



REGULAR MEETING AGENDA

Date: 3/2/2022
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID # 825 4657 7292

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) –Meeting ID# 825 4657 7292
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID# 825 4657 7292
Press *9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 825 4657 7292)

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. 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 regular meeting on February 2, 2022 ([Attachment](#))
- D2. Review and recommend that the City Council accept the 2021 Housing Element Annual Progress Report ([Staff Report #22-003-HC](#))

E. Reports and Announcements

- E1. Ad hoc subcommittee reports

- E2. Commissioner updates
- E3. Recommend future agenda items
- E4. Staff updates and announcements

F. **Adjournment**

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. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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 by request by emailing the city clerk at jaherren@menlopark.org. 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.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 02/24/2022)



REGULAR MEETING MINUTES – DRAFT

Date: 2/2/2022
Time: 6:30 p.m.
Location: Zoom

A. Call To Order

Chair Grove called the meeting to order at 6:34 p.m.

B. Roll Call

Present: Bigelow, Grove, Merriman, Nguyen (arrived at 6:36 p.m.), Pimentel
Absent: Leitch
Staff: Acting Housing Manager Mike Noce, Contract Planner Payal Bhagat, Assistant City Attorney Eric Phillips

C. Public Comment

None.

D. Regular Business

- D1. Approve minutes for the Housing Commission regular meeting on November 3, 2021 and Housing Commission special meeting on November 17, 2021 (Attachment)

ACTION: Motion and second (Pimentel/ Merriman), to approve minutes for the Housing Commission regular meeting on November 3, 2021 and Housing Commission special meeting on November 17, 2021, passed 5-0 (Leitch absent).

- D2. Recommendation of a Below Market Rate Housing Agreement Term Sheet with Greystar for the Menlo Flats Project (165 Jefferson Drive) (Staff Report #22-001-HC)

Contract Planner Payal Bhagat introduced the item followed by a presentation by Andrew Marcos (Attachment).

ACTION: Motion and second (Bigelow/ Pimentel), to approve the recommendation of a Below Market Rate Housing Agreement Term Sheet with Greystar for the Menlo Flats Project with affordable units at mixed incomes, passed 5-0 (Leitch absent).

- D3. Recommend the City Council consider changes to the interest list eligibility requirements and general program description edits of the Below Market Rate Housing Program Guidelines (Staff Report #22-002-HC)

Acting Housing Manager Mike Noce provided a presentation (Attachment).

- Housing Choices representative Jan Stokley spoke in favor of universal design for accessible units and financial support for accessible unit upgrades.
- Pam Jones spoke in favor of area median income limits specific to Menlo Park.

ACTION: Motion and second (Grove/ Nguyen), to approve the recommendation for the City Council to

consider changes to the interest list eligibility requirements and general program description edits of the Below Market Rate Housing Program Guidelines including: 1) the removal of the year 2008 from the displacement preference; 2) include “current residence” as a provision in the unhoused preference; and 3) add a priority ranking similar to what is proposed in the staff presentation for the accessible unit preference, passed 5-0 (Leitch absent).

D4. Discussion of 2021 Housing Commission achievements

Acting Housing Manager Mike Noce provided a presentation (Attachment).

E. **Reports and Announcements**

E1. Ad hoc subcommittee reports (10 minutes):

None.

E2. Commissioner updates

None.

E3. Recommended future agenda items.

Commissioner Pimentel suggested a discussion regarding a bid process for the development of downtown parking plazas.

E4. Staff updates and announcements

Acting Housing Manager Mike Noce provided updates on:

- San Mateo County one day homeless count scheduled for February 24, volunteer needed.
- City Hall will be closed every other Friday, similar to pre-pandemic schedule.
- Housing Assistance Program information is available at www.menlopark.org/HAP
- There is a Housing Element Update community meeting scheduled for February 12

F. **Adjournment**

Chair Grove adjourned the meeting at 9:09 p.m.

Mike Noce, Acting Housing Manager, Community Development

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Housing Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor’s Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the meeting real-time online at:
Zoom.us/join – Regular Meeting ID #997-7506-7654
 - Access the regular meeting real-time via telephone (listen only mode) at: (669) 900-6833 Regular Meeting ID 997-7506-7654

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MENLO FLATS HOUSING COMMISSION MEETING FEBRUARY 2, 2022



Menlo Flats Project Overview

General Info

- 158 rental apartment units
- ~15K sq. ft. commercial space

Entitlement Process

- Draft EIR released on 10/25 which started 45-day public review period which closed on 12/9
- Response to comments will be presented to Planning Commission for project approval spring 2022



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Community Outreach Process

What kind of outreach have we done?

- Robust community outreach process since 2020
 - Flyers sent to 6,000+ addresses in Belle Haven/Menlo Park/East Palo Alto neighborhoods
 - June 2020 – Flyer provided overview and opportunity for one-on-one discussions
 - Nov. 2021 – Flyer provided overview and dates of two virtual community meetings hosted by Greystar on November 6th and 10th
 - 10 one-on-one phone calls with community members
 - Two (2) presentations to Menlo Park Chamber of Commerce; most recent in Oct. 2021

How has this outreach shaped our project's BMR program?

- The community's wants and needs have changed since 2016; as such, the project will satisfy the City's Community Amenity requirement through contribution of an in-lieu fee
- Community wants more affordable housing as quickly as possible!
 - Two BMR alternatives for 21 onsite BMR units based on feedback: (1) All low income BMR mix and (2) Equivalent Alternative mix of income levels (averaging to low)

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BMR Proposal Overview

- Working with City staff and the community since 2020 on Menlo Flats
- 21 units as onsite BMR units
 - Two BMR alternatives:
 - All low-income level (80% AMI)
 - Equivalent Alternative mix of income levels (averaging to low)
- Project BMR units will be:
 - 100% compliant with the City's BMR guidelines
 - Same proportionate size as market-rate units
 - Distributed throughout the project
 - Indistinguishable from market-rate units
 - Inclusive and available to special needs populations (e.g. senior, veterans, etc.)
- Our team looks forward to cooperating with the City on an ongoing basis to occupy on-site BMR units

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Proposed BMR Unit Mix

- The proposed BMR unit mix will mirror the overall unit breakdown for the project
- Based requests from Housing Commission on Greystar's Menlo Uptown and Menlo Portal communities, we included an Equivalent Alternative featuring a mix of affordability levels to the BMR proposal

BMR Alternatives

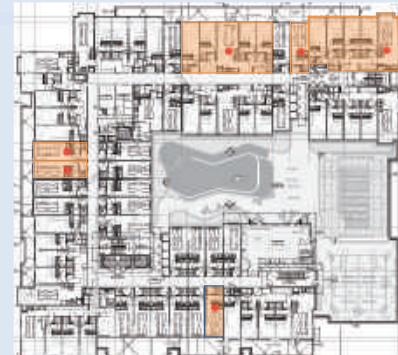
- Alternative 1:
 - Low-Income Units: 21
- Alternative 2 (Equivalent Alternative):
 - Very Low-Income Units: 4
 - Low-Income Units: 12
 - Moderate-Income Units: 5

*All units subject to 75% of market rate cap

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Sample Distribution of BMR Units

Indicates BMR location



Sample building floorplan shown

- Units will be distributed throughout the project, indistinguishable from market-rate units

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THANK YOU

We welcome the opportunity to stay in touch:

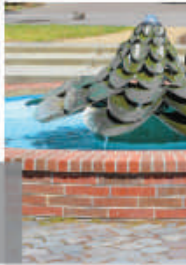


- Send us an email: amorcos@grevstar.com






BELOW MARKET RATE HOUSING PREFERENCES

Housing Commission Meeting 2/2/22



AGENDA

- Below Market Rate Housing Guidelines background (BMR guidelines)
- Proposed preference updates
- Feedback and recommendation(s)






BACKGROUND

- The current version of the BMR guidelines were last updated and approved by City Council in 2018.
- Menlo Park's 2015-2023 Housing Element program calls for potential modifications to the BMR guidelines.
- In early 2021, Housing Commission establishes BMR guidelines ad hoc subcommittee
 - Helps inform staff and the Housing Commission of potential modifications
 - Subcommittee presentation on October 6, 2021
- Staff divided recommendations into two stages
 - Stage one: BMR preferences criteria
 - Stage two: development fees, inclusionary unit requirements



BMR INTEREST LIST

- Previous practice was for the City to maintain both a BMR Purchase List and Rental Interest List
- New practice is for one central interest list managed by HouseKeys
 - City specific website at www.housekeys10.com
- BMR purchase legacy list
 - Households on the Purchase List as of January 1, 2021 transferred to the legacy list
 - Honors households requirement to pay yearly \$15 fee to update files annually
 - Receive priority over all other BMR buyers until the list is exhausted
 - No new households can be added, fees are no longer charged
 - About 130 households on the legacy list of various sizes and incomes

BMR GUIDELINES PREFERENCE CRITERIA

- **Displacement preference**
 - Current guidelines:
 - Must have resided in Menlo Park in 2008 and displaced
 - Proposed:
 - Residing in Menlo Park any time since 2008 for three or more years and displaced
- **Unhoused persons (or households) preference**
 - Current guidelines:
 - Require last permanent residence to be in Menlo Park
 - Proposed:
 - Requires evidence their current residence is in Menlo Park
 - Documentation from a case manager or homeless services provider is still required for proof of residency

LIVE/WORK PREFERENCE

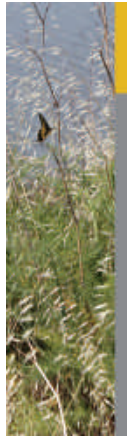
- Current guidelines:
 - Required minimum of one year of residency
- Proposed:
 - Removes one year of residency
 - Expands work to include unpaid/volunteer
 - 20 hours per week minimum is still required
- Promotes stable communities and reduces miles traveled to work



ACCESSIBLE UNIT PREFERENCE

- Limited number of accessible units produced
 - The need to provide a preference exists due to the limited number of units produced
 - About 10% of all units in new buildings required to be accessible (smaller subset will be BMR and accessible)
- Current guidelines:
 - Specific to wheelchair users
 - Applies only to ownership/purchase
- Proposed:
 - Expands preference to include all persons with accessible needs
 - Staff invites the feedback of the commission on the level/ranking of accessible users

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ACCESSIBLE UNIT PREFERENCE

- Staff has received some questions about the clarity of this item.
- Ranking of accessible units:
 - Accessible units are assigned to MP households with accessibility needs, in order of lottery ranking (add work, displaced and unhoused?)
 - Accessible units are assigned to non-MP households qualifying with accessibility needs, in order of lottery ranking (person does not qualify for MP preferences, but has accessible need)
 - All remaining units are assigned to MP Live/Work households in order of lottery ranking
 - Any remaining units are assigned to households with neither preference
- Accessible summary
 - The City can use live/work, displacement and unhoused preferences in ranking of accessible units
 - Staff will update BMR guidelines language dependent on the commission's feedback

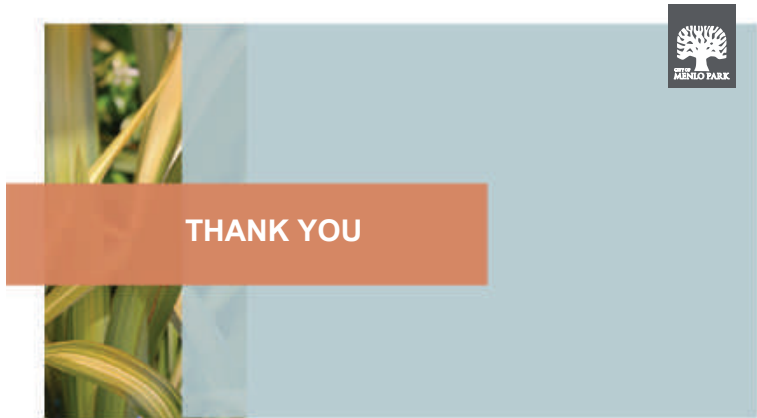
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SUMMARY

- All income qualified persons and households are welcomed when applying for affordable BMR rental and ownership opportunities
 - Preferences do not prevent any person or household from being eligible for BMR housing
 - Preferences do affect an applicant's final ranking
 - Therefore, it may take longer for a person or household without a preference to move into a BMR unit within the City
- Input is vital to the process

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THANK YOU

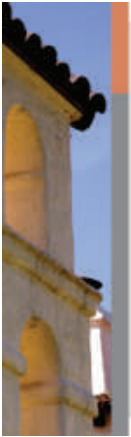


HOUSING COMMISSION ACHIEVEMENTS 2021



2021 ACHIEVEMENTS

- Three NOFA proposals received in January
 - Proposal approval timeline:
 - **February 2021:** \$5.5 million approved for purchase of 6-8 Coleman Place by HIP Housing
 - **May 2021:** \$1.2 million approved for a homeownership preservation program by Habitat for Humanity
 - **TBD:** pending \$3.6 million toward 12 new townhomes for BMR ownership by MidPen Housing



2021 ACHIEVEMENTS

- Reviewed 7 term sheets on a variety of development projects
- Feedback and review of the Housing Element APR
- Formation of BMR Guidelines Ad Hoc Subcommittee
- Feedback on Housing Element Update
 - 4 meetings both special and included in regular business
 - Joint meeting with the Planning Commission on October 4, 2021



STAFF REPORT

Housing Commission

Meeting Date: 3/2/2022
Staff Report Number: 22-003-HC

Regular Business: Review and recommend that the City Council accept the 2021 Housing Element Annual Progress Report

Recommendation

Staff recommends that the Housing Commission review and recommend that the City Council accept the 2021 Housing Element Annual Progress Report (APR) (Attachment A).

Policy Issues

California Government Code Section 65400 requires the preparation and submittal of an annual progress report to the state Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR). The annual progress 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

Every city and county in California is required to prepare an annual report on the status and progress of implementing the jurisdiction's adopted housing element for the 2015 to 2023 planning period (Attachment B) using forms and definitions adopted by HCD. The APR is due by April 1 each year and documents the status of housing-related activities from the previous calendar year. This year's report evaluates the progress of implementation programs and housing development applications and production for the period between January 1 and December 31, 2021.

Analysis

This staff report highlights key accomplishments from 2021 and work items that will continue through 2022. A broader assessment of the status of implementation programs and housing development applications from 2021 can be found in the APR. The APR is a document that reflects the past calendar year's housing-related efforts; it is not intended to establish current or future work priorities for staff. Work priorities are generally set each year through the City Council's annual goal setting session.

Accomplishments and milestones

The following sections outline multiple activities and accomplishments the City of Menlo Park embarked on during the 2021 APR reporting period.

Funding agreements

One of the primary purposes 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 housing 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. Payment of BMR fees typically occurs before building permit issuance for a project, unless specific provisions are included as part of the BMR agreement.

Housing Element Program H1.H (Utilize the City's Below Market Rate Housing Fund) requires the City to administer and advertise at least every two years the availability of funds in the BMR housing fund through a Notice of Funding Availability (NOFA). The objective of the NOFA is to support the acquisition, rehabilitation, preservation 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.

On November 18, 2020, a NOFA of approximately \$10 million from the BMR housing fund was released to support the preservation and/or production of permanent affordable housing. The City received three proposals before the January 23, 2021 deadline. All applications were received from nonprofit housing organizations with a strong track record of assisting residents in Menlo Park and throughout San Mateo County. The proposals were diverse and included property acquisition for affordable housing conversion, a home rehabilitation program and construction of BMR ownership units.

In February 2021, the City Council approved \$5.5 million of BMR housing funds to HIP Housing to acquire a 14-unit apartment building. The purchase allowed HIP Housing to convert market rate units to deed restricted BMR rental housing and secure additional affordable housing opportunities for the Menlo Park community. HIP Housing completed the purchase in March 2021 and filled all vacant units with qualified, low-income tenants.

In May 2021, the City Council authorized \$1.2 million from the BMR housing fund to support Habitat for Humanity Greater San Francisco's proposal to create a Homeownership Preservation Program. The program will assist low-income homeowners in Menlo Park's Belle Haven neighborhood with major repairs and rehabilitation projects that address acute safety issues and enable homeowners to age in place and remain in the community. The program is scheduled to begin in 2022.

A third proposal received from MidPen Housing to build 12 low-income ownership units at 335 Pierce Road is under review and a potential predevelopment loan for \$200K is anticipated for City Council consideration in Spring 2022. The full \$3.6 million proposal for 335 Pierce Road was reviewed by the Housing Commission in March 2021, which recommended the City Council approve funding for the project. Staff is working closely with MidPen Housing to better understand the proposed development and the financing structure of the project. The property has also been identified as a potential housing opportunity site in the upcoming Housing Element cycle (2023-2031).

Housing Assistance Program

Housing Element Program H1.I (Working with Non-Profits on Housing) calls for the City to work with non-profits to assist in achieving the City's housing goals and implementing programs. In 2019, the City Council approved the establishment of a community housing fund, known as the Tenant Assistance Program (TAP), administered by a local nonprofit, Samaritan House San Mateo. Samaritan House, with support from the City, has continued to offer financial assistance to lower-income tenants experiencing hardships and/or potential displacement.

In October 2021, the City Council approved the allocation of \$250,000 in American Rescue Plan funds to the Housing Assistance Program, formerly TAP, administered by Samaritan House. The program provides

rental and mortgage assistance to qualified households related to the COVID-19 pandemic or other emergency circumstances. At the time the additional funding was approved, Samaritan House had distributed a total of approximately \$96,000 of the program’s initial \$100,000 funding allocation. The funding assisted 32 households comprised of 86 individuals in remaining housed despite experiencing financial hardship and economic instability. The program is expected to run for through 2024 or until all program funds are exhausted. Samaritan House provides periodic program reports to the City. Staff will continue to work closely with Samaritan House to assess the status of program funds.

Housing production

As part of HCD’s SB 35 statewide determination summary, Menlo Park is one of only 29 jurisdictions in California that has met its pro-rated lower (very low- and low-) and above moderate-income Regional Housing Needs Allocation (RHNA) for the previous 2020 reporting period. This means that Menlo Park is not currently subject to SB 35 (the Housing Accountability and Affordability Act), which became effective January 1, 2018 and created a streamlined approval process for housing when a jurisdiction is not meeting its RHNA.

In 2021, the City issued building permits for 96 net new dwelling units, which is a 62.5 percent decrease from the 2020 total (256 net new units). However, the City Council and Planning Commission entitled 890 net new residential units in 2021, as further described below. The reduced number of units issued building permits was primarily due to a decrease in above moderate unit production. Approximately 72 percent of net new residential building permits issued in 2021 were for very-low income housing units, approximately 11.5 percent of permits were for low-income units, and another approximately 11.5 percent of permits were for moderate-income units. Above moderate units made up approximately five percent of the total number of net new units permitted in 2021. The City exceeded its RHNA for above moderate-income units earlier in the current Housing Element cycle and is currently almost 790 percent above the required total.

A majority of the net new very-low income units can be attributed to the 1345 Willow Road project (58 net new units, 140 units total), which is a 100 percent affordable residential project. The new units will be located along the Willow Road corridor with access to job centers in the Bayfront area and transit corridors such as U.S. Highway 101 and State Route 84. A majority of the remaining building permits issued in 2021 were for accessory dwelling units (ADUs) (36 net new units). The APR data also shows a 44 percent increase in ADU building permits for 2021 over the 2020 ADU building permit total. The increase is likely due to recent state ADU laws that became effective on January 1, 2020, which were intended to streamline the approval of ADUs by relaxing applicable zoning requirements.

Table 1 shows the City’s overall progress in housing unit production by income level as of the current RHNA cycle.

Table 1: 5 th Cycle RHNA (2015-2023) Progress (Net New Units)					
	Very Low	Low	Moderate	Above Moderate	Total New Housing Units
5 th Cycle RHNA Allocation	233	129	143	150	655
Net New Units Through 2020	148	80	11	1,177	1,416
2021 Net New Units	69	11	11	5	96
Total Net New Units (2015-2021)	217	91	22	1,182	1,512

Percent Complete	93.1%	70.5%	15.4%	788%	N/A
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Although building permits are the only metric used for the purposes of determining progress toward RHNA (fields 7, 8 and 9 in APR Table A2), the APR form also includes data on new housing units that have either received entitlements or a certificate of occupancy during the reporting period. As previously mentioned, the City Council and Planning Commission entitled 890 net new residential units in 2021, an increase of over 3,600 percent compared to net new units entitled in 2020. At this time, building permits have not been issued for these units, and they do not appear in the APR. Table 2 below highlights the approved large residential projects from 2021.

Project (Address)	Very Low	Low	Moderate	Above Moderate	Total Units
111 Independence Drive	4	9	5	87	105
Menlo Uptown – 141 Jefferson Drive, 180-186 Constitution Drive	7	23	37	374	441
Menlo Portal – 115 Independence Drive, 104-110 Constitution Drive	3	14	31	287	335
Total New Housing Units	14	46	73	748	881

A number of large housing projects or mixed-use developments are currently under review, but are not listed in Table A or Table A2 of the APR because they were not deemed complete or approved in the 2021 calendar year. Housing proposals of 100 dwelling units or more that are currently under review are listed below in Table 3, and could count towards future APRs if approved and issued building permits.

Project (Address)	Proposed Units
123 Independence Drive	432
Menlo Flats – 165 Jefferson Drive	158
Willow Village	1,729
Total Housing Units	2,319

While the City’s housing production during the first six years of the planning period has exceeded the City’s regional housing needs assessment of 655 units, the City continues to seek opportunities to increase housing production and will strive to meet its numbers for affordable housing. All of the proposed projects in Table 3, in addition to other projects under review with 20 or more units, would be subject to the City’s 15 percent BMR requirement, and the projects listed above would produce approximately 393 BMR units.

Looking ahead

Preparation of the 6th Cycle (2023-2031) Housing Element is a City Council priority and a state mandate that applies to all Bay Area jurisdictions. The City’s 6th Cycle RHNA fair share, including a 30 percent buffer as recommended by HCD, is 3,830 units. Following seven months of community meetings, pop-up

events, public meetings, and interviews and discussions with local groups and housing developers, the City released a Notice of Preparation (NOP) in December 2021 initiating the environmental impact report (EIR) for the Housing Element Update project, consistent with the requirements of the California Environmental Quality Act (CEQA). The EIR will study the development of up to 4,000 net new housing units in order to meet the City's RHNA (specifically the City's net new affordable RHNA of 1,490 units). A draft of the Housing Element is anticipated to be shared with HCD and the public in spring 2022, with a draft EIR release in summer 2022. Because of the complex nature of the Housing Element Update, the City will also continue to address other components of the project, including further public engagement, site refinement to meet the City's anticipated RHNA allocation, the preparation of safety and environmental justice General Plan elements, and a fiscal impact analysis. The Housing Element Update is anticipated for review by City Council in December 2022, prior to the HCD deadline of January 31, 2023.

Staff has worked closely with the Housing Commission on amendments to the BMR guidelines that will focus on interest list preference criteria and general program description edits to better align with operations of the BMR program. On February 2, 2022, the Housing Commission approved recommended changes to the BMR guidelines, and the item is scheduled for City Council consideration on March 1, 2022. Staff is evaluating a second stage of edits that may study changes to the commercial linkage fees, inclusionary requirement standards and in-lieu fees for inclusionary residential requirements. To ensure any additional updates or proposed changes to the BMR guidelines are studied in conjunction with the 6th Cycle Housing Element Update, staff anticipates a minimum of six to eight months before proposals would return to the Housing Commission for initial review. This timeline is subject to change as staff continues to evaluate the scope of work and costs of a potential study.

Impact on City Resources

There are no impacts on City resources aside from the staff time spent preparing the APR. Implementation of certain housing programs may have impacts on staffing resources and/or projects and priorities, which would 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 under the California Environmental Quality Act (CEQA). Implementation of individual housing programs may be subject to 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.

Attachments

- A. 2021 Housing Element Annual Progress Report
- B. Hyperlink – Adopted housing element for the 2015-2023 planning period:
menlopark.org/DocumentCenter/View/4329/Adopted-Housing-Element-2015-2023?bidId=

Report prepared by:
Tom Smith, Acting Principal Planner

Michael Noce, Acting Housing Manager
Christopher Turner, Assistant Planner

Report reviewed by:
Corinna Sandmeier, Acting Principal Planner
Deanna Chow, Assistant Community Development Director

Jurisdiction	Menlo Park	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle 01/31/2015 - 01/31/2023	

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

(CCR Title 25 §6202)

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining			
1					2		3	5							6		7	8	9	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted+(see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)		
Summary Row: Start Data Entry Below							0											0	0	0
	71301210	973 Roble Avenue		PLN2020-00018	ADU	R	9/15/2020				1				1	1		No		
	71175140	680 Lemon Street		PLN2020-00024	ADU	R	11/25/2020				1				1	1		No		
	62361050	333 Pope Street		PLN2020-00028	ADU	R	11/2/2020				1				1	1		No		
														0	0	0				
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Jurisdiction	Menlo Park	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
 Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2								3	4	
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	233	84	42	-	-	-	-	58	-	-	217	16
	Non-Deed Restricted		1	3	8	9	1	-	11	-	-		
Low	Deed Restricted	129	20	-	2	1	14	13	-	-	-	91	38
	Non-Deed Restricted		2	4	4	5	2	13	11	-	-		
Moderate	Deed Restricted	143	-	-	-	2	6	-	-	-	-	22	121
	Non-Deed Restricted		-	-	1	1	1	-	11	-	-		
Above Moderate		150	712	17	20	26	172	230	5	-	-	1,182	-
Total RHNA		655											
Total Units			819	66	35	44	196	256	96	-	-	1,512	175

Note: units serving extremely low-income households are included in the very low-income permitted units totals and must be reported as very low-income units.
 Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will include units that were permitted since the start of the planning period.
 Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Jurisdiction	Menlo Park	
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Note: "+" indicates an optional field
 Cells in grey contain auto-calculation formulas

Table C																	
Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law																	
Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate- Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

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Jurisdiction	Menlo Park		
Reporting Year	2021	(Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
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.			
1	2	3	4
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 2020 calendar year was accepted by the City Council on March 23, 2021 and submitted to HCD for review. Using forms provided by HCD, the 2021 annual review was completed by staff between January to February 2022, and public reviews were conducted by the Housing Commission, Planning Commission and City Council in February and March 2022.
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program H1.D)	Ongoing	Materials are primarily available on the City's website. In 2021, fair housing and legal services referrals were provided primarily by phone and email with in person limited as a result of the COVID-19 pandemic. Housing resources flyers have been distributed as part of 6th Cycle Housing Element Update process.
H1.D Provide Information on Housing Programs	Obtain and distribute materials at public locations; conduct staff training	Annually	During the COVID-19 pandemic, staff primarily directed the public to the City's website in addition to assisting patrons via phone or email. Prior to the pandemic, materials were available at the 1st floor counter located at Menlo Park City Hall. In 2021, the Housing Commission conducted all ten of their public meetings virtually as a result of the COVID-19 pandemic.
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	In 2021, materials and information were primarily available on the City's Web site. Housing Commission meetings are conducted monthly. The public may opt-in for an available email subscription to receive Housing Commission agendas and general updates. Additional public outreach is conducted based on program type. In 2021, the Housing Commission conducted ten public meetings. Agendas and notices are posted at City Hall and on the City's website. Two citywide mailings related to the 6th Cycle Housing Element Update were distributed, which linked patrons to a variety of resources and information.

<p>H1.F Work with the San Mateo County Department of Housing</p>	<p>Coordinate with County efforts to maintain and support affordable housing</p>	<p>Ongoing</p>	<p>Continued participation and coordination has occurred as part of the countywide 21 Elements organization. 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 continues to participate in the Home for All Learning Network and Community Convenings, all efforts that aim to support affordable housing.</p>
<p>H1.G Adopt an Anti-Discrimination Ordinance</p>	<p>Undertake Municipal Code amendment and ensure effective implementation of anti-discrimination policies and enforcement as needed</p>	<p>2016</p>	<p>Completed. On August 6, 2018, the City Council approved the Anti-Discrimination ordinance. The City will be considering additional ordinances to address housing challenges as part of its ongoing discussion about housing supply, affordable housing and displacement.</p>
<p>H1.H Utilize the City's Below Market Rate (BMR) Housing Fund</p>	<p>Accumulate and distribute funds for housing affordable to extremely low, very low, low and moderate income households</p>	<p>Ongoing</p>	<p>On November 18, 2020, a Notice of Funding Availability (NOFA) of approximately \$10 million in BMR housing funds was released to support the preservation or production of permanent affordable housing. Qualified developers of affordable housing were permitted to submit proposals prior to the submission due date of January 22, 2021. The City received three proposals prior to the submission deadline. In February 2021, the City Council approved \$5.5 million of below market rate (BMR) housing funds awarded to HIP Housing to acquire a 14 unit apartment building. The purchase allowed HIP Housing to convert market rate units to deed restricted BMR rental housing and secure additional affordable housing opportunities for the Menlo Park community. HIP Housing completed the purchase in March and filled all vacant units with qualified, low income tenants. In May 2021, the City Council authorized \$1.2 million from the BMR housing fund to support Habitat for Humanity Greater San Francisco's proposal to create a Homeownership Preservation Program. The program will assist low income homeowners in Menlo Park with major repairs and rehabs that address acute safety issues and enable homeowners to age in place and remain in the community they have been a part of for many years. The program is scheduled to begin in early 2022. A third proposal received from MidPen Housing to build 12 low income ownership units at 335 Pierce Road is under review and a potential predevelopment loan for \$200K is expected for City Council consideration in March 2022. The full \$3.6 million proposal for 335 Pierce Road was reviewed by the Housing Commission in March 2021, who recommended the City Council approve funding for the project. Staff is working closely with MidPen Housing to address zoning requirements and financing structure for the project.</p>

H1.I Work with Non-Profits on Housing	Maintain a working relationship with non-profit housing sponsors	Ongoing	The Council approved the establishment of a community housing fund, known as the Tenant Assistance Program (TAP), administered by local nonprofit, Samaritan House San Mateo, in 2019. Samaritan House, with support from the City, has continued to offer financial assistance to lower income tenants experiencing hardships and/or potential displacement. In October 2021, the City Council approved \$250,000 in American Rescue Plan funds to increase funding of the Housing Assistance Program, formerly TAP, administered by Samaritan House. The program provides rental and mortgage assistance to qualified households related to the COVID-19 pandemic or other emergency circumstances. At the time additional funding was approved, Samaritan House had distributed a total of approximately \$96,000 of the program's initial \$100,000 funding allocation, which has assisted 32 households comprised of 86 individuals remain stably housed while experiencing financial hardship and economic instability.
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. The City was awarded SB2, LEAP and REAP grants to assist with the preparation of the Housing Element for the RHNA 6 cycle. In December 2020, the City issued an RFQ for consultant services to prepare the Housing Element Update. The City continues to collaborate and participate in 21 Elements as part of the Housing Element Update process.
H1.K Address Rent Conflicts	Resolve rent conflicts as they arise	Ongoing	In November 2019, the City Council passed an urgency ordinance to enact state law AB 1482 locally prior to the January 1, 2020 effective date, enacting rent increase and just cause protections. In 2021, the City has continued to be an informational resource for local tenants unfamiliar with new state laws. Informative material is available on the City's website, including contact information for free legal services.
H1.L Update Priority Procedures for Providing Water Service to Affordable Housing Developments	Comply with Government Code Section 65589.7	2015 and 2020 (as part of Urban Water Management Plan updates)	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	The City continues to participate in the 21 Elements organization to review, discuss, analyze and provide comment on various housing and planning related legislation.
H2.A Adopt Ordinance for "At Risk" Units	Protect existing affordable housing	2016	There are no "at risk" subsidized affordable units in Menlo Park in 2021. "At risk" units are those that appear to be in danger of conversion from subsidized housing units to market rents. In 2021, the City did exercise its right to purchase two BMR ownership units, which had a sales term of only 90 days for the City to find a new, qualified BMR owner. The City's purchase preserves the units and allows the City to identify and sell the unit to a new BMR buyer outside the original 90 day sales term; new purchase agreements include an updated resale term that gives the City 180 days to find a qualified buyer for potential resales. One unit has been sold to a qualified BMR household and the second unit purchased in 2021 is expected to be sold to a qualified BMR buyer in 2022.

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	An estimated 98% of residents and businesses are served by Peninsula Clean Energy (PCE) that provides greenhouse gas free (fossil fuel free) electricity to homes and businesses in Menlo Park. Menlo Park continues to participate and promote regional energy efficiency/renewable energy regional programs, such as the Bay Area Regional Energy Network (BayREN). The city also requires all new buildings to be all-electric with no to little natural gas (fossil fuel) usage to capitalize on PCE's clean electricity offerings and support the City in meeting its <u>2030 Climate Action Plan goal to be carbon neutral by 2030.</u>
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. This is an ongoing item staff will evaluate along with other housing priorities.
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. The City continues to service existing loans in the portfolio.
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 <u>SB2.</u>
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 <u>SB2.</u>
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 approximately 248 housing vouchers issued for incorporated Menlo Park in 2021, which assist a total of 521 individuals. Of the total, 157 households include elderly or disabled persons and 80 are households with children. This information is supplied to the City by the County of San Mateo's Department of Housing.
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	Continued participation and coordination has occurred as part of the countywide 21 Elements organization. Working with the County Department of Housing and other jurisdictions on housing-related topics such as accessory dwelling units and short-term rentals. Participation in the County's Home For All initiative has continued and aims to identify housing needs for all sectors of the community. The City also supports the activities of local non-profit housing providers, such as <u>HIP Housing, whom provide services for disabled persons.</u>

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. City staff is evaluating potential changes to the BMR guidelines' preference criteria related to accessible units, which could allow a larger number of individuals with accessibility needs to receive a preference for affordable, accessible units.
H3.H Continue Support for Countywide Homeless Programs	Support housing and services for the homeless and at-risk persons and families	Ongoing	In 2021, city staff continued to lead and support the Menlo Park Homeless Outreach Team (Team), which consists of staff from the Housing Division, Police Department and community based organizations that provide homeless outreach and support services. City staff work closely with community based organizations and the San Mateo County Human Services Agency to coordinate outreach and referral services, with the goal of ending homelessness in Menlo Park. The Team meets regularly to discuss case management, strategize coordinated outreach and intervention, streamline resources and prepare action plans for homeless individuals.
H3.I Work with the Department of Veterans Affairs on Homeless Issues	Coordination in addressing the needs of the homeless	2014; ongoing thereafter	The Veteran Affairs Medical Center in Menlo Park awarded a project proposal to local non-profit housing developer, MidPen Housing. The City held initial meetings to assist in the support the project. As opportunities arise, staff will continue to work with the VA and non-profit housing partners.
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)	Staff plan to revisit modifications to the R-2 in the future and assess the utilization of the allowed density for this zoning district.
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	In March 2021, staff began working with members of the Housing Commission appointed to the BMR guidelines ad hoc subcommittee to assess potential edits to the BMR housing program guidelines. In October 2021, the subcommittee provided a presentation to the public and Housing Commission to summarize their findings. In 2022, staff will be utilizing the subcommittee's recommendations to inform potential policy changes to the BMR guidelines. Staff plans to divide the updates into two areas of focus, the first will address expanding the BMR applicant preference criteria and the second may include a contracted study to assess potential changes to the inclusionary housing standards and BMR commercial development fees.
H4.C Modify BMR Guidelines	Amend the Zoning Ordinance to require affordable units in market rate developments	2015	The last revision to the BMR housing program guidelines was approved by Menlo Park City Council in 2018. Staff began working with the Housing Commission in 2021 on potential updates to the BMR guidelines and expects potential amendments to be recommended to City Council in 2022.
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 the 21 Elements BMR nexus fee study in 2016 and 2017. There were no changes made to housing impacts fees as a result of the study. In 2020, BAE Urban Economics, Inc. completed their study known as the Inclusionary Housing Feasibility Analysis. As a result of the COVID-19 pandemic and changing economic conditions, staff will be re-evaluating recommended updates from both the nexus fee study and inclusionary housing feasibility analysis. Staff is expected to complete its evaluation in 2022.

H4.E Modify Second Dwelling Unit Development Standards and Permit Process	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	In 2021, 36 building permits were issued for new secondary units. Given changes in state law effective January 1, 2020, an urgency ordinance was passed by City Council on February 25, 2020 to ensure the City's ordinance complies with state law. The assessment of additional adjustments to City regulations will be studied with the use of SB 2 funding grant.
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	Of the 36 building permits issued for ADUs in 2021, 11 were for conversions of existing accessory buildings. In this case, a conversion may include complete demolition of the existing accessory building and reconstruction of the ADU in the same footprint. Given changes in state law effective January 1, 2020, an urgency ordinance was passed by City Council on February 25, 2020 to ensure the City's ordinance complies with state law. In 2019, the City submitted an SB 2 planning grant application for consideration, with a accessory dwelling unit ordinance amendment and secondary applicant navigation tools identified as the primary activities to be funded and implemented if awarded funds.
H4.G Implement First-Time Homebuyer Program	Provide referrals	2015-2023	The City is referring first time homebuyers to HEART of San Mateo County 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. The City continues to maintain a BMR ownership interest list for other potential BMR unit sale and resale opportunities as they occur.
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	In February 2021, the City Council approved \$5.5 million of below market rate (BMR) housing funds awarded to HIP Housing to acquire a 14 unit apartment building. The purchase allowed HIP Housing to convert market rate units to deed restricted BMR rental housing and secure additional affordable housing opportunities for the Menlo Park community. HIP Housing completed the purchase in March 2021 and filled all vacant units with qualified, low income tenants. The City will continue to identify partnership opportunities that further the development of affordable units in Menlo Park.
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)	The City is evaluating city-owned sites, such as the downtown parking plazas, as part of the 6th Cycle Housing Element Update.
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)	There have been no changes or updates to report during the 2020 reporting year. Menlo Park Fire District developed a draft ordinance to the 2019 Fire Code, which was approved by their board of directors in October 2019. The City Council approved a resolution ratifying the Fire District's amendments to the Fire Code in December 2019.
H4.L Coordinate with School Districts to Link Housing with School District Planning Activities	Coordinate and consider school districts long-range planning, resources and capacity in planning for housing	Ongoing with Housing Element program implementation. Consider as part of the City's General Plan Update (2014-2017)	City staff have continued to be in contact with local school districts to share information on new residential development proposals. Staff have also been participating in the Home for All effort to convene school districts throughout the county to help identify development opportunities and to support the process.

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.
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.
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 (TMP) was a high priority. A consultant team was hired in 2017 to lead the TMP effort and an 11-member city-led Oversight and Outreach Committee (OOC) was formed to help guide the process. In 2019, the City Council added update of the TIA guidelines to their work plan. In early 2020, the City Council provided feedback on the approach to modify the TIA guidelines. An updated version of the TIA Guidelines was adopted by City Council on June 16, 2020. On January 11, 2022, the City Council updated the TIA guidelines to reflect the latest vehicle miles traveled thresholds.
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 the parking stall and driveway design guidelines. Review of these guidelines is still underway.
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	The City continues to contract the administration and retain the records of a ownership and rental interest list. In coordination with the owners, developers and/or property managers of BMR units, the City oversees marketing plans and tenant onboarding practices in addition to assisting with outreach to the BMR ownership and rental interest list.
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 were 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. Bike lanes along a portion of Haven Avenue have been installed. The City is working with Caltrans to complete the remaining portion by 2022-2023.

<p>H4.S Explore Creation of a Transportation Management Association</p>	<p>Explore creation of a Transportation Management Association</p>	<p>Consider as part of the City's General Plan Update (2014-2017)</p>	<p>In April 2019, the City released a joint RFP with the City of Foster City to solicit bids from prospective firms to assist with TMA Feasibility Studies. Two independent contracts were awarded to Steer Group to conduct the studies, with the City of Menlo Park awarding Steer Group's contract in July 2019. The initial phase of work included data collection and analysis, along with stakeholder outreach and surveying. A progress report of the work conducted so far was presented to the City Council on February 25, 2020. On July 16, 2020, an options analysis was presented to the City Council and direction was given to further investigate the citywide and sub regional TMA options. Although the original completion date of the feasibility study was July 2020, it was pushed back to account for the COVID-19 pandemic changing commute patterns, along with the operational start of a sub regional TMA, Manzanita Transit, in November 2020. Due to the unknowns from the COVID-19 pandemic and the start of Manzanita Transit, the study pivoted from pursuing the creation of a new TMA to leveraging existing resources and organizations such as Commute.org and Manzanita Transit. Now accounting for these latest regional updates, Steer Group will conduct a detailed analysis on the two options to identify how to structure a potential TMA. A draft Final Report was shared with the City Council and the Complete Streets Commission in April 2021 to garner feedback. The Final Report and recommendation was approved by City Council in October 2021, with the goal of accomplishing short and long term report recommendations over the next few years.</p>
<p>H4.T Explore Pedestrian and Bicycle Improvements</p>	<p>Coordinate with Redwood City on potential pedestrian and bicycle improvements</p>	<p>Consider as part of the City's General Plan Update (2014-2017)</p>	<p>In November 2020, the City adopted the Transportation Master Plan that now serves as an update to the City's previous Sidewalk Master Plan and Comprehensive Bicycle Development Plan. In 2021, the City completed new sidewalk projects on: Pierce Road, Coleman Avenue, and Chilco Street and new bicycle facility projects on: Ringwood Avenue, San Mateo Drive, and Chilco Street. In 2022, the City anticipates to complete new pedestrian and bicycle facilities on: Sharon Road, Haven Avenue, and Middle Avenue.</p>
<p>H1.E Undertake Community Outreach When Implementing Housing Element Programs</p>	<p>Conduct community outreach and distribute materials (see Programs H1.C and 1H.D)</p>	<p>Consistent with program timelines</p>	<p>Housing Commission meetings are conducted monthly. In 2021, the Housing Commission conducted ten 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 is performed to targeted populations depending on program needs. The Housing Commission's last annual work plan was approved by City Council on November 17, 2020. Many of the work plan goals were directly related to the recommendations contained in the Investment and Disinvestment study prepared in 2020, https://www.menlopark.org/DocumentCenter/View/25939/Housing-Inventory-and-Supply-Study?bidId</p>

H1.I Work with Non-Profits on Housing	Maintain a working relationship with non-profit housing sponsors	Ongoing	In October 2021, the City Council approved \$250,000 in American Rescue Plan funds to increase funding of the Housing Assistance Program, formerly TAP, administered by Samaritan House. The program provides rental and mortgage assistance to qualified households related to the COVID-19 pandemic or other emergency circumstances. At the time additional funding was approved, Samaritan House had distributed a total of approximately \$96,000 of the program's initial \$100,000 funding allocation, which has assisted 32 households comprised of 86 individuals remain stably housed while experiencing financial hardship and economic instability.

General Comments:			

Jurisdiction	Menlo Park	
Reporting Period	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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Note: "+" indicates an optional field
 Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Menlo Park	
Reporting Period	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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Note: "+" indicates an optional field
 Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units			14	14					Units acquired using City BMR funds and converted to deed-restricted BMR rental housing for low-income tenants.
Mobilehome Park Preservation									
Total Units by Income			14	14					

Jurisdiction	Menlo Park	
Reporting Period	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

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Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name⁺	Local Jurisdiction Tracking ID⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	Menlo Park	
Reporting Period	2021	(Jan. 1 - Dec. 31)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

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Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Jurisdiction	Menlo Park	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	58
	Non-Deed Restricted	11
Low	Deed Restricted	0
	Non-Deed Restricted	11
Moderate	Deed Restricted	0
	Non-Deed Restricted	11
Above Moderate		5
Total Units		96

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

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	0	2	1
2 to 4	0	0	0
5 +	0	0	0
ADU	0	36	16
MH	0	0	0
Total	0	38	17

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Menlo Park
Reporting Year	2021 (Jan. 1 - Dec. 31)

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Local Early Action Planning (LEAP) Reporting
 (CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$	-	Total award amount is auto-populated based on amounts entered in rows 15-26.
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Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	15
	Non-Deed Restricted	0
Low	Deed Restricted	48
	Non-Deed Restricted	0
Moderate	Deed Restricted	73
	Non-Deed Restricted	0
Above Moderate		754
Total Units		890

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	58
	Non-Deed Restricted	11
Low	Deed Restricted	0
	Non-Deed Restricted	11
Moderate	Deed Restricted	0
	Non-Deed Restricted	11
Above Moderate		5
Total Units		96

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	17
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		4
Total Units		21