

## Please Start Here

General Information	
Jurisdiction Name	Palo Alto
Reporting Calendar Year	2019
Contact Information	
First Name	
Last Name	
Title	
Email	
Phone	
Mailing Address	
Street Address	250 Hamilton Ave
City	Palo Alto
Zip code	94301

### Submittal Instructions

Housing Element Annual Progress Reports (APRs) forms and tables 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 pursuant to Government Code section 65400. There are two options for submitting APRs:

- 1. Online Annual Progress Reporting System (Preferred)** - This enters your information directly into HCD's database limiting the risk of errors. If you would like to use the online system, email [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov) and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is [opr.apr@opr.ca.gov](mailto:opr.apr@opr.ca.gov).*
- 2. Email** - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov) and to OPR at [opr.apr@opr.ca.gov](mailto:opr.apr@opr.ca.gov). Please send the Excel workbook, not a scanned or PDF copy of the tables.

JURISDICTION	PALO ALTO
REPORTING YEAR	2019 (JAN 01 – DEC 31)

Permitted Units Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	2
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		105
Total Units		<b>107</b>

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

Entitlement Summary	
Total Housing Applications Submitted:	4 with unit net change (submitted CY 2019)
Number of Proposed Units in All Applications Received:	+32 net du change (submitted CY 2019)
Total Housing Units Approved:	+70 (approved/entitled CY 2019)
Total Housing Units Disapproved:	0

General Notes:

The City of Palo Alto is essentially 'built out' and have minimal developable vacant land inventory. A significant portion of Residential Planning Entitlements and Residential Building Permits have NO NET GAIN in the number of dwelling units unless specified in the attached detailed tables.

- 1) The City of Palo Alto requires "Individual Review" Planning Entitlements (Planning Approvals) for the construction of a new singly developed two-story structure; the construction of a new second story; or the expansion of an existing second story by more than 150 square feet in the R-1 single family residential district. All second-story additions on a site after November 19, 2001 shall be included in calculating whether an addition is over 150 square feet

2019 Individual Review Applications Submitted = 85 applications. All these applications have NO NET GAIN in Dwelling Units, (demolish existing Single Family Residential SFR and rebuild the SFR) unless specified in the attached detailed tables.

- 2) The City of Palo Alto requires ministerial review of single-story Single Family Residential and/or Accessory Dwelling Unit (ADU) development. Single Story SFR/ADU's - requires only a Building Permit.

2019 SFR Building Permit Application Submitted = 129 applications. All these applications have NO NET GAIN in Dwelling Units, (demolish existing SFR and rebuild SFR) unless specified in the attached detailed tables.

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

ANNUAL ELEMENT PROGRESS REPORT  
HOUSING ELEMENT IMPLEMENTATION  
(CCR Title 25 §6202)

Table B  
Regional Housing Needs Allocation Progress  
Permitted Units Issued by Affordability

Jurisdiction: PALO ALTO		Reporting Year: 2019 (JAN 01 - DEC 31)											
		Total Units Permitted by Year											
			YEAR 01 <sup>1</sup>	YEAR 02	YEAR 03	YEAR 04	YEAR 05	YEAR 06	YEAR 07	YEAR 08			
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	Total Units Permitted by Income Level	Total Remaining RHNA by Income Level	% of RHNA Permitted
Very Low	Deed Restricted	691	43								43	648	6.22%
	Non-Deed Restricted										0		
Low	Deed Restricted	432	58		5		2				65	367	15.05%
	Non-Deed Restricted										0		
Moderate	Deed Restricted	278									0	252	9.35%
	Non-Deed Restricted		11	3	12						26		
Above Moderate		587									420	167	71.55%
			174	15	72	54	105						
TOTALS		1988	286	18	89	54	107		0	0	554	1434	27.87%

NOTES:

- For the Bay Area the "projection period" or the time period for which the Regional Housing Need is calculated is January 1, 2014 – October 31, 2022. The "planning period" for the Bay Area, or the time frame between the due date for one housing element and the due date for the next housing element, is January 31, 2015 – January 31, 2023. California Department of Housing & Development (HCD) combined RHNA housing production for Bay Area jurisdictions for years 2014 & 2015 for consistency.



**TABLE D  
Program Implementation Status**

**Status of Housing Element Programs 2015-2023  
December 2020**

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>					
<b>H1.1 Policy</b>	<i>Promote the rehabilitation of deteriorating or substandard residential properties using sustainable and energy conserving approaches.</i>					
<b>H1.1.1 Program</b>	Continue the citywide property maintenance, inspection, and enforcement program.	Continue to provide services which promote rehabilitation of substandard housing.	City Funds	Planning and Development Services Department; Code Enforcement	Ongoing	Ongoing Program.
<b>H1.1.2 Program</b>	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 and Development Services Department	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.	Complete. The new Ordinance was adopted November 2020. Staff will return to PTC regarding establishing rules for Affordable units.
<b>H1.1.3 Program</b>	Provide incentives to developers such as reduced fees and flexible development standards	Preserve 10 rental cottages and duplexes.	City Housing funds	Planning and Development Services	Explore incentives within three years of	Partially Complete. ADU regulations were approved in

**TABLE D**  
**Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	to encourage the preservation of existing rental cottages and duplexes currently located in the R-1 and R-2 residential areas.			Department	Housing Element adoption.	November 2020.
<b>H1.2 Policy</b>	<i>Support efforts to preserve multifamily housing units in existing neighborhoods.</i>					
<b>H1.2.1 Program</b>	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 and Development Services Department	Ongoing	Partially Complete. There have not been any projects subject to this program to date.
<b>H1.3 Policy</b>	<i>Encourage community involvement in the maintenance and enhancement of public and private properties and adjacent rights-of-way in residential neighborhoods.</i>					
<b>H1.3.1 Program</b>	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.	Coordin. 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.
<b>H1.4 Policy</b>	<i>Ensure that new developments provide appropriate transitions from higher density</i>					

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Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	<i>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>					
<b>H2.1 Policy</b>	<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>					
<b>H2.1.1 Program</b>	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 and Development Services Department	Consider Zoning Code amendments within three years of Housing Element adoption.	Complete. Part of the Phase 1 Housing Element implementation plan for 2018. Completion in Feb. 2019
<b>H2.1.2 Program</b>	Allow increased residential densities and mixed-use development only where adequate urban services and amenities, including roadway	Make sure that adequate services are available when considering	City Funds	Planning and Development Services Department	Ongoing	Complete. Council did expand additional area of the Housing Improvement



**TABLE D  
Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	capacity, are available.	increased residential densities.				Program Area in 2020.
<b>H2.1.3 Program</b>	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 and Development Services Department	Within three years of Housing Element adoption.	Complete. Adopted Housing Incentive Ordinance in 2019.
<b>H2.1.4 Program</b>	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 and Development Services Department	Within three years of Housing Element adoption.	Partially Complete. The new ADU Ordinance was adopted November 2020. Staff to return to PTC regarding establishing rules for Affordable units.
<b>H2.1.5 Program</b>	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.	VTA and City Funds	Planning and Development Services Department	Ongoing	Partially Complete. North Ventura Community Action Plan underway.
<b>H2.1.6 Program</b>	Consider density bonuses and/or concessions including allowing greater concessions for 100% affordable housing developments.	Provide opportunities for 100% affordable housing	City Funds	Planning and Development Services Department	Ongoing	Complete.

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Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
		developments.				
<b>H2.1.7 Program</b>	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 and Development Services Department	Consider program within two years of Housing Element adoption.	Partially Complete. Completed part of the Phase 1 Housing Element implementation plan for 2018, standards to be developed.
<b>H2.1.8 Program</b>	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 and Development Services Department	Post information on website upon adoption of Housing Element.	Complete.

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**Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
<b>H2.1.9 Program</b>	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 and Development Services Department	Adopt amendments within two years of Housing Element adoption.	Complete.
<b>H2.1.10 Program</b>	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 and Development Services Department	Ongoing in conjunction with the Comprehensive Plan update.	Partially Complete. Part of the Phase 1 Housing Element implementation plan; in 2018. Comp. Plan adopted.
<b>H2.1.11 Program</b>	Consider implementing the Pedestrian and Transit Oriented Development (PTOD) Overlay for the University Avenue downtown district to promote	Consider PTOD for University Avenue.	City Funds	Planning and Development Services Department	Within four years of Housing Element adoption, in conjunction with	Not Yet Complete. The City is exploring other options to PTOD.

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Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	higher density multifamily housing development in that area.				the Comprehensive Plan update.	
<b>H2.1.12 Program</b>	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 and Development Services Department	Ongoing in conjunction with the Comprehensive Plan update	Complete. Comprehensive Plan adopted the study of Coordinated Plans for Cal Ave and Downtown.
<b>H2.2 Policy</b>	<i>Continue to support redevelopment of suitable lands for mixed uses containing housing to encourage compact, infill development. Optimize the use of existing urban services and support transit.</i>					
<b>H2.2.1 Program</b>	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: <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> </ul>	Streamline processing for identified Housing Element Sites	City Funds	Planning and Development Services Department	Adopt program within three years of Housing Element adoption	Complete.

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Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	Maximum unit size of 900 square feet					
<b>H2.2.2 Program</b>	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 and Development Services Department	Identify sites within three years of Housing Element adoption.	Partially Complete.
<b>H2.2.3 Program</b>	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.	VTA and City Funds	Planning and Development Services Department	Ongoing	Partially Complete: Underway. Part of the Phase 1 Housing Element implementation plan for 2018; development of the North Ventura Coordinated Area Plan in progress.
<b>H2.2.4 Program</b>	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	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	City Housing funds	Planning and Development Services Department	Ongoing	Complete. January 2016.

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Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	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.	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.				
<b>H2.2.5 Program</b>	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 and Development Services Department	Ongoing	Not Yet complete. Amended to include additional housing in San Antonio corridor in November 2019.
<b>H2.2.6 Program</b>	On parcels zoned for mixed use, consider allowing exclusively	Consider transfer of zoning	City Funds	Planning and Development	Within three years of Housing	Complete. Part of Housing

**TABLE D  
Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	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.	requirements to create horizontal mixed use.		Services Department	Element adoption	Program 2.1.9 above.
<b>H2.2.7 Program</b>	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 and Development Services Department	Ongoing in conjunction with the Comprehensive Plan update	Complete. Adoption new development standards CS18.16.060.
<b>H2.2.8 Program</b>	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 and Development Services Department	Ongoing in conjunction with the Comprehensive Plan update	Complete. Feb. 2019.
<b>H2.3 Policy</b>	<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>					

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Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
<b>H2.3.1 Program</b>	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 and Development Services Department	Ongoing	Ongoing Program.
<b>H3 Goal</b>	<b>MEET UNDERSERVED HOUSING NEEDS, AND PROVIDE COMMUNITY RESOURCES TO SUPPORT OUR NEIGHBORHOODS</b>					
<b>H3.1 Policy</b>	<i>Encourage, foster, and preserve diverse housing opportunities for very low-, low-, and moderate income households.</i>					
<b>H3.1.1 Program</b>	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 and Development Services Department	Amend BMR Ordinance within three years of Housing Element adoption.	Complete. Ordinance adopted on April 17, 2017.
<b>H3.1.2 Program</b>	Implement the BMR ordinance to reflect the City’s policy of requiring: a) At least 15 percent of all housing units in projects must be provided at below market	Provide 10 affordable units through implementation of the City’s BMR program.	Developers	Planning and Development Services Department	Ongoing – implementation of existing program	Ongoing Program.



**TABLE D  
Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	<p>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>					
<b>H3.1.3 Program</b>	Continue implementation of the Below Market Rate Program Emergency Fund to prevent the	Use the BMR Program Emergency Fund	BMR Emergency Fund	Planning and Development Services	On	Ongoing Program preserved one BMR unit in 2016; CDBG

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**Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	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.	to prevent the loss of at least two affordable units and assist in maintenance and rehabilitation of at least four older BMR units		Department		funding for Safe and Sanitary maintenance of 5 units inFY2018-19.
<b>H3.1.4 Program</b>	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 and Development Services Department	Ongoing. Continued implementation of existing program	Partially Complete. Underway, in discussions with property owners of projects at risk of conversion, including Lytton Gardens, Terman Apartments and Webster Wood Apartments.
<b>H3.1.5 Program</b>	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 and Development Services Department	Ongoing. Continued implementation of existing program	Ongoing Program. The Planned Housing Zone was adopted in Sept. 2020 with more affordable housing options to provide greater flexibility.
<b>H3.1.6 Program</b>	Require developers of employment-generating commercial and industrial developments to contribute to the supply of low- and	Generate in-lieu fees to contribute toward the creation of low- and moderate-	City Housing Fund	Planning and Development Services Department	Ongoing. Continue to regularly update the commercial in-lieu fee.	Complete. The commercial in-lieu fee housing development fee-is regularly updated

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Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	moderate-income housing through the payment of commercial in-lieu fees as set forth in a nexus impact fee study and implementing ordinances.	income housing.				with other city fees based on nexus impact fee studies.
<b>H3.1.7 Program</b>	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 and Development Services Department	Consider changes to the Zoning Code within four years of Housing Element adoption.	Not Complete. Included in Housing Work Plan as Program 2.8.
<b>H3.1.8 Program</b>	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 and Development Services Department	Ongoing	Complete. Mobile home park was preserved in September 2017 with interagency cooperation.
<b>H3.1.9 Program</b>	Continue enforcing the Condominium Conversion Ordinance.	Maintain the rental housing stock.	City Funds	Planning and Development Services Department	Ongoing	Ongoing Program.

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Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
<b>H3.1.10 Program</b>	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 and Development Services Department	Provide annual reports.	Ongoing Program.
<b>H3.1.11 Program</b>	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 and Development Services Department	Ongoing	Ongoing Program. Housing funds provided as needed by housing projects.
<b>H3.1.12 Program</b>	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 and Development Services Department	Within three years of Housing Element adoption.	Complete. Part of the Phase 1 Housing Element implementation plan for 2018. In, 2019 new development/parking standards were adopted in Housing Incentive Program, CS18.16.060

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<b>H3.1.13 Program</b>	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 and Development Services Department	Ongoing	Ongoing Program. Underway, in discussions with property owners of projects at risk of conversion, including Lytton Gardens, Terman Apartments and Webster Wood Apartments.
<b>H3.1.14 Program</b>	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 and Development Services Department	Within two years of Housing Element adoption.	Partially Complete. Underway. On April 2018, the Santa Clara County's Board approved the Santa Clara Home Sharing Program with partnership with Catholic Charities of Santa Clara County.
<b>H3.2 Policy</b>	<i>Reduce the cost of housing by continuing to promote energy efficiency, resource management, and conservation for new and existing housing.</i>					
<b>H3.2.1 Program</b>	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.
<b>H3.2.2 Program</b>	Use existing agency programs such as Senior Home Repair to	Provide rehabilitation assistance to 600	CDBG and General Fund	Planning and Development Services	Ongoing	Ongoing Program. CDBG funds were

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	provide rehabilitation assistance to very low- and low-income households.	very low and low-income households.		Department		allocated for a pilot home repair program in FY18.
<b>H3.3 Policy</b>	<i>Support the reduction of governmental and regulatory constraints, and advocate for the production of affordable housing.</i>					
<b>H3.3.1 Program</b>	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 and Development Services Department	Ongoing	Ongoing Program. Work continues on objective zoning standards.
<b>H3.3.2 Program</b>	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 and Development Services Department	Ongoing	Ongoing Program.
<b>H3.3.3 Program</b>	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 and Development Services Department; City Manager	Ongoing	Ongoing Program. Active membership in the Non- Profit Housing Association.
<b>H3.3.4 Program</b>	Support the development and preservation of group homes and supported living facilities for persons with special housing	Regularly review existing development regulations and	City & CDBG Funds	Planning and Development Services Department	Amend Zoning Code within three years of Housing Element	Ongoing Program. As Housing Plan Work Program 2.4.7.

**TABLE D**  
**Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	needs by assisting local agencies and nonprofit organizations in the construction or rehabilitation of new facilities for this population.	amend the Zoning Code accordingly to reduce regulatory obstacles to this type of housing.			adoption.	
<b>H3.3.5 Program</b>	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 and Development Services Department, City Council	Ongoing	Complete. New Ordinance adopted November 2020. Staff to return to PTC regarding establishing rules for Affordable units.
<b>H3.3.6 Program</b>	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 and Development Services Department, City Council	Ongoing	Ongoing Program.
<b>H3.3.7 Program</b>	Prepare a local parking demand database to determine parking standards for different housing uses (i.e. market rate multifamily, multifamily affordable, senior affordable, emergency	Determine parking standards for different residential uses.	City Funds	Planning and Development Services Department	Within four years of Housing Element adoption.	Partially Complete. Underway, consultant has been retained to complete a parking study.

**TABLE D**  
**Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	shelters etc.) with proximity to services as a consideration. Adopt revisions to standards as appropriate.					
<b>H3.4 Policy</b>	<i>Pursue funding for the acquisition, construction, and rehabilitation of housing that is affordable to very low-, low-and moderate-income households.</i>					
<b>H3.4.1 Program</b>	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 and Development Services Department	Ongoing	Ongoing Program.
<b>H3.4.2 Program</b>	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	Increase the supply of affordable housing stock.	City Housing Development Fund, Housing Trust of Santa Clara County, CDBG, Santa Clara County MCC	Planning and Development Services Department	Ongoing	Ongoing Program.



**TABLE D**  
**Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	program. Continue to explore other mechanisms to generate revenues to increase the supply of low- and moderate-income housing.					
<b>H3.4.3 Program</b>	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 and Development Services Department	Ongoing	Complete. Housing nexus study updated in 2016. Development fees evaluated and updated annually.
<b>H3.4.4 Program</b>	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 and Development Services Department	Within three years of Housing Element adoption.	Ongoing Program.
<b>H3.5 Policy</b>	<i>Support the provision of emergency shelter, transitional housing, and ancillary services to address homelessness.</i>					

**TABLE D**  
**Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
<b>H3.5.1 Program</b>	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 and Development Services Department, City Council	Ongoing	Ongoing Program. Continued participation in regional CDBG/housing collaborative efforts.
<b>H3.5.2 Program</b>	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 and Development Services Department	Adopt amendments within one year of Housing Element adoption.	Complete.
<b>H3.5.3 Program</b>	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 and Development Services Department	Adopt amendments within one year.	Complete.
<b>H3.6 Policy</b>	<i>Support the creation of workforce housing for City and school district employees as feasible.</i>					

**TABLE D  
Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
<b>H3.6.1 Program</b>	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 and Development Services Department	Conduct a study within four years of adoption of the Housing Element.	Complete. City adopted Workforce Housing Overlay.
<b>H4 Goal</b>	<b>PROMOTE AN ENVIRONMENT FREE OF DISCRIMINATION AND THE BARRIERS THAT PREVENT CHOICE IN HOUSING.</b>					
<b>H4.1 Policy</b>	<i>Support programs and agencies that seek to eliminate housing discrimination.</i>					
<b>H4.1.1 Program</b>	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 and Development Services Department	Ongoing	Ongoing Program. The City contracts with Project Sentinel to provide fair housing services.
<b>H4.1.2 Program</b>	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	Ongoing Program. The City contracts with Project Sentinel to provide mediation services.
<b>H4.1.3 Program</b>	Continue implementation of	Implement	City Funds	Planning and	Ongoing	Ongoing Program.

**TABLE D**  
**Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	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.	existing ordinances regarding discrimination		Development Services Department		
<b>H4.1.4 Program</b>	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)	Community Services Department	Ongoing	Ongoing Program. The City contracts with Project Sentinel to provide fair housing services.
<b>H4.1.5 Program</b>	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 and Development Services Department	Ongoing	Ongoing Program.
<b>H4.1.6 Program</b>	Continue to implement the Action Plan of the City of Palo	Provide for increased use and	CDBG funds, General Fund	Planning and Development	Ongoing	Ongoing Program.

**TABLE D**  
**Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	Alto's Community Development Block Grant (CDBG) Consolidated Plan and the Analysis of Impediments to Fair Housing Choice.	support of tenant/landlord educational mediation opportunities as called for in the CDBG Action Plan and the Analysis of Impediments to Fair Housing Choice.		Services Department		
<b>H4.2 Policy</b>	<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>					
<b>H4.2.1 Program</b>	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 standards for special service housing.	City Funds	Planning and Development Services Department	Evaluate the Zoning Code within three years of adoption of the Housing Element.	Not yet complete. Implemented pilot Safe Parking Program for homeless. Included as Housing Work Plan Program 2.4.7.

**TABLE D  
Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
<b>H4.2.2 Program</b>	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 and Development Services Department	Develop outreach program within three years of adoption of the Housing Element.	Partially Complete.
<b>H5 Goal</b>	<b>REDUCE THE ENVIRONMENTAL IMPACT OF NEW AND EXISTING HOUSING.</b>					
<b>H5.1 Policy</b>	<i>Reduce long-term energy costs and improve the efficiency and environmental performance of new and existing homes.</i>					
<b>H5.1.1 Program</b>	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: - Greenhouse gas emissions - Energy use - Water use (indoor and outdoor) - Material efficiency - Storm water runoff	Prepare reports evaluating the progress of implementing the City's Green Building Ordinance.	City funds, Development fees	Planning and Development Services Department, Building Division	Ongoing	Ongoing Program.

**TABLE D**  
**Program Implementation Status**

Goal/Policy/Program	Description	Plan Objective	Funding Source	Responsible Agency	Time Frame	Status
	- Alternative transportation					
<b>H5.1.2 Program</b>	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 and Development Services Department, Building Division	Ongoing	Ongoing Program.
<b>H5.1.3 Program</b>	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 and Development Services Department	Ongoing	Ongoing Program.
<b>H5.1.4 Program</b>	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 and Development Services Department, Building Division; Public Works & Utilities	Ongoing	Ongoing Program.
<b>H5.1.5 Program</b>	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	City Funds	Planning and Development Services Department, Public Works & Utilities	Ongoing	Ongoing Program.

**TABLE D**  
**Program Implementation Status**

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		available at City Hall and posted on the City's website.				
<b>H5.1.6 Program</b>	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 and Development Services Department	Ongoing	Ongoing Program.
<b>H5.1.7 Program</b>	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 and Development Services Department	Within one month of adoption of the Housing Element.	Complete.