



March 26, 2021

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 2020 Housing Element Annual Progress Report and Housing Successor Report

On March 23, 2021, the City Council of the City of Menlo Park accepted the 2020 Housing Element Annual Progress Report (APR) and the Housing Successor Report for the fiscal year 2019-2020, 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 2020 Annual Housing Element Report and the 2019-2020 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.

Sincerely,

Deanna Chow
Assistant Community Development Director

Enclosures
Attachment A: 2020 Housing Element Annual Report
Attachment B: 2019-2020 Housing Successor Report

Jurisdiction	Menlo Park	
Reporting Year	2020	(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	13				80	49
	Non-Deed Restricted		2	4	4	5	2	13					
Moderate	Deed Restricted	143										11	132
	Non-Deed Restricted				1	3	7						
Above Moderate		150	712	17	20	26	172	230				1177	
Total RHNA		655											
Total Units			819	66	35	44	196	256				1416	266

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	2020	(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 2019 calendar year was accepted by the City Council on March 26, 2020 and submitted to HCD for review. Using forms provided by HCD, the 2020 annual review was completed by staff between January to February 2021, and public reviews were conducted by the Housing Commission, Planning Commission and City Council in March 2021.
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program H1.D)	Ongoing	Materials were available at the 1st floor counter located at Menlo Park City Hall and on the City's website. In 2020, fair housing and legal services referrals were provided by phone, email and in person. Fair housing and legal services information was updated and available on the City website.
H1.D Provide Information on Housing Programs	Obtain and distribute materials at public locations; conduct staff training	Annually	During the COVID-19 pandemic, staff primarily directed the public to the City's website in addition to assisting patrons via phone or email. Prior to the pandemic, materials were available at the 1st floor counter located at Menlo Park City Hall. In 2020, the Housing Commission conducted nine public meetings. Three meetings, during the months of January, February & March, were held in person; the remaining were virtual meetings as a result of the pandemic.

<p>H1.E Undertake Community Outreach When Implementing Housing Element Programs</p>	<p>Conduct community outreach and distribute materials (see Programs H1.C and 1H.D)</p>	<p>Consistent with program timelines</p>	<p>In 2020, materials and information were primarily available on the City's Web site. Housing Commission meetings are conducted monthly. The public may opt-in for an available email subscription to receive Housing Commission agendas and general updates. Additional public outreach is conducted based on program type. In 2020, the Housing Commission conducted nine public meetings. Agendas and notices are posted at City Hall and on the City's website.</p>
<p>H1.F Work with the San Mateo County Department of Housing</p>	<p>Coordinate with County efforts to maintain and support affordable housing</p>	<p>Ongoing</p>	<p>Continued participation and coordination has occurred as part of the countywide 21 Elements organization. Working with the County Department of Housing and other jurisdictions on housing-related topics such as accessory dwelling units and short-term rentals, and coordination in implementing Housing Element programs. The City continues to participate in the Home for All Learning Network and Community Convenings, all efforts that aim to support affordable housing.</p>
<p>H1.G Adopt an Anti-Discrimination Ordinance</p>	<p>Undertake Municipal Code amendment and ensure effective implementation of anti-discrimination policies and enforcement as needed</p>	<p>2016</p>	<p>Completed. On August 6, 2018, the City Council approved the Anti-Discrimination ordinance. The City will be considering additional ordinances to address housing challenges as part of its ongoing discussion about housing supply, affordable housing and displacement.</p>
<p>H1.H Utilize the City's Below Market Rate (BMR) Housing Fund</p>	<p>Accumulate and distribute funds for housing affordable to extremely low, very low, low and moderate income households</p>	<p>Ongoing</p>	<p>On September 15, 2020, City Council approved an increase in funding to MidPen Housing's 1300 Willow Road project to reach a total of \$9.331 million. This project was approved for \$6.7 million from the BMR housing fund in March 2019. On November 18, 2020, a Notice of Funding Availability (NOFA) of approximately \$10 million in BMR housing funds was released to support the preservation or production of permanent affordable housing. Qualified developers of affordable housing were permitted to submit proposals prior to the submission due date of January 22, 2021. The City received three proposals prior to the submission deadline. Proposals are under review, staff will describe the distribution of funds in the next annual progress report.</p>

<p>H1.I Work with Non-Profits on Housing</p>	<p>Maintain a working relationship with non-profit housing sponsors</p>	<p>Ongoing</p>	<p>The tenant relocation assistance ordinance was passed by City Council in 2019. In addition, the Council approved the establishment of a community housing fund to be administered by local nonprofit, Samaritan House. In 2020, Samaritan House, with support from the City, has continued to offer financial assistance to lower income tenants experiencing hardships and/or potential displacement. The City has continued to assist MidPen Housing as they finalized funding sources for their 1300 Willow Road project, including the completion of their Affordable Housing and Sustainable Communities (AHSC) grant application preparation and submittal in early 2020. In September 2020, The City increased it's funding commitment by \$2.631 million for the 1300 Willow Road project to help MidPen Housing reach 100% funding. As part of the NOFA released in November 2020, the City intends to continue its support of strong partnerships with local non-profit housing organizations.</p>
<p>H1.J Update the Housing Element</p>	<p>Assure consistency with SB375 and Housing Element law</p>	<p>2023</p>	<p>Completed. The City Council adopted the 2015-2023 Housing Element on April 1, 2014, and was certified by HCD on April 16, 2014. The City was awarded both SB2 and a LEAP grant to assist with the preparation of the Housing Element for the RHNA 6 cycle. In December 2020, the City issued an RFQ for consultant services to preapre the Housing Element Update. The City continues to collaborate and participate in 21 Elements as part of the Housing Element Update process.</p>
<p>H1.K Address Rent Conflicts</p>	<p>Resolve rent conflicts as they arise</p>	<p>Ongoing</p>	<p>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. Throughout 2020, the City has continued to be an informational resource for local tenants unfamiliar with new state laws. Informative material is available on the City's website, including contact information for free legal services.</p>
<p>H1.L Update Priority Procedures for Providing Water Service to Affordable Housing Developments</p>	<p>Comply with Government Code Section 65589.7</p>	<p>2015 and 2020 (as part of Urban Water Management Plan updates)</p>	<p>Program completed in February 2014. No additional work on this program is needed at this time.</p>

<p>H1.M Lobby for Changes to State Housing Element Requirements</p>	<p>Work with other San Mateo County jurisdictions and lobby for modifications to Housing Element law (coordinate with Program H1.B)</p>	<p>Ongoing</p>	<p>In 2020, the City Council and staff have attended various meetings, mostly digitally, with legislators and other jurisdictions to provide input on proposed legislation. The City continues to participate with the 21 Elements to review, discuss, analyze and provide comment on various housing and planning related legislation.</p>
<p>H2.A Adopt Ordinance for "At Risk" Units</p>	<p>Protect existing affordable housing</p>	<p>2016</p>	<p>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. In 2021, the City plans to exercise its right to purchase a BMR ownership unit, which had a sales term of only 90 days for the City to find a new, qualified BMR owner. The City's purchase will preserve the unit and allow the City to identify and sell the unit to a new BMR buyer outside the original 90 day sales term; new purchase agreements include an update resale term that gives the City 180 days to find a qualified buyer for potential resales.</p>
<p>H2.B Promote Energy Efficient/Renewable Programs</p>	<p>50 or more homes and businesses participating in a program</p>	<p>Establish policy and programs by 2017; Participation rate by 2022</p>	<p>As of 2021, 98% of residents and businesses are served by Peninsula Clean Energy (PCE) that provides greenhouse gas free (fossil fuel free) electricity to their homes and businesses. With the ECOplus service, at least 50% of the electricity provided by PCE comes from renewable sources, such as solar and wind, and none comes from coal and natural gas. Only 1.62% opted out of the program and went back to PG&E. Menlo Park continued to participate in regional energy efficiency/renewable energy regional programs, such as Home Energy Renovation Opportunity (HERO), GRID Alternatives, and Bay Area Regional Energy Network (BayREN). In 2018 and 2019 GRID Alternatives installed 14 solar arrays in the Belle Haven neighborhood. Within the past two years, the City Council approved a couple of progressive initiatives to capitalize on the greenhouse gas free electricity provided by PCE by: 1) Adopting an all-electric reach code requirement for all new construction (2019). 2) Adopted a 2030 climate action plan with the bold goal to reach carbon neutrality (zero emissions) by 2030. One of the first actions is to explore policy or program options to convert 95 percent of existing buildings to all-electric by 2030 (adopted 2020).</p>

H2.C Amend the Zoning Ordinance to Protect Existing Housing	Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes	Consider as part of the City's General Plan Update (2014-2017)	The zoning ordinance efforts during the General Plan process focused on the creation of new housing in an area that previously did not allow residential uses. Staff recognizes that potential ordinance changes to limit the loss of residential units or the conversion of units can be strategies to maintain the City's housing stock. This is an ongoing item staff will evaluate along with other housing priorities.
H2.D Assist in Implementing Housing Rehabilitation Programs	Apply to the County for CDBG funds to provide loans to rehabilitate very low and low income housing (20 loans from 2015-2023)	2015-2023	The County has temporarily stopped administering the CDBG rehabilitation loan program, except in emergency situations. The City continues to service existing loans in the portfolio.
H3.A Zone for Emergency Shelter for the Homeless	Amend the Zoning Ordinance	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted on April 29, 2014. Ordinance identifies the location of the overlay to allow an emergency shelter for the homeless for up to 16 beds as a use by right and includes standards consistent with State law as established in 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 248 housing vouchers issued for incorporated Menlo Park, which assist a total of 521 individuals. Of the total, 157 households include elderly or disabled persons and 86 are households with children.

<p>H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter</p>	<p>Coordinate in the construction of homeless facility (if determined feasible)</p>	<p>Longer term program as the opportunity arises</p>	<p>There are no plans for a specific facility at this time.</p>
<p>H3.F Assist in Providing Housing for Persons Living with Disabilities</p>	<p>Provide housing and services for disabled persons</p>	<p>Ongoing</p>	<p>Continued participation and coordination has occurred as part of the countywide 21 Elements organization. Working with the County Department of Housing and other jurisdictions on housing-related topics such as accessory dwelling units and short-term rentals. Participation in the County's Home For All initiative has continued and aims to identify housing needs for all sectors of the community. The City also supports the activities of local non-profit housing providers, such as HIP Housing, whom provide services for disabled persons.</p>
<p>H3.G Develop Incentives for Special Needs Housing</p>	<p>Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities</p>	<p>Consider as part of the City's General Plan Update (2014-2017)</p>	<p>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.</p>
<p>H3.H Continue Support for Countywide Homeless Programs</p>	<p>Support housing and services for the homeless and at-risk persons and families</p>	<p>Ongoing</p>	<p>In 2020, city staff has continued to lead and support the Menlo Park Homeless Outreach Team (Team), which consists of staff from the Housing Division, Police Department and community based organizations that provide homeless outreach and support services. City staff work closely with community based organizations and the San Mateo County Human Services Agency to coordinate outreach and referral services, with the goal of ending homelessness in Menlo Park. The Team meets regularly to discuss case management, strategize coordinated outreach and intervention, streamline resources and prepare action plans for homeless individuals. In early 2020 the City Council formed a subcommittee to address high risk health and safety concerns at a large homeless encampment populated by approximately 60 individuals in an area called the Ravenswood Triangle. This effort involved multijurisdictional agencies coordinating an intensive effort to conduct outreach, remove debris and eventually the encampment over the course of several months. The population was reduced to 6 individuals as of early 2021. The City continued to support HEART, HIP Housing and other community based organizations to support efforts to reduce homelessness and increase housing stability.</p>

H3.I Work with the Department of Veterans Affairs on Homeless Issues	Coordination in addressing the needs of the homeless	2014; ongoing thereafter	The Veteran Affairs Medical Center in Menlo Park awarded a project proposal to local non-profit housing developer, MidPen Housing. The City held initial meetings to assist in the support the project. As opportunities arise, staff will continue to work with the VA and non-profit housing partners.
H4.A Modify R-2 Zoning to Maximize Unit Potential	Amend the Zoning Ordinance to minimize underutilization of R-2 development potential	Consider as part of the City's General Plan Update (2014-2017)	Staff plan to revisit modifications to the R-2 in the future and assess the utilization of the allowed density for this zoning district.
H4.B Implement Inclusionary Housing Regulations	Implement requirements to assist in providing housing affordable to extremely low, very low, low and moderate income households in Menlo Park	Ongoing	On September 15, 2020, the City Council received an Inclusionary Housing Feasibility Analysis completed by BAE Urban Economics, Inc. and approved a resolution establishing a process for determining the affordable in-lieu fee for rental housing projects not providing some or all of their inclusionary housing requirements. This study also tested the feasibility of adding additional affordable housing requirements for new rental projects and provided analysis to inform the City's decisionmaking processes related to setting BMR in-lieu fees.
H4.C Modify BMR Guidelines	Amend the Zoning Ordinance to require affordable units in market rate developments	2015	The last revision to the BMR housing program guidelines was approved by Menlo Park City Council in 2018. As part of the Housing Commission's work plan, they will be evaluated changes to the BMR Guidelines. Staff expects there to be a revision in 2021.

<p>H4.D Update the BMR Fee Nexus Study</p>	<p>Update to fees consistent with the nexus of potential impacts on affordable housing need</p>	<p>2015</p>	<p>BAE Urban Economics, Inc. completed their study known as the Inclusionary Housing Feasability Analysis in 2020. The City commissioned BAE to study the following four scenarios: 1) Providing low income rental units (i.e., units affordable to households with incomes equal to or less than 80 percent of the Area Median Income or AMI) in compliance with the City's existing BMR Housing Program; 2) Providing 20 percent of units as low-income units; 3) Adding a small number of units reserved for households with moderate incomes (defined in this analysis as households with incomes equal to 120 percent of AMI) addition to meeting a 15 percent low-income requirement; and 4) Payment of an in-lieu fee that represents the "point of indifference," or the fee that would be equivalent in cost to providing affordable units on site, from the perspective of a developer. The City Council adopted a resolution establishing a process for determining the in-lieu fee for rental housing, which would be done on a case-by-case basis.</p>
<p>H4.E Modify Second Dwelling Unit Development Standards and Permit Process</p>	<p>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.</p>	<p>2014; ongoing thereafter</p>	<p>In 2020, 13 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.</p>
<p>H4.F Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit</p>	<p>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)</p>	<p>2014; review the effectiveness of the ordinance in 2015</p>	<p>Of the 13 building permits issued for ADUs in 2020, six were for conversions of existing accessory buildings. In this case, a conversion may include complete demolition of the existing accessory building and reconstruction of the ADU in the same footprint. Given changes in state law effective January 1, 2020, an urgency ordinance was passed by City Council on February 25, 2020 to ensure the City's ordinance complies with state law. In 2019, the City submitted an SB 2 planning grant application for consideration, with a accessory dwelling unit ordinance amendment and secondary applicant navigation tools identified as the primary activities to be funded and implemented if awarded funds.</p>

<p>H4.G Implement First-Time Homebuyer Program</p>	<p>Provide referrals</p>	<p>2015-2023</p>	<p>The City is referring first time homebuyers to HEART of San Mateo County for down payment assistance since BMR funds are no longer available for this program. Information is available on the City's Housing webpage per Housing Programs H1.C and H1.D. The City continues to maintain a BMR ownership waitlist for other potential BMR unit sale and resale opportunities as they occur.</p>
<p>H4.H Work with Non-Profits and Property Owners on Housing Opportunity Sites</p>	<p>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</p>	<p>Ongoing</p>	<p>On September 15, 2020, City Council approved an increase in funding to MidPen Housing's 1300 Willow Road project to reach a total of \$9.331 million. In March 2019, the City Council approved 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.</p>
<p>H4.I Create Multi-Family and Residential Mixed Use Design Guidelines</p>	<p>Adopt design guidelines for multi-family and mixed use housing developments</p>	<p>Consider as part of the City's General Plan Update (2014-2017)</p>	<p>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.</p>
<p>H4.J Consider Surplus City Owned Land for Housing</p>	<p>Identify opportunities for housing as they arise</p>	<p>Consider as part of the City's General Plan Update (2014-2017)</p>	<p>The City currently does not have surplus City-owned property available for housing, but could consider housing as opportunities arise.</p>
<p>H4.K Work with the Fire District</p>	<p>Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments</p>	<p>2014 (in progress)</p>	<p>There have been no changes or updates to report during the 2020 reporting year. Menlo Park Fire District developed a draft ordinance to the 2019 Fire Code, which was approved by their board of directors in October 2019. The City Council approved a resolution ratifying the Fire District's amendments to the Fire Code in December 2019.</p>

<p>H4.L Coordinate with School Districts to Link Housing with School District Planning Activities</p>	<p>Coordinate and consider school districts long-range planning, resources and capacity in planning for housing</p>	<p>Ongoing with Housing Element program implementation. Consider as part of the City's General Plan Update (2014-2017)</p>	<p>City staff have continued to be in contact with local school districts to share information on new residential development proposals. Staff have also been participating in the Home for All effort to convene school districts throughout the county to help identify development opportunities and to support the process.</p>
<p>H4.M Review the Subdivision Ordinance</p>	<p>Modify the Subdivision Ordinance as needed</p>	<p>Consider as part of the City's General Plan Update (2014-2017)</p>	<p>No activity to date.</p>
<p>H4.N Create Opportunities for Mixed Use Development</p>	<p>Conduct study and establish regulations to allow housing in commercial zones</p>	<p>Consider as part of the City's General Plan Update (2014-2017)</p>	<p>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.</p>
<p>H4.O Review Transportation Impact Analysis Guidelines</p>	<p>Modify Transportation Impact Analysis (TIA) guidelines</p>	<p>Consider as part of the City's General Plan Update (2014-2017)</p>	<p>In December 2016, the City Council adopted a new Circulation Element, recognizing that work on the Transportation Master Plan (TMP) was a high priority. A consultant team was hired in 2017 to lead the TMP effort and an 11-member city-led Oversight and Outreach Committee (OOC) was formed to help guide the process. In 2019, the City Council added update of the TIA guidelines to their work plan. In early 2020, the City Council provided feedback on the approach to modify the TIA guidelines. An updated version of the TIA Guidelines was adopted by City Council on June 16, 2020. On November 17, the City Council adopted the Transportation Master Plan.</p>

<p>H4.P Update Parking Stall and Driveway Design Guidelines</p>	<p>Modify Parking Stall and Driveway Design Guidelines</p>	<p>2014</p>	<p>In 2017, the City began a preliminary review of the parking stall and driveway design guidelines. Review of these guidelines is still underway.</p>
<p>H4.Q Achieve Long-Term Viability of Affordable Housing</p>	<p>Establish project management and other ongoing project coordination needs</p>	<p>As developments are proposed and ongoing thereafter</p>	<p>The City continues to contract the administration and retain the records of the ownership unit waiting list and rental interest list. In coordination with the owners, developers and/or property managers of BMR units, the City oversees marketing plans and tenant onboarding practices in addition to assisting with outreach to the BMR lists.</p>
<p>H4.R Modify Overnight Parking Requirements to include the R-4-S Zoning District</p>	<p>Modify Section 11.24.050 [Night Parking Prohibited] of the Municipal Code as needed</p>	<p>2014</p>	<p>In October 2015, the City Council approved the removal of on-street parking along the north side of Haven Avenue as part of the Haven Avenue Streetscape Project. Identified as housing opportunity sites in the Housing Element, two parcels along Haven Avenue were redeveloped with 540 multi-family residential units. The objective of the Haven Avenue Streetscape Project is to provide a direct connection for bicyclists and pedestrians between the Bay Trail and the City of Redwood City's bikeway and sidewalk network by constructing sidewalks and bicycle facilities along Haven Avenue. The removal of on-street parking is helping facilitate the enhanced multi-modal improvements along this corridor. Bike lanes along a portion of Haven Avenue have been installed. The City is working with Caltrans to complete the remaining portion by 2022-2023.</p>
<p>H4.S Explore Creation of a Transportation Management Association</p>	<p>Explore creation of a Transportation Management Association</p>	<p>Consider as part of the City's General Plan Update (2014-2017)</p>	<p>In April 2019, the City released a joint RFP with the City of Foster City to solicit bids from prospective firms to assist with TMA Feasibility Studies. Two independent contracts were awarded to Steer Group to conduct the studies, with the City of Menlo Park awarding Steer Group's contract in July 2019. The initial phase of work included data collection and analysis, along with stakeholder outreach and surveying. A progress report of the work conducted so far was presented to the City Council on February 25, 2020. On July 16, 2020, an options analysis was presented to the City Council and direction was given to further investigate the citywide and subregional TMA options. Although the original completion date of the feasibility study was July 2020, it has been pushed back to account for the COVID-19 pandemic changing commute patterns, along with the operational start of a subregional TMA, Manzanita Works, in November 2020. Now accounting for these latest regional updates, Steer Group will conduct a detailed analysis on the two options to identify how to structure a potential TMA. A draft Final Report is expected to be shared with the City Council and the Complete Streets Commission in April 2021. The Final Report and recommendation is anticipated to be presented to City Council in May 2021 for approval.</p>

<p>H4.T Explore Pedestrian and Bicycle Improvements</p>	<p>Coordinate with Redwood City on potential pedestrian and bicycle improvements</p>	<p>Consider as part of the City's General Plan Update (2014-2017)</p>	<p>In November 2020, the City adopted the Transportation Master Plan that now serves as an update to the City's previous Sidewalk Master Plan and Comprehensive Bicycle Development Plan. 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 has been 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. The City is working with Caltrans to complete the remaining portion by 2022-2023. The City will be completing multiple grant funded bicycle/pedestrian improvements by winter 2021. These improvements include: new sidewalk facilities on Pierce Road, Coleman Avenue, and Oak Grove Avenue, and new bicycle facilities on San Mateo Drive and Ringwood Avenue. The City will be commencing the design and construction of a new sidewalk on the north side of Sharon Road between Altschul Ave and Alameda de las Pulgas</p>
<p>H1.E Undertake Community Outreach When Implementing Housing Element Programs</p>	<p>Conduct community outreach and distribute materials (see Programs H1.C and 1H.D)</p>	<p>Consistent with program timelines</p>	<p>Housing Commission meetings are conducted monthly. In 2020, 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 is performed to targeted populations depending on program needs.</p>
<p>H1.I Work with Non-Profits on Housing</p>	<p>Maintain a working relationship with non-profit housing sponsors</p>	<p>Ongoing</p>	<p>As part of the 2020 NOFA, the City expects to continue it's support of non-profit housing organizations via \$10 million in available funding. In the past, the City worked closely with MidPen Housing on multiple projects that have preserved and/or increased affordable housing in Menlo Park. 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>

Jurisdiction	Menlo Park	
Reporting Period	2020	(Jan. 1 - Dec. 31)

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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)

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

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

Jurisdiction	Menlo Park	
Reporting Year	2020	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	13
	Non-Deed Restricted	13
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		230
Total Units		256

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

Housing Applications Summary	
Total Housing Applications Submitted:	3
Number of Proposed Units in All Applications Received:	3
Total Housing Units Approved:	3
Total Housing Units Disapproved:	0

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

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

Cells in grey contain auto-calculation formulas

Jurisdiction	Menlo Park
Reporting Year	2020 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
 (CCR Title 25 §6202)

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

Total Award Amount	\$ -
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Total award amount is auto-populated based on amounts entered in rows 15-26.

Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes

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

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	2
	Non-Deed Restricted	5
Moderate	Deed Restricted	1
	Non-Deed Restricted	0
Above Moderate		30
Total Units		38

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	13
	Non-Deed Restricted	13
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		230
Total Units		256

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	2
	Non-Deed Restricted	7
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		31
Total Units		40