



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 Element 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. It's 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

Schedule of Meetings for Housing Element Implementation and Update

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

Prepared September 2013

Products include: (1) Housing Element Update for the RHNA 5 Planning Period from 2014 – 2022; (2) Emergency Shelter Overlay Zoning (Locations and Zoning Text); (3) Zoning Text Modifications for Transitional and Supportive Housing; (4) Second Dwelling Unit Amnesty Program; and (5) Standards and Procedures for Reasonable Accommodation.



City commissions reviewing the Housing Element are the Planning Commission (PC) and the Housing Commission (HC).

Meeting Type and Date														
	City Council Meeting June 11, 2013	Steering Comm Meeting #1 Aug 6, 2013	Steering Comm Meeting #2 Aug 26, 2013	Community Workshop Sept 10, 2013	Steering Comm Meeting #3 Oct 17, 2013	Housing Commission Nov 6, 2013	Planning Commission Nov 18, 2013	City Council Dec 17, 2013	60-Day HCD Review Dec-Feb	Steering Comm Meeting #4 Feb 27, 2014	Housing Commission Mar 5, 2014	Planning Commission Mar 17, 2014	City Council April 8, 2014	City Council April 22, 2014
	City Council Chambers at City Hall	Menlo Park Main Library (Conf Room)	Menlo Park Recreation Center	Menlo Park Senior Center	TBD	Administration Building (First Floor)	City Council Chambers at City Hall	City Council Chambers at City Hall	TBD	TBD	Administration Building (First Floor)	City Council Chambers at City Hall	City Council Chambers at City Hall	City Council Chambers at City Hall
Meeting Purposes	<div>Approve the Housing Work Program for Implementation of Housing Programs</div> <div>Review City Council Directions and Schedule of Activities</div> <div>Review State Law Requirements for Emergency Shelter, Transitional and Supportive Housing</div> <div>Element Update for the 2014-2022 Planning Period</div> <div>Work Program Refinements Occurred at the July 16, 2013 City Council Meeting</div>	<div>Review Potential Emergency Shelter Overlay Zoning Locations</div> <div>Review Housing Element Policies and Programs</div> <div>Review Direction on RHNA 5 Update</div>	<div>Review and Provide Opportunity for Community Discussion and Directions</div> <div>Review and Provide Opportunity for Community Discussion and Directions</div> <div>Review and Provide Opportunity for Community Discussion and Directions</div>	<div>Present Background Information on the Housing Element, Emergency Shelters, Transitional and Supportive Housing, Reasonable Accommodation and Second Unit Amnesty</div> <div>Review and Provide Opportunity for Community Discussion and Directions</div> <div>Review and Provide Opportunity for Community Discussion and Directions</div>	<div>Review Community Outreach Results</div> <div>Provide Direction on Key Components of the Preliminary Draft Housing Element</div> <div>Provide Direction on the Approach and Components for Zoning Changes for Emergency Shelters, Transitional and Supportive Housing, Reasonable Accommodation and Second Unit Amnesty</div>	<div>Review Community Outreach Results</div> <div>Review and Provide Comments on the Preliminary Draft Housing Element</div> <div>Review and Provide Comments on Zoning Changes for Emergency Shelters, Transitional and Supportive Housing, Reasonable Accommodation and Second Unit Amnesty</div>	<div>Review Community Outreach Results</div> <div>Review Draft Initial Study</div> <div>Review the Preliminary Draft Housing Element</div> <div>Review Zoning Mapping Changes for Emergency Shelters, Transitional and Supportive Housing, Reasonable Accommodation and Second Unit Amnesty</div>	<div>Review Community Outreach Results</div> <div>Review Draft Initial Study</div> <div>Review the Preliminary Draft Housing Element</div> <div>Review Zoning Mapping Changes for Emergency Shelters, Transitional and Supportive Housing, Reasonable Accommodation and Second Unit Amnesty</div>	<div>Submit Draft Housing Element to HCD by December 20, 2013</div> <div>City Staff May Meet with HCD Staff to Review Any Comments and to Answer Questions During this Time</div>	<div>Review of HCD Comments and Suggested Modifications to the Draft Housing Element to the City Council</div> <div>Provide Comments on the Draft Housing Element and Proposed Zoning Changes to the Council</div>	<div>Public Hearing</div> <div>Recommend Draft Housing Element to the City Council</div> <div>Recommend Zoning Ordinance Amendments and Other Changes to the City Council</div> <div>Recommend Zoning Ordinance Amendments and Other Changes to the City Council</div>	<div>Public Hearing</div> <div>Recommend Draft Housing Element to the City Council</div> <div>Recommend Zoning Ordinance Amendments and Other Changes to the City Council</div> <div>Recommend Zoning Ordinance Amendments and Other Changes to the City Council</div>	<div>Public Hearing</div> <div>Adoption of Zoning Ordinance Amendments by the City Council</div> <div>Introduction of Zoning Ordinance Amendments Related to Emergency Shelter Overlay Zoning, Zoning for Transitional and Supportive Housing, Reasonable Accommodation and Secondary Dwelling Unit Amnesty</div>	<div>Public Hearing</div> <div>Adoption of Zoning Ordinance Amendments by the City Council</div> <div>Introduction of Zoning Ordinance Amendments Related to Emergency Shelter Overlay Zoning, Zoning for Transitional and Supportive Housing, Reasonable Accommodation and Secondary Dwelling Unit Amnesty</div>

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.



*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*)

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
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website at**

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