

# Goals, Policies and Programs

## FAIR HOUSING – POLICY AND PROGRAM DEVELOPMENT

Menlo Park's approach to affirmatively furthering fair housing is integrated in the goals, policies, and programs of the Housing Element. Chapter 4: Affirmatively Furthering Fair Housing, identifies four overarching issues contributing to housing issues in the city:

- Disproportionate Housing Needs
- Displacement
- Housing Costs
- Disproportionate Transportation Issues

Policy responses to these contributing factors are contained in this chapter and identified in Table 4-17 within Chapter 4.

In addition, the City took a site allocation approach that considered countervailing forces to the large number of market-rate units developed (or projected to develop) in Council District 1, north of US-101, particularly the Belle Haven neighborhood, and the impacts of these units on disadvantaged communities. The Affordable Housing Overlay and related policies and programs considers strategies to develop more affordable housing, particularly 100 percent affordable housing, in Council Districts 2 through 5, south of US-101. The approach described in the policies and programs would encourage more affordable housing in high-resource areas throughout the city. The policies and programs reinforce and promote the development of affordable housing while encouraging equitable dispersion of affordable housing throughout the city and avoiding further concentration of opportunity and poverty.

The housing policies and programs were also developed based on an extensive community outreach process. Some of the policies and programs were directly adapted from outreach suggestions on policy updates. The community identified strategies for addressing the needs of special needs populations and emphasized the importance of expanding opportunities for affordable housing. A full summary of the findings from the community outreach is discussed in Chapter 4. The policies and programs contained in this chapter reinforce housing equity by responding to the concerns and priorities identified by the community.

This Housing Element contains seven housing goals that provide overarching housing objectives for the City to strive towards. Within each goal are policies that describe the approach or behavior that will move the City towards the respective goal. These policies and goals will be realized through housing programs, which detail actionable implementation steps that the City will take throughout the planning period. Each housing program includes the responsible party for implementation, funding source, measurable objective, and timeframe for implementing the program.

The overarching intent of the Housing Element is to:

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

The City has the following seven housing goals for the 2023-2031 Housing Element, which are described in more detail within the table below, bolstered by policies and programs:

1. **Implementation responsibilities.** Continue to build local government institutional capacity and monitor accomplishments to effectively respond to housing needs.
2. **Existing housing and neighborhoods.** Equitably maintain, protect and enhance existing housing and neighborhoods, while also supporting quality schools, city services, and infrastructure.
3. **Specialized housing needs.** Provide housing for special needs populations that is coordinated with support services.
4. **Affordable housing.** Support the development of a diversity of housing types for people at all income levels, particularly for extremely low-, very low-, and low-income households.
5. **Equity.** Ensure equitable access to housing.
6. **Sustainable housing.** Implement sustainable and resilient housing development practices.
7. **Design of housing.** Ensure new housing is well-designed and addresses the housing needs of the city.

## Housing Element Goals, Policies and Programs

REFERENCE	GOAL/POLICY/PROGRAM
Goal H1	<b><i>IMPLEMENTATION RESPONSIBILITIES.</i></b> <i>Continue to build local government institutional capacity and monitor accomplishments to effectively respond to housing needs.</i>
Policy H1.1	<b>Local Government Leadership.</b> Recognize affordable housing as an important City priority. The City will take a proactive leadership role in working with community groups, other jurisdictions and agencies, non-profit housing sponsors and the building and real estate industry in following through on identified Housing Element implementation actions in a timely manner.
Policy H1.2	<b>Inter-Jurisdictional Strategic Action Plan for Housing.</b> Coordinate housing strategies with other jurisdictions in San Mateo County as appropriate to meet the City's housing needs.
Policy H1.3	<b>Local Funding for Affordable Housing.</b> Seek ways to reduce housing costs for lower-income workers and people with special needs by developing ongoing local funding sources and continuing to utilize other local, state and federal assistance to the fullest extent possible. The City will also maintain the Below Market Rate (BMR) housing program requirements for residential and non-residential developments.
Policy H1.4	<b>Organizational Effectiveness.</b> Seek ways to organize and allocate staffing and community resources effectively and efficiently to implement the programs of the Housing Element. In recognition that there are limited resources available to the City to achieve housing goals in implementing this policy, the City will, to the extent practical: <ul style="list-style-type: none"> <li>a. Provide technical and administrative support and assist in finding outside funding to agencies and private sponsors in developing and/or rehabilitating housing to accommodate special housing needs.</li> <li>b. Provide representation on committees, task forces, or other forums addressing housing issues at a local, regional or state level.</li> <li>c. Evaluate staff capacity and additional resources to monitor and implement affordable housing policies and projects.</li> </ul>
Policy H1.5	<b>Housing Element Monitoring, Evaluation and Revisions.</b> Establish a regular monitoring and update process to assess housing needs and achievements and provide a process for modifying policies, programs, and resource allocations in response to changing conditions.
Program H-1.A	<b>Establish City Staff Work Priorities for Implementing Housing Element Programs.</b> As part of the annual review of the Housing Element (see Program H1.B), establish work priorities to implement the Housing Element related to community outreach, awareness and input on housing concerns. Strive to ensure that all City publications, including the City's Activity Guide, include information on housing programs. City staff work priorities specific to

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	<p>Housing Element implementing programs include:</p> <ol style="list-style-type: none"> <li>a. Conduct the annual review of the Housing Element (Program H1.B).</li> <li>b. Review options for funding housing affordable to extremely low-, very low-, low- and moderate-income households. (Program H1.I)</li> <li>c. Make recommendations to City Commissions on strategies for housing opportunity sites and funding (Program H1.B).</li> <li>d. Provide follow-up on housing opportunity sites and funding based on directions provided by the City Council, including working with the community and implementing Housing Element programs (Program H1.E, H5.B)</li> <li>e. Conduct community outreach and provide community information materials through an open and non-advocacy process (Program H5.B).</li> <li>f. Engage property owners in identifying opportunities to construct housing affordable to extremely low-, very low-, low- and moderate-income households (Program H5.B).</li> <li>g. Pursue opportunities where the City can participate in constructing affordable housing on City-owned sites (Program H4.G).</li> <li>h. Develop ongoing and annual outreach and coordination with non-profit housing developers and affordable housing advocates (Program H1.E).</li> <li>i. Continue to participate in ongoing regional housing-related activities, including participation in ongoing efforts as part of the Countywide 21 Elements effort (Program H1.C, H1.D).</li> </ol> <p><i>Responsibility:</i> City Commissions; Planning Division; City Manager; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Establish staff priorities for implementing Housing Element programs.  <i>Timeframe:</i> Participate in ongoing regional planning activities throughout the Housing Element planning period and develop a work program as part of the annual review of the Housing Element (see Program H1.B)</p>
<b>Program H1.B</b>	<p><b>Review the Housing Element Annually.</b>  As required by State law, review the status of Housing Element programs by April of each year, beginning April 2023. As required by statute, the annual review will cover:</p> <ol style="list-style-type: none"> <li>a. Consistency between the Housing Element and the other General Plan Elements. As portions of the General Plan are amended, this Housing Element will be reviewed to maintain internal consistency. In addition, a consistency review will be implemented as part of the annual general plan implementation report required under Government Code § 65400.</li> </ol>

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	<p>b. Statistical summary of residential building activity tied to various types of housing, household need, income and Housing Element program targets.</p> <p><i>Responsibility:</i> City Commissions; Planning Division; Housing Division; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Review and monitor Housing Element implementation; conduct public review with the Housing Commission, Planning Commission and City Council, and submit Annual Report to HCD  <i>Timeframe:</i> April 2023 and annually thereafter</p>
<b>Program H1.C</b>	<p><b>Work with the San Mateo County Department of Housing.</b></p> <p>Continue to coordinate with the San Mateo County Department of Housing (DOH) to manage the affordable housing stock to ensure permanent affordability; implement resale and rental regulations for very low-, low- and moderate-income units; and assure that these units remain at an affordable price level.</p> <p><i>Responsibility:</i> Planning Division; Housing Division; City Manager  <i>Financing:</i> General Fund  <i>Objectives:</i> Meet with the County twice a year. Coordinate with County efforts to maintain and support affordable housing  <i>Timeframe:</i> Every 6 months</p>
<b>Program H1.D</b>	<p><b>Regional Coordination.</b></p> <p>Continue participating in regional housing efforts and collaborations, including San Mateo County's 21 Elements.</p> <p><i>Responsibility:</i> Planning Division; Housing Division; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Work with other San Mateo County jurisdictions to address regional housing needs and attend 21 Elements coordination calls  <i>Timeframe:</i> Ongoing</p>
<b>Program H1.E</b>	<p><b>Work with Non-Profits on Housing.</b></p> <p>Continue to work with non-profits to assist in achieving the City's housing goals and implementing programs. Coordination should occur on an ongoing basis, and as special opportunities arise as the Housing Element is implemented. Non-profits should have an advisory role when implementing housing programs to help understand the community's needs and opportunities for non-profit housing development. The City currently works with and refers households in need to Samaritan House San Mateo, Human Investment Project (HIP Housing), and the Housing Endowment and Regional Trust (HEART). The City will continue to implement the bi-annual notice of funding availability (NOFA), which allows non-profits to apply for funding to promote the preservation and production of affordable housing.</p>

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	<p><i>Responsibility:</i> Housing Division; Planning Division; City Manager  <i>Financing:</i> General Fund  <i>Objectives:</i> Maintain a working relationship with non-profit housing sponsors  <i>Timeframe:</i> Engage with non-profits at least twice a year</p>
<p><b>Program H1.F</b></p>	<p><b>Update the Housing Element.</b>  In coordination with other jurisdictions in San Mateo County, update the Menlo Park Housing Element to be consistent with State law requirements and address the City's Regional Housing Needs Allocation (RHNA) every eight years.</p> <p><i>Responsibility:</i> City Commissions; Planning Division; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Assure consistency with SB 375 and Housing Element law  <i>Timeframe:</i> Update the Housing Element by January 2023</p>
<p><b>Program H1.G</b></p>	<p><b>Update Priority Procedures for Providing Water Service to Affordable Housing Developments.</b>  At least once every five years, update written policies and procedures that grant priority for service allocations to proposed developments that include housing units affordable to lower-income households consistent with SB 1087 (Government Code § 65589.7).</p> <p><i>Responsibility:</i> Planning Division; Department of Public Works (Menlo Park Municipal Water); City Manager; City Council  <i>Financing:</i> Water Fund  <i>Objectives:</i> Comply with Government Code § 65589.7  <i>Timeframe:</i> When the Urban Water Management Plan is updated (anticipated 2025 and 2030)</p>
<p><b>Program H1.H</b></p>	<p><b>Transparency on Progress towards RHNA.</b>  Publish information regarding below market rate development pipeline projects, including the anticipated number of units and affordability, on the City's housing website in coordination with the Housing Element's annual progress report.</p> <p><i>Responsibility:</i> Planning Division  <i>Financing:</i> General Fund  <i>Objectives:</i> Increase accessibility and transparency of affordable housing development in the city  <i>Timeframe:</i> Ongoing; website shall be updated at least yearly</p>
<p><b>Program H1.I</b></p>	<p><b>Utilize the City's Below Market Rate (BMR) Housing Fund.</b>  Administer and no less frequently than every two years advertise the availability of funds in the Below Market Rate (BMR) Housing Fund as it applies to residential, commercial and industrial development projects through a Notice of Funding</p>

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	<p>Availability (NOFA).</p> <p><i>Responsibility:</i> City Commissions; Housing Division; Planning Division; City Attorney; City Manager; City Council</p> <p><i>Financing:</i> Below Market Rate Housing Fund and General Fund</p> <p><i>Objectives:</i> Accumulate and distribute funds for housing affordable to extremely low-, very low-, low- and moderate-income households</p> <p><i>Timeframe:</i> Advertise the availability of funds in the BMR Housing Fund at least every two years</p>
<b>Goal H2</b>	<p><b><i>EXISTING HOUSING AND NEIGHBORHOODS.</i></b></p> <p><i>Equitably maintain, protect and enhance existing housing and neighborhoods, while also supporting quality schools, city services and infrastructure.</i></p>
<b>Policy H2.1</b>	<p><b>Maintenance, Improvement and Rehabilitation of Existing Housing.</b></p> <p>Encourage the maintenance, improvement, and rehabilitation of the City's existing housing stock, the preservation of the City's affordable housing stock, and the enhancement of community stability to maintain and improve the character of Menlo Park's existing residential neighborhoods while providing for the development of a variety of housing types. The provision of open space and/or quality gathering and outdoor spaces will also be encouraged.</p>
<b>Policy H2.2</b>	<p><b>Preservation of Residential Units.</b></p> <p>Limit the conversion of residential units to other uses and regulate the conversion of rental developments to non-residential uses unless a clear public benefit or equivalent housing can be provided to ensure the protection and conservation of the City's housing stock to the extent permitted by law.</p>
<b>Policy H2.3</b>	<p><b>Condominium Conversions.</b></p> <p>Assure that any conversion of rental housing to owner-occupied housing accommodates the units' existing tenants, consistent with requirements to maintain public health, safety, and welfare. The City will also encourage limited equity cooperatives and other innovative housing proposals that are affordable to lower-income households.</p>
<b>Policy H2.4</b>	<p><b>Protection of Existing Affordable Housing.</b></p> <p>Strive to ensure that affordable housing provided through government incentives, subsidies, funding, and deed restrictions remains affordable over time. The City will intervene when possible to help preserve such housing.</p>
<b>Policy H2.5</b>	<p><b>Maintenance and Management of Quality Housing and Neighborhoods.</b></p> <p>Encourage good management practices, rehabilitation of viable older housing, and long-term maintenance and improvement of neighborhoods.</p>
<b>Policy H2.6</b>	<p><b>School District and City Service Maintenance.</b></p> <p>Work with the school districts and child care providers (pre-K and out-of-school time) to maintain quality service as demand increases.</p>
<b>Policy H2.7</b>	<p><b>Develop and Enforce Anti-Displacement Strategy.</b></p> <p>Work with neighborhood and community groups, particularly in neighborhoods that have historically been adversely impacted by past discriminatory redlining practices, to reduce displacement.</p>

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<p><b>Program H2.A</b></p>	<p><b>Adopt Ordinance for "At-Risk" Units.</b></p> <p>Prepare an ordinance requiring an 18-month notice to residents, the City and the San Mateo County Department of Housing of all proposed conversions of subsidized housing units to market rents. In addition, the City will establish regular contact with the owners of potential "at-risk" units to assure long-term coordination. If the units appear to be in danger of conversion or being lost as affordable housing, the City will establish contact with public and non-profit agencies interested in managing or purchasing the units to inform them of the project's status and inform tenants of any assistance available. In working with other agencies, the City will ensure that funding sources are identified and timelines for action are executed.</p> <p><i>Responsibility:</i> City Commissions; Planning Division; City Attorney; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Adopt an ordinance for at-risk units.  <i>Timeframe:</i> Adopt ordinance within one year of Housing Element adoption. The City will also contact owners of potential at-risk units every two years</p>
<p><b>Program H2.B</b></p>	<p><b>Amend the Zoning Ordinance to Protect Existing Housing.</b></p> <p>Consistent with State law, amend the Zoning Ordinance to reflect the Housing Element policy that limits the loss of existing residential units or the conversion of existing residential units to commercial or office space (see Policy H2.2). Zoning Ordinance changes and City activities should address residential displacement impacts, including the following:</p> <ol style="list-style-type: none"> <li>a. Avoid contradicting the Ellis Act.</li> <li>b. Consider regulations used in other communities.</li> <li>c. Consider a modified replacement fee on a per unit basis or replacement of a portion of the units, relocation assistance, etc. to the extent consistent with the Ellis Act.</li> <li>d. Collaborate with the San Mateo County Department of Housing, HIP Housing, Mid-Pen Housing Corporation, and others to protect affordable units in Menlo Park.</li> <li>e. Consider rezoning of properties for consistency to match and protect their existing residential uses.</li> </ol> <p><i>Responsibility:</i> City Commissions; Planning Division; City Attorney; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes  <i>Timeframe:</i> Within two years of Housing Element adoption</p>
<p><b>Program H2.C</b></p>	<p><b>Assist in Implementing Housing Rehabilitation Programs.</b></p> <p>Concentrate housing rehabilitation outreach and funding in the Belle Haven neighborhood to prevent existing housing units, both single-family houses and apartments, from deteriorating and significantly reducing the number of seriously deteriorated units. Emphasis will be placed on the rehabilitation of multifamily developments. As city infrastructure ages, rehabilitation</p>



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	<p>efforts may be expanded more broadly throughout the city.</p> <ol style="list-style-type: none"> <li>a. Continue to work with and refer people to the San Mateo County Department of Housing programs, including the Single Family Ownership Rehabilitation Program and the Multi-Family Rental Rehabilitation Program.</li> <li>b. Encourage private sponsors to develop and maintain housing units using state and federal housing assistance programs for emergencies and other repairs.</li> <li>c. Work with San Mateo County to compete for Community Development Block Grant funds to ensure the continuation of the Single-Family Ownership Rehabilitation Program for low- and very low-income families in the community.</li> <li>d. Investigate possible use of housing rehabilitation loans to assist homeowners in implementing the City's accessory dwelling unit (ADU) programs.</li> </ol> <p><i>Responsibility:</i> Planning Division; Building Division; Housing Division  <i>Financing:</i> Outside subsidy  <i>Objectives:</i> Utilize the City's BMR funds to rehabilitate very low- and low- income housing  <i>Timeframe:</i> Ongoing with annual progress monitoring</p>
<b>Program H2.D</b>	<p><b>Accessory Dwelling Unit (ADU) Amnesty Program.</b>  Amend the ADU Ordinance to include an amnesty program for ADUs that do not comply with building codes or planning development standards if the violation is not necessary to protect health and safety.</p> <p><i>Responsibility:</i> Planning Division; Building Division  <i>Financing:</i> General Fund  <i>Objectives:</i> Count ADUs towards the City's total housing inventory  <i>Timeframe:</i> Within three years of Housing Element adoption</p>
<b>Program H2.E</b>	<p><b>Anti-Displacement Strategy.</b>  Meet with individuals and organizations in historically segregated neighborhoods to develop an anti-displacement strategy that City Council can adopt after review from the Housing Commission and Planning Commission. This strategy should reflect community engagement and local research and include policies that could:</p> <ol style="list-style-type: none"> <li>a. Increase housing quality while preventing evictions</li> <li>b. Consider neighborhood tenant preference for affordable housing</li> <li>c. Identify new sources of funding for anti-displacement efforts</li> <li>d. Develop localized anti-displacement programs that could accompany large-scale developments</li> <li>e. Provide deposit assistance, particularly for veterans</li> </ol>

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	<p>f. Connect tenants to housing supportive programs and ensure that tenants are aware of their rights by posting resources on the City's housing website and other media.</p> <p>g. Inform tenants of opportunities for rental assistance, such as revolving loan funds or external funding sources</p> <p><i>Responsibility:</i> Planning Division; Housing Division; Housing Commission; Planning Commission; City Council; City Attorney</p> <p><i>Financing:</i> General Fund; commercial linkage fees; outside funding</p> <p><i>Objectives:</i> Mitigate displacement in historically segregated areas of the city and provide financial assistance to tenants</p> <p><i>Timeframe:</i> Develop anti-displacement and tenant support programs within three years of Housing Element adoption</p>
<b>Goal H3</b>	<p><b><i>SPECIALIZED HOUSING NEEDS.</i></b>  <i>Provide housing for special needs populations that is coordinated with support services.</i></p>
<b>Policy H3.1</b>	<p><b>Special Needs Groups.</b>  Encourage non-profit organizations and private developers to build and maintain affordable housing for groups with special needs, including the needs of seniors; people living with disabilities, including developmental disabilities; the unhoused; people living with HIV/AIDS and other illnesses; people in need of mental health care; single-parent families; large families; and other persons identified as having special housing needs.</p>
<b>Policy H3.2</b>	<p><b>Health and Human Services Programs Linkages.</b>  Assist service providers in linking programs serving the needs of special populations to provide the most effective response to homelessness or persons at risk of homelessness, youth needs, seniors, persons with mental and/or physical disabilities, substance abuse problems, HIV/AIDS, physical and developmental disabilities, multiple diagnoses, veterans, victims of domestic violence, and other economically challenged or underemployed workers.</p>
<b>Policy H3.3</b>	<p><b>Incentives for Special Needs Housing.</b>  Use density bonuses and other incentives to meet special housing needs, including housing for lower-income seniors and people living with disabilities.</p>
<b>Policy H3.4</b>	<p><b>Transitional and Supportive Housing.</b>  Recognize the need for and desirability of transitional and supportive housing and treat transitional and supportive housing as a residential use that will be subject to the same restrictions that apply to other residential uses of the same zone.</p>
<b>Policy H3.5</b>	<p><b>Coordination with Other Agencies in Housing People Experiencing Homelessness.</b>  Engage other jurisdictions in San Mateo County to support long-term solutions for unhoused individuals and families in San Mateo County.</p>
<b>Policy H3.6</b>	<p><b>Local Approach to Housing for the Homeless.</b>  Support a "housing first" approach to addressing homeless needs, consistent with the Countywide HOPE Plan. "Housing</p>

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	<p>first" is intended to provide unhoused individuals and families with housing quickly and then provide other services as needed, focusing on helping people quickly access and sustain permanent housing. The City recognizes the need for and desirability of emergency shelter housing for people experiencing homelessness and has established Municipal Code Chapter 16.99, Emergency Shelter for the Homeless Overlay, which includes a year-round emergency shelter as a permitted use in specific locations within the city. In addition, the following would apply:</p> <ol style="list-style-type: none"> <li>a. In recognition that unhoused veterans are a special need population in San Mateo County, the City will work with the U.S. Department of Veterans Affairs in Menlo Park to identify possible programs and locations for housing and support services for homeless veterans.</li> <li>b. The City will encourage positive relations between neighborhoods and providers of permanent or temporary emergency shelters. Providers or sponsors of emergency shelters, transitional housing programs and community care facilities shall be encouraged to establish outreach programs within their neighborhoods and, when necessary, work with the City or a designated agency to resolve disputes.</li> <li>c. It is recommended that a staff person from the provider agency be designated as a contact person with the community to review questions or comments from the neighborhood. Outreach programs may also designate a member of the local neighborhood to their Board of Directors. Neighbors of emergency shelters shall be encouraged to provide a neighborly and hospitable environment for such facilities and their residents.</li> <li>d. Development standards for emergency shelters for people experiencing homelessness located in Menlo Park will ensure that shelters are developed to protect the health, safety, and general welfare of nearby residents and businesses while providing for the needs of a segment of the population as required by State law. Shelters shall be subject only to development, design review and management standards that apply to residential or commercial development in the same zone, except for the specific written and objective standards as allowed in State law.</li> </ol>
<b>Policy H3.7</b>	<p><b>Adaptable/Accessible Units for People Living with Disabilities.</b>  Ensure that new multifamily housing includes units that are accessible and adaptable for use by people living with disabilities, including developmental disabilities, in conformance with the California Building Code. This strategy will include ways to promote housing design that allows seniors to "age in place" in their community.</p>
<b>Policy H3.8</b>	<p><b>Develop and Preserve Accessible Units.</b>  Promote the development, rehabilitation, and preservation of affordable housing for people living with disabilities, including developmental disabilities, particularly in neighborhoods accessible to public transit, commercial services, and health and community facilities.</p>
<b>Policy H3.9</b>	<p><b>Support People Living with Disabilities.</b>  Support options for long-term housing with supportive services accommodating people living with disabilities, including developmental disabilities, to live independently in a permanent setting.</p>
<b>Policy H3.10</b>	<p><b>ADUs for People Living with Disabilities.</b>  Encourage the use of Accessory Dwelling Units (ADUs) for accommodating people living with disabilities, including developmental disabilities, particularly considering incentives to promote accessible ADUs and exploring the feasibility of a</p>

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	financing program or fee waivers for rent restricted ADUs that are affordable to extremely low-income people living with disabilities who would benefit from coordinated housing support and other services.
<b>Program H3.A</b>	<p><b>Continue to Implement Procedures for Reasonable Accommodation.</b></p> <p>Maintain internal review procedures to provide individuals living with disabilities, including developmental disabilities, with reasonable accommodation in rules, policies, practices and procedures to ensure equal access to housing. The purpose of these procedures and/or ordinance is to provide a process for individuals with disabilities to request reasonable accommodation in regard to relief from the various land use, zoning, or building laws, rules, policies, practices and/or procedures of the City.</p> <p><i>Responsibility:</i> City Commissions; Planning Division; City Attorney; City Council</p> <p><i>Financing:</i> General Fund</p> <p><i>Objectives:</i> Create a public handout and provide a digital copy on the City's website and a physical copy at City Hall and the public libraries.</p> <p><i>Timeframe:</i> Publish the handout by the end of 2025. Implementation of reasonable accommodation procedures will be ongoing throughout the planning period</p>
<b>Program H3.B</b>	<p><b>Encourage Rental Housing Assistance Programs.</b></p> <p>Continue to publicize federal, state and local rental housing programs for special needs populations programs on the City's website. Work with the San Mateo County Department of Housing to implement the Section 8 Rental Assistance Program and, as appropriate, assist similar non-profit housing sponsor rental assistance programs. Information will be provided through implementation of Housing Element Program H1.C and H5.C.</p> <p><i>Responsibility:</i> Planning Division; Housing Division; City Manager; San Mateo County Department of Housing and non-profit housing sponsors; U.S. Department of Housing and Urban Development (HUD)</p> <p><i>Financing:</i> Outside subsidy</p> <p><i>Objectives:</i> 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)<sup>4</sup></p> <p><i>Timeframe:</i> Ongoing; Update website annually</p> <p><sup>4</sup>Source of data: Housing Leadership Council of San Mateo County, from the San Mateo County Department of Housing (Housing Authority)</p>
<b>Program H3.C</b>	<p><b>Assist in Providing Housing for Persons Living with Disabilities.</b></p> <p>Continue to partner with Countywide 21 Elements organization to contribute support and engage in programs that develop housing and improve housing opportunities for people living with disabilities, including developmental disabilities.</p> <p><i>Responsibility:</i> City Commissions; Planning Division; City Manager; City Attorney; City Council</p>

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	<p><i>Financing:</i> General Fund; other sources</p> <p><i>Objectives:</i> 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><i>Timeframe:</i> Outreach would be conducted yearly</p>
<b>Program H3.D</b>	<p><b>Develop Incentives for Special Needs Housing.</b></p> <p>Initiate a Zoning Ordinance amendment, including review of the R-L-U (Retirement Living Units) Zoning District, to ensure it is consistent with Housing Element policies and fair housing laws, and to develop, for example, density bonus and other incentives for needed senior housing, senior care facilities and other special needs housing for persons living with disabilities in the community, including people with developmental disabilities. Emphasis will also be placed on ways to facilitate the development of housing for seniors with very low-, low- and moderate-incomes. Below are specifics:</p> <ul style="list-style-type: none"> <li>a. The regulations should address the changing needs of seniors over time, including units for independent living and assisted living as well as skilled nursing facilities.</li> <li>b. The City will continue to allow the development and expansion of housing opportunities for seniors and special needs persons through techniques such as smaller unit sizes, parking reduction and common dining facilities when a non-profit organization sponsors units or when they are developed under the Retirement Living Unit (R-L-U) District provisions of the Zoning Ordinance.</li> <li>c. The City will coordinate with the Golden Gate Regional Center to ensure that the needs of the developmentally disabled are considered as part of the program.</li> <li>d. Provide a density bonus for affordable housing mixed-use projects accessible to people with disabilities and developmental disabilities within a half-mile radius of a public transit stop.</li> <li>e. Amend the Zoning Code to reduce parking requirements for developments that house people with special needs, including affordable housing mixed-use projects accessible to people with disabilities and developmental disabilities and projects within a half-mile radius of a public transit stop.</li> </ul> <p><i>Responsibility:</i> City Commissions; Planning Division; City Manager; City Attorney; City Council</p> <p><i>Financing:</i> General Fund; other sources</p> <p><i>Objectives:</i> Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities</p> <p><i>Timeframe:</i> Within two years of Housing Element adoption</p>
<b>Program H3.E</b>	<p><b>Continue Support for Countywide Homeless Programs.</b></p> <p>Support activities intended to address homelessness in San Mateo County. Below are specifics:</p> <ul style="list-style-type: none"> <li>a. The City will work with and support the Veteran's Administration and Haven House emergency shelter programs.</li> </ul>

REFERENCE	GOAL/POLICY/PROGRAM
	<ul style="list-style-type: none"> <li>b. The City will continue to support Human Investment Project (HIP Housing) programs.<sup>6</sup></li> <li>c. Continue to partner with non-profits on conducting outreach to people experiencing homelessness.</li> <li>d. Collaborate with other jurisdictions to house people experiencing homelessness, including the Project Homekey program and multi-jurisdictional navigation centers.</li> <li>e. Continue to support the County goal of achieving functional zero homelessness, meaning that anyone who desires shelter can access it through an array of County facilities and programs.</li> </ul> <p><i>Responsibility:</i> City Commissions; Planning Division; City Manager; City Council; San Mateo County Housing Department; HIP Housing; Veteran's Administration; Life Moves; HEART (The Housing Endowment and Regional Trust)</p> <p><i>Financing:</i> General Fund; other sources</p> <p><i>Objectives:</i> Conduct quarterly check-ins with the Menlo Park Homeless Outreach Team, which consists of staff from the Housing Division, Police Department and community-based organizations that provide homeless outreach and support services. Support housing and services for the homeless and at-risk persons and families.</p> <p><i>Timeframe:</i> Conduct check-ins with Menlo Park Homeless Outreach Team at least once quarterly</p> <p><sup>6</sup> <i>HIP Housing programs include home-sharing, rental subsidies and case management for individuals and families. Home Sharing is a living arrangement in which two or more unrelated people share a home or apartment. Each resident has a private room and shares the common living areas. The Self-Sufficiency Program (SSP) provides housing assistance and support services to low-income parents and emancipated foster youth to become financially self-sufficient within 1-5 years. Participants receive subsidized rent or a housing scholarship while completing an education or job training program and finding employment in their field. While in the program, HIP Housing provides monthly case management and life skills workshops to encourage continued progress.</i></p>
<b>Program H3.F</b>	<p><b>Work with the Department of Veterans Affairs on Homeless Issues.</b></p> <p>Work with the Department of Veterans Affairs to identify possible programs and locations for housing and support services for the homeless, including unhoused veterans.</p> <p><i>Responsibility:</i> Planning Division; City Manager; City Council; U.S. Department of Veterans Affairs</p> <p><i>Financing:</i> General Fund and outside</p> <p><i>Objectives:</i> Contact the Department of Veterans Affairs to coordinate in addressing the needs of people experiencing homelessness</p> <p><i>Timeframe:</i> Meet with the Department of Veterans Affairs annually</p>

REFERENCE	GOAL/POLICY/PROGRAM
<p><b>Program H3.G</b></p>	<p><b>Low Barrier Navigation Centers.</b>  Amend Municipal Code Chapter 16.04, Definitions, to include a "Low Barrier Navigation Center" definition consistent with AB 101. Amend mixed-use and nonresidential zoning districts that allow multifamily housing to permit low barrier navigation centers as a by-right use.</p> <p><i>Responsibility:</i> Planning Division; Planning Commission; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Provide a pathway to permanent housing for people experiencing homelessness  <i>Timeframe:</i> Within one year of Housing Element adoption</p>
<p><b>Program H3.H</b></p>	<p><b>Inclusionary Accessible Units.</b>  As part of the development review process, encourage increasing the number of accessible units beyond State building code requirements to provide more housing opportunities for individuals living with disabilities, including developmental disabilities.</p> <p><i>Responsibility:</i> Planning Division  <i>Financing:</i> General Fund  <i>Objectives:</i> Expand housing opportunities for people with disabilities  <i>Timeframe:</i> Ongoing on a project-by-project basis</p>
<p><b>Program H3.I</b></p>	<p><b>Accessible ADUs.</b>  Adopt incentives to encourage the development of accessible ADUs, such as allowing larger ADUs for accessible units and waiving fees in exchange for providing a deed-restricted ADU affordable to low-income households.</p> <p><i>Responsibility:</i> Planning Division; Planning Commission; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Expand housing opportunities for people with disabilities  <i>Timeframe:</i> Within two years of Housing Element adoption concurrent with Program H3.A</p>
<p><b>Program H3.J</b></p>	<p><b>Marketing for Accessible Units.</b>  As a condition of the disposition of any City-owned land, land dedicated to affordable housing under the City's inclusionary housing ordinance, the award of City financing, any density bonus concessions, or land use exceptions or waivers for any affordable housing project, the City shall require that a housing developer implement an affirmative marketing plan for physically accessible units which, among other measures, provides disability-serving organizations adequate prior notice of the availability of the accessible units and a process for supporting people with qualifying disabilities to apply.</p> <p><i>Responsibility:</i> Planning Division; Housing Commission; Planning Commission</p>

REFERENCE	GOAL/POLICY/PROGRAM
	<p><i>Financing:</i> General Fund</p> <p><i>Objectives:</i> Expand housing opportunities for people living with disabilities</p> <p><i>Timeframe:</i> Ongoing on a project-by-project basis</p>
<b>Program H3.K</b>	<p><b>Employment Services.</b></p> <p>Work with area employers and advocacy organizations to develop a program to increase the employment rate of people living with disabilities, including developmental disabilities.</p> <p><i>Responsibility:</i> Economic Development Division</p> <p><i>Financing:</i> General Fund</p> <p><i>Objectives:</i> 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><i>Timeframe:</i> Meeting will be held by the end of 2026. Program implementation will be ongoing thereafter.</p>
<b>Program H3.L</b>	<p><b>Large Units.</b></p> <p>Develop floor area ratio (FAR) bonuses to encourage the development of affordable developments with three or more bedrooms that are suitable for larger families.</p> <p><i>Responsibility:</i> Planning Division; Planning Commission; City Council</p> <p><i>Financing:</i> General Fund</p> <p><i>Objectives:</i> Encourage the development of housing for large families</p> <p><i>Timeframe:</i> Within three years of Housing Element adoption</p>
<b>Goal H4</b>	<p><b><i>AFFORDABLE HOUSING.</i></b></p> <p><b><i>Support the development of a diversity of housing types for people at all income levels, particularly for extremely low-, very low-, and low-income households.</i></b></p>
<b>Policy H4.1</b>	<p><b>Housing Opportunity Sites.</b></p> <p>Identify housing opportunity areas and sites where a special effort will be made to provide affordable housing consistent with other General Plan policies. Given the diminishing availability of developable land, Housing Opportunity Sites should have the following characteristics:</p> <ol style="list-style-type: none"> <li>a. The site has the potential to deliver for-sale or rental units affordable to lower income households meeting the City's RHNA need.</li> <li>b. The site has the potential to meet special housing needs for local workers, single parents, seniors, persons with disabilities, and small or large families.</li> <li>c. Consider opportunities for developing housing units on City-owned properties.</li> </ol>



REFERENCE	GOAL/POLICY/PROGRAM
	<ul style="list-style-type: none"> <li>d. The site scores well for Low Income Housing Tax Credits (LIHTC) subsidy or has unique opportunities due to financing and/or financial feasibility.</li> <li>e. Site development should consider access to and impact on school capacity, childcare provider capacity, transit, parks, and commercial shopping areas.</li> <li>f. Consider incorporating existing viable commercial uses into the development of housing sites.</li> <li>g. Sites should affirmatively further fair housing goals.</li> </ul>
<b>Policy H4.2</b>	<p><b>Housing to Address Local Housing Needs.</b></p> <p>Strive to provide opportunities for new housing development to meet the City's share of its Regional Housing Needs Allocation (RHNA). The City intends to provide an adequate supply and variety of housing opportunities to meet the needs of Menlo Park's workforce and special needs populations; strive to match housing types, affordability, and location with household income; and address the housing needs of extremely low-income persons, lower-income families with children and lower-income seniors.</p>
<b>Policy H4.3</b>	<p><b>Variety of Housing Choices.</b></p> <p>Strive to achieve a mix of housing types, densities, affordability levels and designs distributed throughout the city. Specific items include:</p> <ul style="list-style-type: none"> <li>a. The City will work with developers of non-traditional and innovative housing approaches on the financing, design, and construction of different types of housing that meet local housing needs.</li> <li>b. Housing opportunities for families with children should strive to provide necessary facilities nearby or on-site.</li> <li>c. The City will encourage a mix of housing types, including owner and rental housing, single and multiple-family housing, housing close to jobs and transit, mixed-use housing, workforce housing, special needs housing, large units with three or more bedrooms, single-room occupancy (SRO) housing, shared living and cohousing, mobile-homes, manufactured housing, self-help or "sweat-equity" housing, cooperatives and assisted living.</li> <li>d. The City will support the development of affordable, alternative living arrangements such as cohousing and "shared housing" (e.g., the Human Investment Project's — HIP Housing — shared housing program).</li> <li>e. The City will encourage the development of affordable housing intended for people with disabilities, particularly developmental disabilities.</li> </ul>
<b>Policy H4.4</b>	<p><b>Mixed-Use Housing.</b></p> <p>Encourage well-designed residential mixed-use developments where residential use is appropriate to the setting. Encourage mixed-use development in proximity to transit and services, such as shopping centers, the C-4 district along Willow Road near the Willows neighborhood, properties zoned C-1, C-1-A, C-1-C, C-2 and C-2-A, C-2-B, C-2-S, and P, as well as near the downtown to support downtown businesses (consistent with the El Camino Real/Downtown Specific Plan).</p>

REFERENCE	GOAL/POLICY/PROGRAM
<b>Policy H4.5</b>	<p><b>Redevelopment of Commercial Shopping Areas and Sites.</b> Encourage housing development in conjunction with the redevelopment of commercial shopping areas and sites.</p>
<b>Policy H4.6</b>	<p><b>Retention and Expansion of Multifamily Sites at Medium and Higher Density.</b> Strive to protect and expand the supply and availability of multifamily and mixed-use infill housing sites for housing, maximizing multifamily uses on properties.</p>
<b>Policy H4.7</b>	<p><b>Infill Housing Adjacent to Downtown.</b> Create opportunities for new affordable and accessible housing units in areas adjacent to the El Camino Real/Downtown Specific Plan area to meet the City's share of its Regional Housing Needs Allocation (RHNA), support downtown retail activities, and locate new housing near jobs and transit. New housing opportunities will contribute to the vibrancy of downtown without changing the character of the area. Larger properties will be allowed to redevelop at higher densities with design review to assure a fit of new housing with the character of the area and adjacent uses.</p>
<b>Policy H4.8</b>	<p><b>Incentives for Affordable Housing Development.</b> Explore incentives for qualified housing developments, such as expanding the ministerial review process, fee waivers or fee reductions, and reduced parking requirements, to help achieve housing goals while ensuring that potential impacts are considered and mitigated.</p>
<b>Policy H4.9</b>	<p><b>Long-Term Housing Affordability Controls.</b> Apply resale controls and rent and income restrictions to ensure that affordable housing provided through incentives and as a condition of development approval remains affordable over time to the income group for which it is intended. Inclusionary units shall be deed-restricted to maintain affordability on resale to the maximum extent possible (at least 55 years).</p>
<b>Policy H4.10</b>	<p><b>Preferences for Affordable and Moderate-Income Housing.</b> Implement BMR and moderate-income housing preferences for people living or working in Menlo Park to the extent consistent with Fair Housing laws.</p>
<b>Policy H4.11</b>	<p><b>Inclusionary Housing Approach.</b> Require residential developments involving five (5) or more units to provide very low-, low- and moderate-income housing units. In-lieu fees are allowed but not encouraged. The units provided through this policy are intended for permanent occupancy and must be deed-restricted, including but not limited to single-family housing, multifamily housing, condominiums, townhouses or land subdivisions. In addition, the City will require larger non-residential developments, as job generators, to participate in addressing housing needs in the community through the City's in-lieu fee requirements.</p>
<b>Policy H4.12</b>	<p><b>Emphasis on Affordable Housing.</b> To the extent possible, focus housing development on 100 percent affordable housing developments, particularly in areas near existing amenities and in high-opportunity areas of the City. Ministerial review could support this on 100 percent affordable projects within the AHO and in areas under SB10 or citywide.</p>
<b>Policy H4.13</b>	<p><b>Accessory Dwelling Units (ADUs).</b> Encourage the development of well-designed new ADUs (e.g., carriage houses, attached independent living units, small detached living units), the legalization of existing ADUs, or conversion of accessory buildings or structures to safe and</p>

REFERENCE	GOAL/POLICY/PROGRAM
	habitable ADUs as a critical way to provide affordable housing in combination with primary residential uses on low-density lots.
<b>Policy H4.14</b>	<p><b>Fair Share Distribution of Housing throughout Menlo Park.</b></p> <p>Promote the distribution of new medium- and higher-density residential developments that affirmatively further fair housing throughout the city, considering compatibility with surrounding residential uses, particularly near public transit and major transportation corridors in the city. This includes potential new housing in commercial areas along Willow Road, Middlefield Avenue, and Sand Hill Road.</p>
<b>Policy H4.15</b>	<p><b>Commercial Linkage Fee.</b></p> <p>Require a commercial linkage fee to fund affordable housing.</p>
<b>Policy H4.16</b>	<p><b>Neighborhood Responsibilities within Menlo Park.</b></p> <p>Seek ways specific to each neighborhood to provide additional housing as part of each neighborhood's fair share responsibility and commitment to help achieve community-wide housing goals. This may range from in-lieu fees, accessory dwelling units, higher density housing sites, infill housing, mixed-use or other new housing construction.</p>
<b>Program H4.A</b>	<p><b>Amend the Inclusionary Housing Regulations.</b></p> <p>Amend the Below Market Rate (BMR) Housing Program for Commercial and Industrial Developments and the Below Market Rate (BMR) Housing Program for Residential Developments. Modifications could include the following:</p> <ol style="list-style-type: none"> <li>a. Increase the BMR requirement.</li> <li>b. A menu of options for achieving affordability, particularly for extremely low-income households.</li> <li>c. Adjust the percentage of units required to be affordable depending on the degree of affordability achieved (moderate-, low-, very low-, and extremely low-income) or provision of housing for residents with disproportionate housing needs (e.g., 3-4 bedroom units for larger families, units for people living with disabilities).</li> <li>d. Provide a density bonus for developments that include housing for people living with disabilities.</li> <li>e. Provide a density bonus for developments with on-site services that include units intended for employees.</li> <li>f. Initiate a study to explore amending affordable housing in-lieu fees for developments of five or more units.</li> </ol> <p><i>Responsibility:</i> Planning Division; City Attorney; City Commissions; City Council</p> <p><i>Financing:</i> General Fund</p> <p><i>Objectives:</i> Prepare a nexus study to determine the cost of the in-lieu fee. Implement requirements to assist in providing housing affordable to extremely low-, very low-, low- and moderate-income households in Menlo Park</p> <p><i>Timeframe:</i> Within two years of Housing Element adoption</p>
<b>Program H4.B</b>	<p><b>Modify BMR Guidelines.</b></p> <p>Review and amend the Zoning Ordinance to reduce the cost of providing BMR units, encourage new BMR units to be built,</p>

REFERENCE	GOAL/POLICY/PROGRAM
	<p>and identify ways to construct affordable housing for lower-income households, including family housing. As part of the BMR program evaluation, the City will establish clear policy and criteria for the allocation of funds from the City's BMR housing fund to prioritize:</p> <ul style="list-style-type: none"> <li>a. Development of 100 percent affordable housing developments.</li> <li>b. Workforce rental housing affordable to moderate-, low- and very low-income households.</li> <li>c. Housing for individuals with disabilities, including developmental disabilities.</li> </ul> <p>The BMR program should support development on sites the City has determined viable for Low Income Housing Tax Credits (LIHTC) funding by setting aside a substantial portion of the uncommitted BMR fund balance and future BMR fees received for such development. The City will also modify provisions regarding rental housing to be consistent with the Costa-Hawkins Act.</p> <p><i>Responsibility:</i> Planning Division; City Attorney; City Commissions; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Amend the Zoning Ordinance to require additional affordable units in market rate developments  <i>Timeframe:</i> Within two years of Housing Element adoption</p>
<b>Program H4.C</b>	<p><b>Increase Commercial Linkage Fee.</b>  Evaluate and modify commercial linkage fee based on nexus study and higher fees adopted by surrounding jurisdictions.</p> <p><i>Responsibility:</i> Planning Division, City Council; City Attorney  <i>Financing:</i> General Fund  <i>Objectives:</i> Increase funding for affordable housing development  <i>Time Frame:</i> Within one year of Housing Element adoption</p>
<b>Program H4.D</b>	<p><b>Modify the Affordable Housing Overlay (AHO).</b>  Update the Affordable Housing Overlay (AHO) to provide density bonuses and other incentives for the development of multifamily housing affordable to extremely low-, very low-, low-, and moderate-income households and units that are preferential for people with special needs who will benefit from coordinated on-site services including people with disabilities and developmental disabilities. The AHO is offered as an alternative to the density bonus described in AB 1763.</p> <p><i>Responsibility:</i> Planning Division; Housing Commission  <i>Financing:</i> General Fund  <i>Objectives:</i> Incentivize affordable housing development in the city  <i>Timeframe:</i> Concurrent with Housing Element adoption</p>

REFERENCE	GOAL/POLICY/PROGRAM
<p><b>Program H4.E</b></p>	<p><b>Ministerial Review of 100 Percent Affordable Housing.</b>            In conjunction with the development and adoption of objective design standards, allow 100 percent affordable housing developments to be eligible for ministerial review.</p> <p><i>Responsibility:</i> Planning Division; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Amend the Zoning Ordinance to allow ministerial review of 100 percent affordable housing. Adopt objective design standards for residential development  <i>Timeframe:</i> Within three years of Housing Element adoption and concurrently with the adoption of objective design standards</p>
<p><b>Program H4.F</b></p>	<p><b>Modify Accessory Dwelling Unit (ADU) Development Standards and Permit Process.</b>            Continue to encourage accessory dwelling units (ADUs) and modify the City's regulations to increase flexibility in how parking is provided on-site, streamline approval, and increase the City's role in providing guidance for the approval of ADUs. The City will work with a third party to develop a tool with a list of potential ADU designs. One or more ADU designs shall be accessibility-focused, particularly for persons living with disabilities, including developmental disabilities.</p> <p><i>Responsibility:</i> Planning Division; City Attorney; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Zoning Ordinance amendment and accompanying public-facing documentation (i.e., on City website)  <i>Timeframe:</i> Modifications to the Zoning Code and development of potential ADU designs tool shall be completed by the end of 2024</p>
<p><b>Program H4.G</b></p>	<p><b>Consider City-Owned Land for Housing (Downtown Parking Lots).</b>            Promote housing development on underutilized City-owned parking lots in downtown. In publishing requests for competitive proposals for any city-owned land, land dedicated to affordable housing under the city's inclusionary ordinance or city housing funds, the City of Menlo Park shall grant additional points to proposals that address the city's most difficult to achieve housing priorities including providing a greater number of extremely low-, very low-, low-, and moderate- income units, or committing to make a percentage of the units subject preferential for people with special needs who will benefit from coordinated on-site services, such as for people living with disabilities, including and developmental disabilities.</p> <p><i>Responsibility:</i> Planning Division; City Attorney; City Commissions; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Develop and issue a request for proposal to explore development options, including affordable housing with consideration for extremely low-income housing.</p>

REFERENCE	GOAL/POLICY/PROGRAM
	<p><i>Timeframe:</i> Community outreach and development strategy shall be completed by the end of 2025</p>
<p><b>Program H4.H</b></p>	<p><b>Review the Subdivision Ordinance.</b>  Review the Subdivision Ordinance to ensure consistency with Housing Element policies and implementing actions. Update the Ordinance to fully comply with the current Subdivision Map Act and streamline the review and approval process.</p> <p><i>Responsibility:</i> Planning Division; Public Works; Building Division; City Attorney; City Commissions; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Review and adopt amendments to the Subdivision Ordinance as needed  <i>Timeframe:</i> Within three years of Housing Element adoption</p>
<p><b>Program H4.I</b></p>	<p><b>Create New Opportunities for Mixed-Use Development.</b>  Adopt a zoning code amendment for non-residential zones, including, but not limited to, C-4, C-2, C-2-A, C-2-B, C-2-S, C-1-C, C-1-A and P, to allow residential uses with 30 units/acre and/or mixed-use developments.</p> <p><i>Responsibility:</i> Planning Division; City Attorney; City Commissions; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Adopt a zoning ordinance amendment  <i>Timeframe:</i> Concurrent with Housing Element adoption</p>
<p><b>Program H4.J</b></p>	<p><b>Increase Residential Density.</b>  Modify the zoning ordinance to allow a base density of 30 units/acre in R-3 zoned lots in the area around the El Camino Real/Downtown Specific Plan area.</p> <p><i>Responsibility:</i> Planning Division; City Attorney; City Commissions; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Increase residential density in certain areas of the City  <i>Timeframe:</i> Concurrent with Housing Element adoption</p>
<p><b>Program H4.K</b></p>	<p><b>Maximize Development Proposals.</b>  Modify minimum densities and development standards to facilitate development proposals that maximize use of R-3 properties near Downtown. Explore potential rezoning of other R-3 properties.</p> <p><i>Responsibility:</i> Planning Division; Planning Commission; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Develop additional multifamily housing on suitable parcels  <i>Time Frame:</i> Rezoning of R-3 properties near Downtown will be completed concurrently with the Housing</p>

REFERENCE	GOAL/POLICY/PROGRAM
	<p style="text-align: center;">Element adoption. Study for rezoning all other R-3 properties will occur within two years of Housing Element adoption.</p>
<p><b>Program H4.L</b></p>	<p><b>Modify El Camino Real/Downtown Specific Plan.</b></p> <p>Consider modifications to the El Camino Real/Downtown Specific Plan to include, but not limited to, the following changes:</p> <ol style="list-style-type: none"> <li>a. Eliminate housing cap in El Camino Real/Downtown Specific Plan to align with SB 330.</li> <li>b. Increase the maximum base level density to at least 30 units/acre across all subareas.</li> <li>c. Increase the maximum bonus level density in certain subareas to encourage more housing.</li> <li>d. Establish a minimum density of 20 units/acre to all subareas, upon the addition of residential uses on a site.</li> <li>e. Review development standards such as height and parking ratios to reduce potential constraints on development and evaluate the design guidelines to establish objective design standards. Investigate opportunities for shared or district parking and parking in-lieu fees as part of district parking.</li> </ol> <p><i>Responsibility:</i> Planning Division; Planning Commission; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Increase housing opportunities in El Camino Real/Downtown Specific Plan Area  <i>Time Frame:</i> Concurrent with Housing Element adoption</p>
<p><b>Program H4.M</b></p>	<p><b>Update Parking Requirements and Design Standards.</b></p> <p>Review and modify parking requirements and design standards to provide greater flexibility in site planning for multifamily residential housing, including establishing a parking or alternative transportation in-lieu fee. Parking amendments could involve reducing parking minimums, expanding parking maximums, eliminating parking requirements for affordable housing projects, expanding shared parking, exploring district parking, and exploring other parking recommendations provided by ABAG-MTC.</p> <p><i>Responsibility:</i> Planning Division; Public Works; City Commissions; City Council; City Attorney  <i>Financing:</i> General Fund  <i>Objectives:</i> Modify Municipal Code to include amended parking requirements and establish a parking or alternative transportation in-lieu fee  <i>Timeframe:</i> Concurrent with Housing Element adoption; in-lieu fee shall be established within two years of Housing Element adoption. Additional amendments will be completed as needed thereafter with ongoing staff review of parking standards</p>
<p><b>Program H4.N</b></p>	<p><b>Achieve Long-Term Viability of Affordable Housing.</b></p> <p>Work with non-profits and other project sponsors to implement the City's Preferences for Affordable Housing policy (Policy H4.10), and to ensure a fair tenant selection process, appropriate project management, a high level of project maintenance and upkeep, and coordination with the City departments (such as Planning, Public Works, Police, etc.) and other agencies</p>

REFERENCE	GOAL/POLICY/PROGRAM
	<p>on an ongoing basis as needed.</p> <p><i>Responsibility:</i> Housing Division; BMR Administrator (House Keys); Planning Division; City Attorney  <i>Financing:</i> General Fund  <i>Objectives:</i> Establish project management and other ongoing project coordination needs  <i>Timeframe:</i> As developments are proposed and ongoing thereafter</p>
<b>Program H4.O</b>	<p><b>Identifying SB 10 Sites.</b>  Develop an overlay zone where SB 10 could be implemented throughout the city, particularly in transit-rich areas. Parcels identified in the overlay zone could be developed with up to 10 housing units.</p> <p><i>Responsibility:</i> Planning Division; City Attorney; City Commissions; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Amend the Zoning Ordinance and Map to implement an SB-10 overlay  <i>Timeframe:</i> Within five years of Housing Element adoption</p>
<b>Program H4.P</b>	<p><b>Community Opportunity to Purchase.</b>  Adopt an ordinance that gives qualified non-profit organizations the right of first offer, and/or the right of first refusal to purchase buildings with five or more residential units or vacant land that could be developed into five or more residential units, within the city.</p> <p><i>Responsibility:</i> Planning Division; City Council; City Attorney  <i>Financing:</i> General Fund  <i>Objectives:</i> Adopt a community opportunity to purchase ordinance. Increase opportunities for affordable housing development  <i>Time Frame:</i> Adopt ordinance by the end of 2024</p>
<b>Program H4.Q</b>	<p><b>Reuse Sites.</b>  Modify the Zoning Ordinance so that parcels in the Site Inventory identified as Reuse Sites allow for by-right processing (ministerial review) for housing developments propose at least 20 percent of the units be affordable to lower-income households, in accordance with Government Code § 65583.2(c).</p> <p><i>Responsibility:</i> Planning Division; Planning Commission; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> 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</p>



REFERENCE	GOAL/POLICY/PROGRAM
	<p><i>Timeframe:</i> Within three years of Housing Element adoption</p>
<p><b>Program H4.R</b></p>	<p><b>Work with the Fire District.</b>  Work with the Fire District on local amendments to the State Fire Code to pursue alternatives to standard requirements that could otherwise be a potential constraint to housing development and achieving the City's housing goals.</p> <p><i>Responsibility:</i> Fire District; Planning Division; Public Works; Building Division; City Attorney; City Commissions; City Council</p> <p><i>Financing:</i> General Fund</p> <p><i>Objectives:</i> Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments</p> <p><i>Timeframe:</i> Complete local amendments to the State Fire Code by the end of 2025. Ratify amendments by the end of 2026.</p>
<p><b>Program H4.S</b></p>	<p><b>Coordinate with School Districts to Link Housing with School District Planning Activities.</b>  Work with the four school districts in Menlo Park to coordinate demographic projections and school district needs as the Housing Element is implemented and housing is developed. Consistent with Policy H4.1(e), site development should consider school capacity and the relationship to the types of residential units proposed.</p> <p><i>Responsibility:</i> Planning Division; School Districts; City Manager; City Commissions; City Council</p> <p><i>Financing:</i> General Fund</p> <p><i>Objectives:</i> Coordinate with local school districts in planning for future housing in consideration of each school district's long-range planning, resources and capacity</p> <p><i>Timeframe:</i> Ongoing through project implementation</p>
<p><b>Goal H5</b></p>	<p><b><i>EQUITY.</i></b>  <b><i>Ensure equitable access to housing.</i></b></p>
<p><b>Policy H5.1</b></p>	<p><b>Equal Housing Opportunity.</b>  Actively support housing opportunities for all persons to the fullest extent possible. The City will ensure that individuals and families seeking housing in Menlo Park are not discriminated against based on race, color, religion, marital status, disability, age, sex (including gender identity and sexual orientation), family status (due to the presence of children), national origin, or other arbitrary factors, consistent with the fair housing laws.</p>
<p><b>Policy H5.2</b></p>	<p><b>Community Participation in Housing and Land Use Plans.</b>  Strengthen a sense of community by providing opportunities for community participation, developing partnerships with various groups, and providing community leadership to address housing needs effectively. The City will undertake effective and informed public participation from all economic segments and special needs groups in the community to formulate and</p>

REFERENCE	GOAL/POLICY/PROGRAM
	review housing and land use policy issues.
<b>Policy H5.3</b>	<p><b>Neighborhood Meetings.</b> Require developers of major housing projects to conduct neighborhood meetings with residents early in the process to problem solve and facilitate more informed, efficient and constructive development review.</p>
<b>Policy H5.4</b>	<p><b>Renter Protections.</b> Ensure compliance with fair housing laws and pursue programmatic services and funding to assist renters and minimize the risk of evictions and displacement.</p>
<b>Policy H5.5</b>	<p><b>Equitable Investments.</b> Partner with non-profit support services that specialize in outreach, education, and advocacy.</p>
<b>Policy H5.6</b>	<p><b>Rental Assistance Programs.</b> Continue to publicize and create opportunities for using available rental assistance programs, such as the project-based and voucher Section 8 certificates programs, in coordination with the San Mateo County Department of Housing and other entities.</p>
<b>Policy H5.7</b>	<p><b>Opportunities for Homeownership.</b> Increase opportunities for homeownership in underserved, low-income and racially segregated communities.</p>
<b>Program H5.A</b>	<p><b>Fair Chance Ordinance.</b> Adopt a Fair Chance Access to Housing Ordinance, which would prohibit housing providers from inquiring about or using criminal history and criminal background as a factor in the tenant selection process.</p> <p><i>Responsibility:</i> Planning Division; Housing Division; Housing Commission; Planning Commission; City Council  <i>Financing:</i> General Fund  <i>Objectives:</i> Expand renter protections  <i>Timeframe:</i> Within five years of Housing Element adoption</p>
<b>Program H5.B</b>	<p><b>Undertake Community Outreach When Implementing Housing Element Programs.</b> Coordinate with local businesses, housing advocacy groups, neighborhood groups and others in building public understanding and support for workforce, special needs housing and other issues related to housing, including the community benefits of affordable housing, mixed-use, and pedestrian-oriented development. The City will notify a broad representation of the community, including people living with disabilities, including developmental disabilities, to solicit ideas for housing strategies when they are discussed at City Commissions or City Council meetings. Specific actions should be linked to the preparation and distribution of materials as identified in Program H5.C. Specific outreach activities may include:</p> <ol style="list-style-type: none"> <li>a. Maintain the Housing Element Update mailing list and send public hearing notices to all interested public, non-profit agencies and affected property owners.</li> <li>b. Post notices at City Hall, the library, and other public locations.</li> </ol>

REFERENCE	GOAL/POLICY/PROGRAM
	<ul style="list-style-type: none"> <li>c. Publish notices in the local newspaper.</li> <li>d. Post information on the City's website.</li> <li>e. Conduct outreach (workshops, neighborhood meetings) to the community as Housing Element programs are implemented.</li> <li>f. Assure that Housing Commission meetings are publicized and provide opportunities for participation from housing experts, affordable housing advocates, special needs populations, and the larger community.</li> <li>g. Provide public information materials concerning recycling practices for the construction industry, as well as the use of recycled materials and other environmentally responsible materials in new construction, consistent with Chapter 12.48, Salvaging and Recycling of Construction and Demolition Debris, of the Municipal Code and California Building Code requirements.</li> <li>h. Provide public information materials about available energy conservation programs, such as the PG&amp;E Comfort Home/Energy Star new home program, to interested property owners, developers, and contractors.</li> <li>i. Promote and help income-eligible households to access federal, state and utility income qualifying assistance programs.</li> <li>j. Provide public information materials to developers, contractors, and property owners on existing federal, state and utility incentives for the installation of renewable energy systems, such as rooftop solar panels, available to property owners and builders.</li> </ul> <p><i>Responsibility:</i> Planning Division  <i>Financing:</i> General Fund  <i>Objectives:</i> Conduct community outreach and distribute materials  <i>Timeframe:</i> Ongoing on a project-by-project basis</p>
<b>Program H5.C</b>	<p><b>Provide Multilingual Information on Housing Programs.</b></p> <p>Promote the availability of San Mateo County programs for housing construction, homebuyer assistance, rental assistance, special needs housing and programs including for people living with disabilities, including developmental disabilities; shelters and services for people experiencing homelessness; and housing rehabilitation through the following means: (a) providing information on the City's website that describes programs available in the City of Menlo Park and provides direct links to County agencies that administer the programs; (b) including contact information on County programs in City mail-outs and other general communications that are sent to residents; (c) maintaining information on programs at the City's public counters; (d) training selected City staff to provide referrals to appropriate agencies; (e) distributing information on programs at public locations (library, schools, etc.); (f) using the activity calendar and public information channel; and (g) continue using multilingual translation/interpretation services and providing additional financial compensation to multilingual staff working on housing programs.</p>

REFERENCE	GOAL/POLICY/PROGRAM
	<p>Information may include:</p> <ul style="list-style-type: none"> <li>a. Fair Housing Laws</li> <li>b. Rehabilitation loan programs</li> <li>c. San Mateo County Housing Authority information</li> <li>d. Housing programs, including rental assistance programs such as Section 8</li> <li>e. Code enforcement</li> <li>f. Homebuyer assistance</li> <li>g. Foreclosure assistance</li> <li>h. Information about affordable housing</li> <li>i. Information about shelters, navigation centers, and other supportive programs for people experiencing homelessness</li> </ul> <p><i>Responsibility:</i> Planning Division; Housing Division  <i>Financing:</i> General Fund  <i>Objectives:</i> Review and obtain materials by end of 2023; distribute and post materials, conduct staff training by the end of 2026; annually update as needed thereafter  <i>Timeframe:</i> Distribute educational materials at public locations and make public service announcements through different media at least two times a year</p>
<b>Program H5.D</b>	<p><b>Address Rent Conflicts.</b>  Provide for increased use and support of tenant/landlord educational and mediation opportunities by continuing to refer residents to Project Sentinel and other non-profits that handle fair housing complaints.</p> <p><i>Responsibility:</i> Planning Division; Housing Division; City Manager; City Attorney  <i>Financing:</i> General Fund  <i>Objectives:</i> Update the City's website with resources for addressing rent conflicts and fair housing complaints  <i>Timeframe:</i> Update the City's website and other housing materials at least annually with information</p>
<b>Program H5.E</b>	<p><b>Publicize Fair Housing Laws and Respond to Discrimination Complaints.</b>  Promote fair housing opportunities for all people and support efforts of City, County, State and Federal agencies to eliminate discrimination in housing by continuing to publicize information on fair housing laws and State and federal anti-discrimination laws. Below are specific aspects of this program:</p> <ul style="list-style-type: none"> <li>a. Discrimination complaints will be referred to the appropriate agency. Specifically, the City will continue to work with</li> </ul>

REFERENCE	GOAL/POLICY/PROGRAM
	<p>Project Sentinel, Community Legal Services of East Palo Alto, Legal Aid Society of San Mateo County and the San Mateo County Department of Housing in handling fair housing complaints. Calls to the City are referred to these resources for counseling and investigation. These resources also provide direct fair housing education to Menlo Park residents.</p> <ul style="list-style-type: none"> <li>b. Enforce a non-discrimination policy in the implementation of City approved housing programs.</li> <li>c. Information regarding the housing discrimination complaint referral process will be posted on the City's website and available for the public and City staff.</li> <li>d. As needed, the City will reach out to lenders to increase the flow of mortgage funds to city residents.</li> </ul> <p><i>Responsibility:</i> Planning Division; Housing Division; City Manager; City Attorney  <i>Financing:</i> General Fund  <i>Objectives:</i> Post fair housing laws on the City's website. Refer discrimination complaints to appropriate agencies.  <i>Timeframe:</i> Update the City's website annually</p>
<b>Program H5.F</b>	<p><b>First-Time Homebuyer Program.</b>  Continue implementing the first-time homebuyer program by working with agencies and organizations offering first-time, moderate-income homebuyers down-payment assistance loans for homes purchased in the city.</p> <p><i>Responsibility:</i> Planning Division  <i>Financing:</i> HEART; Union Bank (or other bank affiliated with the program)  <i>Objectives:</i> Provide referrals  <i>Timeframe:</i> Ongoing</p>
<b>Goal H6</b>	<p><b><i>SUSTAINABLE HOUSING.</i></b>  <b><i>Implement sustainable and resilient housing development practices.</i></b></p>
<b>Policy H6.1</b>	<p><b>Siting Development.</b>  Ensure new development in the highest hazards areas include mitigation measures. Expand beneficial uses, such as open space, flood mitigation and recreation, in non-developable high hazard lands.</p>
<b>Policy H6.2</b>	<p><b>Resilient Design.</b>  Encourage housing designs that are resilient to hazards and climate impacts through land use planning tools, development standards, and building standards.</p>
<b>Policy H6.3</b>	<p><b>Renewable Energy/Energy Conservation in Housing.</b>  Encourage energy efficiency and/or renewable energy in both new and existing housing and require all-electric fuel sources, energy conservation measures and renewable energy in the design of all new buildings. Promote energy conservation</p>

REFERENCE	GOAL/POLICY/PROGRAM
	and/or renewable energy and weatherization features in existing homes. In addition, the City will support the actions contained in the City's Climate Action Plan (CAP).
<b>Policy H6.4</b>	<p><b>Promote Energy Efficient/Renewable Programs.</b>  Implement local policies and programs that promote and/or increase energy efficiency/renewable energy in the community, including participation in Peninsula Clean Energy. Promote county, state (Energy Upgrade California), federal and PG&amp;E energy programs for energy assessments and improvements. Seek grants and other funding to supplement City energy conservation/renewable activities.</p>
<b>Policy H6.5</b>	<p><b>Emergency Housing Assistance.</b>  Participate and allocate funds, as appropriate, for county and non-profit programs providing disaster preparedness, emergency shelter, and related counseling/supportive services.</p>
<b>Policy H6.6</b>	<p><b>Reduce Personal Automobile Usage.</b>  Encourage residents to reduce reliance on personal automobiles for transportation and encourage use of public transit and other alternative forms of mobility.</p>
<b>Program H6.A</b>	<p><b>Reach Codes.</b> Continue implementing reach codes that go beyond State minimum requirements for energy use in building design and construction, creating more opportunities to support greenhouse gas reduction targets.</p> <p><i>Responsibility:</i> Building Division  <i>Financing:</i> General Fund  <i>Objectives:</i> Achieve greenhouse gas reduction targets  <i>Timeframe:</i> Ongoing on a project-by-project basis</p>
<b>Program H6.B</b>	<p><b>Electric Vehicle Charging.</b>  Evaluate opportunities for retrofitting existing multifamily housing developments with electric vehicle charging stations.</p> <p><i>Responsibility:</i> Building Division  <i>Financing:</i> General Fund  <i>Objectives:</i> Achieve greenhouse gas reduction targets  <i>Timeframe:</i> Concurrent with the next building code update in 2025</p>
<b>Program H6.C</b>	<p><b>Air Conditioning or Cooling Alternatives.</b>  Require alternatives to conventional air conditioning for new construction, including high-efficiency heat pumps, ceiling fans, air exchangers, increased insulation and low-solar-gain exterior materials to reduce peak electrical demands during high heat events to ensure the reliability of the electrical grid. Encourage cooling products that recirculate inside air and do not bring in outside air, such as efficient HVAC systems and heat pumps.</p> <p><i>Responsibility:</i> Building Division; City Council</p>

REFERENCE	GOAL/POLICY/PROGRAM
	<p><i>Financing:</i> General Fund  <i>Objectives:</i> Ensure healthy building environments  <i>Timeframe:</i> Within two years of Housing Element adoption</p>
<b>Program H6.D</b>	<p><b>Promote Energy Efficient/Renewable Programs.</b>  Continue to encourage participation in Peninsula Clean Energy and publicize energy efficient and renewable energy programs on the City's website.</p> <p><i>Responsibility:</i> Sustainability Division  <i>Financing:</i> General Fund  <i>Objectives:</i> Encourage participation in the energy efficient and renewable energy programs  <i>Timeframe:</i> Update the City's website annually</p>
<b>Program H6.E</b>	<p><b>Explore Multimodal Improvements.</b>  Identify multimodal improvements in the city that support housing development. This includes pedestrian and bicycle improvements, transportation demand management programs, and coordination with neighboring cities and transit providers to explore investments that provide multimodal connections to regional destinations.</p> <p><i>Responsibility:</i> City Manager; Public Works, City Attorney; City Council  <i>Financing:</i> General Fund; outside funding sources  <i>Objectives:</i> Coordinate with Redwood City on potential pedestrian and bicycle improvements  <i>Timeframe:</i> Within three years of Housing Element adoption</p>
<b>Program H6.F</b>	<p><b>Transit Incentives.</b>  Integrate transit demand management strategies for all residential development, particularly in areas further away from transit to increase access to transit and reduce vehicle trips and parking demand.</p> <p><i>Responsibility:</i> Planning Division  <i>Financing:</i> General Fund  <i>Objectives:</i> Reduce vehicle trips and parking demand and increase use of alternative forms of mobility.  <i>Timeframe:</i> Ongoing on a project-by-project basis</p>
<b>Program H6.G</b>	<p><b>Neighborhood Connectivity.</b>  Invest in neighborhood connectivity, walkability, and access to services, healthy food, and recreation, particularly in low-resource neighborhoods north of US-101, to improve access and reduce the division of the urban form produced by the highway. Coordinate and prioritize activities with consideration of the City's capital improvement projects list.</p>

REFERENCE	GOAL/POLICY/PROGRAM
	<p><i>Responsibility:</i> Planning Division; Public Works; Planning Commission; City Council</p> <p><i>Financing:</i> State Cap and Trade; General Fund; State and Federal grants; project impact fees</p> <p><i>Objectives:</i> Reduce disparities in access to opportunities</p> <p><i>Timeframe:</i> 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>
<b>Goal H7</b>	<p><b><i>DESIGN OF HOUSING.</i></b></p> <p><b><i>Ensure new housing is well-designed and addresses the housing needs of the city.</i></b></p>
<b>Policy H7.1</b>	<p><b>Housing Design.</b></p> <p>Review proposed new housing to achieve excellence in development design through an efficient process and encourage infill development on vacant and underutilized sites that meet the community's needs. The City will encourage innovative new construction and universal housing design that enhances mobility and independence of the elderly and those living with disabilities in existing neighborhoods, enhancing neighborhood identity and sense of community.</p>
<b>Program H7.A</b>	<p><b>Create Residential Design Standards.</b></p> <p>Adopt objective design standards for each residential zoning district.</p> <p><i>Responsibility:</i> City Commissions; Planning Division; City Attorney; City Council</p> <p><i>Financing:</i> General Fund</p> <p><i>Objectives:</i> Adopt objective design standards for multifamily developments, mixed-use housing developments, and ADUs</p> <p><i>Timeframe:</i> Commence within two years of Housing Element adoption</p>
<b>Program H7.B</b>	<p><b>Develop and Adopt Standards for SB 9 Projects.</b></p> <p>Develop and adopt objective design standards for SB 9 (2021) projects, including urban lot splits and duplexes.</p> <p><i>Responsibility:</i> Planning Division; Planning Commission; City Council</p> <p><i>Financing:</i> General Fund</p> <p><i>Objectives:</i> Ensure new development is of high architectural quality and consistent with State law</p> <p><i>Timeframe:</i> Concurrent with Housing Element adoption</p>



# Definitions of Key Housing Terms

In the context of Housing Elements, “affordable housing” generally focuses on housing for extremely low-, very low-, low- and moderate-income households. Generally, housing that costs no more than 30 percent of household income is considered affordable to these income groups. The definitions below are used throughout this Housing Element.

## DEFINITIONS

- **Above Moderate-Income Households:** Defined by California Housing Element law as households earning over 120 percent of the median household income.
- **Accessible Housing:** Defined by HCD as units accessible and adaptable to the needs of the physically disabled.
- **Accessory Dwelling Unit (ADU):** Defined in the City’s Municipal Code (16.79.020), accessory dwelling units (ADUs) are attached or detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. The unit shall contain permanent provisions for living, sleeping, eating, cooking, sanitation, and exterior access separate from the primary dwelling.
- **Accessory Dwelling Unit, Junior (JADUs):** Defined in the City’s Municipal Code (16.79.020), junior accessory dwelling units (JADUs) are dwelling units that are no more than 500 square feet and contained entirely within an existing or proposed single-family dwelling. A JADU must include cooking facility with appliances and a food preparation counter and storage cabinets. A JADU may include separate sanitation facilities or may share sanitation facilities with the primary dwelling. A JADU must have exterior access separate from the primary dwelling.
- **Affordable Housing:** Affordable housing, for the purposes of the Housing Element, refers to housing that is affordable to extremely low-, very low-, low- and moderate-income households.
- **Emergency Shelter:** Defined by Health and Safety Code § 50800-50806.5 as housing with minimal supportive services that is limited to occupancy of six

months or less by a person experiencing homelessness. No individual or household may be denied emergency shelter because of an inability to pay.

- **Extremely Low-Income Households:** Defined by Government Code § 65583(a) to require local Housing Elements to provide “documentation of projections and a quantification of the locality’s existing and projected housing needs for all income levels, including extremely low-income households.” Extremely low income is a subset of the very low-income regional housing need and is defined as households earning less than 30 percent of the median household income.
- **Housing Affordability:** The generally accepted measure for determining whether a person can afford housing means spending no more than 30 percent of one’s gross household income on housing costs, including utilities, principal and interest. In the Bay Area, people can pay closer to 50 percent of their income for housing due to the high costs of housing. The two graphics below illustrate housing affordability in Menlo Park.
- **Housing Density:** The number of dwelling units per acre of land. Gross density includes the land within the boundaries of a particular area and excludes nothing. Net density excludes certain areas such as streets, open space, easements, water areas, etc.
- **Housing First:** “Housing First” is an approach that centers on providing people experiencing homelessness with housing quickly and then providing services as needed. What differentiates a “Housing First” approach from other strategies is that there is an immediate and primary focus on helping individuals and families quickly access and sustain permanent housing. This approach has the benefit of being consistent with what most people experiencing homelessness want and seek help to achieve. The “Housing First” model offers an alternative to emergency shelter or transitional housing, but does not eliminate the City’s need to zone for such uses.
- **Jobs/Housing Relationship:** The relationship of the number and types of jobs in a community with the availability and affordability of housing. In simplistic terms, an appropriate balance is commonly thought to be between 1.0-1.5 jobs for every 1 housing unit. However, the issue is more complex when a community strives to reduce in commuting and provide a better match of local jobs to employed residents working in those jobs. Other factors include the types of jobs and the salaries paid, number of employed people in the community, affordability of housing relative to the income of people working in local jobs, and household size and income. Affordable housing strategies strive to create opportunities for local workers, especially those employed in service and retail jobs, to have a

choice in finding local housing to fit their household needs in terms of type, affordability, amenities and location.

- **Low Barrier Navigation Center:** Defined by California Government Code § 65660 as a Housing First, low-barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.
- **Low Income Households:** Defined by California Health and Safety Code § 50079.5, which establishes the low-income limits set by the U.S. Department of Housing and Urban Development (HUD) as the state limit for low-income households. HUD limits for low-income household are generally households earning 50-80 percent of the median household income, adjusted for family size, with some adjustment for areas with unusually high or low incomes relative to housing costs.
- **Manufactured Homes:** Defined by California Health and Safety Code § 18007 as a structure that is transportable, is built on a permanent chassis and designed to be used as a single-family dwelling with or without a foundation when connected to the required utilities.
- **Median Household Income:** The middle point at which half of the City's households earn more and half earn less. Income limits are updated annually by the U.S. Department of Housing and Urban Development (HUD) for San Mateo County.
- **Moderate-Income Households:** Defined by § 50093 of the California Health and Safety Code as households earning 80-120 percent of the median household income.
- **Overlay Zoning or Zone:** Overlay zoning is a regulatory tool that is placed over an existing base zone(s) and identifies special provisions in addition to those in the underlying base zone. The overlay district can share common boundaries with the base zone or cut across base zone boundaries. Regulations or incentives are attached to the overlay district to protect a specific resource or guide development within a special area. Examples include the City's Affordable Housing Overlay and Emergency Shelter Overlay zoning.
- **Persons per Household:** Average number of persons in each household.

- **Regional Housing Needs Allocation (RHNA):** The RHNA for the 6th cycle of housing element updates in the Bay Area identifies the number of housing units needed at various income levels for the 2023-2031 timeframe.
- **Residential Care Facilities:** There are a variety of residential care facilities that address the needs of special segments of the population, including special care for the chronically ill, seniors, special need adults or youths, etc. The California Department of Social Services, Community Care Licensing Division, issues licenses for residential facilities that provide 24-hour non-medical care for children, adults and the elderly.
- **Secondary Dwelling Unit:** Defined in the Menlo Park Municipal Code as a dwelling unit on a residential lot that provides independent living facilities for one (1) or more persons and includes permanent provisions for living, sleeping, cooking and sanitation independent of the main dwelling on the residential lot.
- **Senior Housing:** Defined by California Housing Element law as projects developed for, and put to use as, housing for senior citizens. Senior housing is based on: (1) if the U.S. Department of Housing and Urban Development (HUD) has determined that the dwelling is specifically designed for and occupied by elderly persons under a Federal, State or local government program; (2) it is occupied solely by persons who are 62 or older; or (3) it houses at least one person who is 55 or older in at least 80 percent of the occupied units, and adheres to a policy that demonstrates intent to house persons who are 55 or older. Under Federal law, housing that satisfies the legal definition of senior housing or housing for older persons described above, can legally exclude families with children.
- **Single Room Occupancy (SRO):** This housing type typically has single rooms with shared bathrooms and kitchen facilities.
- **Special Needs Housing:** Defined by California Housing Element law (65583(a)(6)) as populations with special needs that must be addressed in a housing element — these include the needs of people experiencing homelessness, seniors, people who are living with disabilities, persons with developmental disabilities, large families and female-headed households.
- **Supportive Housing:** Defined by California Housing Element law as housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

- **Target Population:** Defined by California Housing Element law as persons with low incomes who have one or more disabilities, including mental illness, HIV or AIDS, substance abuse, or other chronic health condition, or individuals eligible for services provided pursuant to the Lanterman Developmental Disabilities Services Act (Division 4.5 (commencing with § 4500) of the Welfare and Institutions Code) and may include, among other populations, adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people.
- **Transitional Housing:** Defined by California Housing Element law as buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time that shall be no less than six months from the beginning of the assistance.
- **Very Low-Income Households:** Defined by California Health and Safety Code § 50079.5, which establishes very low income limits set by the U.S. Department of Housing and Urban Development (HUD) as the state limit for very low income households, which are households earning less than 50 percent of the median household income, with some adjustment for areas with unusually high or low incomes relative to housing costs.
- **Workforce Affordable Housing:** Housing that is affordable to the workforce in the community.

## Acronyms

AARP	American Association of Retired Persons
ABAG	Association of Bay Area Governments
AHO	Affordable Housing Overlay zone
BMR	Below Market Rate housing
CHAS	Comprehensive Housing Affordability Strategy
CCRH	California Coalition for Rural Housing
CAP	Climate Action Plan
DOF	California Department of Finance

DOH	San Mateo County Department of Housing
ECHO	Eden Council for Hope and Opportunity
ECR/DSP	El Camino Real/Downtown Specific Plan
ELI	Extremely Low Income households
GGRC	Golden Gate Regional Center
HCD	California Department of Housing and Community Development
HEART	The Housing Endowment and Regional Trust
HIP	Human Investment Project
HOPE County	Housing Our People Effectively: Ending Homelessness in San Mateo County
HUD	U.S. Department of Housing and Urban Development
LIHTC	Low Income Housing Tax Credit Program
LTIRC	Landlord and Tenant Information and Referral Collaborative
NPH	Non-Profit Housing of Northern California
PCRC	Peninsula Conflict Resolution Center
R-L-U	Retirement Living Units (Menlo Park zoning for senior housing)
RHNA	Regional Housing Needs Allocation
SRO	Single-Room Occupancy unit
VA	United States Department of Veterans Affairs