



City of Palo Alto

City Council Staff Report

(ID # 11871)

Report Type: Action Items

Meeting Date: 1/19/2021

Summary Title: Housing Element Working Group

Title: Formation of Working Group and Council Subcommittee for the 2023-31 Housing Element Update Process

From: City Manager

Lead Department: Planning and Development Services

Recommendation

Staff recommends that the City Council take the following actions:

1. Establish and provide direction to staff regarding recruitment of a Working Group to assist with the development of the 2023-2031 Housing Element Update; and
2. Designate the Policy and Services Committee, an ad hoc committee or other direction on Council participation in the update process.

Executive Summary

In order to meet existing and future housing needs for all in the community, the State requires that all local jurisdictions adopt a Housing Element as part of their General Plan. A Housing Element is a strategic housing plan outlining how the City will meet its housing needs, including identifying sites to accommodate new housing and programs to facilitate new housing construction.

State law requires that jurisdictions update their Housing Element and have it certified by the State Housing and Community Development (HCD) department every eight years. The City's current Housing Element is for the 2015-2023 period. By December 2022, the City must prepare and submit for certification its Housing Element covering 2023 – 2031. Due to the extensive work needed to prepare the Housing Element, the City has already initiated the update process by issuing a Request for Proposal for a HE consultant.

In conjunction with the selection of a consultant, staff recommends the formation of a Working Group (Working Group) to help advise the City Council, staff, and consultant team throughout the update process. The group would represent a cross section of the Palo Alto community and housing stakeholders. The group, in an advisory role, would be tasked with providing

comments and feedback, proposing programs and policies, and making recommendations to the Council. As a body created by action of the City Council, the Working Group would be subject to the Brown Act.

In addition, staff requests that the Council consider designating the Policy and Services Committee to receive regular briefings regarding progress of the update, and to provide direction and input. If the Council chooses not to designate the Policy and Services Committee, some alternatives include forming a Housing Element subcommittee or Council ad hoc committee to maintain Council engagement with the Working Group. Council could also consider designating the Planning and Transportation Commission as an option.

Background

Since 1969, the State has required all local jurisdictions adequately plan to meet the housing needs of everyone in the community. Local jurisdictions meet this requirement by adopting housing elements as part of their “general plan” or in the Palo Alto’s case, the Palo Alto Comprehensive Plan. The Comprehensive Plan serves as the City’s “blueprint” for how the City will grow and develop. State law mandates inclusion of eight elements in general plans: land use, transportation, conservation, noise, open space, safety, housing, and most recently, environmental justice. Jurisdictions may elect to include additional elements.

The Housing Element is one of the eight mandated elements in the Comprehensive Plan and the only element that requires certification by the State. The Housing Element covers a period of eight years. For reference, please click [here](#) for a copy of the 2015-23 Housing Element. The City’s current Housing Element lasts through the year 2023.

California’s housing-element law acknowledges that, in order for the private market to adequately address the housing needs of Californians, local governments must adopt plans and regulatory systems that provide opportunities for housing development. As a result, housing policy in California rests largely on the effective implementation of local general plans and in particular, local housing elements.

As noted, staff issued a Request for Proposal (RFP) seeking a Housing Element consultant to assist the City in its update. Firms submitted proposals on December 23, 2020. Staff is in the process of evaluating the proposals.

Housing Element Requirements

There are a number of requirements that must be met in order for a Housing Element to be certified by the State. A more detailed description of each of the Housing Element requirements is included as Attachment A. The main requirements of the Housing Element include the following items:

- Housing Needs

Housing-element law requires local governments to adequately plan to meet their existing and projected housing needs, including their share of the regional housing needs allocation (RHNA). Analysis of the City's housing need should include a review of Assisted Housing Developments at Risk of Conversion, Extremely Low-Income Housing Needs, Overpayment and Overcrowding, and Population, Employment, and Household Characteristics.

- Site Inventory and Analysis

Government Code Section 65583(a)(3) requires local governments to prepare an inventory of land suitable for residential development to accommodate its RHNA. The City's RHNA for the planning period has not been finalized. Based on the draft methodology, the City's RHNA is expected to be approximately 6,000 housing units. The inventory includes vacant sites and non-vacant sites having the potential for redevelopment. An analysis of the relationship between zoning and public facilities and services to these sites is also required. Since the previous Housing Element update, the State has passed additional site selection requirements to allow sites to be included in a jurisdiction's site inventory. Additional information about RHNA and recent site inventory and analysis requirements are included as Attachment B.

- Constraints

The housing element must identify and analyze potential and actual governmental constraints to the maintenance, improvement, or development of housing for all income levels. The analysis should identify the specific standards and processes of these constraints and evaluate their impact on the supply and affordability of housing.

- Program Requirements

Each jurisdiction must identify specific programs in its housing element that will allow it to implement the stated policies and achieve the stated goals and objectives. Programs must include specific action steps the locality will take as part of this implementation.

- Affirmatively Furthering Fair Housing

As of January 1, 2019, all housing elements must include a program that promotes and affirmatively furthers fair housing opportunities throughout the community. Under state law, affirmatively furthering fair housing means "taking meaningful actions, in addition to combatting discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

- Other Requirements

In addition to the above listed requirements, other requirements include: Analysis of Consistency with the Comprehensive Plan, and Priority for Water and Sewer (in which sewer and water providers must grant service allocations for affordable housing project).

Consequences of Non-Certification

The potential consequences for failing to adopt a compliant Housing Element are severe. Litigation may be brought by any interested party (Gov. Code 65587(b)) or the office of the Attorney General (Gov. Code 65585). If a court finds that the jurisdiction's Housing Element is inadequate, it must include one or more of the following remedies in its order:

- Suspension of the jurisdiction's authority to issue building permits or related permits prior to the issuance of such permits for housing projects;
- Suspension of the jurisdiction's authority to grant zoning changes, variances, and map approvals;
- Mandated approval of residential housing projects. (Gov. Code 65755).

In other words, until the jurisdiction adopts a compliant Housing Element, a court is empowered – and to some extent required – to halt all development activity in the jurisdiction other than permits for housing projects that would be consistent with a compliant Housing Element.

In addition, recent legislation expanded the authority of the office of the Attorney General to enforce housing element law. In suits brought by the office of the Attorney General, a court is required to impose fines on jurisdictions that consistently refuse to adopt a compliant Housing Element. The fines range from a minimum of \$10,000 per month, up to \$600,000 per month. If a jurisdiction has not adopted a compliant Housing Element within 18 months following a court order, the court may appoint a receiver to take all governmental actions necessary to bring the jurisdiction's Housing Element into compliance. (Gov. Code 65585).

Previous Housing Community Panel and Regional Housing Mandate Committee

In the previous Housing Element update process in 2014, a Housing Community Panel (Panel) was established to work with City staff and the consultant. The City Council assigned the City Manager the responsibility to select members of the Panel. Meeting on a monthly basis, the Panel started with reviewing programs and policies of the 2007-2014 Housing Element for continuation in the next cycle, making Housing Inventory Site selections, and proposing additional or new housing programs and policies.

Below is the list of the stakeholder organizations/categories that participated in the Community Panel.

Planning and Transportation Commission	Realtors
Human Relations Commission	Renters
Palo Alto Unified School District	Persons with Disabilities
Palo Alto parents	Seniors
Neighborhood Associations	Market Rate Housing Developer
Housing Advocates	Affordable Housing Developer

Staff also worked with a Mayor-appointed Regional Housing Mandate Subcommittee (RHMC). The RHMC was initially established to review the RHNA process but then was assigned to review the 2015-2023 Housing Element update process. The RHMC met on a monthly basis and provided feedback to staff.

Discussion

Government Code 65583(c)(7) requires: "The local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort." Staff propose the establishment of a Working Group to be one facet of the City’s public participation effort. Additional opportunities would be provided for public engagement and participation, such as workshops and other engagement options. Staff also proposes to provide a monthly summary of the update process as well as providing a quarterly report to Council so that the public may track the progress of the update.

Role of Working Group

The role of the Working Group would be as an advisory group to the City Council. It would provide recommendations to the Council on a variety of areas including housing program and policy, housing inventory site selection, and community participation and outreach. The Working Group would be subject to the Brown Act, California’s Open Meeting Law, and would hold regular, noticed, and agendized public meetings. The Working Group is expected to meet monthly, starting shortly after the selection of the consultant. Overall, the commitment would begin in April 2021 and extend through October 2022.

Group Makeup

The Working Group would be comprised of a cross section of the Palo Alto community and those interested in housing in the City. Staff recommends a working group size of 13-17 members to keep the group manageable and productive. Two alternates should also be selected by the City Council in case a member resigns or fails to attend at least 75% of the meetings. Table 2 includes a proposed list of stakeholder groups to be included in the Working Group.

Table 2: Potential Working Group Membership	
Recommended for Inclusion	Additional Stakeholders
Affordable housing developer	Architect and/or design professional
Affordable housing resident	Business community
Interest groups (such as Palo Altans for Sensible Zoning, Palo Alto Forward, League of Women Voters)	Faith community
Market rate housing developer	Human Relations Commission
Neighborhood Associations/Groups	Planning and Transportation Commission
Persons with disabilities	Realtors
Renters	School District
Seniors	
Special Needs	
Stanford University	
Unhoused or formerly unhoused (including those living in vehicles)	
Underrepresented Populations (Limited English Proficiency, youth, persons of color.)	

If the current proposed RHNA methodology is approved, more than half of the City’s expected RHNA requirement will be very-low, low, and moderate income units. Therefore, staff proposes that an affordable housing resident be included as part of the Working Group. This would also be consistent with the new AFFH requirements to provide outreach and representation of those groups previously underrepresented in past processes.

Qualifications

The City should select candidates needed to ensure a diversity of interests and expertise, including homeowners and renters, people of different ages, economic levels, and cultural backgrounds. Successful candidates must have energy, a drive to steward the future of the City, and a willingness to meet on a monthly basis. A demonstrated ability to work collaboratively and effectively in a diverse group environment is recommended.

Application Process

An application process indicating the required and desired criteria can allow the City to identify individuals for the Working Group. Some of the proposed representatives are unique or specific and may require an invitation to participate instead of a voluntary submittal of an application. Applicants who are not appointed to the Working Group are nonetheless welcome to attend the regular meetings and provide their input.

Based on direction this evening, staff would initiate the application and recruitment process with a goal to return to Council in April for appointment of the members.

Council Subcommittee

In addition to the formation of the Working Group, staff requests the formation of a two or three-member Council subcommittee to participate in the Housing Element update process. The subcommittee could be established by assigning the responsibility to the existing Policy and Services Committee. Similar to the previous Housing Element update process, the subcommittee would receive updates on the efforts of the Working Group and review and provide input on Working Group proposals or recommendations. Staff envisions that updates would be provided to this subcommittee every other month.

If the Council chooses not to assign the members of the Policy and Services Committee to the Housing Element update, Council can establish a new subcommittee and appoint members. Selection of the members to serve on the Housing Element update subcommittee could occur in April, at the same time the Working Group members are proposed to be selected.

Next Steps

If approved, City staff will conduct a comprehensive two-week outreach and recruitment process for potential applicants to ensure a diverse pool of applicants for each of the selected categories of representatives. A draft of the application form is included as Attachment C. Applications would be due by the end of February. The City Council would review and select applicants in April.

Summary of Key Issues

Council is asked to provide direction on the formation of the Working Group and Council subcommittee to establish a wide range of stakeholder representation to facilitate the Housing Element update process.

Policy Implications

The establishment of working groups and subcommittees is a consistent practice with major Planning efforts the City has previously undertaken. There are no anticipated policy conflicts related to the requested action.

Resource Impact

The active preparation and participation of staff and consultants with the selected Working Group and designated Council subcommittee meetings will require dedicated time on a monthly basis for approximately 18 months. Additional costs for the consultant's time will be included in the Housing Element update project budget. At this time, funding from State Local Early Action Planning (LEAP), SB2 Planning grants, and the General Fund is available to pay for a significant portion of the Housing Element. Staff is also tracking other funding sources if expenses exceed budgeted estimates.

Timeline

Below is a tentative timeline of the Housing Element update process if the Council chooses to establish a Working Group and a Council subcommittee. As mentioned above, staff expects to

meet monthly with the Working Group and every two months with the Council subcommittee starting in late Spring 2021.

Table 3: Timeline	
Action	Projected Date
Consultant Selected	April 2021
Community Meetings	May 2021
Working Group Meets	May 2021
Council Subcommittee Meets	June 2021
PTC Housing Element Update	November 2021
Council Housing Element Update	January 2022
Council Housing Element Update	June 2022
Release of Administrative Draft	July 2022
PTC Review	September 2022
City Council Housing Element adoption	November 2022
HCD certification	January 2023

Environmental Review

The current action requested does not represent a project under the California Environmental Quality Act (CEQA). The City anticipates that a Supplemental Environmental Impact Report to the Comprehensive Plan Final Environmental Impact Report (2017) will be the appropriate level of environmental review for the Housing Element update and associated tasks.

Attachments:

- Attachment - Summary of HE Requirements
- Attachment B - RHNA and Site Requirements
- HE Working Group Application

ATTACHMENT A

HOUSING ELEMENT REQUIREMENTS

a. Housing Needs

An effective housing element provides the necessary conditions for developing and preserving an adequate supply of housing. Housing-element law requires local governments to adequately plan to meet their existing and projected housing needs, including their share of the regional housing needs allocation (RHNA). The City's RHNA for the planning period is approximately 10,000 housing units but this number has not yet been finalized. Per the ABAG RHNA timeline, the City's final RHNA number should be determined in June 2021. A complete housing analysis should include a quantification and a descriptive analysis of the specific needs and resources available to address these needs.

b. Site Inventory and Analysis

Government Code Section 65583(a)(3) requires local governments to prepare an inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment, to accommodate its RHNA requirement. An analysis of the relationship of zoning and public facilities and services to these sites is also required. The inventory of land suitable for residential development shall be used to identify sites that can be developed for housing within the planning period. Since the previous HE update, the State has passed additional requirements for site selection which involve greater analysis. Housing elements previously required land inventories that identify sites that could accommodate housing development. Now, the site inventory must include the "realistic and demonstrated potential" for identified sites to accommodate housing development. As part of the analysis of realistic and demonstrated potential, it must show if the site has access to utilities. In addition, the State requires greater justification of the number of units on the site, including a review of the density of projects on similar sized sites.

Also, the State put additional requirements on vacant and non-vacant sites. For example, if a non-vacant site is selected for the sites inventory, the analysis for the site must consider the jurisdiction's past experience in converting existing uses to higher density residential development, current market demand for the existing use and any contract or lease that could prevent the redevelopment of the site.

c. Constraints

The housing element must identify and analyze potential and actual governmental constraints to the maintenance, improvement, or development of housing for all income levels. The analysis should identify the specific standards and processes of

these constraints and evaluate their impact on the supply and affordability of housing. The analysis should determine whether local, regulatory standards pose an actual constraint and must also demonstrate local efforts to remove constraints that hinder a jurisdiction from meeting its housing needs.

d. Program Requirements

Each jurisdiction must identify specific programs in its housing element that will allow it to implement the stated policies and achieve the stated goals and objectives. Programs must include specific action steps the locality will take to implement its policies and achieve its goals and objectives. Programs must also include a specific timeframe for implementation, identify the agencies or officials responsible for implementation, describe the jurisdiction's specific role in implementation, and (whenever possible) identify specific, measurable outcomes.

e. Affirmatively Furthering Fair Housing

As of January 1, 2019, all housing elements must now include a program that promotes and affirmatively furthers fair housing opportunities throughout the community. Additionally, all housing elements due on or after January 1, 2021, must contain an Assessment of Fair Housing (AFH) consistent with the core elements of the analysis required by the federal Affirmatively Furthering Fair Housing (AFFH) Final Rule of July 16, 2015. Under state law, affirmatively further fair housing means "taking meaningful actions, in addition to combatting discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics." The housing element land inventory and identification of sites must be consistent with a jurisdiction's duty to AFFH and the findings of its AFH.

e. Other Requirements

In addition to the above listed requirements, other requirements include: Analysis of Consistency with the Comprehensive Plan and Priority for Water and Sewer.

RHNA Process and
Recently Enacted Housing Element Site Selection Requirements

Regional Housing Needs Allocation (RHNA)

RHNA represents the number of housing units a jurisdiction must plan for and is derived from a process involving state and regional organizations. Because housing is an area of statewide concern, the legislature over several decades has taken steps to promote the production of fair housing opportunities for all. Each jurisdiction in the state must prepare a housing element, which is a component of the comprehensive plan. Housing elements are typically updated every eight years and include housing production goals at various income levels. Jurisdictions must demonstrate in their housing element that they already have capacity to accommodate the new housing growth or they need to amend their local zoning laws to do so within a specified period of time.

City staff has been working with the Association of Bay Area Governments in determining the City's RHNA for the 2023-2031 period. While the City's RHNA has yet to be finalized, per the Final Subregional Shares, dated December 18, 2020, the City's draft RHNA is as follows:

Draft 2023-2031 RHNA				
Very Low Income	Low Income	Moderate Income	Above Moderate Income	TOTAL
1,556	896	1,013	2,621	6,086

The final RHNA determination for the subregions will be considered by the ABAG Executive Committee on January 21, 2021.

RHNA Site Selection Requirements

As the City commences its site selection process to accommodate its RHNA, since the last Housing Element update, the State has approved a number of additional requirements as part of the site selection process. Below is a summary of the new requirements and its potential impacts to the City.

SB 166 (2017) - No Net Loss

SB 166 adds a "no net loss" provision for Housing Opportunity site inventories. If an approved project on a Housing Opportunity site has fewer units by income category than what was identified in the City's housing element, the remaining sites in the housing element must be adequate to meet the unmet RHNA requirements, or the local government is required to identify and rezone additional sites to fully accommodate the unmet need within 180 days.

City Impact: In general, when selecting Housing Opportunity sites to accommodate RHNA, additional sites are selected to create a "surplus" of units in anticipation to such "no net loss" scenarios. A general rule of thumb is to create a surplus of approximately 10% over the RHNA. In the City's case, with the anticipated RHNA of 6,000 units, adequate sites to accommodate up to 6,600 units would be recommended. The City will need to closely monitor future developments to track the "no net loss" requirement.

AB 1397 (2017) – Revised Housing Opportunity Sites Eligibility Standards

AB 1397 increases eligibility requirements for Housing Opportunity sites. Some significant requirements were introduced in AB 1397.

Sites in the inventory must now be both suitable and available. Sites smaller than half-acre or larger than 10 acres are not considered suitable for lower income housing unless the jurisdiction provides examples of “realistic capacity” in which it can demonstrate sites of equivalent size that were successfully developed during the prior planning period for an equivalent number of lower income housing units or other supporting evidence. For non-vacant sites, they must have a realistic and demonstrated potential for redevelopment.

To demonstrate availability, if a local government uses non-vacant sites to accommodate most of its lower income housing need, as it is in the City’s case, existing uses are presumed impediments absent substantial findings that the use is likely to be discontinued during the planning period to show that the site is available.

Also, vacant sites cannot be used for more than two consecutive planning periods, and non-vacant sites for consecutive planning periods, unless the site is rezoned to allow at least 30 units per acre and by-right development if at least 20% of the units are affordable to lower income households

City Impact: Changes in the State Housing Element Law compound the difficulty presented by a higher RHNA. The current site inventory illustrates the impact of these tightened standards.

Of the current 1,680 units of lower income housing capacity identified on 176 sites in the City’s 15-23 Housing Element:

- 1,559 units (92.7%) are planned on non-vacant sites, triggering the requirement for findings that existing uses in non-vacant parcels are likely to be discontinued.
- 885 units (52.6%) are planned on sites smaller than half-acre or larger than 10 acres and require evidence of equivalent sites being developed. This constitutes 138 of the 176 Housing Opportunity sites (78.4%).
- A substantial number of non-vacant sites have been included in previous housing elements. These sites will now be subject the AB 1397 requirements for inclusion in the HE update.

AB 686 (2018) – Affirmatively Furthering Fair Housing

AB 686 adds an affirmatively furthering fair housing (AFFH) requirement for housing elements that includes:

- A summary of fair housing issues in the jurisdiction and an assessment of the jurisdiction’s fair housing enforcement and fair housing outreach capacity.
- An analysis of available federal, state, and local data and knowledge to identify integration and segregation patterns and trends, racially or ethnically concentrated areas of poverty, disparities in access to opportunity, and disproportionate housing needs within the jurisdiction, including displacement risk.
- An identification of the jurisdiction’s fair housing priorities and goals and identifying the metrics and milestones for determining what fair housing results will be achieved.
- Strategies and actions to implement those priorities and goals, which may include enhancing mobility strategies and encouraging development of new affordable housing in areas of opportunity, including preservation of existing affordable housing, and protecting existing residents from displacement.

City Impact: AB 686’s requirement to approach the site inventory with an AFFH lens will add more complexity to the work for the sixth cycle. Once again, the current site inventory illustrates the challenge the City faces in achieving compliance in the upcoming cycle. While the City is mostly areas of high

opportunity, site selection must ensure that the selected sites do not lead to further segregation or greater disparity in fair housing opportunities.

High opportunity/resource areas are defined by HCD and the California Tax Credit Allocation Committee, which uses them in evaluating financing for affordable housing projects.

AB 725 (2020) – Medium-Density Housing Required

AB 725 addresses the deficit of medium-density housing by requiring cities designate at least 25 percent of a jurisdiction's share of the regional housing needs allocation as moderate- and above moderate-income housing. For these housing opportunity sites, zoning that allows at least four units of housing, but not more than 100 units per acre of housing, is required.

City Impact: This new legislation, which was signed by the Governor in September 2020, is still being analyzed on how to implement this requirement and to understand what impact this legislation may have on site selection.

Invitation to Apply to the Palo Alto Housing Element Update Working Group

Applications are due by close of business on February 26, 2021

The City of Palo Alto is seeking applications from community members interested in being on a working group that will assist the City in its 2023-31 Housing Element update. If you would like to be considered as a participant on this group, please review the information below and submit a completed application form by the close of business on February 26, 2021.

Background

In order to meet existing and future housing needs for all in the community, the State requires that all local jurisdictions adopt a Housing Element (HE), a strategic housing plan outlining how the City will implement programs and identify sites to meet its housing needs. State law requires that jurisdictions update their HE and have it certified by the State Housing and Community Development (HCD) department every eight years. The City's current HE is for the 2015-2023 period. Because of the extensive work needed in the preparation of a HE, the City has already initiated the update process for the 2023-2031 Housing Element update. The anticipated deadline for Housing and Community Development (HCD) certification deadline for the 2023-2031 planning period is sometime between December 2022 - January 2023.

Public participation is a significant component of the update process. In addition to extensive community outreach, the City Council wishes to establish a HE Working Group (Working Group) to help advise the consultant and staff as part of the update process. The group would be representative of a cross section of the Palo Alto community and interested housing stakeholders in the City. The group, in an advisory role, would be tasked with providing comments and feedback, proposing programs and policies, and making recommendations to the Council.

Working Group Purpose and Role

The Working Group will consist of up to 15 community members appointed by the City Council to represent a diversity of interests and serve as an advisory body to City staff and City Council. Two alternates will also be selected in the event that a member resigns or fails to attend at least 75% of the meetings. Some of the responsibilities the Working Group may be tasked with include:

1. Review of existing Housing Element programs and policies.
2. Review and respond to baseline data, analysis, recommendations, and presentations by staff and consultants.
3. Develop goals and policies, refine housing options, and address key housing issues.
4. Serve as a conduit and resource for larger community input (i.e., workshops, tours, and online engagement).

Working Group members will be asked to review materials provided in advance of monthly meetings and will be primarily engaged in reviewing and commenting on (rather than writing) draft Housing Element language.

Term

The Working Group will be subject to the Brown Act, California's Open Meeting Law, and will hold regular, noticed and agendized public meetings. The Working Group is expected to meet approximately monthly, starting in May 2021 and extending through October 2022.

December 18, 2020

Composition

Members will be selected to ensure the group is representative of a diversity of community members representing the many different interests in housing. The following composition will include (members may address multiple criteria):

- Housing Developers (Affordable and Market Rate)
- Community/Organization/Association Representatives
- Special Needs Population
- Seniors
- Previously Underrepresented Populations
- Renters
- School District
- Stanford University

Qualifications

The City Council will select appropriate candidates to ensure a diversity of interests and expertise, including homeowners and renters and people of different ages and cultural backgrounds. Successful candidates must have available time and energy for this important task, good ideas about the future of the City, willingness to meet on a monthly basis and have demonstrated the ability to work collaboratively and effectively in a diverse group environment.

Applicants who are not appointed to the Working Group are nonetheless welcome to attend the regular meetings and provide their input.

Housing Element Update Working Group Application

Name: _____
Mailing Address: _____
Phone: _____
Email Address: _____

Are you a Palo Alto resident? YES NO

Do you work in Palo Alto? YES NO If yes, what is the name of
your company/business? _____
What is the address of your company/business? _____

Do you own property in Palo Alto? YES NO
If yes, what is the property address? _____

Do you have any relatives or members of your household who are employed by the City of Palo Alto,
who are currently serving on the City Council, or who are Board Members or Commissioners?
 YES NO
If yes, which department/body? _____

Are you generally available and committed to attend approximately monthly meetings between May
2021 and October 2022? YES NO

Check any that apply to you:

- Service Provider
- Developer
- Advocate
- Finance
- Community/Organization/Association Representative
- Other (please specify: _____)

Please briefly indicate any education or experience you have in the fields of housing and community development, housing finance or development, social services, urban planning and land use, or other relevant fields:

Please describe your involvement/experience in community activities, volunteer work, civic organizations, and how you have connected with others in the community:

Why are you interested in serving on the Working Group?

How did you learn about the Working Group formation? (check all that apply)

Email from the City City Council Meeting Palo Alto Weekly Social Media

Other: _____

Submit to:

Department of Planning and Community Environment
Attention: Tim Wong

250 Hamilton Avenue, 5th Floor

Palo Alto, CA 94301

HEUpdate@cityofpalto.org

Applications due by February 26, 2021