

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1	Jurisdiction East Palo Alto		ANNUAL ELEMENT PROGRESS REPORT										Note: "+" indicates an optional field											
2	Reporting Year 2023		Housing Element Implementation										Cells in grey contain auto-calculation formulas											
3	Planning Period 6th Cycle 01/31/2023 - 01/31/2031																							
Table A																								
Housing Development Applications Submitted																								
Project Identifier			Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications	Application Status	Project Type	Notes				
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA, SFD, 2 to 4.5+ ADU, MH)	Tenure R/Enter O/Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select streamlining provisions the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*	
Summary Row: Start Data Entry Below							0	56	0	0	23	3	0	0	166	60	0							
13	63262020	1080 RUNNYMEDE	1080 RUNNYMEDE ST	BLD2023-0058	ADU	R	5/12/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
14	62241120	109 HOLLAND ST	109 HOLLAND ST	BLD2023-0052	ADU	R	5/3/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
15	63353460	1136 GALLARDA WAY	1136 GALLARDA WAY	BLD2023-0102	ADU	R	8/14/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
16	62123230	1138 WESTMINST	1138 WESTMINSTER AVE	BLD2023-0063	ADU	R	5/24/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
17	63402180	1139 O'CONNOR S	1139 O'CONNOR ST	BLD2023-0055	ADU	R	5/9/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
18	63561270	116 ABELIA WAY	116 ABELIA WAY	BLD2023-0061	ADU	R	5/19/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
19	62125180	1174 LAUREL AVE	1174 LAUREL AVE	BLD2023-0138	ADU	R	11/21/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
20	62116070	1235 JERVIS AVE	1235 JERVIS AVE	BLD2023-0033	ADU	R	3/23/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
21	63141200	127 DONOHUE ST	127 DONOHUE ST	BLD2023-0026	ADU	R	3/9/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
22	63442700	134 Donohue St.	134 Donohue St.	BLD2023-0005	ADU	R	1/19/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
23	63102160	1512 URSULA WA	1512 URSULA WAY	BLD2023-0123	ADU	R	10/19/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
24	63561380	160 ABELIA WAY	160 ABELIA WAY	BLD2023-0067	ADU	R	8/1/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
25	63415270	1972 PULGAS AVE	1972 PULGAS AVE	BLD2023-0060	ADU	R	5/18/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
26	63183070	2045 GLEN WAY	2045 GLEN WAY	BLD2023-0022	ADU	R	2/24/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
27	63183070	2045 GLEN WAY	2045 GLEN WAY	BLD2023-0108	ADU	R	8/27/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
28	63143090	2093 ADDISON AVE	2093 ADDISON AVE	BLD2023-0104	ADU	R	9/19/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
29	63144090	2107 RALMAR AVE	2107 RALMAR AVE	BLD2023-0139	ADU	R	11/22/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
30	63154080	2140 ADDISON AVE	2140 ADDISON AVE	BLD2023-0039	ADU	R	4/4/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
31	63185090	2186 LINCOLN ST	2186 LINCOLN ST	BLD2023-0146	ADU	R	12/19/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
32	63331310	2227 CAPITOL AVE	2227 CAPITOL AVE	BLD2023-0051	ADU	R	5/1/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
33	63161310	2255 POPLAR AVE	2255 POPLAR AVE	BLD2023-0109	ADU	R	8/27/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
34	63162320	2269 RALMAR AVE	2269 RALMAR AVE	BLD2023-0056	ADU	R	5/9/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
35	63197280	2319 GLEN WAY	2319 GLEN WAY	BLD2023-0141	ADU	R	12/4/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
36	62132220	2328 MENALTO AVE	2328 MENALTO AVE	BLD2023-0074	ADU	R	6/30/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
37	63172330	2345 OAKWOOD C	2345 OAKWOOD DR	BLD2023-0006	ADU	R	1/20/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
38	63192250	2352 MENALTO AVE	2352 MENALTO AVE	BLD2023-0107	ADU	R	9/21/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
39	63210490	2355 COOLEY AVE	2355 COOLEY AVE	BLD2023-0085	ADU	R	7/19/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
40	63411080	251 GARDENIA WJ	251 GARDENIA WAY	BLD2023-0066	ADU	R	8/1/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
41	63265050	32 BUCHANAN CT	32 BUCHANAN CT	BLD2023-0082	ADU	R	7/12/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
42	63265100	62 BUCHANAN CT	62 BUCHANAN CT	BLD2023-0095	ADU	R	8/17/2023	0	0	0	0	0	0	0	1	1	1	NONE	No	No	Approved	Ministerial		
43	63361440	785 SCHEMBRI LN	785 SCHEMBRI LN	BLD2023-0038	SFD	R	4/4/2023	0	0	0	0	0	0	0	2	2	2	SB 9 (2021) - Duplex in SF Zone	No	No	Approved	Ministerial		
44	633720160, 633720170, 633720180, and 633720190	120 - 124 Maple Lane	120 - 124 MAPLE LN	DR20-003	SFA	R	2/17/2023								4	4	4	NONE	No	No	Approved	Discretionary		
45	632711090	1201 Runnymede	Village EPA	TPM23-001 and DR23-001	MH	O	2/6/2023								3	17	20	NONE	No	No	Pending	Discretionary		
46	63561280	120 Abelia	120 Abelia	ADR23-009	SFD	O	8/15/2023								1	1	1	NONE	No	No	Pending	Discretionary		
47	63322490	2131 Cooley	2131 Cooley	DR23-007	SFD	O	10/26/2023								1	1	1	NONE	No	No	Pending	Discretionary		
48	62124020	1012 NEWBRIDGE	1012 NEWBRIDGE ST	ZCP23-056	ADU	R	11/2/2023								1	1	1	NONE	No	No	Pending	Ministerial		
49	63262290	1038 RUNNYMEDE	1038 RUNNYMEDE ST	ZCP23-023	ADU	R	4/26/2023								1	1	1	NONE	No	No	Approved	Ministerial		
50	62123230	1138 WESTMINST	1138 WESTMINSTER AVE	BLD2023-0063	ADU	R	5/24/2023								3	3	3	NONE	No	No	Approved	Ministerial		
51	62121140	1143 SARATOGA	1143 SARATOGA AVE	ZCP23-046	ADU	R	9/6/2023								3	3	3	SB 9 (2021) - Duplex in SF Zone	No	No	Approved	Ministerial		
52	63146160	1280 BAYSHORE	1280 BAYSHORE RD	ZCP23-037	ADU	R	7/10/2023								1	1	1	NONE	No	No	Approved	Ministerial		
53	63146160	1280 BAYSHORE	1280 BAYSHORE RD	ZCP23-062	ADU	R	12/12/2023								1	1	1	NONE	No	No	Approved	Ministerial		
54	63384180	1290 CYPRESS ST	1290 CYPRESS ST	ZCP23-012	ADU	R	3/22/2023								1	1	1	NONE	No	No	Approved	Ministerial		
55	63384180	1290 CYPRESS ST	1290 CYPRESS ST	ZCP23-010	ADU	R	3/21/2023								1	1	1	NONE	No	No	Approved	Ministerial		
56	63184020	2056 GLEN WAY	2056 GLEN WAY	HR23-004	ADU	R	4/27/2023								1	1	1	NONE	No	No	Approved	Ministerial		
57	63146050	2078 ADDISON AVE	2078 ADDISON AVE	ZCP23-039	ADU	R	7/13/2023								1	1	1	NONE	No	No	Approved	Ministerial		
58	63143090	2093 ADDISON AVE	2093 ADDISON AVE	ZCP23-049	ADU	R	6/28/2023								1	1	1	NONE	No	No	Approved	Ministerial		
59	63153210	2145 ADDISON AVE	2145 ADDISON AVE	ZCP23-063	ADU	R	12/15/2023								1	1	1	NONE	No	No	Approved	Ministerial		
60	63182110	2227 LINCOLN ST	2227 LINCOLN ST	ZCP23-057	ADU	R	11/2/2023								1	1	1	NONE	No	No	Approved	Ministerial		
61	62221110	223 HOLLAND ST	223 HOLLAND ST	ZCP23-008	ADU	R	2/28/2023								4	4	4	NONE	No	No	Approved	Ministerial		
62	63361440	755 SCHEMBRI LN	755 SCHEMBRI LN	ZCP23-044	SFA	R	8/31/2023								2	2	2	SB 9 (2021) - Duplex in SF Zone	No	No	Pending	Ministerial	SFA (duplex) + ADU	
63	62118100	2337 MENALTO AVE	2337 MENALTO AVE	ZCP23-001	SFD	R	1/13/2023								4	4	4	SB 9 (2021) - Duplex in SF Zone	No	No	Approved	Ministerial		
64	63013320	2724 XAVIER ST	2724 XAVIER ST	ZCP23-011	ADU	R	4/13/2023								1	1	1	SB 9 (2021) - Duplex in SF Zone	No	No	Approved	Ministerial	ADU/JADU+ SB 9 2 unit	
65	63014010	2792 HUNTER ST	2792 HUNTER ST	ZCP23-035	ADU	R	6/29/2023								1	1	1	NONE	No	No	Approved	Ministerial		
66	63442340	284 DONOHUE ST	284 DONOHUE ST	ZCP23-036	ADU	R	6/29/2023								1	1	1	NONE	No	No	Approved	Ministerial		
67	63263290	860 WEEKS ST																						

Jurisdiction	East Palo Alto	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	2										3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022-01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	165	-	-	-	-	-	-	-	-	-	-	15	150
	Non-Deed Restricted		5	10	-	-	-	-	-	-	-	-		
Low	Deed Restricted	95	-	-	-	-	-	-	-	-	-	-	11	84
	Non-Deed Restricted		4	7	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	159	-	-	-	-	-	-	-	-	-	-	11	148
	Non-Deed Restricted		5	6	-	-	-	-	-	-	-	-		
Above Moderate		410	3	9	-	-	-	-	-	-	-	-	12	398
Total RHNA		829												
Total Units			17	32	-	-	-	-	-	-	-	-	49	780
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5		2023	2024	2025	2026	2027	2028	2029	2030	2031	6 Total Units to Date	7 Total Units Remaining
Extremely Low-Income Units*		83		26	-	-	-	-	-	-	-	-	26	57

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	East Palo Alto		
Reporting Year	2023	(Jan. 1 - Dec. 31)	
<i>D_1_Name</i>	<i>D_2_Objective</i>	<i>D_3_Time</i>	

D_4_Status

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1	Track and review planning approval and building permit processes for residential projects. Establish actions for streamlining, clarifying, and simplifying the approval and permit processes, including the design review process. Seek input from developers and other stakeholders to identify ways to improve and streamline development review.	2024, 2026 or later	Started in 2023. Planning Division updated the SB 9 checklist and website in Summer 2023. The ADU Ordinance amendment introduces the Preliminary Ministerial Review (PMR) Clearance process for the streamlined ministerial review projects.
1.1	Develop objective development and design standards that will be consistent with adopted findings of approval for all single-family and multi-family developments that simplify, clarify, and improve approval certainty and reduce the time for permit processing. Establish a time schedule for expedited ministerial or administrative approval of projects that comply with objective design standards, zoning standards, and development regulations. Ensure compliance with SB35, SB330, Housing Accountability Act, and other applicable state laws for qualifying projects.	2024 & 2025	REAP grant approved for development of objective development and design standards for multi-family developments. Staff and consultant team beginning process of identifying potential objective standards. City Council approved objective development and design standards for accessory dwelling unit in December 2023.
1.2	Implement existing processing guidelines and checklists for projects that qualify for by-right, ministerial, or administrative approval and CEQA exemption under SB 35, SB330, Housing Accountability Act, and other applicable state laws.	Ongoing	Planning Division updated the SB 9 checklist in Summer 2023. The ADU Ordinance amendment introduces the Preliminary Ministerial Review (PMR) Clearance process for the streamlined ministerial review projects.
1.3	Review and adjust building permit review and approval procedures as needed to comply with the streamlining requirements of State law AB 2234.	2026 or later	No reportable actions in 2023.
1.4	Develop standards to prioritize, incentivize, and expedite processing of residential projects that commit housing units for special needs populations such as the developmentally disabled, single-female head of households, at-risk youths, large family households, extremely low-income households, and unhoused individuals.	2024, 2025; ongoing	No reportable actions in 2023.

1.5	Pursuant to Government Code 65583.2 (h) and (i), sites that require rezoning to meet the RHNA for lower-income households and sites carried over from the 2015-2023 Housing Element to accommodate the needs of lower-income households shall be rezoned within the statutory deadline prescribed in Government Code 65583.2 (c). The rezoning shall commit to 20% lower-income units, minimum densities, and objective development standards, and complying projects shall not require discretionary approval. One site is carried over from the 2014-2022 Housing Element – a 0.65-acre parcel at 851 Weeks with an existing zoning of 22-40 units/acre and a pending application for a 79-unit SB 35 project. If a project contains at least 20% lower-income units and complies with objective development standards, discretionary approval shall not be required.	2024	The 79-unit SB 35 project was cleared for streamlining with objective development standards.
1.6	Seek and support financial resources from state, regional, and county housing programs, tax credits, and other sources that provide funding assistance for affordable housing projects to cover design and development costs and off-site public facility and infrastructure improvements.	Ongoing	Ongoing. The City used \$70,000 in the REAP grant for planning and housing activities; dispersed \$8M in state grants & \$1.7M in state LHTF funds for Colibri Commons; and continues to advance work for Light Tree AHSC and Colibri Commons AHSC grants.
1.7	Develop a “next-phase” streamlining effort for ADUs and JADUs, SB 9 projects, and any future small development, ministerial approval process that builds on lessons learned from the ADU Streamlining collaboration with EPACANDO and City Systems. (See Program 10.5 pertaining to ADU zoning amendments that are necessary to comply with current state laws and for numerical geographical targets.)	2024	Staff initiated conversations about one "next phase" streamlining effort potentially being the adoption and adaptation of the objective architectural compatibility standards developed for ADUs to SB 9, SB 10/SB 864 projects. A similar effort would involve the customization of the Preliminary Ministerial Review (PMR) clearance forms for other ministerial projects.
1.8	Study feasibility and desirability of waiving or reducing fees or delaying payment of permit fees and development impact fees for ADUs and small projects, e.g., two or fewer units.	2024	No reportable actions in 2023.
1.9	Develop outreach materials targeting smaller developers aimed at informing future applicants and improving the quality of Planning and Building applications received.	2024	Ongoing. Planning staff have been updating and improving the city website to show the projects that have been submitted.
1.1	Implement a preapproved and modular ADU designs program or participate in proposed 21 Elements clearinghouse to facilitate streamlined review and reduce design costs of ADUs.	2025	Started in 2023. City Planning and Housing staff initiated conversations with 21 Elements/Community Planning Collaborative (CPC) on the steps required to implement preapproved ADU plans.
1.11	Develop proposals for relaxing or allowing flexible zoning standards (e.g., building setbacks and height, open space, parking, and density) to facilitate the development of 5 SB 9 and small infill housing projects to increase housing opportunities and housing types throughout the community.	2025	Started in 2023. Part of the City's ADU Ordinance amendment included the open space reduction in the R-LD single-family residential zoning.
1.12	Develop an expedited legalization process for unpermitted second units. Identify zoning amendments to reduce the impediment to building ADUs, such as setback and open space standards.	2024	Started in 2023. Planning staff started the ADU Ordinance update to reflect the current state law changes and introduced the Preliminary Ministerial Review (PMR) Clearance process for the ministerial project process. The ADU Ordinance update was presented to the Planning Commission in December 2023 and adopted by City Council on February 6, 2024.
1.13	Support and participate in a potential county-wide initiative to create a resource center to effectively educate homeowners, provide resources, and promote the construction of ADUs.	2024	Started in 2023. City notified 21 Elements/Community Planning Collaborative of City's interest in county-wide ADU resource center initiative.

1.14	Research all available public and private sources of rehabilitation/repair funding and strengthen partnership with organizations in this area, such as Habitat for Humanity.	Ongoing	Started in 2023. On March 21, 2023, Housing staff presented to City Council all available public and private sources of rehabilitation/repair funding and received direction to explore FIHPP and REAP 2.0, and other state and regional funding sources.
1.15	Implement the 2022 approval of Measure L which increased and expanded the City's existing Gross Receipts Tax on rental residential properties for affordable housing and support programs.	2024	Completed in 2023. The City started collecting Measure L funding in 2023.
1.16	Update the City's five-year Affordable Housing Strategy (AHS) to implement the 6th cycle Housing Element goals, policies, and programs and to sets priorities for allocation of the City's affordable housing revenue sources for a finite period (1 year to 5 years). Establish priorities to implement fair housing policies and programs in low resource neighborhoods per the AFFH analysis.	2024	Started in 2023; Completed in 2024. City staff held a community meeting on November 16, 2023, updated the Planning Commission on December 11, 2023, and issued a city-wide survey from November 2023 to January 2024. The City's 2024-2028 Affordable Housing Strategy was adopted on February 6, 2024.
1.17	The Planning and Housing Departments will collaboratively pursue state grant funds wherever possible to support affordable housing projects and programs and to address homelessness in the City. Target: Annually research available funds for affordable housing projects and homelessness programs. Prioritize funds to assist lower-resource areas and the unhoused population.	2024; Ongoing	Ongoing. The City applied for the Encampment Resolution Funding (ERF-R-2) Grant in March 2023, and was rejected. The City will reapply in 2024.
1.18	Use the opportunity of the Ravenswood Business District (RBD) Specific Plan Update or initiate a city-wide study on the feasibility and desirability of fee waivers or reductions or deferred fee payments for fully affordable housing projects; additionally, consider providing City financial assistance to cover these fees.	2025	No reportable actions in 2023.
1.2	Incorporate parking reductions into the City's Transportation Demand Management Program including compliance with AB2097 and related state laws that eliminates parking minimums within one-half mile major transit stops and radius and parking maximums for affordable housing projects.	2025	No reportable actions in 2023.
1.21	For sites within the RBD Specific Plan Area, study feasibility and effectiveness of an RBD-specific density bonus, relaxed zoning controls, minimum densities (particularly for mixed-use sites), streamlined subdivision approvals, and by-right or ministerial approvals. Incorporate provisions into the Specific Plan Update and Development Code in summer 2024. (See also related Program 10.8)	2024	No reportable actions in 2023.
1.23	Work with County of San Mateo to complete land swap and determine feasibility of the County developing affordable housing, encouraging permanent supportive housing development, at 2277 University. Comply with Surplus Lands Act. (This project is not included in Sites Inventory but could potentially be constructed during Housing Element 6th Cycle.)	2024, 2025, 2026 or later	Underway. City Council adopted a resolution on 7/18/2023 finding 2277 exempt from the Surplus Lands Act to allow a property swap with San Mateo County for 1266 Beech Street. The state HCD concurred with the Council's exempt finding on 9/28/2023, allowing the Planning Commission to find the land swap in conformance with the City's 2035 General Plan at a public hearing on 12/11/2023. Staff will continue to undertake certain due diligence measures including provision of title reports, appraisal reports, phase one reports, and geotechnical reports, and begin a final round of negotiations with the County with the goal to complete the property swap by June 2024.
1.24	Work with Ravenswood City School District to facilitate the development of the district-owned parcel at 2120-2160 Euclid Avenue as affordable public school employee housing. Comply with the Surplus Lands Act.	2024, 2025, 2026 or later	Started in 2023. Planning staff answered school district's preliminary questions in 2023. Planning Commission Study Session on Ravenswood School District's 2120-2160 Euclid Ave preliminary application held on February 26, 2024.

1.25	Revise City zoning and subdivision standards to increase compatibility with SB 9 (e.g., flexible zoning standards for setbacks, open space, heights, and density) and make process improvements to encourage application of SB 9 on appropriately zoned parcels. Conduct informational outreach to property owners whose properties are prime candidates for SB 9 projects, including informing them of the by-right or ministerial approval process.	2025	Started in 2023. Planning staff started implementing the Preliminary Ministerial Review (PMR) process for ministerial review projects, like SB 9, SB 35, and ADU.
1.26	Annually review overall progress and effectiveness in meeting RHNA and evaluate progress in meeting Housing Element policies and programs; include information in Annual Progress Report to HCD. Track the production of inclusionary housing units, ADUs, SB 9 units, and housing for special needs populations. If the City is not making sufficient progress in meeting its Housing Element goals and its RHNA for affordable units by 2027 (i.e., at least 130 lower-income units under construction or completed by 2027), consider alternative land use strategies within six months. Possible actions include amending policies and programs, defining new actions, or identifying alternative housing sites, including rezoning if necessary, and strategies to facilitate a variety of housing choices, such as encouraging missing middle zoning (small-scale multi-unit projects), adaptive reuse, and additional ADUs and/or JADUs.	2024, 2025, 2026 or later; Ongoing	Ongoing. City reviewed RHNA progress and effectiveness during Housing Element Update process including January 23, 2023 Planning Commission meeting, February 9, 2023 Planning Commission meeting, and February 21, 2023 City Council public hearing.
2.1	In partnership with non-profit partners the City will develop a homebuyer support program or programs tailored to the needs of lower and moderate-income households in East Palo Alto. Prioritize outreach to neighborhoods with a proportionally higher percentage of rental households such as the westside of State Highway 101.	2024, 2025	No reportable actions in 2023.
2.2	With the assistance of the City's grant coordinator, seek and apply for funds from state, federal, and other sources to create and finance this program.	2026 or later	No reportable actions in 2023.
2.3	One pathway to homeownership is through tenant purchase of their buildings either on their own or through a community land trust. The City hopes to create a program that will facilitate a minimum of two single family and one multi-family tenant purchases between 2024 and 2028.	2024	No reportable actions in 2023.
2.4	Advocate for the homebuyer and homeownership programs, including shared and sweat equity models, at the Federal, State, County, and regional levels.	Ongoing	No reportable actions in 2023.
3.1	Continue working with the BMR Administrator on the existing BMR Program contract and draft a Request for Proposals (RFP) for the next phase of BMR Program management, and evaluating, as needed, the Local Preference guideline, to maintain the 53 existing BMR units and add 8 rental or for-sale inclusionary housing units.	2025; Ongoing	Ongoing. Housing staff continued working with BMR Administrator on existing BMR Program administration in 2023.
3.2	With the allocated City Council funding, implement the rent registry program.	2024	Started in 2023. CEDD staff conducted research on implementation of potential rent registry program.
3.3	Work with the County of San Mateo and landlords to list all affordable housing projects and inclusionary units on Doorway, a new regional platform for searching and applying for affordable housing and finding affordable housing resources and conduct proactive outreach to East Palo Alto residents.	Ongoing	Ongoing. Housing staff worked with Eden Housing to list LightTree Apartments on regional housing platform in 2023.

3.4	Continue to support the function of the Rent Stabilization Board (RSB) to enforce the City's Rent Stabilization Ordinance to protect tenants from unreasonable rent increase, to protect tenants from unlawful evictions, and to allow landlords sufficient rental income for maintenance and operating expenses and capital improvements.	Ongoing	Ongoing. Rent Stabilization staff continued to implement the Rent Stabilization and Just Cause for Eviction ordinance in 2023.
3.5	The City will monitor any changes to state law related to rent stabilization and if possible, update the Rent Stabilization Ordinance to provide greater protections.	Ongoing	Ongoing. Rent Stabilization staff and City Attorney's Office monitored changes to state law.
4.1	As part of the Ravenswood Business District/4 Corners (RBD) Specific Plan update, develop a requirement to build new housing at specified levels of affordability based on a numerical linkage to office/R&D square footage in Ravenswood Business District (RBD).	2024	Underway. The Specific Plan update (in process for adoption in 2024) will include an option to provide additional affordable housing units beyond the City's IHO requirements as part of a community benefits incentive program for receiving approval of additional development capacity.
4.2	Participate in countywide nexus study led by 21 Elements to update the existing Commercial Linkage Fee.	2024	No reportable actions in 2023.
4.3	Develop a preservation strategy that addresses funding sources, identification of properties, and partnerships that can lead to preservation of affordable housing in East Palo Alto. Prioritize assistance to lower resource neighborhoods identified in the AFFH analysis (including, but not limited to, westside of State Highway 101, south of Bay Road west of University Avenue, and multi-family housing on southside of Bay Road east of University Avenue.)	2024	Started in 2023. On March 21, 2023, City Council reviewed potential preservation funding sources and directed staff to pursue FIHPP, REAP 2.0, and other funding sources. City Council directed staff to develop preservation guidelines and to eventually establish preservation fund.
4.4	Identify and maintain a list of at-risk units and substandard buildings throughout the City. Ensure property owners comply with the State Preservation Notice Law. Actively engage with property owners to reach agreements to preserve at-risk units and properly maintain their properties. Through these efforts, the City hopes to improve 13 substandard or at-risk units between 2024 and 2028.	2024; Ongoing	Started in 2023. An updated list of substandard buildings was provided in the 2023-2031 Housing Element. The City engaged with Courtyard Apartments and dispersed loan funds for the maintenance of the voucher-based project.
4.5	Study improvements to the City's process for addressing code violations on residential properties, including, but not limited to, unpermitted second units.	2025	No reportable actions in 2023.
4.6	Create and fund a City housing rehabilitation program for City Council consideration that covers both single-family homes and multi-family apartments to preserve affordable housing opportunities, encourage proper maintenance and repairs, promote renovation, and increase energy conservation. Prioritize neighborhoods with a concentration of units in need of rehabilitation per Housing Element, Section 2.12.2.D (including, but not limited to, westside of State Highway 101, south of Bay Road west of University Avenue, and multi-family housing on southside of Bay Road east of University Avenue).	2025, 2026 or later	No reportable actions in 2023.
4.7	Research establishing and funding a City home repairs program to assist low-income homeowners with major repairs and rehabilitation to address acute safety and livability issues. Develop a public outreach plan and also inform homeowners of financial assistance available from other agencies such as energy conservation and electrification incentives. Prioritize assistance to seniors and lower-resource neighborhoods identified in AFFH analysis (including, but not limited to, westside of State Highway 101 and south of Bay Road west of University Avenue). The City has a goal of assisting a five to ten low-income homeowners between 2024 and 2028.	2024, 2025	No reportable actions in 2023.

4.8	Continue to implement public accessibility improvements in accordance with the City's ADA Compliance Plan and amend Municipal Code Chapter 14.10 – Reasonable Accommodations and Development Code Chapter 18.98 – Reasonable Accommodations as needed to comply with applicable state laws.	Ongoing	Planning staff has continued to worked with Public Works and Building staff to implement public accessibility improvements in accordance with current ADA laws on development projects.
4.9	Study models of foreclosure prevention at the local level in similarly sized cities, whether through local investment or leveraging outside funding; evaluate establishing a mortgage assistance program for low-income households.	2024, 2025	City closely monitored development of FIHPP and identified potential qualifying properties, and worked with local organizations to prepare for FIHPP resources.
4.10	Evaluate opportunities to support and/or leverage local community land trusts (CLTs) to create community ownership of new or preserved affordable housing, e.g., through scattered-site ADUs, small inclusionary projects, sweat equity projects (such as Habitat for Humanity or Rebuilding Together, and others), or preservation projects.	2024, 2025	In July-December 2023, City explored a potential Tenant Opportunity to Purchase/Community Opportunity to Purchase ("TOPA/COPA") policy that would support different preservation models, including CLTs. However, City Council voted against the policy.
4.11	Continue to appropriate funds and consider increasing funds for direct emergency financial assistance or rent relief to be administered by a qualified organization identified through a Request for Proposals (RFP) process. Conduct proactive public outreach, particularly to lower-income households and neighborhoods where a high housing cost burden has been documented in the fair housing assessment. To support this effort, the City will seek out a permanent source of funds for rental assistance.	2024	Ongoing. In July 2022, the City released a Request For Proposals (RFP) for qualified organizations to provide legal services, tenant advocacy and education, and financial assistance services for resident anti-displacement services. This RFP is based around the City's desire to protect residents from displacement and homelessness, as well as to fulfill the intent of Measure O, which was approved by the voters in November 2016. On January 1, 2023, the City entered into agreements with the following community organizations that were selected through that RFP in order to provide anti-displacement services: - Community Legal Services in East Palo Alto (CLSEPA) - Nuestra Casa - Youth United for Community Action (YUCA) - Samaritan House
4.12	Develop a proposal for City Council consideration for a direct financial assistance program for first and last month's rent/security deposit assistance.	2025	Ongoing. In addition to the Measure O Anti-Displacement Services, the City Council is considering Community Resource Funds, which would amend the contract with Samaritan House adding an additional \$100,000 for direct aid to vulnerable populations which could also include direct rental assistance.
4.13	Complete and enforce guidelines on City's existing Local Preference Policy.	2024	No reportable actions in 2023.
4.14	Through Measure HH, a parcel tax on large office developments approved by East Palo Alto residents in 2018, implement a Pilot Workforce Development Program to provide job training, apprenticeships, and job placement services to residents through partnerships with community-based non-profit organizations and private companies. Programs shall include proactive outreach to East Palo Alto residents, and service agreements shall define performance goals and metrics and required deliverables.	2024	Started in 2023. In March 2023, after an RFP process, the City awarded three organizations a total of \$775,215 in Measure HH funds for a Pilot Workforce Development Program, to serve a total of 80 students in an 18-month period.

5.1	Update the Environmental Justice Element (Health and Equity) in the City's General Plan to include a comprehensive set of policies and programs and an implementation plan to address environmental justice issues and public outreach, engagement, and transparency; scope of work to include a robust community engagement process is integrated into the preparation of this Element.	2024	Started in 2023. The City Council adopted a resolution on May 16, 2023, with the City of Burlingame and County of San Mateo, to engage Placeworks and Community Planning Collaborative to assist in the preparation of a multi-jurisdictional Environmental Justice (EJ) Element with the city's share of the cost being \$202,232. The EJ Element requires cities and counties that have disadvantaged communities to incorporate policies into the General Plans to address the "unique or compounded health risks" to reduce pollution exposure, increase community assets, and improve overall health. The EJ Element effort begun in July 2023 and is scheduled for completion around April 2025. The first community workshop is being planned on March 20, 2024 at the YMCA building at 550 Bell Street in East Palo Alto.
5.2	Establish and implement a plan to address the San Mateo County Local Agency Formation Commission (SMCLAFCo) Municipal Service Review and to resolve the delays to housing development caused by issues with the East Palo Alto Sanitary District.	2024	During a November 15, 2023 meeting, LAFCo staff presented to the East Palo Alto community and LAFCo board recommending that the Board approve the City of East Palo Alto's application to make East Palo Alto Sanitary District (District) a subsidiary district of the City of East Palo Alto. The LAFCo Board approved this recommendation unanimously. Once finalized, the East Palo Alto City Council will serve as the designated Board of Directors for the East Palo Alto Sanitary District.
5.3	Implement the Water System Master Plan adopted in 2022 and complete the first-phase capital improvements in the plan. Update the Urban Water Management Plan to conform with the Master Plan and ensure adequate water service to parcels identified as developable in the Housing Element Sites Inventory (adequate water supply but water infrastructure upgrades may be needed for certain locations.)	2024, 2025	Started in 2023. Public Works/Engineering staff met with the consultant on the University Ave/Weeks St 12" Waterpipe Project in 2023.
5.4	Work with water and sewer service providers to adopt a policy that prioritizes water and sewer capacity allocations to affordable housing projects and low-income households in accordance with state law (SB1097).	2024	No reportable actions in 2023.
5.5	Leverage community partnerships to utilize and maintain data and maps wherever possible to monitor areas subject to flooding and identify sites for future development and to comply with Government Code 65302.	Ongoing	The City received the annual Community Rating System recertification, a voluntary incentive program that recognizes and encourages community floodplain management practices. Certification provides for owners to qualify for discounted flood insurance premium rates. Rate reductions reflect that the community has undertaken efforts to reduce flood risk and fosters comprehensive floodplain management.
5.6	Develop environmental "overlay" map with most up-to-date data to avoid housing in at-risk areas or with prescribed mitigation measures.	2024	Started in 2023. Working with staff, Placeworks (the EJ Element consultants) mapped Disadvantaged Communities in the City. The mapping was finalized February 2024 and will be discussed at the community workshop scheduled on March 20, 2024, and refined appropriately with community input.
5.7	Implement fair housing and anti-eviction programs using Measure O and other qualifying local revenue sources to fund community-based organizations to provide legal services, financial assistance, case management, referrals, proactive community outreach (social media, workshops, flyers), resource information, and a staff a citizen advocacy committee. The City Council has allocated over \$200,000 toward anti-displacement and fair housing programs.	2024	No reportable actions in 2023, other the the Measure O Anti-Displacement contract as mentioned earlier.
5.8	Continue to support agencies such as Project Sentinel, Community Legal Services in East Palo Alto, and Legal Aid at Work that provide consultation and landlord/tenant mediation services for residents.	Ongoing	Supporting Community Legal Services through the Measure O Anti-Displacement contract as mentioned earlier.

5.9	Prioritize providing fair housing and support services to special needs populations such as extremely low-income households, persons with disabilities, female heads of households, large family households, seniors, at-risk youths, and households at-risk of homelessness. Target proactive public outreach to lower resource neighborhoods such as western and northern areas in East Palo Alto or projects where there is a higher presence of special needs populations based on the fair housing analysis. The City has a goal of providing fair housing and support services for a minimum of 20 special needs individuals or households between 2024 and 2028.	Ongoing	No reportable actions in 2023.
5.10	Pursue funding and prioritize neighborhoods of concentrated need for future investment, which may include but is not limited to rehabilitation, safe routes to schools, parks, transit, and active transportation. Evaluate the distribution of infrastructure and transportation investment by higher versus lower need areas when updating the Capital Improvement Program (CIP). Assess the needs in lower-resource areas and implement actions to ensure an equitable distribution of investment.	2025, 2026 or later	No reportable actions in 2023.
5.11	Support local and regional flood control and infrastructure projects that benefit existing and future residents. Prioritize improvement projects that benefit high need and lower-resource areas as identified in AFFH analysis.	2024, 2025, 2026 or later	Ongoing. The City continued to support thr SFJPA on regional flood control and infrastructure projects.
6.1A	Annually review the City's habitability complaints and the Rent Stabilization Ordinance's rules and regulations and forward any recommended changes or updates for enforcing habitability issues to the City's Rent Stabilization Board.	Ongoing	Rent Stanilization Program staff referred 15+ habitability complaints to Code Enforcement, and in December 2023, conducted a habitability petition presentation to educate tenants about their rights, leading to an increase in petitions submitted to the department.
6.1B	Continue to use code enforcement to support housing preservation and neighborhood quality and identify housing maintenance issues. Refer property owners with compliance needs to the City's programs for rehabilitation assistance.	Ongoing	In 2023, code enforcement staff referred homeowners with illegal ADUs to the City's CalHome ADU/JADU Loan Program to assist with unit legalization. The Housing Division and Rent Stabilization Program staff coordinate directly with the Building Division which includes Code Enforcement, if there are any concerns around residential units. Building has two Neighborhood Preservation Officers, formerly known as Code Enforcement Officers, as well as one hybrid position: Building Inspector-Neighborhood Preservation Officer, which was recently filled.
6.2	Determine the most effective means of incentivizing or requiring childcare facilities in new affordable housing developments and commercial developments.	2024	No reportable actions in 2023.
6.3	Implement the East Palo Alto Reach Codes, which became effective in January 2021 and apply to all new construction and substantial rehabilitations and additions; continue to explore expanding building electrification requirements and support incentive programs for retrofitting existing buildings	2024	The EPA Reach Code was updated in 2023.
6.4	Complete and implement the recently updated Multi-Generational Local Hazard Mitigation Plan.	Ongoing	The most recent LHMP was updated in October 2021 as part of a multijurisdictional process. No reportable actions in 2023.
6.5	Update the City's Safety Element to address earthquakes, flooding, and other natural and manmade hazards; consider policies such as studying the inventory of the soft-story housing stock and establishing a seismic retrofit program to address these buildings; establishing a program for remediation of lead-based paint in older residential buildings; and incorporating targeted outreach to vulnerable and special needs populations to ensure their needs are well-addressed.	2025	Started in 2023. The City started the process for the Safety Element update in July 2023. The update is being conducted in collaboration with several jurisdictions in San Mateo County.

6.6	Continue to disseminate information through onsite resources and workshops to homeowners, property owners, and developers on FEMA, state, and local regulations on floodplain construction and management practices.	Ongoing	Ongoing. The City maintains an updated website with storm information and flood preparation resources. Storm preparation guides were sent out via citywide newsletter with updates before and during each major storm. The City coordinated with developers on meeting floodplain construction requirements which exceed FEMA's baseline CRS requirements.
6.7	Continue to participate in FEMA's Community Rating System Program to ensure that new housing development complies with floodplain construction standards with submission of required certifications.	Ongoing	Ongoing. The City submitted its 2023 CRS report to FEMA and received approval. Where applicable, building permits are reviewed for compliance with floodplain requirements.
7.1	For affordable housing projects located near high-quality transit, on City-owned land, with City subsidy, or where otherwise legally defensible, require developers of affordable housing to demonstrate how they will serve people with disabilities in the development.	2024, 2025	No reportable actions in 2023.
7.2	Finalize the Master Temporary Use Permit (MTUP) process for the temporary housing program rollout that includes City coverage of permit fees to provide housing for individuals experiencing homelessness in the community.	2024	Process finalized and published on City website in 2023. City is still seeking applications for MTUP process.
7.3	Evaluate lessons learned and options for longer-term, holistic solutions to RVs parked in public right of way with the conclusion of the RV Safe Parking Program.	2024; Ongoing	Completed in 2023. The City's RV Safe Parking Program closed in October 2023, and staff providing a final report with lessons learned in the November 31, 2023 staff report, available at: https://cityofepa.granicus.com/player/clip/46?view_id=1&meta_id=3434&redirect=true .
7.4	Research all available public funding sources to address homelessness and consider City investment of funds for homeless outreach, case management and supportive housing to supplement the countywide system.	Ongoing	Ongoing. The City was rejected for the Encampment Resolution Funding (ERF-R-2) Grant in March 2023, and plans to reapply in 2024.
7.5	Pursue expansion of support programs for unhoused residents by establishing partnerships with other public agencies, private corporations and foundations, and non-profit service providers.	2024; Ongoing	No reportable actions in 2023.
7.6	Continue to support the low barrier navigation center and emergency shelter operated by WeHope, a community-based non-profit organization, which provides an interim shelter and supportive services for unhoused individuals. Accommodate the special needs of at-risk youths, households with children, and persons with disabilities.	Ongoing	In 2023, Building staff approved a permit by-right for the City's emergency shelter operated by WeHOPE to improve shelter accommodations, including replacement of finishes and light fixtures, fire life safety including egress and occupancy for emergency shelter bed and supporting services.
7.7	Develop options for incentivizing deeply affordable housing units that serve larger household sizes, such as allowing additional density or other relaxed or flexible zoning regulations.	2024	No reportable actions in 2023.
7.8	Continue to require residential projects to include Extremely Low-Income housing units through the City's Inclusionary Housing Program and encourage production of deed-restricted ADUs serving Extremely Low and Very Low-Income households as an Inclusionary Housing Alternative Compliance option instead of paying in-lieu fees for fractional units.	2024; Ongoing	Ongoing. Housing staff continues to encourage production of deed-restricted ADUs serving ELI and VLI households as Alternative Compliance Options for Inclusionary Housing requirements.
8.1	Improve and maintain the Housing website as a primary means of communicating the City's efforts around housing. Expand proactive measures to inform homeowners, landlords, and tenants about available local and County housing resources and supportive services.	Ongoing	Ongoing. Housing staff continues to update and maintain the Housing website, and find other means to communicate with homeowners, landlords and tenants, including mailers, City newsletter, and social media updates.

8.2	Create a budget for mailers and non-digital outreach on Housing workplan items at the start of each fiscal year.	Ongoing	Ongoing. Housing staff budgeted for mailers and non-digital outreach in 2023.
8.3	Provide translation of materials and interpretation of City Council, Planning Commission, Rent Stabilization, and other City meetings in alignment with City's Language Policy.	2024; Ongoing	Ongoing. City provides Spanish interpretation services at City Council and Rent Stabilization meetings, and at Planning Commission meetings as requested.
9.1	Regularly assess the level of staffing or contract assistance to ensure that sufficient staffing is committed to implementing the policies and programs in this Affordable Housing Strategy in a timely manner.	Ongoing	Staff submitted request for 1 FTE additional support in 2023.
9.2	Along with other San Mateo County communities, access the services of the HEART of San Mateo County's new Housing Consulting Services program, so as to access additional housing expertise and staffing.	2024	Completed in 2023. Worked with HEART of San Mateo County's Housing Consulting Services to conduct City's 2024-2028 Affordable Housing Strategy Update.
9.3	Collaboratively update the City's Development Code to align Planning and Housing objectives, with an emphasis of resolving inconsistencies and ensuring consistency with the City's General Plan.	2024, 2025	No reportable actions in 2023.
9.4	As Notices of Funding Availability (NOFA) are issued (typically annually), proactively work with the City's grant coordinator to selectively apply for regional, state, and federal grants to finance qualifying affordable housing projects and to fund East Palo Alto housing programs, such as housing rehabilitation program and first-time homebuyers' program	Ongoing	In 2023, Housing staff research potential regional, state and federal funding sources for affordable housing, and established a plan for applying to local County funding sources.
9.5	Review the Housing Element's Sites Inventory annually to assess progress in achieving the City's RHNA affordable housing allocation and as needed, identify additional sites or adjusting development policies, programs, and priorities.	Ongoing	Ongoing. City reviewed RHNA progress and effectiveness during Housing Element Update process including January 23, 2023 Planning Commission meeting, February 9, 2023 Planning Commission meeting, and February 21, 2023 City Council public hearing.
9.6	Evaluate the effectiveness of the Inclusionary Housing Ordinance (IHO) in producing affordable units and the financial impact of the inclusionary requirements and Alternative Compliance Options on residential development. Evaluate the effect of changing economic, development, and financing conditions and the cumulative financial impact of development impact fees and exactions. Following completion of the evaluation, amend the IHO to reduce constraints within six months if necessary. Continue to assess the financial impact of the IHO on individual projects and implement further measures to reduce the barriers to housing production and achieve the City's RHNA if needed.	2024, 2025, Ongoing	On July 18, 2023, City Council adopted an amendment to in-lieu fees calculation methodology including using the Construction Cost Index for change in rental in-lieu fees, and a 3-year average of interest rates for the ownership in-lieu fees to reduce volatility. City has started and will complete a nexus study and financial feasibility analysis in 2024 to update the City's development impact fees. As part of the financial feasibility analysis, the inclusionary housing requirements in the IHO will be included along with other development fees and exactions to assess the cumulative financial impact on project feasibility.
10.1	For applicable development projects that will be removing residential units, a replacement housing program for lower-income households in accordance with State requirements (Government Code 65583.2(g)).	Ongoing	Ongoing. Planning staff continue to work with applicants to ensure compliance.
10.2	Emergency Shelters - Evaluate current sites, development standards, and approval process and amend the Development Code to comply with Assembly Bill 2339 and other applicable state laws. Amend the Development Code to address zoning requirements, update the definition of emergency shelters, ensure sufficient capacity for emergency shelters in zones with proximity to transportation and homelessness services, establish objective development standards, and comply with all other requirements of AB 2339.	2024	No reportable actions in 2023.

10.3	Update zoning to so that Permanent Supportive Housing would be allowed by-right in residential and mixed-use zoning districts, as required by the State (Government Code 65651).	2024	No reportable actions in 2023.
10.4	Update zoning and the definition of a “housekeeping unit” to comply with the state Employee Housing Act and adopt a “barrier-free” definition that does not subject persons with disabilities to special regulations.	2024	No reportable actions in 2023.
10.5	Amend the ADU ordinance to comply with State law, pending formal comment from HCD. Further actions include programs and policies to facilitate construction of ADUs (refer to Policies/Programs 1.7 to 1.14 for specifics). Consider additional measures to remove zoning impediments such as relaxing side and rear yard setback and open space standards and facilitating conversion of unpermitted accessory structures to ADUs. The City has a goal of approving at least 72 ADUs between 2024 and 2028.	2024	Started in 2023. The City started drafting the ADU architectural compatibility guidelines to provide clear design guidelines to better facilitate the constructions of ADU. The anticipated adoption is Feb 2024.
10.6	Update zoning regulations for residential care facilities and group homes (7+) to comply with state law and to reduce barriers for establishing facilities for special needs populations such as persons with disabilities, including revising existing spacing constraints.	2024	No reportable actions in 2023.
10.7	Review zoning ordinance regulations for compliance with the current state laws and reduce development impediments or provide incentives such as standards pertaining to parking, open space, density bonuses, and objective design standards. Implement Policies/Programs 1.1 to 1.6, 1.18, 1.20, 1.21 and 1.25 for a comprehensive multi-pronged approach to reduce regulatory constraints, improve development processing, create incentives for housing development, and reduce, mitigate, and not constrain housing supply, cost, and ability to achieve maximum densities.	2024, 2025, 2026 or later	Started in 2023. The ADU Ordinance amendment amended and reduced the open space requirement and allowed the City's adopted ADU ordinance to be compliant with the current state laws. The update also introduced the Preliminary Ministerial Review (PMR) Clearance for the streamlined project process.
10.8	Adopt an update to RBD Specific Plan to allow residential and mixed-use development at designated locations in the plan area and address provisions as noted in other Housing Element and Affordable Housing Strategy policies/programs. Concurrently, rezone parcels for residential and mixed-use development. Additionally, establish by-right approval, minimum residential densities, objective design standards, minimum residential requirements for mixed use zoning, reduce parking set flexible open space standards for affordable housing, create a transportation demand management (TDM) program, streamline subdivision approvals, and undertake other re-zoning efforts to reduce development constraints and create incentives for developments catering to special needs populations. Further, the City will resolve inconsistencies between the General Plan and current Specific Plan, (See related Policy 1.21). The City's goal is to zone sites and define minimum densities and objective design standards to accommodate 1,350 to 1,600 housing units within the Specific Plan area.	2024	The update to the Ravenswood Business District/4 Corners Specific Plan is in preparation, which will include amendments to zoning regulations. The Updated Specific Plan, which is scheduled for adoption in 2024, is considering the provisions in this program to facilitate residential development.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	East Palo Alto		
Reporting Year	2023	(Jan. 1 - Dec. 31)	
<i>D_1_Name</i>	<i>D_2_Objective</i>	<i>D_3_Time</i>	

D_4_Status

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1	Track and review planning approval and building permit processes for residential projects. Establish actions for streamlining, clarifying, and simplifying the approval and permit processes, including the design review process. Seek input from developers and other stakeholders to identify ways to improve and streamline development review.	2024, 2026 or later	Started in 2023. Planning Division updated the SB 9 checklist and website in Summer 2023. The ADU Ordinance amendment introduces the Preliminary Ministerial Review (PMR) Clearance process for the streamlined ministerial review projects.
1.1	Develop objective development and design standards that will be consistent with adopted findings of approval for all single-family and multi-family developments that simplify, clarify, and improve approval certainty and reduce the time for permit processing. Establish a time schedule for expedited ministerial or administrative approval of projects that comply with objective design standards, zoning standards, and development regulations. Ensure compliance with SB35, SB330, Housing Accountability Act, and other applicable state laws for qualifying projects.	2024 & 2025	REAP grant approved for development of objective development and design standards for multi-family developments. Staff and consultant team beginning process of identifying potential objective standards. City Council approved objective development and design standards for accessory dwelling unit in December 2023.
1.2	Implement existing processing guidelines and checklists for projects that qualify for by-right, ministerial, or administrative approval and CEQA exemption under SB 35, SB330, Housing Accountability Act, and other applicable state laws.	Ongoing	Planning Division updated the SB 9 checklist in Summer 2023. The ADU Ordinance amendment introduces the Preliminary Ministerial Review (PMR) Clearance process for the streamlined ministerial review projects.
1.3	Review and adjust building permit review and approval procedures as needed to comply with the streamlining requirements of State law AB 2234.	2026 or later	No reportable actions in 2023.
1.4	Develop standards to prioritize, incentivize, and expedite processing of residential projects that commit housing units for special needs populations such as the developmentally disabled, single-female head of households, at-risk youths, large family households, extremely low-income households, and unhoused individuals.	2024, 2025; ongoing	No reportable actions in 2023.

1.5	Pursuant to Government Code 65583.2 (h) and (i), sites that require rezoning to meet the RHNA for lower-income households and sites carried over from the 2015-2023 Housing Element to accommodate the needs of lower-income households shall be rezoned within the statutory deadline prescribed in Government Code 65583.2 (c). The rezoning shall commit to 20% lower-income units, minimum densities, and objective development standards, and complying projects shall not require discretionary approval. One site is carried over from the 2014-2022 Housing Element – a 0.65-acre parcel at 851 Weeks with an existing zoning of 22-40 units/acre and a pending application for a 79-unit SB 35 project. If a project contains at least 20% lower-income units and complies with objective development standards, discretionary approval shall not be required.	2024	The 79-unit SB 35 project was cleared for streamlining with objective development standards.
1.6	Seek and support financial resources from state, regional, and county housing programs, tax credits, and other sources that provide funding assistance for affordable housing projects to cover design and development costs and off-site public facility and infrastructure improvements.	Ongoing	Ongoing. The City used \$70,000 in the REAP grant for planning and housing activities; dispersed \$8M in state grants & \$1.7M in state LHTF funds for Colibri Commons; and continues to advance work for Light Tree AHSC and Colibri Commons AHSC grants.
1.7	Develop a “next-phase” streamlining effort for ADUs and JADUs, SB 9 projects, and any future small development, ministerial approval process that builds on lessons learned from the ADU Streamlining collaboration with EPACANDO and City Systems. (See Program 10.5 pertaining to ADU zoning amendments that are necessary to comply with current state laws and for numerical geographical targets.)	2024	Staff initiated conversations about one "next phase" streamlining effort potentially being the adoption and adaptation of the objective architectural compatibility standards developed for ADUs to SB 9, SB 10/SB 864 projects. A similar effort would involve the customization of the Preliminary Ministerial Review (PMR) clearance forms for other ministerial projects.
1.8	Study feasibility and desirability of waiving or reducing fees or delaying payment of permit fees and development impact fees for ADUs and small projects, e.g., two or fewer units.	2024	No reportable actions in 2023.
1.9	Develop outreach materials targeting smaller developers aimed at informing future applicants and improving the quality of Planning and Building applications received.	2024	Ongoing. Planning staff have been updating and improving the city website to show the projects that have been submitted.
1.1	Implement a preapproved and modular ADU designs program or participate in proposed 21 Elements clearinghouse to facilitate streamlined review and reduce design costs of ADUs.	2025	Started in 2023. City Planning and Housing staff initiated conversations with 21 Elements/Community Planning Collaborative (CPC) on the steps required to implement preapproved ADU plans.
1.11	Develop proposals for relaxing or allowing flexible zoning standards (e.g., building setbacks and height, open space, parking, and density) to facilitate the development of 5 SB 9 and small infill housing projects to increase housing opportunities and housing types throughout the community.	2025	Started in 2023. Part of the City's ADU Ordinance amendment included the open space reduction in the R-LD single-family residential zoning.
1.12	Develop an expedited legalization process for unpermitted second units. Identify zoning amendments to reduce the impediment to building ADUs, such as setback and open space standards.	2024	Started in 2023. Planning staff started the ADU Ordinance update to reflect the current state law changes and introduced the Preliminary Ministerial Review (PMR) Clearance process for the ministerial project process. The ADU Ordinance update was presented to the Planning Commission in December 2023 and adopted by City Council on February 6, 2024.
1.13	Support and participate in a potential county-wide initiative to create a resource center to effectively educate homeowners, provide resources, and promote the construction of ADUs.	2024	Started in 2023. City notified 21 Elements/Community Planning Collaborative of City's interest in county-wide ADU resource center initiative.

1.14	Research all available public and private sources of rehabilitation/repair funding and strengthen partnership with organizations in this area, such as Habitat for Humanity.	Ongoing	Started in 2023. On March 21, 2023, Housing staff presented to City Council all available public and private sources of rehabilitation/repair funding and received direction to explore FIHPP and REAP 2.0, and other state and regional funding sources.
1.15	Implement the 2022 approval of Measure L which increased and expanded the City's existing Gross Receipts Tax on rental residential properties for affordable housing and support programs.	2024	Completed in 2023. The City started collecting Measure L funding in 2023.
1.16	Update the City's five-year Affordable Housing Strategy (AHS) to implement the 6th cycle Housing Element goals, policies, and programs and to sets priorities for allocation of the City's affordable housing revenue sources for a finite period (1 year to 5 years). Establish priorities to implement fair housing policies and programs in low resource neighborhoods per the AFFH analysis.	2024	Started in 2023; Completed in 2024. City staff held a community meeting on November 16, 2023, updated the Planning Commission on December 11, 2023, and issued a city-wide survey from November 2023 to January 2024. The City's 2024-2028 Affordable Housing Strategy was adopted on February 6, 2024.
1.17	The Planning and Housing Departments will collaboratively pursue state grant funds wherever possible to support affordable housing projects and programs and to address homelessness in the City. Target: Annually research available funds for affordable housing projects and homelessness programs. Prioritize funds to assist lower-resource areas and the unhoused population.	2024; Ongoing	Ongoing. The City applied for the Encampment Resolution Funding (ERF-R-2) Grant in March 2023, and was rejected. The City will reapply in 2024.
1.18	Use the opportunity of the Ravenswood Business District (RBD) Specific Plan Update or initiate a city-wide study on the feasibility and desirability of fee waivers or reductions or deferred fee payments for fully affordable housing projects; additionally, consider providing City financial assistance to cover these fees.	2025	No reportable actions in 2023.
1.2	Incorporate parking reductions into the City's Transportation Demand Management Program including compliance with AB2097 and related state laws that eliminates parking minimums within one-half mile major transit stops and radius and parking maximums for affordable housing projects.	2025	No reportable actions in 2023.
1.21	For sites within the RBD Specific Plan Area, study feasibility and effectiveness of an RBD-specific density bonus, relaxed zoning controls, minimum densities (particularly for mixed-use sites), streamlined subdivision approvals, and by-right or ministerial approvals. Incorporate provisions into the Specific Plan Update and Development Code in summer 2024. (See also related Program 10.8)	2024	No reportable actions in 2023.
1.23	Work with County of San Mateo to complete land swap and determine feasibility of the County developing affordable housing, encouraging permanent supportive housing development, at 2277 University. Comply with Surplus Lands Act. (This project is not included in Sites Inventory but could potentially be constructed during Housing Element 6th Cycle.)	2024, 2025, 2026 or later	Underway. City Council adopted a resolution on 7/18/2023 finding 2277 exempt from the Surplus Lands Act to allow a property swap with San Mateo County for 1266 Beech Street. The state HCD concurred with the Council's exempt finding on 9/28/2023, allowing the Planning Commission to find the land swap in conformance with the City's 2035 General Plan at a public hearing on 12/11/2023. Staff will continue to undertake certain due diligence measures including provision of title reports, appraisal reports, phase one reports, and geotechnical reports, and begin a final round of negotiations with the County with the goal to complete the property swap by June 2024.
1.24	Work with Ravenswood City School District to facilitate the development of the district-owned parcel at 2120-2160 Euclid Avenue as affordable public school employee housing. Comply with the Surplus Lands Act.	2024, 2025, 2026 or later	Started in 2023. Planning staff answered school district's preliminary questions in 2023. Planning Commission Study Session on Ravenswood School District's 2120-2160 Euclid Ave preliminary application held on February 26, 2024.

1.25	Revise City zoning and subdivision standards to increase compatibility with SB 9 (e.g., flexible zoning standards for setbacks, open space, heights, and density) and make process improvements to encourage application of SB 9 on appropriately zoned parcels. Conduct informational outreach to property owners whose properties are prime candidates for SB 9 projects, including informing them of the by-right or ministerial approval process.	2025	Started in 2023. Planning staff started implementing the Preliminary Ministerial Review (PMR) process for ministerial review projects, like SB 9, SB 35, and ADU.
1.26	Annually review overall progress and effectiveness in meeting RHNA and evaluate progress in meeting Housing Element policies and programs; include information in Annual Progress Report to HCD. Track the production of inclusionary housing units, ADUs, SB 9 units, and housing for special needs populations. If the City is not making sufficient progress in meeting its Housing Element goals and its RHNA for affordable units by 2027 (i.e., at least 130 lower-income units under construction or completed by 2027), consider alternative land use strategies within six months. Possible actions include amending policies and programs, defining new actions, or identifying alternative housing sites, including rezoning if necessary, and strategies to facilitate a variety of housing choices, such as encouraging missing middle zoning (small-scale multi-unit projects), adaptive reuse, and additional ADUs and/or JADUs.	2024, 2025, 2026 or later; Ongoing	Ongoing. City reviewed RHNA progress and effectiveness during Housing Element Update process including January 23, 2023 Planning Commission meeting, February 9, 2023 Planning Commission meeting, and February 21, 2023 City Council public hearing.
2.1	In partnership with non-profit partners the City will develop a homebuyer support program or programs tailored to the needs of lower and moderate-income households in East Palo Alto. Prioritize outreach to neighborhoods with a proportionally higher percentage of rental households such as the westside of State Highway 101.	2024, 2025	No reportable actions in 2023.
2.2	With the assistance of the City's grant coordinator, seek and apply for funds from state, federal, and other sources to create and finance this program.	2026 or later	No reportable actions in 2023.
2.3	One pathway to homeownership is through tenant purchase of their buildings either on their own or through a community land trust. The City hopes to create a program that will facilitate a minimum of two single family and one multi-family tenant purchases between 2024 and 2028.	2024	No reportable actions in 2023.
2.4	Advocate for the homebuyer and homeownership programs, including shared and sweat equity models, at the Federal, State, County, and regional levels.	Ongoing	No reportable actions in 2023.
3.1	Continue working with the BMR Administrator on the existing BMR Program contract and draft a Request for Proposals (RFP) for the next phase of BMR Program management, and evaluating, as needed, the Local Preference guideline, to maintain the 53 existing BMR units and add 8 rental or for-sale inclusionary housing units.	2025; Ongoing	Ongoing. Housing staff continued working with BMR Administrator on existing BMR Program administration in 2023.
3.2	With the allocated City Council funding, implement the rent registry program.	2024	Started in 2023. CEDD staff conducted research on implementation of potential rent registry program.
3.3	Work with the County of San Mateo and landlords to list all affordable housing projects and inclusionary units on Doorway, a new regional platform for searching and applying for affordable housing and finding affordable housing resources and conduct proactive outreach to East Palo Alto residents.	Ongoing	Ongoing. Housing staff worked with Eden Housing to list LightTree Apartments on regional housing platform in 2023.

3.4	Continue to support the function of the Rent Stabilization Board (RSB) to enforce the City's Rent Stabilization Ordinance to protect tenants from unreasonable rent increase, to protect tenants from unlawful evictions, and to allow landlords sufficient rental income for maintenance and operating expenses and capital improvements.	Ongoing	Ongoing. Rent Stabilization staff continued to implement the Rent Stabilization and Just Cause for Eviction ordinance in 2023.
3.5	The City will monitor any changes to state law related to rent stabilization and if possible, update the Rent Stabilization Ordinance to provide greater protections.	Ongoing	Ongoing. Rent Stabilization staff and City Attorney's Office monitored changes to state law.
4.1	As part of the Ravenswood Business District/4 Corners (RBD) Specific Plan update, develop a requirement to build new housing at specified levels of affordability based on a numerical linkage to office/R&D square footage in Ravenswood Business District (RBD).	2024	Underway. The Specific Plan update (in process for adoption in 2024) will include an option to provide additional affordable housing units beyond the City's IHO requirements as part of a community benefits incentive program for receiving approval of additional development capacity.
4.2	Participate in countywide nexus study led by 21 Elements to update the existing Commercial Linkage Fee.	2024	No reportable actions in 2023.
4.3	Develop a preservation strategy that addresses funding sources, identification of properties, and partnerships that can lead to preservation of affordable housing in East Palo Alto. Prioritize assistance to lower resource neighborhoods identified in the AFFH analysis (including, but not limited to, westside of State Highway 101, south of Bay Road west of University Avenue, and multi-family housing on southside of Bay Road east of University Avenue.)	2024	Started in 2023. On March 21, 2023, City Council reviewed potential preservation funding sources and directed staff to pursue FIHPP, REAP 2.0, and other funding sources. City Council directed staff to develop preservation guidelines and to eventually establish preservation fund.
4.4	Identify and maintain a list of at-risk units and substandard buildings throughout the City. Ensure property owners comply with the State Preservation Notice Law. Actively engage with property owners to reach agreements to preserve at-risk units and properly maintain their properties. Through these efforts, the City hopes to improve 13 substandard or at-risk units between 2024 and 2028.	2024; Ongoing	Started in 2023. An updated list of substandard buildings was provided in the 2023-2031 Housing Element. The City engaged with Courtyard Apartments and dispersed loan funds for the maintenance of the voucher-based project.
4.5	Study improvements to the City's process for addressing code violations on residential properties, including, but not limited to, unpermitted second units.	2025	No reportable actions in 2023.
4.6	Create and fund a City housing rehabilitation program for City Council consideration that covers both single-family homes and multi-family apartments to preserve affordable housing opportunities, encourage proper maintenance and repairs, promote renovation, and increase energy conservation. Prioritize neighborhoods with a concentration of units in need of rehabilitation per Housing Element, Section 2.12.2.D (including, but not limited to, westside of State Highway 101, south of Bay Road west of University Avenue, and multi-family housing on southside of Bay Road east of University Avenue).	2025, 2026 or later	No reportable actions in 2023.
4.7	Research establishing and funding a City home repairs program to assist low-income homeowners with major repairs and rehabilitation to address acute safety and livability issues. Develop a public outreach plan and also inform homeowners of financial assistance available from other agencies such as energy conservation and electrification incentives. Prioritize assistance to seniors and lower-resource neighborhoods identified in AFFH analysis (including, but not limited to, westside of State Highway 101 and south of Bay Road west of University Avenue). The City has a goal of assisting a five to ten low-income homeowners between 2024 and 2028.	2024, 2025	No reportable actions in 2023.

4.8	Continue to implement public accessibility improvements in accordance with the City's ADA Compliance Plan and amend Municipal Code Chapter 14.10 – Reasonable Accommodations and Development Code Chapter 18.98 – Reasonable Accommodations as needed to comply with applicable state laws.	Ongoing	Planning staff has continued to worked with Public Works and Building staff to implement public accessibility improvements in accordance with current ADA laws on development projects.
4.9	Study models of foreclosure prevention at the local level in similarly sized cities, whether through local investment or leveraging outside funding; evaluate establishing a mortgage assistance program for low-income households.	2024, 2025	City closely monitored development of FIHPP and identified potential qualifying properties, and worked with local organizations to prepare for FIHPP resources.
4.10	Evaluate opportunities to support and/or leverage local community land trusts (CLTs) to create community ownership of new or preserved affordable housing, e.g., through scattered-site ADUs, small inclusionary projects, sweat equity projects (such as Habitat for Humanity or Rebuilding Together, and others), or preservation projects.	2024, 2025	In July-December 2023, City explored a potential Tenant Opportunity to Purchase/Community Opportunity to Purchase ("TOPA/COPA") policy that would support different preservation models, including CLTs. However, City Council voted against the policy.
4.11	Continue to appropriate funds and consider increasing funds for direct emergency financial assistance or rent relief to be administered by a qualified organization identified through a Request for Proposals (RFP) process. Conduct proactive public outreach, particularly to lower-income households and neighborhoods where a high housing cost burden has been documented in the fair housing assessment. To support this effort, the City will seek out a permanent source of funds for rental assistance.	2024	Ongoing. In July 2022, the City released a Request For Proposals (RFP) for qualified organizations to provide legal services, tenant advocacy and education, and financial assistance services for resident anti-displacement services. This RFP is based around the City's desire to protect residents from displacement and homelessness, as well as to fulfill the intent of Measure O, which was approved by the voters in November 2016. On January 1, 2023, the City entered into agreements with the following community organizations that were selected through that RFP in order to provide anti-displacement services: - Community Legal Services in East Palo Alto (CLSEPA) - Nuestra Casa - Youth United for Community Action (YUCA) - Samaritan House
4.12	Develop a proposal for City Council consideration for a direct financial assistance program for first and last month's rent/security deposit assistance.	2025	Ongoing. In addition to the Measure O Anti-Displacement Services, the City Council is considering Community Resource Funds, which would amend the contract with Samaritan House adding an additional \$100,000 for direct aid to vulnerable populations which could also include direct rental assistance.
4.13	Complete and enforce guidelines on City's existing Local Preference Policy.	2024	No reportable actions in 2023.
4.14	Through Measure HH, a parcel tax on large office developments approved by East Palo Alto residents in 2018, implement a Pilot Workforce Development Program to provide job training, apprenticeships, and job placement services to residents through partnerships with community-based non-profit organizations and private companies. Programs shall include proactive outreach to East Palo Alto residents, and service agreements shall define performance goals and metrics and required deliverables.	2024	Started in 2023. In March 2023, after an RFP process, the City awarded three organizations a total of \$775,215 in Measure HH funds for a Pilot Workforce Development Program, to serve a total of 80 students in an 18-month period.

5.1	Update the Environmental Justice Element (Health and Equity) in the City's General Plan to include a comprehensive set of policies and programs and an implementation plan to address environmental justice issues and public outreach, engagement, and transparency; scope of work to include a robust community engagement process is integrated into the preparation of this Element.	2024	Started in 2023. The City Council adopted a resolution on May 16, 2023, with the City of Burlingame and County of San Mateo, to engage Placeworks and Community Planning Collaborative to assist in the preparation of a multi-jurisdictional Environmental Justice (EJ) Element with the city's share of the cost being \$202,232. The EJ Element requires cities and counties that have disadvantaged communities to incorporate policies into the General Plans to address the "unique or compounded health risks" to reduce pollution exposure, increase community assets, and improve overall health. The EJ Element effort begun in July 2023 and is scheduled for completion around April 2025. The first community workshop is being planned on March 20, 2024 at the YMCA building at 550 Bell Street in East Palo Alto.
5.2	Establish and implement a plan to address the San Mateo County Local Agency Formation Commission (SMCLAFCo) Municipal Service Review and to resolve the delays to housing development caused by issues with the East Palo Alto Sanitary District.	2024	During a November 15, 2023 meeting, LAFCo staff presented to the East Palo Alto community and LAFCo board recommending that the Board approve the City of East Palo Alto's application to make East Palo Alto Sanitary District (District) a subsidiary district of the City of East Palo Alto. The LAFCo Board approved this recommendation unanimously. Once finalized, the East Palo Alto City Council will serve as the designated Board of Directors for the East Palo Alto Sanitary District.
5.3	Implement the Water System Master Plan adopted in 2022 and complete the first-phase capital improvements in the plan. Update the Urban Water Management Plan to conform with the Master Plan and ensure adequate water service to parcels identified as developable in the Housing Element Sites Inventory (adequate water supply but water infrastructure upgrades may be needed for certain locations.)	2024, 2025	Started in 2023. Public Works/Engineering staff met with the consultant on the University Ave/Weeks St 12" Waterpipe Project in 2023.
5.4	Work with water and sewer service providers to adopt a policy that prioritizes water and sewer capacity allocations to affordable housing projects and low-income households in accordance with state law (SB1097).	2024	No reportable actions in 2023.
5.5	Leverage community partnerships to utilize and maintain data and maps wherever possible to monitor areas subject to flooding and identify sites for future development and to comply with Government Code 65302.	Ongoing	The City received the annual Community Rating System recertification, a voluntary incentive program that recognizes and encourages community floodplain management practices. Certification provides for owners to qualify for discounted flood insurance premium rates. Rate reductions reflect that the community has undertaken efforts to reduce flood risk and fosters comprehensive floodplain management.
5.6	Develop environmental "overlay" map with most up-to-date data to avoid housing in at-risk areas or with prescribed mitigation measures.	2024	Started in 2023. Working with staff, Placeworks (the EJ Element consultants) mapped Disadvantaged Communities in the City. The mapping was finalized February 2024 and will be discussed at the community workshop scheduled on March 20, 2024, and refined appropriately with community input.
5.7	Implement fair housing and anti-eviction programs using Measure O and other qualifying local revenue sources to fund community-based organizations to provide legal services, financial assistance, case management, referrals, proactive community outreach (social media, workshops, flyers), resource information, and a staff a citizen advocacy committee. The City Council has allocated over \$200,000 toward anti-displacement and fair housing programs.	2024	No reportable actions in 2023, other the the Measure O Anti-Displacement contract as mentioned earlier.
5.8	Continue to support agencies such as Project Sentinel, Community Legal Services in East Palo Alto, and Legal Aid at Work that provide consultation and landlord/tenant mediation services for residents.	Ongoing	Supporting Community Legal Services through the Measure O Anti-Displacement contract as mentioned earlier.

5.9	Prioritize providing fair housing and support services to special needs populations such as extremely low-income households, persons with disabilities, female heads of households, large family households, seniors, at-risk youths, and households at-risk of homelessness. Target proactive public outreach to lower resource neighborhoods such as western and northern areas in East Palo Alto or projects where there is a higher presence of special needs populations based on the fair housing analysis. The City has a goal of providing fair housing and support services for a minimum of 20 special needs individuals or households between 2024 and 2028.	Ongoing	No reportable actions in 2023.
5.10	Pursue funding and prioritize neighborhoods of concentrated need for future investment, which may include but is not limited to rehabilitation, safe routes to schools, parks, transit, and active transportation. Evaluate the distribution of infrastructure and transportation investment by higher versus lower need areas when updating the Capital Improvement Program (CIP). Assess the needs in lower-resource areas and implement actions to ensure an equitable distribution of investment.	2025, 2026 or later	No reportable actions in 2023.
5.11	Support local and regional flood control and infrastructure projects that benefit existing and future residents. Prioritize improvement projects that benefit high need and lower-resource areas as identified in AFFH analysis.	2024, 2025, 2026 or later	Ongoing. The City continued to support thr SFJPA on regional flood control and infrastructure projects.
6.1A	Annually review the City's habitability complaints and the Rent Stabilization Ordinance's rules and regulations and forward any recommended changes or updates for enforcing habitability issues to the City's Rent Stabilization Board.	Ongoing	Rent Stanilization Program staff referred 15+ habitability complaints to Code Enforcement, and in December 2023, conducted a habitability petition presentation to educate tenants about their rights, leading to an increase in petitions submitted to the department.
6.1B	Continue to use code enforcement to support housing preservation and neighborhood quality and identify housing maintenance issues. Refer property owners with compliance needs to the City's programs for rehabilitation assistance.	Ongoing	In 2023, code enforcement staff referred homeowners with illegal ADUs to the City's CalHome ADU/JADU Loan Program to assist with unit legalization. The Housing Division and Rent Stabilization Program staff coordinate directly with the Building Division which includes Code Enforcement, if there are any concerns around residential units. Building has two Neighborhood Preservation Officers, formerly known as Code Enforcement Officers, as well as one hybrid position: Building Inspector-Neighborhood Preservation Officer, which was recently filled.
6.2	Determine the most effective means of incentivizing or requiring childcare facilities in new affordable housing developments and commercial developments.	2024	No reportable actions in 2023.
6.3	Implement the East Palo Alto Reach Codes, which became effective in January 2021 and apply to all new construction and substantial rehabilitations and additions; continue to explore expanding building electrification requirements and support incentive programs for retrofitting existing buildings	2024	The EPA Reach Code was updated in 2023.
6.4	Complete and implement the recently updated Multi-Generational Local Hazard Mitigation Plan.	Ongoing	The most recent LHMP was updated in October 2021 as part of a multijurisdictional process. No reportable actions in 2023.
6.5	Update the City's Safety Element to address earthquakes, flooding, and other natural and manmade hazards; consider policies such as studying the inventory of the soft-story housing stock and establishing a seismic retrofit program to address these buildings; establishing a program for remediation of lead-based paint in older residential buildings; and incorporating targeted outreach to vulnerable and special needs populations to ensure their needs are well-addressed.	2025	Started in 2023. The City started the process for the Safety Element update in July 2023. The update is being conducted in collaboration with several jurisdictions in San Mateo County.

6.6	Continue to disseminate information through onsite resources and workshops to homeowners, property owners, and developers on FEMA, state, and local regulations on floodplain construction and management practices.	Ongoing	Ongoing. The City maintains an updated website with storm information and flood preparation resources. Storm preparation guides were sent out via citywide newsletter with updates before and during each major storm. The City coordinated with developers on meeting floodplain construction requirements which exceed FEMA's baseline CRS requirements.
6.7	Continue to participate in FEMA's Community Rating System Program to ensure that new housing development complies with floodplain construction standards with submission of required certifications.	Ongoing	Ongoing. The City submitted its 2023 CRS report to FEMA and received approval. Where applicable, building permits are reviewed for compliance with floodplain requirements.
7.1	For affordable housing projects located near high-quality transit, on City-owned land, with City subsidy, or where otherwise legally defensible, require developers of affordable housing to demonstrate how they will serve people with disabilities in the development.	2024, 2025	No reportable actions in 2023.
7.2	Finalize the Master Temporary Use Permit (MTUP) process for the temporary housing program rollout that includes City coverage of permit fees to provide housing for individuals experiencing homelessness in the community.	2024	Process finalized and published on City website in 2023. City is still seeking applications for MTUP process.
7.3	Evaluate lessons learned and options for longer-term, holistic solutions to RVs parked in public right of way with the conclusion of the RV Safe Parking Program.	2024; Ongoing	Completed in 2023. The City's RV Safe Parking Program closed in October 2023, and staff providing a final report with lessons learned in the November 31, 2023 staff report, available at: https://cityofepa.granicus.com/player/clip/46?view_id=1&meta_id=3434&redirect=true .
7.4	Research all available public funding sources to address homelessness and consider City investment of funds for homeless outreach, case management and supportive housing to supplement the countywide system.	Ongoing	Ongoing. The City was rejected for the Encampment Resolution Funding (ERF-R-2) Grant in March 2023, and plans to reapply in 2024.
7.5	Pursue expansion of support programs for unhoused residents by establishing partnerships with other public agencies, private corporations and foundations, and non-profit service providers.	2024; Ongoing	No reportable actions in 2023.
7.6	Continue to support the low barrier navigation center and emergency shelter operated by WeHope, a community-based non-profit organization, which provides an interim shelter and supportive services for unhoused individuals. Accommodate the special needs of at-risk youths, households with children, and persons with disabilities.	Ongoing	In 2023, Building staff approved a permit by-right for the City's emergency shelter operated by WeHOPE to improve shelter accommodations, including replacement of finishes and light fixtures, fire life safety including egress and occupancy for emergency shelter bed and supporting services.
7.7	Develop options for incentivizing deeply affordable housing units that serve larger household sizes, such as allowing additional density or other relaxed or flexible zoning regulations.	2024	No reportable actions in 2023.
7.8	Continue to require residential projects to include Extremely Low-Income housing units through the City's Inclusionary Housing Program and encourage production of deed-restricted ADUs serving Extremely Low and Very Low-Income households as an Inclusionary Housing Alternative Compliance option instead of paying in-lieu fees for fractional units.	2024; Ongoing	Ongoing. Housing staff continues to encourage production of deed-restricted ADUs serving ELI and VLI households as Alternative Compliance Options for Inclusionary Housing requirements.
8.1	Improve and maintain the Housing website as a primary means of communicating the City's efforts around housing. Expand proactive measures to inform homeowners, landlords, and tenants about available local and County housing resources and supportive services.	Ongoing	Ongoing. Housing staff continues to update and maintain the Housing website, and find other means to communicate with homeowners, landlords and tenants, including mailers, City newsletter, and social media updates.

8.2	Create a budget for mailers and non-digital outreach on Housing workplan items at the start of each fiscal year.	Ongoing	Ongoing. Housing staff budgeted for mailers and non-digital outreach in 2023.
8.3	Provide translation of materials and interpretation of City Council, Planning Commission, Rent Stabilization, and other City meetings in alignment with City's Language Policy.	2024; Ongoing	Ongoing. City provides Spanish interpretation services at City Council and Rent Stabilization meetings, and at Planning Commission meetings as requested.
9.1	Regularly assess the level of staffing or contract assistance to ensure that sufficient staffing is committed to implementing the policies and programs in this Affordable Housing Strategy in a timely manner.	Ongoing	Staff submitted request for 1 FTE additional support in 2023.
9.2	Along with other San Mateo County communities, access the services of the HEART of San Mateo County's new Housing Consulting Services program, so as to access additional housing expertise and staffing.	2024	Completed in 2023. Worked with HEART of San Mateo County's Housing Consulting Services to conduct City's 2024-2028 Affordable Housing Strategy Update.
9.3	Collaboratively update the City's Development Code to align Planning and Housing objectives, with an emphasis of resolving inconsistencies and ensuring consistency with the City's General Plan.	2024, 2025	No reportable actions in 2023.
9.4	As Notices of Funding Availability (NOFA) are issued (typically annually), proactively work with the City's grant coordinator to selectively apply for regional, state, and federal grants to finance qualifying affordable housing projects and to fund East Palo Alto housing programs, such as housing rehabilitation program and first-time homebuyers' program	Ongoing	In 2023, Housing staff research potential regional, state and federal funding sources for affordable housing, and established a plan for applying to local County funding sources.
9.5	Review the Housing Element's Sites Inventory annually to assess progress in achieving the City's RHNA affordable housing allocation and as needed, identify additional sites or adjusting development policies, programs, and priorities.	Ongoing	Ongoing. City reviewed RHNA progress and effectiveness during Housing Element Update process including January 23, 2023 Planning Commission meeting, February 9, 2023 Planning Commission meeting, and February 21, 2023 City Council public hearing.
9.6	Evaluate the effectiveness of the Inclusionary Housing Ordinance (IHO) in producing affordable units and the financial impact of the inclusionary requirements and Alternative Compliance Options on residential development. Evaluate the effect of changing economic, development, and financing conditions and the cumulative financial impact of development impact fees and exactions. Following completion of the evaluation, amend the IHO to reduce constraints within six months if necessary. Continue to assess the financial impact of the IHO on individual projects and implement further measures to reduce the barriers to housing production and achieve the City's RHNA if needed.	2024, 2025, Ongoing	On July 18, 2023, City Council adopted an amendment to in-lieu fees calculation methodology including using the Construction Cost Index for change in rental in-lieu fees, and a 3-year average of interest rates for the ownership in-lieu fees to reduce volatility. City has started and will complete a nexus study and financial feasibility analysis in 2024 to update the City's development impact fees. As part of the financial feasibility analysis, the inclusionary housing requirements in the IHO will be included along with other development fees and exactions to assess the cumulative financial impact on project feasibility.
10.1	For applicable development projects that will be removing residential units, a replacement housing program for lower-income households in accordance with State requirements (Government Code 65583.2(g)).	Ongoing	Ongoing. Planning staff continue to work with applicants to ensure compliance.
10.2	Emergency Shelters - Evaluate current sites, development standards, and approval process and amend the Development Code to comply with Assembly Bill 2339 and other applicable state laws. Amend the Development Code to address zoning requirements, update the definition of emergency shelters, ensure sufficient capacity for emergency shelters in zones with proximity to transportation and homelessness services, establish objective development standards, and comply with all other requirements of AB 2339.	2024	No reportable actions in 2023.

10.3	Update zoning to so that Permanent Supportive Housing would be allowed by-right in residential and mixed-use zoning districts, as required by the State (Government Code 65651).	2024	No reportable actions in 2023.
10.4	Update zoning and the definition of a “housekeeping unit” to comply with the state Employee Housing Act and adopt a “barrier-free” definition that does not subject persons with disabilities to special regulations.	2024	No reportable actions in 2023.
10.5	Amend the ADU ordinance to comply with State law, pending formal comment from HCD. Further actions include programs and policies to facilitate construction of ADUs (refer to Policies/Programs 1.7 to 1.14 for specifics). Consider additional measures to remove zoning impediments such as relaxing side and rear yard setback and open space standards and facilitating conversion of unpermitted accessory structures to ADUs. The City has a goal of approving at least 72 ADUs between 2024 and 2028.	2024	Started in 2023. The City started drafting the ADU architectural compatibility guidelines to provide clear design guidelines to better facilitate the constructions of ADU. The anticipated adoption is Feb 2024.
10.6	Update zoning regulations for residential care facilities and group homes (7+) to comply with state law and to reduce barriers for establishing facilities for special needs populations such as persons with disabilities, including revising existing spacing constraints.	2024	No reportable actions in 2023.
10.7	Review zoning ordinance regulations for compliance with the current state laws and reduce development impediments or provide incentives such as standards pertaining to parking, open space, density bonuses, and objective design standards. Implement Policies/Programs 1.1 to 1.6, 1.18, 1.20, 1.21 and 1.25 for a comprehensive multi-prong approach to reduce regulatory constraints, improve development processing, create incentives for housing development, and reduce, mitigate, and not constrain housing supply, cost, and ability to achieve maximum densities.	2024, 2025, 2026 or later	Started in 2023. The ADU Ordinance amendment amended and reduced the open space requirement and allowed the City's adopted ADU ordinance to be compliant with the current state laws. The update also introduced the Preliminary Ministerial Review (PMR) Clearance for the streamlined project process.
10.8	Adopt an update to RBD Specific Plan to allow residential and mixed-use development at designated locations in the plan area and address provisions as noted in other Housing Element and Affordable Housing Strategy policies/programs. Concurrently, rezone parcels for residential and mixed-use development. Additionally, establish by-right approval, minimum residential densities, objective design standards, minimum residential requirements for mixed use zoning, reduce parking set flexible open space standards for affordable housing, create a transportation demand management (TDM) program, streamline subdivision approvals, and undertake other re-zoning efforts to reduce development constraints and create incentives for developments catering to special needs populations. Further, the City will resolve inconsistencies between the General Plan and current Specific Plan, (See related Policy 1.21). The City's goal is to zone sites and define minimum densities and objective design standards to accommodate 1,350 to 1,600 housing units within the Specific Plan area.	2024	The update to the Ravenswood Business District/4 Corners Specific Plan is in preparation, which will include amendments to zoning regulations. The Updated Specific Plan, which is scheduled for adoption in 2024, is considering the provisions in this program to facilitate residential development.

ANNUAL ELEMENT PROGRESS REPORT

Jurisdiction	East Palo Alto
Reporting Period	2023 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 01/31/2023 - 01/31/2031

**Table K
Tenant Preference Policy**

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	Yes
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.	http://eastpalalto.igm2.com/Citizens/Detail_Legifile.aspx?Frame=8&MeetingID=1070&MediaPosition=13008.431&ID=1174&CssClass=
Notes	