HOUSING ELEMENT

Effective 2015-2023

"There's no place like home." —Dorothy

Introduction 262

Review of 2007-2014 Housing Element 264

Housing Program and Action Plan 2015-2023 276

Goal H1, Policies, and Strategies 285

Goal H2, Policies, and Strategies 287

Goal H3, Policies, and Strategies 290

Goal H4, Policies, and Strategies 292

Goal H5, Policies, and Strategies 294

Certified by State: January 23, 2015

Adopted by Town Council: March 10, 2015 (Resolution 2015-7034)

INTRODUCTION

In 1980, the State legislature enacted AB 2853 requiring all cities and counties to adopt a Housing Element pursuant to Government Code Section 65583 and which specifies the scope and content of the document. The Housing Element must now be revised at least every eight years (the update cycles are now synchronized with the Regional Transportation Plan (RTP) and the Regional Housing Needs Allocation (RHNA)) and the revisions must include a review of the Town's progress toward fulfilling programmatic objectives. In general, the State legislature requires a Housing Element to include: (1) an assessment of housing needs and an inventory of resources and constraints, including the estimate of community housing needs prepared by the Association of Bay Area Governments pursuant to Section 65584(a) of the Government Code; (2) a statement of community goals and policies; (3) a statement of quantified objectives relative to the maintenance, improvement and development of housing; and (4) an eight-year implementation or action program.

On May 25, 2010, the Town adopted the most recent update to the Housing Element to address State requirements to provide for the Town of Woodside's share of regional housing needs in that time period.

In November 2012, the Town of Woodside began the process of updating its housing element. It was last updated in 2010, and was then incorporated into the comprehensive update of the General Plan in 2012. The process of updating the Housing Element is expected to be completed by January 2015, in compliance with SB 375.

For cities and towns (such as Woodside) within the purview of the Association of Bay Area Governments (ABAG), a deadline of January 2015 was set for the adoption and amendment of the housing element of the General Plan for the planning period from January 31, 2015 through January 31, 2023 (San Mateo County Housing Needs Allocation Subregion Policy Advisory Committee (PAC), April 11, 2013 (Resolution 13-01)).

Town staff participated in the coordinated San Mateo countywide efforts of *21 Elements*. The *21 Elements* group brought together all of the jurisdictions in San Mateo County to exchange ideas and provide support for each other to ensure that each municipality obtained certification by the State. *21 Elements* maintained a website (www.21elements.com) that provided the public with various resources related to Housing Elements, and advertised the dates of all hearings related to the Woodside Housing Element update.

MAJOR TRENDS AND CHARACTERISTICS

- **Growing senior population.** Over the next decade and a half, the number of seniors in San Mateo County will increase by 76 percent. Woodside currently is home to approximately 1,128 seniors. The median age in Woodside is 48, higher than the county median of 39. Advanced planning will be necessary to ensure the opportunity for seniors to age safely in the communities where they reside.
- **Worsening workforce-housing shortage.** San Mateo County is projected to see notable job growth over the next decade, and about 40 percent of these jobs will pay lower income wages. San Mateo County already has a severe workforce housing shortage, in general caused by years of rapid economic growth and slow housing growth. By 2025, the Department of Housing projects that the County's housing supply will only meet 1/3-1/2 of the demand.
- **Increasing ethnic diversity.** According to 2010 U.S. Census data, San Mateo County is a "majority-minority" county — that is, no one racial group makes up over 50 percent of the population. The two racial groups growing the most rapidly in San Mateo County are Asians and Latinos. According to the regional Plan Bay Area, adopted on July 18, 2013, Latinos will emerge as the largest ethnic group, increasing from 23 percent to 35 percent of the total population in the Bay Area by 2040. Woodside currently has smaller Asian and Latino populations than the county as a whole.
- **As of January 2013, Woodside had a total population of 5,441.** According to census data,

Woodside's population declined slightly (by approximately 1.2%) between 2000 and 2010. However, the Association of Bay Area Governments (ABAG) predicts that Woodside's growth will pick up over the next two decades, bringing the population to 5,600 by 2030.

- **Woodside has a relatively small homeless population.** As of the 2013 San Mateo Homeless Census, there are seven unsheltered homeless people in Woodside. There are no sheltered homeless in Woodside.
- **Woodside has a strong tradition as an equestrian community.** With its 594 horses (Town records as of November 2014), Woodside's rural, equestrian living environment supports approximately 1 horse for every 9.15 people. The many horses are indicative of one of the community's key priorities--that of maintaining the Town's rural, equestrian heritage, and bringing that tradition into the future. And, in fact, allowing Accessory Living Quarters (ALQs) within barns in some residential districts has added housing options within the Town, some of which are affordable units.

HOUSING AND HOUSEHOLD CHARACTERISTICS

- **Almost all the housing units in Woodside are owner-occupied single-family detached homes.** Ninety four percent (94%) of the housing in Woodside is owner-occupied and 6 percent (6%) is renter-occupied.
- **Woodside is primarily a community of single-family homes.** Woodside has a total of 2,180 homes, a seven percent increase since 2000. The vast majority (95%) of homes in Woodside are single-family detached dwellings, with only four percent in single-family attached buildings. Similar to other parts of San Mateo County, Woodside has very low vacancy rates.
- **Very few of Woodside's households are lower-income.** Woodside's median household income was $238,595 (in 2011), which is significantly higher than the countywide median of $92,000. Nineteen (19) percent of Woodside's households are lower income, and seven percent of Woodside's households are extremely low income.
- **For-sale housing prices are very high and unaffordable to many households.** As of October 2013, the median sales price for a single-family home in Woodside was $1.8 million. As of October 2014, the median sales price for a single-family home in Woodside climbed to $1.95 million, and the median sales price in the county for a single family home was $1.07 million.
- **Many households are overpaying for housing.** Many households earning less than $75,000 annually are overpaying for housing in Woodside. In particular, all renters and almost all homeowners earning less than $35,000 are overpaying, although there are very few total households in this income category (132 households).
- **Modifications are needed to some houses.** Disabled persons in most communities may have difficulty affording housing due to an inability to work, and may incur costs of adapting housing to meet their mobility needs. Some people may be unable to find housing other than institutional care which is suited to their needs. The inability to find suitable housing is not considered to be a problem within Woodside because the relative affluence of the residents permits them to adapt existing housing stock for special physical needs.
- **The housing stock in Woodside is aging.** Almost half of the homes in Woodside were built before 1960, and almost 80 percent of the total housing stock was built before 1980. Often older homes can be more expensive to maintain and rehabilitate; however, Woodside's high-income residents and high housing prices indicate the age of the homes may be an appeal rather than a drawback of the housing stock.

REVIEW OF 2007-2014 HOUSING ELEMENT

The Town of Woodside has made great progress in implementing many of the objectives of the 2007-2014 Housing Element, including exceeding our numerical objectives. The primary programs outlined in the previous element were intended to provide additional flexibility and incentives for development of Accessory Living Quarters (ALQs), and create and apply an Affordable Housing Overlay Zone for potential development of affordable senior housing at Cañada College. This section reviews and evaluates the Town's progress in meeting the objectives that were developed as part of the previous Housing Element. These programs are summarized below.

- **Compliance with RHNA Allocation.** The Town's Regional Housing Needs Allocation (RHNA) for 2007-2014 was 41 units (10 very low, 7 low, 8 moderate, and 16 above moderate). The Town provided a total of 59 units during this planning period (20 very low income units, 4 low income units, 3 moderate income units and 32 above moderate income units (31 single family residential units and 1 accessory living quarters)). Therefore, the Town met and even exceeded its overall allocation, as indicated in Table H1.
- **The Town exceeded its Regional Housing Needs Allocation between 2007-2014.** As indicated in Table H1, 17 low and very low income units were required and 24 were provided. With the national economic downturn that began in 2008, the Town experienced an increase of new ALQs instead of new main residences, which supported the Town's efforts to provide affordable housing.

  Based on the 2014 Baird + Driskell Community Planning's Report on second units, in more affluent communities such as Woodside, approximately 85% of ALQs are affordable to low income residents (distributed as follows: extremely low income (60%), very low income (10%), and low income (15%) residents). The Town's assumptions regarding affordability of units has changed with this update as shown in Table H2.

  With the assumptions used for previous housing elements, a total of 3 additional ALQs would have been needed to meet the very low and low income categories. The extremely low income category is a subset of the very low income category.
- **The Town has developed flexibility and incentives for constructing Accessory Living Quarters.** The Town added a total of 28 ALQs during the 2007-2014 Housing Element Cycle. Except for Woodside's ALQs, it is extremely unlikely that housing affordable to low and moderate income households can be provided in Woodside under any circumstances without considerable subsidy, public or private. Given the high cost of housing in Woodside, the Town's capacity to meet its affordable housing objectives continues to be closely aligned with the development of Accessory Living Quarters (ALQs) in all residential districts. ALQs are a valuable addition to Woodside's housing stock, adding flexibility, affordability and diversity. They have proven to be a sustainable way to add housing options for a town such as Woodside, without using additional vacant parcels, many of which have environmental

Table H1: Compliance with RHNA (2007-2014)

	Very Low Income	Low Income	Moderate Income	Above Moderate Income
ABAG Projections	10	7	8	16
Units Constructed[1]	20	4	3	32
Housing Need Met	200% (20/10)	57% (4/7)	38% (3/8)	200% (32/16)

[1] Assumes units built between 2007-2014 were affordable to very-low (70%), low (15%) and moderate (10%) income households, based on the 'Affordability of Second Units' report prepared by Baird + Driskell Community Planning (April 9, 2014) (Appendix I).

Table H2: Changes in Assumptions Regarding the Affordability for Second Units for Housing Element

Income	Assumptions Used for Previous two Housing Elements regarding Affordability of Second Units	Current Assumptions regarding Affordability of Second Units in this Housing Element Update
Extremely Low Income	12.45%	60%
Very Low Income	12.45%	10%
Low Income	25%	15%
Moderate Income	25%	10%
Above Moderate Income	25%	5%
Total:	**100%**	**100%**

constraints. Advantages of ALQs include: affordable rents, income assistance for homeowners, housing for low income groups (such as seniors, multigenerational accommodations, people with disabilities, and workforce housing) and the preservation of neighborhood character.

- **Development of affordable housing for Cañada College faculty and staff.** On May 21, 2008, the Local Agency Formation Commission (LAFCO) approved the detachment from Woodside and annexation of the Cañada College parcels into Redwood City. Cañada College has since constructed 60 affordable housing units for faculty and staff on these parcels. As part of the agreement between Woodside and Redwood City, 24 of the 65 housing units targeted to be built in Woodside between 2007 and 2014 through the Regional Housing Needs Allocation (RHNA) process were transferred to Redwood City's allocation. Under the agreement, Woodside's RHNA number was reduced from 65 to 41 and Redwood City's number was increased from 1,832 to 1,856. Out of the 24 targeted units transferred to Redwood City's RHNA number, 5 are for very low income units, 4 are for low income units, 5 are for moderate income units and 10 are for above moderate income units According to Cañada College personnel, with the availability of this affordable housing project, a number of the resident faculty and staff have been able to save funds and subsequently purchase homes in the region.
- **Establishment of an overlay zone for affordable housing at Cañada College.** The Town adopted an Overlay Zone Ordinance for multiple-family housing at Cañada College.
- **Density bonus ordinance.** The Town has contracted with a consulting firm for preparation of a Density Bonus Ordinance; however, the Town is still considering ways to highlight existing regulations which already allow additional units under current zoning in all residential districts, as a way to meet the density bonus ordinance objectives and requirements.
- **The Town's inventory of undeveloped lots.** The Town maintains an inventory of vacant lots in each of its residential zones. Currently, the Town has a total of approximately 272 vacant parcels available in the Town that are over 0.2 acre in size and may be developable, depending on satisfying access, geotechnical, sewage disposal and design requirements. Lots less than 0.2 acres in size are likely not to be developed due to the steep terrain, streams and geological hazards in various parts of

the Town. The lots are approximately evenly divided between the various zoning districts, and cover a total of 894 acres of land (Appendix D).

The Woodside planning area contains several significant natural characteristics that must be recognized as severely impacting the design, construction, and cost of housing on undeveloped lots. Most of these constraints are natural hazards which, if not appropriately recognized and accommodated in housing design, could endanger lives and property. For example, the major trace of the active and potentially hazardous San Andreas Fault and a number of its subsidiary traces cut through the approximate center of Town in a north-south direction. An additional fault trace has been mapped through the central portion of Town by the U.S. Geologic Survey. This fault, the "Hermit Thrust Fault", is shown on USGS Map 1-12.57 E, prepared by Brabb and Olson, 1986. In addition, approximately 20%-25% of the Town contains soils which are subject to earth moving or landsliding. The majority of these unstable areas are located west of the San Andreas seismic zone in the steep western foothills area of the Town. Severe periodic landslide problems have been experienced in these areas. Frequent damage has occurred to public roads, utilities, retaining walls, patios, driveways, and occasionally to structures.

The Town is also subject to high fire hazard (Fire Hazard Severity Zones). The Very High Severity Fire Hazard Zone (VHSFHZ) areas are characterized by steep terrain, highly flammable vegetation, inadequate water supply, and poor road access. In an emergency, these areas cannot be reached quickly by fire fighters and when they are reached, difficult terrain and lack of fire suppression water often create extreme difficulties for fire fighters.

Only approximately 40% of Town properties are served by sewer and the area's physical constraints render the construction of new public sewage systems impractical, therefore the majority of housing units must be served by on-site sewage disposal systems (i.e., septic tank/ drainfield systems). In order for these systems to function adequately, drainfields must be constructed in soils which accept and transmit wastewater so the surfacing of effluent does not occur and micro-organisms are rapidly eliminated from the subsurface water table. The western foothills portion of the Town contains large areas of Butano Claystone; the Central Valley portion primarily contains soils of the Santa Clara Formation; and certain portions of the northeastern part of the Town contain serpentine soils. All of these soils are generally characterized as having low intergranular permeability and are marginally acceptable for the location of septic tank drainfields. In order to protect the area's watersheds and to provide for individual site safety, the San Mateo County Department of Environmental Health requires percolation tests and 100% expansion areas identified for septic fields. Due to poor soil permeability and high water table within the valley portion of the Town, large individual housing sites are necessary to meet these requirements.

Much of the westerly portion of the Town is composed of steep heavily wooded canyons, deeply incised stream corridors and steep brush covered slopes. Projects constructed on steep slopes often require significant grading as well as additional drainage, retaining structures, and access improvements. These conditions and improvements result in a significant increase in housing costs.

- **Constraints to developing affordable housing.** As described in the discussion of vacant lots above, the Woodside Planning area contains several significant natural hazard characteristics that affect development of lots and the affordability of construction. These characteristics include earthquake faults, unstable soils, steep slopes, in some cases lack of percolation capacity for septic systems, fire hazard, and the presence of sensitive areas such as stream zones. The Town relies on a capped allocation of sewer capacity from the City of Redwood City, for which no increase is foreseeable. Existing Town sewer policy is to allocate the Town's limited remaining wastewater treatment and collection

capacity to serve only sites with prior sewer assessments and areas with a history of septic tank failures, especially in the north Cañada Road area.

- **Development of lots in Woodside is also affected by high land and construction costs (given the general location on the Peninsula and the extensive engineering that is required for lots with some hazards).** These conditions affect development of all lots, but particularly lots that are meant to provide affordable housing. In addition, as a residential community that was initially settled 50-100 years ago along often steep and narrow roadways, the majority of Woodside's lots are not served by public transportation, are not generally "walkable" to Town services, and are not located within or near transit-oriented development that provides services and employment opportunities. The age of the existing housing stock also results in higher maintenance, renovation and rehabilitation costs, which can be a constraint for using existing housing for affordable units (Appendix E).

- **Summary of public participation.** The Town provided notices in the local newspaper of all Planning Commission and Town Council meetings related to review of the Housing Element Update. In addition to the newspaper advertising, the Town mailed a postcard to all residents within the Town of Woodside providing notification of the Planning Commission and Town Council meetings related to the update project.

  Because of high land and construction costs and the Town's relatively remote location from transit, employment centers, and services, the focus of providing affordable housing continues to be in the development of accessory living quarters on single family residential lots. The Town also supports a range of regional agencies that are more directly involved in the provision of affordable housing including HEART, HOPE Plan. The public supported these strategies for addressing affordable housing during the development of the 2007-2014 Plan. Further, on an ongoing basis, the Town continues to engage with HEART, regional jurisdictions that worked together to develop the HOPE Plan, and the County's Home Rehabilitation project.

  The Town also engages the public by keeping up-to-date information on housing resources within Town offices and on the Town's website. Resource information relates to the following resources: The U.S. Department of Housing and Urban Development, the California Department of Fair Employment and Housing, the San Mateo County Rehabilitation Loan Program, the San Mateo County Home Sharing Program administered through HIP Housing, the San Mateo County First Time Home Buyers Program, the San Mateo County Affordable Housing Services for Seniors Program, and San Mateo County's Accessibility Modification Program administered by the Center for Independence of the Disabled (CID) (Appendix G).

- **Town engagement with local service organizations.** The Town of Woodside has been a member agency of the Housing Endowment and Regional Trust (HEART) of San Mateo County since July 2005. HEART was formed in 2003 as a public/private partnership to fund construction of affordable housing in San Mateo County. Between 2005 and 2014, the Town donated $14,777 to HEART (source: Town Hall records).

  The Town is also helping to address homeless issues on a regional basis by supporting CDBG funding of County programs that service the homeless and provides occasional funding to the County's Homeless Shelter Fund. The Town contributed $10,000 toward construction of a new homeless shelter during 2000-01.

- **Town's promotion of energy conservation.** Energy conservation continues to be a significant issue in the consideration of local housing policy since energy costs have dramatically increased in recent years. The Federal and State government has

provided incentives for incorporating energy saving devices into residential units. Many Woodside residents have taken advantage of these incentives by installing various conservation devices such as solar panels for hot water heating. Additionally, Title 24 of the State Building Regulations requires that all new residential units (and additions) be designed to comply with relatively stringent energy standards. These standards are rigorously enforced by the Town's building inspectors and plan checkers. In addition, the review of all non-exempt projects under the jurisdiction of the California Environmental Quality Act (CEQA) requires that energy impacts be evaluated.

The Town of Woodside has taken the following steps to encourage energy conservation:

1. A system for the accumulation and dissemination of energy conservation information has been established at Town Hall. Information is made available to residents through the Town Hall and the Library.

2. Technical advice on the design and construction of individual units and energy efficient site planning is available through the Town's Planning and Building Departments.

3. The Town's Subdivision Ordinance includes requirements for the consideration of solar access and energy conservation.

On January 10, 2012, the Town of Woodside adopted a new general plan that includes a Sustainability Element. As described in the Sustainability Element:

Sustainability refers to efforts and practices aimed at minimizing and reversing where possible the depletion of our natural resources, including air, water, fossil fuels, minerals and soils, and flora and fauna, such that a balance between the activities of humankind and the quality of the natural environment can be sustained.

The key focus of the element is to implement policies and programs that:

- protect and conserve water resources;
- encourage and support renewable clean energy;
- encourage recycling and waste management;
- encourage increased building energy efficiency;
- encourage the reuse of buildings and building materials;
- maintain carbon absorption resources;
- reduce vehicle trips;
- reduce the carbon footprint of all Town activities;
- maintain greenhouse gas emissions data;
- encourage community programs and educational opportunities which promote sustainability; and,
- lead by example by developing and maintaining sustainable Town practices.

The Town's Residential Design Guidelines (RDG), adopted on July 10, 2012, require that landscape design incorporate sustainable strategies to maximize water efficiency and preserve open space. Residents are encouraged to minimize planting of lawns and other water intensive plantings. The RDG also promote the use of graywater systems, rain water collection, and gravity drip irrigation. Further, they require maintenance of open space, which serves as carbon absorption areas.

During the 2007-2014 period, the Town processed 131 applications related to installation of arrays of solar panels. In addition, 1 geothermal system was installed during this period and another is expected to be completed in the near term (Sources: Deputy Building Official and Project Manager, Woodside).

- **Town revisions to its Municipal Code.** The Town has made changes in its Municipal Code such as the definition of family which reads "An individual, or group of two or more persons occupying a dwelling and living together as a single housekeeping unit in which each adult resident has access to all parts of the dwelling." (WMC § 153.005). This definition is more supportive of people with disabilities as it does not limit the number of disabled people living with each other to create a supportive living environment.

  In 2005, the Town amended the Municipal Code to include exceptions for minor improvements for disabled access (Woodside Municipal Code §153.063).

- **Complete review of 2007-2014 Implementing Programs**.

  See Table H3 for a complete review of 2007-2014 Housing Element Implementing Programs.

Table H3: Review of Woodside 2007-2014 Housing Element Implementing Programs

A. Affordable Housing Opportunities

1. Accessory Living Quarters	
Program Description and Objective	Promote accessory living quarters (ALQs) as an opportunity for affordable housing through community outreach and information, streamlined review; incentive programs; and consideration of new ordinances that would permit affordable rental units, provide amnesty for existing accessory units, reduce construction fees, and allow additional square footage for main residence where accessory units are deed restricted for affordability and limited size.
Timeframe and Achievements	Ongoing
Program Evaluation and Recommendation	The Town promotes accessory living quarters (ALQs) by allowing them in all residential districts. The Woodside Municipal Code permits up to two ALQs as accessory uses to a primary use (i.e. main residence) without approval of any discretionary permits (discretionary permits may be required for the construction of additions or structures to accommodate an ALQ, but not for the use itself). The Town also has a voluntary survey for applicants of new units to track their use and affordability. The Town is also working to streamline their review, and will be considering a process that includes only one review meeting before the ASRB. Additional meetings may be required before the Planning Commission if other entitlements are required. In the 2011 fee schedule update, the Town Council removed the fee for rental certificates as a first step toward easing the requirements for rental units.
2. Alternative Construction	
Program Description and Objective	Promote affordable alternatives to conventional construction by continuing to allow mobile homes and exploring procedures for the consideration of alternative methods such as green building, straw bale construction, etc.
Timeframe and Achievements	On January 10, 2012, the Town adopted the Sustainability Element as part of the 2012 General Plan. On July 10, 2012, the Town adopted the Residential Design Guidelines. These documents formalize the Town's commitment to increasing the prevalence of environmentally conscious design features in construction projects.
Program Evaluation and Recommendation	The Town continues to allow mobile homes, factory built and modular housing units, consistent with State law. The California Building Code provides an option for alternative construction, whereby an applicant submits an alternate design to the Building Official, the alternate design standards and testing of the proposed product, and the rationale for the request. The Town has approved alternate retention and reuse materials in the past, including rammed earth landscape walls, green roofs, rainwater retention and reuse systems, fuel cells, ground source heat recovery systems and Styrofoam core truss wall systems. The Town encourages green building measures in all of its projects, in compliance with applicable building codes which include sustainable features such as solar panels, green roofs, rainwater retention, fuel cells, radiant heating and other progressive design techniques.
3. Accessibility	
Program Description and Objective	Increase access to affordable housing by continuing to request the extension of public transit routes along major traffic corridors.
Timeframe and Achievements	Ongoing. The Town continues to coordinate with SamTrans to expand bus service to provide better connections with surrounding jurisdictions.
Program Evaluation and Recommendation	SamTrans' Line 274 provides weekday and Saturday service between Cañada College and the Redwood City CalTrain station. Line 85 provides weekday service between Woodside, Portola Valley and Menlo Park. As part of the 2012 General Plan, the Town included a transit connectivity goal in the Circulation Element. Policy CL6.1 reads: "Support the expansion, development, and improvement of the public transit systems serving Woodside and the Midpeninsula which are effective, convenient, quiet, and economically feasible." Staff continues to engage with SamTrans regarding potential expansion of public transit in Woodside.

A. Affordable Housing Opportunities (continued)

4. Multi-family Opportunities	
Program Description and Objective	Work with Cañada College to draft and adopt guidelines that would allow multi-family housing (either through overlay zoning or with a use permit) on existing land owned and operated by San Mateo County Community College District (Cañada College) in Woodside during the planning period. Allow waiver of certain standards that would limit development such as reduced parking, increased height allowances, and increased density, and consider a density bonus ordinance.
Timeframe and Achievements	The Town is currently working with Cañada College to develop an overlay district that would allow for the development of multi-family housing.
Program Evaluation and Recommendation	The overlay district is currently being developed.
5. Easing restrictions on the construction of rental units and incentives to construct affordable deed restricted Accessory Living Quarters	
Program Description and Objective	Work with the Town Council and other Council designated commission and/or committee to develop municipal code amendments to ease restrictions on the construction of rental units and provide incentives to construct deed restricted affordable units.
Timeframe and Achievements	Ongoing Consideration
Program Evaluation and Recommendation	Town residents have been active in developing accessory dwelling quarters. If the pace of development slows, the Town will consider the need for additional incentives to increase development of deed restricted and other affordable units.

B. Conservation, Rehabilitation, and New Construction

6. Conservation	
Program Description and Objective	Conserve the existing housing stock by continuing to apply the California Building Code (California Code of Regulations (Title 24)) and allowing alternative standards for historic structures; improving the character of substandard structures; continuing to address code violations; and supporting the provision of sewage systems to areas with waste disposal problems.
Timeframe and Achievements	The Town adopted an Historic Preservation Element on March 10, 2009. This element was updated and amended as part of the 2012 General Plan, adopted on January 10, 2012. The Town adopted Residential Design Guidelines on July 10, 2012 that encourage preservation or adaptive reuse of existing or historic structures over demolition.The Town's Community Preservation Officer completed Code Enforcement Officer Training in April 2009, meeting the goal for that adopted program. The Town works to conserve the existing housing stock on an ongoing basis.
Program Evaluation and Recommendation	The Town applies the most recent version of the California Building Code (Title 24) to all development in Town. The Town recommends preservation of existing structures when feasible and when structures meet historic thresholds. The Woodside Municipal Code includes allowances for adaptive reuse and flexible siting of historic structures on properties within the Town. The Town has also drafted an Historic Preservation Ordinance that is currently being reviewed by the Town Council. As part of this Ordinance, the Town is exploring incentives for historic preservation. The Town encourages green building practices which include preservation of existing structures, rather than demolition, to maintain the Town's housing stock.

Table H3: Review of Woodside 2007-2014 Housing Element Implementing Programs (continued)

B. Conservation, Rehabilitation, and New Construction (continued)

7. Rehabilitation	
Program Description and Objective	Rehabilitate the existing housing stock by continuing to provide setback exceptions to support remodeling or small additions rather than demolition. Inform low and moderate income residents about the County's Rehabilitation Loan Program.
Timeframe and Achievements	Ongoing
Program Evaluation and Recommendation	The Town processes building permits for additions and remodels on an ongoing basis. The Town maintains information on the County's Rehabilitation Loan Program at Town Hall and on the Town website.
8. New Construction	
Program Description and Objective	Develop new housing stock that conforms with building codes and encourage the retention of smaller homes where possible.
Timeframe and Achievements	Ongoing
Program Evaluation and Recommendation	All new construction requires a building permit demonstrating compliance with the California Building Code (California Code of Regulations (Title 24)). The Municipal Code limits the size of residential structures in all zoning districts, and encourages renovation rather than demolition of structures. This encourages retention of smaller structures. Because much of the Town has the potential to be affected by wildfire, the Town adopted a new fire safety ordinance that augments building requirements for new construction.
9. Energy Efficiency	
Program Description and Objective	Promote energy efficient housing by continuing to require compliance with Title 24; educating homeowners and disseminating energy conservation from PG&E and other agencies; encouraging energy saving siting, features and materials in retrofits and new construction; implementing the Sustainability Element, that is now part of the Town's General Plan; encouraging staff to attend energy efficiency trainings; pooling resources with neighboring jurisdictions; and exploring the adoption of green building regulations and incentives.
Timeframe and Achievements	The Town adopts the most recent version of the California Building Code (California Code of Regulations (Title 24)). The Town adopted a Sustainability Element as part of its 2012 General Plan. The key focus of the element is to encourage and suppoprt renewable clean energy and encourage increased building energy efficiency. It also encourages the reuse of buildings and building materials. The Town also adopted Residential Design Guidelines in 2012. The Guidelines support reuse and encourage residents to consider solar design, utilize passive heating and cooling, and implement renewable technologies. The process of reviewing developmemt projects is ongoing.
Program Evaluation and Recommendation	The Town reviews all proposed development to ensure compliance with Title 24, the Sustainability Element of the General Plan, the Residential Design Guidelines, and the Municipal Code to encourage energy efficiency and reuse of building materials in every part of the planning, demolition, site development, and building process. Since adoption of the previous housing element, the State adopted the California Green Building Code, which includes heightened energy efficiency and construction material requirements and standards. This has enhanced standards for greener private sector construction.

Table H3: Review of Woodside 2007-2014 Housing Element Implementing Programs (continued)

C. Special Needs Housing

10. Local Employees	
Program Description and Objective	Promote affordable housing opportunities for public-sector, school and equestrian-related employees by maintaining a list of these employees to ensure landlords can share information about vacancies.
Timeframe and Achievements	
Program Evaluation and Recommendation	The Town provides information at Town Hall and on the Town's website related to housing services. The Town also provides funding to HIP Housing, a local non-profit that focuses on affordable housing and home sharing programs.
11. Disabled Persons	
Program Description and Objective	Promote affordable housing opportunities for disabled persons by providing building code exceptions for accessibility modifications; incorporating language in the zoning code that exceptions are allowed for people with physical and developmental disabilities; amending the municipal code to define family consistently with State law; recommending that CDBG funds are directed to supporting the Housing Accessibility for Disabled Person program; and publicizing information about the program.
Timeframe and Achievements	The Municipal Code was amended to add a definition of Family that is consistent with State law.
Program Evaluation and Recommendation	Woodside Municipal Code § 153.063 promotes affordable housing opportunities for disabled persons by providing municipal code exceptions for people with disabilities. The Code still needs to be amended to specify that code exceptions are needed for people with physical and developmental disabilities.
12. Seniors	
Program Description and Objective	Promote affordable housing opportunities for seniors by considering the possibility of allowing residential projects with medical facilities and ground transportation; encouraging the development of accessory units; providing mechanisms to keep seniors in the community; continuing to encourage the use of CDBG funds for the County's Reverse Annuity Mortgages program; and publicizing the program as well as home repair services and the Property Tax Postponement Program.
Timeframe and Achievements	Ongoing
Program Evaluation and Recommendation	The Town promotes affordable housing opportunities for seniors by encouraging the development of accessory living quarters. The Town also provides information at Town Hall and on the Town's website on programs such as home sharing, home repair services, Reverse Annuity Mortgages, and the Property Tax Postponement Program (which has recently been reactivated for 2016).
13. Emergency Shelter & Transitional Housing	
Program Description and Objective	Promote and permit emergency shelters and transitional/supportive housing by continuing to allow shelters and transitional housing in the CC District as a permitted use, cooperating with agencies providing shelter for the homeless and those in crisis. Amend the code to define transitional and supportive housing consistent with State law.
Timeframe and Achievements	The Town amended the zoning code to allow emergency shelters and transitional housing as a permitted use in the CC District.
Program Evaluation and Recommendation	The zoning code allows emergency shelters and transitional housing in the CC district as a permitted use.

Table H3: Review of Woodside 2007-2014 Housing Element Implementing Programs (continued)

D. Housing Programs

14. Pooled Efforts	
Program Description and Objective	Increase housing opportunities by pooling efforts. Continue seeking opportunities for joint efforts to provide low and moderate income and special needs housing as well as to participate in subregional housing programs and the 21 Elements Technical Advisory Committee
Timeframe and Achievements	Ongoing
Program Evaluation and Recommendation	The Town of Wooside and other diverse stakeholders undertook an intensive community based planning process to develop a plan to end homelessness in San Mateo County. The HOPE Plan (Housing Our People Effectively) is the community's comprehensive policy and planning document related to homelessness and relating to emergency shelter, and transitional and supportive housing. The Town has also been a member of the Housing Endowment and Regional Trust (HEART) of San Mateo County since July 2005. Between 2005 and 2014, the Town donated $14,777 to HEART. Town staff regularly participate in the San Mateo County Sub-Regional Housing Needs meetings, and are part of San Mateo County's 21 Element joint effort to update the County's individual jurisdiction Housing Elements.
15. Shared Housing	
Program Description and Objective	Support shared housing in order to enable residents to remain in Woodside. Continue to support the use of CDBG funds to implement the Home Sharing Program and publicize information about the program.
Timeframe and Achievements	Ongoing
Program Evaluation and Recommendation	The Town helps to address homeless issues on a regional basis by supporting CDBG funding of County programs that service the homeless and provides occasional funding to the County's Homeless Shelter Fund. The Town contributed $10,000 toward the construction of a new homeless shelter during 2000-01. The Town also maintains resource information on programs such as HIP's Home Sharing Program on its website.
16. Density Bonus/Incentives	
Program Description and Objective	Develop a density bonus ordinance and procedures, and/or explore other possible incentives for providing affordable housing.
Timeframe and Achievements	The Town has a functional density bonus system in place that allows accessory living quarters in all residential zones.
Program Evaluation and Recommendation	The Town allows accessory living quarters in all residential zones, which increases the allowable density.
17. Equal Opportunity	
Program Description and Objective	Promote equal opportunity housing by continuing to support fair housing organizations, publicizing information about fair housing law, and referring complaints to appropriate agencies and organizations.
Timeframe and Achievements	Ongoing
Program Evaluation and Recommendation	The Town supports a variety of fair housing organizations including HEART and broad range of organizaions involved in the HOPE Plan. The Town also provides information on fair housing resources at Town Hall and on the Town's website, and refers calls to fair housing agencies, depending on the type of need.

Table H3: Review of Woodside 2007-2014 Housing Element Implementing Programs (continued)

E. Housing Information and Policy

18. Public Information	
Program Description and Objective	Provide public information regarding affordable housing availability, assistance programs for low and moderate income and special needs households, and incentives for preserving accessory dwelling units.
Timeframe and Achievements	Ongoing
Program Evaluation and Recommendation	The Town supports a variety of affordable and fair housing organizations, and provides information on housing resources at Town Hall and on the Town's website. The Town collects volunteer surveys on accessory living quarters (ALQs), and rental ALQs through the required Rental Permit, in order to develop and maintain a database on Town housing resources.
19. Site Mapping	
Program Description and Objective	Map housing sites available for housing development, maintaining site information in the Town's parcel database, and making this information available to the public and in the Town's annual report.
Timeframe and Achievements	Ongoing. See Housing Element Figure 3-1.
Program Evaluation and Recommendation	The Town uses Trakit, a shared database of all Town development and permitting information by parcel. The Town also maintains a list of vacant parcels in all of the residential zones that have the potential to be used as housing sites (Housing Element, Appendix D).
20. Permit Processing Improvement	
Program Description and Objective	Streamline and continuously improve permit processing by informing housing construction permit applicants about requirements at the earliest stage and continuing to assess the review requirements in order to minimize processing difficulties.
Timeframe and Achievements	Ongoing
Program Evaluation and Recommendation	The Town developed a handout on Accessory Living Quarters Permitting At-a-Glance, to explain the process and clarify what approvals are needed. The Town's Architectural and Site Review Board's (ASRB) review involves two meetings. The first, the Conceptual Design Review planning process, is designed to make applicants aware of requirements and concerns at the earliest point possible, before they invest money in detailed design plans. The second meeting, the Formal Design Review process, involves the development of more detailed drawings, once basic project conditions, constraints and concerns are understood. The Town is considering a process that would include a single meeting before the ASRB for accessory living quarters.
21 Reporting & Policy	
Program Description and Objective	Maintain housing information and reporting; provide housing information to the public; solicit public input from a representative cross-section of Woodside residents on housing policy and proposals; revise the Housing Element based on such input; and ensure extensive notice is provided to all residents regarding projects, policies, and efforts to develop or maintain affordable housing.
Timeframe and Achievements	Ongoing
Program Evaluation and Recommendation	The Town maintains information including resource brochures related to home sharing and other housing resources at Town Hall, and on the Town's website.
22. Collaboration & Coordination	
Program Description and Objective	Collaborate and coordinate with other jurisdictions on housing-related issues and consider contributing financially to county-wide efforts to provide for the homeless.
Timeframe and Achievements	Ongoing
Program Evaluation and Recommendation	The Town of Wooside and other diverse stakeholders undertook an intensive community based planning process to develop a plan to end homelessness in San Mateo County. The HOPE Plan (Housing Our People Effectively) is the community's comprehensive policy and planning document related to homelessness and relating to emergency shelter, transitional and supportive housing. The Town has also been a member of the Heart of San Mateo County since July 2005. Between 2005 and 2014, the Town donated $14,777 to HEART.

HOUSING PROGRAM AND ACTION PLAN 2015-2023

The focus of the Housing Program and Action Plan is to develop and implement programs and strategies that will enable the Town of Woodside to provide affordable housing consistent with its 2015-2023 Regional Housing Needs Allocation (RHNA), and the specific needs of the Woodside community. Table 3-10 at the end of this chapter summarizes the Housing Action Program for the planning period.

PROJECTED HOUSING NEEDS

RHNA Allocation

The State's housing element guidelines and State Planning Law (Government Code Section 65583) require that each community provide for its "fair share" of the region's total housing need. As provided by Government Code Section 65584, the Association of Bay Area Governments (ABAG) has determined the projected need for all of the region's cities and counties.

On April 12, 2013, the City/County Association of Governments of San Mateo County (C/CAG) submitted the Final Regional Housing Needs Allocation for the San Mateo Subregion and Finding of Consistency with the Sustainable Communities Strategy for the San Francisco Bay Region. The document was adopted as Resolution 13-01 by the San Mateo County Housing Needs Allocation Subregion Policy Advisory Committee (PAC on April 11, 2011.

The Town of Woodside has agreed to provide a realistic and good faith effort to accommodate housing to meet ABAG's projections as shown in Table H4, for the 2015-2023 planning period. The RHNA target for Woodside is the provision of 62 units to be constructed between 2015-2023. The 62 units would include 23 very low income units (these include 11 extremely low income units and 12 very low income units); 13 low income units; 15 moderate income units; and 11 above moderate income units; as shown in Table H4.

Table H4: Regional Housing Needs Allocation (RHNA) for 2015-2023

	Very Low Income	Low Income	Moderate Income	Above Moderate Income
ABAG Projections	23[1]	13	15	11

[1] The Housing Needs Assessment assumes 11 of these units are extremely low income units and 12 of the units are very low income (Appendix C).

The Housing Element must demonstrate the site development capacity equivalent to, or exceeding, the projected housing need, to facilitate development of a variety of types of housing for all income groups.

Special Housing Needs of People with Developmental Disabilities

SB 812, signed into law in 2010, requires Housing Elements to include an analysis of the special housing needs of people with developmental disabilities. Additionally, SB 812 requires that individuals with disabilities receive public services in the least restrictive, most integrated setting appropriate to their needs

California defines developmentally disabled as a "severe and chronic disability that is attributable to a mental or physical impairment. The disability must begin before the person's 18th birthday, be expected to continue indefinitely, and present a substantial disability." Some development disabilities cause an intellectual disability and some do not. Common developmental disabilities include Down's syndrome, autism, epilepsy and cerebral palsy.

People with developmental disabilities in San Mateo County have various diagnoses. The common ones are summarized in Table H5. Because people can have multiple diagnoses, the numbers total more than 100 percent. The information in Table H5 has been provided by the Golden Gate Regional Center (GGRC), which covers the San Francisco Bay Area.

Table H5: Type of Developmental Disability in San Mateo County (2013)

	San Mateo County
Mild/Moderate Intellectual Disability	50%
Autism	18%
Epilepsy	18%
Cerebral Palsy	17%
Severe/Profound Intellectual Disability	11%

Source: Golden Gate Regional Center, 2013.

People with developmental disabilities tend to be younger than the general population, as reflected in Table H6. There are several reasons for this: for some diagnoses there is a shorter life expectancy; more importantly, starting in the 1990s there was an "autism wave" with many more young people being diagnosed with the disorder, for reasons that are still not well understood. The racial demographics of the developmentally disabled population mirror that of the Bay Area.

Many people with developmental disabilities are unable to secure long-term employment. This results in many people relying on Supplemental Security Income (SSI) and many earn 10-20 percent of the Area Median Income (AMI).

Table H6: Age of People with Development Disabilities in San Mateo County (2013)

Age	San Mateo County
0-5	19%
6-21	30%
22-51	36%
52+	15%
Total	**100%**

Source: Golden Gate Regional Center, 2013.

People with developmental disabilities have various housing needs and housing situations. As shown in Table H7, just over half the population with developmental disabilities in Woodside (within the 94062 zip code) lives with a parent or legal guardian. Another 14 percent live independently or with supportive care. Almost 30 percent of the people with developmental disabilities in Woodside (in the 94062 zip code area) live in community care facilities. (More specific information about the location and type of community care facilities was not available, and may be protected information.)

According to the Golden Gate Regional Center (GGRC), trends that are affecting people with developmental disabilities include California's moves to reduce institutionalization, aging family caregivers not being able to continue providing in-house care and the growing wave of people with autism (Appendix C).

Table H7: Living Arrangements of People with Developmental Disabilities (2013)

	Number		Percent	
Lives With:	**Town of Woodside**	**San Mateo County**	**Town of Woodside**	**San Mateo County**
Parents/Legal Guardian	181	2,289	53%	66%
Community Care Facility (1-6 Beds)	58	532	17%	15%
Community Care Facility (7+ Beds)	42	73	12%	2%
Independent/Supportive Living	49	349	14%	10%
Intermediate Care Facility	7	191	2%	5%
All Others	5	60	1%	2%
Total	**342**	**3,494**	**100%**	**100%**

Source: Golden Gate Regional Center, 2013. Counts based on zip code and may include small areas outside of jurisdictional borders.

DEFINING AFFORDABILITY

The U.S. Department of Housing and Urban Development (HUD) and the California Department of Housing and Community Development (HCD) use household income categories to help standardize analysis of housing needs. The income categories are summarized in Table H8 and are based on a household's percentage of San Mateo County's area median income.

HCD uses these categories, sometimes with minor adjustments, to establish the annual numerical income limits for San Mateo County, also listed below.

HUD defines an affordable unit as one in which a household pays 30 percent or less of their annual pre-tax income on housing. The definition of affordable housing therefore shifts with income category and household size, as well as geography.

According to the HUD/HCD income limits and HUD's definition of affordability, the maximum affordable rents for lower income households in San Mateo County are shown in Table H8 and discussed in detail in Appendix C.

THE HOUSING PROGRAM - ADDRESSING THE TOWN'S AFFORDABLE HOUSING NEEDS

2015-2023 Housing Element Programs

The quantified objectives for the Town during the period 2015-2023 are summarized in the Tables H9 and H10. This data considers approved units, recent development trends in Woodside, and Town Staff projections for new housing development opportunities which could occur within the timeframe of the Housing Element update. The estimated units to be constructed by income category is included in Table H9. The estimated units to be rehabilitated and conserved by income category is included in Table H10.

Based upon the quantified Program targets, the Town of Woodside can meet all of its projected need for 62 additional dwelling units between 2015-2023. The Town exceeded the housing needs goal between 2007-2014. With the national economic downturn that began in 2008, the Town experienced an increase of new ALQs instead of new main residences, which supported the Town's efforts to provide affordable housing. Based on the number of constructed ALQs between 2007 and 2014 (28 new units),

Table H8: San Mateo County Affordability Definition and Limits 2014

		Annual Income Limit		Maximum Affordable Monthly Rent	
Income Category	**HUD Defintion**	**One Person Household**	**One Person Two**	**One Person Household**	**Two Person Household**
Extremely Low	Below 30% of area median income	$23,750	$27,150	$594	$679
Very Low	30% – 50% of area median income	$39,600	$42,250	$990	$1,056
Low	50% – 80% of area median income	$63,350	$72,400	$1,584	$1,810
Moderate	80% – 120% of area median income	$86,500	$98,900	$2,163	$2,473
Above Moderate	Above 120% of area median income	> $86,500	> $98,900	> $2,163	> $2,473

Source: HCD State Income Limits 2014, and 21 Elements.

and factoring in rehabilitated units (as described below, approximately 3 per year), the Town is on-track for constructing an adequate number of ALQ's to meet its housing goals for all income groups during the 2015-2023 Housing Element cycle.

Housing Rehabilitation

Three bills were passed between 2009 and 2011 (AB 720, AB 1867 and AB 1103) which affect how cities can claim RHNA credit for homes that are rehabilitated, conserved or preserved. This is called the Alternative Adequate Sites provision (Government Code 65583.1(c)) and may be used to meet up to 25 percent of the RHNA allocation by income groups, under some circumstances. While Woodside's units are not multi-family units, in fact, much of its housing stock is rehabilitated in a manner that helps to provide housing for all income groups.

Between 2007 and 2014 the Town of Woodside issued 23 permits to repair or remodel ALQs (permits clearly labeled for a repair/remodel or an addition to an ALQ). This may not represent all of the permits issued for ALQs since past permit tracking systems did not always provide details about the type of structure that was being remodeled. This shows that on average at least three ALQs are being rehabilitated per year. It is likely the trend will continue through this Housing Element planning period (2015-2023), and the Town will have a better ability to track the repairs specifically made to ALQs.

Table H10 provides the estimated distribution of rehabilitated ALQs over the 2015-2023 Housing Element planning period, based on the methodology the Town uses to determine the affordability of ALQs. Assuming that approximately 3 accessory living quarters are rehabilitated each year, the Town anticipates rehabilitation of 24 units during the 2015-2023 planning period. Distribution of estimated units uses the same assumptions regarding affordability that are described in Table H11.

Table H9: Estimated Construction of New Housing Stock

Policy	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total	Explanation
H1.1 and H5.3 New Construction of Accessory Living Quarters (ALQs)	26	4	6	0	36	To yield 36 affordable units (the RHNA requirement for affordable units for 2015-2023), and assuming 85% of ALQs are affordable to very low and low income households, 42.3 new ALQs would be required during the 2015-2023 planning period, or approximately 5.3 per year.
H2.3, H3.3, H5.3 New Construction of Primary Residences	0	0	0	26	26	26 moderate/ above moderate units would also be required for a total of 62 units to meet the RHNA Allocation. Actual number of above moderate units is likely to be much higher.
Total Projected Units	26	4	6	26	62	
Percentage of ABAG Housing Need 2015-2023	113% (26/23)	31% (4/13)	40% (6/15)	236% (26/11)	100% (62/62)	The Town projects exceeding its Very Low Income unit allocation and meeting or exceeding the total allocation.

Table H10: Estimated Rehabilitation and Conservation of Housing Stock

Policy	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total	Explanation
H21, and H2.2 Maintain Accessory Living Quarters (ALQs)	17	4	2	1	24	This number projects the number of ALQs that will be rehabilitated based on the number per year that were rehabilitated during the previous HE cycle. Distribution is estimated in the same way as new units (Table H11).
H2.1 and H2.2 Rehabilitate/Remodel Primary Residences	0	0	0	0	0	
Remodel/Repair	0	0	0	341[1]	341	
Addition/Remodel	0	0	0	239[2]	239	
Units Preserved through Historic Preservation	0	0	0	10[3]	10	
Code Enforcement	0	0	0	4	4[4]	
Energy Upgrades				100	100[5]	
Total Projected Units	**17**	**4**	**2**	**695**	**718**	

[1] Estimate based on the number of main residences remodeled repaired between 2007-2014.

[2] Estimate based on the number of main residences in which an addition was added and remodeling also conducted between 2007-2014.

[3] Estimate by Woodside Planning Director based on the work of staff and the Historic Preservation Committee.

[4] Estimate based on discussion with Woodside Building Official.

[5] Conservative estimate made based on permits for solar arrays during previous Housing Element cycle.

The Town does not have any large groups of affordable units that are at risk for relocation or demolition. For example, the Town does not have any existing mobile home parks or feasible locations for new mobile home parks, large affordable housing sites, and the Town does not have a Redevelopment Agency (RDA) (All Redevelopment agencies in the State of California were dissolved during the economic downturn) that would threaten the demolition of affordable units. Since there are no specific groups of affordable units that are threatened, the Town does not have any programs that would specifically track or preserve existing units.

Accessory Living Quarters (ALQs)

The Town of Woodside has been effective in meeting its affordable housing needs through the development of Accessory Living Quarters (ALQs) in all of its residential districts, so the majority of its implementing programs support the development of these structures. In addition, the Town will continue to evaluate its code requirements to facilitate the process of making structures more accessible to persons with developmental and other disabilities.

Section 153.026(B)(1)(e) of the Municipal Code permits one ALQ on parcels that are less than one acre in size or within an R-1 district, and up to two ALQs on parcels that are equal to or greater than one acre in size. Based on the vacant lot information in Appendix D, the R-1 district can potentially accommodate a maximum of 33 main residences and 33 ALQs for a total of 66 units; the SR district can potentially accommodate a maximum of 51 main residences and 85 ALQs for a total of 136 units; the RR district can potentially accommodate a maximum of 47 main residences and 86 ALQs for a total of 133 units; the SCP-5 district can potentially accommodate a maximum of 38 main residences and 75 ALQs for a total of 113 units;

the SCP-7.5 district can potentially accommodate a maximum of 88 main residences and 151 ALQs for a total of 239 units; and the SCP-10 district can potentially accommodate a maximum of 13 main residences and 25 ALQs for a total of 38 units. The maximum potential new housing units in Woodside on vacant parcels is 272 units (Appendix D). However, many of these lots are likely to have environmental constraints such as very steep slopes and slope stability issues, so the development of accessory living quarters on existing parcels is anticipated to be the primary source of affordable units during future housing element planning cycles.

Since 1987, State law (Government Code §65852.2(a)(1); §65852.2(b)(1)) has allowed cities to adopt an ordinance permitting and regulating second units or to permit such units without any discretionary review and in accordance with State regulations.

The Town of Woodside labels what is commonly referred to as a second unit or in-law unit, an Accessory Living Quarter (ALQ). An ALQ is a smaller but independent unit on the same site as a single family house. The ALQ can be part of the main house or it can be located in a detached building. The Woodside Municipal Code defines an ALQ as, "A living area that is: (1) within or attached to a main dwelling or within or attached to a detached building or structure, subordinate to the main dwelling; and (2) designed, built or used for human habitation. ACCESSORY LIVING QUARTERS shall include, but not be limited to, a rental unit as defined in this section." An ALQ designed for human habitation must have facilities for living, sleeping, eating, food preparation and storage, bathing and sanitation.

The Woodside Municipal Code permits up to two ALQs as accessory uses to a primary use (i.e. main residence) without approval of any discretionary permits (discretionary permits may be required for the construction of additions or structures to accommodate an ALQ, but not for the use itself). Parcels over one and one-half acres in size may have any combination of attached and detached ALQs, but no more than two total per parcel. Parcels that are equal to or greater than one acre in size, but less than one and one-half acres in size, may have a maximum of one detached and one attached ALQ, for a total of two. For parcels less than one acre in size, no more than one ALQ shall be permitted, whether attached or detached. Parcels in the R-1 (Parcels in the R-1 districts are generally around 20,000 square feet or less) may have one attached ALQ, but no detached ALQs are permitted. ALQs vary in size, but may not exceed 1,500 square feet under existing Municipal Code regulations.

An ALQ may not be sold separately from the primary dwelling. Parking requirements for ALQs are two parking spaces per unit, but they are not required to be covered or within a garage, they must simply be on-site. Most roads in Woodside are too narrow for street parking, and most parcels are large enough to accommodate the parking requirements.

Woodside ALQ Survey

In June of 2000, the Town of Woodside conducted an accessory living quarters (second unit) survey with mailings to each individual household in the Town (about 3,000 surveys), soliciting input on guest houses, domestic quarters, family quarters, and rental units. Approximately 560 responses were received (18.7%), a considerably better response than a

similar 1992 survey, which had 150 responses. The complete summary of the survey with supporting documentation is attached (Appendix H).

Of the 560 respondents, 209 (37.3%) indicated that they have at least one existing accessory living quarters on their site. Thirty-one (31) of those stated that they have more than one existing living quarters, so that a total of 240 accessory living quarters were identified. Approximately 42% of the units are used either for rental or for caretakers quarters, so they are potential sources of affordable housing. Family quarters, especially for

aging parents, may also provide affordable housing, but it is difficult to estimate how many units are truly built or intended for that purpose, as well as the income level of the occupants. Guest quarters are not considered to be available as affordable housing units. Also, of those interested in possibly building an accessory living quarters, about 43% said they would like to use the unit for rental or caretaker purposes.

The survey results indicated that, of the 62 rental units identified, there was a close linkage between the unit size (and to a lesser extent the unit's age) and the rent charged. Approximately 25% of those units were rented at $750 or less, about 15% at rates of $750-$1,000 per month, about 40% at $1,000-$1,500 per month, and about 15% at in excess of $1,500 per month. According to State "affordability" criteria, it appears that, for smaller household size (1-2 persons), about 40% of the units would be available to "low income" households and another 40% available to "moderate income" households. For families (3-4 persons), it is likely that the larger units would meet "moderate income" limits, but is unclear whether any might be affordable to "low income" households.

Another key element of the survey was a focus on the allowance of living quarters in barns, particularly for housing equestrian caretakers. Of the 240 living quarters noted, 57 are attached to the main residence, 176 are detached and separate from the residence, and 11 are located within barns, which was not previously legal in the Town. Sixty-six (66) respondents indicated an interest in possibly building a living quarters in a barn, which is now permitted via the adoption of a Municipal Code amendment since the last Housing Element period.

Affordability of ALQs

The Woodside survey data supported the assumption that some of the Town's accessory living units are available for caretakers or as rentals and that a portion of those units are rented at rates affordable to "low" to "moderate" income households. For the purposes of the prior Housing Element new construction projections, it was assumed (based on the survey results) that 40% of new accessory living quarters were available as separate units for rent or in lieu of salary, and that 50% of those units were affordable to "moderate" income households. ALQs in the Town of Woodside provide affordable housing for residents, including on-site staff of many large estates.

A report prepared in 2014 by Baird + Driskell Community Planning for San Mateo County concluded that secondary units are a more affordable option for lower income households, largely because approximately 25-55 percent of secondary units are available for free to family members or domestic workers. Based on Baird + Driskell's assumptions applicable in wealthier communities, 60% of ALQs are available as extremely low income units; 10 % for very low income units; 15% for low income units; 10% for moderate income units; and 5% for above moderate income units, as indicated in Table H11 (Appendix I):

As a wealthier community in which many ALQs are provided at no cost or as part of an employment package, the Town of Woodside now utilizes the assumptions set forth by Baird + Driskell in Column A above. All assumptions regarding the distribution of affordable units are now based on these percentages.

Table H11: Affordability Assumptions for Secondary Units for Housing Elements

Income	A. Communities with More Affordable Second Units (Assumptions now used by the Town of Woodside)	B. Communities with More Market Rate Second Units*
Extremely Low	60%	25%
Very Low	10%	25%
Low	15%	20%
Moderate	10%	20%
Above Moderate	5%	10%
Total	**100%**	**100%**

* These numbers represent the most conservative estimates.
Source: Baird + Driskell Community Planning, "Affordability of Secondary Dwelling Units" - 21 Elements, April 9, 2014.

Table H12 identifies the changes in assumptions regarding the affordability of second units from the previous two housing elements to the current proposed housing element. The previous two housing elements assumed that a total 50% of second units were available to low, very low, and extremely low income households, as indicated below. The current housing element assumes that a total of 85% of second units are available to low, very low, and extremely low income households, with 60% of this total being available to extremely low income households. Using the *21 Elements*/Baird + Driskell assumptions for wealthier communities, the Town of Woodside exceeds the RHNA numbers for low, very low and extremely low income units. (Using Baird + Driskell's more conservative assumptions, the Town still exceeds the allocation). Using the assumptions used for previous housing elements, the Town would need three additional ALQs to meet the allocation.

Except for Woodside's ALQs, it is extremely unlikely that housing affordable to low and moderate income households can be provided in Woodside under any circumstances without considerable subsidy, public or private. Woodside has a track record of constructing a total of 64 ALQs during the previous housing element

Table H12: Changes in Assumptions Regarding the Affordability of Second Units for Housing Elements

Income	Assumptions Used for Previous two Housing Elements regarding Affordability of Second Units	Current Assumptions regarding Affordability of Second Units in this Housing Element Update (now used by the Town of Woodside)
Extremely Low	12.45%	60%
Very Low	12.45%	10%
Low	25%	15%
Moderate	25%	10%
Above Moderate	25%	5%
Total	**100%**	**100%**

cycles (1999-2006 and 2007-2014), or approximately 4.57 per year (Appendix F). Based on Baird + Driskell's assumptions regarding affordability, just under four of these units (3.88) during any given year would be expected to be affordable to very low and low income households.

ALQs are a valuable addition to Woodside's housing stock, adding flexibility, affordability and diversity. They are a sustainable way to add housing options for a town such as Woodside without using additional vacant parcels. Advantages of ALQs include: affordable rents, income assistance for homeowners, housing for low income groups (such as seniors, multigenerational accommodations, workforce housing) and the preservation of neighborhood character.

Town ALQ Questionnaire

As a way to obtain basic information about the uses of second units in the community on an ongoing basis, staff has prepared, for use in connection with future second unit applications, a one-page questionnaire to ascertain the owner's initial intent for use of the unit (e.g., intergenerational family, housing for domestic workers, rental income, guest quarters, etc.).

The Town has started to collect rental and use information related to new Accessory Living Quarters (ALQ) through a voluntary survey that is provided to all applicants constructing new ALQs. The results of the new survey will help the Town understand the intended use of new ALQs and how we may need to adjust our procedures and/or regulations to encourage more affordable units.

Detailed goals, policies and implementing programs of the Housing Program are described below:

GUIDING PRINCIPLES, GOALS, POLICIES AND PROGRAMS

The following guiding principles, goals, policies and objectives represent a restructuring and refinement of those adopted for the previous Housing Element based on the Town's experience over the past several years and include updates to satisfy new State requirements.

GP1: To provide adequate housing for all persons regardless of income, age, race, sex, sexual orientation, or ethnic background.

GP2: To assure a variety of housing types within the context of the Town's General Plan and existing physical constraints.

GP3: To prevent housing discrimination and assure open and free choice of housing for all.

GP4: To provide opportunities for housing to meet the needs of those families and individuals who wish to live in a rural setting; that is, in quiet residential areas which provide privacy, separation from traffic, undisturbed terrain, extensive vegetation, and opportunities to keep horses and other animals.

GP5: To assure that the character and quality of housing in the Woodside Planning Area is appropriate to the local environment, and that it provides adequate and safe housing for its occupants.

GP6: The Town shall review and permit housing with full consideration of the General Plan goals and policies, environmental constraints, service constraints, and implementing ordinances.

Goal H1

Promote the availability of affordable housing.

POLICY H1.1 - PROMOTE ACCESSORY DWELLING UNITS AS AN OPPORTUNITY FOR AFFORDABLE HOUSING

Programs:

a. Accessory Living Quarters Survey

Utilize the Town's voluntary survey form related to ALQs on an ongoing basis. The survey is provided to the applicants of new accessory living quarters requesting information on the proposed occupancy and rental costs of the units. This information will assist the Town in tracking the affordability of units and/or their use at no cost for family members or as part of work agreements.

b. Rental Availability Information

Request the voluntary submittal of rental availability information and priority consideration to special housing needs groups.

c. Streamline ASRB Review

Streamline ASRB review of accessory dwelling units. Consider and evaluate using a single meeting review process for ALQs. Utilize on an ongoing basis the handout that advises applicants of the process requirements for accessory living quarters.

d. Rental Unit Incentive Program

Develop and establish incentive programs to encourage the construction of rental units for households meeting affordability criteria set by the State, such as the reduction of development standards, easing size restrictions, reduction of permitting fees, allowing increase in square footage for the main residence when constructing a deed restricted accessory living quarters (deed restricted over a set period of time to ensure its affordability during this period), etc.

e. Affordability Incentives

Annually evaluate the affordability and amend incentives or regulatory concessions as necessary to ensure second units can accommodate the Town's housing needs for lower and moderate-income households. Consider the expansion of Town ordinances which permit affordable rental units.

f. Affordability Outreach

Conduct outreach efforts throughout the community to promote the units by sending announcements to organizations and hosting meetings on an annual basis, and posting information on Town's website, etc.

g. Affordable Rental Ordinance

Discuss how the Town will consider expansion of ordinances to permit affordable rental units.

h. Sewer for Accessory Living Quarters

Coordinate with sewer providers to provide priority service to accessory living quarters.

i. Amnesty Program

Consideration of a new Town Ordinance to provide an amnesty program for the legalization of accessory living quarters constructed without permits including a reduction or elimination of penalty fees for a specific period of time, not to be less than one year.

j. Deed Restricted Units

Consideration of a new Town Ordinance to provide for the construction of new deed restricted units to ensure their affordability over time.

k. Additional Square Footage

Consideration of a new Town Ordinance to allow for additional square footage for a main residence if at least one of the accessory living quarters is deed restricted for affordability.

l. Prepare Brochure on ALQs

Prepare a brochure to help to explain opportunities for adding accessory dwelling units to existing lots in all residential zones. Clarify acreage requirements and unit opportunities for each zone.

POLICY H1.2 - PROMOTE AFFORDABLE ALTERNATIVES TO CONVENTIONAL CONSTRUCTION

Programs:

a. Fabricated Units

Continue to allow mobile homes, factory built and modular housing units, consistent with State law.

b. Alternative Construction Methods

Explore adopting procedures under which alternative construction methods (e.g. green building methods, such as pre-manufactured construction components and manufactured housing, etc.) can be considered. The California Building Code provides an option for alternative construction, whereby an applicant submits an alternate design to the Building Official, the alternate design standards and testing of the proposed product, and the rationale for the request. The Building Official may approve an alternate construction methodology. The Town has approved alternate building materials in the past, including rammed earth landscape walls, green roofs, rainwater retention and reuse systems, fuel cells, ground source heat recovery systems, and Styrofoam core truss wall systems. The Town now encourages the use of green building materials through implementation of the Sustainability Element, and its Residential Design Guidelines, both adopted in 2012.

POLICY H1.3 - INCREASE ACCESS TO AFFORDABLE HOUSING

Programs:

a. Expand Public Transit

Continue to request the extension of public transit routes along major traffic corridors.

POLICY H1.4 - PROVIDE OPPORTUNITIES FOR MULTI-FAMILY HOUSING

Programs:

a. Create Multi-Family Housing Opportunities

Amend the Municipal Code to allow for the development of multi-family housing on parcels owned and operated by San Mateo County Community College District (Cañada College) through overlay zoning. The amendment will keep all existing development standards in place, unless some of the standards are waived by the Planning Commission subject to specific findings.

b. Administer Multi-Family Housing Opportunities

The College District will retain complete control over its own property and multi-family would only be allowed if the College District decides to lease or sell some parcels of land on the Cañada College campus.

c. Liaison with College District

Town staff shall meet with College District staff, the College District Board, and Town Council to develop and approve the Municipal Code amendment prior to the end of the calendar year 2015.

d. Multi-Family Housing Regulations

Apply existing Suburban Residential (SR) development standards to any overlay district with an additional provisions that allow the Planning Commission to waive certain standards that would limit multi-family development, and increase allowable density requirements to be comparable to the existing staff and faculty housing at Cañada College in Redwood City, etc.

e. Density Bonus

Develop a density bonus ordinance consistent with State law to introduce concessions and incentives for multi-family housing, such as reduction in parking, increased density, expedited processing, reduced fees, etc.

POLICY H1.5 - EASE RESTRICTIONS ON THE CONSTRUCTION OF RENTAL UNITS AND INCENTIVES TO CONSTRUCT AFFORDABLE DEED RESTRICTED ACCESSORY LIVING QUARTERS

Programs:

a. Amend Municipal Code

Town staff will work with the Town Council and/or their designees to determine how the Municipal Code may be amended to ease restrictions on the construction of rental units and to provide incentives for affordable deed restricted units.

b. Prepare Recommendations for Town Council

After final ideas are prepared in the form of proposed Municipal Code amendments staff will bring the proposal to the Planning Commission for their recommendation and to the Town Council for their review and approval.

Goal H2

Conserve & rehabilitate the existing housing stock, & develop new housing stock.

POLICY H2.1 - CONSERVE THE EXISTING HOUSING STOCK

Programs:

a. Apply California Building Code

The Town shall continue to apply the California Building Code in order to preserve the existing housing stock and historic structures.

b. Maintain and Improve Housing

Maintain the character and quality of existing housing which is in good condition, and improve the character of housing wherever substandard structures are found.

c. Enforce Housing Standards

The Town's code enforcement staff and building inspector will continue to follow up on complaints regarding housing conditions. Violations shall be brought into conformance in a timely manner. The emphasis shall be on maintaining the existing housing stock. If circumstances dictate (e.g., low income households, or limited income seniors), the property owner will be referred to the County to determine if funds for housing improvements are available.

d. Sewage System

The Town shall continue to support the provision of a sewage system to those areas experiencing waste disposal problems and will encourage sanitary service districts to prioritize service improvements for designated potential affordable housing sites, if they become available.

POLICY H2.2 - REHABILITATE THE EXISTING HOUSING STOCK

Programs:

a. Continue Home Rehabilitation

The Town shall continue to encourage and facilitate the rehabilitation and/or expansion of existing housing units.

b. Exceptions and Variances

Continue to provide for setback exceptions and variances to recognize limitations on existing structures to allow remodeling or small additions rather than demolition and construction of new structures.

c. Utilize Town and County Rehabilitation Programs

Encourage the private sector to rehabilitate and construct new housing through the Town's policies and programs, and inform low and moderate income residents about the County's Rehabilitation Loan Program.

POLICY H2.3 - DEVELOP NEW HOUSING STOCK

Programs:

a. Construct to Building Code

New housing shall conform with building codes.

b. Limit House Sizes

Continue to maintain house size limitations in all zones to encourage the retention of existing smaller homes where possible, especially in the R-1 zone.

POLICY H2.4 - PROMOTE SUSTAINABILITY INCLUDING ENERGY EFFICIENT HOUSING [PC]

Programs:

a. Promote and Enforce Energy Efficiency and Sustainability

Continue to require compliance with Title 24 of the State's building regulations. In addition, disseminate energy conservation information available from other agencies, such as PG&E's solar subsidy program and energy audits.

b. Building Design and Materials

Continue to encourage the inclusion of energy saving siting, features and materials in the retrofit of existing units, the construction of new units and the development of new subdivisions.

c. Sustainable Services and Development

Continue to implement the Town's Sustainability Element of the General Plan. Staff anticipates that energy conservation requirements will continue to be enforced consistent with Title 24 of the California Code of Regulations. Conservation practices are also guided by the provisions of the Sustainability Element and voluntary green building provisions. The Town will also:

Continue to subsidize the plan review and building inspection of roof-mounted and ground-mounted solar panel installations in order to encourage energy saving features in retrofits.

Continue to encourage staff to attend training in energy efficient building techniques in order to assist applicants in designing and incorporating energy efficient new homes and remodel projects. The Town attends the Build It Green Bay Area Public Agency Council meetings and San Mateo County Green Building meetings regularly, and a member of the planning staff is certified through the Build It Green Certified Green Building Professional training.

Continue to pool resources with neighboring jurisdictions. The Town has helped advertise Portola Valley's green speaker series in order to facilitate homeowners' education of energy conservation techniques.

d. Update Design Review

Continue to implement the requirements of Title 24 of the California Code of Regulations and the provisions of the Sustainability Element of the General Plan and the Residential Design Guidelines related to sustainability.

e. Green Building Incentives

Explore adopting green building regulations and incentives.

Goal H3

Promote the availability of housing for special needs groups.

POLICY H3.1 - PROMOTE AFFORDABLE HOUSING OPPORTUNITIES FOR PUBLIC-SECTOR, SCHOOL, CARE-GIVER, AND EQUESTRIAN-RELATED EMPLOYEES [PC]

Programs:

a. Maintain Local Public-Sector Employees

Develop a program to maintain a list of local public-sector employees (e.g., fire, sheriff, and Town employees), school teachers and staff, care-giver, and equestrian-related workers and professionals (e.g., blacksmiths, veterinarians) interested in rental of affordable units, and assure that interested landlords and those personnel share information about vacancies.

b. Employee Housing

Continue to inform that employee housing for six or fewer persons is treated as a single family structure and residential use, subject to the same restricts as conventional single family dwellings (California Health and Safety Code Section 17021.5)

POLICY H3.2 - PROMOTE AFFORDABLE HOUSING OPPORTUNITIES FOR PERSONS WITH DISABILITIES OF ALL TYPES, NOT LIMITED TO PHYSICAL DISABILITIES

Programs:

a. Continue Disabled Housing Programs and Policies

Continue to enable mobility-impaired persons to access their homes through Town development standard exceptions for accessibility modifications and other available programs. Continue to recommend that the County direct CDBG funds to support its Housing Accessibility for Disabled Persons program at the Center for Independence of the Disabled. The Town will direct inquiries for house modifications for the disabled to the County program. Public information regarding the program is available at Town Hall and publicized on the Town's web site.

b. Amend Zoning Ordinance to Expand Exceptions for all Disabilities

Establish language in the zoning ordinance to allow for exceptions for disabilities of all types, including developmental disabilities, not limited to physical disabilities. Work with the Town Council to amend the Municipal Code to contemplate and accommodate all disabilities.

c. Outreach Program

Work with the Golden Gate Regional Center (GGRC) and the Center for Independence of Individuals with Disabilities (CID) to implement an outreach program that informs families within the Town of housing and services available for persons with developmental disabilities, including housing-related training through workshops for individuals and families.

d. Group Homes

Continue to inform that group homes with six (6) or fewer persons are permitted uses in all residential districts, as required by State law.

e. Definition of Family

Amend the Municipal Code to change the definition of family to be consistent with State law (i.e., remove the reference to occupants of a residential facility serving six or fewer persons).

POLICY H3.3 - PROMOTE AFFORDABLE HOUSING OPPORTUNITIES FOR SENIORS

Programs:

a. Senior Amenities

Continue to consider the possibility of allowing residential projects, with medical facilities and ground transportation, for seniors.

b. Encourage ALQ for Seniors

Facilitate the accommodation of senior housing opportunities within the context of the Town's single-family setting. Encourage development of accessory living quarters (second units) to enable seniors to live in Woodside in an extended family situation or in a rental unit.

c. Home Repair Information

Provide information to the public about local organizations which offer home repair services for seniors, to make it easier for seniors to remain in their homes and to help maintain the housing stock.

d. Property Tax Postponement Program.

In February 2009, the State Legislature suspended the State Controller's Office Property Tax Postponement Program. Since that time, the Controller's Office has been working with the Legislature to restore the program or find alternative ways to assist senior, blind and disabled homeowners with their property tax. On September 28, 2014, the Governor signed AB 2231 (Statutes of 2014, Chapter 703) which reinstates the State Controller's Property Tax Postponement Program. This program will allow senior citizens and disabled persons with an annual household income of $35,500 or less to apply to defer payment of property taxes on their principal residence. Under this bill, applications may be filed with the State Controller beginning September 1, 2016 (California State Controller's Office).

e. Reverse Annuity Mortgages

Provide mechanisms to ensure that homeowners can continue to live in their home for as long as they want. The Town will continue to encourage CDBG funding to help support the County's Reverse Annuity Mortgages (Home Equity Conversion) program, allowing seniors to convert the equity in their homes into regular monthly income, without giving up their property. This program provides seniors with information about home equity conversion options, helps with the paper work, and provides financial analysis and consultation. The Town will maintain information regarding the program at Town Hall, and occasionally publicize its availability on the Town's web site.

POLICY H3.4 - PROVIDE FOR EMERGENCY SHELTER AND TRANSITIONAL HOUSING

Programs:

a. Cooperate with Agencies Providing Emergency Shelter

The Town shall cooperate with agencies providing emergency shelter and transitional housing for the homeless and those in crisis. The Town will prepare an analysis of parcels that could potentially be used to accommodate the Town's homeless population.

b. Amend Municipal Code

Amend the Municipal Code to allow Transitional and Supportive Housing in all residential districts as a permitted use. No additional regulations, other than those normally required for single-family residences, shall apply to Transitional and Supportive Housing. (Transitional and supportive housing aims to enable recently homeless persons to move to permanent housing as quickly as possible).

Goal H4

Support programs which increase housing opportunities.

POLICY H4.1 - INCREASE HOUSING OPPORTUNITIES BY POOLING EFFORTS

Programs:

a. Community Development Block Grant

The Town shall continue to participate in and support the use of Community Development Block Grant (CDBG) funds by the County Housing and Community Development Program for its numerous housing assistance programs. The Town will continue to update Housing Information on the Town website to advise owners and applicants of the different programs and assistance available through San Mateo County.

b. Sub-Regional Housing Program

Continue participation in sub-regional housing programs. A Woodside Town Council member represents the Town on the San Mateo County City/County Association of Governments (C/CAG), the countywide sub-regional body which oversees the Housing Element Regional Housing Needs Allocation (RHNA) through a Policy Advisory Committee (PAC). A member of the Town planning staff participated in the San Mateo County Sub-Regional Housing Needs Allocation Process meetings. Through this process the Town was able to coordinate with the City of Redwood City to provide multifamily affordable housing at Cañada College (as described in the section below). Planning staff has also cooperated with surrounding jurisdictions by attending meetings and participating in the San Mateo County *21 Elements* Technical Advisory Committee to pool local resources on updating the Housing Elements for each jurisdiction.

c. Work with other Municipalities and Agencies

The Town shall work with nearby municipalities, the County, and non-profit agencies to investigate the possibilities of undertaking joint efforts to provide low and moderate income housing. In 2008, the Town worked with Redwood City and LAFCO to detach a portion of land within Woodside that is owned by Cañada College. That land was then annexed into Redwood City in order to facilitate the construction of a 60 unit affordable housing project for faculty and staff. Construction of the 60-unit development has now been completed and provides affordable housing for faculty and staff at Cañada College.

d. Work with Nearby Communities and Non-Profits

The Town shall continue to cooperate with surrounding communities and non-profit housing developers in filling the housing need goals established for the communities by the Association of Bay Area Governments.

e. Work with Citizens and Organizations

The Town shall encourage private citizens and organizations, such as churches and clubs, to undertake projects related to housing and transportation for persons with special housing and transportation problems. For example in 2005, the Town Council approved the Town's membership in the Housing Endowment and Regional Trust (HEART) of San Mateo County, a cooperative regional approach to raising funds to support the construction of affordable housing within the County. Between 2005 and 2014, the Town donated a total of $14,777 to the organization (source: Town Hall records).

f. Meet with Housing Advocates

The Town will host a meeting with special needs housing advocate organizations to discuss opportunities and available incentives to encourage the development of housing for persons with special needs.

POLICY H4.2 - SUPPORT SHARED HOUSING

Programs:

a. Enable Home Sharing

Enable residents to remain in or to live in Woodside in a shared housing arrangement. Continue to support the use of Community Development Block Grant (CDBG) funds by San Mateo County to implement the Home Sharing Program. This service matches people needing housing and people owning a home who desire additional income and/or companionship. The Town will also provide information on HIP Housing's Home Sharing Program. The Town will continue to make information about Home Sharing programs available at Town Hall and will publicize the effort as part of the Housing Information that is available on the Town's website.

POLICY H4.3 - DEVELOP A DENSITY BONUS ORDINANCE AND PROCEDURES, AND/OR EXPLORE OTHER POSSIBLE INCENTIVES FOR PROVIDING AFFORDABLE HOUSING

Programs:

a. Density Bonus Ordinance

Work with the Town's Consultant and the Town Council to refine the draft Density Bonus Ordinance, as provided by State law.

b. Affordability Incentives

Explore other incentives to provide affordable housing.

POLICY H4.4 - PROMOTE EQUAL OPPORTUNITY HOUSING

Programs:

a. Equal Opportunity Housing Organizations

Promote equal housing opportunity by continuing to support organizations such as the Mid-Peninsula Citizens for Fair Housing. Continue to make information available to the public at Town Hall, on the Town's website, and at the library, regarding the availability of fair housing services, and refer any housing discrimination complaints to that agency.

b. Referrals

The Town shall provide a referral service to link those persons experiencing discrimination in housing with public or private groups who handle complaints against discrimination.

Goal H5

Provide, develop and maintain public information regarding housing availability; and develop housing policy.

POLICY H5.1 - PROVIDE PUBLIC INFORMATION REGARDING HOUSING AVAILABILITY

Programs:

a. Housing Availability Information

Provide public information regarding the construction of new affordable units (accessory living quarters) in Town and the availability of County programs to provide assistance to low and moderate income households. The Town will provide public information at Town Hall regarding the process and incentives for developing and preserving accessory living quarters (second units) for rental, family quarters, or caretaker purposes. The Town will also maintain information regarding all of the County's various programs available to low and moderate income Town residents, seniors, and the disabled, as discussed elsewhere in this chapter. The Town will regularly include such housing information on the Town's web site.

POLICY H5.2 - MAP HOUSING SITES

Programs:

a. Housing Inventory Database

Maintain an inventory of sites available for housing development. Continue to maintain the Town's parcel database with information about each parcel in Town, available to the public at any time. Continue to update the Town's map of vacant land. Available land information will be updated in each annual report (Appendix D).

POLICY H5.3 - STREAMLINE AND CONTINUOUSLY IMPROVE PERMIT PROCESSING

Programs:

a. Facilitate

The Town shall continue to provide information and consultation to property owners and private developers in order to facilitate the construction of new housing.

b. Permit Requirements

To continue to inform housing construction permit applicants of all application requirements at the earliest stage.

c. Review Permit Process

To continue the review of administrative and Planning Commission review processes in order to minimize housing development permit processing difficulties.

POLICY H5.4 - MAINTAIN HOUSING INFORMATION AND REPORTING, AND SOLICIT PUBLIC INPUT ON HOUSING POLICY

Programs:

a. Disseminate Information

The Town shall regularly provide housing information to the public at Town Hall and on the Town's web site.

b. Annual Housing Report

Provide an annual report to the State's Department of Housing and Community Development. The Town must develop an annual report to the State outlining its progress in implementing the provisions of the Housing Element. The report will be completed and forwarded to the State by April 1 of each year. The annual report to the State's Department of Housing and Community Development will include an internal consistency review in order to ensure maintenance of General Plan consistency throughout the planning period.

c. New Data

The Town staff shall incorporate current Census and other data into the Housing Element Annual Reports and Updates, when available, and to revise and refine the Element on the basis of such information and citizen input.

d. Support Outside Input

The Town shall support the efforts of public and private organizations to bring about more understanding of housing issues and to devise solutions to defined housing needs.

e. Pre-Housing Element Update

The Planning Commission shall explore housing and related issues and report to the Town Council with recommendations 12 months prior to each required Housing Element Update.

f. Citizen Participation

The Town shall encourage the involvement of citizens in the study of housing and related issues and in the formulation of proposals to ameliorate housing problems.

g. Public Notification

Involve a representative cross-section of Woodside residents and obtain their input on the housing projects, policies and programs. Assure that extensive notice is provided to all residents regarding housing projects, policies and programs, including those intended to develop or maintain affordable housing. Continue to regularly advertise in the local newspaper (the "Almanac"), and to mail agenda postcards to each household when housing issues of community concern are being discussed by the Planning Commission or Town Council. Articles on the Town's web site will address upcoming housing considerations. Public information will also include background on the need for affordable housing and an explanation about income qualifications for such housing. Continue to notify neighborhood associations of projects proposed in their area, and provide an opportunity for their comment.

h. Housing Forums

The Planning Commission shall hold well-publicized forums to discuss housing issues and to gather citizens' input as needed in order to update the Housing Element.

POLICY H5.5 - COLLABORATE AND COORDINATE WITH OTHER JURISDICTIONS ON HOUSING-RELATED ISSUES

Programs:

a. Multi-Jurisdictional Coordination

Collaborate and coordinate with other jurisdictions on housing and related issues that impact adjacent communities. The Town will continue to participate in multi-jurisdictional conferences and other formal and informal efforts which focus on the need to meet housing needs. In particular, the Town may continue to contribute financially to county-wide housing efforts such as providing for the homeless.

CONSISTENCY OF THE HOUSING ELEMENT WITH STATE LAW

The updated Housing Element and proposed programs have been reviewed by the Town of Woodside to ensure their consistency with all other elements of the 2012 General Plan, including but not limited to the Land Use, Circulation, Natural Hazards and Safety, Historic Preservation, and Sustainability Elements. The updated housing element is also consistent with the major goals and provisions of the Plan Bay Area, adopted in 2013. The Housing Element has also been refined to reflect changes in State law. The Town will continue to monitor the General Plan and Housing Element to ensure their consistency on an ongoing and annual basis.

No specific construction project within Woodside's current jurisdiction is proposed as part of the Housing Element Update. The allowable total square footage and the number of allowable residential units would not change under any of the proposed programs for the updated element. Privately owned land in Woodside is predominantly built-out, and no additional land is currently proposed for annexation. The core goals and policies have not changed from the 2007-2014 Housing Element that was certified by the California Department of Housing and Community Development (HCD).

PROGRAM MONITORING

As required by State law, Section 65583(c) of the Government Code, an implementation program has been established in order to implement the goals, policies and objectives contained in the Housing Element. Table H13 describes Woodside's Action Program and identifies the schedule, status, agencies and officials responsible for the implementation of the various program actions.

Table H13: Housing Action Plan

Goal H1: Affordable Housing Opportunities	Responsible Entity	Schedule	Status/Comments
Policy H1.1 Promote Accessory Living Quarters	Town Staff/Planning Commission/Town Council	Ongoing	Consider ordinance revisions, policy formation, and promotion plan to provide incentives for the development of Accessory Living Quarters (ALQs).
Policy H1.2 Promote Alternative Construction	Town Staff/Planning Commission/Town Council	Ongoing	Implement Sustainability Element.
Policy H1.3 Increase Access to Affordable Housing	TownStaff/samTrans	Ongoing	Continue to coordinate with samTrans to improve transit routes.
Policy H1.4 Multi-family Housing Opportunities	Town Staff/Planning Commission/Town Council	Winter 2014/2015	Refine Overlay Zoning Ordinance for Multi-family housing.
Policy H1.5 Ease size Restrictions for Rentals, Provide streamlined review, and Provide Incentives for Accessory Living Quarters	Town Staff/Planning Commission/Town Council	Winter 2016	Consider ordinance revisions, policy formation, and promotion plan. Streamline design review of Accessory Living Quarters (ALQs), so that it is accomplished in a single meeting rather than a two-step process.
Goal H2: Conservation, Rehabilitation, and New Construction	**Responsible Entity**	**Schedule**	**Status/Comments**
Policy H2.1 Conservation	Town Staff	Ongoing	Continue training of Town's Code Enforcement Officer (Code Enforcement Officer Certification)
	Town Staff/ San Mateo County Environmental Health/Planning Commission/Town Council	Ongoing	Continue coordination with Town's sewer providers.
Policy H2.2 Rehabilitation	Town Staff/Planning Commission/Town Council	Winter 2015	Explore incentives for Historic Preservation.
	Town Staff	Ongoing	Continue to make County Rehabilitation Loan Program materials available at Town Hall and on the website .
Policy H2.3 New Construction	Town Staff/Planning Commission/Town Council	Ongoing	Continue to implement fire safety ordinance.
Policy H2.4 Energy Efficiency	Town Staff	Fall 2016	Consider Green Building Ordinance.

Table H13: Housing Action Plan (continued)

Goal H3: To Promote the Availability of Housing for Special Needs Groups	Responsible Entity	Schedule	Status/Comments
Policy H3.1 Local Employees	Town Staff/San Mateo County Housing Staff	Ongoing	Work with housing agencies such as HIP Housing and the San Mateo Community Development Department to provide resource information available to the public.
Policy H3.2 Disabled Persons	Town Staff/San Mateo County Housing Staff	Ongoing and Program (definition of family) in Winter 2015 and Programs a-c by end of 2016	Continue to support affordable housing opportunities for disabled persons.
Policy H3.3 Seniors	Town Staff/Planning Commission/Town Council	Ongoing	Consider possible sites for locating a senior housing project.
Policy H3.4 Emergency Shelters & Transitional Housing	Town Staff/Planning Commission/Town Council	Ongoing	Continue to allow for emergency shelter and/or transitional housing in the CC zone district as a permitted use pursuant to State law
	Town Staff/Consultant	Summer 2015	Prepare an analysis of parcels that could potentially be used to accommodate the Town's homeless population.
Goal H4: To Support Programs which Increase Housing Opportunities	**Responsible Entity**	**Schedule**	**Status/Comments**
Policy H4.1 Pooled Efforts	Town Staff/Local & Regional Agencies/Planning Commission/Town Council	Ongoing and on an annual basis	Support and participate in pooled efforts to increase housing opportunities by pooling efforts. Set incremental and achievable goals for each year's work plan and report on progress in the Housing Element Annual Report.
Policy H4.2 Shared Housing	Town Staff/San Mateo County Housing Staff	Ongoing and on an annual basis	Continue to support shared housing opportunities.
Policy H4.3 Density Bonus/Incentives	Town Staff/Planning Commission/Town Council	Winter 2015	Continue to work with the Town Consultant to refine the Density Bonus Ordinance and procedures as provided by State law.
Policy H4.4 Equal Opportunity	Town Staff/Mid-Peninsula Citizens for Fair Housing	Ongoing	Continue to promote equal opportunity housing.

Table H13: Housing Action Plan (continued)

Goal H5: To Provide, Develop and Maintain Public Information Regarding Housing Availability; and Develop Housing Policy	Responsible Entity	Schedule	Status/Comments
Policy H5.1 Public Information	Town Staff/San Mateo County Housing Staff	Ongoing	Continue to work with a variety of organizations that provide housing resources. Maintain resource information for special housing needs at Town Hall and on the website.
Policy H5.2 Site Mapping	Town Staff	Ongoing	Maintain an inventory of housing sites.
	Town Staff	Ongoing	Continue to implement "Trakit" parcel database and permit tracking software to maintain records on vacant parcels.
Policy H5.3 Permit Processing Improvements	Town Staff	Ongoing	Continue to implement "Trakit" parcel database and permit tracking software on line.
Policy H5.4 Reporting& Policy	Town Staff/ Community Planning Commission/Town Council	Ongoing	Maintain housing information and reporting, and solicit public input on housing policy. Set incremental and achievable goals for each year's work plan and report on progress in the Housing Element Annual Report.
Policy H5.5 Collaboration & Coordination	Town Staff/Other Jurisdictions	Ongoing	Collaborate and coordinate with other jurisdictions on housing and related issues that impact adjacent communities. Set incremental and achievable goals for each year's work plan and report on progress in the Housing Element Annual Report.