

Attachment 8

Housing Element Programs (program language as of 3-22-23)	Approach	Direct Expense or Consultant Cost	Staff Time (High, Medium, Low)
Program 1-1a: Create a new “Gateway” land use classification in the General Plan that allows affordable housing, recreation and open space. Include the Dorothy Ford Field and Open Space site as well as the Ladera Church site in the new “Gateway” land use classification.	Included with HE budget.		
Program 1-1b: Create two new zoning districts that allow for multi-family housing at four du/acre and 20 du/acre to provide for development of housing at lower-income levels.	Included with HE budget		
Program 1-1c: Create Objective Design Standards for the new multi-family zoning districts to regulate building form and architectural details to create greater certainty in the design review process.	Included with HE budget		
Program 1-2a: Create a new zoning district that allows for mixed-use residential development with up to six du/ac and would allow for up to 100% of building floor area to be dedicated to residential uses. Create mixed-use development standards in the new zoning district to allow for greater intensity, including floor area, height limits, minimum lot or unit sizes, and allowable dwelling units per acre.	Included with HE budget		
Program 1-2b: Create Design Standards for the new mixed-use zoning district to regulate building form and architectural details to create greater certainty in the design review process.	Included with HE budget		
Program 1-3: Create a new opt-in housing program that allows property owners with sites one acre or greater to develop up to four dwelling units per acre, with a maximum of four dwelling units per lot, if they meet the safety criteria. Develop objective standards and issue call for projects.	Staff to work with Planning Commission to develop call for projects and criteria		High during active periods
Program 1-4: Currently the Affiliated Housing program is implemented through the Housing Element. With this update, the Municipal Code will be updated to further incentivize use of this program to provide affordable workforce housing	Included with HE budget		

and to establish the parameters and process for the Affiliated Housing program, including development standards and affordability requirements. Maintain at least quarterly communication with program members to assess their progress and provide technical assistance.	Regular communication		Low
Program 1-5: Explore co-housing as a means to encourage a broader range of residents to the community. Identify organizations that support co-housing. Meet with them every two years to assess co-housing options or other programs to promote development of housing for lower incomes.	Research to identify organizations, outreach every two years.		Low
Program 2-1: Amend the Municipal Code to establish inclusionary housing requirements for new multi-family housing developments to complement existing inclusionary requirements for projects with subdivisions.	Anticipate partnering with other jurisdictions via 21 Elements	\$20,000 for study	Medium. Town staff plus Shared Housing Staff
Program 2-2: Develop a program to manage new affordable housing units in the town. Consider including the following: <ul style="list-style-type: none"> ▪ Maintain affordability restrictions for 99 years or in perpetuity. ▪ Prioritize affordable housing for residents, former residents or those who work, or used to work in the town. ▪ Use a small percentage of a future housing trust fund to pay for housing staffing. ▪ Join with other cities in San Mateo County to share qualified housing staff to support the housing program. 	Shared Housing staff through 21 Elements and HEART. Use portion of Affordable Housing Trust Fund if needed.	Estimate \$30,000 per year for shared staff	Medium

<p>Program 3-1: Initiate a site planning process for the sites in the new “Gateway” land use classification to make the most efficient use of the property and preserve open space. Pursue an affordable housing project on the Dorothy Ford Field and Open Space site in partnership with an affordable housing developer.</p>	<p>Community planning process</p> <p>Technical feasibility studies</p>	<p>\$25,000 consultant</p> <p>\$100,000 (order of magnitude)</p>	<p>High</p>
<p>Program 3-2: Provide technical assistance to nonprofits/religious institutions to develop their sites with affordable housing.</p> <ul style="list-style-type: none"> Establish monthly office hours with Town staff and/or consultants for technical assistance. Include Planning, Building and Town Geologist when the program starts. On a quarterly basis, evaluate the effectiveness of the office hours and adjust format and staffing as necessary. When meeting with non-profits and religious institutions, encourage participation in the Affiliated Housing Program. 	<p>Monthly office hours. Assume 1.5 hours per month.</p>	<p>\$10,000 per year for consultant costs</p>	<p>Medium</p>
<p>Program 4-1: Create new parking requirements for affordable housing based on best practices and local conditions.</p>	<p>TBD – may be able to complete with other zoning code amendments</p>		

<p>Program 4-2: Provide additional flexibility on development standards for affordable housing through State Density Bonus Law or the Affiliated Housing program.</p> <ul style="list-style-type: none"> Review changes to State Density Bonus Law annually and adopt Municipal Code Amendments as necessary. Include the Affiliated Housing Program in the Zoning Code in the form of a combining district (overlay zone). Provide a process for applicants to request flexibility on development standards without requiring a variance. If Affiliated Housing sites are not producing the expected number of units, review the process to further facilitate projects, alter development standards, or provide incentives. Incentives may include additional technical assistance or waiver of permit fees. The Town may consider other assistance requested from applicants in the Affiliated Housing Program. 	<p>Town Attorney in collaboration with Planning staff</p> <p>Included with HE budget</p> <p>Monitor and consider incentives. May waive permit fees, resulting in cost to Affordable Housing Trust fund.</p>		<p>Medium</p> <p>Medium</p>
<p>Program 4-3: Ensure the permitting process for modular and manufactured homes is clear and does not include any disincentives to using these building methods. Evaluate existing zoning code language and building permit process and make any necessary modifications. Develop informational materials to assist applicants with zoning and building requirements.</p>	<p>Staff research and code review. Propose change as needed.</p>		<p>Medium when active</p>
<p>Program 5-1: Review Municipal Code standards and procedure documents and update as necessary so that they are more concise and understandable.</p> <ul style="list-style-type: none"> For applications that require review by Woodside Fire Protection District For applications that require Site Development Permits (Town term for grading permits) Create handouts in plain language for property owners and technical language for design professionals 	<p>Staff research and code review. Propose change as needed.</p>		<p>Medium when active</p>

Program 5-2: Review use of consultants, staffing pattern, and fee schedules for ways to improve efficiency.	Evaluate annually as part of budget process		Low
Program 6-1: As part of the regular three-year cycle to update the building code, evaluate the code and include latest best practices for fire resiliency in collaboration with Woodside Fire Protection District.	Building Official draft in collaboration with WFPD	\$7,000 every three years	Low
Program 6-2: Evaluate the Town's landscaping regulations and guidelines and update with science-based best practices with respect to fire safety and water usage in collaboration with the Town's Wildfire Preparedness Committee, Sustainability Committee and Conservation Committee	Committee led process	Unknown	Medium
<p>Program 6-3: Vegetation management is a priority for wildfire resilience and additional programs will be developed in collaboration with Woodside Fire Protection District. (These programs cannot be included in detail because the best practices are evolving.)</p> <ul style="list-style-type: none"> Continue regular meetings between the Fire Chief, Fire Marshal, Town Manager, and Planning and Building Director Ask the Fire Marshal to make an annual report to the Town Council on vegetation management efforts and make recommendations on how to improve effectiveness. Include discussion about supportive programs to assist households. 	Coordination with WFPD		Medium
Program 6-4: Review and adopt, as appropriate, fire hazard maps developed by the Woodside Fire Protection District and/or CalFire once they are available. In light of new fire maps, reevaluate housing sites with the Fire Marshal or other qualified professional to determine if any new/replacement sites are needed or if additional fire prevention measures are needed.		Consultant may be necessary	High
Program 6-5: Once new fire hazard maps are available from Woodside Fire Protection District and/or CalFire and adopted by the Town, evaluate ADU and	Staff review in consultation with WFPD		High

Senate Bill 9 ordinances to determine if any new fire prevention measures are needed.			
Program 6-6: Work with local fire officials to educate homeowners and landlords through community meetings, mailers, and participation in community events on how to reduce fire risk to structures and landscaping as wildfire risk continues to increase due to climate change.	Wildfire Preparedness Committee is lead		Low
Program 6-7: The Town has had a number of regulations that encourage energy conservation for years. These include permitting solar installations, utilizing subdivision regulations that protect solar access, and supporting energy efficient design. In addition, most new development is clustered, which reduces impacts on the land. The Town also requires native landscaping, which reduces the need for both water and energy. All of these policies and regulations will continue. Continue existing green and energy conservation measures, revise them when necessary, and implement new programs in accordance with the Sustainability Element and the town's future Climate Action Plan.	Sustainability Committee is lead		Low
Program 7-1: Improve public information on the ADU application and permit process so it is clear and comprehensive. Create new informational materials on JADUs, recognizing their benefits related to affordability, use of existing building areas, and environmental benefits. Track ADUs and JADUs separately to help analyze how well each program is working.	May be possible to collaborate with ADU Ambassadors for some of this work		High
Program 7-2: Create an amnesty program for existing, unpermitted ADUs to obtain permits to legalize the ADUs during the 2023-2031 planning period. The amnesty program would provide property owners the opportunity to formally legalize existing unpermitted ADUs and thereafter draw building permits for improvements to legalized ADUs.	May be possible to collaborate with ADU Ambassadors for some of this work		High when active
Program 7-3: Provide direct assistance from the Building Division for property owners interested in making minor changes to accommodate a JADU. This program helps to address fair housing contributing factors relating to a lack of affordable housing.	Provide individual meetings with Building Official	\$3,000 per year	Low

Program 7-4: Establish staff and consultant ADU office hours so that applicants can ask questions of subject matter experts.	Use same office hours as in Program 3-2.	Additional \$4,000 beyond number for Program 3-2	Medium
Program 7-5: Develop and run a survey of ADU owners in Portola Valley to determine how ADUs are being used in the community and how much they are contributing to the housing stock and affordable housing.			Medium
<p>Program 7-6: Develop an affordable ADU rental program that matches low-income tenants who have experienced displacement from areas outside of Portola Valley due to increasing rents with Portola Valley ADU owners willing to rent ADUs at below market rates.</p> <p>Assess every two years if the number of very low- and low-income ADUs is meeting the Town's 6th cycle RHNA goals. If not, provide the following incentives:</p> <ul style="list-style-type: none"> Provide incentives to homeowners to rent to Housing Choice Voucher Program (previously Section 8) and low-income households (like waiving fees or offering another financial incentive). 	Use of Affordable Housing Trust Funds may be necessary for incentives.		Medium
<p>Program 7-7: Prepare pre-approved preliminary floor plans for ADUs and JADUs that are made available to property owners. These pre-approved floor plans would only require minimal additional engineering to account for the unique topography of sites and would significantly decrease the level of effort required of property owners in designing and permitting a JADU or ADU.</p> <p>Assess every two years if ADU and JADU production is meeting the Town's 6th cycle RHNA goals. If not, offer expedited plan check for ADU and JADU applications and organize a meeting with property owners that have constructed ADUs and interested property owners to understand the challenges and provide additional resources, as feasible to encourage ADU/JADU applications.</p>	May be opportunity to collaborate with other cities/towns in San Mateo County on ADU Center	\$25,000 per year if Countywide Collaboration	Low or Medium, depending on County effort
Program 7-8: Update Town's ADU ordinance regularly to comply with State law.	Town Attorney in collaboration with Planning Staff		Medium, expect almost annual update

Program 8-1: To comply with State law (SB 520), the Town adopted written Reasonable Accommodation Procedures within Chapter 18.11 of the Town's Code of Ordinances. The Town will continue to analyze existing land use controls, building codes, and permit and processing procedures to determine constraints they impose on the development, maintenance, and improvement of housing for persons with disabilities. The Town hands out informational brochures and includes information on the Town's website to inform residents of the Reasonable Accommodation Procedures.	Evaluate regulations every three years and update as needed		Low
Program 8-2: Due to clarifications of California law relative to transitional and supportive housing, the Town's municipal code needs to be amended so that it is fully compliant. In order to comply, the new multi-family and mixed-use zoning districts need to allow supportive housing by-right in zones where multi-family and mixed uses are permitted, pursuant to Government Code Section 65651 (SB 745 and AB 2162).	Completed, no action needed		
Program 8-3: Update the Municipal Code to comply with State law to allow a Low Barrier Navigation Center by-right in zones where mixed uses are permitted, pursuant to Government Code Section 65660 (SB 48 (2019)).	Included with HE budget		
Program 8-4: Incentivize developers through development standards concessions or fee waivers/reductions to increase the number of accessible units beyond the federal requirement of 5% for subsidized developments.	Research and implement best practices		Low
Program 8-5: Rezone properties in Town to allow multi-family housing with a range of affordability levels and deed restrictions to ensure affordability over time. Affirmatively market the housing to households that are under-represented in Town including Black and Hispanic households. Address fair housing contributing factors relating to a lack of affordable housing, and a lack of moderate- and high-density development.	Rezoning underway. Work with project applicants on their marketing. Impose conditions of approval on projects to implement.		Low
Program 8-6: Through collaboration with local service providers, convene a discussion of populations that are experiencing comparatively high rates of cost burden to discuss solutions for relief. Consider a rental assistance program tailored	Coordinate with Race & Equity Committee.	Shared Housing Staff	Low

to extremely high cost-burdened residents. This may be in coordination with ADU/JADU programs. Include Black, Indigenous and people of color in these conversations. Address fair housing contributing factors relating to a lack of affordable housing.	Potential to coordinate with other cities/towns		
Program 8-7: Collaborate with other cities/towns and Project Sentinel, or another similar organization, to perform fair housing training for property owners, real estate agents, and tenants across the region. The training would include information on reasonable accommodation and source of income discrimination, as well as other fair housing information with emphasis on certain topics driven by housing complaint data and information from stakeholders. Participation in fair housing training will be required for approval of landlords' business licenses. Focus enforcement efforts on race-based discrimination and reasonable accommodations, with the goal of improving knowledge about how to recognize and challenge discrimination in order to increase loans to people of color and persons with disabilities. Address fair housing contributing factors related to existing patterns of higher loan denial rates for people of color, and a lack of knowledge of fair housing laws and rights in tenants and owners.	Coordinate with Race & Equity Committee. Potential to coordinate with other cities/towns	Shared Housing Staff	Low
Program 8-8: Create a webpage specific to fair housing including resources for residents who feel they have experienced discrimination, information about filing fair housing complaints with HCD or HUD, and information about protected classes under the Fair Housing Act. Address fair housing contributing factors related to a lack of knowledge of fair housing laws and rights in tenants and owners.	One time effort		Low
Program 8-9: Conduct a comprehensive analysis of the Municipal Code to ensure there are no regulatory constraints (actual or perceived) to reasonable accommodation and providing housing for persons with disabilities. Address fair housing contributing factors related to a lack of knowledge of fair housing laws and rights in tenants and owners.	Research, code review, and amendments as needed.		Medium
Program 8-10: Update the Municipal Code to comply with State law and the HCD Group Home Technical Advisory (December 2022) to allow Group Homes of 1-6 persons by-right in single-family residential zones, and Group Homes of 7 or more persons with a use permit with objective findings.	Included with HE scope and budget		

<p>Program 9-1: Work with owners of 4394 Alpine or supportive housing nonprofits to support the development of housing that serves developmentally disabled persons.</p> <ul style="list-style-type: none"> ▪ The owner of the 4394 Alpine Housing Inventory Site has requested greater certainty for applicants of private affordable housing projects seeking to secure grants under the Affordable Housing Fund. This could include, but not be limited to, specific qualifying criteria, applications and application checklists, and benchmarks for allocation of funds based on unit size and/or affordability level. The owner requests that criteria is in place within 180 days of Housing Element adoption. The Town will seek to meet this timeline to the extent feasible. ▪ Create a policy for fee waivers that expressly supports Supportive Housing Projects. ▪ Explore assistance in facilitating infrastructure permitting, including coordination with external agencies (including PGE, WestBay Sanitation, and CalWater) for supportive housing projects. ▪ Consider rezoning 4388 Alpine as multifamily so long as the Willow Commons entitlements are considered vested and/or exempted from any conflicting provisions. 	<p>Council Subcommittee formed</p> <p>TBD</p>		<p>Low</p>
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