

City of Menlo Park Housing Element

Implementation and Update

September 2013

ACCOMPLISHED: City

Adopts New Housing

Element in May 2013

The State of California requires that every city in California prepare and adopt a Housing Element that includes policies and implementing programs that identify how and where the housing needs in each community will be met. In May 2013, after an extensive, year-long process, the City of Menlo Park adopted an updated Housing Element that addresses community housing needs for the 2007-2014 planning period. After the City's adoption of the new Housing Element, the California Department of Housing and Community Development (HCD) certified Menlo Park's Housing Element as complying with all of the requirements of state law. HCD's certification of the City's Housing Element was a major accomplishment and, unique to other counties in California, now all 21 jurisdictions in San Mateo County have certified housing elements.

NOW: Update of the **Menlo Park Housing Element Due in 2014**

Like all jurisdictions in the San Francisco Bay Area, Menlo Park's next Housing Elemennt update must be completed in 2014 to address the

community's housing needs through the 2014-2022 planning period. While much of what is contained in the City's current Housing Element will be retained in the update, this process will provide an opportunity for the community to identify any additional housing needs and to identify modifications to existing housing programs to address the wide range of housing needs in Menlo Park. As we all know, the people who are lucky enough to live in Menlo Park enjoy a high quality of life and want to keep it that way. There are others, like teachers, young people just getting started, people living with special needs and seniors who want to down-size, who either cannot find homes or cannot afford to live here. That's a problem that many in our community have recognized. Its important for people in the community to stay involved and participate in this update!

Your involvement in the Housing **Element Implementation and Update** is important. You can learn more and keep informed by signing up for email notifications from the City by going to the City's website at http://www. menlopark.org/athome

Si usted necesita más información sobre este proyecto, por favor llame al (650) 330-6702, y pregunte por un asistente que hable español.



Menlo Park Housing Element Implementation and Update Steering Committee Meeting

IN THIS ISSUE:

Schedule

Schedule of Activities for **Housing Element Implementation** and Update (See Page 2)

Housing Element Implementation

- Zoning for Emergency Shelter for the Homeless (See Page 3)
- Secondary Dwelling Unit Amnesty Program (See Page 3)
- Providing Reasonable **Accommodation for People Living** with Disabilities to Make Needed Home Improvements (See Page 3)

Housing Element Update

Housing Element Update — Housing Needs, Policies and Implementation Programs for the 2014-2022 Planning Period

(See Page 4)



Decisions Will Be Guided by City Decision-Makers, Housing Element Steering Committee and Residents



mplementation and Update **Schedule of Meetings** or Housing Element

Element for the 2014-2022 Planning Period Update to the City of Menlo Park Housing Housing Element Implementation and

Prepared September 2013

















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Other Technical Experts	Overlay Zoning Hocations a
commission meelings	2. (2) Emergency Shelter
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City commissions reviewing the Housing Element are the Planning Commission (PC) and the Housing Commission (HC).	Housing Flamont Underta for the RHNLA 5 Planning Pariod from 2014 — 2022. (2) Emarganov Shallar Ovarfov Zoning Underta for the RHNLA 6
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Council	April 22, 2014
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Commission Mar 17, 2014

Commission Mar 5, 2014

Meeting #4 Feb 27, 2014

60-Day HCD Review Dec-Feb

Council Dec 17, 2013

Nov 18, 2013

Commission Nov 6, 2013

Steering Comm Meeting #3 Oct 17, 2013

Workshop Sept 10, 2013

Steering Comm Meeting #2 Aug 26, 2013

Steering Comm Meeting #1 Aug 6, 2013

Meeting June 11, 2013

City Council

Meeting Type and Date

Community

Housing

City

Planning

Steering Comm

Planning

Housing

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Hearing .	Public Hearing	
La Recommend Draft Housing Element to the City Council	Adoption of the Updated Housing Element by the	004 11

Draft Housing Element to the

Housing Element City Council

to the Draft

by December 20, 2013

Results

Recommend

Element to HCD and Suggested by December Modifications

HCD Comments Meeting to

Draft Housing

Community

Community

Community

Community

Outreach

Information on

Emergency Shelter Overlay

Directions and Schedule of Activities

Implementation

City Council

□ Review

Approve the

Housing Work

Program for of Housing Programs

Background

Present

■ Review Potential the Housing Element,

Results

□ Review

■ Review

Outreach

Results

□ Review

Outreach Results

Review Outreach

■ Submit

□ Public

Review of

City Council	Element by the	Relai
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Zoning	Introduction	Zonii
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and Other	Amendments	Hous
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Related to	Emergency	Acco
Emergency	Shelter Overlay	and
Shelter Overlay	Zoning, Zoning	Dwe
Zonina Zonina	for Transitional	Amn

Other Changes to the City

Zoning Changes

and Proposed

Questions During this

Element

Comments on the Preliminary Draft Housing Time

Review

Element

and Provide

Direction on the

Unit Amnesty

RHNA 5 Update

Housing

Occured at the

July 16, 2013 City Council

Meeting

□ Provide

Accommodation

Reasonable and Second

Housing,

Element Policies

Housing

State Law Requirements for Emergency

Element Update for the 2014-

2022 Planning

Period

Review

and Housing

and Programs

Shelter,

and Provide Direction on

Transitional and Supportive

Work Program

Meeting Purposes

Refinements

Approach and

Components Changes for

for Zoning

Review

Comments on Zoning

Mapping Changes for

□ Review

Emergency

Changes for

Zoning

Changes for

Emergency

Shelters,

Emergency **Fransitional**

Discussion and

Directions

Accommodation and Secondary

for Community

Direction on Reasonable

Emergency Shelter Zoning

Opportunity

Provide

Review and Provide

□ Discuss Criteria for Shelters,

Emergency

Shelters,

Zoning and

Housing Element Zoning and

Review and

Provide

City Staff May Meet with HCD Staff to Review Any Comments and to Answer

Review Draft

Review Draft

Initial Study

and Provide

Direction on Key

Components of the Preliminary

Transitional and Supportive

Review

□ Provide

Emergency

Locations □ Review

Zoning

Shelters,

Initial Study

Review the Draft Housing

Preliminary

and Provide

Draft Housing

Draft Housing

Element

Element

Review

Comments on the Preliminary

Recommend

Proposed

Comments on the Draft

Changes	Related to
Related to	Emergency
Emergency	Shelter Overlay
Shelter Overlay	Zoning, Zoning
Zoning, Zoning	for Transitional
for Transitional	and Supportive
and Supportive	Housing,
Housing,	Reasonable
Reasonable	Accommodation
Accommodation	and Secondary
and Secondary	Dwelling Unit
Dwelling Unit	Amnesty
Amnesty	

Possible Modifications to the Draft Housing Element Based on HCD Comments

Transitional and Supportive

Accommodation and Secondary DU Amnesty

Accommodation

Reasonable

Accommodation and Secondary

Accommodation

with Housing Service Providers

Approach for Community Outreach

Community Outreach Approach

Reasonable

Housing,

Will Also Occur

Discussions

DU Amnesty ■ Fine-Tune

Locations □ Review

Overlay

and Secondary

DU Amnesty

DU Amnesty

Housing,

Reasonable

Housing,

and Supportive

and Secondary DU Amnesty

Reasonable

Housing,

and Supportive

Transitional

Shelters,

Transitional and Supportive

City Council Chambers at City Hall		
Meeting Location		

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Zoning for Emergency Shelter for the Homeless

State law requires all jurisdictions in California to explicitly recognize emergency shelters for the homeless in their zoning code. Program H3.A in the recently adopted City of Menlo **Park Housing Element calls for** establishing an overlay zone to allow emergency shelters for the homeless as a use "by right" to address the City's need for providing 16 beds to address homeless needs in the community. Appropriate locations for the overlay zoning will be evaluated based on land availability and

capacity to accommodate a facility, proximity to transit, types of nearby uses and suitability of sites in an area, land use transition areas, proximity to services and minimizing impacts to single family zones. Based on review of other facilities in the Bay Area, it is estimated that about one-quarter to one-half acre of land would be needed to address Menlo Park's homeless needs. The overlay zone designation will cover sufficient land to provide a choice of potential sites if and when a facility or multiple, smaller facilities are proposed.





Examples of emergency shelter facilities for the homeless (counter-clockwise from lower left to top right): First Step for Families, San Mateo, CA; Maple Street Shelter, Redwood City, CA; Haven House, Menlo Park, CA; homeless facility located in Jackson, CA; homeless facility located in Santa Monica, CA;







SECONDARY DWELLING UNIT AMNESTY

"Amnesty Programs" permit owners of illegal secondary dwelling units to come forward during a certain time period and legalize their units. Program H4.F in the recently adopted City of Menlo Park Housing Element calls for undertaking an amnesty program for secondary dwelling units that do not have permits. The purpose of the program is to increase the city's stock of legal and affordable housing that

is both safe and habitable. By design, secondary dwelling units are smaller than the principal residence, and are sited in a way to preserve the single-family character of a neighborhood. The City recently adopted a revised secondary dwelling unit ordinance, effective July 11, 2013, covering new secondary dwelling unit standards and permit procedures (Chapter 16.79 of the Zoning Ordinance).

Experience in other cities in San Mateo County show that a high percentage of unpermitted secondary dwelling units are likely to have health and safety violations that put tenants at risk. Amnesty Programs provide an opportunity to substantially reduce these problems and provide additional lower cost legal units in a tight housing market.

Reasonable Accommodation Procedures to Allow Someone with a Disability to Make Improvements

A series of federal and state laws have been enacted over the past several years to prohibit policies that act as a barrier to individuals with disabilities who are seeking housing. These pieces of legislation require jurisdictions to take affirmative action to eliminate regulations and practices that deny housing opportunities to individuals with disabilities. In this regard, it is somewhat different than a traditional

or typical zoning variance because here the focus of review is the need of the individual with disabilities to overcome barriers to housing, not on the topography of the site or the unique character of the lot. The focus here is solely on the special need of the individual to utilize his or her home or dwelling unit, including secondary dwelling units, which is directly related to the individual's disability.

Program H3.C in the recently adopted Menlo Park Housing Element calls for providing individuals with disabilities equal access to housing. The purpose of this change is to provide a process solely for individuals with disabilities to make requests for reasonable accommodation in regard to relief from the various land use, zoning, or building laws, rules, policies, practices and/or procedures of the City.



What is the Housing Element?

The Housing Element is the blueprint for future housing development in the city. It includes goals, policies, and programs that direct residential decision-making. State law requires that local governments update their Housing Element periodically. Housing Elements must:

- Evaluate existing housing policies and programs.
- Conduct a needs assessment based on local demographics and housing conditions.
- **Develop goals, objectives and policies** defining the community's position on various housing issues and setting measurable targets for meeting housing needs.
- **Develop an inventory of potential sites** where housing may be constructed.
- **Analyze any obstacles or constraints** to housing production in the community.
- **Create an action plan** identifying policies and programs the community will implement to achieve its housing objectives.

Stay informed by going to the City's website at

http://www.menlopark.org/athome



Please Mark Your Calendar!

Fall 2013

■ COMMUNITY WORKSHOP

Community workshop on Housing Element Implementation and Update. Menlo Park Senior Center 100 Terminal Ave

September 10, 2013 (7:00 — 9:00 pm)

■ HOUSING ELEMENT STEERING COMMITTEE MEETING Public

meeting to provide recommendation on the Housing Element Implementation and Update.

City Hall Complex (location to be determined)

October 17, 2013 (5:30 — 8:00 pm)

HOUSING COMMISSION

MEETING Public meeting to provide recommendation on the Preliminary Draft Housing Element.

November 6, 2013 (Tentative)

PLANNING COMMISSION

MEETING Public meeting to provide recommendation on the Preliminary Draft Housing Element and zoning changes related to emergency shelters for the homeless, secondary dwelling unit amnesty program and reasonable accommodation.

November 17, 2013 (Tentative)

CITY COUNCIL MEETING

Public meeting to review the Preliminary Draft Housing Element and zoning changes related to emergency shelters for the homeless, secondary dwelling unit amnesty program and reasonable accommodation.

December 17, 2013 (Tentative)

Winter/Spring 2014

■ HOUSING ELEMENT STEERING COMMITTEE MEETING

February 27, 2014 (Tentative)

■ HOUSING COMMISSION MEETING

March 5, 2014 (Tentative)

■ PLANNING COMMISSION MEETING

March 17, 2014 (Tentative)

■ CITY COUNCIL MEETINGS

April 8 and 22, 2014 (*Tentative*)