



## REGULAR MEETING AGENDA

**Date:** 2/26/2024  
**Time:** 7:00 p.m.  
**Location:** Zoom.us/join – ID# 858 7073 1001 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

### How to participate in the meeting

- Access the live meeting, in-person, at the City Council Chambers
- Access the meeting real-time online at:  
[zoom.us/join](https://zoom.us/join) – Meeting ID# 858 7073 1001
- Access the meeting real-time via telephone (listen only mode) at:  
(669) 900-6833  
Regular Meeting ID # 858 7073 1001  
Press \*9 to raise hand to speak
- Submit a written comment online up to 1-hour before the meeting start time:  
[planning.commission@menlopark.gov](mailto:planning.commission@menlopark.gov)\*  
Please include the agenda item number related to your comment.

\*Written comments are accepted up to 1 hour before the meeting start time. Written messages are provided to the Planning Commission at the appropriate time in their meeting.

Subject to change: 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 website [menlopark.gov](https://menlopark.gov). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.gov/agendas](https://menlopark.gov/agendas)).

## Regular Meeting

### A. Call To Order

### B. Roll Call

### C. Reports and Announcements

### D. 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. You are not required to provide your name or City of residence, but it is helpful. 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.

### E. Consent Calendar

None

### F. Public Hearing

F1. Use Permit/James Wu/550 Kenwood Drive: Request for a use permit to construct first-story additions and interior alterations to an existing nonconforming one-story, single-family residence located in the R-1-U (Single Family Urban Residential) zoning district. The proposed work would exceed 75 percent of the replacement value of the existing nonconforming structure in a 12-month period; Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ***Continued to the meeting of March 11, 2024.***

F2. Use Permit Revision/Fatima Saqib/113 Princeton Road:  
Consider and adopt a resolution to approve a use permit revision to add new second-floor area on the south-east (right) side by enclosing the existing balcony on a two-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district. The applicant is also proposing a garage conversion to an accessory dwelling unit (ADU) on a separate permit, which is a permitted use; Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ***Continued to the meeting of March 11, 2024.***

F3. Housing Element Annual Progress Report/City of Menlo Park:  
Consider and adopt a resolution recommending the City Council accept the 2023 annual progress report regarding the status and implementation of the City's current 6th Cycle General Plan Housing Element (2023-2031); the Housing Element annual progress report is not considered a project under CEQA. ([Staff Report #24-012-PC](#))

### G. Informational Items

G1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings

are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.

- Regular Meeting: March 11, 2024
- Regular Meeting: March 25, 2024

## H. Adjournment

At every regular meeting of the Planning Commission, in addition to the public comment period where the public shall have the right to address the Planning Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during the Planning Commission's consideration of the item.

At every special meeting of the Planning Commission, members of the public have the right to directly address the Planning 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 before, the public hearing.

Any writing that is distributed to a majority of the Planning 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.gov](mailto:jaherren@menlopark.gov). Persons with disabilities, who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at [menlopark.gov/agendas](http://menlopark.gov/agendas) and can receive email notifications of agenda postings by subscribing at [menlopark.gov/subscribe](http://menlopark.gov/subscribe). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 2/21/2024)



## STAFF REPORT

### Planning Commission

**Meeting Date:** 2/26/2024  
**Staff Report Number:** 24-012-PC

**Public Hearing:** Consider and adopt a resolution recommending the City Council accept the 2023 Housing Element Annual Progress Report

### Recommendation

Staff recommends that the Planning Commission adopt a resolution recommending the City Council accept the 2023 Housing Element Annual Progress Report (APR). The draft resolution, including the APR, is included as Attachment A.

### Policy Issues

California Government Code Section 65400(a)(2) requires the preparation and submittal of an APR to the state Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR). The APR documents past housing-related activities and may identify the timing of upcoming activities, but does not authorize the implementation of new or modified programs, or the 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 2023 to 2031 planning period (also referred to as the 6<sup>th</sup> Cycle) (Attachment A, Exhibit 1) 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 31, 2023 and December 31, 2023, which was the first year of the 6<sup>th</sup> Cycle.

The City Council adopted the 6<sup>th</sup> Cycle Housing Element Jan. 31, 2023 and made findings of compliance with state housing element law. Following adoption, HCD requested additional revisions, which were integrated into the Housing Element. On Dec. 20, 2023, HCD indicated that the revisions were in substantial compliance with state law pending adoption of the revised Housing Element by City Council and certification by HCD. The City Council adopted the amended Housing Element Jan. 23, 2024, and it is currently under review for certification by HCD.

### Analysis

This staff report highlights key accomplishments from 2023. A broader assessment of the status of implementation programs and housing production from 2023 is provided in the APR. The APR is a document that reflects the past year's housing-related efforts; it is not intended to establish current or future work priorities for staff. Future work on Housing Element implementation programs was identified with the

adoption of the 6<sup>th</sup> Cycle Housing Element.

HCD produces and manages the APR form used by all California jurisdictions, and limits the fields within the form that staff is able to complete and modify. Customization, formatting, and scaling of the APR tables is restricted and may produce less-than-ideal results in how Attachment A, Exhibit 1 appears when printed and/or displayed in PDF format. Previous years' data are also automatically populated into certain fields, which limits the ability of staff to organize projects listed in Table A2 of Attachment A, Exhibit 1 in chronological order from entitlements to occupancy.

### ***Program implementation accomplishments and milestones***

The following sections outline multiple activities and accomplishments during the 2023 APR reporting period.

#### Housing Element program updates

During the 2023 APR reporting period, continued discussions with HCD and preparation of amendments to the Housing Element to achieve certification were among the City's primary efforts. Additionally, the City focused on the adoption of amendments to the General Plan, El Camino Real/Downtown Specific Plan (Specific Plan), zoning ordinance and zoning map to accommodate the City's regional housing needs allocation (RHNA) on Housing Element inventory sites and in associated zoning districts before a state-mandated deadline of Jan. 31, 2024. Below are highlighted efforts implementing the 6<sup>th</sup> cycle Housing Element programs during 2023:<sup>1</sup>

- *Program H2.C (Assist in Implementing Housing Rehabilitation Programs)* requires, in part, that the City evaluate funding Habitat for Humanity's Homeownership Preservation Program in the Belle Haven neighborhood, providing housing rehabilitations valued at \$40,000 to \$75,000 per home, with a goal of assisting 20 very low-income homeowners. Marketing and outreach efforts for this program began in fall 2023, with funding distribution set to begin in 2024. Separately, in Nov. 2023, the City Council authorized a funding agreement with Rebuilding Together Peninsula (RTP) for \$180,000 to support the preservation of housing for low-income households in Belle Haven. Three homes were rehabilitated in 2023.
- *Program H2.F (Childcare Allowances)* requires the City to allow large family day care homes as a permitted use in any residential zoning district and bring the City's ordinances into conformance with state law. This program was completed Dec. 5, 2023 with the adoption of an ordinance by City Council to amend chapters 16.04 and 16.08 of the Municipal Code.
- *Program H3.L (Large Units)* requires the development of floor area ratio (FAR) bonuses to encourage the development of affordable units with three or more bedrooms suitable for larger families. The City began implementation of this program with the adoption of amendments to the Specific Plan, which included potential bonus FAR for the development of units with three or more bedrooms. Additional efforts to expand FAR bonus options for large family units in other areas of the city may be evaluated in the future.
- *Program H4.D (Modify the Affordable Housing Overlay (AHO))* commits to update the AHO to incentivize the development of multifamily housing affordable to extremely low-, very low-, and low-income households and make the AHO density bonuses additive and combinable with incentives, concessions, and/or waivers allowed under state density bonus law. This program was completed Dec. 5, 2023 with the adoption of an ordinance by City Council to amend chapter 16.98 of the Municipal Code to allow a density of up to 150 dwelling units per acre (du/ac) for a development with 100 percent affordable housing.

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<sup>1</sup> For a complete discussion of the progress on Housing Element programs during 2023 see APR Table D.

- *Program H4.I (Create New Opportunities for Mixed-Use Development)* commits to provide new and/or increased opportunities for residential and/or mixed use developments with a density of up to 30 du/ac (or up to 60 du/ac in the C-2 zoning district) on parcels that allow only nonresidential uses or lower densities. This program was completed Dec. 5, 2023 with the adoption of ordinances by City Council to amend various chapters of the Municipal Code.
- *Program H4.J (Increase Residential Density and Maximize Development Proposals)* was established to modify the Zoning Ordinance to allow a density of up to 30 du/ac for R-3-zoned lots around the Specific Plan area (an estimated 59 acres of land), and increase the maximum building coverage to an amount greater than 50 percent for the City's R-3- and R-4-based zoning districts. This program was completed Dec. 5, 2023 with the adoption of an ordinance by City Council to amend various chapters of the Municipal Code.
- *Program H4.K (Rezone for Lower Income Shortfall)* was developed to ensure implementation of the various zoning-related programs described in this section of the staff report to provide for a minimum of 202 lower-income units to meet a shortfall determined according to HCD's methodology under the zoning in place at the time of the Housing Element adoption. This program was completed with the zoning-related amendments adopted by City Council on Dec. 5, 2023.
- *Program H4.L (Modify El Camino Real/Downtown Specific Plan)* committed to adopt modifications to the Specific Plan including changes such as removing the 680 unit housing cap, increasing the maximum base level density to at least 30 du/ac and the maximum bonus level density up to 100 du/ac throughout the Specific Plan area, and other modifications to encourage housing development. This program was completed Nov. 28, 2023 with the City Council adoption of amendments to the Specific Plan.
- *Program H4.M (Update Parking Requirements and Design Standards)* was created to review and modify parking requirements and design standards to provide greater flexibility and certainty in planning for multifamily residential housing, including reduction of multifamily housing parking ratios, with no more than one parking space required for smaller units (studio and one-bedroom units). This program was considered through each of the zoning amendments described in this section of the report, and reduced parking requirements were implemented for each of the new or modified zoning districts adopted by the City Council on Dec. 5, 2023, where applicable.
- *Program H4.Q (Reuse Sites)* committed the City to allow five sites identified in the Housing Element as reuse sites to be allowed ministerial review for housing developments that propose at least 20 percent of units affordable to lower-income households, as required by state law. This program was completed Dec. 5, 2023 with the adoption of an ordinance by City Council to amend chapter 16.08 of the Municipal Code.
- *Program H4.T (Residential Overlay)* was developed to allow and encourage new or additional residential development on four Housing Element inventory sites without requiring removal of existing development and/or where the underlying zoning may otherwise not allow residential uses. This program was completed Dec. 5, 2023 with the adoption of an ordinance by City Council to create chapter 16.95 of the Municipal Code.
- *Program H1.H (Utilize the City's Below Market Rate (BMR) Housing Fund)* requires the City to administer and advertise 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. The City released a NOFA in December 2022. In Sep. 2023, the City Council authorized staff to return with funding agreements for three proposals for a total of \$4.18 million. This included support for a

new BMR ownership development at the low-income level (Habitat for Humanity at 123 Independence Drive), new BMR rental construction for veterans at the extremely low- and very low-income levels (MidPen at the Veterans Affairs Campus), and funding for home rehabilitation for low-income households (through RTP).

### Housing production

As part of HCD's 2023 statewide determination summary for SB 35 (the Housing Accountability and Affordability Act), Menlo Park is one of only 42 jurisdictions in California that met its pro-rated lower (very low- and low-) and above moderate-income RHNA for the previous reporting period, and is one of few jurisdictions that have produced sufficient amounts of housing annually to meet its housing targets since SB 35 became effective on January 1, 2018. This means that Menlo Park is not currently subject to SB 35, which created a streamlined approval process for housing when a jurisdiction is not meeting its RHNA.

In 2023, the City issued building permits for 65 net new dwelling units, which is a modest number of units compared to the 837 units that received building permits in 2022, the final year of the 5<sup>th</sup> Cycle. Some large projects that received entitlements in previous years have not received building permits, such as Willow Village (1,730 units) and Menlo Flats (158 units), and those projects would contribute to future APR years as they are issued building permits. The decrease in housing production in 2023 can be attributed to various factors, but among the most likely reasons are:

- Potential uncertainty for property owners and developers as the City continued to finalize amendments to the adopted Housing Element, General Plan, Specific Plan, Municipal Code, and zoning map throughout 2023 to provide more opportunities for additional housing density, specific design standards, and reduced governmental constraints on housing development. With a conditionally-certified Housing Element and updated zoning in place, property owners and the development community may feel more confident in proceeding with plans to redevelop sites throughout the community in the coming years.
- Economic fluctuations throughout the local, state, and national economies and the continued prevalence of higher interest rates have created challenges in financing and constructing new developments in many cities. As economic trends settle and builders adjust to changing conditions in future years, there may be increased confidence in developing new residential and mixed-use developments throughout the city.

Despite the uncertainties in the broader housing market, the city continued to see record growth in accessory dwelling unit (ADU) building permits, with 63 ADUs permitted in 2023. This is an increase of 12.5 percent above the 2022 total (56 net new ADUs), which was the previous record. The number of ADUs produced in 2023 is also approximately 74 percent of the total number of ADUs projected throughout the entire 2023 to 2031 planning period to meet the City's RHNA. The continued growth in ADUs across the city is likely due to increased awareness of state laws intended to streamline the ADU approval process by relaxing applicable zoning requirements and removing discretionary review requirements in most cases.

As shown in Table 1 below, Menlo Park has achieved approximately 3.4 percent of its total 6<sup>th</sup> Cycle RHNA allocation. The total net new units calculated according to HCD's methodology also include those issued building permits from June 2022 through Jan. 2023 (34 units). At the end of 2023, the income category with the highest percentage of units permitted was the low income affordability level, with approximately 7.3% complete, and the income category with the lowest percentage of permitted units was the above moderate income affordability level with approximately one percent complete.<sup>2</sup>

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<sup>2</sup> HCD allows Bay Area jurisdictions to use an ADU affordability methodology produced by the Association of Bay Area Governments (ABAG), which assumes the following affordability levels for ADUs in a given APR year: 30 percent very low-income, 30 percent low-income, 30 percent moderate-income, and 10 percent above moderate-income.

Table 1: 6 <sup>th</sup> Cycle RHNA (2023-2031) Progress (Net New Units)					
	Very Low	Low	Moderate	Above Moderate	Total New Housing Units
6 <sup>th</sup> Cycle RHNA Allocation	740	426	496	1,284	<b>2,946</b>
2023 Net New Units	19	21	16	9	<b>65<sup>3</sup></b>
Total Net New Units (June 2022-Dec. 2023)	27	31	28	13	<b>99</b>
Percent Complete	3.6%	7.3%	5.6%	1.0%	<b>3.4%</b>

Although housing production during the first year of the planning period was relatively modest due to a number of potential factors including the process of amending the adopted Housing Element and finalizing modifications to the General Plan, Specific Plan, and Municipal Code to allow additional opportunities for multifamily housing development, production may increase in the coming years now that these efforts have been finalized, assuming that economic conditions also improve. The City will continue to focus on Housing Element programs intended to support existing households and housing units, while also increasing housing production to meet its requirement of 2,946 units, including 1,662 units of affordable housing across different income categories, through 2031.

Next steps

In 2024, the City will continue implementation of the programs developed for the 6<sup>th</sup> Cycle Housing Element. There are a number of programs, including enhancing education and outreach (H5.B and H5.C), modifications to the BMR Guidelines (H4.B), and evaluation of an amnesty program for ADUs (H2.D), that are identified in the Housing Element to be initiated this year. Based on prior feedback from community members, Planning and Commission, and City Council, Program H4.G, which includes a feasibility study of City-owned downtown parking lots for affordable housing development, and an anti-displacement strategy outlined in Program H2.E, are among the top priorities in the Housing Element.

**Impact on City Resources**

There are no impacts on City resources aside from staff time spent preparing the APR. Implementation of certain housing programs may have impacts on staffing resources and require funding to implement, which would be considered as part of the City’s annual budget process.

**Environmental Review**

The Housing Element APR is not considered a project under the California Environmental Quality Act

<sup>3</sup> Table B of the APR (Regional Housing Needs Allocation Progress, Permitted Units Issued by Affordability) counts 65 units toward the City’s RHNA for 2023, while the Summary table of the APR lists 70 units permitted in 2023. This difference in numbers is a result of the APR reporting period extending from Jan. 1, 2023 to Dec. 31, 2023, but the 6<sup>th</sup> RHNA Cycle planning period beginning Jan. 31, 2023. Therefore, five units permitted Jan. 1, 2023 through Jan. 30, 2023 (prior to the start of the 6<sup>th</sup> RHNA Cycle planning period) are not counted within the Table B RHNA total for 2023 but are included in the Summary table total.



(CEQA). Implementation of individual housing programs may be subject to CEQA, and would 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. Draft Planning Commission Resolution Recommending Acceptance of the 2023 Housing Element Annual Progress Report
  - Exhibits to Attachment A
    - 1. 2023 Housing Element Annual Progress Report

Report prepared by:  
Tom Smith, Principal Planner  
Calvin Chan, Senior Planner

Report reviewed by:  
Mary Wagner, Assistant City Attorney  
Deanna Chow, Community Development Director

**PLANNING COMMISSION RESOLUTION NO. XXXX**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK RECOMMENDING THAT THE CITY COUNCIL RECEIVE AND ACCEPT THE HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR THE 2023 CALENDAR YEAR AND AUTHORIZE STAFF TO SUBMIT THE REPORT TO THE GOVERNOR'S OFFICE OF PLANNING AND RESEARCH AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

WHEREAS, California Government Code Section 65400(a)(2) requires the Planning Division to provide an annual report to the City Council, the Governor's Office of Planning and Research (OPR), and the state Department of Housing and Community Development (HCD) regarding progress toward implementation of the Housing Element of the City's General Plan; and

WHEREAS, Planning staff has prepared an annual progress report for the 2023 calendar year (Exhibit 1), utilizing the prescribed forms and instructions provided by HCD; and

WHEREAS, the Planning Commission has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE BE IT RESOLVED, that the Planning Commission of the City of Menlo Park, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby recommend the City Council receive and accept the annual progress report on the Housing Element for the 2023 calendar year, attached and incorporated by reference herein, and authorize staff to forward the report to OPR and HCD pursuant to Government Code Section 65400(a)(2).

I, Kyle Perata, Assistant Community Development Director, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on the \_\_\_ day of February, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_\_ day of February, 2024.

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Kyle Perata, Assistant Community Development Director

Exhibits:

1. 2023 Housing Element annual progress report

<b>Jurisdiction</b>	Menlo Park	
<b>Reporting Year</b>	2023	(Jan. 1 - Dec. 31)
<b>Housing Element Planning Period</b>	6th Cycle	01/31/2023 - 01/31/2031

<b>Building Permits Issued by Affordability Summary</b>		
<b>Income Level</b>		<b>Current Year</b>
Very Low	Deed Restricted	0
	Non-Deed Restricted	21
Low	Deed Restricted	0
	Non-Deed Restricted	21
Moderate	Deed Restricted	0
	Non-Deed Restricted	19
Above Moderate		9
<b>Total Units</b>		<b>70</b>

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

<b>Units by Structure Type</b>	<b>Entitled</b>	<b>Permitted</b>	<b>Completed</b>
Single-family Attached	0	0	27
Single-family Detached	3	2	1
2 to 4 units per structure	0	0	0
5+ units per structure	494	0	183
Accessory Dwelling Unit	15	68	40
Mobile/Manufactured Home	0	0	0
<b>Total</b>	<b>512</b>	<b>70</b>	<b>251</b>

<b>Infill Housing Developments and Infill Units Permitted</b>	<b># of Projects</b>	<b>Units</b>
Indicated as Infill	69	70
Not Indicated as Infill	0	0

<b>Housing Applications Summary</b>	
Total Housing Applications Submitted:	18
Number of Proposed Units in All Applications Received:	18
Total Housing Units Approved:	18
Total Housing Units Disapproved:	0

<b>Use of SB 35 Streamlining Provisions - Applications</b>	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	0

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

<b>Streamlining Provisions Used - Permitted Units</b>	<b># of Projects</b>	<b>Units</b>
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 35 (2017)	0	0

<b>Ministerial and Discretionary Applications</b>	<b># of Applications</b>	<b>Units</b>
Ministerial	18	18
Discretionary	0	0

<b>Density Bonus Applications and Units Permitted</b>	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

<b>Housing Element Programs Implemented and Sites Rezoned</b>	<b>Count</b>
Programs Implemented	69
Sites Rezoned to Accommodate the RHNA	0



ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation

Note: "-" indicates an approved unit.  
[Click here for more information about this report.](#)

Table A2

Annual Building Activity Report Summary: New Construction, Existing, Permits and Completed Units

Table with 25 columns: Project Number, Unit Types, Affordability by Household Income - Completed/On Hold, Affordability by Household Income - Building Permits, Affordability by Household Income - Certificate of Occupancy, JMI, Housing with Financial Assistance, Housing with Financial Assistance - Various Fund Expenditures, Year of Allowability or Date Restriction, Described/Outgoing Units, Density Bonus, and Notes. The table lists numerous housing projects with their respective characteristics and progress status.







Jurisdiction	Menlo Park	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

## ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

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	Projection Period - 06/30/2022- 01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	740	-	-	-	-	-	-	-	-	-	-	27	713
	Non-Deed Restricted		8	19	-	-	-	-	-	-	-	-		
Low	Deed Restricted	426	-	-	-	-	-	-	-	-	-	-	31	395
	Non-Deed Restricted		10	21	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	496	-	-	-	-	-	-	-	-	-	-	28	468
	Non-Deed Restricted		12	16	-	-	-	-	-	-	-	-		
Above Moderate		1,284	4	9	-	-	-	-	-	-	-	-	13	1,271
Total RHNA		2,946												
Total Units			34	65	-	-	-	-	-	-	-	-	99	2,847
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5										6	7	
		Extremely low-income Need	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date	Total Units Remaining	
Extremely Low-Income Units*		370	-	-	-	-	-	-	-	-	-	-	370	

\*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

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 only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

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](mailto:apr@hcd.ca.gov).



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

<b>Jurisdiction</b>	Menlo Park		
<b>Reporting Year</b>	2023	(Jan. 1 - Dec. 31)	
<b>Table D</b>			
<b>Program Implementation Status pursuant to GC Section 65583</b>			
<b>Housing Programs Progress Report</b>			
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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs	Establish staff priorities for implementing Housing Element Programs	Annually	This is completed annually as part of the City Council's work plan process, taking into consideration the yearly 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	Using forms provided by HCD, the 2023 annual review was completed by staff between January and February 2024, and public reviews were conducted by the Housing Commission, Planning Commission, and City Council in February and March 2024.
H1.C Work with the San Mateo County Department of Housing	Meet with the County twice a year and coordinate with County efforts to maintain and support affordable housing	Every 6 months	The City participates in bimonthly meetings for housing managers throughout San Mateo County as part of the 21 Elements collaboration. Through the recurring meetings, San Mateo County staff identified opportunities for improved dialogue and consistent engagement with housing staff throughout the jurisdictions in the county and will work with staff from the local jurisdictions to identify opportunities for coordination in 2024 and beyond.

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H1.D Regional Coordination	Work with other San Mateo County jurisdictions to address regional housing needs and attend 21 Elements coordination activities	Ongoing	The City participates in the 21 Elements collaboration between all 21 jurisdictions in San Mateo County and regularly attended directors' meetings, regular meetings, housing managers' meetings, and housing-related interest meetings such as discussions around updates to jurisdictions' below market rate (BMR) ordinances and guidelines throughout 2023, and contributed information toward various studies and Housing Element-related efforts during the past year.
H1.E Work with Non-Profits on Housing	Continue NOFA implementation and maintain a working relationship with non-profit housing sponsors	At least twice a year	The City meets regularly with non-profits, including Samaritan House, Rebuilding Together Peninsula, Habitat for Humanity and others to provide support and assistance in achieving local housing goals. The City released a Notice of Funding Availability (NOFA) with an amount of \$1.5 million to \$2 million in December 2022. The NOFA received four proposals, which were reviewed by City staff and presented to the Housing Commission on August 3, 2023. After the NOFA was released and before the review of the proposals, the City collected an additional \$5.4 million in fees into the BMR fund. The City therefore recommended approval of three of the four proposals for a total of \$4.18 million. This included support for new BMR ownership construction at the low-income level, new BMR rental construction for veterans at the extremely low and very low-income levels, and funding for home rehabilitation for low-income households. The City also continued to collaborate with non-profits like MidPen Housing on development projects like housing on the Veterans Affairs medical center site.

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H1.F Update the Housing Element	Assure consistency with SB 375 and Housing Element law	January 31, 2023	The City Council adopted the 2023-2031 Housing Element on January 31, 2023. Following subsequent reviews by HCD, the City Council adopted amendments to the Housing Element, as conditionally-certified by HCD, on January 23, 2024.
H1.G Update Priority Procedures for Providing Water Service to Affordable Housing Developments	Comply with Government Code § 65589.7	When the Urban Water Management Plan is updated (anticipated 2025 and 2030)	This program will be undertaken with the adoption of the next Urban Water Management Plan (UWMP) anticipated in 2025, and was most recently completed for the City's 2020 UWMP in 2021.
H1.H Transparency on Progress towards RHNA and Mid-cycle Review	Increase accessibility and transparency of affordable housing development in the city	Website shall be updated annually on pipeline projects. Mid-cycle review and report to City Council in 2027	The City's website is regularly updated with an interactive development projects map and information on projects under review, approved, under construction, and completed. A mid-cycle review will be completed with City Council in 2027.

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H1.I 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	Advertise the availability of funds in the BMR Housing Fund at least every two years	The City administers and advertises every two years the availability of funds in the BMR housing fund through a 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. The City released a NOFA with an amount of \$1.5 million to \$2 million in December 2022. After the NOFA was released and before the review of the proposals, the City collected an additional \$5.4 million in fees into the BMR fund. The City therefore recommended approval of three proposals for a total of \$4.18 million. This included support for new BMR ownership construction at the low-income level, new BMR rental construction for veterans at the extremely low and very low-income levels, and funding for home rehabilitation for low-income households.
H2.A Preservation of Assisted Housing	Adopt an ordinance for at-risk units. Preserve 92 low income units in Crane Place Apartments at risk of conversion in 2028, supporting the continued provision of affordable housing within Menlo Park's high resource neighborhoods	Adopt ordinance within one year of Housing Element adoption. Contact owners of Crane Place Apartments no later than 2025 to ensure compliance with state preservation notice law	In 2023, the City's efforts were focused on certification of the Housing Element and completion of ordinances to implement Housing Element-related zoning amendments prior to the statutory deadline of January 31, 2024. Given the amount of staff time dedicated to these pursuits, an ordinance for at-risk unit notification was not completed in 2023. Outreach efforts to Crane Place Apartments will begin no later than the 2025 timeframe provided in the Housing Element.

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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H2.B Amend the Zoning Ordinance to Protect Existing Housing	Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes	Within two years of Housing Element adoption	The City has not yet initiated this program.
H2.C Assist in Implementing Housing Rehabilitation Programs	Utilize the City's BMR funds to rehabilitate very low- and low- income housing. Conduct proactive outreach to identify and assist at least 20 very low income homeowners in Menlo Park's moderate resource neighborhoods	Initiate Homeownership Preservation Program in 2023 and complete within three years. Expend electrification funds allocation from the California Energy Commission by June 30, 2026	The Homeownership Preservation Program was initiated in 2023, with outreach conducted during fall and winter 2023. Funding for the program will be distributed in 2024. The program will be directed toward low- and very low-income households based on the finalized agreement with Habitat for Humanity to ensure a potential pool of 20 households can receive funding. Other program components will occur consistent with the listed Housing Element timeframe.
H2.D Accessory Dwelling Unit (ADU) Amnesty Program	Bring unpermitted ADUs up to code to improve their health and safety for occupants and integrate within the City's official housing stock	Homeowner outreach and incorporation of amnesty provisions in the Zoning Ordinance shall be completed by the end of 2024	The City has not yet initiated this program.

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H2.E Anti-Displacement Strategy	Mitigate displacement in the city and provide financial assistance to tenants	Develop an anti-displacement strategy for the City, particularly in the Belle Haven neighborhood, and initiate program implementation by January 2024, expanding to address other potential policies in the program through 2026	Development of initial implementation of an anti-displacement strategy will be initiated in 2024, subject to City Council prioritization. Related to the potential components of an anti-displacement strategy, Project Sentinel provided a presentation at the Belle Haven Branch Library in June 2023 to provide an overview of its services related to housing discrimination, tenant-landlord dispute resolution, and housing counseling programs.
H2.F Childcare Allowances	Support families with children, large families generally, and single-parent households	Update zoning code within 1 year of housing element adoption	This program was completed December 5, 2023 with the adoption of an ordinance by City Council to amend chapters 16.04 and 16.08 of the Municipal Code.



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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H3.A Amend Procedures for Reasonable Accommodation	Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes	Eliminate the application fee and amend the Ordinance for consistency with guidance provided by DOJ and HUD by 2024. Publish the handout by the end of 2025. Implementation of reasonable accommodation procedures will be ongoing throughout the planning period.	The City has yet to initiate this program.
H3.B Encourage Rental Housing Assistance Programs	Provide assistance at current Section 8 funding levels to assist 230 extremely low and very low-income households per year (assumes continued funding of program)	Property owner outreach in 2024 and 2027; Update website annually	In conjunction with Programs H1.C and H5.C, the City will initiate and update its website and conduct outreach with multi-family property owners, particularly in high-resourced areas, to encourage participation in the Section 8 program this year, consistent with the timeline.

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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H3.C Assist in Providing Housing for Persons Living with Disabilities	Conduct outreach on the availability of funds for non-profit organizations that provide housing and programs for people with disabilities. Promote available funds through the community funding grant program, which provides an allocation of up to 1.7 percent of the collected property tax revenue	Outreach would be conducted yearly. Evaluation of Universal Design in 2024	The City will continue its efforts to collaborate with non-profit organizations.
H3.D 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	Within two years of Housing Element adoption	The City will focus efforts on this program in 2024, consistent with the timeframe listed in the Housing Element.
H3.E Continue Support for Countywide Homeless Programs	Support housing and services for the homeless and at-risk persons and families. Re-initiate participation of Housing Division staff, along with continued participation of Menlo Park Police Department staff, in monthly meetings with the LifeMoves HOT. The City will partner with LifeMoves to improve conditions for the homeless.	Re-initiate participation of Housing Division in LifeMoves HOT in 2023. Consider funding resources for homeless case manager in 2024	The Housing Division received new staff in 2023, however the LifeMoves Homeless Outreach Team (HOT) was not active at the time.

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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H3.F Work with the U.S. Department of Veterans Affairs on Homeless Issues	Contact the U.S. Department of Veterans Affairs to coordinate in addressing the needs of people experiencing homelessness. Seek to achieve a minimum of 60 new units of affordable housing for veterans	Meet with the U.S. Department of Veterans Affairs annually. Per the VA and MidPen, construction is intended to start in December 2024 and project opening would be in March 2026	In 2023, the City Council authorized the preparation of a funding agreement for \$2 million through the NOFA process to assist with funding for the Veterans Affairs (VA) project, and the Planning Commission reviewed the proposal at a study session in May 2023 and the Community Development Director's designee determined the proposal to be in substantial conformance with the City's R-4-S regulations. City staff will continue to coordinate with MidPen to strive to meet the program timeline of a 2026 project opening.
H3.G Zoning Text Amendments for Special Needs Housing	Facilitate housing for Menlo Park's special needs and extremely low income populations	Amend Zoning Code by 2024	The City has yet to initiate this program.

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H3.H Inclusionary Accessible Units	Expand housing opportunities for people with disabilities	Incorporate incentives for accessible units in the AHO (2023) and updated BMR regulations (2025), and promote on the City's website. Utilize the Housing Element Annual Progress Report (APR) to report on specific incentives incorporated within BMR and AHO, including website links to the updated regulations	Although the City updated the Affordable Housing Overlay (AHO) in 2023, incentives for accessible units were not incorporated at that time. The City may revisit the potential for accessibility incentives in future years and/or during the mid-cycle review for the Housing Element. The City will focus on other efforts in this program in 2025, consistent with the timeframe listed in the Housing Element.
H3.I Accessible ADUs	Expand housing opportunities for people with disabilities	Within two years of Housing Element adoption concurrent with Program H3.A	The City will focus efforts on this program in 2024, consistent with the timeframe listed in the Housing Element.
H3.J Marketing for Accessible Units	Expand housing opportunities for people living with disabilities	Ongoing on a project-by-project basis	The City will focus efforts on this program as new projects are identified on Housing Inventory sites and other sites zoned for multifamily residential development opportunities.

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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H3.K Employment Services	Host a working meeting or workshop with employers and advocacy groups to develop a strategy for creating jobs for persons with disabilities and boosting the number of workers with disabilities among area employers	Meeting will be held by the end of 2026. Program implementation will be ongoing thereafter	The City will focus efforts on this program during or before 2026, consistent with the timeframe listed in the Housing Element.
H3.L Large Units	Encourage the development of housing for large families	Adopt large unit bonus within two years of Housing Element adoption, and post on City website in conjunction with developer guide	The City began implementation of this program with the adoption of amendments to the Specific Plan in November 2023, which included potential bonus floor area ratio (FAR) for the development of units with three or more bedrooms. Additional efforts to expand FAR bonus options for large family units in other areas of the city may be evaluated in the future.
H3.M Wheelchair Visitability	Allow for people with wheelchairs to have greater visitation access to homes in Menlo Park	Within six years of Housing Element adoption	The City has yet to initiate this program.

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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H4.A Amend the Below Market Rate Inclusionary Housing Regulations	Coordinate with 21 Elements in preparation of a regional nexus study to determine the cost of the in-lieu fee and provide input into amendments to the City's BMR Program. Implement requirements to assist in providing housing affordable to extremely low-, very low-, low- and moderate-income households throughout Menlo Park's high resource neighborhoods	Initiate nexus study in 2023. Amend the BMR Inclusionary Housing Regulations and update the in-lieu fee within two years of Housing Element adoption; incorporate into a handout for developers on the City's housing requirements and incentives for posting on the City's website	In 2023, the City modified the Below Market Rate (BMR) Guidelines pertaining to new BMR ownership units, with additional updates planned for 2024. 21 Elements is preparing a multi-jurisdiction nexus study and the City is exploring participation in that effort in order to advance this program.
H4.B Modify BMR Guidelines Regarding Allocations	Amend the Zoning Ordinance to require additional affordable units in market-rate developments	Within two years of Housing Element adoption	In 2023, the City modified the Below Market Rate (BMR) Guidelines pertaining to new BMR ownership units, with additional updates planned for 2024. The City is participating in 21 Elements BMR Guidelines working group and considering participating in a multi-jurisdictional nexus study.

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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H4.C Increase Commercial Linkage Fee	Increase local funding to support production of affordable housing	Complete nexus study in conjunction with inclusionary nexus study (Program H4.A), and adopt linkage fee within two years of Housing Element adoption	21 Elements is preparing a multi-jurisdiction nexus study and the City is exploring participation in that effort in order to advance this program.
H4.D Modify the Affordable Housing Overlay (AHO)	Incentivize affordable housing development on housing opportunity sites located in high resource areas of the community. Annually monitor progress under the AHO in conjunction with the Housing Element Annual Progress Report; after three years of implementation (2027), report back to City Council, including any recommended adjustments to the AHO to improve effectiveness	Within one year following Housing Element adoption. Incorporate AHO provisions into a handout for developers on the City's housing requirements and incentives for posting on the City's website	The AHO was modified on December 5, 2023 with the adoption of an ordinance by City Council to amend chapter 16.98 of the Municipal Code to allow a density of up to 150 dwelling units per acre (du/ac) for a development with 100 percent affordable housing. A handout will be developed to explain the updated requirements and incentives.

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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H4.E Streamlined Project Review	Utilize objective design and development standards to add greater certainty to and streamline the development review process	Objective design/development standards and ministerial review for 100% affordable projects (2025); Eliminate CUP for multi-family (2025); SB 35 streamlining (2026, or earlier as needed)	Objective design standards were included with each of the new and updated zoning districts adopted by City Council on December 5, 2023. Additional streamlining actions outlined in the program will be completed according to program timeline in 2025 and/or 2026.
H4.F Modify Accessory Dwelling Unit (ADU) Development Standards and Permit Process	Zoning Ordinance amendment and accompanying public-facing documentation (i.e., on the City website). Seek to produce at least 85 ADUs between 2023-2031, including 51 affordable to lower income households, furthering economic integration in traditionally single-family neighborhoods	Homeowners outreach, modifications to the Zoning Ordinance, and development of potential ADU designs tool shall be completed by the end of 2024. Within six months of receipt of HCD's letter regarding ADU regulations non-compliance issues, the City will make revisions to address the identified issues	The City is awaiting receipt of HCD's letter regarding any ADU regulations non-compliance issues and will make any necessary revisions to local ordinances as outlined in the program and within the program timeframe following receipt of the letter. The City has continued to see robust development trends for ADUs in the community, with 63 ADUs permitted in 2023, achieving nearly 75% of the total planning period goal though 2031.



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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H4.G Prioritize Affordable Housing on City-Owned Parking Lots Downtown	Achieve the development of 345 affordable units on a combination of City owned parking lot sites in the downtown, supporting the integration of affordable housing options in high resource areas of the community	Initiate feasibility study (2023); Issue RFP for development (2024); Complete development entitlements (2025); Complete development (2027)	In 2023, the City's efforts focused on completion of ordinances to implement Housing Element-related zoning amendments, including modifications to the El Camino Real/Downtown Specific Plan to enable the use of housing on the City-owned parking lots and higher density housing in the area, and removal of the residential cap in the Plan area. Given the amount of staff time dedicated to these pursuits, a feasibility study was not initiated in 2023 and will be prioritized for development in 2024. Staff worked with UC Berkeley graduate students to study affordable housing options on the downtown parking lots and presented the efforts of their analyses to the City Council in May 2023. Additionally, staff began preliminary research into the original funding agreements for the parking lots to aid with the development of the feasibility study.
H4.H Review the Subdivision Ordinance	Review and adopt amendments to the Subdivision Ordinance as needed	Within three years of Housing Element adoption	The City has yet to initiate this program.
H4.I Create New Opportunities for Mixed-Use Development	Adopt a Zoning Ordinance amendment	Within one year of Housing Element adoption	This program was completed December 5, 2023 with the adoption of ordinances by City Council to amend various chapters of the Municipal Code to create and update mixed use zoning districts.

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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H4.J Increase Residential Density and Maximize Development Proposals	Increase residential density in certain high resource areas of the city, develop additional multifamily housing on suitable parcels, and facilitate achievement of maximum permitted densities through adoption of appropriate development standards	To be completed within the first year of the planning period	This program was completed December 5, 2023 with the adoption of ordinances by City Council to amend various chapters of the Municipal Code to update the City's R-3 and R-4 zoning districts.
H4.K Rezone for Lower Income Shortfall	Increase residential density to a range from a minimum of 20 du/ac and allowing for densities of up to 100 units/acre or greater and affordable housing on sites identified for housing for at least 6.8 acres to provide for at least 202 lower-income units	January 31, 2024	This program was completed December 5, 2023 with the adoption of ordinances by City Council to amend various chapters of the Municipal Code and implement Programs H4.D, H4.I, H4.J, H4.L, H4.Q, and H4.T.
H4.L Modify El Camino Real/Downtown Specific Plan	Increase housing opportunities in El Camino Real/Downtown Specific Plan Area, thereby facilitating production of affordable housing and enhancing economic integration in high resource areas of the community	Within one year of Housing Element adoption	This program was completed November 28, 2023 with the City Council adoption of amendments to the Specific Plan.

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<b>Table D</b>			
<b>Program Implementation Status pursuant to GC Section 65583</b>			
<b>Housing Programs Progress Report</b>			
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.			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H4.M Update Parking Requirements and Design Standards	Modify Municipal Code to include amended parking requirements and establish a parking or alternative transportation in-lieu fee	Within one year of Housing Element adoption; an in-lieu fee will be evaluated within two years of Housing Element adoption. Additional amendments will be completed as needed thereafter with ongoing staff review of parking standards	Parking requirements for the City's multifamily and mixed use zoning districts were modified so that no more than one parking space is required for smaller units (e.g., one-bedroom, studio, or single-room occupancy units) as part of the adoption of amendments to the Specific Plan and Municipal Code in November and December 2023. Additional program actions will be conducted in the future according to the program timeline.
H4.N 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 will focus efforts on this program as new projects are identified on Housing Inventory sites and other sites zoned for multifamily residential development opportunities, consistent with the timeframe listed in the Housing Element.

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

<b>Jurisdiction</b>	Menlo Park		
<b>Reporting Year</b>	2023	(Jan. 1 - Dec. 31)	
<b>Table D</b>			
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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H4.O Identifying SB 10 Sites	Amend the Zoning Ordinance and Map to implement an SB 10 overlay; target the development of 2 SB 10 projects per year from 2027 through 2031 (5 years), averaging 5 units per project, for at least 50 total SB 10 units. At least 80 percent of these units are targeted for Racially Concentrated Areas of Affluence (RCAAs) south of US-101.	Adopt the overlay by December 2026	The City will focus efforts on this program during or before 2026, consistent with the timeframe listed in the Housing Element.
H4.P Community Opportunity to Purchase	Adopt a community opportunity to purchase ordinance. Increase opportunities for affordable housing development	Adopt ordinance by the end of 2024	The City has not yet initiated this program.
H4.Q Reuse Sites	Allow for ministerial review for housing development on reuse sites that propose at least 20 percent of the units as affordable for lower-income households	Within three years of Housing Element adoption	This program was completed December 5, 2023 with the adoption of ordinances by City Council to amend various chapters of the Municipal Code.

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

<b>Jurisdiction</b>	Menlo Park		
<b>Reporting Year</b>	2023	(Jan. 1 - Dec. 31)	
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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H4.R 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	Complete local amendments to the State Fire Code by the end of 2025. Ratify amendments by the end of 2026.	The City will collaborate with the Menlo Park Fire Protection District as needed. In Dec. 2022, the City Council last adopted a resolution ratifying the Fire District's amendments to the 2022 California Fire Code.
H4.S Coordinate with School Districts to Link Housing with School District Planning Activities	Coordinate with local school districts in planning for future housing in consideration of each school district's long-range planning, resources and capacity	Ongoing through project implementation	The City will focus efforts on this program as new projects are identified on Housing Inventory sites and other sites zoned for multifamily residential development opportunities, consistent with the timeframe listed in the Housing Element.
H4.T Residential Overlay	Allow residential uses in currently non-residential areas of Menlo Park	To be completed within the first year of the planning period.	This program was completed December 5, 2023 with the adoption of an ordinance by City Council to create chapter 16.95 of the Municipal Code.

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## Housing Element Implementation

<b>Jurisdiction</b>	Menlo Park		
<b>Reporting Year</b>	2023	(Jan. 1 - Dec. 31)	
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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H4.U Federally-Owned Sites and School Sites	Facilitate residential development on sites owned by the USGS, VA, and Ravenswood City School District to achieve at least 131 new affordable housing units in Menlo Park.	<p><b>USGS: Coordinate with General Services Administration and prospective buyers (2025); Complete residential development entitlements (2028); Issue residential development building permits for at least 89 units (2030).</b></p> <p><b>VA: Complete development of at least 60 units (2027).</b></p> <p><b>Ravenswood City School District: Complete outreach in collaboration with School District and MidPen (2024), Complete development entitlements (2025), Complete development of at least 41</b></p>	<p><b>In April 2023, the City received correspondence from the General Services Administration (GSA) indicating that the USGS site is anticipated to be reoffered by public online auction in late 2024. The City will continue to coordinate with GSA and prospective buyers.</b></p> <p><b>The VA site is technically not subject to the City’s discretionary planning approvals, however, MidPen has complied with the City’s R-4-S zoning requirements in recognition of the development’s location and connection to the surrounding community. The Planning Commission reviewed the proposal at a study session in May 2023 and the Community Development Director’s designee determined the proposal to be in substantial conformance with the City’s R-4-S regulations. As stated previously, the applicant has separately applied for funding for the proposed project through the City’s NOFA process and was recommended for approval by the Housing Commission in August 2023. In September 2023, the City Council committed \$2 million in BMR NOFA funds, and will continue to partner with MidPen on the project.</b></p> <p><b>The City communicated with Ravenswood City School District on the proposed development of affordable housing at 320 Sheridan Drive throughout 2023 and the timing of zoning-related amendments adopted in November and December 2023. A formal development proposal at the site is anticipated to occur in 2024.</b></p>

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H4.V Local Density Bonus Law Ordinance	Facilitate utilization of State Density Bonus Law	By December 2024	The City has not yet initiated this program.
H5.A Fair Chance Ordinance	Expand renter protections	Within five years of Housing Element adoption	The City will focus efforts on this program during or before 2028, consistent with the timeframe listed in the Housing Element.
H5.B Undertake Community Outreach When Implementing Housing Element Programs	Conduct community outreach and distribute materials	At least on an annual basis	Outreach on the Housing Element and zoning-related amendments took place throughout 2023 and the Housing Element Update mailing list was utilized to contact interested agencies, property owners, and residents about upcoming meetings and events related to the Housing Element. The City also utilized posted notices at City facilities, local newspaper notices, and project pages on the City website to distribute information about housing-related topics. This program will continue throughout the planning period.
H5.C Provide Multilingual Information on Housing Programs	Improve access to information on housing programs to persons with limited English proficiency	Continue to provide readily translatable information on the City's webpage and work to provide written information and handouts on the City's key housing programs in multiple languages by December 2024.	The City's website is readily translatable and information regarding Spanish language interpretation/translation is provided on public hearing notices. The City will focus efforts on expanding to written materials and the availability of information in multiple languages.

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

<b>Jurisdiction</b>	Menlo Park		
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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H5.D Address Rent Conflicts	Increase awareness among residents, including low income and special needs populations, of available resources for addressing rent conflicts and fair housing complaints	AFFH Actions: Provide multilingual fair housing information at City facilities (2023); Conduct informational workshops at the Family Recreation Center and before City Council (2024, 2026); Provide fair housing information to rental property owners (2025, 2028)	Project Sentinel provided a presentation at the Belle Haven Branch Library in June 2023 to give an overview of its services related to housing discrimination, tenant-landlord dispute resolution, and housing counseling programs. Future efforts will seek to provide multilingual fair housing information in 2024 and beyond, consistent with the Housing Element timeframe.
H5.E Publicize Fair Housing Laws and Respond to Discrimination Complaints	Affirmatively further fair housing by increasing awareness among residents, including low income and special needs populations, of available resources for addressing fair housing issues	AFFH Actions: Provide multilingual fair housing information at the Family Recreation Center (2023); Conduct informational workshops at the Center and before City Council (2024, 2026); Provide fair housing information to rental property owners (2025, 2028)	Project Sentinel provided a presentation at the Belle Haven Branch Library in June 2023 to provide an overview of its services related to housing discrimination, tenant-landlord dispute resolution, and housing counseling programs. Future efforts will seek to provide multilingual fair housing information in 2024 and beyond, consistent with the Housing Element timeframe.



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

<b>Jurisdiction</b>	Menlo Park		
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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H5.F First-Time Homebuyer Program	Provide opportunities for moderate income first-time homebuyers to reside in the community, thereby fostering housing mobility.	Conduct program outreach by December 2024	The City will focus efforts on this program in 2024, consistent with the timeframe listed in the Housing Element.
H5.G Improve Access to City Law	Have a one-stop landing page for development information that can be easily understood by developers and members of the public	Develop website by December 2024	The City will focus efforts on this program in 2024, consistent with the timeframe listed in the Housing Element.
H5.H Tenant Readiness Education Program	Provide educational assistance and identify resources to help renters acquire and maintain decent and affordable housing	Establish partnership or develop program by December 2024	The City will focus efforts on this program in 2024, consistent with the timeframe listed in the Housing Element.
H5.I Racial Equity Training Program	Increase awareness, build organizational capacity and infrastructure, and strive for racial equity in housing and other local government matters	Join program by December 2023; initiate first racial equity training session in 2024	Throughout 2023, representatives from different City departments, including, but not limited to, the City Manager's Office, Community Development, Police, Public Works, and Library and Community Services, participated in regular Equity in Government meetings facilitated by the County of San Mateo with the overall goal of growing equity work together across the county.  In February 2024, City representatives participated in a Foundational Equity Training organized by the County of San Mateo and presented by The Justice Collective, with the intent to assess training capacity and appropriateness for potential broader organization-wide equity training.

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H5.J Environmental Justice Element	Prioritize the needs of Underserved Communities (Disadvantaged Communities); reduce pollution exposure; improve access to public facilities; promote food access; promote safe and sanitary housing; promote physical activity; promote civic engagement.	Continue community outreach and engagement and the refinement/prioritization of policies and programs to advance environmental justice (2024); adopt the Environmental Justice Element (2024); evaluate potential funding of environmental justice programs through utilization of Community Amenities funds in the Bayfront area (annually); implement at least one Environmental Justice Element program each year with emphasis on the highest priority programs identified through document preparation.	The City will focus efforts on this program in 2024, consistent with the timeframe listed in the Housing Element.

# ANNUAL ELEMENT PROGRESS REPORT

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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H6.A Reach Codes	Achieve greenhouse gas reduction targets	Ongoing on a project-by-project basis	The City will continue to encourage reduction in greenhouse gas emissions as projects are reviewed.
H6.B Electric Vehicle Charging	Achieve greenhouse gas reduction targets	Concurrent with the next building code update in 2025	The City will focus efforts on this program during or before 2025, consistent with the timeframe listed in the Housing Element.
H6.C Air Conditioning or Cooling Alternatives	Ensure healthy building environments	Within two years of Housing Element adoption	The City is continuing to explore green and sustainable building initiatives.
H6.D Promote Energy Efficient/Renewable Programs	Encourage participation in the energy efficient and renewable energy programs	Update the City's website annually	The City's website is regularly updated with information related to energy efficient and renewable energy programs, including information on existing building electrification, energy conservation, Peninsula Clean Energy, and other programs and partner agencies.
H6.E Explore Multimodal Improvements	Coordinate with Redwood City on potential pedestrian and bicycle improvements	Within three years of Housing Element adoption	The City will seek out opportunities to coordinate with the City of Redwood City on Capital Improvement Plan projects and development projects that could incorporate bicycle and pedestrian improvements linking the two cities. The City will continue to focus efforts on this program during or before 2026, consistent with the timeframe listed in the Housing Element.
H6.F Transit Incentives	Reduce vehicle trips and parking demand and increase use of alternative forms of mobility	Ongoing on a project-by-project basis	The City has initiated an update to its Transportation Demand Management (TDM) Guidelines to align trip reduction goals for development projects with C/CAG policy. The City will focus efforts on this program as new projects are identified on Housing Inventory sites and other sites zoned for multifamily residential development opportunities, consistent with the timeframe listed in the Housing Element.

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

<b>Jurisdiction</b>	Menlo Park		
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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.			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H6.G Neighborhood Connectivity	Reduce disparities in access to opportunities	Identify project priorities annually through coordination with the City's capital improvement projects list; implementation of the projects shall be ongoing throughout the planning period	The 2023-2028 Capital Improvement Plan includes projects for Belle Haven Traffic Calming Plan Implementation, Caltrain Grade Separation, Middle Avenue Caltrain crossing design study and construction, Coleman-Ringwood Avenues Transportation Study, El Camino Real Crossings improvements, Haven Avenue streetscape improvement, Middle Avenue complete street study, and various other pedestrian and bicycle improvements. The City will continue to focus efforts on this program as new projects are identified on Housing Inventory sites and other sites zoned for multifamily residential development opportunities, consistent with the timeframe listed in the Housing Element.
H7.A Create Objective Residential Design Standards	Adopt objective design standards for multifamily developments, mixed-use housing developments, and ADUs to add greater certainty to and streamline the development review process	Objective design/development standards outreach (2024) and adoption (2025)	The City Council adopted objective design standards for the C-MU mixed use and R-3 zoning multi-family residential districts on December 5, 2023. The City will evaluate the development of standards for other uses such as single-family residential and ADUs.
H7.B Develop and Adopt Standards for SB 9 Projects	Ensure new development is of high architectural quality and consistent with State law. Foster housing mobility by allowing for lot splits and duplexes in high resource, single-family zone districts.	Within one year of adoption	In March 2023, the City Council adopted an ordinance to implement SB 9 and created objective development standards for two-unit developments and urban lot splits in single-family zoning districts.

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

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<b>Reporting Year</b>		2023	(Jan. 1 - Dec. 31)
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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.			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
<b>General Comments</b>			



Jurisdiction	Menlo Park	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

## ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

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 <sup>+</sup> Listed for Informational Purposes Only				Units that Count Towards RHNA <sup>+</sup> Note - Because the statutory requirements severely limit what can be counted, please contact HCD at <a href="mailto:apr@hcd.ca.gov">apr@hcd.ca.gov</a> and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 <sup>+</sup> . For detailed reporting requirements, see the checklist here: <a href="https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf">https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf</a>
	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									









Jurisdiction	Menlo Park	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

Note: "+" indicates an optional field

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Cells in grey contain auto-calculation formulas

Table J														
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915														
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved							Units (Beds/Student Capacity) Granted Density Bonus	Notes
1				2	3	4							5	6
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SH - Student Housing)	Date	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 Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

**ANNUAL ELEMENT PROGRESS REPORT**

<b>Jurisdiction</b>	Menlo Park
<b>Reporting Period</b>	2023 (Jan. 1 - Dec. 31)
<b>Planning Period</b>	6th Cycle 01/31/2023 - 01/31/2031

**Table K  
Tenant Preference Policy**

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

<b>Does the Jurisdiction have a local tenant preference policy?</b>	Yes	
<b>If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.</b>		<a href="https://menlopark.gov/files/sharedassets/public/v2/community-development/documents/20220303-below-market-rate-guidelines.pdf">https://menlopark.gov/files/sharedassets/public/v2/community-development/documents/20220303-below-market-rate-guidelines.pdf</a>
<b>Notes</b>		See section 8.1 of the BMR Guidelines linked from the City's website above. Preferences include live and/or work, unhused, displacement, and accessible unit preferences.

<b>Jurisdiction</b>	Menlo Park	
<b>Reporting Year</b>	2023	(Jan. 1 - Dec. 31)

## ANNUAL ELEMENT PROGRESS REPORT 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.

<b>Total Award Amount</b>	\$	150,000.00	<i>Total award amount is auto-populated based on amounts entered in rows 15-26.</i>
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Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Preparation of General Plan Housing Element and Safety Element updates, and new Environmental Justice Element	\$150,000.00	\$150,000.00	In Progress	Local General Fund	Housing Element update work complete, Safety Environmental Justice Element work ongoing in 2024

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	60
	Non-Deed Restricted	5
Low	Deed Restricted	74
	Non-Deed Restricted	5
Moderate	Deed Restricted	0
	Non-Deed Restricted	5
Above Moderate		363
<b>Total Units</b>		<b>512</b>

### Building Permits Issued by Affordability Summary

Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	21
Low	Deed Restricted	0
	Non-Deed Restricted	21
Moderate	Deed Restricted	0
	Non-Deed Restricted	19
Above Moderate		9
<b>Total Units</b>		<b>70</b>

### Certificate of Occupancy Issued by Affordability Summary

Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	13
Low	Deed Restricted	19
	Non-Deed Restricted	13
Moderate	Deed Restricted	6
	Non-Deed Restricted	11
Above Moderate		189
<b>Total Units</b>		<b>251</b>