



2007 - 2014 City of Menlo Park

Housing Element

Adopted May 21, 2013

City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025



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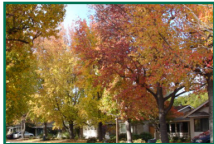


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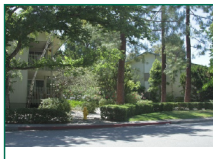
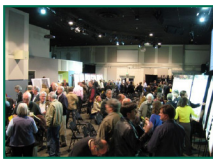
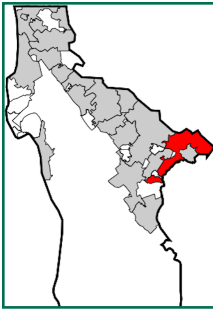
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Section I

Introduction

A Purpose of the Housing Element



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

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

Even with the recent downturn in the economy beginning in the last part of 2008, housing affordability in San Mateo County and in the Bay Area as a whole is still a critical issue. Menlo Park's housing conditions are reflective of many area-wide and even nation-wide trends. Over the past thirty years, housing costs have skyrocketed out of proportion to many people's ability to pay. And, interest rates, construction costs and high land costs have all increased significantly. This has a number of implications as it becomes more difficult for employers to fill vacant jobs, roadways are clogged with workers traveling longer distances into and out of Menlo Park and surrounding areas, and many young people, families, longtime residents and people with specialized housing needs face relocating because they cannot find housing they can afford or that meets their needs otherwise (such as downsizing for seniors or rental housing for younger workers).

The Housing Element touches many aspects of community life. This Housing Element builds upon the goals, policies and implementing programs contained in the City's 1992 Housing Element and City policies and practices since then. The overall focus of the Housing Element is to enhance community life, character and vitality through the provision of adequate housing opportunities for people at all income levels, while being sensitive to the small-town character of Menlo Park that residents know and love.

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

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

B State Law Requirements for Housing Elements



State law requires each city and county to adopt a General Plan containing at least seven elements, including a Housing Element. Regulations regarding Housing Elements are found in the California Government Code Sections 65580-65589. Although the Housing Element must follow State law, it is by its nature a local document. The focus of the Menlo Park Housing Element is on the needs and desires of Menlo

Park residents as it relates to housing in the community. Within these parameters, the intent of the element is also to comply with State law requirements.

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

- Provide goals, policies, quantified objectives and scheduled programs to preserve, improve and develop housing.
- Identify and analyze existing and projected housing needs for all economic segments of the community.
- Identify adequate sites that will be zoned and available within the Housing Element planning period — to October, 2014 — to meet the city’s fair share of regional housing needs at all income levels.
- Be submitted to HCD to determine if HCD “certifies” the Housing Element is in compliance with state law.

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

The Housing Element must provide clear policies and direction for making decisions pertaining to zoning, subdivision approval and capital improvements that relate to housing needs. The housing action programs are intended to: (1) identify adequate residential sites available for a variety of housing types for all income levels; (2) focus on the provision of adequate housing to meet the needs of lower and moderate income households; (3) address potential governmental constraints to the maintenance, improvement and development of housing; (4) conserve and improve the condition of the existing affordable housing stock; and, (5) promote housing opportunities for all persons. Also in accordance with State law, the Housing Element must be consistent and compatible with other elements (or sections) of the Menlo Park General Plan.

C Definitions of Key Housing Terms



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



















Definitions

- ❑ **Above Moderate Income Households:** Defined as households earning over 120% of the median household income. As of February 2012, a family of four earning more than \$123,600 per year in San Mateo County is considered above moderate income.
- ❑ **Accessible Housing:** Units accessible and adaptable to the needs of the physically disabled.
- ❑ **Emergency Shelter:** Emergency shelter means housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay. *(Definition from Health and Safety Code Section 50800-50806.5)*
- ❑ **Extremely Low Income Households:** Government Code Section 65583(a) requires local Housing Elements to provide “documentation of projections and a quantification of the locality’s existing and projected housing needs for all income levels, including extremely low income households (GC 65583 (a)(1)).” Extremely low income is a subset of the very low-income regional housing need and is defined as households earning less than 30% of the median household income — which, for a family of four as of February, 2012, would be to earn less than \$33,300/year in San Mateo County.

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

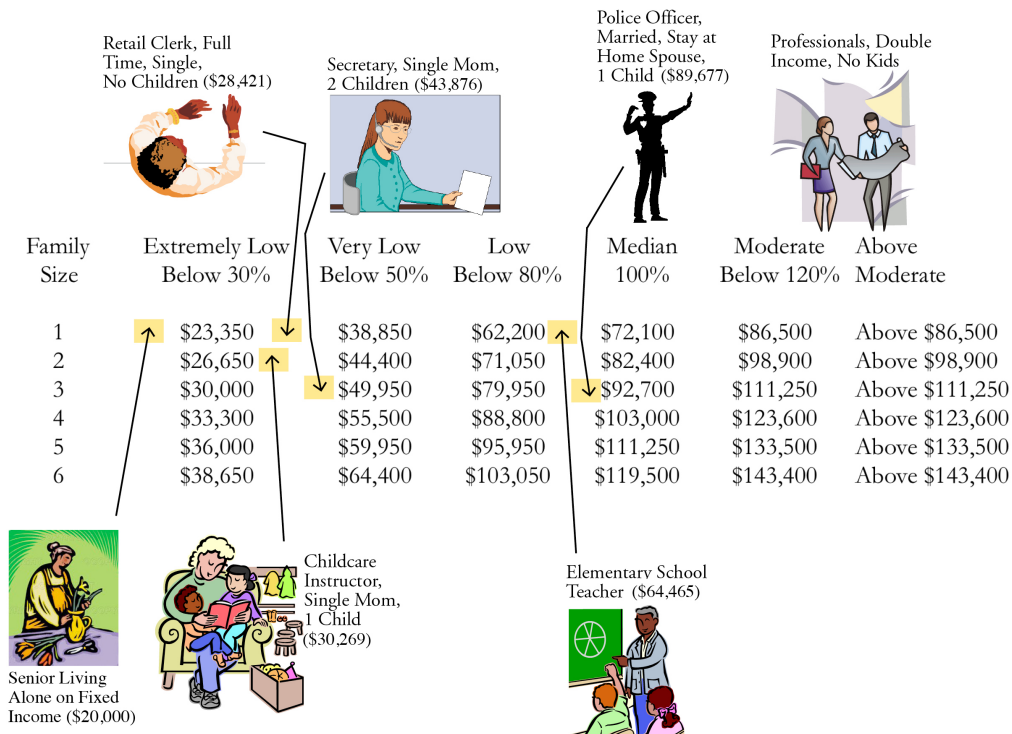
Who Can Afford Menlo Park?

Many people who work in Menlo Park cannot afford to live here. The median home price is almost \$1.1 million and the median rent is approximately \$2,800 per month. This chart shows how much of a Menlo Park home various community members can afford and how many options there are on the market.

Who	How Much Home <small>What percent of a typical Menlo Park home can they afford?</small>	Homes Available <small>Based on a sampling of homes for sale in Menlo Park, August 2012</small>
 <p>Title: Senior Family Details: Living on social security and retirement savings. Salary: \$31,000</p>	 0 % (can't even afford taxes)	 No homes available
 <p>Title: Special education teacher aide married to part time office manager. Details: Two kids at home. Salary: \$64,000</p>	 13 %	 No homes available
 <p>Title: Architect Details: Been working at a firm for five years. Salary: \$76,000</p>	 19 %	 No homes available
 <p>Title: Registered nurse. Details: Has advanced certification and 12 years in the field. Salary: \$93,000</p>	 27 %	 There might be one home if they are lucky.
 <p>Title: Hydrologist married to a pastry chef. Details: Hoping to buy a first home. Salary: 139,500</p>	 51 %	 There might be about 5 homes for sale at any given time that the family could afford. The homes will likely be small condos inappropriate for a family.
 <p>Title: Lawyer married to a social worker. Details: Two kids at home. Salary: \$261,000</p>	 99 %	 There might be about 20 homes, half the homes listed, that are affordable.

Source: Baird + Driskell Community Planning, 2012, based on salaries from the Employment Development Department and housing costs from Zillow

City of Menlo Park and San Mateo County 2012 Household Incomes



Source: Official State Income Limits for 2012 (San Mateo County) as determined by the U.S. Department of Housing and Urban Development (HUD), adjusted for family size; the 2012 Area Median Income is \$100,228. Examples for the 2012 salaries are from California Employment Development Department for the counties of Marin, San Francisco and San Mateo (first quarter of 2012). Salary for a police officer is from the City of Menlo Park Memorandum of Understanding with the Menlo Park Police Officers' Association.

- ❑ **Housing Density:** The number of dwelling units per acre of land. Gross density includes the land within the boundaries of a particular area and excludes nothing. Net density excludes certain areas such as streets, open space, easements, water areas, etc.
- ❑ **Housing First:** “Housing First” is an approach that centers on providing homeless people with housing quickly and then providing services as needed. What differentiates a “Housing First” approach from other strategies is that there is an immediate and primary focus on helping individuals and families quickly access and sustain permanent housing. This approach has the benefit of being consistent with what most people experiencing homelessness want and seek help to achieve. The “Housing First” model offers an alternative to emergency shelter or transitional housing for homeless individuals, but does not eliminate the City’s need to zone for such uses.
- ❑ **Income Limits:** Income limits are updated annually for San Mateo County by the U.S. Department of Housing and Urban Development (HUD), State of California HCD and the County of San Mateo. The “30% of Median,” “Very Low Income” and “Low Income” schedules were published by the U.S. Department of Housing and Urban Development (HUD) as shown below, were prepared February 7, 2012. The “Median Income” schedule shown below is based on the 2012 median family income of \$103,000 for a four-person household, with adjustments for smaller and larger household sizes. The

“Moderate Income” schedule shown below represents up to 120% of median income. For additional information, see the HUD website at www.huduser.org/datasets/il.html and San Mateo County Department of Housing website at <http://www.co.sanmateo.ca.us/portal/site/housingdepartment/>. For many State and local programs, State Department of Housing and Community Development (HCD) income eligibility limits are used. HCD income limits regulations are similar to those used by HUD.

San Mateo County FY 2012 Median Household Income Schedule

Family Size	Lower Income			Moderate Income		Above Moderate Income
	Extremely Low	Very Low	Low	Median	Moderate	
	30%	50%	80%	100%	120%	
1	\$23,350	\$38,850	\$62,200	\$72,100	\$86,500	>\$86,500
2	\$26,650	\$44,400	\$71,050	\$82,400	\$98,900	>\$98,900
3	\$30,000	\$49,950	\$79,950	\$92,700	\$111,250	>\$111,250
4	\$33,300	\$55,500	\$88,800	\$103,000	\$123,600	>\$123,600
5	\$36,000	\$59,950	\$95,950	\$111,250	\$133,500	>\$133,500
6	\$38,650	\$64,400	\$103,050	\$119,500	\$143,400	>\$143,400

Source: San Mateo County Department of Housing, February 2, 2012

- ❑ **Jobs/Housing Relationship:** The relationship of the number and types of jobs in a community with the availability and affordability of housing. In simplistic terms, an appropriate balance is commonly thought to be between 1.0-1.5 jobs for every 1 housing unit. However, the issue is more complex when a community strives to reduce in commuting and provide a better match of local jobs to employed residents working in those jobs. Other factors include the types of jobs and the salaries paid, number of employed people in the community, affordability of housing relative to the income of people working in local jobs, and household size and income. Affordable housing strategies strive to create opportunities for local workers, especially those employed in service and retail jobs, to have a choice in finding local housing to fit their household needs in terms of type, affordability, amenities and location.
- ❑ **Low Income Households:** California Health and Safety Code Section 50079.5 provides that the low-income limits established by the U.S. Department of Housing and Urban Development (HUD) are the state limit for low-income households. HUD limits for low-income household are generally households earning 50-80% of the median household income, adjusted for family size, with some adjustment for areas with unusually high or low incomes relative to housing costs. As of February 2012, a family of four earning between \$55,500 and \$88,800 per year in San Mateo County was considered low income.
- ❑ **Median Household Income:** The middle point at which half of the City's households earn more and half earn less. Income limits are updated annually by the U.S. Department of Housing and

Urban Development (HUD) for San Mateo County. As of February 2012, the median household income for a family of four in San Mateo County as used for Menlo Park is \$103,000.

- ❑ **Moderate Income Households:** Defined by Section 50093 of the California Health and Safety Code as households earning 80-120% of the median household income. As of February 2012, a family of four earning between \$88,800 and \$123,600 per year in San Mateo County was considered moderate income.
- ❑ **Overlay Zoning or Zone:** Overlay zoning is a regulatory tool that is placed over an existing base zone(s), and which identifies special provisions, in addition to those in the underlying base zone. The overlay district can share common boundaries with the base zone or cut across base zone boundaries. Regulations or incentives are attached to the overlay district to protect a specific resource or guide development within a special area. Examples include Affordable Housing Overlay zoning and Emergency Shelter Overlay zoning.
- ❑ **Persons per Household:** Average number of persons in each household.
- ❑ **Residential Care Facilities:** There are a variety of residential care facilities that address the needs of special segments of the population, including special care for the chronically ill, seniors, special need adults or youths, etc. The California Department of Social Services, Community Care Licensing Division, issues licenses for residential facilities which provide 24-hour non-medical care for children, adults and the elderly.
- ❑ **Secondary Dwelling Unit:** A dwelling unit on a residential lot that provides independent living facilities and includes permanent provisions for living, sleeping, cooking and sanitation independent of the main dwelling on the residential lot.
- ❑ **Senior Housing:** Defined by California Housing Element law as projects developed for, and put to use as, housing for senior citizens. Senior housing is based on: (1) if the U.S. Department of Housing and Urban Development (HUD) has determined that the dwelling is specifically designed for and occupied by elderly persons under a Federal, State or local government program; (2) it is occupied solely by persons who are 62 or older; or (3) it houses at least one person who is 55 or older in at least 80 percent of the occupied units, and adheres to a policy that demonstrates intent to house persons who are 55 or older. Under Federal law, housing that satisfies the legal definition of senior housing or housing for older persons described above, can legally exclude families with children.
- ❑ **Supportive Housing:** Supportive housing is permanent rental housing linked to a range of support services designed to enable residents to maintain stable housing and lead fuller lives. This type of housing has no limit on length of stay, is occupied by the target population (such as low-income persons with disabilities and certain other disabled persons) and is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

- ❑ **Transitional Housing:** Transitional housing and transitional housing development mean rental housing operated under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six months. Transitional housing is a type of supportive housing used to facilitate the movement of homeless individuals and families to permanent housing. A homeless person may live in a transitional apartment for up to two-years while receiving supportive services that enable independent living.

- ❑ **Very Low Income Households:** California Health and Safety Code Section 50079.5 provides that very low income limits established by the U.S. Department of Housing and Urban Development (HUD) establish the state limit for very low income households, which are households earning less than 50% of the median household income, with some adjustment for areas with unusually high or low incomes relative to housing costs. As of February 2012, a family of four earning less than \$55,500 per year in San Mateo County was considered very low income.

- ❑ **Workforce Affordable Housing:** Housing that is affordable to the workforce in the community.

Acronyms

ABAG	Association of Bay Area Governments
AHOZ	Affordable Housing Overlay Zone
BMR	Below Market Rate housing
CHAS	Comprehensive Housing Affordability Strategy
CCRH	California Coalition for Rural Housing
CAP	Climate Action Plan
DOF	California Department of Finance
DOH	San Mateo County Department of Housing
ECHO	Eden Council for Hope and Opportunity
ECR/DSP	El Camino Real/Downtown Specific Plan
ELI	Extremely Low Income households
HCD	California Department of Housing and Community Development
HEART	The Housing Endowment and Regional Trust
HIP	Human Investment Project
HOPE	Housing Our People Effectively (HOPE): Ending Homelessness in San Mateo County
HUD	U.S. Department of Housing and Urban Development
LIHTC	Low Income Housing Tax Credit Program
LTIRC	Landlord and Tenant Information and Referral Collaborative
NPH	Non-Profit Housing of Northern California
PCRC	Peninsula Conflict Resolution Center
R-L-U	Retirement Living Units (Menlo Park zoning for senior housing)
RHNA	Regional Housing Needs Allocation
SRO	Single-Room Occupancy unit
VA	Veteran's Administration

D Process for Preparing the Housing Element

Housing Element Update
City of Menlo Park
Summer 2012

City Needs Your Help To Create Plan for More Homes

The people who are lucky enough to live in Menlo Park enjoy a high quality of life and want to keep it that way. There are others, like teachers, young people just getting started and seniors who want to down-size, who either can't find homes or can't afford to live here. That's a problem that many in our community have recognized.

The State of California requires that every city make its regional fair share of land available for residential development. By state law, cities must identify how and where the housing needs of each community will be met by completing what's known as a Housing Element, which is to be updated every seven years. Almost three-quarters of the 21 jurisdictions in San Mateo County have an approved Housing Element.

This year, three housing advocacy groups used the City of Menlo Park, citing the City's failure to comply in a timely fashion with the state-mandated Housing Element Update. According to the lawsuit settlement, the City must create a new Housing Element Update by March 2013 or face serious consequences. Those could include a moratorium on issuance of non-residential building permits and the loss of state transportation funds to build

and maintain our streets, resulting in negative impacts to our our daily commutes and local economy.

The City is the only organization that can solve this problem by creating a Housing Element that addresses these concerns. It won't be the responsibility of the City not to do so. We believe the most reasonable and responsible way to create the Housing Element Update is to do so through an open, public process. The process will engage elected officials, appointed

City commission members, key stakeholders, planning specialists and all Menlo Park residents who would like to have a say in developing the Update.

We know development of this Update will be difficult for some to accept and that not everyone will be able to get his or her first choice. The City cares about potential impacts and is committed to listening to all voices of all who choose to join with us in creating an Update that meets the needs of our own distinct community.

Your involvement in the Housing Element Update is important. You can learn more and keep informed by signing up for email notifications from the City by going to the City's website at <http://www.menlopark.org/athome>

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

The Menlo Park City Council approved a Work Program for the Housing Element update at its meeting of May 22, 2012. In general, a three-phased approach was envisioned for the 9-month process between the end of May 2012 and March 2013. (The schedule has since been extended to the beginning of May 2013). The approach is consistent with Menlo Park's longstanding value of community participation in planning. The three phases in the process generally cover: (1) *Project Definition and Refinement*, which is a 3-month phase ending with completion of the Draft Housing Sites Inventory by August 31, 2012; (2) *Preparation of Draft Housing Element*, a 2-month phase ending no later than October 31, 2012 with the submittal of a Draft Housing Element to the State Department of Housing and Community Development (HCD); and, (3) *Evaluation, Review, Selection and Approval*, which is a 7-month phase ending by June, 2013 with the review and selection of sites for rezoning, completion of the Environmental Assessment, public hearings and adoption of the updated Housing Element and consistency updates to the other elements of the Menlo Park General Plan.

The schedule and process graphic shows the sequence of steps and timing in later stages of the process. The approach also conforms to the City's Community

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Housing Element Update

COMMUNITY DEVELOPMENT DEPARTMENT

Project Description

The City is in the process of updating the Housing Element of the General Plan. The Housing Element provides goals, policies, and implementation programs for the planning and development of housing throughout the City.

Required Review

The proposed Housing Element update will require review by the Housing Commission and Planning Commission, and approval by the City Council. In addition, the State Department of Housing and Community Development (HCD) will review the Housing Element for compliance with State law.

Current Status

The City Council approved a Work Program for the Housing Element Update plus a Technical Update of the General Plan at its meeting of May 22, 2012. The project's Steering Committee has held a total of five meetings (see more information below). In addition, there were two community workshops related to the Housing Element update, which were held on August 16 and 23, 2012. More information about the workshops, including meeting materials, is available on the Community Workshops sub-page. During October 2012, the Housing Commission, Steering Committee, and City Council will review the Draft Housing Element.

Steering Committee

The Housing Element process is being guided by a Steering Committee, comprised as follows:

- Andy Cohen, City Council
- Peter O'Hair, City Council
- Carolee Clarke, Housing Commission
- Jane Moser, Housing Commission
- Katie Patrick, Planning Commission
- Jack O'Malley, Planning Commission

The schedule the initial Steering Committee meetings is:

- Tuesday, June 20, 2012
Antigua Family Gymnastics Center (501 Laurel Street) - Multi-Purpose Room
 - Staff Report
 - Presentation
- Thursday, July 17, 2012
Antigua Family Gymnastics Center (501 Laurel Street) - Multi-Purpose Room
 - Staff Report
 - Presentation
- Monday, August 27, 2012
Antigua Family Recreation Center (700 Alma Street) - Oak Room
 - Staff Report
 - Presentation
- Wednesday, September 12, 2012
Antigua Family Gymnastics Center (501 Laurel Street) - Multi-Purpose Room
 - Staff Report
 - Presentation
- Wednesday, September 19, 2012
Menlo Park Public Library (300 Alma Street) - Lower Level Meeting Room
 - Agenda

The Steering Committee is subject to Brown Act (public meeting) requirements, and all meetings will include public notices and comment opportunities.

Public Meetings

The City will hold a series of public meetings between June 2012 and March 2013 (including the Steering Committee meetings). A draft schedule of the meetings is available for review as of the May 22nd Report. Specific meeting dates will be announced as the project progresses.

If you would like to be notified of upcoming meetings or would like to follow the progress of the work on the Housing Element Update, please "subscribe" to the Housing Element Update below.

[Subscribe to Housing Element Updates](#)

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Engagement Model (CEM), which has been used effectively by the City in the past as a guide for comprehensive community involvement in important City decisions. While the overall timeframe for updating the Housing Element requires decisions and products to be undertaken by specific dates, a significant amount of effort has been put into outreach to all economic segments of the community.

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

- **Provide Information to the Community.** Provision of information on the City’s website (see link below); distribution of information in City-wide mailings; preparation of a Housing Element newsletter and other FAQ materials; noticing for community workshops in English and Spanish; press releases; City-wide notice; noticing and information to people signing up on the Housing Element list-serve; and other handouts. Documentation of community comments and summaries of Housing Element Steering Committee meetings during review of the Draft Housing Element up through adoption have been available on the City’s website at www.menlopark.org/athome
- **Conduct Community Workshops.** The process has included two sets of community workshops to provide participants with information, answers questions and to solicit feedback on housing needs in Menlo Park, factors to consider in evaluating the appropriateness of potential sites for housing and to identify directions and policy considerations related to specific housing sites. The workshops (two conducted in August 2012 and two conducted in January 2013) have purposely been scheduled in two different locations to enhance outreach to all economic segments of the community — these locations include the Arrillaga Family



**Actualización del Elemento de Vivienda
HOJA DE COMENTARIO**

Por favor use el espacio abajo y atrás de la página para proveer sus pensamientos en lo que concierne la actualización de el Elemento de Vivienda de la Ciudad de Menlo Park. Esto puede incluir sus comentarios sobre los temas cubiertos en las varias estaciones del taller, o cualquier otra sugerencia relacionado con las necesidades de vivienda u otras consideraciones para la actualización del Elemento de Vivienda. **Favor de ser lo más específico que es posible.** Quisiéramos recoger su hoja de comentario al fin del taller para suplementar las ideas que han sido realizadas en las estaciones. Si desea mandar sus comentarios por correo electrónico o por fax o por correo, por favor mándelos **NO MÁS TARDE DEL 24 DE AGOSTO, 2012** para poderlos recibir a tiempo. Esto es por la razón de que puedan ser incluidos en el resumen del taller. Pueden pasar dejando o mandar por correo sus comentarios a la División de Planificación ubicado en 701 Laurel Street, Menlo Park, CA 94025. También pueden mandar por fax su hoja de comentario al 650.327.1853 o por correo electrónico al athome@menlopark.org. ¡Gracias por sus comentarios!

Necesidades Posibles de Vivienda
¿Cuál considera usted que son las más urgentes necesidades de vivienda en Menlo Park? (ejemplos pueden incluir proveer vivienda para trabajadores locales que son de varios niveles de ingresos, proveer vivienda para familias jóvenes, tener opciones de vivienda para personas de mayor edad, tener opciones de vivienda para personas que están incapacitadas, etc.)

Estrategias Posibles de Vivienda
¿Qué piensa usted que deberían ser las estrategias de vivienda importantes que la Ciudad debería seguir para confrontar las necesidades de vivienda? (ejemplos pueden incluir unidades secundarias, rellenar vivienda alrededor del centro de la Ciudad, rellenar otros lugares de vivienda, etc.)



Come and participate to help shape where and what kind of housing we have in Menlo Park...

¡You're Invited!

City of Menlo Park Housing Element Update

Community Workshops

- Thursday, August 16, 2012 at the Arrillaga Family Recreation Center located at 700 Alma Street (8:30 - 9:00 pm)
- Thursday, August 23, 2012 at the Menlo Park Senior Center located at 100 Terminal Ave (8:30 - 9:00 pm)

Both workshops will cover the same topics and will include a presentation, opportunity for you to ask questions and get more information, and then an opportunity to provide your comments in an open house format so you can leave when you want. The presentation will help you to participate fully in the open house and will be from 6:30 to 7:30 pm. The open house will be held from 7:30 to 9:00 pm.

The City of Menlo Park has embarked on an update of the Housing section of the Menlo Park General Plan. The new Housing Element must be completed by March 2013 for the City will face serious consequences. We need your help at this stage of the process to identify what you consider to be (1) community housing needs, (2) areas and sites in Menlo Park where we can locate new housing, and (3) housing strategies that can effectively address community housing needs.

Your involvement in the Housing Element Update is extremely important and we really need your input!

You can learn more and keep informed by signing up for email notifications from the City by going to the City's website at: <http://www.menlopark.org/athome>

Si usted necesita más información sobre este proyecto, por favor llame al (650) 330-4302, y prepárese por un idioma que hablé opana.



Recreation Center located at 700 Alma Street and the Menlo Park Senior Center located at 110 Terminal Avenue. All noticing for the workshops has been extensive in an effort to involve the community. In addition, a tour of affordable housing developments was organized for City decision-makers and interested members of the community.

➤ **Undertake Fact-Finding Interviews and Stakeholder Meetings.** Fact-finding meetings have been conducted by City staff with major property owners, school districts, other service providers, representatives of various interest groups, affordable housing providers and others to identify possible housing opportunities and program actions the City might pursue to address its housing needs.

➤ **Tour Material Available on the City’s Website.** Materials available on the City’s website allow interested members of the community to tour possible sites for higher density housing. In addition, the local affordable housing representatives, including the Non-Profit Housing Association, Housing Leadership Council, Habitat for Humanity, MidPen Housing and the Silicon Valley Community Foundation partnered with the City to host an affordable housing bus tour on Saturday, September 8, 2012 that was open to the public. About 45 people participated in the tour that visited sites in Palo Alto and Mountain View.

➤ **Undertake Housing Element Steering Committee Meetings.** The Housing Element Steering Committee, made up of representatives of the Housing Commission (2 members), Planning Commission (2 members) and City Council (2 members), conducted six meetings to review background materials and provide direction for the Preliminary Draft Housing Element. All meetings were publicly noticed and included opportunities for community participants to ask questions and provide comments to enhance the Steering Committee’s discussion.



How does a community plan for growth?

City of Menlo Park Housing Element Update Bus Tour

Saturday, September 8, 2012
9:30 AM - 12:30 PM,
(Registration starts at 9:15 AM)

Start Location:
Menlo Park City Hall
701 Laurel Street, Menlo Park, CA

How does a community plan for growth? Planning is not just maps and lines. It's homes and people. Come on a 3-hour bus tour to see examples of what contemporary affordable housing looks like and how it can fit into Menlo Park's plan for growth.

Stops include sites in both Mountain View and Palo Alto and will conclude with a picnic lunch at one of the housing developments.

**** Breakfast and a Picnic Lunch Provided ****

Register at: mphetour.eventbrite.com

Bus Tour Questions:
Joshua Hugg, Program Manager
Housing Leadership Council of San Mateo County
(650) 872-4444, x2 or jhugg@hlsmc.org




- **How Public Involvement Was Considered in the Draft Housing Element.** Modifications and directions as a result of the community involvement process have included strong program actions to encourage infill housing and secondary dwelling units (both new secondary dwelling units and an amnesty program for illegal secondary dwelling units). Other community comments have helped to identify the list of potential sites for possible rezoning for higher density housing and helped shape policies and programs related to affordable housing, special needs, potential constraints and other issues. Summaries of community workshop comments and all meeting comments are available on the City's website.



Community outreach activities also have included community meetings to review the Preliminary Draft Housing Element — Menlo Park Housing Commission (October 3, 2012), Menlo Park Planning Commission (October 15, 2012) and Menlo Park City Council (October 22 and 23, 2012). Following review and direction on the Preliminary Draft Housing Element, the Draft Housing Element was prepared and forwarded to the California Department of Housing and Community Development (HCD) by October 31, 2012 for their review and comments as required by State law. Noticed community workshops, public work sessions and public hearings on the Draft Housing Element have also occurred through adoption, including: preparation of a Draft Housing Element Errata, which the City Council reviewed on December 11, 2012 and which was submitted to HCD for review; Housing Element Update Steering Committee meeting on January 8, 2013; and two additional community workshops conducted on January 29 and 30, 2013. Concurrently, the Environmental Assessment (EA) and Fiscal Impact Assessment (FIA) have been prepared on the Draft Housing Element so that potential impacts and mitigation measures can be incorporated into the Housing Element update process.

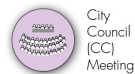
The Environmental Assessment, community comments and HCD comments and other material have provided background information for use at public meetings of the Menlo Park Housing Commission, Planning Commission and the City Council prior to adoption of the Housing Element as part of the City of Menlo Park General Plan on May 21, 2013.



Remaining Schedule of Meetings and Other Activities

Prepared for March 12, 2013
City Council Meeting

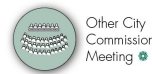
Revision of the City of Menlo Park Housing Element and
Consistency Update to the City of Menlo Park General Plan



City Council (CC) Meeting



Housing Element Steering Committee Meeting



Other City Commission Meeting



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



Meetings with Stakeholders



Review by (or Meetings with) HCD Staff or Others

Commission Meetings The primary City commissions reviewing the Housing Element are the Planning Commission (PC) and the Housing Commission (HC). City Commissions reviewing the Consistency Update to the City's General Plan include the PC and the HC plus the Environmental Quality Commission (EQC), Transportation Commission (TC), Bicycle Commission (BC), and the Parks and Recreation Commission (PRC).

Meetings and Activities Occurring Between May 2012 and November 2012 Related to the Revision of the City of Menlo Park Housing Element and General Plan Consistency Modifications

Summary of Activities to Date:

Setting Direction for the Work: May 22, 2012 City Council Meeting to approve Settlement Agreement, GP/HE Work Program and membership of the Housing Element Steering Committee

Five (5) Housing Element Steering Committee meetings conducted between June and September 2012

Stakeholder outreach interviews and meetings and public comments received through the City's website

Two Community Workshops conducted in August 2012

Work initiated on the Environmental Assessment and Fiscal Impact Analysis

Public work sessions to review the Preliminary Draft Housing Element (HC, PC and CC)

Submission of the Draft Housing Element to HCD October 31, 2012

60-Day HCD Review of Draft Housing Element Nov and Dec 2012



Modifications to the Draft Housing Element Based on HCD Comments

Meetings and Activities Expected to Occur from December 2012 Through June 2013										
Meeting Type and Date	Meeting Location	Meeting Purposes								
 Commission Meetings Dec 2012	Meetings at Menlo Park Civic Center	<ul style="list-style-type: none"> EQC, TC, BC, PRC, HC and PC Review of the Consistency update to the Menlo Park General Plan at Public Work Sessions Provide Feedback to Staff 								
 Steering Comm Meeting #6 Jan 10 2013	Arrillaga Family Gymnastics Center	<ul style="list-style-type: none"> Review Public Comments and Provide Direction Based on HCD Review of the Draft Housing Element Provide Direction on the Approach for the Community Open House, Feedback from the Community and Noticing for Future Activities 								
 Community Open House Jan 29-30 2013	Civic Center and Senior Center	<ul style="list-style-type: none"> Review Comments from HCD Present Preliminary Direction on Housing Element Implementation and Bundles of Properties for Possible Rezoning to Higher Density Housing Provide Opportunity for Q&A and Feedback 								
 CC Meeting Mar 12 2013	City Council Chambers	<ul style="list-style-type: none"> Review Comments from the Community Outreach Provide Direction on the Specific Sites to be Rezoned for Higher Density Housing 								
 Release of Draft Documents April 2 2013	Announce the Availability of Documents	<ul style="list-style-type: none"> Final Draft Housing Element (changes based on March 12 City Council direction) Environmental Assessment (EA), Fiscal Impact Analysis (FIA), General Plan Consistency Update (GPU) and Zoning Ordinance Text Amendments 								
 Special Joint PC/CC Presentation April 9 2013	City Council Chambers	<ul style="list-style-type: none"> Presentation of the Draft Documents (Final Draft Housing Element, General Plan Amendments, Zoning Ordinance Amendments, Environmental Assessment and Fiscal Impact Assessment) Opportunity for Questions and Explanation of Information 								
 HC Meeting April 17 2013	Menlo Park City Hall	<ul style="list-style-type: none"> Review Input from Community Outreach, the EA and the FIA Recommend the Final Draft Housing Element and Zoning Changes for Consideration by the Planning Commission and the City Council 								
 PC Public Hearing April 22 2013	City Council Chambers	<ul style="list-style-type: none"> Review Input from Community Meetings and Outreach Consider the EA, FIA and other Material Recommend General Plan Consistency Amendments, Final Draft Housing Element and Zoning Text and Rezoning to the City Council 								
 CC Public Hearing May 21 2013	City Council Chambers	<ul style="list-style-type: none"> Review Background Material and Input from Commissions and Community Outreach Adopt EA Findings Adopt the General Plan Consistency Amendments and Final Draft Housing Element Introduce Zoning Text Amendments and Rezoning 								
 CC Meeting June 4 2013	City Council Chambers	<ul style="list-style-type: none"> Adopt Zoning Text Amendments and Rezoning 								

→ Environmental Assessment (EA) and Fiscal Impact Analysis (FIA) →

Section II

Housing Goals, Policies and Programs

A Why is Housing Important?



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

law requires that the City's housing objectives establish the maximum number of housing units that the City will strive to be constructed, rehabilitated or conserved between 2007-2014.

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

Critical questions facing the community are:

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

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

Below are some of the key trends affecting Menlo Park now and into the future. The intent of the Housing Element is to strive to address these concerns.



THERE IS A HIGH NUMBER OF LOCAL WORKERS WHO COMMUTE DAILY INTO MENLO PARK

The story of the rise of Silicon Valley is awe inspiring, unparalleled anywhere in the world. In 1959 there were 18,000 high tech jobs. By the 1990s, there were 268,000, and from 1992 to 1999, in just seven years Silicon Valley added another 230,000 (Britannica Online Encyclopedia). Companies known worldwide like Apple, Google and Hewlett Packard were born or raised in the Valley. This trend continues today, as was trumpeted (1) by ABC News (Aug 3, 2012) — “Silicon Valley Leads the Nation in Job Growth Numbers;” and by NBC news (March 25, 2011) — “Silicon Valley Spurs California Job Growth.” Further, this trend will likely continue into the future. Between 2005 and 2025 San Mateo County employers are expected to create 133,000 new jobs, with those new employees likely creating about 68,000 households (San Mateo County Housing Need Study).

While local governments supported the growth of jobs by rezoning large areas of land for commercial and office development, the story of housing is very different. As Silicon Valley has grown, smart, hard working, talented people from all over the world have flocked to the area for the opportunities, promise and culture of innovation. However, by and large, new workers have had to move to other counties to live. While for many years Silicon Valley has led California in job growth, the opposite is true for housing. Of California’s 58 counties, San Mateo County was last in terms of percent of housing growth from 2000 to 2010. Santa Clara County was only slightly better, ranking 40th out of 58. From 1990 to 2000, San Mateo County was 54th and Santa Clara was 26th (1990, 2000 and 2010 US Census).

The results of these trends are people commuting longer and further to get to work. Because of commuters the population of Silicon Valley cities swell every day — Santa Clara by 64,500 people, Palo Alto by 47,700 and Menlo Park by 17,700. Consequently, the overwhelming need in Menlo Park is workforce housing. The 17,700 people who commute in daily to Menlo Park would require slightly more than 7,000 homes.



LOCAL WORKERS CROSS THE ENTIRE INCOME SPECTRUM (ALMOST ONE THIRD OF EMPLOYEES MAKE LESS THAN \$40,000 PER YEAR)

There is a stereotype that Silicon Valley jobs workers are all young, well-paid, high-tech professionals. While this is a slice of the population, it is not the whole picture. Only 18 percent of the workforce in Menlo Park was under 30 in 2010. Also in 2010, more than 31 percent of Menlo Park employees made less than \$40,000 per year. The growth of jobs that pay modest wages is expected to continue in San Mateo County. Of the demand for new homes generated by the projected new jobs, it is anticipated that roughly 43 percent will need to be affordable to lower income households, 14 percent to moderate-income households and 44 percent to above moderate-income households.



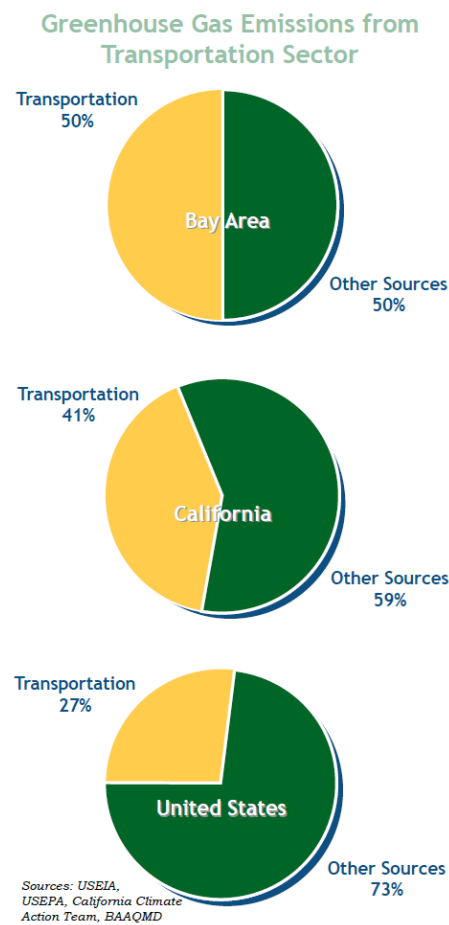
THERE WILL BE AN INCREASING NEED FOR SMALLER UNITS TO HOUSE A GROWING SENIOR AND SINGLE- PERSON HOUSEHOLD POPULATION

A much smaller but still important need is for senior housing. Menlo Park, like the rest of America, has many aging baby boomers. While most of these residents will continue to live in their homes, a nationwide trend is that some will look to trade down to smaller homes. Menlo Park does not provide many smaller housing options for this population and these residents tend to move to other communities. Additionally, there is a small percentage of residents, mostly in their late 70s and 80s, who will be looking for a supported living environment. There are about 635 households where the head of the household is 85 or older.

Most seniors, 93 percent in some surveys, prefer to age in place (stay in their homes as they age) or stay in their community. There is also a need for new housing for now-adult children of Menlo Park residents. According to the U.S. Census, in 2000 there were approximately 330 seventeen year olds in Menlo Park. By 2010, this number was up to approximately 350 and is expected to continue to grow because the number of children being born to Menlo Park families is continuing to rise. These young adults need housing. Using Menlo Park's average of 2.5 people per household (California Department of Finance, 2012) applied to U.S. Census and American Community Survey (ACS) data, Menlo Park youth will be expected to generate a demand for about 135 to 140 homes per year over the near-term. Additionally, it is anticipated that over one-third of the new households projected for San Mateo County in the next decade will be a single person living alone, with many of those being senior households.

Other housing needs include single parent households, persons living with disabilities, and the provision of housing for the homeless. There are approximately 1,800 homeless

people in San Mateo County (one day count conducted in February, 2009). Approximately one-third of the homeless persons in San Mateo County live in shelters.



SUSTAINABILITY AND CLIMATE ACTION PLANNING STRONGLY RELATE TO PLANNING FOR HOUSING

Sustainability generally means living in a way that does not compromise the ability of future generations to enjoy the same quality of life. Housing affects sustainability in many ways including water quality, air quality, use of resources and climate change. Housing has both direct effects (heating, cooling and powering homes) and indirect effects (transportation patterns). Additionally, housing patterns influence the amount people drive. Promoting walk-able, transit-oriented neighborhoods is the single greatest thing that a community can do to promote sustainability.

Climate change, caused in part by the release of carbon dioxide and other gases, is an important issue in California and in San Mateo County. Major concerns include potential for rising sea levels and decreased water supplies due to smaller snow packs. Additionally, change of temperature and rain patterns may hurt agricultural parts of the county.

Based on maps that assume one meter (a little over three feet) of sea level rise this century, which is expected, San Mateo County is likely to suffer flooding from the Bay and the Ocean.

Housing affects climate change in two ways. The houses themselves take energy to heat, cool and power, and the energy production contributes to climate change. Additionally, housing patterns affect how often and how far people have to drive. Since vehicles contribute over 40 percent of climate change gases in California, and over 50 percent in the Bay Area, finding ways to allow people to drive fewer miles is important. Menlo Park published a Climate Action Plan (CAP) in 2009 that included measures to reduce greenhouse gas emissions. In 2011, the City Council adopted a supplemental report to the CAP, which updated Menlo Park’s community greenhouse gas inventories between 2005 and 2009, and also provided a five year strategy of climate action initiatives.

B Housing Goals

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

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

Goal H1 — IMPLEMENTATION RESPONSIBILITIES

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

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

Goal H2 — EXISTING HOUSING AND NEIGHBORHOODS

Maintain, Protect and Enhance Existing Housing and Neighborhoods.

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

Goal H3 — SPECIALIZED HOUSING NEEDS

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

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

Goal H4 — NEW HOUSING

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

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

C Housing Policies and Implementing Programs



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

Policies

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

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

Implementing Programs

H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs.

As part of the annual review of the Housing (see Program H1.B), establish work priorities to implement the Housing Element related to community outreach, awareness and input on housing concerns and striving to ensure that all City publications, including the City's Activity Guide, include information on housing programs. City staff work priorities specific to the Housing Element include:

- a. Conduct the annual review of the Housing Element.
- b. Review options for funding affordable housing.
- c. Make recommendations to City Commissions on strategies for housing opportunity sites and for funding.
- d. Provide follow-up on housing opportunity sites and funding based on directions provided by the City Council, including working with the community and implementing Housing Element programs.
- e. Conduct community outreach and provide community information materials through an open and non-advocacy process.
- f. Engage property owners in identifying opportunities for the construction of affordable housing.
- g. Pursue unique opportunities where the City can participate in the construction of affordable housing, either on City-owned sites, or through funding or regulatory means.
- h. Develop ongoing and annual outreach and coordination with non-profit housing developers and affordable housing advocates.

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

Financing: General Fund

Objectives: Establish staff priorities for implementing Housing Element programs.

Timeframe: Develop work program in 2013.

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

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

Responsibility: City Commissions; Planning Division; City Council
Financing: General Fund
Objectives: Review and monitor Housing Element implementation; submit Annual Report to HCD.
Timeframe: April 2014

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

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

Responsibility: Planning Division; City Manager; City Attorney
Financing: General Fund
Objectives: Obtain and distribute materials (see Program 1H.D).
Timeframe: 2013; ongoing thereafter and in response to complaints.

H1.D Provide Information on Housing Programs. The City will promote the availability of San Mateo County programs for housing construction, homebuyer assistance, rental assistance and housing rehabilitation through the following means: (a) creating a link on the City's website that describes programs available in the City of Menlo Park and provides direct links to County agencies that administer the programs; (b) including contact information on County programs in City mail-outs and other general communications that are sent to residents; (c) maintaining information on programs at the

City's public counters; (d) training selected City staff to provide referrals to appropriate agencies; (e) distributing information on programs at public locations (library, schools, etc.); and (f) using the activity calendar and public information channel.

Examples of specific information would include:

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

Responsibility: Planning Division

Financing: General Fund

Objectives: Review and obtain materials by June 2013; distribute and post materials, conduct staff training by December 2013; annually update as needed thereafter.

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

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

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

Specific outreach activities include:

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

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

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

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

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

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

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Undertake Municipal Code amendment and ensure effective implementation of anti-discrimination policies and enforcement as needed.
Timeframe: 2014

H1.H **Utilize the City’s Below Market Rate (BMR) Housing Fund.** The City will administer and annually advertise the availability of funds in the Below Market Rate (BMR) Housing Fund as it applies to residential, commercial and industrial development projects.

Responsibility: City Commissions; Planning Division; City Attorney; City Manager; City Council
Financing: Below Market Rate Housing Fund and General Fund
Objectives: Accumulate and distribute funds for affordable housing.
Timeframe: Ongoing

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

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

H1.J **Update the Housing Element.** In coordination with other jurisdictions in San Mateo County, update the Menlo Park Housing Element to be consistent with State law requirements and to address the City’s RHNA 5 for the 2014-2022 planning period.

Responsibility: City Commissions; Planning Division; City Council
Financing: General Fund
Objectives: Assure consistency with SB375 and Housing Element law.
Timeframe: Participate in ongoing regional planning activities and update the Housing Element by the end of 2014.

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

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

H1.L Adopt Priority Procedures for Providing Water and Sewer Service to Affordable Housing Developments. Consistent with SB 1087 (Government Code Section 65589.7), the City will provide a copy of the adopted Housing Element to water and sewer providers immediately upon adoption and will work with water and sewer providers to adopt written policies and procedures that grant priority for service allocations to proposed developments that include housing units affordable to lower income households.

Responsibility: Planning Division; Department of Public Works (Menlo Park Municipal Water District); City Manager; City Council; California Water Service; O'Connor Tract Coop Water District; West Bay Sanitary District

Financing: General Fund

Objectives: Comply with Government Code Section 65589.7.

Timeframe: 2013

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

- a. Enable State projections and the development of regional housing needs to be a more transparent process, subject to public hearings and peer review.
- b. Enable more consideration of local issues such as water supply, infrastructure needs, schools, roadway improvements, as well as the fiscal demands that come with providing additional city services to new residents.
- c. Address unfunded mandates and expenses local governments must incur to comply with State requirements, especially when rezoning of sites to meet State mandated densities is required.
- d. Assist local governments in meeting their affordable housing requirements and the resulting need for additional schools and infrastructure required (water, waste water, etc.).
- e. Recognize the importance of second units as a particularly viable mechanism to address housing needs in providing housing for family members, students, the elderly, in-home health care providers, the disabled and others at below market prices, and allow jurisdictions to use GIS to count illegal second units, and if an amnesty plan is adopted, allow cities to count a high percentage of the illegal units toward the housing need.
- f. Provide greater flexibility to allow a city to mix affordable housing with community serving retail, like a grocery store, that may make development of affordable housing a more financially attractive to local developers and may increase the likelihood that affordable housing will be built (and in a sustainable fashion where dependence on the automobile is reduced).

- g. Recognize that in high housing cost localities, like Menlo Park, higher density zoning may not necessarily produce affordable housing and results in incentives for developers to build market rate housing rather than affordable housing. Modify Government Code Section 65583.2 that requires cities to zone sufficient property at 30 units/acre as the major mechanism to define affordable housing and for jurisdictions to provide their share of the regional housing need.

Responsibility: Planning Division; City Commissions; City Attorney; City Council; City Manager
Financing: General Fund
Objectives: Work with other San Mateo County jurisdictions, as appropriate, and lobby for modifications to Housing Element law.
Timeframe: Identify possible lobbying actions as part of the Annual Review of the Housing Element (April 2014 — see Program H1.B).



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

Policies

- H2.1 **Maintenance, Improvement and Rehabilitation of Existing Housing.** The City will encourage the maintenance, improvement, and rehabilitation of the City’s existing housing stock, the preservation of the City’s affordable housing stock, and the enhancement of community stability to maintain and improve the character and stability of Menlo Park’s existing residential neighborhoods while providing for the development of a variety of housing types. The provision of open space and/or quality gathering and outdoor spaces shall be encouraged.
- H2.2 **Preservation of Residential Units.** In order to protect and conserve the housing stock, the City will, to the extent permitted by law, limit the conversion of residential units to other uses and will regulate the conversion of rental developments to non-residential uses unless there is a clear public benefit or equivalent housing can be provided.

- H2.3 **Condominium Conversions.** The City will assure that any conversions of rental housing to owner housing accommodate the tenants of the units being converted, consistent with requirements to maintain public health, safety and welfare. The City will also encourage limited equity cooperatives and other innovative housing proposals that are affordable to lower income households.
- H2.4 **Protection of Existing Affordable Housing.** The City will strive to ensure that affordable housing provided through government incentives, subsidy or funding, and deed restrictions remains affordable over time, and the City will intervene when possible to help preserve such housing.
- H2.5 **Maintenance and Management of Quality Housing and Neighborhoods.** The City will encourage good management practices, rehabilitation of viable older housing, and long-term maintenance and improvement of neighborhoods.
- H2.6 **Energy Conservation in Housing.** The City will encourage energy efficiency in both new and existing housing and will promote energy conservation in the design of all new residential structures and promote incorporation of energy conservation and weatherization features in existing homes. In addition, the City will support the actions contained in the City’s Climate Action Plan (CAP).

Implementing Programs

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

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Protect existing affordable housing.
Timeframe: Since no affordable housing developments have been identified as “at risk” of conversion to market rate, this should be a longer-term implementing program for inclusion in the next Housing Element covering the 2014-2022 planning period. Coordinate with the timing of Program H1.G for 2014 implementation.

H2.B Implement Energy Loan Programs and Improvements. Promote county, state (Energy Upgrade California), federal and PG&E energy programs for energy assessments and improvements. Seek grants and other funding to supplement City energy conservation activities.

Responsibility: Environmental Division; Building Division; PG&E
Financing: Energy Conservation and PG&E Program Funding
Objectives: Provide loans for 25 homes from 2007-2014.
Timeframe: 2007-2014

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

- a. Consistency with the Ellis Act — The Ellis Act allows property owners of rental housing to "go out of business."
- b. Regulations used in other communities.
- c. Consideration of a modified replacement fee on a per unit basis, or replacement of a portion of the units, relocation assistance, etc. to the extent consistent with the Ellis Act.
- d. Collaboration between the City, the San Mateo County Department of Housing, Mid-Pen Housing Corporation and others, as needed, to ensure protection of affordable units in Menlo Park.

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes.
Timeframe: 2014

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

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

<i>Responsibility:</i>	Planning Division; Building Division.
<i>Financing:</i>	Outside subsidy
<i>Objectives:</i>	Provide loans to rehabilitate very low and low income housing (20 loans in total, with 16 loans made from 2007-2011 plus 4 more from 2012-2014).
<i>Timeframe:</i>	2007-2014



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

Policies


- H3.1 **Special Needs Groups.** The City will encourage non-profit organizations and private developers to build and maintain affordable housing for groups with special needs, including the needs of seniors, people living with disabilities, the homeless, people with HIV/AIDS and other illnesses, people in need of mental health care, single-parent families, large families and other persons identified as having special housing needs.

- H3.2 **Health and Human Services Programs Linkages.** As appropriate to its role, the City will assist service providers to link together programs serving the needs of special populations to provide the most effective response to homelessness or persons at risk of homelessness, youth needs, seniors, persons with mental or physical disabilities, substance abuse problems, HIV/AIDS, physical and developmental disabilities, multiple diagnoses, veterans, victims of domestic violence and other economically challenged or underemployed workers.

- H3.3 **Incentives for Special Needs Housing.** The City will use density bonuses and other incentives to assist in meeting special housing needs, including housing for lower income elderly and disabled.

- H3.4 **Adaptable/Accessible Units for the Disabled.** The City will ensure that new multi-family housing includes units that are accessible and adaptable for use by disabled persons in conformance with the California Building Code. This will include ways to promote housing design strategies to allow seniors to “age in place” or in the community.
- H3.5 **Transitional and Supportive Housing.** The City of Menlo Park recognizes the need for and desirability of transitional and supportive housing and will treat transitional and supportive housing as a residential use that will be subject only to the same restrictions that apply to other residential uses of the same type in the same zone.
- H3.6 **Rental Assistance Programs.** The City will continue to publicize and create opportunities for using available rental assistance programs, such as the project-based and voucher Section 8 certificates programs, in coordination with the San Mateo County Department of Housing (DOH) and other entities.
- H3.7 **Emergency Housing Assistance.** Participate and allocate funds, as appropriate, for County and non-profit programs providing disaster preparedness and emergency shelter and related counseling services.
- H3.8 **Coordination with Other Agencies in Housing the Homeless.** The City will actively engage with other jurisdictions in San Mateo County to support long-term solutions for homeless individuals and families in San Mateo County, and to implement the Shelter Plus Care Program¹ or similar activities. The City will allocate funds, as appropriate, for County and non-profit programs providing emergency shelter and related support services.
- H3.9 **Local Approach to Housing for the Homeless.** The City of Menlo Park supports a “housing first” approach to addressing homeless needs, consistent with the Countywide HOPE Plan. “Housing first” is intended to provide homeless people with housing quickly and then provide other services as needed, with a primary focus on helping individuals and families quickly access and sustain permanent housing. The City also recognizes the need for and desirability of emergency shelter housing for the homeless and will allow a year-round emergency shelter as a permitted use in specific locations to be established in

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



the Zoning Ordinance. Designated site(s) must be located within one-quarter mile of a bus stop that provides service 7 days a week, since this could be considered a reasonable distance for a person to walk to/from a bus stop.

In addition, the following would apply:

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

Implementing Programs

H3.A **Zone for Emergency Shelter for the Homeless.** The City will establish an overlay zone to allow emergency shelters for the homeless to address the City's need for providing 16 beds to address homeless needs in the community. Appropriate locations for the overlay zoning will be evaluated based on land availability, physical or environmental constraints (e.g., flooding, chemical contamination, slope instability), location (e.g., proximity to services, jobs, and transit), available acreage (i.e., vacant or non-vacant sites), compatibility with surrounding uses and the realistic capacity for emergency shelters. In reviewing potential non-vacant sites, the potential for reuse or conversion of existing buildings to emergency shelters will be considered. Based on review of other facilities in the Bay Area, it is estimated that about one-quarter to one-half acre of land would be needed to address Menlo Park's homeless needs. The overlay zone designation will cover between 1 to 3 acres of land to provide a choice of potential sites if and when a facility or multiple, smaller facilities are proposed. The City will also investigate the use of local churches providing temporary shelter for the homeless. In addition, the City will establish written and objective standards in the Zoning Ordinance covering:

- a. Maximum number of beds;
- b. Off-street parking based upon demonstrated need;
- c. Size and location of on-site waiting and intake areas;
- d. Provision of on-site management;
- e. Proximity to other shelters;
- f. Length of stay;
- g. Lighting; and
- h. Security during hours when the shelter is open.

<i>Responsibility:</i>	Planning Division; City Attorney; City Commissions; City Council
<i>Financing:</i>	General Fund
<i>Objectives:</i>	Amend the Zoning Ordinance. ²
<i>Timeframe:</i>	2014

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

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

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Amend the Zoning Ordinance.
Timeframe: 2013

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

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Amend the Zoning Ordinance and/or modify administrative procedures; create public handout.
Timeframe: 2013

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

³ (See definitions beginning on page 8) **Supportive housing** is permanent rental housing linked to a range of support services designed to enable residents to maintain stable housing and lead fuller lives. This type of housing has no limit on length of stay, is occupied by the target population (such as low-income persons with disabilities and certain other disabled persons) and is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. **Transitional housing** and transitional housing development mean rental housing operated under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six months. Transitional housing is a type of supportive housing used to facilitate the movement of homeless individuals and families to permanent housing. A homeless person may live in a transitional apartment for up to two-years while receiving supportive services that enable independent living.

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

Financing: Outside subsidy

Objectives: Provide assistance to 235 extremely low and very low-income households per year (assumes continued funding of program).⁴

Timeframe: Annually

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

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

Financing: General Fund; other sources

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

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

H3.F **Assist in Providing Housing for Persons Living with Disabilities.** The City will continue to contribute financial support for the programs of the Center for the Independence of the Disabled and other non-profit groups that improve housing opportunities for disabled persons.

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

Financing: General Fund; other sources

Objectives: Provide housing and services for disabled persons.

Timeframe: 2014

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

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

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

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

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

Financing: General Fund; other sources

Objectives: Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities.

Timeframe: 2014

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

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

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

Financing: General Fund; other sources

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

Timeframe: 2014

⁶ HIP Housing programs include home sharing, rental subsidies and case management for individuals and families. Home Sharing is a living arrangement in which two or more unrelated people share a home or apartment. Each has his/her private room and shares the common living areas. The Self-Sufficiency Program (SSP) provides housing assistance and support services to low-income families with career and educational goals and motivation to become financially self-reliant within 12-24 months. Participants receive subsidized rents or a housing scholarship while they complete an education or job training program and find employment with an adequate income to support their families. While in the program, HIP Housing provides monthly case management and life skills workshops to encourage continued progress.



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

Policies

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

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

H4.2 Housing to Address Local Housing Needs. The City will strive to provide opportunities for new housing development to meet the City's fair share of its Regional Housing Needs Allocation (RHNA). In doing so, it is the City's intent to

provide an adequate supply and variety of housing opportunities to meet the needs of Menlo Park's workforce and special needs populations, striving to match housing types, affordability and location, with household income, and addressing the housing needs of extremely low income persons, lower income families with children and lower income seniors.

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

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

H4.4 Variety of Housing Choices. In response to the broad range of housing needs in Menlo Park, the City will strive to achieve a mix of housing types, densities, affordability levels and designs. Specifics include:

- a. The City will work with developers of non-traditional and innovative housing approaches in financing, design, construction and types of housing that meet local housing needs.
- b. Housing opportunities for families with children should strive to provide necessary facilities nearby or on site.
- c. The City will encourage a mix of housing types, including: owner and rental housing, single and multiple-family housing, housing close to jobs and transit, mixed use housing, work force housing, special needs housing, single-room occupancy (SRO) housing, shared living and co-housing, mobile-homes, manufactured housing, self-help or "sweat-equity" housing, cooperatives and assisted living.
- d. The City will support development of affordable, alternative living arrangements such as co-housing and "shared housing" (e.g., the Human Investment Project's — HIP Housing — shared housing program).

- H4.5 Density Bonuses and Other Incentives for Affordable Housing Development.** The City will use density bonuses and other incentives to help achieve housing goals while ensuring that potential impacts are considered and mitigated. This will include affordable housing overlay zoning provisions as an alternative to State Density Bonus Law.⁷
- H4.6 Mixed Use Housing.** The City will encourage well-designed mixed-use developments (residential mixed with other uses) where residential use is appropriate to the setting and to encourage mixed-use development in proximity to transit and services, such as at shopping centers and near to the downtown to support Downtown businesses (consistent with the El Camino Real/Downtown Specific Plan).
- H4.7 Redevelopment of Commercial Shopping Areas and Sites.** The City will encourage the development of housing in conjunction with the redevelopment of commercial shopping areas and sites when it occurs as long as adequate space for retail services remain.
- H4.8 Retention and Expansion of Multi-Family Sites at Medium and Higher Density.** The City will strive to protect and expand the supply and availability of multi-family and mixed-use infill housing sites for housing. When possible, the City will avoid re-designating or rezoning multi-family residential land for other uses or to lower densities without re-designating equivalent land for multi-family development and will ensure that adequate sites remain at all times to meet the City's share of the region's housing needs.
- H4.9 Long-Term Housing Affordability Controls.** The City will apply resale controls and rent and income restrictions to ensure that affordable housing provided through incentives and as a condition of development approval remains affordable over time to the income group for which it is intended. Inclusionary units shall be deed-restricted to maintain affordability on resale to the maximum extent possible (at least 55 years).

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

- H4.10 Inclusionary Housing Approach.** To increase affordable housing construction, the City will require residential developments involving five (5) or more units to provide units or an in-lieu fee equivalent for very low, low and moderate-income housing. The units provided through this policy are intended for permanent occupancy and must be deed restricted, including but not limited to single-family housing, multi-family housing, condominiums, townhouses or land subdivisions. In addition, the City will require larger non-residential developments, as job generators, to participate in addressing housing needs in the community through the City's commercial in-lieu fee requirements.
- H4.11 Secondary Dwelling Units.** The City will encourage the development of well-designed new secondary dwelling units (e.g., carriage houses, attached independent living units, small detached living units) and the legalization of existing secondary dwelling units as an important way to provide affordable housing in combination with primary residential uses on low-density lots. Secondary dwelling units must be in compliance with adopted City standards.
- H4.12 Fair Share Distribution of Housing throughout Menlo Park.** The City will promote the distribution of new, higher density residential developments throughout the city, taking into consideration compatibility with surrounding existing residential uses, particularly near public transit and major transportation corridors in the city.
- H4.13 Preferences for Affordable Housing.** To the extent consistent with Fair Housing laws, the City will implement BMR housing preferences for people who live or work in Menlo Park.⁸
- H4.14 Infill Housing Adjacent to Downtown.** Create opportunities for a limited number of new housing units in areas adjacent to the El Camino Real/Downtown Specific Plan area to meet the City's fair share of its Regional Housing Needs Allocation (RHNA), support downtown retail activities, and to locate new housing near jobs and transit. New housing opportunities are not intended to significantly change the character of these areas but would allow larger properties to redevelop at higher densities with design review to assure a fit of new housing with the character of the area and adjacent uses.

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

Implementing Programs

- H4.A **Modify Development Standards to Encourage Additional Infill Housing.** Review and modify the following development standards based on the most up-to-date empirical studies to allow exceptions and incentives for infill housing located close to transit and services. This program will focus first on lots 10,000 square feet or greater around the El Camino Real/Downtown Specific Plan area, with a maximum of 70 new units possible in the near-term. The design character, community vision and potential for additional development in these areas will be considered as part of the City's comprehensive General Plan update. Housing Element policy and program actions should also consider possible expansion to smaller lots.
- a. **Variable Density Standards.** Establish unit densities for studio and one-bedroom units based on “density unit equivalents” or the size of the unit. In addition, develop standards for single-room occupancy (SRO) units.
 - b. **Zoning Standards and Development Requirements.** Review Zoning standards and requirements, including Floor Area Ratio (FAR), parking, density and other standards to encourage infill housing. Provide reduced parking standards to support affordable and senior housing development. Modify the R-3 and R-4 districts requirements and/or create new zoning that would be appropriate for high-density housing. Provide for more flexible parking requirements that help to facilitate infill, affordable, transit-oriented and mixed-use development, while at the same time avoiding off-site parking impacts. Examples include joint use parking, off-site parking (currently allowed), allowances for reduced standards depending upon location (such as near transit), parking stall dimensions, “grandfathering” non-compliant buildings and uses, etc.
 - c. **Expedite the Review Process and Consider Fee Waivers or Reductions.** In developing requirements for infill development, identify and implement ways to shorten the review process (such as Program H4.I implementation to “Refine Multi-Family and Residential Mixed Use Design Guidelines”) and develop criteria for possible waivers or reductions of development fees where feasible.
 - d. **Parcel Consolidation.** Promote parcel consolidation for the assembly of new housing sites to ensure minimum densities are achieved and integrated site planning occurs by (1) identifying priority sites for lot consolidation where common ownership occurs, (2) contacting property owners of contiguous vacant and underutilized sites, (3) conducting outreach to affordable housing developers, and (4) offering the incentives listed above to promote lot consolidation.
 - e. **Work with Property Owners.** Conduct outreach with property owners to identify specific incentives for property owners to develop their properties with housing.

Responsibility: Planning Division; City Attorney; Planning Commission; City Council
Financing: General Fund
Objectives: Amend the Zoning Ordinance to encourage smaller units and infill housing.
Timeframe: Within 60 days of Housing Element adoption.

H4.B **Modify R-2 Zoning to Maximize Unit Potential.** Modify R-2 zoning to tie floor area to dwelling units to minimize underutilization of R-2 zoned lots and maximize unit potential, unless unique features of a site prohibit additional units being constructed.

Responsibility: Planning Division; City Attorney; City Commissions; City Council
Financing: General Fund
Objectives: Amend the Zoning Ordinance to minimize underutilization of R-2 development potential.
Timeframe: 2014

H4.C **Adopt Standards for an “Affordable Housing Overlay Zone.”** Amend the Menlo Park Zoning Ordinance to establish specific standards and incentives for an affordable housing overlay zone. Specific standards include densities, development standards incentives, parking, building heights, specified level of affordability, allowances for mixed use in order to provide services to residents of the development, etc.⁹ The Affordable Housing Overlay Zone will be applied to housing opportunity sites in the El Camino Real/Downtown Specific Plan area and other key housing opportunity sites that could be designated under this zoning. The affordable housing overlay zoning would also be applicable to the Specific Plan area as a tool to achieve the public benefit densities for affordable housing.

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Amend the Zoning Ordinance to provide flexibility and incentives in the application of development standards for affordable projects.
Timeframe: Within 60 days of Housing Element adoption.

⁹ The Town of Corte Madera offers a good example where a committee identified “high potential sites” linked to the City’s Affordable Housing Overlay zoning. The Affordable Housing Overlay zone removes barriers to housing development. The recently built San Clemente Place in Corte Madera, providing 79 affordable one-, two- and three- bedroom apartments on a 2.74 acre infill site was developed using the Affordable Housing Overlay zoning. The apartments rent to households earning between approximately \$12,000 and \$73,000. Corte Madera’s Affordable Housing Overlay Zone received HUD’s Robert L. Woodson Jr. Award.

H4.D Implement Inclusionary Housing Regulations and Adopt Standards to Implement State Density Bonus Law. Continue to administer the Below Market Rate (BMR) Housing Program for Commercial and Industrial Developments and the Below Market Rate (BMR) Housing Program for Residential Developments. Review and amend the Zoning Ordinance as follows:

- a. Amend the Zoning Ordinance to be consistent with State Density Bonus Law requirements.
- b. Re-evaluate BMR program requirements to reduce the cost of providing BMR units and to encourage new BMR units to be built and to identify ways to construct housing affordable to lower income households, including family housing. As part of the BMR program evaluation the City will establish clear policy and criteria for the allocation of funds from the City's BMR housing fund that prioritizes non-profit development of workforce rental housing affordable to low and very-low income households on sites the City has determined to be viable for LIHTC funding by setting aside a substantial portion of the uncommitted BMR fund balance and of future BMR fees received by the City for such development.
- c. Update the BMR fee nexus study. If possible, coordinate the update of the BMR nexus fee study with other jurisdictions in San Mateo County as part of the countywide 21 Elements project, which is a collaborative effort among all 21 jurisdictions in San Mateo County to provide assistance and collaborate on housing element implementation.
- d. Modify provisions regarding rental housing to be consistent with the Costa-Hawkins Act.

Responsibility: Planning Division; City Attorney; City Commissions; City Council
Financing: General Fund
Objectives: Amend the Zoning Ordinance to require affordable units in market rate developments and establish State Density Bonus Law incentives.
Timeframe: Amend the Zoning Ordinance to be consistent with State Density Bonus Law within 60 days of Housing Element adoption. Re-evaluate the BMR program and update the BMR nexus study by 2014.

H4.E Modify Secondary Dwelling Unit Development Standards and Permit Process.

Continue to encourage secondary dwelling units,¹⁰ and modify the City's current regulations to assure consistency with State law, reduction in minimum parcel size, allowances for larger secondary dwelling units, flexibility in height limits, reduced fees (possible reduction in both Planning/Building fees and impact fees as a result of the small size of the units), flexibility in how parking is provided on site and a greater City role in publicizing and providing guidance for the approval of secondary dwelling units. Specifics would be developed as part of program implementation.

Responsibility: City Commissions; Planning Division; City Attorney; City Manager; City Council
Financing: General Fund
Objectives: Amend the Zoning Ordinance to create greater opportunities for new second units to be built. Achieve Housing Element target for new second units (10 new secondary dwelling units between 2012-2014, with 5 per year) — 3 very low, 4 low and 3 moderate income second units.
Timeframe: Within 60 days of Housing Element adoption.

H4.F Undertake a Secondary dwelling Unit Amnesty Program. Initiate an amnesty program for secondary dwelling units that do not have permits in order to increase the legal housing stock while striving to ensure the continued affordability of the housing, such as agreement to accept Section 8 vouchers. A specific period of time will be allowed for owners of illegal units to register their units without incurring fines. The City will enact enforcement mechanisms to encourage owners of illegal units to upgrade them, provide additional parking and legalize them. Specific aspects of the program include:

- a. Conduct a study to determine the potential number of illegal secondary dwelling units in Menlo Park.
- b. Establish specific standards legalized units must meet to be legalized.
- c. Establish a specific window in time for the amnesty program to be implemented.
- d. Provide extensive community-wide publicity and targeted publicity for the legalization program.

Responsibility: Planning Division; Building Division; City Manager; City Attorney; City Council; Fire District; Department of Public Works (Menlo Park Municipal Water District); California Water Service; O'Connor Tract Coop Water District; West Bay Sanitary District
Financing: General Fund

¹⁰ Studies conducted on secondary dwelling units conclude that many new secondary dwelling units will be affordable to lower income individuals, regardless of whether they are deed restricted. Some units are made available free of charge to employees or relatives, helping meet the need for extremely low-income households. In other cases, secondary dwelling units are often rented, below the market price typically charged for larger apartments.

Objectives: Adopt procedures and requirements for an amnesty program; 70 secondary dwelling units legalized by 2014, of which 35 would be considered “new” units towards the City’s RHNA (10 very low income, 15 low income and 10 moderate income units).

Timeframe: 2014

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

Responsibility: Planning Division
Financing: BMR Fund; HEART
Objectives: Provide loans for 40 units between 2007-2014.
Timeframe: 2007-2014

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

- a. Work closely with non-profit housing developers and property owners to identify housing development opportunities, issues and needs.
- b. On larger sites with multiple properties the City will strive to identify opportunities for parcel consolidation to ensure a minimum density of 20 units/acre is achieved and integrated site planning occurs by (1) identifying sites where common ownership occurs, (2) contacting property owners of contiguous vacant and underutilized sites, (3) conducting outreach to affordable housing developers, and (4) offering the incentives contained in the R-4-S and AHO zoning to promote lot consolidation.
- c. Undertake community outreach as part of the rezoning and, as appropriate, in coordination with the potential developer and property owner.
- d. Use the affordable housing overlay zone (when adopted — see Program H4.C) to incentivize affordable housing and lot consolidation on specific sites.
- e. Complete site-planning studies, continue community outreach, and undertake regulatory approvals in coordination with the development application.
- f. Facilitate development through regulatory incentives, including the establishment of housing as a “permitted use,” the reduction or waiver of City fees, enable the processing of affordable housing development proposals to, as best as possible, fit with the varied financing requirements for the affordable units, use of affordable housing funds, implementation of other Housing Element Programs, and other assistance by City Planning staff in development review.
- g. Target sites in Downtown and surrounding infill areas and, especially properties where lot consolidation is possible and provide incentives for lot consolidation and property redevelopment with housing.
- h. Investigate the potential for development of new housing on underutilized commercial and industrial sites, including the creation of residential overlay zoning, to allow for residential development in selected, underutilized industrial areas.

- i. Establish specific mechanisms to expedite processing of permits for housing projects that include on-site residential units affordable to persons of lower or moderate income. This may include granting priority in scheduling such proposals for public review and priority in plan check and subsequent issuance of building permits.
- j. Encourage the use of funding techniques such as mortgage revenue bonds, mortgage credit certificates, and low-income housing tax credits to facilitate the development of affordable housing.

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Develop incentives and procedures to facilitate development of affordable housing on higher density housing sites.
Timeframe: Undertake items a-d, above, during 2013

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

Responsibility: City Commissions; Planning Division; City Attorney; City Council
Financing: General Fund
Objectives: Establish design guidelines for multi-family and mixed use housing developments.
Timeframe: 2014

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

Responsibility: Planning Division; City Attorney; City Commissions; City Council
Financing: General Fund
Objectives: Identify opportunities for housing as they arise.
Timeframe: 2014

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

Responsibility: Fire District; Planning Division; Public Works; Building Division; City Attorney; City Commissions; City Council
Financing: General Fund
Objectives: Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments.
Timeframe: January 1, 2014

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

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

Financing: General Fund

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

Timeframe: Ongoing with Housing Element program implementation.

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

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

Financing: General Fund

Objectives: Modify to the Subdivision Ordinance as needed.

Timeframe: Part of the General Plan Update (next Housing Element planning period from 2014-2022).

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

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

Financing: General Fund

Objectives: Conduct study to determine appropriate locations for housing in commercial zones.

Timeframe: Part of the General Plan Update (next Housing Element planning period from 2014-2022).

H4.O Implement Actions in Support of High Potential Housing Opportunity Sites. Undertake actions, including rezoning of adequate sites at 30 units or more per acre and the use of the Affordable Housing Overlay Zone (see Program H4.B) in support of affordable housing opportunities on high potential housing opportunity sites. To facilitate the development of multi-family housing affordable to lower-income households, the City will identify and rezone sufficient sites to accommodate at least 500 units with the R4 zoning district or comparable designation, allowing multi-family housing development,

primarily residential uses with possible ancillary commercial uses, and a minimum of 30 units per acre. Rezoned sites will be selected as part of the Housing Element update process and will be suitable for residential development, have the capacity for at least 16 units, and will be available for development in the planning period where water and sewer can be provided. Specific actions include:

- a. Rezone sites and modify the Zoning Ordinance to accommodate the City's Regional Housing Need Allocation (RHNA).
- b. Develop incentives for affordable housing as part of the Affordable Housing Overlay Zone (see Program H4.C).
- c. Develop internal City review procedures for affordable projects sponsored by non-profits to enable the processing of affordable housing development proposals to, as best as possible, fit with the varied financing requirements for the affordable units.
- d. Consider modifications to the City's R-4 zoning district.

Responsibility: Planning Division; City Attorney; City Commissions; City Council
Financing: General Fund
Objectives: Undertake Zoning Ordinance amendments to enable the construction of affordable housing to achieve the City's RHNA.
Timeframe: Within 60 days of Housing Element adoption.

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

Responsibility: Planning Division; Public Works; Building Division; City Attorney; City Commissions; City Council
Financing: General Fund
Objectives: Modify Transportation Impact Analysis (TIA) guidelines.
Timeframe: Part of the General Plan Update (next Housing Element planning period from 2014-2022).

H4.Q Update Parking Stall and Driveway Design Guidelines. Review the Guidelines, including driveway widths, back-up distances, and turning templates pertaining to multi-family residential housing.

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

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

Responsibility: Planning Division; City Attorney; Public Works; Police; Fire District

Financing: General Fund

Objectives: Establish project management and other ongoing project coordination needs.

Timeframe: As developments are proposed and ongoing thereafter.

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

Responsibility: Planning Division; City Attorney; Police Department; Public Works

Financing: General Fund

Objectives: Modify Section 11.24.050 [Night Parking Prohibited] of the Municipal Code as needed.

Timeframe: 2014

H4.T Explore Creation of a Transportation Management Association. Explore the creation of a Transportation Management Association focused on the Haven Avenue/Bayfront Expressway area to coordinate grants, shuttles and other forms of transportation to the area as part of the City's comprehensive General Plan update.

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

Financing: General Fund

Objectives: Explore creation of a Transportation Management Association

Timeframe: 2014

H4.U **Explore Pedestrian and Bicycle Improvements.** Coordinate with the City of Redwood City to explore a pedestrian and bicycle overpass over Highway 101 between Marsh Road and 5th Avenue in Redwood City as part of the City's comprehensive General Plan update.

Responsibility: City Manager; Public Works, City Attorney; City Council, City of Redwood City
Financing: General Fund, Outside Funding Source
Objectives: Coordinate with Redwood City on potential pedestrian and bicycle improvements
Timeframe: 2014

Section III

Implementation Timeframe

A Overview

The Menlo Park Housing Element is built around preserving and enhancing residential neighborhoods, sustaining the community's character and environmental resources, and fulfilling unmet housing needs. The implementing programs in the Housing Element, as described in the previous section, are intended to address these concerns. In reviewing the list of programs, it is important to recognize several other concerns: (1) there is limited staffing and budget resources to undertake all of the programs listed immediately; (2) some programs require other funding or actions to occur first; and (3) HCD can offer expedited review for the next Housing Element (for the 2014-2022 planning period) if certain programs are implemented, such as programs related to rezoning of higher density housing sites and zoning for emergency shelters, supportive and transitional housing.



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

B Implementation Summary Table

Menlo Park Housing Element Programs	Time Frame	2007 - 2014 Housing Element Planning Period Target	Responsible Department or Agency	Source of Funding	
Goal 1 Implementation Responsibilities					
H1.A	Establish City Staff Work Priorities for Implementing Housing Element Programs	2013	Priorities for implementing Housing Element Programs	P; COM; CM; CC	GF
H1.B	Review the Housing Element Annually	2014	Review and monitoring of Housing Element implementation; submit Annual Report to HCD	P; COM; CC	GF
H1.C	Publicize Fair Housing Laws and Respond to Discrimination Complaints	2013; respond to complaints	Obtain and distribute materials (see Program 1H.D)	P; CM; CA	GF
H1.D	Provide Information on Housing Programs	Annual outreach	Obtain and distribute materials at public locations	P	GF
H1.E	Undertake Community Outreach When Implementing Housing Element Programs	Consistent with program timelines	Conduct public outreach and distribute materials (see Programs H1.C and H1.D)	P	GF
H1.F	Work with the San Mateo County Department of Housing	Ongoing	Coordinate with County efforts to maintain and support affordable housing	P; CM; OA	GF; OF
H1.G	Adopt an Anti-Discrimination Ordinance	2014	Undertake Municipal Code amendment	P; CA; COM; CC	GF
H1.H	Utilize the City's Below Market Rate (BMR) Housing Fund	Ongoing	Accumulate and distribute funds for affordable housing	P; CA; COM; CM; CC	GF; OF
H1.I.	Work with Non-Profits on Housing	Ongoing	Maintain a working relationship with non-profit housing sponsors	P; CM	GF
H1.J	Update the Housing Element	2014	Maintain consistency with Housing Element law	P; CA; COM; CC	GF
H1.K	Address Rent Conflicts	Ongoing	Resolve rent conflicts as they arise	P; CA; CM	GF
H1.L	Adopt Priority Procedures for Water and Sewer Service to Affordable Housing Developments	2013	Comply with Government Code Section 65589.7	P; PW; CM; CC; FD; OA	GF; OF
H1.M	Lobby for Changes to State Housing Element Requirements	2014	Work with other San Mateo County jurisdictions and lobby for changes to State Housing Element law (coordinate with Program H1.B)	P; CA; COM; CM; CC; OA	GF



Menlo Park Housing Element Programs	Time Frame	2007 - 2014 Housing Element Planning Period Target	Responsible Department or Agency	Source of Funding
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Goal 2 Existing Housing and Neighborhoods

H2.A	Adopt Ordinance for “At Risk” Units	2014	Protect existing subsidized rental housing (coordinate with Program H1.G)	P; CA; COM; CC	GF
H2.B	Implement Energy Loan Programs and Improvements	2007-2014	Provide loans for 25 homes from 2007-2014	P; E; OA	OF
H2.C	Amend the Zoning Ordinance to Protect Existing Housing	2014	Protect existing rental housing	P; CA; COM; CC	GF
H2.D	Assist in Implementing Housing Rehabilitation Programs	2007-2014	Provide loans to rehabilitate very low and low income housing (24 loans from 2007-2014)	P; B; OA	OF

Goal 3 Specialized Housing Needs

H3.A	Zone for Emergency Shelter for the Homeless	2014	Amend the Zoning Ordinance	P; CA; COM; CC	GF
H3.B	Zone for Transitional and Supportive Housing	2013	Amend the Zoning Ordinance	P; CA; COM; CC	GF
H3.C	Adopt Procedures for Reasonable Accommodation	2013	Amend the Zoning Ordinance and/or modify administrative procedures; create handout	P; CA; CM; COM; CC	GF
H3.D	Encourage Rental Housing Assistance Programs	Annually	Provide rental assistance to 235 extremely low and very low income Menlo Park residents annually	P; CM; OA	OF
H3.E	Investigate Possible Multi-Jurisdictional Emergency Shelter	Longer-Term	Construction of homeless facility (if feasible)	P; CA; CM; COM; CC; OA	GF; OF
H3.F	Assist in Providing Housing for Persons Living with Disabilities	2014	Provision of housing and services for disabled persons	P; CA; COM; CC	GF
H3.G	Develop Incentives for Special Needs Housing	2014	Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities	P; CA; COM; CC	GF
H3.H	Continue Support for Countywide Homeless Programs	2014	Support housing and services for the homeless and at-risk persons and families	P; CM; COM; CC; OA	GF; OF





Menlo Park Housing Element Programs	Time Frame	2007 - 2014 Housing Element Planning Period Target	Responsible Department or Agency	Source of Funding
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Goal 4 New Housing

H4.A	Modify Development Standards to Encourage Infill Housing	Within 60 days of HE adoption	Amend the Zoning Ordinance to encourage smaller units and infill housing	P; CA; COM; CC	GF
H4.B	Modify R-2 Zoning to Maximize Unit Potential	2014	Amend the Zoning Ordinance to maximize dwelling unit potential in R-2 zones	P; CA; COM; CC	
H4.C	Adopt Standards for an "Affordable Housing Overlay Zone"	Within 60 days of HE adoption	Amend the Zoning Ordinance to provide flexibility and incentives for affordable housing	P; CA; COM; CC	GF
H4.D	Implement Inclusionary Housing Regulations and Adopt Standards to Implement State Density Bonus Law	Within 60 days of HE adoption	Amend the Zoning Ordinance to require affordable housing in market rate developments and to implement State Density Bonus law incentives	P; CA; COM; CC	GF
H4.E	Modify Second Dwelling Unit Development Standards and Permit Process	Within 60 days of HE adoption	Amend the Zoning Ordinance to create great incentives for second units (10 new second units — 3 very low, 4 low and 3 moderate income units)	P; CA; COM; CC; CM	GF
H4.F	Undertake a Second Unit Amnesty Program	2014	Adopt procedures and implement a second unit amnesty program (10 very low, 15 low and 10 moderate income units)	P; CA; CM; B; PW; CC; OA	GF
H4.G	Implement First-Time Homebuyer Program	2007-2014	Provide loans for 40 units assisted	P	OF
H4.H	Work with Non-Profits and Property Owners on High Potential Housing Opportunity Sites	2013 and 2014	Develop incentives and procedures to encourage affordable housing	P; COM; CA; CC	GF; OF
H4.I	Create Multi-Family and Residential Mixed Use Design Guidelines	2014	Establish design guidelines for multi-family and mixed use housing developments	P; CA; COM; CC	GF
H4.J	Consider Surplus City Land for Housing	2014	Identify opportunities for housing as they arise	P; CA; CM; COM; CC	GF
H4.K	Work with the Fire District	January 1, 2014	Undertake local amendments to the State Fire Code	P; B; PW; CA; CM; COM; CC; FD	GF; OF
H4.L	Coordinate with School Districts to Link Housing with School District Planning Activities	Ongoing	Coordinate and consider school districts long-range planning, resources and capacity in planning for housing	P; CA; CM; COM; CC; OA	GF; OF





Menlo Park Housing Element Programs		Time Frame	2007 - 2014 Housing Element Planning Period Target	Responsible Department or Agency	Source of Funding
H4.M	Review the Subdivision Ordinance	2014-2022 Timeframe (part of GP Update)	Modify the Subdivision Ordinance as needed	P; B; PW; CA; COM; CC	GF
H4.N	Create Opportunities for Mixed Use Development	2014-2022 Timeframe (part of GP Update)	Conduct study to determine appropriate locations for housing in commercial zones	P; B; PW; CA; COM; CC	GF
H4.O	Implement Actions in Support of High Potential Housing Opportunity Sites	Within 60 days of HE adoption	Undertake Zoning Ordinance amendments to enable the construction of affordable housing to achieve the City's RHNA	P; CA; COM; CC	GF
H4.P	Review Transportation Impact Analysis Guidelines	2014-2022 Timeframe (part of GP Update)	Modify Transportation Impact Analysis (TIA) guidelines	P; B; PW; CA; COM; CC	GF
H4.Q	Update Parking Stall and Driveway Design Guidelines	2014	Modify Parking Stall and Driveway Design Guidelines	P; PW; COM; CC; OA	GF
H4.R	Achieve Long-Term Viability of Affordable Housing	Ongoing	Establish project management and other ongoing project coordination needs	P; PW; CA; POL; FD	GF
H4.S	Review Overnight Parking Requirements for the R-4-S Zoning District	2014	Modify the Municipal Code as needed	P; PW; POL; COM; CC; CA; OA	GF
H4.T	Explore Creation of a Transportation Management Association	2014	Explore creation of a Transportation Management Association focused on the Haven/Bayfront Expressway area	P; PW; COM; CC; CA; OA	GF
H4.Q	Explore Pedestrian and Bicycle Improvements	2014	Coordinate with Redwood City on potential pedestrian and bicycle improvements overpass over Highway 101 between Marsh Road and 5th Avenue	PW; COM; CC; OA	GF

Legend for the Implementation Summary Table

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



Section IV

Quantified Housing Objectives

A Overview

State law requires the Housing Element to include quantified objectives for the maximum number of units that the City will strive to be constructed, rehabilitated or conserved between 2007-2014. Policies and programs establish the strategies to achieve these objectives. The City's quantified objectives are described under each program, and represent the City's best effort in implementing each of the programs. Assumptions are based on past program performance and funding availability, construction trends, land availability, and future programs that will enhance program effectiveness and achieve full implementation of the City's housing goals.



The new construction objectives shown in the table are based on ABAG Projections 2007 through 2014, the City's RHNA for the 2007-2014 planning period for very low, low and moderate income housing, historic trends, and expectations for new secondary dwelling units. Rehabilitation and conservation objectives are based on specific program targets, including such programs as use of Section 8 rental housing vouchers.

B Quantified Objectives Summary Table

The table below summarizes the City’s quantified objectives for housing during the 2007-2014 planning period. The objectives below should be viewed in light of potential program resources, historical development trends and market conditions. Due to these considerations, they are less than the City’s Regional Housing Needs (RHNA) but represent an anticipated summary of what the City is striving to achieve during this Housing Element planning period.

“New Construction” units include secondary dwelling units, infill housing, housing within the El Camino Real/Downtown Specific Plan Area, potential higher density housing sites, BMR units and market rate housing. “Rehabilitation” units include rehabilitation loan programs and energy weatherization loan programs. “Conservation and Preservation” units include programs to preserve existing “at risk” affordable housing and continuation of rental housing assistance programs (Section 8) at current program levels.

Menlo Park Quantified Objectives Summary (2007-2014)

Income Category	New Construction	Rehabilitation	Conservation and Preservation
Extremely Low Income	10	5	150
Very Low Income	30	15	200
Low Income	40	15	100
Moderate Income	80	10	50
Above Moderate Income	140	0	0
Total	300	45	500

Section V

Background Overview

A Review of the 1992 Housing Element

The City has achieved many of the implementing action programs set out in the 1992 Housing Element. In some cases, time and opportunity hindered the accomplishment of some programs. When the Redevelopment Agency and redevelopment funding for housing programs was eliminated by the State of California in 2012, the City has continued to fund some programs through its General Fund. Attached in Appendix B is a matrix that lists all of the 1992 Housing Element programs and describes whether the program has been achieved and if it should be retained, deleted or modified. In this section, the focus is on particular successes of the 1992 Housing Element that should be carried forward and the lessons to be learned from the action programs not achieved.

Key Accomplishments of the 1992 Housing Element

Many City actions have focused on ways for Menlo Park to address its housing needs not only for new affordable housing, but also improvement to the existing housing stock through implementation of housing rehabilitation programs assisting very low and low income residents. For example, in 2012 the City provided financial assistance to HIP Housing to purchase, rehabilitate and convert 12 units at 1157 and 1161 Willow Road to affordable rental housing for very low and low income residents.

Collaboration with other agencies is also an essential part in achieving success in implementing the City's housing programs. Among the most effective programs implemented during the planning period to meet these regional and community needs were:

- (1) **Creation of Higher Density Housing Opportunities:** The Zoning Ordinance was amended in 1992 to create the R-4 district allowing for densities of 40 du/ac and, to date, applied to properties at 2160 Santa Cruz Avenue and 966-1002 Willow Road. In addition, in 2012, the City approved the El Camino Real/Downtown Specific Plan that puts zoning in place for up to 680 housing units and 474,000 square feet of non-residential uses based on a study of opportunity sites. The Zoning Ordinance was also amended in 2012 to incorporate the El Camino Real/Downtown Specific Plan, allowing for base densities of between 18.5 dwelling units per acre (du/ac) and 50 du/ac and public benefit bonus densities of between 25 du/ac and 60 du/ac. The 2012 El Camino Real/Downtown Specific Plan also studied an option for housing above

structured parking on Parking Plaza #3 and mixed use projects on Parking Plaza #2 and portions of Parking Plazas #4 and #5. While ultimately not included in the Specific Plan, the Plan does include the development of up to two parking garages on Plazas #1, #2 and/or #3, which could provide parking for future housing development in the downtown area.

- (2) **Implementation of the City's Below Market Rate (BMR) Housing Program:** The City revised the BMR Program during 2000-01 to decrease the project threshold size at which the BMR requirement applies to five units, and increase the percentage of required units to 15% for residential developments of 20 or more units. The City has continued to administer the BMR programs by collecting fees and working with developers to produce BMR housing units. As of June 30, 2012, the BMR Fund has approximately \$1.1 million for use towards the increase of affordable housing and 61 owner-occupied housing units in the BMR Program. Two additional BMR units are currently pending.
- (3) **Provision of Below Market Rate Housing:** Two projects were completed by non-profit developers, a new six-unit very low- and low-income rental project (Willow Court) and rehabilitation of a small multi-family rental property (1143 Willow Road). The City has entertained proposals for future non-profit housing development utilizing federal assistance, but to date (2012) no additional projects have resulted.
- (4) **Update of the City's Secondary Dwelling Unit Ordinance:** The City amended the Zoning Ordinance in 2003, initiated by State law requirements (AB 1866) and intended to facilitate the creation of secondary dwelling units by streamlining the review process. Changes included (1) eliminating a requirement that sites for secondary dwelling units meet the minimum lot width and depth requirements of the underlying zoning district, (2) allowing ministerial approval of attached units, and (3) reducing the parking requirement to one space with flexibility subject to a use permit.
- (5) **Continued Funding Support for the Human Investment Project (HIP):** The City has continuously provided funding for HIP through its Redevelopment Agency. When the Redevelopment Agency and funding was eliminated by the State in early 2012, the City continued to fund HIP through its General Fund. The City worked with HIP and contributed \$1.9 million from BMR funding for HIP to purchase a 12-unit apartment complex on Willow Road. Part of the funding package was County dedication of HOME funds (the Federal HOME Investment Partnerships Program).

(6) **Implementation of Housing Rehabilitation Programs:** The City has continuously maintained rehabilitation and emergency repair programs for the upgrade of residential structures in the Belle Haven neighborhood. The City also invested approximately \$10.5 million of redevelopment funds to assist in the redevelopment of land for 47 new single-family residences and a one-acre public park on Hamilton Avenue in the Belle Haven neighborhood. Additionally, in 2009 the City developed and implemented three new programs:

- ❖ Neighborhood Stabilization Program to acquire, rehabilitate, and resell foreclosed homes as BMR units;
- ❖ Foreclosure Prevention Program to help prevent foreclosures; and,
- ❖ Habitat Revitalization Program to provide financial support for Habitat for Humanity to purchase and rehabilitate properties.

All of the above noted programs have ended with the elimination of Redevelopment Agencies and funding by the State.

When the County reduced funding for the Single Family Ownership Rehabilitation Program (a program for the benefit of Menlo Park low and very low income families) in 2009, the City of Menlo Park dedicated part of the redevelopment housing set-aside for rehabilitation activities. With the dissolution of the Redevelopment Agency and funding, the City will no longer maintain rehabilitation programs. This was an ongoing program that ended with the State dissolution of the Redevelopment Agency and funding in 2012.

(7) **Work with Other Agencies to Reduce Potential Constraints to Housing:** The City worked with the Fire District from 2002 to 2010 to revise the District's fire sprinkler ordinance to apply to additional structures. The 2010 Building Standards Codes included requirements similar to those being considered by the District and City and served to preempt the need for adoption of the revisions that were under consideration at the time.

(8) **Implement Actions to Address Fair Housing:** Funding for fair housing has been funneled to Eden Council for Hope and Opportunity (ECHO). The City has continuously provided funding through its Redevelopment Agency. When the Redevelopment Agency and funding was eliminated by the State in 2012, the City continued to fund ECHO through its General Fund. This is an ongoing activity. Calls to the City are referred to ECHO for counseling and investigation. ECHO also provides direct fair housing education to Menlo Park residents.

- (9) **Creation of Special Needs Housing Opportunities:** Although this has been an ongoing policy, no new housing for seniors has been developed since 1992. A Senior Housing Needs Assessment was completed in 2008, specifying strategies for addressing housing needs into the future. The City has also continued to contribute financial support for the programs of the Center for the Independence of the Disabled and other non-profit groups that improve housing opportunities for disabled persons. When the Redevelopment Agency and funding was eliminated by the State in 2012, the City continued to fund the Center for the Independence of the Disabled through its General Fund.

- (10) **Support for Emergency and Transitional Housing:** Thus far, the City has helped the Veteran’s Administration (VA) by holding information meetings regarding development of the Clara-Mateo House for homeless veterans and others on the VA grounds. Haven House, a 23 unit transitional housing facility was completed during the 1999-2006 planning period. Previous homeless facilities on the VA grounds have recently been eliminated, but the VA prepared an RFP for the development of supportive housing on the grounds in 2011. A developer was selected and the entitlement process is ongoing in 2012.

B Consistency with the Menlo Park General Plan

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

As part of the Housing Element update and Environmental Assessment of the update will be a series of consistency modifications to the City of Menlo Park General Plan. The consistency modifications are intended to ensure that any potential impediments to implementation of the Housing Element are addressed in the other elements of the General Plan. *(The City is pursuing these modifications concurrently with review and adoption of the Housing Element).*

Section VI

Housing Conditions and Trends

A Overall Housing Needs

Population and Jobs Growth

Menlo Park's population was estimated at 32,513 in January 2012 (CA Department of Finance). The population grew about four percent from 2000 to 2010, well below the peak growth of 9.8 percent in the 1990's. In contrast, the four percent growth rate was more than double the overall growth rate for San Mateo County, but less than half the growth rate of the state. Santa Clara County's population growth rate was 5.9 percent from 2000 to 2010.

Population and Growth Trends Comparison (1990 and 2000-2010)

	Menlo Park	San Mateo County	California
2010 Population	32,026	718,451	37,253,956
2000 Population	30,785	707,161	33,871,648
1990 Population	28,040	649,623	29,760,021
Population Growth (2000 - 2010)	4.0%	1.6%	10%
Population Growth (1990 - 2000)	9.8%	8.9%	14%

Sources: 2010 U.S. Census, 2000 U.S. Census, 1990 US Census

	2000 Population	2010 Population	Growth Rate
Atherton	7,194	6,914	-3.9%
Belmont	25,123	25,835	2.8%
Brisbane	3,597	4,282	19%
Burlingame	28,158	28,806	2.3%
Colma	1,191	1,792	50%
East Palo Alto	29,506	28,155	-4.6%
Foster City	28,803	30,567	6.1%
Half Moon Bay	11,842	11,324	-4.4%
Hillsborough	10,825	10,825	0.0%
Menlo Park	30,785	32,026	4.0%
Mountain View	70,708	74,066	4.7%
Palo Alto	58,598	64,403	9.9%
Portola Valley	4,462	4,353	-2.4%
Redwood City	75,402	76,815	1.9%
San Carlos	27,718	28,406	2.5%
San Mateo City	92,482	97,207	5.1%
Woodside	5,352	5,287	-1.2%

Sources: 2000 and 2010 Census

According to the U. S. Census 2006-2008 American Community Survey (ACS), about 8% of the people who currently work in the City of Menlo Park also live in the City of Menlo Park, and 12% of Menlo Park residents currently work in Menlo Park. The percentages differ because there are close to twice as many jobs in Menlo Park as employed residents but, regardless, the share is low compared to most other cities in the Bay Area and is attributable to a range of factors such as affordability and availability of housing that limits the ability to find housing within the City. Another contributing factor is the location and boundary configuration of the City making many other jurisdictions a short commute distance. The tables below show projections for population, households and jobs for the next 15 years for the Bay Area, San Mateo County and the City of Menlo Park's City limits and Sphere of Influence (labeled as the City's Planning Area).

Projections for Types of Jobs (2000-2025)

Geographical Area	2000	2005	2010	2015	2020	2025	2005-2025 Change
Bay Area Regional Total							
Agriculture and Natural Resources Jobs	24,470	24,170	24,520	24,870	25,070	25,270	1,100
Manufacturing, Wholesale and Transportation Jobs	863,420	711,380	717,180	763,680	819,010	861,170	149,790
Retail Jobs	402,670	367,180	347,400	370,880	399,950	453,870	86,690
Health, Educational and Recreational Service Jobs	1,056,030	1,053,510	1,120,700	1,216,120	1,322,650	1,403,080	349,570
Financial and Professional Services Jobs	851,610	780,260	766,860	824,190	893,550	990,840	210,580
Other Jobs	555,260	513,240	499,180	534,850	580,460	645,670	132,430
Total Jobs	3,753,460	3,449,640	3,693,920	3,979,200	4,280,700	4,595,170	1,145,530
Total Employed Residents	3,452,117	3,225,100	3,410,300	3,633,700	3,962,800	4,264,600	1,039,500
San Mateo County County							
Agriculture and Natural Resources Jobs	1,910	1,880	1,900	1,910	1,910	1,900	-10
Manufacturing, Wholesale and Transportation Jobs	93,260	71,310	73,940	78,520	84,490	86,860	-6,400
Retail Jobs	45,930	35,460	33,840	36,890	39,030	45,540	-390
Financial and Professional Services Jobs	95,150	89,750	90,990	98,020	104,950	118,880	23,730
Health, Educational and Recreational Service Jobs	94,330	86,080	93,420	102,400	113,320	117,650	23,320
Other Jobs	56,010	52,870	52,230	55,630	60,700	69,020	13,010
Total Jobs	386,590	337,350	346,320	373,370	404,400	439,850	53,260
Total Employed Residents	369,725	318,600	330,700	344,700	379,300	408,600	38,875
Ratio of Jobs to Employed Residents	1.05	1.06	1.05	1.08	1.07	1.08	0.03
City of Menlo Park Planning Area							
Agriculture and Natural Resources Jobs	30	20	20	20	20	20	-10
Manufacturing, Wholesale and Transportation Jobs	9,890	5,960	6,220	6,410	6,650	7,110	-2,780
Retail Jobs	2,900	1,800	1,870	2,180	2,250	2,320	-580
Financial and Professional Services Jobs	14,710	11,640	11,730	11,650	11,660	13,360	-1,350
Health, Educational and Recreational Service Jobs	7,740	5,790	6,090	6,270	6,490	6,650	-1,090
Other Jobs	4,590	3,610	3,470	3,320	3,320	3,990	-600
Total Jobs	39,860	28,820	29,400	29,850	30,390	33,450	-6,410
Total Employed Residents	18,034	15,260	16,520	17,180	18,810	20,170	2,136
Ratio of Local Jobs to Employed Residents	2.21	1.89	1.78	1.74	1.62	1.66	-0.23

Source: ABAG Projections 2009

Projections for Population, Households and Total Jobs (2000-2025)

Geographical Area	2000	2005	2010	2015	2020	2025	2010-2025 Change
Bay Area Regional Total							
Population	6,783,762	7,096,500	7,341,700	7,677,500	8,018,000	8,364,900	1,023,200
Households	2,400,020	2,583,080	2,667,340	2,784,690	2,911,000	3,039,910	372,570
Persons Per Household	2.69	2.69	2.70	2.70	2.70	2.70	0.00
Employed Residents	3,452,117	3,225,100	3,410,300	3,633,700	3,962,800	4,264,600	854,300
Jobs	3,753,460	3,449,740	3,475,840	3,734,590	4,040,690	4,379,900	904,060
Employed Residents/Job	0.92	0.93	0.98	0.97	0.98	0.97	-0.01
San Mateo County							
Population	707,163	721,900	733,300	766,900	801,300	832,400	99,100
Households	254,104	260,070	264,400	275,680	287,350	299,220	34,820
Persons Per Household	2.74	2.74	2.74	2.74	2.75	2.73	-0.01
Employed Residents	369,725	318,600	330,700	344,700	379,300	408,600	77,900
Jobs	386,590	337,350	346,320	373,370	404,400	439,850	93,530
Jobs/Employed Residents	1.05	1.06	1.05	1.08	1.07	1.08	0.03
Percent of Bay Area Population	10.4%	10.2%	10.0%	10.0%	10.0%	10.0%	0.0%
Percent of Bay Area Jobs	10.3%	9.8%	10.0%	10.0%	10.0%	10.0%	0.1%
City of Menlo Park Planning Area							
Population	35,254	35,200	36,200	37,900	39,300	40,600	4,400
Households	14,136	14,180	14,630	15,160	15,710	16,260	1,630
Persons Per Household	2.43	2.42	2.40	2.43	2.43	2.43	0.03
Employed Residents	18,034	15,260	16,520	17,180	18,810	20,170	3,650
Jobs	39,860	28,820	29,400	29,850	30,390	33,450	4,050
Jobs/Employed Residents	2.21	1.89	1.78	1.74	1.62	1.66	-0.12
Percent of County Population	5.0%	4.9%	4.9%	4.9%	4.9%	4.9%	-0.1%
Percent of County Jobs	10.3%	8.5%	8.5%	8.0%	7.5%	7.6%	-0.9%

Source: ABAG Projections 2009

Employment, Income and Poverty

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

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

The median household income for residents was just under \$107,900. Slightly over six percent of households were below the poverty line in 2010. Two of the groups most

likely to be poor are seniors and single mothers. Single mothers with children had a poverty rate of more than 18 percent. Seniors had a poverty rate of six or seven percent, depending on their age. Only about one percent of households received food stamps.

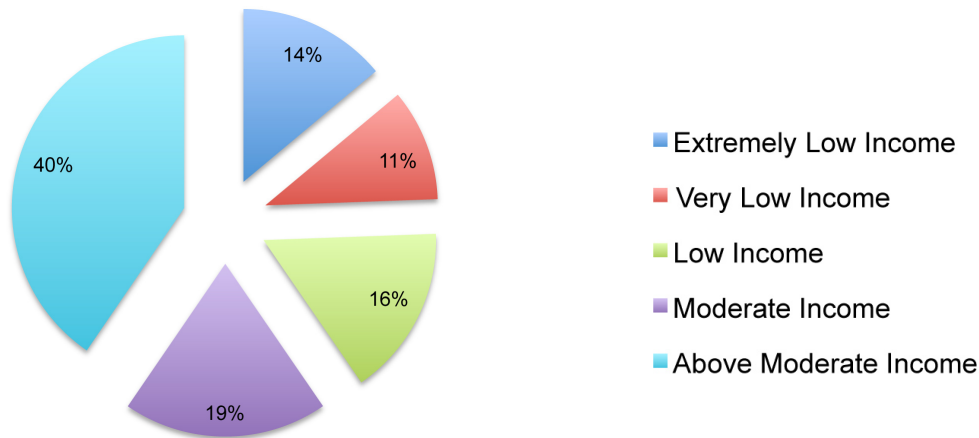
Household Income and Distribution of Jobs by Type (2010)

	Menlo Park	San Mateo County	California
Median Household Income	\$107,860	\$85,648	\$60,883
Percent of Families with Children Who Are Below Poverty Line	5.1%	6.9%	15%
Occupations			
Management, business, science, and arts occupations	66%	43%	36%
Service occupations	11%	17%	17%
Sales and office occupations	17%	25%	25%
Natural resources, construction, and maintenance occupations	3.4%	7.3%	9.9%
Production, transportation, and material moving occupations	2.6%	7.5%	11%

Source: 2010 ACS

Distribution of Menlo Park Households by Income (2012)

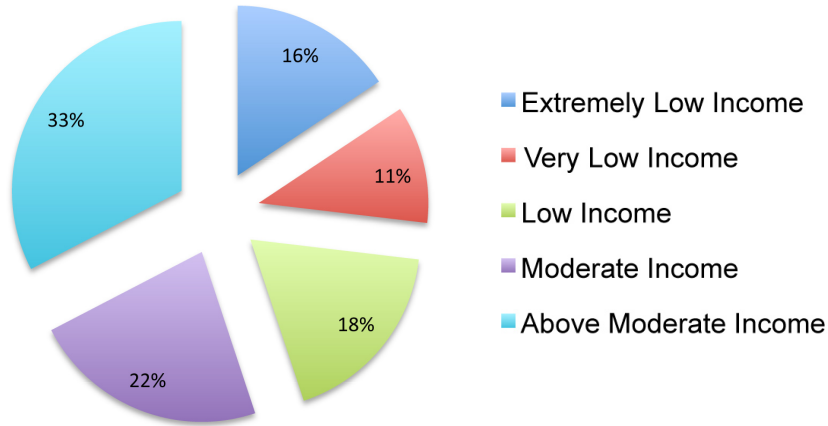
Income Distribution of All Households in Menlo Park (12,388 households)



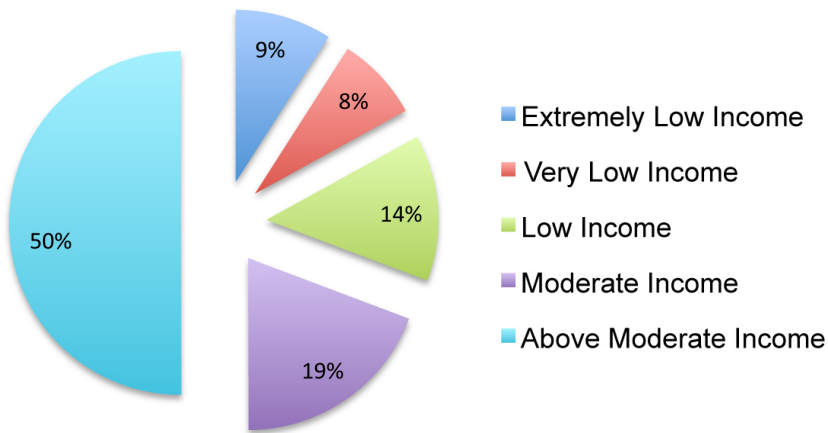
Source: Claritas, 2012 and California Department of Finance, 2012

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

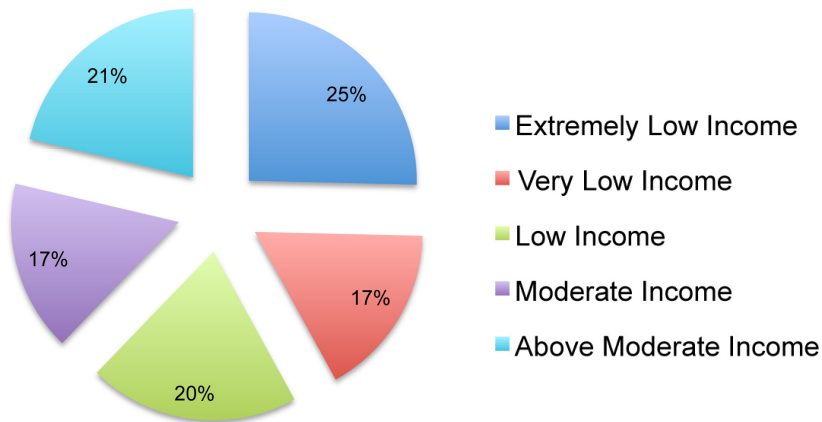
Young Adult Households Up to Age 34 (17% of all households)



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



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



Source: Claritas, 2012

Employee Demographics

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

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

Distribution of Workforce Salaries in Menlo Park (2010)

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

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

Population Age



Menlo Park, like the state and nation as a whole, has an increasing senior population as baby boomers near retirement age. From 2000 to 2010, the median age increased from 37.4 to 38.7, slightly older than the median age in California, which was 35.2 in 2012. Presented another way, in 2000, 39 percent of the population was between the age of 20 and 44. However, by 2010, this number had dropped to 34 percent of the population. Correspondingly, the number of residents between the ages of 45 and 65 increased from 21 to 26 percent of the population.

Population Age Comparison (2010)

	Menlo Park	San Mateo County	California
19 and under	26%	24%	28%
20s	11%	12%	15%
30s	15%	15%	14%
40s	16%	15%	14%
50s	12%	14%	13%
60s	9%	10%	8%
70s	5.5%	5.3%	4.7%
80s +	5.1%	4.1%	3.2%
Median Age	38.7	39.3	35.2

Source: 2010 U.S. Census

Families and Household Size

In 2000, 57 percent of the population was made up of families. By 2010, that number had increased to 61 percent of the population. This was significantly lower than the state, where 69 percent of households were families, and the county, where 68 percent of households were families in 2010.

The average household size in Menlo Park was 2.4 in 2000 and 2.55 in 2010. This is smaller than the state and county average. A single person lived in 22 percent of owner occupied homes and 39 percent of renter occupied homes. There were fewer large households, with five or more people, in Menlo Park than in county or state. Not surprisingly, large families tend to own their homes. Almost 29 percent of owner occupied homes were large households while only 17 percent of renter occupied homes were large households.

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

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

Source: 2010 U.S. Census

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

People Moving

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

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

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

Race and Ethnicity

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

Ethnicity Comparison (2010)

	Menlo Park	San Mateo County	California
White	74%	57%	62%
Asian	13%	28%	15%
African American	5.7%	3.7%	7%
Other	13%	15%	22%
Hispanic	18%	25%	38%
Non-Hispanic	81%	16%	62%

Source: 2010 U.S. Census. (Note: Some people chose more than one race so total add up to more than 100 percent).

General Housing Characteristics

According to the 2010 U.S. Census there were 13,313 homes in Menlo Park in 2010. This is a 4.5 percent increase from 2000. This rate is slightly higher than the 3.6 percent growth rate for San Mateo County but significantly less than the eleven percent growth rate for the state as a whole. However, it is important to remember that the housing growth rate for San Mateo County was the lowest in the entire state from 2000 to 2010.

Comparison of General Housing Characteristics (2010)

	Menlo Park	San Mateo County	California
Number of Homes 2010	13,313	270,039	13,552,624
Number of Homes 2000	12,738	260,576	12,214,549
Percent Change 2000-2010	4.5%	3.6%	11%
Single family (detached)	55%	57%	58%
Single family (attached)	8%	9.2%	7.1%
2 units	3.0%	2.1%	2.6%
3 - 4 units	10%	4.4%	5.6%
5 - 9 units	6.6%	6.5%	6.1%
10 -19 units	6.3%	5.7%	5.3%
20+ units	11%	13%	11%
Mobile homes	<1%	1.0%	3.9%
Homeowner vacancy rate	0.7	1.0	2.2
Rental vacancy rate	3.4	4.2	5.0
Ownership rate	57%	61%	58%

Source: 2010 ACS

Approximately 55 percent of homes were single family detached in 2010. Ten percent of homes were in buildings with three or four units. Another 11 percent were in large complexes, with 20 or more units. The rest were between 5 and 19 units. In 2010, 57 percent of homes in Menlo Park were owner-occupied, the same rate as 2000. This is slightly lower than the rate for San Mateo County (61 percent) and the state (58 percent). Vacancy rates in Menlo Park are low. Approximately 3.4 percent of rental units were vacant in 2010, which is considered a tight market based on routine turnover of apartments.

Year Structures Built

Menlo Park has many neighborhoods, some newer and some older. Overall, almost 30 percent of Menlo Park homes were built in the 1950s. Approximately 15 percent were built between 1980 and today. Ten percent of homes are at least 80 years old.

Age of Housing in Menlo Park (2010)

Year Built	Number	Percent
2000s	248	10.3%
1990s	730	3.7%
1980s	732	5.5%
1970s	2,055	5.5%
1960s	1,912	15%
1950s	3,869	14%
1940s	2,204	29%
Before 1940s	1,316	17%

Source: 2010 ACS

Home Prices

The median single family home price in Menlo Park in 2012 was \$1.325 million. This is a 10.5 percent increase from the previous year, when the median single family home price in Menlo Park was \$1.199 million. The median price of a condominium was (relatively) more affordable, at \$895,000 in 2012, but that was a 27 percent increase from 2011, when the median price of a condominium was \$705,000. The median home in Menlo Park has regained all of its value since 2007. At the high point in 2007, the median Menlo Park home was worth \$1.19 million. Adjusted for inflation to 2012 dollars, this translates to \$1.31 million, about equal to the value today (sales data from the San Mateo County Association of Realtors, SAMCAR and inflation data from Bureau of Labor Statistics).

The median single family home price in San Mateo County in 2012 was \$736,000 and for California as a whole it was \$301,000. In Santa Clara County, the median home price was \$588,000. Menlo Park's home prices have increased in real dollar terms over the last ten years, while the prices for the state and the county as a whole have not. Below are sales prices for single-family homes and common interest development homes for 2012 in San Mateo County (data from the San Mateo County Association of Realtors, SAMCAR). Following the two SAMCAR tables is additional information compiled from Zillow.com for comparison.

Single Family Residential

2012

City/Area	New Listings	Current Inventory	Closed Sales	Average DOM	Average Sales Price	Median Sales Price	% LP Rec'd	Total Sales Volume
Atherton	138	22	83	61	3,989,189	3,200,000	96.90	307,167,577
Belmont	281	12	242	37	949,230	912,000	101.81	229,713,874
Brisbane	41	8	32	83	615,751	597,500	99.23	19,704,038
Burlingame	316	14	270	34	1,370,512	1,300,000	100.52	370,038,354
Colma	6	1	4	31	448,000	432,500	103.96	1,792,000
Daly City	510	59	492	55	492,208	485,000	102.42	242,166,337
East Palo Alto	151	13	153	58	300,553	285,000	100.98	45,984,718
El Granada	77	8	63	73	664,041	642,000	98.23	41,834,630
Foster City	128	5	128	34	1,020,718	1,000,000	101.30	130,652,015
Half Moon Bay	164	29	128	88	823,631	735,500	97.59	105,424,829
Hillsborough	235	43	149	68	2,865,444	2,750,000	96.48	415,489,406
La Honda	18	4	19	130	581,621	378,000	85.96	11,050,800
Loma Mar	1	0	2	156	642,500	642,500	93.52	1,285,000
Menlo Park	473	22	394	28	1,453,894	1,325,000	101.30	571,380,532
Millbrae	156	5	145	38	964,450	910,000	101.16	139,845,376
Montara	43	7	32	115	754,835	716,000	97.44	24,154,749
Moss Beach	29	8	23	95	647,032	575,000	95.59	14,881,750
Pacifica	329	34	335	61	530,541	520,000	100.77	177,731,348
Pescadero	21	6	17	128	762,655	500,000	94.41	12,965,151
Portola Valley	96	22	63	67	2,405,030	2,200,000	98.85	149,111,900
Redwood City	675	56	596	48	840,508	787,500	100.58	500,943,152
Redwood Shores	76	1	73	27	1,060,004	999,999	101.20	77,380,336
San Bruno	276	26	262	57	539,609	536,187	102.70	141,377,670
San Carlos	327	16	317	35	1,073,453	1,000,000	101.34	340,284,689
San Gregorio	2	0	3	70	1,189,000	982,000	84.97	3,567,000
San Mateo	753	53	683	38	868,987	778,000	101.84	593,518,528
South San Francisco	391	47	370	49	514,954	500,750	102.43	190,533,183
Woodside	157	28	84	85	2,055,150	1,605,000	96.95	168,522,336
Summary	5870	549	5162	49	976,787	736,000	100.22	5,028,501,278

Source: Data provided by SAMCAR, based on statistics compiled by MLS Listings, Inc.

Common Interest Development

2012

City/Area	New Listings	Current Inventory	Closed Sales	Average DOM	Average Sales Price	Median Sales Price	% LP Rec'd	Total Sales Volume
Belmont	21	1	17	65	457,905	525,000	99.64	7,784,388
Brisbane	16	1	22	95	441,433	417,322	99.62	9,711,544
Burlingame	92	4	79	29	632,799	648,000	98.67	49,991,168
Colma	1	0	1	60	385,000	385,000	96.49	385,000
Daly City	118	13	128	69	267,622	261,000	101.84	34,255,743
East Palo Alto	25	3	21	45	279,599	290,000	101.65	5,871,585
Foster City	157	9	157	41	551,268	570,000	101.39	86,549,117
Half Moon Bay	23	3	20	70	400,725	366,250	98.31	8,014,500
Menlo Park	77	4	77	49	924,938	895,000	100.36	71,220,260
Millbrae	30	5	22	98	529,732	549,000	100.98	11,654,116
Pacifica	48	2	50	56	337,140	311,250	100.96	16,857,000
Redwood City	89	7	59	47	470,040	490,000	99.98	27,732,410
Redwood Shores	97	5	102	32	578,909	560,000	101.25	59,048,819
San Bruno	114	7	118	60	201,919	186,000	102.96	23,826,462
San Carlos	89	9	93	44	537,384	500,000	102.12	49,976,782
San Mateo	373	45	363	65	452,267	405,000	98.96	164,173,239
South San Francisco	121	7	129	66	313,733	310,000	102.02	40,471,572
Summary	1491	125	1458	56	457,835	409,000	100.45	667,523,705

Source: Data provided by SAMCAR, based on statistics compiled by MLS Listings, Inc.

Summary of Home Prices from Zillow (2012)

	Menlo Park	San Mateo County	California
2012 Median Home Price (July)*	\$1.15 million	\$634,000	\$301,000
2002 Median Home Price (adjusted for inflation to 2010 dollars**) (Oct)*	\$1.04 million	\$710,600	\$370,600
10 Year Change (adjusted for inflation)	11%	-11%	-19%

Sources: * All data from Zillow, as viewed on August 31, 2012, ** Based on BLS consumer price index calculator

Several sources of data have been used to assess rental housing costs — U.S. Census, Craigslist and RealFacts, a private firm that surveys asking rents in the Bay Area. The median rental price for single-family homes was \$4,239 per month in June 2012 according to the Census. For multi-family apartments, the price was \$2,803. Adjusted for size, the median price was \$2.27 per square foot. The US Census listed the median rent figure as \$1,710 in 2010. The census listed San Mateo County median rent as \$1,443 and the California's median rent as \$1,147. A Craigslist survey of all Menlo Park apartments found a median asking price of \$3,555 (conducted Aug 31, 2012). The median price for various size apartments was as follows:

- 0-1 bedroom \$2,387
- 2 bedrooms \$3,262
- 3 bedrooms \$3,900
- 4+ bedrooms \$6,675

Information from RealFacts found the following rents for various size units in Menlo Park and San Mateo County as a whole in the second quarter of 2012. Over the past two years average rental prices have increased by 30% to 50% in Menlo Park, depending on unit size.

Average Asking Rent Trends in Menlo Park and San Mateo County (2010-2012)

Unit Size	2nd Quarter 2010	2nd Quarter 2011	2nd Quarter 2012	2-Year Change
Menlo Park				
1 BR / 1 BA	\$2,009	\$2,174	\$2,682	+33.5%
2 BR / 1 BA	\$1,957	\$2,384	\$2,786	+42.4%
2 BR / 2 BA	\$2,603	\$2,811	\$3,975	+52.7%
3 BR / 2 BA%	\$3,435	\$3,733	\$4,430	+29.0%
Average	\$2,416	\$2,645	\$3,483	+44.2%
San Mateo County				
1 BR / 1 BA	\$1,471	\$1,638	\$1,872	+27.3%
2 BR / 1 BA	\$1,685	\$1,838	\$2,159	+28.1%
2 BR / 2 BA	\$2,099	\$2,272	\$2,592	+23.5%
3 BR / 2 BA%	\$2,599	\$2,787	\$3,179	+22.3%
Average	\$1,660	\$1,815	\$2,096	+26.3%

Source: RealFacts



Affordability

Because Menlo Park’s housing is so expensive, many people have to stretch to make their monthly rent payment.

Also, many people who work in Menlo Park cannot afford to live in the city. There are a number of consequences of the lack of affordable housing in Menlo Park and Silicon Valley. People who work in the community are forced to

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

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

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

The tables below show the sales and rental affordability gap between household incomes for 2012 established for San Mateo County (see definitions) compared to actual sales and rental costs. As can be seen in the table, sales prices and market rents are not affordable to households earning moderate incomes or below.

Estimate of the Ability to Pay for Sales Housing in Menlo Park (2012)

Household Size and Income Category	Monthly Income	Annual Income	Maximum Affordable Home Price*	Median Priced Single Family Detached Home in Menlo Park (2012)	Gap Between Affordable Home Price and Median Sales Price Detached Single Family Home	Median Priced Common Interest Development Home in Menlo Park (2012)	Gap Between Maximum Affordable Home Price and Median Sales Price Common Interest Development Home
Single Person							
High End Extremely Low Income	\$1,946	\$23,350	\$99,415	\$1,325,000	-\$1,225,585	\$895,000	-\$795,585
High End Very Low Income	\$3,238	\$38,850	\$165,204	\$1,325,000	-\$1,159,796	\$895,000	-\$729,796
High End Low Income	\$5,183	\$62,200	\$264,619	\$1,325,000	-\$1,060,381	\$895,000	-\$630,381
Median Income	\$6,008	\$72,100	\$306,785	\$1,325,000	-\$1,018,215	\$895,000	-\$588,215
High End Moderate Income	\$7,208	\$86,500	\$367,847	\$1,325,000	-\$957,153	\$895,000	-\$527,153
Two Persons							
High End Extremely Low Income	\$2,221	\$26,650	\$113,446	\$1,325,000	-\$1,211,554	\$895,000	-\$781,554
High End Very Low Income	\$3,700	\$44,400	\$204,467	\$1,325,000	-\$1,120,533	\$895,000	-\$690,533
High End Low Income	\$5,921	\$71,050	\$302,239	\$1,325,000	-\$1,022,761	\$895,000	-\$592,761
Median Income	\$6,867	\$82,400	\$350,399	\$1,325,000	-\$974,601	\$895,000	-\$544,601
High End Moderate Income	\$8,242	\$98,900	\$420,774	\$1,325,000	-\$904,226	\$895,000	-\$474,226
Four Persons							
High End Extremely Low Income	\$2,775	\$33,300	\$141,614	\$1,325,000	-\$1,183,386	\$895,000	-\$753,386
High End Very Low Income	\$4,625	\$55,500	\$236,159	\$1,325,000	-\$1,088,841	\$895,000	-\$658,841
High End Low Income	\$7,400	\$88,800	\$378,032	\$1,325,000	-\$946,968	\$895,000	-\$516,968
Median Income	\$8,583	\$103,000	\$474,237	\$1,325,000	-\$850,763	\$895,000	-\$420,763
High End Moderate Income	\$10,300	\$123,600	\$526,340	\$1,325,000	-\$798,660	\$895,000	-\$368,660

*Based on the following assumptions: 4.0% interest rate; 30-year fixed loan; 20% downpayment; 1% property tax; and no additional monthly payments.

Source: Baird + Driskell Community Planning; San Mateo County Association of Realtors — SAMCAR (2012 data)

Estimate of the Ability to Pay for Rental Housing in Menlo Park (2012)

Household Size and Income Category	Monthly Income	Annual Income	Rent @ 30% of Monthly Income	Expected Unit Size	Second Q 2012 Rent	Ability to Pay "Gap" for Low End Unit
Single Person						
High End Extremely Low Income	\$1,946	\$23,350	\$584	1 BR/1 BA	\$2,682	-\$2,098
High End Very Low Income	\$3,238	\$38,850	\$971	1 BR/1 BA	\$2,682	-\$1,711
High End Low Income	\$5,183	\$62,200	\$1,555	1 BR/1 BA	\$2,682	-\$1,127
Median Income	\$6,008	\$72,100	\$1,803	1 BR/1 BA	\$2,682	-\$880
High End Moderate Income	\$7,208	\$86,500	\$2,163	1 BR/1 BA	\$2,682	-\$520
Two Persons						
High End Extremely Low Income	\$2,221	\$26,650	\$666	2 BR/1 BA	\$2,786	-\$2,120
High End Very Low Income	\$3,700	\$44,400	\$1,110	2 BR/1 BA	\$2,786	-\$1,676
High End Low Income	\$5,921	\$71,050	\$1,776	2 BR/1 BA	\$2,786	-\$1,010
Median Income	\$6,008	\$72,100	\$1,803	2 BR/1 BA	\$2,786	-\$984
High End Moderate Income	\$7,208	\$86,500	\$2,163	2 BR/1 BA	\$2,786	-\$624
Four Persons						
High End Extremely Low Income	\$2,775	\$33,300	\$833	3 BR/2 BA	\$4,430	-\$3,598
High End Very Low Income	\$4,625	\$55,500	\$1,388	3 BR/2 BA	\$4,430	-\$3,043
High End Low Income	\$7,400	\$88,800	\$2,220	3 BR/2 BA	\$4,430	-\$2,210
Median Income	\$8,583	\$103,000	\$2,575	3 BR/2 BA	\$4,430	-\$1,855
High End Moderate Income	\$10,300	\$123,600	\$3,090	3 BR/2 BA	\$4,430	-\$1,340

Source: Baird + Driskell/Community Planning; RealFacts (October 1, 2012)

Based on 2000 Comprehensive Housing Affordability Strategy (CHAS) data, there were 2,074 renter households and 1,997 owner households (total of 4,071 households) overpaying for housing in Menlo Park in 2000. Of those overpaying households, 2,559 were lower income (1,732 renter and 827 homeowner lower-income households overpaying). Further, of the lower income households overpaying for housing, there were 701 renter and 428 homeowner extremely low-income (ELI) households. Approximately 68 percent of senior renters, 57 percent of large family renters, and 33 percent of the general Menlo Park population, are cost burdened. Using the 30 percent rule, below is an estimate how much people can afford to spend on housing.

How Much Can People Afford to Pay for Housing (2012)

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

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

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

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

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

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

Overcrowding

One consequence of high housing prices is overcrowding. The general standard is that if there is more than 1 person per room the home is overcrowded. If there are more than 1.5 people per room it is considered severely overcrowded. Because this standard uses rooms¹¹ (not bedrooms), two people can share a one-bedroom apartment and not be overcrowded. Menlo Park had an overcrowding rate of 2.8 percent and a severe overcrowding rate of 1.5 percent in 2010. Overcrowding was significantly worse for renters. The Census estimated 168 overcrowded owner households and 533 overcrowded renter households.

Overcrowding in Menlo Park (2010)

Income Level Name	Renters	Owners	Total
Not Overcrowded	93%	98%	96%
Overcrowded	4.7%	1.4%	2.8%
Severely Overcrowded	2.3%	0.9%	1.5%

Source: 2010 ACS

Housing Stock Condition

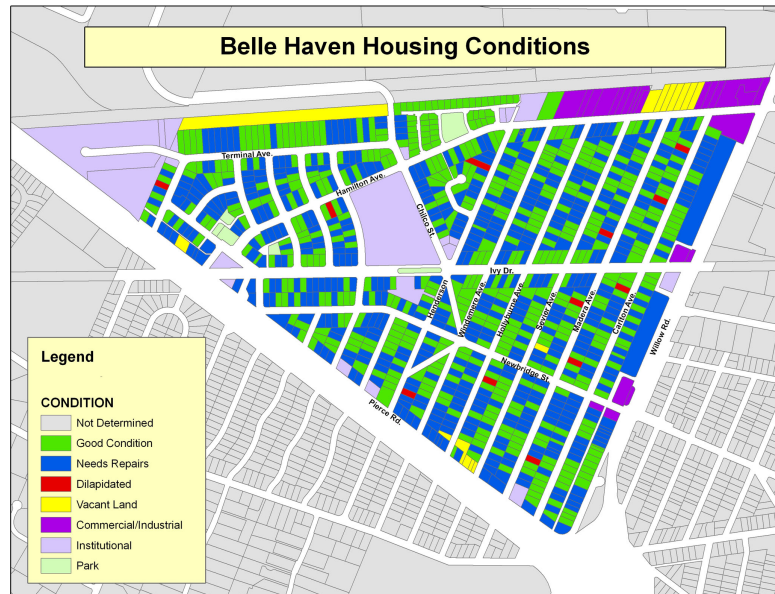
The condition of the housing stock in Menlo Park is generally good, with the exception of individual units that are scattered around the city and a small concentration of units in poor condition within the Belle Haven neighborhood.

¹¹ Kitchens, bathrooms and hallways are excluded from the calculations.

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

The map below shows the results of a housing condition survey conducted in the Belle Haven community in October 2008. Of 1,009 housing units surveyed in the neighborhood, 492 (48.76%) were judged to be in good condition. This number included the 47 newly completed homes from the Hamilton Park development.

Five hundred and four homes (50 percent) were determined to need repairs, often fairly extensive. The methodology for classifying these homes was based on some exterior clues that suggested the extent to which they had been maintained or updated over the years. The first exterior clue was the size of the mast and weather head through which



electrical service enters the home. The original mast was a one-inch pipe. If the original weather head was still in service, it suggests that the home still has the original knob and tube wiring and an antiquated electrical service. If the electrical service has been upgraded to accommodate the load capacity requirements for a modern house, the weather head would likely have been replaced with a new, larger mast and weather head. Also, if the old wiring has not been replaced, it is likely that the home has no insulation in the walls. Poorly insulated homes are not only not energy efficient, but lead to conditions that can result in the cultivation of mold on or in the walls, which can have impacts on the health of the occupants.

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

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

B Special Housing Needs



In addition to overall housing needs, cities and counties must plan for the special housing needs of certain groups. State law (65583(a)(6)) requires that several populations with special needs be addressed — homeless people, seniors, people living with disabilities, large families and female-headed households. The Housing Element should take into account any local factors that create an extraordinary need for housing, and should quantify those needs as well as possible.

Farmworker housing is also required by State law to be addressed in local Housing Elements if it is a local need. In Menlo Park, less than one-tenth of one percent of the population is employed in agriculture combined (ABAG). While there is a need for farmworker housing in San Mateo County (primarily in west County areas) there is no need for farmworker housing in Menlo Park so it is not included in this analysis.

Seniors

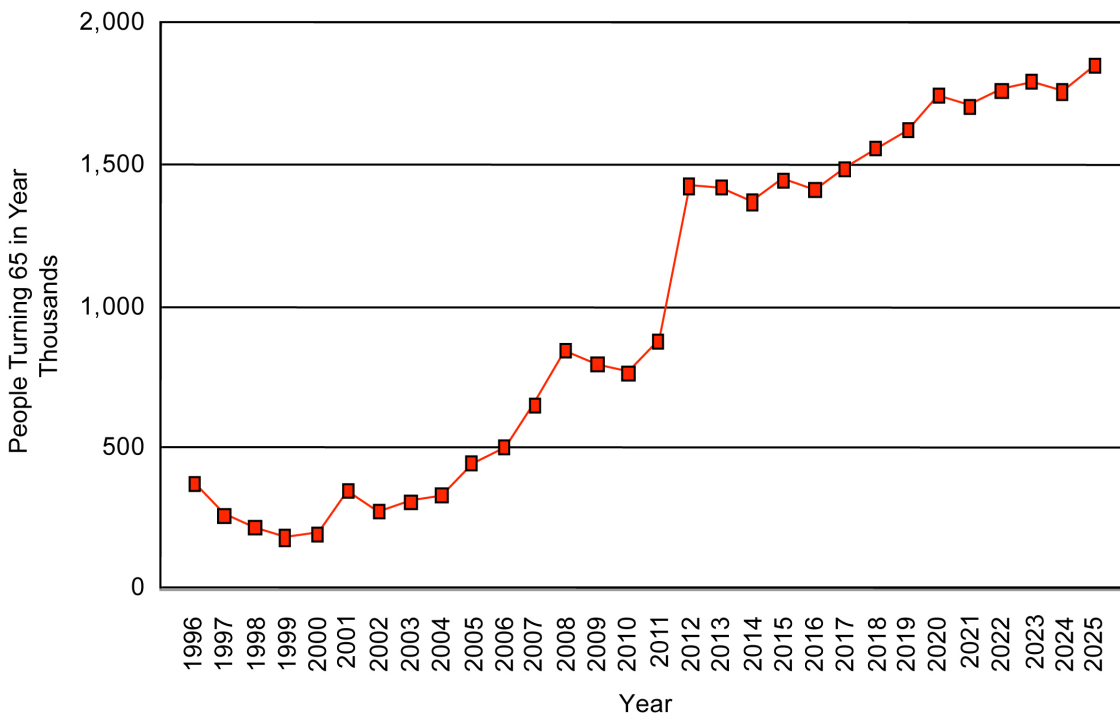
As described above, Menlo Park has a higher percentage of seniors than the county or the state. In 2010, there were approximately 4,580 seniors (age 65 plus) in Menlo Park. Approximately 920 were 85 or older. This is a decrease from 2000, when there were approximately 4,890 senior households. Approximately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

In 2000, the last year data was accessible, there were just over 800 senior renter households in Menlo Park and 68 percent of them were paying more than 30 percent of

their income in rent. There were approximately 2,400 senior owner households and one quarter of them were overpaying for housing. Approximately 43 percent of senior renter households were lower income and almost all of these residents were overpaying.

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

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



Source: Pew Research Center, 2010

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

Distribution of Senior Households By Age and Income (2000)

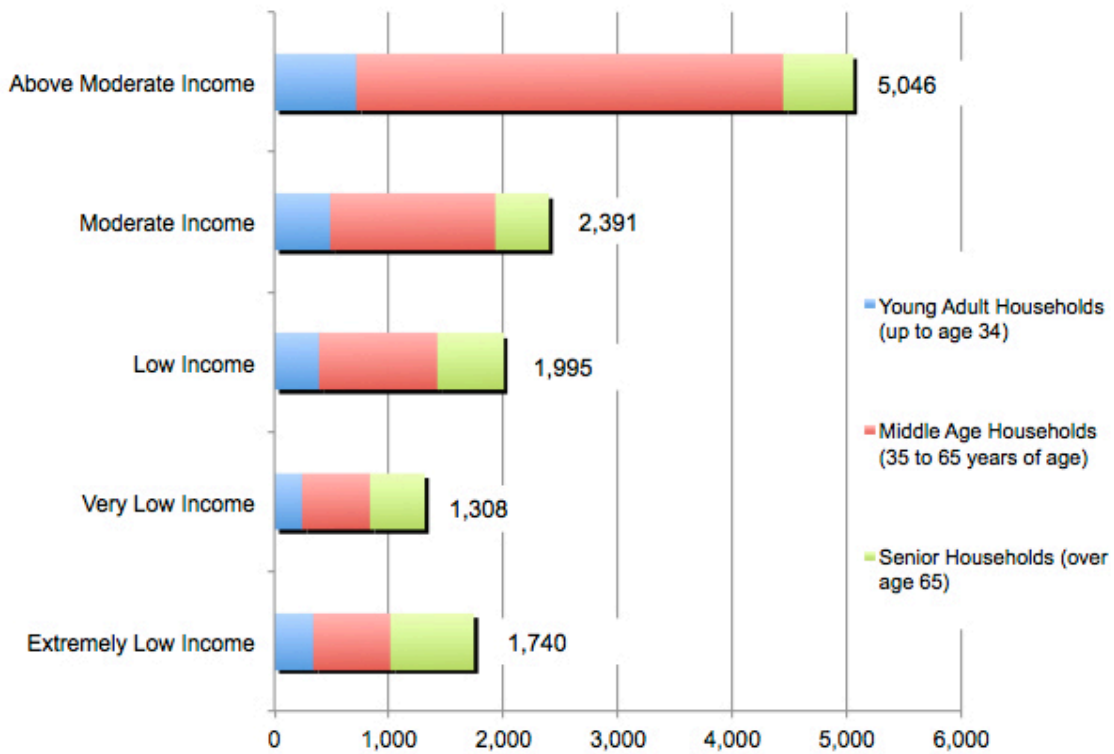
Senior Income	Menlo Park Households	
	Owner	Renter
Extremely Low Income	27%	10%
Very Low Income	25%	12%
Low Income	18%	17%
Moderate Income	29%	62%
Total Households	804	2,376

Source: HUD CHAS 2000

Head of Household Age	Menlo Park Households	
	Owner	Renter
65-74	1,017	318
75-84	714	250
85 +	433	202
Total Households		770

Source: HUD CHAS 2000

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



Source: Claritas, 2012

Persons Living with Disabilities

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



Percent of Population with Disability in Menlo Park (2010)

Type of Disability	Overall	Seniors
Any Disability	7.3%	29%
Hearing	2.1%	10%
Vision	1.2%	3.4%
Cognitive	1.8%	5.2%
Ambulatory	3.2%	17%
Self-care	1.1%	6.2%
Disability that prevents independent living	2.3%	12%

Source: 2007-2010 ACS

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

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

used in making entitlement determinations fosters opposition to much needed housing for individuals with disabilities.

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

Large Families and Female-Headed Households

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

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

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

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

Overcrowding	1-4 persons	5+ Persons
Not Overcrowded	89%	11%
Overcrowded	92%	7.4%
Income Level		
Extremely Low Income	5.7%	9.5%
Very Low Income	3.4%	15%
Low Income	9.4%	7%
Moderate Income or Above	82%	59%
Total Households	4,716	1,030

Source: 2006-1010 ACS, 2000 CHAS

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

Number of Bedrooms	Renters	Owners	Total
0 Bedrooms (studio)	0.1%	1.8%	0.8%
1 Bedroom	2.3%	35%	16%
2 Bedrooms	20%	44%	30%
3 Bedrooms	51%	14%	35%
4 Bedrooms	21%	5%	14%
5 + Bedrooms	7%	0%	3.9%
Total Households	7,358	5,243	12,601

Source: 2010 ACS

C Homeless Needs

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

One of the key strategies for ending homelessness laid out in the HOPE Plan is to increase the supply of permanent affordable and supportive housing for people who are

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

Homeless Count and Demographics

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

Homeless Population in Menlo Park (2013)

Shelter Condition	Number
Unsheltered	16
Sheltered	142

Source: San Mateo County Homeless Count conducted January 24, 2013

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

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

Characteristics of San Mateo County's Homeless Population (2011)

Homeless Characteristics	Percent
Age	
18-21 years	2.9%
22-30 years	15%
31-40 years	22%
41-50 years	32%
51-60 years	23%
More than 60 years	5.1%
Race	
White/Caucasian	41%
Black/African American	31%
Hispanic/Latino	17%
Asian	2.8%
Pacific Islander	2.1%
American Indian/Alaskan Native	1.4%
Other/Multi-ethnic	4.3%
Gender	
Male	66%
Female	34%
Transgender	0.2%
Subpopulations	
Veteran of US Armed Forces	73%
Mental Illness	33%
Substance Abuse (alcohol and/or drug abuse)	39%
Both Mental Illness and Substance Abuse	13%
HIV/AIDS	2.1%
Chronic Health Condition	28%
Developmental Disability	12%
Physical Disability	35%
Domestic/Partner Violence or Abuse	7.2%

*Percentages total greater than 100% because categories are not mutually exclusive

Source: San Mateo County Homeless County conducted January 26, 2011

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

the two years since the plan was published, 34 supportive housing units for homeless people have been created, leaving a balance of 1,648 units needed.

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

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

The following chart provides an inventory of emergency shelter beds, transitional housing beds and supportive housing units for homeless people in San Mateo County. The data source is the San Mateo County Center on Homelessness, which updates this inventory on an annual basis.

Emergency Shelter, Transitional and Supportive Housing Facilities in Menlo Park (2011)

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

Sources: San Mateo County Center on Homelessness.

Programs Providing Support Services for the Homeless in San Mateo County (2011)

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

Alcohol and Drug Services

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

Youth and Family Services

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

Domestic Violence Services

CORA	DV hotline, legal assistance, counseling, prevention services	All County
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Two of the largest supportive housing programs in the county are the San Mateo County Housing Authority's Shelter Plus Care and Supportive Housing programs. These are tenant-based voucher programs, in which participants receive a rent subsidy to rent units in the private rental market and have a choice



as to where they will live. Tenants are therefore scattered throughout the county and the distribution of units by jurisdiction fluctuates as participants enter and exit the program.

State law specifically allows jurisdictions to regulate the number of beds in an emergency shelter. At the same time, it says limits on the numbers of beds must “facilitate,” “promote,” and “encourage” new emergency housing. Shelters in San Mateo County range from six beds to 87 beds, with the median number being 22. In addition,

the standards may not require more parking for emergency shelters than for other residential or commercial uses within the same zone. Parking is needed for employees, volunteers/visitors and residents. Most homeless families will have a car while most homeless individuals will not. The rule of thumb that Shelter Network uses is one car per family or .35 cars per individual bed, plus one parking spot per staff member on duty when residents are there (but less if on a major transit route). This standard was confirmed with several other organizations and agencies. But this varies significantly between jurisdictions and client populations. Homeless shelters that serve the chronically homeless or the mentally ill will have lower parking needs. As a comparison, available parking spaces for various emergency shelters are summarized below:

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

Square Foot Distribution of Uses (Safe Harbor Shelter)

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

Source: Safe Harbor Shelter

D Assisted Rental Housing “At Risk” of Conversion



Government Code Section 65583 requires each city and county to conduct an analysis and identify programs for preserving assisted housing developments. The analysis is required to identify any low-income units that are at risk of losing subsidies over the next 10 years (2009-2019). The termination of Federal mortgage and or rent subsidies to housing developments built by the private

sector is a potential threat to affordable housing throughout the country. Communities with low-income housing supported by federally subsidized housing are required to address the needs of residents who may become displaced.

Approximately 287 affordable rental units that received subsidies have been developed in the City of Menlo Park. At this time, there are no units at-risk of conversion to market rate. The following table shows assisted projects located in Menlo Park. The table on the next page shows assisted affordable housing developments in Menlo Park.

Potential "At-Risk" Affordable Housing Developments in Menlo Park (2012)

Name of Development	Address	Year Built	Tenure	Sponsor	Number of Units	Target Group(s)	Waiting List	Expiration
Crane Place	1331 Crane Street	1979	Rental	Peninsula Volunteers	93	Low and Moderate Income Seniors and Disabled	1-3 years (List is closed)	Affordability through 100% non-profit ownership
Gateway Apartments	1200-1300 Willow Road	1988	Rental	MidPen Housing	130	Very Low Income Families	5 years (List is closed)	2034
Partridge Kennedy Apartments	817 Partridge Avenue	1961	Rental	Peninsula Volunteers	30	Seniors	9 years (List is closed)	Affordability through 100% non-profit ownership
Willow Court	1105 and 1141 Willow Road	1992	Rental	MidPen Housing	6	Very Low and Low Income Families	2 years (List is closed)	2047
Willow Terrace	1115, 1121, 1123, 1125 and 1139 Willow Road	1995	Rental	MidPen Housing	26	Very Low Income Families	1 year (List is closed)	2050
1143 Willow Road (managed as part of Willow Terrace)	1143 Willow Road	2000	Rental	MidPen Housing	5	Very Low Income Families	1 year (List is closed)	2050
Haven Family House	260 Van Buren Road	2000	Transitional Housing	Shelter Network of San Mateo County	23	Transitional Housing for Homeless Families	60 people (15 families)	NA

Source: City of Menlo Park, Mid-Pen Housing and Peninsula Volunteers, Inc., 2012

Section VII

Future Housing Needs and Opportunities

A Regional Housing Needs Allocation (RHNA)



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

ABAG then allocates that need for each jurisdiction.

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

For the current Housing Element update, the County of San Mateo, in partnership with all twenty cities in the County including Menlo Park, formed a sub-region responsible for completing its own RHNA process for the 2007-2014 Housing Element planning period. The jurisdictions in San Mateo County have agreed to continue the sub-region process for the 2014-2022 Housing Element planning period.

Based on the allocation methodology approved in March 2007, the San Mateo sub-region apportioned the County's overall housing need to the individual jurisdictions. The adopted sub-regional methodology, similar to ABAG's methodology for the current and previous RHNA processes, used weighted factors to develop mathematical equations.

Weighted factors include household growth, employment growth, household and employment growth near transit and regional income allocations. These factors are derived using demographic information, projections, regulations, objectives and policies. The sub-regional allocations were then distributed using these weighted factors for the individual cities. In addition to determining each jurisdiction's overall housing allocation of housing need, the units are also required to be distributed based on income level need (for very low, low, moderate and above moderate income households), as shown below for the 2007-2014 Housing Element planning period.

San Mateo County Regional Housing Needs Allocation (RHNA) for 2007 - 2014

Jurisdiction	Extremely Low Income (ELI)**	Very Low Income	Low Income	Subtotal Lower Income	Moderate Income	Above Moderate Income	Total Units
Atherton	10	19	14	33	16	34	83
Belmont	46	91	65	156	77	166	399
Brisbane	46	91	66	157	77	167	401
Burlingame	74	148	107	255	125	270	650
Colma	8	15	11	26	13	26	65
Daly City	138	275	198	473	233	501	1,207
East Palo Alto	72	144	103	247	122	261	630
Foster City	56	111	80	191	94	201	486
Half Moon Bay	32	63	45	108	53	115	276
Hillsborough	10	20	14	34	17	35	86
Menlo Park	113	226	163	389	192	412	993
	11%	23%	16%	39%	19%	41%	100%
Millbrae	52	103	74	177	87	188	452
Pacifica	32	63	45	108	53	114	275
Portola Valley	9	17	12	29	14	31	74
Redwood City	211	422	304	726	358	772	1,856
San Bruno	111	222	160	382	188	403	973
San Carlos	69	137	98	235	116	248	599
San Mateo	348	695	500	1,195	589	1,267	3,051
South San Francisco	187	373	268	641	315	679	1,635
Woodside	5	10	7	17	8	16	41
Unincorporated	172	343	247	590	291	625	1,506
Countywide Total	1,794	3,588	2,581	6,169	3,038	6,531	15,739
Countywide Percent	11%	23%	16%	39%	19%	41%	100%

**Unless other data are used, Extremely Low Income (ELI) need equals 50% of Very Low Income Need

Source: Association of Bay Area Governments (May, 2008)
http://www.abag.ca.gov/planning/housingneeds/pdfs/Final_RHNA.pdf

The State limits for the low, very low and moderate income categories are derived from the income limits updated annually by the U.S. Department of Housing and Urban Development (HUD) and the California Department of Housing and Community

Development (HCD). The income limits are based on the median income for the County and are adjusted for household size. Very low income is defined as a household earning less than 50% of the median income. Low income is defined as a household earning 50-80% of the median income. Moderate income is a household earning 80-120% of the median income. The “Median Income” schedule shown below is based on the 2012 median family income of \$103,000 for a four-person household, with adjustments for smaller and larger household sizes. San Mateo County is considered a high cost county, so HUD makes some adjustments when calculating the income limits, which results in the very low income and low-income limits actually being higher than 50% and 80% of the median income, respectively.

San Mateo County FY 2012 Median Household Income Schedule

Family Size	Public Housing, Section 8, CDBG, Inclusionary, BMR			Inclusionary, BMR Housing		
	Extremely Low	Very Low	Lower	Median	Moderate	Above
	30%	50%	80%	100%	120%	Moderate
1	\$23,350	\$38,850	\$62,200	\$72,100	\$86,500	>\$86,500
2	\$26,650	\$44,400	\$71,050	\$82,400	\$98,900	>\$98,900
3	\$30,000	\$49,950	\$79,950	\$92,700	\$111,250	>\$111,250
4	\$33,300	\$55,500	\$88,800	\$103,000	\$123,600	>\$123,600
5	\$36,000	\$59,950	\$95,950	\$111,250	\$133,500	>\$133,500
6	\$38,650	\$64,400	\$103,050	\$119,500	\$143,400	>\$143,400

Source: San Mateo County Department of Housing, prepared February 2, 2012

Since the City has not adopted a Housing Element since 1992, its RHNA must cover the City’s RHNA for the current Housing Element planning period (2007-2014) and the City’s RHNA for the previous Housing Element planning period (1999-2006). The table below shows the City’s RHNA for 1999-2006 and 2007-2014. It also shows the City’s RHNA for the 2014-2022 planning period.

City of Menlo Park Regional Housing Needs Allocation for the 1999-2006, 2007-2014 and 2014-2022 Housing Element Planning Periods

Income Level	1999-2006		2007-2014		2014-2022	
	Units	Percent	Units	Percent	Units	Percent
Very Low	184	19%	226	23%	233	36%
Low	90	9%	163	16%	129	20%
Moderate	245	25%	192	19%	143	22%
Above Moderate	463	47%	412	41%	150	23%
Total	982	100%	993	100%	655	100%

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

The City's *starting point* for providing the capacity to address its RHNA for the last two Housing Element planning periods is 1,975 units. The table below shows the City's "adjusted" RHNA that accounts for units that can be credited to the City based on past construction activity, current zoning and the expectations from implementation of the programs contained in the Housing Element.

City of Menlo Park's Ability to Address Its Regional Housing Needs Allocation (RHNA for 1999-2006 and 2007-2014)

Category	Units Built/Approved, Provided Through Housing Element Programs or Existing Zoning, and Remaining Need that Must be Made Available Through Rezoning of Sites to Higher Density Residential Use					Total
	Very Low Income	Low Income	Available for Lower Income SUBTOTAL*	Available for Moderate Income	Available for Above Moderate Income	
1999-2006 RHNA	184	90	274	245	463	982
Units Built (1999-2006)	0	0	0	11	82	93
Second Units Built (1999-2006)	1	1	2	0	0	2
Available Sites Under Existing Zoning (1999-2006)	0	0	0	117	261	378
<i>Subtotal</i>	<i>1</i>	<i>1</i>	<i>2</i>	<i>128</i>	<i>343</i>	<i>473</i>
Carryover Need from 1999-2006 RHNA	183	89	272	117	120	509
2007-2014 RHNA	226	163	389	192	412	993
Units Built or Approved (2007-2012)	0	3	3	25	174	202
Second Units Built or Approved (2007-2012)	2	2	4	2	0	6
El Camino Real/Downtown Specific Plan Zoning			200	230	250	680
Available Sites Under Existing Zoning (2007-2014)	0	0	0	95	127	222
<i>Subtotal</i>	<i></i>	<i></i>	<i>207</i>	<i>352</i>	<i>551</i>	<i>1,110</i>
Residual Need from 2007-2014 RHNA			182	-160	-139	-117
Adjusted 2007-2014 RHNA with 1999-2006 RHNA Carryover			454	-43	-19	392
New Housing on Infill Sites**	0	0	0	50	20	70
New Second Units (through July 2014)**	3	4	7	3	0	10
Second Unit Amnesty Program (Prior to July 2014)**	10	15	25	10	0	35
<i>Subtotal</i>	<i>13</i>	<i>19</i>	<i>32</i>	<i>63</i>	<i>20</i>	<i>115</i>
Remaining Adjusted RHNA			422	-106	-39	277
Rezoned Sites						
Sites to be Rezoned at 30+ Units/Acre***			886	0	0	886
<i>Amount ABOVE the Remaining Adjusted RHNA</i>			<i>+464</i>	<i>****</i>	<i>****</i>	<i>+464</i>

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

**Assumes full implementation of Housing Element programs

***Includes the following sites: Veterans Affairs, both of MidPen's Gateway Apartments sites, Hamilton Avenue and Haven Avenue (see map)

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

Calculation shows the anticipated number of Lower Income Units (the distribution of Very Low and Low Income units will depend on specific projects)

The table shows the number of units on sites rezoned to higher density residential use. The analysis concludes the City will provide up to 886 "net new" housing units on sites zoned at 30 or more units per acre, which is 464 units *above* the "Remaining Adjusted RHNA" for the City. Overall, the conclusions of the Housing Element are that there are sufficient sites for housing in Menlo Park to accommodate the City's RHNA at the very low, low, moderate and above moderate-income affordability levels.

Extremely Low Income (ELI) Household Need

In addition, it is estimated that 50% of the City's Very Low Income housing need for the 2007-2014 planning period will be for households earning less than 30% of median income (considered "Extremely Low Income" per the definitions). The area median income for Menlo Park is \$103,000. For ELI households, this results in an income of \$30,900 or less for a four-person household. ELI Households have a variety of housing situations and needs. For example, most families and individuals receiving public assistance, such as social security insurance (SSI) or disability insurance are considered ELI households. The information below is from 2000 CHAS data for Menlo Park.

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

Household Category	Renter Households	Owner Households	Total Households
Total Number of Households in Menlo Park	5,346	7,064	12,410
Total Number of ELI Households in Menlo Park*	701	428	1,129
Percent of ELI Households with Ant Housing Problems	85.3%	71.0%	79.9%
Percent of ELI with Cost Burden (Paying 30% or More of Income)	83.3%	71.0%	79.9%
Percent of ELI with Cost Burden (Paying 50% or More of Income)	63.5%	59.3%	61.9%

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

Source: HUD Comprehensive Housing Affordability Strategy (2000)

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

To calculate the projected housing needs, it is assumed 50 percent of the City's 226-unit RHNA for very low-income households are ELI households. As a result, the City has a projected need of 113 units for ELI households. Many ELI households will be seeking rental housing and most likely facing overpayment, overcrowding or substandard housing conditions. Some ELI households could include persons with disabilities as well. Housing types available and suitable for ELI households include affordable rentals, secondary dwelling units, emergency shelters, supportive housing and transitional housing. Based on this range of need, the City will include ELI households as it develops programs related to the affordable housing overlay zoning (Program H4.C) and housing opportunity sites (Programs H4.H and H4.O).

B Summary of Available Land for Housing

The Housing Element recognizes there are limitations to the amount of available land resources in Menlo Park and the intent of the Housing Element is to use remaining available land resources as efficiently as possible in addressing local housing needs and the City's fair share of regional housing needs. Further, City housing policies and programs recognize that affordable and special needs housing (housing for seniors, affordable workforce housing, housing for persons with disabilities, single person households, shelter for the homeless and affordable family housing opportunities) are the greatest housing needs in the community. The intent is to avoid the inefficient use of the community's fixed land resources on lower density, less affordable housing, other than additional units already allowed under current zoning.

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

- ❖ Create More Opportunities for New Secondary Dwelling Units
- ❖ Undertake an Amnesty Program to Legalize Existing Illegal Secondary Dwelling Units
- ❖ Provide Opportunities for a Mix of Housing and Commercial Uses to be Combined in Selected Locations
- ❖ Continue to Implement Existing Zoning for Market Rate Housing
- ❖ Implement the Recently Adopted El Camino Real/Downtown Specific Plan
- ❖ Provide Infill Housing Opportunities Around Downtown
- ❖ Rezone Sites for Multi-Family Housing at Higher Densities
- ❖ Create Incentives and Opportunities for Affordable Housing

Higher density housing sites located outside of the El Camino Real/Downtown Specific Plan and surrounding infill areas have the potential for a total 886 units on almost 30 acres of land. These sites include:

- (1) **Veterans Affairs Clinic** located in the 700 block of Willow Road (2.01 acres; 60 units at 32 units/acre; single owner).
- (2) **MidPen's Gateway Apartments** located in the 1200 block of Willow Road (2.27 acres; net increase of 42 units at up to 40 units/acre; single owner).

- (3) **MidPen's Gateway Apartments** located in the 1300 block of Willow Road (2.97 acres; net increase of 36 units at up to 40 units/acre; single owner).
- (4) **Hamilton Avenue** located in the 700-800 blocks of Hamilton Avenue (7.20 acres; net increase of 208 units at 30 units/acre; four owners).
- (5) **Haven Avenue** located in the 3600 block of Haven Avenue (15.50 acres; 540 units at 35 units/acre; three owners).

Although the City has been studying and accounting for the potential impacts of a 60-unit development that is currently proposed on the Veterans Affairs land, the City does not need to take any action to rezone the site due to a Federal pre-emption of the City's land use authority. Nevertheless, the City is able to account for the new units as meeting the City's obligations under the Housing Element requirements. Some of the reasons for the sites above being selected for rezoning include:

- (1) Community input.
- (2) Strong property owner interest.
- (3) Sites would be available within the City by the end of 2014 (i.e., the current planning period) without need for annexation.
- (4) Distribution of sites to balance the elementary school impacts of the 680 potential units through the El Camino Real Downtown Specific Plan and the 118 potential units through Infill Around Downtown zoning changes.
- (5) Proximity to projected job growth in Menlo Park (e.g., Facebook, Menlo Gateway, 151 Commonwealth, etc.) to enable commute options through walking and bicycling.
- (6) Proximity to freeways (Highway 101) for easy access to regional transportation without impacting local streets.

Potential Environmental and Infrastructure Capacity Factors

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

In general, the proposals in the Housing Element would not create any unusual environmental impacts. Where potential environmental impacts may occur, proposed General Plan policies as part of the General Plan Consistency Update would generally self-mitigate the impact(s) to a less than significant level. Preliminary studies indicate

that there would be significant impacts related to Traffic and Transportation, Air Quality and Greenhouse Gas Emissions, which are also topic areas that were identified as significant, unavoidable impacts in the El Camino Real/Downtown Specific Plan environmental impact report. For these three topic areas, the impacts are citywide. Given the thresholds for these topics, a reduction in the number of dwelling units to obtain a less than significant impact would likely result in a project that would not meet the objective of achieving the City's RHNA. These impacts will be studied further when the City undertakes a more comprehensive update of its General Plan beginning later in 2013, but do not pose a constraint to the development projections under the Housing Element during the 2007-2014 planning period.

Redevelopment of the Haven Avenue site would change this industrial designated land to residential uses. Through proper design, the future development could provide a sense of identity and community for this area. Implementation of the rezoning for the five sites identified above (Veterans Affairs Clinic, MidPen's two Gateway Apartments sites, Hamilton Avenue East and Haven Avenue), infill housing, second units and development within the El Camino Real/Downtown Specific Plan area will allow future development on locations that are either developed and/or underutilized, and/or in close proximity to existing residential development and other services, where future development would potentially have lesser impacts on natural resources.

In addition, topics such as flooding, geologic and seismic safety, water quality and hydrology can be addressed through the application of standard development regulations. The EA analysis identifies the following topic areas that warrant additional review and/or mitigation. However, none of the factors described below are expected to be a constraint to the development projections under the Housing Element during the 2007-2014 planning period.

Biological Resources. Biological resources tend to be site-specific and the degree to which significant vegetation and wildlife resources must be protected on a particular site. This includes preservation of well-developed native vegetation (native grasslands, oak woodlands, riparian woodland, etc.), populations of special-status plant or animal species and wetland features (including freshwater seeps and tributary drainages). City policies protect biological resources but not to the point where it will reduce the development potential estimated in the Housing Element, including higher density sites located within the El Camino Real/Downtown Specific Plan and surrounding infill areas, and higher density sites rezoned concurrently as part of the Housing Element. The Veterans Affairs Clinic is located in an area with a man-made, park-like setting with non-native lawn and oak trees, while Hamilton Avenue East is a former industrial site with a

grassy vegetation covering, but no trees. On these sites, impacts would probably be limited to trees (if removal is proposed).

Cultural Resources. For built environment historical resources, protections provided under the City's Zoning Ordinance are anticipated to mitigate or avoid most impacts to such resources that would occur from development and land use changes allowed by the Housing Element. Development also has the potential to adversely affect archaeological resources, paleontological resources and human remains through their destruction or disturbance. While the Veterans Affairs Clinic contains several historic resources, the proposed area for housing development is not visually connected with these historic sections. There are no other site-specific cultural issues that will constrain the development anticipated under the Housing Element.

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

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

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

Water Supplies and Wastewater Infrastructure. The City's water supply planning efforts have developed adequate water supplies so that water supplies are not an anticipated constraint to planned development. Because cumulative water demands would not require an additional water supply, the construction or expansion of water treatment facilities, over and above what is currently planned would be unnecessary. Overall, when considered along with the future development under the Housing Element, water demands would neither exceed planned levels of supply nor require building new water treatment facilities or expanding existing facilities. Adequate wastewater treatment capacity exists for the potential development under the Housing Element.

Opportunities to Create New Housing Without Land Use Change

The opportunities below require modifications to existing standards and procedures to enable construction of new units, but do not require a major change in land use.

Create More Opportunities for Secondary Dwelling Units. Program H4.E identifies incentives for new secondary dwelling units to be built. Proposed modifications to the City's existing regulations for secondary dwelling units include reduction in minimum parcel size, allowances for larger secondary dwelling units, flexibility in height limits, reduced fees (possible reduction in both Planning/Building fees and impact fees as a result of the small size of the units), flexibility in how parking is provided on site and a greater City role in publicizing and providing guidance for the approval of secondary dwelling units. Specifics would be developed as part of program implementation. Based on studies conducted in San Mateo County and elsewhere in the Bay Area, it is anticipated that two-thirds to three-quarters of secondary dwelling units built are affordable to lower income households due to their small size and use as housing for family members at very low to no rent. With the modifications proposed in the Housing Element, it is anticipated that 10 additional secondary dwelling units could be built by 2014.

Undertake an Amnesty Program to Legalize Existing Illegal Secondary Dwelling Units. Program H4.F is an amnesty program to legalize existing illegal secondary dwelling units. Additional study and refinement of specific incentives, standards, timing, penalties and requirements for legalizing a unit would be developed as part of program implementation. Coordination with Program H4.E would also occur. Similar to new secondary dwelling units and based on program implementation, it is anticipated that 35 secondary dwelling units not counted in the 2010 U.S. Census could be legalized by 2014.

Implement the Recently Adopted El Camino Real/Downtown Specific Plan. The recently adopted El Camino Real/Downtown Specific Plan contains opportunities for 680

units to be built. Based on current zoning, densities of over 30 units per acre are permitted on the majority of the sites. While the sites could theoretically accommodate a maximum of 699 units at those densities, the EIR prepared for the plan examined 680 units as the maximum number. Appendix A, Table 2 lists the Assessor Parcel Numbers of opportunity sites. There is also the opportunity for a significant number of affordable units to be built. The Affordable Housing Overlay Zone (Housing Element Program H4.C) would be applicable to the entire Specific Plan area and would be a tool to achieve the public benefit densities for affordable housing.

Provide Infill Housing Opportunities Around Downtown. Program H4.A focuses on lots 10,000 square feet or greater around the El Camino Real/Downtown Specific Plan area. The program also calls for possible expansion to smaller lots at a later date. Based on program implementation, it is anticipated that 50 moderate-income units and 20 above moderate-income units could be built by 2014. The affordability of the units would be due to their generally smaller size.

Create Incentives and Opportunities for Affordable Housing. There are a number of programs offering incentives for affordable and special needs housing. Program H4.C (Affordable Housing Overlay Zone) is tied to housing opportunity sites in the El Camino Real/Downtown Specific Plan area and other key sites that could be designated under this zoning.

Composite of Housing Element Approach to Housing Sites

The sites analysis must cover potential zoning, environmental, infrastructure and other potential development constraints to determine whether there are barriers to development. The Housing Element must also establish a realistic development potential for rezoned sites. Higher density sites covered under the El Camino Real/Downtown Specific Plan have appropriate zoning, as described on the previous page. Infill opportunities around the Downtown will also have zoning to enable development of housing at 30 units per acre. The El Camino Real/Downtown Specific Plan sites and sites located in the infill area around the downtown are listed in Appendix A of the Housing Element. These areas provide the opportunity for up to 750 units of higher density housing to be built. The Specific Plan area is limited to a 680-unit cap on additional development, but bonuses would apply to individual sites as they are proposed. However, the overall development potential of 680 additional housing units under the Specific Plan cannot be exceeded.

The areas identified for higher density zoning located outside of the downtown have a realistic potential under base R-4-S zoning to accommodate 756 “net new” dwelling units. However, it is desirable under Housing Element goals and policies that these sites

accommodate 886 “net new” dwelling units. The breakdown of “net new” multiple family dwelling units at 30 or more units per acre desired to be located east and west of Highway 101 would be as follows: North of Highway 101 — 826 units; (2) South of Highway 101 — 810 units. This calculation does not consider the location of new second units, however.

The sites rezoned to R-4-S are all relatively flat and have minimal development constraints. There has also been a significant degree of property owner and developer interest in the rezoning and development of these sites for multiple family housing. Further, with developer interest and both rents and sales pricing now increasing significantly, the development of these sites with the significant number of incentives provided by the City appears feasible and realistic. Also, the base density should be considered the realistic development potential for these sites since it requires no discretionary review.

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

Site	Site Size (Acres)	Base Density Under R-4-S Zoning (Units/Acre)*	Realistic Potential "Net New" Dwelling Units Under Base R-4-S Zoning	Desired "Net New" Dwelling Units Potential Under the Housing Element (Dwelling Units/Acre)	Additional Potential "Net New" Dwelling Units Above Realistic Potential with Maximum 35% Bonus (45 units/acre) Under STATE DENSITY BONUS LAW****	Additional Potential "Net New" Dwelling Units Above Realistic Potential with Maximum 60% Bonus (48 units/acre) under AFFORDABLE HOUSING OVERLAY ZONE
Haven Avenue Sites	15.50 ac	30 units/ac	465	540 units (35 units/ac)	+226	+279
Hamilton Avenue Sites**	7.20 ac	30 units/ac	208	208 units (30 units/ac)	+113	*
MidPen's Gateway Apartments (1200 block of Willow Avenue)	2.27 ac	30 units/ac	20	42 units (40 units/ac)	+33	+41
MidPen's Gateway Apartments (1300 block of Willow Avenue)	2.97 ac	30 units/ac	7	36 units (40 units/ac)	+43	+54
Veteran's Administration (VA) Site***	2.01 ac	30 units/ac	56	60 units (32 units/ac)	**	**
Total	29.95 ac	30 units/ac	756	886	+415	+374

Source: City of Menlo Park, 2013

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

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

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

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

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

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

Overall market trends, such as significant recent increases in rents and local job growth, have created a high demand for housing on these sites. There is also developer interest to construct housing. The Haven Avenue sites include current uses such as outside storage, warehousing, mulching, etc. that would not impede redevelopment of the site to residential use. The Hamilton Avenue sites are in much the same condition, with sites either being vacant or having light industrial uses. There is one parcel included with the Hamilton Avenue sites that contains 8 residential units (Mt. Olive). Lot consolidation is preferred by the City to achieve more coordinated site planning. The Hamilton Avenue sites are also located near to the Facebook campus. Table 1 in Appendix A lists all the separate properties for the VA site, MidPen sites, Haven Avenue sites and Hamilton Avenue sites by Assessor's Parcel Number (APN) and provides information on current uses, zoning, development potential, etc. Below is a more detailed listing of the properties included in the Haven Avenue sites and Hamilton Avenue sites and their development potential under the base zoning and development under State Density Bonus Law and, for the Haven Avenue sites, under the new Affordable Housing Overlay Zone.

Detailed Listing of Sites Included Under "Haven Avenue" and "Hamilton Avenue" Rezoning to R-4-S Zoning

Site	Site Size (Acres)	Existing Units	REALISTIC POTENTIAL of "Net New" Dwelling Units Under Base R-4-S Zoning	DESIRED "Net New" Dwelling Units Potential Under the Housing Element (Dwelling Units/Acre)	ADDITIONAL POTENTIAL for "Net New" Dwelling Units ABOVE Base R-4-S Zoning Realistic Potential — Maximum 35% Bonus (45 units/acre) — with STATE DENSITY BONUS LAW	ADDITIONAL POTENTIAL for "Net New" Dwelling Units ABOVE Base R-4-S Zoning Realistic Potential — Maximum 60% Bonus (48 units/acre) with AFFORDABLE HOUSING OVERLAY ZONE
Haven Avenue Sites (30 units/ac)	15.50 ac	0	465	540 units (35 units/ac)	+226	+279
<i>St. Anton</i>	9.70	0	291		+141	+174
<i>Scarlett</i>	0.91	0	27		+14	+17
<i>Butler/Greystar</i>	4.89	0	147		+71	+88
Hamilton Avenue Sites (30 units/ac)*	7.20 ac	8	208	208 units (30 units/ac)	+113	*
<i>Mt. Olive</i>	0.67	8	12		+18	*
<i>Greenheart</i>	5.31	0	159		+78	*
<i>Calhoun</i>	0.39	0	12		+5	*
<i>Angelo</i>	0.84	0	25		+12	*

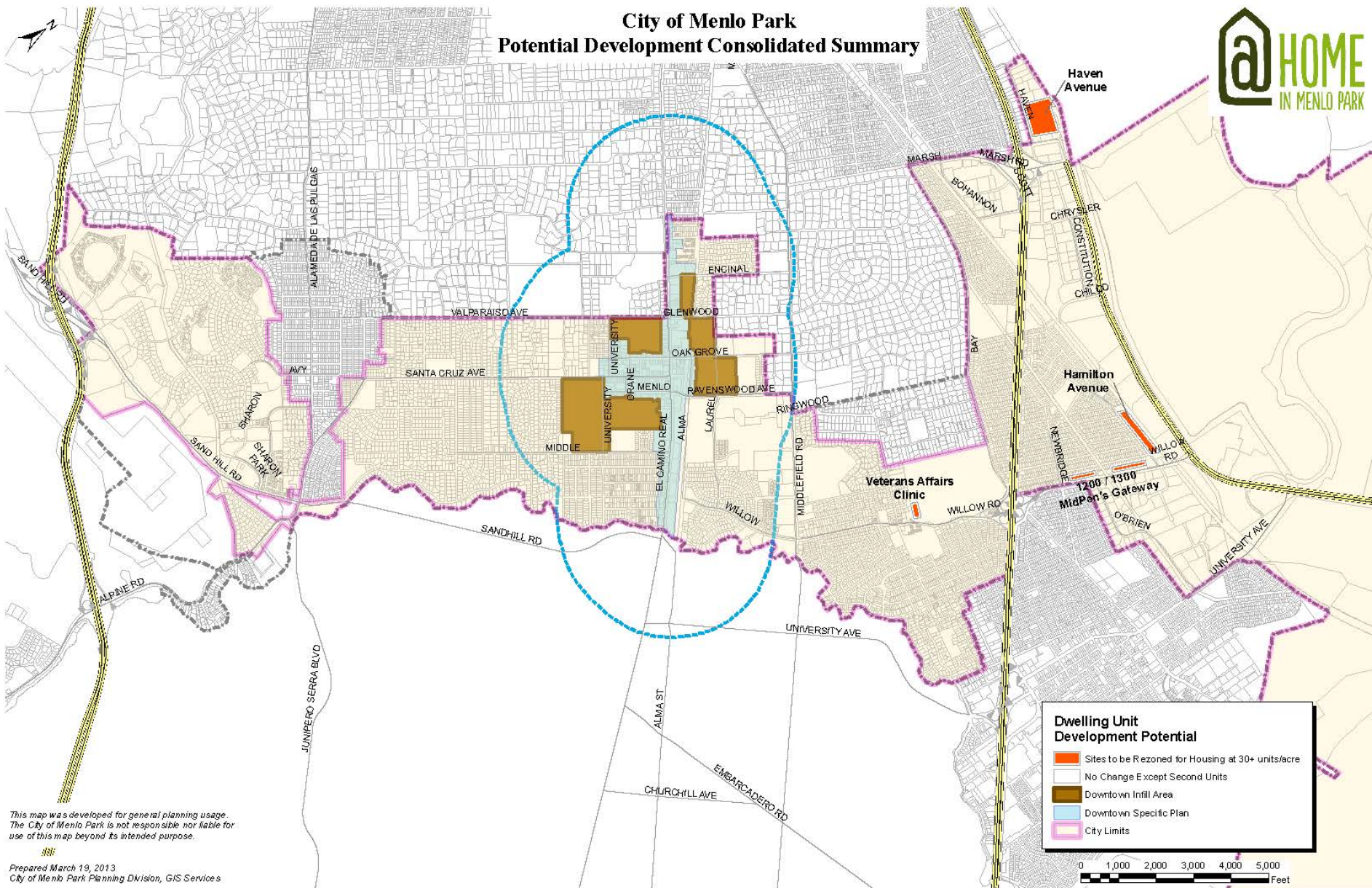
Source: City of Menlo Park, 2013

* *Hamilton Avenue* not rezoned to the Affordable Housing Overlay Zone

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

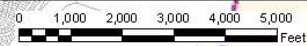
The map on the next page shows a composite of the City's approach to providing adequate sites for a variety of housing types and needs. Specifically, these include sites rezoned for higher density housing, lots around the downtown area that have additional development potential, second units and the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

City of Menlo Park Potential Development Consolidated Summary



Dwelling Unit Development Potential

- Sites to be Rezoned for Housing at 30+ units/acre
- No Change Except Second Units
- Downtown Infill Area
- Downtown Specific Plan
- City Limits

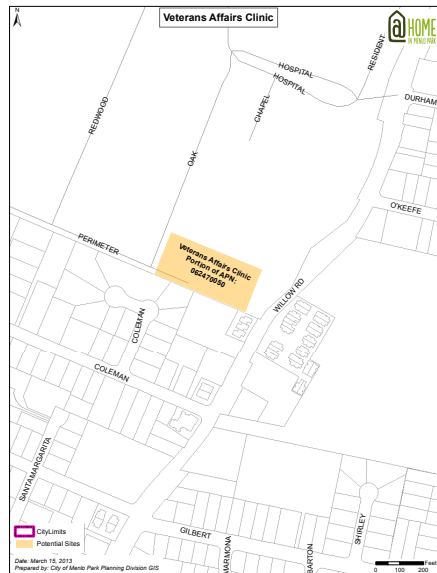
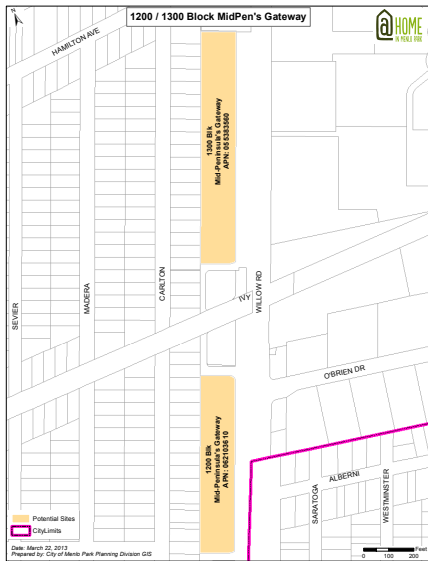


This map was developed for general planning usage. The City of Menlo Park is not responsible nor liable for use of this map beyond its intended purpose.

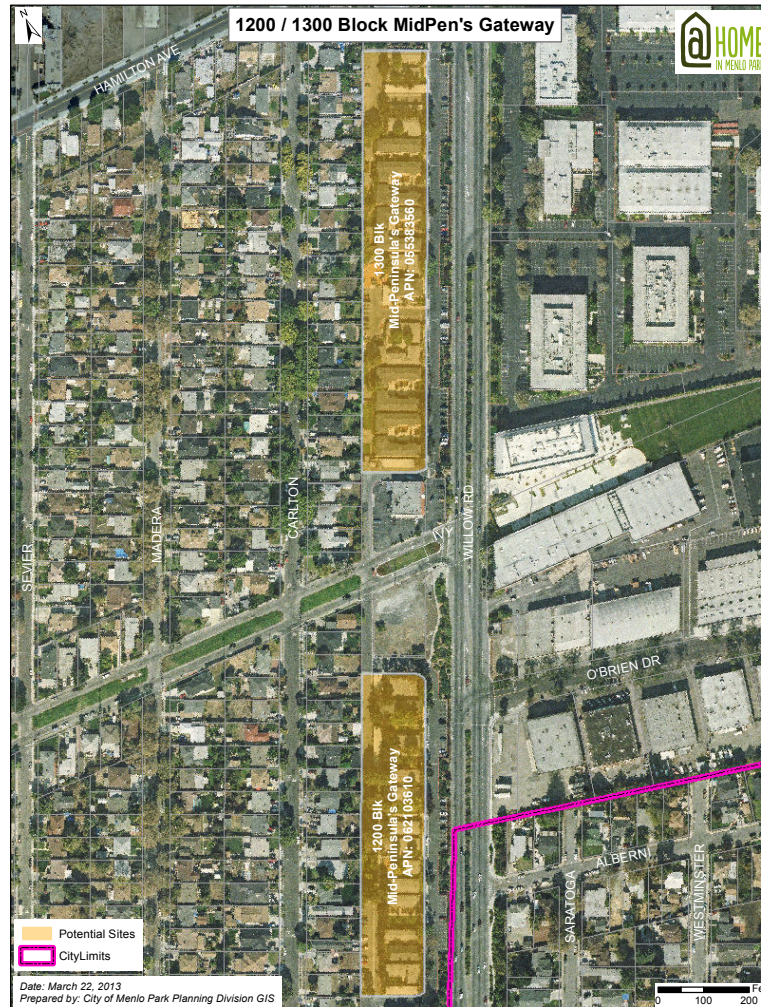
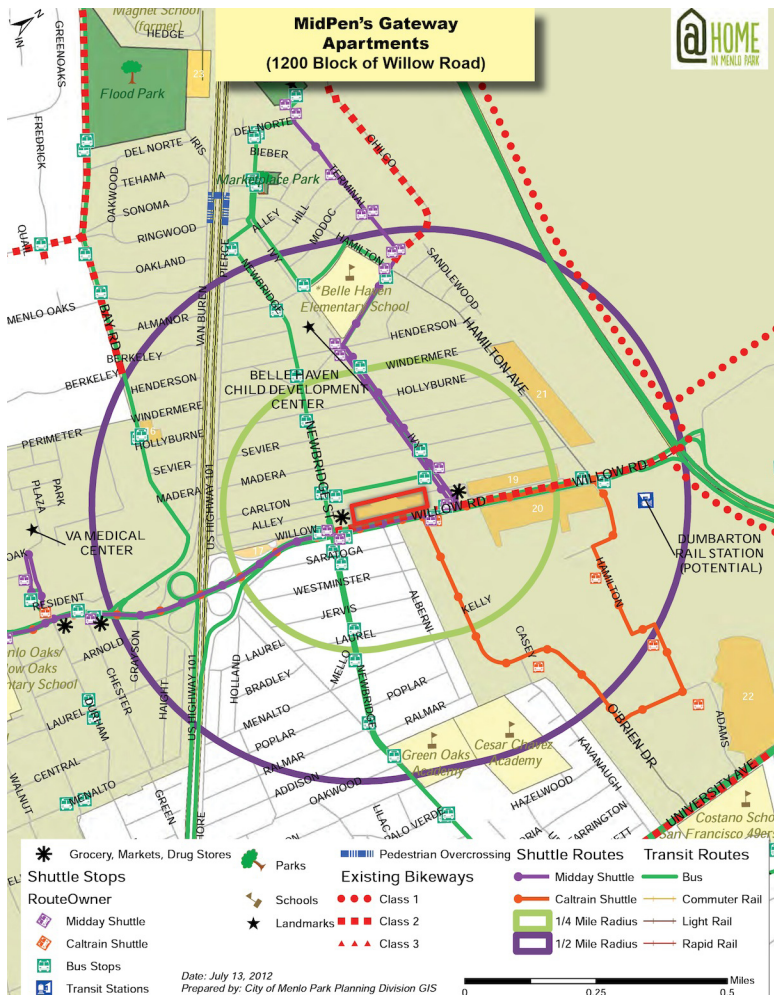
Prepared March 19, 2013
City of Menlo Park Planning Division, GIS Services

Sites for Rezoning to Higher Density Housing

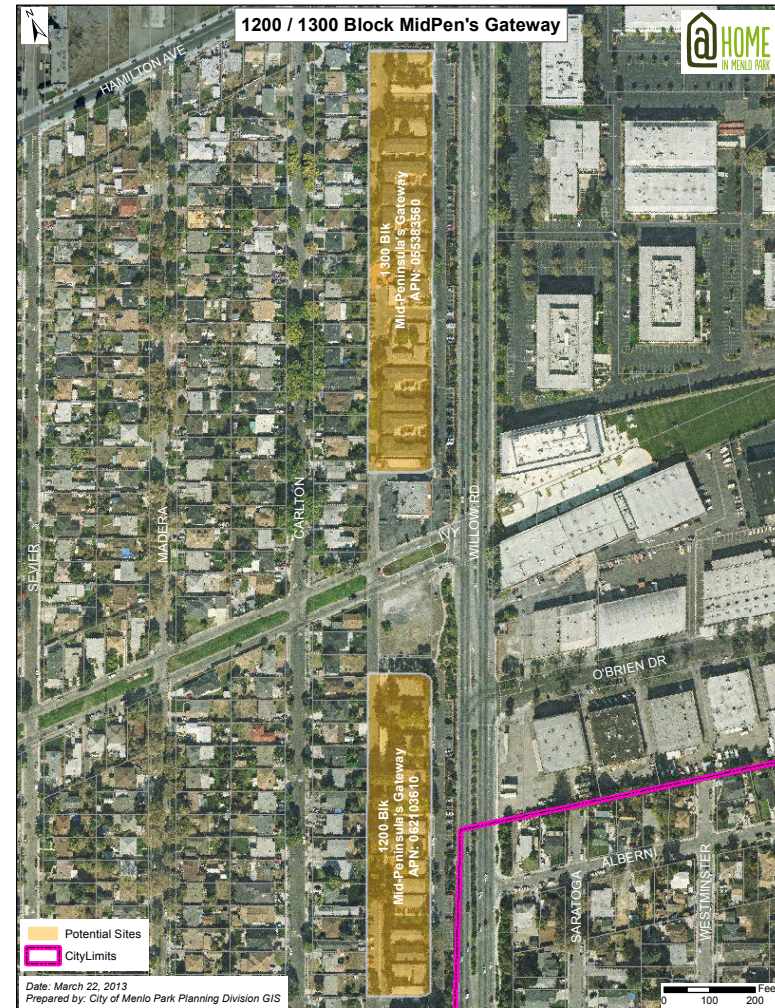
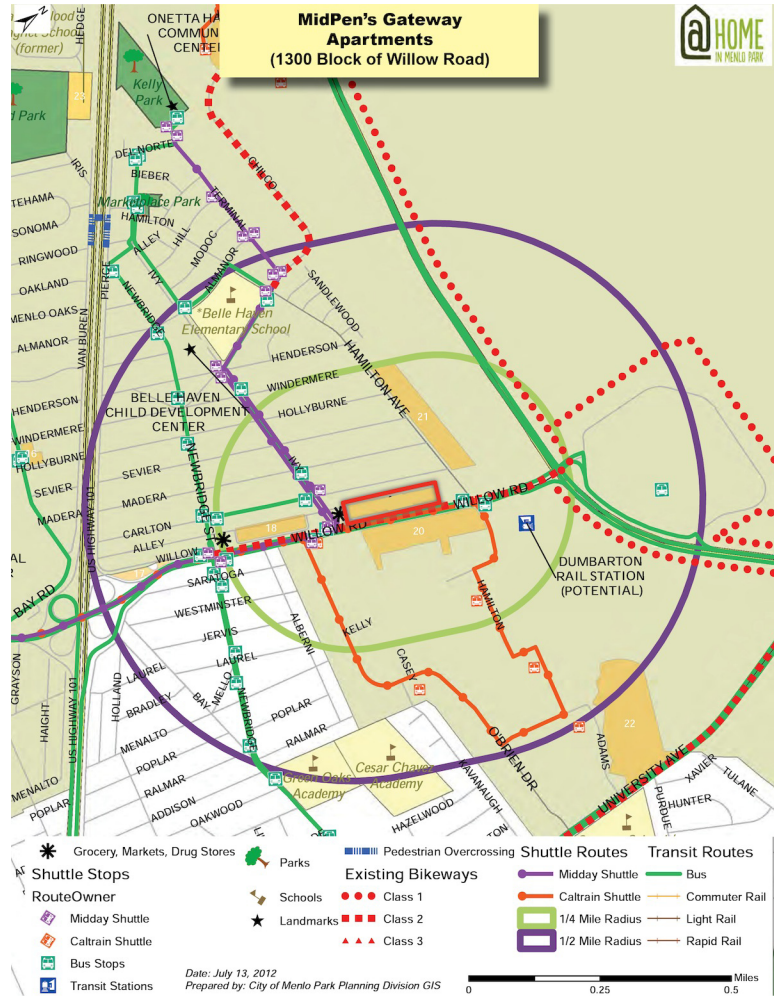
Site Name	Address	Zoning	General Plan Designation	Existing Uses	Lot Area (Sq. Ft.)	Lot Area (Acres)	DU per Acre	Total Allowable DU	Existing DU	Net Potential DU
MidPen's Gateway Apartments	1200 block of Willow Road	R3	Medium Density Residential	Multifamily Residential	98,686	2.27	40	90	48	42
MidPen's Gateway Apartments	1300 block of Willow Road	R3	Medium Density Residential	Multifamily Residential	129,427	2.97	40	118	82	36
Hamilton Avenue East	700-800 blocks of Hamilton Avenue	M1	Limited Industry	Light Industrial and Vacant	313,505	7.20	30	216	0	216
Veterans Affairs Clinic	700 block of Willow Road	PF	Public Facilities	Hospital	81,239	2.01	32	60	0	60
Haven Avenue	3600 block of Haven Avenue	M2	Limited Industry	Light Manufacturing, Storage, and Vacant	674,999	15.50	35	540	0	540
Total										894



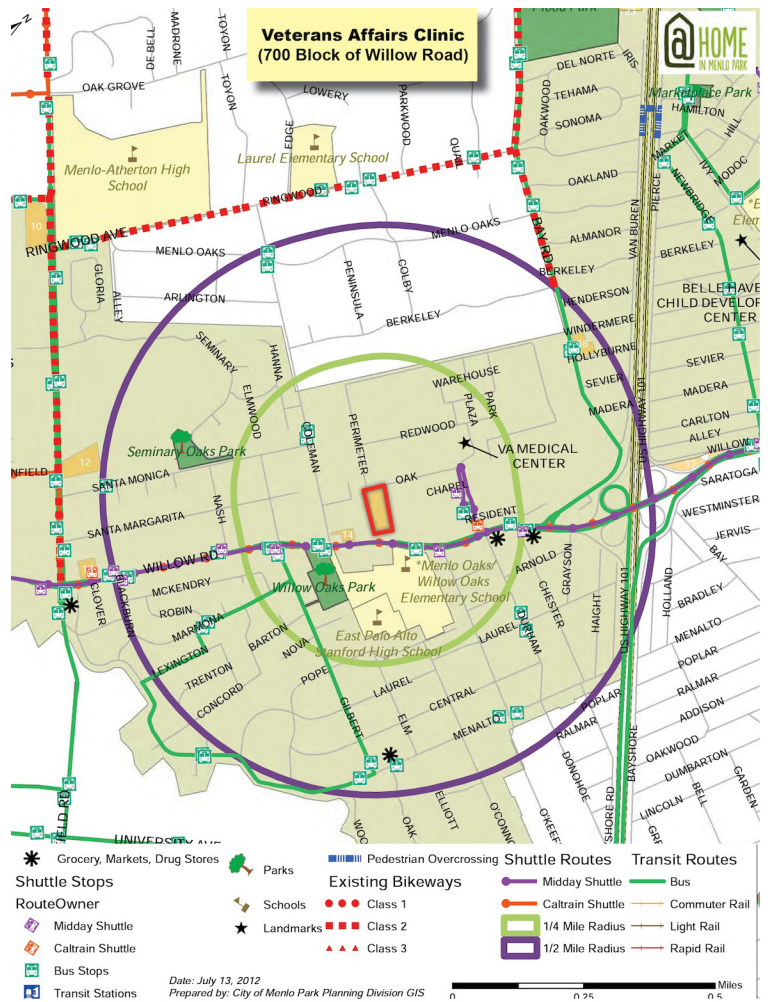
MidPen's Gateway Apartments (1200 Block of Willow Road)



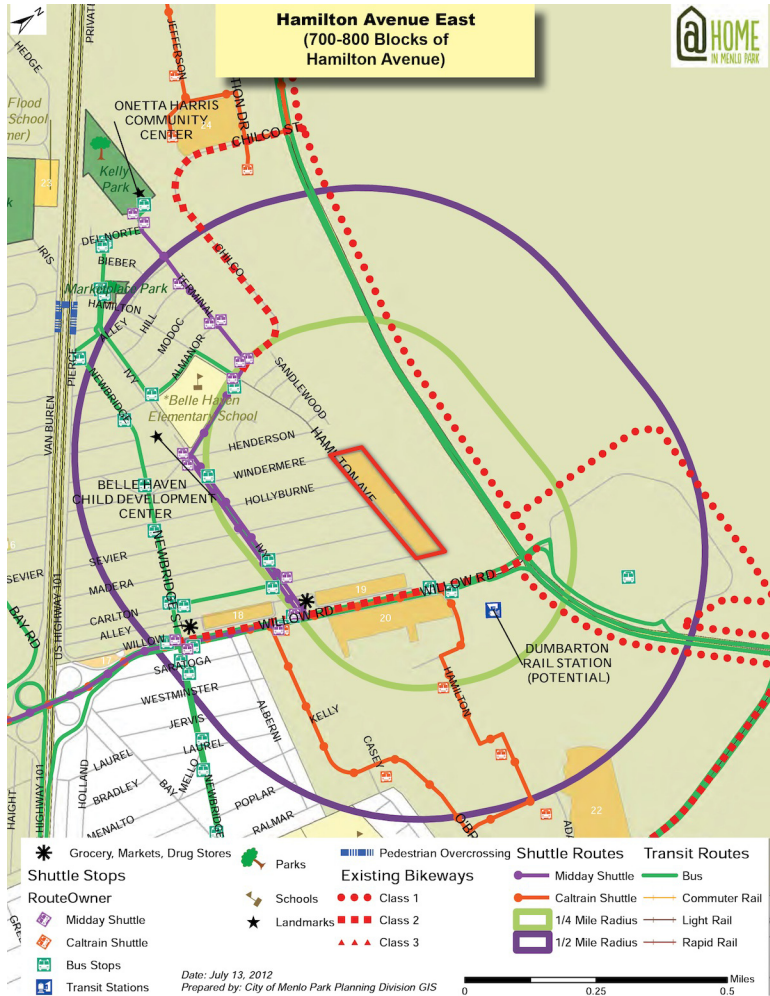
MidPen's Gateway Apartments (1300 Block of Willow Road)



Veterans Affairs Clinic



Hamilton Avenue East



Haven Avenue



C Potential Governmental Constraints

As part of the Housing Element update, cities must look at potential governmental and nongovernmental constraints to see how they impact the development or rehabilitation of housing for all income levels.

Land Use Controls

Menlo Park uses development controls that are typical for other cities in the county and region. The following table summarizes what permits are needed for development.

Land Use Controls

Specific Land Uses	R-E	R-1	R-2	R-3	R-4
Single-Family Dwellings	P	P	P	P	P
Duplexes	NP	NP	P	P	P
Triplexes	NP	NP	P	C	C
Multiple-Family Dwellings	NP	NP	P	C	C
Group Care Facilities	NP	NP	C	C	C
Boardinghouses	NP	NP	C	C	C
Residential Care Facilities	NP	NP	C	C	C
Emergency Homeless Shelters	NP	NP	NP	NP	NP
Second Units	P	P	NP	NP	NP

P is a Permitted Use

C is a Conditional Use

NP is Not a Permitted Use

Based on standard size lots

The Land Use Control Table identifies a Conditional Use Permit (CUP) requirement for multi-family housing, this will be modified as will allowances for residential care facilities and group facilities in certain zones that permit single family homes. The El Camino Real/Downtown Specific Plan and Housing Element Programs H4.A (Modify Development Standards to Encourage Additional Infill Housing) and H3.B (Zone for Transitional and Supportive Housing) are intended to address these identified potential constraints. In addition, the City allows the siting and processing of mobile homes/manufactured homes in the same manner as a conventional or stick-build dwelling. Zoning standards, including building site requirements (lot area, coverage, FAR, landscaping, etc.), setbacks and height limits under Menlo Park zoning are summarized on the next page.

Summary of City of Menlo Park Zoning Requirements

Zoning District	Building Site						Required Setbacks				Building Height	Minimum Off-Street Parking Requirements
	Minimum Lot Area	Minimum Lot Width	Minimum Lot Depth	Maximum Coverage	Floor Area Limit (FAL) / Floor Area Ratio (FAR)	Minimum Landscaping	Front	Rear	Interior (Side)	Corner (Side)		
R-E	20,000 sf	110'	130'	Building coverage can vary depending on whether the development is single-story, or two or more stories. For single-story development, it can also vary depending on the lot size.	The FAL for a specific property is based on the size of the property.	None	20'	20'	Min 10' on one side; 30' total	Min 15' on one side; 30' total	28'-30'	Two spaces per dwelling unit, one of which must be covered. Required spaces cannot be located in required front or side yard setbacks or in tandem.
R-E-S	15,000 sf	100'							Min 10' on one side; 25' total	Min 15' on one side; 25' total		
R-1-S and R-1-S (FG)	10,000 sf	80'							10'			
R-1-U	7,000 sf	65'		10% of min lot width; 5' min and 10' max	12'	15% of lot width; min 20' front, 15' rear. Distance between buildings: 1/2 sum of the height of the buildings, 20' min	10'	15'	35'			
R-2	7,000 sf with 3,500 sf/du	65'	100'	40%; 2nd floor 15%	40%							
R-3	7,000 sf with varying lot area/du	70'-80' depending on lot size		30%	45%	50%						
R-3-A	10,000 sf with varying lot area/du	80'		30%	45%	None	15'	10'	25% of building height; min 5'	10'	No limit; more setback if over 35'	
R-3-C	As specified in R-3 (for residential uses) and C-1-A (for commercial uses) districts											
R-C	As specified in R-3 (for residential uses) and C-1-A (for commercial uses) districts. Except for mixed use projects, the maximum residential unit density is 18.5 du/acre. The maximum FAR is 45% for residential, 40% for commercial and 85% total FAR. Other development regulations are established by the Use Permit for the project.											
R-4	20,000 sf min; 1 acre max	100'	100'	40%	100%	30%	20'	15'	10'	15'	40'	2 spaces for units w/ 2 or more bedrooms; 1.5 spaces for 1 bedroom unit; each unit must have at least one covered pkg. space. Spaces cannot be located in required front or side yard setbacks or in tandem. 1 guest space per 3 units
R-L-U	Retirement Living Units — This district provides special development regulations for housing for seniors.											

There are several standards that should be examined to see if they are a constraint to new housing. The most accurate way to do this is to see if a development would be economically viable and likely to reach the number of homes theoretically allowed by the zoning rules. During the housing element update, Menlo Park’s standards were compared to the nearby and neighboring cities of Palo Alto, Mountain View, Sunnyvale, and San Mateo. Comparative standards for multi-family zoning allowing roughly 15-30 units per acre are shown below.

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

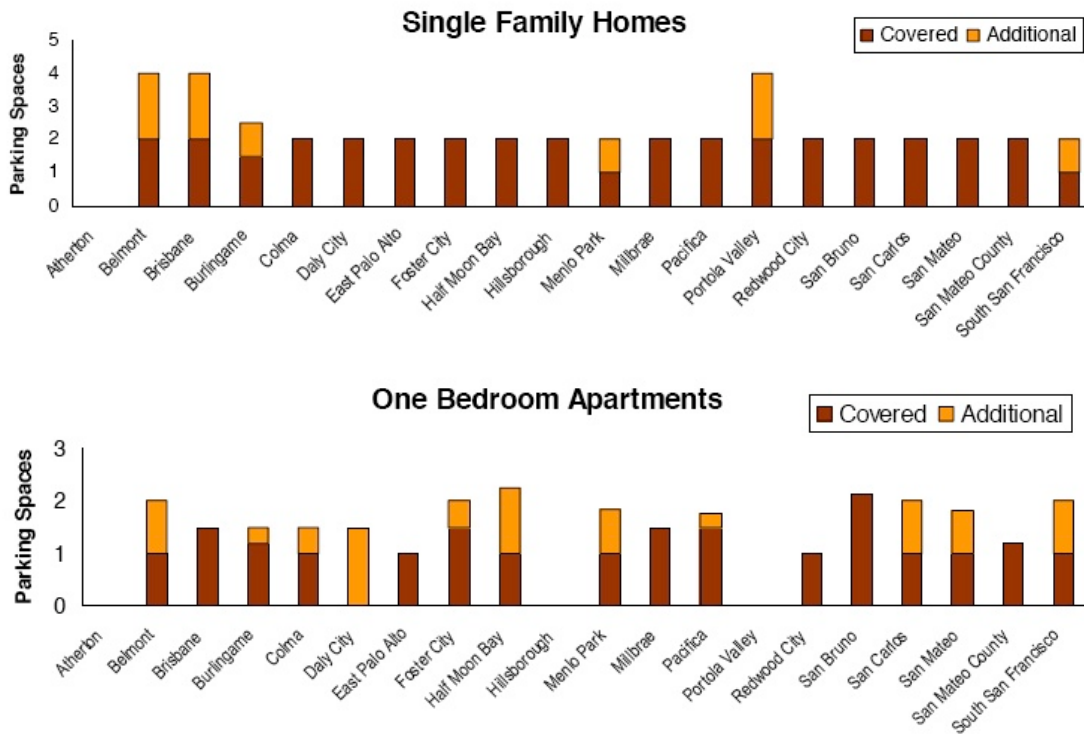
City	Zone	Units/Acre (1 acre lot)	FAR	Lot Coverage	Minimum Open Space	Lot Size Total	Building Height
Menlo Park	R-3	16	0.45	30%	50%	7,000	35'
	R-4	40	1.00	40%	30%	20,000	40'
Palo Alto	RM 15	15	0.50		35%	8,500	30'
	RM-30	30	0.60	--	40%	8,500	35'
	RM-40	40	1.00		45%	8,500	40'
Mountain View	R3-2	19	1.05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

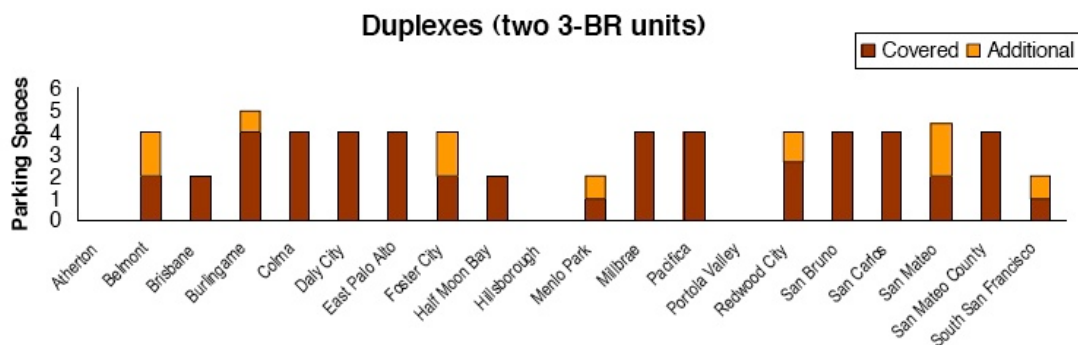
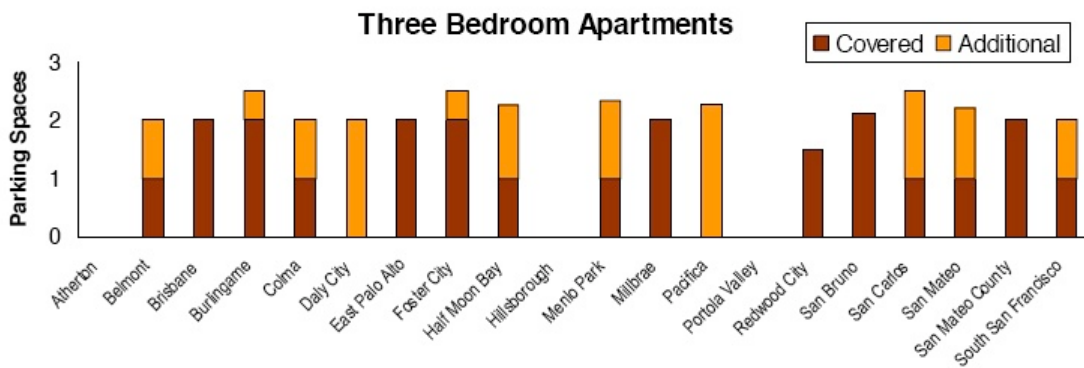
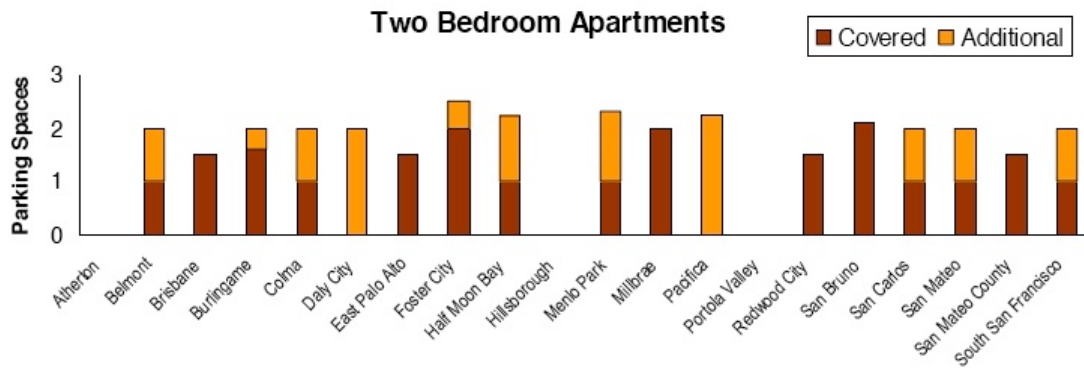
As shown above, Menlo Park’s FAR is lower than neighboring cities for multi-family development in the R-3 zone (suitable for moderate income housing) but comparable in the R-4 zone (suitable for lower income housing). Additional standards that are lower than comparable cities include the 30 percent lot coverage in the R-3 zone and a maximum lot size in the R-4 zone of 1 acre in size. In addition, most comparable cities do not require conditional use permits for multi-family housing in a multi-family zone. Despite these restrictions, development is occurring in the City’s residential zones. Modifications of these requirements may be appropriate for affordable housing developments, including incentives to be considered in the new “Affordable Housing Overlay” zoning designation.

Implementation of the El Camino Real/Downtown Specific Plan and Housing Element Programs H4.A (Modify Development Standards to Encourage Additional Infill Housing),

H4.B (Modify R-2 Zoning to Maximize Unit Potential) and H4.C (Adopt Standards for an “Affordable Housing Overlay Zone”) are intended to address these identified potential constraints. Rezoning of sites for higher density housing will also eliminate the conditional use permit requirement for the specific sites rezoned as part of this Housing Element update. In addition, Program H4.E addresses potential constraints and compliance with State law for secondary dwelling units, which can potential provide a significant source of affordable housing in Menlo Park in the long-term.

Below are Menlo Park’s parking requirements compared to other cities in San Mateo County. As can be seen in the comparison, Menlo Park’s parking requirements are comparable to other cities in the county.





The “Affordable Housing Overlay” zone program action will evaluate the City’s parking requirements to determine whether, how and when to modify parking requirements to allow higher densities and reduced housing costs in areas appropriate for reduced parking requirements and affordable housing opportunities. The Retirement Living Units (R-L-U) zone and programs to encourage senior housing also provide incentives for reduced parking requirements. In addition, Housing Element programs will evaluate other incentives, such as fee waivers/reductions, density bonus and priority fast track processing.

As with other cities, Menlo Park’s development standards and requirements are intended to protect the long-term health, safety and welfare of the community. The Housing

Element includes programs to reevaluate existing development standards to determine whether they should be revised so that they provide less of a barrier to the provision of affordable housing but still protect the long-term health, safety and welfare of the community.

Fees and Exactions

Processing fees are required for all property improvement and development applications, pursuant to City Council policy to recover processing costs of development review. Local fees add to the cost of development, however, all cities are concerned with the need to recover processing costs. High planning and site development fees can impact property owners' ability to make improvements or repairs, especially for lower-income households. However, line item fees related to processing, inspections and installation services are limited by California law to the cost to the agencies of performing these services. The Housing Element contains several programs offering incentives for affordable housing as a way to reduce project costs and address potential constraints that fees and exactions may pose. Specific Housing Element Programs intended to address potential constraints and to offer incentives for affordable housing include Program H4.C (Adopt Standards for an "Affordable Housing Overlay Zone") and Program H4.D (Implement Inclusionary Housing Regulations and Adopt State Density Bonus Law).

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

City of Menlo Park Fees (2012)

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

City of Menlo Park Fees (2012)

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

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

Development Processing Time

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

Single Family (Ministerial Review)

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

Single Family Requiring Use Permit Review by Planning Commission

1. Step One: Meeting with Planner to review preliminary design concepts; planner coordination with Building, Engineering, Transportation and/or other internal and external divisions and agencies as may be necessary, potentially through Development Review Team (DRT) meetings; applicants provided with applicable written handouts, application forms and application submittal guidelines (also available on City website).
 2. Step Two: Submittal of a formal application and fees at a scheduled appointment with a planner; preliminary review of submittal conducted with applicant to determine if submittal is complete and whether there are any immediately observable issues that will need to be addressed.
 3. Step Three: Plans are reviewed by staff planners to identify any key issues and assigned to a project planner within seven (7) days of submittal.
 4. Step Four: Within seven (7) days of application submittal, a notice of application including the name of the applicant, address and brief description of the project, copies of the site plan and elevations, and contact information for the project planner are posted on the City's website. A notice is mailed to all occupants and property owners within 300 feet of the project site advising them of the new application and the information available on the web.
 5. Step Five: Within 30 days of application submittal, project planner completes review and sends notice of whether application is complete or incomplete. If incomplete, needed information is identified. Once submittal is determined complete, project is scheduled for Planning Commission at next available meeting, typically within 30 days.
 6. Step Six: At least 18 days prior to the Planning Commission meeting, a public hearing notice is placed with a local newspaper for publishing at least 12 days before the hearing, posted on the City's website, and mailed to all residents and property owners within 300 feet of the project site.
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7. Step Seven: Project planner coordinates with other internal and external divisions and agencies to prepare staff report; staff report is mailed to Planning Commissioners and project sponsors and placed on the City's website a minimum of four (4) days prior to the hearing date.

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

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

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

El Camino Real/Downtown Specific Plan Residential Development

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

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

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

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

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

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

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

Permit/Procedure	Typical processing Time in Weeks	Comments
Ministerial Review	8 weeks	Building permit internal review; does not include time spent by project applicant to respond to comments
Conditional Use Permit	2-5 months	Timeframe dependent on accuracy/completeness of initial submittal and applicant responsiveness
Rezone	4-6 months	
General Plan/Zoning Ordinance Amendment	5-8 months	
Architectural Control review and El Camino Real/Downtown Specific Plan	2-5 months	
Tract maps	10 weeks	Includes time to take maps to Council (4 weeks)
Parcel maps	6 weeks	
Initial environmental study	1-3 months	
EIRs	9 months to 1 year	

Generally, as shown below, processing time in Menlo Park is similar to other cities, but there are a few categories where the process is slower — design review and the time needed to process an Environmental Impact Report as part of project review. Establishing conditions for site development of higher density housing sites and using the materials prepared for the Environmental Assessment of the updated Housing Element should reduce the time required for future development.

Processing Times Comparison

STEPS / PROCEDURES (Times Expressed in Weeks)	Countywide Average for Straight-Forward Application	Countywide Average for Complicated Applications	Times for Menlo Park
Ministerial Review	2	5	8
Conditional Use Permit	8	20	9-21
Zone Change	17	36	17-26
General Plan Amendment	17	43	22-35
Architectural/Design Review	6	12	9-22
Parcel Map	16	30	6
Initial Environmental Study	12	27	4-13
EIR	34	58	39-104

Except for the El Camino Real/Downtown Specific Plan, the City currently has no formal design guidelines to assist in project review, although findings related to project compatibility are required for project approval under Section 16.68.020 (Architectural control) in the Zoning Ordinance. Architectural Control review by the Planning Commission is generally required for any exterior modifications to an existing building or for new construction, except for single-family, duplex and accessory buildings. In the M-2 zoning district, the Community Development Director can approve modifications to the buildings that do not increase gross floor area. The Planning Commission or Community Development Director (depending on the permit) must make the following findings: (1) that the general appearance of the structures is in keeping with character of the neighborhood; (2) that the development will not be detrimental to the harmonious and orderly growth of the city; (3) that the development will not impair the desirability of investment or occupation in the neighborhood; (4) that the development provides adequate parking as required in all applicable city ordinances and has made adequate provisions for access to such parking; and, (5) that the development is consistent with any applicable specific plan.

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

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

Codes and Enforcement, On/off Site Improvement Standards

While building codes are important to protect health and safety, they may also constitute a constraint to new developments. In particular, local amendments to the International Building Code should be carefully analyzed. The Council adopted the 2010 California Building Standards Code in 2010 with an effective date of January 1, 2011. Associated with this action, the Council adopted local amendments to the Code as recommended by staff, including:

- Amendments to eight (8) types of work exempt from building permits to be consistent with previously adopted local amendments;
- Elimination of the option for a water curtain for protection of building openings from fire spread since reliance on water availability does not provide the same level of protection as passive fire resistive assemblies;
- Amendment to the Residential Code to require a minimum stair riser height of four (4) inches consistent with the Building Code.
- Amendments to structural requirements to enhance seismic safety as recommended by the Bay Area Chapter of the International Code Council and for regional consistency in the application of the Codes.

On August 23, 2011, the City Council adopted additional local amendments related to green building.

- All newly constructed residential and non-residential structures currently subject to the 2010 California Green Building Standards Code (Cal Green) to exceed the minimum energy efficiency standards established in the 2010 California Energy code by 15 percent. This requirement was adopted as recommended by staff.
- All newly constructed residential and non-residential structures currently subject to Cal Green to test heating and cooling ducts for leakage. This requirement was recommended as required by staff.
- All newly constructed residential structures currently subject to Cal Green to install cool roofs or use alternative methods and materials to achieve equivalent energy savings. Staff originally recommended the cool roof requirement. The Council modified the recommendation to add the allowance for use of alternative methods.

Constraints for People with Disabilities

Family

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

Reasonable Accommodation Procedures

Menlo Park’s zoning code does not currently have a reasonable accommodation procedure, however, it is the city’s policy to defer to state and federal law when the zoning code is out of compliance. The Housing Element includes a program to adopt a reasonable accommodation procedure to mitigate this constraint.

Group Homes

Menlo Park’s zoning code does not address group homes, the closest category is foster homes. This Housing Element has a program to amend the Zoning Ordinance to treat small group homes consistent with state law. The City will also amend the zoning code to allow group homes in appropriate zoning districts.

Parking

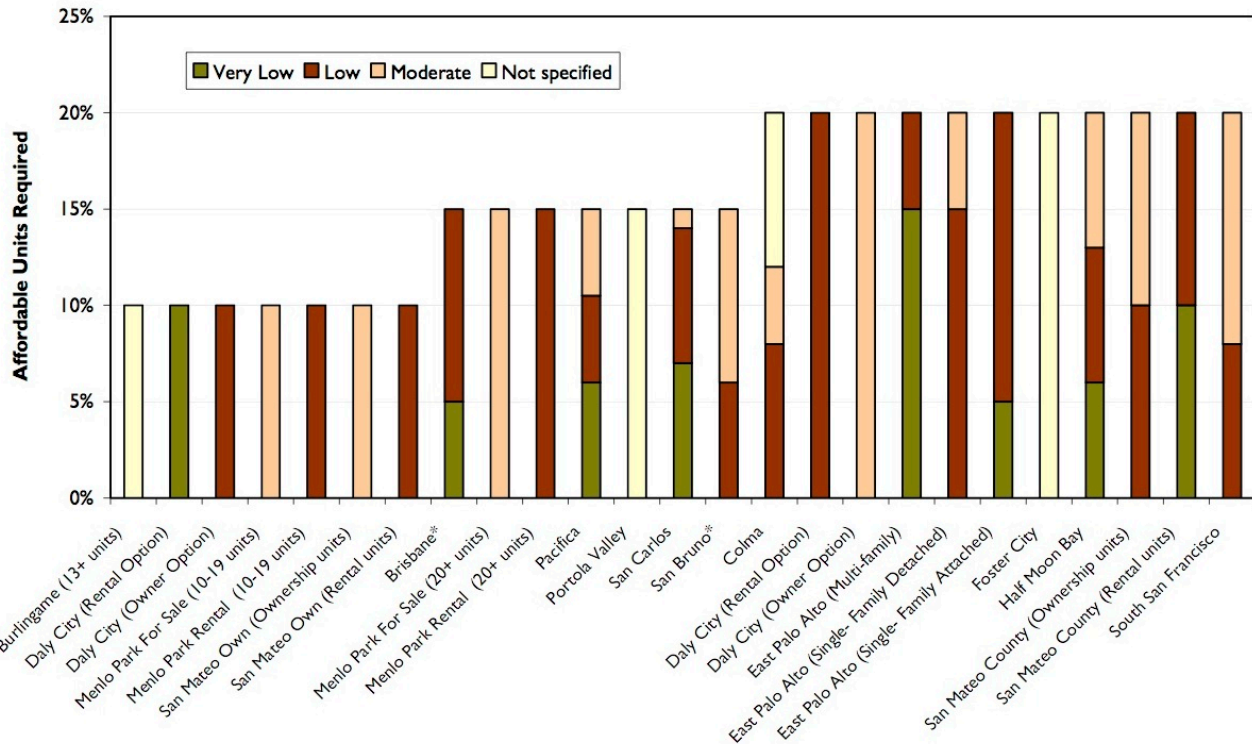
The zoning code does not have separate parking standards for people with disabilities. This will be covered under the new reasonable accommodation procedures.

Emergency Shelters, Transitional Housing and Supportive Housing

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

Inclusionary Zoning as a Potential Constraint to Housing

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



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

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

The City's BMR requirements have not been a constraint to housing development as projects have been proposed and built under these requirements. However, BMR

Guidelines are targeted to a distinct affordability level and housing tenure (moderate income for-sale housing) and other development incentives and density bonus allowances are proposed under programs contained in the Housing Element (State Density Bonus law and Affordable Housing Overlay Zoning). The El Camino Real/Downtown Specific Plan also contains density bonus provisions for projects providing a “public benefit.” The Housing Element contains program language to define the “public benefit” as it would relate to projects with affordable housing units.

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

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

D Potential Non-Governmental Constraints



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

Availability and Cost of Financing

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

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

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

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

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

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



Land and Construction Costs

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

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

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

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

Working with Non-Profit Housing Developers

The key to the success of non-profit developers lies in three areas: (1) their ability to draw upon a diversity of funding sources and mechanisms to make their developments work financially; (2) their commitment to working cooperatively and constructively with the local community; and, (3) their long-term commitment to ensuring excellence in design, construction and management of their developments, creating assets that are valued by the people who live in the developments as well as their neighbors and others. The City can work with non-profit developers where there are opportunities, either through public ownership of property or key larger sites (over 1 acre in size) where

special opportunities exist with minimal constraints, carrying costs, or costs of processing or construction. Since multiple funding sources are usually used on an affordable project, there are additional burdens placed on non-profit developers to track the information required and report on a timely basis.



There are a wide variety of resources provided through federal, state and local programs to support affordable housing development and related programs and services. Specific programs and sources of funding are summarized earlier in the

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

E Energy



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

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

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

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

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



Menlo Park has been very successful in implementing Energy Upgrade California, which provides rebates and incentives for improvements to items such as insulation, air ducts, windows, furnace and air-conditioning. The City has an excellent outreach and marketing approach for the program. San Mateo County is also implementing an outreach campaign. PG&E homeowners in San Mateo County are eligible to apply for a maximum of \$50,000 in loans at a starting rate of 6.5%. As of September 30, 2012 there have been 239 jobs completed in San Mateo County with an average energy savings of 31%. San Mateo County has the fifth highest number of jobs completed amongst all counties in the state, and its numbers are in line with jobs completed by counties with much larger

populations. Menlo Park has had about 25-30 homes participate over a 1.5-year period, and it is expected that over the next 2 years another 25 homes will be upgraded.

City of Menlo Park Housing Element

Appendix A

Available Land Inventory



Appendix A includes six tables, all of which relate to the *City of Menlo Park's Ability to Address its Regional Housing Needs Allocation (RHNA for 1999-2006 and 2007-2014)* table on page 99. The new unit potential identified in tables 2, 3 and 6 is based on the realistic development potential of these sites considering current site conditions, existing uses and development potential under existing zoning and development standards.

Table 1: High Density Housing Opportunity Sites – This table relates to the “Sites to be Rezoned at 30+ Units/Acre” row of the table on page 99. The 898 units in Table 1 reflect the gross number of units at 30 dwelling units per acre. The 886 units in the table on page 99 reflect the desired net new units factoring in density bonuses available through the Affordable Housing Overlay consistent with the *Rezoned Housing Sites* table on page 107.

Table 2: Potential Housing Sites within ECR/D Specific Plan – This table demonstrates that there are opportunity sites with base zoning of 30 dwelling units per acre to substantiate the development potential for 680 units listed in the “El Camino Real/Downtown Specific Plan Zoning” row of the table on page 99.

Table 3: Infill Around Downtown – Existing Zoning and Proposed Changes – This table demonstrates that there are opportunity sites in the areas adjacent to the boundary of the Specific Plan with base zoning of 30 dwelling units per acre to substantiate the development potential for 70 units listed in the “New Housing on Infill Sites” row of the table on page 99. In addition, Table 3 shows the existing development potential under existing zoning for this geographic area of 92 units in 2006 and 2012.

Table 4: Built and Approved Units – This table relates to the “Units Built (1999-2006)” and “Units Built or Approved (2007-2012)” rows of the table on page 99. Ninety-three units were built between 1999 and 2006 and 202 units were built or approved between 2007 and 2012.

Table 5: Built Second Units – This table relates to the “Second Units Built (1999-2006)” and “Second Units Built or Approved (2007-2012)” rows of the table on page 99. Two second units were built between 1999 and 2006 and six second units were built or approved between 2007 and 2012.

Table 6: Existing Zoning – This table covers properties that are not reflected in Tables 1, 2 or 3 and relates to the “Available Sites Under Existing Zoning (1999-2006)” and “Available Sites Under Existing Zoning (2007-2014)” rows of the table on page 99. Two-hundred and eighty-three units were available in 2006 and 127 units were available in 2012.

Table 1: High Density Housing Opportunity Sites

Site Name	Parcel	Site Address	Property Owner (Developer)	Existing Use	Existing Zoning	Proposed Zoning	Existing General Plan	Proposed General Plan	Lot Area (Sq. Ft.)	Lot Area (Acres)	Dwelling Units per Acre	Total Allowable Dwelling Units
Veterans Affairs Clinic	062470050	700 Bay Road & 795 Willow Road	United States of America (Core)	Vacant portion of VA Campus	PF	PF	Public Facility	Public Facility	87,599	2.01	30	60
MidPen's Gateway Apts	062103610	1221-1275 Willow Road	Menlo Gateway Inc. (MidPen)	Multifamily Residential (48)	R3	R-4-5 (AHO)	Medium Density Residential	High Density Residential	98,686	2.27	30	68
MidPen's Gateway Apts	055383560	1317-1385 Willow Road	Menlo Gateway Inc. (MidPen)	Multifamily Residential (82)	R3	R-4-5 (AHO)	Medium Density Residential	High Density Residential	129,427	2.97	30	89
Hamilton Avenue	055374120	631 Hamilton Avenue	Mt. Olive Apostolic Original	Multifamily Residential (8)	R3	R-4-S	Medium Density Residential	High Density Residential	29,164	0.67	30	20
Hamilton Avenue	055396070	721 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	Light Manufacturing	M1	R-4-S	Limited Industry	High Density Residential	39,803	0.91	30	27
Hamilton Avenue	055396030	700 block Hamilton Avenue	Bayfront Investments LLC (Greenheart)	Vacant	M1	R-4-S	Limited Industry	High Density Residential	11,232	0.26	30	8
Hamilton Avenue	055396060	700 block Hamilton Avenue	Bayfront Investments LLC (Greenheart)	Vacant	M1	R-4-S	Limited Industry	High Density Residential	17,335	0.40	30	12
Hamilton Avenue	055397010	755 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	Light Manufacturing	M1	R-4-S	Limited Industry	High Density Residential	28,562	0.66	30	20
Hamilton Avenue	055397020	759 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	Warehouse	M1	R-4-S	Limited Industry	High Density Residential	11,229	0.26	30	8
Hamilton Avenue	055397030	763 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	Warehouse	M1	R-4-S	Limited Industry	High Density Residential	11,228	0.26	30	8
Hamilton Avenue	055397040	767 Hamilton Avenue	Bayfront Investments LLC (Greenheart)	Office	M1	R-4-S	Limited Industry	High Density Residential	11,227	0.26	30	8
Hamilton Avenue	055397050	700 block Hamilton Avenue	Bayfront Investments LLC (Greenheart)	Vacant	M1	R-4-S	Limited Industry	High Density Residential	6,103	0.14	30	4
Hamilton Avenue	055398240	700 block Hamilton Avenue	Calhoun Jim & Carol Ann TRS (Greenheart)	Vacant	M1	R-4-S	Limited Industry	High Density Residential	7,757	0.18	30	5
Hamilton Avenue	055398010	771 Hamilton Avenue	Calhoun Jim & Carol Ann TRS (Greenheart)	Light Manufacturing	M1	R-4-S	Limited Industry	High Density Residential	9,159	0.21	30	6
Hamilton Avenue	055398026	777 Hamilton Avenue	City of Menlo Park/Comm Dev Agency (Greenheart)	Vacant	M1	R-4-S	Limited Industry	High Density Residential	22,450	0.52	30	15
Hamilton Avenue	055398030	735 Hamilton Avenue	City of Menlo Park/Comm Dev Agency (Greenheart)	Vacant	M1	R-4-S	Limited Industry	High Density Residential	11,225	0.26	30	8
Hamilton Avenue	055398040	787 Hamilton Avenue	City of Menlo Park/Comm Dev Agency (Greenheart)	Vacant	M1	R-4-S	Limited Industry	High Density Residential	11,225	0.26	30	8
Hamilton Avenue	055398050	791 Hamilton Avenue	City of Menlo Park/Comm Dev Agency (Greenheart)	Vacant	M1	R-4-S	Limited Industry	High Density Residential	12,200	0.28	30	8
Hamilton Avenue	055398060	801 Hamilton Avenue	City of Menlo Park/Comm Dev Agency (Greenheart)	Vacant	M1	R-4-S	Limited Industry	High Density Residential	12,201	0.28	30	8
Hamilton Avenue	055398070	811 Hamilton Avenue	City of Menlo Park/Comm Dev Agency (Greenheart)	Vacant	M1	R-4-S	Limited Industry	High Density Residential	12,199	0.28	30	8
Hamilton Avenue	055398080	821 Hamilton Avenue	City of Menlo Park/Comm Dev Agency (Greenheart)	Vacant	M1	R-4-S	Limited Industry	High Density Residential	12,200	0.28	30	8
Hamilton Avenue	055398090	831 Hamilton Avenue	Angelo Paul TR	Light Manufacturing	M1	R-4-S	Limited Industry	High Density Residential	12,201	0.28	30	8
Hamilton Avenue	055398100	841 Hamilton Avenue	Angelo Paul TR	Warehouse	M1	R-4-S	Limited Industry	High Density Residential	12,200	0.28	30	8
Hamilton Avenue	055398110	851 Hamilton Avenue	Angelo Paul TR	Light Manufacturing	M1	R-4-S	Limited Industry	High Density Residential	12,200	0.28	30	8
Haven Avenue	055170190	3605, 3607, 3609 & 3611 Haven Avenue	Black Mountain Holdings LLC (St. Anton)	Light Manufacturing	M2	R-4-5 (AHO)	Limited Industry	High Density Residential	77,528	1.78	30	53
Haven Avenue	055170200	3615 Haven Avenue	Black Mountain Holdings LLC (St. Anton)	Office	M2	R-4-5 (AHO)	Limited Industry	High Density Residential	50,690	1.16	30	35
Haven Avenue	055170260	3600 block Haven Avenue	Black Mountain Holdings LLC (St. Anton)	Vacant	M2	R-4-5 (AHO)	Limited Industry	High Density Residential	14,455	0.33	30	10
Haven Avenue	055170270	3600 block Haven Avenue	Black Mountain Haven LLC (St. Anton)	Vacant	M2	R-4-5 (AHO)	Limited Industry	High Density Residential	5,478	0.13	30	4
Haven Avenue	055170180	3633, 3635, 3637 & 3655 Haven Avenue	Black Mountain Haven LLC (St. Anton)	Vacant	M2	R-4-5 (AHO)	Limited Industry	High Density Residential	208,870	4.80	30	144
Haven Avenue	055170320	3639 Haven Avenue	CE Niehoff & Co (St. Anton)	Light Manufacturing	M2	R-4-5 (AHO)	Limited Industry	High Density Residential	65,296	1.50	30	45
Haven Avenue	055170330	3631 Haven Avenue	Scarlett Henry A & P M TRS	Light Manufacturing	M2	R-4-5 (AHO)	Limited Industry	High Density Residential	39,914	0.92	30	27
Haven Avenue	055170060	3645 & 3651 Haven Avenue	Butler Realty LLC (Greystar)	Outside Storage	M2	R-4-5 (AHO)	Limited Industry	High Density Residential	16,510	0.38	30	11
Haven Avenue	055170070	3665 Haven Avenue	Butler Realty LLC (Greystar)	Warehouse	M2	R-4-5 (AHO)	Limited Industry	High Density Residential	51,208	1.18	30	35
Haven Avenue	055170080	3645 Haven Avenue	Butler Realty LLC (Greystar)	Outside Storage	M2	R-4-5 (AHO)	Limited Industry	High Density Residential	39,285	0.90	30	27
Haven Avenue	055170210	3645 Haven Avenue	Butler Realty LLC (Greystar)	Warehouse	M2	R-4-5 (AHO)	Limited Industry	High Density Residential	76,675	1.76	30	53
Haven Avenue	055170220	3645 Haven Avenue	Butler Realty LLC (Greystar)	Vacant	M2	R-4-5 (AHO)	Limited Industry	High Density Residential	29,284	0.67	30	20
											29.94	898

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

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

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

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Dwelling Units per Acre	Total Allowable Dwelling Units	Density Qualifies for Very Low or Low	Density Qualifies for Moderate
061412440	1100 Alma St	SA E	El Camino Real Downtown Specific Plan	2-story office	32,467	0.75	50	37	37	
061412450	1010-1026 Alma St	SA E	El Camino Real Downtown Specific Plan	1-story commercial	28,752	0.66	50	33	33	
061412160	550 Ravenswood Ave	SA E	El Camino Real Downtown Specific Plan	1-story commercial	18,340	0.42	50	21	21	
071333200	700 El Camino Real	ECR SE	El Camino Real Downtown Specific Plan	1-story retail	128,643	2.95	40	118	118	
071440040	550 El Camino Real	ECR SE	El Camino Real Downtown Specific Plan	Unoccupied (Former Auto Sales)	71,054	1.63	40	65	65	
071413200	201-211 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	7,345	0.17	25	4		4
071413370	Cambridge Ave	ECR SW	El Camino Real Downtown Specific Plan	Parking lot	7,823	0.18	25	4		4
071411460	405-409 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	7,895	0.18	25	4		4
071411210	417 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	2,755	0.06	25	1		1
071411200	425 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	2,817	0.06	25	1		1
071411190	433-441 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	5,819	0.13	25	3		3
071411180	495 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	Gas station	6,065	0.14	25	3		3
071411170	495 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	Gas station	3,126	0.07	25	1		1
071411450	495 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	Gas station	7,965	0.18	25	4		4
071288550	650 Live Oak Ave	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	22,426	0.51	25	12		12
071288580	905-925 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	14,396	0.33	25	8		8
071288230	935 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	3,796	0.09	25	2		2
071288590	989-999 El Camino Real	ECR SW	El Camino Real Downtown Specific Plan	1-story commercial	15,653	0.36	25	8		8
071288190	607-611 Menlo Ave	ECR SW	El Camino Real Downtown Specific Plan	commercial	9,484	0.22	25	5		5
071288180	615-617 Menlo Ave	ECR SW	El Camino Real Downtown Specific Plan	commercial	6,983	0.16	25	4		4
071287080	1001-1005 El Camino Real	SA W	El Camino Real Downtown Specific Plan	2-story mixed use	2,884	0.07	50	3	3	
071287070	1011-1031 El Camino Real	SA W	El Camino Real Downtown Specific Plan	1-story commercial	8,344	0.19	50	9	9	
071287060	1035-1039 El Camino Real	SA W	El Camino Real Downtown Specific Plan	Restaurant	4,605	0.11	50	5	5	

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

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Dwelling Units per Acre	Total Allowable Dwelling Units	Density Qualifies for Very Low or Low	Density Qualifies for Moderate
071287090	1047 El Camino Real	SA W	El Camino Real Downtown Specific Plan	2-story mixed use	6,293	0.14	50	7	7	
071287030	1075-1079 El Camino Real	SA W	El Camino Real Downtown Specific Plan		2,682	0.06	50	3	3	
071287020	1081-1083 El Camino Real	SA W	El Camino Real Downtown Specific Plan		2,194	0.05	50	2	2	
071287010	603-609 Santa Cruz Ave	SA W	El Camino Real Downtown Specific Plan	1-story commercial	3,901	0.09	50	4	4	
071286080	611-633 Santa Cruz Ave	SA W	El Camino Real Downtown Specific Plan	2-story commercial	19,549	0.45	50	22	22	
071286040	Doyle St	SA W	El Camino Real Downtown Specific Plan	Parking lot	5,749	0.13	50	6	6	
071286060	1010 Doyle St	SA W	El Camino Real Downtown Specific Plan	2-story commercial	6,912	0.16	50	7	7	
071286050	Menlo Ave	SA W	El Camino Real Downtown Specific Plan	Parking lot	6,682	0.15	50	7	7	
071102140	600-618 Santa Cruz Ave	SA W	El Camino Real Downtown Specific Plan	1-story commercial	14,117	0.32	50	16	16	
071102130	1133-1159 El Camino Real	SA W	El Camino Real Downtown Specific Plan	1-story commercial	23,685	0.54	50	27	27	
071102390	1161-1169 El Camino Real	SA W	El Camino Real Downtown Specific Plan	1-story commercial	5,756	0.13	50	6	6	
071102370	1177-1185 El Camino Real	SA W	El Camino Real Downtown Specific Plan	1-story commercial	7,513	0.17	50	8	8	
071102350	1189 El Camino Real	SA W	El Camino Real Downtown Specific Plan	1-story commercial	5,345	0.12	50	6	6	
071102100	625 Oak Grove Ave	SA W	El Camino Real Downtown Specific Plan	1-story commercial	3,891	0.09	50	4	4	
TOTAL								852	699	153
									82%	18%
									558	122

Note:

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

Table 3: Infill Around Downtown - Existing Zoning and Proposed Changes

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Proposed Dwelling Units @ 30 Dwelling Units per Acre	Net Change in Dwelling Units Above Existing Zoning
071288560	934 CRANE ST	R3	Medium Density Residential	Residential: Five or More Units	27,511	0.63	8	9	0	18	9
071292070	1003 ROBLE AVE	R3	Medium Density Residential	Residential: Five or More Units	22,122	0.51	7	7	0	15	8
071091060	823 VALPARAISO AVE	R3	Medium Density Residential	Residential: Single-Family	17,772	0.41	5	1	4	12	11
071312030	887 ROBLE AVE	R3	Medium Density Residential	Residential: Fourplex	15,799	0.36	4	4	0	10	6
061401010	417 GLENWOOD AVE	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	15,588	0.36	4	3	1	10	7
071302120	934 ALICE LN	R3	Medium Density Residential	Residential: Combination of Unit Types	15,302	0.35	4	4	0	10	6
071292010	971 OAK LN	R3	Medium Density Residential	Residential: Two Duplexes	15,066	0.35	4	4	0	10	6
071101160	1249 HOOVER ST	R3	Medium Density Residential	Residential: Fourplex	13,686	0.31	4	4	0	9	5
061401100	1257 LAUREL ST	R3	Medium Density Residential	Residential: Single-Family	13,388	0.31	4	2	2	9	7
061401080	1273 LAUREL ST	R3	Medium Density Residential	Residential: Single-Family	13,027	0.30	3	1	2	8	7
061401070	1281 LAUREL ST	R3	Medium Density Residential	Residential: Single-Family	12,810	0.29	3	1	2	8	7
061401270	1300 MILLS ST	R3	Medium Density Residential	Residential: Combination of Unit Types	12,665	0.29	3	4	0	8	4
071302110	904 ALICE LN	R3	Medium Density Residential	Residential: Two Duplexes	12,403	0.28	3	4	0	8	4
071291240	800 ARBOR RD	R3	Medium Density Residential	Residential: Five or More Units	12,284	0.28	3	8	0	8	0
071293150	1025 MALLETT CT	R3	Medium Density Residential	Residential: Fourplex	12,260	0.28	3	4	0	8	4
071292190	810 FREMONT ST	R3	Medium Density Residential	Residential: Fourplex	11,740	0.27	3	4	0	8	4
071302230	587 ALICE LN	R3	Medium Density Residential	Residential: Combination of Unit Types	11,226	0.26	3	2	1	7	5
071103420	1220 HOOVER ST	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	10,893	0.25	3	2	1	7	5
071292170	750 FREMONT ST	R3	Medium Density Residential	Residential: SFR & Duplex or Triplex	10,785	0.25	3	3	0	7	4
071272080	985 SANTA CRUZ AVE	R3	Medium Density Residential	Residential: Combination of Unit Types	10,623	0.24	3	4	0	7	3
071282090	800 LIVE OAK AVE	R3	Medium Density Residential	Residential: Single-Family	10,373	0.24	3	1	2	7	6

Table 3: Infill Around Downtown - Existing Zoning and Proposed Changes

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Proposed Dwelling Units @ 30 Dwelling Units per Acre	Net Change in Dwelling Units Above Existing Zoning
071301280	765 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	10,362	0.24	3	1	2	7	6
071272030	1045 SANTA CRUZ AVE	R3	Medium Density Residential	Residential: Five or More Units	9,815	0.23	2	1	1	6	5
071103240	1280 HOOVER ST	R3	Medium Density Residential	Residential: Duplex	9,805	0.23	2	2	0	6	4
061421300	1464 SAN ANTONIO ST	R3	Medium Density Residential	Residential: Five or More Units	9,696	0.22	2	2	0	6	4
071103250	1286 HOOVER ST	R3	Medium Density Residential	Residential: Duplex	9,640	0.22	2	2	0	6	4
071293090	1020 MALLETT CT	R3	Medium Density Residential	Residential: Triplex	9,573	0.22	2	3	0	6	3
071301080	905 OAK LN	R3	Medium Density Residential	Residential: SFR & Duplex or Triplex	9,420	0.22	2	3	0	6	3
061402120	1241 MILLS ST	R3	Medium Density Residential	Residential: Combination of Unit Types	9,174	0.21	2	2	0	6	4
071103310	1330 HOOVER ST	R3	Medium Density Residential	Residential: Single-Family	9,112	0.21	2	1	1	6	5
071103320	1340 HOOVER ST	R3	Medium Density Residential	Residential: Single-Family	9,035	0.21	2	1	1	6	5
071093070	1340 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	9,027	0.21	2	1	1	6	5
071093060	1350 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	9,026	0.21	2	2	0	6	4
071272420	969 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	8,918	0.20	2	1	1	6	5
071272430	959 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	8,917	0.20	2	2	0	6	4
061401090	1261 LAUREL ST	R3	Medium Density Residential	Residential: Single-Family	8,805	0.20	2	1	1	6	5
071301110	833 UNIVERSITY DR	R3	Medium Density Residential	Residential: Duplex	8,556	0.20	2	2	0	5	3
071271180	1062 ARBOR RD	R3	Medium Density Residential	Residential: Duplex	8,545	0.20	2	2	0	5	3
071272150	908 MENLO AVE	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	8,511	0.20	2	2	0	5	3
071311020	845 LIVE OAK AVE	R3	Medium Density Residential	Residential: SFR Converted to 2 Units	8,451	0.19	2	2	0	5	3
071093180	1230 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	8,450	0.19	2	1	1	5	4
071291160	649 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	8,447	0.19	2	1	1	5	4

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061401280	1320 MILLS ST	R3	Medium Density Residential	Residential: Single-Family	8,323	0.19	2	1	1	5	4
061382230	1042 PINE ST	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	8,268	0.19	2	2	0	5	3
061401150	424 OAK GROVE AVE	R3	Medium Density Residential	Residential: Single-Family	8,249	0.19	2	1	1	5	4
071093170	1232 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	8,170	0.19	2	1	1	5	4
061401030	1333 LAUREL ST	R3	Medium Density Residential	Residential: Single-Family	8,130	0.19	2	1	1	5	4
071301310	916 FLORENCE LN	R3	Medium Density Residential	Residential: Single-Family	8,046	0.18	2	1	1	5	4
071093040	735 VALPARAISO AVE	R3	Medium Density Residential	Residential: Single-Family	8,023	0.18	2	1	1	5	4
071091400	1308 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	7,860	0.18	2	1	1	5	4
071091410	1310 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	7,852	0.18	2	1	1	5	4
061383090	1104 LAUREL ST	R3	Medium Density Residential	Residential: SFR Converted to 2 Units	7,830	0.18	2	2	0	5	3
071272240	1002 FREMONT ST	R3	Medium Density Residential	Residential: Single-Family	7,792	0.18	2	2	0	5	3
071272380	937 MENLO AVE	R3	Medium Density Residential	Residential: Duplex	7,791	0.18	2	2	0	5	3
071272370	949 MENLO AVE	R3	Medium Density Residential	Residential: Duplex	7,791	0.18	2	2	0	5	3
061382320	1126 PINE ST	R3	Medium Density Residential	Residential: Duplex	7,789	0.18	2	2	0	5	3
071288290	660 LIVE OAK AVE	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	7,784	0.18	2	2	0	5	3
061382260	1066 PINE ST	R3	Medium Density Residential	Residential: Single-Family	7,760	0.18	2	1	1	5	4
071272180	940 MENLO AVE	R3	Medium Density Residential	Residential: Duplex	7,694	0.18	2	2	0	5	3
071271130	918 ARBOR RD	R3	Medium Density Residential	Residential: Duplex	7,642	0.18	2	2	0	5	3
071272190	966 MENLO AVE	R3	Medium Density Residential	Residential: Single-Family	7,626	0.18	2	1	1	5	4
071311200	820 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	7,562	0.17	2	1	1	5	4
061382270	1070 PINE ST	R3	Medium Density Residential	Residential: SFR Converted to 2 Units	7,547	0.17	2	1	1	5	4

Table 3: Infill Around Downtown - Existing Zoning and Proposed Changes

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Proposed Dwelling Units @ 30 Dwelling Units per Acre	Net Change in Dwelling Units Above Existing Zoning
061401350	425 GLENWOOD AVE	R3	Medium Density Residential	Residential: Single-Family	7,501	0.17	2	1	1	5	4
061412020	1163 NOEL DR	R3	Medium Density Residential	Residential: Combination of Unit Types	7,500	0.17	2	2	0	5	3
071301140	936 ROBLE AVE	R3	Medium Density Residential	Residential: Single-Family	7,500	0.17	2	1	1	5	4
071301270	775 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	7,500	0.17	2	1	1	5	4
061382310	1108 PINE ST	R3	Medium Density Residential	Residential: SFR & Duplex or Triplex	7,500	0.17	2	2	0	5	3
071301250	917 ROBLE AVE	R3	Medium Density Residential	Residential: Duplex	7,473	0.17	2	2	0	5	3
061382290	1104 PINE ST	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	7,459	0.17	2	2	0	5	3
071311060	801 LIVE OAK AVE	R3	Medium Density Residential	Residential: Single-Family	7,422	0.17	2	1	1	5	4
071311070	797 LIVE OAK AVE	R3	Medium Density Residential	Residential: Single-Family	7,415	0.17	2	1	1	5	4
071302090	659 UNIVERSITY DR	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	7,379	0.17	2	2	0	5	3
071301130	922 ROBLE AVE	R3	Medium Density Residential	Residential: Single-Family	7,358	0.17	2	1	1	5	4
071301170	956 ROBLE AVE	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	7,358	0.17	2	2	0	5	3
071301040	955 OAK LN	R3	Medium Density Residential	Residential: Duplex	7,332	0.17	2	2	0	5	3
071301230	949 ROBLE AVE	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	7,332	0.17	2	2	0	5	3
071301210	973 ROBLE AVE	R3	Medium Density Residential	Residential: Single-Family	7,332	0.17	2	1	1	5	4
071301030	957 OAK LN	R3	Medium Density Residential	Residential: Single-Family	7,331	0.17	2	1	1	5	4
071301360	966 FLORENCE LN	R3	Medium Density Residential	Residential: Duplex	7,316	0.17	2	2	0	5	3
071311110	844 ROBLE AVE	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	7,276	0.17	2	2	0	5	3
071093290	1360 CRANE ST	R3	Medium Density Residential	Residential: Single-Family	7,273	0.17	2	1	1	5	4
071293080	1010 MALLETT CT	R3	Medium Density Residential	Residential: Single-Family	7,242	0.17	2	1	1	4	3
071291180	644 ARBOR RD	R3	Medium Density Residential	Residential: Duplex	7,215	0.17	2	2	0	4	2

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APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Proposed Dwelling Units @ 30 Dwelling Units per Acre	Net Change in Dwelling Units Above Existing Zoning
071293100	1030 MALLET CT	R3	Medium Density Residential	Residential: Single-Family	7,186	0.16	2	1	1	4	3
071302310	1000 MIDDLE AVE	R3	Medium Density Residential	Residential: Single-Family	7,183	0.16	2	2	0	4	2
071272510	916 FREMONT PL	R3	Medium Density Residential	Residential: Triplex	7,180	0.16	2	1	0	4	3
071301300	721 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	7,078	0.16	2	1	1	4	3
071288360	714 LIVE OAK AVE	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	7,055	0.16	2	1	1	4	3
061401240	1264 MILLS ST	R3	Medium Density Residential	Residential: Single-Family	7,052	0.16	2	1	1	4	3
071301290	735 UNIVERSITY DR	R3	Medium Density Residential	Residential: Single-Family	7,050	0.16	2	2	0	4	2
071101060	1343 HOOVER ST	R3	Medium Density Residential	Residential: Duplex	7,012	0.16	2	2	0	4	2
071101110	1305 HOOVER ST	R3	Medium Density Residential	Residential: Single-Family	7,000	0.16	2	1	1	4	3
071101210	1243 HOOVER ST	R3	Medium Density Residential	Residential Single-Family	7,000	0.16	2	1	1	4	3
071293250	620 FREMONT ST	R3	Medium Density Residential	Residential Single-Family	6,720	0.15	2	1	1		
071274080	836 LIVE OAK AVE	R3	Medium Density Residential	Residential Single-Family	6,552	0.15	2	1	1		
071293060	640 FREMONT ST	R3	Medium Density Residential	Residential Single-Family	6,551	0.15	2	1	1		
071093160	1234 CRANE ST	R3	Medium Density Residential	Residential Single-Family	6,456	0.15	2	1	1		
071271080	949 FREMONT ST	R3	Medium Density Residential	Residential Single-Family	6,449	0.15	2	1	1		
071288410	764 LIVE OAK AVE	R3	Medium Density Residential	Residential Single-Family	6,397	0.15	2	1	1		
071093140	1238 CRANE ST	R3	Medium Density Residential	Residential Single-Family	6,393	0.15	2	1	1		
071093150	1236 CRANE ST	R3	Medium Density Residential	Residential Single-Family	6,392	0.15	2	1	1		
061402140	1225 MILLS ST	R3	Medium Density Residential	Residential Single-Family	6,215	0.14	2	1	1		
071271110	909 FREMONT ST	R3	Medium Density Residential	Residential Single-Family	6,193	0.14	2	1	1		
071302260	519 UNIVERSITY DR	R3	Medium Density Residential	Residential Single-Family	6,156	0.14	2	1	1		

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APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Area (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Proposed Dwelling Units @ 30 Dwelling Units per Acre	Net Change in Dwelling Units Above Existing Zoning
071103330	1346 HOOVER ST	R3	Medium Density Residential	Residential Single-Family	5,952	0.14	2	1	1		
071321030	737 LIVE OAK AVE	R3	Medium Density Residential	Residential Single-Family	5,913	0.14	2	1	1		
071321020	751 LIVE OAK AVE	R3	Medium Density Residential	Residential Single-Family	5,851	0.13	2	1	1		
071288310	676 LIVE OAK AVE	R3	Medium Density Residential	Residential Single-Family	5,751	0.13	2	1	1		
071272070	993 SANTA CRUZ AVE	R3	Medium Density Residential	Residential Single-Family	5,691	0.13	2	1	1		
071321040	735 LIVE OAK AVE	R3	Medium Density Residential	Residential: Duplex	5,657	0.13	2	2	0		
071331140	688 ROBLE AVE	R3	Medium Density Residential	Residential Single-Family	5,640	0.13	2	1	1		
071321070	705 LIVE OAK AVE	R3	Medium Density Residential	Residential Single-Family	5,632	0.13	2	1	1		
071331030	671 LIVE OAK AVE	R3	Medium Density Residential	Residential Single-Family	5,632	0.13	2	1	1		
071271070	955 FREMONT ST	R3	Medium Density Residential	Residential Single-Family	5,626	0.13	2	1	1		
071271060	1003 FREMONT ST	R3	Medium Density Residential	Residential Single-Family	5,626	0.13	2	1	1		
071291070	816 ARBOR RD	R3	Medium Density Residential	Residential Single-Family	5,625	0.13	2	1	1		
071271140	928 ARBOR RD	R3	Medium Density Residential	Residential Single-Family	5,625	0.13	2	1	1		
071312020	893 ROBLE AVE	R3	Medium Density Residential	Residential Single-Family	5,494	0.13	2	1	1		
071321130	752 ROBLE AVE	R3	Medium Density Residential	Residential Single-Family	5,440	0.12	2	1	1		
071282140	932 EVELYN ST	R3	Medium Density Residential	Residential Single-Family	5,399	0.12	2	1	1		
071311170	890 ROBLE AVE	R3	Medium Density Residential	Residential Single-Family	5,331	0.12	2	1	1		
071272140	1001 UNIVERSITY DR	R3	Medium Density Residential	Residential Single-Family	5,297	0.12	2	1	1		
071293180	570 FREMONT ST	R3	Medium Density Residential	Residential Single-Family	5,280	0.12	2	1	1		
071293190	564 FREMONT ST	R3	Medium Density Residential	Residential Single-Family	5,280	0.12	2	1	1		
071293200	542 FREMONT ST	R3	Medium Density Residential	Residential Single-Family	5,278	0.12	2	1	1		

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071293210	520 FREMONT ST	R3	Medium Density Residential	Residential Single-Family	5,276	0.12	2	1	1		
071272120	1047 UNIVERSITY DR	R3	Medium Density Residential	Residential Single-Family	5,243	0.12	2	1	1		
071272130	1039 UNIVERSITY DR	R3	Medium Density Residential	Residential Single-Family	5,243	0.12	2	1	1		
071282080	931 CRANE ST	R3	Medium Density Residential	Residential: More Than 1 Detached Living Units	5,200	0.12	2	2	0		
071302070	689 UNIVERSITY DR	R3	Medium Density Residential	Residential Single-Family	5,107	0.12	2	1	1		
071093020	1354 CRANE ST	R3	Medium Density Residential	Residential Single-Family	5,072	0.12	2	1	1		
071311190	810 UNIVERSITY DR	R3	Medium Density Residential	Residential Single-Family	5,060	0.12	2	1	1		
071293240	624 FREMONT ST	R3	Medium Density Residential	Residential Single-Family	5,040	0.12	2	1	1		
071282160	946 EVELYN ST	R3	Medium Density Residential	Residential Single-Family	5,000	0.11	2	1	1		
TOTAL								Total	92	377	
Subtotal on lots 10,000 sf or greater									17	124	
Subtotal on lots between 7,000 and 9,999 sf									36	253	
Subtotal on lots between 5,000 and 6,999 sf									39	0	
Total									92	377	

Table 4: Built and Approved Units

APN	Address	Building Permit Issued	Approval Date (if permit not issued)	Net New Dwelling Unit	Below Market Rate Dwelling Unit
062383150	1965 MENALTO AVE	04/30/99		1	
071091220	848-850 OAK GROVE AVE	06/29/99		2	
074170500	6 ZACHARY CT	08/17/99		1	
071103360	677 VALPARAISO AVE	09/09/99		1	
071405040	869 PARTRIDGE AVE	09/20/99		1	
071094170	1142 CRANE ST	11/09/99		2	
071022230	1324 N LEMON AVE	12/16/99		1	
063441060	2056 MENALTO AVE	04/05/00		1	
074170520	2 ZACHARY CT	04/28/00		1	
063424190	1321 WOODLAND AVE	06/20/00		1	
055342490	1314 CHILCO ST	07/14/00		1	
055412040	1520 WILLOW RD	07/19/00		1	
063452300	1381 WOODLAND AVE	08/21/00		1	
113980030	1246 HOOVER ST	08/30/00		1	
113990040	1254 HOOVER ST	12/13/00		1	
113990050	1252 HOOVER ST	12/13/00		1	
113990060	1250 HOOVER ST	12/13/00		1	
114090010	1145-1155 MERRILL ST	03/15/01		25	3
063425050	1117 WOODLAND AVE	05/30/01		1	
071288330	698 LIVE OAK AVE	05/20/02		1	
062331230	4 RUSSELL CT	08/30/02		1	
062460060	320 MIDDLEFIELD RD	01/08/03		1	
061370030	250 OAK GROVE AVE	04/09/03		1	
074170440	3 ZACHARY CT	07/07/03		1	
062073320	667 PIERCE RD	07/22/03		1	
062073330	657 PIERCE RD	07/22/03		1	
062383160	128 ELM ST	09/16/03		1	
062021070	1111 MENLO OAKS DR	12/11/03		2	
071433230	726 HARVARD AVE	02/23/04		1	
062331280	3 RUSSELL CT	05/20/04		1	
071293020	1017 FLORENCE LN	05/03/05		1	
061384050	1064 LAUREL ST	05/24/05		1	
055341160	530 SANDLEWOOD ST	06/02/05		1	
055480440	551 HAMILTON AVE	06/02/05		1	
062334120	825 WOODLAND AVE	06/08/05		1	
063430590	1958 1/2 MENALTO AVE	08/10/05		1	
063430600	1960 MENALTO AVE	08/10/05		1	
063430600	1960 1/2 MENALTO AVE	08/10/05		1	
061422130	1425 SAN ANTONIO ST	10/11/05		1	
061422130	1423 SAN ANTONIO ST	10/11/05		1	
061422130	1429 SAN ANTONIO ST	10/11/05		1	
061422130	1431 SAN ANTONIO ST	10/11/05		1	
061422140	1421 SAN ANTONIO ST	10/11/05		1	
063441370	229 O'CONNOR ST	01/10/06		1	
071301240	925 ROBLE AVE	01/30/06		1	
063441340	269 O'CONNOR ST	10/03/06		1	
063425040	1111 WOODLAND AVE	10/12/06		1	
071431020	849 CAMBRIDGE AVE	10/12/06		1	
055341240	501 SANDLEWOOD ST	11/20/06		1	
055480300	519 SANDLEWOOD ST	11/20/06		1	

Table 4: Built and Approved Units

APN	Address	Building Permit Issued	Approval Date (if permit not issued)	Net New Dwelling Unit	Below Market Rate Dwelling Unit
055480310	517 SANDLEWOOD ST	11/20/06		1	
055480320	515 SANDLEWOOD ST	11/20/06		1	1
055480340	511 SANDLEWOOD ST	11/20/06		1	
055480350	509 SANDLEWOOD ST	11/20/06		1	1
055480360	507 SANDLEWOOD ST	11/20/06		1	1
055480370	505 SANDLEWOOD ST	11/20/06		1	
055480380	503 SANDLEWOOD ST	11/20/06		1	1
055480220	535 SANDLEWOOD ST	11/21/06		1	1
055480230	533 SANDLEWOOD ST	11/21/06		1	1
055480240	531 SANDLEWOOD ST	11/21/06		1	
055480250	529 SANDLEWOOD ST	11/21/06		1	
055480260	527 SANDLEWOOD ST	11/21/06		1	
055480270	525 SANDLEWOOD ST	11/21/06		1	1
055480280	523 SANDLEWOOD ST	11/21/06		1	
055480290	521 SANDLEWOOD ST	11/21/06		1	1
055341240	513 SANDLEWOOD ST	12/12/06		1	
055341240	1423 ROSEMARY ST	01/19/07		1	
055480010	1413 ROSEMARY ST	01/19/07		1	1
055480020	1415 ROSEMARY ST	01/19/07		1	
055480030	1417 ROSEMARY ST	01/19/07		1	1
055480040	1419 ROSEMARY ST	01/19/07		1	
055480050	1421 ROSEMARY ST	01/19/07		1	
055480070	1425 ROSEMARY ST	01/19/07		1	1
055480080	1490 ROSEMARY ST	01/19/07		1	1
055480090	1470 ROSEMARY ST	01/19/07		1	
055480100	1450 ROSEMARY ST	01/19/07		1	
055480110	1430 ROSEMARY ST	01/19/07		1	
055480120	1410 ROSEMARY ST	01/19/07		1	1
055480130	1400 ROSEMARY ST	01/19/07		1	
055480210	537 SANDLEWOOD ST	01/19/07		1	1
071162240	1618 STANFORD AVE	03/09/07		1	
062421060	152 LINFIELD DR	04/12/07		1	
062421060	154 LINFIELD DR	04/12/07		1	
062421060	156 LINFIELD DR	04/12/07		1	
071404150	812 PARTRIDGE AVE	04/17/07		1	
071412420	800 PARTRIDGE AVE	04/23/07		1	
055480140	1401 SAGE ST	06/12/07		1	
055480150	1403 SAGE ST	06/12/07		1	1
055480160	1405 SAGE ST	06/12/07		1	
055480200	539 SANDLEWOOD ST	06/12/07		1	
055480420	520 SANDLEWOOD ST	06/12/07		1	1
055480460	559 HAMILTON AVE	06/12/07		1	1
055480470	1401 GINGER ST	06/12/07		1	1
055480170	1407 SAGE ST	06/13/07		1	1
055480180	1409 SAGE ST	06/13/07		1	
055480190	1411 SAGE ST	06/13/07		1	
055480410	510 SANDLEWOOD ST	06/26/07		1	
062550010	1 HERITAGE PL	06/29/07		1	1
062550020	2 HERITAGE PL	06/29/07		1	
062550030	3 HERITAGE PL	06/29/07		1	

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APN	Address	Building Permit Issued	Approval Date (if permit not issued)	Net New Dwelling Unit	Below Market Rate Dwelling Unit
062550050	5 HERITAGE PL	07/02/07		1	
062550080	8 HERITAGE PL	07/02/07		1	
062550090	9 HERITAGE PL	07/02/07		1	
062550040	4 HERITAGE PL	07/05/07		1	
062550060	6 HERITAGE PL	07/05/07		1	
062550110	11 HERITAGE PL	07/05/07		1	
062550120	12 HERITAGE PL	07/05/07		1	
055480400	1405 GINGER ST	07/10/07		1	
055480450	555 HAMILTON AVE	07/10/07		1	1
062422110	157 LINFIELD DR	07/10/07		1	1
062422110	159 LINFIELD DR	07/10/07		1	
062422110	161 LINFIELD DR	07/10/07		1	
062422110	163 LINFIELD DR	07/10/07		1	
062422110	165 LINFIELD DR	07/10/07		1	
062422110	167 LINFIELD DR	07/10/07		1	
062422110	169 LINFIELD DR	07/10/07		1	1
062422110	171 LINFIELD DR	07/10/07		1	
062422110	218 MORGAN LANE	07/31/07		1	
062422110	214 MORGAN LANE	07/31/07		1	
062422110	210 MORGAN LANE	07/31/07		1	
062422110	208 MORGAN LANE	07/31/07		1	
062422110	216 MORGAN LANE	08/16/07		1	
062422110	212 MORGAN LANE	08/16/07		1	
062422110	202 MORGAN LANE	08/22/07		1	1
062422110	204 MORGAN LANE	08/22/07		1	
062422110	203 BALLARD LANE	08/22/07		1	
062422110	201 BALLARD LANE	08/22/07		1	
062422110	201 PEARL LANE	08/22/07		1	
062422110	203 PEARL LANE	08/22/07		1	
062422110	205 PEARL LANE	08/22/07		1	
062422110	207 PEARL LANE	08/22/07		1	
062550070	7 HERITAGE PL	08/29/07		1	
062422110	230 MORGAN LANE	09/25/07		1	
062422110	228 MORGAN LANE	09/25/07		1	1
062422110	226 MORGAN LANE	09/25/07		1	
062422110	224 MORGAN LANE	09/25/07		1	
062422110	222 MORGAN LANE	09/25/07		1	
062422110	209 PEARL LANE	09/25/07		1	
062422110	211 PEARL LANE	09/25/07		1	
062422130	807 PAULSON CIRCLE	10/03/07		1	
062422130	805 PAULSON CIRCLE	10/03/07		1	
071272060	1001 SANTA CRUZ AVE	10/09/07		2	
071302280	928 MIDDLE AVE FRONT	10/19/07		1	
062422130	841 PAULSON CIRCLE	11/02/07		1	
062422110	202 BALLARD LANE	11/08/07		1	1
062422110	204 BALLARD LANE	11/08/07		1	
062422110	236 MORGAN LANE	11/08/07		1	
062422110	234 MORGAN LANE	11/08/07		1	
062422110	232 MORGAN LANE	11/08/07		1	
062214100	10 HERITAGE PL	11/15/07		1	1

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APN	Address	Building Permit Issued	Approval Date (if permit not issued)	Net New Dwelling Unit	Below Market Rate Dwelling Unit
062422130	839 PAULSON CIRCLE	12/28/07		1	
062422130	843 PAULSON CIRCLE	12/28/07		1	
062422130	835 PAULSON CIRCLE	03/05/08		1	
062422130	833 PAULSON CIRCLE	03/05/08		1	1
062422130	837 PAULSON CIRCLE	03/05/08		1	
062422130	831 PAULSON CIRCLE	03/05/08		1	
074162180	1080 LASSEN DR	03/05/08		1	
074120360	130 ROYAL OAK CT	06/18/08		1	
074120360	135 ROYAL OAK CT	06/18/08		1	
074120360	110 ROYAL OAK CT	06/18/08		1	
074120360	125 ROYAL OAK CT	06/18/08		1	
074120360	120 ROYAL OAK CT	06/18/08		1	
074120360	150 ROYAL OAK CT	06/19/08		1	
062422130	834 PAULSON CIRCLE	06/23/08		1	
062422130	836 PAULSON CIRCLE	06/23/08		1	
062422130	822 PAULSON CIRCLE	06/23/08		1	
062422130	832 PAULSON CIRCLE	06/23/08		1	
062421060	156 MORANDI LN	07/16/08		1	
062421060	154 MORANDI LN	07/16/08		1	
062421060	152 MORANDI LN	07/16/08		1	
062421060	151 MORANDI LN	07/16/08		1	1
062421060	153 MORANDI LN	07/16/08		1	
062421060	155 MORANDI LN	07/16/08		1	
062422130	827 PAULSON CIRCLE	07/29/08		1	
062422130	829 PAULSON CIRCLE	07/29/08		1	
062422130	825 PAULSON CIRCLE	07/29/08		1	
062422130	823 PAULSON CIRCLE	07/31/08		1	
062422130	821 PAULSON CIRCLE	07/31/08		1	
062422130	819 PAULSON CIRCLE	07/31/08		1	
062422130	817 PAULSON CIRCLE	09/11/08		1	
062580250	804 PAULSON CIR	09/23/08		1	
062580300	818 PAULSON CIR	09/23/08		1	
062580310	816 PAULSON CIR	09/23/08		1	
062580040	813 PAULSON CIR	09/25/08		1	1
062580050	815 PAULSON CIR	09/25/08		1	
062580210	801 PAULSON CIR	09/25/08		1	
062580030	811 PAULSON CIR	10/06/08		1	
062580240	812 PAULSON CIR	10/14/08		1	
062580320	814 PAULSON CIR	10/14/08		1	
062580020	809 PAULSON CIR	12/01/08		1	
071433180	644 HARVARD	01/16/09		1	
062580200	845 PAULSON CIR	04/23/09		1	
062580220	803 PAULSON CIR	04/23/09		1	
071271030	1081 SANTA CRUZ AVE	02/10/10		3	
062383120	1981 MENALTO AVE	04/15/10		1	
071301100	849 UNIVERSITY DR	06/09/10		1	
071301100	865 UNIVERSITY DR	06/09/10		1	
071291230	737 FREMONT ST	10/06/10		2	
062570080	153 BURNELL LN	10/20/10		1	
071282090	802 LIVE OAK AVE	11/02/10		1	

Table 4: Built and Approved Units

APN	Address	Building Permit Issued	Approval Date (if permit not issued)	Net New Dwelling Unit	Below Market Rate Dwelling Unit
071282090	905 CRANE ST	11/02/10		1	
062570070	151 BURNELL LN	11/03/10		1	
062570160	313 HOMEWOOD PL	11/16/10		1	
062570220	301 HOMEWOOD PL	11/17/10		1	
062570180	309 HOMEWOOD PL	11/18/10		1	
062570190	307 HOMEWOOD PL	11/18/10		1	1
062570200	305 HOMEWOOD PL	11/18/10		1	
062570210	303 HOMEWOOD PL	11/18/10		1	
062570170	311 HOMEWOOD PL	11/29/10		1	
062570090	155 BURNELL LN	12/09/10		1	
071022110	1206 N LEMON AVE	12/21/10		1	
062570020	160 LINFIELD DR	01/03/11		1	
062570030	158 LINFIELD DR	01/03/11		1	1
062570010	162 LINFIELD DR	01/10/11		1	
071302290	960 MIDDLE AVE	03/08/11		1	
061382210	1030 PINE ST	02/17/12		1	
074112640	2199 CLAYTON DR	03/22/12		1	
063430090	1956 MENALTO AVE A	04/17/12		1	
074112100	2199 CLAYTON DR	04/24/12		1	
074120430	140 ROYAL OAK CT	05/08/12		1	
061421330	1444 SAN ANTONIO ST	07/24/12		1	
063430060	1968 MENALTO AVE	na	01/10/11	1	
062064140	731 BAY ROAD	na	04/16/12	1	
062064130	735 BAY ROAD	na	04/16/12	1	
071301120	821 UNIVERSITY AVE	na	07/09/12	1	
061422390	1460 EL CAMINO REAL	na	01/11/11	16	1
071412430	389 EL CAMINO REAL	na	07/31/12	22	3
071288390	742 LIVE OAK AVE		09/10/12	1	
Built	Subtotal 1999 to 2006			93	11
Built	Subtotal 2007 to 2012			159	24
Approved	Subtotal 2007 to 2012			43	4
Total	Built & Approved 2007 to 2012			202	28
TOTAL				295	39

Table 5: Built Second Units

Address	Date Building Permit Issued	Attached or Detached Secondary Unit?
1120 Carlton Ave	03/01/00	Attached Unit
1303 Windermere Ave	10/14/03	Attached Unit
425 Claremont Way	08/02/07	Detached Unit
344 O'Connor St	10/04/07	Attached Unit
1177 Johnson St	12/10/07	Detached Unit
351 Terminal Ave	10/29/08	Detached Unit
332 O'Connor St	06/14/10	Detached Unit
622 Laurel Ave	03/28/12	Detached Unit
1999 to 2006		2
2007 to present		6
		<hr/>
		8

Table 6: Existing Zoning

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Acres (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Dwelling Units per Acre	Below Market Rate Dwelling Units
055351080	200 block IVY DR	R1U	Low Density Residential	Vacant	7,994	0.18	1	0	1	5.4	
061321110	400 block FELTON DR	R1S (FG)	Low Density Residential	Vacant	7,522	0.17	1	0	1	5.8	
061382170	215 OAK GROVE AVE	R2	Medium Density Residential	Vacant	67,082	1.54	19	0	19	12.3	
062012050	IRIS LN	R1U	Low Density Residential	Vacant	3,609	0.08	1	0	1	12.1	
062013230	PIERCE RD	R3	Medium Density Residential	Vacant	10,510	0.24	3	0	3	12.4	
062021040	130 NEWBRIDGE ST	R3	Medium Density Residential	Single-Family Residential	5,433	0.12	2	1	1	16.0	
062021050	1131 MENLO OAKS DR	R3	Medium Density Residential	Single-Family Residential	8,415	0.19	2	1	1	10.4	
062021060	1121 MENLO OAKS DR	R3	Medium Density Residential	Single-Family Residential	6,979	0.16	2	1	1	12.5	
062064110	1005 MADERA AVE	R3	Medium Density Residential	Single-Family Residential	6,111	0.14	2	1	1	7.1	
062073300	HOLLYBURNE AVE	R1U	Low Density Residential	Vacant	4,106	0.09	1	0	1	10.6	
062074020	1100 block HOLLYBURNE AVE	R1U	Low Density Residential	Vacant	11,612	0.27	1	0	1	3.8	
062074330	741 PIERCE RD	R3	Medium Density Residential	Vacant	2,648	0.06	0	0	0	0.0	
062074340		R3	Medium Density Residential	Vacant	2,677	0.06	1	0	1	16.3	
062074350	731 PIERCE RD	R3	Medium Density Residential	Vacant	5,376	0.12	2	0	2	16.2	
062216060	300 block HAIGHT ST	R1U	Low Density Residential	Vacant	3,028	0.07	1	0	1	14.4	
062272760	200 block WILLOW RD	R1U	Low Density Residential	Vacant	7,665	0.18	1	0	1	5.7	
062303160	600 block WOODLAND AVE	R1U	Low Density Residential	Vacant	6,529	0.15	1	0	1	6.7	
062383130	1975 MENALTO AVE	R2	Medium Density Residential	Single-Family Residential	7,269	0.17	2	1	1	6.0	
062383140	1971 MENALTO AVE	R2	Medium Density Residential	Single-Family Residential	7,283	0.17	2	1	1	6.0	
062460060	320 MIDDLEFIELD RD	R1S	Low Density Residential	Vacant	217,800	5.00	21	0	21	4.2	
063142120	2100 block MENALTO AVE	R1U	Low Density Residential	Vacant	3,483	0.08	1	0	1	12.5	
063425070	1916 MENALTO AVE	R2	Medium Density Residential	Single-Family Residential	10,044	0.23	2	1	1	4.3	
063430040	1976 MENALTO AVE	R2	Medium Density Residential	Single-Family Residential	8,205	0.19	2	1	1	5.3	
063430060	1968 MENALTO AVE	R2	Medium Density Residential	Single-Family Residential	8,441	0.19	2	1	1	5.2	
063452390	1300 block WOODLAND AVE	R1U	Low Density Residential	Vacant	9,295	0.21	1	0	1	4.7	
063453080	FRENCH CT	R1U	Low Density Residential	Vacant	6,310	0.14	1	0	1	6.9	
063472010	1495 WOODLAND AVE	R3	Medium Density Residential	Single-Family Residential	12,358	0.28	3	1	2	3.6	
063472020	1917 EUCLID AVE	R3	Medium Density Residential	Single-Family Residential	6,959	0.16	2	1	1	6.3	
063472030	1925 EUCLID AVE	R3	Medium Density Residential	Single-Family Residential	5,730	0.13	2	1	1	7.6	
063472050	1947 EUCLID AVE	R3	Medium Density Residential	Vacant	6,000	0.14	2	0	2	7.3	
071022220	1300 block N LEMON ST	R1S	Low Density Residential	Vacant	9,931	0.23	1	0	1	4.4	
071022240	1300 block N LEMON ST	R1S	Low Density Residential	Vacant	22,985	0.53	2	0	2	3.8	
071072270	1300 block ARBOR RD	RE	Very Low Density Residential	Vacant	12,162	0.28	1	0	1	3.6	
071192070	1700 block BAY LAUREL AVE	R1S	Low Density Residential	Vacant	17,847	0.41	1	0	1	2.4	

Table 6: Existing Zoning

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Acres (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Dwelling Units per Acre	Below Market Rate Dwelling Units
071192280	1600 block BAY LAUREL AVE	R1S	Low Density Residential	Vacant	14,017	0.32	1	0	1	3.1	
071350030	100 block SAN MATEO DR	R1S	Low Density Residential	Vacant	17,941	0.41	1	0	1	2.4	
071404200	850 PARTRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	9,283	0.21	2	1	1	9.4	
071404210	856 PARTRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	9,276	0.21	2	1	1	9.4	
071404220	860 PARTRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	9,268	0.21	2	1	1	9.4	
071405020	875 PARTRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	6,972	0.16	2	1	1	12.5	
071405130	824 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,440	0.17	2	1	1	11.7	
071405140	830 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,456	0.17	2	1	1	11.7	
071405150	848 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,471	0.17	2	1	1	11.7	
071405160	850 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,485	0.17	2	1	1	11.6	
071405170	854 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,499	0.17	2	1	1	11.6	
071412290	646 PARTRIDGE AVE	R3	Medium Density Residential	Single-Family Residential	7,500	0.17	2	1	1	11.6	
071412300	658 PARTRIDGE AVE	R3	Medium Density Residential	Single-Family Residential	5,692	0.13	2	1	1	15.3	
071413010	785 PARTRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,041	0.18	2	1	1	10.8	
071413150	617 PARTRIDGE AVE	R3	Medium Density Residential	Single-Family Residential	9,592	0.22	2	1	1	9.1	
071413240	636 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,268	0.17	2	1	1	12.0	
071413270	680 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,311	0.17	2	1	1	11.9	
071413280	724 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,325	0.17	2	1	1	11.9	
071413300	750 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,354	0.17	2	1	1	11.8	
071413310	760 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,369	0.17	2	1	1	11.8	
071413320	776 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	9,529	0.22	2	1	1	9.1	
071424020	875 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,090	0.16	2	1	1	12.3	
071431040	825 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,111	0.19	2	1	1	10.7	
071431050	815 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,107	0.19	2	1	1	10.7	
071431060	145 CORNELL RD	R2	Medium Density Residential	Single-Family Residential	8,086	0.19	2	1	1	10.8	
071433040	739 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	7,787	0.18	2	1	1	11.2	
071433050	725 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,084	0.19	2	1	1	10.8	
071433060	715 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,080	0.19	2	1	1	10.8	
071433070	705 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,078	0.19	2	1	1	10.8	
071433080	665 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,075	0.19	2	1	1	10.8	
071433090	649 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,071	0.19	2	1	1	10.8	
071433110	627 CAMBRIDGE AVE	R2	Medium Density Residential	Single-Family Residential	8,064	0.19	2	1	1	10.8	
071433220	712 HARVARD AVE	R2	Medium Density Residential	Single-Family Residential	7,731	0.18	2	1	1	11.3	
071433250	752 HARVARD AVE	R2	Medium Density Residential	Single-Family Residential	7,012	0.16	2	1	1	12.4	

Table 6: Existing Zoning

APN	Address	Existing Zoning	Existing General Plan Designation	Existing Use	Lot Area (Sq. Ft.)	Lot Acres (Acres)	Total Allowable Dwelling Units	Existing Dwelling Units	Net Potential Dwelling Units	Dwelling Units per Acre	Below Market Rate Dwelling Units
071433260	760 HARVARD AVE	R2	Medium Density Residential	Single-Family Residential	7,007	0.16	2	1	1	12.4	
071434060	709 HARVARD AVE	R2	Medium Density Residential	Single-Family Residential	10,035	0.23	2	1	1	8.7	
071434090	649 HARVARD AVE	R2	Medium Density Residential	Single-Family Residential	10,774	0.25	3	1	2	12.1	
071434100	HARVARD AVE	R2	Medium Density Residential	Vacant	11,054	0.25	3	0	3	11.8	
071434110	629 HARVARD AVE	R2	Medium Density Residential	Single-Family Residential	9,425	0.22	2	1	1	9.2	
071434190	624 CREEK DR	R2	Medium Density Residential	Single-Family Residential	6,959	0.16	2	1	1	12.5	
071434210	634 CREEK DR	R2	Medium Density Residential	Single-Family Residential	6,854	0.16	2	1	1	12.7	
071434300	730 CREEK DR	R2	Medium Density Residential	Single-Family Residential	11,222	0.26	3	1	2	11.6	
074311600	RURAL LN	R1S	Low Density Residential	Vacant	40,343	0.93	4	0	4	4.3	
Subtotal									127		0
061422390	1460 EL CAMINO REAL	C4(ECR)	ECR Professional/Retail Commercial	Outside Storage	32,670	0.75	13	0	13	17.3	1
061430200	560 DERRY LANE	C4(ECR)	ECR Professional/Retail Commercial	Vacant and 1-story comm	150,282	3.45	63	0	63	18.3	9
061430450	1300 EL CAMINO REAL	C4(ECR)	ECR Professional/Retail Commercial	Vacant	146,797	3.37	62	0	62	18.4	9
071412430	389 EL CAMINO REAL	C4(ECR)	ECR Professional/Retail Commercial	Vacant and 4 units	53,579	1.23	22	4	18	17.9	3
Subtotal									156		22
Total January 1, 2006									283		22
Total September 28, 2012									127		0

Note: Does not include existing zoning for parcels in the "Infill Area Around Downtown"

City of Menlo Park Housing Element

Appendix B

**Evaluation of Housing
Element Programs
Contained in the 1992
Housing Element**





1992 Housing Element Program Evaluation Matrix

Menlo Park 1992 Housing Element — Program Evaluation Matrix

Program Title <i>Ref. # and brief description</i>	Objective <i>quantified where applicable or narrative</i>	Achievements / Results <i>quantified if possible</i>	Evaluation / Barriers to Implementation <i>was it successful? reasons why it was or was not implemented or able to meet its objectives</i>	Recommendations for the Housing Element Update <i>carry forward as is / carry forward with modifications (specify) / or delete</i>
III-1. Amend Zoning Ordinance to create a new higher-density residential zoning district (40 du/acre) for selected areas.		The Zoning Ordinance was amended in 1992 to create the R-4 district allowing for densities of 40 du/ac and, to date, applied to properties at 2160 Santa Cruz Avenue and 966-1002 Willow Road. Additionally, the Zoning Ordinance was amended in 2012 to incorporate the El Camino Real/Downtown Specific Plan, allowing for base densities of between 18.5 du/ac and 50 du/ac and public benefit bonus densities of between 25 du/ac and 60 du/ac.		Modify R-4 district requirements and/or create new zoning district that would be appropriate for high-density housing.

Program Title <i>Ref. # and brief description</i>	Objective <i>quantified where applicable or narrative</i>	Achievements / Results <i>quantified if possible</i>	Evaluation / Barriers to Implementation <i>was it successful? reasons why it was or was not implemented or able to meet its objectives</i>	Recommendations for the Housing Element Update <i>carry forward as is / carry forward with modifications (specify) / or delete</i>
III-2. Initiate rezoning of parcels listed in Table III-18 of the Housing Element Background Document.		<p>The following parcels were rezoned for residential development:</p> <ul style="list-style-type: none"> • 2160 Santa Cruz (R-2 to R-4 for 26 units) • NE corner of Laurel/Burgess (C-1-X to R-3-X for 33 units) • West side of SPRR between Hamilton and Chilco (M-2/NA to R-3-X and OSC for 47 units) <p>Additionally, 1001 Merrill was developed with 25 units in a mixed use project under existing zoning.</p>	<p>560 Derry Lane obtained land use entitlements, including rezoning for 135 units in a mixed use development, but the project was later revised based on a settlement agreement related to a successful referendum. Final approval of the revised project was not pursued by the developer.</p> <p>Sites developed/rezoned for other purposes include:</p> <ul style="list-style-type: none"> • 1600 El Camino Real (office) • Hamilton properties (light industry) • Chilco (school/fire station) • 620 Willow Road (school modular bldgs) <p>Sites not rezoned due to lack of development interest:</p> <ul style="list-style-type: none"> • SW corner of Ravenswood and Middlefield • Pierce Road 	Initiate rezoning of the parcels based on updated sites list.

Program Title <i>Ref. # and brief description</i>	Objective <i>quantified where applicable or narrative</i>	Achievements / Results <i>quantified if possible</i>	Evaluation / Barriers to Implementation <i>was it successful? reasons why it was or was not implemented or able to meet its objectives</i>	Recommendations for the Housing Element Update <i>carry forward as is / carry forward with modifications (specify) / or delete</i>
III-3. Encourage development of affordable housing on City-owned Chilco/Terminal Avenue site.		A portion of the property is currently leased to the fire district for use as a station. The remaining property is being sold to a private school to allow for expansion.	Although a proposal for affordable housing by Habitat for Humanity was considered, strong community support and advocacy for the expansion of a neighborhood school as opposed to the development of affordable housing terminated further consideration of the site as an affordable housing site.	Delete
III-4. Complete study of the Hamilton Avenue area to rezone existing M-2 lots along the corridor to R-3. Assemble parcels to develop as affordable housing.		The study was completed and lots encompassing an approximately six acre area were consolidated and zoned for residential/park use. The property was developed with 47 units and a one-acre public park. Of the 47 units, 20 units were sold through the City's Below Market Rate Program.		Delete

Program Title <i>Ref. # and brief description</i>	Objective <i>quantified where applicable or narrative</i>	Achievements / Results <i>quantified if possible</i>	Evaluation / Barriers to Implementation <i>was it successful? reasons why it was or was not implemented or able to meet its objectives</i>	Recommendations for the Housing Element Update <i>carry forward as is / carry forward with modifications (specify) / or delete</i>
III-5 Continue to administer the Below Market Rate (BMR) Housing Program for Commercial and Industrial Developments and the Below Market Rate (BMR) Housing Program for Residential Developments.		<p>The City has continued to administer the BMR programs by collecting fees and working with developers to produce BMR housing units. As of June 30, 2012, the BMR Fund has an uncommitted balance of approximately \$1.1 million for use towards the increase of affordable housing and 61 owner-occupied housing units in the BMR Program. Two additional BMR units are currently pending.</p> <p>The City revised the BMR Program during 2000-01 to decrease the project threshold size at which the BMR requirement applies to five units, and increase the percentage of required units to 15% for residential developments of 20 or more units.</p>		Continue to administer the Below Market Rate (BMR) Housing Program for Commercial and Industrial Developments and the Below Market Rate (BMR) Housing Program for Residential Developments.
III-6. Prepare an inventory of all parcels in the Central District that may be suitable for mixed use.		<p>In 1994, the Land Use Element of the General Plan and Zoning Ordinance were amended to allow for mixed-use in the C-3 District (downtown) and the C-4 (El Camino Real) District.</p> <p>In 2012, the City approved the El Camino Real/Downtown Specific Plan which puts zoning in place for up to 680 housing units and 474,000 square feet of non-residential uses based on a study of opportunity sites.</p>		Delete

Program Title <i>Ref. # and brief description</i>	Objective <i>quantified where applicable or narrative</i>	Achievements / Results <i>quantified if possible</i>	Evaluation / Barriers to Implementation <i>was it successful? reasons why it was or was not implemented or able to meet its objectives</i>	Recommendations for the Housing Element Update <i>carry forward as is / carry forward with modifications (specify) / or delete</i>
III-7. City to undertake a study to determine the feasibility of developing housing in air space above parking plazas in the Central Business District.		<p>An initial housing concept analysis for Parking Plaza #2 on Oak Grove Avenue was completed in 2002. The City Council decided not to proceed with the project.</p> <p>The 2012 El Camino Real/Downtown Specific Plan studied an option for housing above structured parking on Parking Plaza #3 and mixed use projects on Parking Plaza #2 and portions of Parking Plazas #4 and #5. While ultimately not included in the Specific Plan, the Plan does include the development of up to two parking garages on Plazas #1, #2 and/or #3, which could provide parking for future housing development in the downtown area.</p>	<p>Use of the City's parking plazas is near capacity and there are no appropriate facilities for long-term parkers, including business owners and employees. As such, business owners and merchants have historically opposed the use of the parking plazas for uses other than parking. Of specific concern is the fact that new mixed uses will exacerbate existing parking shortages. It is also possible that use of the parking plazas for any use other than parking would require a majority vote of the downtown property owners.</p>	Delete

Program Title <i>Ref. # and brief description</i>	Objective <i>quantified where applicable or narrative</i>	Achievements / Results <i>quantified if possible</i>	Evaluation / Barriers to Implementation <i>was it successful? reasons why it was or was not implemented or able to meet its objectives</i>	Recommendations for the Housing Element Update <i>carry forward as is / carry forward with modifications (specify) / or delete</i>
III-8. The City to initiate revision of the Zoning Ordinance to include more flexible provisions for secondary residential units in the single family zoning districts.		The City amended the Zoning Ordinance in 2003, initiated by AB 1866 which was intended to facilitate the creation of secondary dwelling units by streamlining the review process. Changes included: eliminating a requirement that sites for secondary units meet the minimum lot width and depth requirements of the underlying zoning district; allowing ministerial approval of attached units; and reducing the parking requirement to one space with flexibility in locations subject to a use permit.	The Zoning Ordinance amendment did serve to streamline the review process for certain types of proposals, but retained the use permit process for detached units as well as unit size, setback and height requirements intended to address neighborhood compatibility concerns. There have also been additional changes in State law that requires further amendments to the City's Zoning Ordinance to make it fully compliant with State law.	Consider further amendments to the secondary dwelling unit requirements.
III-9. The City to initiate revision of the Zoning Ordinance to include provisions for density bonus as required by Government Code 65915.		Not yet accomplished.	Although the Zoning Ordinance has not been amended, due in part to a lack of requests to use the State density bonus provisions, the City recently approved one project using the State density bonus provisions and have been able to refine its understanding of and approach to the State program for future incorporation into the Zoning Ordinance.	Adopt an ordinance to implement the State Housing Density Bonus law as part of other Zoning Ordinance Amendments associated with the Housing Element Update.

Program Title <i>Ref. # and brief description</i>	Objective <i>quantified where applicable or narrative</i>	Achievements / Results <i>quantified if possible</i>	Evaluation / Barriers to Implementation <i>was it successful? reasons why it was or was not implemented or able to meet its objectives</i>	Recommendations for the Housing Element Update <i>carry forward as is / carry forward with modifications (specify) / or delete</i>
III-10. The City will continue to support the Human Investment Project (HIP).		The City has continuously provided funding for HIP through its Redevelopment Agency. When the Redevelopment Agency and funding was eliminated by the State in 2012, the City continued to fund HIP through its General Fund. Additionally, HIP is purchasing a 12-unit apartment complex, funded with \$1.9 million from BMR funding.	The relationship between the City and HIP has been successful and productive.	Continue to support HIP.
III-11. The City will continue to target Belle Haven as a primary area for rehabilitation.		The City has continuously maintained rehabilitation and emergency repair programs for the upgrade of residential structures in the Belle Haven neighborhood. The City also invested approximately \$10.5 million of redevelopment funds to assist in the redevelopment of land for 47 new single-family residences and a one-acre public park on Hamilton Avenue in the Belle Haven neighborhood. Additionally, in 2009 the City developed and implemented three new programs: Neighborhood Stabilization Program to acquire, rehabilitate, and resell foreclosed homes as BMR units; Foreclosure Prevention Program to help prevent foreclosures; and Habitat Revitalization Program to provide financial support for Habitat for Humanity to purchase and rehabilitate properties. All of the above noted programs have ended with the elimination of Redevelopment Agencies and funding by the State.	The programs were relatively successful, but due to the high costs of rehabilitation and the inability of residents to shoulder those costs, numbers of projects were fairly low. The elimination of the Redevelopment Agency and funding will end the City's ability to promote rehabilitation activities.	Refer future rehabilitation projects to San Mateo County's Housing Department and consider ways to facilitate the process.

Program Title <i>Ref. # and brief description</i>	Objective <i>quantified where applicable or narrative</i>	Achievements / Results <i>quantified if possible</i>	Evaluation / Barriers to Implementation <i>was it successful? reasons why it was or was not implemented or able to meet its objectives</i>	Recommendations for the Housing Element Update <i>carry forward as is / carry forward with modifications (specify) / or delete</i>
III-12. The City will support Peninsula Volunteers in their efforts to subsidize housing units permanently at Crane Place.		Peninsula Volunteers extended its Section 8 contract.	Crane Place continues to offer affordable housing opportunities for seniors.	Work with Peninsula Volunteers to expand their housing opportunities in Menlo Park.
III-14. The City to continue its work with the San Mateo County Housing Authority to administer the Single Family Ownership Rehabilitation Program for the benefit of Menlo Park low- and very low-income families.		The County cut-back its funding of the rehabilitation programs in 2009. Menlo Park dedicated part of the redevelopment housing set-aside for rehabilitation activities. With the dissolution of the Redevelopment Agency and funding, the City will no longer maintain rehabilitation programs.	The program was relatively successful, but due to the high costs of rehabilitation and the inability of residents to shoulder those costs, numbers of projects were fairly low. With the dissolution of the Redevelopment Agency and funding, the City will no longer maintain rehabilitation programs.	Refer future rehabilitation projects to San Mateo County's Housing Department and consider ways to facilitate the process.
II-15. The City will continue to work with the San Mateo County Housing and Development Services to compete for Multifamily Rental Rehabilitation funds.		This was an ongoing program that ended with the State dissolution of the Redevelopment Agency and funding in 2012. The City's Multifamily Rehabilitation Program was revised in 2001 to conform to the County's Program.	The program was relatively successful, but due to the high costs of rehabilitation and the inability of residents to shoulder those costs, numbers of projects were fairly low. With the State dissolution of Redevelopment Agencies and funding, the program will not be maintained.	Refer future applicants to San Mateo County Housing Department.

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III-16. The City will work with the San Mateo County Consortium to compete for Home Investment Partnership Act (HOME) funds.		The City worked with HIP Housing to fund their purchase of a 12-unit apartment complex on Willow Road in 2012. Part of the funding package was County dedication of HOME funds.	The funded project was a successful partnership between the City, the County, and a local non-profit housing corporation that will provide needed rental housing units affordable to very low- and low-income households.	Work with the San Mateo County Consortium to compete for Home Investment Partnership Act (HOME) funds as projects are presented for consideration.
III-17. The City to encourage private sponsors to develop and maintain housing units under state and federal housing assistance programs.		Two projects were completed by non-profit developers, a new six-unit very low- and low-income rental project (Willow Court) and rehabilitation of a small multi-family rental property (1143 Willow Road). The City has entertained proposals for future non-profit housing development utilizing federal assistance, but to date (2012) no additional projects have resulted.	Without a certified Housing Element, state housing assistance program funds have not been available to projects in Menlo Park. Completion of the update will allow competition for those funds, though the elimination of the Redevelopment Agency may hamper those efforts. The City can, however, support developers' applications for those funds.	Encourage private sponsors to develop and maintain housing units under state and federal housing assistance programs.
III-18. The City will investigate assuming the Neighborhood Housing Services (NHS) loan portfolio.		The City did assume this portfolio and all loans were paid off as of late 2011.		Delete

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III-19. The City will continue to make loans for emergency repairs under the Emergency Repair Loan program.		This was an ongoing program that ended with the State dissolution of the Redevelopment Agency and funding in 2012.	The program was relatively successful, but due to the high costs of repairs and the inability of residents to shoulder those costs, numbers of projects were fairly low. With the State dissolution of Redevelopment Agencies and funding, the program will not be maintained.	Refer future applicants to the San Mateo County Housing Department and consider ways to facilitate the process.
III-20. The City will continue to require Planning Commission review of projects that include plans to demolish housing or replace it with a non-residential use. The Planning Commission will require replacement of such housing either on- or off-site within the city.		The 1994 Land Use Element of the General Plan included Policy I-A-11 that stated “No housing may be removed by new development without prior City approval, and replacement housing will be required for any housing removed.” The Zoning Ordinance was also amended to allow for the same number of units to replace existing legal nonconforming residential units that are removed or demolished for new development, subject to specific development regulations and a use permit. The General Plan policy is no longer enforced by the City based on various court cases.		Modify policy to be consistent with State law

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III-21. The City Council may expedite processing of permits for housing projects that include units affordable to persons of lower or moderate income.		This has not occurred.		Consider fee waivers or some other incentive instead of expediting.
III-22. The City will continue to offer to first-time, lower- and moderate-income homebuyers down-payment assistance loans for homes purchased in the city.		Accomplished through the Purchase Assistance Loan (PAL) Program. The City will continue this activity in the future, administered through an outside agency.	While relatively successful, the vast majority of loans were to purchasers of BMR units due to the high cost of market rate housing in Menlo Park. As prices fell in the recent market correction, some non-BMR units were assisted.	Continue to offer to first-time, lower- and moderate-income homebuyers down-payment assistance loans for homes purchased in the city, administered through an outside agency.
III-23. The City will continue to work with lenders to increase flow of mortgage funds to city residents.		Staff is working with a consortium of San Mateo County lenders through the BMR program. These lenders are familiar with the City's program and loan restrictions and work with the buyers to conform to those requirements.	The City has 61 BMR units currently occupied. Most of these units have utilized lenders recommended by the City.	Continue to work with lenders to increase flow of mortgage funds to city residents.
III-24. The City to work with the Menlo Park Fire Protection District to encourage revision of its sprinkler ordinance.		The City worked with the Fire District from 2002 to 2010 to revise the District's fire sprinkler ordinance to apply to additional structures. The 2010 Building Standards Codes included requirements similar to those being considered by the District and City and served to preempt the need for adoption of the revisions that were under consideration at the time.		Continue to work with the Fire District regarding fire sprinkler ordinance and other local amendments to the State Fire Code.
III-25. The City will continue to administer the Daylight Plane Ordinance to ensure that new development can take advantage of solar access.		The Daylight Plane Ordinance has continued to be implemented.		Continue to administer daylight plane requirements.

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III-26. The City will continue to support the Mid-Peninsula Citizens for Fair Housing's work to promote fair housing and tenant-landlord mediation.		Funding for fair housing activities has been funneled to Eden Council for Hope and Opportunity (ECHO). The City has continuously provided funding through its Redevelopment Agency. When the Redevelopment Agency and funding was eliminated by the State in 2012, the City continued to fund ECHO through its General Fund.		Continue to support the ECHO's work to promote fair housing and tenant-landlord mediation.
III-27. The City will continue to promote fair housing laws.		This is an ongoing activity. Calls to the City are referred to ECHO for counseling and investigation. ECHO also provides direct fair housing education to Menlo Park residents.		Continue to promote fair housing laws.
III-28. The City will continue to allow the development and expansion of housing opportunities for the elderly.		Although this has been an ongoing policy, no new housing for seniors has been developed since 1992. A Senior Housing Needs Assessment was completed in 2008, specifying strategies for addressing housing needs into the future.		Continue to allow the development and expansion of housing opportunities for the elderly.
III-29. The City will continue to contribute financial support for the programs of the Center for the Independence of the Disabled and other non-profit groups that improve housing opportunities for disabled persons.		The City has continuously provided funding through its Redevelopment Agency. When the Redevelopment Agency and funding was eliminated by the State in 2012, the City continued to fund the Center for the Independence of the Disabled through its General Fund.		Continue to contribute financial support for the programs of the Center for the Independence of the Disabled and other non-profit groups that improve housing opportunities for disabled persons.

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III-30. The City will develop and fund a program to assist 20 additional persons in need of emergency or transitional shelter.		Thus far, the City has helped the Veteran's Administration (VA) by holding information meetings regarding development of the Clara-Mateo House for homeless veterans and others on the VA grounds. Haven House, a 23 unit transitional housing facility was completed during the 1999-2006 planning period. Previous homeless facilities on the VA grounds have recently been eliminated, but the VA prepared an RFP for the development of supportive housing on the grounds in 2011. A developer was selected and the entitlement process is ongoing in 2012.		Modify program statement to reflect recent efforts related to homelessness.

City of Menlo Park Housing Element

Appendix C

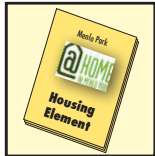
Fact Sheet on the Housing Element Update





Fact Sheet

*Please Tell Me More . . . about
Housing Element Updates and . . .*



What is a housing element?

It is a housing plan, or technically a chapter of the city's general plan. It is an opportunity for Menlo Park residents to figure out how to address their housing needs today and in the future. The state of California requires all cities and counties to assess, every seven years, whether they are providing their fair share of housing units by developing what's known as a Housing Element. The Element must provide opportunities, through zoning or other means, to accommodate regional housing needs, including housing for moderate, low and very low income households. The plan must include local policies and parameters to rezone properties so that the necessary housing densities to meet our fair share can be achieved. The Housing Element encourages us to make sure Menlo Park's housing stock meets our local needs while still addressing our regional responsibilities.



Why does California law require housing elements?

Housing element law requires local governments to adequately plan to meet their existing and projected housing needs including their fair share of the regional housing need. Housing element law is the State's primary market-based strategy to increase housing supply, affordability and choice. The law recognizes that in order for the private sector to adequately address housing needs and demand, local governments must adopt land use plans and regulatory schemes that provide opportunities for, and do not unduly constrain, housing development. The objectives of the State housing element law are to:

- (1) Increase the housing supply and the mix of housing types, tenure, and affordability in all cities and counties within the region in an equitable manner, resulting in each jurisdiction receiving an allocation of units for low and very low income households.
- (2) Promote infill development and socioeconomic equity, the protection of environmental and agricultural resources, and the encouragement of efficient development patterns.
- (3) Promote an improved intra-regional relationship between jobs and housing.



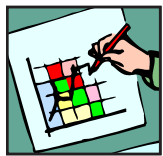
What happens if cities don't have a complying housing element?

There can be serious consequences to communities and their residents if the California Department of Housing and Community Development finds that a city or county has failed to comply with the State's Housing Element Law. Some of those repercussions can include:

- (1) Limited access to state funding for such community needs as economic development and transportation.

- (2) Lawsuits from developers and from housing advocates. In addition to Menlo Park, a number of Bay Area cities that have been successfully sued include Corte Madera, Pleasanton, Alameda, Benicia, Fremont, Berkeley, Napa County and Santa Rosa. Potential consequences of being sued include:
- a. Court orders to the community to bring the Housing Element into compliance within 120 days, which limits community input.
 - b. Suspension of local control on building, such as suspension of a community's authority to issue building permits or grant zoning changes.
 - c. Court approval of housing developments, which may include large projects that may or may not be wanted by the local community.
 - d. Payment of attorney fees that usually exceed \$100,000.

It's important to keep in mind that since the law took effect in 1969, many have tried, but no jurisdiction in California has successfully challenged the authority of the state to mandate compliance with Housing Element Law.



Who determines how many housing units are needed and how is the number calculated?

One acronym you might hear often in the upcoming community discussion of the Housing Element Update is RHNA. That stands for the Regional Housing Needs Allocation, but you can think of it as a city's fair share of housing. The state of California is broken up into regions and the RHNA is the process used to set targets for housing growth so that each region and city provides enough housing.

Another acronym you may hear is ABAG, which stands for the Association of Bay Area Governments. ABAG develops the RHNA for our region. The RHNA process does two important things: (1) it promotes the state's interest in encouraging open markets by giving the private sector opportunities to address California's housing demand; and (2) it leaves the ultimate decision about how and where to plan for growth at the regional and local levels. It recognizes that the availability of housing is a matter of statewide importance, and that land use planning is, and should be, a local issue. The RHNA process requires local governments and, in effect their residents, to be accountable for ensuring that projected housing needs can be accommodated.

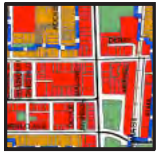


What's Menlo Park's fair share?

The housing need for the Bay Area region for this planning period (2007-2014) has been determined by the State to be 214,500 housing units. ABAG has determined that Menlo Park's share of that need is 993 units (6.3% of San Mateo County's total). By comparison, Redwood City's share is around 1,800 units, Burlingame's is approximately 600, Daly City's fair share is about 1,200 and unincorporated San Mateo County's is just over 1,500.

Following completion of a local housing inventory conducted over the coming weeks by the City of Menlo Park, our community's final required number of housing units for the 2007-2014 period will be determined. In addition to the 993 units required for the 2007-2014 planning period, the City must also plan for 982 units that were required for the 1999-2006 planning period. In total, it is estimated that Menlo Park's RHNA adjusted to include units built since 1999 (about 250 units), potential housing units under existing zoning (about 140 units), units allowed under the recently

adopted Downtown/ El Camino Real Specific Plan (680 units) will result in the City having to find additional locations for slightly more than 900 housing units, with over half of those housing units on sites at 30 or more units per acre (higher density housing).



Why does the law only require cities to zone for housing units, not build them?

Housing element law is the state's primary method for encouraging private builders to increase housing supply, affordability and choice. The law recognizes that in order for the private sector to adequately address housing needs and demand, local governments must adopt land use plans and regulations that provide opportunities for and minimize constraints on the development of housing units. Local governments do this primarily through their zoning ordinances.



How will having a housing element in Menlo Park impact local property values?

Another way to phrase this is how will not having a housing element affect property values. Because of lawsuits and the possibility of a judge taking control over approving developments, not having a housing element could be a problem.

On the other hand, while there is fear that the requirements of the housing element, particularly the need to rezone parcels at higher densities to meet the income distribution mandate of the RHNA allocation, will affect surrounding property values, there has been no quantifiable impact on property values from such efforts or from the actual development of affordable housing within a community. If anything, the availability of affordable housing in a community makes that community more desirable given the diversity of housing options available to both new residents and current residents hoping to strike out on their own (new graduates looking for their first home for example).



How will having a housing element in Menlo Park impact me / my property?

Most likely, it won't have any impact on any given resident of the city. Having a Housing Element will meet a legal requirement placed on the City by the State. Once properties have been rezoned to meet those requirements, there is no corresponding requirement in State law that those sites have to be developed. Most likely, many of those sites will be developed at some point in the future. Many of those developed sites will likely have been developed anyway at some point and through some other process. Each development must meet regulatory requirements of the City, including appropriate environmental review and potentially an EIR.



Why is it important for our community to have housing options?

Ideally, a community should have housing opportunities to provide for the full spectrum of income levels, from very low-income through the upper income levels. By having a diverse housing stock, employees should be able to find adequate housing within a short commute of their place of employment and new householders (recent college graduates in their first jobs) can find housing in the communities where they grew up. Without affordable housing, lower wage earners and new householders must either double up in the existing housing stock, or experience longer commutes from those areas where affordable housing is more plentiful.

The purpose of the housing element law is to make sure that all cities provide their fair share of housing. Most cities in California prefer to build lots of retail and office buildings and not as much housing. This causes home prices to get very expensive and commutes to become very long.

Communities with housing affordability are stronger and more vibrant than those without. When affordable housing choices are lacking, people who provide services that sustain all communities – teachers, plumbers, electricians and others - are not able to live here. Their skills may be lost to the community. People in Menlo Park have recognized our community’s shortage of affordable housing. In a 2010 random sample survey of local residents, only 19 percent rated the availability of affordable housing as “excellent” or “good,” while 25 percent ranked it “fair,” and 37 percent assessed it as “poor.”



What is the relationship between housing and jobs?

The relationship of the number and types of jobs in a community with the availability and affordability of housing is generally referred to as “jobs/housing balance.” In simplistic terms, an appropriate balance is commonly thought to be between 1.0-1.5 jobs for every 1 housing unit. However, the issue is more complex when a community strives to reduce in-commuting and provide a better match of local jobs to employed residents working in those jobs. Other factors include the types of jobs and the salaries paid, number of employed people in the community, affordability of housing relative to the income of people working in local jobs, and household size and income. Affordable housing strategies strive to create opportunities for local workers, especially those employed in service and retail jobs, to have a choice in finding local housing to fit their household needs in terms of type, affordability, amenities and location.



What exactly is affordable/workforce housing and what can Menlo Park residents afford?

Workforce housing means homes that people who work in Menlo Park can afford. The general guideline is that households should not pay more than 30 percent of their income for housing. Although this may be different than how you would ordinarily define it, for the Housing Element, when we talk about lower income households, we are talking about people who make approximately \$88,800 (for a family of four), which includes teachers, social workers, plumbers, etc. The tables and graphic below show income levels, salaries and ability to pay for housing.

**Percent of Families Paying More Than 50% of Income for Housing in Menlo Park
(2000 Census Data updated to 2012 Income Levels)**

Income Category ¹	Elderly ²		Small Families ³		Large Families ⁴	
	RENTERS	OWNERS	RENTERS	OWNERS	RENTERS	OWNERS
Extremely Low Income (up to \$33,300)	64%	49%	69%	69%	74%	100%
Very Low Income (\$33,300 - \$55,500)	49%	31%	55%	61%	21%	64%
Low Income (\$55,500 - \$88,800)	63%	10%	23%	25%	0%	20%

Source: *Comprehensive Housing Affordability Strategy (CHAS)*

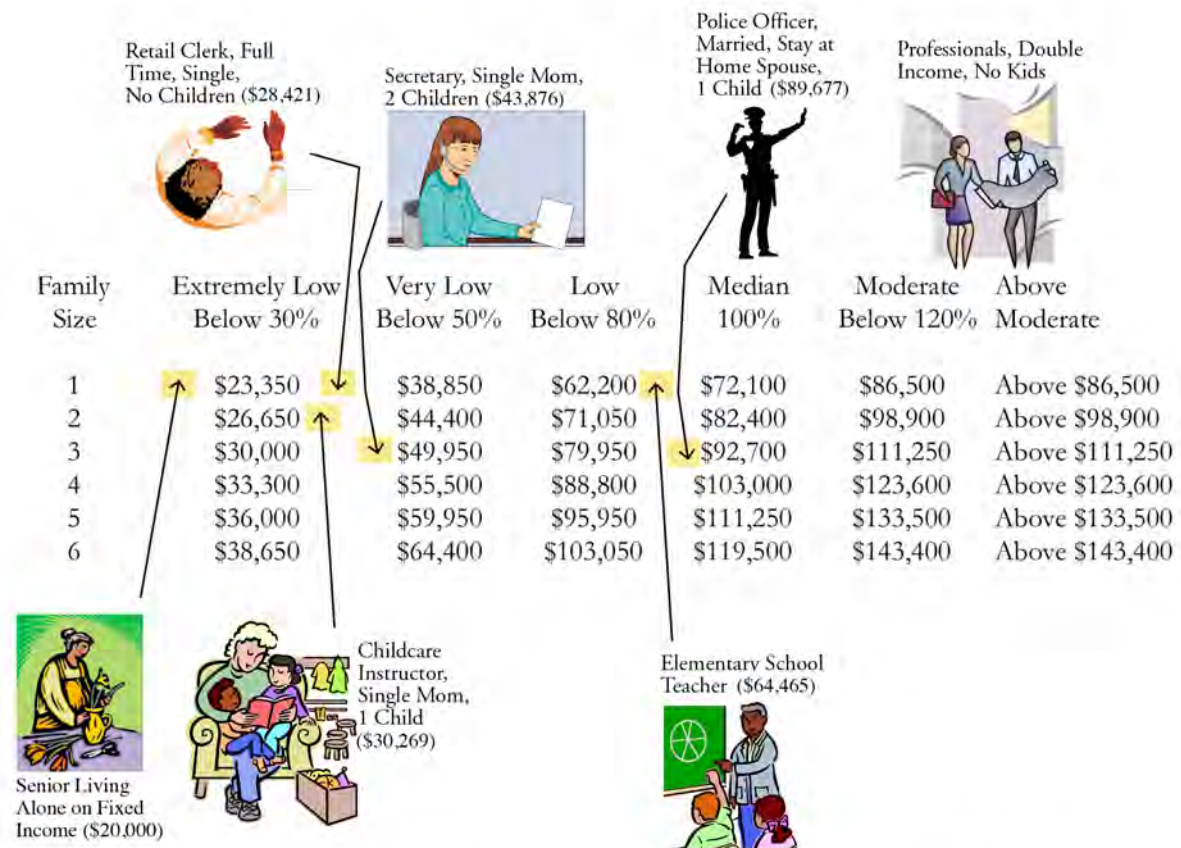
1. Income category based on County median income for a family of four (2012) - \$103,000
2. Elderly is defined as 62 years old and over and 1 or 2 person household
3. Small families is defined as 2-4 related individuals
4. Large families is defined as 5 or more related individuals

Representative Salaries and the Ability to Pay for Housing (2012)

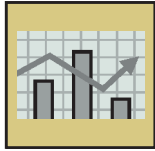
	Annual Salary	Affordable Monthly Housing Cost
SINGLE WAGE EARNER		
Senior on Social Security	\$15,000	\$375
Minimum Wage Earner	\$16,640	\$416
Social Worker	\$53,600	\$1,340
Plumber	\$65,200	\$1,630
Paralegal	\$71,300	\$1,783
Microbiologist	\$97,200	\$2,430
Software Engineer	\$110,000	\$2,750
Dentist	\$161,100	\$4,028
TWO WAGE EARNER HOUSEHOLDS		
Minimum Wage Earner and Software Engineer	\$106,640	\$2,666
Biochemist and Elementary School Teacher	\$156,000	\$3,900

Source: Employment Development Department Data for San Mateo County, Mean Annual Wage, First Quarter 2012

City of Menlo Park and San Mateo County Household Income Categories (2012 Income)



Source: Official State Income Limits for 2012 (San Mateo County) as determined by the U.S. Department of Housing and Urban Development (HUD), adjusted for family size; the 2012 Area Median Income is \$100,228. Examples for the 2012 salaries are from California Employment Development Department for the counties of Marin, San Francisco and San Mateo (first quarter of 2012). Salary for a police officer is from the City of Menlo Park Memorandum of Understanding with the Menlo Park Police Officers' Association.

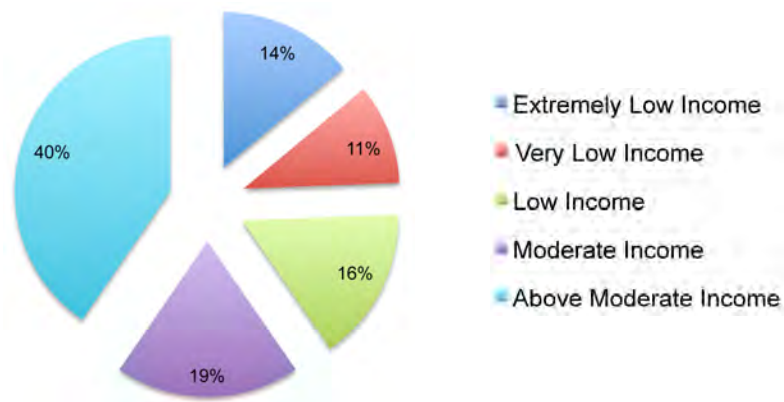


What's the housing picture in Menlo Park like now?

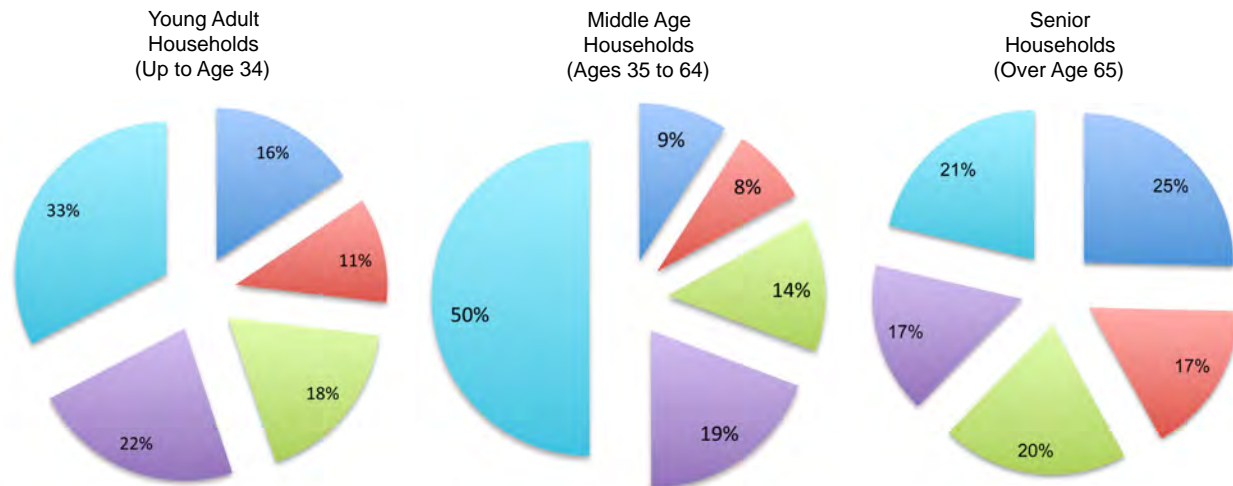
According to the California Department of Finance (DOF), between January 2000 and January 2012 the population of Menlo Park grew by 1,728 people to a current population of 32,513. Information from the San Mateo County Association of Realtors lists the median sales price during the first quarter of 2012 for a condominium in Menlo Park as \$897,500, and the median sales price for a single family home as \$1,003,000.

Menlo Park currently has many different neighborhoods and housing types. From historic 1920s era single family bungalows to post World War II developments, there are many options. Based on DOF estimates as of January 2012, the majority of homes in Menlo Park are single family *detached* dwellings (7,261 units), which will remain the case in the future. Single family *attached* housing accounts for 1,051 units, two-four unit buildings account for 1,723 units, mobilehomes 28 units, and 3,066 units are in structures of five or more units. About 11 percent of the homes are in larger apartment buildings with 20 or more units. The information below shows the 2012 estimated city-wide distribution of households by income and age (based on Nielson Claritas data for 2012).

**Estimated Distribution of Menlo Park's
Estimated 12,388 Households by Income Category (2012)**



**Estimated Distribution of Menlo Park's
Estimated 12,388 Households by Age and Income (2012)**





Does higher density housing mean affordable housing?

Sometimes higher density housing means luxury condominiums and sometimes it means homes that more moderate income families can buy. Even if it does not end up getting developed as affordable housing, the State allows any land zoned at 30 units per acre or more to be counted towards the affordable housing requirements. Even if it is listed in the housing element as potentially affordable (i.e. zoned at 30 + units per acre), it could just as well be developed as market rate housing.



How is affordable housing provided to people?

There are a number of Federal, State and local programs that assist people in finding housing that is affordable to their income. The Housing Authority of San Mateo County provides rental housing assistance to very low-income households through the Federal Section 8 rental assistance program. Section 8 pays the difference between what a very low income household can afford for rent and the approved rent for an adequate housing unit. The Housing Authority issues Housing Choice Vouchers to eligible Section 8 households who are then free to locate suitable rental units that meet their needs. There are currently approximately 235 family, senior and disabled households provided Section 8 rental assistance in Menlo Park. The current average wait list time for a Section 8 voucher is roughly 3 years.

Other local programs include housing rehabilitation loan programs and the Purchase Assistance Loan program for first-time homebuyers. The City's Below Market Rate (BMR) Housing Program is intended to increase the supply of affordable housing specifically in Menlo Park. As part of the program, residential and commercial/industrial developers who build in the City of Menlo Park are required to contribute BMR housing units and/or BMR housing in-lieu fees for affordable housing.

Affordable housing is also provided and managed by non-profit housing organizations. There are currently five such rental complexes in Menlo Park. The financing of these types of affordable complexes is extremely challenging. Various forms of subsidy are needed to acquire land, construct units and properly manage the complex. One available program is the Low Income Housing Tax Credit Program (LIHTC). LIHTC funding accounts for the majority — approximately 90 percent — of all affordable rental housing targeted to low income households created in the United States today. Over 30,000 rental properties containing in excess of 2.2 million tax credit units have been developed since the program's inception in 1986. LIHTC-assisted rentals serve households with incomes from 30% to about 60% of the area median income, with the corresponding rents affordable to these households.



What are the conditions imposed by the Settlement Agreement that are above what is required by state law?

State law provides a fairly short timeline for coming into compliance and adopting an updated Housing Element. Through the settlement, the City was able to negotiate more time, above what is allowed by State law. This provides the City the opportunity to have greater community participation in the update process. The settlement also allowed the City to avoid having a court suspend the City's building and planning permitting authority during the Housing Element update process. A few items included in the Settlement Agreement that are not required by State law, but may aid the City in achieving its affordable housing goals, are the following: (1) an Affordable

Housing Overlay zone or other zoning mechanism that provides incentives for developing affordable housing; (2) locating 35% of the acreage to be rezoned for affordable housing within the priority development area or within one half mile of the priority development area; (3) reviewing the City's BMR Program; and (4) prioritizing a portion of the City's BMR funds for affordable housing projects that qualify for tax credit financing.



Is it accurate that if the City does not live up to the terms set forth in the Settlement Agreement Agreement, the Settlement Agreement, as a stipulated judgment, confers upon the Court the power to enforce the agreement and suspend the City's permitting process until the agreement is enforced?

Yes, but for more details please see the answer below.



Is there any way the City can escape the Agreement and comply only with the minimum requirements of state law?

The City entered into a binding Settlement Agreement that has become incorporated into a Court judgment that cannot be unilaterally modified or ignored by the City. The court retains continuing jurisdiction to enforce the terms of the Settlement Agreement. If the City were to stop moving forward with the current process to update the Housing Element in accordance with the terms of the Settlement Agreement, the City would be in breach of the settlement agreement and in violation of the judgment. As a result, PIA, YUCA and Urban Habitat could file a motion with the court to enforce the judgment. Such an action would likely result in the City being required to comply with the Settlement Agreement (much of which simply requires compliance with State law), would likely result in payment of additional attorneys fees (potentially a substantial amount), and would likely result in the Court imposing additional restrictions on the City, such as a prohibition on the issuance of building or planning permits until compliance is achieved. As a reminder, the minimum requirements of State law applied to the City prior to the filing of the lawsuit. The lawsuit was brought to force the City to comply.



Is it true that a minimum of 35% of the area rezoned for affordable housing has to be within one half mile of the Downtown/El Camino Corridor?

Yes, 35% of the acreage to be rezoned has to be within the priority development area which includes the downtown/El Camino corridor or within one half mile of the downtown/El Camino Real corridor. Note that all or a portion of this 35% requirement may potentially be met through application of an affordable housing overlay zoning ordinance to the Specific Plan area (which will not result in any greater number of housing units in the Specific Plan area since the maximum number is capped at 680 units).

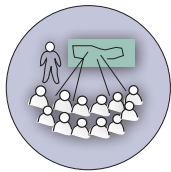


Why didn't the City update its Housing Element by the 2001 deadline for the 1999-2006 planning cycle and by the 2009 deadline for the 2007-2014 planning period?

The City did make several efforts to update its Housing Element for each of the last two cycles. The attached table summarizes the chronology of key events.

Date	Meeting/Activity	Purpose
	2001 Council Priority Setting	Housing Element Update was recognized as a State-mandated project to be completed by December, 2001 for the 1999-2006 planning period.
April 3, 2001	Council Meeting	Authorized contract for consulting services for preparation of Housing Element update by Vernazza Wolfe Associates.
May 1, 2001	Council Meeting	Presentation of an education session on Menlo Park's Housing Element Update.
May 3, 2001	Community Meeting	Community meeting for input on housing issues.
May 14, 2001	Joint Planning and Housing Commission Meeting	Consideration of policy issues related to the Housing Element Update.
May 22, 2001	Council Meeting	Consideration of policy issues related to the Housing Element Update; Council directed preparation of an EIR.
June 25, 2001	Planning Commission Meeting	Consideration of potential housing sites.
July 10, 2001	Council Meeting	Authorize the City Manager/Agency Executive Director to amend the contracts with Vernazza Wolfe to include the preparation of the EIR; resulted in additional costs and an extended timeline; work on EIR and Housing Element continue through the summer and fall months.
July 30, 2001	Joint Planning and Housing Commission Meeting	Review of working draft of Housing Element Update Background Report and 1992 Housing Element Goals and Policies.
October 29, 2001	Meeting of Menlo Park staff and State Department of Housing and Community Development (HCD)	Menlo Park and HCD staff and the consultants tour city and review key policy issues and timeline.
December 11, 2001	Council Information Item	Staff presented an update to the City Council on status of project.
January 15, 2002	NOP Release	Notice of Preparation of a Draft EIR for Housing Element update is released for 30-day comment period from 1/16/02 to 2/14/02.
	2002 Council Priority Setting	Recognized as a continuing project with a targeted completion date of July 2002 (timeline extended due to inclusion of EIR).
May 14, 2002	Council Meeting	Review of the administrative draft Traffic Impact Analysis and direction to create a Council Subcommittee to review potential housing sites; action to review housing sites extended the timeline.
September 10, 2002	Council Meeting	Review of the list of potential housing sites compiled by the Council Subcommittee for analysis in the Housing Element EIR.
November 19, 2002	Council Meeting	Approval of contract amendments with Vernazza Wolfe for revised traffic analysis based on changes in housing sites.
	2003 Council Goal/Priority Setting	Focus was on balancing the budget with no explicit direction on the ongoing Housing Element work.
December 9, 2003	Council Meeting	Authorize the City Manager/Agency Executive Director to enter into new contracts with Dowling Associates for completion of the Traffic Analysis and Lamphier Gregory for completion of the EIR (previously sub-consultants to Vernazza Wolfe) and to review the list of potential housing sites. Report noted that work completed in 2003 included revisions to the Background Report and Traffic Impact Analysis, but that project complexity as well as staff resources redirected to other priority projects including Zoning Ordinance amendments for single-family residential development and secondary dwelling units, the Allied Arts Guild project, the M-2 Study, Business Development Roundtables and work on the General Plan had delayed progress.
	2004 Council Priority Setting	Housing Element Update was listed as a continuing priority with an expected completion date of September, 2004; throughout 2004 staff resources continued to be directed to other priority projects.

Date	Meeting/Activity	Purpose
	2005 Council Priority Setting	Work on the Housing Element was postponed pending the release of new RHNA numbers for the 2007-2014 planning period (expected to be released by ABAG in 2005); the work plan was to be revised and work reactivated according to Council direction once the new numbers were released; work to date included preparation of a background report, consideration of housing sites, development and review of draft goals and policies, preparation of a draft traffic analysis and work on an EIR.
	2006 Council Priority Setting	Work remained postponed with delay in the release of the RHNA numbers; targeted release date by ABAG was revised to 2008.
July 18, 2006	Council Meeting	Adopted resolution to join San Mateo County RHNA Sub-Region.
	2007 Council Priority Setting	Work remained postponed until RHNA numbers determined through the San Mateo County Sub-Regional process, tentatively scheduled for June, 2007; deadline for Housing Element updates for the 2007-2014 planning period is June 30, 2009.
	2008 Council Priority Setting	Schedule prepared for completion of the Housing Element Update by December 2009; other identified priorities included El Camino Real/Downtown Specific Plan, implementation plan for the Senior Housing Needs Study, modifying the single-family residential zoning standards and review process, and development of a phased sustainable building program.
September, 2008	Council Meeting	Schedule extended to June 2010 based on review of current Housing Element laws, inclusion of a community engagement plan, and EIR (original schedule had assumed a Negative Declaration).
February, 2009	Council Meeting	As part of the mid-year budget review and based on a need to reduce city expenses, consultant work on the Housing Element was deferred and the funds withdrawn from the project budget; staff work continued as time allowed given other priority projects; Housing Element Update remained deferred and unfunded until May, 2012.



Don't we, as Menlo Park residents, have any say in the matter?

Absolutely. The City of Menlo Park needs your help in deciding how and where our community can plan for additional higher density housing while at the same time making sure we maintain and improve the high quality of life we enjoy. To get you and your neighbors involved, the City will be conducting online surveys and is inviting everyone in the community to attend public workshops in August and other meetings later this year and early in 2013. You can also keep informed about the Housing Element Update by signing up for email notifications from the City. To sign up, please follow the link below.



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

City of Menlo Park Housing Element

Appendix D

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





Fact Sheet

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Square Foot Distribution of Uses (Safe Harbor Shelter)

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

Source: Safe Harbor Shelter

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

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

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

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

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

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

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

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

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

Every other year San Mateo County and many other stakeholders conduct a homeless count. The most recent count was conducted on January 26, 2011 and found 72 (unsheltered) homeless people living in Menlo Park, as well as 168 homeless residents in shelters, institutions, motel voucher programs and other facilities. For perspective, populations who are at elevated risk for homelessness include lower income households paying more than 50 percent of their income for housing (there are slightly over 1,500 households in this category in Menlo Park), youth aging out of the foster care system, children with special needs in unsupportive households, people fleeing domestic violence, people with untreated mental illness or substance abuse and veterans.

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

Two of the largest supportive housing programs in the county are the San Mateo County Housing Authority’s Shelter Plus Care and Supportive Housing programs. These are tenant-based voucher programs in which participants receive a rent subsidy to rent units in the private rental market and have a choice as to where they will live. Tenants are therefore scattered throughout the county and the distribution of units by jurisdiction fluctuates as participants enter and exit the program. In order to include these units in the inventory presented in the table for Menlo Park, the data are based on averaging Countywide results. So, this distribution in the table on the previous page is only an estimate of where the units would typically be located at a given point in time.

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

There is no data presently available documenting the increased level of demand for shelter in San Mateo County during particular times of the year. Due to the relatively mild climate, the only time of

Homeless Characteristics in San Mateo County (2011)

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

Source: HOPE 2011 San Mateo County Homeless Census and Survey

Facilities Serving the Needs of the Homeless in Menlo Park (2012)

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

Source: San Mateo County Center on Homelessness

year when increased demand appears to be a factor is during the winter months (December to February). During extremely cold periods, some shelters set up additional cots to accommodate increased demand for shelter and the County periodically opens special “warming shelters” during extended cold spells. Anecdotal evidence suggests that this additional capacity is sufficient to meet the need during these periods.



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