of the Housing Element (see Program H1.B), establish work priorities to implement the Housing Element related to community outreach, awareness and input on housing concerns and striving to ensure that all City publications, including

the City's Activity Guide, include information on housing programs. City staff work priorities specific to Housing Element implementing programs include:

- a. Conduct the annual review of the Housing Element (Program H1.B).
- b. Review options for funding housing affordable to extremely low, very low, low and moderate income households (Program H4.Q).
- c. Make recommendations to City Commissions on strategies for housing opportunity sites and for funding (Program H1.B).
- d. Provide follow-up on housing opportunity sites and funding based on directions provided by the City Council, including working with the community and implementing Housing Element programs (Program H4.H).
- e. Conduct community outreach and provide community information materials through an open and non-advocacy process (Program H1.E).
- f. Engage property owners in identifying opportunities for the construction of affordable housing affordable to extremely low, very low, low and moderate income households (Program H4.H).
- g. Pursue unique opportunities where the City can participate in the construction of affordable housing, either on City-owned sites, or through funding or regulatory means (Program H4.J).
- h. Develop ongoing and annual outreach and coordination with non-profit housing developers and affordable housing advocates (Program H1.I).
- i. Continue to participate in ongoing regional activities related to housing, including participation in ongoing efforts as part of the Countywide 21 Elements effort.

Responsibility: City Commissions; Planning Division; City Manager; City Council

Financing: General Fund

Objectives: Establish staff priorities for implementing Housing Element programs.

Timeframe: Participate in ongoing regional planning activities throughout the Housing Element planning period and develop a work program as part of the annual review of the Housing Element (see Program H1.B).

H1.B Review the Housing Element Annually. As required by State law, review the status of Housing Element programs by April of each year, beginning April 2014. As required by statute, annual review will cover:

- a. Consistency between the Housing Element and the other General Plan Elements. As portions of the General Plan are amended, this Housing Element will be reviewed to ensure that internal consistency is maintained. In addition, a consistency review will be implemented as part of the annual general plan implementation report required under Government Code Section 65400.
- b. Statistical summary of residential building activity tied to various types of housing, household need, income and Housing Element program targets.

Responsibility: City Commissions; Planning Division; City Council
Financing: General Fund
Objectives: Review and monitor Housing Element implementation; conduct public review with the Housing Commission, Planning Commission and City Council, and submit Annual Report to HCD.
Timeframe: April 2014 and annually thereafter.

H1.C **Publicize Fair Housing Laws and Respond to Discrimination Complaints.** Promote fair housing opportunities for all people and support efforts of City, County, State and Federal agencies to eliminate discrimination in housing by continuing to publicize information on fair housing laws and State and federal anti-discrimination laws. Below are specific aspects of this program:

- a. The City Manager shall designate an Equal Opportunity Coordinator in Menlo Park with responsibility to investigate and deal appropriately with complaints.
- b. Discrimination complaints will be referred to the appropriate agency. Specifically, the City will continue to work with Eden Council for Hope and Opportunity (ECHO) and the San Mateo County Department of Housing in handling fair housing complaints. Calls to the City are referred to ECHO for counseling and investigation. ECHO also provides direct fair housing education to Menlo Park residents.
- c. Enforce a non-discrimination policy in the implementation of City approved housing programs.
- d. The City will provide public information materials and referrals to the Peninsula Conflict Resolution Center (PCRC) and the Landlord and Tenant Information and Referral Collaborative (LTIRC) to assist tenants and landlords in resolving conflicts and understanding their respective rights and obligations.
- e. Information regarding the housing discrimination complaint referral process will be posted on the City's website and available for the public and City staff consistent with Program 1H.D.
- f. As needed, the City will outreach to lenders to increase flow of mortgage funds to city residents.

Responsibility: Planning Division; City Manager; City Attorney
Financing: General Fund
Objectives: Obtain and distribute materials (see Program 1H.D).
Timeframe: 2014 and ongoing thereafter and in response to complaints.

H1.D **Provide Information on Housing Programs.** Promote the availability of San Mateo County programs for housing construction, homebuyer assistance, rental assistance and housing rehabilitation through the following means: (a) creating a link on the City's website that describes programs available in the City of Menlo Park and provides direct links to County agencies that administer the programs; (b) including contact information

on County programs in City mail-outs and other general communications that are sent to residents; (c) maintaining information on programs at the City's public counters; (d) training selected City staff to provide referrals to appropriate agencies; (e) distributing information on programs at public locations (library, schools, etc.); and (f) using the activity calendar and public information channel.

Examples of specific information would include:

- a. Fair Housing Laws
- b. Rehabilitation loan programs
- c. San Mateo County Housing Authority information
- d. Housing programs, including rental assistance programs such as Section 8
- e. Code enforcement
- f. Homebuyer assistance
- g. Information about affordable housing

Responsibility: Planning Division

Financing: General Fund

Objectives: Review and obtain materials by June 2014; distribute and post materials, conduct staff training by December 2014; annually update as needed thereafter.

Timeframe: Distribute educational materials at public locations and make public service announcements through different media at least two times a year.

H1.E Undertake Community Outreach When Implementing Housing Element Programs.

Coordinate with local businesses, housing advocacy groups, neighborhood groups and others in building public understanding and support for workforce, special needs housing and other issues related to housing, including the community benefits of affordable housing, mixed use and pedestrian-oriented development. The City will notify a broad representation of the community to solicit ideas for housing strategies when they are discussed at City Commissions or City Council meetings. Specific actions should be linked to the preparation and distribution of materials as identified in Programs H1.D.

Specific outreach activities include:

- a. Maintain the Housing Element mailing list and send public hearing notices to all interested public, non-profit agencies and affected property owners.
- b. Post notices at City Hall, the library, and other public locations.
- c. Publish notices in the local newspaper.
- d. Post information on the City's website.
- e. Conduct outreach (workshops, neighborhood meetings) to the community as Housing Element programs are implemented.
- f. Assure that Housing Commission meetings are publicized and provide opportunities for participation from housing experts, affordable housing advocates, special needs populations, and the community as a whole.

- g. Provide public information materials concerning recycling practices for the construction industry, as well as use of recycled materials and other environmentally responsible materials in new construction, consistent with Chapter 12.48, Salvaging and Recycling of Construction and Demolition Debris, of the City of Menlo Park Municipal Code and California Building Code requirements.
- h. Provide public information materials about available energy conservation programs, such as the PG&E Comfort Home/Energy Star new home program, to interested property owners, developers and contractors.
- i. Promote and help income-eligible households to access federal, state and utility income qualifying assistance programs.
- j. Provide public information materials to developers, contractors and property owners on existing federal, state and utility incentives for installation of renewable energy systems, such as rooftop solar panels, available to property owners and builders.

Responsibility: Planning Division
Financing: General Fund
Objectives: Conduct community outreach and distribute materials (see Programs H1.C and 1H.D).
Timeframe: Consistent with implementing programs.

H1.F **Work with the San Mateo County Department of Housing.** Continue to coordinate with the San Mateo County Department of Housing (DOH) for management of the affordable housing stock in order to ensure permanent affordability, and implement resale and rental regulations for very low, low and moderate-income units, and assure that these units remain at an affordable price level.

Responsibility: Planning Division; City Manager
Financing: General Fund
Objectives: Coordinate with County efforts to maintain and support affordable housing.
Timeframe: Ongoing

H1.G **Adopt an Anti-Discrimination Ordinance.** Adopt an Anti-Discrimination Ordinance to prohibit discrimination based on the source of a person’s income or the use of rental subsidies, including Section 8 and other rental programs.

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Undertake Municipal Code amendment and ensure effective implementation of anti-discrimination policies and enforcement as needed.
Timeframe: 2016

H1.H **Utilize the City’s Below Market Rate (BMR) Housing Fund.** Administer and no longer than every two years advertise the availability of funds in the Below Market Rate (BMR) Housing Fund as it applies to residential, commercial and industrial development projects.

Responsibility: City Commissions; Planning Division; City Attorney; City Manager; City Council
Financing: Below Market Rate Housing Fund and General Fund
Objectives: Accumulate and distribute funds for housing affordable to extremely low, very low, low and moderate income households.
Timeframe: Ongoing

H1.I **Work with Non-Profits on Housing.** Continue to work with non-profits to assist in achieving the City’s housing goals and implementing programs. Coordination should occur on an ongoing basis, and as special opportunities arise as the Housing Element is implemented. Participation of non-profits in an advisory role when implementing housing programs would be desirable to help understand the needs and opportunities for non-profit housing development in the community. The City currently works with and provides partial funding support for Human Investment Project (HIP Housing), Center for Independence of the Disabled (CID), Eden Council for Hope and Opportunity (ECHO), Rebuilding Together; HEART memberships and Peninsula Conflict Resolution Center.

Responsibility: Planning Division; City Manager
Financing: General Fund
Objectives: Maintain a working relationship with non-profit housing sponsors.
Timeframe: Ongoing

H1.J **Update the Housing Element.** In coordination with other jurisdictions in San Mateo County, update the Menlo Park Housing Element to be consistent with State law requirements and to address the City’s RHNA 5 for the 2015-2023 planning period.

Responsibility: City Commissions; Planning Division; City Council
Financing: General Fund
Objectives: Assure consistency with SB375 and Housing Element law.
Timeframe: Update the Housing Element by 2023.

H1.K **Address Rent Conflicts.** Provide for increased use and support of tenant/landlord educational and mediation opportunities and continue the City’s financial contribution to and encourage resident use of the Peninsula Conflict Resolution Center as a vehicle to resolve rental disputes between renters and property owners.

Responsibility: Planning Division; City Manager; City Attorney
Financing: General Fund
Objectives: Resolve rent issues as they arise.
Timeframe: Ongoing

H1.L Update Priority Procedures for Providing Water Service to Affordable Housing Developments. At least once every five years, update written policies and procedures that grant priority for service allocations to proposed developments that include housing units affordable to lower income households consistent with SB 1087 (Government Code Section 65589.7).

Responsibility: Planning Division; Department of Public Works (Menlo Park Municipal Water District); City Manager; City Council

Financing: Water Fund

Objectives: Comply with Government Code Section 65589.7.

Timeframe: 2015 and 2020 (as part of Urban Water Management Plan updates)

H1.M Lobby for Changes to State Housing Element Requirements. In coordination with other jurisdictions in San Mateo County, as appropriate, lobby for modifications to State Housing Element requirements to address unfunded State mandates and enable a more community-driven process and more local control in developing appropriate housing policies and programs. Specific modifications to State requirements include, but are not limited to, the following:

- a. Enable State projections and the development of regional housing needs to be a more transparent process, subject to public hearings and peer review.
- b. Enable more consideration of local issues such as water supply, infrastructure needs, schools, roadway improvements, as well as the fiscal demands that come with providing additional city services to new residents.
- c. Address unfunded mandates and expenses local governments must incur to comply with State requirements, especially when rezoning of sites to meet State mandated densities is required.
- d. Assist local governments in meeting their affordable housing requirements and the resulting need for additional schools and infrastructure required (water, waste water, etc.).
- e. Recognize the importance of second units as a particularly viable mechanism to address housing needs in providing housing for family members, students, the elderly, in-home health care providers, the disabled and others at below market prices, and allow jurisdictions to use GIS to count illegal second units, and if an amnesty plan is adopted, allow cities to count a high percentage of the illegal units toward the housing need.
- f. Provide greater flexibility to allow a city to mix affordable housing with community serving retail, like a grocery store, that may make development of affordable housing a more financially attractive to local developers and may increase the likelihood that affordable housing will be built (and in a sustainable fashion where dependence on the automobile is reduced).
- g. Recognize that in high housing cost localities, like Menlo Park, higher density zoning may not necessarily produce affordable housing and results in incentives for developers to build market rate housing rather than affordable housing.

Modify Government Code Section 65583.2 that requires cities to zone sufficient property at 30 units/acre as the major mechanism to define affordable housing and for jurisdictions to provide their share of the regional housing need.

Responsibility: Planning Division; City Commissions; City Attorney; City Council; City Manager
Financing: General Fund
Objectives: Work with other San Mateo County jurisdictions, as appropriate, and lobby for modifications to Housing Element law.
Timeframe: Identify possible lobbying efforts as part of Program H1.B (Review the Housing Element Annually).



**Goal H2 — EXISTING HOUSING AND NEIGHBORHOODS
MAINTAIN, PROTECT AND ENHANCE EXISTING HOUSING AND NEIGHBORHOODS.**

Policies

- H2.1 Maintenance, Improvement and Rehabilitation of Existing Housing.** Encourage the maintenance, improvement, and rehabilitation of the City's existing housing stock, the preservation of the City's affordable housing stock, and the enhancement of community stability to maintain and improve the character and stability of Menlo Park's existing residential neighborhoods while providing for the development of a variety of housing types. The provision of open space and/or quality gathering and outdoor spaces shall be encouraged.
- H2.2 Preservation of Residential Units.** Limit the conversion of residential units to other uses and regulate the conversion of rental developments to non-residential uses unless there is a clear public benefit or equivalent housing can be provided to ensure the protection and conservation of the City's housing stock to the extent permitted by law.
- H2.3 Condominium Conversions.** Assure that any conversions of rental housing to owner housing accommodate the tenants of the units being converted, consistent with requirements to maintain public health, safety and welfare. The City will also encourage limited equity cooperatives and other innovative housing proposals that are affordable to lower income households.

- H2.4 **Protection of Existing Affordable Housing.** Strive to ensure that affordable housing provided through government incentives, subsidy or funding, and deed restrictions remains affordable over time, and the City will intervene when possible to help preserve such housing.
- H2.5 **Maintenance and Management of Quality Housing and Neighborhoods.** Encourage good management practices, rehabilitation of viable older housing, and long-term maintenance and improvement of neighborhoods.
- H2.6 **Renewable Energy/Energy Conservation in Housing.** Encourage energy efficiency and/or renewable energy in both new and existing housing and promote energy conservation and/or renewable energy in the design of all new residential structures and promote incorporation of energy conservation and/or renewable energy and weatherization features in existing homes. In addition, the City will support the actions contained in the City’s Climate Action Plan (CAP).

Implementing Programs

- H2.A **Adopt Ordinance for “At Risk” Units.** While there are currently no “at risk” subsidized units in Menlo Park, prepare an ordinance requiring a one-year notice to residents, the City and the San Mateo County Department of Housing of all proposed conversions of subsidized housing units to market rents. In addition, the City will establish regular contact with the owners of potential “at risk” units to assure long-term coordination. If the units appear to be in danger of conversion or being lost as affordable housing, the City will establish contact with public and non-profit agencies who may be interested in managing or purchasing the units to inform them of the project’s status and inform tenants of any assistance available. In working with other agencies, the City will ensure that funding sources are identified and timelines for action are executed.

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Protect existing affordable housing.
Timeframe: 2016

- H2.B **Promote Energy Efficient/Renewable Programs.** Develop local policy and/or programs that promote and/or increase energy efficiency/renewable energy in the community. Promote county, state (Energy Upgrade California), federal and PG&E energy programs for energy assessments and improvements. Seek grants and other funding to supplement City energy conservation/renewable activities.

Responsibility: Environmental Division; Building Division; PG&E
Financing: Energy Conservation and PG&E Program Funding
Objectives: 50 or more homes and businesses participating in a program
Timeframe: Establish policy and programs by 2017; Participation rate by 2022

H2.C **Amend the Zoning Ordinance to Protect Existing Housing.** Consistent with State law, amend the Zoning Ordinance to reflect the Housing Element policy of limiting the loss of existing residential units or the conversion of existing residential units to commercial or office space (see Policy H2.2). Zoning Ordinance changes and City activities should address residential displacement impacts, including the following:

- a. Avoid contradicting the Ellis Act.
- b. Consider regulations used in other communities.
- c. Consider a modified replacement fee on a per unit basis, or replacement of a portion of the units, relocation assistance, etc. to the extent consistent with the Ellis Act.
- d. Collaborate with the San Mateo County Department of Housing, Mid-Pen Housing Corporation and others, as needed, to ensure protection of affordable units in Menlo Park.
- e. Consider rezoning of properties for consistency to match and protect their existing residential uses.

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes.
Timeframe: Consider as part of the City's General Plan Update (2014-2017).

H2.D **Assist in Implementing Housing Rehabilitation Programs.** Continue to target Belle Haven as a primary area for rehabilitation to prevent existing standard units, both single family and apartments, from becoming deteriorated and to significantly reduce the number of seriously deteriorated units. Emphasis will be placed on the rehabilitation of apartments along Pierce Road. In addition, the City will:

- a. Continue to work with and refer people to the San Mateo County Department of Housing/ Programs including the Single Family Ownership Rehabilitation Program and the Multi-Family Rental Rehabilitation program.
- b. Encourage private sponsors to develop and maintain housing units using state and federal housing assistance programs for emergency and other repairs.
- c. Work with San Mateo County to compete for Community Development Block Grant funds to ensure continuation of the Single Family Ownership Rehabilitation Program for low- and very low-income families in the community.
- d. Investigate possible use of housing rehabilitation loans to assist homeowners in implementing the City's secondary dwelling unit programs.

Responsibility: Planning Division; Building Division.
Financing: Outside subsidy
Objectives: Apply to the County for CDBG funds to provide loans to rehabilitate very low and low income housing (20 loans from 2015-2023).
Timeframe: 2015-2023



**Goal H3 — SPECIALIZED HOUSING NEEDS
 PROVIDE HOUSING FOR SPECIAL NEEDS
 POPULATIONS THAT IS COORDINATED WITH
 SUPPORT SERVICES.**

Policies

- H3.1 **Special Needs Groups.** Encourage non-profit organizations and private developers to build and maintain affordable housing for groups with special needs, including the needs of seniors, people living with disabilities, the homeless, people with HIV/AIDS and other illnesses, people in need of mental health care, single-parent families, large families and other persons identified as having special housing needs.
- H3.2 **Health and Human Services Programs Linkages.** Assist service providers to link together programs serving the needs of special populations to provide the most effective response to homelessness or persons at risk of homelessness, youth needs, seniors, persons with mental or physical disabilities, substance abuse problems, HIV/AIDS, physical and developmental disabilities, multiple diagnoses, veterans, victims of domestic violence and other economically challenged or underemployed workers.
- H3.3 **Incentives for Special Needs Housing.** Use density bonuses and other incentives to assist in meeting special housing needs, including housing for lower income elderly and disabled.
- H3.4 **Adaptable/Accessible Units for the Disabled.** Ensure that new multi-family housing includes units that are accessible and adaptable for use by disabled persons in conformance with the California Building Code. This will include

ways to promote housing design strategies to allow seniors to “age in place” or in the community.

- H3.5 **Transitional and Supportive Housing.** Recognize the need for and desirability of transitional and supportive housing and treat transitional and supportive housing as a residential use that will be subject to the same restrictions that apply to other residential uses of the same zone.
- H3.6 **Rental Assistance Programs.** Continue to publicize and create opportunities for using available rental assistance programs, such as the project-based and voucher Section 8 certificates programs, in coordination with the San Mateo County Department of Housing (DOH) and other entities.
- H3.7 **Emergency Housing Assistance.** Participate and allocate funds, as appropriate, for County and non-profit programs providing disaster preparedness and emergency shelter and related counseling services.
- H3.8 **Coordination with Other Agencies in Housing the Homeless.** Engage other jurisdictions in San Mateo County to support long-term solutions for homeless individuals and families in San Mateo County, and to implement the Shelter Plus Care Program¹ or similar activities. The City will allocate funds, as appropriate, for County and non-profit programs providing emergency shelter and related support services.
- H3.9 **Local Approach to Housing for the Homeless.** Support a “housing first” approach to addressing homeless needs, consistent with the Countywide HOPE Plan. “Housing first” is intended to provide homeless people with housing quickly and then provide other services as needed, with a primary focus on helping individuals and families quickly access and sustain permanent housing. The City also recognizes the need for and desirability of emergency shelter housing for the homeless and will allow a year-round emergency shelter as a permitted use in specific locations to be established in the Zoning Ordinance. In addition, the following would apply:
- a. In recognition that homeless veterans are a special need in San Mateo County, the City will work with the U.S. Department of Veterans Affairs in

¹ Shelter Plus Care Program provides rental assistance that, when combined with supportive services, provides housing to homeless people with disabilities, primarily those with serious illness, chronic problems with alcohol and/or drugs, and acquired immunodeficiency syndrome (AIDS) or related diseases. The goals of the Shelter Plus Care Program are to assist the participants to achieve residential stability, to increase their skill levels and/or income, and to be involved in making decisions that affect their lives.

Menlo Park to identify possible programs and locations for housing and support services for homeless veterans.

- b. The City will encourage positive relations between neighborhoods and providers of permanent or temporary emergency shelters. Providers or sponsors of emergency shelters, transitional housing programs and community care facilities shall be encouraged to establish outreach programs within their neighborhoods and, when necessary, work with the City or a designated agency to resolve disputes.
- c. It is recommended that a staff person from the provider agency be designated as a contact person with the community to review questions or comments from the neighborhood. Outreach programs may also designate a member of the local neighborhood to their Board of Directors. Neighbors of emergency shelters shall be encouraged to provide a neighborly and hospitable environment for such facilities and their residents.
- d. Development standards for emergency shelters for the homeless located in Menlo Park will ensure that shelters would be developed in a manner which protects the health, safety and general welfare of nearby residents and businesses, while providing for the needs of a segment of the population as required by State law. Shelters shall be subject only to development, design review and management standards that apply to residential or commercial development in the same zone, except for the specific written and objective standards as allowed in State law.

Implementing Programs

H3.A **Zone for Emergency Shelter for the Homeless.** Establish an overlay zone to allow emergency shelters for the homeless to address the City's need for providing at least 16 beds to address homeless needs in the community. Appropriate locations for the overlay zoning will be evaluated based on land availability, physical or environmental constraints (e.g., flooding, chemical contamination, slope instability), location (e.g., proximity to services, jobs, and transit), available acreage (i.e., vacant or non-vacant sites), compatibility with surrounding uses and the realistic capacity for emergency shelters. In reviewing potential non-vacant sites, the potential for reuse or conversion of existing buildings to emergency shelters will be considered. The City will also investigate the use of local churches providing temporary shelter for the homeless. In addition, the City will establish written and objective standards in the Zoning Ordinance covering:

- a. Maximum number of beds;
- b. Off-street parking based upon demonstrated need;
- c. Size and location of on-site waiting and intake areas;

- d. Provision of on-site management;
- e. Proximity to other shelters;
- f. Length of stay;
- g. Lighting; and
- h. Security during hours when the shelter is open.

Responsibility: Planning Division; City Attorney; City Commissions; City Council

Financing: General Fund

Objectives: Amend the Zoning Ordinance.²

Timeframe: 2014; concurrent with RHNA 5 Housing Element Update.

H3.B **Zone for Transitional and Supportive Housing.**³ Amend zones to specifically allow residential care facilities, transitional and supportive housing (see definitions), as required by State law. Transitional and supportive housing shall be considered a residential use subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.

Responsibility: City Commissions; Planning Division; City Attorney; City Council

Financing: General Fund

Objectives: Amend the Zoning Ordinance.

Timeframe: 2014; concurrent with RHNA 5 Housing Element Update.

H3.C **Adopt Procedures for Reasonable Accommodation.** Establish internal review procedures and/or ordinance modifications to provide individuals with disabilities reasonable accommodation in rules, policies, practices and procedures that may be necessary to ensure equal access to housing. The purpose of these procedures and/or ordinance modifications is to provide a process for individuals with disabilities to make a request for reasonable accommodation in regard to relief from the various land use, zoning, or building laws, rules, policies, practices and/or procedures of the City.

² There must be a realistic potential for redevelopment or reuse within the proposed zone and it must be an appropriate location for a shelter, with access to transportation and services. Within this zone, shelters must be permitted without a conditional use permit or other discretionary action and shelters must be subject to the same development and management standards as other residential or commercial uses within the same zone.

³ (See definitions beginning on page 8) **Supportive housing** is housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. **Transitional housing** is made up of buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time that shall be no less than six months from the beginning of the assistance. Transitional housing is a type of supportive housing used to facilitate the movement of homeless individuals and families to permanent housing. A homeless person may live in a transitional apartment for up to two-years while receiving supportive services that enable independent living.

Responsibility: City Commissions; Planning Division; City Attorney; City Council

Financing: General Fund

Objectives: Amend the Zoning Ordinance and/or modify administrative procedures; create public handout.

Timeframe: 2014; concurrent with RHNA 5 Housing Element Update.

H3.D Encourage Rental Housing Assistance Programs. Encourage the use of federal, state and local rental housing programs for special needs populations. Continue to publicize programs and work with the San Mateo County Department of Housing to implement the Section 8 Rental Assistance Program and, as appropriate, assist similar non-profit housing sponsor rental assistance programs. Information will be provided through implementation of Housing Element Program H1.D.

Responsibility: Planning Division; City Manager; San Mateo County Department of Housing and non-profit housing sponsors; U.S. Department of Housing and Urban Development (HUD).

Financing: Outside subsidy

Objectives: 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).⁴

Timeframe: 2015-2023

H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter. Pursuant to State law requirements, and as the opportunity arises, consider participation in a multi-jurisdictional emergency shelter, should one be proposed in the future.⁵

Responsibility: City Commissions; Planning Division; City Manager; City Attorney; City Council

Financing: General Fund; other sources

Objectives: Coordinate in the construction of a homeless facility (if determined feasible)

Timeframe: Since there currently are no plans for a specific facility, this is a longer-term implementing program.

H3.F Assist in Providing Housing for Persons Living with Disabilities. Continue to contribute financial support for the programs of the Center for the Independence of the Disabled and other non-profit groups that improve housing opportunities for disabled persons, including people with developmental disabilities.

Responsibility: City Commissions; Planning Division; City Manager; City Attorney; City Council

⁴ Source of data Housing Leadership Council of San Mateo County (<http://www.hlcsmc.org/data/affordable-housing>) from the San Mateo County Department of Housing (Housing Authority)

⁵ State law allows adjacent jurisdictions to collaborate on the provision of a homeless facility that meet homeless needs in both communities.

Financing: General Fund; other sources
Objectives: Provide housing and services for disabled persons.
Timeframe: Ongoing

H3.G **Develop Incentives for Special Needs Housing.** Initiate a Zoning Ordinance amendment, including review of the R-L-U (Retirement Living Units) Zoning District, to ensure it is consistent with Housing Element policies and fair housing laws, and to develop density bonus and other incentives for needed senior housing, senior care facilities and other special needs housing for persons living with disabilities in the community, including people with developmental disabilities. Emphasis will also be placed on ways to facilitate the development of housing for seniors with very low, low and moderate incomes. Below are specifics:

- a. The regulations should address the changing needs of seniors over time, including units for independent living and assisted living as well as skilled nursing facilities.
- b. The City will continue to allow the development and expansion of housing opportunities for seniors and special needs persons through techniques such as smaller unit sizes, parking reduction and common dining facilities when units are sponsored by a non-profit organization or when developed under the Retirement Living Unit (RLU) District provisions of the Zoning Ordinance.
- c. The City will coordinate with the Golden Gate Regional Center to ensure that the needs of the developmentally disabled are considered as part of the program.

Responsibility: City Commissions; Planning Division; City Manager; City Attorney; City Council
Financing: General Fund; other sources
Objectives: Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities.
Timeframe: Consider as part of the City's General Plan Update (2014-2017)

H3.H **Continue Support for Countywide Homeless Programs.** Support activities intended to address homeless needs in San Mateo County. Below are specifics:

- a. The City will work with and support the Veteran's Administration and Haven House emergency shelter programs.
- b. The City will continue to support Human Investment Project (HIP Housing) programs.⁶

⁶ HIP Housing programs include home sharing, rental subsidies and case management for individuals and families. Home Sharing is a living arrangement in which two or more unrelated people share a home or apartment. Each has his/her private room and shares the common living areas. The Self-Sufficiency Program (SSP) provides housing assistance and support services to low-income families with career and educational goals and motivation to become financially self-reliant within 12-24 months. Participants

Responsibility: City Commissions; Planning Division; City Manager; City Council; HIP Housing; Veteran’s Administration; InnVision/Shelter Network; HEART (The Housing Endowment and Regional Trust)

Financing: General Fund; other sources

Objectives: Support housing and services for the homeless and at risk persons and families.

Timeframe: Ongoing

H3.1 **Work with the Department of Veterans Affairs on Homeless Issues.** Work with the Department of Veterans Affairs to identify possible programs and locations for housing and support services for the homeless, including homeless veterans.

Responsibility: Planning Division; City Manager; City Council, U.S. Department of Veterans Affairs

Financing: General Fund and outside

Objectives: Coordination in addressing the needs of the homeless.

Timeframe: 2014; ongoing thereafter



**Goal 4 — NEW HOUSING
USE LAND EFFICIENTLY TO MEET
HOUSING NEEDS FOR A VARIETY OF
INCOME LEVELS, IMPLEMENT
SUSTAINABLE DEVELOPMENT PRACTICES
AND BLEND WELL-DESIGNED NEW
HOUSING INTO THE COMMUNITY.**

Policies

H4.1 **Housing Opportunity Areas.** Identify housing opportunity areas and sites where a special effort will be made to provide affordable housing consistent with other General Plan policies. Given the diminishing availability of developable land, Housing Opportunity Areas should have the following characteristics:

- a. The site has the potential to deliver sales or rental units at low or below market rate prices or rents.

receive subsidized rents or a housing scholarship while they complete an education or job training program and find employment with an adequate income to support their families. While in the program, HIP Housing provides monthly case management and life skills workshops to encourage continued progress.

- b. The site has the potential to meet special housing needs for local workers, single parents, seniors, small families or large families.
- c. The City has opportunities, through ownership or special development review, to facilitate provision of housing units to meet its housing objectives.
- d. The site scores well for Low Income Housing Tax Credits (LIHTC) subsidy or has unique opportunities due to financing and/or financial feasibility.
- e. For sites with significant health and safety concerns, development may be tied to nearby physical improvements, and minimum density requirements may be reduced.
- f. Site development should consider school capacity and the relationship to the types of residential units proposed (i.e., housing seniors, small units, smaller workforce housing, etc. in school capacity impact areas).
- g. Consider incorporating existing viable commercial uses into the development of housing sites.

H4.2 Housing to Address Local Housing Needs. Strive to provide opportunities for new housing development to meet the City's share of its Regional Housing Needs Allocation (RHNA). In doing so, it is the City's intent to provide an adequate supply and variety of housing opportunities to meet the needs of Menlo Park's workforce and special needs populations, striving to match housing types, affordability and location, with household income, and addressing the housing needs of extremely low income persons, lower income families with children and lower income seniors.

H4.3 Housing Design. Review proposed new housing in order to achieve excellence in development design through an efficient process and will encourage infill development on vacant and underutilized sites that is harmonious with the character of Menlo Park residential neighborhoods. New construction in existing neighborhoods shall be designed to emphasize the preservation and improvement of the stability and character of the individual neighborhood.

The City will also encourage innovative design that creates housing opportunities that are complementary to the location of the development. It is the City's intent to enhance neighborhood identity and sense of community by ensuring that all new housing will (1) have a sensitive transition with the surrounding area, (2) avoid unreasonably affecting the privacy of neighboring properties, or (3) avoid impairing access to light and air of structures on neighboring properties.

- H4.4 Variety of Housing Choices.** Strive to achieve a mix of housing types, densities, affordability levels and designs in response to the broad range of housing needs in Menlo Park. Specific items include:
- a. The City will work with developers of non-traditional and innovative housing approaches in financing, design, construction and types of housing that meet local housing needs.
 - b. Housing opportunities for families with children should strive to provide necessary facilities nearby or on site.
 - c. The City will encourage a mix of housing types, including: owner and rental housing, single and multiple-family housing, housing close to jobs and transit, mixed use housing, work force housing, special needs housing, single-room occupancy (SRO) housing, shared living and co-housing, mobile-homes, manufactured housing, self-help or “sweat-equity” housing, cooperatives and assisted living.
 - d. The City will support development of affordable, alternative living arrangements such as co-housing and “shared housing” (e.g., the Human Investment Project’s — HIP Housing — shared housing program).

H4.5 Density Bonuses and Other Incentives for Affordable Housing Development. Use density bonuses and other incentives to help achieve housing goals while ensuring that potential impacts are considered and mitigated. This will include affordable housing overlay zoning provisions as an alternative to State Density Bonus Law.⁷

H4.6 Mixed Use Housing. Encourage well-designed mixed-use developments (residential mixed with other uses) where residential use is appropriate to the setting and to encourage mixed-use development in proximity to transit and services, such as at shopping centers and near to the downtown to support Downtown businesses (consistent with the El Camino Real/Downtown Specific Plan).

⁷ State density bonus law, Government Code Section 65915, was first enacted in 1979. The law requires local governments to provide density bonuses and other incentives to developers of affordable housing who commit to providing a certain percentage of dwelling units to persons whose incomes do not exceed specific thresholds. Cities also must provide bonuses to certain developers of senior housing developments, and in response to certain donations of land and the inclusion of child care centers in some developments. Essentially, state density bonus law establishes that a residential project of five or more units that provides affordable or senior housing at specific affordability levels may be eligible for a “density bonus” to allow more dwelling units than otherwise allowed on the site by the applicable General Plan Land Use Map and Zoning. The density bonus may be approved only in conjunction with a development permit (i.e., tentative map, parcel map, use permit or design review). Under State law, a jurisdiction must provide a density bonus, and concessions and incentives will be granted at the applicant’s request based on specific criteria.

- H4.7 **Redevelopment of Commercial Shopping Areas and Sites.** Encourage the development of housing in conjunction with the redevelopment of commercial shopping areas and sites when it occurs as long as adequate space for retail services remain.
- H4.8 **Retention and Expansion of Multi-Family Sites at Medium and Higher Density.** Strive to protect and expand the supply and availability of multi-family and mixed-use infill housing sites for housing. When possible, the City will avoid re-designating or rezoning multi-family residential land for other uses or to lower densities without re-designating equivalent land for multi-family development and will ensure that adequate sites remain at all times to meet the City's share of the region's housing needs.
- H4.9 **Long-Term Housing Affordability Controls.** Apply resale controls and rent and income restrictions to ensure that affordable housing provided through incentives and as a condition of development approval remains affordable over time to the income group for which it is intended. Inclusionary units shall be deed-restricted to maintain affordability on resale to the maximum extent possible (at least 55 years).
- H4.10 **Inclusionary Housing Approach.** Require residential developments involving five (5) or more units to provide units or an in-lieu fee equivalent for very low, low and moderate-income housing. The units provided through this policy are intended for permanent occupancy and must be deed restricted, including but not limited to single-family housing, multi-family housing, condominiums, townhouses or land subdivisions. In addition, the City will require larger non-residential developments, as job generators, to participate in addressing housing needs in the community through the City's commercial in-lieu fee requirements.
- H4.11 **Secondary Dwelling Units.** Encourage the development of well-designed new secondary dwelling units (e.g., carriage houses, attached independent living units, small detached living units) and the legalization of existing secondary dwelling units or conversion of accessory buildings or structures to safe and habitable secondary dwelling units as an important way to provide affordable housing in combination with primary residential uses on low-density lots.
- H4.12 **Fair Share Distribution of Housing throughout Menlo Park.** Promote the distribution of new, higher density residential developments throughout the city, taking into consideration compatibility with surrounding existing residential uses, particularly near public transit and major transportation corridors in the city.

H4.13 **Preferences for Affordable Housing.** Implement BMR housing preferences for people who live or work in Menlo Park to the extent consistent with Fair Housing laws.⁸

H4.14 **Infill Housing Adjacent to Downtown.** Create opportunities for a limited number of new housing units in areas adjacent to the El Camino Real/Downtown Specific Plan area to meet the City's share of its Regional Housing Needs Allocation (RHNA), support downtown retail activities, and to locate new housing near jobs and transit. New housing opportunities are not intended to significantly change the character of these areas but would allow larger properties to redevelop at higher densities with design review to assure a fit of new housing with the character of the area and adjacent uses.

Implementing Programs

H4.A **Modify R-2 Zoning to Maximize Unit Potential.** Modify R-2 zoning to tie floor area to dwelling units to minimize underutilization of R-2 zoned lots and maximize unit potential, unless unique features of a site prohibit additional units being constructed. In addition, allow secondary dwelling units on R-2 lots that are less than 7,000 square feet with approval of a use permit.

Responsibility: Planning Division; City Attorney; City Commissions; City Council
Financing: General Fund
Objectives: Amend the Zoning Ordinance to minimize underutilization of R-2 development potential.
Timeframe: Consider as part of the City's General Plan Update (2014-2017).

H4.B **Implement Inclusionary Housing Regulations.** Continue to administer the Below Market Rate (BMR) Housing Program for Commercial and Industrial Developments and the Below Market Rate (BMR) Housing Program for Residential Developments.

Responsibility: Planning Division; City Attorney; City Commissions; City Council
Financing: General Fund
Objectives: Implement requirements to assist in providing housing affordable to extremely low, very low, low and moderate income households in Menlo Park.
Timeframe: Ongoing

⁸ Link to Menlo Park BMR Guidelines:
<http://www.menlopark.org/departments/hsg/CurrentBMRGuidelinesMay2011.pdf>

H4.C Modify BMR Guidelines. Review and amend the Zoning Ordinance to reduce the cost of providing BMR units and to encourage new BMR units to be built, and to identify ways to construct housing affordable for lower income households, including family housing. As part of the BMR program evaluation the City will establish clear policy and criteria for the allocation of funds from the City's BMR housing fund that prioritizes non-profit development of workforce rental housing affordable to low and very-low income households on sites the City has determined to be viable for Low Income Housing Tax Credits (LIHTC) funding by setting aside a substantial portion of the uncommitted BMR fund balance and of future BMR fees received by the City for such development. The City will also modify provisions regarding rental housing to be consistent with the Costa-Hawkins Act.

Responsibility: Planning Division; City Attorney; City Commissions; City Council
Financing: General Fund
Objectives: Amend the Zoning Ordinance to require affordable units in market rate developments.
Timeframe: Modify the BMR program by 2015.

H4.D Update the BMR Fee Nexus Study. Coordinate the update of the BMR nexus fee study with other jurisdictions in San Mateo County as part of the Countywide 21 Elements project, which is a collaborative effort among all 21 jurisdictions in San Mateo County to provide assistance and collaborate on housing element implementation. Modify fees accordingly following the nexus study.

Responsibility: Planning Division; City Attorney; City Commissions; City Council
Financing: General Fund; collaborative funding effort with other jurisdictions
Objectives: Update to fees consistent with the nexus of potential impacts on affordable housing need.
Timeframe: 2015.

H4.E Modify Secondary Dwelling Unit Development Standards and Permit Process. Continue to encourage secondary dwelling units,⁹ and modify the City's current regulations to reduce the minimum lot size, and consider allowances for larger secondary dwelling units, flexibility in height limits, reduced fees (possible reduction in both Planning/Building fees and impact fees as a result of the small size of the units), flexibility in how parking is provided on site and a greater City role in publicizing and

⁹ Studies conducted on secondary dwelling units conclude that many new secondary dwelling units will be affordable to lower income individuals, regardless of whether they are deed restricted. Some units are made available free of charge to employees or relatives, helping meet the need for extremely low-income households. In other cases, secondary dwelling units are often rented, below the market price typically charged for larger apartments.

providing guidance for the approval of secondary dwelling units as part of the General Plan update. Specifics would be developed as part of program implementation.

Responsibility: City Commissions; Planning Division; City Attorney; City Manager; City Council
Financing: General Fund
Objectives: 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.
Timeframe: 2014; ongoing thereafter

H4.F **Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit.** Allow converted accessory buildings/structures that do not comply with the current secondary dwelling unit ordinance to be reviewed through a new process that establishes an allowance for one or more exceptions from the secondary dwelling unit development regulations. Modify the existing development regulations of accessory buildings/structures to more clearly distinguish how accessory buildings/structures can be used (such as modifying the regulations to prohibit living areas without main dwelling unit setbacks and/or the number of plumbing fixtures) and consider reduction or waiver of fees. Reevaluate the effectiveness of this program in producing secondary dwelling units and consider other options, such as a secondary dwelling unit amnesty program, after one year from adoption of the ordinance.

Responsibility: Planning Division; Building Division; City Manager; City Attorney; City Council; Fire District; Department of Public Works (Menlo Park Municipal Water District); California Water Service; O'Connor Tract Coop Water District; West Bay Sanitary District
Financing: General Fund
Objectives: 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).
Timeframe: 2014; review the effectiveness of the ordinance in 2015

H4.G **Implement First-Time Homebuyer Program.** Continue to work with agencies and organizations offering first-time, moderate income-homebuyers down-payment assistance loans for homes purchased in the city.

Responsibility: Planning Division
Financing: HEART; Union Bank (or other bank affiliated with the program)
Objectives: Provide referrals.
Timeframe: 2015-2023

H4.H Work with Non-Profits and Property Owners on Housing Opportunity Sites. Work with non-profits and property owners to seek opportunities for an affordable housing development. Undertake the following actions on sites zoned R-4-S and/or AHO to encourage development of multi-family housing affordable to extremely low, very low, low and moderate income households:

- a. Work closely with non-profit housing developers and property owners to identify housing development opportunities, issues and needs.
- b. On larger sites with multiple properties the City will strive to identify opportunities for parcel consolidation to ensure a minimum density of 20 units/acre is achieved and integrated site planning occurs by (1) identifying sites where common ownership occurs, (2) contacting property owners of contiguous vacant and underutilized sites, (3) conducting outreach to affordable housing developers, and (4) offering the incentives contained in the R-4-S and AHO zoning to promote lot consolidation.
- c. Undertake community outreach as part of the rezoning and, as appropriate, in coordination with the potential developer and property owner.
- d. Use the affordable housing overlay zone (when adopted — see Program H4.C) to incentivize housing affordable to extremely low, very low, low and moderate income households and lot consolidation on specific sites.
- e. Complete site-planning studies, continue community outreach, and undertake regulatory approvals in coordination with the development application.
- f. Facilitate development through regulatory incentives, including the establishment of housing as a “permitted use,” the reduction or waiver of City fees, enable the processing of affordable housing development proposals to, as best as possible, fit with the varied financing requirements for housing affordable to extremely low, very low, low and moderate income households, use of affordable housing funds, implementation of other Housing Element Programs, and other assistance by City Planning staff in development review.
- g. Target sites in Downtown and surrounding infill areas and, especially properties where lot consolidation is possible and provide incentives for lot consolidation and property redevelopment with housing.
- h. Investigate the potential for development of new housing on underutilized commercial and industrial sites, including the creation of residential overlay zoning, to allow for residential development in selected, underutilized industrial areas.
- i. Establish specific mechanisms to expedite processing of permits for housing projects that include on-site residential units affordable to persons of lower or moderate income. This may include granting priority in scheduling such proposals for public review and priority in plan check and subsequent issuance of building permits.
- j. Encourage the use of funding techniques such as mortgage revenue bonds, mortgage credit certificates, and low-income housing tax credits to facilitate the development of housing affordable to extremely low, very low, low and moderate income households.

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund

Objectives: 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.
Timeframe: Ongoing

H4.I **Create Multi-Family and Residential Mixed Use Design Guidelines.** Provide more specific guidance in the appropriate design of multiple family and mixed-use housing development outside of the El Camino Real/Downtown Specific Plan boundary area. The intent would be to more clearly establish City expectations to make the design review process as efficient as possible.

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Adopt design guidelines for multi-family and mixed use housing developments.
Timeframe: Consider as part of the City's General Plan Update (2014-2017)

H4.J **Consider Surplus City-Owned Land for Housing.** Promote the development of housing on appropriate surplus City-owned land.

Responsibility: Planning Division; City Attorney; City Commissions; City Council
Financing: General Fund
Objectives: Identify opportunities for housing as they arise.
Timeframe: Consider as part of the City's General Plan Update (2014-2017)

H4.K **Work with the Fire District.** Work with the Fire District on local amendments to the State Fire Code to pursue alternatives to standard requirements that could otherwise be a potential constraint to housing development and achievement of the City's housing goals.

Responsibility: Fire District; Planning Division; Public Works; Building Division; City Attorney; City Commissions; City Council
Financing: General Fund
Objectives: Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments.
Timeframe: 2014 (in progress)

H4.L **Coordinate with School Districts to Link Housing with School District Planning Activities.** Work with the four school districts in Menlo Park to coordinate demographic projections and school district needs as the Housing Element is implemented and housing is developed. Consistent with Policy H4.1, site development should consider school capacity and the relationship to the types of residential units proposed.

Responsibility: Planning Division; School Districts; City Manager; City Commissions; City Council

Financing: General Fund

Objectives: Coordinate with local school districts in planning for future housing in consideration of each school districts long-range planning, resources and capacity.

Timeframe: Ongoing with Housing Element program implementation. Consider as part of the City's General Plan Update (2014-2017).

H4.M **Review the Subdivision Ordinance.** Review the Subdivision Ordinance to assure consistency with Housing Element policies and implementing actions and update the Ordinance to fully comply with the current Subdivision Map Act and streamline the review and approval process.

Responsibility: Planning Division; Public Works; Building Division; City Attorney; City Commissions; City Council

Financing: General Fund

Objectives: Modify to the Subdivision Ordinance as needed.

Timeframe: Consider as part of the City's General Plan Update (2014-2017).

H4.N **Create Opportunities for Mixed Use Development.** Study modifications to zoning to allow residential uses in commercial zones dependent on proximity to other services and transit and the preservation of viable local-serving commercial uses.

Responsibility: Planning Division; Public Works; Building Division; City Attorney; City Commissions; City Council

Financing: General Fund

Objectives: Conduct study and establish regulations to allow housing in commercial zones.

Timeframe: Consider as part of the City's General Plan Update (2014-2017).

H4.O **Review Transportation Impact Analysis Guidelines.** Review the City's Transportation Impact Analysis (TIA) Guidelines to reduce the processing time for projects that are not exempt from CEQA.

Responsibility: Planning Division; Public Works; Building Division; City Attorney; City Commissions; City Council

Financing: General Fund

Objectives: Modify Transportation Impact Analysis (TIA) guidelines.

Timeframe: Consider as part of the City's General Plan Update (2014-2017).

H4.P Update Parking Stall and Driveway Design Guidelines. Review and modify Parking Stall and Driveway Design Guidelines, including driveway widths, back-up distances, and turning templates to provide greater flexibility in site planning for multi-family residential housing.

Responsibility: Planning Division; Public Works; City Commissions; City Council; OA
Financing: General Fund
Objectives: Modify Parking Stall and Driveway Design Guidelines
Timeframe: 2014

H4.Q Achieve Long-Term Viability of Affordable Housing. Work with non-profits and other project sponsors to implement the City's Preferences for Affordable Housing policy (Policy H4.13), as appropriate, and to assure a fair tenant selection process, appropriate project management, high level of project maintenance and upkeep, and coordination with the City departments (such as Planning, Public Works, Police, etc.) and other agencies on an ongoing basis as needed. The City will also encourage project sponsors to conduct outreach with the neighborhood and City decision-makers to identify project design and other concerns.

Responsibility: Planning Division; City Attorney; Public Works; Police; Fire District
Financing: General Fund
Objectives: Establish project management and other ongoing project coordination needs.
Timeframe: As developments are proposed and ongoing thereafter.

H4.R Modify Overnight Parking Requirements to Include the R-4-S Zoning District. Work with other City staff and the City Attorney to review and modify Section 11.24.050 [Night Parking Prohibited] of the Municipal Code to incorporate the R-4-S Zoning District as needed.

Responsibility: Planning Division; City Attorney; Police Department; Public Works
Financing: General Fund
Objectives: Modify Section 11.24.050 [Night Parking Prohibited] of the Municipal Code as needed.
Timeframe: 2014

H4.S Explore Creation of a Transportation Management Association. Explore the creation of a Transportation Management Association focused on the Haven Avenue/Bayfront Expressway area to coordinate grants, shuttles and other forms of transportation to the area as part of the City's comprehensive General Plan update.

Responsibility: City Commissions; Public Works, Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Explore creation of a Transportation Management Association
Timeframe: Consider as part of the City's General Plan Update (2014-2017).

H4.T **Explore Pedestrian and Bicycle Improvements.** Coordinate with the City of Redwood City to explore a pedestrian and bicycle overpass over Highway 101 between Marsh Road and 5th Avenue in Redwood City as part of the City's comprehensive General Plan update.

Responsibility: City Manager; Public Works, City Attorney; City Council, City of Redwood City
Financing: General Fund, Outside Funding Source
Objectives: Coordinate with Redwood City on potential pedestrian and bicycle improvements
Timeframe: Consider as part of the City's General Plan Update (2014-2017).

Section III

Implementation Timeframe

A Overview

The Menlo Park Housing Element is built around preserving and enhancing residential neighborhoods, sustaining the community's character and environmental resources, and fulfilling unmet housing needs. The implementing programs in the Housing Element, as described in the previous section, are intended to address these concerns. In reviewing the list of programs, it is important to

recognize several other concerns: (1) there is limited staffing and budget resources to undertake all of the programs listed immediately; (2) some programs require other funding or actions to occur first; and (3) HCD can offer expedited review for the Draft 2015-2023 Housing Element if certain programs are implemented, such as programs related to zoning for emergency shelters, supportive and transitional housing and zoning for reasonable accommodation.



This section covers all of the implementing programs described in the Housing Element, and represents the City's commitment to take an active leadership role in assuring the implementation of the programs described. It is also the City's intent to: (1) encourage public review and effective participation in all aspects of the planning process; and (2) assure annual review of the Housing Element in order to periodically revise and update this Action Plan as necessary to keep it effective.

B Implementation Summary Table

Menlo Park Housing Element Programs		Time Frame	2015-2023 Housing Element Planning Period Target	Responsible Department or Agency	Source of Funding
Goal 1 Implementation Responsibilities					
H1.A	Establish City Staff Work Priorities for Implementing Housing Element Programs	Annually	Priorities for implementing Housing Element Programs	P; COM; CM; CC	GF
H1.B	Review the Housing Element Annually	2014 and Annually thereafter	Review and monitoring of Housing Element implementation; submit Annual Report to HCD	P; COM; CC	GF
H1.C	Publicize Fair Housing Laws and Respond to Discrimination Complaints	2014; respond to complaints	Obtain and distribute materials (see Program 1H.D)	P; CM; CA	GF
H1.D	Provide Information on Housing Programs	Annual outreach	Obtain and distribute materials at public locations	P	GF
H1.E	Undertake Community Outreach When Implementing Housing Element Programs	Consistent with program timelines	Conduct public outreach and distribute materials (see Programs H1.C and H1.D)	P	GF
H1.F	Work with the San Mateo County Department of Housing	Ongoing	Coordinate with County efforts to maintain and support affordable housing	P; CM; OA	GF; OF
H1.G	Adopt an Anti-Discrimination Ordinance	2016	Undertake Municipal Code amendment	P; CA; COM; CC	GF
H1.H	Utilize the City's Below Market Rate (BMR) Housing Fund	Ongoing	Accumulate and distribute funds for affordable housing	P; CA; COM; CM; CC	GF; OF
H1.I.	Work with Non-Profits on Housing	Ongoing	Maintain a working relationship with non-profit housing sponsors	P; CM	GF
H1.J	Update the Housing Element	2023	Maintain consistency with Housing Element law	P; CA; COM; CC	GF
H1.K	Address Rent Conflicts	Ongoing	Resolve rent conflicts as they arise	P; CA; CM	GF
H1.L	Update Priority Procedures for Water and Sewer Service to Affordable Housing Developments	2015 and 2020	Comply with Government Code Section 65589.7 (as part of Urban Water Management Plan updates)	P; PW; CM; CC; FD; OA	GF; OF
H1.M	Lobby for Changes to State Housing Element Requirements	Annually	Work with other San Mateo County jurisdictions and lobby for changes to State Housing Element law (coordinate with Program H1.B)	P; CA; COM; CM; CC; OA	GF

Menlo Park Housing Element Programs	Time Frame	2015-2023 Housing Element Planning Period Target	Responsible Department or Agency	Source of Funding
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Goal 2 Existing Housing and Neighborhoods

H2.A	Adopt Ordinance for “At Risk” Units	2016	Protect existing subsidized rental housing (coordinate with Program H1.G)	P; CA; COM; CC	GF
H2.B	Promote Energy Efficient/Renewable Programs	2015-2023	Provide loans for 50 homes and businesses from 2015-2023	P; E; OA	OF
H2.C	Amend the Zoning Ordinance to Protect Existing Housing	General Plan Update	Protect existing rental housing	P; CA; COM; CC	GF
H2.D	Assist in Implementing Housing Rehabilitation Programs	2015-2023	Provide loans to rehabilitate very low and low income housing (20 loans 2015-2023)	P; B; OA	OF

Goal 3 Specialized Housing Needs

H3.A	Zone for Emergency Shelter for the Homeless	2014	Amend the Zoning Ordinance	P; CA; COM; CC	GF
H3.B	Zone for Transitional and Supportive Housing	2014	Amend the Zoning Ordinance	P; CA; COM; CC	GF
H3.C	Adopt Procedures for Reasonable Accommodation	2014	Amend the Zoning Ordinance and/or modify administrative procedures; create handout	P; CA; CM; COM; CC	GF
H3.D	Encourage Rental Housing Assistance Programs	2015-2023	Provide rental assistance to 220 extremely low and very low income Menlo Park residents annually	P; CM; OA	OF
H3.E	Investigate Possible Multi-Jurisdictional Emergency Shelter	Longer-Term	Construction of homeless facility (if feasible)	P; CA; CM; COM; CC; OA	GF; OF
H3.F	Assist in Providing Housing for Persons Living with Disabilities	Ongoing	Provision of housing and services for disabled persons	P; CA; COM; CC	GF
H3.G	Develop Incentives for Special Needs Housing	General Plan Update	Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities	P; CA; COM; CC; OA	GF
H3.H	Continue Support for Countywide Homeless Programs	Ongoing	Support housing and services for the homeless and at-risk persons and families	P; CM; COM; CC; OA	GF; OF
H3.I	Work with the Department of Veterans Affairs on Homeless Issues	2014; ongoing thereafter	Coordination in addressing the needs of homeless	P; CM; CC; OA	GF; OF

Menlo Park Housing Element Programs	Time Frame	2015-2023 Housing Element Planning Period Target	Responsible Department or Agency	Source of Funding
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Goal 4 New Housing

H4.A	Modify R-2 Zoning to Maximize Unit Potential	General Plan Update	Amend the Zoning Ordinance to maximize dwelling unit potential in R-2 zones	P; CA; COM; CC	
H4.B	Implement Inclusionary Housing Regulations	Ongoing	Implement requirements to assist in providing affordable housing opportunities in Menlo Park	P; CA; COM; CC	GF
H4.C	Modify BMR Guidelines	2015	Amend the Zoning Ordinance to require affordable units in market rate developments	P; CA; COM; CC	GF
H4.D	Update the BMR Fee Nexus Study	2015	Update to fees consistent with the nexus of potential impacts on affordable housing need	P; CA; COM; CC	GF
H4.E	Modify Second Dwelling Unit Development Standards and Permit Process	2014; ongoing thereafter	Amend the Zoning Ordinance to create great incentives for second units (40 new second units — 18 very low, 18 low and 4 moderate income units)	P; CA; COM; CC; CM	GF
H4.F	Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit	2014; review the ordinance in 2015	Adopt procedures and requirements for conversions (15 new second units — 6 very low, 6 low and 3 moderate income units)	P; CA; CM; B; PW; CC; OA	GF
H4.G	Implement First-Time Homebuyer Program	2015-2023	Provide referrals	P; OA	OF
H4.H	Work with Non-Profits and Property Owners on High Potential Housing Opportunity Sites	Ongoing	Identify incentives and procedures to encourage affordable housing	P; COM; CA; CC	GF; OF
H4.I	Create Multi-Family and Residential Mixed Use Design Guidelines	General Plan Update	Establish design guidelines for multi-family and mixed use housing developments	P; CA; COM; CC	GF
H4.J	Consider Surplus City Land for Housing	General Plan Update	Identify opportunities for housing as they arise	P; CA; CM; COM; CC	GF
H4.K	Work with the Fire District	2014 (in progress)	Undertake local amendments to the State Fire Code	P; B; PW; CA; CM; COM; CC; FD	GF; OF
H4.L	Coordinate with School Districts to Link Housing with School District Planning Activities	Ongoing and part of General Plan Update	Coordinate and consider school districts long-range planning, resources and capacity in planning for housing	P; CA; CM; COM; CC; OA	GF; OF



Menlo Park Housing Element Programs		Time Frame	2015-2023 Housing Element Planning Period Target	Responsible Department or Agency	Source of Funding
H4.M	Review the Subdivision Ordinance	General Plan Update	Modify the Subdivision Ordinance as needed	P; B; PW; CA; COM; CC	GF
H4.N	Create Opportunities for Mixed Use Development	General Plan Update	Conduct study to determine appropriate locations for housing in commercial zones	P; B; PW; CA; COM; CC	GF
H4.O	Review Transportation Impact Analysis Guidelines	General Plan Update	Modify Transportation Impact Analysis (TIA) guidelines	P; B; PW; CA; COM; CC	GF
H4.P	Update Parking Stall and Driveway Design Guidelines	2014	Modify Parking Stall and Driveway Design Guidelines	P; PW; COM; CC; OA	GF
H4.Q	Achieve Long-Term Viability of Affordable Housing	Ongoing	Establish project management and other ongoing project coordination needs	P; PW; CA; POL; FD	GF
H4.R	Modify Overnight Parking Requirements to Include the R-4-S Zoning District	2014	Modify the Municipal Code as needed	P; PW; POL; COM; CC; CA; OA	GF
H4.S	Explore Creation of a Transportation Management Association	General Plan Update	Explore creation of a Transportation Management Association focused on the Haven/Bayfront Expressway area	P; PW; COM; CC; CA; OA	GF
H4.T	Explore Pedestrian and Bicycle Improvements	General Plan Update	Coordinate with Redwood City on potential pedestrian and bicycle improvements overpass over Highway 101 between Marsh Road and 5th Avenue	PW; COM; CC; OA	GF

Legend for the Implementation Summary Table

ELI	Extremely Low Income Housing	CC	City Council
VL	Very Low Income Housing	PC	Planning Commission
Low	Low Income Housing	CM	City Manager
Mod	Moderate Income Housing	CA	City Attorney
Mod+	Above Moderate Income Housing	OA	Outside Agency or Organization
GF	General Fund	B	Building Division
OF	Outside Funding Source	PW	Public Works
COM	City Commissions	P	Planning Division
E	Environmental Division	POL	Police
FD	Fire District		



Section IV

Quantified Housing Objectives

A Overview

State law requires the Housing Element to include quantified objectives for the maximum number of units that the City will strive to be constructed, rehabilitated or conserved between 2015-2023. Policies and programs establish the strategies to achieve these objectives. The City's quantified objectives are described under each program, and represent the City's best effort in implementing each of the programs. Assumptions are based on past program performance and funding availability, construction trends, land availability, and future programs that will enhance program effectiveness and achieve full implementation of the City's housing goals.



B Quantified Objectives Summary Table

The table below summarizes the City's quantified objectives for housing for the 2015-2023 Housing Element planning period. The objectives below should be viewed in light of potential program resources, historical development trends and market conditions.

"New Construction" quantified objectives include anticipated new units over the 2015-2023 planning period based on historic development trends and the available land supply described in Section VII.B (units include secondary dwelling units, infill housing, housing within the El Camino Real/Downtown Specific Plan Area, potential higher density housing sites, BMR units and other market rate housing). "Rehabilitation" quantified objectives are based on the very limited availability of rehabilitation loan program funding, energy weatherization loan programs and replacement of 48 units as part of MidPen's Gateway Apartments development. "Conservation and Preservation" quantified objectives include programs to preserve existing "at risk" affordable housing and continuation of rental housing assistance programs (Section 8 rental vouchers) at current program levels.

Menlo Park Quantified Objectives Summary (2015-2023)

Income Category	New Construction	Rehabilitation	Conservation and Preservation
Extremely Low Income	20	5	25
Very Low Income	60	25	130
Low Income	100	20	135
Moderate Income	140	0	60
Above Moderate Income	480	0	0
Total	800	60	350

Section V

Background Overview

A Review of the 2007-2014 Housing Element

The City's 2007-2014 Housing Element was adopted in May of 2013. The element was developed through an extensive, one-year long process that involved numerous community meetings and discussions of housing strategies. The 2007-2014 Housing Element contains a comprehensive set of policies and implementing programs intended to address effective implementation of the Housing Element, protection and enhancement of existing housing and neighborhoods, strategies to address special housing needs in the community and ways to provide an adequate supply of new housing.

Key Accomplishments of the 2007-2014 Housing Element

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

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

- (7) **Reduced Fees** — reduction in other fees in the amount that corresponds to the increase in allowable density.
- b. **Adoption of High Density Residential, Special (R-4-S) Zone.** The new R-4-S zoning was adopted to facilitate the development of multi-family housing and housing affordable to lower-income households. The sites rezoned allow primarily residential uses with possible ancillary commercial uses, and a minimum of 30 units per acre. In addition, objective and advisory design standards are included in the Zoning Ordinance for projects proposed under this zoning.
 - c. **Rezoning.** The City Council approved the following rezoning to assure adequate sites for a variety of housing: (1) 1200 and 1300 blocks of Willow Road rezoned to R-4-S (AHO); (2) the 600, 700 and 800 blocks of Hamilton Avenue rezoned to R-4-S; and (3) the 3600 block of Haven Avenue rezoned to R-4-S (AHO). The Affordable Housing Overlay Zone has also been applied to housing opportunity sites in the El Camino Real/Downtown Specific Plan area as a tool to achieve the public benefit densities for affordable housing.
 - d. **Adoption of Zoning Consistent with State Density Bonus Law.** The City Council amended the Zoning Ordinance to be consistent with State Density Bonus Law requirements.
 - e. **Adoption of Modifications to the R-3 (Apartment) Zoning District.** The City Council amended the Zoning Ordinance to create opportunities for higher density housing in infill locations around the El Camino Real/Downtown Specific Plan area in proximity to where services and transit are available.
 - f. **Implementation of the Recently Adopted El Camino Real/Downtown Specific Plan.** The recently adopted El Camino Real/Downtown Specific Plan contains opportunities for 680 units to be built. Based on current zoning, densities of over 30 units per acre are permitted on the majority of the sites. Appendix A, Table 2 lists the Assessor Parcel Numbers of opportunity sites. There is also the opportunity for a significant number of affordable units to be built. The Affordable Housing Overlay Zone has been applied to the entire Specific Plan area and is a tool to achieve the public benefit densities for affordable housing.

Other Accomplishments of the 2007-2014 Housing Element

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

to allow the conversion of accessory buildings and structures to a secondary dwelling unit. Zoning Ordinance changes for emergency shelter for the homeless, transitional and supportive housing and reasonable accommodation procedures are in draft form and are critical to Housing Element certification. The secondary dwelling unit zoning modifications are more preliminary and a draft ordinance is currently being prepared for review. The intent is to undertake environmental review and adopt the homeless, transitional and supportive housing and reasonable accommodation ordinances concurrently with adoption of the updated Housing Element, anticipated in April 2014. Specifics and policy direction for the draft ordinances include:

- a. **Emergency Shelter for the Homeless Overlay Zone** — identifies the location of the overlay zone to allow an emergency shelter for the homeless for up to 16 beds as a use by right (see later discussion in the Housing Element) and includes standards consistent with State law as established in SB2.
- b. **Transitional and Supportive Housing** — updates the definitions of transitional and supportive housing to be consistent with State law and adds transitional and supportive housing 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.
- c. **Reasonable Accommodation** — establishes procedures, criteria and findings for enabling individuals with disabilities to make improvements and overcome barriers to their housing.
- d. **Secondary Dwelling Units and Accessory Buildings/Structures** — The Secondary Dwelling Unit modifications, similar to the Reasonable Accommodation and SB2 compliance ordinances, are in draft form and the intent is to process the changes concurrently with adoption of the updated Housing Element. The proposed regulations would prohibit living areas without an increased setback and would limit the number and/or type of plumbing fixtures within accessory buildings/structures. This change will make the conversion of an accessory structure into a living unit more difficult, which could then encourage the development of legal secondary dwelling units from the outset. In addition, the proposed ordinance amendment would allow the conversion of legally constructed and permitted accessory buildings into secondary dwelling units if they meet certain criteria.

The proposed modifications to the secondary dwelling unit ordinance would also include a reduction in the minimum lot area threshold for when a use permit is required for a secondary dwelling unit. The minimum lot size was recently changed as part of the recent last Housing Element update and is currently a minimum lot area of 6,000 square feet). The proposed lot size reduction would capture a number

of single-family lots located within the Belle Haven area, which is a change a number of area residents support.

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 Plan. In addition, the City issued a Notice of Funding Availability (NOFA) for availability for approximately \$3.2 million in Below Market Rate housing funds to support the acquisition, rehabilitation or new construction of housing that will provide long-term affordability. The funding is intended to fill the financing gap between the projected total development costs and other available funding sources.

Conclusion

The goals, policies and implementing programs contained in the City's 2007-2014 Housing Element are still valid and effective ways to address housing needs in Menlo Park and comply with State law requirements. Minor modifications to policies and programs are needed to assure they are up-to-date for the 2015-2023 planning period.

B Consistency with the Menlo Park General Plan

The Menlo Park General Plan serves as the 'constitution' for development in the city. It is a long-range planning document that describes goals, policies and programs to guide decision-making. All development-related decisions must be consistent with the City of Menlo Park General Plan, of which the Housing Element is but one part. If a development proposal is not consistent with a city's general plan, it must be revised or the plan itself must be amended. State law requires a community's general plan to be internally consistent. This means that the Housing Element, although subject to special requirements and a different schedule of updates, must function as an integral part of the overall Menlo Park General Plan, with consistency between it and the other General Plan elements.

As part of the 2007-2014 Housing Element update and Environmental Assessment of the update a series of consistency modifications were made to the City of Menlo Park General Plan. The consistency modifications ensure that any potential impediments to implementation of the Housing Element are addressed in the other elements of the General Plan. In addition, the City will be undergoing a more comprehensive update of its General Plan over the next several years. The General Plan update will provide an opportunity to investigate and assist in implementing several programs as noted in the 2015-2023 Housing Element.

Section VI

Housing Conditions and Trends

A Overall Housing Needs

Population and Jobs Growth

Menlo Park's population was estimated at 32,679 in January 2013 (CA Department of Finance). The population grew about three percent from 2000 to 2010, well below the peak growth of 9.8 percent in the 1990's. In contrast, the three percent growth rate was slightly more than the overall growth rate for San Mateo County, but less than half the growth rate of the state. Santa Clara County's population growth rate was 5.9 percent from 2000 to 2010. Bay Area Plan projections for Menlo Park and other Bay Area cities will be available in 2014. However, population projections from the Bay Area Plan are available now on a county level. The projections show San Mateo County's population is projected to increase from 718,450 in 2010 to 904,430 in 2040, which is a 26% increase over 30 years, or about a 1% increase in population per year over that time span. Population growth trends are shown in the tables below.

	Number			Percent Change		
	Menlo Park	County	State	Menlo Park	County	State
1990	28,040	649,623	29,760,021			
2000	30,785	707,163	33,871,648	10%	9%	14%
2010	31,700	718,450	37,253,956	3%	2%	10%
2013	32,679	735,678		3%	2%	
2020 (Projected)	33,800	775,100		3%	5%	
2030 (Projected)	35,800	836,100		6%	8%	
2040 (Projected)	38,100	904,400		6%	8%	

Source: Association of Bay Area Governments, Projections 2013; CA Department of Finance (2013); US Census SF1 1990-2010

Population Change

	2000	2010	2013	Projected 2020	Percent Change 2000-2010	Projected Percent Change 2010-2020
Atherton	7,194	6,914	6,893	7,200	3%	4%
Belmont	25,123	25,835	26,316	27,000	2%	5%
Brisbane	3,597	4,282	4,379	4,500	8%	5%
Burlingame	28,158	28,806	29,426	31,700	1%	10%
Colma	1,187	1,454	1,458	1,700	35%	17%
Daly City	103,625	101,072	103,347	107,100	2%	6%
East Palo Alto	29,506	28,155	28,675	30,800	11%	9%
Foster City	28,803	30,567	31,120	31,600	5%	3%
Half Moon Bay	11,842	11,324	11,581	11,700	10%	3%
Hillsborough	10,825	10,825	11,115	11,200	3%	3%
Menlo Park	30,785	32,026	32,679	33,800	3%	6%
Millbrae	20,718	21,532	22,228	24,200	4%	12%
Pacifica	38,390	37,234	37,948	38,200	2%	3%
Portola Valley	4,462	4,353	4,448	4,500	1%	3%
Redwood City	75,402	76,815	79,074	84,000	1%	9%
San Bruno	40,165	41,114	42,828	45,900	7%	12%
San Carlos	27,718	28,406	28,931	30,100	2%	6%
San Mateo City	92,482	97,207	99,061	106,000	3%	9%
South San Francisco	60,552	63,632	65,127	71,000	4%	12%
Woodside	5,352	5,287	5,441	5,400	7%	2%
San Mateo County	707,163	718,451	735,678	775,100	4%	8%

Source: CA Department of Finance (2010, 2013); Association of Bay Area Governments, Projections 2013

According to the U. S. Census, about 9% of the people who currently work in the City of Menlo Park also live in the City of Menlo Park, and 10% of Menlo Park residents currently work in Menlo Park. The percentages differ because there are close to twice as many jobs in Menlo Park as employed residents but, regardless, the share is low compared to most other cities in the Bay Area and is attributable to a range of factors such as affordability and availability of housing that limits the ability to find housing within the City. Another contributing factor is the location and boundary configuration of the City making many other jurisdictions a short commute distance.

Local Workers Commuting

	Employed Jurisdiction Population 2010	In- Commuters	Percent of Workforce In- Commuting	Percent of Population Out- Commuting
Atherton	1,789	1,996	96%	96%
Belmont	9,253	4,853	91%	95%
Brisbane	2,083	5,889	97%	90%
Burlingame	13,318	31,586	95%	88%
Colma	786	3,564	99%	96%
Daly City	46,030	13,337	83%	94%
East Palo Alto	7,737	2,525	87%	95%
Foster City	18,257	17,202	93%	93%
Half Moon Bay	4,369	3,195	78%	79%
Hillsborough	4,081	1,077	91%	97%
Menlo Park	13,616	24,549	95%	90%
Millbrae	7,599	3,924	90%	94%
Pacifica	16,176	2,667	67%	92%
Portola Valley	1,640	945	96%	98%
Redwood City	32,153	42,906	91%	87%
San Bruno	17,159	10,351	91%	94%
San Carlos	12,212	10,955	91%	91%
San Mateo City	40,968	32,665	87%	88%
South San Francisco	30,618	37,691	91%	89%
Woodside	2,428	1,639	95%	96%
San Mateo County	302,934	184,544	61%	61%

Source: 2011 U.S. Census, On The Map

The tables below show projections for population, households and jobs from 2010-2040 for the Bay Area, San Mateo County and the City of Menlo Park's City limits and Sphere of Influence (labeled as the City's Planning Area).

Projections for Population, Households and Total Jobs (2010-2040)

Geographical Area	2010	2015	2020	2025	2030	2035	2035	2010-2040 Change
Bay Area Regional Total								
Population	7,150,739	7,461,400	7,786,800	8,134,000	8,496,800	8,889,000	9,299,100	1,738,261
Households	2,608,023	2,720,410	2,837,680	2,952,910	3,072,920	3,188,330	3,308,090	580,307
Persons Per Household	2.69	2.69	2.69	2.70	2.71	2.73	2.75	0.06
Employed Residents	3,268,680	3,547,310	3,849,790	3,949,620	4,052,020	4,198,400	4,350,070	929,720
Jobs	3,385,300	3,669,990	3,987,150	4,089,320	4,196,580	4,346,820	4,505,230	961,520
Jobs/Employed Residents	1.04	1.03	1.04	1.04	1.04	1.04	1.04	0.00
San Mateo County								
Population	718,451	745,400	775,100	805,600	836,100	869,300	904,400	150,849
Households	257,837	267,150	277,200	286,790	296,280	305,390	315,100	47,553
Persons Per Household	2.75	2.76	2.76	2.77	2.79	2.81	2.83	0.06
Employed Residents	342,060	368,790	398,220	406,310	413,740	425,830	438,770	83,770
Jobs	345,190	374,940	407,550	414,240	421,500	432,980	445,070	87,790
Jobs/Employed Residents	1.01	1.02	1.02	1.02	1.02	1.02	1.01	0.00
Percent of Bay Area Population	10.0%	10.0%	10.0%	9.9%	9.8%	9.8%	9.7%	-0.3%
Percent of Bay Area Jobs	10.2%	10.2%	10.2%	10.1%	10.0%	10.0%	9.9%	-0.3%
City of Menlo Park Planning Area (City Limits and Sphere of Influence)								
Population	36,816	37,700	38,700	39,600	40,800	41,900	43,200	5,084
Households	14,128	14,490	14,870	15,230	15,610	15,980	16,360	1,852
Persons Per Household	2.55	2.54	2.54	2.54	2.55	2.55	2.57	0.01
Employed Residents	16,960	18,090	19,310	19,490	19,690	20,120	20,570	3,160
Jobs	29,830	31,920	34,130	34,390	34,760	35,410	36,150	5,580
Jobs/Employed Residents	1.76	1.76	1.77	1.76	1.77	1.76	1.76	0.00
Percent of County Population	5.1%	5.1%	5.0%	4.9%	4.9%	4.8%	4.8%	-0.3%
Percent of County Jobs	8.6%	8.5%	8.4%	8.3%	8.2%	8.2%	8.1%	-0.5%

Source: ABAG Projections 2013 — 2010 demographic data are taken directly from the U.S. Census. 2010 employment data are derived from California County-Level Economic Forecast, 2011-2040, California Department of Transportation; Bay Area Job Growth to 2040: Projections and Analysis, Center for Continuing Study of the California Economy; 1989-2009 National Establishment Times-Series (NETS) Database, Walls & Associates using Dun and Bradstreet data; and labor force data from U.S. Bureau of Labor Statistics and the U.S. Census Bureau's 2005-2009 American Community Survey.

Projections for Types of Jobs (2010-2040)

Geographical Area	2010	2015	2020	2025	2030	2035	2040	2010-2040 Change
Bay Area Regional Total								
Agriculture and Natural Resources Jobs	24,640	25,180	25,690	24,800	23,940	23,330	22,750	-1,890
Mfg, Wholesale and Transportation Jobs	863,420	711,380	717,180	763,680	819,010	861,170	861,170	-2,250
Retail Jobs	402,670	367,180	347,400	370,880	399,950	453,870	453,870	51,200
Health, Educ. and Recreation Service Jobs	1,056,030	1,053,510	1,120,700	1,216,120	1,322,650	1,403,080	1,403,080	347,050
Financial and Professional Services Jobs	851,610	780,260	766,860	824,190	893,550	990,840	990,840	139,230
Other Jobs	555,260	513,240	499,180	534,850	580,460	645,670	645,670	90,410
Total Jobs	3,753,460	3,449,640	3,693,920	3,979,200	4,280,700	4,595,170	4,595,170	841,710
Total Employed Residents	3,452,117	3,225,100	3,410,300	3,633,700	3,962,800	4,264,600	4,264,600	812,483
San Mateo County County								
Agriculture and Natural Resources Jobs	2,220	2,270	2,330	2,170	2,050	1,920	1,810	-410
Mfg, Wholesale and Transportation Jobs	67,480	72,420	77,750	74,520	71,470	69,260	67,140	-340
Retail Jobs	35,350	36,680	38,060	38,210	38,340	38,760	39,180	3,830
Financial and Professional Services Jobs	86,150	93,920	102,400	106,780	111,300	116,930	122,770	36,620
Health, Educ. and Recreation Service Jobs	86,980	95,860	105,670	110,160	114,870	120,830	127,060	40,080
Other Jobs	67,010	73,790	81,340	82,400	83,470	85,280	87,110	20,100
Total Jobs	345,190	374,940	407,550	414,240	421,500	432,980	445,070	99,880
Total Employed Residents	342,060	368,790	398,220	406,310	413,740	425,830	438,770	96,710
Ratio of Jobs to Employed Residents	1.01	1.02	1.02	1.02	1.02	1.02	1.01	0.00
City of Menlo Park Planning Area (City Limits and Sphere of Influence)								
Agriculture and Natural Resources Jobs	170	170	190	170	160	150	140	-30
Mfg, Wholesale and Transportation Jobs	6,590	6,830	7,070	6,500	5,970	5,490	5,040	-1,550
Retail Jobs	2,190	2,260	2,330	2,330	2,340	2,360	2,380	190
Financial and Professional Service Jobs	10,720	11,730	12,810	13,360	13,940	14,640	15,390	4,670
Health, Educ. and Recreation Service Jobs	6,060	6,580	7,120	7,370	7,630	7,970	8,310	2,250
Other Jobs	4,100	4,350	4,610	4,660	4,720	4,800	4,890	790
Total Jobs	29,830	31,920	34,130	34,390	34,760	35,410	36,150	6,320
Employed Residents	18,034	15,260	16,520	17,180	18,810	20,170	20,170	2,136
Ratio of Local Jobs to Employed Residents	1.65	2.09	2.07	2.00	1.85	1.76	1.79	2.96

Source: ABAG Projections 2013 — 2010 demographic data are taken directly from the U.S. Census. 2010 employment data are derived from California County-Level Economic Forecast, 2011-2040, California Department of Transportation; Bay Area Job Growth to 2040: Projections and Analysis, Center for Continuing Study of the California Economy; 1989-2009 National Establishment Times-Series (NETS) Database, Walls & Associates using Dun and Bradstreet data; and labor force data from U.S. Bureau of Labor Statistics and the U.S. Census Bureau's 2005-2009 American Community Survey.

Employment, Income and Poverty

Menlo Park residents tend to be well educated. Over 93 percent of residents had at least a high school or college degree in 2010 (almost 70 percent had at least a college degree). Approximately 68 percent of residents who are age 16 and older were in the work force in 2010, nearly identical to the county rate and a few percentage points higher than the state rate.

Most residents who are in the workforce, 66 percent, were in “management, business, science and arts occupations” significantly more than the rate in San Mateo County or the state. The Census Bureau also analyzes employment by industry. Many Menlo Park residents (28 percent) work in education, health care or social assistance. The next most common category, with 23 percent of residents, is professional, scientific and management industries.

The median household income for residents in 2011 was \$118,022 according to the Association of Bay Area Governments. Slightly over six percent of households were below the poverty line in 2010. Two of the groups most likely to be poor are seniors and single mothers. Single mothers with children had a poverty rate of more than 18 percent. Seniors had a poverty rate of six or seven percent, depending on their age. Only about one percent of households received food stamps.

Workforce Age, Salary and Education

	Menlo Park	County
Jobs by Worker Age		
Age 29 or Younger	16%	19%
Age 30 to 54	65%	61%
Age 55 or Older	19%	20%
Salaries Paid by Jurisdiction Employers		
\$1,250 per Month or Less	7%	14%
\$1,251 to \$3,333 per Month	18%	27%
More than \$3,333 per Month	75%	59%
Jobs by Worker Educational Attainment		
Less than High School	7%	9%
High school or Equivalent, No College	10%	13%
Some College or Associate Degree	20%	23%
Bachelor's Degree or Advanced Degree	47%	36%
Educational Attainment Not Available	16%	19%
Total Workers	25,903	303,529

Source: 2011 U.S. Census On The Map

Note: Educational Attainment Not Available is for workers 29 and younger

Household Income

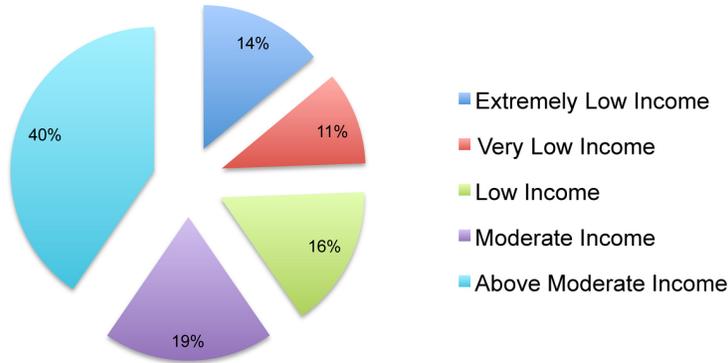
	Menlo Park	County	State
Under \$25,000	10%	12%	21%
\$25,000 to \$34,999	6%	6%	9%
\$35,000 to \$49,999	7%	10%	13%
\$50,000 to \$74,999	11%	16%	17%
\$75,000 to \$99,999	10%	12%	12%
\$100,000+	55%	44%	28%
Poverty Rate	5.2%	7.4%	16%
Total	12,883	256,305	12,433,049
Median Income 2000	\$114,222	\$95,606	\$64,116
Median Income 2011	\$118,022	\$91,958	\$63,816

Source: Association of Bay Area Governments

Note: Adjusted for inflation to 2013 dollars

Distribution of Menlo Park Households by Income (2012)

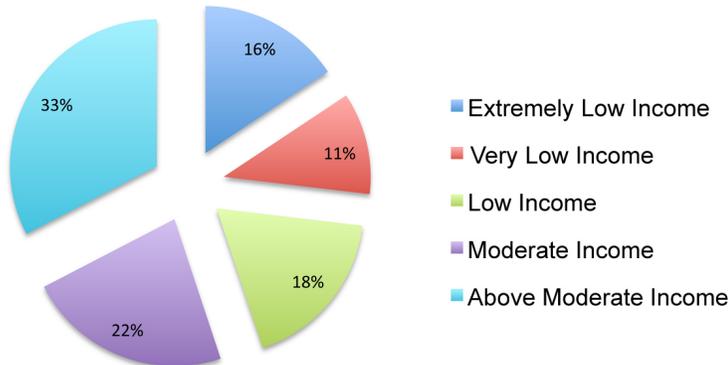
Income Distribution of All Households in Menlo Park (12,388 households)



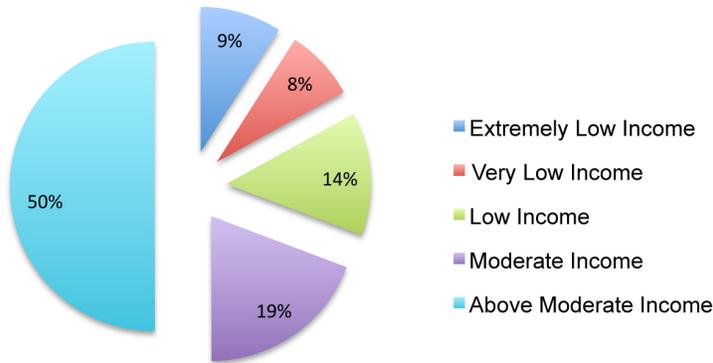
Source: Claritas, 2012 and California Department of Finance, 2012

Distribution of Menlo Park Households by Age and Income (2012)

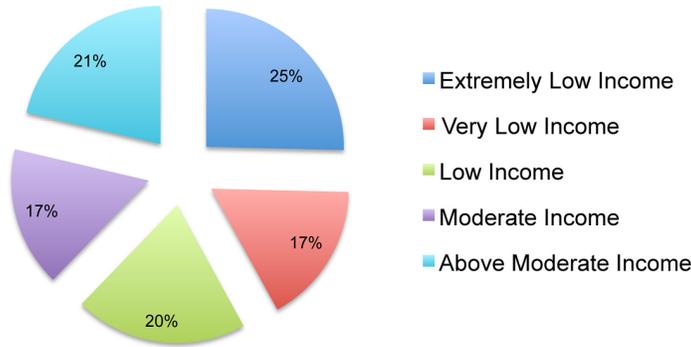
Young Adult Households Up to Age 34 (17% of all households)



Middle Age Households Ages 35 to 64 (60% of all households)



Senior Households Over Age 65 (23% of all households)



Source: Claritas, 2012

Employee Demographics

It is interesting to look at the characteristics of people who work in Menlo Park. The workforce is diverse and does not fit neatly into stereotypes. One pronounced difference between Menlo Park residents and employees is that the workforce is made up of people of all economic levels, while Menlo Park tends to be significantly higher income. Overall, the workforce is more diverse (less likely to be white and more likely to be Asian). While still well educated, the work force is less likely to have a college degree (18% of employees had a high school degree or less). The workforce is made up of people of all ages. Approximately, 18 percent of the workforce was under 30, 63 percent are 30-54 and 20 percent are over 55.

In Menlo Park in 2010, eleven percent of the work force made less than \$15,000 a year. Twenty percent made between \$15,000 and \$40,000 and 68 percent made more than \$40,000. Between 2005 and 2025, 40 percent of new homes in San Mateo County should be provided at levels affordable to lower income residents to match the need created by new jobs (San Mateo County Department of Housing, San Mateo County Housing Needs Study, 2008).

Distribution of Workforce Salaries in Menlo Park (2010)

Salary	Percent of Workforce
Under \$15,000	11%
\$15,000-\$39,999	20%
Over \$40,000	68%

Source: US Census Bureau, Longitudinal Employer-Household Dynamics Survey.

Population Age



Menlo Park, like the state and nation as a whole, has an increasing senior population as baby boomers near retirement age. From 2000 to 2011, the median age in Menlo Park increased from 37.4 to 40 years of age, slightly older than the median age in California, which was 35 years of age in 2011. Presented another way, in 2000, 39 percent of the population was between the age of 20 and 44. However, by 2010, this number had dropped to 34 percent of the population. Correspondingly, the number of residents between the ages of 45 and 65 increased from 21 to 26 percent of the population.

Age of Residents

	2000		2011	
	Menlo Park	Menlo Park	County	State
Under 5 years	7%	6%	6%	7%
5 to 19 years	17%	17%	18%	21%
20 to 34 years	22%	18%	19%	22%
35 to 44 years	17%	17%	15%	14%
45 to 59 years	18%	23%	22%	20%
60 to 74 years	10%	12%	13%	11%
75 years and over	9%	7%	6%	5%
Median age	37	40	39	35
Total population	30,785	32,084	720,143	37,330,448

Source: 2000 US Census SF1, 2009-2011 American Community Survey

Families and Household Size

In 2000, 56 percent of the population was made up of families. By 2010, that number had increased to 61 percent of the population. This was significantly lower than the state, where 68 percent of households were families, which is the same as San Mateo County as a whole, where 68 percent of households were families in 2010.

Household Type

	Menlo Park	County	State
Single person	34%	25%	24%
Family no kids	28%	37%	35%
Family with kids	28%	31%	33%
Multi-person, nonfamily	10%	7%	7%
Total households	12,883	256,305	12,433,049

Source: 2009-2011 American Community Survey

Household Growth

	Number			Percent Change		
	Menlo Park	County	State	Menlo Park	County	State
1990	11,881	242,348	10,381,206			
2000	12,387	254,104	11,502,870	4%	5%	10%
2010	12,347	257,837	12,577,498	0%	4%	9%
2020 (Projected)	13,070	277,200		6%	8%	
2030 (Projected)	13,790	296,280		6%	7%	
2040 (Projected)	14,520	315,100		5%	6%	

Source: Association of Bay Area Governments, Projections 2013; US Census SF1 1990-2010 for the Menlo Park City Limits

The average household size in Menlo Park was 2.4 in 2000, 2.4 in 2011 and, according to the California Department of Finance, 2.6 persons per household in 2013. This is smaller than the state and county average. A single person lived in 22 percent of owner occupied homes and 39 percent of renter occupied homes. There were fewer large households, with five or more people, in Menlo Park than in county or state. Almost 29 percent of owner occupied homes were large households while only 17 percent of renter occupied homes were large households in 2010 according to the U.S. Census.

Comparison of Household Size and Percent of Single-Person and Large Households (2010)

	Menlo Park	San Mateo County	California
Average Household Size 2010	2.5	2.8	2.9
Single Person Households	30%	25%	23%
Large Households (5+ people)	10%	13%	16%

Source: 2010 U.S. Census

Household Size & Owners Versus Renters

		Menlo Park	County	State
2000	Average Household Size	2.4	2.7	2.9
	Percent Owners	57%	61%	57%
	Percent Renters	43%	39%	43%
2011	Average Household Size	2.4	2.7	2.9
	Owners Average Household Size	2.7	2.8	3.0
	Renters Average Household Size	2.1	2.7	2.9
	Percent Owners	54%	59%	56%
	Percent Renters	46%	41%	44%

Source: 2010 US Census SF1, 2009-2011 American Community Survey

People Moving

Menlo Park is an attractive location for families because of the good school districts and for Silicon Valley workers because of proximity to jobs. Consequently, many young people have moved into the city. According to the U.S. Census, between 2000 and 2010, about 1,875 people in their 20's and 30s have moved to Menlo Park.

Older families are more likely to move out of Menlo Park. This may be because their children finish school and they are looking to trade down to a smaller home. Older families may also want to cash out the equity they have in their homes. According to the U.S. Census, about 1,740 people in their 40's, 50's and 60's moved out of Menlo Park between 2000 and 2010, with more than half of this number coming from people in their 40s.

Women in their 80's also were particularly likely to move out, with approximately 200 people in that age group who moved out between 2000 and 2010. Percentage wise, according to the U.S. Census, 17 percent of the women in their 80's moved out of Menlo Park between 2000-2010.

Race and Ethnicity

In 2010, Menlo Park was approximately 74 percent White, 13 percent Asian, and less than six percent African American. Approximately 18 percent of Menlo Park's population is Latino/Hispanic (which is measured separately and not considered a race by the US Census). Statewide, the Latino/Hispanic population was 38 percent in 2010.

Race and Ethnicity			
	Menlo Park	County	State
White	75%	59%	62%
Black	6%	3%	6%
Asian	11%	25%	13%
Other	5%	8%	14%
More than one Race	4%	5%	4%
Hispanic	16%	25%	38%
Not Hispanic	84%	75%	62%
Total population	32,084	720,143	37,330,448

Source: 2009-2011 American Community Survey

Almost one quarter of residents, 24 percent, were born in a different country. Some of these residents, approximately five percent of households, are linguistically isolated, where no one over the age of 14 speaks English well. The language spoken by these families varies greatly, with Spanish, Asian languages and other European languages the most common.

General Housing Characteristics

According to the California Department of Finance there were 13,124 homes in Menlo Park as of January 2013. This is about a three percent increase from 2000. This rate is lower than the five percent growth rate for San Mateo County but significantly less than the eleven percent growth rate for the state as a whole. However, it is important to

remember that the housing growth rate for San Mateo County was the lowest in the entire state from 2000 to 2013.

Comparison of General Housing Characteristics

	Menlo Park	San Mateo County	California
Number of Homes 2013	13,124	272,477	13,552,624
Number of Homes 2000	12,738	260,576	12,214,549
Percent Change 2000-2010	3%	5%	11%
Single family (detached)	55%	57%	58%
Single family (attached)	8%	9%	7%
2 units	3%	2%	3%
3 - 4 units	10%	4%	6%
5 - 9 units	7%	6%	6%
10 -19 units	6%	6%	5%
20+ units	11%	13%	11%
Mobile homes	<1%	1%	4%
Homeowner vacancy rate	1%	1%	2%
Rental vacancy rate	3%	4%	5%
Ownership rate	57%	61%	58%

Source: 2010 ACS and California Department of Finance (2013)

Approximately 55 percent of homes were single family detached in 2010. Ten percent of homes were in buildings with three or four units. Another 11 percent were in large complexes, with 20 or more units. The rest were between 5 and 19 units. In 2010, 57 percent of homes in Menlo Park were owner-occupied, the same rate as 2000. This is slightly lower than the rate for San Mateo County (61 percent) and the state (58 percent). Vacancy rates in Menlo Park are low. Approximately 4.0 percent of rental units were vacant in 2011, which is considered a tight market based on routine turnover of apartments.

Vacancy Rate

		Menlo Park	County	State
2000	Owner	0.3%	0.5%	1.4%
	Renter	1.5%	1.8%	3.7%
2011	Owner	0.8%	1.2%	2.2%
	Renter	4.0%	4.0%	5.5%

Source: 2009-2011 American Community Survey, 2000 US Census

Year Structures Built and Potential Housing Problems

Menlo Park has many neighborhoods, some newer and some older. Overall, almost 30 percent of Menlo Park homes were built in the 1950s. Approximately 19 percent were built between 1980 and today. Ten percent of homes are at least 80 years old.

Year Structure Built

	Menlo Park	County	State
Built in 2000 or more recently	6%	5.4%	12%
Built in 1990s	7%	6%	11%
Built in 1980s	6%	9%	15%
Built in 1970s	15%	17%	18%
Built in 1960s	11%	17%	14%
Built 1950s or Earlier	56%	45%	30%
Total	13,623	271,140	13,688,351

Source: 2009-2011 American Community Survey

As can be seen in the table below, slightly over half of the housing units in Menlo Park are 3-bedroom units or larger, with 20% being studio and one-bedroom units. With an average household of 2.6 persons, as of 2013, there is somewhat of a mismatch between the size of the housing available and the need for housing in the community. This situation is indicative of an aging population with seniors living in housing larger than their needs.

Bedrooms

	Menlo Park	County	State
No bedroom	3%	4%	4%
1 bedroom	17%	16%	14%
2 bedrooms	29%	26%	28%
3 bedrooms	31%	34%	33%
4 bedrooms	15%	16%	16%
5 or more bedrooms	5%	5%	4%
Total	13,623	271,140	13,688,351

Source: 2009-2011 American Community Survey

The U.S. Census defines housing problems as either physical defects, overcrowded units or households that are considered cost burdened and paying more than 30% of their income for housing. The table below shows housing problems in Menlo Park by the income of the household based on the income categories defined under State housing element law. As can be seen in the table, a significant number of households are considered cost burdened.

Housing Problems

	Total Renters	Total Owners	Total Households
Extremely Low Income			
Percent with any housing problems	0%	0%	0%
Cost Burden >30% to 49% of income	13%	8%	11%
Cost Burden >50% of income	66%	67%	67%
Total	640	495	1135
Very Low Income			
Percent with any housing problems	0%	0%	0%
Cost Burden >30%	78%	91%	83%
Total	630	475	1105
Low Income			
Percent with any housing problems	0%	0%	0%
Cost Burden >30%	67%	54%	62%
Total	910	680	1590

Source: CHAS Data 2006-2010

Home Sales Prices and Rents

The median single-family home price in Menlo Park in 2012 was \$1,468,433. This is about a ten percent increase from the previous year, when the median single-family home price in Menlo Park was \$1,339,314. The median price of a condominium was (relatively) more affordable, at \$903,950 in 2012, but that was a 24 percent increase from 2011, when the median price of a condominium was \$726,150. The median home in Menlo Park has regained all of its value since 2007. At the high point in 2007, the median Menlo Park home was worth \$1,910,000. Adjusted for inflation to 2013 dollars, this translates to \$1,310,000, about equal to the value today (sales data from the San Mateo County Association of Realtors, SAMCAR and inflation data from Bureau of Labor Statistics). Below are sales prices for single-family homes and common interest development homes for 2012 in San Mateo County (data from the San Mateo County Association of Realtors, SAMCAR). Home values are determined by Zillow based on generalized sales for a given area and type of house, while sales prices are the actual price paid for a specific property.

Median Home Value

	Single Family			Multi Family		
	Menlo Park	County	State	Menlo Park	County	State
2003	\$1,080,072	\$733,320	\$401,940	\$651,294	\$465,318	\$353,682
2004	\$1,127,541	\$802,821	\$477,486	\$701,961	\$512,910	\$413,895
2005	\$1,296,743	\$939,148	\$576,436	\$772,905	\$586,432	\$498,848
2006	\$1,366,545	\$961,170	\$636,410	\$792,925	\$625,140	\$534,980
2007	\$1,337,952	\$935,536	\$594,272	\$763,168	\$600,432	\$493,920
2008	\$1,320,084	\$865,512	\$485,784	\$739,260	\$554,364	\$412,776
2009	\$1,234,764	\$749,304	\$365,580	\$686,772	\$465,696	\$337,716
2010	\$1,233,496	\$762,910	\$359,948	\$718,933	\$449,507	\$333,733
2011	\$1,168,947	\$691,439	\$330,527	\$622,635	\$390,576	\$300,142
2012	\$1,149,986	\$660,944	\$305,727	\$596,001	\$360,065	\$271,185
2013	\$1,423,600	\$764,000	\$338,200	\$713,900	\$413,300	\$297,700

Source: Zillow Real Estate median home price, based on January estimate of each year, supplemented with median sales price from San Mateo County Association of Realtors.

Note: Adjusted for inflation to 2013 dollars

Median Home Sale Prices

	Single Family			Multi Family		
	Menlo Park	County	State	Menlo Park	County	State
2005	\$1,710,011	\$939,148	\$576,436	\$987,700	\$586,432	\$498,848
2006	\$1,686,835	\$961,170	\$636,410	\$881,978	\$625,140	\$534,980
2007	\$1,608,688	\$935,536	\$594,272	\$767,200	\$600,432	\$493,920
2008	\$1,675,877	\$865,512	\$485,784	\$1,066,500	\$554,364	\$412,776
2009	\$1,338,999	\$749,304	\$365,580	\$837,000	\$465,696	\$337,716
2010	\$1,401,584	\$762,910	\$359,948	\$873,120	\$449,507	\$333,733
2011	\$1,339,314	\$691,439	\$330,527	\$726,150	\$390,576	\$300,142
2012	\$1,468,433	\$660,944	\$305,727	\$903,950	\$360,065	\$271,185

Source: San Mateo County Association of Realtors, based on actual sales of each year; State based on Zillow/MLS

Note: Adjusted for inflation to 2013 dollars

The median single-family home price in San Mateo County in 2012 was \$660,944 and for California as a whole it was \$305,727. In Santa Clara County, the median home price was \$588,000. Menlo Park's home prices have increased in real dollar terms over the last ten years, while the prices for the state and the county as a whole have not.

Several sources of data have been used to assess rental housing costs — U.S. Census, Craigslist and RealFacts, a private firm that surveys asking rents in the Bay Area. The median rental price for single-family homes was \$4,239 per month in June 2012 according to the Census. For multi-family apartments, the price was \$2,803. Adjusted for size, the median price was \$2.27 per square foot. The US Census listed the median rent figure as \$1,710 in 2010. The census listed San Mateo County median rent as \$1,443 and the California's median rent as \$1,147.

Information from RealFacts and Craigslist are shown in the tables below for various size units in Menlo Park.. Rents have been rising recently, although over the past year average rental prices have decreased slightly.

Average Rents in Menlo Park from RealFacts

	1 Bed 1 Bath		2 Bed 1 Bath		3 Bed 2 Bath	
	Price	Percent Increase	Price	Percent Increase	Price	Percent Increase
2005	\$1,971		\$1,934	x	\$3,628	
2006	\$2,082	6%	\$1,916	-1%	\$3,820	5%
2007	\$2,209	6%	\$1,996	4%	\$3,866	1%
2008	\$2,224	1%	\$2,031	2%	\$3,830	-1%
2009	\$2,242	1%	\$2,102	3%	\$3,803	-1%
2010	\$2,130	-5%	\$2,094	0%	\$3,572	-6%
2011	\$2,302	8%	\$2,466	18%	\$3,894	9%
2012	\$2,531	10%	\$2,843	15%	\$4,442	14%
2013	\$2,495	-1%	\$2,725	-4%	\$4,177	-6%

Source: RealFacts Annual Trends Report, based on reporting from large apartment complexes of 50 or more units

Note: Adjusted for inflation to 2013 dollars

Average Rents in Menlo Park from Craigslist

	Menlo Park	Survey Size
Studio	\$1,666	4
One Bedroom	\$2,202	18
Two Bedroom	\$3,202	20
Three Bedroom	\$5,537	17
Four Bedroom	\$7,065	6
Average Square Footage	1,419	52
Average Number of Bedrooms	2.3	70
Average Rent	\$4,409	70
Average Rent per Sq. Foot	\$3.11	52

Source: Craigslist Rental Survey conducted in June and July of 2013

Summary of 2013 Rents

	Menlo Park		County	
	RealFacts	Craigslist	RealFacts	Craigslist
Studio	-	\$1,666	\$1,463	\$1,429
One Bedroom	\$2,495	\$2,202	\$2,004	\$1,990
Two Bedroom	\$2,725	\$3,202	\$2,285	\$2,660
Three Bedroom	\$4,177	\$5,537	\$3,400	\$3,758
Four Bedroom	-	\$7,065	-	\$6,418

Source: RealFacts Annual Trends Report, based on reporting from large apartment complexes, Craigslist Survey conducted in June and July 2013

Note: County Craigslist information derived from average of municipal sampling.

**Median County Rents from San Mateo County
Department of Housing**

	1 Bed	Yearly Increase	2 Bed	Yearly Increase
2003	\$1,580	-9.2%	\$1,916	-7.9%
2004	\$1,503	-4.9%	\$1,806	-5.8%
2005	\$1,472	-2.1%	\$1,698	-6.0%
2006	\$1,523	3.4%	\$1,714	0.9%
2007	\$1,628	7.0%	\$1,840	7.4%
2008	\$1,715	5.3%	\$1,957	6.3%
2009	\$1,672	-2.5%	\$1,871	-4.4%
2010	\$1,555	-7.0%	\$1,760	-5.9%
2011	\$1,600	2.9%	\$1,818	3.3%
2012	\$1,824	14%	\$2,087	15%
2013	\$1,954	7.1%	\$2,234	7.1%

Source: San Mateo Department of Housing

Note: Adjusted for inflation to 2013 dollars



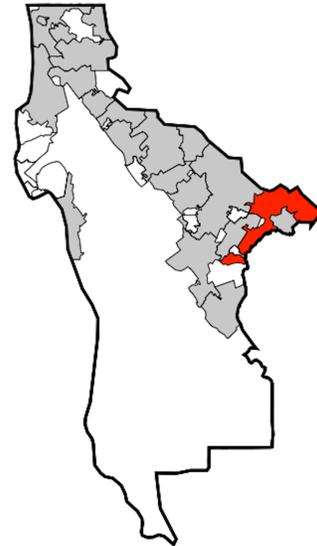
Affordability

Because Menlo Park’s housing is so expensive, many people have to stretch to make their monthly rent payment. Also, many people who work in Menlo Park cannot afford to live in the city. There are a number of consequences of the lack of affordable housing in Menlo Park and Silicon Valley. People who work in the

community are forced to commute long distances. Children and senior citizens may not be able to afford to live in the community where they grew up or grew old. And the long commutes clog our highways and contribute to climate change.

To afford the median priced home in Menlo Park, a family would need to make more than \$260,000. To afford a home that rents at \$3,000 a month, a family would need to make more than \$125,000. Most jobs in Menlo Park and the region do not pay this amount. The difference between what the workforce and the community can pay for housing based on household income and what the prices are for homes in the community is called an affordability gap – and this gap is significant in Menlo Park.

The general rule of thumb is that a household should not spend more than 30 percent of its income on housing. If they do, they are referred to as cost burdened. Many people in Menlo Park are cost burdened to some degree, but it is worse for certain groups. Seniors, large families, low and moderate-income households, and single parent households are most at risk. Households who are cost burdened may be forced to move from their communities or be unable to pay for necessities.



The tables below show the sales and rental affordability gap between household incomes for 2013 established for San Mateo County (see definitions) compared to actual sales and rental costs. As can be seen in the table, sales prices and market rents are not affordable to households earning moderate incomes or below.

Ability to Pay for For-Sale Single Family Detached Homes in Menlo Park

	Annual Income	Maximum Affordable Home Price	Median Priced Single Family Detached Home	Affordability Gap for Single Family Home
Single Person				
Extremely Low Income	\$23,750	\$97,114	\$1,468,433	-\$1,371,319
Very Low Income	\$39,600	\$161,925	\$1,468,433	-\$1,306,508
Low Income	\$63,350	\$259,039	\$1,468,433	-\$1,209,394
Median Income	\$72,100	\$294,818	\$1,468,433	-\$1,173,615
Moderate Income	\$86,500	\$353,699	\$1,468,433	-\$1,114,734
Four Person				
Extremely Low Income	\$33,950	\$138,822	\$1,468,433	-\$1,329,611
Very Low Income	\$56,550	\$231,233	\$1,468,433	-\$1,237,200
Low Income	\$90,500	\$347,655	\$1,468,433	-\$1,120,778
Median Income	\$103,000	\$370,055	\$1,468,433	-\$1,098,378
Moderate Income	\$123,600	\$505,402	\$1,468,433	-\$963,031

Source: Baird + Driskell Community Planning; San Mateo County Association of Realtors; www.hsh.com/calc-howmuch.html

Ability to Pay for For-Sale Condominiums or Townhomes in Menlo Park

	Annual Income	Maximum Affordable Home Price	Median Priced Townhouse or Condominium	Affordability Gap for Condo
Single Person				
Extremely Low Income	\$23,750	\$97,114	\$903,950	-\$806,836
Very Low Income	\$39,600	\$161,925	\$903,950	-\$742,025
Low Income	\$63,350	\$259,039	\$903,950	-\$644,911
Median Income	\$72,100	\$294,818	\$903,950	-\$609,132
Moderate Income	\$86,500	\$353,699	\$903,950	-\$550,251
Four Person				
Extremely Low Income	\$33,950	\$138,822	\$903,950	-\$765,128
Very Low Income	\$56,550	\$231,233	\$903,950	-\$672,717
Low Income	\$90,500	\$347,655	\$903,950	-\$556,295
Median Income	\$103,000	\$370,055	\$903,950	-\$533,895
Moderate Income	\$123,600	\$505,402	\$903,950	-\$398,548

Source: Baird + Driskell Community Planning; San Mateo County Association of Realtors; www.hsh.com/calc-howmuch.html

Note: Maximum Affordable House Price is based on the following assumptions: 4.5% interest rate; 30-year fixed loan; 50% Yearly Salary as Down Payment; 1% property tax; PMI, .5% insurance rate; and no other monthly payments/debt.

Ability to Pay for Rental Housing

	Annual Income	Maximum Affordable Monthly Rent	2012 Market Rent	Affordability Gap
Single Person				
Extremely Low Income	\$23,750	\$594	\$2,495	-\$1,901
Very Low Income	\$39,600	\$990	\$2,495	-\$1,505
Low Income	\$63,350	\$1,584	\$2,495	-\$911
Median Income	\$72,100	\$1,803	\$2,495	-\$693
Moderate Income	\$86,500	\$2,163	\$2,495	-\$333
Four Person				
Extremely Low Income	\$33,950	\$849	\$4,177	-\$3,328
Very Low Income	\$56,550	\$1,414	\$4,177	-\$2,763
Low Income	\$90,500	\$2,263	\$4,177	-\$1,915
Median Income	\$103,000	\$2,575	\$4,177	-\$1,602
Moderate Income	\$123,600	\$3,090	\$4,177	-\$1,087

Source: Baird + Driskell Community Planning; RealFacts (2013)

Note: Estimates based upon upper end of income bracket. Single person analysis based upon 1 bedroom 1 bath unit, four-person estimate is based on 3 bedroom 2 bath unit. Ability to pay is based upon 30% of income devoted to housing.

Households Overpaying for Housing

	Income	Menlo Park		County	State
		Number	Percent		
Owner-occupied	Less than \$35,000	580	71%	68%	68%
	\$35,000-\$74,999	498	51%	53%	54%
	\$75,000+	1,376	27%	33%	27%
Renter-occupied	Less than \$35,000	998	88%	95%	90%
	\$35,000-\$74,999	698	57%	61%	49%
	\$75,000+	309	10%	11%	9%

Source: 2009-2011 American Community Survey

Note: Excludes Households with no income or cash rent.

Based on 2009-2011 American Community Survey (U.S. Census) data, there were 2,005 renter households and 2,454 owner households (total of 4,459 households) overpaying for housing in Menlo Park in 2011. Of those overpaying households, 2,774 were lower income (1,696 renter and 1,078 homeowner lower-income households overpaying). Further, of the lower income households overpaying for housing, there were 998 renter and 580 homeowner extremely low-income (ELI) households. Approximately 68 percent of senior renters, 57 percent of large family renters, and 33 percent of the general Menlo Park population, are cost burdened. Using the 30 percent rule, below is an estimate how much people can afford to spend on housing.

How Much Can People Afford to Pay for Housing

Income Level Name	Income Level Range	Maximum Affordability Sales Price	Maximum Rental Price
Extremely Low Income	Under \$30,481	\$125,600	\$762
Very Low Income	\$30,481-\$53,400	\$220,200	\$1,335
Low Income	\$53,401 - \$85,450	\$309,900	\$2,136
Moderate Income	\$85,451 - \$111,750	\$405,300	\$2,794
Above Moderate Income	\$111,750 +		

Assumptions: Mortgage at 4% interest, 30 year fixed rate loan, property tax at 1% and homeowners insurance at 0.25% of home value, down payment based on 50% of annual salary, and maximum front-end ratio of 28%.

At this price, homes are not affordable to many people in the local workforce. Based on the jobs expected in San Mateo County, the workforce housing needs to accommodate all income levels are shown in the table below.

Housing Need Based on New Jobs in San Mateo County (2012)

Income Level Name	New Housing Need Based on New Jobs in San Mateo County	Percent of Recently Sold Homes Available to Different Income Levels
Extremely Low Income	8%	0%
Very Low Income	13%	<1%
Low Income	22%	5%
Moderate Income	14%	12%
Above Moderate Income	44%	

Source: Zillow database of 1,540 recently sold homes accessed on September 4, 2012. Homes not sold "at arms length" (e.g. sold for \$1) not included.

Overcrowding

One consequence of high housing prices is overcrowding. The U.S. Census uses a standard of more than 1 person per room resulting in a home that is considered overcrowded. If there are more than 1.5 people per room it is considered severely overcrowded. Because this standard uses rooms¹⁰ (not bedrooms), two people can share a one-bedroom apartment and not be overcrowded. Menlo Park had an overcrowding rate of 2.8 percent and a severe overcrowding rate of 1.5 percent in 2010. Overcrowding was significantly worse for renters. According to the U.S. Census there are 211 overcrowded owner households and 323 overcrowded renter households in Menlo Park.

Number of Overcrowded Units

		Occupied Homes		Percent	
		Menlo Park	Menlo Park	County	State
Owner	Not overcrowded	6,775	97%	96%	96%
	Overcrowded	187	2.7%	3%	3%
	Extremely overcrowded	24	0.3%	1%	1%
Renter	Not overcrowded	5,574	95%	86%	86%
	Overcrowded	230	3.9%	8%	8%
	Extremely overcrowded	93	1.6%	5%	6%

Source: 2009-2011 American Community Survey

Note: 0-1 people per room is not overcrowded, 1-1.5 people per room is overcrowded, more than 1.5 people per room is extremely overcrowded

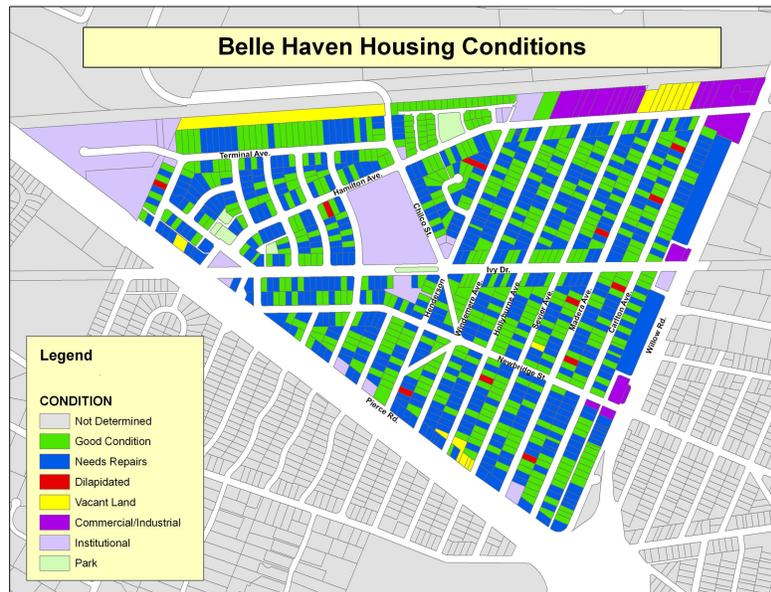
Housing Stock Condition

The condition of the housing stock in Menlo Park is generally good, with the exception of individual units that are scattered around the city and a small concentration of units in poor condition within the Belle Haven neighborhood.

¹⁰ Kitchens, bathrooms and hallways are excluded from the calculations.

The best way to learn about the condition of homes is to do a physical survey of a neighborhood. Additionally, sometimes jurisdictions use census data to look at homes that do not have complete plumbing or kitchen facilities. In Menlo Park, the 2010 ACS survey found no homes that lacked complete plumbing facilities and 22 homes (0.2%) that lacked complete kitchens. According to the U.S. Census, complete kitchens include a sink with piped water, range or cook stove and a refrigerator. Sometimes, older homes are more at risk for disrepair. The age of homes is detailed above, but because many homes in Menlo Park have been updated, there is not much connection between age and condition.

The map to the right shows the results of a housing condition survey conducted in the Belle Haven community in October 2008. This survey is still considered relevant today as a means of identifying housing conditions and needs in the Belle Haven neighborhood. The San Mateo County Department of Housing operates several



rehabilitation loan programs to address housing conditions. In addition, organizations such as the Center for Independence of Individuals with Disabilities, El Concilio of San Mateo County and Rebuilding Together Peninsula offer rehabilitation assistance. Of 1,009 housing units surveyed in the neighborhood, 492 (48.76%) were judged to be in good condition. This number included the 47 newly completed homes from the Hamilton Park development.

Five hundred and four homes (50 percent) were determined to need repairs, often fairly extensive. The methodology for classifying these homes was based on some exterior clues that suggested the extent to which they had been maintained or updated over the years. The first exterior clue was the size of the mast and weather head through which electrical service enters the home. The original mast was a one-inch pipe. If the original weather head was still in service, it suggests that the home still has the original knob and tube wiring and an antiquated electrical service. If the electrical service has been upgraded to accommodate the load capacity requirements for a modern house, the

weather head would likely have been replaced with a new, larger mast and weather head. Also, if the old wiring has not been replaced, it is likely that the home has no insulation in the walls. Poorly insulated homes are not energy efficient and can lead to conditions that can result in the cultivation of mold on or in the walls, which can have impacts on the health of the occupants.

The second exterior clue that was employed was the type of windows on the unit. The original single-glaze wood or metal-framed windows are not energy efficient and condensation forms on the inside during cold weather. The condensation can pool on the window stool, eventually causing rot in the wood and mold growth around the window and in the walls below it. Where windows have been replaced with double-glaze, condensation is less common.

Thirteen homes were classified as dilapidated, suggesting the need for major rehabilitation or demolition. Several vacant lots were also identified in the neighborhood.

B Special Housing Needs



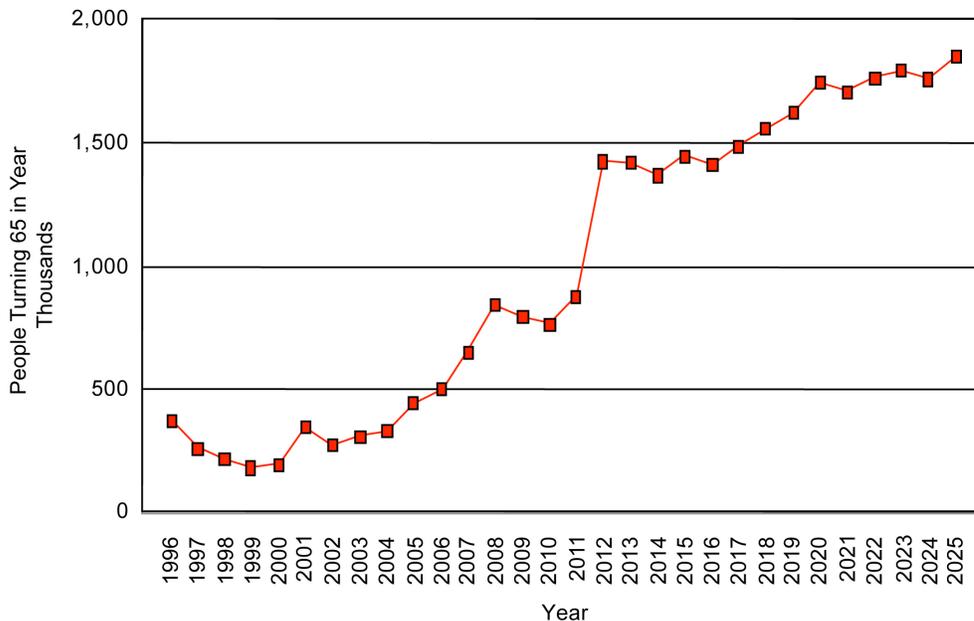
In addition to overall housing needs, cities and counties must plan for the special housing needs of certain groups. State law (65583(a)(6)) requires that several populations with special needs be addressed — homeless people, seniors, people living with disabilities, large families and female-headed households. The Housing Element should take into account any local factors that create an extraordinary need for housing, and should quantify those needs as well as possible. Farmworker housing is also required by State law to be addressed in local Housing Elements if it is a local need. In Menlo Park, less than one-tenth of one percent of the population is employed in agriculture combined (ABAG). While there is a need for farmworker housing in San Mateo County (primarily in west County areas), there is no need for farmworker housing in Menlo Park so it is not included in this analysis.

Seniors

As described earlier, Menlo Park has a higher percentage of seniors than the county or the state. In 2010, there were approximately 4,580 seniors (age 65 plus) in Menlo Park. Approximately 920 were 85 or older. This is a decrease from 2000, when there were approximately 4,890 senior households. Approximately nine percent of Menlo Park residents are in their 60's, 5.5 percent are in their 70's and 5.1 percent are in their 80's or older.

Seniors' income tends to decline as they age. Young seniors often have some retirement savings or employment income that can supplement social security. More than 42 percent of seniors in the 65-74 year age bracket worked in the past year, while only 10 percent of seniors age 75 or more worked. Older seniors are more likely to use up their savings and therefore are more likely to live in poverty. The graph below shows the significant increase in the senior population in the United States.

Number of People Projected to Turn 65 Each Year in the United States



Source: Pew Research Center, 2010

Younger seniors tend to need less support. Most prefer to stay in their home for as long as they can. They may benefit from programs to help them rehabilitate their homes to make them better for people to age in place. Older seniors often are unable to maintain a single family home and look to move to a smaller home or some type of senior living development. Senior renters are particularly at risk for displacement because their incomes are decreasing while their housing expenses are increasing.

Senior Households Renting Versus Owning by Tenure

		Menlo Park	County	State
All Ages	Owners	56%	60%	57%
	Renters	44%	40%	43%
	Total	12,726	256,423	12,433,172
Age 65-74	Owners	80%	79%	75%
	Renters	20%	21%	25%
	Total	1,483	27,053	1,265,873
Age 75-84	Owners	80%	81%	75%
	Renters	20%	19%	25%
	Total	900	18,014	823,750
Age 85 +	Owners	74%	75%	69%
	Renters	26%	25%	31%
	Total	538	9,136	342,029

Source and Notes: 2009-2011 American Community Survey, Seniors are age 65 +

Seniors and Income

	Menlo Park	County	State
Below Poverty Level	5%	6%	10%
Income under \$30,000	28%	28%	38%
\$30,000-\$49,000	16%	19%	20%
\$50,000-\$74,999	13%	16%	16%
\$75,000-\$99,999	8%	11%	9%
\$100,000+	34%	26%	17%
Total Seniors	3,032	55,093	2,474,879

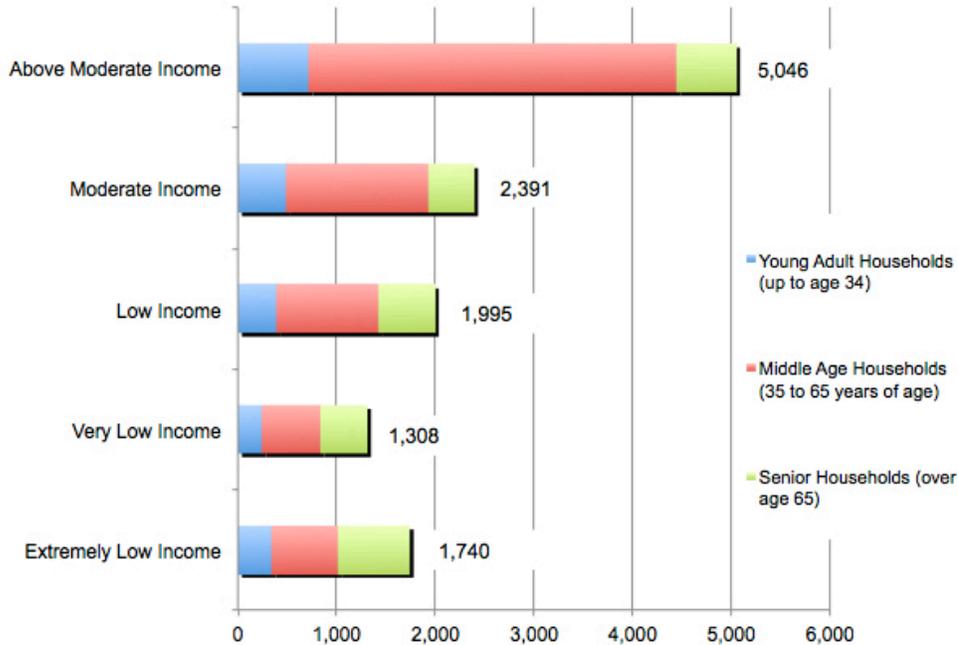
Source and Notes: 2009-2011 American Community Survey, Seniors are age 65+

Seniors by Income, Tenure and Age

		Extremely Low <30% of Median Income	Very Low 50% of Median Income	Low 80% of Median Income	Moderate 120% of Median	Above Moderate >120% of Median
All Ages	Owner	42%	43%	43%	54%	66%
	Renter	58%	57%	57%	46%	34%
	Total	980	1,110	1,595	955	7,815
Age 62-74	Owner	43%	86%	82%	42%	94%
	Renter	58%	14%	18%	58%	6%
	Total	200	185	305	130	1,190
Age 75+	Owner	62%	69%	67%	90%	88%
	Renter	38%	31%	33%	10%	12%
	Total	265	225	275	195	690

Sources: CHAS Data 2006-2010

Distribution of Households by Age and Income in Menlo Park (2012)



Source: Claritas, 2012

Persons Living with Disabilities

Approximately seven percent of residents in Menlo Park had a disability, as defined by the US Census. The Census Bureau defines disability as, “A long-lasting physical, mental, or emotional condition. This condition can make it difficult for a person to do activities such as walking, climbing stairs, dressing, bathing, learning, or remembering. This condition can also impede a person from being able to go outside the home alone or to work at a job or business.” Not surprisingly, people over 65 are much more likely to have a disability. Over 29 percent of seniors have some type of disability.



Age and Type of Disability

	Number			Percent		
	Menlo Park	County	State	Menlo Park	County	State
Under 18 with Disability	102	3,270	280,649	1%	2%	3%
Age 18-64 with Disability	884	23,231	1,843,497	3%	5%	8%
Age 65 + with Disability	1,081	28,703	1,547,712	25%	31%	37%
Any Age with Any Disability	2,067	55,204	3,671,858	7%	8%	10%
Any Age with Hearing Disability	616	15,651	1,022,928	2%	2%	3%
With Vision Disability	308	8,199	685,600	1%	1%	2%
With Cognitive Disability	615	19,549	1,400,745	2%	3%	4%
With Ambulatory Disability	932	29,757	1,960,853	3%	4%	5%
With Self Care Disability	435	12,819	862,575	1%	2%	2%
With Independent Living Disability	872	22,735	1,438,328	3%	3%	4%

Source: 2009-2011 American Community Survey

Note: Some people may have multiple disabilities

People with disabilities may have unique housing needs. Fair housing laws and subsequent federal and state legislation require all cities and counties to further housing opportunities by identifying and removing constraints to the development of housing for individuals with disabilities, including local land use and zoning barriers, and to also provide reasonable accommodation as one method of advancing equal access to housing.

The Fair Housing laws require that cities and counties provide flexibility or even waive certain requirements when it is necessary to eliminate barriers to housing opportunities for people with disabilities. An example of such a request might be to place a ramp in a front yard to provide access from the street to the front door. The State Attorney General, in a letter to the City of Los Angeles in May 2001, stated that local governments have an affirmative duty under fair housing laws to provide reasonable accommodation and “It is becoming increasingly important that a process be made available for handling such requests that operates promptly and efficiently.” He advised jurisdictions not to use existing variance or conditional use permit processes because they do not provide the correct standard for making fair housing determinations and because the public process used in making entitlement determinations fosters opposition to much needed housing for individuals with disabilities.

A fundamental characteristic of a fair housing reasonable accommodation procedure is the establishment of appropriate findings that reflect the intent and specific language of both the federal and state fair housing statutes. In this regard, it is somewhat different than traditional or typical zoning cases because here the focus of review is the need of the individual with disabilities to overcome barriers to housing, not on the topography of the site or the unique character of the lot. The focus here is solely on the special need of the individual to utilize his or her home or dwelling unit, which is directly related to the

individual’s disability. It is this reasoning that underlies the Attorney General’s warning not to utilize variance criteria for such determinations. The City has identified a program (H3.C) to establish a reasonable accommodation procedure and the program is underway.

People with Developmental Disabilities

The Olmstead decision of the U.S. Supreme Court (1999) requires that meaningful opportunities be created for individuals with developmental disabilities to reside, work and receive support services in the most integrated settings. HUD has also issued guidance (most recently in 2013) to encourage actions to achieve implementation of the Olmstead decision. In 2010, SB 812 was signed into law requiring local housing elements to include an analysis of the special housing needs of people with developmental disabilities. Additionally, SB 812 requires that individuals with disabilities receive public services in the least restrictive, most integrated setting appropriate to their needs. The information below has been provided by the Golden Gate Regional Center (GGRC), which covers the San Francisco Bay Area.

California defines developmentally disabled as a, “severe and chronic disability that is attributable to a mental or physical impairment. The disability must begin before the person’s 18th birthday, be expected to continue indefinitely, and present a substantial disability.” Some development disabilities cause mental retardation and some do not. Common developmental disabilities include Down’s Syndrome, autism, epilepsy and cerebral palsy.

Type of Developmental Disability in San Mateo County	
	San Mateo County Distribution of People with Developmental Disabilities
Mild/Moderate Mental Retardation	50%
Autism	18%
Epilepsy	18%
Cerebral Palsy	17%
Severe/Profound Mental Retardation	11%

Source: Golden Gate Regional Center

People with developmental disabilities in San Mateo County have various diagnoses. The common ones are summarized below. Because people can have multiple diagnoses, the numbers total more than 100 percent.

People with developmental disabilities also tend to be younger than the general population. There are several reasons for this. For some diagnoses there is a shorter life expectancy. More importantly, starting in the 1990s there was an “autism wave” with

many more young people being diagnosed with the disorder, for reasons that are still not well understood. The racial demographics of the developmentally disabled population mirror that of the population of the Bay Area.

Age of People with Development Disabilities in Menlo Park		
Age Range	Number	Percent
0-3	33	22%
4-14	54	35%
15-29	30	20%
30-44	20	13%
45-59	10	6%
60-74	5	3%
75-89	1	1%
Total	153	100%

Source: Golden Gate Regional Center, February 2014

Many people with developmental disabilities are unable to secure long-term employment. This results in many people relying on Supplemental Security Income (SSI) and many earn 10-20 percent of the Area Median Income (AMI).

People with developmental disabilities have various housing needs and housing situations. Almost all (86 percent) of Menlo Park residents with developmental disabilities live with a parent or legal guardian. The remaining Menlo Park residents with developmental disabilities live independently or with some supportive services.

Living Arrangements of People with Developmental Disabilities in Menlo Park		
Lives with	Number Menlo Park	Percent Menlo Park
Parents/Legal Guardian	133	86%
Own Home	17	11%
Licensed Group Homes	1	1%
Licensed Health Care Facility	1	1%
Foster-Type Care	1	1%
Total:	153	100%

Source: Golden Gate Regional Center, February 2014

Note: Counts based on zip code and may include areas outside of jurisdictional borders.

Age and Living Arrangements of People with Developmental Disabilities in Menlo Park and San Mateo County

	Home of Parent or Guardian	Own Home	Licensed Group Home	Licensed Health Care Facility	Foster-Type Care	Homeless	Subtotal of Autism Only	Total Number for All Diagnoses
Menlo Park								
0-3	33	0	0	0	0	0	**	33
4-14	54	0	0	0	0	0	18	54
15-29	27	2	0	0	0	0	6	30
30-44	12	8	0	0	0	0	1	20
45-59	6	3	1	1	1	0	1	10
60-74	1	3	0	0	0	0	0	5
75-89	0	1	0	0	0	0	0	1
90-104	0	0	0	0	0	0	0	0
Grand Total	133	17	1	1	1	0	26	153
San Mateo County								
0-3	609	0	0	0	11	0	**	620
4-14	930	0	11	0	1	1	329	943
15-29	908	47	113	17	13	2	212	1,100
30-44	294	103	135	35	12	0	34	579
45-59	156	109	245	71	11	1	52	593
60-74	35	53	122	91	6	0	10	307
75-89	3	5	20	17	0	0	0	45
90-104	0	0	4	1	0	0	0	5
Grand Total	2,935	317	650	232	54	4	637	4,192

**No diagnosis yet

Source: Golden Gate Regional Center, February 2014

Note: Counts based on zip code and may include areas outside of jurisdiction borders.

According to the Golden Gate Regional Center, trends that are affecting people with developmental disabilities include California’s moves to reduce institutionalization, aging family caregivers not being able to continue providing in-house care and the growing wave of people with autism.

- a. **Deinstitutionalization** – In 1977, California passed the Lanterman Developmentally Disabled Services Act to minimize the institutionalization of developmentally disabled people, help them remain in their communities, and to allow them to live their lives as similar to non-disabled people as possible. To accomplish this end the state has been closing large institutional care facilities,

resulting in more people with disabilities being integrated into the community. However, this has increased the demand for community based independent living options to serve the needs of the developmentally disabled.

- b. **Aging Baby Boomers Unable to Care for Their Children with Developmental Disabilities** – Almost three quarters of people with developmental disabilities live with a parent or caregiver, and many of these caregivers are baby boomers. As these caregivers age their ability to continue to care for their developmentally disabled children will decrease to the point where it is no longer possible. This trend is also going to be a factor in the increased need for community based independent living options for the developmentally disabled. Many service delivery systems and communities are not prepared to meet the increasing need.
- c. **Increasing Numbers of People with Autism** - There is a large number of young adults with developmental disabilities that have autism. They have been brought up as independent members of the community and want to remain independent and involved in the community. There is a growing need to supply community based independent living options for these individuals.

People with developmental disabilities face many challenges when looking for housing:

- a. **Limited supply** – There is a limited supply of disabled accessible, affordable housing generally, and the supply is especially tight near transit. Being near transit is important because many people with developmental disabilities cannot drive.
- b. **Lack of rental history** – Because many people with developmental disabilities have lived with their parents they often do not have rental or credit history. This makes it harder for them to compete for the limited housing that is available.
- c. **Unable to afford high rents** – Due to the challenge of securing long-term employment, people with developmental disabilities are often extremely low income and San Mateo County residents with developmental disabilities often cannot afford the rents in the communities where they grew up.

The three major needs for people with developmental disabilities are low cost (subsidized) rents, disabled accessible homes, and buildings near public transportation. These needs are very similar to the desires of other segments of the population. Policies that promote affordable housing generally are also good for the developmentally disabled community. The Menlo Park Housing Element contains policies and programs supporting the specific recommendations from the Golden Gate

Regional Center. GGRC recommendations and related City programs, in parenthesis, are listed below:

- Jurisdictions assisting with site identification for low income developments (higher density zoned sites and sites designated with the City’s Affordable Housing Overlay zoning; Program H3.D Encourage Rental Housing Assistance Programs)
- Policies to promote accessible homes (Program H3.B, Zone for Transitional and Supportive Housing; Program H3.C, Adopt Procedures for Reasonable Accommodation; Program H3.F, Assist in Providing Housing for Persons Living with Disabilities, Program H3.G Develop Incentives for Special Needs Housing)
- Inclusionary zoning (H4.B, Implement Inclusionary Housing Regulations)
- Second units (Program H4.E, Modify Second Dwelling Unit Development Standards and Permit Process; Program H4.F, Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit)
- Mixed use zoning (implementation of the El Camino Real/Downtown Specific Plan; Program H4.N Create Opportunities for Mixed Use Development)

Additionally, some people with development disabilities need supportive housing that is affordable and located near public transit. In supportive housing, additional services are provided at the home.

Large Families and Female-Headed Households

In 2010, eleven percent of owners and seven percent of renters were large families. Large families were significantly more likely to be poor than smaller families. Over 40 percent of large families had lower incomes in 2010. In 2010, there were a total of 1,039 households headed by a female head of household in Menlo Park. Of those, there were 545 owner households headed by women and 494 renter households headed by women. Of the 545 owner households, 22 were ages 15-34, 334 were ages 35-64 and 189 with the householder over age 65. Of the 494 renter households, 115 were ages 15-34, 346 were ages 35-64 and 33 with the householder over age 65.

Households of 5 or more by Tenure and Housing Problems					
		Menlo Park		County	State
		Number	Percent		
Owner-occupied	Housing Problems	455	67%	59%	61%
	No Housing Problems	225	33%	41%	39%
Renter-occupied	Housing Problems	240	76%	84%	81%
	No Housing Problems	75	24%	16%	19%

Source: 2006-2010 CHAS Data

Household Size, Income and Overcrowding in Menlo Park (2010)

Overcrowding	1-4 persons	5+ Persons
Not Overcrowded	89%	11%
Overcrowded	92%	7%
Income Level		
Extremely Low Income	6%	10%
Very Low Income	3%	15%
Low Income	9%	7%
Moderate Income or Above	82%	59%
Total Households	4,716	1,030

Source: 2006-1010 ACS, 2000 CHAS

Housing Unit Sizes for Renter and Owner Units in Menlo Park (2010)

Number of Bedrooms	Renters	Owners	Total
0 Bedrooms (studio)	<1%	2%	1%
1 Bedroom	2.3%	35%	16%
2 Bedrooms	20%	44%	30%
3 Bedrooms	51%	14%	35%
4 Bedrooms	21%	5%	14%
5 + Bedrooms	7%	0%	4%
Total Households	7,358	5,243	12,601

Source: 2010 ACS

Additional multi-family housing including child care facilities can allow single mothers to secure gainful employment outside the home to address both the housing needs and the supportive service needs of female-headed households. In addition, as identified through workshops on the Menlo Park Housing Element, providing private or nearby open space and recreation assists in the quality of life for families.

In addition, the creation of innovative housing for female heads of household could include co-housing developments where childcare and meal preparation responsibilities can be shared. The economies of scale available in this type of housing would be advantageous to this special needs group as well as all other low-income households. Limited equity cooperatives sponsored by non-profit housing developers are another financing structure that could be considered for the benefit of all special needs groups.

Female Headed Households

	Menlo Park		County	State
	Number	Percent		
Female living with own children, no husband	418	3%	4%	7%
Female living with other family members, no husband	464	4%	6%	6%
Female living alone	2,304	18%	15%	13%
Total Households	12,883	100%	256,305	12,433,049
Female Households Below Poverty Level	NA	5%	8%	17%

Source: 2009-2011 American Community Survey

C Homeless Needs

In 2005-2006, a countywide group of diverse stakeholders undertook an intensive community-based planning process to develop a plan to end homelessness in San Mateo County. The end result – entitled “Housing Our People Effectively (HOPE): Ending Homelessness in San Mateo County” (“the HOPE Plan”) – lays out concrete strategies designed to end homelessness in our community within 10 years. The report incorporates the experiences and expertise of over 200 stakeholders, including members of the business, nonprofit and government sectors. These stakeholders met in working groups over a period of 12 months to develop the recommendations in the plan. Homeless and formerly homeless persons were represented in the working groups, as well as in several focus groups conducted in emergency shelters and transitional housing programs. The result of this year-long community planning process was the finalized HOPE Plan, which was completed in March 2006.

One of the key strategies for ending homelessness laid out in the HOPE Plan is to increase the supply of permanent affordable and supportive housing for people who are homeless and develop strategies to help them to move into permanent housing as rapidly as possible (a “housing first” or “rapid re-housing” approach). The HOPE Plan intentionally made no recommendation to expand the supply of emergency or transitional housing. Although the HOPE planners recognized that there is a lack of needed resources throughout the housing continuum, including emergency and transitional housing, the greatest need and the most effective use of new and/or redirected resources is for creating and sustaining quality affordable housing and supportive housing.

Homeless Count and Demographics

Every other year, San Mateo County along with many other stakeholders, conducts a homeless count. Conducted on January 24, 2013, they found 16 (unsheltered) homeless people living in Menlo Park as well as 142 homeless residents in shelters, institutions, motel voucher programs, etc.

Homeless Count						
Year	Menlo Park			County		
	Unsheltered Homeless	Sheltered Homeless	Total	Unsheltered Homeless	Sheltered Homeless	Total
2007	52	177	229	1,094	970	2,064
2009	25	208	233	803	993	1,796
2011	72	168	240	1,162	987	2,149
2013	16	142	158	1,299	982	2,281
2007 - 2013 Change	-36	-35	-71	205	12	217
2007 - 2013 % Change	-69%	-20%	-31%	+19%	+1%	+11%

Source: 2013 San Mateo County Homeless Census and Survey, 2011 San Mateo County Homeless Census and Survey, 2009 San Mateo County Homeless Census and Survey, prepared by the San Mateo Human Services Agency, Center on Homelessness

There is no data presently available documenting the increased level of demand for shelter in San Mateo County during particular times of the year. Due to the relatively mild climate, the only time of year when increased demand appears to be a factor is during the winter months (December to February). During extremely cold periods, some shelters set up additional cots to accommodate increased demand for shelter and the County periodically opens special “warming shelters” during extended cold spells. Anecdotal evidence suggests that this additional capacity is sufficient to meet the need during these periods.

The biannual homeless count always takes place in the last week of January, which is a period of time when demand for shelter typically is at its highest. The year-round need described above is based on that biannual count. Below is the distribution of homeless persons by need from the 2013 count.

County Homeless Population Location 2007-2013			
	2007	2013	Change
On the Street	29%	15%	-41%
In Car, R.V., or Encampment	24%	41%	90%
In Emergency Shelter	14%	11%	-18%
In Motel with Motel Voucher	5%	1%	-73%
In Transitional Housing	15%	19%	41%
In Institution	13%	12%	7%
Total:	2,064	2,281	217

Source: 2013 San Mateo County Homeless Census and Survey, 2011 San Mateo County Homeless Census and Survey, 2009 San Mateo County Homeless Census and Survey, prepared by the San Mateo Human Services Agency, Center on Homelessness

Demographics of Homeless Population

	County	
	Unsheltered Homeless	Sheltered Homeless
Single Adult or Living w/Another Adult	94%	79%
Family	6%	21%
Male	71%	60%
Female	29%	40%
White	60%	
Latino	19%	
African American	13%	
Other Races	10%	
Non-Veteran	89%	76%
Veteran	11%	24%
Alcohol / Drug Problems	72%	8%
Physical Disability	52%	
Chronic Health Problem	47%	
Mental Illness	37%	10%

Source: 2013 San Mateo County Homeless Census and Survey, prepared by the San Mateo Human Services Agency, Center on Homelessness. May not total 100% due to rounding

Location when Homelessness Occurred

	County
Living in San Mateo County when became homeless	87%
Hometown in San Mateo County	69%

Source: 2013 San Mateo County Homeless Census and Survey, prepared by the San Mateo Human Services Agency, Center on Homelessness

As part of the planning process for the HOPE Plan, a working group was convened to develop an estimate of the number of supportive housing units that would have to be developed to meet the housing needs of all the homeless people in San Mateo County. This working group drew from best practices in the field of supportive housing as well as the expertise of local housing and shelter providers to develop their methodology. The result was an estimate that San Mateo County needed to create 1,682 units of supportive housing for homeless people during the 10-year period from 2006 to 2015. In the two years since the plan was published, 34 supportive housing units for homeless people have been created, leaving a balance of 1,648 units needed.

The estimates presented in the HOPE Plan do not provide a breakdown of unmet need by jurisdiction. However, Menlo Park has estimated its share of the needed units based on the percentage of the total number of unsheltered homeless people living in the community.

The Homeless Survey did not ask respondents to indicate whether they were runaway youth, emancipated foster youth or “transitional age” youth (i.e. ages 18-25), so no data is available on those subpopulations.

Based on information contained in the 2013 San Mateo County Homeless Census and Survey, there are currently three facilities providing beds for 142 homeless people in Menlo Park: (1) Veterans Affairs Domiciliary Program, with beds for 61 adults; (2) Veterans Affairs Compensated Work Therapy Program, with beds for 10 adults; and, (3) Haven Family House, which opened in June 2000 and is operated by Shelter Network as shelter and transitional housing, with beds serving 28 adults, 3 youths and 40 children (71 total, with a capacity to serve 23 families at a time). In addition to the sheltered count of 142 persons, there were 16 unsheltered people in Menlo Park in January 2013 to the Homeless Census and Survey.

Support services are available at each of the three facilities located in Menlo Park. Haven Family House provides case management, housing and job search assistance, financial literacy and savings, children’s services, life skills education and services that go “beyond the bed” to meet their clients’ unique needs and enable them to become self-sufficient for the long term.

The VA facility is operated under the VA Palo Alto Health Care System, which consists of three inpatient facilities located at Palo Alto, Menlo Park and Livermore, plus seven outpatient clinics in San Jose, Fremont, Capitola, Monterey, Stockton, Modesto, and Sonora. These facilities provide some of the world's finest medical care and cutting-edge technology.

There are also other supportive housing programs available for the homeless in San Mateo County. Two of the largest supportive housing programs in the county are the San Mateo County Housing Authority’s Shelter Plus Care and Supportive Housing programs. These are tenant-based voucher programs, in which participants receive a rent subsidy to rent units in the private rental market and have a choice as to where they will live. Tenants are therefore scattered throughout the County and the distribution of units by jurisdiction fluctuates as participants enter and exit the program.

The table below shows programs providing support services for the homeless in San Mateo County.

Programs Providing Support Services for the Homeless in San Mateo County

Provider/Program	Services Provided	Service Area
Core Service Agencies		
Coastside Hope	Information and referral, emergency assistance, rental and utility assistance	Coastside
Daly City Community Services Center	Information and referral, emergency assistance, rental and utility assistance	North County
North Peninsula Neighborhood Services Center	Information and referral, emergency assistance, rental and utility assistance	North County
Pacifica Resource Center	Information and referral, emergency assistance, rental and utility assistance	North County
Samaritan House	Information and referral, emergency assistance, rental and utility assistance	Central County
El Concilio Emergency Services Partnership	Information and referral, emergency assistance, rental and utility assistance	South County
Fair Oaks Community Center	Information and referral, emergency assistance, rental and utility assistance	South County
Emergency Assistance		
Salvation Army	Emergency food and clothing; information and referrals	North, Central, South County
St. Vincent DePaul Society	Emergency food and clothing; information and referrals; homeless help desks	All County
Puente Del Costa Sur	Emergency food and clothing; information and referrals;	Coastside
Homeless Outreach		
Homeless Outreach Team (San Mateo County Human Services Agency/Shelter Network)	Intensive street outreach with direct access to housing.	Downtown San Mateo
Mateo Lodge Mobile Support Team	Mobile mental health services for homeless people with mentally illness	All County
Health Services		
Mobile Health Clinic (San Mateo County Health Dept.)	Health screening, immunization, etc. for low income and homeless people	All County
Mental Health Services		
Mental Health Association of San Mateo County	Mental health services for homeless people with mental illness	All County
San Mateo County Behavioral Health and Recover Services, Mental Health Access Team	Information, assessment, consultation and referral	All County

Alcohol and Drug Services

Asian-American Recovery Services	Outpatient services	All County
Free At Last	Outpatient and residential treatment	All County
Women's Recovery Association	Outpatient and residential treatment	All County
Palm Avenue Detoxification Program	Drug and alcohol detox	All County
Latino Commission on Alcohol and Drug Abuse Services	Residential treatment	All County
Project 90	Residential treatment	All County

Youth and Family Services

Youth and Family Enrichment Services	Services for homeless youth	All County
Family Resource Centers (San Mateo County Human Services Agency)	Prevention and early intervention services at school sites throughout San Mateo County	All County

Domestic Violence Services

CORA	Domestic Violence hotline, legal assistance, counseling, prevention services	All County
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Employment and Training

Department of Rehabilitation	Employment and training services for people with disabilities	All County
Peninsula Works (San Mateo County Human Services Agency)	One-stop careers centers	All County

Legal Services

Legal Aid Society of San Mateo County	Free civil legal services for low income and homeless people	All County
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Source: SB2 Policy and Technical Paper prepared for 21 Elements, Kate Bristol Consulting, <http://www.21elements.com/Emergency-Transitional-and-Supportive-Housing/View-category.html>

Menlo Park is unique in having a facility operated by the U.S. Department of Veterans Affairs that already provides for the needs of homeless veterans through the Veterans Affairs Domiciliary Program and the Veterans Affairs Compensated Work Therapy Program. In addition, the Clara-Mateo Alliance homeless shelter, operated by InnVision, the largest non-profit provider of housing and services to homeless and at-risk families and individuals in Silicon Valley, was located on the VA property from 2004 to 2011. However, in 2011 the facility was forced to close due to earthquake safety and other

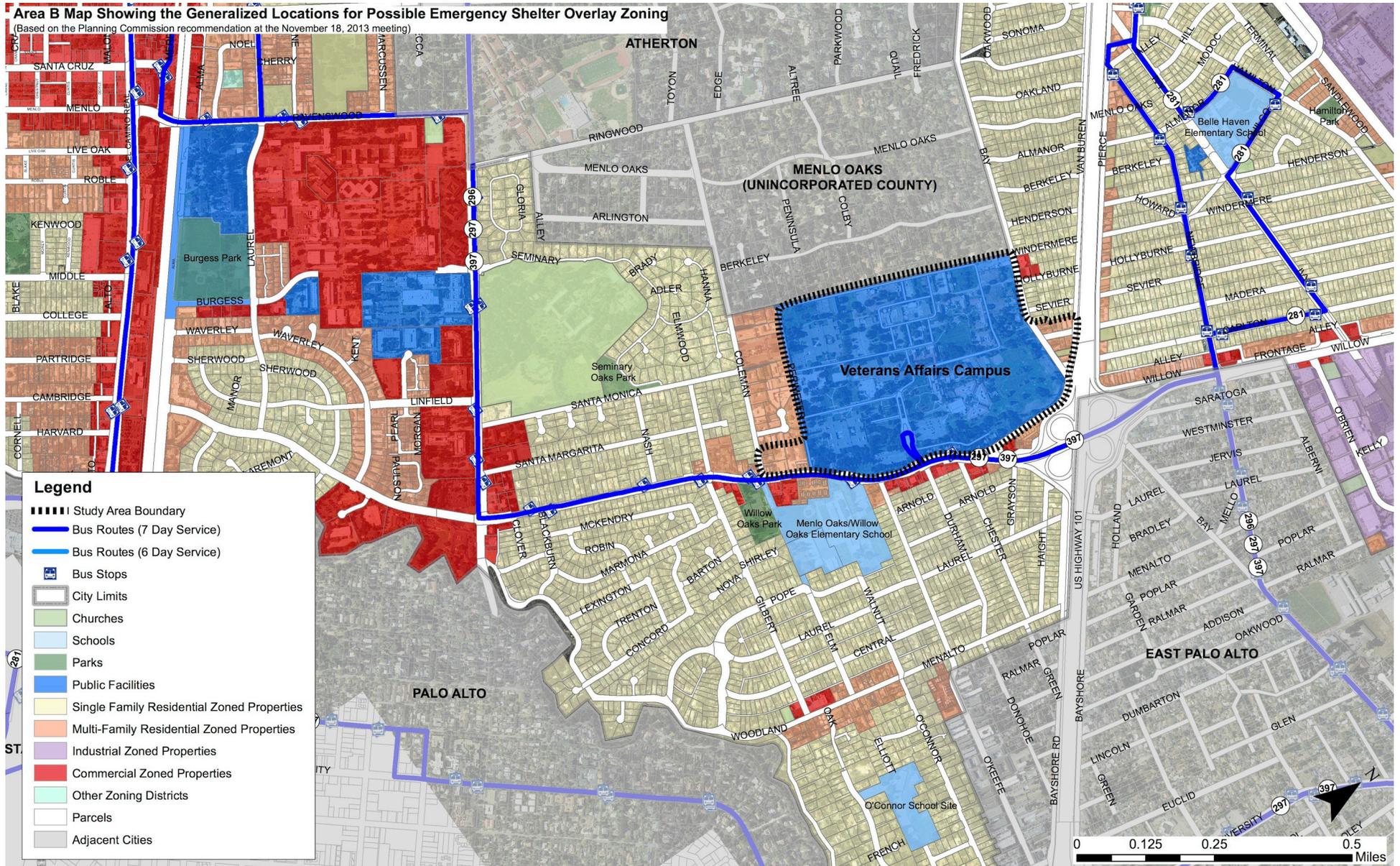
issues. The Clara-Mateo Alliance homeless shelter had 70 beds and about two-thirds of the shelter's residents were veterans.

Since there are homeless facility uses and services already located at the VA and seven-day bus service is available along Willow Road, the City is considering the VA campus and additional areas immediately adjacent for the new Homeless Facility Overlay zone designation. The proposed zoning designation covers almost 100 acres of land and is shown on the map below and provides the adequate capacity and opportunity for a homeless facility to be developed to address the City's unsheltered homeless need for at least a 16 bed facility.

A homeless facility located in the overlay zone area, including the VA site, is intended to serve both veterans and other homeless individuals. The Clara-Mateo Alliance homeless shelter, previously located on the VA campus, served the general public. The VA medical center property comprises 95 acres and is zoned PF, public facility, and the remaining properties comprise 4.5 acres and are zoned R3, multiple family residential. Within the 4.5-acre area there are a total of 25 parcels. One parcel is vacant (5,546 square feet in size), two parcels have 12 and 30 units each (19,045 and 44,665 square feet in size), twelve parcels have from 2 to 4 units (parcels ranging from 4,992 to 8,018 square feet in size), four parcels have 1 unit (parcels 4,935 to 6,111 square feet in size), five condominium parcels have 1 unit each and are too small for a homeless facility (1,145 to 1,508 square feet in size) and two parcels that have other uses (a church and a commercial use). For the purposes of the Housing Element, the conclusions of this analysis are that 16 of the parcels within the 4.5 acres could be redeveloped for a homeless facility. These parcels all contain four units or less, with one parcel being vacant, are of adequate size and have redevelopment potential and capacity for conversion to a homeless shelter for 16 beds. The smaller lot sizes also make these parcels more financially feasible for a homeless facility.

Area B Map Showing the Generalized Locations for Possible Emergency Shelter Overlay Zoning

(Based on the Planning Commission recommendation at the November 18, 2013 meeting)



D Assisted Rental Housing “At Risk” of Conversion



Government Code Section 65583 requires each city and county to conduct an analysis and identify programs for preserving assisted housing developments. The analysis is required to identify any low-income units that are at risk of losing subsidies over the next 10 years (2014-2024). The termination of Federal mortgage and or rent subsidies to housing developments built by the private sector is

a potential threat to affordable housing throughout the country. Communities with low-income housing supported by federally subsidized housing are required to address the needs of residents who may become displaced. Approximately 334 affordable rental units that received subsidies have been developed in the City of Menlo Park.

The table below lists assisted affordable housing developments in Menlo Park. The various service providers identified in the table all have the mission to provide affordable housing for very low and lower income people. The waiting lists for these projects varies from at least 1 year to several years, which illustrates the demand and need for affordable units in Menlo Park. This is especially true since affordable units are rarely vacated once a unit is occupied by a very low or low income person or family.

Financing of affordable housing often requires multiple funding sources that may have varying requirements. The developments below have been financed through a variety of sources, including Low Income Housing Tax Credits (LIHTC), Project Based Section 8 (HUD) and City loans. The expiration dates below are based on discussions with the project sponsors and review of information maintained by the California Housing Partnership Corporation. At this time, there are no units at-risk of conversion to market rate prices over the next 15 years.

Affordable Housing Developments in Menlo Park (2013)

Name of Development	Address	Year Built	Tenure	Sponsor	Number of Units	Target Group(s)	Expiration
Crane Place	1331 Crane Street	1979	Rental	Peninsula Volunteers	93	Very Low and Low Income Seniors	15 years remain under Section 8 arrangement
Gateway Apartments	1221-1275 Willow Road	1960	Rental	MidPen Housing	48	Very Low Income Families	2049
Gateway Apartments	1317-1385 Willow Road	1960	Rental	MidPen Housing	81	Very Low Income Families	2049
Partridge Kennedy Apartments	817 Partridge Avenue	1961	Rental	Peninsula Volunteers	30	Very Low and Low Income Seniors	Beyond 2025
Willow Court	1105 and 1141 Willow Road	1992	Rental	MidPen Housing	6	Very Low and Low Income Families	2047
Willow Terrace	1115, 1121, 1123, 1125 and 1139 Willow Road	1995	Rental	MidPen Housing	26	Very Low Income Families	2051
1143 Willow Road (managed as part of Willow Terrace)	1143 Willow Road	2000	Rental	MidPen Housing	5	Very Low and Low Income Families	2051
HIP Housing	1157 and 1161 Willow Road	2013	Rental	HIP Housing	12	Very Low and Low Income Persons	City loan until 2067
Haven Family House	260 Van Buren Road	2000	Transitional Housing	Shelter Network of San Mateo County	23	Transitional Housing for Homeless Families	Beyond 2025
Habitat for Humanity (Carlton and Madera)	Scattered sites	1999-2000	Ownership	Habitat for Humanity	2	Low Income	No expiration. Individually owned units
Habitat for Humanity (Carlton and Madera)	Scattered sites	2009-2013	Ownership	Habitat for Humanity	10	Extremely Low and Very Low Income	No expiration. Individually owned units

Source: City of Menlo Park, Mid-Pen Housing and Peninsula Volunteers, Inc.; discussions with project sponsors; California Housing Partnership Corporation, 2013

Section VII

Future Housing Needs and Opportunities

A Regional Housing Needs Allocation (RHNA)



Within each Housing Element, the State mandates that local governments plan for their share of the region's housing need for all income categories. In the case of the San Francisco Bay Area, the Association of Bay Area Governments (ABAG) and the State Housing and Community Development Department (HCD) determine the number of housing units that should be produced in the region. ABAG then allocates that need for each jurisdiction.

State law regarding Housing Elements was changed in 2004 to allow cities within a county to join together to form a “sub-region,” which would administer the State mandated RHNA process at the local level. This law allows the sub-region to receive the sub-regional collective housing allocation from ABAG and then decide on and implement its own methodology to apportion the allocation among the member cities and county. In turn, the sub-regional RHNA process was used to establish the housing need numbers for each jurisdiction's Housing Element update for the 2007-2014 planning period.

For the 2015-2023 Housing Element update, the County of San Mateo, in partnership with all twenty cities in the County including Menlo Park, formed a sub-region responsible for completing its own RHNA process for the 2015-2023 Housing Element planning period. Based on the allocation methodology approved by the jurisdictions, the San Mateo sub-region apportioned the County's overall housing need to the individual jurisdictions. The adopted sub-regional methodology, similar to ABAG's methodology for the current and previous RHNA processes, used weighted factors to develop mathematical equations. The sub-regional allocations were then distributed using these weighted factors for the individual cities. In addition to determining each jurisdiction's overall housing allocation of housing need, the units are also required to be distributed based on income level need (for very low, low, moderate and above moderate income households), as shown below for the 2015-2023 Housing Element planning period.

Regional Housing Needs Allocation 2015 - 2023

	Extremely Low Income up to \$31,650	Very Low Income \$31,651 - 52,750	Low Income \$52,751 - \$84,400	Moderate Income \$84,401 - \$123,600	Above Moderate Income \$123,601+	Total
Atherton	17	18	26	29	3	93
Belmont	58	58	63	67	222	468
Brisbane	12	13	13	15	30	83
Burlingame	138	138	144	155	288	863
Colma	10	10	8	9	22	59
Daly City	200	200	188	221	541	1,350
East Palo Alto	32	32	54	83	266	467
Foster City	74	74	87	76	119	430
Half Moon Bay	26	26	31	36	121	240
Hillsborough	16	16	17	21	21	91
Menlo Park	116	117	129	143	150	655
Millbrae	96	97	101	112	257	663
Pacifica	60	61	68	70	154	413
Portola Valley	10	11	15	15	13	64
Redwood City	353	353	429	502	1,152	2,789
San Bruno	179	179	161	205	431	1,155
San Carlos	97	98	107	111	183	596
San Mateo City	429	430	469	530	1,242	3,100
South San Francisco	282	283	281	313	705	1,864
Woodside	11	12	13	15	11	62
Unincorporated San Mateo County	76	77	103	102	555	913
Total	2,292	2,303	2,507	2,830	6,486	16,418

Source: Association of Bay Area Governments, Final 2014-2022 Regional Housing Need Allocation by County. Yearly Income is based on a family of four.

California income limits for the low, very low and moderate income categories are derived from the income limits updated annually by the U.S. Department of Housing and Urban Development (HUD) and the California Department of Housing and Community Development (HCD). The income limits are based on the median income for San Mateo County and are adjusted for household size. Very low income is defined as a household earning less than 50% of the median income. Low income is defined as a household earning 50-80% of the median income. Moderate income is a household earning 80-120% of the median income. The “Median Income” schedule shown below is based on the 2013 median family income of \$103,000 for a four-person household, with adjustments for smaller and larger household sizes. San Mateo County is considered a high cost county, so HUD makes some adjustments when calculating the income limits, which results in the very low income and low-income limits actually being higher than 50% and 80% of the median income, respectively.

San Mateo County 2013 Household Income Schedule

Family Size	Lower Income			Moderate Income		Above Moderate Income
	Extremely Low 30%	Very Low 50%	Lower 80%	Median 100%	Moderate 120%	
1	\$23,750	\$39,600	\$63,350	\$72,100	\$86,500	>\$86,500
2	\$27,150	\$45,250	\$72,400	\$82,400	\$98,900	>\$98,900
3	\$30,550	\$50,900	\$81,450	\$92,700	\$111,250	>\$111,250
4	\$33,950	\$56,550	\$90,500	\$103,000	\$123,600	>\$123,600
5	\$36,650	\$61,050	\$97,700	\$111,250	\$133,500	>\$133,500
6	\$39,400	\$65,600	\$104,950	\$119,500	\$143,400	>\$143,400

Source: California Department of Housing and Community Development (HCD)

The table below shows the City's RHNA for 1999-2006, 2007-2014 and for the 2015-2023 planning period.

City of Menlo Park Regional Housing Needs Allocation for the 1999-2006, 2007-2014 and 2015-2023 Housing Element Planning Periods

Income Level	1999-2006		2007-2014		2015-2023	
	Units	Percent	Units	Percent	Units	Percent
Very Low	184	19%	226	23%	233	36%
Low	90	9%	163	16%	129	20%
Moderate	245	25%	192	19%	143	22%
Above Moderate	463	47%	412	41%	150	23%
Total	982	100%	993	100%	655	100%

Source: Association of Bay Area Governments and City/County Association of Governments of San Mateo County

The table below shows the City's 2015-2023 RHNA that accounts for units that can be credited to the City based on 2013 construction activity, current zoning and the expectations from implementation of the programs contained in the 2015-2023 Housing Element.

City of Menlo Park's Ability to Address Its Regional Housing Needs Allocation (RHNA) for the 2015-2023 Planning Period

Category	Units Built/Approved (in the Pipeline) and Units Provided Through Housing Element Programs or Existing Zoning					Total
	Very Low Income	Low Income	Lower Income SUBTOTAL*	Moderate Income	Above Moderate Income	
2015-2023 RHNA	233	129	362	143	150	655
Units in the Pipeline as of December 2013**						
3639 Haven Avenue (Anton Menlo)	22	15	37	100	257	394
605 Willow Road (Willow Housing - VA/CORE)	59	0	59	0	1	60
Scattered Site Units Pre-2012 Zoning	0	0	0	0	11	11
New Second Units	3	3	6	1	0	7
Subtotal	84	18	102	101	269	472
Residual 2015-2023 RHNA (subtracting units in the pipeline)	149	111	260	42	-119	183
New Units Potential Under the 2015-2023 Housing Element						
El Camino Real/Downtown Specific Plan Zoning	n/a	n/a	200	230	250	680
New Housing on Infill Sites Around Downtown	0	0	0	50	20	70
New Second Units	18	18	36	4	0	40
Conversions to Second Units	6	6	12	3	0	15
High Density Opportunity Sites***	n/a	n/a	433	0	0	433
Scattered Site Units Pre-2012 Zoning	0	0	0	83	106	189
Subtotal	24	24	681	370	376	1,427
Remaining Adjusted 2015-2023 RHNA			-421	-328	-495	-1,244

*The "Lower Income SUBTOTAL" adds together the very low and low income units required under RHNA

**"Units in the Pipeline" include units built or approved (permits issued or entitlements completed) with estimated project affordability

***Includes the following sites: both of MidPen's Gateway Apartments sites, Hamilton Avenue and Haven Avenue R-4-S sites

****Moderate income units can be considered affordable for Above Moderate Income households

*****Lower income units can be considered affordable for Moderate Income households

The conclusions of the Housing Element are that there are sufficient sites and adequate capacity for housing in Menlo Park to accommodate the City's 2015-2023 RHNA at the very low, low, moderate and above moderate-income affordability levels. Development opportunities shown in the table set forth realistic expectations for the 2015-2023 Housing Element planning period as to site capacity based on current development standards and other City regulations and requirements. The constraints analysis of the City's regulations and requirements provided in Section VII.C confirms this conclusion, which is further supported by the number of project applications already reviewed (see above) as well as a number of development applications anticipated to be reviewed over the next 6 to 12 months for 500 El Camino Real (170 units) and 1300 El Camino Real/Derry Lane (216 units) within the El Camino Real/Downtown Specific Plan area and for 721-851 Hamilton Ave (195 units), 3645 Haven Avenue (146 units), and 1221-1275 Willow Road (90 units of which 42 would be net new).

Extremely Low Income (ELI) Household Need

It is estimated that 50% of the City's Very Low Income housing need for the 2015-2023 planning period will be for households earning less than 30% of median income (considered "Extremely Low Income" per the definitions). This translates into a need for

about 116 units affordable to ELI households during the 2015-2023 planning period. The 2013 area median income for Menlo Park is \$103,000. For ELI households, this results in an income of \$30,900 or less for a four-person household. ELI households have a variety of housing needs. For example, most families and individuals receiving public assistance, such as social security insurance (SSI) or disability insurance are considered ELI households. The information below is from 2000 CHAS data for Menlo Park.

Housing Needs for Extremely Low income (ELI) Households in Menlo Park

Household Category	Renter Households	Owner Households	Total Households
Total Number of Households in Menlo Park	5,245	7,360	12,605
Total Number of ELI Households in Menlo Park*	640	495	1,135
Percent of ELI Households with Housing Problems	79.7%	74.7%	77.5%
Percent of ELI with Cost Burden (Paying 30% or More of Income)	79.7%	74.7%	77.5%
Percent of ELI with Cost Burden (Paying 50% or More of Income)	66.4%	66.7%	66.5%

* "Extremely Low Income" (ELI) households are defined as households earning less than 30% of the County median income

Source: HUD Comprehensive Housing Affordability Strategy (2006-2010); made available November 2013

In 2000, approximately 1,129 ELI households resided in the City, representing approximately 10 percent of the total households. Nearly two thirds of ELI households are renters and most experience housing problems (defined as cost burden greater than 30 percent of income and/or overcrowding without complete kitchen or plumbing facilities). For example, 83.3 percent of ELI renter households were in overpayment situations. Even further, 61.9 percent of all ELI households paid more than 50 percent of their income toward housing costs, compared to 10.9 percent for all households.

Many ELI households will be seeking rental housing and most likely facing overpayment, overcrowding or substandard housing conditions. Some ELI households could include persons with disabilities as well. Housing types available and suitable for ELI households include affordable rentals, secondary dwelling units, emergency shelters, supportive housing and transitional housing. Based on this range of need, the City will include ELI households as it implements the affordable housing overlay zone and through development of housing in housing opportunity areas.

B Summary of Available Land for Housing

The Housing Element recognizes there are limitations to the amount of available land resources in Menlo Park and the intent of the Housing Element is to use remaining available land resources as efficiently as possible in addressing local housing needs and

the City's share of regional housing needs. Further, City housing policies and programs recognize that affordable and special needs housing (housing for seniors, affordable workforce housing, housing for persons with disabilities, single person households, shelter for the homeless and affordable family housing opportunities) are the greatest housing needs in the community. The intent is to avoid the inefficient use of the community's fixed land resources on lower density, less affordable housing, other than additional units already allowed under current zoning.

In addition, the focus of this Housing Element is to provide a multi-pronged City policy and program approach to meeting a variety of housing needs in Menlo Park that: (1) distributes affordable housing opportunities throughout the community; (2) locates new housing near to transit and services when possible; (3) assures that new housing fits with the desired design character of Menlo Park; and (4) supports the provision of high quality services, well-planned infrastructure and the efficient use and protection of environmental resources. The City's multi-pronged approach to address housing needs focuses on the following policies and programs:

- ❖ Create Opportunities for New Secondary Dwelling Units
- ❖ Provide Opportunities for a Mix of Housing and Commercial Uses to be Combined in Selected Locations
- ❖ Continue to Implement Existing Zoning for Market Rate Housing
- ❖ Implement the Recently Adopted El Camino Real/Downtown Specific Plan
- ❖ Provide Infill Housing Opportunities Around Downtown
- ❖ Provide new housing on higher density housing opportunity sites
- ❖ Create Incentives and Opportunities for Affordable Housing

Potential Environmental and Infrastructure Capacity Factors

The discussion that follows examines overall environmental factors examined in the Environmental Assessment (EA) related to the feasibility of housing development during the 2007-2014 planning period under the policies and programs contained in the City's 2007-2014 Housing Element. In addition to development under the El Camino Real/Downtown Specific Plan, the EA studied impacts of up to 900 new higher density housing units (for sites being rezoned at that time), up to 118 infill dwelling units (for sites surrounding the downtown), and up to 300 secondary dwelling units for a total of 1,318 units through the year 2035.

In general, development under the 2015-2023 Housing Element would not create any unusual environmental impacts. Where potential environmental impacts may occur, proposed General Plan policies would generally mitigate the impact(s) to a less than significant level. Studies indicate there would be significant impacts related to Traffic and

Transportation, Air Quality and Greenhouse Gas Emissions, which are also topic areas that were identified as significant, unavoidable impacts in the El Camino Real/Downtown Specific Plan environmental impact report. For these three topic areas, the impacts are citywide. Given the thresholds for these topics, a reduction in the number of dwelling units to obtain a less than significant impact would likely result in a project that would not meet the objective of achieving the City's RHNA. These impacts do not pose a constraint to the development projections under the Housing Element during the 2015-2023 planning period.

Development of the Veterans Affairs Clinic, MidPen's two Gateway Apartments sites, Hamilton Avenue and Haven Avenue sites, infill housing, second units and development within the El Camino Real/Downtown Specific Plan area will allow future development in locations that are either developed and/or underutilized, and/or in close proximity to existing residential development and other services, where future development would potentially have lesser impacts on natural resources.

Topics such as flooding, geologic and seismic safety, water quality and hydrology can be addressed through the application of standard development regulations. The Environmental Assessment prepared on the 2007-2014 Housing Element identified the following topic areas that warrant additional review and/or mitigation. However, none of the factors described below are expected to be a constraint to the development projections under the Housing Element during the 2015-2023 planning period.

Biological Resources. Biological resources tend to be site-specific and the degree to which significant vegetation and wildlife resources must be protected on a particular site. This includes preservation of well-developed native vegetation (native grasslands, oak woodlands, riparian woodland, etc.), populations of special-status plant or animal species and wetland features (including freshwater seeps and tributary drainages). City policies protect biological resources but not to the point where it will reduce the development potential estimated in the Housing Element, including higher density sites located within the El Camino Real/Downtown Specific Plan and surrounding infill areas, and higher density sites rezoned concurrently as part of the Housing Element. The Veterans Affairs Clinic is located in an area with a man-made, park-like setting with non-native lawn and oak trees, while Hamilton Avenue East is a former industrial site with a grassy vegetation covering, but no trees. On these sites, impacts would probably be limited to trees (if removal is proposed).

Cultural Resources. For built environment historical resources, protections provided under the City's Zoning Ordinance are anticipated to mitigate or avoid most impacts to such resources that would occur from development allowed under the City's General

Plan and the Housing Element. Development also has the potential to adversely affect archaeological resources, paleontological resources and human remains through their destruction or disturbance. While the Veterans Affairs Clinic contains several historic resources, the proposed area for housing development is not visually connected with these historic sections. There are no other site-specific cultural issues that will constrain the development anticipated under the Housing Element.

Hazardous Soils. The Hamilton Avenue East and Haven Avenue sites are former industrial sites, which would require soils remediation prior to development for residential uses. While soils management plans would be required, the property owners are aware of this need and are working towards addressing this issue. Approval from the applicable oversight agency would be required prior to any development. Existing structures on these two sites will be evaluated for the presence of hazardous building materials prior to their renovation or demolition. The removal of hazardous materials (if present) by contractors licensed to remove and handle these materials in accordance with City regulations and existing federal, State, and local regulations would insure that risks associated with the transport, storage, use and disposal of such materials has no effect on development assumptions contained in the Housing Element.

Noise. All of the sites would be exposed to local roadway noise. Midpen's Gateway Apartments sites and Haven Avenue would be exposed to traffic noise from Highway 101 and Bayfront Expressway. In addition, Midpen's Gateway Apartments sites and Hamilton Avenue East would be exposed to railway activity on the Dumbarton line. While these noise sources exist, future development would be required to comply with applicable exterior and interior noise standards, which could incorporate appropriate site design techniques and/or the use of mechanical ventilation and rated windows to effectively reduce noise levels.

Public Services. Potential impacts to school districts are addressed through the payment of School Impact Fees and therefore, impacts are considered less than significant. The Ravenswood School District and the Redwood City School District have additional capacity at this time. The Veterans Affairs Clinic, Midpen's Gateway Apartments sites and Hamilton Avenue are located in the Ravenswood School District while the Haven Avenue site is located in the Redwood City School District.

Water Supplies and Wastewater Infrastructure. The City's water supply planning efforts have developed adequate water supplies so that water supplies are not an anticipated constraint to planned development. Because cumulative water demands would not require an additional water supply, the construction or expansion of water treatment facilities, over and above what is currently planned would be unnecessary.

Overall, when considered along with the future development under the Housing Element, water demands would neither exceed planned levels of supply nor require building new water treatment facilities or expanding existing facilities. Adequate wastewater treatment capacity exists for the potential development under the Housing Element.

Composite of Housing Element Approach to Housing Sites

The sites analysis must cover potential zoning, environmental, infrastructure and other potential development constraints to determine whether there are barriers to development. The Housing Element must also establish a realistic development potential under current zoning. Higher density sites covered under the El Camino Real/Downtown Specific Plan have appropriate zoning, as do higher density sites located outside of the downtown area that are now zoned R-4-S and R-4-S (AHO). Infill opportunities around the Downtown also have zoning to enable development of higher density housing. The El Camino Real/Downtown Specific Plan sites and sites located in the infill area around the downtown are listed in Appendix A of the Housing Element. These areas provide the opportunity for up to 750 units of higher density housing to be built. The Specific Plan area is limited to a 680-unit cap on additional development, but bonuses would apply to individual sites as they are proposed. However, the overall development potential of 680 additional housing units under the Specific Plan cannot be exceeded without additional environmental review.

The minimum density in the R-4-S zone is 20 units/acre. The Haven Avenue sites, Hamilton Avenue sites and the two MidPen Housing Gateway Apartments sites comprise a total of 27.94 acres and would result in a minimum of 559 units. By including the VA site (60 units), the minimum total number of units is 619 units, which still enables the City to provide adequate sites for lower income housing consistent with the City's Regional Housing Needs Allocation.

The sites rezoned previously to R-4-S are all relatively flat and have minimal development constraints. There has also been a significant degree of property owner and developer interest in the development of multifamily housing on these sites. Overall market trends, such as significant recent increases in rents and local job growth, have created a high demand for housing on these sites. The Haven Avenue sites include current uses such as outside storage, warehousing, mulching, etc. that would not impede redevelopment of the site to residential use. There is an active development proposal for development of approximately 10 acres of the Haven Avenue sites. The Hamilton Avenue sites are in much the same condition, with sites either being vacant or having light industrial uses. There is one parcel included with the Hamilton Avenue sites that contains 8 residential units (Mt. Olive). Lot consolidation is preferred by the City to

achieve more coordinated site planning. The Hamilton Avenue sites are also located near to the Facebook campus.

The MidPen and VA sites are different from Haven Avenue and Hamilton Avenue due to ownership and site conditions. Even though the MidPen sites are developed with multifamily residential uses, the owner (MidPen) is seeking funding to redevelop the site at a higher density. All of the units proposed would be affordable to lower income households. For the VA/Core site, the VA has selected Core Affordable Housing, which is pursuing a development for very low income veterans.

The map in Appendix A shows a composite of the City's approach to providing adequate sites for a variety of housing types and needs. Specifically, these include sites rezoned for higher density housing, lots around the downtown area that have additional development potential, second units and the El Camino Real/Downtown Specific Plan area. At least 50% of the City's lower income need must be accommodated on sites designated for residential use with only ancillary commercial or other uses to support the development and reduce trips. Following the composite map are pages showing higher density housing sites located outside of the El Camino Real/Downtown Specific Plan and the surrounding infill areas.

Appendix A also lists all the separate properties for the VA site, MidPen sites, Haven Avenue sites and Hamilton Avenue sites by Assessor's Parcel Number (APN) and provides information on current uses, zoning, development potential, etc. From a planning standpoint, the base density shown in the table below should be considered the realistic development potential for these sites. The table shows development under the base zoning and development under State Density Bonus Law and, for the Haven Avenue and MidPen sites, development under the Affordable Housing Overlay zone.

Rezoned Housing Sites — Base Density, Realistic Potential, Desired Potential and Bonus Density Potential Under State Density Bonus Law and Affordable Housing Overlay Zone

Site	Site Size (Acres)	Base Density Under R-4-S Zoning (Units/Acre)*	Realistic Potential "Net New" Dwelling Units Under Base R-4-S Zoning	Desired "Net New" Dwelling Units Potential Under the Housing Element (Dwelling Units/Acre)	Additional Potential "Net New" Dwelling Units Above Realistic Potential with Maximum 35% Bonus (45 units/acre) Under STATE DENSITY BONUS LAW****	Additional Potential "Net New" Dwelling Units Above Realistic Potential with Maximum 60% Bonus (48 units/acre) under AFFORDABLE HOUSING OVERLAY ZONE
Remaining Haven Avenue Sites	5.80 ac	30 units/ac	174	203 units (35 units/ac)	+85	+105
Hamilton Avenue Sites**	7.20 ac	30 units/ac	208	208 units (30 units/ac)	+113	*
MidPen's Gateway Apartments (1200 block of Willow Avenue)	2.27 ac	30 units/ac	20	42 units (40 units/ac)	+33	+41
MidPen's Gateway Apartments (1300 block of Willow Avenue)	2.97 ac	30 units/ac	7	36 units (40 units/ac)	+43	+54
Veteran's Affairs (VA) Site***	2.01 ac	30 units/ac	56	60 units (32 units/ac)	**	**
Total	18.24 ac	30 units/ac	409	489	+274	+200

Source: City of Menlo Park, 2013

* The minimum density on these sites is 20 units/acre and the maximum base density is 30 units/acre

** Hamilton Avenue not rezoned to the Affordable Housing Overlay Zone (currently 8 units on these sites)

*** Veteran's Affairs site does not require rezoning since it is located on Federally-owned land

**** The City offers a 10% bonus for structured parking that could bring the effective bonus to 49% under State Density Bonus Law, although this would be more of a theoretical maximum since it would probably only be feasible with larger projects, such as the Haven Avenue and Hamilton Avenue sites.

Anton Menlo consists of 37 affordable housing units for lower income households. The development would accommodate Facebook's obligation to provide 15 affordable housing units established as part of the City's approval of the Facebook West Campus project. The Facebook Below Market Rate Housing Agreement sets a 55-year affordability term. Furthermore, Anton Menlo would provide an additional 22 affordable units for very low-income households through State Density Bonus Law. These units would be income-restricted for a period of 30 years as established in the Affordable Housing Agreement.

The VA/CORE site contains 60 units, of which 59 would be made available to extremely low- and very low-income households. Funding of the project is anticipated to be from a combination of tax credits from the Tax Credit Allocation Committee, County HOME funds and Affordable Housing Funds (which are comprised of one-time monies

attributable to the dissolution of Redevelopment Agencies), and a loan from the City of Menlo Park. The affordability restriction with the City is for a 55-year term.

In addition to the base density and realistic development potential established based on 30 units per acre, the City has established an Affordable Housing Overlay zone for some of the higher density housing sites to provide incentives to achieve more affordable units as part of new development. State Density Bonus Law could also apply to these sites. The table above illustrates the base density under the R-4-S zoning (realistic development potential), desired development potential under the Housing Element, and potential density bonuses under State Density Bonus Law and the Affordable Housing Overlay Zone.

C Potential Governmental Constraints to Housing

Conclusions of the Potential Governmental Constraints Analysis and Summary of Recent Actions Taken By the City to Remove Potential Governmental Constraints to Housing

As part of the Housing Element update, cities must look at potential governmental and nongovernmental constraints to see how they impact the development or rehabilitation of housing for all income levels. There is an important connection in the Housing Element between the available land inventory and the analysis of potential governmental constraints so the City can most effectively meet its housing goals. The connection recognizes (a) there are limitations to the amount of available land resources in Menlo Park and (b) the intent of the Housing Element is to use remaining available land resources as efficiently as possible in addressing local housing needs and to meet the City's share of its Regional Housing Needs Allocation (RHNA).

In 2013, the City undertook a number of actions to remove potential governmental constraints to housing. By linking the available land supply with environmental review and the examination of City regulations and processes in a comprehensive manner, the City was able to identify actions to facilitate the development of needed housing in a way that effectively blends new housing into the Menlo Park community. By merging the discussion of housing and land use, the City has also been able to provide a multi-pronged approach to provide a variety of housing types, choices and affordability levels. Specific strategies include: (a) second units; (b) infill housing around the downtown; (c) implementation of the El Camino Real/Downtown Specific Plan; (d) inclusionary housing requirements for market rate developments; (e) assistance and incentives for affordable housing development; and (f) development of new housing at higher densities, with

incentives provided through higher density and Affordable Housing Overlay zoning. Programs to address development standards and processes for these strategies and to remove any impediments to successful implementation were included in the 2007-2014 Housing Element.

In addition to modifications to development standards and processes, the City prepared an Environmental Assessment (EA) to address the overall impacts of 2007-2014 Housing Element and to establish a Mitigation Monitoring and Reporting Program (MMRP) for future development. Use of the EA has helped to streamline development review. The discussion below describes in more detail the actions the City has undertaken to remove potential governmental constraints within the context of its comprehensive set of housing strategies.

Actions Taken By the City in the 2007-2014 Housing Element to Remove Potential Governmental Constraints

- (1) **R-4-S (High Density Residential, Special).** The R-4-S zoning was adopted in June 2013 and is intended to encourage higher density housing at 30 units per acre in appropriate locations in the City. It also implements Housing Element programs H4.I and H4.O. The R-4-S zoning district has been applied to four housing opportunity sites in the City (also in June 2013). The R-4-S regulations establish parking based on bedroom count per unit rather than a standard two spaces per unit, which is the typical residential parking ratio in residential zoning districts outside of the Specific Plan area. The R-4-S zoning district is unique to other zoning districts in the City in that, in addition to development regulations and “by right” zoning for multiple family housing, the district contains helpful design standards and design guidelines covering:
 - a. *Maximum Façade Height and Building Profile* to provide variation and articulation to buildings, and are applied when a property line is contiguous to a public right-of-way or single-family zoned property.
 - b. *Accessory Structures/Buildings* to encourage accessory structures and buildings to be located on the rear half of the lot since many of the R-4-S parcels are deep.
 - c. *Electric Vehicle Parking*, with the parking counted towards the required parking.
 - d. *Process for Modifications to Regulations and Standards* that would allow modifications to the development regulations through approval of a use permit and allow modifications to the design standards through

approval of architectural control, both of which are discretionary processes.

- e. *Compliance Review Procedure* so that if a development complies with the defined development regulations and the design standards, approval of the project is ministerial and discretionary review is not required. Conforming projects are considered “by right” development. To ensure conformance with the development regulations and design standards, the draft ordinance includes a procedure for compliance review. The process entails noticing of property owners and occupants within a 300-foot radius of the project site and a study session before the Planning Commission. The Commission’s review is limited to review of the architectural design relative to the Design Standards and Design Guidelines and is advisory only. The Community Development Director makes the final determination of compliance.
 - f. *Design Standards and Guidelines* to provide quality living for the project’s residents and to minimize impacts to adjacent uses with application of the development regulations and design standards. All development in this zoning district would need to meet both the development regulations and the design standards. The design guidelines serve to encourage good design, but are more qualitative in nature and are not mandatory. Many of the design standards and guidelines were borrowed from the Land Use and Building Character chapter of the El Camino Real/Downtown Specific Plan. The intent is to provide clarity and more exactness as to the City’s expectations for the developer.
 - g. *Mitigation Monitoring and Reporting Program* compliance with the Mitigation Monitoring and Reporting Program (MMRP) established through the 2007-2014 Housing Element Environmental Assessment. For example, all future development would need to comply with measures identified by the Bay Area Air Quality Management District (BAAQMD) for reducing construction emissions. Implementation of measures to address potential environmental concerns would be reviewed on a case-by case basis.
- (2) **Rezoning of Housing Opportunity Sites.** Five sites for higher density housing were selected as part of the 2007-2014 Housing Element process for rezoning. The sites were selected based on (a) community input, (b) strong property owner interest, (c) availability of the site within the City by the end of 2014 without need for annexation, (d) distribution of sites to balance the elementary school impacts

of the potential new units through the El Camino Real Downtown Specific Plan and the units through infill around downtown, (e) proximity to projected job growth in Menlo Park (e.g., Facebook, Menlo Gateway, 151 Commonwealth, etc.) so that commute options through walking and bicycling would be possible, and (f) proximity to freeways (Highway 101) for easy access to regional transportation without impacting local streets.

Four of the five sites were rezoned to the R-4-S district. They are located along the (1) 1200 and (2) 1300 blocks of Willow Road, (3) 600, 700 and 800 block of Hamilton Avenue and (4) the 3600 block of Haven Avenue. The Veterans Affairs campus was identified as the fifth site, but due to a Federal preemption of the City's land use authority, the site did not need to be rezoned in order for the pending 60-unit affordable housing development to be built.

- (3) **Implementation of State Density Bonus Law.** Government Code Section 65915, the State Density Bonus law, requires local governments to provide density bonuses and other incentives to developers of senior housing as well as affordable housing who commit to providing a certain percentage of dwelling units to households whose incomes do not exceed specific thresholds. Under State law, a jurisdiction must provide a density bonus, and concessions and incentives based on certain criteria and must adopt an ordinance to implement the State law. The State Density Bonus law is used to supplement the City's local Below Market Rate ordinance. Adoption of the zoning changes implemented Program H4.D of the 2007-2014 Housing Element, which is to amend the Zoning Ordinance to be consistent with State Density Bonus law requirements.
- (4) **Creation of an Affordable Housing Overlay Zone.** Consistent with program H.4.C of the 2007-2014 Housing Element, the City adopted an Affordable Housing Overlay (AHO) as part of the Zoning Ordinance. The AHO provides incentives above and beyond what is allowed under the State Density Bonus Law for providing low, very low and extremely low-income housing. One of the key incentives is the ability to increase the maximum density and floor area ratio (FAR) for a site. Unlike the City's Below Market Rate Housing Program (inclusionary requirements), the AHO is not a provision for inclusionary zoning. Use of the AHO is voluntary, and can only be used where the AHO is zoned and when certain minimum standards have been met. The AHO has been applied to three select housing opportunity sites (the 1200 and 1300 blocks of Willow Road and the 3600 block of Haven Avenue) as well as throughout the El Camino Real/Downtown Specific Plan area boundary. Use of the AHO in the Specific Plan area is similar to receiving public benefit levels established in the plan. The

Plan recognizes that affordable housing, particularly for lower affordability levels, in areas nearest to the station area/downtown and senior housing are elements where a public benefit bonus can be considered. Whereas the public benefit is determined through a structured negotiation process in the Specific Plan, application of the AHO is automatic if specific triggers are met.

- (5) **Amendment to the R-3 (Apartment) District.** Consistent with Housing Element Program H4.A, the City modified the R-3 (Apartment) zoning district to provide greater opportunities for infill housing in designated areas around the El Camino Real/Downtown Specific Plan area by increasing the maximum density to 30 dwelling units per acre on lots 10,000 square feet or greater. To accommodate the increase in density on lots 10,000 square feet or greater, development regulations, such as floor area ratio, building coverage, height and parking were modified as well. The floor area ratio was increased on an even gradient from 35 percent for a 13.1 du/ac project to 75 percent for a 30.0 du/ac project, and additional height will be permitted when a minimum of 20 du/ac is provided.
- (6) **Secondary Dwelling Units.** Consistent with Housing Element Program H4.E, the City modified the Secondary Dwelling Unit requirements pertaining to single-family residential lots 6,000 square feet or greater in size throughout the City. The intent of the ordinance change was to bring the ordinance into compliance with State law and to encourage the creation of more second units, which are ancillary to the main dwelling.
- (7) **Implementation of Special Needs Housing Changes.** The Housing Element contains programs to remove governmental constraints for special needs housing, including program H3.A Zone for Emergency Shelter for the Homeless, program H3.B Zone for Transitional and Supportive Housing and program H3.C Adopt Procedures for Reasonable Accommodation. Adoption of amendments to the Zoning Ordinance to implement these programs is anticipated to occur concurrently with adoption of the 2015-2023 Housing Element. The City is also working on program H1.L, which is to Adopt Priority Procedures for Providing Water and Sewer Service to Affordable Housing Developments. The intent is to adopt all of these changes early in 2014.

Summary of the Assessment of Potential Governmental Constraints and Recommended Program Actions

The Housing Element provides an opportunity to comprehensively assess potential governmental constraints to housing and to identify implementing programs to address those constraints. Based on the assessment in the 2014-2002, the following programs are included in the 2015-2023 Housing Element to address potential governmental constraints (those programs noted with an asterisk — * — will also be reviewed as part of the City's comprehensive update of its General Plan):

- H1.B Review the Housing Element Annually
- H1.I Work with Non-Profits on Housing
- H3.G Develop Incentives for Special Needs Housing*
- H4.A Modify R-2 Zoning to Maximize Unit Potential*
- H4.C Modify BMR Guidelines
- H4.E Modify Secondary Dwelling Unit Development Standards and Permit Process
- H4.F Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit
- H4.H Work with Non-Profits and Property Owners on Housing Opportunity Sites
- H4.I Create Multi-Family and Residential Mixed Use Design Guidelines*
- H4.K Work with the Fire District
- H4.L Coordinate with School Districts to Link Housing with School District Planning Activities*
- H4.M Review the Subdivision Ordinance*
- H4.N Create Opportunities for Mixed Use Development*
- H4.O Review Transportation Impact Analysis Guidelines*
- H4.P Update Parking Stall and Driveway Design Guidelines
- H4.R Modify Overnight Parking Requirements to Include the R-4-S Zoning District

The conclusion of the potential governmental constraints analysis is that the City has either already undertaken actions to remove constraints or it has identified program actions as part of the Housing Element to remove constraints during the first half of the 2015-2023 Housing Element planning period.

Land Use Controls

Menlo Park uses development controls that are typical for other cities in the county and the region. Zoning Ordinance changes are in process and will be adopted concurrently with the updated Housing Element to implement Housing Element programs H3.A, which is to establish an overlay zoning district and standards for emergency shelters for the homeless, and H3.B, which is to establish allowances for transitional and supportive housing consistent with State law. In addition, the definition of "dwelling" in the Zoning

Ordinance is being modified to include residential care facilities. The following table summarizes what permits are needed for development.

Land Use Controls

Specific Land Uses	R-E	R-1	R-2	R-3	R-4	R-4-S
Single-Family Dwellings	P	P	P	P	P	NP
Duplexes	NP	NP	P	P	P	NP
Triplexes	NP	NP	P	C	C	NP
Multiple-Family Dwellings	NP	NP	P	P/C*	C	P
Boardinghouses	NP	NP	C	C	C	C
Residential Care Facilities	P	P	P	P	P	P
Second Units	P	P	NP	NP	NP	NP

P is a Permitted Use

C is a Conditional Use

NP is Not a Permitted Use

* In the R-3 zoning district, three or more units on sites with a lot area of 10,000 square feet or more and located around the downtown are a permitted use.

Based on standard size lots

The Land Use Control Table identifies a Conditional Use Permit (CUP) requirement for multi-family housing in the R-3 and R-4 zones, however multi-family housing is now a permitted use (a use allowed “by-right”) in the R-4-S zone. Zoning controls for homeless shelters, transitional and supportive housing to be consistent with State law are currently being developed through implementation of Housing Element programs H3.A and H3.B. In addition, the City allows the siting and processing of mobile homes/manufactured homes in the same manner as a conventional or stick-build dwelling. Zoning standards, including building site requirements (lot area, coverage, FAR, landscaping, etc.), setbacks and height limits under Menlo Park zoning are summarized on the next page. The table includes recently adopted modifications covering the R-3 zone for 10,000 square feet lots or larger located near the SP-ECR/D (El Camino Real/Downtown Specific Plan zoning) zone and standards applicable in the new R-4-S and R-4-S (AHO) zones.



Summary of City of Menlo Park Zoning Requirements (2013)

Zoning District	Building Site						Required Setbacks				Building Height	Minimum Off-Street Parking Requirements	
	Minimum Lot Area	Minimum Lot Width	Minimum Lot Depth	Maximum Coverage	Floor Area Limit (FAL) / Floor Area Ratio (FAR)	Minimum Landscaping	Front	Rear	Interior (Side)	Corner (Side)			
R-E	20,000 sf	110'	130'	Building coverage can vary depending on whether the development is single-story, or two or more stories. For single-story development, it can also vary depending on the lot size.	The FAL for a specific property is based on the size of the property.	None	20'	20'	Min 10' on one side; 30' total	Min 15' on one side; 30' total	28'-30'	Two spaces per dwelling unit, one of which must be covered. Required spaces cannot be located in required front or side yard setbacks or in tandem.	
R-E-S	15,000 sf	100'	100'						Min 10' on one side; 25' total	Min 15' on one side; 25' total			
R-1-S and R-I-S (FG)	10,000 sf	80'							10'				
R-1-U	7,000 sf	65'							10% of min lot width; 5' min and 10' max	12'			
R-2	7,000 sf with 3,500 sf/du	65'	100'	40%; 2nd floor 15%	40%	15% of lot width; min 20' front, 15' rear. Distance between buildings: 1/2 sum of the height of the buildings, 20' min	25'	15'	10'	15'	28'		
R-3 (general)	7,000 sf with varying lot area/du	70'-80' depending on lot size		30%	45%						50%		35'
R-3 (10,000 sf lot area and near SP-ECR/D)	7,000 sf with varying lot area/du	80'		40%	35%-75% varying by density						25%		13.1 du/ac (35'); 20 du/ac or greater (40')
R-3-A	10,000 sf with varying lot area/du	80'	30%	45%	None	15'	10'	25% of building height; min 5'	10'	No limit; more setback if over 35'	Two spaces per dwelling unit, one of which must be covered		
R-3-C	As specified in R-3 (for residential uses) and C-1-A (for commercial uses) districts												
R-4	20,000 sf min; 1 acre max	100'	100'	40%	100%	30%	20'	15'	10'	15'	40'	2 spaces for units w/ 2 or more bedrooms; 1.5 spaces for 1 bedroom unit; each unit must have at least one covered pkg. space. Spaces cannot be located in required front or side yard setbacks or in tandem. 1 guest space per 3 units	
R-4-S and R-4-S (AHO)	20,000 sf min; 20 du/ac min - 30 du/ac max	100'	100'	40%	60%-90% varying by density	25%	20'	15'	10'	15'	40'	2 spaces for units w/ 2 or more bedrooms; 1.5 spaces for 1 bedroom. unit; 1 space for studio; electric vehicle and bicycle parking required	
R-L-U	20,000	100	100	35%	150%	na	25'	20'	30' total; 10' min.	na	35'	1 space per 3 units	
R-L-U-X	40	flex	flex	flex	150%	na	flex	flex	flex	na	flex	flex	

During the 2007-2014 Housing Element update, Menlo Park’s basic multi-family zoning standards contained in the R-3 and R-4 zoning districts were compared to the nearby and neighboring cities of Palo Alto, Mountain View, Sunnyvale, and City of San Mateo. Comparative standards for multi-family zoning allowing roughly 15-30 units per acre are shown below.

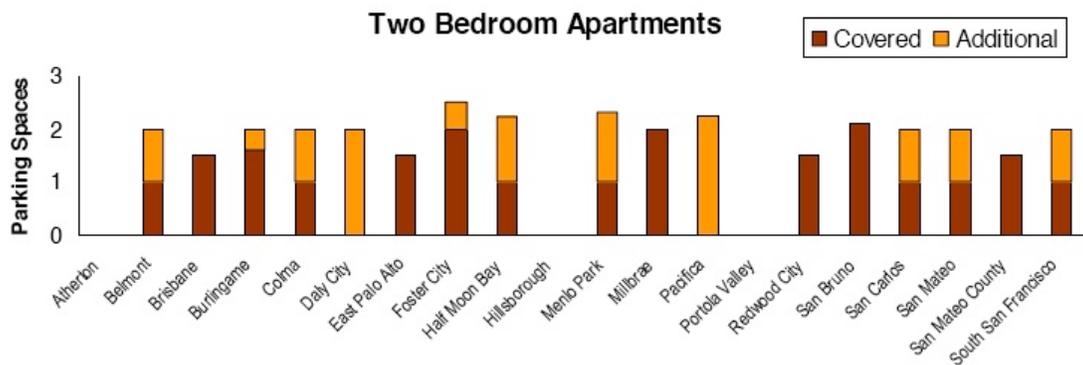
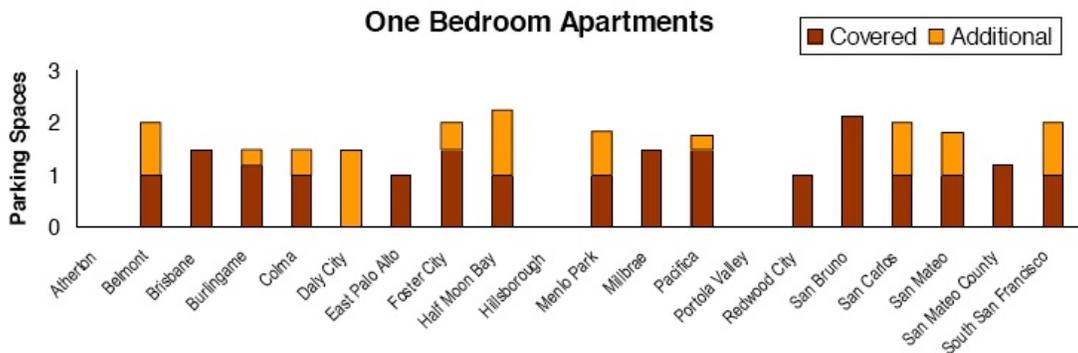
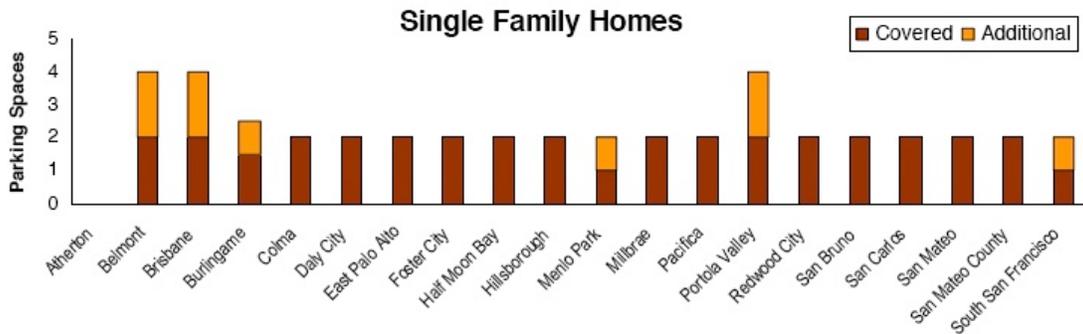
Comparison of Menlo Park Multi-Family Zoning Standards with Nearby Cities

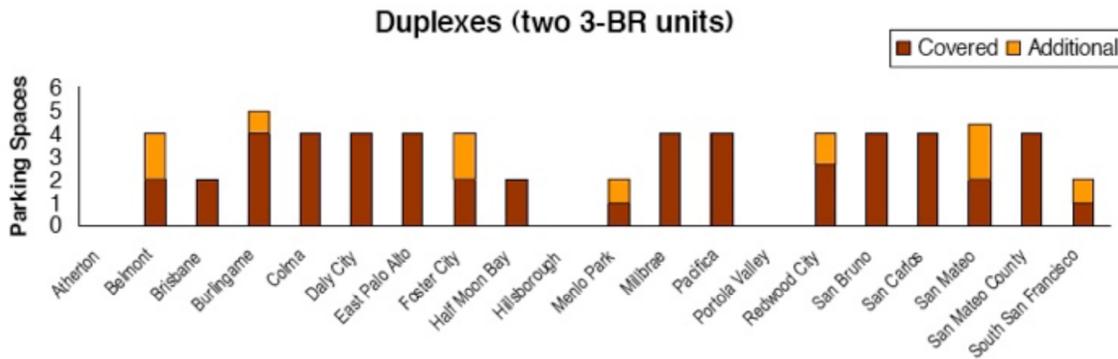
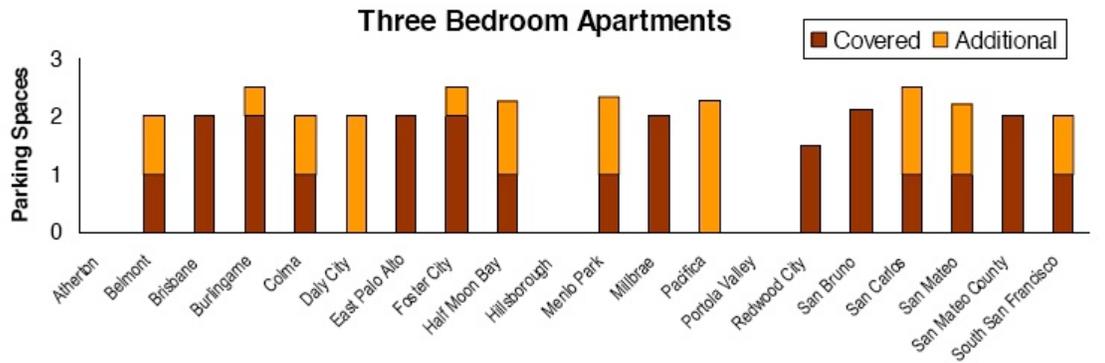
Also see R-3 (10,000 sf lot area near SP-ECR/D), R-4-S and R-4-S (AHO) on Zoning Summary Table

City	Zone	Units/Acre (1 acre lot)	FAR	Lot Coverage	Minimum Open Space	Lot Size Total	Building Height
Menlo Park	R-3	16	0.45	30%	50%	7,000	35'
	R-4	40	1.00	40%	30%	20,000	40'
Palo Alto	RM 15	15	0.50		35%	8,500	30'
	RM-30	30	0.60	--	40%	8,500	35'
	RM-40	40	1.00		45%	8,500	40'
Mountain View	R3-2	19	1.05	35%	55%	12,000	45'
	R3-1	33	1.05	35%	55%	12,000	45'
	R3-d	45	1.05	40%	35%	12,000	45'
Sunnyvale	R-3	24	None	40%			3'0-35'
	R-4	36	None	40%	--	8,000	55'
San Mateo	R-3	20-30	.85 by right, 1.0 by Use Permit	--	No set percent	--	--

As shown above, Menlo Park’s FAR for multi-family development is lower than neighboring cities in the R-3 zone (which is more suitable for moderate income housing) but comparable in the R-4 zone (which is suitable for lower income housing). However, based on this comparison and other factors, the City adopted more flexible standards that have been applied to lots of 10,000 square feet or great in the R-3 zone near the SP-ECR/D zone and the standards in the new R-4-S and R-4-S (AHO) zones to encourage greater opportunities for affordable housing. Additional standards that are lower than comparable cities include the 30 percent lot coverage in the R-3 zone and a maximum lot size in the R-4 zone of 1 acre in size. In addition, most comparable cities do not require conditional use permits for multi-family housing in a multi-family zone. Development has continued to occur in the City’s residential zones.

Below are Menlo Park's parking requirements compared to other cities located in San Mateo County. As can be seen in the comparison, Menlo Park's parking requirements are comparable to other cities in the county. In addition, the R-4-S regulations establish parking based on bedroom count per unit rather than a standard two spaces per unit, which is the typical residential parking ratio in residential zoning districts outside of the Specific Plan area. The Retirement Living Units (R-L-U) zone and programs to encourage senior housing also provide incentives for reduced parking requirements.





As with other cities, Menlo Park’s development standards and requirements are intended to protect the long-term health, safety and welfare of the community. The Housing Element includes programs, as identified at the beginning of this section, to reevaluate existing development standards to determine whether they should be revised so that they provide less of a barrier to the provision of affordable housing but still protect the long-term health, safety and welfare of the community.

Fees and Exactions

Processing fees are required for all property improvement and development applications, pursuant to City Council policy to recover processing costs of development review. Local fees add to the cost of development, however, all cities are concerned with the need to recover processing costs. High planning and site development fees can impact property owners’ ability to make improvements or repairs, especially for lower-income households. However, line item fees related to processing, inspections and installation services are limited by California law to the cost to the agencies of performing these services. City zoning, through State Density Bonus Law and the Affordable Housing Overlay zoning, provide various incentives for affordable housing as a way to reduce project costs and address potential constraints that fees and exactions may pose.

The fees for Menlo Park are summarized below for two developments: (1) a single-family unit (3-bedrooms, 2,000 square feet on a 10,000 square foot lot at a density of 4 units per acre and building permit value of \$800,000); and, (2) a ten-unit condominium project on 0.5 acres (each unit being 2-bedrooms and 1,200 square feet in size and a building permit value of \$500,000 for each unit). The fees below are shown for the entire 10-unit condominium project, not on a per unit basis.

City of Menlo Park Fees (2013)

Fee	Single-Family	Multi-Family	Comments
Use Permit	\$1,500 (deposit)	\$1,500 (deposit)	If applicable, not all single-family projects require use permits; deposit with additional time above deposit charged on an hourly staff rate
Architectural Control	NA	\$2,000 (deposit); \$5,000-\$10,000 (total final cost)	Deposit with additional time above deposit charged on an hourly staff rate
Environmental Review	Exempt	\$5,000 (deposit); \$10,000-\$50,000 (total final cost)	Deposit plus consultant costs; \$4,000 fee for Circulation System Assessment
Building Permit	\$2,261	\$4,988	
Plan Check	\$2,893	\$15,686	Includes Title 24 Energy Fee; planning plan check; plumbing, electrical and mechanical permits
Geology Review	\$875	\$1,275	
Site Review Fee	\$240	\$615	Plan review and inspection for site access
State Strong Motion Fee	\$80	\$500	
State CA Building Fee	\$32	\$200	
Imaging Fee	\$75	\$130	Estimate (based on number of plan sheets)
Construction Debris Deposit	\$1,000	\$1,200	Deposit returned on documentation of minimum amount of debris recycled
Construction Debris Administration Fee	\$150	\$150	
Engineering Plan Check	\$1,000	\$6,700	Single-family project is based on an assumed improvements valuation of \$10,000; multiple-family project is based on assumed improvements valuation of \$200,000
Engineering Site Inspection	\$800	\$6,500	Single-family project is based on an assumed improvements valuation of \$10,000; multiple-family project is based on assumed improvements valuation of \$200,000
Storm Water	NA	\$1,800	Assumes storm water treatment is required; \$300 for O&M Agreements and \$1,500 connection fee

City of Menlo Park Fees (2013)

Fee	Single-Family	Multi-Family	Comments
Water/City of Menlo Park	\$8,956	\$51,804	Single-family project includes \$2,706 capital facilities charge and \$6,250 construction cost; multiple-family project includes \$14,348 capital facilities charge, \$12,500 construction cost, \$8,956 for irrigation meter, and \$16,000 for fire service with sprinklers
Water Efficient Landscape Ordinance	\$300	\$300	Assume landscaping of 2,500 square feet
Mapping	NA	\$1,575	Review of condominium map
Sewer	\$7,436	\$73,462	West Bay Sanitary District (independent district); fee includes \$100 permit fee and a one-time sewer connection fee of \$7,336 for individual units; multiple-family project assumes use of a single lateral to the main (\$100 permit fee + \$73,362 connection fee).
Fire	\$739	\$1,780	Menlo Park Fire Protection District (independent district); fee includes plan review and inspection
Impact Fees			
Affordable Housing In-Lieu Fee	NA	NA	Construction of BMR units rather than a fee is required (for projects of less than 20 units, 10% of the units would need to be at affordable levels; in-lieu fee may be paid for in fractions of units based on unit sales price
Roads	\$4,640	\$29,000	Construction Impact Fee
Traffic	NA	\$320,000	Transportation Impact Fee (TIF)
Parks	NA	\$17,043	Recreation-in-lieu fee
School	\$5,940	\$35,640	Paid to school districts

The City's Master Fee Schedule reflects fees charged by all City departments. It is usually amended annually so that fees reflect current costs to provide services or, in some cases, to add new fees for new City services and/or to eliminate fees for services that are no longer offered.

Development Processing Time

The City recognizes that the time required to process a development proposal could be a barrier to housing production if it is lengthy. The City has streamlined its development review process over the years to make it more efficient, while still providing adequate opportunity for public review and input. Typical procedures are summarized below.

Steps in Application Review

Single Family (Ministerial Review)

1. Step One: Submittal of building permit application, architectural, structural, MEP, civil plans, structural calculations, Energy Code calculations and compliance forms, geotechnical investigation, and arborist report and FEMA elevation certification if required.
2. Step Two: Pay building plan review fees, geologist review fees, and improvement plan check fees (Engineering Division fee)
3. Step Three: Project is assigned to a City planner, Building Division plan checker (plan checker), and Engineering Division engineer for review and approval or comment. Note: The plan checker does not begin their review until the City planner has reviewed the project and has determined the project is in compliance with the City's Zoning Ordinance or has very few comments that will then be included in the plan check letter issued by the plan checker.
4. Step Four: Plan check comments are sent within four (4) to six (6) weeks to the architect of record, Civil Engineer, and property owner after reviews are completed. Note: Engineering Division sends plan check comments directly to civil engineer of record who prepared plans independent of the Building and Planning Division's comments.
5. Step Five: Upon re-submittal of revised plans and supporting calculations based on plan check comments, plans and calculations are routed to planner, plan checker, and Engineering Division engineer for review and approval or comment.
6. Step Six: After plan approval but prior to issuance of permit, the applicant is notified of remaining outstanding City fees associated with the issuance of the Building permit and activities to be completed prior to issuance such as, Fire District approval, documentation of payment of school fees, contractor information and current City Business License or completion of Owner Builder forms as mandated by the state.
7. Issuance of permit after verification of completion of step 6.

Single Family Requiring Use Permit Review by Planning Commission

1. Step One: Meeting with Planner to review preliminary design concepts; planner coordination with Building, Engineering, Transportation and/or other internal and external divisions and agencies as may be necessary, potentially through Development Review Team (DRT) meetings; applicants provided with applicable written handouts, application forms and application submittal guidelines (also available on City website).
2. Step Two: Submittal of a formal application and fees at a scheduled appointment with a planner; preliminary review of submittal conducted with applicant to determine if submittal is complete and whether there are any immediately observable issues that will need to be addressed.
3. Step Three: Plans are reviewed by staff planners to identify any key issues and assigned to a project planner within seven (7) days of submittal.
4. Step Four: Within seven (7) days of application submittal, a notice of application including the name of the applicant, address and brief description of the project, copies of the site plan and elevations, and contact information for the project planner are posted on the City's website. A notice is mailed to all occupants and property owners within 300 feet of the project site advising them of the new application and the information available on the web.
5. Step Five: Within 30 days of application submittal, project planner completes review and sends notice of whether application is complete or incomplete. If incomplete, needed information is identified. Once submittal is determined complete, project is scheduled for Planning Commission at next available meeting, typically within 30 days.

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6. Step Six: At least 18 days prior to the Planning Commission meeting, a public hearing notice is placed with a local newspaper for publishing at least 12 days before the hearing, posted on the City's website, and mailed to all residents and property owners within 300 feet of the project site.

 7. Step Seven: Project planner coordinates with other internal and external divisions and agencies to prepare staff report; staff report is mailed to Planning Commissioners and project sponsors and placed on the City's website a minimum of four (4) days prior to the hearing date.

 8. Step Eight: Public hearing is held and decision rendered.

 9. Step Nine: Letter of action is prepared and sent to applicant within 5 (five) days.

 10. Step Ten: Appeal period runs for 15 days after which the Commission action becomes final. If appealed to the City Council, Steps Six through Ten are repeated with regards to noticing, report preparation and distribution. The Zoning Ordinance states that appeals shall be scheduled insofar as practicable within 45 days of receipt of the appeal, but if not acted upon within 75 days, the Commission's action is deemed affirmed.

El Camino Real/Downtown Specific Plan Residential Development

1. Step One: Meeting(s) with Planner to review preliminary project concept and applicability of the Specific Plan; applicants provided with applicable written handouts and guidelines (also available on City website). Optional meeting with Development Review Team (DRT) for interdepartmental review/feedback.

2. Step Two: Submittal of a formal application and fees at a scheduled appointment with a planner; preliminary review of submittal conducted with applicant to determine if submittal is complete and whether there are any immediately observable issues that will need to be addressed.

3. Step Three: Preliminary review conducted to determine project consistency with Specific Plan.

4. Step Four: Preliminary environmental review conducted to determine if the project is consistent with the Specific Plan EIR or whether additional environmental review would be required. If additional review is required, determine and implement the appropriate type of review.

5. Step Five: When project is designated complete, send public meeting/hearing notice for Planning Commission (typically 3 weeks in advance) for architectural and site plan approval.

6. Step Six: Planning Commission action, subject to appeal to the City Council.

The processing times identified above for the El Camino Real/Downtown Specific Plan are the same as for other multi-family developments. The typical multi-family process includes meetings with staff, submittal, preliminary review, preliminary environmental review under CEQA, project completeness and then action before the Planning Commission. Processing times are summarized below for various types of approvals. All timeframes assume a Negative Declaration under CEQA. As shown on the next page, if an EIR is required it would add between 9 months to 1 year to the approval process.

Typical Processing Times

Permit/Procedure	Menlo Park Typical Processing Time in Weeks	Comments	Countywide Average for Straight- Forward Application	Countywide Average for Complicated Applications
Ministerial Review	8 weeks	Building permit internal review; does not include time spent by project applicant to respond to comments	2 weeks	5 weeks
Conditional Use Permit	8 to 20 weeks	Timeframe dependent on accuracy/completeness of initial submittal and applicant responsiveness	8 weeks	20 weeks
Rezone	16 to 24 weeks		17 weeks	36 weeks
General Plan/Zoning Ordinance Amendment	20 to 32 weeks		17 weeks	43 weeks
Architectural Control review and El Camino Real/Downtown Specific Plan	8 to 20 weeks		6 weeks	12 weeks
Tract maps	10 weeks	Includes time to take maps to Council (4 weeks)	16 weeks	30 weeks
Parcel maps	6 weeks		NA	NA
Initial Study	4 to 12 weeks		12 weeks	27 weeks
EIRs	36 to 52 weeks		34 weeks	58 weeks

Source: City of Menlo Park (2013) and 21 Elements research conducted for the 2007-2014 Planning Period

Generally, as shown below, processing time in Menlo Park is similar to other cities, but there are a few categories where the process is slower — design review and the time needed to process an Environmental Impact Report as part of project review. Establishing conditions for site development of higher density housing sites, establishing multi-family as a permitted use in the new R-4-S zoning and using the materials prepared for the Environmental Assessment of the 2007-2014 Housing Element will reduce the time required for future development.

Except for the El Camino Real/Downtown Specific Plan and the design standards and guidelines contained in the R-4-S zoning district, the City has no formal design guidelines to assist in project review, although findings related to project compatibility

are required for project approval under Section 16.68.020 (Architectural control) in the Zoning Ordinance. Architectural Control review by the Planning Commission is generally required for any exterior modifications to an existing building or for new construction, except for single-family, duplex and accessory buildings. In the M-2 zoning district, the Community Development Director can approve modifications to the buildings that do not increase gross floor area. The Planning Commission or Community Development Director (depending on the permit) must make the following findings: (1) that the general appearance of the structures is in keeping with character of the neighborhood; (2) that the development will not be detrimental to the harmonious and orderly growth of the city; (3) that the development will not impair the desirability of investment or occupation in the neighborhood; (4) that the development provides adequate parking as required in all applicable city ordinances and has made adequate provisions for access to such parking; and, (5) that the development is consistent with any applicable specific plan.

Program H4.I (Create Multi-Family and Residential Mixed Use Design Guidelines) is included in the Housing Element to provide more specific direction and guidance in the design of multi-family and mixed-use housing development. The intent is to provide more clarity as to City standards related to compatibility with the setting and adjacent uses and clarity as to City expectations.

While added design criteria and scrutiny may require slightly more processing time and impose some additional requirements, it is not considered a constraint because it is important that new projects blend with the community, becoming a natural and integral part of the existing neighborhood fabric, both visually and structurally. Design review requirements generally provide an opportunity for design issues to be raised early in the review process, thus helping to assure community acceptance of a project proposal, which can reduce delay due to project appeals and other forms of community objections.

Codes and Enforcement, On/off Site Improvement Standards

While building codes are important to protect health and safety, they may also constitute a constraint to new developments. In particular, local amendments to the California Building Standards Code should be carefully analyzed. The Council adopted the 2013 California Building Standards Code in 2013 with an effective date of January 1, 2014. Associated with this action, the Council adopted local amendments to the Code as recommended by staff covering eight (8) types of work exempt from building permits to be consistent with previously adopted local amendments. Associated with this action, the Council adopted local amendments to the Code establishing the following: (1) local administrative authority applicable to all structures, not just one- and two-family residences and townhomes; (2) standards for grading and excavation applicable to all structures, not just one-and two-family residences and townhomes; and (3) modifications

to the types of work exempt from building permits related to accessory structures, fences, retaining walls, water tanks, exterior flat work, interior finish work, playground equipment and awnings. None of these amendments pose a constraint to the development of housing.

As part of any development project, the City will evaluate and determine the appropriate on and off-site improvements. The type and extent of the improvements often relate to the type, size, complexity and location of the project. Although each project is reviewed on a case-by-case basis, the City has procedures for determining when frontage improvements are required and established Parking and Parking and Driveway Design Guidelines, which can help make the process more predictable. Whenever a discretionary approval is required for a project, the City can require frontage improvements where none already exist. For new residential projects, if no frontage improvements exist, then new frontage improvements are required and they must meet City Standard Details. The frontage improvements should generally match those of adjoining or nearby properties for aesthetic consistency and ease of use. A typical vertical curb, gutter and sidewalk would consist of an 18-inch gutter, six inch curb and a minimum five foot sidewalk. In some instances, a planter strip or wider sidewalk may be required, depending on the location. In cases where there are already existing frontage improvements, then the owner is typically responsible to remove and replace damaged frontage improvements. Generally the off-site improvements occur within existing right-of-way and no additional land dedication or public easements are needed. Therefore, there should be no impacts to development setbacks, density or floor area ratio, which are important factors for making a development work.

On-site improvements consist of internal circulation and landscaping. The City's Parking and Driveway Design Guidelines provide direction on street width and parking dimensions, yet the City's Transportation Manager has the authority to modify the requirements. The City believes there are opportunities to revisiting and updating the Guidelines pertaining to multi-family residential development (Program H4.P) to account for the changing trends in development and more efficient use of the site while still achieving health and safety for the site and surrounding area.

New residential developments must also comply with the City's Water Efficient Landscape Ordinance. The ordinance applies to all new and rehabilitated landscaping exceeding 2,500 square feet associated with projects requiring 1) subdivision improvements, 2) grading and drainage improvements, 3) new construction, 4) additions or modifications that require grading and drainage plan approval or 5) new water service. While additional steps may be required to show compliance, the end product is intended to result in less water usage and hopefully greater sustainability.



Constraints for People with Disabilities

Family

Menlo Park uses the following definition of family, which is consistent with state law, “A group of individuals living together in a dwelling unit as a single housekeeping unit under a common housekeeping management plan based on an internally structured relationship providing organization and stability.”

Reasonable Accommodation Procedures

Menlo Park’s zoning code does not currently have a reasonable accommodation procedure, however, it is the city’s policy to defer to state and federal law when the zoning code is out of compliance. Housing Element program H3.C, which is currently being implemented, will include reasonable accommodation procedures for persons with disabilities.

Group Homes

Menlo Park’s zoning code does not address group homes, and the closest category is foster homes. Housing Element programs H3.A and H3.B, covering zoning for homeless shelters, transitional and supportive housing, are currently being implemented to be consistent with State law. The City will also amend the zoning code to allow homeless shelters, transitional and supportive housing in appropriate zoning districts.

Parking

The zoning code does not have separate parking standards for people with disabilities. A person living with a disability would be able to apply for an exception to these standards under the new reasonable accommodation procedures.

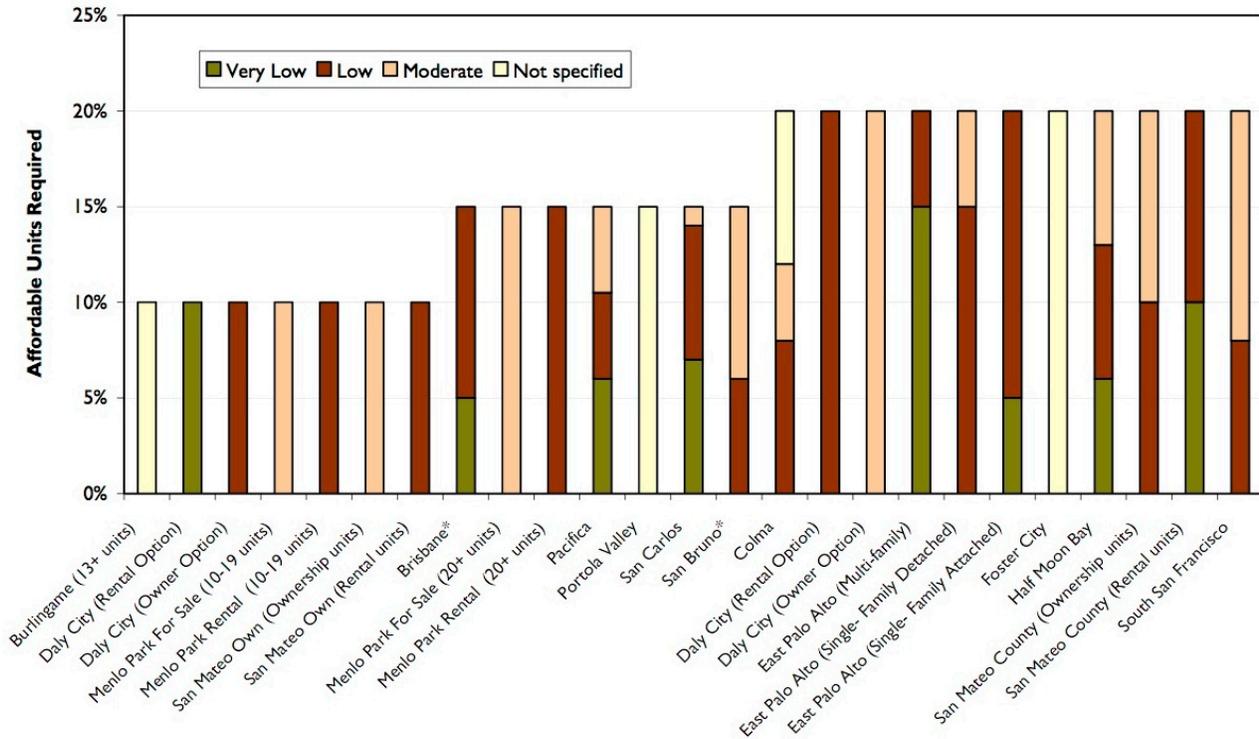
Emergency Shelters, Transitional Housing and Supportive Housing

Menlo Park’s Zoning Ordinance does not currently address these types of housing. Housing Element policies and implementing programs will address these constraints.

Inclusionary Zoning as a Potential Constraint to Housing

Seven cities in the county have an inclusionary requirement of 15 percent, while in unincorporated areas of San Mateo County and five other San Mateo County cities the requirement is 20 percent. A number of cities in San Mateo County collect fees for small projects under the threshold to provide affordable units onsite. Most impose the fee on projects that consist of four or more units, although San Carlos collects the fee on 2 or more units. A comparison of Menlo Park’s inclusionary requirements with those of other

jurisdictions in San Mateo County shows the City's requirements fall in the middle. This is shown in the table below.



The City's BMR Guidelines apply to both residential for-sale projects and to commercial projects in the form of an in-lieu or impact fee. All residential for-sale projects of 5 or more units are subject to the City's inclusionary requirements. The City's BMR Guidelines require the BMR units to be for moderate-income first time homebuyers at 110% of median income. For projects of 5-9 units the requirement is generally 1 unit; for projects of 10-19 units there is a 10% requirement; and for projects of 20 or more units the requirement is 15% of the units being BMR units. An in-lieu fee is required for fractional units.

The City offers one bonus unit for each BMR unit up to a maximum of a 15% bonus above the allowable density. The City also offers increased FAR. In addition, there are requirements that the BMR units be comparable to the market rate units in a development, but they need not be of luxury quality and can contain standard, but not luxury, appliances. If lower income units are proposed, they may be a smaller size, duet-style and/or attached but with architecturally consistent exterior. The City requires construction of the units on-site, although construction of units off-site or payment of in-lieu fee is allowed, but at the City's discretion.

The City's BMR requirements have not been a constraint to housing development as projects have been proposed and built under these requirements. However, BMR Guidelines are targeted to a distinct affordability level and housing tenure (moderate income for-sale housing) and other development incentives and density bonus allowances are proposed under programs contained in the Housing Element (State Density Bonus law and Affordable Housing Overlay zoning). The El Camino Real/Downtown Specific Plan also contains density bonus provisions for projects providing a "public benefit." The Housing Element contains program language to define the "public benefit" as it would relate to projects with affordable housing units.

In 1994, the California Coalition for Rural Housing (CCRH) conducted the first statewide survey on inclusionary housing and found that 12% of statewide jurisdictions had an inclusionary program. In 2003, CCRH and Non-Profit Housing Association of Northern California (NPH) collaboratively conducted a follow-up survey, which revealed that the number of jurisdictions with inclusionary housing had jumped to 20%. The 2003 survey generated interest in obtaining more precise production data on the types of housing built and the income levels served. In 2006, a new study was launched to determine the growth in inclusionary programs statewide, and provide a detailed snapshot of the housing that is being produced by these programs. Affordable Housing by Choice — Trends in California Inclusionary Programs (NPH, 2007) looked at housing produced through inclusionary programs from January 1999 through June 2006 and found that:

- (1) Nearly one-third of California jurisdictions now have Inclusionary Programs.
- (2) More than 80,000 Californians have housing through Inclusionary Programs.
- (3) Most Inclusionary housing is integrated within market-rate developments.
- (4) Inclusionary housing provides shelter for those most in need — nearly three-quarters of the housing produced through Inclusionary Programs is affordable to people with some of the lowest incomes. These findings shed new light on the popular perception that inclusionary policies create ownership units mostly for moderate-income families.
- (5) Lower-Income Households are best served through partnerships — When market-rate developers work with affordable housing developers to meet their inclusionary requirement, the units are more likely to serve lower-income households. Joint ventures play a particularly important role in developing units for households most in need. One-third of all the housing built through Inclusionary Programs resulted from such partnerships.

D Potential Non-Governmental Constraints to Housing



State law requires that the Housing Element include a discussion of the factors that present barriers to the production of housing, including government actions and market forces (non-governmental constraints). Identification of these constraints helps the City to implement measures that address these concerns and reduce their impacts on the production of housing.

Availability and Cost of Financing

Until mid 2008, home mortgage financing was readily available at attractive rates throughout San Mateo County and California. Rates vary, but ranged around 6.25 percent to seven percent from 2006-2008 for a 30 year fixed rate loan (HSH Associates Financial Publishers). However, rates have been as high as ten or 12 percent in the last decade.

Starting in late 2008, it became harder to get a home purchase loan, but the average interest rate has fallen to around five percent. In particular, people with short credit history, lower incomes or self-employment incomes, or those with other unusual circumstances, have had trouble qualifying for a loan or were charged higher rates.

Small changes in the interest rate for home purchases dramatically affect affordability. A 30-year home loan for \$400,000 at five percent interest has monthly payments of roughly \$2,150. A similar home loan at seven percent interest has payments of roughly 20 percent more, or \$2,660.

Construction loans for new housing are difficult to secure in the current market. In past years, lenders would provide up to 80 percent of the cost of new construction (loan to value ratio). In recent years, due to market conditions and government regulations, banks require larger investments by the builder.

Affordable housing developments face additional constraints in financing. Though public funding is available, it is allocated on a highly competitive basis and developments must meet multiple qualifying criteria, often including the requirement to pay prevailing wages. Smaller developments with higher per unit costs are among the hardest to make financially feasible. This is because the higher costs result in a sale price that is above

the affordability levels set for many programs. Additionally, smaller projects often require significant time by developers, but because the overall budget is smaller and fees are based on a percentage of total costs, the projects are sometimes not feasible.

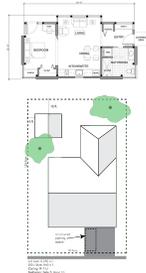
Secondary Dwelling Units

Have you ever thought about building a cottage in the back yard? Or an attached studio?

Did you know?

The City of Menlo Park recently adopted its Housing Element, which includes goals, policies and implementation programs for the planning and development of housing throughout the City. As part of this effort, the City adopted modifications to the requirements for secondary dwelling units also known as granny units, with the goal of promoting the construction of additional secondary dwelling units in the City in a way that protects the character of Menlo Park's neighborhoods.

Here are some ideas to help get you started...



Land and Construction Costs

San Mateo County is a desirable place for housing and available land is in short supply, which contribute to high land costs. These costs vary both between and within jurisdictions based on factors like the desirability of the location and the permitted density.

Generally, multi-family and mixed-use land costs more. Based on a typical multi-family construction in San Mateo County, land costs add \$40,000-\$60,000 per unit, but can run upwards of \$75,000 per unit in some locations. In Menlo Park, land costs range from roughly \$2 million to \$5 million an acre, with the permitted density driving much of the difference.

For San Mateo County, land costs average around 20-25 percent of construction costs for multi-family and 40 percent of construction costs for single family.

Construction costs include both hard costs, such as labor and materials, and soft costs, such as architectural and engineering services, development fees and insurance. For multi-family homes in San Mateo County, hard costs account of 60-65 percent of the building cost and soft costs average around 15-20 percent (the remaining 15-20 percent is land costs). For single family homes, hard costs often are roughly 40 percent of the total cost, soft costs are 20 percent and land is the remainder.



Working with Non-Profit Housing Developers

The key to the success of non-profit developers lies in three areas: (1) their ability to draw upon a diversity of funding sources and mechanisms to make their developments work financially; (2) their commitment to working cooperatively and constructively with the local community; and, (3)

their long-term commitment to ensuring excellence in design, construction and management of their developments, creating assets that are valued by the people who live in the developments as well as their neighbors and others. The City can work with non-profit developers where there are opportunities, either through public ownership of property or key larger sites (over 1 acre in size) where special opportunities exist with minimal constraints, carrying costs, or costs of processing or construction. Since multiple funding sources are usually used on an affordable project, there are additional burdens placed on non-profit developers to track the information required and report on a timely basis.



In 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.

There are a wide variety of resources provided through federal, state and local programs to support affordable housing development and related programs and services. Specific programs and sources of funding are summarized earlier in the Housing Element. Local government resources, which have historically played a less important role in supporting housing development, now play a fairly significant role by making local developments more competitive for federal and state financing. There is considerable competition for the program funds that are available, and any one development will need to draw upon multiple resources to be financially feasible. When developments are able to demonstrate a financial commitment and contribution from local sources — especially if coupled with regulatory support through policies such as fast-track processing, fee waivers, and/or density bonuses — they are better able to leverage funding from other ‘outside’ sources.

E Energy



Housing Elements are required to identify opportunities for energy conservation. Energy costs have increased significantly over the past several decades, and climate change concerns have increased the need and desire for further energy conservation and related “green building” programs. Buildings use significant energy in their design, construction and operation. The use of “green building” techniques and materials can reduce the resources

that go into new construction and can make buildings operate much more efficiently. One common definition of “green building” is “design and construction practices that significantly reduce or eliminate the negative impacts of buildings on the environment through energy efficiency and renewable energy, conservation of materials and resources, water efficiency, site planning and indoor environmental quality.”

Part 6 of Title 24 of the California Code of Regulations sets forth mandatory energy standards for new development, and requires adoption of an “energy budget.” In turn, the home building industry must comply with these standards while localities are responsible for enforcing the energy conservation regulations.

Pacific Gas & Electric (PG&E) provides a variety of energy conservation services for residents and PG&E also participates in several other energy assistance programs for lower income households, which help qualified homeowners and renters, conserve energy and control electricity costs. These include the California Alternate Rates for Energy (CARE) Program and the Relief for Energy Assistance through Community Help (REACH) Program. The CARE provides a 15 percent monthly discount on gas and electric rates to income qualified households, certain non-profits, facilities housing agricultural employees, homeless shelters, hospices and other qualified non-profit group living facilities.

The REACH Program provides one-time energy assistance to customers who have no other way to pay their energy bill. The intent of REACH is to assist low-income customers, particularly the elderly, disabled, sick, working poor, and the unemployed, who experience severe hardships and are unable to pay for their necessary energy needs.



Menlo Park has been very successful in implementing Energy Upgrade California, which provides rebates and incentives for improvements to items such as insulation, air ducts, windows, furnace and air-conditioning. The City has an excellent outreach and marketing approach for the program. San Mateo County is also implementing an outreach campaign.

City of Menlo Park Housing Element

Appendix A

Available Land Inventory



Appendix A includes a map and six tables, all of which relate to the *City of Menlo Park's Ability to Address its Regional Housing Needs Allocation (RHNA) for the 2015-2023 Planning Period* table on page 111. The new unit potential identified in Tables 1, 2, 3 and 4 is based on the realistic development potential of these sites considering current site conditions, existing uses and development potential under existing zoning and development standards. The map shows a composite of the City's approach to providing adequate sites for a variety of housing types and needs. Specifically, these include sites zoned for higher density housing, lots around the downtown area that have additional development potential, second units and the El Camino Real/Downtown Specific Plan area.

Table 1: High Density Housing Opportunity Sites – This table relates to the “High Density Opportunity Sites” row of the table on page 111. The 433 units in Table 1 reflect the potential net new units factoring in density bonuses available through the Affordable Housing Overlay.

Table 2: Potential Housing Sites within ECR/D Specific Plan – This table demonstrates that there are opportunity sites with base zoning of 30 dwelling units per acre to substantiate the development potential for 680 units listed in the “El Camino Real/Downtown Specific Plan” row of the table on page 111.

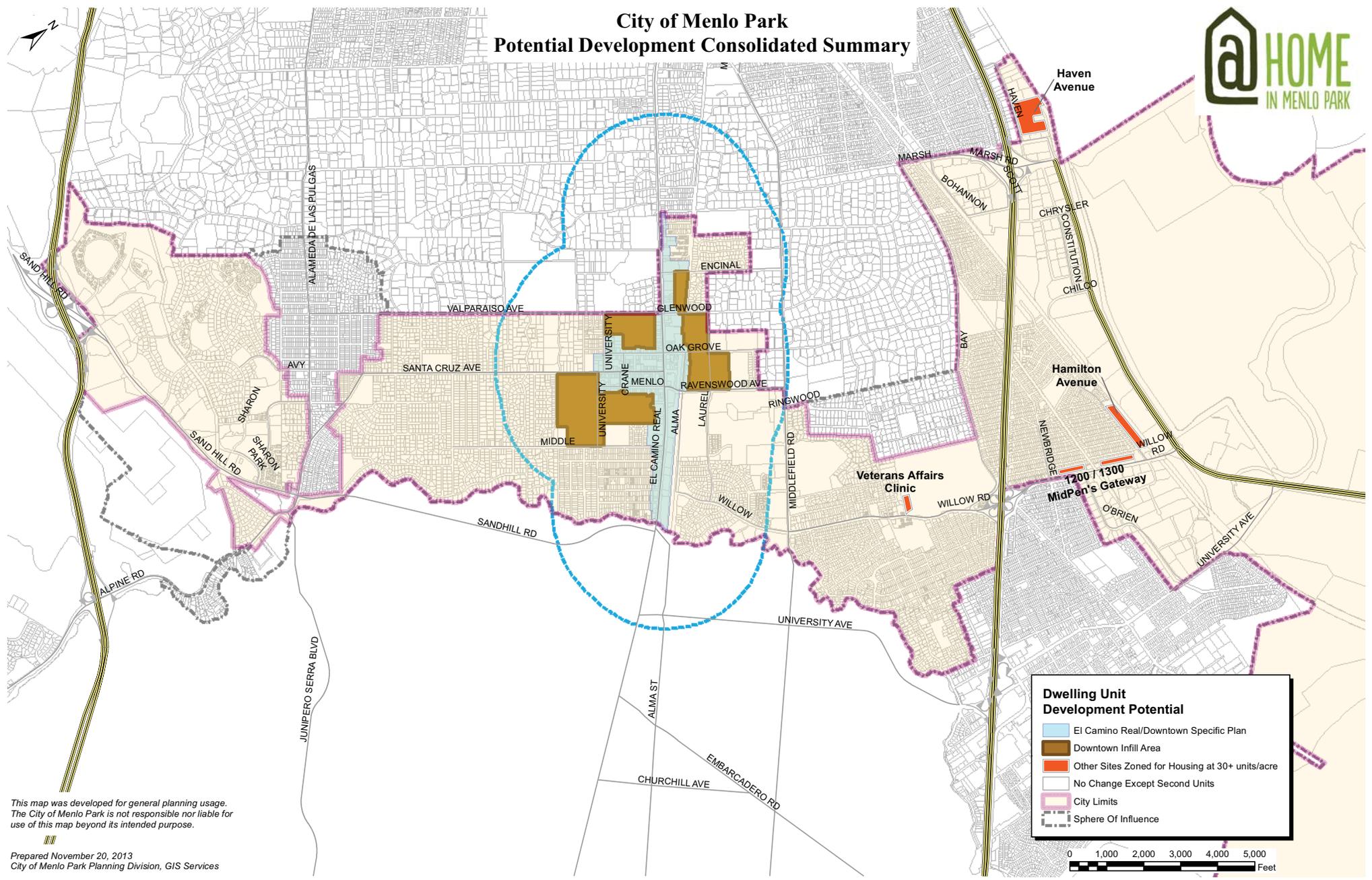
Table 3: Infill Around Downtown– This table demonstrates that there are opportunity sites in the areas adjacent to the boundary of the Specific Plan with base zoning of 30 dwelling units per acre to substantiate the development potential for 70 units listed in the “New Housing on Infill Sites Around Downtown” row of the table on page 111. In addition, Table 3 shows the existing development potential under existing zoning for smaller lots in this geographic area of 71 units, which relates to the “Scattered Site Units Under Pre-2012 Zoning” row of the table on page 111.

Table 4: Scattered Sites – This table covers properties that are not reflected in Tables 1, 2 or 3 and relates to the “Scattered Site Units Under Pre-2012 Zoning” row of the table on page 111. One-hundred eighteen units are available in 2013.

Table 5: Built and Approved Units – This table relates to the “Scattered Site Units Under Pre-2012 Zoning” row of the table on page 111. Two-hundred two units were built or approved between 2007 and June 2013 and eleven units were built or approved between July 2013 and December 2013.

Table 6: Built and Pending Second Units – This table relates to the “New Second Units” row of the table on page 111. Six second units were built or approved between 2007 and 2012 and seven units have been approved or are pending in 2013.

City of Menlo Park Potential Development Consolidated Summary



Dwelling Unit Development Potential

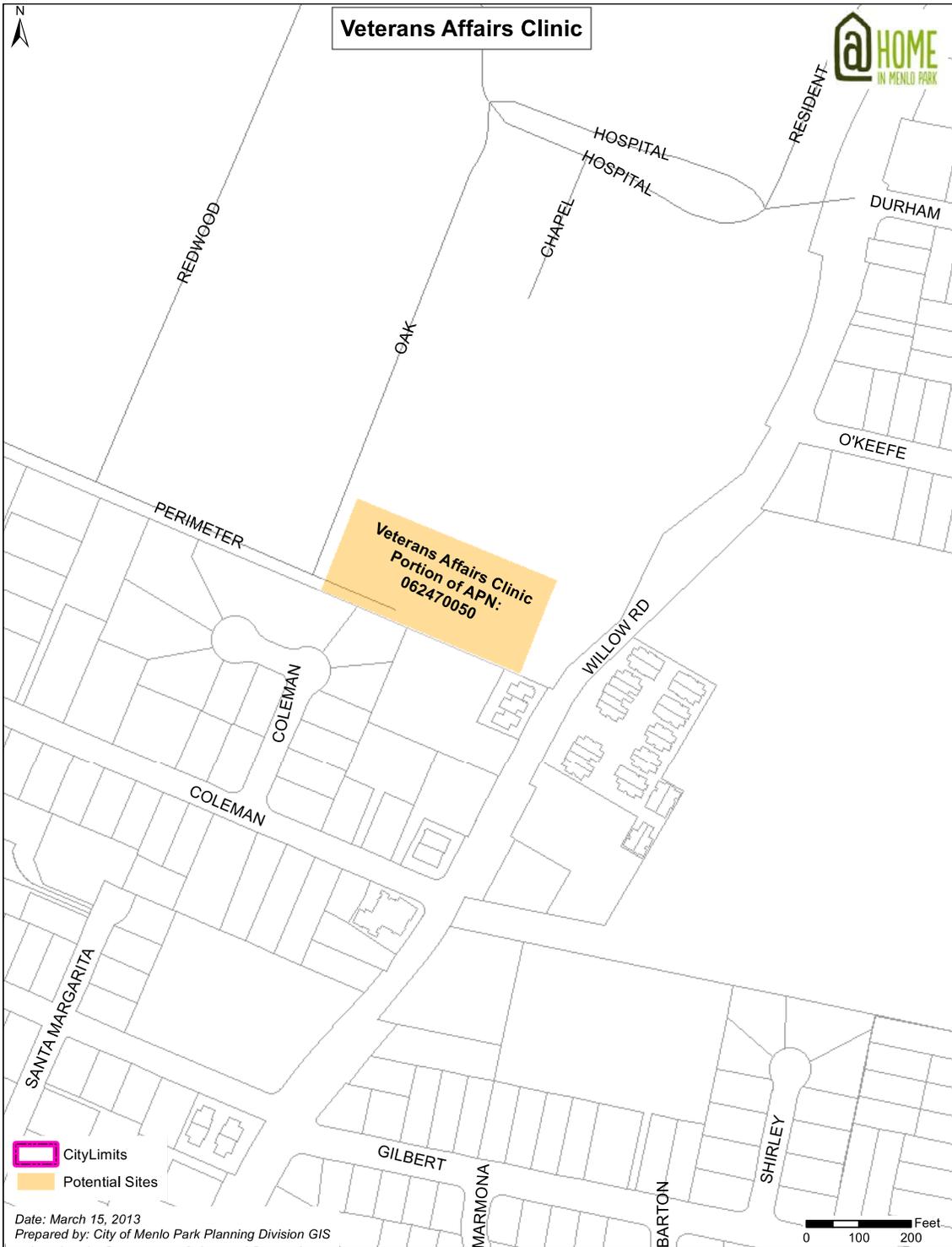
- El Camino Real/Downtown Specific Plan
- Downtown Infill Area
- Other Sites Zoned for Housing at 30+ units/acre
- No Change Except Second Units
- City Limits
- Sphere Of Influence

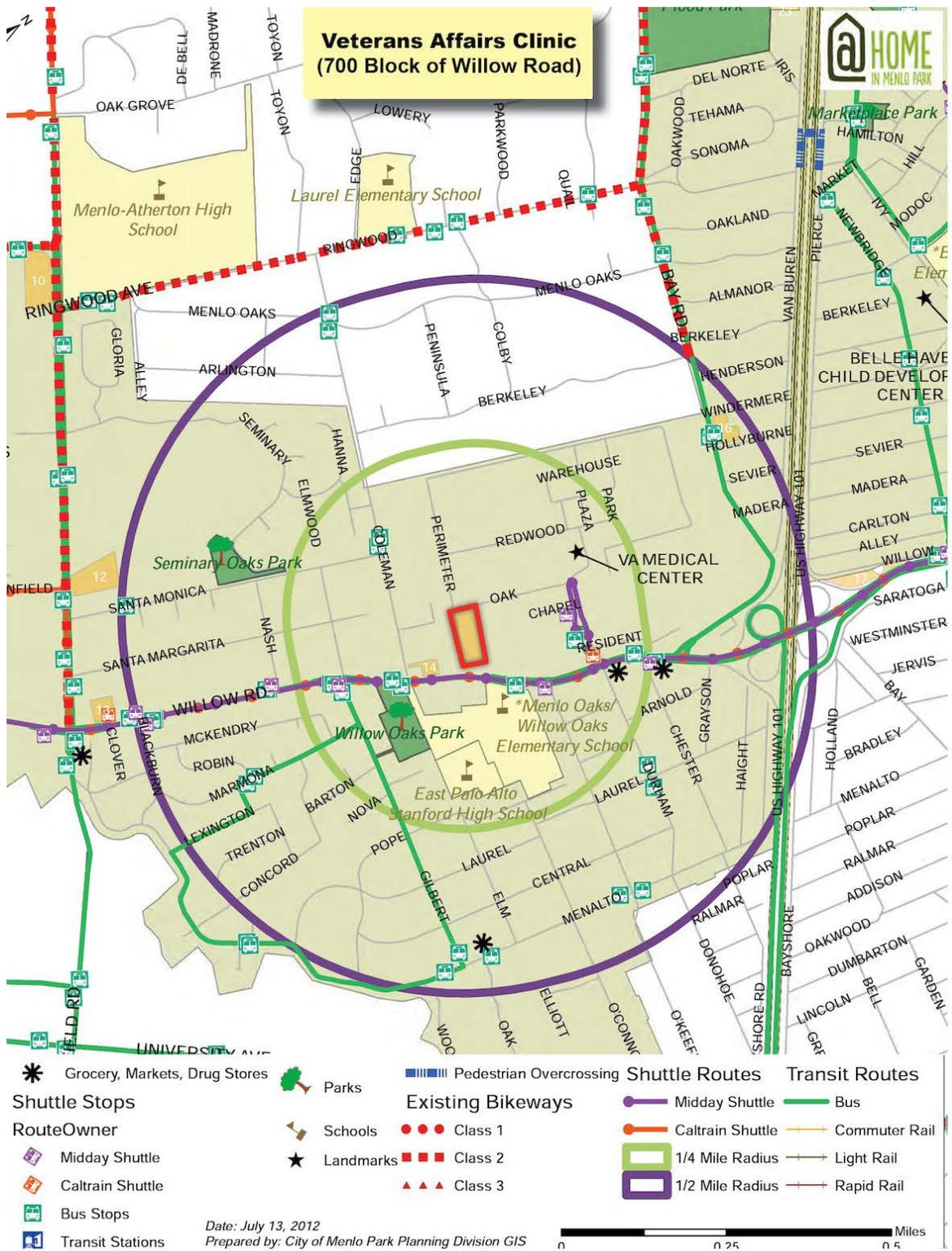


This map was developed for general planning usage. The City of Menlo Park is not responsible nor liable for use of this map beyond its intended purpose.

Prepared November 20, 2013
City of Menlo Park Planning Division, GIS Services

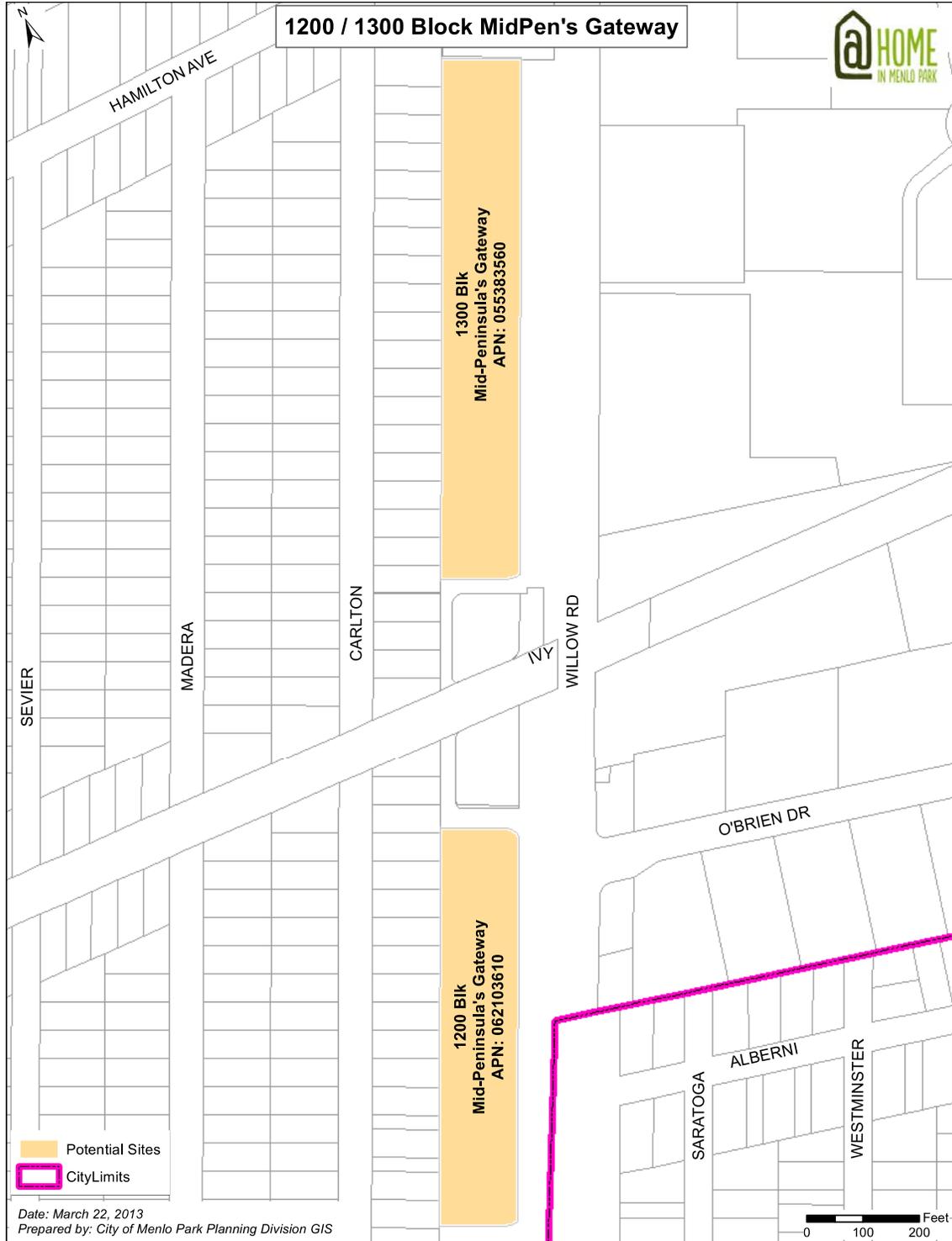
Veterans Affairs Clinic

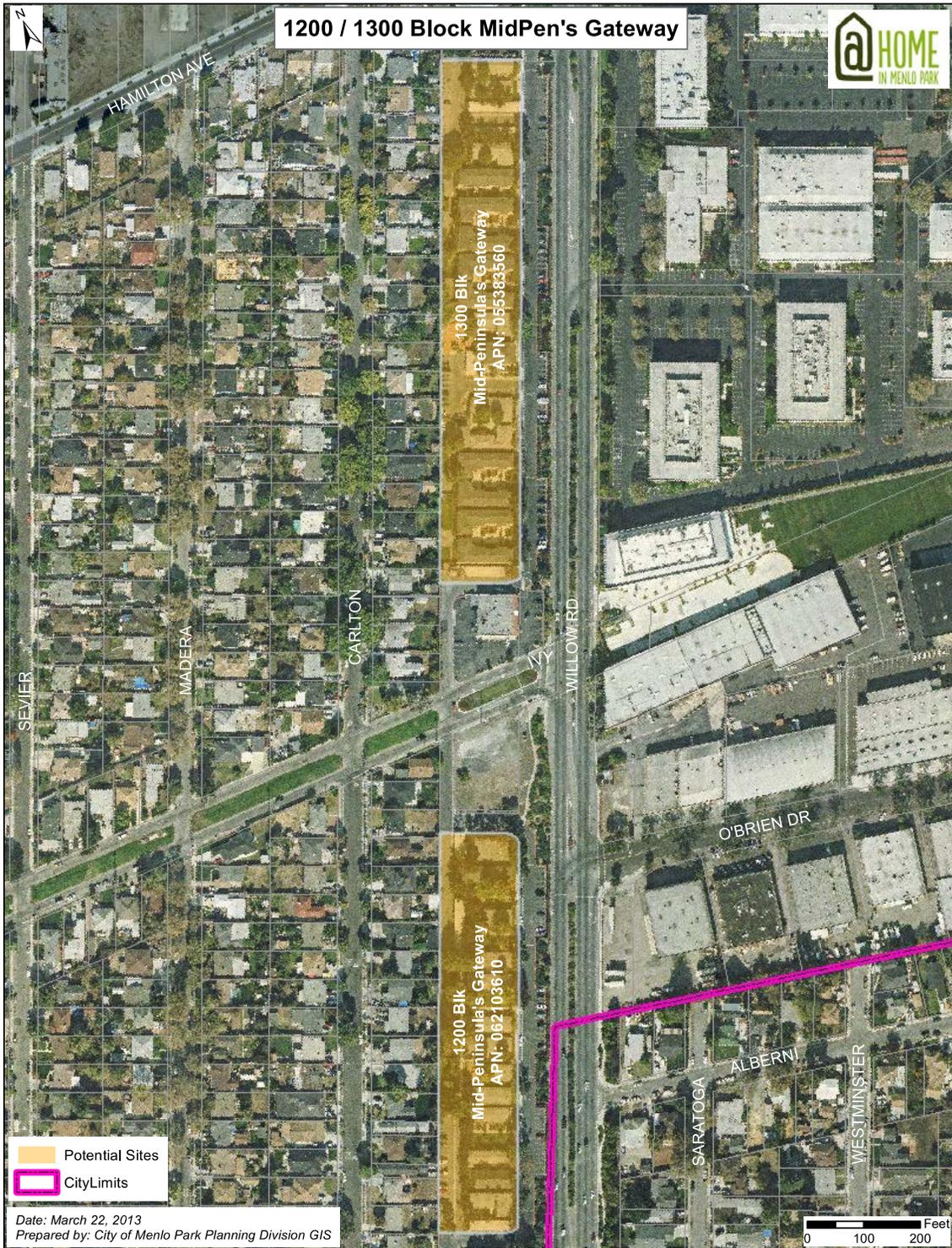




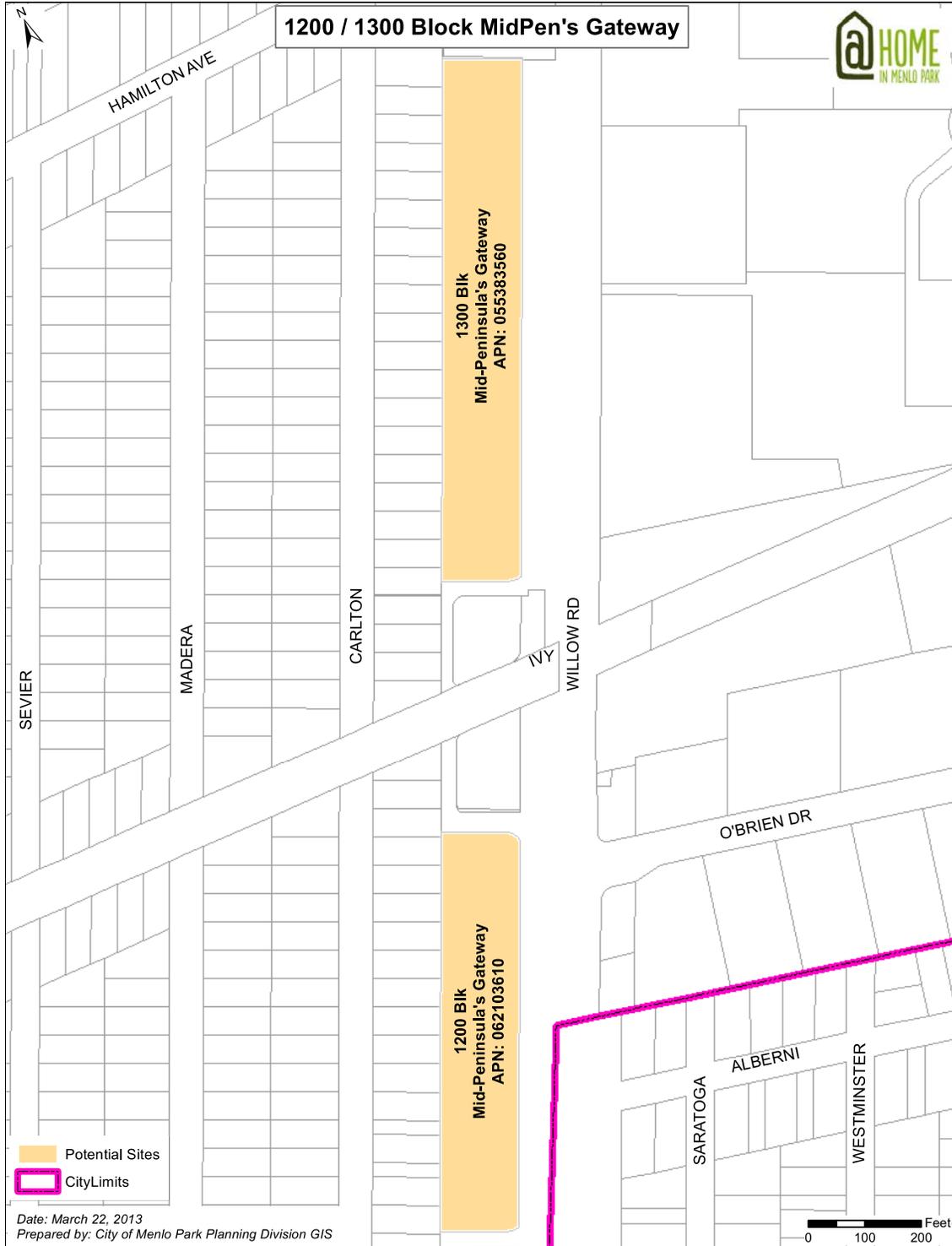


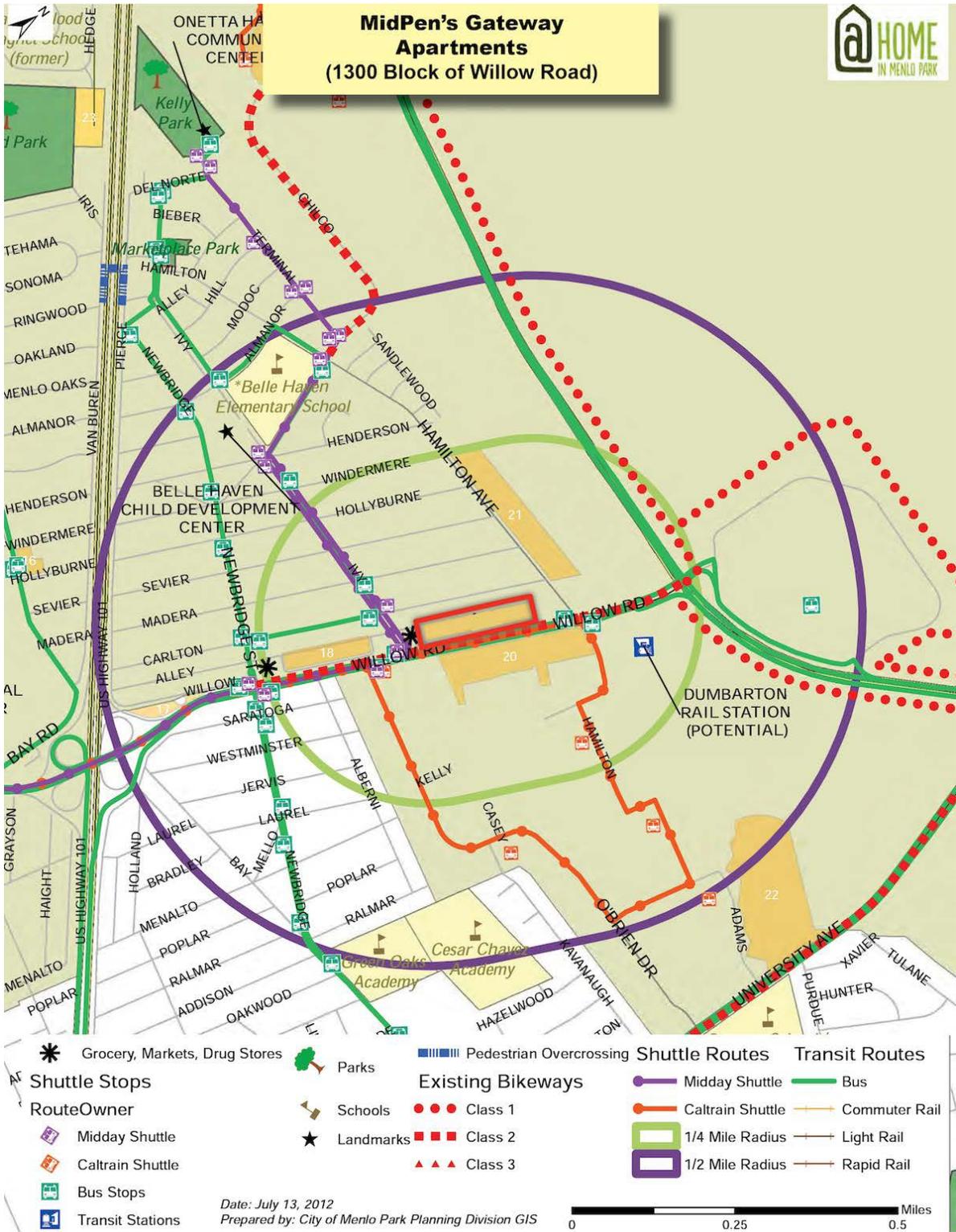
MidPen's Gateway Apartments (1200 Block of Willow Road)

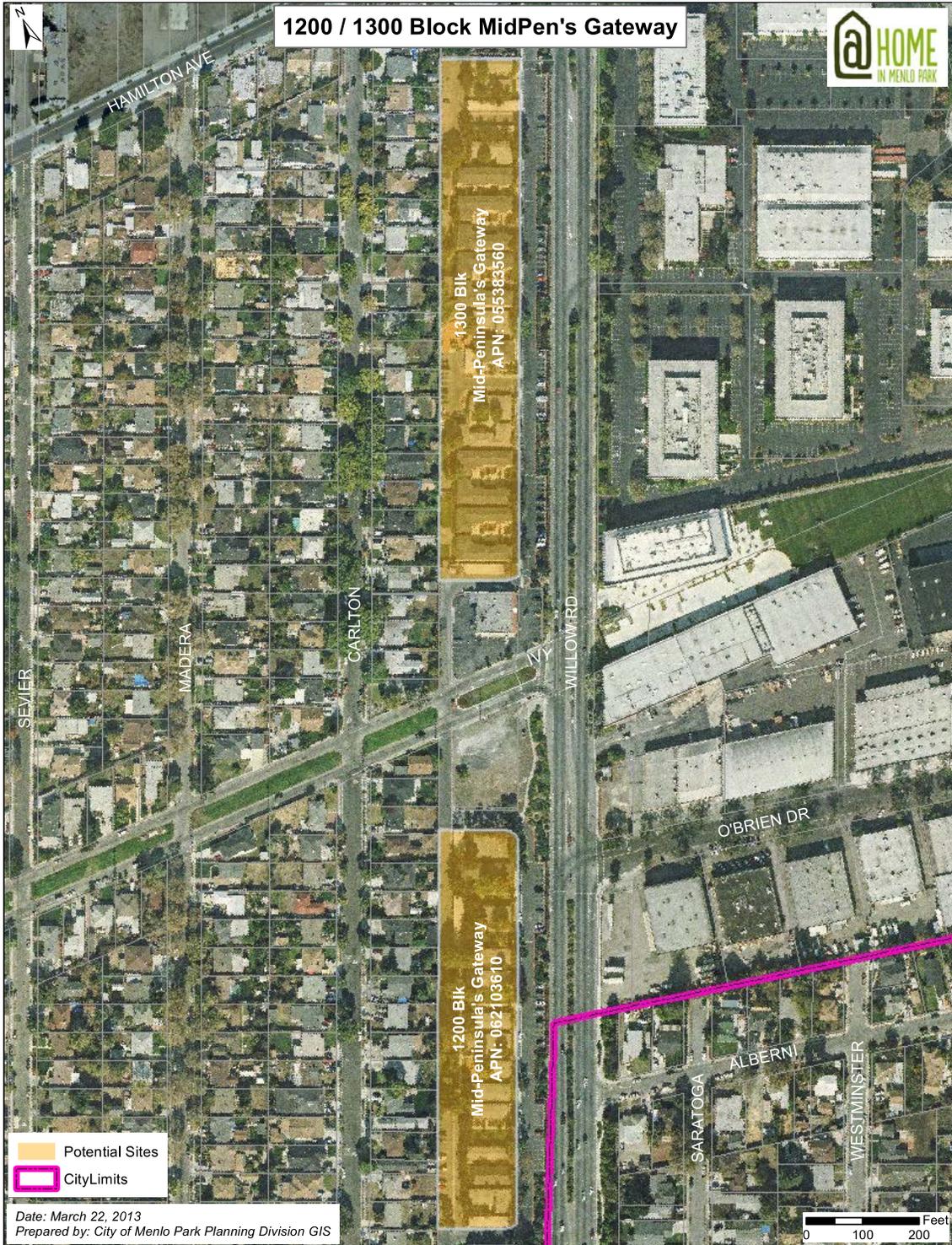




MidPen's Gateway Apartments (1300 Block of Willow Road)

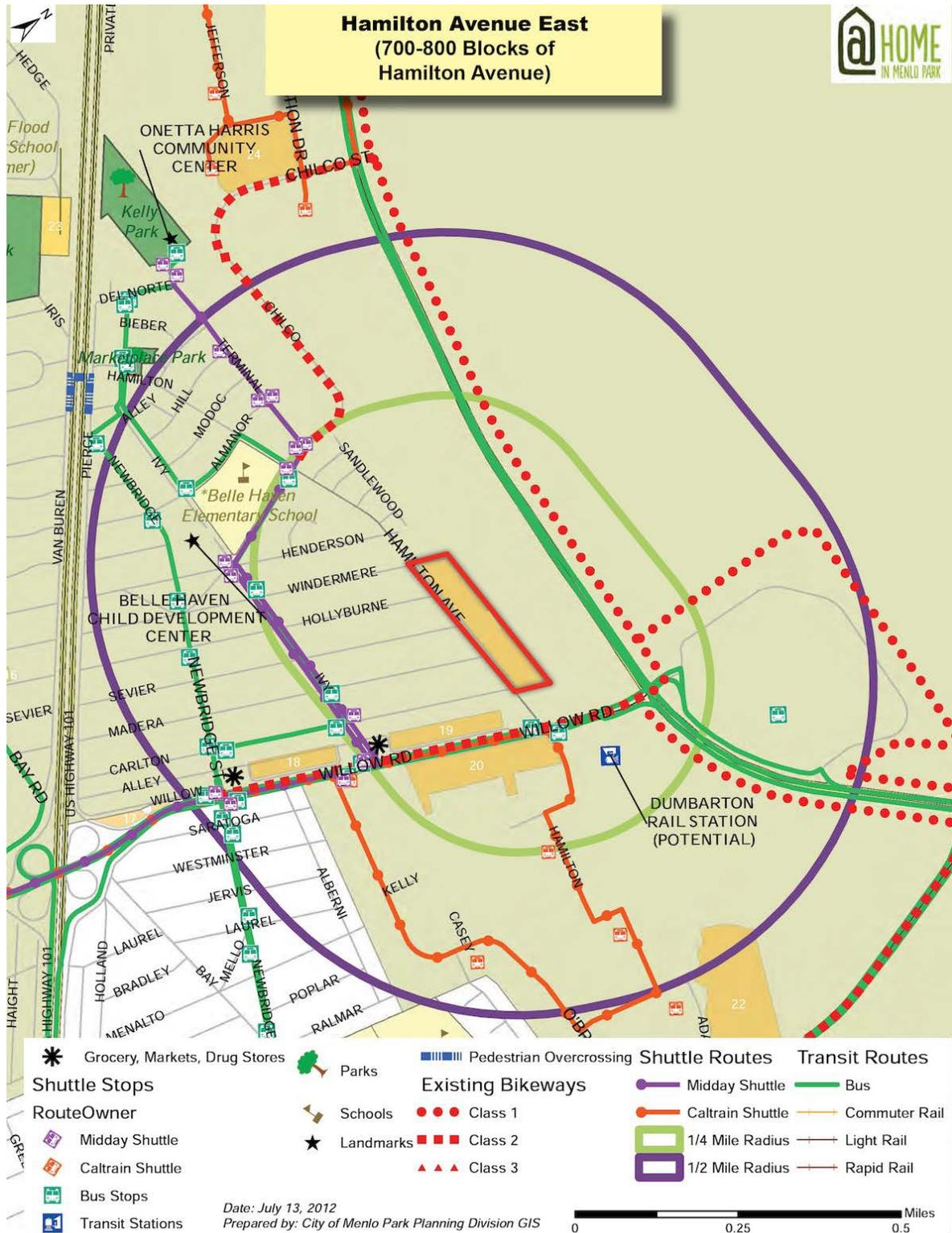






Hamilton Avenue







Haven Avenue



Haven Avenue (3600 Block of Haven Avenue)





Table 1: High Density Housing Opportunity Sites

Site Name	APN	Address	Property Owner (Developer)	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Dwelling Units per Acre	Total Allowable Dwelling Units	Status
Veterans Affairs Clinic	062470050	605 Willow Road	United States of America (Core)	PF	Public Facility	Vacant portion of VA Campus	87,599	2.01	30	60	Pipeline
MidPen's Gateway Apts	062103610	1221-1275 Willow Road	Menlo Gateway Inc. (MidPen)	R-4-S (AHO)	High Density Residential	Multifamily Residential (48)	98,686	2.27	30	68	
MidPen's Gateway Apts	055383560	1317-1385 Willow Road	Menlo Gateway Inc. (MidPen)	R-4-S (AHO)	High Density Residential	Multifamily Residential (82)	129,427	2.97	30	89	
Hamilton Avenue	055374120	631 Hamilton Avenue	Mt. Olive Apostolic Original	R-4-S	High Density Residential	Multifamily Residential (8)	29,164	0.67	30	20	
Hamilton Avenue	055396070	721 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Light Manufacturing	39,803	0.91	30	27	
Hamilton Avenue	055396030	700 block Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Vacant	11,232	0.26	30	8	
Hamilton Avenue	055396060	700 block Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Vacant	17,335	0.40	30	12	
Hamilton Avenue	055397010	755 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Light Manufacturing	28,562	0.66	30	20	
Hamilton Avenue	055397020	759 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Warehouse	11,229	0.26	30	8	
Hamilton Avenue	055397030	763 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Warehouse	11,228	0.26	30	8	
Hamilton Avenue	055397040	767 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Office	11,227	0.26	30	8	
Hamilton Avenue	055397050	700 block Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Vacant	6,103	0.14	30	4	
Hamilton Avenue	055398240	700 block Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Vacant	7,757	0.18	30	5	
Hamilton Avenue	055398010	771 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Light Manufacturing	9,159	0.21	30	6	
Hamilton Avenue	055398026	777 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Vacant	22,450	0.52	30	15	
Hamilton Avenue	055398030	735 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Vacant	11,225	0.26	30	8	
Hamilton Avenue	055398040	787 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Vacant	11,225	0.26	30	8	
Hamilton Avenue	055398050	791 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Vacant	12,200	0.28	30	8	
Hamilton Avenue	055398060	801 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Vacant	12,201	0.28	30	8	
Hamilton Avenue	055398070	811 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Vacant	12,199	0.28	30	8	
Hamilton Avenue	055398080	821 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	R-4-S	High Density Residential	Vacant	12,200	0.28	30	8	
Hamilton Avenue	055398090	831 Hamilton Avenue	Angelo Paul TR (Greenheart)	R-4-S	High Density Residential	Light Manufacturing	12,201	0.28	30	8	
Hamilton Avenue	055398100	841 Hamilton Avenue	Angelo Paul TR (Greenheart)	R-4-S	High Density Residential	Warehouse	12,200	0.28	30	8	
Hamilton Avenue	055398110	851 Hamilton Avenue	Angelo Paul TR (Greenheart)	R-4-S	High Density Residential	Light Manufacturing	12,200	0.28	30	8	
Haven Avenue	055170190	3605, 3607, 3609 & 3611 Haven Ave	Anton Menlo LLC (St. Anton)	R-4-S (AHO)	High Density Residential	Light Manufacturing	77,528	1.78	30	53	Pipeline
Haven Avenue	055170200	3615 Haven Avenue	Anton Menlo LLC (St. Anton)	R-4-S (AHO)	High Density Residential	Office	50,690	1.16	30	35	Pipeline
Haven Avenue	055170260	3600 block Haven Avenue	Anton Menlo LLC (St. Anton)	R-4-S (AHO)	High Density Residential	Vacant	14,455	0.33	30	10	Pipeline
Haven Avenue	055170270	3600 block Haven Avenue	Anton Menlo LLC (St. Anton)	R-4-S (AHO)	High Density Residential	Vacant	5,478	0.13	30	4	Pipeline
Haven Avenue	055170180	3633, 3635, 3637 & 3655 Haven Ave	Anton Menlo LLC (St. Anton)	R-4-S (AHO)	High Density Residential	Vacant	208,870	4.80	30	144	Pipeline
Haven Avenue	055170320	3639 Haven Avenue	Anton Menlo LLC (St. Anton)	R-4-S (AHO)	High Density Residential	Light Manufacturing	65,296	1.50	30	45	Pipeline
Haven Avenue	055170330	3641 Haven Avenue	Scarlett Henry A & P M TRS	R-4-S (AHO)	High Density Residential	Light Manufacturing	39,914	0.92	30	27	
Haven Avenue	055170060	3645 & 3651 Haven Avenue	Butler Realty LLC (Greystar)	R-4-S (AHO)	High Density Residential	Outside Storage	16,510	0.38	30	11	
Haven Avenue	055170070	3665 Haven Avenue	Butler Realty LLC (Greystar)	R-4-S (AHO)	High Density Residential	Warehouse	51,208	1.18	30	35	
Haven Avenue	055170080	3645 Haven Avenue	Butler Realty LLC (Greystar)	R-4-S (AHO)	High Density Residential	Outside Storage	39,285	0.90	30	27	
Haven Avenue	055170210	3645 Haven Avenue	Butler Realty LLC (Greystar)	R-4-S (AHO)	High Density Residential	Warehouse	76,675	1.76	30	53	
Haven Avenue	055170220	3645 Haven Avenue	Butler Realty LLC (Greystar)	R-4-S (AHO)	High Density Residential	Vacant	29,284	0.67	30	20	
TOTAL								29.94		898	
<i>Pipeline</i>											<i>465</i>

Remainder

433

Table 2: Potential Housing Sites within ECR/D Specific Plan

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Dwelling Units per Acre	Total Allowable Dwelling Units	Density Qualifies for Very Low or Low	Density Qualifies for Moderate
061430450	1300 El Camino Real	ECR NE-R	El Camino Real Downtown Specific Plan	Vacant (Former Auto Sales)	146,728	3.37	32	107	107	
061430200	Derry Lane	ECR NE-R	El Camino Real Downtown Specific Plan	Commercial and Vacant	150,339	3.45	32	110	110	
060341140	1850 El Camino Real	ECR NE-L	El Camino Real Downtown Specific Plan	Restaurant	9,743	0.22	20	4		4
060341130	1850 El Camino Real	ECR NE-L	El Camino Real Downtown Specific Plan	Restaurant	13,253	0.30	20	6		6
060341280	1850 El Camino Real	ECR NE-L	El Camino Real Downtown Specific Plan	Restaurant	6,249	0.14	20	2		2
060344240	1610-1620 El Camino Real	ECR NE-L	El Camino Real Downtown Specific Plan	1-story commercial	7,977	0.18	20	3		3
060344250	1610-1620 El Camino Real	ECR NE-L	El Camino Real Downtown Specific Plan	1-story commercial	9,203	0.21	20	4		4
061422100	1451 San Antonio St	ECR NE	El Camino Real Downtown Specific Plan	Single-Family Residential	7,489	0.17	25	4		4
061422240	1450 El Camino Real	ECR NE	El Camino Real Downtown Specific Plan	1-story office	7,500	0.17	25	4		4
061422230	1438 El Camino Real	ECR NE	El Camino Real Downtown Specific Plan	Restaurant	7,501	0.17	25	4		4
061422350	1436 El Camino Real	ECR NE	El Camino Real Downtown Specific Plan	Carwash	29,975	0.69	25	17		17
071103030	1295 El Camino Real	ECR NW	El Camino Real Downtown Specific Plan	1-story commercial	18,245	0.42	25	10		10
071103040	1283-1285 El Camino Real	ECR NW	El Camino Real Downtown Specific Plan	1-story commercial	9,132	0.21	25	5		5
071103050	1281 El Camino Real	ECR NW	El Camino Real Downtown Specific Plan	Auto repair	9,132	0.21	25	5		5
071103060	1279 El Camino Real	ECR NW	El Camino Real Downtown Specific Plan	Auto repair	9,130	0.21	25	5		5
071103080	1265-1267 El Camino Real	ECR NW	El Camino Real Downtown Specific Plan	2-story commercial	8,828	0.20	25	5		5
071103090	1259-1263 El Camino Real	ECR NW	El Camino Real Downtown Specific Plan	2-story commercial	8,828	0.20	25	5		5
071103100	1251-1257 El Camino Real	ECR NW	El Camino Real Downtown Specific Plan	1-story commercial	11,464	0.26	25	6		6
061441140	1100 El Camino Real	SA E	El Camino Real Downtown Specific Plan	Restaurant	16,309	0.37	50	18	18	
061441050	556-558 Santa Cruz Ave	SA E	El Camino Real Downtown Specific Plan	2-story mixed use	10,349	0.24	50	11	11	
061441040	506-540 Santa Cruz Ave	SA E	El Camino Real Downtown Specific Plan	1-story commercial	13,632	0.31	50	15	15	
061441030	1125 Merrill St	SA E	El Camino Real Downtown Specific Plan	Veterinary hospital	6,166	0.14	50	7	7	
061412430	1100 block Alma St	SA E	El Camino Real Downtown Specific Plan	Parking lot	13,498	0.31	50	15	15	
061412440	1100 Alma St	SA E	El Camino Real Downtown Specific Plan	2-story office	32,467	0.75	50	37	37	
061412450	1010-1026 Alma St	SA E	El Camino Real Downtown Specific Plan	1-story commercial	28,752	0.66	50	33	33	
061412160	550 Ravenswood Ave	SA E	El Camino Real Downtown Specific Plan	1-story commercial	18,340	0.42	50	21	21	
071333200	700 El Camino Real	ECR SE	El Camino Real Downtown Specific Plan	1-story retail	128,643	2.95	40	118	118	
071440040	550 El Camino Real	ECR SE	El Camino Real Downtown Specific Plan	Unoccupied (Former Auto Sales)	71,054	1.63	40	65	65	
071413200	201-211 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	7,345	0.17	25	4		4

Table 2: Potential Housing Sites within ECR/D Specific Plan

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Dwelling Units per Acre	Total Allowable Dwelling Units	Density Qualifies for Very Low or Low	Density Qualifies for Moderate
071413370	600 block Cambridge Ave	ECR SW	El Camino Real Downtown Specific Plan	Parking lot	7,823	0.18	25	4		4
071411460	405-409 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	7,895	0.18	25	4		4
071411210	417 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	2,755	0.06	25	1		1
071411200	425 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	2,817	0.06	25	1		1
071411190	433-441 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	5,819	0.13	25	3		3
071411180	495 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	Gas station	6,065	0.14	25	3		3
071411170	495 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	Gas station	3,126	0.07	25	1		1
071411450	495 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	Gas station	7,965	0.18	25	4		4
071288550	650 Live Oak Ave	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	22,426	0.51	25	12		12
071288580	905-925 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	14,396	0.33	25	8		8
071288230	935 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	3,796	0.09	25	2		2
071288590	989-999 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	15,653	0.36	25	8		8
071288190	607-611 Menlo Ave	ECR SW	El Camino Real Downtown Specific Plan	commercial	9,484	0.22	25	5		5
071288180	615-617 Menlo Ave	ECR SW	El Camino Real Downtown Specific Plan	commercial	6,983	0.16	25	4		4
071287080	1001-1005 El Camino Real	SA W	El Camino Real Downtown Specific Plan	2-story mixed use	2,884	0.07	50	3	3	
071287070	1011-1031 El Camino Real	SA W	El Camino Real Downtown Specific Plan	1-story commercial	8,344	0.19	50	9	9	
071287060	1035-1039 El Camino Real	SA W	El Camino Real Downtown Specific Plan	Restaurant	4,605	0.11	50	5	5	
071287090	1047 El Camino Real	SA W	El Camino Real Downtown Specific Plan	2-story mixed use	6,293	0.14	50	7	7	
071287030	1075-1079 El Camino Real	SA W	El Camino Real Downtown Specific Plan	Restaurant	2,682	0.06	50	3	3	
071287020	1081-1083 El Camino Real	SA W	El Camino Real Downtown Specific Plan	Restaurant	2,194	0.05	50	2	2	
071287010	603-609 Santa Cruz Ave	SA W	El Camino Real Downtown Specific Plan	1-story commercial	3,901	0.09	50	4	4	
071286080	611-633 Santa Cruz Ave	SA W	El Camino Real Downtown Specific Plan	2-story commercial	19,549	0.45	50	22	22	
071286040	1000 block Doyle St	SA W	El Camino Real Downtown Specific Plan	Parking lot	5,749	0.13	50	6	6	
071286060	1010 Doyle St	SA W	El Camino Real Downtown Specific Plan	2-story commercial	6,912	0.16	50	7	7	
071286050	600 block Menlo Ave	SA W	El Camino Real Downtown Specific Plan	Parking lot	6,682	0.15	50	7	7	
071102140	600-618 Santa Cruz Ave	SA W	El Camino Real Downtown Specific Plan	1-story commercial	14,117	0.32	50	16	16	
071102130	1133-1159 El Camino Real	SA W	El Camino Real Downtown Specific Plan	1-story commercial	23,685	0.54	50	27	27	
071102390	1161-1169 El Camino Real	SA W	El Camino Real Downtown Specific Plan	1-story commercial	5,756	0.13	50	6	6	
071102370	1177-1185 El Camino Real	SA W	El Camino Real Downtown Specific Plan	1-story commercial	7,513	0.17	50	8	8	

Table 2: Potential Housing Sites within ECR/D Specific Plan

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Dwelling Units per Acre	Total Allowable Dwelling Units	Density Qualifies for Very Low or Low	Density Qualifies for Moderate
071102350	1189 El Camino Real	SA W	El Camino Real Downtown Specific Plan	1-story commercial	5,345	0.12	50	6	6	
071102100	625 Oak Grove Ave	SA W	El Camino Real Downtown Specific Plan	1-story commercial	3,891	0.09	50	4	4	
TOTAL								852	699	153
Percentage of Total Allowable Dwelling Units at Density that Qualifies for Particular Income Category								100%	82%	18%
Distribution of 680-Unit Cap by Percentage Above								680	558	122

Note: Any proposal for development of residential units in excess of the 680 units allowed under the Specific Plan would require an amendment to the Specific Plan and concurrent environmental review.

Table 3: Infill Around Downtown

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Dwelling Units per Acre (Allowable)
071288560	934 CRANE ST	R3	Medium Density Residential	Residential: Five or More Units	27,511	0.63	18	9	9	28.5
071292070	1003 ROBLE AVE	R3	Medium Density Residential	Residential: Five or More Units	22,122	0.51	15	7	8	29.5
071091060	823 VALPARAISO AVE	R3	Medium Density Residential	Residential: Single-Family	17,772	0.41	12	1	11	29.4
071312030	887 ROBLE AVE	R3	Medium Density Residential	Residential: Fourplex	15,799	0.36	10	4	6	27.6
061401010	417 GLENWOOD AVE	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	15,588	0.36	10	3	7	27.9
071302120	934 ALICE LN	R3	Medium Density Residential	Residential: Combination of Unit Types	15,302	0.35	10	4	6	28.5
071292010	971 OAK LN	R3	Medium Density Residential	Residential: Two Duplexes	15,066	0.35	10	4	6	28.9
071101160	1249 HOOVER ST	R3	Medium Density Residential	Residential: Fourplex	13,686	0.31	9	4	5	28.6
061401100	1257 LAUREL ST	R3	Medium Density Residential	Residential: Single-Family	13,388	0.31	9	1	8	29.3
061401270	1300 MILLS ST	R3	Medium Density Residential	Residential: Combination of Unit Types	12,665	0.29	8	4	4	27.5
071302110	904 ALICE LN	R3	Medium Density Residential	Residential: Two Duplexes	12,403	0.28	8	4	4	28.1
071291240	800 ARBOR RD	R3	Medium Density Residential	Residential: Five or More Units	12,284	0.28	8	8	0	28.4
071293150	1025 MALLET CT	R3	Medium Density Residential	Residential: Fourplex	12,260	0.28	8	4	4	28.4
071292190	810 FREMONT ST	R3	Medium Density Residential	Residential: Fourplex	11,740	0.27	8	4	4	29.7
071302230	587 ALICE LN	R3	Medium Density Residential	Residential: Combination of Unit Types	11,226	0.26	7	2	5	27.2
071103420	1220 HOOVER ST	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	10,893	0.25	7	2	5	28.0
071292170	750 FREMONT ST	R3	Medium Density Residential	Residential: SFR & Duplex or Triplex	10,785	0.25	7	3	4	28.3
071272080	985 SANTA CRUZ AVE	R3	Medium Density Residential	Residential: Combination of Unit Types	10,623	0.24	7	4	3	28.7
071301280	765 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	10,362	0.24	7	1	6	29.4
071103320	1340 HOOVER ST	R3	Medium Density Residential	Residential: Single-Family	9,035	0.21	2	1	1	9.6
071093070	1340 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	9,027	0.21	2	1	1	9.7
071272420	969 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	8,918	0.20	2	1	1	9.8
061401090	1261 LAUREL ST	R3	Medium Density Residential	Residential: Single-Family	8,805	0.20	2	1	1	9.9
071093180	1230 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	8,450	0.19	2	1	1	10.3
071291160	649 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	8,447	0.19	2	1	1	10.3

Table 3: Infill Around Downtown

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Dwelling Units per Acre (Allowable)
061401280	1320 MILLS ST	R3	Medium Density Residential	Residential: Single-Family	8,323	0.19	2	1	1	10.5
061401150	424 OAK GROVE AVE	R3	Medium Density Residential	Residential: Single-Family	8,249	0.19	2	1	1	10.6
071093170	1232 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	8,170	0.19	2	1	1	10.7
061401030	1333 LAUREL ST	R3	Medium Density Residential	Residential: Single-Family	8,130	0.19	2	1	1	10.7
071301310	916 FLORENCE LN	R3	Medium Density Residential	Residential: Single-Family	8,046	0.18	2	1	1	10.8
071093040	735 VALPARAISO AVE	R3	Medium Density Residential	Residential: Single-Family	8,023	0.18	2	1	1	10.9
071091400	1308 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	7,860	0.18	2	1	1	11.1
071091410	1310 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	7,852	0.18	2	1	1	11.1
061382260	1066 PINE ST	R3	Medium Density Residential	Residential: Single-Family	7,760	0.18	2	1	1	11.2
071272190	966 MENLO AVE	R3	Medium Density Residential	Residential: Single-Family	7,626	0.18	2	1	1	11.4
071311200	820 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	7,562	0.17	2	1	1	11.5
061401350	425 GLENWOOD AVE	R3	Medium Density Residential	Residential: Single-Family	7,501	0.17	2	1	1	11.6
071301140	936 ROBLE AVE	R3	Medium Density Residential	Residential: Single-Family	7,500	0.17	2	1	1	11.6
071301270	775 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	7,500	0.17	2	1	1	11.6
071311060	801 LIVE OAK AVE	R3	Medium Density Residential	Residential: Single-Family	7,422	0.17	2	1	1	11.7
071311070	797 LIVE OAK AVE	R3	Medium Density Residential	Residential: Single-Family	7,415	0.17	2	1	1	11.7
071301130	922 ROBLE AVE	R3	Medium Density Residential	Residential: Single-Family	7,358	0.17	2	1	1	11.8
071301210	973 ROBLE AVE	R3	Medium Density Residential	Residential: Single-Family	7,332	0.17	2	1	1	11.9
071301030	957 OAK LN	R3	Medium Density Residential	Residential: Single-Family	7,331	0.17	2	1	1	11.9
071093290	1360 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	7,273	0.17	2	1	1	12.0
071293080	1010 MALLETT CT	R3	Medium Density Residential	Residential: Single-Family	7,242	0.17	2	1	1	12.0
071293100	1030 MALLETT CT	R3	Medium Density Residential	Residential: Single-Family	7,186	0.16	2	1	1	12.1
071301300	721 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	7,078	0.16	2	1	1	12.3
061401240	1264 MILLS ST	R3	Medium Density Residential	Residential: Single-Family	7,052	0.16	2	1	1	12.4
071101110	1305 HOOVER ST	R3	Medium Density Residential	Residential: Single-Family	7,000	0.16	2	1	1	12.4

Table 3: Infill Around Downtown

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Dwelling Units per Acre (Allowable)
071101210	1243 HOOVER ST	R3	Medium Density Residential	Residential: Single-Family	7,000	0.16	2	1	1	12.4
071293250	620 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	6,720	0.15	2	1	1	13.0
071274080	836 LIVE OAK AVE	R3	Medium Density Residential	Residential: Single-Family	6,552	0.15	2	1	1	13.3
071293060	640 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	6,551	0.15	2	1	1	13.3
071093160	1234 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	6,456	0.15	2	1	1	13.5
071271080	949 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	6,449	0.15	2	1	1	13.5
071288410	764 LIVE OAK AVE	R3	Medium Density Residential	Residential: Single-Family	6,397	0.15	2	1	1	13.6
071093140	1238 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	6,393	0.15	2	1	1	13.6
071093150	1236 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	6,392	0.15	2	1	1	13.6
061402140	1225 MILLS ST	R3	Medium Density Residential	Residential: Single-Family	6,215	0.14	2	1	1	14.0
071271110	909 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	6,193	0.14	2	1	1	14.1
071302260	519 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	6,156	0.14	2	1	1	14.2
071103330	1346 HOOVER ST	R3	Medium Density Residential	Residential: Single-Family	5,952	0.14	2	1	1	14.6
071321030	737 LIVE OAK AVE	R3	Medium Density Residential	Residential: Single-Family	5,913	0.14	2	1	1	14.7
071321020	751 LIVE OAK AVE	R3	Medium Density Residential	Residential: Single-Family	5,851	0.13	2	1	1	14.9
071288310	676 LIVE OAK AVE	R3	Medium Density Residential	Residential: Single-Family	5,751	0.13	2	1	1	15.1
071272070	993 SANTA CRUZ AVE	R3	Medium Density Residential	Residential: Single-Family	5,691	0.13	2	1	1	15.3
071331140	688 ROBLE AVE	R3	Medium Density Residential	Residential: Single-Family	5,640	0.13	2	1	1	15.4
071321070	705 LIVE OAK AVE	R3	Medium Density Residential	Residential: Single-Family	5,632	0.13	2	1	1	15.5
071331030	671 LIVE OAK AVE	R3	Medium Density Residential	Residential: Single-Family	5,632	0.13	2	1	1	15.5
071271070	955 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	5,626	0.13	2	1	1	15.5
071271060	1003 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	5,626	0.13	2	1	1	15.5
071291070	816 ARBOR RD	R3	Medium Density Residential	Residential: Single-Family	5,625	0.13	2	1	1	15.5
071271140	928 ARBOR RD	R3	Medium Density Residential	Residential: Single-Family	5,625	0.13	2	1	1	15.5
071312020	893 ROBLE AVE	R3	Medium Density Residential	Residential: Single-Family	5,494	0.13	2	1	1	15.9

Table 3: Infill Around Downtown

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Dwelling Units per Acre (Allowable)
071321130	752 ROBLE AVE	R3	Medium Density Residential	Residential: Single-Family	5,440	0.12	2	1	1	16.0
071282140	932 EVELYN ST	R3	Medium Density Residential	Residential: Single-Family	5,399	0.12	2	1	1	16.1
071311170	890 ROBLE AVE	R3	Medium Density Residential	Residential: Single-Family	5,331	0.12	2	1	1	16.3
071272140	1001 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	5,297	0.12	2	1	1	16.4
071293180	570 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	5,280	0.12	2	1	1	16.5
071293190	564 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	5,280	0.12	2	1	1	16.5
071293200	542 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	5,278	0.12	2	1	1	16.5
071293210	520 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	5,276	0.12	2	1	1	16.5
071272120	1047 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	5,243	0.12	2	1	1	16.6
071272130	1039 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	5,243	0.12	2	1	1	16.6
071302070	689 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	5,107	0.12	2	1	1	17.1
071093020	1354 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	5,072	0.12	2	1	1	17.2
071311190	810 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	5,060	0.12	2	1	1	17.2
071293240	624 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	5,040	0.12	2	1	1	17.3
071282160	946 EVELYN ST	R3	Medium Density Residential	Residential: Single-Family	5,000	0.11	2	1	1	17.4
Subtotal	Lots 10,000 sf or greater (30 du/ac)								105	
Subtotal	Lots less than 10,000 sf (12-29 du/ac)								46	
Subtotal	Lots less than 10,000 sf (<12 du/ac)								25	
TOTAL									176	

Table 4: Scattered Sites

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Dwelling Units per Acre (Allowable)
062074330	741 PIERCE RD	R3	Medium Density Residential	Vacant	2,648	0.06	1	0	1	16.5
062074340	700 block PIERCE RD	R3	Medium Density Residential	Vacant	2,677	0.06	1	0	1	16.3
062074350	731 PIERCE RD	R3	Medium Density Residential	Vacant	5,376	0.12	2	0	2	16.2
062021040	130 NEWBRIDGE ST	R3	Medium Density Residential	Single-Family Residential	5,433	0.12	2	1	1	16.0
071412300	658 PARTRIDGE AVE	R3	Medium Density Residential	Single-Family Residential	5,692	0.13	2	1	1	15.3
062216060	324 HAIGHT ST	R1U	Low Density Residential	Vacant	3,028	0.07	1	0	1	14.4
063142120	2100 block MENALTO AVE	R1U	Low Density Residential	Vacant	3,483	0.08	1	0	1	12.5
062021060	1121 MENLO OAKS DR	R3	Medium Density Residential	Single-Family Residential	6,979	0.16	2	1	1	12.5
071433260	760 HARVARD AVE	R2	Medium Density Residential	Single-Family Residential	7,007	0.16	2	1	1	12.4
062013230	300 block PIERCE RD	R3	Medium Density Residential	Vacant	10,510	0.24	3	0	3	12.4
071433250	752 HARVARD AVE	R2	Medium Density Residential	Single-Family Residential	7,012	0.16	2	1	1	12.4
061382170	215 OAK GROVE AVE	R2	Medium Density Residential	Vacant (portion)	67,082	1.54	19	0	19	12.3
071424020	875 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,090	0.16	2	1	1	12.3
071434090	649 HARVARD AVE	R2	Medium Density Residential	Single-Family Residential	10,774	0.25	3	1	2	12.1
071413240	636 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,268	0.17	2	1	1	12.0
071413280	724 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,325	0.17	2	1	1	11.9
071413300	750 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,354	0.17	2	1	1	11.8
071413310	760 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,369	0.17	2	1	1	11.8
071434100	600 block HARVARD AVE	R2	Medium Density Residential	Vacant	11,054	0.25	3	0	3	11.8
071405130	824 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,440	0.17	2	1	1	11.7
071405140	830 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,456	0.17	2	1	1	11.7
071405150	848 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,471	0.17	2	1	1	11.7
071434300	730 CREEK DR	R2	Medium Density Residential	Single-Family Residential	11,222	0.26	3	1	2	11.6
071405170	854 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,499	0.17	2	1	1	11.6
071412290	646 PARTRIDGE AVE	R3	Medium Density Residential	Single-Family Residential	7,500	0.17	2	1	1	11.6

Table 4: Scattered Sites

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Dwelling Units per Acre (Allowable)
071433220	712 HARVARD AVE	R2	Medium Density Residential	Single-Family Residential	7,731	0.18	2	1	1	11.3
071433040	739 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,787	0.18	2	1	1	11.2
071413010	785 PARTRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,041	0.18	2	1	1	10.8
071433110	627 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,064	0.19	2	1	1	10.8
071433090	649 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,071	0.19	2	1	1	10.8
071433080	665 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,075	0.19	2	1	1	10.8
071433070	705 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,078	0.19	2	1	1	10.8
071433050	725 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,084	0.19	2	1	1	10.8
071431060	145 CORNELL RD	R2	Medium Density Residential	Single-Family Residential	8,086	0.19	2	1	1	10.8
071431050	815 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,107	0.19	2	1	1	10.7
071431040	825 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,111	0.19	2	1	1	10.7
062073300	1105 HOLLYBURNE AVE	R1U	Low Density Residential	Vacant	4,106	0.09	1	0	1	10.6
062021050	1131 MENLO OAKS DR	R3	Medium Density Residential	Single-Family Residential	8,415	0.19	2	1	1	10.4
071404220	860 PARTRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	9,268	0.21	2	1	1	9.4
071404210	856 PARTRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	9,276	0.21	2	1	1	9.4
071404200	850 PARTRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	9,283	0.21	2	1	1	9.4
071434110	629 HARVARD AVE	R2	Medium Density Residential	Single-Family Residential	9,425	0.22	2	1	1	9.2
071413320	776 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	9,529	0.22	2	1	1	9.1
071413150	617 PARTRIDGE AVE	R3	Medium Density Residential	Single-Family Residential	9,592	0.22	2	1	1	9.1
071434060	709 HARVARD AVE	R2	Medium Density Residential	Single-Family Residential	10,035	0.23	2	1	1	8.7
063472030	1925 EUCLID AVE	R3	Medium Density Residential	Single-Family Residential	5,730	0.13	2	1	1	7.6
063472050	1947 EUCLID AVE	R3	Medium Density Residential	Vacant	6,000	0.14	2	0	2	7.3
062064110	1005 MADERA AVE	R3	Medium Density Residential	Single-Family Residential	6,111	0.14	2	1	1	7.1
063453080	400 block FRENCH CT	R1U	Low Density Residential	Vacant	6,310	0.14	1	0	1	6.9
062303160	600 block WOODLAND AVE	R1U	Low Density Residential	Vacant	6,529	0.15	1	0	1	6.7

Table 4: Scattered Sites

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Dwelling Units per Acre (Allowable)
063472020	1917 EUCLID AVE	R3	Medium Density Residential	Single-Family Residential	6,959	0.16	2	1	1	6.3
062383130	1975 MENALTO AVE	R2	Medium Density Residential	Single-Family Residential	7,269	0.17	2	1	1	6.0
062383140	1971 MENALTO AVE	R2	Medium Density Residential	Single-Family Residential	7,283	0.17	2	1	1	6.0
061321110	400 block FELTON DR	R1S (FG)	Low Density Residential	Vacant	7,522	0.17	1	0	1	5.8
062272760	200 block WILLOW RD	R1U	Low Density Residential	Vacant	7,665	0.18	1	0	1	5.7
063452390	1300 block WOODLAND AVE	R1U	Low Density Residential	Vacant	9,295	0.21	1	0	1	4.7
071022220	1300 block N LEMON ST	R1S	Low Density Residential	Vacant	9,931	0.23	1	0	1	4.4
063425070	1916 MENALTO AVE	R2	Medium Density Residential	Single-Family Residential	10,044	0.23	2	1	1	4.3
074311600	RURAL LN	R1S	Low Density Residential	Vacant	40,343	0.93	4	0	4	4.3
062460060	320 MIDDLEFIELD RD	R1S	Low Density Residential	Vacant (portion)	217,800	5.00	21	0	21	4.2
071022240	1300 block N LEMON ST	R1S	Low Density Residential	Vacant	22,985	0.53	2	0	2	3.8
062074020	1100 block HOLLYBURNE AVE	R1U	Low Density Residential	Vacant	11,612	0.27	1	0	1	3.8
071072270	1300 block ARBOR RD	RE	Very Low Density Residential	Vacant	12,162	0.28	1	0	1	3.6
063472010	1495 WOODLAND AVE	R3	Medium Density Residential	Single-Family Residential	12,358	0.28	3	1	2	3.6
071192280	1652 BAY LAUREL DR	R1S	Low Density Residential	Vacant	14,017	0.32	1	0	1	3.1
071192070	1691 BAY LAUREL DR	R1S	Low Density Residential	Vacant	17,847	0.41	1	0	1	2.4
071350030	100 block SAN MATEO DR	R1S	Low Density Residential	Vacant	17,941	0.41	1	0	1	2.4
Subtotal	12 du/ac or greater								37	
Subtotal	Less than 12 du/ac								81	
TOTAL									118	

Table 5: Built and Approved Units

APN	Address	Date Building Permit Issued	Approval Date (if permit not issued)	Structure Type	Net New Dwelling Unit	Deed Restricted Affordable Dwelling Unit	Market Rate Dwelling Unit
055341240	1423 ROSEMARY ST	01/19/07		SF	1		1
055480010	1413 ROSEMARY ST	01/19/07		SF	1	1	0
055480020	1415 ROSEMARY ST	01/19/07		SF	1		1
055480030	1417 ROSEMARY ST	01/19/07		SF	1	1	0
055480040	1419 ROSEMARY ST	01/19/07		SF	1		1
055480050	1421 ROSEMARY ST	01/19/07		SF	1		1
055480070	1425 ROSEMARY ST	01/19/07		SF	1	1	0
055480080	1490 ROSEMARY ST	01/19/07		SF	1	1	0
055480090	1470 ROSEMARY ST	01/19/07		SF	1		1
055480100	1450 ROSEMARY ST	01/19/07		SF	1		1
055480110	1430 ROSEMARY ST	01/19/07		SF	1		1
055480120	1410 ROSEMARY ST	01/19/07		SF	1	1	0
055480130	1400 ROSEMARY ST	01/19/07		SF	1		1
055480210	537 SANDLEWOOD ST	01/19/07		SF	1	1	0
071162240	1618 STANFORD AVE	03/09/07		SF	1		1
062421060	152 LINFIELD DR	04/12/07		SF	1		1
062421060	154 LINFIELD DR	04/12/07		SF	1		1
062421060	156 LINFIELD DR	04/12/07		SF	1		1
071404150	812 PARTRIDGE AVE	04/17/07		SF	1		1
071412420	800 PARTRIDGE AVE	04/23/07		SF	1		1
055480140	1401 SAGE ST	06/12/07		SF	1		1
055480150	1403 SAGE ST	06/12/07		SF	1	1	0
055480160	1405 SAGE ST	06/12/07		SF	1		1
055480200	539 SANDLEWOOD ST	06/12/07		SF	1		1
055480420	520 SANDLEWOOD ST	06/12/07		SF	1	1	0
055480460	559 HAMILTON AVE	06/12/07		SF	1	1	0
055480470	1401 GINGER ST	06/12/07		SF	1	1	0
055480170	1407 SAGE ST	06/13/07		SF	1	1	0
055480180	1409 SAGE ST	06/13/07		SF	1		1
055480190	1411 SAGE ST	06/13/07		SF	1		1
055480410	510 SANDLEWOOD ST	06/26/07		SF	1		1
062550010	1 HERITAGE PL	06/29/07		SF	1	1	0
062550020	2 HERITAGE PL	06/29/07		SF	1		1
062550030	3 HERITAGE PL	06/29/07		SF	1		1
062550050	5 HERITAGE PL	07/02/07		SF	1		1
062550080	8 HERITAGE PL	07/02/07		SF	1		1
062550090	9 HERITAGE PL	07/02/07		SF	1		1
062550040	4 HERITAGE PL	07/05/07		SF	1		1
062550060	6 HERITAGE PL	07/05/07		SF	1		1
062550110	11 HERITAGE PL	07/05/07		SF	1		1
062550120	12 HERITAGE PL	07/05/07		SF	1		1
055480400	1405 GINGER ST	07/10/07		SF	1		1
055480450	555 HAMILTON AVE	07/10/07		SF	1	1	0
062422110	157 LINFIELD DR	07/10/07		SF	1	1	0
062422110	159 LINFIELD DR	07/10/07		SF	1		1
062422110	161 LINFIELD DR	07/10/07		SF	1		1
062422110	163 LINFIELD DR	07/10/07		SF	1		1
062422110	165 LINFIELD DR	07/10/07		SF	1		1
062422110	167 LINFIELD DR	07/10/07		SF	1		1
062422110	169 LINFIELD DR	07/10/07		SF	1	1	0
062422110	171 LINFIELD DR	07/10/07		SF	1		1
062422110	218 MORGAN LANE	07/31/07		SF	1		1
062422110	214 MORGAN LANE	07/31/07		SF	1		1
062422110	210 MORGAN LANE	07/31/07		SF	1		1
062422110	208 MORGAN LANE	07/31/07		SF	1		1
062422110	216 MORGAN LANE	08/16/07		SF	1		1
062422110	212 MORGAN LANE	08/16/07		SF	1		1

Table 5: Built and Approved Units

APN	Address	Date Building Permit Issued	Approval Date (if permit not issued)	Structure Type	Net New Dwelling Unit	Deed Restricted Affordable Dwelling Unit	Market Rate Dwelling Unit
062422110	202 MORGAN LANE	08/22/07		SF	1	1	0
062422110	204 MORGAN LANE	08/22/07		SF	1		1
062422110	203 BALLARD LANE	08/22/07		SF	1		1
062422110	201 BALLARD LANE	08/22/07		SF	1		1
062422110	201 PEARL LANE	08/22/07		SF	1		1
062422110	203 PEARL LANE	08/22/07		SF	1		1
062422110	205 PEARL LANE	08/22/07		SF	1		1
062422110	207 PEARL LANE	08/22/07		SF	1		1
062550070	7 HERITAGE PL	08/29/07		SF	1		1
062422110	230 MORGAN LANE	09/25/07		SF	1		1
062422110	228 MORGAN LANE	09/25/07		SF	1	1	0
062422110	226 MORGAN LANE	09/25/07		SF	1		1
062422110	224 MORGAN LANE	09/25/07		SF	1		1
062422110	222 MORGAN LANE	09/25/07		SF	1		1
062422110	209 PEARL LANE	09/25/07		SF	1		1
062422110	211 PEARL LANE	09/25/07		SF	1		1
062422130	807 PAULSON CIRCLE	10/03/07		SF	1		1
062422130	805 PAULSON CIRCLE	10/03/07		SF	1		1
071272060	1001 SANTA CRUZ AVE	10/09/07		SF, 2-4	2		2
071302280	928 MIDDLE AVE FRONT	10/19/07		SF	1		1
062422130	841 PAULSON CIRCLE	11/02/07		SF	1		1
062422110	202 BALLARD LANE	11/08/07		SF	1	1	0
062422110	204 BALLARD LANE	11/08/07		SF	1		1
062422110	236 MORGAN LANE	11/08/07		SF	1		1
062422110	234 MORGAN LANE	11/08/07		SF	1		1
062422110	232 MORGAN LANE	11/08/07		SF	1		1
062214100	10 HERITAGE PL	11/15/07		SF	1	1	0
062422130	839 PAULSON CIRCLE	12/28/07		SF	1		1
062422130	843 PAULSON CIRCLE	12/28/07		SF	1		1
062422130	835 PAULSON CIRCLE	03/05/08		SF	1		1
062422130	833 PAULSON CIRCLE	03/05/08		SF	1	1	0
062422130	837 PAULSON CIRCLE	03/05/08		SF	1		1
062422130	831 PAULSON CIRCLE	03/05/08		SF	1		1
074162180	1080 LASSEN DR	03/05/08		SF	1		1
074120360	130 ROYAL OAK CT	06/18/08		SF	1		1
074120360	135 ROYAL OAK CT	06/18/08		SF	1		1
074120360	110 ROYAL OAK CT	06/18/08		SF	1		1
074120360	125 ROYAL OAK CT	06/18/08		SF	1		1
074120360	120 ROYAL OAK CT	06/18/08		SF	1		1
074120360	150 ROYAL OAK CT	06/19/08		SF	1		1
062422130	834 PAULSON CIRCLE	06/23/08		SF	1		1
062422130	836 PAULSON CIRCLE	06/23/08		SF	1		1
062422130	822 PAULSON CIRCLE	06/23/08		SF	1		1
062422130	832 PAULSON CIRCLE	06/23/08		SF	1		1
062421060	156 MORANDI LN	07/16/08		SF	1		1
062421060	154 MORANDI LN	07/16/08		SF	1		1
062421060	152 MORANDI LN	07/16/08		SF	1		1
062421060	151 MORANDI LN	07/16/08		SF	1	1	0
062421060	153 MORANDI LN	07/16/08		SF	1		1
062421060	155 MORANDI LN	07/16/08		SF	1		1
062422130	827 PAULSON CIRCLE	07/29/08		SF	1		1
062422130	829 PAULSON CIRCLE	07/29/08		SF	1		1
062422130	825 PAULSON CIRCLE	07/29/08		SF	1		1
062422130	823 PAULSON CIRCLE	07/31/08		SF	1		1
062422130	821 PAULSON CIRCLE	07/31/08		SF	1		1
062422130	819 PAULSON CIRCLE	07/31/08		SF	1		1
062422130	817 PAULSON CIRCLE	09/11/08		SF	1		1

Table 5: Built and Approved Units

APN	Address	Date Building Permit Issued	Approval Date (if permit not issued)	Structure Type	Net New Dwelling Unit	Deed Restricted Affordable Dwelling Unit	Market Rate Dwelling Unit
062580250	804 PAULSON CIR	09/23/08		SF	1		1
062580300	818 PAULSON CIR	09/23/08		SF	1		1
062580310	816 PAULSON CIR	09/23/08		SF	1		1
062580040	813 PAULSON CIR	09/25/08		SF	1	1	0
062580050	815 PAULSON CIR	09/25/08		SF	1		1
062580210	801 PAULSON CIR	09/25/08		SF	1		1
062580030	811 PAULSON CIR	10/06/08		SF	1		1
062580240	812 PAULSON CIR	10/14/08		SF	1		1
062580320	814 PAULSON CIR	10/14/08		SF	1		1
062580020	809 PAULSON CIR	12/01/08		SF	1		1
071433180	644 HARVARD	01/16/09		SF	1		1
062580200	845 PAULSON CIR	04/23/09		SF	1		1
062580220	803 PAULSON CIR	04/23/09		SF	1		1
071271030	1081 SANTA CRUZ AVE	02/10/10		2-4	3		3
062383120	1981 MENALTO AVE	04/15/10		SF	1		1
071301100	849 UNIVERSITY DR	06/09/10		SF	1		1
071301100	865 UNIVERSITY DR	06/09/10		SF	1		1
071291230	737 FREMONT ST	10/06/10		SF	2		2
062570080	153 BURNELL LN	10/20/10		SF	1		1
071282090	802 LIVE OAK AVE	11/02/10		SF	1		1
071282090	905 CRANE ST	11/02/10		SF	1		1
062570070	151 BURNELL LN	11/03/10		SF	1		1
062570160	313 HOMEWOOD PL	11/16/10		SF	1		1
062570220	301 HOMEWOOD PL	11/17/10		SF	1		1
062570180	309 HOMEWOOD PL	11/18/10		SF	1		1
062570190	307 HOMEWOOD PL	11/18/10		SF	1	1	0
062570200	305 HOMEWOOD PL	11/18/10		SF	1		1
062570210	303 HOMEWOOD PL	11/18/10		SF	1		1
062570170	311 HOMEWOOD PL	11/29/10		SF	1		1
062570090	155 BURNELL LN	12/09/10		SF	1		1
071022110	1206 N LEMON AVE	12/21/10		SF	1		1
062570020	160 LINFIELD DR	01/03/11		SF	1		1
062570030	158 LINFIELD DR	01/03/11		SF	1	1	0
062570010	162 LINFIELD DR	01/10/11		SF	1		1
071302290	960 MIDDLE AVE	03/08/11		SF	1		1
061382210	1030 PINE ST	02/17/12		SF	1		1
074112640	2199 CLAYTON DR	03/22/12		SF	1		1
063430090	1956 MENALTO AVE A	04/17/12		SF	1		1
074112100	2199 CLAYTON DR	04/24/12		SF	1		1
074120430	140 ROYAL OAK CT	05/08/12		SF	1		1
061421330	1444 SAN ANTONIO ST	07/24/12		SF	1		1
071301120	821 UNIVERSITY AVE (900 ROBLE AVE)	10/08/12		2-4	1		1
071288390	742 LIVE OAK AVE	11/19/12		SF	1		1
061422390	1460 EL CAMINO REAL	04/26/13		2-4, 5+	16	1	15
062370180	531 POPE ST	04/08/13		SF	1		1
071412430	389 EL CAMINO REAL	05/13/13		SF, 2-4	22	3	19
071103310	1330 HOOVER ST	05/21/13		SF	1		1
062272420	163 WILLOW RD	06/25/13		SF	1		1
062012050	15 IRIS LN	07/08/13		SF	1		1
063430060	1968 MENALTO AVE	07/16/13		SF	1		1
062064140	731 BAY ROAD	08/01/13		SF	1		1
062064130	735 BAY ROAD	08/01/13		SF	1		1
063452380	1357 WOODLAND AVE	pending	07/22/13	SF	1		1
061401080	1273 LAUREL ST	pending	05/07/13	SF	2		2
061401070	1281 LAUREL ST	pending	05/07/13	SF	2		2
063463680	433 O'CONNOR ST	pending	08/05/13	SF	1		1
074270200	777 SHARON PARK DR	na	pending	SF	1		1

Table 5: Built and Approved Units

APN	Address	Date Building Permit Issued	Approval Date (if permit not issued)	Structure Type	Net New Dwelling Unit	Deed Restricted Affordable Dwelling Unit	Market Rate Dwelling Unit
							0
Subtotal	January 2007 to June 2013				202	28	174
Subtotal	July 2013 to December 2013				11	0	11
TOTAL					213	28	185
							0
Subtotal	2007				87	19	68
Subtotal	2008				38	3	35
Subtotal	2009				3	0	3
Subtotal	2010				21	1	20
Subtotal	2011				4	1	3
Subtotal	2012				8	0	8
Subtotal	2013				45	4	41
Subtotal	Pending				7	0	7
Total					213	28	185

Table 6: Built and Pending Second Units

APN	Address	Date Building Permit Issued	Attached or Detached Secondary Unit?	Units
062432130	425 Claremont Way	08/02/07	Detached Unit	1
063430760	344 O'Connor St	10/04/07	Attached Unit	1
071081140	1177 Johnson St	12/10/07	Detached Unit	1
055331190	351 Terminal Ave	10/29/08	Detached Unit	1
063430730	332 O'Connor St	06/14/10	Detached Unit	1
062384070	622 Laurel Ave	03/28/12	Detached Unit	1
062454080	60 Willow Rd	02/19/13	Attached Unit	1
062412220	308 Sherwood Wy	04/12/13	Detached Unit	1
062061260	1040 Henderson Ave	10/02/13	Attached Unit	1
063430790	127 Elliott Dr	10/23/13	Detached Unit	1
063430520	374 O'Connor St	12/11/13	Attached Unit	1
062271230	288 San Luis Dr	12/19/13	Attached Unit	1
071341060	1159 Bay Laurel Dr	pending	Attached Unit	1
Subtotal	2007 to 2012			6
Subtotal	2013			7
Total				13
Subtotal	2007			3
Subtotal	2008			1
Subtotal	2009			0
Subtotal	2010			1
Subtotal	2011			0
Subtotal	2012			1
Subtotal	2013			6
Subtotal	Pending			1
Total				13

City of Menlo Park Housing Element

Appendix B

Review of the 2007-2014 Housing Element



Review of 2007-2014 Housing Element Implementing Programs

2007-2014 Housing Element Program Name/Number	Program Description and Objective	Timeframe and Progress	Implementation Status and Recommendation for the 2015-2023 Housing Element	
Goal 1 Implementation Responsibilities				
H1.A	Establish City Staff Work Priorities for Implementing Housing Element Programs	Establish priorities for implementing Housing Element Programs	Annually	Continue program — Make this an annual update as part of the annual Housing Element review (see Program H1.B)
H1.B	Review the Housing Element Annually	Review and monitoring of Housing Element implementation; submit Annual Report to HCD	Annually	Continue program — update and undertake by April of each year using forms provided by HCD
H1.C	Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program 1H.D)	Ongoing	Continue program — Obtain and distribute information (check annually)
H1.D	Provide Information on Housing Programs	Obtain and distribute materials at public locations	Annual	Continue program — Obtain and distribute information (check annually)
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	Continue program and monitor as part of the Annual Housing Element review (Program H1.B)
H1.F	Work with the San Mateo County Department of Housing	Coordinate with County efforts to maintain and support affordable housing	Ongoing	Continue program and monitor as part of the Annual Housing Element review (Program H1.B)
H1.G	Adopt an Anti-Discrimination Ordinance	Undertake Municipal Code amendment	2014 — undertake during the 2015-2023 planning period	Continue program.
H1.H	Utilize the City's Below Market Rate (BMR) Housing Fund	Accumulate and distribute funds for affordable housing	Ongoing	Continue program and monitor as part of the Annual Housing Element review (Program H1.B)
H1.I.	Work with Non-Profits on Housing	Maintain a working relationship with non-profit housing sponsors	Ongoing	Focus on Mid-Pen's Gateway Apartments and other possible developments as they arise. Continue to undertake outreach to non-profits
H1.J	Update the Housing Element	Maintain consistency with Housing Element law	In progress for the 2015-2023 planning period. Anticipated to be completed by Spring/Summer 2014.	Update for the 2015-2023 planning period and assess as part of the annual Housing Element review (see Program H1.B)
H1.K	Address Rent Conflicts	Resolve rent conflicts as they arise	Ongoing	Continue program and monitor as part of the Annual Housing Element review (Program H1.B)
H1.L	Adopt Priority Procedures for Water and Sewer Service to Affordable Housing Developments	Comply with Government Code Section 65589.7	In progress; targeting completion in 2013	Program completed (delete)
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	Continue program, expand to identify and monitor as part of the Annual Housing Element review (Program H1.B)
Goal 2 Existing Housing and Neighborhoods				
H2.A	Adopt Ordinance for "At Risk" Units	Protect existing subsidized rental housing (coordinate with Program H1.G)	2016 — undertake during the 2015-2023 planning period	Continue program and monitor as part of the Annual Housing Element review (Program H1.B)
H2.B	Implement Energy Loan Programs and Improvements	Provide loans for 25 homes from 2007-2014	Ongoing — undertake during the 2015-2023 planning period (25 homes)	Continue program and monitor as part of the Annual Housing Element review (Program H1.B)

Review of 2007-2014 Housing Element Implementing Programs

2007-2014 Housing Element Program Name/Number	Program Description and Objective	Timeframe and Progress	Implementation Status and Recommendation for the 2015-2023 Housing Element
H2.C	Amend the Zoning Ordinance to Protect Existing Housing	Protect existing rental housing	Consider as part of the City's General Plan Update (2015-2013) Continue program
H2.D	Assist in Implementing Housing Rehabilitation Programs	Provide loans to rehabilitate very low and low income housing (20 loans from 2007-2014)	Ongoing — undertake during the 2015-2023 planning period (10 homes) Continue program and monitor as part of the Annual Housing Element review (Program H1.B). Investigate use of rehabilitation loans for secondary dwelling units
Goal 3 Specialized Housing Needs			
H3.A	Zone for Emergency Shelter for the Homeless	Amend the Zoning Ordinance	In progress; anticipated to be completed in Spring/Summer 2014 Delete program if ordinance is adopted. Add new program to work with the Veteran's Administration on homeless veterans' needs.
H3.B	Zone for Transitional and Supportive Housing	Amend the Zoning Ordinance	In progress; anticipated to be completed in Spring/Summer 2014 Delete program if ordinance is adopted. Address small residential care facilities.
H3.C	Adopt Procedures for Reasonable Accommodation	Amend the Zoning Ordinance and/or modify administrative procedures; create handout	In progress; anticipated to be completed in Spring/Summer 2014 Delete program if ordinance is adopted.
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 Continue program and monitor as part of the Annual Housing Element review (Program H1.B)
H3.E	Investigate Possible Multi-Jurisdictional Emergency Shelter	Construction of homeless facility (if feasible)	Longer term program as the opportunity arises Keep program, although program may not be needed if emergency shelter ordinance is adopted.
H3.F	Assist in Providing Housing for Persons Living with Disabilities	Provision of housing and services for disabled persons	Ongoing Continue program and monitor as part of the Annual Housing Element review (Program H1.B)
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 Continue the program — Review special needs housing incentives, update program and monitor as part of the Annual Housing Element review (Program H1.B)
H3.H	Continue Support for Countywide Homeless Programs	Support housing and services for the homeless and at-risk persons and families	Ongoing Continue program and monitor as part of the Annual Housing Element review (Program H1.B)
Goal 4 New Housing			
H4.A	Modify Development Standards to Encourage Infill Housing	Amend the Zoning Ordinance to encourage smaller units and infill housing.	Completed June, 2013 Delete.
H4.B	Modify R-2 Zoning to Maximize Unit Potential	Amend the Zoning Ordinance to maximize dwelling unit potential in R-2 zones	Consider as part of General Plan Update Continue program. Review issues and strategies as part of the General Plan Update.
H4.C	Adopt Standards for an "Affordable Housing Overlay Zone"	Amend the Zoning Ordinance to provide flexibility and incentives for affordable housing	Completed June, 2013 Delete.

Review of 2007-2014 Housing Element Implementing Programs

2007-2014 Housing Element Program Name/Number	Program Description and Objective	Timeframe and Progress	Implementation Status and Recommendation for the 2015-2023 Housing Element	
H4.D	Implement Inclusionary Housing Regulations and Adopt Standards to Implement State Density Bonus Law	Amend the Zoning Ordinance to require affordable housing in market rate developments and to implement State Density Bonus law incentives	State Density Bonus Law completed June, 2013; Review of inclusionary zoning regulations in progress	Delete adoption of State Density Bonus Law program. Continue to implement the City's inclusionary requirements. Include separate programs to (1) evaluate the City's Below Market Rate program guidelines and (2) update the BMR nexus study.
H4.E	Modify Second Dwelling Unit Development Standards and Permit Process	Amend the Zoning Ordinance to create great incentives for second units (10 new second units — 3 very low, 4 low and 3 moderate income units)	Completed June, 2013	Continue program and consider reducing minimum lot size, clarifications of the existing ordinance such as application of height and setbacks along an alley, and development of other secondary dwelling unit incentives as part of the next Housing Element cycle (2015-2023).
H4.F	Undertake a Second Unit Amnesty Program	Adopt procedures and implement a second unit amnesty program (10 very low, 15 low and 10 moderate income units)	In progress; anticipated to be completed in Spring/Summer 2014	Consider the effectiveness of the program as part of the Housing Element update and modify accordingly.
H4.G	Implement First-Time Homebuyer Program	Provide loans for 40 units assisted	BMR funds are no longer available for this program.	Delete. The City is referring first time homebuyers to HEART and Union Bank for down payment assistance. Include as part of Programs H1.C and H1.D to obtain and distribute information (check annually on the status of the program).
H4.H	Work with Non-Profits and Property Owners on High Potential Housing Opportunity Sites	Develop incentives and procedures to encourage affordable housing	Ongoing	Continue program.
H4.I	Create Multi-Family and Residential Mixed Use Design Guidelines	Establish design guidelines for multi-family and mixed use housing developments	Consider as part of General Plan Update	Continue program and consider as part of General Plan Update.
H4.J	Consider Surplus City Land for Housing	Identify opportunities for housing as they arise	Consider as part of General Plan Update	Continue program and consider as part of General Plan Update.
H4.K	Work with the Fire District	Undertake local amendments to the State Fire Code	In progress; anticipated to be completed in early 2014	Delete program if ordinance is adopted.
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	Continue program. Consider as part of and then implementation following the General Plan Update.
H4.M	Review the Subdivision Ordinance	Modify the Subdivision Ordinance as needed	Consider as part of General Plan Update	Continue program. Review of directions for Municipal Code Title 15 as part of the General Plan Update. Modify the Subdivision Ordinance following adoption of the updated General Plan.
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	Examine current commercial districts that do not currently allow residential uses and review opportunities for mixed use housing as part of the General Plan Update.
H4.O	Implement Actions in Support of High Potential Housing Opportunity Sites	Undertake Zoning Ordinance amendments to enable the construction of affordable housing to achieve the City's RHNA	Completed June, 2013	Delete.
H4.P	Review Transportation Impact Analysis Guidelines	Modify Transportation Impact Analysis (TIA) guidelines	Consider as part the General Plan Update.	Continue program.

Review of 2007-2014 Housing Element Implementing Programs

2007-2014 Housing Element Program Name/Number		Program Description and Objective	Timeframe and Progress	Implementation Status and Recommendation for the 2015-2023 Housing Element
H4.Q	Update Parking Stall and Driveway Design Guidelines	Modify Parking Stall and Driveway Design Guidelines	In progress; anticipated to be completed in early 2014	Delete program if program has been completed.
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	Continue program.
H4.S	Review Overnight Parking Requirements for the 4-S Zoning District	R- Review and modify night parking prohibitions in the R-4-S zone.	In progress; anticipated to be completed in early 2014	Delete program if program has been completed.
H4.T	Explore Creation of a Transportation Management Association	Focus on the Haven Avenue/Bayfront Expressway area to coordinate grants, shuttles and other transportation.	Consider as part the General Plan Update.	Continue program.
H4.U	Explore Pedestrian and Bicycle Improvements	Coordinate with Redwood City and explore improvements over Highway 101 between Marsh Road and 5th Avenue.	Consider as part the General Plan Update.	Continue program.

City of Menlo Park Housing Element

Appendix C

**Fact Sheet on Housing
Element Requirements for
Addressing Homelessness**





Fact Sheet

*Please Tell Me More . . . about
Housing Element Requirements for
Addressing Homelessness. . .*

What does State law require the City of Menlo Park to do to address homelessness?

Effective January 1, 2008, SB2 (Chapter 633, Statutes of 2007) requires every California city and county to engage in a detailed analysis of emergency shelters and transitional and supportive housing in their Housing Element revision and to regulate zoning for these facilities. In addition, the law broadened the scope of the Housing Accountability Act to include emergency shelters as well as supportive and transitional housing. The City of Menlo Park's Housing Element must: (a) Identify and estimate the housing and service needs of homeless persons and families and assess the unmet need for emergency shelter, and transitional and supportive housing; (b) designate in the City's Zoning Ordinance where emergency shelters must be allowed without a conditional use permit or other discretionary action (such as a variance, minor use permit, special use permit or any other discretionary process) —although non-discretionary design review standards may be applied; and (c) develop a program to reduce constraints on the development of transitional and supportive housing.

Government Code Section 65583(a)(4) requires the identification of a zone or zones where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit. The identified zone or zones shall include sufficient capacity to accommodate the need for emergency shelters identified in paragraph (7) of Government Code Section 65583(a), except that each local government shall identify a zone or zones that can accommodate at least one year-round emergency shelter. Government Code Section 65583(c)(1) requires "As part of the analysis of available sites, a jurisdiction must include an analysis of zoning that encourages and facilitates a variety of housing types...including emergency shelters and transitional housing."

What are the definitions used to define the various types of homeless facilities?

SB 2 requires jurisdictions to explicitly recognize emergency, transitional and supportive housing in their zoning code. Below are sample definitions taken from State law.

■ **Emergency Shelters** (Health and Safety Code Section 50801(e). "Emergency shelter" means housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay.

■ **Transitional Housing** (Health and Safety Code Section 50675.2)(h). "Transitional Housing" and "transitional housing development" means buildings configured as rental housing developments, but

operated under program requirements that call for the termination of assistance and recirculation of the assisted units to another eligible program recipient at some predetermined future point in time, which shall be no less than six months.

■ **Supportive Housing** (Health and Safety Code 50675.14(b)). Housing with no limit on length of stay, that is occupied by the target population as defined in subdivision (d) of Section 53260, and that is linked to on- or off-site services that assist the supportive housing residents in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

■ **Target Population** Definition per HSC 53260(d). (d) “Target population” means adults with low-income having one or more disabilities, including mental illness, HIV or AIDS, substance abuse, or other chronic health conditions, or individuals eligible for services provided under the Lanterman Developmental Disabilities Services Act (Division 4.5 (commencing with Section 4500) of the Welfare and Institutions Code) and may, among other populations, include families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, or homeless people.

■ **What must Menlo Park do to comply with State law to address homelessness?**

The City of Menlo Park is required to identify a zone or zones where a year-round emergency shelter would be allowed as a permitted use without a conditional use or other discretionary permit. Under the City’s existing Zoning Ordinance, permanent homeless shelters are not allowed. Zoning for a shelter could be done through the following means:

■ **OPTION #1 — Use of Existing Zoning Designations.** The City can identify a zoning designation where emergency shelters would be allowed as a permitted use. The City can also establish other standards within that zone as to the location or appropriate sites where a facility might be located, such as minimum parcel size, proximity to services or within an appropriate walking distance to transit. Cities in San Mateo County have identified a variety of zones in compliance with SB2 requirements. For example, Atherton has designated a specific site owned by the Town near the railroad station, El Camino Real and bus transportation. Others, such as San Bruno, San Mateo, and San Carlos, have designated commercial and transit oriented locations.

■ **OPTION #2 — Use of an Overlay Zone.** Overlay zoning can be applied over one or more Zoning districts and creates a second, mapped zone that is superimposed over the conventional, underlying zoning district. Overlay zones typically provide for a higher level of regulation or specific requirements to address unique issues or circumstances. They also allow more specificity as to where particular uses or requirements must be applied and located. The Cities of Belmont and Burlingame have used the overlay zone approach to comply with SB2 requirements.

Because of SB 2, the areas that jurisdictions can regulate are limited and, according to State Department of Housing and Community Development (HCD), the regulations must be “predictable and objective” and “encourage and facilitate” the development of shelters. The subjects that are permitted to be regulated include: (a) development standards common to the zoning district; (b)

maximum number of beds; (c) off-street parking; (d) size and location of exterior and interior on-site waiting and client intake areas; (e) the provision of on-site management; (f) the proximity to other emergency shelters; (g) the length of stay; (h) lighting; (i) security during hours that the emergency shelter is in operation; (j) non-discretionary design standards; and, (k) voluntary or incentive based standards.

In addition, SB 2 provides that transitional and supportive housing must constitute a residential use, and it requires zoning to treat transitional and supportive housing to be subject only to those restrictions that apply to other residential uses of the same type in the same zone. For example, if the transitional housing is a multifamily use proposed in a multifamily zone, then zoning should treat the transitional housing the same as other multifamily uses proposed in the zone.

What are homeless shelters in San Mateo County like in terms of their size and parking requirements?

State law specifically allows jurisdictions to regulate the number of beds in an emergency shelter. At the same time, it says limits on the numbers of beds must “facilitate,” “promote,” and “encourage” new emergency housing. Shelters in San Mateo county range from six beds to 87 beds, with the median number being 22. In addition, the standards may not require more parking for emergency shelters than for other residential or commercial uses within the same zone. Parking is needed for employees, volunteers/visitors and residents. Most homeless families will have a car while most homeless individuals will not. The rule of thumb that Shelter Network uses is one car per family or .35 cars per individual bed, plus one parking spot per staff member on duty when residents are there (but less if on major a transit route). This standard was confirmed with several other organizations and agencies. But this varies significantly between jurisdictions and client populations. Homeless shelters that serve the chronically homeless or the mentally ill will have lower parking needs. As a comparison, available parking spaces for various emergency shelters are summarized below:

-  Crossroads (Oakland), 0.55 acres, 125 residents, 47 employees, 17 parking spaces
-  Family Emergency Center, (San Rafael), 0.25 acres, 52 beds, 16 spaces
-  Mill Street Shelter (San Rafael) 0.33 acres, 40 beds, 10 spaces
-  Safe Harbor (S. San Francisco), 86 beds, 24 spaces (parking lot is full at night)

Square Foot Distribution of Uses (Safe Harbor Shelter)

Use	Size (sf)	Percent
Office	800	10%
Lounge	958	12%
Bathrooms	1,060	13%
Kitchen	800	10%
Storage	600	7%
Mechanical	1,260	15%
86 Beds	2,787	34%
Total	8,265	100%

Source: Safe Harbor Shelter

What is the Countywide approach to providing facilities and services for the homeless?

In 2005-2006, a countywide group of diverse stakeholders undertook an intensive community-based planning process to develop a plan to end homelessness in San Mateo County. The end result — entitled “Housing Our People Effectively (HOPE): Ending Homelessness in San Mateo County” (“the HOPE Plan”) — lays out concrete strategies designed to end homelessness in the county within 10 years. The report incorporates the experiences and expertise of over 200 stakeholders, including members of the business, nonprofit and government sectors. These stakeholders met in working groups over a period of 12 months to develop the recommendations in the plan. Homeless and formerly homeless persons were represented in the working groups, as well as in several focus groups conducted in emergency shelters and transitional housing programs. The result of this year-long community planning process was the finalized HOPE Plan, which was completed in 2006. The plan has been formally adopted by the San Mateo County Board of Supervisors.

One of the key strategies for ending homelessness laid out in the HOPE Plan is to increase the supply of permanent affordable and supportive housing for people who are homeless and develop strategies to help them to move into permanent housing as rapidly as possible (a “housing first” or “rapid re-housing” approach). The HOPE Plan intentionally made no recommendation to expand the supply of emergency or transitional housing. Although the HOPE planners recognized that there is a lack of needed resources throughout the housing continuum, including emergency and transitional housing, the greatest need and the most effective use of new and/or redirected resources is for creating and sustaining quality affordable housing and supportive housing.

What does “Housing First” and “Rapid Re-Housing” mean as an approach to addressing homelessness?

“Housing First” is an approach that centers on providing homeless people with housing quickly and then providing services as needed. What differentiates a “Housing First” approach from other strategies is that there is an immediate and primary focus on helping individuals and families quickly access and sustain permanent housing. This approach has the benefit of being consistent with what most people experiencing homelessness want and seek help to achieve.

A “Housing First” approach rests on the belief that helping people access and sustain permanent, affordable housing should be the central goal of our work with people experiencing homelessness. By providing housing assistance, case management and supportive services responsive to individual or family needs (time-limited or long-term) after an individual or family is housed, communities can significantly reduce the time people experience homelessness and prevent further episodes of homelessness. A central tenet of the “Housing First” approach is that social services to enhance individual and family well-being can be more effective when people are in their own home.

Importantly, the “Housing First” model offers an alternative to emergency shelter or transitional housing for homeless individuals. National studies show that as permanent supportive housing is made available to chronically homeless individuals, the need for emergency shelter beds decreases. In addition, health improvements have been documented along with a significant decrease in tenants’ emergency room visits and hospital inpatient days. “Housing First” moves individuals directly from the streets or shelters into their own homes. Individuals are offered extensive follow-up through case

management services. The model is premised on research that proves that permanent supportive housing is the most effective and cost efficient service model for chronically homeless individuals. Without a stable place to live and a support system to help them address underlying problems, most homeless people shift from one emergency system to the next – from the streets to shelters, to public hospitals, to psychiatric institutions and detox centers, and ultimately, back to the streets – in an endless cycle. The services offered may include housing search assistance, case management, support for finding and keeping a job, transportation assistance, mental health services, and substance abuse treatment.

How many homeless people and facilities are located in the City of Menlo Park?

Every other year San Mateo County and many other stakeholders conduct a homeless count. The most recent count was conducted on January 24, 2013 and found 16 (unsheltered) homeless people living in Menlo Park, as well as 142 homeless residents in shelters, institutions, motel voucher programs and other facilities. For perspective, populations who are at elevated risk for homelessness include lower income households paying more than 50 percent of their income for housing (there are slightly over 1,500 households in this category in Menlo Park), youth aging out of the foster care system, children with special needs in unsupportive households, people fleeing domestic violence, people with untreated mental illness or substance abuse and veterans.

The tables on the next page provide data on the characteristics of San Mateo County’s homeless population and an inventory of emergency shelter beds, transitional housing beds and supportive housing units for homeless people in Menlo Park. The data source is the San Mateo County Center on Homelessness, which updates this inventory on an annual basis.

Two of the largest supportive housing programs in the county are the San Mateo County Housing Authority’s Shelter Plus Care and Supportive Housing programs. These are tenant-based voucher programs in which participants receive a rent subsidy to rent units in the private rental market and have a choice as to where they will live. Tenants are therefore scattered throughout the county and the distribution of units by jurisdiction fluctuates as participants enter and exit the program.

InnVision Shelter Network’s service methodology, “Beyond the Bed” provides a comprehensive network of housing and services to enable homeless families and individuals to return to permanent housing and self-sufficiency. InnVision provides services to homeless and low-income individuals and families with several programs including a 15-bed rotating-church shelter for singles, a church-rotating hot meal service, a 40-unit transitional supportive housing program and a 20-unit permanent supportive housing program. Through these services InnVision Peninsula Programs provide food, showers, clothing, emergency assistance, medical care, and counseling to those in need in our communities in Northern Santa Clara County and Southern San Mateo County.

There are no data presently available on the increased level of demand during particular times of the year. Due to the relatively mild climate, the only time of year when increased demand appears to be a factor is during the winter months (December to February). During extremely cold periods, some shelters set up additional cots to accommodate increased demand for shelter and the County periodically opens special “warming shelters” during extended cold spells. Anecdotal evidence suggests that this additional capacity is sufficient to meet the need during these periods.

Homeless Characteristics in San Mateo County (2011)

Homeless Characteristics	Percent
Age	
18-21 years	2.90%
22-30 years	15%
31-40 years	22%
41-50 years	32%
51-60 years	23%
More than 60 years	5.10%
Race	
White/Caucasian	41%
Black/African American	31%
Hispanic/Latino	17%
Asian	2.80%
Pacific Islander	2.10%
American Indian/Alaskan Native	1.40%
Other/Multi-ethnic	4.30%
Gender	
Male	66%
Female	34%
Transgender	0.20%
Subpopulation	
Veteran of US Armed Forces	73%
Mental Illness	33%
Substance Abuse (alcohol and/or drug abuse)	39%
Both Mental Illness and Substance Abuse	13%
HIV/AIDS	2.10%
Chronic Health Condition	28%
Developmental Disability	12%
Physical Disability	35%
Domestic/Partner Violence or Abuse	7.20%

Source: HOPE 2011 San Mateo County Homeless Census and Survey



<http://www.menlopark.org/athome>

Facilities Serving the Needs of the Homeless in San Mateo County (2012)

Facility/Program Name	Provider Name	Housing Type	Family Beds	Individual Beds	Supportive Housing Units
Emergency Shelter	CORA (Community Overcoming Relationship Abuse)	Emergency	19	3	0
Transitional Housing Program	CORA	Transitional	34	0	0
Transitional Housing Program	Homeless Veterans Program	Transitional	0	42	0
Emergency Shelter	InnVision	Emergency	24	38	0
Transitional Housing Program	InnVision	Transitional	24	26	0
Haven Family House	Shelter Network	Transitional	116	0	0
Menlo Park Totals			217	109	0

Source: San Mateo County Center on Homelessness