

Jurisdiction	Menlo Park	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle 01/31/2015 - 01/31/2023	

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

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

**Table A  
Housing Development Applications Submitted**

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications	Application Status	Notes		
1					2	3	4	5							6	7	8	9	10	11	12	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+A,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915.7?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Notes*
Summary Row: Start Data Entry Below								0	7	0	8	0	10	3	28	0	0					
	071-202-050	1750 Bay Laurel Drive		BLD2022-00009	ADU	R	1/3/2022				1				1			No	No	No	Approved	
	062-404-220	411 Waverley Street		BLD2022-00020	ADU	R	1/4/2022	1							1			No	No	No	Approved	
	071-175-070	725 Evergreen Street		BLD2022-00064	ADU	R	1/7/2022	1							1			No	No	No	Approved	
	071-301-210	873 Roble Avenue		BLD2022-00213	ADU	R	1/25/2022						1		1			No	No	No	Approved	
	071-411-440	450 Blake Street		BLD2022-00445	ADU	R	3/14/2022	1							1			No	No	No	Approved	
	071-043-040	1221 Cotton Street		BLD2022-00555	ADU	R	2/23/2022	1							1			No	No	No	Approved	
	063-441-330	277 O'Connor Street		BLD2022-00651	ADU	R	3/7/2022						1		1			No	No	No	Approved	
	074-112-110	2171 Clayton Drive		BLD2022-00675	ADU	R	3/8/2022							1	1			No	No	No	Approved	
	071-331-030	671 Live Oak Avenue		BLD2022-00709	ADU	R	3/10/2022				1				1			No	No	No	Approved	
	071-241-030	755 Hemosa Way		BLD2022-00856	ADU	R	3/24/2022						1		1			No	No	No	Approved	
	071-231-270	740 Olive Street		BLD2022-00881	ADU	R	3/28/2022				1				1			No	No	No	Approved	
	071-180-730	491 Middle Court		BLD2022-00965	ADU	R	4/4/2022				1				1			No	No	No	Approved	
	071-113-100	905 Sherman Avenue		BLD2022-01023	ADU	R	4/11/2022				1				1			No	No	No	Approved	
	062-501-050	40 Gloria Circle		BLD2022-01168	ADU	R	4/21/2022						1		1			No	No	No	Approved	
	074-260-620	1000 Siskiyou Drive		BLD2022-01523	ADU	R	6/1/2022							1	1			No	No	No	Approved	
	071-133-010	775 Oak Knoll Drive		BLD2022-02078	ADU	R	7/28/2022				1				1			No	No	No	Approved	
	062-501-080	275 Gloria Circle		BLD2022-00153	ADU	R	1/19/2022						1		1			No	No	No	Approved	
	071-161-220	2 Wood Lane		BLD2022-00268	ADU	R	1/31/2022	1							1			No	No	No	Approved	
	071-180-840	1690 Oak Avenue		BLD2022-00530	ADU	R	2/22/2022				1				1			No	No	No	Approved	
	071-063-210	1360 Garden Lane		BLD2022-00541	ADU	R	2/23/2022						1		1			No	No	No	Approved	
	063-452-160	1435 Woodland Avenue		BLD2022-00715	ADU	R	3/10/2022						1		1			No	No	No	Approved	
	113-940-010	1965 Menalto Avenue		BLD2022-00920	ADU	R	3/31/2022				1				1			No	No	No	Approved	
	071-061-160	1125 San Mateo Drive		BLD2022-00956	ADU	R	4/4/2022						1		1			No	No	No	Approved	
	071-014-200	1305 Delino Way		BLD2022-00962	ADU	R	4/4/2022				1				1			No	No	No	Approved	
	062-352-290	108 Laurel Avenue		BLD2022-01306	ADU	R	5/5/2022				1				1			No	No	No	Approved	
	071-014-080	1390 Delino Way		BLD2022-01768	ADU	R	6/23/2022						1		1			No	No	No	Approved	
	071-221-120	5 Bolton Place		BLD2022-01901	ADU	R	7/11/2022						1		1			No	No	No	Approved	
	062-272-760	269 Willow Road		BLD2022-01003	SFD	O	4/7/2022							1	1			No	No	No	Approved	











Jurisdiction	Menlo Park	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

## 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**

Income Level		1 RHNA Allocation by Income Level	2									3 Total Units to Date (all years)	4 Total Remaining RHNA by Income Level	
			2015	2016	2017	2018	2019	2020	2021	2022	2023			
Very Low	Deed Restricted	233	84	42	-	-	-	-	58	10	-	244	-	
	Non-Deed Restricted		1	3	8	9	1	-	11	17	-		-	
Low	Deed Restricted		20	-	2	1	14	13	-	37	-	144	-	
	Non-Deed Restricted	129	2	4	4	5	2	13	11	16	-		-	
Moderate	Deed Restricted		-	-	-	2	6	-	-	63	-	103	40	
	Non-Deed Restricted	143	-	-	1	1	1	-	11	18	-		-	
Above Moderate	Non-Deed Restricted	150	-	-	-	-	-	-	-	-	-	-	-	
Total RHNA		655												
Total Units			-	819	66	35	44	196	256	96	837	-	2,349	40
<b>Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).</b>														
		5 Extremely low-income Need	6									7 Total Units Remaining		
			2015	2016	2017	2018	2019	2020	2021	2022	2023			
Extremely Low-Income Units*		117	7	-	-	-	-	-	-	-	-	7	110	





## ANNUAL ELEMENT PROGRESS REPORT

### Housing Element Implementation

<b>Jurisdiction</b>	Menlo Park		
<b>Reporting Year</b>	2022	(Jan. 1 - Dec. 31)	
<b>Table D</b>			
<b>Program Implementation Status pursuant to GC Section 65583</b>			
<b>Housing Programs Progress Report</b>			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs	Establish staff priorities for implementing Housing Element Programs	Annually	This was 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	Annual review for the 2021 calendar year was accepted by the City Council on March 22, 2022 and submitted to HCD. Using forms provided by HCD, the 2022 annual review was completed by staff between January and February 2023, and public reviews were conducted by the Housing Commission, Planning Commission, and City Council in February and March 2023.
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program H1.D)	Ongoing	Materials are available at Menlo Park City Hall and on the City's website. In 2022, fair housing and legal services referrals were provided by phone, email, and through in-person appointments to Project Sentinel, Community Legal Services of East Palo Alto, Legal Aid Society of San Mateo County, and the San Mateo County Department of Housing. Fair housing and legal services information was updated and available on the City website. A total of six complaints were filed and resolved in Menlo Park between 2013 and 2020, which is the time range of information available from the federal Office of Fair Housing and Equal Opportunity. A total of two complaints were filed and resolved in Menlo Park through the California Department of Fair Employment and Housing between 2018 and 2022.

<p>H1.D Provide Information on Housing Programs</p>	<p>Obtain and distribute materials at public locations; conduct staff training</p>	<p>Annually</p>	<p>In addition to the materials hosted on the City's website, staff provided assistance to community members via phone, email, and in person as requested. Materials were available at Menlo Park City Hall. In 2022, the Housing Commission conducted nine public meetings virtually as a result of the COVID-19 pandemic and transitioned to a hybrid meeting format to provide additional formats for public engagement for the final two meetings of 2022.</p> <p>In 2022, as part of the 2023-2031 Housing Element Update, City staff generated and distributed flyers with housing resources in both English and Spanish. The flyers were made available at Housing Element Update events, City Hall, and the Project Galleries for the Housing Element Update at the Main Library and the Belle Haven Branch Library.</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>In 2022, housing-related materials and information were primarily available on the City's website and by request at City Hall. Agendas and notices are also posted on the City's website and at City Hall. The public may opt-in to an email subscription to receive Housing Commission agendas and general updates. Housing Commission meetings are conducted monthly. In 2022, the Housing Commission conducted nine public meetings. Additional public outreach is conducted based on program type. The Housing Commission's most recent annual work plan was approved by City Council on January 24, 2023.</p> <p>In 2022, as part of the 2023-2031 Housing Element Update, the City continued to conduct extensive community outreach in the development of Housing Element policies and programs (e.g., public meetings, pop-up events, focus groups, interviews, citywide mailers and surveys, and door-to-door outreach). The City partnered with local non-profits to extend outreach and engagement, particularly to groups that traditionally have been less involved and represented in local planning.</p>

H1.F Work with the San Mateo County Department of Housing	Coordinate with County efforts to maintain and support affordable housing	Ongoing	Continued participation and coordination has occurred as part of the countywide 21 Elements organization. Working with the County Department of Housing and other jurisdictions on housing-related topics, such as accessory dwelling units, and coordination in implementing Housing Element programs and developing the updated 6th Cycle Housing Element.
H1.G Adopt an Anti-Discrimination Ordinance	Undertake Municipal Code amendment and ensure effective implementation of anti-discrimination policies and enforcement as needed	2016	Complete. On August 6, 2018, the City Council approved an anti-discrimination ordinance.
H1.H Utilize the City's Below Market Rate (BMR) Housing Fund	Accumulate and distribute funds for housing affordable to extremely low, very low, low and moderate income households	Ongoing	In May 2021, the City Council authorized \$1.2 million from the BMR housing fund to support Habitat for Humanity Greater San Francisco's proposal to create a Homeownership Preservation Program. The program will assist low income homeowners in Menlo Park with major repairs and rehabs that address acute safety issues and enable homeowners to age in place and remain in the community they have been a part of for many years. In December 2022, staff released a NOFA with an amount of \$1.5 million to \$2 million and received three proposals, which are being reviewed by City staff and anticipated for Housing Commission review in the first half of 2023.

<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 Council approved the establishment of a community housing fund in 2019, originally known as the Tenant Assistance Program (TAP), administered by a local nonprofit, Samaritan House San Mateo. Samaritan House, with support from the City, has continued to offer financial assistance to lower income tenants experiencing hardships and/or potential displacement. In October 2021, the City Council approved \$250,000 in American Rescue Plan funds to increase funding for the program, which was renamed from TAP to the Housing Assistance Program. In March 2022, the City disbursed \$250,000 in additional funding for the program. In addition to the remaining \$4,000 of the \$100,000 of initial funding, Samaritan House distributed a total of approximately \$25,237 of the program's additional \$250,000 funding allocation in 2022, which assisted 8 households comprised of 19 individuals in remaining stably housed while experiencing financial hardship and economic instability.</p> <p>Separately, during the development of the 2023-2031 6th Cycle Housing Element update, City staff met with affordable housing developers, housing service providers, organizations advocating for affordable housing opportunities for people with disabilities, and other organizations, and incorporated feedback and recommendations into the development of the 2023-2031 6th Cycle Housing Element. In addition, the City partnered with Climate Resilient Communities (CRC) to assist in community engagement and outreach efforts in the historically underserved Belle Haven neighborhood and citywide as part of the 6th Cycle Housing Element update process. Simultaneous with the 6th Cycle Housing Element update and throughout 2022, the City has been coordinating with MidPen Housing to support a 62-unit affordable housing development on approximately two acres of the Menlo Park Veterans Affairs (VA) Medical Center campus at 795 Willow Road. The site is included as Housing Opportunity Site #64 in the 6th Cycle Housing Element.</p>
--	---	----------------	---

H1.J Update the Housing Element	Assure consistency with SB 375 and Housing Element law	2023	Completed. The City Council adopted the 2015-2023 5th Cycle Housing Element on April 1, 2014, and it was certified by HCD on April 16, 2014. More recently, after approximately 19 months of outreach efforts, public meetings, and communications with HCD staff, the City Council adopted the 2023-2031 6th Cycle Housing Element on January 31, 2023, and it was submitted to HCD for certification on February 8, 2023.
H1.K Address Rent Conflicts	Resolve rent conflicts as they arise	Ongoing	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. In 2022, 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.
H1.L Update Priority Procedures for Providing Water Service to Affordable Housing Developments	Comply with Government Code Section 65589.7	2015 and 2020 (as part of Urban Water Management Plan updates)	Complete. This program was finalized in February 2014 through City Council resolution number 6187, which grants priority for water service allocations to proposed housing developments with units affordable to lower income households in the Menlo Park Municipal Water District service area. In the first half of 2023, the City anticipates adoption of an updated resolution for priority water service for affordable housing developments.
H1.M Lobby for Changes to State Housing Element Requirements	Work with other San Mateo County jurisdictions and lobby for modifications to Housing Element law (coordinate with Program H1.B)	Ongoing	The City continues to participate in the 21 Elements organization to review, discuss, analyze, collaborate, and provide comment on various housing and planning-related legislation for San Mateo County jurisdictions.
H2.A Adopt Ordinance for "At Risk" Units	Protect existing affordable housing	2016	There are no "at risk" subsidized affordable units in Menlo Park at the current time. "At risk" units are those that appear to be in danger of conversion from subsidized housing units to market rents. In 2021, the City did exercise its right to purchase two BMR ownership units. The City's purchase preserves the units and allows the City to identify and sell the unit to a new BMR buyer. Throughout 2022, the City progressed the purchase and made initial steps towards an upcoming sale in 2023.

H2.B Promote Energy Efficient/Renewable Programs	50 or more homes and businesses participating in a program	Establish policy and programs by 2017; Participation rate by 2022	An estimated 98% of residents and businesses are served by Peninsula Clean Energy (PCE) that provides greenhouse gas free (fossil fuel free) electricity to homes and businesses in Menlo Park. Menlo Park continues to participate and promote regional energy efficiency/renewable energy regional programs, such as the Bay Area Regional Energy Network (BayREN). The city also requires all new buildings to be all-electric with no to little natural gas (fossil fuel) usage to capitalize on PCE's clean electricity offerings and support the City in meeting its 2030 Climate Action Plan goal to be carbon neutral by 2030.
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 ConnectMenlo general plan update 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.  Recent State laws such as the Housing Crisis Act of 2019 (SB 330) and the Housing Accountability Act are adhered to by the City to protect and support housing development. Throughout 2022, the City also studied as part of the 6th Cycle Housing Element Update other amendments to the Zoning Ordinance to protect existing housing and address residential displacement impacts (Program H2.B).
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	Complete. An ordinance was adopted in April 2014 that identifies the location of an overlay to allow an emergency shelter for the homeless 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	Complete. An ordinance was adopted in April 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	Complete. An ordinance was adopted in April 2014 to establish procedures, criteria and findings for enabling individuals with disabilities to make improvements and overcome barriers to 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 were approximately 240 housing vouchers issued for incorporated Menlo Park in 2022, which assist a total of 406 individuals. Of the total, 192 households include elderly or disabled persons and 49 are households with children. This information is supplied to the City by the County of San Mateo's Department of Housing.
H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter	Coordinate in the construction of homeless facility (if determined feasible)	Longer term program as the opportunity arises	There are no plans for a specific facility in Menlo Park at this time, however, in 2022, San Mateo County initiated the Working Together to End Homelessness initiative. In 2022, the County broke ground on a new 240-bed navigation center in nearby Redwood City. The project will offer temporary housing as well as services for the unhoused. The City continues to collaborate with other jurisdictions to house people experiencing homelessness, including the Project Homekey program and multi-jurisdictional navigational centers.
H3.F Assist in Providing Housing for Persons Living with Disabilities	Provide housing and services for disabled persons	Ongoing	Continued participation and coordination has occurred as part of the countywide 21 Elements organization and with the County Department of Housing and other jurisdictions on housing-related topics such as reasonable accommodation, visitability, and other relevant topics. 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.
H3.G Develop Incentives for Special Needs Housing	Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities	Consider as part of the City's General Plan Update (2014-2017)	Complete. The City's Affordable Housing Overlay (AHO), which was established in 2013, was applied to a 90-unit affordable, senior housing development. Along with financial incentives, the AHO provides density bonuses and a parking reduction for senior housing.

H3.H Continue Support for Countywide Homeless Programs	Support housing and services for the homeless and at-risk persons and families	Ongoing	<p>In 2022, the City focused on identifying policies and programs to meet the needs of people who are experiencing homelessness. New programs prepared as part of the 6th Cycle Housing Element include H3.G, which includes a range of revisions to the City's code such as explicitly allowing transitional and supportive housing in all residential zones, allowing group homes in all residential zones, allowing for low barrier navigation centers in mixed use and non-residential districts, and providing multilingual information on housing programs to extend the reach of helpful information to assist in securing housing.</p> <p>City staff participate in monthly meetings with LifeMoves Homeless Outreach Team, where various city officials meet with outreach services to discuss cases of housed individuals and joint-response strategies. 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.</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. On November 15, 2022 MidPen Housing submitted a study session application for a 62-unit development designed for veterans who are homeless or at risk of imminent homelessness. The project is being reviewed by City staff and is anticipated to be discussed by the Planning Commission in the first quarter of 2023.
H4.A Modify R-2 Zoning to Maximize Unit Potential	Amend the Zoning Ordinance to minimize underutilization of R-2 development potential	Consider as part of the City's General Plan Update (2014-2017)	Staff plan to revisit modifications to the R-2 in the future and assess the utilization of the allowed density for this zoning district.
H4.B Implement Inclusionary Housing Regulations	Implement requirements to assist in providing housing affordable to extremely low, very low, low and moderate income households in Menlo Park	Ongoing	In March 2022, the City adopted updates to the Below Market Rate housing Program Guidelines, including changes to the purchase and rental interest list eligibility criteria and general programming-related descriptions. The updates support increasing the housing supply for households that have extremely low, very low, low and moderate incomes compared to the median income for San Mateo County.
H4.C Modify BMR Guidelines	Amend the Zoning Ordinance to require affordable units in market rate developments	2015	As described above, In March 2022, the City adopted updates to the Below Market Rate housing Program Guidelines, including changes to the purchase and rental interest list eligibility criteria and general programming-related descriptions. The updates support increasing the housing supply for households that have extremely low, very low, low and moderate incomes compared to the median income for San Mateo County.



H4.D Update the BMR Fee Nexus Study	Update to fees consistent with the nexus of potential impacts on affordable housing need	2015	The City participated in the 21 Elements BMR nexus fee study in 2016 and 2017. There were no changes made to housing impacts fees as a result of the study. In 2020, BAE Urban Economics, Inc. completed its study known as the Inclusionary Housing Feasibility Analysis. As a result of the COVID-19 pandemic and changing economic conditions, staff will be re-evaluating recommended updates from both the nexus fee study and inclusionary housing feasibility analysis. Throughout 2022, as part of the 2023-2031 Housing Element Update, the City continued to assess the BMR Fee Nexus Study. The City will continue to assess this Study as part of the 6th Cycle Housing Element.
H4.E Modify Second Dwelling Unit Development Standards and Permit Process	Achieve Housing Element target for new second units (40 new secondary dwelling units between 2015-2023, with 5 per year) — 18 very low, 18 low and 4 moderate income second units.	2014; ongoing thereafter	In 2022, 56 building permits were issued for new accessory dwelling units (ADUs).The number of new ADUs for the 2022 calendar year exceeded the total target of 40 units for the 2015-2023 planning period.
H4.F Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit	Adopt procedures and requirements to allow conversion of accessory structures and buildings (15 new secondary dwelling units — 6 very low income, 6 low income and 3 moderate income units)	2014; review the effectiveness of the ordinance in 2015	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. As permitted by the City's zoning ordinance, conversion may include complete demolition of the existing accessory building and reconstruction of an ADU in the same footprint.
H4.G Implement First-Time Homebuyer Program	Provide referrals	2015-2023	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 interest list for other potential BMR unit sale and resale opportunities as they occur.
H4.H Work with Non-Profits and Property Owners on Housing Opportunity Sites	Identify incentives and procedures to facilitate development of housing affordable to extremely low, very low, low and moderate income households on higher density housing sites	Ongoing	Throughout 2022, the City has been coordinating with MidPen Housing to support a 62-unit affordable housing development on approximately two acres of the Menlo Park Veterans Affairs (VA) Medical Center campus at 795 Willow Road. The site is included as Housing Opportunity Site #64 in the 6th Cycle Housing Element.  The City will continue to identify partnership opportunities that further the development of affordable units in Menlo Park.

H4.I Create Multi-Family and Residential Mixed Use Design Guidelines	Adopt design guidelines for multi-family and mixed use housing developments	Consider as part of the City's General Plan Update (2014-2017)	As part of the General Plan and M-2 Area Zoning Update in 2016, the City Council adopted the new R-MU (Residential Mixed Use) zoning district. The zoning district includes design standards, which include a number of provisions addressing building modulation, height variation, site design, and open space requirements.
H4.J Consider Surplus City Owned Land for Housing	Identify opportunities for housing as they arise	Consider as part of the City's General Plan Update (2014-2017)	Throughout 2022, as part of the 2023-2031 Housing Element Update, redevelopment of City-owned parking lots for affordable housing in the downtown area was discussed in public meetings facilitated by City staff and ultimately adopted as Program H4.G for the 2023-2031 planning period. Program H4.G describes a City-led process to promote housing development on underutilized City-owned parking lots in downtown. For any City-owned surplus lands identified, the City will adhere to procedures consistent with the Surplus Lands Act to provide affordable housing developers a first right of refusal (AB 1486).
H4.K Work with the Fire District	Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments	2014 (in progress)	The Menlo Park Fire Protection District (MPFPD) adopted an ordinance amending the 2022 California Fire Code on November 15, 2022. The ordinance includes greater requirements for built-in automatic fire sprinkler protection systems in buildings, adds fire alarm maintenance requirements, and sets minimum fire-flow requirements for buildings, among other amendments. The City Council approved a resolution ratifying the MPFPD amendments on December 6, 2022.
H4.L Coordinate with School Districts to Link Housing with School District Planning Activities	Coordinate and consider school districts long-range planning, resources and capacity in planning for housing	Ongoing with Housing Element program implementation. Consider as part of the City's General Plan Update (2014-2017)	Throughout 2022, as part of the 2023-2031 Housing Element Update, the City engaged with school districts in outreach efforts (e.g., focus groups) to collect feedback on how to improve linkages between housing and school district planning activities. A fiscal impact analysis was commissioned by the City to provide analysis and findings related to the fiscal impacts that construction of units in the Housing Element would have on the school districts that serve Menlo Park. Further, Housing Opportunity Site #38 (former Flood School Site) is a vacant site in Menlo Park that the City included in the Housing Element to acknowledge a potential future affordable housing development.
H4.M Review the Subdivision Ordinance	Modify the Subdivision Ordinance as needed	Consider as part of the City's General Plan Update (2014-2017)	No activity to date.

<p><b>H4.N Create Opportunities for Mixed Use Development</b></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><b>H4.O Review Transportation Impact Analysis Guidelines</b></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 an update of the Transportation Impact Analysis (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 January 11, 2022, the City Council updated the TIA Guidelines to reflect the latest vehicle miles traveled thresholds.</p>
<p><b>H4.P Update Parking Stall and Driveway Design Guidelines</b></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><b>H4.Q Achieve Long-Term Viability of Affordable Housing</b></p>	<p>Establish project management and other ongoing project coordination needs</p>	<p>As developments are proposed and ongoing thereafter</p>	<p>HouseKeys is the program administrator for Menlo Park's BMR housing program. HouseKeys, a registered non-profit organization, provides home ownership, rental and finance programs on behalf of multiple Bay Area municipalities. As the BMR housing administrator for Menlo Park, HouseKeys assists in providing housing opportunities to income eligible households. HouseKeys provides a web-based software platform created to help eligible households manage program guidelines, find housing opportunities, and navigate the application process.</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. Two parcels along Haven Avenue that were identified as housing opportunity sites in the Housing Element 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 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 request for proposals (RFP) with the City of Foster City to solicit bids from prospective firms to assist with Transportation Management Association (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 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 sub-regional TMA options. Although the original completion date of the feasibility study was July 2020, it was extended to account for the COVID-19 pandemic changing commute patterns, along with the operational start of a sub-regional TMA, Manzanita Transit, in November 2020. Due to the unknowns from the COVID-19 pandemic and the start of Manzanita Transit, the study pivoted from pursuing the creation of a new TMA to leveraging existing resources and organizations such as Commute.org and Manzanita Transit. Accounting for these latest regional updates, Steer Group conducted a detailed analysis on the two options to identify how to structure a potential TMA. A draft Final Report was shared with the City Council and the Complete Streets Commission in April 2021 to garner feedback. The Final Report and recommendation was approved by City Council in October 2021, with the goal of accomplishing short and long term report recommendations over the next few years. One of the short-term recommendations was achieved in January 2022, when the City Council approved a resolution formalizing the City's membership into Commute.org.</p>

<b>H4.T Explore Pedestrian and Bicycle Improvements</b>	<b>Coordinate with Redwood City on potential pedestrian and bicycle improvements</b>	<b>Consider as part of the City's General Plan Update (2014-2017)</b>	<b>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. In 2022, the City completed new pedestrian facilities on Sharon Road as part of the plan implementation.</b>
---	--	---	--









<b>Jurisdiction</b>	Menlo Park	
<b>Reporting Period</b>	2022	(Jan. 1 - Dec. 31)
<b>Planning Period</b>	5th Cycle	01/31/2015 - 01/31/2023

**NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.**

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

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

<b>Table G</b>						
<b>Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of</b>						
<b>Project Identifier</b>						
<b>1</b>				<b>2</b>	<b>3</b>	<b>4</b>
<b>APN</b>	<b>Street Address</b>	<b>Project Name<sup>+</sup></b>	<b>Local Jurisdiction Tracking ID<sup>+</sup></b>	<b>Realistic Capacity Identified in the Housing Element</b>	<b>Entity to whom the site transferred</b>	<b>Intended Use for Site</b>
Summary Row: Start Data Entry Below						







Jurisdiction	Menlo Park
Reporting Year	2022 (Jan. 1 - Dec. 31)
Planning Period	5th Cycle 01/31/2015 - 01/31/2023

Building Permits Issued by Affordability Summary			
Income Level			Current Year
Very Low	Deed Restricted		10
	Non-Deed Restricted		17
Low	Deed Restricted		37
	Non-Deed Restricted		16
Moderate	Deed Restricted		63
	Non-Deed Restricted		18
Above Moderate			676
<b>Total Units</b>			<b>837</b>

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

Units by Structure Type	Entitled	Permitted	Completed
SFA	1	0	0
SFD	3	5	2
2 to 4	0	0	0
5+	1896	776	0
ADU	0	56	27
MH	0	0	0
<b>Total</b>	<b>1900</b>	<b>837</b>	<b>29</b>

Housing Applications Summary	
Total Housing Applications Submitted:	28
Number of Proposed Units in All Applications Received:	28
Total Housing Units Approved:	0
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Cells in grey contain auto-calculation formulas