



REGULAR MEETING AGENDA

Date: 2/14/2018
Time: 6:30 p.m.
Arrillaga Family Recreation Center – Cypress Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Regular Business

- D1. Approve minutes for the Housing Commission meeting of December 18, 2017 ([Attachment](#))
- D2. Approve minutes for the Housing Commission meeting of January 10, 2018 ([Attachment](#))
- D3. 2017 Annual Progress Report on the Status and Progress in Implementing the City’s Housing Element ([Staff Report #18-002-HC](#))

E. Reports and Announcements

- E1. Subcommittee reports (10 minutes):
 - NOFA
 - Nexus
 - BMR Guidelines
 - Housing Policy Committee
- E2. Oral report on City Council’s Goal Study Session – Cogan
- E3. Oral report on the February 5, 2018 Planning Commission meeting – Cogan
- E4. Oral report on the January 17, 2018 Main Library Siting meeting –Tate and McGraw-Sheer
- E5. Commissioner reports
- E6. Staff updates and announcements

F. Adjournment

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At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.



REGULAR MEETING MINUTES - DRAFT

Date: 12/13/2017

Time: 2:00 p.m.

Arrillaga Family Recreation Center – Cypress Room
700 Alma St., Menlo Park, CA 94025

A. Chair Tate called the meeting to order at 6:37 p.m.

B. Roll Call

Present: Michele Tate (Chair), Meg McGraw-Scherer (Vice Chair), Sally Cadigan, Nevada Merriman, Camille Kennedy and Karen Grove

Absent: Julianna Dodick

Staff: Meghan Revolinsky, Management Analyst II

C. Public Comment

There was no public comment received.

D. Regular Business

D1. Approve minutes for the Housing Commission meeting of November 08, 2017

ACTION: Motion and second (Cadigan/Grove) to approve the November 8, 2017, Housing Commission meeting minutes with changes, passed (6-0-1; Dodick absent).

D2. Recommendation of a Below Market Rate Agreement with Hunter-Storm Properties for 1540 El Camino Real

Associate Planner Kaitlin Meador provided a project overview and Deke Hunter of Hunter Properties answered commissioner questions.

ACTION: Motion and second (Tate/Kennedy) to recommend approval, contingent upon applicant providing additional information to the Housing Commission on his BMR rental rates before the item goes to the Planning Commission, of a below market rate housing agreement term sheet with Hunter-Storm Properties for 1540 El Camino Real with 1) strong consideration to have the city purchase the remaining .6 unit or use the fee to buy down rent costs within the moderate income range and 2) strong consideration to have the BMR unit mix proportionate to the development's unit mix. The motion passed (6-0-1; Dodick absent).

E. Reports and Announcements

E1. Hello Housing quarterly update

Sarah Shimmin, Senior Program Manager with Hello Housing, provided the update.

E2. Subcommittee reports

NOFA subcommittee members McGraw-Scherer and Cadigan provided no report.

Nexus subcommittee members Merriman and Grove reported they met with staff and staff will be updating a table with fees from other cities. They plan to bring forward a proposal to the committee early next year.

BMR Guidelines subcommittee members Kennedy, Dodick and Grove reported they have continued meeting, have met with key stakeholders and plan to meet with staff for next steps.

Housing Policy subcommittee members Merriman, Kennedy and Tate provided no report.

E3. Oral report on Waverly Street properties

Staff Revolinsky provided the update.

E4. Update from MidPen Housing on the 1238 Willow Road and 355 Pierce Road community meeting

Nesreen Kavar, Senior Project Manager of MidPen Housing, provided the update.

E5. Commissioner reports

There were no commissioner reports.

E6. Staff updates and announcements

Staff Revolinsky provided an update on the Transportation Master Plan Oversight and Outreach Committee.

F. Adjournment

Chair Tate adjourned the meeting at 9:24 p.m.



REGULAR MEETING MINUTES - DRAFT

Date: 1/10/2018

Time: 6:30 p.m.

**Arrillaga Family Recreation Center – Cypress Room
700 Alma St., Menlo Park, CA 94025**

A. Chair Tate called the meeting to order at 6:33 p.m.

B. Roll Call

Present: Michele Tate (Chair), Meg McGraw-Scherer (Vice Chair), Julianna Dodick, Nevada Merriman, Karen Grove and Camille Kennedy

Absent: Sally Cadigan

Staff: Jim Cogan, Housing and Economic Development Manager
Meghan Revolinsky, Management Analyst II

C. Public Comment

There was no public comment received.

D. Regular Business

D1. Approve minutes for the Housing Commission meeting of December 18, 2017

The Commission discussed modification to the action in Item D2 and deferred approval of the minutes until next meeting.

D2. Public Hearing to consider updates to the City's Below Market Rate and State Density Bonus provisions and corresponding updates to the City's Below Market Rate Program Guidelines.

Assistant City Attorney Leigh Price provided an overview of the proposed changes.

- Angels Evans, of the Housing Leadership Council, spoke in favor of updating the BMR Guidelines.

ACTION: Motion and second (Grove/Tate) to recommend that the City Council approve the revisions to the Below Market Rate Program Guidelines and Ordinance, as outlined by staff. Regarding the in-lieu fees, 1) developers are strongly encouraged to develop units rather than pay the in-lieu fee, and 2) the fees be set in relation to actual construction costs rather than in comparison to what neighboring cities charge, and 3) allow flexibility to have the fees vary by area as an incentive to promote proportional dispersion of affordable housing throughout the City. Motion passes; 6-0-1 (Cadigan absent).

E. Reports and Announcements

E1. Subcommittee reports

NOFA subcommittee members McGraw-Scherer and Cadigan reported they plan to meet with staff before the next meeting.

Nexus subcommittee members Merriman and Grove reported staff provided their requested information and they are continuing to work on their proposal.

BMR Guidelines subcommittee members Kennedy, Dodick and Grove reported their next steps will be to meet with the City Attorney and review their proposed changes to the guidelines.

Housing Policy subcommittee members Merriman, Kennedy and Tate reported they will be following the housing policy items coming before the City Council.

E2. Commissioner reports

McGraw-Scherer and Merriman reported on impacts of the recent adoption of federal tax reform and preservation of the 4% tax credit financing program.

Grove reported there is another Library Siting Meeting on January 17, 2018, at 6:30 p.m.

E3. Staff updates and announcements

Staff Cogan announced the annual City Council goal-setting meeting will be held January 29 or January 30 and invited commissioners to attend. He noted that two housing topics that may be discussed there include housing on the new library and potential development of a downtown parking structure with optional housing.

H. Adjournment

Chair Tate adjourned the meeting at 8:08 p.m.



STAFF REPORT

Housing Commission

Meeting Date:

2/14/2018

Staff Report Number:

18-002-HC

Regular Business:

2017 Annual Progress Report on the Status and Progress in Implementing the City's Housing Element

Recommendation

Staff recommends that the Housing Commission consider the report and recommend that the City Council accept the 2017 Housing Element Annual Progress (APR) Report.

Policy Issues

The preparation and submittal of the APR to the state Housing and Community Development Department (HCD) and Governor's Office of Planning and Research (OPR) is required by State law. The Annual Report documents past housing-related activities and may identify the timing of upcoming activities, but does not authorize the implementation of programs or expenditure of funds.

Background

Government Code 65400 requires each governing body to prepare an annual report on the status and progress of implementing the jurisdiction's Housing Element of the General Plan using forms and definitions adopted by the HCD. With recent State law changes in September 2017, SB 35 introduced changes to the APR. The changes, however, do not impact the APR due in 2018. The APR is due annually by April 1 for the calendar year immediately preceding the April 1 reporting deadline. Therefore, this year's report evaluates the status of the implementation programs and housing production for the time period between January 1 and December 31, 2017.

As part of the APR process, staff will be seeking input from the Housing Commission and Planning Commission prior to presenting the report to the City Council. At the Housing Commission meeting, Commissioners and the public will have an opportunity to provide comments on the APR. The Planning Commission is scheduled to review the report at its meeting on February 26, 2018. Both Commissions' comments will then be forwarded to the City Council for its review, which is tentatively scheduled for March 27, 2018.

Analysis

Attachment A includes the 2017 APR. The APR includes a status update of the Housing Element's implementation programs and an inventory of housing production in the City for the 2017 calendar year. This staff report highlights several key accomplishments and programs that will be continued in 2018, in more detail below. The APR is a reporting document that reflects on the past year's efforts, and is not

intended to establish work priorities for staff. Through the Council's goal setting session, priorities are set for the upcoming year.

Implementation Programs

Secondary Dwelling Unit Ordinance Update

Assembly Bill 2299 (AB 2299) and Senate Bill 1069 (SB 1069), which passed in the 2015-2016 legislative session, amended California laws (Government Code § 65852.2) relating to secondary dwelling units (also referred to as accessory dwelling units). Unless the City adopted an ordinance that complied with state law, any existing municipal codes would be considered null and void, and the City would thereafter have to apply the standards established in state law for the approval of secondary dwelling units.

In January 2017, the City Council adopted Zoning Ordinance amendments to ensure that the Municipal Code would be in compliance with relevant State regulations pertaining to secondary dwelling units. The amendments support Housing Element Policy H4.11, which encourages the development of secondary dwelling units.

The amendments, which pertained to development standards, regulations and processes, were not intended to expand or restrict the current Codes relating to secondary dwelling units in any manner, except to comply with the requirements of state law.

Prior to the adoption of AB 2299 and SB 1069, the City adopted Zoning Ordinance Amendments relating to secondary dwelling units in 2013 and 2014, in association with Housing Element Updates. These updates clarified and streamlined the City's secondary dwelling unit regulations. Since these revisions, the City has issued an increased number of building permits for secondary dwelling units, helping address one critical housing strategy. Since the update of the secondary dwelling unit ordinance in 2017, the City has seen an even greater number of permits issued for secondary dwelling units.

Funding Affordable Housing

The primary purpose of the Below Market Rate (BMR) Housing Program is to increase the supply and assist in the development of housing that is affordable to very low-, low-, and moderate income households. Compliance with the City's BMR Program can be met with the development of affordable units, the payment of in-lieu fees, or a combination of the two. The BMR Housing Fund is comprised primarily of commercial development in-lieu fees. As of May 1, 2017, it had approximately \$8.6 million of unencumbered funds, with an additional approximately \$12 million of BMR in-lieu fees pending payment to the City for entitled commercial development. Payment of BMR fees typically occurs prior to building permit issuance for a project, unless specific provisions are included as part of the BMR Agreement.

Program H1.H (Utilize the City's Below Market Rate (BMR) Housing Fund) requires the City to administer and advertise at least every two years the availability of funds in the BMR Housing Fund as it applies to residential, commercial and industrial projects. The objective of the Notice of Funding Availability (NOFA) is 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 projected total development costs and other available funding sources. In July 2015, the City released its second NOFA, announcing that approximately \$7.8 million of BMR funds were available. As part of that funding cycle, MidPen Housing

(MidPen) submitted a proposal for a 118-unit affordable residential project, which was intended to be family housing and the next phase of Sequoia Belle Haven, which is MidPen's senior housing development at 1221 Willow Road. In 2016, Mid-Pen had previously received City BMR funding (2013 NOFA) and permits to construct a new 90-unit affordable, senior development at 1221 Willow Road, which is now complete and fully occupied.

The rewarding of funds from the 2015 NOFA process was delayed for the completion of ConnectMenlo, the City's General Plan Update. During the ConnectMenlo process, housing became a major theme and there were numerous conversations about the type of development that would be appropriate for both the 1300 block of Willow Road and the larger former M-2 Area.

Following the adoption of the General Plan Update in December 2016, MidPen and the City conducted additional outreach with the Belle Haven neighborhood, Housing Commission and City Council in the spring and summer of 2017 to receive feedback on the proposed housing development. Based upon input, MidPen updated its proposal to reflect up to 141 affordable residential units, with a mix of unit types. In July 2017, the City Council affirmed a funding agreement of \$6.7 million towards the project. Menlo Park's commitment of seed funding can be used as leverage for funding from the County and other funding sources.

Currently, the City's Housing Commission has created a subcommittee to review the NOFA criteria and guidelines. The goal is to further refine the application to increase the interest level and response rate. The intent would be to issue a NOFA when the application has been updated and the BMR Fund has sufficient monies.

Housing Commission Work Plan

In 2017, one of the City Council's priorities in its adopted work plan was the Enhanced Housing Program (WP #3). The Housing Commission is charged with advising the City Council on housing matters, including reviewing and recommending on housing policies and programs for the City, providing input on regional housing issues, and recommendations on Below Market Rate Housing Agreements. Every two years Menlo Park Commissions review their respective work plans and update them with new/updated priorities, projects, and goals. On May 23, 2017, the City Council approved the Housing Commission 2016-2018 work plan, which established a robust set of activities to further advance the goals of the Housing Commission. The Work Plan focuses on four key areas: 1) BMR program funding and compliance, 2) housing projects, 3) policies that prevent residential displacement, promote affordable housing preservation, and encourage affordable housing development, and 4) advocacy. One of the biggest changes to the Housing Commission was the expansion of its members from five to seven in July 2017. In addition, the Commission increased its meeting schedule from quarterly to monthly and adjusted the meeting start time to increase accessibility to residents.

The Housing Commission Work Plan is helping to further advance the City's work on its Housing Element Implementation Programs related to addressing rent conflicts (H1.K Address Rent Conflicts), utilizing the City's BMR Housing Fund (H1.H Utilize the City's Below Market Rate Housing Fund), and updating the City's BMR Guidelines (H4.C Modify BMR Guidelines) and the Nexus Study (H4.D Update the BMR Fee Nexus Study).

Like many other jurisdictions in the Bay Area, Menlo Park is also experiencing the same benefits and impacts of the Bay Area's robust economy. The housing market is witnessing high home values and rents driven by high demand from strong employment growth and limited housing supply. In January 2017, the City Council continued its discussion around displacement, and referred mandatory mediation and rental relocation assistance to the Housing Commission for prioritization along with 13 other potential anti-residential displacement policy initiatives. The Housing Commission solicited community input over three public hearings and recommended a prioritization for 15 policy initiatives. The City Council adopted the Commission's prioritization in August 2017, and staff anticipates bringing forward a draft of the mandatory rental relocation assistance program in the next 12-18 months.

Previously, the City participated in a County of San Mateo task force entitled Closing the Job/Housing Gap Task Force. The goal of the task force was to identify the issues, strategize potential tools, solicit community input, and create a menu of options for participants to bring back to their constituents and communities for consideration. While the County and each of its cities and towns have unique needs, task force organizers believed consensus may be possible on a number of initiatives that could preserve and/or produce more housing in San Mateo County. The result of the task force was an initiative called Home for All San Mateo County. As part of this new effort, the County asked all 20 jurisdictions and the County to adopt a resolution that commits them to work on housing and implementing the Home for All Action Plan. The City Council adopted the Home for All resolution in 2017.

Housing Production

In 2017, the City issued building permits for 35 net new dwelling units. Of those units, 37 percent of the units were attributed to new secondary dwelling units, approximately 43 percent of the units were associated with a new mixed use development at 650-660 Live Oak Avenue, and the remaining permits were issued for a combination of single-family and multi-family residences. While the number of residential building permits issued in 2017 decreased from the previous years in the 2015-2023 planning period, the numbers are still encouraging, especially for secondary dwelling units, which almost doubled in issued permits since 2016.

Building permits for 425 new residential units are also currently under review, including 24 units at 133 Encinal Avenue, three units at 1275 El Camino Real, 183 units at 1300 El Camino Real, and 215 units at 500 El Camino Real. Although the projects were approved, building permits have not yet been issued and therefore, are not counted in this report. These noted developments are a result of implementation of the El Camino Real/Downtown Specific Plan. Most of these projects will also include affordable units for households of varying income levels. Of the 24 units at 133 Encinal Avenue, one unit will be affordable at the low-income level and two will be affordable to moderate-income households. As part of two negotiated Development Agreements for the projects at 500 El Camino Real project and 1300 El Camino Real, the City will add 28 affordable housing units to the City's inventory. Eight units will be designated for low-income households at 500 El Camino Real and 14 units will also be designated for low-income households at 1300 El Camino Real. An additional six units will be designated as "workforce" housing within the 1300 El Camino Real project. While workforce housing is not a current designation under the City's BMR program, the units would be leased at rents affordable to persons at 100 percent of the area median income, with eligibility to include persons up to 120 percent (moderate-income) of the median

income. The addition of housing stock and affordable housing units is helping the City meet its Regional Housing Need Allocation (RHNA). The new units will be located in the central area of the City, which will provide housing in close proximity to transit and services, and disperse the affordable housing units in the City.

While the City's housing production during the first three years of the planning period has exceeded the City's Regional Housing Need Allocation of 655 units, the City continues to seek opportunities for housing and will strive to meet its numbers for affordable housing. A key component of the General Plan Update adopted in December 2016 was the planning for an additional 4,500 units in the City, with the requirement for affordable housing for those developments seeking bonus level development. Since the adoption of the General Plan Update, the City has received an application for a mixed use campus that would include 1,500 new residential units, with a minimum of 15 percent designated as affordable units. The City is in the process of reviewing the proposal, which is anticipated to be considered by the City Council in 2019.

What is Ahead

As housing continues to be a local and regional issue, staff will continue to focus on programs to implement the Housing Element and other work, as directed by the Council, that supports the production and preservation of the City's housing stock.

Policies and Programs

Staff will continue to prioritize the work of three implementation programs that were identified by the City Council as priorities in the 2017-18 fiscal year. These programs include: H1.G (Adopt an Anti-Discrimination Ordinance), H2.C (Amend the Zoning Ordinance to Protect Existing Housing) and H4.A (Modify R-2 Zoning to Maximize Unit Potential). Currently, staff is preparing to bring an anti-discrimination ordinance to the Housing Commission for review and input, followed by the City Council's review and action. Work on the two other ordinances will follow. Staff will also continue to pursue amendments to the City's BMR Ordinance and Guidelines to comply with recent changes in State law as a result of a 2017 legislative action (H4.B Implement Inclusionary Housing Regulations), as well as work with the Housing Commission to implement its Work Plan, which complements and supports the work of the Housing Element.

Coordination with MidPen Housing

Program H4.H (Work with Non-Profits and Property Owners on Housing Opportunity Sites) is an ongoing Housing Element program to identify incentives and procedures to facilitate the development of affordable housing on higher density housing sites. As mentioned earlier in this report, MidPen Housing is proposing to redevelop its property located on the 1300 block of Willow Road with a 141-unit, multi-family residential development. The subject site was identified as a housing opportunity site and rezoned for higher density housing with an affordable housing overlay (AHO) as part of the 2007-2014 Housing Element. Staff will coordinate with MidPen on the development review process, including the abandonment of the right-of-way along Willow Road to address design and circulation challenges of the site and the application of the affordable housing overlay as a mechanism to increase the density in exchange for affordable units.

Community Amenities – Affordable Housing

One of the successes of the newly adopted R-MU zoning district and the General Plan Update was the inclusion of an affordable housing requirement for residential/mixed-use projects seeking bonus level development. In exchange for higher density, more floor area or greater building height, a project sponsor is required to provide a minimum of 15 percent affordable housing of the total number of units in a project, regardless if the project is rental units or for ownership. The affordability levels would be commensurate with the percentage breakdown established by the regional housing need allocation (RHNA) for the Housing Element in effect at the time of the development application. The Council also adopted a provision whereby current or recently displaced Belle Haven residents would have a preference for the units, in recognition that the community amenities should benefit the people and area that may be most directly impacted by increased development. Local preference also supports Housing Element Program H4.Q (Achieve Long-Term Viability of Affordable Housing), which states that the City should work with non-profits and other project sponsors to implement the City's Preferences for Affordable Housing policy (Policy H4.13).

Under AB 1505, which was adopted in 2017, cities and counties are once again authorized to adopt inclusionary housing ordinances requiring residential rental housing developments to include a specified percentage of affordable units as a condition of development. In Menlo Park, the BMR requirement is 15 percent of the number of units for projects with 20 or more residential units. Therefore, the 15 percent affordable housing requirement that was adopted as part of the community amenities provision and the tool for creating affordable housing is being reviewed. Concerns have been raised since 30 percent affordable housing would be required in a project. Staff will be seeking input from the Council on this policy question, which may lead to changes to the community amenities provisions and/or amendments to the City's BMR Ordinance and Guidelines. As part of all the work that is proposed for the upcoming year, members of the public and Commissions will have an opportunity to provide input.

Impact on City Resources

There are no impacts to City resources besides the preparation of the report. Program implementation may have impacts to staffing resources and/or projects/priorities and will be considered as part of the City's annual Capital Improvement Plan and budget process.

Environmental Review

The Housing Element Annual Report is not considered a project. Implementation of Housing Programs may be subject to the California Environmental Quality Act (CEQA), and each program will be evaluated on a case-by-case basis.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. In addition, the City sent an email update to the subscribers of the Housing Element webpage.

Attachments

- A. 2017 Housing Element Annual Progress Report
- B. Link to: Adopted Housing Element for the 2015-2023 Planning Period
<https://www.menlopark.org/DocumentCenter/View/4329>

Report prepared by:

Deanna Chow, Principal Planner

Michele Morris, Assistant Planner

Jim Cogan, Housing and Economic Development Manager

Report reviewed by:

Mark Muenzer, Assistant Community Development Director

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2017 - 12/31/2017

Table A

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

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			See Instructions	See Instructions	
650 Live Oak Ave.	5+	R	0	2	0	0	15	15			
112 Durham St.		O	1				1	1			
247 Santa Margarita Ave.		O	1				1	1			
1134 Carlton Ave.	SU	O	1				1	1			
1207 Carlton Ave.	SU	O		1			1	1			
1057 Menlo Oaks Dr.	SU	O	1				1	1			
351 Terminal Ave.	SU	O	1				1	1			
24 Campbell Ln.	SU	O		1			1	1			
2003 Santa Cruz Ave.	SU	O		1			1	1			
1376 Windermere Ave.	SU	O	1				1	1			
1019 Middle Ave.	SU	O	1				1	1			
195 Spruce Ave.	SU	O	1				1	1			
155 Yale Rd.	SU	O		1			1	1			
SU Subtotal			8	6	0	13	27	27			
(9) Total of Moderate and Above Moderate from Table A3 ▶				1	7		8	17			
(10) Total by income Table A/A3 ▶ ▶			8	6	1	20	35	35			
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	City of Menlo Park
Reporting Period	1/1/2017 - 12/31/2017

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

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2017 - 12/31/2017

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

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

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

* Note: This field is voluntary

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

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

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2017 - 12/31/2017

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.			2014	2015	2016	2017	2018	2019	2020	2021	2022	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	233	59	22	42	0						123	95
	Non-deed restricted		1	3	3	8						15	
Low	Deed Restricted	129	0	15	0	2						17	97
	Non-deed restricted		2	5	4	4						15	
Moderate	Deed Restricted	143	0	0	0	0						0	142
	Non-deed restricted		0	0	0	1						0	
Above Moderate		150	9	703	17	20						749	-599
Total RHNA by COG. Enter allocation number:		655	71	748	66	35						919	-265
Total Units ▶ ▶ ▶													
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

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

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park

Reporting Period 1/1/2017 - 12/31/2017

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)		Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation	
H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs	Establish staff priorities for implementing Housing Element Programs	Annually	This will be done annually as part of the annual Housing Element review.	
H1.B Review the Housing Element Annually	Review and monitor Housing Element implementation; conduct public review with the Housing Commission, Planning Commission and City Council, and submit Annual Report to HCD	Annually	Annual Review for the 2016 calendar year was accepted by the City Council on March 14, 2017 and submitted to HCD for review. Using forms provided by HCD, the 2017 Annual Review will be undertaken between February and March 2018, and reviewed by the Housing Commission, Planning Commission and accepted by the City Council.	
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program 1H.D)	Ongoing	Materials available at the counter at City Hall and on the City's Web site.	
H1.D Provide Information on Housing Programs	Obtain and distribute materials at public locations; conduct staff training	Annually	Materials available at the counter at City Hall and on the City's Web site. The Housing Commission modified its meeting schedule by meeting monthly as opposed to quarterly, and its membership was expanded from five to seven commissioners. In 2017, the Housing Commission conducted nine meetings. Housing Commission agendas and notices are posted at City Hall and on the City's website. Also, in 2017, the City created four subcommittees to address four separate topics: BMR Guidelines, BMR Nexus, Policy, and NOFA. The Housing Commission mailed approximately 1,900 mailers to the community regarding BMR unit availability, created a GIS map of BMR units on the City website and completed a comprehensive update of the BMR related web page on the City's website.	
H1.E Undertake Community Outreach When Implementing Housing Element Programs	Conduct community outreach and distribute materials (see Programs H1.C and 1H.D)	Consistent with program timelines	Materials available at the counter at City Hall and on the City's Web site. Housing Commission meetings were conducted almost monthly. In 2017, the Housing Commission conducted nine meetings. Agendas and notices are posted at City Hall and on the City's website. Email notifications are also sent to interested parties. Additional outreach to targeted populations and interested parties depending on program.	

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H1.F Work with the San Mateo County Department of Housing	Coordinate with County efforts to maintain and support affordable housing	Ongoing	Continued participation and coordination has occurred as part of the countywide 21 Elements. Working with the County Department of Housing and other jurisdictions on housing-related topics such as accessory dwelling units and short-term rentals, and coordination in implementing Housing Element programs. The City adopted a resolution in 2017 and participates in the Home for All Initiative which is a continuation of the work of the Closing the Jobs/Housing Gap Task Force. Home for All includes "representatives from all sectors of the community and are focused on creating a future where everyone in San Mateo County has an affordable home," (See http://homeforallsmc.com/).
H1.G Adopt an Anti-Discrimination Ordinance	Undertake Municipal Code amendment and ensure effective implementation of anti-discrimination policies and enforcement as needed	2016	Staff has prepared a draft ordinance that is anticipated to be brought to the City Council in early 2018. An anti-discrimination ordinance is one tool that will be considered amongst a number of policy issues the City will be considering to address housing issues as part of its ongoing discussion about housing supply, affordable housing and displacement.
H1.H Utilize the City's Below Market Rate (BMR) Housing Fund	Accumulate and distribute funds for housing affordable to extremely low, very low, low and moderate income households	Ongoing	The City issued a Notice of Funding Availability (NOFA) in July 2013, and awarded MidPen a loan for up to \$3.2 million for an affordable senior development at 1221 Willow Road in September 2014. In June 2015, the Community Development Director issued a compliance letter indicating that the proposed 90-unit senior development is in compliance with the zoning regulations and design standards, and funds were distributed to MidPen for construction in 2016. The project targets extremely low and very low income senior households. In July 2015, the City issued its second NOFA for new affordable rental projects. Approximately \$7.8 million BMR housing funds are available under the NOFA to support the acquisition, rehabilitation and/or construction of housing that will provide long-term affordability. Staff received three applications and is working with one applicant on the viability of its application. In July 2017, the City Council affirmed a funding agreement of \$6.7 million towards a project located at the 1300 block of Willow Road for 141 units of affordable
H1.I Work with Non-Profits on Housing	Maintain a working relationship with non-profit housing sponsors	Ongoing	The City has worked closely with MidPen to assist in their application submittal to redevelop its property on the 1200 block of Willow Road from 48 dwelling units to 90 dwelling units, including an application to abandon a portion of the public right-of-way for the proposed project, as well as other supportive documents needed for financing of the project. The building permits for MidPen's project were issued in 2016 and the building became fully occupied in 2017. We will continue to work with MidPen on affordable housing as they plan to redevelop property on the 1300 block of Willow Road with 141 affordable residential units. The City will continue to undertake outreach to non-profit housing sponsors throughout the 2015-2023 Housing Element period. Annual funding provided to HIP and Housing Leadership Council. We have been coordinating with non-profit housing sponsor to develop a mixed-use development at 1283 Willow Road.
H1.J Update the Housing Element	Assure consistency with SB375 and Housing Element law	2023	Completed. The City Council adopted the 2015-2023 Housing Element on April 1, 2014, and was certified by HCD on April 16, 2014.

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H1.K Address Rent Conflicts	Resolve rent conflicts as they arise	Ongoing	In January, the City Council referred mandatory mediation and rental relocation assistance to the Housing Commission for prioritization along with 13 other potential anti-residential displacement policy initiatives. The Housing Commission solicited community input over 3 public hearings and recommended a prioritization for the 15 policy initiatives. Mandatory Mediation was given a low priority by the Housing Commission, due in large part to the concerns raised by housing advocates and tenants' rights advocates, who questioned the effectiveness of similar programs in other cities. Conversely, instituting mandatory rental relocation assistance was ranked as a high priority. Staff anticipates bringing forward a draft mandatory rental relocation assistance program in the next 12-18 months. Previously, in December 2016, the City Council adopted an ordinance requiring the option for 12-month lease agreements for apartments with four or more units.
H1.L Update Priority Procedures for Providing Water Service to Affordable Housing Developments	Comply with Government Code Section 65589.7	2015 and 2020 (as part of Urban Water Management Plan	Program completed in February 2014. No additional work on this program is needed at this time.
H1.M Lobby for Changes to State Housing Element Requirements	Work with other San Mateo County jurisdictions and lobby for modifications to Housing Element law (coordinate with Program H1.B)	Ongoing	Meet with State Representative and other jurisdictions and provided input on proposed legislation as needed.
H2.A Adopt Ordinance for "At Risk" Units	Protect existing affordable housing	2016	There are no "at risk" subsidized affordable units in Menlo Park at the current time. "At risk" units are those that appear to be in danger of conversion from subsidized housing units to market rents.
H2.B Promote Energy Efficient/Renewable Programs	50 or more homes and businesses participating in a program	Establish policy and programs by 2017; Participation rate by 2022	<p>In 2017, a major sustainability achievement occurred by making renewable energy available to all residents and business in Menlo Park. In 2017, the City enrolled all Menlo Park PG&E customers in Peninsula Clean Energy (PCE). PCE is a local electricity provider for carbon free renewables, such as wind, water, and solar. Residents are automatically enrolled in PCE with the ability to opt out. At minimum, 50% of PCE's electricity is guaranteed to be from renewable sources, and the cost is comparable to PG&E rates. Additionally, customers can choose to opt up to 100% renewable energy for an increased cost. As a result, 24,098 Menlo Park PG&E customers became PCE customers in 2017: 89% are residential customers receiving at minimum 50% of their electricity from renewable sources</p> <ul style="list-style-type: none"> • 11% are commercial customers receiving at minimum 50% of their electricity from renewable sources. • 1.2% opted out of the program and went back to PG&E or other provider • 1.7% customers opted up to receive 100% renewable energy from PCE, offsetting those customers that opted out. <p>In addition to this significant paradigm shift, Menlo Park continued to participate in regional energy efficiency/renewable energy regional programs, such as Home Energy Renovation Opportunity (HERO), Energy</p>

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H2.C Amend the Zoning Ordinance to Protect Existing Housing	Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes	Consider as part of the City's General Plan Update (2014-2017)	The zoning ordinance efforts during the General Plan process focused on the creation of new housing in an area that previously did not allow residential uses. Staff recognizes that potential ordinance changes to limit the loss of residential units or the conversion of units can be strategies to maintain the City's housing stock and the City Council has prioritized this program for the 2017-18 fiscal year.
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H2.D Assist in Implementing Housing Rehabilitation Programs	Apply to the County for CDBG funds to provide loans to rehabilitate very low and low income housing (20 loans from 2015-2023)	2015-2023	The County has temporarily stopped administering the CDBG rehabilitation loan program, except in emergency situations.
H3.A Zone for Emergency Shelter for the Homeless	Amend the Zoning Ordinance	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted on April 29, 2014. Ordinance identifies the location of the overlay to allow an emergency shelter for the homeless for up to 16 beds as a use by right and includes standards consistent with State law as established in SB2.
H3.B Zone for Transitional and Supportive Housing	Amend the Zoning Ordinance	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted on April 29, 2014 to update the definitions of transitional and supportive housing to be consistent with State law and adds transitional, supportive housing and small (6 or fewer) residential care facilities as part of the definition of a "dwelling" in the Zoning Ordinance so these uses are treated the same way as other residential uses as required by State law under SB2.
H3.C Adopt Procedures for Reasonable Accommodation	Amend the Zoning Ordinance and/or modify administrative procedures; create public handout	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted April 29, 2014 to establish procedures, criteria and findings for enabling individuals with disabilities to make improvements and overcome barriers to their housing.
H3.D Encourage Rental Housing Assistance Programs	Provide assistance at current Section 8 funding levels to assist 220 extremely low and very low-income households per year (assumes continued funding of program)	2015-2023	There are 298 households provided rental assistance in Menlo Park through Section 8 and other programs. In addition, many of the tenants at the new 60-unit affordable housing project at the VA Campus receive rental assistance, including project-based HUD VASH (Veterans Affairs Supportive Housing) from the Housing Authority of San Mateo County and HUD-VASH tenant based assistance.
H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter	Coordinate in the construction of homeless facility (if determined feasible)	Longer term program as the opportunity arises	There are no plans for a specific facility at this time.
H3.F Assist in Providing Housing for Persons Living with Disabilities	Provide housing and services for disabled persons	Ongoing	Annual funding provided to HIP.
H3.G Develop Incentives for Special Needs Housing	Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities	Consider as part of the City's General Plan Update (2014-2017)	The City's Affordable Housing Overlay (AHO), which was established in 2013, was applied to MidPen's 90-unit affordable, senior housing development. Along with financial incentives, the AHO provides density bonuses and a parking reduction for senior housing.
H3.H Continue Support for Countywide Homeless Programs	Support housing and services for the homeless and at-risk persons and families	Ongoing	The City has continued to support HEART and has participated in countywide activities to address homeless needs. In addition, through the City's Community Funding program, the City supports LifeMoves, and continues to participate and support the Housing Leadership Council, and attend Housing Leadership Day sessions and discussions.

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H3.I Work with the Department of Veterans Affairs on Homeless Issues	Coordination in addressing the needs of the homeless	2014; ongoing thereafter	In January 2014 the City Council authorized a loan increase from the City's BMR funds to CORE Housing for up to \$2.86 million for affordable housing at 605 Willow Road (Veterans Affairs Campus). The development includes 60 dwelling units and would provide permanent housing to extremely low- and very low-income veterans. The development received its certificate of occupancy in December 2015. As opportunities arise, staff will continue to work with the VA.
H4.A Modify R-2 Zoning to Maximize Unit Potential	Amend the Zoning Ordinance to minimize underutilization of R-2 development potential	Consider as part of the City's General Plan Update (2014-2017)	In 2016, the Council also began a broader housing discussion of potential policies, particularly to address displacement. In 2017, review of strategies to address displacement occurred with the Housing Commission and City Council and will be continuing. The Council prioritized the program to work on the underutilization of R-2 zoned properties for the 2017-18 fiscal year, and the amendment is estimated completion in mid-2018. While not directly related to displacement, modification of R-2 Zoning may be considered as part of a strategy to address overall housing in the City.
H4.B Implement Inclusionary Housing Regulations	Implement requirements to assist in providing housing affordable to extremely low, very low, low and moderate income households in Menlo Park	Ongoing	To comply with the City's BMR Ordinance for commercial and industrial projects, new commercial/industrial development (meeting certain criteria) in the City contributed \$1,226,846.02 of BMR in-lieu fees to the City's BMR fund in 2017. The funds will be used to help house extremely low, very low, low and moderate-income households (see Program H1.H).
H4.C Modify BMR Guidelines	Amend the Zoning Ordinance to require affordable units in market rate developments	2015	Modification to the City's BMR Guidelines will be considered as part of the Housing Commission's 2017-2019 work plan for recommendation to the City Council (see Program H4.D). The City Council adopted the Commission's prioritization and the Housing Commission is working with staff to bring forward recommendations for drafting and amending the City's Below Market Rate Ordinance and Guidelines.
H4.D Update the BMR Fee Nexus Study	Update to fees consistent with the nexus of potential impacts on affordable housing need	2015	The City participated in a multi-jurisdictional nexus study that would provide a defensible analysis to maintain the legal justification for inclusionary zoning and affordable housing impact fees. The study was reviewed by the City Council in July 2016. In 2017, the City Council requested further action by the Housing Commission which formed a subcommittee to further review the Nexus Study.

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H4.E Modify Second Dwelling Unit Development Standards and Permit Process	Amend the Zoning Ordinance to reduce the minimum lot size to create greater opportunities for new second units to be built. Achieve Housing Element target for new second units (40 new secondary dwelling units between 2015-2023, with 5 per year) — 18 very low, 18 low and 4 moderate income second units.	2014; ongoing thereafter	<p>Concurrent with the adoption of the 2007-2014 Housing Element in May 2013, the City of Menlo Park reviewed a Zoning Ordinance amendment for modifications to the Secondary Dwelling Unit Ordinance in recognition that secondary dwelling units can be a valuable source of affordable units because they often house family members at low or no cost, and many are limited in size and therefore, have lower rents. Besides making the City's ordinance compliant with State law, the Zoning Ordinance amendment included a number of revisions to provide greater flexibility in the development regulations to encourage more development of secondary dwelling units, which exceeds the target of 5 per year.</p> <p>As part of the Housing Element for the 2015-2023 Housing Element, the City of Menlo Park continued this program to further explore opportunities for additional revisions to the Secondary Dwelling Unit Ordinance. In April 2014, the City Council adopted additional revisions to the secondary dwelling unit ordinance, including increasing the maximum unit size for units that comply with accessibility requirements, establishing a new daylight plane requirement in lieu of the wall height requirement, and providing flexibility in the tenancy requirement.</p> <p>In 2016, the Planning Commission considered and recommended approval of changes to the secondary dwelling unit ordinance for consistency with State law changes, including the reduction of off-street parking requirements. The Council adopted amendments to the secondary dwelling unit ordinance in February 2017. Building permits for 13 new secondary dwelling units were issued in 2017.</p>
H4.F Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit	Adopt procedures and requirements to allow conversion of accessory structures and buildings (15 new secondary dwelling units — 6 very low income, 6 low income and 3 moderate income units)	2014; review the effectiveness of the ordinance in 2015	<p>In April 2014, the City adopted an ordinance, that would allow legally permitted accessory buildings that do not meet the setback requirements for a secondary dwelling unit to be converted to a secondary dwelling unit through an administrative permit process. This conversion process through the administrative permit process was set to expire in one year from ordinance adoption, but was extended in May 2015 for one additional year, expiring in June 2016. In 2016, the City Council extended the conversion provision for an additional three years. Of the 7 building permits issued for secondary dwelling units in 2016, one resulted from the conversion process. New state law requirements superseded the City's local ordinance in 2017 regarding the conversion of accessory buildings into secondary dwelling units. The City updated its secondary dwelling unit ordinance for consistency with State law in February 2017. The amended ordinance would allow legally permitted accessory buildings to be converted to secondary dwelling units through the non-discretionary process if the accessory building complies with the development regulations of a secondary dwelling unit, with the exception of minimum</p>
H4.G Implement First-Time Homebuyer Program	Provide referrals	2015-2023	<p>The City is referring first time homebuyers to HEART for down payment assistance since BMR funds are no longer available for this program. Information is available on the City's Housing webpage per Housing Programs H1.C and H1.D.</p>

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H4.H Work with Non-Profits and Property Owners on Housing Opportunity Sites	Identify incentives and procedures to facilitate development of housing affordable to extremely low, very low, low and moderate income households on higher density housing sites	Ongoing	The City continues to work with Mid-Pen Housing on potential housing projects in the City. As part of the General Plan Update, zoning amendments were adopted to allow housing and mixed use developments in the C-2-B zone, which provides an opportunity to increase housing supply while adding services to key locations in the City. MidPen has property located in the C-2-B district as well as in the R-4-S (AHO), which allows high density residential and provisions for a density bonus in exchange for affordable housing. In 2017, the City Council committed \$6.7 million towards MidPen's affordable housing project in the R-4-S (AHO) district.
H4.I Create Multi-Family and Residential Mixed Use Design Guidelines	Adopt design guidelines for multi-family and mixed use housing developments	Consider as part of the City's General Plan Update (2014-2017)	As part of the General Plan and M-2 Area Zoning Update, the City Council adopted the new R-MU (Residential Mixed Use) zoning district. The proposed zoning district includes design standards, which include a number of provisions addressing building modulation, height variation, site design, and open space requirements.
H4.J Consider Surplus City-Owned Land for Housing	Identify opportunities for housing as they arise	Consider as part of the City's General Plan Update (2014-2017)	As part of the General Plan and M-2 Area Zoning Update, the geographic focus was on the M-2 Area and there was no City-owned land suitable for housing. As part of a Council study session in May 2016, the Council considered potential ways to redevelop the City-owned parking plazas in the downtown with retail, entertainment and housing options. The main library and downtown garage locations are being explored as possible underutilized sites for housing development. Discussion of these City-owned locations as possible sites began in 2017 in City Council study sessions and community meetings.
H4.K Work with the Fire District	Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments	2014 (in progress)	Staff worked with the Menlo Park Fire Protection District to develop a draft ordinance to the 2016 Fire Code. The City Council approved a resolution ratifying the Fire District's amendments to the Fire Code in February 2017.
H4.L Coordinate with School Districts to Link Housing with School District Planning Activities	Coordinate and consider school districts long-range planning, resources and capacity in planning for housing	Ongoing with Housing Element program implementation. Consider as part of the City's General Plan	Continued coordination on new residential development (unit type, timing, etc.) and implications for enrollment growth and facility planning with various school districts. In 2017, staff met with a enrollment projections consultant for the Menlo Park City School District to identify pending and approved development in the City.
H4.M Review the Subdivision Ordinance	Modify the Subdivision Ordinance as needed	Consider as part of the City's General Plan Update (2014-2017)	No activity to date. Review is anticipated to commence in 2018.

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H4.N Create Opportunities for Mixed Use Development	Conduct study and establish regulations to allow housing in commercial zones	Consider as part of the City's General Plan Update (2014-2017)	As part of the General Plan and M-2 Area Update approval in December 2016, the Council adopted zoning amendments to the C-2-B zoning district to allow residential uses to create mixed-use opportunities in key areas along the Willow Road Corridor and created the R-MU zoning district. A number of properties that were previously zoned for commercial and industrial uses were rezoned with the new zoning district to create opportunities for higher density housing and mixed use developments. Consideration of the amended C-2-B and the new R-MU zoning districts will continue on an as-needed basis. Staff has received interest to redevelop properties in both zoning districts with residential and mixed use developments.
H4.O Review Transportation Impact Analysis Guidelines	Modify Transportation Impact Analysis (TIA) guidelines	Consider as part of the City's General Plan Update (2014-2017)	In December 2016, the City Council adopted a new Circulation Element, recognizing that work on the Transportation Master Plan was a high priority. Work on modifications to the TIA will be considered a future program and may be informed by the work of the Transportation Master Plan that is underway.
H4.P Update Parking Stall and Driveway Design Guidelines	Modify Parking Stall and Driveway Design Guidelines	2014	In 2017, the City began a preliminary review of draft parking stall and driveway design guidelines. Input and recommendations would be combined and a draft memo of recommendations, design guidelines and modifications would be presented for consideration in the future.
H4.Q Achieve Long-Term Viability of Affordable Housing	Establish project management and other ongoing project coordination needs	As developments are proposed and ongoing thereafter	In 2017, St. Anton development, which consists of 394 units, of which 37 are affordable to low and very low-income households, conducted outreach to interested parties to apply for the affordable units. In addition, as part of creating the R-MU (Residential Mixed Use) zoning district concurrent with the General Plan Update, the Council included a provision that stated a preference for current or recently displaced Belle Haven residents for the affordable housing units created through the community amenity process. The City continues to partner with Hello Housing to administer the City's BMR list and to coordinate with project sponsors on qualifying tenants for affordable housing in the City per the BMR Guidelines.
H4.R Modify Overnight Parking Requirements to include the R-4-S Zoning District	Modify Section 11.24.050 [Night Parking Prohibited] of the Municipal Code as needed	2014	In October 2015, the City Council approved the removal of on-street parking along the north side of Haven Avenue as part of the Haven Avenue Streetscape Project. Identified as housing opportunity sites in the Housing Element, two parcels along Haven Avenue are currently being redeveloped with 540 multi-family residential units. The objective of the Haven Avenue Streetscape Project is to provide a direct connection for bicyclists and pedestrians between the Bay Trail and the City of Redwood City's bikeway and sidewalk network by constructing sidewalks and bicycle facilities along Haven Avenue. The removal of on-street parking is helping facilitate the enhanced multi-modal improvements along this corridor.

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H4.S Explore Creation of a Transportation Management Association	Explore creation of a Transportation Management Association	Consider as part of the City's General Plan Update (2014-2017)	As part of three new zoning districts for the former M-2 Area, transportation demand management measures are required to reduce the number of vehicle trips by at least 20 percent below standard generation rates based on the use of the site. The possible creation of a TMA was subject to ongoing discussion in 2017 with potential topics such as transportation alliances and regional coordination, collaboration of businesses and/or institutions, and coordination of TMA with TDM policies for new developments.
H4.T Explore Pedestrian and Bicycle Improvements	Coordinate with Redwood City on potential pedestrian and bicycle improvements	Consider as part of the City's General Plan Update (2014-2017)	The City was awarded a grant from the San Mateo County Transportation Authority (Measure A funds) to implement the Haven Avenue bicycle/pedestrian improvements. The improvements include new facilities to a key corridor that connects Menlo Park, San Mateo County and Redwood City. The project area includes Haven Avenue between Marsh Road and the Redwood City boundary, an area where several properties were recently rezoned to higher density housing. Through work on the Transportation Master Plan, improvements in the area can be identified. In addition, as part of the Menlo Gateway hotel and office project, pedestrian and bicycle improvements will be implemented. Bike lanes along a portion of Haven Avenue have been installed.