

Please Start Here

General Information	
Jurisdiction Name	Menlo Park
Reporting Calendar Year	2023
Contact Information	
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City	Menlo Park
Zipcode	94025

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR/login.do>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions

Please save your file as Jurisdictionname2023 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2023

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. **Online Annual Progress Reporting System - Please see the link to the online system to the left.** This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. **Email** - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

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

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

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

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

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	69	70
Not Indicated as Infill	0	0

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

Use of SB 35 Streamlining Provisions - Applications	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	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

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

Ministerial and Discretionary Applications	# of Applications	Units
Ministerial	18	18
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	69
Sites Rezoned to Accommodate the RHNA	0

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

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

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

Table B Regional Housing Needs Allocation Progress Permitted Units Issued by Affordability														
		1	2									3	4	
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022- 01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	740	-	-	-	-	-	-	-	-	-	-	27	713
	Non-Deed Restricted		8	19	-	-	-	-	-	-	-	-		
Low	Deed Restricted	426	-	-	-	-	-	-	-	-	-	-	31	395
	Non-Deed Restricted		10	21	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	496	-	-	-	-	-	-	-	-	-	-	28	468
	Non-Deed Restricted		12	16	-	-	-	-	-	-	-	-		
Above Moderate		1,284	4	9	-	-	-	-	-	-	-	-	13	1,271
Total RHNA		2,946												
Total Units			34	65	-	-	-	-	-	-	-	-	99	2,847
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5										6	7	
		Extremely low-income Need	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date	Total Units Remaining	
Extremely Low-Income Units*		370	-	-	-	-	-	-	-	-	-	-	370	

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

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

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

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	Menlo Park		
Reporting Year	2023	(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 is completed annually as part of the City Council's work plan process, taking into consideration the yearly Housing Element review.
H1.B Review the Housing Element Annually	Review and monitor Housing Element implementation; conduct public review with the Housing Commission, Planning Commission and City Council, and submit Annual Report to HCD	Annually	Using forms provided by HCD, the 2023 annual review was completed by staff between January and February 2024, and public reviews were conducted by the Planning Commission and City Council in February and March 2024. (The Housing Commission was scheduled to discuss the annual report in March 2024, but the meeting was canceled due to lack of a quorum.)
H1.C Work with the San Mateo County Department of Housing	Meet with the County twice a year and coordinate with County efforts to maintain and support affordable housing	Every 6 months	The City participates in bimonthly meetings for housing managers throughout San Mateo County as part of the 21 Elements collaboration. Through the recurring meetings, San Mateo County staff identified opportunities for improved dialogue and consistent engagement with housing staff throughout the jurisdictions in the county and will work with staff from the local jurisdictions to identify opportunities for coordination in 2024 and beyond.
H1.D Regional Coordination	Work with other San Mateo County jurisdictions to address regional housing needs and attend 21 Elements coordination activities	Ongoing	The City participates in the 21 Elements collaboration between all 21 jurisdictions in San Mateo County and regularly attended directors' meetings, regular meetings, housing managers' meetings, and housing-related interest meetings such as discussions around updates to jurisdictions' below market rate (BMR) ordinances and guidelines throughout 2023, and contributed information toward various studies and Housing Element-related efforts during the past year.

H1.E Work with Non-Profits on Housing	Continue NOFA implementation and maintain a working relationship with non-profit housing sponsors	At least twice a year	The City meets regularly with non-profits, including Samaritan House, Rebuilding Together Peninsula, Habitat for Humanity and others to provide support and assistance in achieving local housing goals. The City released a Notice of Funding Availability (NOFA) with an amount of \$1.5 million to \$2 million in December 2022. The NOFA received four proposals, which were reviewed by City staff and presented to the Housing Commission on August 3, 2023. After the NOFA was released and before the review of the proposals, the City collected an additional \$5.4 million in fees into the BMR fund. The City therefore recommended approval of three of the four proposals for a total of \$4.18 million. This included support for new BMR ownership construction at the low-income level, new BMR rental construction for veterans at the extremely low and very low-income levels, and funding for home rehabilitation for low-income households. The City also continued to collaborate with non-profits like MidPen Housing on development projects like housing on the Veterans Affairs medical center site.
H1.F Update the Housing Element	Assure consistency with SB 375 and Housing Element law	January 31, 2023	The City Council adopted the 2023-2031 Housing Element on January 31, 2023. Following subsequent reviews by HCD, the City Council adopted amendments to the Housing Element, as conditionally-certified by HCD, on January 23, 2024.
H1.G Update Priority Procedures for Providing Water Service to Affordable Housing Developments	Comply with Government Code § 65589.7	When the Urban Water Management Plan is updated (anticipated 2025 and 2030)	This program will be undertaken with the adoption of the next Urban Water Management Plan (UWMP) anticipated in 2025, and was most recently completed for the City's 2020 UWMP in 2021.
H1.H Transparency on Progress towards RHNA and Mid-cycle Review	Increase accessibility and transparency of affordable housing development in the city	Website shall be updated annually on pipeline projects. Mid-cycle review and report to City Council in 2027	The City's website is regularly updated with an interactive development projects map and information on projects under review, approved, under construction, and completed. A mid-cycle review will be completed with City Council in 2027.

<p>H1.I 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>Advertise the availability of funds in the BMR Housing Fund at least every two years</p>	<p>The City administers and advertises every two years the availability of funds in the BMR housing fund through a NOFA. The objective of the NOFA is to support the acquisition, rehabilitation, preservation or new construction of housing that will provide long-term affordability. The funding is intended to fill the financing gap between projected total development costs and other available funding sources. The City released a NOFA with an amount of \$1.5 million to \$2 million in December 2022. After the NOFA was released and before the review of the proposals, the City collected an additional \$5.4 million in fees into the BMR fund. The City therefore recommended approval of three proposals for a total of \$4.18 million. This included support for new BMR ownership construction at the low-income level, new BMR rental construction for veterans at the extremely low and very low-income levels, and funding for home rehabilitation for low-income households.</p>
<p>H2.A Preservation of Assisted Housing</p>	<p>Adopt an ordinance for at-risk units. Preserve 92 low income units in Crane Place Apartments at risk of conversion in 2028, supporting the continued provision of affordable housing within Menlo Park's high resource neighborhoods</p>	<p>Adopt ordinance within one year of Housing Element adoption. Contact owners of Crane Place Apartments no later than 2025 to ensure compliance with state preservation notice law</p>	<p>In 2023, the City's efforts were focused on certification of the Housing Element and completion of ordinances to implement Housing Element-related zoning amendments prior to the statutory deadline of January 31, 2024. Given the amount of staff time dedicated to these pursuits, an ordinance for at-risk unit notification was not completed in 2023. Outreach efforts to Crane Place Apartments will begin no later than the 2025 timeframe provided in the Housing Element.</p>
<p>H2.B Amend the Zoning Ordinance to Protect Existing Housing</p>	<p>Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes</p>	<p>Within two years of Housing Element adoption</p>	<p>The City has not yet initiated this program.</p>
<p>H2.C Assist in Implementing Housing Rehabilitation Programs</p>	<p>Utilize the City's BMR funds to rehabilitate very low- and low- income housing. Conduct proactive outreach to identify and assist at least 20 very low income homeowners in Menlo Park's moderate resource neighborhoods</p>	<p>Initiate Homeownership Preservation Program in 2023 and complete within three years. Expend electrification funds allocation from the California Energy Commission by June 30, 2026</p>	<p>The Homeownership Preservation Program was initiated in 2023, with outreach conducted during fall and winter 2023. Funding for the program will be distributed in 2024. The program will be directed toward low- and very low-income households based on the finalized agreement with Habitat for Humanity to ensure a potential pool of 20 households can receive funding. Other program components will occur consistent with the listed Housing Element timeframe. Separately, in Nov. 2023, the City Council authorized a funding agreement with Rebuilding Together Peninsula (RTP) for \$180,000 to support the preservation of housing for low-income households in Belle Haven. Three homes were rehabilitated in 2023.</p>

<p>H2.D Accessory Dwelling Unit (ADU) Amnesty Program</p>	<p>Bring unpermitted ADUs up to code to improve their health and safety for occupants and integrate within the City's official housing stock</p>	<p>Homeowner outreach and incorporation of amnesty provisions in the Zoning Ordinance shall be completed by the end of 2024</p>	<p>The City has not yet initiated this program.</p>
<p>H2.E Anti-Displacement Strategy</p>	<p>Mitigate displacement in the city and provide financial assistance to tenants</p>	<p>Develop an anti-displacement strategy for the City, particularly in the Belle Haven neighborhood, and initiate program implementation by January 2024, expanding to address other potential policies in the program through 2026</p>	<p>Development of initial implementation of an anti-displacement strategy will be initiated in 2024, subject to City Council prioritization. Related to the potential components of an anti-displacement strategy, Project Sentinel provided a presentation at the Belle Haven Branch Library in June 2023 to provide an overview of its services related to housing discrimination, tenant-landlord dispute resolution, and housing counseling programs.</p>
<p>H2.F Childcare Allowances</p>	<p>Support families with children, large families generally, and single-parent households</p>	<p>Update zoning code within 1 year of housing element adoption</p>	<p>This program was completed December 5, 2023 with the adoption of an ordinance by City Council to amend chapters 16.04 and 16.08 of the Municipal Code.</p>
<p>H3.A Amend Procedures for Reasonable Accommodation</p>	<p>Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes</p>	<p>Eliminate the application fee and amend the Ordinance for consistency with guidance provided by DOJ and HUD by 2024. Publish the handout by the end of 2025. Implementation of reasonable accommodation procedures will be ongoing throughout the planning period.</p>	<p>The City has yet to initiate this program.</p>
<p>H3.B Encourage Rental Housing Assistance Programs</p>	<p>Provide assistance at current Section 8 funding levels to assist 230 extremely low and very low-income households per year (assumes continued funding of program)</p>	<p>Property owner outreach in 2024 and 2027; Update website annually</p>	<p>In conjunction with Programs H1.C and H5.C, the City will initiate and update its website and conduct outreach with multi-family property owners, particularly in high-resourced areas, to encourage participation in the Section 8 program this year, consistent with the timeline.</p>

<p>H3.C Assist in Providing Housing for Persons Living with Disabilities</p>	<p>Conduct outreach on the availability of funds for non-profit organizations that provide housing and programs for people with disabilities. Promote available funds through the community funding grant program, which provides an allocation of up to 1.7 percent of the collected property tax revenue</p>	<p>Outreach would be conducted yearly. Evaluation of Universal Design in 2024</p>	<p>The City will continue its efforts to collaborate with non-profit organizations.</p>
<p>H3.D 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>Within two years of Housing Element adoption</p>	<p>The City will focus efforts on this program in 2024, consistent with the timeframe listed in the Housing Element.</p>
<p>H3.E Continue Support for Countywide Homeless Programs</p>	<p>Support housing and services for the homeless and at-risk persons and families. Re-initiate participation of Housing Division staff, along with continued participation of Menlo Park Police Department staff, in monthly meetings with the LifeMoves HOT. The City will partner with LifeMoves to improve conditions for the homeless.</p>	<p>Re-initiate participation of Housing Division in LifeMoves HOT in 2023. Consider funding resources for homeless case manager in 2024</p>	<p>The Housing Division received new staff in 2023, however the LifeMoves Homeless Outreach Team (HOT) was not active at the time.</p>
<p>H3.F Work with the U.S. Department of Veterans Affairs on Homeless Issues</p>	<p>Contact the U.S. Department of Veterans Affairs to coordinate in addressing the needs of people experiencing homelessness. Seek to achieve a minimum of 60 new units of affordable housing for veterans</p>	<p>Meet with the U.S. Department of Veterans Affairs annually. Per the VA and MidPen, construction is intended to start in December 2024 and project opening would be in March 2026</p>	<p>In 2023, the City Council authorized the preparation of a funding agreement for \$2 million through the NOFA process to assist with funding for the Veterans Affairs (VA) project, and the Planning Commission reviewed the proposal at a study session in May 2023 and the Community Development Director's designee determined the proposal to be in substantial conformance with the City's R-4-S regulations. City staff will continue to coordinate with MidPen to strive to meet the program timeline of a 2026 project opening.</p>
<p>H3.G Zoning Text Amendments for Special Needs Housing</p>	<p>Facilitate housing for Menlo Park's special needs and extremely low income populations</p>	<p>Amend Zoning Code by 2024</p>	<p>The City has yet to initiate this program.</p>

<p>H3.H Inclusionary Accessible Units</p>	<p>Expand housing opportunities for people with disabilities</p>	<p>Incorporate incentives for accessible units in the AHO (2023) and updated BMR regulations (2025), and promote on the City’s website. Utilize the Housing Element Annual Progress Report (APR) to report on specific incentives incorporated within BMR and AHO, including website links to the updated regulations</p>	<p>Although the City updated the Affordable Housing Overlay (AHO) in 2023, incentives for accessible units were not incorporated at that time. The City may revisit the potential for accessibility incentives in future years and/or during the mid-cycle review for the Housing Element. The City will focus on other efforts in this program in 2025, consistent with the timeframe listed in the Housing Element.</p>
<p>H3.I Accessible ADUs</p>	<p>Expand housing opportunities for people with disabilities</p>	<p>Within two years of Housing Element adoption concurrent with Program H3.A</p>	<p>The City will focus efforts on this program in 2024, consistent with the timeframe listed in the Housing Element.</p>
<p>H3.J Marketing for Accessible Units</p>	<p>Expand housing opportunities for people living with disabilities</p>	<p>Ongoing on a project-by-project basis</p>	<p>The City will focus efforts on this program as new projects are identified on Housing Inventory sites and other sites zoned for multifamily residential development opportunities.</p>
<p>H3.K Employment Services</p>	<p>Host a working meeting or workshop with employers and advocacy groups to develop a strategy for creating jobs for persons with disabilities and boosting the number of workers with disabilities among area employers</p>	<p>Meeting will be held by the end of 2026. Program implementation will be ongoing thereafter</p>	<p>The City will focus efforts on this program during or before 2026, consistent with the timeframe listed in the Housing Element.</p>
<p>H3.L Large Units</p>	<p>Encourage the development of housing for large families</p>	<p>Adopt large unit bonus within two years of Housing Element adoption, and post on City website in conjunction with developer guide</p>	<p>The City began implementation of this program with the adoption of amendments to the Specific Plan in November 2023, which included potential bonus floor area ratio (FAR) for the development of units with three or more bedrooms. Additional efforts to expand FAR bonus options for large family units in other areas of the city may be evaluated in the future.</p>
<p>H3.M Wheelchair Visitability</p>	<p>Allow for people with wheelchairs to have greater visitation access to homes in Menlo Park</p>	<p>Within six years of Housing Element adoption</p>	<p>The City has yet to initiate this program.</p>

<p>H4.A Amend the Below Market Rate Inclusionary Housing Regulations</p>	<p>Coordinate with 21 Elements in preparation of a regional nexus study to determine the cost of the in-lieu fee and provide input into amendments to the City’s BMR Program. Implement requirements to assist in providing housing affordable to extremely low-, very low-, low- and moderate-income households throughout Menlo Park’s high resource neighborhoods</p>	<p>Initiate nexus study in 2023. Amend the BMR Inclusionary Housing Regulations and update the in-lieu fee within two years of Housing Element adoption; incorporate into a handout for developers on the City’s housing requirements and incentives for posting on the City’s website</p>	<p>In 2023, the City modified the Below Market Rate (BMR) Guidelines pertaining to new BMR ownership units, with additional updates planned for 2024. 21 Elements is preparing a multi-jurisdiction nexus study and the City is exploring participation in that effort in order to advance this program.</p>
<p>H4.B Modify BMR Guidelines Regarding Allocations</p>	<p>Amend the Zoning Ordinance to require additional affordable units in market-rate developments</p>	<p>Within two years of Housing Element adoption</p>	<p>In 2023, the City modified the Below Market Rate (BMR) Guidelines pertaining to new BMR ownership units, with additional updates planned for 2024. The City is participating in 21 Elements BMR Guidelines working group and considering participating in a multi-jurisdictional nexus study.</p>
<p>H4.C Increase Commercial Linkage Fee</p>	<p>Increase local funding to support production of affordable housing</p>	<p>Complete nexus study in conjunction with inclusionary nexus study (Program H4.A), and adopt linkage fee within two years of Housing Element adoption</p>	<p>21 Elements is preparing a multi-jurisdiction nexus study and the City is exploring participation in that effort in order to advance this program.</p>
<p>H4.D Modify the Affordable Housing Overlay (AHO)</p>	<p>Incentivize affordable housing development on housing opportunity sites located in high resource areas of the community. Annually monitor progress under the AHO in conjunction with the Housing Element Annual Progress Report; after three years of implementation (2027), report back to City Council, including any recommended adjustments to the AHO to improve effectiveness</p>	<p>Within one year following Housing Element adoption. Incorporate AHO provisions into a handout for developers on the City’s housing requirements and incentives for posting on the City’s website</p>	<p>The AHO was modified on December 5, 2023 with the adoption of an ordinance by City Council to amend chapter 16.98 of the Municipal Code to allow a density of up to 150 dwelling units per acre (du/ac) for a development with 100 percent affordable housing. A handout will be developed to explain the updated requirements and incentives.</p>

<p>H4.E Streamlined Project Review</p>	<p>Utilize objective design and development standards to add greater certainty to and streamline the development review process</p>	<p>Objective design/development standards and ministerial review for 100% affordable projects (2025); Eliminate CUP for multi-family (2025); SB 35 streamlining (2026, or earlier as needed)</p>	<p>Objective design standards were included with each of the new and updated zoning districts adopted by City Council on December 5, 2023. Additional streamlining actions outlined in the program will be completed according to program timeline in 2025 and/or 2026.</p>
<p>H4.F Modify Accessory Dwelling Unit (ADU) Development Standards and Permit Process</p>	<p>Zoning Ordinance amendment and accompanying public-facing documentation (i.e., on the City website). Seek to produce at least 85 ADUs between 2023-2031, including 51 affordable to lower income households, furthering economic integration in traditionally single-family neighborhoods</p>	<p>Homeowners outreach, modifications to the Zoning Ordinance, and development of potential ADU designs tool shall be completed by the end of 2024. Within six months of receipt of HCD's letter regarding ADU regulations non-compliance issues, the City will make revisions to address the identified issues</p>	<p>The City is awaiting receipt of HCD's letter regarding any ADU regulations non-compliance issues and will make any necessary revisions to local ordinances as outlined in the program and within the program timeframe following receipt of the letter. The City has continued to see robust development trends for ADUs in the community, with 63 ADUs permitted in 2023, achieving nearly 75% of the total planning period goal though 2031.</p>
<p>H4.G Prioritize Affordable Housing on City-Owned Parking Lots Downtown</p>	<p>Achieve the development of 345 affordable units on a combination of City-owned parking lot sites in the downtown, supporting the integration of affordable housing options in high resource areas of the community</p>	<p>Initiate feasibility study (2023); Issue RFP for development (2024); Complete development entitlements (2025); Complete development (2027)</p>	<p>In 2023, the City's efforts focused on completion of ordinances to implement Housing Element-related zoning amendments, including modifications to the El Camino Real/Downtown Specific Plan to enable the use of housing on the City-owned parking lots and higher density housing in the area, and removal of the residential cap in the Plan area. Given the amount of staff time dedicated to these pursuits, a feasibility study was not initiated in 2023 and will be prioritized for development in 2024. Staff worked with UC Berkeley graduate students to study affordable housing options on the downtown parking lots and presented the efforts of their analyses to the City Council in May 2023. Additionally, staff began preliminary research into the original funding agreements for the parking lots to aid with the development of the feasibility study.</p>
<p>H4.H Review the Subdivision Ordinance</p>	<p>Review and adopt amendments to the Subdivision Ordinance as needed</p>	<p>Within three years of Housing Element adoption</p>	<p>The City has yet to initiate this program.</p>

<p>H4.I Create New Opportunities for Mixed-Use Development</p>	<p>Adopt a Zoning Ordinance amendment</p>	<p>Within one year of Housing Element adoption</p>	<p>This program was completed December 5, 2023 with the adoption of ordinances by City Council to amend various chapters of the Municipal Code to create and update mixed use zoning districts.</p>
<p>H4.J Increase Residential Density and Maximize Development Proposals</p>	<p>Increase residential density in certain high resource areas of the city, develop additional multifamily housing on suitable parcels, and facilitate achievement of maximum permitted densities through adoption of appropriate development standards</p>	<p>To be completed within the first year of the planning period</p>	<p>This program was completed December 5, 2023 with the adoption of ordinances by City Council to amend various chapters of the Municipal Code to update the City's R-3 and R-4 zoning districts.</p>
<p>H4.K Rezone for Lower Income Shortfall</p>	<p>Increase residential density to a range from a minimum of 20 du/ac and allowing for densities of up to 100 units/acre or greater and affordable housing on sites identified for housing for at least 6.8 acres to provide for at least 202 lower-income units</p>	<p>January 31, 2024</p>	<p>This program was completed December 5, 2023 with the adoption of ordinances by City Council to amend various chapters of the Municipal Code and implement Programs H4.D, H4.I, H4.J, H4.L, H4.Q, and H4.T.</p>
<p>H4.L Modify El Camino Real/Downtown Specific Plan</p>	<p>Increase housing opportunities in El Camino Real/Downtown Specific Plan Area, thereby facilitating production of affordable housing and enhancing economic integration in high resource areas of the community</p>	<p>Within one year of Housing Element adoption</p>	<p>This program was completed November 28, 2023 with the City Council adoption of amendments to the Specific Plan.</p>
<p>H4.M Update Parking Requirements and Design Standards</p>	<p>Modify Municipal Code to include amended parking requirements and establish a parking or alternative transportation in-lieu fee</p>	<p>Within one year of Housing Element adoption; an in-lieu fee will be evaluated within two years of Housing Element adoption. Additional amendments will be completed as needed thereafter with ongoing staff review of parking standards</p>	<p>Parking requirements for the City's multifamily and mixed use zoning districts were modified so that no more than one parking space is required for smaller units (e.g., one-bedroom, studio, or single-room occupancy units) as part of the adoption of amendments to the Specific Plan and Municipal Code in November and December 2023. Additional program actions will be conducted in the future according to the program timeline.</p>

H4.N Achieve Long-Term Viability of Affordable Housing	Establish project management and other ongoing project coordination needs	As developments are proposed and ongoing thereafter	The City will focus efforts on this program as new projects are identified on Housing Inventory sites and other sites zoned for multifamily residential development opportunities, consistent with the timeframe listed in the Housing Element.
H4.O Identifying SB 10 Sites	Amend the Zoning Ordinance and Map to implement an SB 10 overlay; target the development of 2 SB 10 projects per year from 2027 through 2031 (5 years), averaging 5 units per project, for at least 50 total SB 10 units. At least 80 percent of these units are targeted for Racially Concentrated Areas of Affluence (RCAAs) south of US-101.	Adopt the overlay by December 2026	The City will focus efforts on this program during or before 2026, consistent with the timeframe listed in the Housing Element.
H4.P Community Opportunity to Purchase	Adopt a community opportunity to purchase ordinance. Increase opportunities for affordable housing development	Adopt ordinance by the end of 2024	The City has not yet initiated this program.
H4.Q Reuse Sites	Allow for ministerial review for housing development on reuse sites that propose at least 20 percent of the units as affordable for lower-income households	Within three years of Housing Element adoption	This program was completed December 5, 2023 with the adoption of ordinances by City Council to amend various chapters of the Municipal Code.
H4.R Work with the Fire District	Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments	Complete local amendments to the State Fire Code by the end of 2025. Ratify amendments by the end of 2026.	The City will collaborate with the Menlo Park Fire Protection District as needed. In Dec. 2022, the City Council last adopted a resolution ratifying the Fire District's amendments to the 2022 California Fire Code.
H4.S Coordinate with School Districts to Link Housing with School District Planning Activities	Coordinate with local school districts in planning for future housing in consideration of each school district's long-range planning, resources and capacity	Ongoing through project implementation	The City will focus efforts on this program as new projects are identified on Housing Inventory sites and other sites zoned for multifamily residential development opportunities, consistent with the timeframe listed in the Housing Element.
H4.T Residential Overlay	Allow residential uses in currently non-residential areas of Menlo Park	To be completed within the first year of the planning period.	This program was completed December 5, 2023 with the adoption of an ordinance by City Council to create chapter 16.95 of the Municipal Code.

<p>H4.U Federally-Owned Sites and School Sites</p>	<p>Facilitate residential development on sites owned by the USGS, VA, and Ravenswood City School District to achieve at least 131 new affordable housing units in Menlo Park.</p>	<p>USGS: Coordinate with General Services Administration and prospective buyers (2025); Complete residential development entitlements (2028); Issue residential development building permits for at least 89 units (2030).</p> <p>VA: Complete development of at least 60 units (2027).</p> <p>Ravenswood City School District: Complete outreach in collaboration with School District and MidPen (2024), Complete development entitlements (2025), Complete development of at least 41 units (2028).</p>	<p>In April 2023, the City received correspondence from the General Services Administration (GSA) indicating that the USGS site is anticipated to be reoffered by public online auction in late 2024. The City will continue to coordinate with GSA and prospective buyers.</p> <p>The VA site is technically not subject to the City’s discretionary planning approvals, however, MidPen has complied with the City’s R-4-S zoning requirements in recognition of the development’s location and connection to the surrounding community. The Planning Commission reviewed the proposal at a study session in May 2023 and the Community Development Director’s designee determined the proposal to be in substantial conformance with the City’s R-4-S regulations. As stated previously, the applicant has separately applied for funding for the proposed project through the City’s NOFA process and was recommended for approval by the Housing Commission in August 2023. In September 2023, the City Council committed \$2 million in BMR NOFA funds, and will continue to partner with MidPen on the project.</p> <p>The City communicated with Ravenswood City School District on the proposed development of affordable housing at 320 Sheridan Drive throughout 2023 and the timing of zoning-related amendments adopted in November and December 2023. A formal development proposal at the site is anticipated to occur in 2024.</p>
<p>H4.V Local Density Bonus Law Ordinance</p>	<p>Facilitate utilization of State Density Bonus Law</p>	<p>By December 2024</p>	<p>The City has partially implemented this program with the adoption of an ordinance to modify chapter 16.98 of the Municipal Code on December 5, 2023.</p>
<p>H5.A Fair Chance Ordinance</p>	<p>Expand renter protections</p>	<p>Within five years of Housing Element adoption</p>	<p>The City will focus efforts on this program during or before 2028, consistent with the timeframe listed in the Housing Element.</p>

<p>H5.B Undertake Community Outreach When Implementing Housing Element Programs</p>	<p>Conduct community outreach and distribute materials</p>	<p>At least on an annual basis</p>	<p>Outreach on the Housing Element and zoning-related amendments took place throughout 2023 and the Housing Element Update mailing list was utilized to contact interested agencies, property owners, and residents about upcoming meetings and events related to the Housing Element. The City also utilized posted notices at City facilities, local newspaper notices, and project pages on the City website to distribute information about housing-related topics. This program will continue throughout the planning period.</p>
<p>H5.C Provide Multilingual Information on Housing Programs</p>	<p>Improve access to information on housing programs to persons with limited English proficiency</p>	<p>Continue to provide readily translatable information on the City's webpage and work to provide written information and handouts on the City's key housing programs in multiple languages by December 2024.</p>	<p>The City's website is readily translatable and information regarding Spanish language interpretation/translation is provided on public hearing notices. The City will focus efforts on expanding to written materials and the availability of information in multiple languages.</p>
<p>H5.D Address Rent Conflicts</p>	<p>Increase awareness among residents, including low income and special needs populations, of available resources for addressing rent conflicts and fair housing complaints</p>	<p>AFFH Actions: Provide multilingual fair housing information at City facilities (2023); Conduct informational workshops at the Family Recreation Center and before City Council (2024, 2026); Provide fair housing information to rental property owners (2025, 2028)</p>	<p>Project Sentinel provided a presentation at the Belle Haven Branch Library in June 2023 to give an overview of its services related to housing discrimination, tenant-landlord dispute resolution, and housing counseling programs. Future efforts will seek to provide multilingual fair housing information in 2024 and beyond, consistent with the Housing Element timeframe.</p>

<p>H5.E Publicize Fair Housing Laws and Respond to Discrimination Complaints</p>	<p>Affirmatively further fair housing by increasing awareness among residents, including low income and special needs populations, of available resources for addressing fair housing issues</p>	<p>AFFH Actions: Provide multilingual fair housing information at the Family Recreation Center (2023); Conduct informational workshops at the Center and before City Council (2024, 2026); Provide fair housing information to rental property owners (2025, 2028)</p>	<p>Project Sentinel provided a presentation at the Belle Haven Branch Library in June 2023 to provide an overview of its services related to housing discrimination, tenant-landlord dispute resolution, and housing counseling programs. Future efforts will seek to provide multilingual fair housing information in 2024 and beyond, consistent with the Housing Element timeframe.</p>
<p>H5.F First-Time Homebuyer Program</p>	<p>Provide opportunities for moderate income first-time homebuyers to reside in the community, thereby fostering housing mobility.</p>	<p>Conduct program outreach by December 2024</p>	<p>The City will focus efforts on this program in 2024, consistent with the timeframe listed in the Housing Element.</p>
<p>H5.G Improve Access to City Law</p>	<p>Have a one-stop landing page for development information that can be easily understood by developers and members of the public</p>	<p>Develop website by December 2024</p>	<p>The City will focus efforts on this program in 2024, consistent with the timeframe listed in the Housing Element.</p>
<p>H5.H Tenant Readiness Education Program</p>	<p>Provide educational assistance and identify resources to help renters acquire and maintain decent and affordable housing</p>	<p>Establish partnership or develop program by December 2024</p>	<p>The City will focus efforts on this program in 2024, consistent with the timeframe listed in the Housing Element.</p>
<p>H5.I Racial Equity Training Program</p>	<p>Increase awareness, build organizational capacity and infrastructure, and strive for racial equity in housing and other local government matters</p>	<p>Join program by December 2023; initiate first racial equity training session in 2024</p>	<p>Throughout 2023, representatives from different City departments, including, but not limited to, the City Manager's Office, Community Development, Police, Public Works, and Library and Community Services, participated in regular Equity in Government meetings facilitated by the County of San Mateo with the overall goal of growing equity work together across the county.</p> <p>In February 2024, City representatives participated in a Foundational Equity Training organized by the County of San Mateo and presented by The Justice Collective, with the intent to assess training capacity and appropriateness for potential broader organization-wide equity training.</p>

<p>H5.J Environmental Justice Element</p>	<p>Prioritize the needs of Underserved Communities (Disadvantaged Communities); reduce pollution exposure; improve access to public facilities; promote food access; promote safe and sanitary housing; promote physical activity; promote civic engagement.</p>	<p>Continue community outreach and engagement and the refinement/prioritization of policies and programs to advance environmental justice (2024); adopt the Environmental Justice Element (2024); evaluate potential funding of environmental justice programs through utilization of Community Amenities funds in the Bayfront area (annually); implement at least one Environmental Justice Element program each year with emphasis on the highest priority programs identified through document preparation.</p>	<p>The City will focus efforts on this program in 2024, consistent with the timeframe listed in the Housing Element.</p>
<p>H6.A Reach Codes</p>	<p>Achieve greenhouse gas reduction targets</p>	<p>Ongoing on a project-by-project basis</p>	<p>The City will continue to encourage reduction in greenhouse gas emissions as projects are reviewed.</p>
<p>H6.B Electric Vehicle Charging</p>	<p>Achieve greenhouse gas reduction targets</p>	<p>Concurrent with the next building code update in 2025</p>	<p>The City will focus efforts on this program during or before 2025, consistent with the timeframe listed in the Housing Element.</p>
<p>H6.C Air Conditioning or Cooling Alternatives</p>	<p>Ensure healthy building environments</p>	<p>Within two years of Housing Element adoption</p>	<p>The City is continuing to explore green and sustainable building initiatives.</p>
<p>H6.D Promote Energy Efficient/Renewable Programs</p>	<p>Encourage participation in the energy efficient and renewable energy programs</p>	<p>Update the City's website annually</p>	<p>The City's website is regularly updated with information related to energy efficient and renewable energy programs, including information on existing building electrification, energy conservation, Peninsula Clean Energy, and other programs and partner agencies.</p>

<p>H6.E Explore Multimodal Improvements</p>	<p>Coordinate with Redwood City on potential pedestrian and bicycle improvements</p>	<p>Within three years of Housing Element adoption</p>	<p>The City will seek out opportunities to coordinate with the City of Redwood City on Capital Improvement Plan projects and development projects that could incorporate bicycle and pedestrian improvements linking the two cities. The City will continue to focus efforts on this program during or before 2026, consistent with the timeframe listed in the Housing Element.</p>
<p>H6.F Transit Incentives</p>	<p>Reduce vehicle trips and parking demand and increase use of alternative forms of mobility</p>	<p>Ongoing on a project-by-project basis</p>	<p>The City has initiated an update to its Transportation Demand Management (TDM) Guidelines to align trip reduction goals for development projects with C/CAG policy. The City will focus efforts on this program as new projects are identified on Housing Inventory sites and other sites zoned for multifamily residential development opportunities, consistent with the timeframe listed in the Housing Element.</p>
<p>H6.G Neighborhood Connectivity</p>	<p>Reduce disparities in access to opportunities</p>	<p>Identify project priorities annually through coordination with the City's capital improvement projects list; implementation of the projects shall be ongoing throughout the planning period</p>	<p>The 2023-2028 Capital Improvement Plan includes projects for Belle Haven Traffic Calming Plan Implementation, Caltrain Grade Separation, Middle Avenue Caltrain crossing design study and construction, Coleman-Ringwood Avenues Transportation Study, El Camino Real Crossings improvements, Haven Avenue streetscape improvement, Middle Avenue complete street study, and various other pedestrian and bicycle improvements. The City will continue to focus efforts on this program as new projects are identified on Housing Inventory sites and other sites zoned for multifamily residential development opportunities, consistent with the timeframe listed in the Housing Element.</p>
<p>H7.A Create Objective Residential Design Standards</p>	<p>Adopt objective design standards for multifamily developments, mixed-use housing developments, and ADUs to add greater certainty to and streamline the development review process</p>	<p>Objective design/development standards outreach (2024) and adoption (2025)</p>	<p>The City Council adopted objective design standards for the C-MU mixed use and R-3 zoning multi-family residential districts on December 5, 2023. The City will evaluate the development of standards for other uses such as single-family residential and ADUs.</p>
<p>H7.B Develop and Adopt Standards for SB 9 Projects</p>	<p>Ensure new development is of high architectural quality and consistent with State law. Foster housing mobility by allowing for lot splits and duplexes in high resource, single-family zone districts.</p>	<p>Within one year of adoption</p>	<p>In March 2023, the City Council adopted an ordinance to implement SB 9 and created objective development standards for two-unit developments and urban lot splits in single-family zoning districts.</p>

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

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

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

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

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	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 Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

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**Table K
Tenant Preference Policy**

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

Does the Jurisdiction have a local tenant preference policy?	Yes	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.		https://menlopark.gov/files/sharedassets/public/v/2/community-development/documents/20220303-below-market-rate-guidelines.pdf
Notes		See section 8.1 of the BMR Guidelines linked from the City's website above. Preferences include live and/or work, unhoused, displacement, and accessible unit preferences.

