



## CONSENT ITEM 3.2

### **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

Priority: Promote Housing, Economic and Workforce Development

### **Background**

This staff report combines the following two annual progress reports:

- Housing Element Annual Progress Report (Housing Element APR)
- General Plan Annual Progress Report (General Plan APR)

These reports must be submitted to the relevant State agencies - California Department of Housing and Community Development (HCD) and to the Governor's Office of Land Use and Climate Innovation (formerly the Office of Planning and Research or OPR) – by April 1st of each year, after they have been presented to the local legislative body for their review and acceptance.

The Planning Commission held a public hearing on the Housing and General Plan APRs on March 10, 2025. The Commission voted unanimously to recommend that the City Council authorize the submittal of the two APRs to the State.

### **Housing Element APR**

The Housing Element<sup>1</sup> outlines the City's plan to meet its affordable and market-rate housing production goals, referred to as the Regional Housing Needs Allocation (RHNA). This allocation is determined by HCD, the State Department of Finance (DOF), and the regional Councils of Government (COGs). The State agencies calculate statewide housing needs based on population projections and regional population forecasts used in preparing regional transportation plans.

The Association of Bay Area Governments (ABAG)/Metropolitan Transportation Commission (MTC) is then responsible for distributing the RHNA to the Bay Area local governments using an allocation methodology that is consistent with development and growth patterns. East Palo Alto's RHNA 6 for the 2023-2031 Housing Element is 829 housing units (see Table 2). In other words, per State law, East Palo Alto must facilitate the building of 829 housing units by 2031.

The RHNA is divided into four income categories that encompass all levels of housing needs. HCD publishes the income data for all counties each year. Please note that RHNA does not include Extremely Low Income (ELI) as a separate category; income levels up to 50% of the Area Median Income (AMI) include both the Extremely Low and Very Low Income (VLI) categories. The State Income Limits for San Mateo County for 2024 are shown in Table 1 below:

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<sup>1</sup> <https://www.cityofepa.org/housing/page/housing-element-update-1>



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**TABLE 1: 2024 SAN MATEO COUNTY INCOME LIMITS**

Income Level	Number of Persons in Household					
	1	2	3	4	5	6
<b>Extremely Low</b> (0% - 30% AMI)	\$41,150	\$47,000	\$52,900	\$58,750	\$63,450	\$68,150
<b>Very Low</b> (31% - 50% AMI)	\$68,550	\$78,350	\$88,150	\$97,900	\$105,750	\$113,600
<b>Low</b> (51% - 80% AMI)	\$109,700	\$125,350	\$141,000	\$156,650	\$169,200	\$181,750
<b>Moderate</b> (81% - 120% AMI)	\$156,750	\$179,100	\$201,500	\$223,900	\$241,800	\$259,700
<b>Above Moderate</b> (greater than 120% AMI)	NA	NA	NA	NA	NA	NA

See San Mateo County Department of Housing: [2024 Income Limits 2024.pdf](#)

The East Palo Alto RHNA for each income range is shown in Table 2 below.

**TABLE 2: 2023-2031 RHNA 6 ALLOCATION**

2023-2031 Regional Housing Needs Allocation (RHNA 6) for East Palo Alto		
Income Level	# of Units	% of Total
Extremely Low (0% - 30% AMI)	n/a	n/a
Very Low (31% - 50% AMI)	165	20%
Low (51% - 80% AMI)	95	11%
Moderate (81% - 120% AMI)	159	19%
Above Moderate (greater than 120% AMI)	410	50%
<b>Total</b>	<b>829</b>	<b>100.0%</b>

The 2023-2031 Housing Element identifies development sites that could accommodate up to 1,933 total housing units, which significantly exceed the RHNA and are distributed among all income categories.

On February 20, 2024, HCD sent the City a letter stating that the Draft Revised 2023-2031 Housing Element substantially complied with the Housing Element Law subject to adoption by the City Council and final approval by HCD. Following this, further revisions to the Housing Element were made and reviewed by the Planning Commission, which on March 11, 2024, recommended approval<sup>2</sup>. The updated Housing Element was then reviewed and approved by

<sup>2</sup> March 11, 2024 Planning Commission Meeting: <https://d3n9y02raazwpg.cloudfront.net/cityofepa/e07332d6-b714-11ee-bb82-0050569183fa-9b81b66b-ea33-436f-a8a7-a88719f08349-1709853539.pdf>



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the City Council on March 19, 2024<sup>3</sup>. On April 29, 2024, HCD issued a final approval letter that certified the Housing Element. The City Council also approved an updated Five-Year Affordable Housing Strategy (2024-2028)<sup>4</sup> on February 6, 2024, to implement the Housing Element and related programs.

Government Code Section 65400 requires all jurisdictions to prepare a Housing Element Annual Progress Report (Attachment 2) to detail the implementation of their Housing Element. The Housing Element APR addresses the following topics:

- Progress on achieving the City's Very-Low Income (VLI), including Extremely-Low Income (ELI), and Low-Income (LI) housing goals.
- Progress on achieving the City's Moderate Income (MOD) and Above Moderate-Income (Above-MOD) housing goals.
- Progress on accomplishing the Housing Element policies, programs, and implementation plan (Chapter 6 of Housing Element) to increase, preserve, and improve the supply of affordable housing; invest in activities to end homelessness; promote equitable development; create healthy and sustainable communities and neighborhoods; further fair housing objectives; and update development regulations to comply with applicable state laws.

### General Plan Annual Progress Report

The General Plan is the City's vision for future growth and development, providing a comprehensive guide for decision-making on land use and other development and planning issues through established goals, policies, and programs. The City adopted its General Plan, VISTA 2035, on October 4, 2016. VISTA 2035 can be found on the City's website at the following link: <https://www.cityofepa.org/planning/page/vista-2035-general-plan>.

Government Code Sections 65400 and 65700 mandate that all cities and counties submit an annual report to the Governor's Office of Land Use and Climate Innovation on the status of their General Plan. This report is submitted separately from the Housing Element APR and addresses all other components of the General Plan. It is intended to provide the State with an overview of statewide trends in land-use decision-making, planning, and development.

The General Plan APR should demonstrate progress on the City's overall implementation program or specific measures associated with the implementation of each section of the General Plan. It should also contain an overview of any major planning activities undertaken in 2024, such as Development Code updates, master environmental assessments, specific plan amendments, and major development applications.

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<sup>3</sup> March 19, 2024 City Council Meeting: <https://d3n9y02raazwpg.cloudfront.net/cityofepa/16abdc1d-c609-11ee-8fe8-0050569183fa-3408cd31-ecd7-4429-9d91-65986d552499-1710432004.pdf>

<sup>4</sup> East Palo Alto's Affordable Housing Strategy: <https://www.ci.east-palo-alto.ca.us/housing/page/affordable-housing-strategy>



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### Analysis

#### Housing Element Progress in 2024

In 2024, the City issued 26 residential building permits, including non-deed restricted Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs). Two of the permits are ADU legalization projects. The City's overall progress in achieving its RHNA goals from 2023 to present is shown in Table 3 below. Note that Extremely Low-Income units are not counted separately in the RHNA or on the Housing Element APR and so are included in the Very Low-Income Total.

**TABLE 3: RHNA 6 PROGRESS**

Income Level	2023	2024
ELI (0% - 30% AMI)	0	0
VLI (31% - 50% AMI)	0	26
LI (51% - 80% AMI)	5	8
MOD (81% - 120% AMI)	2	7
Above-MOD (>120% AMI)	7	8
Total	14	49

Thus, the City has met 7.6% of its RHNA 6 housing goal by the end of 2024, which is the second year of the 2023-2031 Housing Element cycle.

#### **Projects in the Pipeline – Entitled Units or Units with the Streamlined Ministerial Approval Process Bill (SB 35) or HOME Act (SB 9) Preliminary Ministerial Review**

While only projects that received a building permit in 2024 will be counted towards the City's RHNA progress, the Housing Element APR also accounts for projects at other stages of development, including projects that have received entitlements or planning permits. California Senate Bills 9 (SB 9) and 35 (SB 35) streamline housing development by requiring ministerial approval for qualifying projects, bypassing discretionary review. Both laws require projects to conform to objective design standards before advancing directly to the building permit stage.

#### *Entitled Projects*

These are shown in Table A2 of Attachment 2. Please note that the SB 35 and SB 9 projects, as described below, are listed as "entitled" projects for the purposes of the APR, even though they are subject only to ministerial (building) permits.



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In 2024, the City received applications for several market-rate housing projects. All residential developments in East Palo Alto are subject to the Inclusionary Housing Ordinance, which requires 20% of units in any project to be provided as deed-restricted affordable housing.

- The Woodland Park Euclid Improvements Project was entitled on November 15, 2022, to demolish and replace 161 units with 605 units, resulting in 444 net new units. This project was significant as it included a high number of units, Development Code and General Plan amendments, as well as a Development Agreement with a robust relocation and anti-displacement plan, and inclusionary housing requirements. Based on the developer's projected rents, this project would add 271 moderate and 173 Above-moderate units. The applicant, Sandhill Properties, has subsequently submitted an amendment to its project to reduce the total units from 605 to 551 and reconfigure from three to two buildings. Planning Commission recommended approval on June 24, 2024, and City Council approved the amendment on July 16, 2024. The applicant submitted a second amendment in late November 2024 to expand its subterranean garage in the smaller of the two buildings. There is no change proposed to the number of proposed units and all other aspects of the project are to remain the same.
- The 1201 Runnymede project includes 20 three-story townhome-styled three-bedroom condominium units. The property is in the Urban Residential zoning designation and has a High Density Residential General Plan land use designation. The project was approved by the Planning Commission on June 24, 2024. The project provides two median and one moderate income, inclusionary housing units.
- The 717 Donohoe project includes 14 townhouses comprising two four-bedroom and 12 three-bedroom units. The project was approved by the Planning Commission on May 20, 2024. This project provides one median and two moderate income inclusionary housing units.

### *SB 35 Projects*

SB 35, effective since 2018, requires cities to approve residential and mixed-use projects with at least 10% affordable units if zoning standards are met. Since SB 35 projects are subject to *ministerial*, rather than *discretionary* review, they are not "entitled" planning applications. Projects are first reviewed by the Planning Division for conformance with the City's existing objective development and design standards. If found to conform to all objective development and design standards, applicants are cleared to proceed to submit immediately for building permits. As discussed above, SB 35 projects are listed as entitled in the APR table for the purpose of reflecting the City's RHNA progress.

The City granted a one-year extension to one SB 35 project (1804 Bay Road) in Sept 2024. No SB 35 projects were received in 2024.



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### *SB 9 Projects*

SB 9, in effect since 2022, allows up to two primary units on single-family lots and permits lot splits. Accessory dwelling units (ADU) may also be included, consistent with local and State ADU laws. Three residential projects received SB 9 planning clearance to proceed directly to the building permit stage throughout 2024 for a total of eleven units.

Similar to SB 35 projects, SB 9 projects are streamlined by requiring only *ministerial*, rather than *discretionary*, approval. These projects are initially reviewed by the Planning Division for conformance with the City's existing objective development and design standards. Once conformance is affirmed, the project applicant would be cleared to submit immediately for a ministerial building permit.

In 2024, three SB 9 projects were granted planning clearances to proceed to the building permit stage: 898 Bell St, 1257 Laurel Ave, and 755 Schembri Lane.

- 898 Bell St – expansion of an existing dwelling, a detached 997-sf ADU and one above moderate 1,269- sf second unit with an attached 793-sf accessory dwelling unit (ADU).
- 1257 Laurel Ave - a SB 9 urban lot split from one to two lots on an 8,232-sf lot. 4,411-sf Parcel 1 retains the 960-sf existing single-family residence. 3,821-sf Parcel 2 contains the construction of a 1,011-sf single-family dwelling and a 310-sf detached ADU.
- 755 Schembri Lane - two units via a SB 9 application for the construction of a 1,506.4-sf three-bedroom single-family dwelling with a 998-sf detached ADU and a 1,506.4-sf three-bedroom single-family dwelling with a 993.8-sf detached ADU.

### **Projects Under Review**

The units under project review are not yet reflected in the Housing Element APR but are important to contextualize the unit counts shown in this staff report and capture housing development trends.

Further progress on VLI, LI, and MOD units is anticipated from these developments due to the City's Inclusionary Housing program, as mentioned earlier, which requires 20% of units to be provided as deed-restricted affordable housing.

Table 4 below shows the additional housing units in the City's development "pipeline" against the remaining RHNA. The chart captures the development projects that the Planning Division is most likely to be engaged with in 2024.

Please note that Table 4 includes projects in the pre-application phase, for which the Inclusionary Housing obligation has yet to be finalized. For these projects, unit estimates are calculated by applying the 20% standard on-site Inclusionary Housing requirement and are only intended for reference. As these are preliminary estimates, they should be interpreted more as an illustration of potential RHNA progress than an exact estimate for 2024.



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**TABLE 4: PIPELINE UNITS**

<b>Unit Pipeline Estimates by Development</b>								
<b>Development</b>	<b>Type of Project</b>	<b>Status</b>	<b>Above-MOD</b>	<b>ELI</b>	<b>VLI</b>	<b>LI</b>	<b>MOD</b>	<b>Units Total</b>
717 Donohoe	Condo	Approved	11			1	2	<b>14</b>
812 Green	Single Family	Under Review	5					<b>5</b>
842 Green	Single Family	Under Review	3					<b>3</b>
1201 Runnymede	Condos	Approved	17				3	<b>20</b>
739 Schembri & 755 Schembri	Duplex & 2-Single Family & 2-ADUs	Approved	6					<b>6</b>
Four Corners	Rental	Two New Pre-apps submitted	TBD					<b>295</b>
Harvest: The Landing	Commercial	Under Review	TBD					<b>95</b>
EPA Waterfront	Mixed-use	Under Review	TBD					<b>299</b>
1933 Pulgas	Condos	Under review	49			5	4	<b>58</b>
2120-2160 Euclid	Rental	Under Review		43	43	340	4	<b>430</b>
<b>Estimated Pipeline Unit Total</b>								<b>1,225</b>

Of note of the projects listed in Table 4, there are four large residential and mixed-use projects that include a significant number of housing units. As described in more detail below, the Landing, EPA Waterfront and 2120-2160 Euclid are formal applications. Whereas in late 2024, the Four Corners project by Sandhill was resubmitted as two new pre-applications. Thus, the pre-application process for Four Corners commenced in 2025:

- Emerson: EPA Waterfront at 151 Tara Street is a mixed-use development in the Ravenswood Business District. The pre-application provides a framework for a project that the applicant intends to develop with input from the community that focuses on wetland restoration, jobs, and residential uses. The project is in a conceptual stage.
- Harvest: The Landing at 1990 Bay Road proposed to develop a mixed-use project including ground floor retail, civic uses, office, and laboratory/R&D with podium parking and a Conditional Use Permit for research laboratory at 1990 Bay Rd./175 Weeks St. / 1250 Weeks St.



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- Sand Hill: Four Corners at 1675 Bay Road – The project consists of two residential buildings and a wrap-garage structure, including both market rate and affordable residential units. The project also features landscaped setbacks, a courtyard, and active ground floor uses such as approximately 2,400-sf of retail and residential common areas.
- School District site at 2120-2160 Euclid Avenue-The project consists of two five-story buildings with 430 multifamily rental units, including junior one-bedroom, one-bedroom, and two-bedroom units. Owned by the Ravenswood City School District, the site is currently used for offices and is located in the Mixed-Use High zoning district with a corresponding General Plan designation.

### **Other Updates: RBD Specific Plan, Impediments to Housing Production, and Moderate-Income Units**

#### *Ravenswood/4 Corner (RBD) Specific Plan*

As mentioned in previous APRs, the first three projects mentioned above (Emerson, Harvest, and Sandhill) are in the Ravenswood/4 Corner (RBD) Specific Plan area. The combined unit count of these proposals would exceed the original housing maximum of 835 units allowed in the original 2014 RBD, which was one reason prompting the City to update its Specific Plan. While these three projects are within the RBD Specific Plan area, these sites are not necessary for meeting the RHNA. On December 17, 2024, the updated RBD Specific Plan was approved by the City Council to permit up to 1,600 new housing units in the plan area, which now allows the three applications to be processed. The General Plan and Development Code were also amended for consistency with the Specific Plan.

This high level of development interest and activity indicates that the City may be able to meet its RHNA goals if the City can address its infrastructure challenges, as described further below. However, current economic conditions outside of the City's control might affect the feasibility of these projects from being constructed in the immediate future.

#### *Impediments to Housing Production*

State law requires that jurisdictions identify any significant impediments to the production of housing units. Prior to 2018, the key impediment within the City's control was the Temporary Water Moratorium (Ordinance No. 399), which was adopted in July 2016 and ended in July 2018. This resulted in the suspension of progress on several housing-related projects.

With several developments in the pipeline, the chief impediment within the City's control to further housing development in East Palo Alto remains infrastructure related. Pipeline projects have faced significant uncertainties as the City and developers of affected projects work with the East Palo Alto Sanitary District (EPASD) to resolve infrastructure capacity issues. After much discussion, the City chose to submit an application to the San Mateo Local Area Formation Commission (LAFCo) to make EPASD a subsidiary district of the City of East Palo Alto. On November 15, 2023, LAFCo unanimously approved the City's application and





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reaffirmed this decision, unanimously, upon a request for reconsideration. Following the protest period, LAFCo finalized its approval, and EPASD became a subsidiary of the City on October 1, 2024.

The East Palo Alto City Council serves as the designated Board of Directors for the EPASD and has appointed a Citizen Advisory Committee to provide an additional forum for public input. West Bay Sanitary District, a local special district that serves adjacent communities, has been contracted to operate the sanitary sewer system within the City. With jurisdiction of EPASD transferred to the City, a major impediment to the City's development pipeline has been removed, including barriers to housing production. The City is currently reviewing and updating the capital improvement program for necessary sanitary sewer improvements to serve new development and will also explore financing options for these improvements.

In addition, while the City has largely met its water supply needs, water distribution and storage remain a challenge. However, the City has taken major steps to address these shortfalls. On October 4, 2022, the City approved the 2022 Water System Master Plan ("WSMP") and appropriated nearly \$8.4 million to design and build several key City water infrastructure projects over the next few years and provide an overall plan for potable water infrastructure improvements for the next twenty years. The City has also secured several funding sources for major capital improvements to improve water distribution for the entire City, including an \$8 million State allocation, \$1.5 million of which will go toward water infrastructure improvements along University Avenue and Weeks Street, and the rest of which will go toward construction and permanent costs for the 136-unit affordable housing development, Colibri Commons (formerly known as 965 Weeks).

### *Moderate-Income Units*

Many jurisdictions are challenged to develop more housing units for Moderate-Income households, defined as those earning at or below 120% of the County's Median Income, as funding sources for Moderate-Income units are limited. For its RHNA 6, the City is required to develop 159 Moderate-Income units by 2031.

Given the number of market-rate, for-sale residential developments currently in the pipeline, the City's Inclusionary Housing program is likely to continue to add significantly to the production of Moderate-Income units. There have been several projects since adoption of the Inclusionary Housing Ordinance in 2019 that include for-sale units in the 80-120% AMI range (See Table 4 Pipeline Projects).

## **Other Key Accomplishments & Initiatives that Will Increase Housing Production**

### *Accessory Dwelling Units*

In 2023, the City implemented multiple initiatives to increase the production of ADUs, which can serve as a source of "naturally" affordable housing for Moderate-Income households. For example, the City and its partners completed their "ADU Streamlining" initiative, funded by an



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SB 2 Planning Grant, and continue to meet to discuss additional streamlining options. The City amended its ADU ordinance in November 2020 and updated its ADU ordinance again in 2024 to align with new State laws. These laws include SB 897 (effective January 1, 2023), AB 1033, SB 976 and AB 1332 (all effective January 1, 2024), which have greatly incentivized ADU production. With the collaborative efforts with EPACANDO, the ADU streamlining work has continued, even in the absence of additional State funding sources. City staff have maintained monthly meetings with the ADU Technical Working Group. Although the SB 2 grant funding of this program has come to an end, it has played a crucial role in establishing a process to continue this work beyond the grant.

The City is participating with San Mateo County and other cities within the County and has launched an ADU Resource Center that includes online resources, webinars, model ADU plans, public outreach, and consultation with property owners who are interested in constructing ADUs. Additionally, a potential financial assistance program is being explored. A consultant firm has been hired to coordinate these efforts with guidance from an ADU Working Group, comprised of representatives from the cities, of which East Palo Alto's Housing staff is a participant. Best practices and lessons learned from other programs in the State are also being researched.

As noted above, the City has invested significant resources into encouraging the production of ADUs as a strategy for adding to the affordable housing stock in East Palo Alto. City staff participate in monthly ADU Technical Working Group meetings with community partners and collaborate with these organizations on multiple ongoing ADU initiatives. Through the SB 2-funded "ADU Streamlining" initiative, the City's partners led a comprehensive analysis of the full ADU application process. They will be further assisting Planning staff with an enhanced East Palo Alto ADU website and updated handouts that reflect the City's updated ADU ordinance.

As part of the City's efforts to streamline ADU applications and reflect changes to State ADU law, the City has amended the Accessory Dwelling Unit Chapter 18.96 language to be in conformance with the latest State law in February 2024. Additional Development Code amendments to reflect 2024 State legislative updates were approved via first reading by the City Council on February 18, 2025, and the second reading is scheduled on March 18, 2025.

City staff also participates in weekly CalHome meetings with the CalHome ADU/JADU Loan Program administrator, East Palo Alto Community Alliance and Neighborhood Development Organization (EPACANDO), to identify potential applicants for the \$2,000,000 grant received from HCD in 2020. Through this program, CalHome has been able to support participants in their projects, helping them move forward with their ADU/JADU developments. Currently, EPACANDO and the City are working together to reapply to the CalHome ADU/JADU Loan Program to secure additional funding and continue supporting local homeowners in building accessory dwelling units.



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### *Progress on the City's Five-Year Affordable Housing Strategy*

Based on the Draft Revised Housing Element, an updated Affordable Housing Strategy (AHS) was prepared to cover the next five-year period from 2024 to 2028. The previous AHS covered the period from 2019 to 2023. The AHS sets program priorities for meeting East Palo Alto's affordable housing needs and recommends funding levels and sources for implementing the Housing Element policies and programs.

On February 6, 2024, the City Council discussed and adopted the AHS for 2024-2028, providing direction on budget allocations to support housing programs, which were considered during the adoption of the Fiscal Year 2024-2025 City budget. The City Council also reviewed the policies and programs in the AHS, which were carried over from the Housing Element, and directed revisions to certain policies and programs. The AHS was subsequently updated to incorporate comments from Councilmembers and was posted online following the certification of the Housing Element on April 29, 2024.

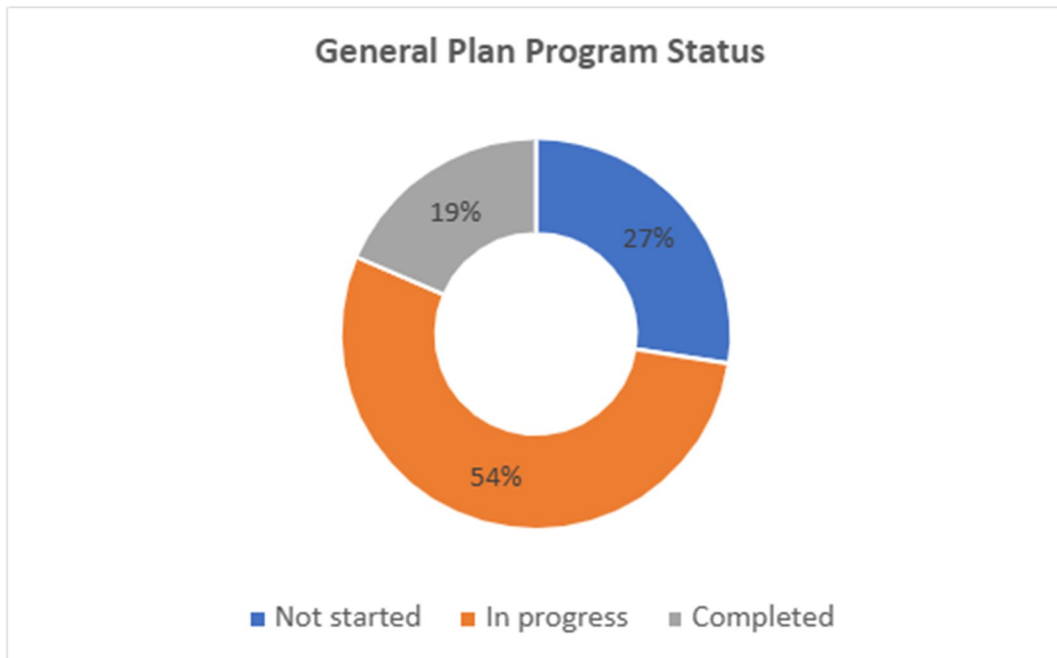
### **2024 General Plan Annual Progress Report**

The Vista 2035 General Plan (General Plan) is the City's vision for its future growth. In addition to the Housing Element, the General Plan consists of several distinct sections: Land Use and Urban Design; Economic Development; Transportation, Health and Equity; Parks, Open Space, and Conservation; Infrastructure Services and Facilities; Safety and Noise; and the Westside Area Plan. The City of East Palo Alto made significant progress on a number of projects in 2024 to address certain General Plan Programs, as identified in Chapter 12 of the General Plan, Implementation Programs. The report presents and summarizes the City's major efforts to update and implement the General Plan. The City is currently in the process of updating the Safety Element and the Environmental Justice (Health and Equity) Element.

Currently, 19% of the programs have been completed, 54% of the programs are in progress, and 27% of the programs have not started or are in the pipeline. There is an approximately 3.85% increase in programs that are currently in action after the 2023 report. The table in Attachment 3 shows the status of the implementation of each section of the VISTA 2035 General Plan.



TABLE 5: GENERAL PLAN PROGRAM STATUS



The General Plan includes high level policies to guide land use decisions, as well as a list of implementation programs the City will carry out to accomplish policy and programmatic goals. Several Citywide key projects are highlighted below:

#### *General Plan Element Updates*

Per Government Code Section 65302, the General Plan is mandated to address seven elements as required of all jurisdictions in California, in addition to an eighth element – Environmental Justice – specific to East Palo Alto and other cities that have been identified as disadvantaged communities. The last General Plan update was adopted by the City Council in October 2016. The two element update efforts will increase the General Plan's compliance with OPR Guidelines.

#### *Safety Element and Environmental Justice Element Community Outreach*

The City kicked off its Safety and Environmental Justice Elements Update in Summer 2023 in collaboration with multiple jurisdictions in San Mateo County. The Safety Element of East Palo Alto's General Plan (Vista 2035) is a State-mandated element that identifies potential hazards that could affect community welfare, public health, and overall safety. The update of this element is triggered by the City's 2023-2031 Housing Element Update effort; the last update of this element was in 2016. The City's Health and Equity Element, which serves as the City's Environmental Justice Element of the General Plan, contains environmental justice policies and addresses both current and future community health and equity concerns. Senate Bill (SB) 1000 requires that cities and counties with disadvantaged communities prepare an environmental



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justice element to address “unique or compounded health risks” in the community. The update is required because the City is in the process of updating two elements of the Vista 2035: the Housing Element and the Safety Element. Community and stakeholder engagement will be a critical component of these two General Plan Elements update.

The Planning Division, along with two consultants--PlaceWorks and Climate Resilient Community (CRC)--engaged in significant community outreach for the update of the Safety Element and the Environmental Safety Element throughout 2024. Staff participated in two community events in April and May 2024 to promote the Environmental Justice and Safety Elements update to the community members and students. Staff designed and conducted various interactive activities for the attendees, such as mapping activities for participants to identify potential environmental justice issues and identify natural hazards that concern them, and blind box activity for students to identify issues related to the Safety Element or the Environmental Justice Element. Workshops in different languages were organized to introduce Safety and Environmental Justice Elements by having attendees identify potential environmental justice issues and potential natural hazards that could impact the City and its residents through a gallery walk activity. In addition, Environmental Justice and Safety Element surveys were deployed from September 9, 2024, through January 20, 2025. A total of 266 responses were collected. The goal of the survey was to solicit for both environmental justice or safety issues or concerns in East Palo Alto.

### *Ravenswood/4 Corners Specific Plan Update*

As mentioned earlier, East Palo Alto has updated the Ravenswood/4 Corners TOD Specific Plan to further guide future growth and changes to the area, with emphasis on transportation and mobility, infrastructure improvements, urban design, placemaking, affordable housing, community benefits, and community impacts. The update is intended to substantially improve the quality of life in the City of East Palo Alto by creating a walkable downtown, generating up to 11,500 jobs, 21 acres of parks, 5.5 miles of trails, up to 1,600 residential units, revenue for municipal services, and needed community facilities. In the past four years, the City Council explored, discussed and reviewed the findings, draft policy items, community benefits, and potential development standards updates. On December 17, 2024, City Council formally adopted the Ravenswood/4 Corners Specific Plan and the amendment of the East Palo Alto Municipal Code (EPAMC) Chapter 18 Development Code to be consistent with the Specific Plan updates. The General Plan was also updated on December 3, 2024, to reflect the RBD Specific Plan. More information is available online at <https://www.cityofepa.org/planning/page/rbd-specific-plan-update>.

### *Development Code and ADU Code Updates*

The City of East Palo Alto had amended its Accessory Dwelling Unit (ADU) regulations in 2024 and 2025 in conformance with Government Code 65852.2 and 65852.22 and included the following:



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1. Updated ADU, JADU, Primary Dwelling Unit, Public Transit, and Major Transit Stop definitions.
2. Amended development standards for Residential Zones in EPAMC Section 18.10.030 Development Standards.
3. Introduced and amended Preliminary Ministerial Review Clearance to provide an application for the streamlined project processes, such as ADUs, the HOME Act (SB 9) projects, and the Streamlined Ministerial Approval process (SB 35), in EPAMC Section 18.80.025, Section 18.82.020, and Chapter 18.85.
4. Amended ADU Ordinance, EPAMC Chapter 18.96 to be compliant with the latest legislative updates.

The first EPAMC ADU ordinance amendment was initially approved by the City Council on December 14, 2023 and formally adopted on second reading on February 6, 2024.

The second amendment of the EPAMC Chapter 18 Development Code was prepared to reflect new legislative changes regarding ADUs and to ensure consistency throughout the Chapter 18 Development Code. The changes consisted of the following:

1. Reconcile the EPAMC with State legislation regarding:
  - A. Accessory Dwelling Units
  - B. Day Care Uses (Child and Adult)
  - C. Non-traditional housing facilities such as low barrier navigation centers, transitional housing and supportive housing
  - D. Unbundled parking
2. Respond to City Council direction on specific text amendment regarding the height of fences, hedges and walls.
3. Correct typographical errors, realign code provisions with current development review processes or staff responsibilities, and fill in missing information in various sections of the Development Code
4. Continue to facilitate the improvement and streamlining of the development review process by amending existing sections and/or adding new sections to the Development Code to complement existing land uses and/or improve the review and approval of administrative level entitlements for the benefit of continued economic development.

The Planning Commission recommended approval to the Development Code amendment on November 18, 2024. The City Council has initially approved the Development Code amendment on February 18, 2025, via a first reading, and is scheduled to hold a second reading on March 18, 2025, to formally adopt the amendment.



## CONSENT ITEM 3.2

### *Progress in Transportation and Infrastructure Programs and Projects*

- Parking Permit Pilot Program – The 2020 Mobility Study recommended a permit parking program and suggested that the implementation of a parking program would be beneficial to the community through equitably allocating on-street parking spaces among neighborhood residents and encouraging residents to utilize off-street parking spaces. The mobility study found that all East Palo Alto neighborhoods have some levels of parking problems. A permit parking program was identified as one potential solution to improve the parking situation in the City. The Permit Parking program establishes a procedure for implementing a permit parking area (PPA) anywhere in the City. The draft residential permit parking program details the process for designating and establishing a PPA, the issuing of resident and guest permits, enforcement within the PPA, and the PPA removal. Public Works worked with the City's transportation consultant, Hexagon Transportation Consultants, Inc. (Hexagon) to draft a residential permit parking ordinance and presented it to the Public Works and Transportation Commission (PWTC) on December 20<sup>th</sup>, 2023. Staff and Hexagon finalized initial comments on the ordinance, and PWTC recommended the ordinance with incorporated comments and updates to be adopted by City Council. The introduction of the Residential Permit Parking Program Ordinance to City Council was on June 18, 2024, and held a study session of the topic on November 12, 2024. Public Works staff anticipates having the first reading of the Residential Permit Parking Program Ordinance in March 2025.
- University Ave / Weeks St Water Main Project – The Water System Master Plan identified the University Ave and Weeks Street water main project as a priority and the notice to proceed for the project was issued on April 29, 2024. The project will include 13 new fire hydrants and 163 new service connections with new pipes throughout University Avenue, Weeks Street, and Cooley Avenue. The improvements are estimated to be completed by May 19, 2025. The goal of the water main project is to enhance Menlo Park Municipal Fire Department fire flow requirements for the commercial areas along University Avenue and East Bayshore Road and replace aging water mains.
- Water Meter Replacement Project – This replacement project began in 2020 with the intention of replacing all water meters that have reached their end of life. In addition, the project would upgrade residential customer meter sizes from 5/8 of an inch to 3 inches. The new meters are made by Neptune and provide radio frequency transmission to efficiently read each water meter remotely for billing. The technology used in the meter head allows tracking consumption data and leak detection, which is stored for about 90 days. To date, 2560 meters have been installed within the City, and approximately 1316 remain to be installed in 2025.

### **Next Steps**

If the APRs are approved during the Council meeting, City staff will submit these annual reports to the applicable State agencies before or by April 1, 2025.



## CONSENT ITEM 3.2

### **Fiscal Impact**

There is no fiscal impact associated with this staff report.

### **Public Notice**

The public was provided notice of this agenda item by posting the City Council agenda on the City's official bulletin board outside City Hall and making the agenda and report available at the City's website.

### **Environmental**

The proposed action does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

Additionally, on an independent basis, the action being consideration is categorically exempt from CEQA, pursuant to CEQA Guideline section 15306 (Information Collection) as it consists entirely of basic data collection which does not result in a serious or major disturbance to an environmental resource. The action being considered is the preparation, review, and submittal of reports as required by Government Code Section 65400.

Furthermore, none of the exceptions set forth in CEQA Guidelines Section 15300.2 apply to the APRs.

### **Government Code § 84308**

**Applicability of Levine Act:** No, as the proposed action does not involve an entitlement within the meaning of the Levine Act.

**Analysis of Levine Act Compliance:** Not applicable.

### **Attachments**

1. Resolution

### **Exhibits**

- A. 2024 Housing Element Annual Progress Report Implementation Chart
- B. 2024 General Plan Annual Progress Report Implementation Chart
- C. Housing Successor to the Redevelopment Agency Annual Report



**RESOLUTION NO. 2025–**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF EAST PALO ALTO**

**ACCEPTING THE HOUSING ELEMENT ANNUAL PROGRESS REPORT, GENERAL PLAN  
ANNUAL PROGRESS REPORT, AND HOUSING SUCCESSOR TO THE REDEVELOPMENT  
AGENCY ANNUAL REPORT, AND DIRECTING THE CITY MANAGER TO FILE THE REPORTS  
WITH THE APPROPRIATE STATE AUTHORITIES**

**WHEREAS**, Government Code Section 65400 requires the City of East Palo Alto (“City”) to file an annual progress report (“Housing Element Annual Progress Report”) documenting the progress in the City’s implementation of housing programs, using forms and definitions recommended by the California Department of Housing and Community Development (“Department”), with the Governor’s Office of Land Use and Climate Innovation (LCI) by April 1st of each year; and

**WHEREAS**, Government Code Sections 65400 and 65700 require that the City file an annual report (“General Plan Annual Progress Report”) documenting progress in the City’s implementation of its General Plan with the Office of Land Use and Climate Innovation by April 1st of each year; and

**WHEREAS**, Health and Safety Code Section 34176 requires the City to file an annual report (“Housing Successor to the Redevelopment Agency Annual Report”) describing how the City, acting as Successor to the former Redevelopment Agency of the City of East Palo Alto, has utilized its former Redevelopment Agency funds for housing activities in conformance with the Health and Safety Code; and

**WHEREAS**, on March 10, 2025, the City of East Palo Alto Planning Commission recommended that the City Council direct the City Manager to file the above-referenced reports with the appropriate State authorities.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF  
EAST PALO ALTO HEREBY:**

1. Accepting the 2024 Housing Element Annual Progress Report, 2024 General Plan Annual Progress Report, and Housing Successor to the Redevelopment Agency Annual Report; and
2. Directing staff to submit the 2024 Housing Element Annual Progress Report, 2024 General Plan Annual Progress Report, and Housing Successor to the Redevelopment Agency Annual Report to the appropriate State authorities; and
3. Find that the acceptance and submittal of the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline Sections 15061(b)(3) and 15306 based on evidence in the administrative record, and none of the exceptions set forth in CEQA Guidelines Section 15300.2 apply to this Project.

**PASSED AND ADOPTED on this 18<sup>th</sup> day of March 2025, by the following vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Marta Barragan, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
James Colin, City Clerk

\_\_\_\_\_  
John D. Lê, City Attorney

Jurisdiction	East Palo Alto	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

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	
1					2	3	4	5						6		7	8	9	10		11	12	13	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4.5+ADU,MH)	Tenure R=Renter 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 DISAPPROVE D Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing 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	240	0	502	0	243	78	1063	1063	#VALUE!							
	062241010	1008 LAUREL AVE	1008 LAUREL AVE	BLD0204-0090	ADU	R	8/2/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	LEGALIZING THE (E) 755 SQ FT	
	062124020	1012 NEWBRIDGE ST	1012 NEWBRIDGE ST	BLD0204-0011	ADU	R	2/6/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	PROPOSE REAR ADDITION TO /	
	062222100	1027 LAUREL AVE	1027 LAUREL AVE	BLD0204-0066	ADU	R	6/10/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	CONSTRUCTION OF (N) 720 SQ	
	062113120	1047 ALBERNI ST	1047 ALBERNI ST	BLD0204-0173	ADU	R	12/13/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: DETAC	
	062125050	1077 BAY RD	1077 BAY RD	BLD0204-0136	ADU	R	11/18/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	PROPOSED DETACHED 5745SQF	
	062132320	1119 NEWBRIDGE ST	1119 NEWBRIDGE ST	BLD0204-0107	ADU	R	8/23/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: LEGAL	
	062121140	1143 SARATOGA AVE	1143 SARATOGA AVE	BLD0204-0003	ADU	R	1/10/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: CONV	
	063650050	1178 VERONICA CT	1178 VERONICA CT	BLD0204-0117	ADU	R	9/12/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: GARAR	
	062241090	119 HOLLAND ST	119 HOLLAND ST	BLD0204-0069	ADU	R	6/11/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	(N) 750 SQ FT ADU, (N) 1361 5K	
	063561460	1224 CAMELLIA DR	1224 CAMELLIA DR	BLD0204-0026	ADU	R	2/29/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	CONVERTING (E) 357 SQ FT GA	
	062115220	1244 SARATOGA AV	1244 SARATOGA AVE	BLD0204-0060	ADU	R	5/31/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: LEGAL	
	063146160	1280 W BAYSHORE RD	1280 W BAYSHORE RD	BLD0204-0009	ADU	R	2/1/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	DETACHED 361 SQ FT ADU TO	
															4		SB 9 (2021) - Duplex in SF Zone	No	N/A	Approved	Ministerial			
	63361400	755 SCHEMBRI LN	755 SCHEMBRI LN	ZCP23-044	2 to 4	O	7/22/2024	0	0	0	0	0	0	0	4		4	0	NONE	No	N/A	Disapproved	Ministerial	SB 9 TWO UNITS W/ 2 DETACH
	063012720	1531 KAVANAUGH DR	1531 KAVANAUGH DR	ZCP24-008	ADU	R	2/13/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	ADU Garage Conversion	
	063013050	1664 TULANE AVE	1664 TULANE AVE	BLD0204-0074	ADU	R	6/20/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	CONVERTING (E) GARAGE INTO	
	063404290	2052 PULGAS AVE	2052 PULGAS AVE	BLD0204-0172	ADU	R	12/13/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	BUILD 799 SQFT ATTACHED ADU	
	063146050	2078 ADDISON AVE	2078 ADDISON AVE	BLD0204-0023	ADU	R	2/28/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	CONVERT GARAGE INTO 2 BED	
	063374280	2107 CLARKE AVE	2107 CLARKE AVE	BLD0204-0105	ADU	R	8/21/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	CONVERTING PORTION OF (E)	
	063153210	2145 ADDISON AVE	2145 ADDISON AVE	BLD0204-0043	ADU	R	4/15/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	TO CLEAR A VIOLATION: CONV	
	063332420	2225 COOLEY AVE	2225 COOLEY AVE	BLD0204-0157	ADU	R	11/18/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	PROPOSED DETACHED 2 BEDR	
	063182110	2227 LINCOLN ST	2227 LINCOLN ST	BLD0204-0012	ADU	R	2/8/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	TO CLEAR A VIOLATION: CONV	
	062221110	223 HOLLAND ST	223 HOLLAND ST	BLD0204-0013	ADU	R	2/9/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	TO CLEAR A VIOLATION: LEGAL	
	062133100	2345 RALMAR AVE	2345 RALMAR AVE	BLD0204-0159	ADU	R	11/19/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	PROPOSED 808SQFT ADDITION	
	062133090	2351 RALMAR AVE	2351 RALMAR AVE	ZCP24-002	ADU	R	1/23/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	Detached ADU Conversion	
	062118050	2371 MENALTO AVE	2371 MENALTO AVE	BLD0204-0121	ADU	R	9/24/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: LEGAL	
	063174200	2383 DUMBARTON AVE	2383 DUMBARTON AVE	BLD0204-0046	ADU	R	4/22/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	(N) DETACHED ADU	
	063072260	2568 GLORIA WAY	2568 GLORIA WAY	BLD0204-0033	ADU	R	3/18/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: GARAR	
	063085270	2584 BAYLOR ST	2584 BAYLOR ST	BLD0204-0118	ADU	R	9/18/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	CONVERT (E) 397 SQFT GARAGE	
	063043160	2638 FORDHAM ST	2638 FORDHAM ST	BLD0204-0119	ADU	R	9/18/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	THE ADDITION OF AN ATTACHM	
	063047010	2690 ILLINOIS ST	2690 ILLINOIS ST	BLD0204-0104	ADU	R	8/19/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	PROPOSED DETACHED 750 SQ	
	063044090	2753 ILLINOIS ST	2753 ILLINOIS ST	BLD0204-0152	ADU	R	11/14/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: CONV	
	063015150	2768 GEORGETOWN ST	2768 GEORGETOWN ST	BLD0204-0111	ADU	R	9/5/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	TO CLEAR A VIOLATION: 1. PR	
	063561020	283 DAPHNE WAY	283 DAPHNE WAY	BLD0204-0134	ADU	R	10/17/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: LEGAL	
	063411180	380 LARKSPUR DR	380 LARKSPUR DR	BLD0204-0092	ADU	R	8/5/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	(N) 798 SQ FT ATTACHED ADU	
	63282090	2001 MANHATTAN / WOODLAND PROJECT	DR24-001	5+			6/24/2024	0	125	0	300	0	125	0	550	550	0	NONE	Yes	Yes	Approved	Discretionary		
	62222040	920 BAY RD	920 BAY RD	BLD0204-0123	ADU	R	9/26/2024	0	0	0	0	0	0	0	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: LEGAL	
	63271090	1201 RUNNMEDE	1201 RUNNMEDE ST	DR23-001/TPW23-05+	O		6/24/2024	0	0	0	1	0	2	17	20	20	0	NONE	No	N/A	Approved	Discretionary	SB TOWNHOME STYLED COND	
															4		4		SB 9 (2021) - Duplex in SF Zone	No	N/A	Approved	Ministerial	
	63363250	898 BELL ST	898 BELL ST	PMR24-018	2 to 4	O	11/19/2024																SB 9 TWO UNITS WITH ONE AT	
	63374350	717 DONOHUE ST	717 DONOHUE ST	DR18-023/TTM23-001	5+	O	5/20/2024				1		1	12	14	14	0	NONE	Yes	Yes	Approved	Discretionary	14 UNIT SINGLE-FAMILY ATTACH	
	63361260	739 SCHEMBRI LN	739 SCHEMBRI LN	DR22-002	2 to 4	O	8/15/2024								2	2	2		NONE	No	No	Approved	Discretionary	DUPLEX
	63322490	2131 COOLEY	2131 COOLEY	DR23-007	SFD	O	8/29/2024								1	1	1		NONE	No	N/A	Approved	Discretionary	NEW SFD
	63292280	2160 EUCLID AVE	2160 EUCLID	PRE24-002/DR24-002	5+	R	7/2/2024		115		200		115		430	430	0		Yes	Yes	Pending	Discretionary	PRE-APP SUBMITTED: 430 UNIT	
	62117030	1257 LAUREL AVE	1257 LAUREL AVE	ZCP24-005	2 to 4	O	12/29/2024								4	4	4		SB 9 (2021) - Residential Lot Split	No	N/A	Approved	Ministerial	SB 9 LOT SPLIT AND SB 9 TWO



Jurisdiction	East Palo Alto	
Reporting Year	2024	(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	Projection Period	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	-	-	-	-	-	-	-	-	-	-	23	142
	Non-Deed Restricted		5	10	8	-	-	-	-	-	-	-		
Low	Deed Restricted	95	-	-	-	-	-	-	-	-	-	-	18	77
	Non-Deed Restricted		4	7	7	-	-	-	-	-	-	-		
Moderate	Deed Restricted	159	-	-	-	-	-	-	-	-	-	-	19	140
	Non-Deed Restricted		5	6	8	-	-	-	-	-	-	-		
Above Moderate		410	3	9	3	-	-	-	-	-	-	-	15	395
Total RHNA		829												
Total Units			17	32	26	-	-	-	-	-	-	-	75	754
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		-	3	-	-	-	-	-	-	-	3	80

\*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.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

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](mailto:apr@hcd.ca.gov).

VLI Deed Restricted  
VLI Non Deed Restricted

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

Jurisdiction		East Palo Alto	
Reporting Year		2024	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
<div>Housing Programs Progress Report</div> 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
	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 to expedite permit process and to comply with all applicable state laws. Process improvement ongoing to expedite the planning permitting process.
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 and process 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	Working with County to utilize ADU resource center to help residents with submittal of ADU projects.

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	Developed check list for low barrier navigation center in 2023. Planning Division is working on objective design standards to expedite processing.
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/acres 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. On April 23, 2024 the City was awarded \$100,000 for the Equity Innovation Fund, ongoing.
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 adaption 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	City Council will consider in March 2025 a staff recommendation to reduce impact development fees for large ADUs over 750 square feet.
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. Website also updated to explain various streamlining opportunities as provided by State law.

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 Building, Planning and Housing staff initiated conversations with 21 Elements/Community Planning Collaborative (CPC) on the steps required to implement preapproved ADU plans. The CDC collaborated with San Mateo cities to launch an ADU Resource Center to assist homeowners in building an ADU. The city also participates in a ADU working group to provide other resources such as workshops, webinars, and financing options. The Building Division website is to be update to guide residents to ADU resource center.
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. No reportable actions in 2024.
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-3) However, application was denied.

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	As part of the update of development impact fees, a provision includes the ability to educe transportation impact fees and other fees for affordable housing and senior housing units. The City can also consider allocating commerical linkage fees, Measure HH revenue, and other available City resources to fiancially assist affordable housing projects.
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 2024.
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	The RBD/4 Corners Specific Plan was adopted in December 2024 which increased the potential for up to 1,600 new housing units in the Specific Plan area (and potentially more if state density bonus llaw is exercised), with policies and development standards to support residential and mixed-use development.

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. These negotiations are still ongoing with the goal to complete the property swap by the end of 2025.
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. Formal application filed mid 2024 and is currently in process.
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, including SB 9, SB 35, and ADU.

1.26	<p>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.</p>	<p>2024, 2025, 2026 or later; Ongoing</p>	<p>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.</p>
2.1	<p>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.</p>	<p>2024, 2025</p>	<p>The 5-year Affordability Housing Strategy adopted by the City Council in December 2023, includes developing a homebuyer support program, and Measure JJ was approved by East Palo Alto voters in November 2024 to amend Measure L to target revenue, along with other priorities, for programs to preserve and promote homeownership.</p>

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 2024.
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 2024.
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 2024.
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	The Specific Plan update was adopted in December 2024 and includes a community benefits program with an identified priority for developers to provide or finance additional affordable housing units beyond the City's existing IHO requirements or commercial linkage fees in exchange for an increase in development capacity or floor area ratio (FAR) for non-residential projects.
4.2	Participate in countywide nexus study led by 21 Elements to update the existing Commercial Linkage Fee.	2024	Through 21 Elements, East Palo Alto is participating in a "Grand Nexus Study" to explore inclusionary housing requirements which will also include examining commercial linkage fee programs. San Mateo County is taking the lead on the project with grant and financial support from cities; It is expected that a consultant will be selected by the County to begin the work in 2025.



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. Working on a set of Preservation Guidelines so that if the City were to develop a Notice of Funding Availability to preserve affordable housing, these guidelines will aid in that process. See the webpage for more details: <a href="https://www.cityofepa.org/housing/page/affordable-housing-preservation">https://www.cityofepa.org/housing/page/affordable-housing-preservation</a>
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 2024.

	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 2024.
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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	The 5-year Affordable Housing Strategy adopted by the City Council in December 2023 includes priorities to create and commit funds for programs to rehabilitate and preserve affordable multi-family apartments and to create a home repairs program for single-family homeowners. Started in 2024, the City is formulating program criteria and guidelines to implement to these programs in 2025.
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	On May 7, 2024 The City approved a one year extension for Palo Mobile Estates Loan program to be administer by EPACANDO until May, 2025.
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	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"><li>- Community Legal Services in East Palo Alto (CLSEPA)</li><li>- Nuestra Casa</li><li>- Youth United for Community Action (YUCA)</li></ul> <p>On February 1, 2024, the City entered into an agreement with Samaritan House, a non-profit organization to distribute rental assistance, prioritizing households who received an unlawful detainer and/or three-day notice. The contract is anticipated to end on 1/31/2025.</p> <p>On April 1, 2024, the City renewed it's agreements with the following community organizations:</p> <ul style="list-style-type: none"><li>- Community Legal Services in East Palo Alto (CLSEPA)</li><li>- Nuestra Casa</li><li>- Youth United for Community Action (YUCA)</li></ul> <p>The contracts are set to end on 3/31/2025.</p>

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 2024. Update as this is under development now.
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. In September 2024, the City Council allocated additional funds and extended the Pilot Program to May 2025. A consultant was also obtained to evaluate the Pilot Program and recommend program improvements and modifications, as needed, to continue the program beyond the pilot period with Measure HH funds. The program evaluation is currently underway and will be completed by June 2025.
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 for an multi-jurisdictional effort, to engage Placeworks and Community Planning Collaborative to assist in the update of the 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 by end of 2025 to early 2026. Two community workshops have been held on May 23, 2024 and September 26, 2024, both 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	<p>Since the transition, October 1 to December 31, 2024, the District has accomplished our City Managers top priorities.</p> <ul style="list-style-type: none"> <li>•Developing a Spill Emergency Response Plan</li> <li>•Updating the Sewer System Management Plan (SSMP)</li> <li>•Ensuring compliance with State waste discharge regulations</li> <li>•Restructuring EPASD operations to meet the needs of our growing community</li> <li>•California labor standards and the core values we uphold within the City</li> </ul> <p>Additionally,</p> <ul style="list-style-type: none"> <li>•Implemented a new FOG program and ordinance for FSE's.</li> <li>•Created the EPASD Advisory Committee</li> <li>•Have 24 projects active projects (repairs to new 430 EDU development)</li> <li>•Completed SSMP Audit</li> <li>•Updating Master Plan</li> </ul>
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	<p>WSMP identified University / Weeks Project, NTP was April 29, 2204 areas of project encompassed University Ave, Weeks St and Cooley Ave. The project included 8,630 feet of 12inc, 10 feet of 8inch, 600 feet of 6 inch, all PVC/C900 with 163 service connections, 13 Fire Hydrants and 48, 12inch gate valves, 3, 8inch gate valves and 5, 6inch gate valves.</p> <p>The project will stop at the intersection of University Ave and Donohoe St. Time for completion from Specifications was 200-days from NTP (November 15, 2024) plus the 50-day time extension per CCO # 8 ( January 4, 2025). A time extension was issued because paving cannot be done during winter weather. The estimated last day of work from the latest construction schedule is May 19, 2025.</p>
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	<p>No reportable actions in 2024.</p> <p>Water is provided and used on demand.</p> <p>Our lease holder Veolia does offer repayment plans and follows SB998.</p> <p>EPASD (sewer) fees are charged to the tax role, per parcel, paid to the County.</p> <p>All sewer laterals are privately owned and maintained.</p>

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 continue 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 discussed at community workshops on May 23, 2024 and September 26, 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 than 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	<p>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.</p>	Ongoing	No reportable actions in 2024.
5.10	<p>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.</p>	2025, 2026 or later	No reportable actions in 2024.



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	At the end of 2024, the Building Division started working with other agencies through the ADU Resource Center for San Mateo County. This resource center helps introduce property owners to ADUs including plans. This program is still in the initial phase and has not become completely mainstream as of yet. Also, the hybrid position in code enforcement is currently vacant.
6.2	Determine the most effective means of incentivizing or requiring childcare facilities in new affordable housing developments and commercial developments.	2024	The RBD Specific Plan adopted in December 2024 includes childcare centers as a permissible use and could be proposed as a community benefit by a developer to receive additional development capacity or flloor area ratio (FAR).
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-Jurisdictional Local Hazard Mitigation Plan.	Ongoing	The most recent LHMP was updated in October 2021 as part of a multijurisdictional process. No reportable actions in 2024.
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. Four community workshops have been held so far.
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 2024.
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: <a href="https://cityofepa.granicus.com/player/clip/46?view_id=1&amp;meta_id=3434&amp;redirect=true">https://cityofepa.granicus.com/player/clip/46?view_id=1&amp;meta_id=3434&amp;redirect=true</a> . No update for 2024.
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.	2024	The City was rejected for the Encampment Resolution Funding Grant ERF-3 in August 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	No reportable updates for 2024.

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. No reportable actions in 2024.
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 2024. Update as this is under development now.
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	The City entered into a contract in 2024 with HEART for staff augmentation hours as needed.
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. No reportable updates for 2024.
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	Along with approval of the RBD Specific Plan update in December 2024, General Plan and Development Code updates were concurrently enacted to ensure internal consistency between the General Plan, Specific Plan, and zoning regulations.

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	<p>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.</p>	2024, 2025, Ongoing	<p>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 access the cumulative financial impact on project feasibility. The City is also participating in a "Grand Nexus Study," led by the County with the participation of other 21 Elements cities to study inclusionary housing and commercial linkage fee programs. A consultant firm will be selected to begin this study in 2025.</p>
10.1	<p>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)).</p>	Ongoing	<p>Ongoing. Planning staff continue to work with applicants to ensure compliance.</p>

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	Consistent with the requirements of AB 2339, Emergency Shelters have been included as a by right use in the Industrial Transition zone in the RBD/4 Corners Specific Plan which was adopted by Council in December 2024. Additionally, a zoning amendment to allow Emergency Shelters in commercial zoning districts has been scheduled for Council on February 18, 2025.
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	Zoning amendment to allow supportive housing and transitional housing started in 2024 and has now been scheduled for Council on February 18, 2025
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 2024.



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	This effort started in 2023 with the drafting the ADU objective architectural compatibility standards to provide clear design guidelines to better facilitate the constructions of ADU. The standards were adoption in 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	Work on zoning amendment to facilitate the approval of both small and large Residential Care Facilities started in 2024 and is scheduled for Council on February 18, 2025. Supportive housing is also included in the amendments as a by right use in any zone where residential uses are allowed under the same provisions that apply to all residential development.

10.7	<p>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.</p>	<p>2024, 2025, 2026 or later</p>	<p>Started in 2023. The ADU Ordinance amendment 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. Additional amendments are being proposed to reconcile the city's development code with state legislation with respect to ADU provisions for multi-family dwellings, scheduled for Council on February 18, 2025.</p>
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10.8	<p>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</p>	2024	<p>The RBD Specific Plan was adopted in December 2024 and incorproates many of the measures in this Housing Element program, such as: rezoning parcels for residential and mixed-use development to allow up to 1,600 new residential units, establishing minimum residential densities; setting maximum parking standards; creating a RBD transporatation managemenrt associatioonn to overall TDM programs and compliance with the City's TDM ordinance; addressing development constraints for residential development; incentivizing the development of affordable housing over and above current IHO and commercial linkage fee requirements; and incentivizing providing housing units for special needs populations. The Specific Plan also plans for neighborhood retail uses, parks, multi-modal mobility improvements, and community and recreation facilities to serve future residents and workers. Along with adoption of the Specific Plan, General Plan and Development Code amendments were concurrently enacted to resolve inconsistencies.</p>
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10.9	Develop procedures and review zoning regulations with the objective of encouraging and facilitating the development of SRO projects and transitional supportive housing at suitable locations. The City's goal is to streamline zoning regulations as needed, identify potential funding, and reach out to developers (e.g., through a request for proposals or qualifications) to construct an SRO or supportive housing project on a suitable site in the City with convenient transit service.	2025	Work on this policy has begun with a zoning amendment to facilitate supportive and transitional housing by making them a use by right in any zone that allows residential uses, and to subject them to the same regulations as other residential uses. The amendment is scheduled for Council on February 18, 2025. Other efforts, including the identification of funding sources and outreach to developers will begin after the adoption of the amendment.
10.10	During the 6th cycle Housing Element, ensure that the General Plan land use designation and zoning are consistent for all properties included in the City's RHNA Sites Inventory.	Ongoing	The Ravenswood Business District/4 Corners Specific Plan was approved on December 17, 2024 to ensure consistency.

Jurisdiction	East Palo Alto	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

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 containing authorizing local ordinance and supporting materials.		<a href="https://www.cityofepa.org/housing/page/local-preference">https://www.cityofepa.org/housing/page/local-preference</a>
Notes		

Jurisdiction	East Palo Alto	
Reporting Year	2024	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT  
Local Early Action Planning (LEAP) Reporting  
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$ 95,000.00		Total award amount is auto-populated based on amounts entered in rows 15-26.		
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
CEQA	\$40,000.00	\$40,000.00	Completed	None	Completed, reimbursement has been completed 2024.
Complete Housing Element	\$30,000.00	\$30,000.00	Completed	Other	\$30K went toward 21 Elements contract (total contract amount of \$54,500)
Planning Staff Coordination	\$25,000.00	\$25,000.00	Completed	Local General Fund	Completed, reimbursement has been completed 2024.
ADU Ordinance Update	\$0.00	\$0.00	Completed	Other	Completed in Feb 2024 using SB 2 funds.

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted	0	
	Non-Deed Restricted	8	
Low	Deed Restricted	0	
	Non-Deed Restricted	7	
Moderate	Deed Restricted	0	
	Non-Deed Restricted	8	
Above Moderate	Deed Restricted	0	
	Non-Deed Restricted	3	
Total Units		26	

Building Permits Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted	0	
	Non-Deed Restricted	8	
Low	Deed Restricted	0	
	Non-Deed Restricted	7	
Moderate	Deed Restricted	0	
	Non-Deed Restricted	8	
Above Moderate	Deed Restricted	0	
	Non-Deed Restricted	3	
Total Units		26	

Certificate of Occupancy Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted	0	
	Non-Deed Restricted	6	
Low	Deed Restricted	0	
	Non-Deed Restricted	5	
Moderate	Deed Restricted	0	
	Non-Deed Restricted	3	
Above Moderate	Deed Restricted	0	
	Non-Deed Restricted	3	
Total Units		17	



	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	<b>Economic development strategic plan.</b> Develop a long-term economic development strategic plan that develops and retains businesses and a strong middle class.	High	Long	CMO/CEDD	In progress	The City entered into an agreement with HR&A Advisors to develop an economic development strategic plan. Estimated completion 10/2025.
2.	<b>Local hire.</b> Support local hiring and local businesses by implementing the City's First Source Hiring and Local Business Enterprise policies. Review and update (if necessary) the First Source Hiring Ordinance and policies to acknowledge the effects of the dissolution of the Redevelopment Agency.	High	Medium	CEDD & Administrative Services	Completed	
3.	<b>Small business support.</b> Develop and staff a program that supports small and local businesses. Prepare and circulate a small business assistance resource guide.	Medium	Ongoing	CMO/CEDD	In progress	The economic development strategic plan will include prioritize small business support.
Table 12-4: Transportation Programs						
	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	<b>Update City Street Standards.</b> Update existing standards for City streets, focusing on achieving traffic safety, complete streets, and livability goals.	Medium	Medium	Planning/Public Works	In progress	
2.	<b>Transportation Demand Management Requirements.</b> Review and update the City's Transportation Demand Management requirements for existing and new development.	High	Short	Planning	Completed	TDM ordinance adopted.
3.	<b>Transportation Impact Fee Nexus Study.</b> Establish a transportation impact fee on new development, to raise funds for needed improvements to all modes of transportation.	High	Short	Planning/Public Works	In progress	Nexus Study scheduled for March 2025 adoption.



4.	<b>Neighborhood Traffic and Parking Management Plans.</b> Conduct neighborhood traffic and parking management plans for areas with reported parking and circulation problems to identify appropriate parking management programs (such as Residential Parking Permits and Parking Benefit Districts) and/or traffic calming measures.	High	Long	Planning/Public Works	In progress	The permit program ordinance adoption is scheduled for PWTC and CC in 2024
5.	<b>Complete Streets Projects.</b> Conduct and implement complete streets projects along priority traffic calming corridors and in conjunction with implementation of other bicycle, pedestrian and transit improvements.	Low	Long	Planning/Public Works	In progress	
6.	<b>Performance Monitoring.</b> Periodically monitor the performance of Plan implementation using service standards and targets included in the Circulation Element.	Medium	Ongoing	Planning/CEDD/Public Works	In progress	
7.	<b>Update Bicycle Plan.</b> Update and implement the Interim Bicycle Transportation Plan (2011).	Low	Long	Planning/Public Works	In progress	
8.	<b>Pedestrian Master Plan.</b> Complete a Pedestrian Master Plan that helps close key gaps in the pedestrian network and improve the pedestrian realm.	Low	Long	Planning/Public Works	Not started	
9.	<b>Bay Access Master Plan.</b> Update and implement the Bay Access Master Plan.	Low	Long	Planning/Public Works	In progress	
10.	<b>University Avenue Alternatives Study.</b> Conduct an Alternatives Study for the redesign of University Avenue, focusing on complete streets concepts.	Medium	Long	Planning/Public Works	In progress	
11.	<b>Wayfinding Plan.</b> Develop and implement a bicycle and pedestrian wayfinding program.	Low	Long	Planning/Public Works	Not started	
12.	<b>Additional SR2S projects.</b> Prepare grant applications for future SR2S and SRTS cycles based upon "Existing Conditions" report.	High	Short	Public Works	In progress	
<b>Table 1</b>						
	<b>Description</b>	<b>Priority</b>	<b>Time Frame</b>	<b>Responsibility</b>	<b>Status</b>	<b>Comments</b>
1.	<b>Citywide "health check-up."</b> Every five years, conduct a community health assessment regarding the overall health and quality of life of those who live and work in East Palo Alto.	Medium	Long	Planning	Not started	

2.	<b>Health fitness challenges.</b> Create and implement health fitness challenges for City employees to encourage healthy living.	Medium	Short	City Manager	In progress	
3.	<b>Soda tax ordinance.</b> Explore the possibility of a sugar sweetened beverage tax in the City. Revenue generated from the tax could be appropriated for wellness and health programs in the City.	High	Short	City Manager	Not started	
4.	<b>Residential smoking ordinance.</b> Adopt an ordinance to prohibit smoking in multi-family buildings.	High	Short	City Manager	In progress	
5.	<b>Public smoking ordinance.</b> Adopt an ordinance to prohibit smoking in public spaces, including parks, plazas, and on public property.	High	Short	City Manager	Completed	
6.	<b>Living wage ordinance.</b> Adopt an ordinance that ensures that all businesses in the City pay their employees a wage that can support a family at, or above, the poverty level.	High	Short	City Manager	Completed	
7.	<b>Year-round farmer's market.</b> Pursue funding and partner with local organizations to provide a year-round farmers market in the City, and seek out additional vendors to participate in the market.	Medium	Medium	Planning	In progress	
8.	<b>Annual health fair.</b> Host an annual Health Day Fair with information, health care screenings and services, and activities celebrating an active lifestyle. The event should be sponsored by the City and involve a wide range of service providers.	Low	Ongoing	Planning	Not started	
9.	<b>Healthy food at city buildings and events.</b> Develop guidelines to require that healthy foods that are served at city-sponsored events and in City vending machines.	Medium	Short	City Manager	In progress	
10.	<b>Town hall meetings.</b> Hold bi-annual town hall meetings to implement the General Plan. Publicize the meetings widely and in multiple languages.	Low	Ongoing	City Manager	In progress	
<b>Table 1</b>						
	<b>Description</b>	<b>Priority</b>	<b>Time Frame</b>	<b>Responsibility</b>	<b>Status</b>	<b>Comments</b>
1.	<b>Coordination with the San Francisco Creek Joint Powers Authority (JPA).</b> Work with the JPA on the construction of a new park or open space between Camelia Drive and the levee (south of O'Connor St).	High	Short	Public Works	Not started	

2.	<b>Shared use agreement with School District.</b> Create a formal shared use agreement with the Ravenswood City School District whereby the public and organizations (such as youth and adult intramural leagues) can access school fields/property after normal school hours.	High	Short	City Manager	In Progress	Conversations have progressed and School District has provided draft of potential agreement
3.	<b>Agreement with Don Edwards San Francisco Bay National Wildlife Refuge.</b> Establish a formal cooperative agreement with the Don Edwards San Francisco Bay National Wildlife Refuge and develop programs to encourage public recreational use of the Bay Trail and trails in and adjacent to the Baylands Nature Preserve and the South Bay Salt Pond Restoration Project.	Medium	Medium	City Manager	Not started	
4.	<b>Agreement to Manage Cooley Landing.</b> Continue to maintain an agreement for a non-profit or other entity to manage Cooley Landing	Medium	Ongoing	City Manager	Not Started	
5.	<b>Bird-safe design.</b> Adopt bird-safe design guidelines for new buildings and structures adjacent to the Bay.	Medium	Medium	Planning	Not started	
6.	<b>Light pollution guidelines.</b> Adopt guidelines for outdoor lighting located adjacent to wildlife areas that will keep the amount of light that reaches wildlife habitat areas to a minimum.	Low	Medium	Planning	Not started	
7.	<b>Community space fund.</b> Maintain development fee programs to accumulate funds for the acquisition and improvement of parks and public gathering places and facilities.	Medium	Medium	City Manager/CEDD	Completed	
8.	<b>Tree Planting program.</b> Partner with local non-profit organizations to implement a tree planting program (planting of trees on City owned property).	High	Short	Public Works	Completed	
9.	<b>Citizen reporting.</b> Create a program and/or methods for residents to monitor and report vandalism along with maintenance issues in parks and public Right-of-Way.	High	Short	Public Works	Completed	
10.	<b>Feral Cat Program.</b> Work with partners to consider establishment of a year round cat program or fund one as cats prey on the salt water harvest mouse which is a Federally protected species in accordance with the ESA. This condition originates in the Cooley Landing environmental clearance document.	Medium	Medium	Public Works	Not started	

Table 12-7: Infrastructure, Services, and Facilities Programs						
	Description	Priority	Time Frame	Responsibility	Status	Comments
PUBLIC FACILITIES						
1.	<b>Development impact fees.</b> Adopt nexus-based impact fees that mitigate the cost of providing infrastructure and public facilities to serve new development. Address infrastructure improvements that are necessitated by new development – including for water, sewer, stormwater, and utilities. Seek additional funding mechanisms as necessary.	High	Ongoing	Planning/CEDD/Public Works	Completed	
2.	<b>Outside community funding.</b> Create an outreach program or plan to match Silicon Valley donors and funding dollars to community needs such as schools, public space improvements, jobs training, or support for artists.	Medium	Ongoing	City Manager	Not started	
3.	<b>TOT program evaluation.</b> Seek an independent evaluation of the Measure C Program/Transient Occupancy Tax program.	Low	Short	City Manager	Not Started	
4.	<b>New teen center.</b> Work with local service providers, such as the YMCA, to create a “teen center” for East Palo Alto teens. The teen center could provide tutoring and mentorship programs and provide a safe and affordable place for youth after school and on weekends.	High	Long	City Manager	Not Started	
PUBLIC SAFETY						
1.	<b>Crime reduction plan.</b> Develop a long-term crime reduction plan that addresses: Prevention, Intervention, Enforcement, and Sustainability. The plan will also identify the role of the community and City in the strategy, and identify the resources necessary to implement strategy.	High	Short	Police	Not started	
2.	<b>Emergency Preparedness Plan.</b> Update the City’s Emergency Preparedness Plan every 5 years.	Medium	Ongoing	Police/City Manager	In progress	
3.	<b>Community-based policing.</b> Implement the community-based policing initiative championed by the Police Chief, including attendance at community meetings, having the Police Department participate in community events and beautification projects, and leading programs such as Neighborhood Watch.	Medium	Ongoing	Police	In progress	
4.	<b>Data-Driven policing.</b> Continue to use technology to track and target gun violence.	Medium	Ongoing	Police	In progress	

5.	<b>CERT Program.</b> Develop a community emergency response team (CERT) training program to provide training to City personnel and conduct informational workshops for the community. Provide additional information to the community about available resources and materials.	High	Short	Police/City Manager	In progress	Study Session set for 3/25/25 to discuss overall strategy and implementation of emergency planning/preparedness which will include a section on CERT.
6.	<b>Comprehensive crime analysis.</b> Complete the comprehensive analysis of crime in the City (utilizing the RIMS system).	Medium	Ongoing	Police	In progress	
7.	Signal pre-emption for emergency response. Install traffic signal pre-emption technology for police/emergency vehicles.	High	Short	Police	Not started	
8.	<b>Anti-graffiti program.</b> Implement an anti-graffiti program, which includes identifying all locations in the City with chronic graffiti, establishing a removal program, and exploring civil sanctions against chronic violators.	Low	Medium	Police/Public Works	Not started	
9.	<b>Multi-media emergency notification system.</b> Adopt and fund system to increase timely and accurate notifications to the community. Seek an adequate cost-effective system to replace the current system.	Low	Short	Police	In progress	
10.	<b>Crime Prevention through Environmental Design.</b> Develop a development manual to provide basic requirements and incentives for the inclusion of design features in new development to reduce potential for crime. These features could include well-lighted parking areas, open landscaping, limited access into and between buildings, and limited access to rooftops.	Medium	Short	Planning	Completed	
<b>WATER INFRASTRUCTURE</b>						
1.	<b>Emergency water connections.</b> Explore the feasibility of establishing an emergency intertie with the following outside water systems: <ul style="list-style-type: none"> <li>City of Palo Alto</li> <li>Palo Alto Park Mutual Water Company</li> <li>O'Connor Tract Co-op Water Company</li> </ul>	High	Short	Public Works	In progress	

	The City currently has no source of water if the City's connection with the Hetch Hetchy Aqueduct is severed.						
2.	<b>Groundwater Management Plan.</b> Complete the Groundwater Management Plan, as required by State law. Oversee the completion of the Plan and provide materials and resources as needed.	Medium	Short	Public Works	Completed		
3.	<b>Urban Water Management Plan.</b> Develop an updated Urban Water Management Plan (UWMP) to support long-term water resource planning and ensure adequate water supplies are available to meet existing and future water demands of the land uses contemplated under the Land Use Element. (Every 5 years).	Low	Ongoing	Public Works	Completed		
4.	<b>Water Master Plan.</b> Update the 2010 Water Master Plan to guide the implementation of appropriate water supply and water distribution projects (must be updated per statutory requirements every ten years).	Low	Long	Public Works	Completed		
5.	<b>Water supply.</b> Develop additional domestic water supplies to address current and future needs, including: <ul style="list-style-type: none"> <li>• Completing the Gloria Way Well and treatment facility</li> <li>• Exploring additional municipal wells such as Pad D</li> <li>• Completing the monitoring program</li> <li>• Exploring storm water capture and reuse</li> <li>• Explore recycled water generation and distribution facilities and opportunities</li> <li>• Explore water demand offset regulations for new and intensified development</li> <li>• Evaluate the contract with American Water Enterprises and formulate future strategy.</li> </ul>	High	Ongoing	Public Works	In progress		
6.	<b>Water conservation and recycling.</b> Update the building code to allow and encourage water recycling, graywater use, water efficiency, and other conservation measures not already permitted under CalGreen.	Medium	Medium	Planning	Completed		
7.	<b>Water user fees.</b> Update existing user fees for water to fund needed system upgrades and explore water demand offset regulations for new or intensified development.	Medium	Medium	Planning/ CEDD	Completed		
<b>SEWER/STORMWATER INFRASTRUCTURE</b>							
1.	<b>Sewer and Stormwater user fees.</b> Update existing user fees for sewer and stormwater to fund needed system upgrades and, to the extent feasible, allow for waste water recycling and stormwater capture for beneficial use.	Medium	Medium	Planning	In progress		

FLOODING						
1.	<b>Levee and creek maintenance.</b> Negotiate an agreement with Santa Clara Valley Water District (SCVWD) for maintenance of the San Francisco Creek enhanced levee and creek banks from Highway 101 to the border with Menlo Park.	Medium	Short	Public Works	Completed	
2.	<b>Coastal flooding analysis.</b> Complete an analysis of the City's vulnerability to coastal flooding and sea level rise. Inspect and review the levees in the Baylands.	Low	Short	Public Works	In progress	
3.	<b>Upstream San Francisco Creek flood protection project.</b> Work with the San Francisco Creek Joint Powers Authority (SFCJPA) on the planning and design of flood control improvements upstream of Highway 101.	High	Long	Public Works	In progress	
Table 12-8: Safety and Noise Programs						
	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	<b>Flood control master plan.</b> Prepare a flood control master plan to assess the adequacy of the City's flood control system as a whole. Implement improvements as warranted and as feasible. Seek outside funding as available to implement improvements.	High	Short	Public Works	Not started	
2.	<b>Fire buffer zones.</b> Work with property owners near hazard areas to implement and maintain buffer zones from the riskiest areas and adopt fire code revisions when appropriate.	Medium	Short	Planning	Not started	
3.	<b>Hazard Mitigation Planning/HMGP Grant.</b> Adopt and develop both a Multi-hazard Mitigation plan and a Recovery Action Plan to guide growth and development in the event of a widespread destructive event.	High	Short	Planning/Public Work	In progress	
4.	<b>Coordinated emergency response.</b> Implement coordinated emergency response planning with the Menlo Park Fire Protection District, major transportation agencies, and adjacent jurisdictions.	Medium	Ongoing	Police/City Manager/Public Works	In progress	
5.	<b>Hazardous emergency plan.</b> Develop and implement a multi-hazard emergency plan for accidents involving hazardous materials.	Medium	Medium	Public Works	Not started	

6.	<b>Noise Ordinance.</b> Amend the Noise Ordinance to require that interior noise levels attributable to exterior sources shall not exceed 45 dB (Ldn or CNEL) when the outdoor noise level exceeds 60 dB (Ldn or CNEL)[1] for all new hotels, motels, dormitories, apartment houses, and single-family dwellings. <b>Quiet asphalt:</b> Select a "quieter" pavement that also meets other criteria established by the City for pavements for use in resurfacing roadways. Require its use in future capital projects.	Medium	Short	Planning	Not started	
7.		Low	Medium	Public Works	In progress	
8.	<b>Public disaster training.</b> Conduct training exercises about earthquakes, fires, floods, and other natural and man-made disasters that are most likely to strike East Palo Alto.	Medium	Ongoing	City Manager/Community Programs	In progress	Study Session set for 3/25/25 to discuss overall strategy and implementing of emergency planning/preparedness which will include a section on training.
Physical Improvements						
The table below identifies physical improvements to implement the General Plan's vision and policies, organized by Plan Chapter. Physical improvements are consistent with each chapter's goals and policies, though not every chapter has associated physical improvements.						
Table 12-9: Transportation Physical Improvements						
	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	<b>Highway 101 Pedestrian / Bicycle Overcrossing.</b> This project is intended to link the residents of the Woodland Neighborhood with City services and recreation opportunities on the other side of the freeway. Coordinate with Caltrans on the design and construction and seek grant funding for construction costs.	High	Medium	Public Works	In progress	



2.	<b>University Avenue Interchange.</b> This project will provide for the widening of the University Avenue/US 101 overpass to provide safer pedestrian and bicycle travel and more efficient vehicle travel.	High	Medium	Public Works	In progress	
3.	<b>Bay Road improvements.</b> Coordinate with PG&E and East Palo Alto Sanitary District on the Bay Road Improvement Phase II/III. Construct the necessary roadway and infrastructure improvements in order to revitalize the Ravenswood TOD Specific Plan area and provide the foundation for an active “main street” environment, including street paving, pedestrian and bicycle improvements, landscaping improvements, streetscape improvements, and undergrounding of utilities.	High	Medium	Public Works	Completed	
4.	<b>Street Light Upgrade Project.</b> Complete the Street Light Upgrade Project, including a luminosity study to identify locations where additional new street lights need to be installed, and the installation of LED lights.	High	Medium	Public Works	In progress	
5.	<b>Signage and Striping Improvements.</b> Install new signage and striping to improve vehicular, pedestrian and bicycle safety throughout the City.	Medium	Medium	Public Works	In progress	
6.	<b>Pedestrian Accessibility Improvements.</b> Improvements include but are not limited to corner ramps. Americans with Disabilities Act (ADA) and California State Law require these improvements.	Medium	Medium	Public Works	In progress	
7.	<b>Institute Traffic Calming Program.</b> This includes the planning and construction of speed bumps, bulb outs and other traffic calming devices to reduce speed through residential zones and to increase safety, with priority corridors identified in Figure 7 of the Circulation Element, in coordination with other City Departments.	High	Medium	Public Works	In progress	
8.	<b>Bay Road Phase II.</b> Build the Bay Road Phase II project, which will build a multimodal roadway with attractive streetscape along Bay Road between Clarke Ave. and the entrance to Cooley Landing.	High	Medium	Public Works	Completed	
9.	<b>Bicycle and Pedestrian Improvements.</b> Improvements include the installation of enhanced signage, striping and loop detectors for bicycles.	High	Long	Public Works	In progress	
10.	<b>Curb and gutter program.</b> Close all sidewalk network gaps, as outlined in Figure 6 of the Circulation Element (Existing Pedestrian Network and Sidewalk Gaps) with new sidewalks, curbs, and gutters	High	Medium	Public Works	In progress	

11.	<b>University Avenue Resurfacing and Signal Upgrade.</b> This project provides for pavement resurfacing, restriping, upgrading of traffic signals and various other improvements on University Avenue.	High	Medium	Public Works	In progress	
12.	<b>New Loop Road.</b> Complete a new loop road around the north and east of University Village that will connect University Avenue to the Ravenswood Employment District.	Medium	Medium	Public Works	Not started	
13.	<b>Euclid Avenue Tunnel Assessment and Investigations.</b> The purpose of this project is to assess the viability of restoring and re-opening the tunnel under Highway 101 at Euclid Avenue, which is currently closed.	Low	Short	Public Works	Not started	
14.	<b>Safe Routes to Schools.</b> Complete Safe Routes to School projects as outlined in the Safe Routes to School Plan (2003).	High	Medium	Public Works	In progress	
15.	<b>Street Resurfacing Program/PMIP.</b> Continue to resurface streets to maintain the City's pavement condition index score.	High	Medium	Public Works	In progress	
16.	<b>Major Street Reconstruction.</b> This project provides for the reconstruction of damaged City streets during the ten-year life of the Capital Improvement Plan (CIP).	Low	Long	Public Works	In progress	
17.	<b>Newell Bridge.</b> Continue to offer staff time to further the joint project for the replacement of the Newell Bridge. Advocate for the needs of the East Palo Alto community.	Medium	Medium	City Manager/ Public Works	In progress	
<b>Table 12-10: Parks, Open Space, and Conservation Physical Improvements</b>						
	<b>Description</b>	<b>Priority</b>	<b>Time Frame</b>	<b>Responsibility</b>	<b>Status</b>	<b>Comments</b>
1.	<b>Develop new citywide parks.</b> Create new, formalized park space in the following locations: <ul style="list-style-type: none"> <li>• Vacant parcel to the north of Martin Luther King Park</li> <li>• The informal open space at the termination of Purdue St and Demeter St</li> <li>• Vacant parcel adjacent to Verbena Dr</li> <li>• Part of the existing Palo Alto Park Mutual Water Association land at Oakwood Dr and Garden St.</li> </ul>	Medium	Ongoing	Planning/City Manager	In progress	
2.	<b>Finalize Richard May field.</b> Coordinate with the St. Francis of Assisi Church to facilitate the construction of the Richard May fields.	High	Short	Planning	Completed	
3.	<b>Bay Trail Access.</b> Improve access to the Bay Trail in the locations below. Add signage, seating, and other amenities. <ul style="list-style-type: none"> <li>• Eastern end of Weeks St</li> <li>• Eastern end of Beech St</li> </ul>	Medium	Ongoing	Public Works	In progress	

	<ul style="list-style-type: none"> <li>• Eastern end of Cypress St</li> <li>• Eastern end of Daphne St</li> <li>• Southern end of Verbena Dr.</li> </ul>								
4.	<p><b>Right-of-way conversions.</b> Convert the following into public linear parks:</p> <ul style="list-style-type: none"> <li>• Hetch Hetchy right-of-way between Rutgers St and Purdue Ave (Hetch Hetchy Aqueduct Linear Park)</li> <li>• UP railroad right-of-way near the Ravenswood Family Health Annex</li> <li>• Abandoned alley that runs along the back of parcels between Holland St and East Bayshore Rd</li> <li>• Alley that runs diagonally from East Bayshore Rd and Laurel Ave</li> <li>• Unused alley between rear of lots and Menlo Park city limits (behind Alberni St).</li> </ul>	High	Varies by project	Planning/Community Services	In progress				
5.	<p><b>Bay Access Master Plan.</b> Complete the trails identified in the Bay Access Master Plan, including the Ravenswood Bay Trail link, and along SF Creek between O'Connor and University Avenue.</p>	High	Medium	Planning	In progress				
6.	<p><b>Park access.</b> Improve access to the following parks and fields, by unlocking gates, adding entrances, removing fences or improving sidewalks/paths and bathrooms:</p> <ul style="list-style-type: none"> <li>• Martin Luther King Junior Park</li> <li>• Cesar Chavez Elementary/Richard May Field</li> <li>• Track/sports field at Costano Elementary School.</li> </ul>	Medium	Medium	Community Services/ Public Works	In progress				
7.	<p><b>Bay Trail viewing platforms.</b> Construct elevated viewing platforms along the Bay Trail.</p>	Medium	Medium	Public Works	Completed				
8.	<p><b>No-feeding signage.</b> Post signs notifying the public that feeding of wild animals, including feral cats, is prohibited.</p>	Medium	Medium	Public Works	Not started				
9.	<p><b>Wildlife-proof waste containers.</b> Provide animal-proof garbage containers in wildlife areas where human activity is or may be frequent, including at Cooley Landing and entry points to the Bay.</p>	Medium	Medium	Public Works	In progress				
10.	<p><b>Cooley Landing.</b> Complete the final phase of the Cooley Landing project (construct elevated viewing piers or platforms and improve access to the waterfront). Identify and secure funding for this phase.</p>	Medium	Medium	Public Works	Not started				
	<p><b>Park improvements.</b> Implement various upgrades identified in the Community Facilities &amp; Parks Master Plan (FA-01) in the following parks:</p> <ul style="list-style-type: none"> <li>• <b>Joel Davis Park.</b> Identified needs are to upgrade the picnic area, replace playground equipment, install bathrooms and upgrade the playfield.</li> </ul>								Joel Davis Park-

11.	<ul style="list-style-type: none"> <li><b>Jack Farrell Park.</b> Identified needs are to install new play equipment, security cameras, security fencing, a concrete seat wall, upgrades to the existing building, upgrades to the picnic area and upgrades to existing playgrounds and courts.</li> <li><b>Bell Street Park.</b> Identified needs are new park lighting, a concrete stage, new restrooms, security cameras, security fencing, new bathrooms, new play equipment, new picnic area, a drinking fountain and upgraded playgrounds.</li> </ul>	Low	Long	Works/Community Services	In progress	Restrooms completed and installed outdoor fitness equipment Jack Farrell Park- Cameras are installed and drinking fountain upgraded
12.	<b>New Ravenswood trails.</b> Construct the approximately 4.5 miles of trails and improved pedestrian sidewalks identified in the Ravenswood TOD Specific Plan.	Low	Long	Public Works	In progress	
13.	<b>San Francisco Creek park/trail.</b> Convert the land bordering San Francisco Creek into a neighborhood park and/or trail.	Medium	Medium	Public Works	Not started	
14.	<b>Baylands Park.</b> Construct improvements to enhance access and usability of existing open space in the Baylands. Resolve issues related to site ownership structure, liability, uses of the site, access to the site and facilities, operation of programs, planning, development, construction, and maintenance costs.	Low	Long	Public Works	Not started	
15.	<b>New Ravenswood parks.</b> Build the approximately 25 acres of open space and parks identified in the Ravenswood TOD Plan.	Low	Long	Public Works	Not started	
<b>Table 12-11: Infrastructure, Services, and Facilities Physical Improvements</b>						
	Description	Priority	Time Frame	Responsibility	Status	Comments
<b>PUBLIC FACILITIES</b>						
1.	<b>Police Department and Corporation Yard.</b> Relocate the Police Station at 141 Demeter Street and the Corporation Yard at 150 Tara Street to a different location outside of the Special Flood Hazard Area or in an area that will have continual access.	High	Short	Public Works	In progress	
2.	<b>New facilities in Ravenswood TOD Specific Plan Area.</b> Construct the three major community facility improvements identified in the Ravenswood TOD Specific Plan: a recreation center, a community center at 4 Corners and a library expansion. Issue RFPs for design, construction, and management of these new facilities.	Medium	Long	City Manager/ Public Works	In progress	
3.	<b>Performing arts center.</b> Develop a performing arts center and/or cultural center(s) that includes indoor and outdoor performance areas.	Low	Long	City Manager	Completed	

4.	Community Development building improvements. Improve the physical condition of the Community Development Department building through needed upgrades.	High	Short	Public Works	In progress	
WATER INFRASTRUCTURE						
1.	Gloria Way well retrofit. Assess the hydrological condition of the existing well at Gloria Way / Bay Road and install the necessary treatment systems to utilize this well for additional water supply.	High	Short	Public Works	Completed	
2.	New water storage tanks. Construct two new storage tanks with the capacity to meet emergency supply needs for the current and anticipated future population of the City. Identify potential locations for one storage tank on the east side of Highway 101 and one storage tank on the west side of Highway 101.	High	Medium	Public Works	In progress	
3.	Second groundwater well. Construct a 1,000 gallon per minute (GPM) groundwater well and associated iron-manganese treatment system to supplement the City's existing water supply (in addition to Gloria Way).	High	Medium	Public Works	Not started	
4.	Water main replacement. Continue to replace deficient water mains in the City's water delivery system as funding is secured, improving available fire flow throughout the system.	High	Ongoing	Public Works	In progress	
5.	Water meter replacement. Replace water meters, water meter boxes, and lids as specified in the Water System Master Plan.	High	Ongoing	Public Works	In progress	
6.	Water valve replacement. Perform regular maintenance on or replace the 908 existing valves in the City's water system.	Medium	Ongoing	Public Works	In progress	
7.	Groundwater monitoring. Install a monitoring network to monitor saline levels and other factors that could impact the City's groundwater resources.	High	Short	Public Works	In progress	
PUBLIC SAFETY						
1.	New Police Department building. Establish and/or construct a permanent facility for the East Palo Alto Police Department (current facility is leased). Seek grant funding for this project.	Medium	Long	Police	In progress	
SEWER/STORMWATER INFRASTRUCTURE						
1.	Martin Luther King Jr. Park stormwater project. Construct a storage chamber, tertiary treatment system and irrigation pump at Martin Luther King Jr. (MLK) Park to reuse storm water to irrigate the park.	Low	Medium	Public Works	Not started	
2.	O'Connor Pump Station improvements. Complete recommended safety and reliability improvements to the existing pump station. Replace the existing pump station during San Fransiquito Creek levee construction.	High	Short	Public Works	In progress	
3.	O'Connor Pump Station replacement. Replace the existing pump station during San Fransiquito Creek levee construction.	Medium	Long	Public Works	In progress	



**HOUSING SUCCESSOR TO THE REDEVELOPMENT AGENCY ANNUAL REPORT  
REGARDING THE  
LOW AND MODERATE INCOME HOUSING ASSET FUND  
FOR FISCAL YEAR 2023-24  
PURSUANT TO  
CALIFORNIA HEALTH AND SAFETY CODE SECTION 34176.1(f)  
FOR THE  
CITY OF EAST PALO ALTO**

This Housing Successor Annual Report (Report) regarding the Successor Housing Low and Moderate Income Housing Asset Fund (LMIHAF) has been prepared pursuant to California Health and Safety Code Section 34176.1(f) and is dated as of March 18, 2025. This Report sets forth certain details of the housing activities of the City of East Palo Alto, successor to the former Redevelopment Agency of the City of East Palo Alto during Fiscal Year 2023-24. The purpose of this Report is to provide the governing body of the Housing Successor an annual report on the housing assets and activities of the Housing Successor under Part 1.85, Division 24 of the California Health and Safety Code, in particular sections 34176 and 34176.1 (Dissolution Law).

The following Report is based upon information prepared by Housing Successor staff and information contained within the independent financial audit of the Income Housing Asset Fund which was completed on December 23, 2024 and presented to the City Council on January 21, 2025. Further, this Report conforms with and is organized into sections I. through XIII., inclusive, pursuant to Section 34176.1(f) of the Dissolution Law:

- I. **Loan Repayments:** The amount the city, county or city and county received pursuant to subparagraph (A) of paragraph (3) of subdivision (b) of Section 34191.4 (loan repayments).
- II. **Amount Deposited into LMIHAF:** This section provides the total amount of funds deposited into the LMIHAF during the Fiscal Year. Any amounts deposited for items listed on the Recognized Obligation Payment Schedule (ROPS) must be distinguished from the other amounts deposited.
- III. **Ending Balance of LMIHAF:** This section provides a statement of the balance in the LMIHAF as of the close of the Fiscal Year. Any amounts deposited for items listed on the ROPS must be distinguished from the other amounts deposited.
- IV. **Description of Expenditures from LMIHAF:** This section provides a description of the expenditures made from the LMIHAF by category during the Fiscal Year. The expenditures are to be categorized.
- V. **Statutory Value of Assets Owned by Housing Successor:** This section provides the statutory value of real property owned by the Housing Successor, the value of loans and grants receivables, and the sum of these two amounts.
- VI. **Description of Transfers:** This section describes transfers, if any, to another housing successor agency made in previous Fiscal Year(s), including whether the funds are unencumbered and the status of projects, if any, for which the transferred LMIHAF

will be used. The sole purpose of the transfers must be for the development of transit priority projects, permanent supportive housing, housing for agricultural employees or special needs housing.

- VII. **Project Descriptions:** This section describes any project for which the Housing Successor receives or holds property tax revenue pursuant to the ROPS and the status of that project.
- VIII. **Status of Compliance with Section 33334.16:** This section provides a status update on compliance with Section 33334.16 for interests in real property acquired by the former redevelopment agency prior to February 1, 2012. For interests in real property acquired on or after February 1, 2012, provide a status update on the project.
- IX. **Description of Outstanding Obligations under Section 33413:** This section describes the outstanding inclusionary and replacement housing obligations, if any, under Section 33413 that remained outstanding prior to dissolution of the former redevelopment agency as of February 1, 2012 along with the Housing Successor's progress in meeting those prior obligations, if any, of the former redevelopment agency and how the Housing Successor's plans to meet unmet obligations, if any. Additionally, in the report posted to the agency's website, the agency must post implementation plans of the former redevelopment agency.
- X. **Income Test:** This section provides the information required by Section 34176.1(a)(3)(B), or a description of expenditures by income restriction for five-year period, with the time period beginning January 1, 2014 and whether the statutory thresholds have been met.
- XI. **Senior Housing Test:** This section provides the percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the Housing Successor, its former redevelopment Agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the Housing Successor, its former Redevelopment Agency and its host jurisdiction within the same time period. For this Report the ten-year period reviewed is January 1, 2007 to January 1, 2017.
- XII. **Excess Surplus Test:** This section provides the amount of excess surplus in the LMIHAF, if any, and the length of time that the Housing Successor has had excess surplus, and the Housing Successor's plan for eliminating the excess surplus.
- XIII. **Homeownership Units:** An inventory of homeownership units assisted by the former redevelopment agency or the housing successor that are subject to covenants or restrictions or to an adopted program that protects the former redevelopment agency's investment of moneys from the Low- and Moderate-Income Housing Fund pursuant to subdivision (f) of Section 33334.3. This inventory shall include all of the following information:
  - (A) The number of those units.
  - (B) The number of the units lost to the portfolio in the last fiscal year and the



reason for those losses.

- (C) Any funds returned to the housing successor as part of an adopted program that protects the former redevelopment agency's investment of moneys from the Low and Moderate Income Housing Fund.
- (D) Whether the housing successor has contracted with any outside entity for the management of the units and, if so, the identity of the entity.

## **I. LOAN REPAYMENT**

The Housing Successor received \$33,307 of loan repayments pursuant to subparagraph (A) of paragraph (3) of subdivision (b) of Section 34191.4.

## **II. AMOUNT DEPOSITED INTO LMIHAF**

A total of \$593,967 of program income was deposited into the LMIHAF during the Fiscal Year consisting \$397,410 in Sponsoring Entity loan repayments from ROPS and \$196,557 of interest income including \$3,306 unrealized gains from investments.

## **III. ENDING BALANCE OF LMIHAF**

At the close of the Fiscal Year, the ending balance in the LMIHAF was \$10,603,165.

## **IV. DESCRIPTION OF EXPENDITURES FROM LMIHAF**

The following is a description of expenditures from the LMIHAF by category:

<b>Expenditure</b>	<b>Amount</b>
Administrative and Legal Fees	\$253,562
Homeless Prevention and Rapid Rehousing Services	\$104,170
<u>Housing Development</u>	
Extremely -Low Income Units (0-30% AMI)	\$0
Very-Low Income Units (31-50% AMI)	\$0
Low Income Units (51-60% AMI)	\$0
Unrestricted Units (Manager's units)	\$0
Expenditures of Acquisition and Predevelopment	\$0
Total LMIHAF Expenditures in Fiscal Year 23-24	\$357,732

California Health and Safety Code Section 34176.1 allows for 5% of the total \$10,990,162 gross value of Housing Successor assets, or \$549,508 to be used on monitoring and administrative expenditures. The Housing Successor continues to monitor expenditures from the LMIHAF.

## **V. STATUTORY VALUE OF ASSETS OWNED BY HOUSING SUCCESSOR IN LMIHAF**

Under the Dissolution Law and for purposes of this Report, the “statutory value of real property” means the value of properties formerly held by the former redevelopment agency as listed on the housing asset transfer schedule approved by the Department of Finance as listed in such schedule under Section 34176(a)(2), the value of the properties transferred to the Housing Successor pursuant to Section 34181(f), and the purchase price of property(ies) purchased by the Housing Successor. Further, the value of loans and grants receivable is included in these reported assets held in the LMIHAF.

The following provides the statutory book value of assets owned by the Housing Successor.

<b>Asset Description</b>	<b>As of End of Fiscal Year</b>
Statutory Value of Real Property Owned by Housing Successor	\$2,603,735
Value of Loans and Grants Receivable	\$7,118,538
Cash and Investments	\$1,267,889
Total Value of Housing Successor Assets	\$10,990,162

## **VI. DESCRIPTION OF TRANSFERS**

The Housing Successor did not make any LMIHAF transfers to other Housing Successor(s) under Section 34176.1(c)(2) during the Fiscal Year.

## **VII. PROJECT DESCRIPTIONS**

The Housing Successor does not receive or hold property tax revenue pursuant to the ROPS.

## **VIII. STATUS OF COMPLIANCE WITH SECTION 33334.16**

Section 34176.1 provides that Section 33334.16 does not apply to interests in real property acquired by the Housing Successor on or after February 1, 2012; however, this Report presents a status update on the projects related to such real property.

With respect to interests in real property acquired by the former redevelopment agency prior to February 1, 2012, the time periods described in Section 33334.16 shall be deemed to have commenced on the date that the Finance Department approved the property as a housing asset in the LMIHAF; thus, as to real property acquired by the former redevelopment agency now held by the Housing Successor in the LMIHAF, the Housing Successor must initiate activities consistent with the development of the real property for the purpose for which it was acquired within five years of the date the DOF approved such property as a housing asset.

Property Address	Date of Acquisition	Status of Housing Successor Activity
965 Weeks Street	July 15, 2009	In July of 2018, the City issued a Request for Proposal (RFP) to identify an affordable housing developer to develop 965 Weeks Street (the Property). In September and October 2018, the City, with consultation from a team of knowledgeable professionals reviewed, interviewed, and further deliberated on which developer to select on the City's behalf to develop the Property into a thriving affordable housing community. In November 2018, the City Council selected Mid Peninsula Housing as the entity to develop the affordable housing project. The City entered into an Exclusive Negotiation Agreement (ENA) with MidPen Housing in June 2019, and in December 2019, the project received its entitlements. The Disposition, Development, and Loan Agreement (DDLA), which included a loan commitment in the minimum amount of approximately \$715,000 from the City's LMIHAF, was executed December 15, 2020. An amendment to the DDLA, which allocated an additional \$6,500,000 in state funds for the development, was executed on October 1, 2023. In March 2023, the City paid \$1,000,000 in water infrastructure improvements that directly benefitted the Project.

#### **IX. DESCRIPTION OF OUTSTANDING OBLIGATIONS PURSUANT TO SECTION 33413 Replacement Housing.**

No Section 33413(a) replacement housing obligations were transferred to the Housing Successor during the Fiscal Year.

#### **Inclusionary/Production Housing.**

No Section 33413(b) inclusionary/production housing obligations were transferred to the Housing Successor in the Fiscal Year.

## **X. EXTREMELY-LOW INCOME TEST**

Section 34176.1(a)(3)(B) requires that the Housing Successor must require at least 30% of the LMIHAF to be expended for development of rental housing affordable to and occupied by households earning 30% or less of the AMI. If the Housing Successor fails to comply with the Extremely-Low Income requirement in any five-year report, then the Housing Successor must ensure that at least 50% of the funds remaining in the LMIHAF be expended in each fiscal year following the latest fiscal year following the report on households earning 30% or less of the AMI until the Housing Successor demonstrates compliance with the Extremely-Low Income requirement.

Staff made an additional financial contribution using Housing Successor funds for the 965 Weeks affordable housing project in 2023, funding 42 extremely low-income units, 93 low-income units, and 1 above-moderate manager's unit. The City intends to continue to abide by the requirements of Section 34176.1.

## **XI. SENIOR HOUSING TEST**

The Housing Successor is to calculate the percentage of units of deed-restricted rental housing restricted to seniors and assisted by the Housing Successor, the former redevelopment agency and/or the City within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted by the Housing Successor, the former redevelopment agency and/or City within the same time period. If this percentage exceeds 50%, then the Housing Successor cannot expend future funds in the LMIHAF to assist additional senior housing units until the Housing Successor or City assists and construction has commenced on a number of restricted rental units that is equal to 50% of the total amount of deed-restricted rental units.

The Housing Successor has not funded any senior housing units in the previous 10 years.

## **XII. EXCESS SURPLUS TEST**

Excess Surplus is defined in Section 34176.1(d) as an unencumbered amount in the account that exceeds the greater of one million dollars (\$1,000,000) or the aggregate amount deposited into the account during the Housing Successor's preceding four Fiscal Years, whichever is greater.

The following provides the Excess Surplus test for the preceding five Fiscal Years.

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Beginning Balance	\$11,239,500	\$11,299,418	\$11,156,992	\$10,366,960	\$10,987,755
Add: Deposits	\$557,734	\$221,046	\$586,692	\$593,967	\$2,547,521
(Less) Expenditures	\$ (497,816)	\$(363,472)	\$(1,376,754)	\$(357,732)	\$(2,932,111)
(Less) Encumbrances	\$9,177,279	\$ 9,539,371	\$9,548,186	\$9,385,457	\$9,385,457
Unencumbered Balance	\$2,122,139	\$1,617,621	\$818,744	\$1,217,708	\$1,217,708

The LMIHAF does not have an Excess Surplus. The unencumbered amount of \$1,217,708 does not exceed the minimum amount allowed which is greater of one million dollars (\$1,000,000) or the aggregate amount deposited into the account during the Housing Successor's preceding four Fiscal Years (\$2,547,521).

### **XIII. HOMEOWNERSHIP UNITS**

The Housing Successor is to provide an inventory of homeownership units assisted by the former redevelopment agency or the housing successor that are subject to covenants or restrictions or to an adopted program that protects the former redevelopment agency's investment of moneys from the Low and Moderate Income Housing Fund pursuant to subdivision (f) of Section 33334.3.

A. Number of Homeownership Units as of 6/30/18: 85

B. Homeownership Units lost after February 1, 2012: 0

C. \$0 single family loan funds were returned to the housing successor since February 2012 as part of an adopted program that protects the former redevelopment agency's investment of moneys from the Low and Moderate Income Housing Fund.

The Housing Successor contracted with an outside entity to manage the City's Below Market Rate (BMR) program. The BMR administrator conducted a comprehensive analysis of the City's BMR portfolio to ensure all of the units referenced above were monitored, and determined that of those 85 homeownership units, 53 were subject to the City's deed restrictions. No homes have been lost out of the City's BMR portfolio since 2012. This means that the 53 City-owned homeownership units have not yet had an expiration of affordability covenants, have not been lost due to foreclosure, nor sold in violation of the resale agreement. The City monitors the availability of the remainder non-profit sponsored, permanently affordable units, including those built by Habitat for Humanity, as important community assets. The BMR administrator's report analyzing the homeownership units in the housing successor loan portfolio was presented to City Council on April 5, 2022 and again on February 20, 2024.