



March 31, 2020

California Department of Housing and Community Development  
Division of Housing and Policy Development  
P.O. Box 952053  
Sacramento, CA 94252-2053

Governor's Office of Planning and Research  
P.O. Box 3044  
Sacramento, CA 95812-3044

**RE: City of Menlo Park 2019 Housing Element Annual Progress Report and Housing Successor Report**

On March 26, 2020, the City Council of the City of Menlo Park accepted the 2019 Housing Element Annual Progress Report (APR) and the Housing Successor Report for the fiscal year 2018-2019 per SB 341, and directed staff to submit the reports to the State Department of Housing and Community Development and Governor's Office of Planning and Research. As part of the review process for the APR, both the Housing Commission and Planning Commission participated in the evaluation of the information.

Please find enclosed the City of Menlo Park's 2019 Annual Housing Element Report and the 2018-2019 Housing Successor Report, and accept them for filing. Should you have questions, please do not hesitate to contact Michael Noce, Management Analyst II, at (650) 330-6624 or [mrnoce@menlopark.org](mailto:mrnoce@menlopark.org).

Sincerely,

Deanna Chow  
Interim Community Development Director

Enclosures  
*Attachment A: 2019 Housing Element Annual Report*  
*Attachment B: 2018-2019 Housing Successor Report*





Jurisdiction	Menlo Park	
Reporting Year	2019	(Jan. 1 - Dec. 31)

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**  
 (CCR Title 25 §6202)

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

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	233	84	42								148	85
	Non-Deed Restricted		1	3	8	9	1						
Low	Deed Restricted	129	20		2	1	14					54	75
	Non-Deed Restricted		2	4	4	5	2						
Moderate	Deed Restricted	143				2	7					11	132
	Non-Deed Restricted				1	1							
Above Moderate		150	712	17	20	26	172					947	
Total RHNA		655											
Total Units			819	66	35	44	196					1160	292

Note: units serving extremely low-income households are included in the very low-income permitted units totals  
 Cells in grey contain auto-calculation formulas



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Menlo Park	
Reporting Year	2019	(Jan. 1 - Dec. 31)

**Table D**

### Program Implementation Status pursuant to GC Section 65583

#### Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs	Establish staff priorities for implementing Housing Element Programs	Annually	This will be done annually as part of the annual Housing Element review.
H1.B Review the Housing Element Annually	Review and monitor Housing Element implementation; conduct public review with the Housing Commission, Planning Commission and City Council, and submit Annual Report to HCD	Annually	Annual review for the 2018 calendar year was accepted by the City Council on March 26, 2019 and submitted to HCD for review. Using forms provided by HCD, the 2019 annual review was completed by staff between January to February 2020, and public reviews were conducted by the Housing Commission, Planning Commission and City Council in March 2020.
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program H1.D)	Ongoing	Materials available at the 1st floor counter located at Menlo Park City Hall and on the City's website. In 2019, fair housing and legal services referrals are provided by phone, email and in person. Fair housing and legal services information is updated and available on the City website and distributed in print materials at community events throughout the year.
H1.D Provide Information on Housing Programs	Obtain and distribute materials at public locations; conduct staff training	Annually	Materials are available at the 1st floor counter located at Menlo Park City Hall and on the City's Web site. In 2019, the Housing Commission conducted nine public meetings and recommended a Tenant Relocation Assistance ordinance that was approved by the City Council in March 2019. Additionally, the Menlo Park City Council passed an urgency ordinance on November 12, 2019 to enact state law AB 1482 locally prior to the January 1, 2020 effective date. This urgency ordinance enacted the rent increase and just cause protections of the state law, earlier than state law was in effect. The City sent a notice of this new urgency ordinance to every property owner in the City. In 2019, City staff attended multiple community events to provide housing program information.
H1.E Undertake Community Outreach When Implementing Housing Element Programs	Conduct community outreach and distribute materials (see Programs H1.C and 1H.D)	Consistent with program timelines	Materials are available at the 1st floor counter located at Menlo Park City Hall and on the City's Web site. Housing Commission meetings are conducted monthly. An opt-in email subscription is available to the public to receive Housing Commission agendas and general updates. Additional public outreach is conducted based on program type. In 2019, the Housing Commission conducted nine public meetings. Agendas and notices are posted at City Hall and on the City's website.
H1.F Work with the San Mateo County Department of Housing	Coordinate with County efforts to maintain and support affordable housing	Ongoing	Continued participation and coordination has occurred as part of the countywide 21 Elements organization. Working with the County Department of Housing and other jurisdictions on housing-related topics such as accessory dwelling units and short-term rentals, and coordination in implementing Housing Element programs. In 2019, the City increased collaborative efforts with the County Department of Housing including participating in the County Funding Subcommittee. The City also continued to participate in the Home for All Learning Network and Community Convenings, all efforts that aim to support affordable housing.
H1.G Adopt an Anti-Discrimination Ordinance	Undertake Municipal Code amendment and ensure effective implementation of anti-discrimination policies and enforcement as needed	2016	Completed. On August 6, 2018, the City Council approved the Anti-Discrimination ordinance. The City will be considering additional ordinances to address housing challenges as part of its ongoing discussion about housing supply, affordable housing and displacement.
H1.H Utilize the City's Below Market Rate (BMR) Housing Fund	Accumulate and distribute funds for housing affordable to extremely low, very low, low and moderate income households	Ongoing	In March 2019, the redevelopment of affordable housing located at 1300 Willow Road was approved for a funding agreement of up to \$6.7 million, increasing the total of affordable units on the site to 141 (net new of 58 units). The non-profit developer is working to secure the remainder of project funding before construction permits are requested. In November 2019, the City Council approved funding of up to \$635,502 for the rehabilitation and preservation of six existing BMR units, which are owned and operated by a non-profit.
H1.I Work with Non-Profits on Housing	Maintain a working relationship with non-profit housing sponsors	Ongoing	In 2018, MidPen submitted an application to redevelop property on the 1300 block of Willow Road from 89 to 140 affordable rental units, which required the City to abandon a right-of-way. The 1300 Willow Road project was approved in 2019, and City staff has been working closely to support the non-profit project sponsor, MidPen Housing, with their Affordable Housing and Sustainable Communities (AHSC) grant application preparation and submittal. The City has also been in discussion with other non-profit housing sponsors related to housing development opportunities.
H1.J Update the Housing Element	Assure consistency with SB375 and Housing Element law	2023	Completed. The City Council adopted the 2015-2023 Housing Element on April 1, 2014, and was certified by HCD on April 16, 2014.
H1.K Address Rent Conflicts	Resolve rent conflicts as they arise	Ongoing	In October 2018, a draft rental relocation assistance ordinance was recommended for approval by the Housing Commission. In March 2019, City Council adopted a tenant relocation assistance ordinance. Also, in November 2019, the City Council passed an urgency ordinance to enact state law AB 1482 locally prior to the January 1, 2020 effective date, enacting rent increase and just cause protections.
H1.L Update Priority Procedures for Providing Water Service to Affordable Housing Developments	Comply with Government Code Section 65589.7	2015 and 2020 (as part of Urban Water Management Plan updates)	Program completed in February 2014. No additional work on this program is needed at this time.
H1.M Lobby for Changes to State Housing Element Requirements	Work with other San Mateo County jurisdictions and lobby for modifications to Housing Element law (coordinate with Program H1.B)	Ongoing	In 2019, The City Council and staff have attended various meetings with State Representatives, legislators and other jurisdictions to provide input on proposed legislation. The City continues to participate with the 21 Elements, the county ABAG sub region group, to review, discuss, analyze and provide comment on various housing and planning related legislation.
H2.A Adopt Ordinance for "At Risk" Units	Protect existing affordable housing	2016	There are no "at risk" subsidized affordable units in Menlo Park at the current time. "At risk" units are those that appear to be in danger of conversion from subsidized housing units to market rents.

H2.B Promote Energy Efficient/Renewable Programs	50 or more homes and businesses participating in a program	Establish policy and programs by 2017; Participation rate by 2022	As of 2019, Peninsula Clean Energy (PCE) serves 15,544 Menlo Park residents and businesses; 3.04% PCE customers opted up to receive 100% renewable energy through its ECO100 service. Only 1.5% opted out of the program and went back to PG&E or other provider. Menlo Park continued to participate in regional energy efficiency/renewable energy regional programs, such as Home Energy Renovation Opportunity (HERO), Energy Upgrade California, and GRID Alternatives. In 2018 and 2019 GRID Alternatives installed 14 solar arrays in the Belle Haven neighborhood. In 2019, the City Council approved an all-electric reach code requirement for all new construction, which requires nearly all electric appliances and clean energy power sources to be used.
H2.C Amend the Zoning Ordinance to Protect Existing Housing	Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes	Consider as part of the City's General Plan Update (2014-2017)	The zoning ordinance efforts during the General Plan process focused on the creation of new housing in an area that previously did not allow residential uses. Staff recognizes that potential ordinance changes to limit the loss of residential units or the conversion of units can be strategies to maintain the City's housing stock. This is an ongoing item staff will evaluate along with other housing priorities.
H2.D Assist in Implementing Housing Rehabilitation Programs	Apply to the County for CDBG funds to provide loans to rehabilitate very low and low income housing (20 loans from 2015-2023)	2015-2023	The County has temporarily stopped administering the CDBG rehabilitation loan program, except in emergency situations. In 2019, the Housing Commission discussed options and opportunities for potential housing rehabilitation loan programs, which will continue.
H3.A Zone for Emergency Shelter for the Homeless	Amend the Zoning Ordinance	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted on April 29, 2014. Ordinance identifies the location of the overlay to allow an emergency shelter for the homeless for up to 16 beds as a use by right and includes standards consistent with State law as established in SB2.
H3.B Zone for Transitional and Supportive Housing	Amend the Zoning Ordinance	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted on April 29, 2014 to update the definitions of transitional and supportive housing to be consistent with State law and adds transitional, supportive housing and small (6 or fewer) residential care facilities as part of the definition of a "dwelling" in the Zoning Ordinance so these uses are treated the same way as other residential uses as required by State law under SB2.
H3.C Adopt Procedures for Reasonable Accommodation	Amend the Zoning Ordinance and/or modify administrative procedures; create public handout	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted April 29, 2014 to establish procedures, criteria and findings for enabling individuals with disabilities to make improvements and overcome barriers to their housing.
H3.D Encourage Rental Housing Assistance Programs	Provide assistance at current Section 8 funding levels to assist 220 extremely low and very low-income households per year (assumes continued funding of program)	2015-2023	There are approximately 301 housing vouchers issued for incorporated Menlo Park, which assist a total of 586 individuals. Of the total, 200 households include elderly or disabled persons and 86 are households with children.
H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter	Coordinate in the construction of homeless facility (if determined feasible)	Longer term program as the opportunity arises	There are no plans for a specific facility at this time.
H3.F Assist in Providing Housing for Persons Living with Disabilities	Provide housing and services for disabled persons	Ongoing	The City has continued to support HEART and has participated in countywide activities to address homeless needs. In addition, through the City's Community Funding program, the City supports LifeMoves, and continues to participate and support the Housing Leadership Council, and promote staff attendance at Housing Leadership Day sessions and discussions. In 2019, at the direction of City Council, city staff led the formation of a core Menlo Park Homeless Outreach Team (Team), which consists of staff from the Housing Division, Police Department and LifeMoves, the nonprofit homeless outreach services provider. The City staff work closely with non-profit organizations such as LifeMoves and Samaritan House to coordinate outreach and referral services, with the goal of ending homelessness in Menlo Park. The core team meets weekly at Menlo Park City Hall to discuss case management, strategize coordinated outreach and intervention, streamline resources and prepare action plans for homeless individuals. During 2019, several encampments were removed, with prior intervention and resources provided to homeless individuals and five homeless individuals were assessed, which allows them to be streamlined for supportive services and housing, potentially reducing the number of homeless in Menlo Park.
H3.G Develop Incentives for Special Needs Housing	Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities	Consider as part of the City's General Plan Update (2014-2017)	The City's Affordable Housing Overlay (AHO), which was established in 2013, was applied to MidPen's 90-unit affordable, senior housing development. Along with financial incentives, the AHO provides density bonuses and a parking reduction for senior housing.
H3.H Continue Support for Countywide Homeless Programs	Support housing and services for the homeless and at-risk persons and families	Ongoing	The City has continued to support HEART and has participated in countywide activities to address homeless needs. In addition, through the City's Community Funding program, the City supports LifeMoves, and continues to participate and support the Housing Leadership Council, and promote staff attendance at Housing Leadership Day sessions and discussions.
H3.I Work with the Department of Veterans Affairs on Homeless Issues	Coordination in addressing the needs of the homeless	2014; ongoing thereafter	In 2019, the VA issued a Request for Proposals (RFQ) to develop additional veteran housing on their Menlo Park campus. City staff attended the RFQ workshop and met with the non-profit developers to provide information for submittals in response to the RFQ. The VA awarded the project to a local non-profit housing developer and the City held initial meetings with them to support their project. As opportunities arise, staff will continue to work with the VA.
H4.A Modify R-2 Zoning to Maximize Unit Potential	Amend the Zoning Ordinance to minimize underutilization of R-2 development potential	Consider as part of the City's General Plan Update (2014-2017)	Staff plan to revisit modifications to the R-2 in the future and assess the utilization of the allowed density for this zoning district.
H4.B Implement Inclusionary Housing Regulations	Implement requirements to assist in providing housing affordable to extremely low, very low, low and moderate income households in Menlo Park	Ongoing	In 2019, the City continued to work with BAE Urban Economics, Inc. to study an additional fee and potential changes to inclusionary housing regulations. Results are expected to be released in 2020.
H4.C Modify BMR Guidelines	Amend the Zoning Ordinance to require affordable units in market rate developments	2015	In 2018, the Menlo Park City Council approved multiple revisions to the BMR Housing Guidelines. In 2019, the Housing Commission initiated additional review of the guidelines with staff and identified a set of amendments that will be continued to 2020.
H4.D Update the BMR Fee Nexus Study	Update to fees consistent with the nexus of potential impacts on affordable housing need	2015	In 2019, the City commissioned an additional fee and inclusionary study by BAE Urban Economics, Inc., and results are expected to be released in 2020. The study is expected to include information on the point of indifference in relation to a developer including a unit(s) compared to fees for different size developments, which may affirm the review of fees.

H4.E Modify Second Dwelling Unit Development Standards and Permit Process	Achieve Housing Element target for new second units (40 new secondary dwelling units between 2015-2023, with 5 per year) — 18 very low, 18 low and 4 moderate income second units.	2014; ongoing thereafter	In 2019, four building permits were issued for new secondary units. Given changes in state law effective January 1, 2020, an urgency ordinance was passed by City Council on February 25, 2020 to ensure the City's ordinance complies with state law. The assessment of additional adjustments to City regulations will be studied with the use of SB 2 funding grant.
H4.F Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit	Adopt procedures and requirements to allow conversion of accessory structures and buildings (15 new secondary dwelling units — 6 very low income, 6 low income and 3 moderate income units)	2014; review the effectiveness of the ordinance in 2015	In 2019, there were no secondary unit conversions. Given changes in state law effective January 1, 2020, an urgency ordinance was passed by City Council on February 25, 2020 to ensure the City's ordinance complies with state law. In 2019, the City submitted an SB 2 planning grant application for consideration, with a secondary dwelling unit ordinance amendment and secondary applicant navigation tools identified as the primary activities to be funded and implemented if awarded funds.
H4.G Implement First-Time Homebuyer Program	Provide referrals	2015-2023	The City is referring first time homebuyers to HEART for down payment assistance since BMR funds are no longer available for this program. Information is available on the City's Housing webpage per Housing Programs H1.C and H1.D. In September 2019, the City and HEART partnered to hold a first-time homebuyer workshop in at the Menlo Park City Council Chambers. The City continued to distribute information on first time homebuyer workshops throughout the year. Also in 2019, the City completed the sale of three new BMR ownership units, produced as a result of the City's BMR guidelines and requirements. Two of the 4-bedroom units were sold to moderate income large families and one unit was sold to a low income large family. The City continues to maintain a BMR ownership waitlist for other potential BMR unit sale and resale opportunities as they occur.
H4.H Work with Non-Profits and Property Owners on Housing Opportunity Sites	Identify incentives and procedures to facilitate development of housing affordable to extremely low, very low, low and moderate income households on higher density housing sites	Ongoing	In March 2019, the City Council approved a funding agreement of up to \$6.7 million and the abandonment of City owned right-of-way, which allows for a greater number of units for extremely low and very low income households to be developed on the 1300 Willow Road site. The City will continue to identify partnership opportunities that further the development of affordable units in Menlo Park.
H4.I Create Multi-Family and Residential Mixed Use Design Guidelines	Adopt design guidelines for multi-family and mixed use housing developments	Consider as part of the City's General Plan Update (2014-2017)	As part of the General Plan and M-2 Area Zoning Update, the City Council adopted the new R-MU (Residential Mixed Use) zoning district. The proposed zoning district includes design standards, which include a number of provisions addressing building modulation, height variation, site design, and open space requirements.
H4.J Consider Surplus City Owned Land for Housing	Identify opportunities for housing as they arise	Consider as part of the City's General Plan Update (2014-2017)	As of 2019, staff has not been directed to return to the City Council to present potential development options for City-owned properties.
H4.K Work with the Fire District	Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments	2014 (in progress)	Menlo Park Fire District developed a draft ordinance to the 2019 Fire Code, which was approved by their board of directors in October 2019. The City Council approved a resolution ratifying the Fire District's amendments to the Fire Code in December 2019.
H4.L Coordinate with School Districts to Link Housing with School District Planning Activities	Coordinate and consider school districts long-range planning, resources and capacity in planning for housing	Ongoing with Housing Element program implementation. Consider as part of the City's General Plan Update (2014-2017)	In 2019, City staff have continued to be in contact with local school districts to share information on new residential development proposals. The City also met with one school district to discuss the potential redevelopment of one of their vacant school sites to affordable teacher housing. Staff have also been participating in the Home for All effort to convene school districts throughout the county to help identify development opportunities and to support the process.
H4.M Review the Subdivision Ordinance	Modify the Subdivision Ordinance as needed	Consider as part of the City's General Plan Update (2014-2017)	No activity to date.
H4.N Create Opportunities for Mixed Use Development	Conduct study and establish regulations to allow housing in commercial zones	Consider as part of the City's General Plan Update (2014-2017)	As part of the General Plan and M-2 Area Update approval in December 2016, the Council adopted zoning amendments to the C-2-B zoning district to allow residential uses to create mixed-use opportunities in key areas along the Willow Road Corridor and created the R-MU zoning district. A number of properties that were previously zoned for commercial and industrial uses were rezoned with the new zoning district to create opportunities for higher density housing and mixed use developments. Consideration of the amended C-2-B and the new R-MU zoning districts will continue on an as-needed basis.
H4.O Review Transportation Impact Analysis Guidelines	Modify Transportation Impact Analysis (TIA) guidelines	Consider as part of the City's General Plan Update (2014-2017)	In December 2016, the City Council adopted a new Circulation Element, recognizing that work on the Transportation Master Plan (TMP) was a high priority. Work on modifications to the TIA will be considered a future program and may be informed by the work of the Transportation Master Plan that is underway. A consultant team was hired in 2017 to lead the TMP effort and an 11-member city-led Oversight and Outreach Committee (OOC) was formed to help guide the process. In 2018, the OOC held six public meetings to gather input from the community and evaluate proposed strategies. In 2019, the City Council added update of the TIA guidelines to their work plan. In early 2020, the City Council provided feedback on approach to the TIA guidelines update. An updated version of the TIA Guidelines is projected to be adopted by June 2020.
H4.P Update Parking Stall and Driveway Design Guidelines	Modify Parking Stall and Driveway Design Guidelines	2014	In 2017, the City began a preliminary review of the parking stall and driveway design guidelines. Review of these guidelines is still underway.
H4.Q Achieve Long-Term Viability of Affordable Housing	Establish project management and other ongoing project coordination needs	As developments are proposed and ongoing thereafter	The City continues to partner with Hello Housing to administer the City's BMR list and to coordinate with project sponsors to qualifying households for affordable housing in the City per the BMR Guidelines. In 2018, construction began on a townhome development, which will include 3 deed restricted BMR ownership units. These units are family oriented with 4 bedrooms and located close to transit. In 2019, all 3 of the BMR ownership units previously mentioned were sold to households on the City's BMR list.
H4.R Modify Overnight Parking Requirements to include the R-4-S Zoning District	Modify Section 11.24.050 [Night Parking Prohibited] of the Municipal Code as needed	2014	In October 2015, the City Council approved the removal of on-street parking along the north side of Haven Avenue as part of the Haven Avenue Streetscape Project. Identified as housing opportunity sites in the Housing Element, two parcels along Haven Avenue are currently being redeveloped with 540 multi-family residential units. The objective of the Haven Avenue Streetscape Project is to provide a direct connection for bicyclists and pedestrians between the Bay Trail and the City of Redwood City's bikeway and sidewalk network by constructing sidewalks and bicycle facilities along Haven Avenue. The removal of on-street parking is helping facilitate the enhanced multi-modal improvements along this corridor.



<p><b>H4.S Explore Creation of a Transportation Management Association</b></p>	<p>Explore creation of a Transportation Management Association</p>	<p>Consider as part of the City's General Plan Update (2014-2017)</p>	<p>In April 2019, the City released a joint RFP with the City of Foster City to solicit bids from prospective firms to assist with TMA Feasibility Studies. Two independent contracts were awarded to Steer Group to conduct the studies, with the City of Menlo Park awarding Steer Group's contract in July 2019. The initial phase of work included data collection and analysis, along with stakeholder outreach and surveying. A progress report of the work conducted so far will be presented to the City Council on February 25, 2020. Next steps include presenting an options analysis to City Council in March 2020 to narrow the choices for potential TMAs. With a focus on potential models to study, Steer Group will conduct a detailed analysis on these options to identify how to structure a potential TMA. The Final Report on these findings is expected to be presented to City Council in July 2020.</p>
<p><b>H4.T Explore Pedestrian and Bicycle Improvements</b></p>	<p>Coordinate with Redwood City on potential pedestrian and bicycle improvements</p>	<p>Consider as part of the City's General Plan Update (2014-2017)</p>	<p>The City was awarded a grant from the San Mateo County Transportation Authority (Measure A funds) to implement the Haven Avenue bicycle/pedestrian improvements. The improvements include new facilities to a key corridor that connects Menlo Park, San Mateo County and Redwood City. The project area includes Haven Avenue between Marsh Road and the Redwood City boundary, an area where several properties were recently rezoned to higher density housing. Through work on the Transportation Master Plan, improvements in the area can be identified. In addition, as part of the Menlo Gateway hotel and office project, pedestrian and bicycle improvements will be implemented. Bike lanes along a portion of Haven Avenue have been installed. Recently, the City has been awarded multiple grants to improvement the existing bicycle/pedestrian networks. These improvements include: new sidewalk facilities on Pierce Road and Oak Grove Avenue, and new bicycle facilities on San Mateo Drive and Ringwood Avenue. Additionally, the ongoing Transportation Master Plan will serve as an update to the City's existing Sidewalk Master Plan and Comprehensive Bicycle Development Plan. In 2019, the City worked collaboratively with MidPen Housing to support their Affordable Housing and Sustainable Communities (AHSC) grant application to secure funding for MidPen's affordable housing development as well as pedestrian and bicycle transportation improvements along Willow Road.</p>
<p><b>H1.E Undertake Community Outreach When Implementing Housing Element Programs</b></p>	<p>Conduct community outreach and distribute materials (see Programs H1.C and 1H.D)</p>	<p>Consistent with program timelines</p>	<p>Materials are available at the 1st floor counter located at Menlo Park City Hall and on the City's Web site. Housing Commission meetings are conducted monthly. In 2019, the Housing Commission conducted nine meetings. Agendas and notices are posted at City Hall and on the City's website. Email notifications are also sent to interested parties. Additional outreach to targeted populations and interested parties depending on program.</p>
<p><b>H1.I Work with Non-Profits on Housing</b></p>	<p>Maintain a working relationship with non-profit housing sponsors</p>	<p>Ongoing</p>	<p>The City worked closely with MidPen to assist in their application submittal to redevelop their property on the 1200 block of Willow Road from 48 to 90 affordable dwelling units, including an application to abandon a portion of the public right-of-way and assistance with documentation needed for financing of the project. The building permits for MidPen's project were issued in 2016 and the building became fully occupied in 2017. In 2018, MidPen submitted an application to redevelop property on the 1300 block of Willow Road from 89 to 140 affordable dwelling units, which requires the City to abandon right-of-way. The City will continue to undertake outreach to non-profit housing sponsors throughout the 2015-2023 Housing Element period. Annual funding and support is provided to HIP Housing and the Housing Leadership Council.</p>

<b>Jurisdiction</b>	Menlo Park	
<b>Reporting Period</b>	2019	(Jan. 1 - Dec. 31)

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202)

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

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

Jurisdiction	Menlo Park	
Reporting Period	2019	(Jan. 1 - Dec. 31)

## ANNUAL ELEMENT PROGRESS REPORT

### Housing Element Implementation

(CCR Title 25 §6202)

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

**Table F**

**Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)**

This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).

Activity Type	Units that Do Not Count Towards RHNA <sup>+</sup> Listed for Informational Purposes Only				Units that Count Towards RHNA <sup>+</sup> Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1 <sup>+</sup>
	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income									



<b>Jurisdiction</b>	Menlo Park	
<b>Reporting Year</b>	2019	(Jan. 1 - Dec. 31)

<b>Building Permits Issued by Affordability Summary</b>		
<b>Income Level</b>		<b>Current Year</b>
Very Low	Deed Restricted	0
	Non-Deed Restricted	1
Low	Deed Restricted	14
	Non-Deed Restricted	2
Moderate	Deed Restricted	7
	Non-Deed Restricted	0
Above Moderate		172
<b>Total Units</b>		<b>196</b>

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

<b>Housing Applications Summary</b>	
Total Housing Applications Submitted:	6
Number of Proposed Units in All Applications Received:	6
Total Housing Units Approved:	6
Total Housing Units Disapproved:	0

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

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

Cells in grey contain auto-calculation formulas