



# City of Palo Alto

## City Council Staff Report

(ID # 8694)

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**Report Type: Study Session**

**Meeting Date: 3/5/2018**

**Summary Title: 2017 Annual Housing Element Progress Report**

**Title: 2017 Annual Housing Element Report for the Period of January 1, 2017 to December 31, 2017**

**From: City Manager**

**Lead Department: Planning and Community Environment**

### **Recommendation**

Staff recommends that Council hold a study session to review Palo Alto's 2017 Annual Performance Report to the California Department of Housing and Community Development and the Office of Planning and Research (Attachment A) and to receive oral testimony and written comment from the public. No action is recommended.

### **Executive Summary**

The City has an adopted and certified Housing Element for the period of 2015 to 2023 and is required to prepare an annual progress report (APR) per Government Code Section 65400 on its progress and program status in implementing its housing element. The APR includes information on the jurisdiction's progress in addressing the regional housing needs allocation (RHNA), including the number of housing units permitted by income level, the status of programs in the housing element and efforts to remove governmental constraints. The APR must be submitted to the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR) by April 1 of each year.

With the passage of the 2017 housing package by the California legislature, the City is now required to accept public comment at a meeting of the City Council prior to submitting its APR. As shown in the attached report, the City permitted 89 new dwelling units in 2017 in various income categories. Just over 37% of the way through the Housing Element planning period, we have permitted about 20% of the 1,988 units included in our RHNA.

### **Background**

The City's current Housing Element for the period of 2015 to 2023 was adopted by the City Council on November 10, 2014 and certified by California Department of Housing and Community Development (HCD). As required by law, the attached 2017 Annual Housing Element Progress Report (Attachment A) will be submitted to HCD and the Office of Planning and Research by the April 1, 2018 deadline.

The California Legislature passed 15 bills as part of a housing package on September 15, 2017. Many of the provisions in the housing package became effective on January 1, 2018. As a result of the passage of the 2017 Housing Package, there are additional housing element reporting requirements. Per both SB 35 and AB 879, annual reporting requirements are now applicable to charter cities. Prior to the passage of AB 879, charter cities were not required to submit the APR, although the City did submit the APR on an annual basis. The annual report requires a discussion of the City's progress towards implementing its housing element programs to meet its share of the RHNA. In addition, local jurisdictions are now required to consider the APR and accept public comment prior to submitting the report.

Both SB 35 and AB 879 introduced additional reporting requirements for the APR and these additional requirements also apply to charter cities. HCD has not yet released its new report form and the City has completed the APR using the existing report forms, per HCD direction. HCD plans on updating the APR forms for the 2018 reporting period, which will be due on April 1, 2019. Although the new forms are still under development, they will be designed to collect additional information, including:

- 1) The number of housing development applications received in the prior year
- 2) The number of units included in all development applications in the prior year
- 3) The number of units approved and disapproved in the prior year
- 4) A listing of sites that were rezoned to accommodate any portion of the local government's share of the RHNA for each income level that could not be accommodated on sites identified in the site inventory of the housing element
- 5) A production report that identifies net new units entitled, permitted or occupied. The report must also provide the breakdown by for-sale or rental and by RHNA income category. Each site will also have a unique identifier, such as the assessor parcel number.
- 6) A SB 35 Report that discusses the impact of SB 35's streamlining provisions, which includes the number of applications for streamlining, the location and number of each development approved and building permit issued. The report should also include the total number of units constructed by income category and by unit type (for-sale or rental).

The City will need to ensure that it is able to collect and track the additional required information in anticipation of the 2018 APR.

In the last three Regional Housing Needs Allocation (RHNA) cycles (including the current housing element cycle), the City has permitted over 3,100 units, of which 774 (or 24%) were affordable at below market rates.

- 1998-2006 cycle: 1,713 units, of which 341 were affordable
- 2007-2014 cycle: 1,062 units, of which 290 were affordable
- 2015-2023 cycle (through 2017): 393 units, of which 143 are affordable

The City’s current Housing Element contains a number of adopted programs that the City will need to implement during the Housing Element period. The table below has a summary of the status of those programs that have a timeframe of completion within four years of Housing Element adoption or December 2018, as well as those that are ongoing. Table C of Attachment A provides more detail on each of the Housing Element programs. The Housing Element itself can be found at the link provided here:

<https://www.cityofpaloalto.org/civicax/filebank/documents/37935>.

<b>Table 1. Status of Near Term Housing Element Programs (December 2014 to December 2018) and Ongoing Programs</b>		
<b>Status</b>	<b>Housing Element Programs</b>	<b>Number</b>
Completed	H1.1.2; H2.1.4; H2.1.8; H2.1.9; H2.2.4; H2.2.6; H3.1.1; H3.5.2; H3.5.3 and H5.1.7	10
Underway	H2.1.1; H2.1.7; H2.1.10; H2.1.11; H2.1.12; H2.2.1; H2.2.2; H2.2.7; H2.2.8; H3.3.4; H3.3.7 and H3.4.4	12
Not Completed	H1.1.3; H2.1.3; H3.1.7; H3.1.12; H3.1.14; H3.6.1; H4.2.1 and H4.2.2	8
Ongoing	H1.1.1; H1.2.1; H1.3.1; H2.1.2; H2.1.5; H2.1.6; H2.1.12; H2.2.3; H2.2.5; H2.3.1; H3.1.2; H3.1.3; H3.1.4; H3.1.5; H3.1.6; H3.1.8; H3.1.9; H3.1.10; H3.1.11; H3.1.13; H3.2.1; H3.2.2; H3.3.1; H3.3.2; H3.3.3; H3.3.5; H3.3.6; H3.4.1; H3.4.2;	43

	H3.4.3; H3.5.1; H4.1.1; H4.1.2; H4.1.3; H4.1.4; H4.1.5; H4.1.6; H5.1.1; H5.1.2; H5.1.3; H5.1.4; H5.1.5 and H5.1.6	
Total		73

Source: Planning & Community Environment, January 30, 2018

### **Policy Implications**

The City must submit the APR by April 1 of each year. If the report is not submitted by May 31 of each year, the City may be subject to a court order that requires completion of the report. Cities that fail to complete and submit their APRs for two consecutive years will trigger SB 35 streamlining provisions for housing development applications.

Also as part of the 2017 housing package, AB 72 provides the authority to HCD to revoke its Housing Element compliance finding if it determines that jurisdictions are not adequately implementing their housing elements. The City will need to closely track the status of its housing element programs to ensure continued compliance.

### **Resource Impact**

There is no resource impact, other than staff time to prepare and submit the report.

### **Timeline**

Staff will submit the 2017 APR to HCD and OPR by April 1, 2018.

### **Environmental Review**

Review and submittal of the attached report is not a project requiring review under the California Environmental Quality Act (CEQA).

### **Attachments:**

**Attachment A: Draft 2017 Annual Housing Element Progress Report (PDF)**



CITY OF  
**PALO  
ALTO**

**PLANNING & COMMUNITY ENVIRONMENT**

250 Hamilton Avenue, 5th Floor  
Palo Alto, CA 94301  
650.329.2441

**MEMORANDUM**

To: California Department of Housing and Community Development  
From: Eloiza Murillo-Garcia, Senior Planner  
Cc: Governor's Office of Planning and Research  
City of Palo Alto City Council  
City of Palo Alto Planning and Transportation Commission  
Date: January 31, 2018  
Re: 2017 Annual Housing Element Progress Report

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Attached is the City of Palo Alto's 2017 Annual Housing Element Progress Report. The City completed its general plan update in November 2017 by adopting all new elements of the Palo Alto Comprehensive Plan (except for Housing). The Comprehensive Plan is available online at: <https://www.cityofpaloalto.org/civicax/filebank/documents/62915>. The City is now turning its attention to implementing ordinances, particularly focused on housing.

Please contact me at (650) 329-2561 or by e-mail : [eloiza.murillogarcia@cityofpaloalto.org](mailto:eloiza.murillogarcia@cityofpaloalto.org) should you have any questions.

Department of Housing and  
Community Development  
ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: City of Palo Alto

Mailing Address: 250 Hamilton Avenue

Palo Alto, CA 94301

Contact Person: Eloiza Murillo-Garcia Title: Senior Planner

Phone: 650-329-2561 FAX: 650-329-2154 E-mail:  
[eloiza.murillogarcia@cityofpaloalto.org](mailto:eloiza.murillogarcia@cityofpaloalto.org)

Reporting Period by Calendar Year: from 1/1/17 to 12/31/17

These forms and tables, (see sample – next page) must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1, of each year for the prior calendar year; submit separate reports directly to both HCD and OPR (Government Code Section 65400) at the addresses listed below:

Department of Housing and Community Development  
Division of Housing Policy Development  
P.O. Box 952053  
Sacramento, CA 94252-2053

-and-

Governor's Office of Planning and Research  
P.O. Box 3044  
Sacramento, CA 95812-3044



**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

Jurisdiction

City of Palo Alto

Reporting Period

Date: 01/01/17 - Date: 12/31/17

**Table A2**  
**Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)**

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				TOTAL UNITS	(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income			
(1) Rehabilitation Activity				0		
(2) Preservation of Units At-Risk			117	117		Buena Vista Mobile Home Park preservation (Program H.3.1.8 - Housing Element 2015-2022)
(3) Acquisition of Units				0		
(5) Total Units by Income	0	0	117	117		

\* Note: This field is voluntary

**Table A3**  
**Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)**

1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
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**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

**Jurisdiction**

City of Palo Alto

**Reporting Period**

Date: 01/01/17 - Date: 12/31/17

No. of Units Permitted for <b>Moderate</b>			16	12		28	28
No. of Units Permitted for <b>Above Moderate</b>	43	18				61	61

\* Note: This field is voluntary

NOTES: (12 2nd du's (ADU's/JADU's, 5 New + 7 conversions), 147 SFR/ADU's BPermits Issued minus (-) 99 SFR/ADU's BPermits Demo = 48 net SFR/ADU for CYear 2017. 48 net SFR/ADU includes 5 new ADU's = 43 SFR's)

## ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation (CCR Title 25 §6202 )

**Jurisdiction** City of Palo Alto  
**Reporting Period** Date: 01/01/17 - Date: 12/31/17

**Table B**

### Regional Housing Needs Allocation Progress

#### Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2014	2015	2016	2017	2018	2019		2021	2022	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	691	23	20							43	648
	Non-deed restricted											
Low	Deed Restricted	432		58							58	374
	Non-deed restricted											
Moderate	Deed Restricted	278										236
	Non-deed restricted*		3	8	3	28					42	
Above Moderate		587	14	160	15	61					250	337
Total RHNA by COG. Enter allocation number:		1,988										
Total Units ▶ ▶ ▶			40	246	18	89					393	1,595
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶												

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

NOTES: Non -Deed Restricted 'Moderate Units' includes new Apartment (for rent) units and ADU's/JADU's)

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

**Jurisdiction**

City of Palo Alto

**Reporting Period**

Date: 01/01/17 - Date: 12/31/17

**General Comments:**

All programs reported in Table C are taken from the Housing Goals, Policies and Programs section of the City's 2015-2023 Housing Element, adopted on November 10, 2014 and certified on January 20, 2015

**TABLE C:**  
**Program Implementation Status**  
**Status of Housing Element Programs 2015-2023**  
**January 2018**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
<b>H1 Goal</b>	<b>ENSURE THE PRESERVATION OF THE UNIQUE CHARACTER OF RESIDENTIAL NEIGHBORHOODS</b>					
<i>H1.1 Policy</i>	<i>Promote the rehabilitation of deteriorating or substandard residential properties using sustainable and energy conserving approaches.</i>					
H1.1.1 Program	Continue the citywide property maintenance, inspection, and enforcement program.	Continue to provide services which promote rehabilitation of substandard housing.	City Funds	Planning & Community Environment; Code Enforcement	Ongoing	Ongoing program
H1.1.2 Program	Consider modifying development standards for second units, where consistent with maintaining the character of existing neighborhoods. The modifications should encourage the production of second units affordable to very low-, low-, or moderate-income households.	Consider modifying the Zoning Code to provide for additional second units.	General Fund	Planning & Community Environment	Conduct a study within three years of adoption of Housing Element to assess the potential for additional second units with modifications to the development standards.	Completed. Ordinance adopted on May 8, 2017.
H1.1.3 Program	Provide incentives to developers such as reduced fees and flexible development standards to encourage the preservation of existing rental cottages and duplexes currently located in the R-1 and R-2 residential areas.	Preserve 10 rental cottages and duplexes.	City Housing funds	Planning & Community Environment	Explore incentives within three years of Housing Element adoption	Not yet completed.
<i>H1.2 Policy</i>	<i>Support efforts to preserve multifamily housing units in existing neighborhoods.</i>					
H1.2.1 Program	When a loss of rental housing occurs due to subdivision or condominium conversion approvals, the project shall require 25 percent BMR units.	Provide 10 additional affordable housing units on sites where rental housing will be lost.	NA	Planning & Community Environment	Ongoing	Underway - there have not been any projects subject to this program to date.

**TABLE C:  
Program Implementation Status**

<b>Goal/Policy/Program</b>	<b>Description</b>	<b>Plan Objective</b>	<b>Funding Source</b>	<b>Responsible Agency</b>	<b>Time Frame</b>	<b>Status</b>
<i>H1.3 Policy</i>	<i>Encourage community involvement in the maintenance and enhancement of public and private properties and adjacent rights-of-way in residential neighborhoods.</i>					
H1.3.1 Program	Create community volunteer days and park cleanups, plantings, or similar events that promote neighborhood enhancement and conduct City-sponsored cleanup campaigns for public and private properties.	Coordinate with the City's waste and disposal hauler to conduct a cleanup campaign once a year to promote neighborhood clean-up.	City Housing Funds	Public Works Department	Ongoing	Ongoing program
<i>H1.4 Policy</i>	<i>Ensure that new developments provide appropriate transitions from higher density development to single-family and low-density residential districts to preserve neighborhood character.</i>					
<b>H2 Goal</b>	<b>SUPPORT THE CONSTRUCTION OF HOUSING NEAR SCHOOLS, TRANSIT, PARKS, SHOPPING, EMPLOYMENT, AND CULTURAL INSTITUTIONS</b>					
<i>H2.1 Policy</i>	<i>Identify and implement strategies to increase housing density and diversity, including mixed-use development and a range of unit styles, near community services. Emphasize and encourage the development of affordable and mixed-income housing to support the City's fair share of the regional housing needs and to ensure that the City's population remains economically diverse.</i>					

**TABLE C:  
Program Implementation Status**

<b>Goal/Policy/Program</b>	<b>Description</b>	<b>Plan Objective</b>	<b>Funding Source</b>	<b>Responsible Agency</b>	<b>Time Frame</b>	<b>Status</b>
H2.1.1 Program	To allow for higher density residential development, consider amending the Zoning Code to permit high-density residential in mixed use or single use projects in commercial areas within one-half a mile of fixed rail stations and to allow limited exceptions to the 50-foot height limit for Housing Element Sites within one-quarter mile of fixed rail stations.	Provide opportunities for a diverse range of housing types near fixed rail stations.	City Funds	Planning & Community Environment	Consider Zoning Code amendments within three years of Housing Element adoption	Underway (part of Comp Plan implementation)
H2.1.2 Program	Allow increased residential densities and mixed use development only where adequate urban services and amenities, including roadway capacity, are available.	Make sure that adequate services are available when considering increased residential densities.	City Funds	Planning & Community Environment	Ongoing	Ongoing
H2.1.3 Program	Amend the zoning code to specify the minimum density of eight dwelling units per acre in all RM-15 districts. Consider amending the zoning code to specify minimum density for other multifamily zoning districts, consistent with the multi-family land use designation in the Comprehensive Plan.	To provide opportunities for up to 10 additional dwelling units on properties zoned RM-15	City Funds	Planning & Community Environment	Within three years of Housing Element adoption	Not yet completed.
H2.1.4 Program	Amend the Zoning Code to create zoning incentives that encourage the development of smaller, more affordable housing units, including units for seniors, such as reduced parking requirements for units less than 900 square feet and other flexible development standards.	Provide opportunities for 75 smaller, more affordable housing units.	City Funds	Planning & Community Environment	Within three years of Housing Element adoption	Completed.

**TABLE C:  
Program Implementation Status**

<b>Goal/Policy/Program</b>	<b>Description</b>	<b>Plan Objective</b>	<b>Funding Source</b>	<b>Responsible Agency</b>	<b>Time Frame</b>	<b>Status</b>
H2.1.5 Program	Use sustainable neighborhood development criteria to enhance connectivity, walkability, and access to amenities, and to support housing diversity.	Increase connectivity and walkability in new development.	City Funds	Planning & Community Environment	Ongoing	Underway
H2.1.6 Program	Consider density bonuses and/or concessions including allowing greater concessions for 100% affordable housing developments.	Provide opportunities for 100% affordable housing developments.	City Funds	Planning & Community Environment	Ongoing	Underway
H2.1.7 Program	Explore developing a Transfer of Development Rights (TDR) program to encourage higher-density housing in appropriate locations.	Create opportunities for higher-density housing.	City Funds	Planning & Community Environment	Consider program within two years of Housing Element adoption	Underway (part of Comp Plan Implementation)
H2.1.8 Program	Promote redevelopment of underutilized sites by providing information about potential housing sites on the City's website, including the Housing Sites identified to meet the RHNA and information about financial resources available through City housing programs.	Provide information to developers about potential housing sites.	City funds	Planning & Community Environment	Post information on website upon adoption of Housing Element	Completed.
H2.1.9 Program	Amend the Zoning Code to create zoning incentives that encourage the consolidation of smaller lots identified as Housing Inventory Sites and developed with 100% affordable housing projects. Incentives may include development review streamlining, reduction in required parking for smaller units, or graduated density when consolidated lots are over one-half acre. Adopt amendments as appropriate. Provide information regarding zoning incentives to developers.	Amend the Zoning Code to provide development incentives to meet the RHNA.	City funds	Planning & Community Environment	Adopt amendments within two years of Housing Element adoption	Completed.

**TABLE C:  
Program Implementation Status**

<b>Goal/Policy/Program</b>	<b>Description</b>	<b>Plan Objective</b>	<b>Funding Source</b>	<b>Responsible Agency</b>	<b>Time Frame</b>	<b>Status</b>
H2.1.10 Program	As a part of planning for the future of El Camino Real, explore the identification of pedestrian nodes (i.e. "pearls on a string") consistent with the South El Camino Design Guidelines, with greater densities in these nodes than in other areas.	Explore the identification of pedestrian nodes.	City Funds	Planning & Community Environment	Ongoing in conjunction with the Comprehensive Plan update	Not yet completed (Underway).
H2.1.11 Program	Consider implementing the Pedestrian and Transit Oriented Development (PTOD) Overlay for the University Avenue downtown district to promote higher density multifamily housing development in that area.	Consider PTOD for University Avenue.	City Funds	Planning & Community Environment	Within four years of Housing Element adoption, in conjunction with the Comprehensive Plan update	Not yet completed (Underway).
H2.1.12 Program	Evaluate developing specific or precise plans for the downtown, California Avenue, and El Camino Real areas to implement in the updated Comprehensive Plan. Adopt plans for these areas, as appropriate.	Evaluate developing plans for downtown, California Avenue, and El Camino Real.	City Funds	Planning & Community Environment	Ongoing in conjunction with the Comprehensive Plan update	Not yet completed. (Proposed for inclusion as an implementation program in the Comprehensive Plan Update)
H2.2 Policy	<i>Continue to support the redevelopment of suitable lands for mixed uses containing housing to encourage compact, infill development. Optimize the use of existing urban services, and support transit use.</i>					



**TABLE C:  
Program Implementation Status**

<b>Goal/Policy/Program</b>	<b>Description</b>	<b>Plan Objective</b>	<b>Funding Source</b>	<b>Responsible Agency</b>	<b>Time Frame</b>	<b>Status</b>
H2.2.1 Program	<p>Implement an incentive program within three years of Housing Element adoption for small properties identified as a Housing Element Site to encourage housing production on those sites. The incentive eliminates Site and Design Review if the project meets the following criteria:</p> <ul style="list-style-type: none"> <li>• The project has 9 residential units or fewer</li> <li>• A residential density of 20 dwelling units per acre or higher</li> <li>• Maximum unit size of 900 square feet</li> </ul>	Streamline processing for identified Housing Element Sites.	City Funds	Planning & Community Environment	Adopt program within three years of Housing Element adoption	Site and Design Review threshold has been increased to 9 units. Two additional bullet points to be included in Comp Plan ordinance.
H2.2.2 Program	Work with Stanford University to identify sites suitable for housing that may be located in the Stanford Research Park and compatible with surrounding uses.	Identify sites suitable for housing to accommodate additional housing units.	City Funds	Planning & Community Environment	Identify sites within three years of Housing Element adoption	Underway
H2.2.3 Program	Use coordinated area plans and other tools to develop regulations that support the development of housing above and among commercial uses.	Explore additional opportunities to encourage housing in commercial areas.		Planning & Community Environment	Ongoing	Ongoing - North Ventura Coordinated Area Plan preparation to begin in early 2018

**TABLE C:  
Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
H2.2.4 Program	As detailed in the Resources chapter of the Housing Element, the City of Palo Alto has committed to providing financial assistance towards the conversion of 23 multi-family units to very low-income (30-50% AMI) units for a period of 55 years, and is seeking to apply credits towards the City's RHNA (refer to Appendix C - Adequate Sites Program Alternative Checklist). The Palo Alto Housing Corporation (PAHC) approached the City for assistance in converting a portion of the 60 units at the Colorado Park Apartments, to be reserved for very low-income households. The committed assistance will ensure affordability of the units for at least 55 years, as required by law.	By the end of the second year of the housing element planning period, the City will enter into a legally enforceable agreement for \$200,000 in committed assistance to purchase affordability covenants on 23 units at the Colorado Park Apartments. The City will report to HCD on the status of purchasing affordability covenants no later than July 1, 2018, and to the extent an agreement is not in place, will amend the Housing Element as necessary to identify additional sites.	City Housing funds	Planning & Community Environment	Ongoing	Completed January 2016.
H2.2.5 Program	The City will continue to identify more transit-rich housing sites including in the downtown and the California Avenue area after HCD certification as part of the Comprehensive Plan Update process and consider exchanging sites along San Antonio and sites along South El Camino that are outside of identified "pedestrian nodes" for the more transit-rich identified sites.	Explore additional appropriate housing sites.	City Funds	Planning & Community Environment	Ongoing	Part of Comprehensive Plan

**TABLE C:  
Program Implementation Status**

<b>Goal/Policy/Program</b>	<b>Description</b>	<b>Plan Objective</b>	<b>Funding Source</b>	<b>Responsible Agency</b>	<b>Time Frame</b>	<b>Status</b>
H2.2.6 Program	On parcels zoned for mixed use, consider allowing exclusively residential use on extremely small parcels through the transfer of zoning requirements between adjacent parcels to create horizontal mixed use arrangements. If determined to be appropriate, adopt an ordinance to implement this program.	Consider transfer of zoning requirements to create horizontal mixed use.	City Funds	Planning & Community Environment	Within three years of Housing Element adoption	Completed as part of Program 2.1.9.
H2.2.7 Program	Explore requiring minimum residential densities to encourage more housing instead of office space when mixed-use sites develop, and adopt standards as appropriate.	Explore requiring minimum densities in mixed use districts.	City Funds	Planning & Community Environment	Ongoing in conjunction with the Comprehensive Plan update	Not yet completed (Underway).
H2.2.8 Program	Assess the potential of removing maximum residential densities (i.e. dwelling units per acre) in mixed use zoning districts to encourage the creation of smaller housing units within the allowable Floor Area Ratio (FAR), and adopt standards as appropriate.	Assess removal of maximum densities in mixed use zoning districts.	City Funds	Planning & Community Environment	Ongoing in conjunction with the Comprehensive Plan update	Not yet completed (Underway).
H2.3 Policy	<i>Heighten community awareness and to receive community input regarding the social, economic and environmental values of maintaining economic diversity in the City by providing affordable and mixed income higher density housing along transit corridors and at other appropriate locations.</i>					

**TABLE C:  
Program Implementation Status**

<b>Goal/Policy/Program</b>	<b>Description</b>	<b>Plan Objective</b>	<b>Funding Source</b>	<b>Responsible Agency</b>	<b>Time Frame</b>	<b>Status</b>
H2.3.1 Program	Maintain an ongoing conversation with the community, using a variety of forms of media, regarding the need for affordable housing, the financial realities of acquiring land and building affordable housing, and the reasons that affordable housing projects need higher densities to be feasible developments.	Perform outreach on affordable housing.	City Funds	Planning & Community Environment	Ongoing	Underway
<b>H3 Goal</b>	<b>MEET UNDERSERVED HOUSING NEEDS, AND PROVIDE COMMUNITY RESOURCES TO SUPPORT OUR NEIGHBORHOODS</b>					
<i>H3.1 Policy</i>	<i>Encourage, foster, and preserve diverse housing opportunities for very low-, low-, and moderate income households.</i>					
H3.1.1 Program	Amend the City's BMR ordinance to lower the BMR requirement threshold from projects of five or more units to three or more units, and to modify the BMR rental section to be consistent with case law related to inclusionary rental housing.	Provide opportunities for four additional BMR units.	City Funds	Planning & Community Environment	Amend BMR Ordinance within three years of Housing Element adoption.	Completed. Ordinance adopt

**TABLE C:  
Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
H3.1.2 Program	<p>Implement the BMR ordinance to reflect the City's policy of requiring:</p> <p>a) At least 15 percent of all housing units in projects must be provided at below market rates to very low-, low-, and moderate-income households. Projects on sites of five acres or larger must set aside 20 percent of all units as BMR units. Projects that cause the loss of existing rental housing may need to provide a 25 percent component as detailed in Program H 1.2.1. BMR units must be comparable in quality, size, and mix to the other units in the development.</p> <p>b) Initial sales price for at least two-thirds of the BMR units must be affordable to a household making 80 to 100 percent of the Santa Clara County median income. The initial sales prices of the remaining BMR units may be set at higher levels affordable to households earning between 100 to 120 percent of the County's median income. For projects with a 25 percent BMR component, four-fifths of the BMR units must be affordable to households</p>	<p>Provide 10 affordable units through implementation of the City's BMR program.</p>	<p>Developers</p>	<p>Planning &amp; Community Environment</p>	<p>Ongoing – implementation of existing program</p>	<p>Ongoing program</p>
H3.1.3 Program	<p>Continue implementation of the Below Market Rate Program Emergency Fund to prevent the loss of BMR units and to provide emergency loans for BMR unit owners to maintain and rehabilitate their units. Consider expansion of program funds to provide financial assistance for the maintenance and rehabilitation of older BMR units.</p>	<p>Use the BMR Program Emergency Fund to prevent the loss of at least two affordable units and assist in maintenance and rehabilitation of at least four older BMR units</p>	<p>BMR Emergency Fund</p>	<p>Planning &amp; Community Environment</p>	<p>N/A</p>	<p>Ongoing program, preserved one BMR unit in 2016</p>

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H3.1.4 Program	Preserve affordable housing stock by monitoring compliance, providing tenant education, and seeking other sources of funds for affordable housing developments at risk of market rate conversions. The City will continue to renew existing funding sources supporting rehabilitation and maintenance activities.	Prevent conversion of affordable housing to market rate, and renew funding sources for rehabilitation and maintenance of housing stock.	City, CDBG funds	Planning & Community Environment	Ongoing	Underway, in discussions with property owners of projects at risk of conversion, including Lytton Gardens, Terman Apartments and Webster Wood Apartments.
H3.1.5 Program	Encourage the use of flexible development standards, including floor-area ratio limits, creative architectural solutions, and green building practices in the design of projects with a substantial BMR component.	Increase opportunities for BMR development through use of flexible development standards.	City Funds	Planning & Community Environment	Ongoing	Ongoing program
H3.1.6 Program	Require developers of employment-generating commercial and industrial developments to contribute to the supply of low- and moderate-income housing through the payment of commercial in-lieu fees as set forth in a nexus impact fee study and implementing ordinances.	Generate in-lieu fees to contribute toward the creation of low- and moderate-income housing.	City Housing Fund	Planning & Community Environment	Continue to regularly update the commercial in-lieu fee.	The commercial in-lieu fee was updated in June 2017.
H3.1.7 Program	Ensure that the Zoning Code permits innovative housing types such as co-housing and provides flexible development standards that will allow such housing to be built, provided the character of the neighborhoods in which such housing is proposed to be located is maintained.	Review the Zoning Code and determine appropriate amendments to allow innovative housing types with flexible development standards.	City Funds	Planning & Community Environment	Consider changes to the Zoning Code within four years of Housing Element adoption.	Not yet completed.

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H3.1.8 Program	Recognize the Buena Vista Mobile Home Park as providing low- and moderate income housing opportunities. Any redevelopment of the site must be consistent with the City's Mobile Home Park Conversion Ordinance adopted to preserve the existing units. To the extent feasible, the City will seek appropriate local, state and federal funding to assist in the preservation and maintenance of the existing units in the Buena Vista Mobile Home Park.	Preserve the 120 mobile home units in the Buena Vista Mobile Home Park as a low and moderate income housing resource.	City, State and Federal Funds	Planning & Community Environment	Ongoing	Mobile home park was preserved in September 2017.
H3.1.9 Program	Continue enforcing the Condominium Conversion Ordinance.	Maintain the rental housing stock.	City Funds	Planning & Community Environment	Ongoing	Ongoing program
H3.1.10 Program	Annually monitor the progress in the construction or conversion of housing for all income levels, including the effectiveness of housing production in mixed use developments.	Provide information to the City Council on the effectiveness of City programs.	City Funds	Planning & Community Environment	Provide annual reports	Ongoing program
H3.1.11 Program	When using Housing Development funds for residential projects, the City shall give a strong preference to those developments which serve extremely low-income (ELI), very low-income, and low-income households.	Provide funding opportunities for development of housing for Extremely Low Income households.	City Housing Development funds	Planning & Community Environment	Ongoing	Ongoing program, housing funds provided as needed by housing projects.
H3.1.12 Program	Amend the Zoning Code to provide additional incentives to developers who provide extremely low-income (ELI), very low-income, and low-income housing units, above and beyond what is required by the Below Market Rate program, such as reduced parking requirements for smaller units, reduced landscaping requirements, and reduced fees.	Provide incentives for development of housing for Extremely Low Income households.	City Housing funds	Planning & Community Environment	Within three years of Housing Element adoption	Not yet completed.

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H3.1.13 Program	For any affordable development deemed a high risk to convert to market rate prices within two years of the expiration of the affordability requirements, the City will contact the owner and explore the possibility of extending the affordability of the development.	To protect those affordable developments deemed a high risk to converting to market rate	City Housing funds	Planning & Community Environment	Ongoing	Underway, in discussions with property owners of projects at risk of conversion, including Lytton Gardens, Terman Apartments and Webster Wood Apartments.
H3.1.14 Program	Encourage and support the regional establishment of a coordinated effort to provide shared housing arrangement facilitation, similar to the HIP Housing Home Sharing Program in San Mateo County. Advocate among regional and nonprofit groups to establish the necessary framework.	Meet with regional groups and work to establish a Santa Clara Home Sharing Program	City Housing funds	Planning & Community Environment	Within two years of Housing Element adoption	Not yet completed.
<i>H3.2 Policy</i>	<i>Reduce the cost of housing by continuing to promote energy efficiency, resource management, and conservation for new and existing housing.</i>					
H3.2.1 Program	Continue to assist very low-income households in reducing their utility bills through the Utilities Residential Rate Assistance Program (RAP).	Provide assistance to with utility bills to 800 low-income households.	City Funds	Palo Alto Utilities Department	Ongoing	Ongoing program



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H3.2.2 Program	Use existing agency programs such as Senior Home Repair to provide rehabilitation assistance to very low- and low-income households.	Provide rehabilitation assistance to 600 very low and low-income households.	CDBG and General Fund	Planning & Community Environment	Ongoing	Underway, CDBG funds were allocated for a pilot home repair program in FY18
H3.3 Policy	<i>Support the reduction of governmental and regulatory constraints, and advocate for the production of affordable housing.</i>					
H3.3.1 Program	When appropriate and feasible, require all City departments to expedite processes and allow waivers of development fees as a means of promoting the development of affordable housing.	Continue to reduce processing time and costs for affordable housing projects.	City Funds	Planning & Community Environment	Ongoing	Ongoing program
H3.3.2 Program	Continue to exempt permanently affordable housing units from any infrastructure impact fees adopted by the City.	Reduce costs for affordable housing projects.	City Funds	Planning & Community Environment	Ongoing	Ongoing program

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H3.3.3 Program	Promote legislative changes and funding for programs that subsidize the acquisition, rehabilitation, and operation of rental housing by housing assistance organizations, nonprofit developers, and for-profit developers.	Continue as an active member of the Non-Profit Housing Association of Northern California to promote legislative changes and funding	City Funds	Planning & Community Environment; City Manager	Ongoing	Ongoing, active membership in the Non-Profit Housing Association.
H3.3.4 Program	Support the development and preservation of group homes and supported living facilities for persons with special housing needs by assisting local agencies and nonprofit organizations in the construction or rehabilitation of new facilities for this population.	Regularly review existing development regulations, and amend the Zoning Code accordingly to reduce regulatory obstacles to this type of housing.	City & CDBG Funds	Planning & Community Environment	Amend Zoning Code within three years of Housing Element adoption.	Underway
H3.3.5 Program	Review and consider revising development standards for second units to facilitate the development of this type of housing, including reduced minimum lot size and FAR requirements. Based on this analysis, consider modifications to the Zoning Code to better encourage development of second units.	Complete study on impact of revised standards, and consider Zoning Code Amendments	City Funds	Planning & Community Environment, City Council	Ongoing	Zoning code updates completed March 2017.
H3.3.6 Program	Continue to participate with and support agencies addressing homelessness.	Continue City staff participation in prioritizing funding for County-wide programs.	City, CDBG & HOME funds	Planning & Community Environment, City Council	Ongoing	Ongoing program

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H3.3.7 Program	Prepare a local parking demand database to determine parking standards for different housing uses (i.e. market rate multifamily, multifamily affordable, senior affordable, emergency shelters etc.) with proximity to services as a consideration. Adopt revisions to standards as appropriate.	Determine parking standards for different residential uses.	City Funds	Planning & Community Environment	Within four years of Housing Element adoption	Underway, consultant has been retained to complete a parking study.
H3.4 Policy	<i>Pursue funding for the acquisition, construction, and rehabilitation of housing that is affordable to very low-, low-, and moderate-income households.</i>					
H3.4.1 Program	Maintain a high priority for the acquisition of new housing sites near public transit and services, the acquisition and rehabilitation of existing housing, and the provision for housing-related services for affordable housing. Seek funding from all State and federal programs whenever they are available to support the development or rehabilitation of housing for very low-, low-, and moderate-income households	Allocate CDBG funding to acquire and rehabilitate housing for very low-, low-, and moderate income households.	CDBG, State Local Housing Trust Fund	Planning & Community Environment	Ongoing	Ongoing program

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H3.4.2 Program	Support and expand local funding sources including the City's Housing Development Fund, Housing Trust of Santa Clara County, CDBG Program, County of Santa Clara's Mortgage Credit Certificate Program (MCC), or similar program. Continue to explore other mechanisms to generate revenues to increase the supply of low- and moderate-income housing.	Increase the supply of affordable housing stock.	City Housing Development Fund, Housing Trust of Santa Clara County, CDBG, Santa Clara County MCC	Planning & Community Environment	Ongoing	Ongoing program
H3.4.3 Program	Periodically review the housing nexus formula required under Chapter 16.47 of the Municipal Code to fully reflect the impact of new jobs on housing demand and cost.	Continue to evaluate the housing nexus formula, and adjust the required impact fees to account for the housing demand from new development.	City Funds	Planning & Community Environment	Ongoing	Housing nexus study updated in 2016. Fees updated in 2017.
H3.4.4 Program	The City will work with affordable housing developers to pursue opportunities to acquire, rehabilitate, and convert existing multi-family developments to long-term affordable housing units to contribute to the City's fair share of the region's housing needs.	Identify potential sites for acquisition and conversion and provide this information to developers.	City Funds	Planning & Community Environment	Within three years of Housing Element adoption	Ongoing program
H3.5 Policy	<i>Support the provision of emergency shelter, transitional housing, and ancillary services to address homelessness.</i>					

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H3.5.1 Program	Continue to participate in the Santa Clara County Homeless Collaborative as well as work with adjacent jurisdictions to develop additional shelter opportunities.	Continue City staff participation as members of the Collaborative's CDBG and Home Program Coordinators Group.	City, CDBG & HOME funds	Planning & Community Environment, City Council	Ongoing	Underway, continued participation in regional CDBG/housing collaborative efforts.
H3.5.2 Program	Amend the Zoning Code to clarify distancing requirements for emergency shelters, stating that "no more than one emergency shelter shall be permitted within a radius of 300 feet."	Amend the Zoning Code to clarify distancing requirements for emergency shelters.	City Funds	Planning & Community Environment	Adopt amendments within one year of Housing Element adoption	Completed.
H3.5.3 Program	Amend the Zoning Code to revise definitions of transitional and supportive housing to remove reference to multiple-family uses, and instead state that "transitional and supportive housing shall be considered a residential use of property and shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone."	Amend the Zoning Code to revise transitional and supportive housing definitions.	City Funds	Planning & Community Environment	Adopt amendments within one year	Completed.
<i>H3.6 Policy</i>	<i>Support the creation of workforce housing for City and school district employees as feasible.</i>					
H3.6.1 Program	Conduct a nexus study to evaluate the creation of workforce housing for City and school district employees.	Create the opportunity for up to five units of workforce housing.	City of Palo Alto Commercial Housing Fund	Planning & Community Environment	Conduct a study within four years of adoption of the Housing Element.	Not yet completed.
<b>H4 Goal</b>	<b>PROMOTE AN ENVIRONMENT FREE OF DISCRIMINATION AND THE BARRIERS THAT PREVENT CHOICE IN HOUSING.</b>					
<i>H4.1 Policy</i>	<i>Support programs and agencies that seek to eliminate housing discrimination.</i>					

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H4.1.1 Program	Work with appropriate State and federal agencies to ensure that fair housing laws are enforced, and continue to support groups that provide fair housing services, such as the Mid-Peninsula Citizens for Fair Housing	Continue to coordinate with State and federal agencies to support programs to eliminate housing discrimination, and provide financial support for fair housing services.	City Funds	Planning & Community Environment	Ongoing	Underway - The City contracts with Project Sentinel to provide fair housing services.
H4.1.2 Program	Continue the efforts of the Human Relations Commission to combat discrimination in rental housing, including mediation of problems between landlords and tenants.	Continue to provide mediation services for rental housing discrimination cases.	City Funds	Human Relations Commission, Planning & Community Environment	Ongoing	Underway - The City contracts with Project Sentinel to provide mediation services.
H4.1.3 Program	Continue implementation of City's ordinances and State law prohibiting discrimination in renting or leasing housing based on age, parenthood, pregnancy, or the potential or actual presence of a minor child.	Implement existing ordinances regarding discrimination	City Funds	Planning & Community Environment	Ongoing	Ongoing program
H4.1.4 Program	Continue the City's role in coordinating the actions of various support groups that seek to eliminate housing discrimination and in providing funding and other support for these groups to disseminate fair housing information in Palo Alto, including information on referrals to pertinent investigative or enforcement agencies in the case of fair housing complaints.	Continue to provide funding and other support for these groups to disseminate fair housing information in Palo Alto.	City Funds, Human Services Resource Allocation Process (HSRAP)	Office of Human Services	Ongoing	Underway - The City contracts with Project Sentinel to provide fair housing services.

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H4.1.5 Program	Heighten community awareness regarding and implement the Reasonable Accommodations procedure for the siting, funding, development, and use of housing for people with disabilities.	Continue to provide information to residents on reasonable accommodation procedures via public counters and on the City's website.	City Funds	Planning & Community Environment	Ongoing	Ongoing program
H4.1.6 Program	Continue to implement the Action Plan of the City of Palo Alto's Community Development Block Grant (CDBG) Consolidated Plan and the Analysis of Impediments to Fair Housing Choice.	Provide for increased use and support of tenant/landlord educational mediation opportunities as called for in the CDBG Action Plan and the Analysis of Impediments to Fair Housing Choice.	CDBG funds, General Fund	Planning & Community Environment	Ongoing	Ongoing program.
<i>H4.2 Policy</i>	<i>Support housing that incorporates facilities and services to meet the health care, transit, and social service needs of households with special needs, including seniors and persons with disabilities.</i>					
H4.2.1 Program	Ensure that the Zoning Code facilitates the construction of housing that provides services for special needs households and provides flexible development standards for special service housing that will allow such housing to be built with access to transit and community services while preserving the character of the neighborhoods in which they are proposed to be located.	Evaluate the Zoning Code and develop flexible development standards for special service housing.	City Funds	Planning & Community Environment	Evaluate the Zoning Code within three years of adoption of the Housing Element.	Not yet completed.

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H4.2.2 Program	Work with the San Andreas Regional Center to implement an outreach program that informs families in Palo Alto about housing and services available for persons with developmental disabilities. The program could include the development of an informational brochure, including information on services on the City's website, and providing housing-related training for individuals/families through workshops.	Provide information regarding housing to families of persons with developmental disabilities.	General Fund	Planning & Community Environment	Develop outreach program within three years of adoption of the Housing Element.	Not yet completed.
H5 Goal	<b>REDUCE THE ENVIRONMENTAL IMPACT OF NEW AND EXISTING HOUSING.</b>					



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H5.1 Policy	<i>Reduce long-term energy costs and improve the efficiency and environmental performance of new and existing homes.</i>					
H5.1.1 Program	Periodically report on the status and progress of implementing the City's Green Building Ordinance and assess the environmental performance and efficiency of homes in the following areas: <ul style="list-style-type: none"> <li>- Greenhouse gas emissions</li> <li>- Energy use</li> <li>- Water use (indoor and outdoor)</li> <li>- Material efficiency</li> <li>- Stormwater runoff</li> <li>- Alternative transportation</li> </ul>	Prepare reports evaluating the progress of implementing the City's Green Building Ordinance.	City funds, Development fees	Planning & Community Environment, Building Division	Ongoing	Ongoing program
H5.1.2 Program	Continue providing support to staff and the public (including architects, owners, developers and contractors) through training and technical assistance in the areas listed under Program H5.1.1.	Provide educational information regarding the City's Green Building Ordinance.	City funds, Development fees	Planning & Community Environment, Building Division	Ongoing	Ongoing program

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H5.1.3 Program	Participate in regional planning efforts to ensure that the Regional Housing Needs Allocation targets areas that support sustainability by reducing congestion and greenhouse gas emissions.	Provide a regional framework for sustainability in creating new housing opportunities through the City's Regional Housing Mandate Committee.	City Funds	Planning & Community Environment	Ongoing	Ongoing program
H5.1.4 Program	Review federal, State, and regional programs encouraging the improvement of environmental performance and efficiency in construction of buildings, and incorporate appropriate programs into Palo Alto's policies, programs and outreach efforts.	Continue to update regulations for environmental sustainability.	City Funds	Planning & Community Environment, Public Works & Utilities	Ongoing	Ongoing program
H5.1.5 Program	Enhance and support a proactive public outreach program to encourage Palo Alto residents to conserve resources and to share ideas about conservation.	Provide up-to-date information for residents regarding conservation through educational brochures available at City Hall and posted on the City's website.	City Funds	Planning & Community Environment, Public Works & Utilities	Ongoing	Ongoing program
H5.1.6 Program	Provide financial subsidies, recognition, or other incentives to new and existing homeowners and developers to achieve performance or efficiency levels beyond minimum requirements.	Continue to recognize homeowners and developers who incorporate sustainable features beyond what is required by the Green Building Ordinance.	City Funds	Planning & Community Environment	Ongoing	Ongoing program

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H5.1.7 Program	In accordance with Government Code Section 65589.7, immediately following City Council adoption, the City will deliver to all public agencies or private entities that provide water or sewer services to properties within Palo Alto a copy of the 2015-2023 Housing Element.	Immediately following adoption, deliver the 2015-2023 Palo Alto Housing Element to all providers of sewer and water services within the City.	City Funds	Planning & Community Environment	Within one month of adoption of the Housing Element	Completed.