

3.0 CYCLE 6 (2023-2031) HOUSING ELEMENT

Introduction

Access to secure and affordable housing continues to impact various population demographics in California. Households continue to spend a significant portion of their incomes on housing. Increased housing prices and limitations to affordable housing has created a growing inequality and limited advancement opportunities for many Californians. Increasing numbers of Californians experience homelessness due to the increase in housing costs. Locally, San Mateo County and the wider Bay Area, has increased high wage job growth, but housing construction has occurred at a fraction of the pace, creating a local housing shortage for low to moderate wage earners, and some of the highest home ownership and rental costs in the nation.

State Legislators have passed numerous bills in recent years to facilitate construction of more housing units in an effort to increase access to housing for a broader range of Californians. The State aims to increase housing supply and access for households of various income levels, by imposing significant increases to mandated housing unit allocations for all jurisdictions throughout the State, and by encouraging development in all parts of jurisdictions. The State's Housing and Community Development Department (HCD) through the Association of Bay Area Governments (ABAG), allocated the number of units needed for the RHNA 6 among the region's counties and specific jurisdictions.

3.1 Cycle 6 RHNA Allocation

For Cycle 6 (2023-2031), Woodside's assigned Regional Housing Needs Allocation (RHNA) is **328 units**. The assigned units are distributed by income level: 90 units for Very Low-Income households, 52 units for Low-Income households, 52 units for Moderate-Income households, and 134 units for Above-Moderate-Income households (based on income levels for a family of 4 in San Mateo County, April 1, 2021).ⁱ

In past Housing Element cycles, the Town of Woodside met requirements for Very Low-Income to Moderate-Income units through the development of Accessory Dwelling Units (ADUs). Given the 5.3 times increase in the RHNA allocation from the previous Cycle and recent Woodside property owner ADU construction numbers, the Cycle 6 Housing Element will not be able to rely solely on ADUs to reach its affordable unit allocations. Additionally, HCD requires local jurisdictions to plan for varied housing types, including but not limited to, residences, ADUs, and medium to high density housing units. This Housing Element needs to include ADUs, single family residence (SFRs), subdivisions, accessible units, and rezoned property (to increase allowable housing density). To achieve the RHNA allocation requirements, this Plan provides policy direction to amend local development regulations that allow for diverse housing unit types accessible at various income levels. HCD Housing Element Guidance recommends the inclusion of a buffer of additional units above the base RHNA allocation to ensure the allocation is achieved. The Town has planned for a

20% buffer over the 328-unit RHNA allocation so that, should some expected housing types/developments not be completed, the Town will still be able to reach its target number of units; therefore, this Housing Element includes a Plan for the construction of 393 units (328+20%) (Table 3-1).

Table 3-1. RHNA 6 Cycle Housing Targets

	<i>Very Low Income</i>	<i>Low Income</i>	<i>Moderate Income</i>	<i>Above Moderate Income</i>	<i>Total</i>
ABAG Regional Housing Needs (2023-2031)	90	52	52	134	328
Housing Needs + 20% Buffer	108	62	62	161	393

Changes in Distribution between Cycles 5 and 6: The required distribution of the ADU income affordability in Cycle 6 has changed. The distribution for Cycle 5 counted 70% of ADUs accessible to Very Low-Income households; 15% of ADUs accessible to Low-Income households; 10% of ADUs accessible to Moderate-Income households; and 5% of ADUs accessible to Above Moderate-Income households. Cycle 6 distribution has changed and is more evenly distributed between Very Low-Income (30%), Low-Income (30%), and Moderate-Income (30%), with 10% of the ADUs counted as Above Moderate-Income housing units. This distribution is based on research and findings developed by 21 Elements and ABAG (**Appendix E**).

a. Increasing the Supply of ADUs and other Housing Unit Types

In Cycle 6, HCD requires that the Town include rezoning and changes to development standards that facilitate the development of various housing types, which can include mid to high density housing, increases in ADU development, and more opportunities for land divisions that can accommodate additional housing units. Given changes to Woodside’s development standards and processing requirements between 2017 and 2021, the Town saw an increase in the development of ADUs. During the three highest recent years (2018, 2019 and 2021), the Town issued building permits for an average of 17 ADUs (**Appendix I**), while increasing ADU permit issuance to 20 units in 2021, with significant increases expected based on increased interest, and Housing Element Programs that will reduce barriers to ADU and JADU construction along with increases in the number of ADUs allowed on properties with fewer constraints. The Town includes Programs to reduce development standard barriers, increase outreach, and possibly reduce fees to facilitate the increase in ADU production before 2031. In addition to increased ADU production, the Town’s

RHNA targets would be met through a combination of subdivisions, development of vacant and underutilized lots, new higher density housing at Cañada College (part of the San Mateo County Community College District), and new higher density housing projects on privately-owned property and two Town-owned sites.

In consultation with HCD, and pursuant to the ABAG Technical Memorandum "*Using ADUs to Satisfy RHNA*", the following affordability distribution for ADUs is used:

Table 3-2. Affordability of ADUs

<i>Income Levels</i>	<i>Allocation of Units by Income Category</i>
<i>Very Low Income</i>	30%
<i>Low Income</i>	30%
<i>Moderate Income</i>	30%
<i>Above Moderate Income</i>	10%
<i>TOTAL</i>	<i>100%</i>

3.2 Town Collaboration with 21 Elements

The Town of Woodside, with all jurisdictions in San Mateo County, have shared resources during the past and current Housing Element updates within a group in San Mateo County known as *21 Elements*, named for the 21 Jurisdictions in San Mateo County. Over the past several years, *21 Elements* continually meets to discuss new housing policies introduced by the State to ensure each jurisdiction meets its housing unit targets. *21 Elements* includes consulting resources provided by Baird + Driskell Community Planning, a firm with long ranging experience in State Housing laws. *21 Elements* collected information from jurisdictions throughout the State that have worked with HCD and that now have certified Housing Elements, sharing “lessons learned”. *21 Elements* helps guide the process—providing best practices, technical information, and consultation with HCD on important requirements/deadlines and legislative updates.

Technical assistance provided by *21 Elements* to assist with each jurisdiction’s HCD certification of Housing Element Cycle 6 includes, but is not limited to, the following:

- **Analysis of ADU Affordability:** Utilized research from a Statewide survey of ADUs, conducted by the Center for Community Innovation at the University of California, Berkeley, and prepared a memo that assists Bay Area jurisdictions to determine appropriate income level affordability distribution among constructed ADUs (**Appendix E**).
- **Cost Constraints Analysis:** Collected information about costs of constructing different types of housing units in the 21 San Mateo jurisdictions. Jurisdictions submitted

information about fees charged for reviewing and building housing units as well as other fees, such as those charged for road maintenance and by school districts.

- **Stories:** Collected stories of people throughout San Mateo County regarding the challenges they face in finding and continuing to live in housing that is and remains affordable. The personal stories brought individual human experiences to the forefront of the many issues.
- **Affirmatively Furthering Fair Housing (AFFH):** Retained the services of Root Policy Research to prepare ‘Affirmatively Furthering Fair Housing’ analyses for each jurisdiction. Root Policy Research also assembled information on State and federal fair housing laws to ensure jurisdictions are tracking all compliance requirements. This analysis was supplemented and amended by a 2023 analysis by the firm Dyett & Bhatia (**Appendix K**).
- **Virtual Tours with HCD:** Completed Virtual Tours with HCD providing Woodside with the opportunity to share possible approaches for meeting its housing allocation targets, to discuss any challenges it is facing, and to get input on what HCD would be looking for in different parts of the Housing Element.

3.3 Public Outreach and Engagement

After receiving RHNA allocations, the Woodside Town Council established a RHNA Subcommittee consisting of members of the Planning Commission and Town Council to discuss the challenges of the RHNA allocations and strategies to meet the housing goals; suggesting sites for rezoning to meet housing target types and numbers spread across income categories and demographics based on the various environmental, fire hazard, and infrastructure constraints within the Town. In addition to the publicly noticed RHNA Subcommittee meetings, the Planning Commission and Town Council conducted several meetings that included the review and discussion of this Housing Element. Outreach to the public included, but was not limited to, direct mailing notification of public meetings to all residents and outreach to various organizations that support and advocate for low-income housing. All public outreach and engagement meetings are outlined in Table 3-3 below (**Appendix H**):

Date:	Virtual Meetings and Webinars:	Town Council:	Planning Commission:	RHNA Subcommittee:
December 15, 2020		RHNA Meeting		
April 14, 2021	‘Let’s Talk Housing!’ (LTH) Introduction with Woodside Break-out Session			
June 8, 2021		RHNA 5 Progress & RHNA 6 Allocation		

June 16, 2021			RHNA 5 Progress & RHNA 6 Allocation	
October 13, 2021	LTH: "Why Affordability Matters"			
October 26, 2021		Joint TC/PC/ASRB Study Session on SB 9		
October 27, 2021	LTH: "Housing & Racial Equity"			
November 4, 2021	ADU Workshop with Woodside Break-out Session			
November 10, 2021	LTH: "Housing in a Climate of Change"			
November 17, 2021			SB 9 Code Amendment, Subdivisions	
December 1, 2021	LTH: "Putting it all Together for a Better Future"			
December 1, 2021			SB 9 Code Amendment, Zoning	
December 14, 2021		SB 9 Code Amendment, Subdivisions & Zoning		
January 12, 2022			Cycle 6 Housing Element	
January 25, 2022		Mayor appoints a RHNA Subcommittee		
February 2, 2022			Housing Study Session	
February 16, 2022			Housing Study Session	
February 17, 2022				RHNA Introduction
February 24, 2022				RHNA Planning
March 2, 2022			Review Draft HE Chapters 1 and 2	
March 8, 2022		Review Draft HE Chapters 1 and 2		

March 10, 2022				Final RHNA Recommendation
March 16, 2022			Review RHNA Subcommittee Recommendation	
March 22, 2022		Review RHNA Subcommittee Recommendations		
April 25, 2022			Review of Draft HE Chapter 3	
May 10, 2022		Review of Chapter 3 and complete draft Housing Element to release for a 30-day public comment period		
May 18, 2022 – July 1, 2022 (44-day Public Comment Period)				
July 12, 2022		Formal Response to Comments		
December 13, 2022		Review HCD Comment Letter and Response to Comments memo		
January 10, 2023		Review HCD response regarding Town-owned sites		
January 31, 2023		Review revised Housing Element documents for submittal to HCD for second review		
March 7, 2023 – March 13, 2023 – 7-day Public Comment period				
June 22, 2023	Direct Contact to 25 LMI organizations (e.g., fair housing advocates, low income housing developers, and			

	support services), soliciting comments on revised Housing Element			
April 3, 2024			Planning Commission Study Session on development standards for Multi-Family Housing Sites Identified in the Housing Element.	
June 26, 2024			Planning Commission recommendation to the Town Council to Adopt the EIR for the Housing Element, to adopt the Housing Element, and to approve the development standards for Multi-Family Housing Sites Identified in the Housing Element. 8	
July 23, 2024		Review of revised Housing Element for Adoption by Town Council.		

a. Countywide Meetings conducted by 21 Elements – ‘Let’s Talk Housing!’

With a countywide perspective and an understanding of the State Housing and Community Development Department’s (HCD) legal requirements, *21 Elements* helps jurisdictions work together to satisfy legal mandates to address the county and region’s housing crisis.

During Spring of 2021, *21 Elements* conducted a series of ‘Let’s Talk Housing!’ workshops introducing members of the public to requirements for a State certified Housing Element, including discussions on topics such as the necessity for varied housing types in all jurisdictions.

21 Elements assembled San Mateo County jurisdictions into six different meeting groups. Woodside, Atherton, Daly City, Pacifica, Half Moon Bay, and the unincorporated County joined together for a session on April 14, 2021. This meeting provided opportunities to learn from and listen to community members about their housing needs, helping to make sure everyone is involved in shaping the Town’s and other jurisdictions’ futures.

As part of the April 14, 2021, meeting, each municipality conducted its own “break-out” session to encourage participants to share their housing related views, ideas, concerns, and solutions. At Woodside’s session, members of the public raised issues regarding the complexity of regulations they encounter, and the time involved. Many mentioned that residents are mostly drawn to Woodside because of its rural character and natural environment yet noting challenges to building in the Town given its many environmental constraints. Other comments included the need to streamline the development process and encourage the Town to work with the County Department of Environmental Health to adopt regulations allowing alternative septic technologies. Community members discussed whether the Town would change its approach to meeting RHNA targets solely through ADUs. Participants acknowledged the challenge of maintaining the Town’s rural character while also meeting the housing needs of all sectors of the community, including fire fighters and teachers, who often travel long distances to their employment in Woodside and the wider region.

The April 14, 2021, ‘*Let’s Talk Housing!*’ meeting was advertised via the Town website, *21 Elements* website, posting at Town Hall and the Library, NextDoor Woodside, and by mailed postcard to all residents (Figure 3-1). At a countywide level, *21 Elements* indicates that six introductory ‘*Let’s Talk Housing!*’ meetings were held and 1,024 registered for the series. Of those who registered, the majority identified as White (66%) or Asian (15%) and were 50 years or older; nearly half were 50 to 69 years old and almost a fifth were over 70. Almost half lived over 21 years in their homes and three-fourths owned their homes.

a once in a decade chance
to shape the future of housing
in our communities

Let's Talk Housing

SAN MATEO COUNTY

Introducing the Housing Element Update
Join your city or town to learn about this important housing plan and why it matters

March 30 Burlingame, East Palo Alto, Hillsborough, Millbrae, San Mateo City
April 8 Belmont, Colma, Menlo Park, San Bruno, South San Francisco
April 13 Brisbane, Foster City, Portola Valley, Redwood City, San Carlos
April 14 Atherton, Daly City, Half Moon Bay, Pacifica, Unincorporated County, Woodside

for more information visit:
letstalkhousing.org

Figure 3-1. The Announcement for First Public Outreach Meeting “Let’s Talk Housing” and Woodside Break-Out Session conducted on April 14, 2021, was posted on the Town Website.

A second set of workshops in the form of issue-based webinars (Figure 3-2) was conducted during the Fall of 2021, including:

- **Why Affordability Matters:** Why housing affordability matters to public health, community fabric and to county residents, families, workers, and employers;
- **Housing and Racial Equity:** Why and how our communities have become segregated by race, why it is a problem and how it has become embedded in our policies and systems;
- **Housing in a Climate of Change:** What is the connection between housing policy and climate change and a walk through the Housing & Climate Readiness Toolkit; and,
- **Putting it All Together for a Better Future:** How design and planning for much-needed new infill housing can be an opportunity to address existing challenges in our communities.

Join us for a four-part series
to better understand housing issues
in San Mateo County

**CREATING A MORE
AFFORDABLE FUTURE**
Webinar and Discussion Series
Wednesdays at 6pm

10/13 Why Affordability Matters
10/27 Housing and Racial Equity
11/10 Housing in a Climate of Change
12/01 Putting it all Together for a Better Future

to register and learn more visit:
letstalkhousing.org/events

HOME FOR ALL
Let's Talk Housing
SAN MATEO COUNTY

Figure 3-2. The Announcement for the ‘Creating a More Affordable Future’” issue-specific Webinars and Discussions, conducted between October 13, 2021, – December 1, 2021, was sent to all Town residents.

The Town of Woodside also participated in a meeting conducted jointly with the County of San Mateo and several other San Mateo County jurisdictions on ‘Developing Second Units’ held on November 4, 2021 (Figure 3-3). The Town provided an overview of the process for developing ADUs in Woodside and provided participants with a copy of the PowerPoint prepared for the presentation. Questions focused on the number of ADUs permitted by lot size in the Town.

Woodside joined *21 Elements* for a facilitated series of listening sessions held between September and November 2021 to hear from various stakeholders who operate countywide or across multiple jurisdictions. The four sessions convened more than 30 groups including fair housing organizations, housing advocates, builders/developers (affordable and market-rate), and service providers, to provide observations on housing needs and input for policy consideration.

A Second Unit is in Reach.

Free Second Unit/ADU Workshop for Homeowners



**Thursday, November 4, 2021
6:30 PM**

Register: tinyurl.com/Nov4ADU

Join us to learn about tools + resources for building a second unit and gain local guidance from your city's staff

Workshop Presented by:



Figure 3-3. The Town participated in a Workshop on Constructing Second Units/ADUs, conducted on November 4, 2021.

b. RHNA Subcommittee Meetings

On January 25, 2022, the Town's Mayor appointed a RHNA Subcommittee with members from the Planning Commission and Town Council to review and discuss sites that could accommodate increased housing densities providing units that are accessible to various household types,

including but not limited to, public service workers, families working in the local area, and citizens with disabilities. All meetings were publicly noticed and open for public participation, to discuss strategies that encourage more affordable housing units, and various types of housing units in Woodside that are necessary to meet the RHNA targets.

The Subcommittee conducted meetings on February 17, 2022, February 24, 2022, and March 10, 2022. The Subcommittee considered criteria for selecting sites, such as underutilized land with few hazard constraints (e.g., earthquake faults, flood zones, constrained access routes in high fire zones, etc.), better access to services and transportation corridors, and most importantly, sites that may be able to access sewer, as most of Woodside properties must use onsite septic systems for effluent disposal. The Subcommittee also reviewed the demographic trends in the community considering special needs groups such as seniors, residents with disabilities, service personnel of Town Center businesses, and students attending Cañada College.

c. Planning Commission and Town Council Housing Element Update Meetings

The Town completed public hearings with the Planning Commission and Town Council as identified in Table 3-3 above, and described further in **Appendix H**.

The hearings included review of sites to be rezoned for increased density. In consultation with property owners of possible sites for increased density, some sites were removed (e.g., Stanford University and Woodside Road properties) from consideration given the lack of interest in developing increased housing densities from those property owners.

During the hearings, Town residents expressed significant concerns with sites proposed for increased density, citing concerns related to traffic, design, and changes to community character. Town residents expressed a desire to meet RHNA targets with increased development of ADUs. The Town Council acknowledged resident concerns, while recognizing different housing types are necessary, therefore including Programs that provide opportunities for different housing types that are accessible to people of varied income levels.

d. Key Takeaways from the Town Meetings

The Town's outreach and engagement process recognized the need to balance the community's desire to maintain the Town's rural character, with a need to provide housing for all members of the wider community; and for the Town to do its part in creating regulations that can accommodate the development of, and access to, various types of housing.

e. Direct Outreach to Low- and Moderate-Income Housing Organizations

Woodside contacted various organizations that provide advocacy and support for low- and moderate-income households; and, developers of low-income housing projects as further described in **Appendix H**.

3.4 Affirmatively Furthering Fair Housing (AFFH)

Cycle 6 Housing Elements shall remove barriers to segregation, choose and locate housing sites accessible to residents in the wider community, and establish policies and programs that provide tools to overcome historic patterns of segregation. This focus on creating a more “level playing field” for housing access to all members of the community is referred to as “Affirmatively Furthering Fair Housing” (AFFH). This section summarizes the AFFH analysis prepared for Woodside by the firm Dyett & Bhatia (**Appendix K**).

a. The Requirement to Affirmatively Furthering Fair Housing

In 2018, the State of California established a mandate requiring all California jurisdictions to affirmatively further fair housing. The AFFH obligation is similar to the federal obligation in the 1968 Fair Housing Act which requires the Federal Department of Housing and Urban Development (HUD) to administer its programs and activities related to housing and urban development in a manner that furthers the purposes of the Fair Housing Act. In the bill that established the AFFH mandate, the State updated housing element requirements to include an assessment of fair housing practices, and an analysis of the relationship between available sites for housing development and increased housing access opportunities.

AB 686 requires all public agencies to “administer programs and activities relating to housing and community development in a manner that affirmatively furthers fair housing and take no action inconsistent with this obligation”. Not only does the law prohibit discrimination; it requires “inclusion” to overcome historic patterns of segregation.

The Federal Housing Act prohibits discrimination of people based on protected classes: race, color, ancestry/national origin, religion, disability, sex, and familial status. California law¹ also extends

¹ California’s Planning and Zoning Law (Gov. Code, § 65000 et al.) prohibits jurisdictions from engaging in discriminatory land use and planning activities. Specifically, Government Code section 65008, subdivision (a), deems any action taken by a city or county to be null and void if such action denies to an individual or group of individuals the enjoyment of residence, landownership, tenancy, or any other land use in the state due to illegal discrimination. Under the law, it is illegal to discriminate based on protected class such as race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, age, source of income, disability (including individuals in recovery

protections based on age, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, and source of income (including federal housing assistance vouchers).

b. History of Segregation in the Region

According to the San Mateo County Historical Association, San Mateo County's early non-white population worked in a variety of industries, including logging, agriculture, food service, hospitality, and entertainment. Shipbuilding during and after World War II attracted many residents to the Peninsula, including the first sizeable migration of African Americans to the Bay Area (Appendix K). Enforcement of racial covenants forced non-white residents into segregated neighborhoods usually located near less desirable neighborhoods near areas of high pollution and few public services.

The private sector contributed to segregation through activities that discouraged or prohibited integrated neighborhoods, often by using restrictive covenants and real estate redlining practices. Woodside properties included recorded land deeds specifying only "members of the Caucasian or White race shall be permitted" to occupy sold homes.

A timeline of major federal Acts and court decisions related to fair housing, zoning and land use is included in Figure 3-4.

for drug or alcohol abuse, whether or not they are actively seeking recovery assistance), veteran or military status, or genetic information.

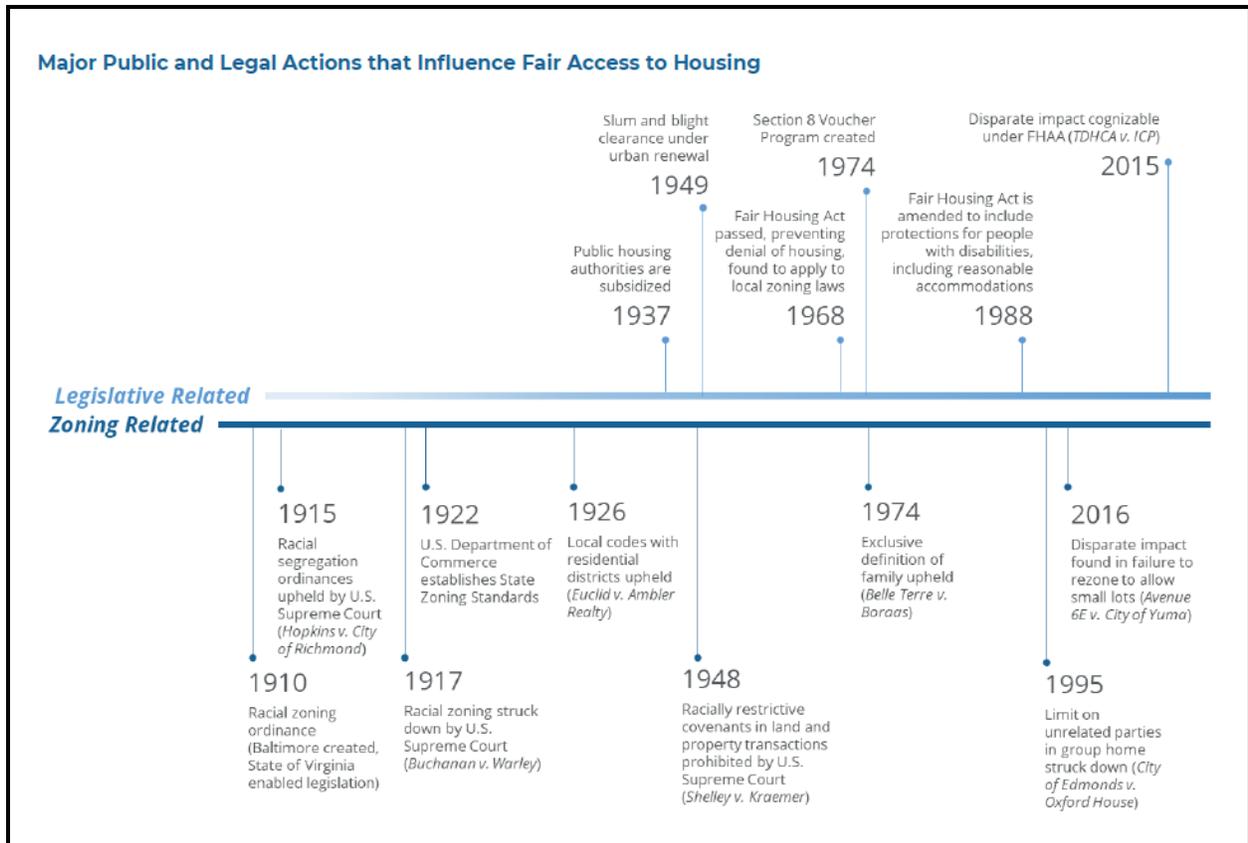


Figure 3-4. Public and Legal Actions that Influence Fair Access to Housing.

As shown in the timeline, exclusive zoning practices were common in the early 1900s. Courts struck down only the most discriminatory and allowed those that would be considered today to have a “disparate impact” on classes protected by the Fair Housing Act (1968).

c. Woodside Fair Housing Assessment

The firm Dyett & Bhatia assisted the Town of Woodside in preparing its ‘Affirmatively Furthering Fair Housing’ (AFFH) analyses. outlined in Appendix K.

This following summarizes the primary information from Appendix K, Fair Housing Assessment including the following sections: fair housing enforcement and outreach capacity, integration and segregation, access to opportunity, disparate housing needs, environmental factors, and the Town’s fair housing action plan:

- The Town contracts with Project Sentinel through its partnership with the San Mateo County Consortium to investigate complaints, obtain remedies, and engage in fair housing testing. As a member of the San Mateo County Consortium, Woodside receives access to programs for protected groups in need of housing, expanding its capacity for outreach and engagement.

- Persons with disabilities is analyzed in Appendix B Housing Needs Report and summarized in Section 1 of the Housing Element. Woodside has proportionately fewer households with disabilities (5%) than the County as a whole (8%), but this proportion is likely to increase as the population ages. The most common disabilities in the town for all ages are ambulatory (2.6%), hearing (2.3%), and independent living (1.7%). Between 2017 and 2021, a disproportionate share (56 percent) of all housing discrimination complaints in San Mateo County were filed based on disability. In Woodside, only two complaints were filed in this time frame, with the basis of the complaints unknown.
- In 2019, 79.0 percent of Woodside’s population was White while 0.9 percent was African-American, 7.3 percent was Asian, and 9.1 percent was Latinx. People of color in Woodside comprise a proportion below the overall proportion in the Bay Area as a whole. Since 2000, the percentage of residents in Woodside identifying as White has decreased and by the same token the percentage of residents of all other races and ethnicities has increased by 10.7 percentage points. Taken altogether, the data on changing demographics over the years, the dissimilarity index, the neighborhood segregation typologies, and the diversity index point to Woodside having low segregation but low diversity within the Town.
- Female householders with children in particular may be targets of discrimination. In Woodside, 5.63 percent of households are female headed-households while 74.7 percent of households are married-couple family households. In comparison, 10.1 percent of households in the County are headed by a female (see Appendix K, Chart K-6). In 2019, 2.7 percent of married-couple families and 23.0 percent of female householders lived below the poverty line in Woodside.
- Economic diversity is limited: 75% of households in Woodside earn more than 100% of the Area Median Income (AMI) compared to 49% in the county overall. Nearly all census block groups in the town have median incomes above \$125,000 and households experiencing poverty is low throughout Woodside. Lower income segregation is below surrounding areas.
- Countywide, racial, and ethnic minority populations are disproportionately impacted by poverty, low household incomes, cost burden, overcrowding, and homelessness compared to the non-Hispanic White population. Additionally, racial, and ethnic minorities are more likely to live in areas with low to moderate resources and be denied for a home mortgage loan. Racially or ethnically concentrated areas of poverty (R/ECAPs) are defined as areas with non-white population of 50 percent or more, and the poverty rate must exceed 40 percent. Woodside does not contain any non-white racial/ethnic concentrations or concentrations of low-income wage earners based on 2019 HUD AFFH data. Racially/Ethnically Concentrated Areas of Affluence (RCAAs) are generally considered to be areas with high concentrations of wealthy, non-Hispanic white residents. All census tracts in Woodside are identified as RCAAs and all neighboring cities within San Mateo County to the west of the Junipero Sierra Freeway are as well.
- Disparities in access to opportunities examines five types of opportunity: educational, employment, transportation, access to low poverty neighborhoods, and access to environmentally healthy neighborhoods. Most of Woodside scores high for positive education outcomes. The entire Town scores high for economic opportunity, but a

low/moderate proximity to jobs indicating commuting to jobs outside of the community. Although the County as a whole is well supported by public transit transportation, Woodside has limited bus service and relies in part on public paratransit and private car share services. The Town has no areas of poverty. The Town rates high on environmental quality due in part to its lower density and proximity to open space.

- Disproportionate housing needs analyzes cost burden, overcrowding, displacement risk, homelessness, and natural hazards. 28 percent of renter households in Woodside are cost burdened, spending more than 30 percent of their gross income on housing costs. No households are overcrowded. There are no sensitive communities vulnerable to displacement. Homelessness is rare in Woodside. The most significant natural hazard concern is the percentage of the Town within a high fire hazard zone.

In summary the Town experiences low levels of racial and economic diversity, disability, and female headed households compared to the County. The aging of the population, and the percentage of female headed households below the poverty line, are potential areas of concern for future policies regarding fair housing, integration, and segregation. Table K-17 - Fair Housing Issues summarizes the policies, programs, and metrics the Town will use to address the AFFH issues summarized above.

Appendix K also discusses the Town's housing sites inventory as a tool for AFFH. The Housing Element and fair housing action plan set forth in Table K-17 includes supporting broader housing types, including higher density housing at Cañada College and on one privately owned property. Two Town-owned sites are also included in the RHNA Plan to be rezoned for higher density housing to further create a variety of housing types. The RHNA Plan meets 41% of its affordable housing requirements through the development of Accessory Dwelling Units (ADUs). ADUs are constructed throughout the community and are available to all sectors of the community, in support of AFFH goals.

d. Contributing Factors to Fair Housing Issues

One of the major methods of creating affordable housing in Woodside is through development of ADUs. Resident survey information concerning ADUs demonstrates strong support for this approach. The Town will continue to support ADU creation supplemented by rezoning of three sites for higher density housing and increase the allowable density at the Cañada College site. Potential factors that may make implementing these solutions difficult include the following:

- Limited local job opportunities.
- Limited access to frequent and widespread public transportation.
- Lack of access to sewer infrastructure.
- Limitation on density from existing zoning.
- Difficulty in obtaining public or private financing to offset the costs of affordable units.
- Timing of the Cañada College capital improvement program.

- Limited site capacity due to environmental constraints such as fault zones, fire hazards, and slopes.

These factors are addressed by the discussion of sites in Section 3.8- Strategies to Meeting RHNA Cycle 6, and policies in Section 3.9- Housing Program and Action Plan – Guiding Principles, Goals, Policies, and Programs.

3.5 Governmental and Non-Governmental Constraints on Housing

The following is a description and analysis of the various potential constraints on the production of a variety of housing types to meet the housing needs of all income levels as required by Government Code 65583(a)(5). Where appropriate, policies/programs to overcome the constraints are included in the descriptions.

- Land Use Controls Constraints – Appendix F - Housing Development Constraints, Development Costs, and Zoning Analysis, provides an analysis of constraints due to land use controls. As explained in Section 3.6, Sites Inventory and Assessment to Accommodate Housing Units, substantial portions of the community are affected by natural hazards including fault traces, landslides, severe fire hazards, streams, and flooding. These hazards combined with State environmental protection regulations, and County onsite effluent discharge requirements for sites that are not served, or have the ability to be served, by a public sewer system (majority of Town parcels), support low-density zoning limitations with single family residences.
- Land Use Controls Effect on Cost/Feasibility/Timing – Appendix F and Appendix F-1 also have information on development cost and the limitations on housing development based on high land and construction costs. High construction costs are found throughout the Bay Area and are due to high labor and materials costs that cannot be significantly lowered by local housing policy. High land costs in Woodside are partly a function of a desirable environment due to the beauty of the area and its low density, combined with quality schools and proximity to high paying employment. Increasing density of zoning throughout the community could decrease per unit land cost but is inconsistent with environmental goals and constraints, most significant of which is the inability to serve higher density development in areas that do not have an opportunity to be served by a public sewer system. Per Policy H2.1a - Provide Opportunities for Higher Density Housing with Access to High Resource Areas, the Town will rezone three sites for higher density housing. The Town’s ADU and SB9 ordinances are a form of density increase throughout the community within the context of existing zoning as they add additional units in all zones regardless of zoning lot size minimums. Appendix F has information regarding the timing for development approvals and the time frames for Woodside are comparable or better than other San Mateo County jurisdictions and indicate a reasonable expectation of approval

certainty. Woodside development fees are comparable to other San Mateo jurisdictions as a percentage of development costs.

- Past and Present Programs to Remove Governmental Constraints – The previously adopted ADU, SB9, and Multifamily Residential Development (MFRD) overlay district ordinances have removed density constraints. The ADU ordinance will be amended as needed to remain in compliance with State law, and to further reduce local development barriers to developing ADUs. Additional new policies for removing constraints are the modification of regulations and expediting permits for ADUs set forth in Policy H1.3; rezoning properties for higher density in Policy H3.2; incentivizing higher density housing in Policy H3.3; and providing adequate utilities per Policy H5.2.
- Limitation on Density From Existing Zoning– Density and development standards for each zone are discussed below and in Appendix F. Table 3-4 below outlines the general development for of the single-family residential zoning districts.

Table 3-4. Residential Zoning District General Development Standards

***This is a snapshot of development standards in 2024 for constraints analysis. Future Municipal Code changes to development standards for residential development that are consistent with the Housing Element Goals, Policies, and Programs do not require changes to this Table.**

Zoning District	Height (Feet)	Basic Setbacks (Feet)			Max. House Size w/o Exception (Square Feet)	Total Floor Area (TFA) (Square Feet) ⁷	Parking Required
		Front	Rear	Side			
R-1 ¹	<17 17-28	30 30	25 25	15 22.5	10% of Lot Area+1,000 square feet NOTE: Not to exceed 3,000 square feet	1.4 x Maximum Main Residence Size Permitted without an Exception	4 spaces for Main Residence (Covered or uncovered; tandem parking is permitted)
SR ²	<17 17-30	50 *	25 30	20 30	4,000	18% of Lot Area	"
RR	<17 17-30	50 *	50 50	50 50	6,000	9% of Lot Area ³	"

SCP-5	<17 17-30	50 *	50 50	50 50	6,000	5.5% of Lot Area ⁴	“
SCP-7.5	<17 17-30	50 *	50 50	50 50	6,000	3.5% of Lot Area ⁵	“
SCP-10	<17 17-30	50 *	50 50	50 50	6,000	2.75% of Lot Area ⁶	“
<p>*Any portion of a new main residence or barn having a height <17 feet at the front setback line shall be set back an additional two feet from the property line for each foot of height >17 feet.</p>							
<p>¹Woodside Glens Neighborhood R-1 District – Setbacks are reduced; and maximum house sizes are increased to allow for more flexibility on smaller lots, and lots on steep hillsides. Additional ministerial exceptions are provided.</p>							
<p>²Woodside Hills Neighborhood SR District – Side setbacks for portions of main residences that are below 17 feet tall require a 25-foot side setback, which is consistent with the HOA.</p>							
<p>³Total Floor Area for nonconforming size lots (less than 3 acres) allow for an increased TFA percentage based on a sliding scale pursuant to Municipal Code Chapter 153 (Table E-4).</p>							
<p>⁴Total Floor Area for nonconforming size lots (less than 5 acres) allow for an increased TFA percentage based on a sliding scale pursuant to Municipal Code Chapter 153 (Table E-1).</p>							
<p>⁵Total Floor Area for nonconforming size lots (less than 7.5 acres) allow for an increased TFA percentage based on a sliding scale pursuant to Municipal Code Chapter 153 (Table E-2).</p>							
<p>⁶Total Floor Area for nonconforming size lots (less than 10 acres) allow for an increased TFA percentage based on a sliding scale pursuant to Municipal Code Chapter 153 (Table E-3).</p>							
<p>⁷All residential properties are permitted an additional 800 square feet for an Accessory Dwelling Unit (ADU) that does not count towards the maximum TFA. ADU square footage over 800 square feet count toward the maximum TFA.</p>							
<ul style="list-style-type: none"> No minimum or maximum densities are established for the residential Zoning Districts above. Each legal lot is permitted to include one single-family dwelling, along with ADU(s) and JADU(s) consistent with State and local regulations. 							
<ul style="list-style-type: none"> No minimum dwelling unit sizes are required for the residential Zoning Districts above. 							

R-1 and Suburban Residential (SR) Zones – R-1 and SR Zoning Districts include smaller minimum lot sizes which are 20,000 square feet and one-acre, respectively. While many lots in the R-1 districts are found between 5,000 and 15,000 square feet, the majority of the lots in the SR districts meet the minimum one-acre lot size. The development standards for each zoning district are proportionate to their lot sizes and have not created constraints to developing single-family dwellings and associated accessory structures. The Woodside Glens R-1 zone includes many smaller lots that include challenging shapes and topography. In response to the unique conditions of the neighborhood, the Town created flexible development standards, such as reduced setbacks, increased floor area, and ministerial exceptions that do not require public hearings, etc., which has made it easier to maintain/expand smaller older homes, and to construct ADUs.

Rural Residential (RR) Zone - This zone has a minimum lot size of three acres. Many of the lots are conforming in size and generally have few constraints. Most lots cannot access sewer and require onsite septic systems, and some of the lots are constrained by underlying fault zones and/or adjacent stream corridors. Given the lot sizes and generally gentle slopes throughout the RR zones, the development standards easily accommodate single-family dwellings and multiple accessory structures.

Special Conservation Planning (SCP) Zone - This zone has a minimum lot size of five to 10 acres in the area known as the Western Hills. This zoning category is reserved for areas of high environmental sensitivity (Fire zone, earthquake zone, streams, soil instability, flooding). Many of the lots do not meet the minimum lot sizes, have steep hillsides, and must be served by onsite septic systems. While many lots have challenges, the percentage of floor area allowed is increased for smaller lots, and reasonable exceptions are often granted for additions to existing single-family dwellings, or for new single-family dwellings. Program H6.2.c commits by the end of 2025 to reviewing and updating the development standards in the Western Hills using the model from the Woodside Glens to provide more flexibility for additions and new residences that do not require any public hearing exceptions.

MFRD Zone – This multi-family zone was developed for Cañada College and currently provides for a density of 18 units per acre. Allowed uses are multifamily residential and ADUs. Development standards are summarized in Table C of Municipal Code Section 153.110 of the Municipal Code, and are analyzed for potential constraints in Appendix F. See Program H3.2a and H3.2.b to revise the MFRD zone unit maximum density to 20 units per acre for housing affordable to lower income households, and to ensure any development requirements provide the ability to ensure the maximum density allowed.

The Community Commercial (CC) Zone – This zone is intended for commercial and residential uses. As noted in Municipal Code Section 153.107(Tables A-1 and A-3), single-family, ADUs, , transitional, and emergency shelter housing residential uses are permitted. There is a limited amount of commercial zoning in the Town and these areas do not provide significant opportunities for high density residential uses due to lot sizes, environmental constraints, voter approved initiatives limiting building heights, and/or the ability to be served by a public sewer system.

Accessory Dwelling Units (ADUs) – The Town consistently updates its ordinances to be consistent with State law. Setbacks for one ADU on a property are reduced to four feet to the side and rear property lines. Ministerial exceptions can be granted to any zoning regulation that would create a constraint on a property that would not allow the development of an ADU. Properties over one acre in size may have up to two ADUs, and the maximum square footage allowed of an individual ADU is 1,500 square feet. While the Town’s zoning regulations do not provide significant constraints to ADU construction, some lots have technical constraints such as geotechnical and/or septic feasibility. The Town will continue to review the ADU regulations to determine additional flexibility in development standards that could help to increase ADU construction, such as allowing additional ADUs on larger lots, providing additional ministerial exceptions, increased height limits, etc. Programs H1.1(b), H1.2(c) and (d), and H1.13(a)-(e), all directly reduce barriers, such as waving permit fees and providing more flexible development standards for ADUs. While the Housing Element projects 15 ADUs per year, the various programs will ensure that the amount of actual ADU development exceeds the projection.

SB9 Projects – The Town has updated the Municipal Code to include requirements for SB9 Lot Splits and SB9 development projects that are consistent with State law, allowing ministerial lot splits and two units on each site. While the Town has not projected the construction of any units to meet the Town’s RHNA requirements, under Program H2.d the Town will review an increase to allowable SB9 unit sizes beyond the State minimum to make SB9 development more attractive to property owners.

Measure J Height Restrictions – These restrictions are set forth in Appendix F. Measure J was a citizen initiative that limits maximum height of development on parcels that are within the CC Zoning District and adjacent to Woodside Road. Due to the voter approved height limitation in the Town Center CC District, this Cycle 6 Housing Element cannot reasonably project new residential housing units in the Town Center CC District due to the uncertainty of a height increase allowance by the voters, and that the height limitations

apply to so few parcels that are also constrained by nearby stream corridors and State Highway 84, it minimally affects the Town's ability to promote housing development in the area.

- Fees and Exactions – Woodside permit fees for single-family residences built without ADUs, and “small multifamily” developments (single-family residences built along with ADUs on the same site) are set forth in Appendix F. While the Town cannot reduce construction costs for ADUs, Building Permit fees for ADUs were removed by the Town Council in 2022, to reduce financial barriers for ADU development. Fees for multi-family development will be established by the Town Council with the rezoning of the properties planned for multi-family housing. The current Town's Fee Schedule is available on the Town website per the transparency requirements of Government Code Section 65940.1. Appendix F includes the current Building and Planning fees with a full constraints analysis. Based on the fees currently charged for single-family residences in the County, Woodside does not have the highest fees or the lowest fees, but somewhere close to the middle depending on the type of development. The Town has already waived permitting fees for ADUs and JADUs under Program H1.3.c. Along with the adoption of Multi-Family zoning requirements and Objective Design Standards, the Town will review permit fees for multi-family development that create affordable housing units under Program H3.3.a. Two of the sites projected to include multi-family affordable units are owned by the Town, providing additional flexibility to reduce or waive fees if necessary to make a project feasible for an affordable housing developer.
- Local Processing and Permit Procedures – Development approval for new single-family residences require Architectural and Site Review Board (ASRB) review prior to building permit application submittal and approval. Applications and submittal requirements for design review, and other development entitlements that may be necessary for a specific project, are available on the Town's website. Local development standards are provided in the Municipal Code. Evaluation Criteria for design review of approval of a new or remodeled single-family ~~residence~~ dwelling, -which qualify as above moderate income units, relates to four categories: Community Character; Site Planning; Building Design; and Landscape Elements. The Evaluation Criteria is outlined in Municipal Code Section 153.915(D). Appendix F, Table F4 Permit Processing Times provides a typical project review timeline, which is approximately 1-2 months for ministerial projects and 2-4 months for projects that require discretionary review. These time frames are on par, or quicker than review of similar projects in other jurisdictions in the County of San Mateo. Table 3-5 below outlines the Design Evaluation Criteria used for single-family dwellings and associated accessory structures, except ADUs. Denial of Design Review for single-family dwellings and other accessory structures (except ADUs), such as barns proposed for livestock use, have not been ~~defined~~ denied in over 10 years of using the current criteria.

In many cases project revisions may be completed to be consistent with the criteria. The design review process for single-family dwellings and accessory structures, except ADUs, does not create a constraint or barrier to developing single-family dwellings in Woodside. As part of the Design Review process applicants complete one or more pre-application meetings with Town staff free of cost. The pre-application meetings allow the applicant to discuss proposed project details to determine if the project should make modifications to be consistent with the Residential Design Guidelines (RDG). The RDG are accessible on the Town’s website and provide detailed examples of ways a project can be designed to be consistent with the guidelines. The RDG contain many sketch examples of how a project can achieve consistency with the guidelines.- Table 3-5 identifies examples from the RDG used to inform applicants of how to achieve consistency with the Design Evaluation Criteria findings. Given the ability for applicants to meet with Town staff as many times as necessary, free of cost, prior to submitting an application, the detailed examples in the RDG, and clearly identified submittal requirements posted on the Town’s website, applicants have a high level of certainty of obtaining design approval before submitting an application. The Design Review process described herein that only applies to above moderate-income single-family dwellings does not provide a constraint on housing supply, cost, and approval certainty.

While the Municipal Code requires action on the Design Review Application within 60 days, or three hearings, whichever occurs first, unless consent is given from the applicant, the reviews of the majority of the projects are completed in one hearing. It should be noted that single-family dwellings only require public hearing review by the ASRB if the project exceeds 1,000 square feet if located in the Western Hills or visible from a scenic corridor, or 2,000 square feet in all other parts of Woodside. All projects consistent with the Evaluation Criteria below these thresholds go straight through building permit review by staff.

Table 3-5. Single-Family Dwelling Design Evaluation Criteria – Municipal Code Section 153.915(D)

***This is a snapshot Design Evaluation Criteria in 2024 for Single-Family Dwellings and Accessory Structures (~~not~~ except ADUs) for constraints analysis. Future Municipal Code changes to Design Evaluation Review Criteria, or the Residential Design Guidelines that are consistent with the Housing Element Goals, Policies, and Programs do not require changes to this Table.**

Section 153.915(D)(1) Community Character

That the project is designed in a manner that is in keeping with and contributes to the rural character and aesthetics of the Town, respects the character of scenic corridors and vistas, and supports equestrian facilities where applicable.

Examples: RDG Section 1.1.b (Natural terrain):

Properties should be developed with minimum disturbance to the natural terrain (ref. GP LU1.2).

RDG Section 1.1.g (Resource conservation):

The Woodside Community seeks to be a good steward of the land by promoting the conservation of resources and utilizing sustainable practices which recognize the connection to, and interdependence with, the environment (ref. GP-10).

RDG Section 1.2.a (Natural Hillside and wooded areas):

Preserve the natural hillsides and wooded areas so that development is perceived as natural and rural (ref. GP LUE-6).

RDG Section 1.2.c (Vistas and views):

When designing new structures, respect vistas from adjacent properties toward the Western Hills, the bay, and valleys. Protect vistas of the Western Hills by designing structures that blend into the hillside and woodlands (ref. GP LUE-4).

RDG Section 1.4.b (Visibility of Equestrian Facilities):

The visibility of equestrian facilities is an important component of the rural character of the Town (ref. GP LU1.2.6).

Section 153.915(D)(2) Site Planning

That the site plan is designed in a manner which preserves natural features, respects and preserves the Town's rural residential character, considers safe circulation, neighborhood compatibility, fire safety, and sustainability.

Examples: RDG Section 2.1.c (Identify natural hazards):

Earthquake faults, landslide hazards, flood zones, and potential fire hazards (ref. GP NH1.1, GP NH1.3, GP NH1.6, & GP NH1.9).

RDG Section 2.1.d (Identify natural features):

Site topography showing contours, riparian and wildlife corridors, rock outcroppings, meadows; areas with steep slopes (over 35%) that restrict development, and other significant elements on the terrain that influence site planning (ref. WMC Chapter 139.153 & GP LUE-3).

RDG Section 2.3.b (Consider structure placement and scale):

Use informal arrangements and groupings of structures to reduce impacts on natural landforms; limit the overall scale of development to be compatible with rural development patterns (ref. GP GP-1).

- i. Smaller lots: On smaller lots take cues from site development patterns on neighboring properties in determining building location, footprint configuration, the location of upper floor areas, and the location of outdoor living areas (ref. GP LU1.2).
- ii. Flat lots: Break up structures with U or L shaped footprints (ref. GP LU1.3). Balance the footprint of one story versus two story structures with site and energy conservation (ref. GP CV1.1 & GP GP-10).
- iii. Hillside lots: On hillsides, keep living areas close to grade, and step the building with the slope; utilize smaller footprints to preserve natural features and limit bulk (ref. GP LU1.3).

RDG Section 2.4.b (Driveways and Parking):

Where possible, locate driveways and parking areas away from public view and neighboring properties. Consider site development patterns on neighboring lots in planning garage and safe driveway locations (ref. GP LU1.2.4).

- i. Larger lots: On larger lots, design driveways to visually blend with the site's natural contours and reinforce its rural or natural character. Garages and parking areas should be screened from view (ref. GP LU1.2 & GP NH1.7).
- ii. Flat lots: Minimize paving and development, and minimize visibility of parking areas (ref. WMC 153.170 & GP NH1.7).
- iii. Hillside lots: On hillside lots, locate driveways and garages to minimize grading and their visual impact from roadways (ref. GP LU1.2).

RDG Section 2.5.b (Review placement of buildings and site improvements):

The location of structures and the layout of driveways, paths, and other site improvements should be compatible with the neighborhood (ref. GP LU1.2.4).

- i. Smaller lots (ref. GP LU1.3 & GP LU1.4):
 1. Preserve neighborhood harmony in smaller lot neighborhoods.
 2. Relate the scale and silhouette of the proposed home to the scale and silhouette of adjacent and nearby homes.
 3. Locate the driveway and garage to minimize visibility from the roadway, and to relate to existing neighbor patterns.
 4. Create natural areas of screening between structures.
- ii. Flat lots:
 1. Preserve neighborhood harmony by minimizing two story elements near adjacent homes (ref. GP LU1.4).
- iii. Hillside lots:
 1. Preserve the rural harmony of open hillsides by locating structures so they do not create a silhouette against the sky when viewed from roads and neighboring

properties. Use one-story building forms, or a mix of one and two-story building forms, to connect the residence to the hillside (ref. GP LU1.3).

Section 153.915(D)(3) Building Design

That the architectural design is consistent with the Town's rural character and development patterns; is architecturally cohesive and understated; that the materials, color, and details are well-composed and understated; and that the architectural design is fire safe and sustainable.

Examples: RDG Section 3.1.b (Architectural style):

Residences should embody an architectural vocabulary attuned to the natural environment of Woodside (ref. GP LU1.3).

- i. A successful architectural style is responsive in scale, character, and design to site, neighborhood, and community character.
- ii. If a specific architectural style is desired, the design should be consistent with the vocabulary of that style.
- iii. Within a chosen architectural style, the design should strive for simplicity. Restrain the use of excessive detailing to be compatible with the Town's rural vernacular.

RDG Section 3.2.b (Reduce mass and bulk):

Minimize overall building volume and strive to achieve a modest expression of building mass (ref. GP LU1.3).

- i. Techniques for reducing mass and bulk include:
 1. Locating the ground floor level close to grade regardless of topography.
 2. Avoiding excessively tall or monumentally scaled elements such as towers, porticos, or wide, steeply pitched two-story gable ends.
 3. Setting upper floors within roof volumes and dormers.
 4. Placing second floors over first floors with lower ceiling heights.
 5. Designing first floor rooflines to have ample depth to differentiate between floors.
 6. Incorporating articulated elements such as stepped or skewed wall profiles, deep wall recesses, one-story porches, terraces near grade, or deep roof overhangs.
 7. Using shadow and building mass articulation to reduce apparent mass.
 8. Using simple variation in materials, color, or fenestration to provide articulation and reduce the perception of bulk.
- ii. Smaller lot techniques:
 1. On smaller lots, design buildings to be compatible with the height, mass, and scale of adjacent homes and neighborhood pattern (ref. GP LU1.3).
- iii. Flat lot techniques:
 1. Limit the amount of mass facing the road.
 2. Use predominately one-story massing, particularly when using steeper pitched roofs.
 3. Use variations in height to minimize bulk (ref. GP LU1.3).

iv. Hillside lot techniques:

1. Do not locate structures on ridgelines which silhouette against the sky (ref. GP LU1.3).
2. Use stepped or divided massing to relate the house to the hillside; avoid using large, monolithic masses. Use elongated building forms that run parallel to land contours or multiple semi-detached forms, each set close to the hillside, to limit the visual impact of the home on the hillside. Step interior living levels as necessary to keep floor levels close to grade, thereby minimizing skirt wall usage and height. Use one-story building forms and terraces to visually connect the house with the hillside (ref. GP LU1.3).
3. On some very steep hillside with tall, mature trees, vertical massing may be appropriate. The use of tall, thin multiple story building forms can preserve the hillside and vegetation (ref. GP LU1.3).

Section 153.915(D)(4) Landscape Elements

That the landscape design minimizes grading, preserves natural and scenic features; that the planting design respects existing native and mature vegetation and is informal in design; that the fencing and entry features are open and rural in design; that exterior lighting is minimized; and that the landscape design is fire safe and sustainable.

Examples: RDG Section 4.1.a (Grading design):

- i. Grading should result in natural-looking landforms which blend with existing contours (ref. GP LU1.2.3 & LUE-3).
- ii. Grading and development within the driplines of significant trees should be avoided to protect the roots of the trees (ref. WMC 153.170 & GP CV1.1).
- iii. Preserve usable top soil by minimizing grading, and stockpiling for reuse after construction (ref. GP CV1.3).
- iv. The use of retaining walls should be minimized. Where retaining walls are necessary, the use of natural materials is encouraged. The tops and ends of walls should be shaped to blend with natural contours (ref. GP LU1.2.3).

RDG Section 4.2.b (Planting design):

- i. Planting design should appear natural, in clustered, informal patterns (ref. GP LU1.3 & GP LU1.4).
- ii. New plantings on the project site should not disturb the existing, open view of the countryside as seen from the road (ref. GP LU1.4 & GP LUE-4).
- iii. Specimen trees may be used to “frame”, enhance, or soften new structures, but may not be mitigation for structures with inappropriate bulk and mass.
- iv. Planting design should be informal and rural, with landscaping occurring nearest the residence. The intensity of landscaping should decrease with the distance from the residence so that portions of the property are left natural.

RDG Section 4.6.a (Removal of fire hazards):

Wherever feasible, remove plant materials which are highly flammable, such as eucalyptus and pine, and replace with native, fire resistant plant materials. Overgrown, under-story plant materials that provide fire ladders should also be thinned or removed (ref. GP NH1.9 & GP CV1.3).

The permit costs as a percentage of the development cost are reasonable in comparison with other San Mateo County cities as set forth in Appendix F Table F-3, (Page F-4). Permit costs were reduced for ADUS in 2022, further lowering the costs for development described in the earlier studies provided in Appendix F.

The Town has not processed any multi-family housing development in the past. Given that the Housing Programs and multi-family zoning standards only require ministerial review, processing time for multi-family development could be as quick as 1-2 months with a complete development application. If a project meets the zoning requirements and Objective Design Standards, it shall be approved by the Town.

- Compliance With State Density Bonus Law - Government Code Section 65915 sets forth the requirements for approval of density bonuses that may be requested if a portion of a project is affordable to low-and-moderate income households. Pursuant to Program H3.3.c, the Town will adopt a Density Bonus ordinance in compliance with State law.
- Subdivision On/Offsite Improvements – Subdivision improvement requirements are set forth in Chapter 152, Article X of the Municipal Code. Modifications to the standards may be approved by the Planning Commission if it finds the alternative standards are in the public interest. The minimum street widths in Section 152.115 Table A are reasonable with 40-foot minimum width for rural roads, 60 foot minimum for collectors, and 80 foot minimum for arterials. Increased onsite sewage disposal required for most existing, and proposed lots (e.g., SB9 Lot Splits, Land Divisions, and Subdivisions), require onsite septic systems for increased development (housing) capacity, which is not feasible on many parcels in Town due to site constraints. Geotechnical, grading, and erosion control requirements are consistent with the Town’s hilly terrain. Overall, on/offsite improvement requirements do not add unreasonable costs that would constrain the supply and affordability of housing.
- Codes and Enforcement – Building and Zoning regulations are set forth in the Municipal Code. The Town periodically adopts the most recent version of the State Building Codes. State Building Code update that requires further energy efficiency, fire reduction measures may add to the cost of construction but is required due to the substantial risk of wildfire. While fire sprinklers are required for new single-family residences, installation of fire sprinklers for ADUs will follow any State mandated law in pace at the time an ADU is

permitted. The Town does not have any additional fire sprinkler requirements for ADUs that what is permitted by State law. When installed, fire sprinklers can reduce fire risk for the overall housing stock. Given the cost of land and the typical size of single-family residences in Woodside, installation of fire sprinklers is an insignificant cost relative to the overall cost to develop a single-family residence. Code enforcement procedures are commonly initiated in response to a complaint made to the Town and are carried out by the Town Community Preservation Officer and Town Attorney's Office, if necessary. The codes and enforcement activities are customary and do not pose constraints on housing cost and supply.

- Constraints on Housing for Persons with Disabilities – Persons with disabilities may be housed in supportive housing. The definition of supportive housing includes housing that was previously referred to as group homes providing long term housing with supportive services for persons with disabilities. Supportive housing is permitted in all single-family residential zones per Municipal Code Section 153.107(Table A-1) Permitted Uses in Residential and Commercial Zoning Districts. There are no special restrictions for this type of housing different from the restrictions and standards of the single-family residential zoning districts. The definition of family in the Municipal Code is: “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*.” This definition allows supportive housing of groups. The Housing Element includes a program to allow supportive housing in multi-family zones per the discussion of “Zoning for a Variety of Housing Types” above.
- Other Local Ordinances – The Town does not have other ordinances that would impact the cost and supply of housing such as inclusionary requirements for affordable housing or growth controls.
- Nongovernmental Constraints – These potential constraints include land costs, construction costs, and the availability of financing. Development costs including land and construction costs are discussed in Appendix F-1. The section above: “Land Use Controls Effect on Cost/Feasibility/Timing” discusses how development costs might be reduced through land cost reductions with higher density zoning and approval of ADUs. Financing for development in Woodside is available at the same availability as the County as a whole. There are no mortgage deficient areas or underserved groups. To the extent that special governmental financing is needed for the development of affordable units at the Cañada College site, there are policies for the Town to assist the San Mateo Community College District with obtaining this financing per Policy H3.1 – Support New Independent Housing at Cañada College. Other constraints for multi-family housing could include steep slopes or lot shapes. While all multi-family sites will be zoned for twenty units per acre, the RHNA target projections anticipate less than 20 units per acre in the event site constraints would

limit the number of units that could reasonably fit on the sites. For example, only 16 units are projected on the High Road Site and only 17 units are projected on the Raymundo Site. Greater number of units may be accommodate if feasible.

- Emergency Shelter Development Standards – Municipal Code Section 153.107(Table A-1) currently lists Emergency Shelters as a “Permitted Use” in the Community Commercial (CC) Zoning District, which currently allows residential uses. Permitted Uses do not require discretionary review and are allowed by right. Table 3-6 below outlines the development standards for Emergency Shelters in the CC Zoning District. In many instances existing office buildings could be converted into permanent Emergency Shelters with sufficient room for group quarters sleep and dining. Existing commercial sites have between 10 to 100+ parking spaces depending on the size of the parcel, which would be adequate to serve Emergency Shelters with a smaller shelter fitting on smaller lots and larger shelters fitting on larger lots without significant constraints. Should a new Emergency Shelter be proposed on a lot with an existing building to be demolished, it would be permitted to reuse the existing building footprint, or in most cases would have zero to minimal setbacks required on all sides. The height limits would also allow for two story structures, which would not be a significant constraint to developing an Emergency Shelter in Woodside. Unfortunately, SamTrans public transportation is limited throughout Woodside and only includes limited service in the Skylonda Area and at Cañada College. As a small jurisdiction, Woodside is unlikely to have increased public transportation services in the near future. The Community Commercial zone includes offices, local retail, and service-based businesses and does not include any hazardous conditions inappropriate for human habitation. Given that the Municipal Code does not call out specific parking requirements, Program 4.3.a has been updated to establish specific parking requirements for Emergency Shelters by the end of 2025. If an Emergency Shelter is proposed prior to the establishment of specific parking requirements, the Shelter may utilize all existing parking spaces onsite at the time of a building conversion or construction of a new building.

Table 3-6. Emergency Shelter Development Standards

*This is a snapshot of development standards in 2024 for constraints analysis. Future Municipal Code changes to development standards for Emergency Shelters that are consistent with the Housing Element Goals, Policies, and Programs do not require changes to this Table.

<i>CC Zoning Area</i>	<i>Height</i>	<i>Front Setback</i>	<i>Side Setback</i>	<i>Rear Setback</i>	<i>Building Coverage</i>	<i>Parking</i>
Town Center	25 feet ^{1, 2}	0 Feet	0 Feet ³	25 Feet ⁴	20% of Lot Area	Undetermined
Skylonda	25 feet ^{1, 2}	0 Feet	0 Feet ³	25 Feet	20% of Lot Area	Undetermined

1 See § 153.208(A)(2) of the Woodside Municipal Code

2 See § 153.208(A)(3) of the Woodside Municipal Code

3 See § 153.207(A)(8)(a) of the Woodside Municipal Code

4 See § 153.207(A)(8)(b) of the Woodside Municipal Code

Municipal Code Section 153.208(A)(2)-(3)

¹(2) In the Community Commercial District:

- (a) The map attached to the ordinance codified in this division and found on file in the office of the Clerk entitled "Community Commercial District Building Height Map" (hereinafter CCD Map) shall be referred to for identifying *building* locations in the Community Commercial District.
- (b) For all *buildings* located all or in part within 100 feet of Woodside Road, and located in area A on the CCD Map, no *building* may exceed a *height* of 17 feet above the edge of the paved right-of-way of Woodside Road, as measured from the elevation of the *building* nearest to Woodside Road.
- (c) For all *buildings* located all or in part within 100 feet of Woodside Road, and located in area B on the CCD map, no *building* may exceed 21 feet in *height* above the edge of the paved right-of-way of Woodside Road as measured from the elevation of the *building* nearest to Woodside Road, and may not exceed one *story*.
- (d) For all *buildings* located all or in part within 200 feet of the right-of-way of Highway 35, no *building* may exceed a *height* of 17 feet above the edge of the paved right-of-way of Highway 35 as measured from the elevation of the *building* nearest to Highway 35.

- (e) Any *building* existing as of the effective date of the ordinance codified in this division that is rendered nonconforming by the ordinance codified in this division may, in the event of destruction of more than 50 percent of the *building* by reason of fire or natural disaster, replace the same *building* without provision for the *height* limitations of the ordinance codified in this division, provided it is rebuilt in an identical architectural style, *building footprint* and *building volume*.

² (3) In the *Town Center Area*:

- (a) *Buildings* on commercially zoned *parcels* immediately adjacent to Woodside Road in the *Town Center* may not be constructed or altered or exceed one *story* facing Woodside Road, notwithstanding division (A)(2). These *buildings* may include a *basement*, as defined in Section 153.005, on June 1, 1988, and the exceptions in division (C)(1) and (D)(2), or successor sections, for *structures* or mechanical equipment covering not more than 150 square feet shall apply.
- (b) If a *building* existing on June 1, 1988, has more than one *story*, it shall be subject to the then current provisions of this *Code* governing *nonconforming uses* and *buildings*.

Municipal Code Section 153.207(A)(8)

(8) The following *setback* requirements shall apply to *parcels* in the CC District:

- ³(a) No *side setback* shall be required for a *parcel* in the CC District, except where the side parcel line of the property in the CC District abuts directly on property in any residential district or on a public street, in which case the minimum width of the *side setback* for such *parcel* shall be 15 feet.
- ⁴(b) No *rear setback* shall be required in the CC District for *structures* on *parcels* located entirely within the boundaries of the *Town Center Parking Assessment District* where a portion of the original *parcel* has been acquired by the *Town* for use in the same *Town Center Parking Assessment District*, consistent with the *Town Center Site Plan*, dated March 8, 1989, and with the engineer's report for the Woodside Road - Whiskey Hill Road Parking Assessment District, adopted October 5, 1989 by the *Town*.

3.6 Sites Inventory and Assessment to Accommodate Housing Units

Woodside's RHNA targets for Cycle 6 require the Town to identify sites where rezoning could occur to accommodate increased housing densities and varied housing types, as well as units that are accessible by disabled persons.

Identifying potential sites to accommodate increased higher density housing development, requires evaluation of all parcels throughout Woodside.

The State of California is the largest State in the Country by population and third largest by size, and is therefore widely diverse in topography, flora and fauna habitat conditions, economic viability, conservation opportunities, population demographics, access to adequate infrastructure, and housing types. Given the various competing interests, Woodside's location intersects with many important competing State goals.

With such competing goals for the State of California, identifying sites for increased housing density is a challenge, with very high fire hazard zones, steep topography, limited access to sewer, and environmentally protected habitats (e.g., stream corridors that contain habitats for

endangered or threatened species such as the San Francisco Garner Snake and California Red legged Frog) widespread through the Town of Woodside. Housing development in Woodside is additionally constrained by geologic conditions such as known and inferred earthquake faults, including the San Andreas Fault, and active landslide areas in the Western Hills.

This Housing Element includes an analysis of land best suited to accommodate increased housing density in areas with minimal environmental constraints, locations outside of high fire zones that have limited emergency access, access to sewer, and adjacencies to arterial roads identified in the Town's General Plan Circulation Element. Further information on areas unsuitable for housing due to natural features that create the potential for natural disasters can be found in the General Plan Natural Hazards and Safety Element.

a. Biological, Geotechnical, and Infrastructure Constraints in Woodside

The Town of Woodside includes environmentally sensitive areas with longstanding State protections, most notably within stream/riparian corridors. The following maps were reviewed to identify potential constraints relating to fault zones, flood zones, steep slopes and fire hazard in the Western Hills, and environmentally sensitive areas.

Figure 3-5. Fault Zones in the Town of Woodside.

Map NH2: Fault Zones

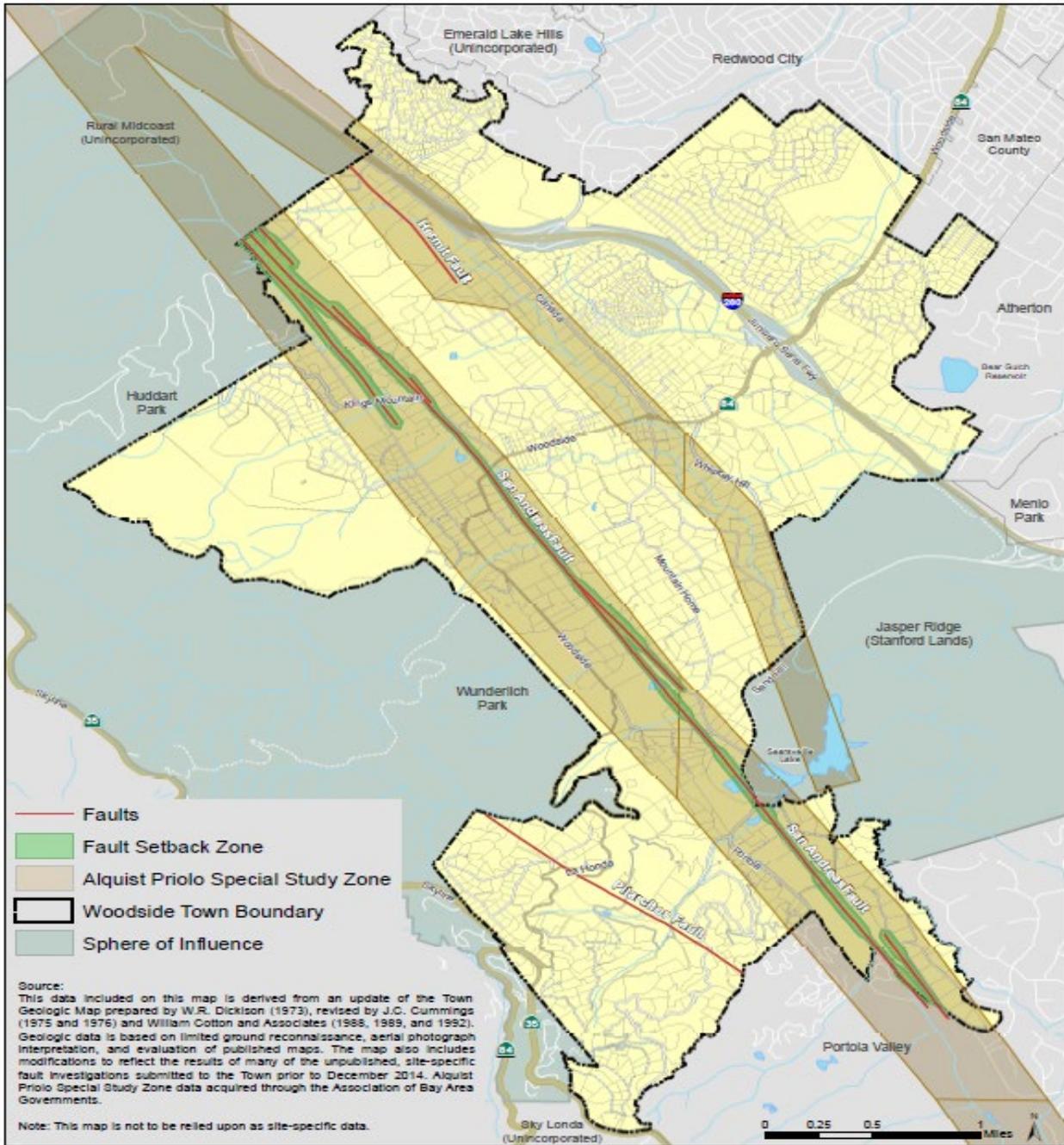


Figure 3-6. Flood Zones in the Town of Woodside.

Map NH3: Flood Zones

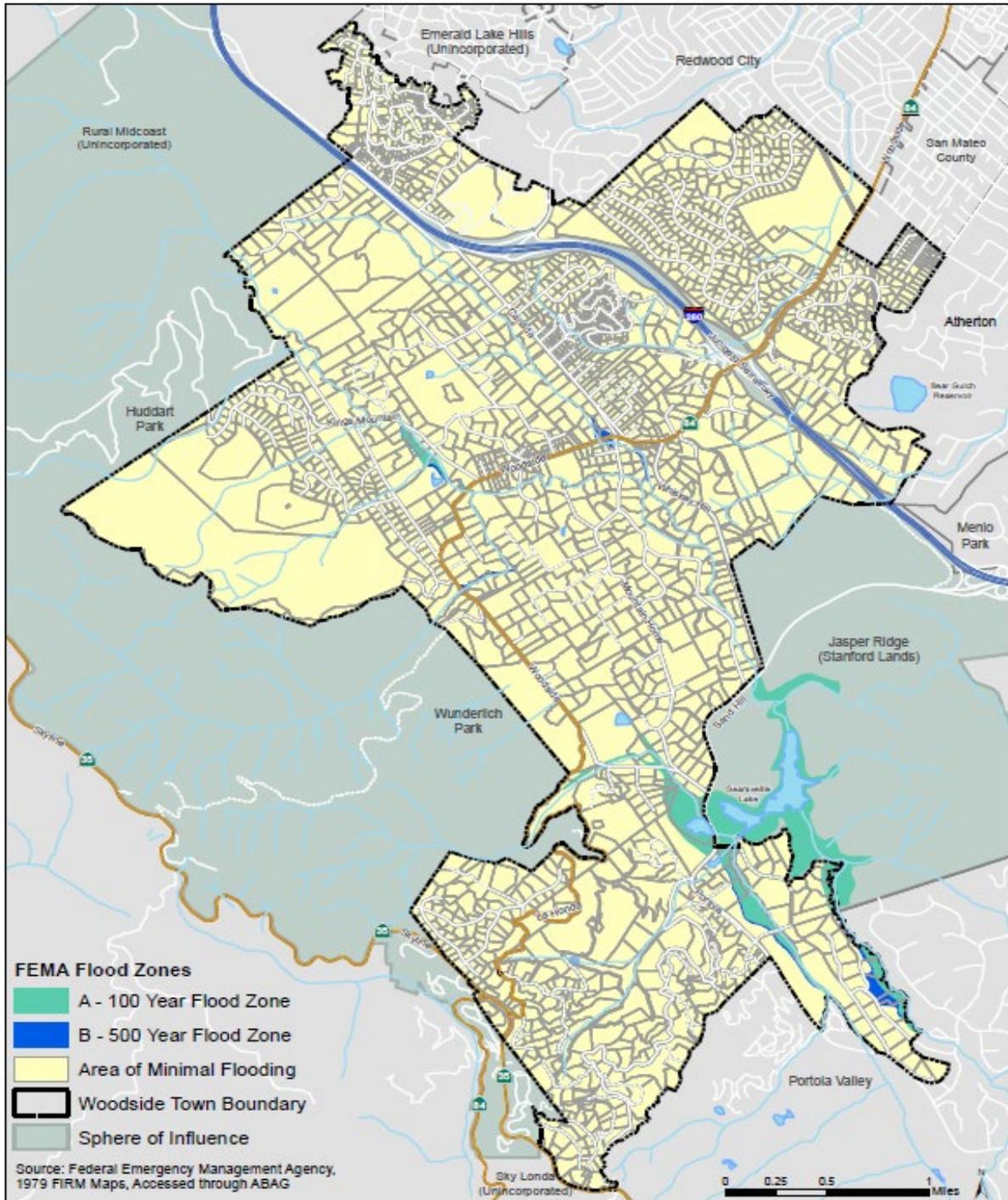
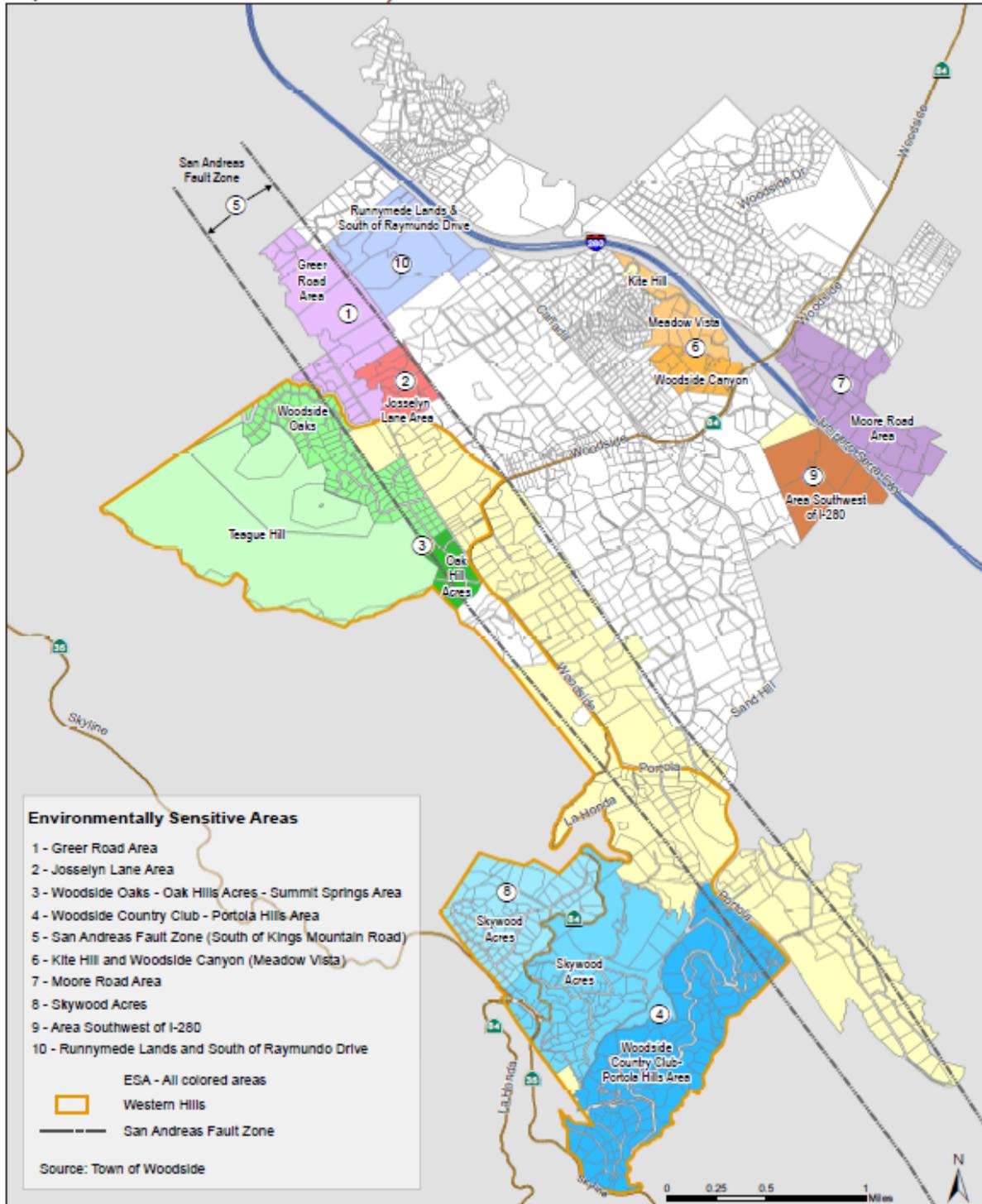


Figure 3-7. Western Hills and Environmentally Sensitive Areas

Map LU3: Western Hills and Environmentally Sensitive Areas



b. Vacant Lands

The Town of Woodside includes vacant parcels that could be developed for single-family residences and ADUs under current zoning. However, many of these parcels have significant development constraints for high density housing such as topography, steep slopes, soils stability, high fire risk zone, and earthquake fault proximity, and large-scale septic tank suitability.

c. Sewer Capacity

Two-thirds of the parcels in Woodside utilize private on-site septic systems for effluent waste disposal. The rest of Town (yellow areas as depicted on Figure 3-8) utilizes septic systems. Only a third of the parcels in Town are served by sewer. All sewage from Woodside flows to the Wastewater Treatment Plant in Redwood City.

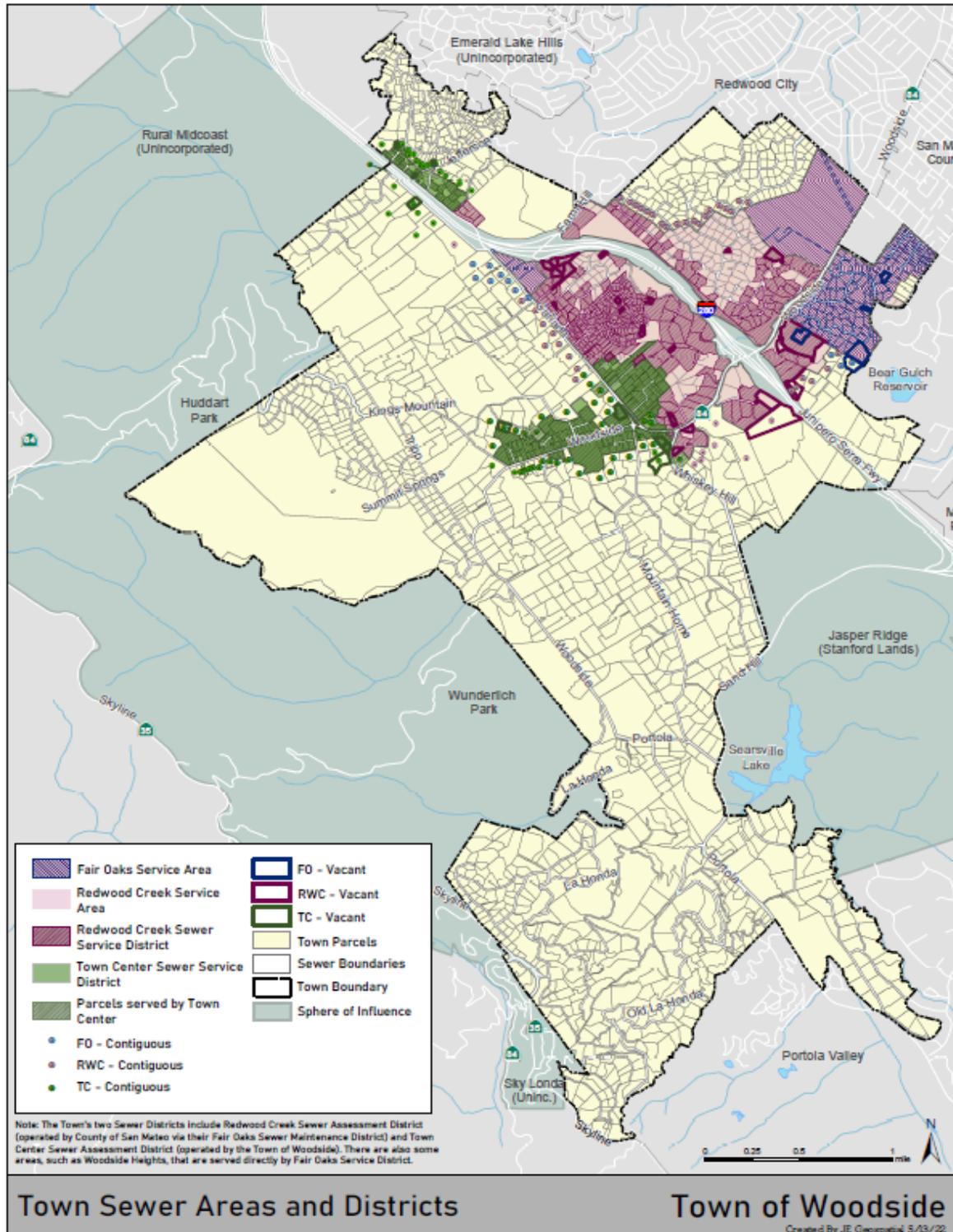
Areas of Woodside that are served by or are eligible to connect to sewer are in the central, northern, and eastern parts of Woodside. No sewer service is available in the western or southern portions of the Town.

Since the 1960's, the Town has been directly responsible for the creation of two public sanitary sewer districts, as follows:

Redwood Creek/Fair Oaks Sewer Assessment District: On May 23, 1968, the Town established the Redwood Creek Trunk Sewer Assessment District (RCS) with sewer capacity established through the Fair Oaks Sewer Maintenance District (FOSD). The RCS includes the Redwood Creek Trunk Assessment Area and the Glens Sewer Collection System Area. The RCS was primarily formed because of health and safety concerns that exists within the Woodside Glens, which had a history of failing septic systems dating back to 1959. The contractual capacity for the RCS was and continues to be 150,000 gallons per day. There are approximately 550 existing connections (pink and purple areas on Figure 3-8).

Town Center Sewer Assessment District: The contractual capacity of the Town Center Sewer Assessment District (TCAD) is 100,000 gallons per day. This District is producing 40,000 gallons per day; therefore, 60,000 gallons per day capacity remains. The Town owns and operates the infrastructure in Town. The Town contracts with the West Bay Sanitary District to provide engineering and maintenance services. There are approximately 180 existing connections (green areas on Figure 3-8).

Figure 3-8. Town Sewer Areas and Districts



d. Affirmatively Furthering Fair Housing (AFFH)

The Town of Woodside has higher land values and is less diverse than San Mateo County as a whole (Section 1.1(a), Demographics). The Town was developed as a single-family residential community. Originally, many of the homes were second homes for people living in San Francisco who spent part of their time on the Peninsula where they enjoyed warmer weather. Woodside's early subdivisions date back to 1887 (then part of San Mateo County). Many of the subdivisions, like other parts of the Peninsula, the State, and the country, had racially restrictive covenants, preventing people of color from purchasing homes. While the U.S. Supreme Court in 1948 ruled such racially restrictive housing covenants unenforceable, many of the patterns that they created remain and continue to influence the characteristics of the Town today.

AB 686, passed in 2018, requires jurisdictions to overcome patterns that restrict access to some members of the community. It requires that jurisdictions promote inclusive communities, further housing choices, and address racial and economic disparities through all government programs, policies, and operations. The Cycle 6 Housing Element, for the first time, requires jurisdictions to 'Affirmatively Further Fair Housing', which means jurisdictions are required to set up programs and opportunities to remove barriers to integration and create housing opportunities for all people, so that all people benefit from 'high opportunity resources' such as good schools, parks, services, and other amenities.

For identifying sites for affordable housing, AB 686 requires that sites either be located throughout the community, so that neighborhoods of low-income housing are not created; or if clustering is recommended, jurisdictions need to provide a rationale for why concentrating affordable units in a particular location will benefit residents because of proximity to good schools, libraries, parks, and other facilities.

HCD's best practices for selecting sites to accommodate the lower income RHNA include the following considerations:

- Proximity to transit;
- Access to high performing schools and jobs;
- Access to amenities, such as parks and services;
- Access to health care facilities and grocery stores;
- Locational scoring criteria for Low-income Housing Tax Credit (TCAC) Program funding;
- Proximity to available infrastructure and utilities;
- Sites that do not require environmental mitigation; and,
- Presence of development streamlining processes, environmental exemptions, and other development incentives.

The considerations listed above are similar to the siting and amenity considerations raised by many of San Mateo County's Service Providersⁱⁱ, which include the following:

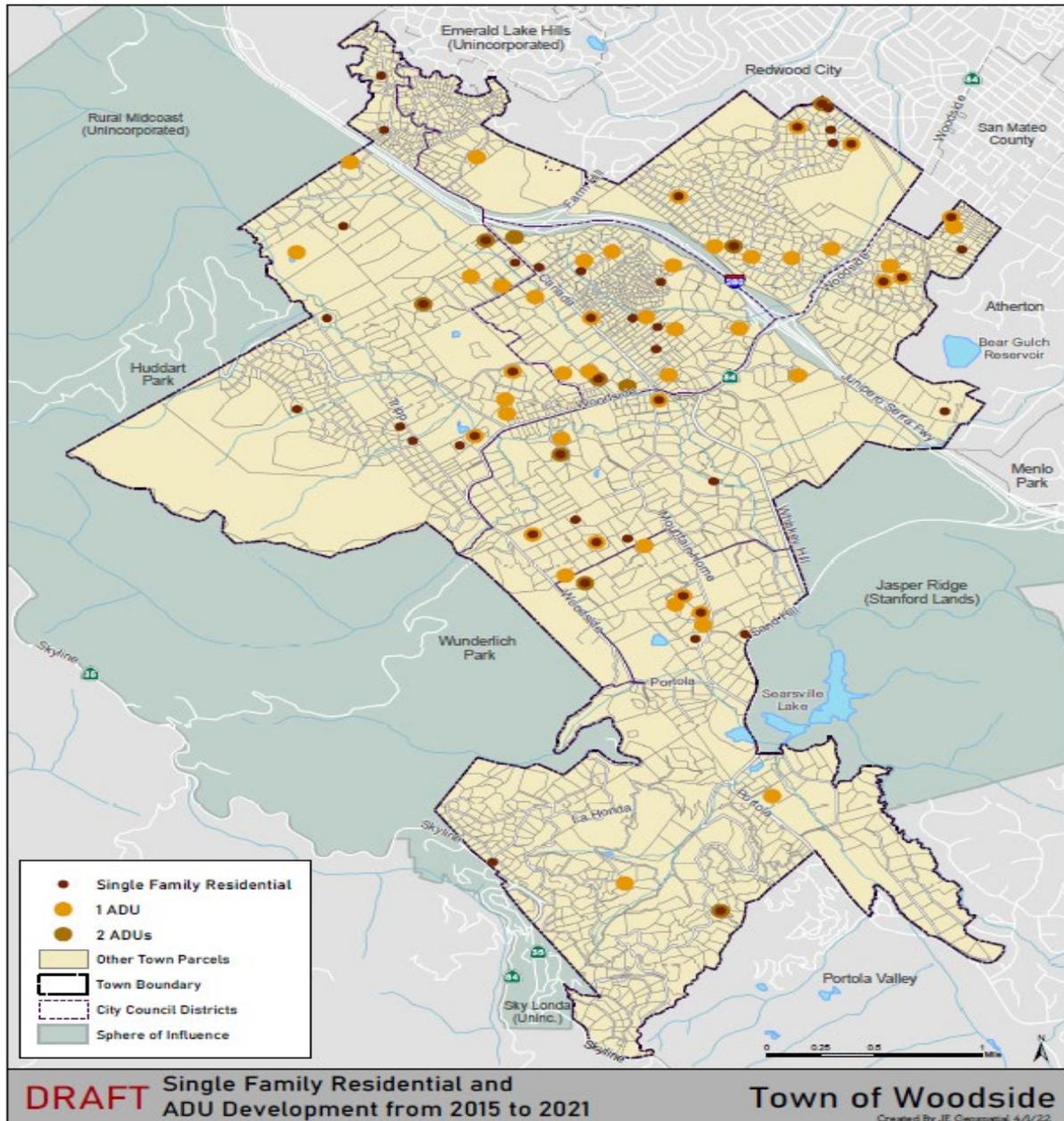
- Near transit-oriented sites, and either near governmental services, or with access to supportive social services, grocery stores, and pharmacies;

- Near parks, or having parks integrated into the development. This is particularly important for youth;
- Near Community Centers. This is particularly important for youth;
- Near good schools and senior centers;
- High-walkability neighborhoods;
- ADU accessible facilities;
- Parking; and
- Public bathrooms.

For Woodside, ADUs, including JADUs, are built throughout the community which meets this objective of providing affordable housing in all parts of the community to affirmatively further fair housing (Figure 3-9). This geographic dispersion of new units avoids concentration of affordable units in one area and promotes integration and access to opportunities and resources.

Woodside passed an SB9 Ordinance in December 2021 and is considering amending this Ordinance to encourage SB9 applications as part of the policies for the next Housing Element cycle. For sites with higher density housing projects, the AFFH “lens” requires that sites be selected to offer opportunities and benefits to the people living in them, as discussed above in Areas of Opportunity in Woodside. The concept of Affirmatively Furthering Fair Housing and its application to Woodside is discussed in more detail in Section 3.4, with additional background provided in **Appendix K**, including an analysis of the effects of buildout of the Sixth Cycle Housing Element inventory on existing patterns of segregation and access to opportunity.

Figure 3-9. Location of Single-Family Residences and ADUs for which Building Permits were issued during Cycle 5 (2015-2021).



e. Areas of Opportunity within Woodside

The RHNA Subcommittee considered some of the following factors in assessing possible sites for affordable housing:

- **More level Terrain:** Sites that are not dominated by steep terrain, outside of fault zones, have fewer environmental constraints and generally require less engineering and therefore offer less expensive project construction.

- **Proximity to Transportation Corridors:** Woodside does not have mass transit therefore proximity to key corridors such as I-280, Hwy. 84, Cañada Road, and Sand Hill Road, were considered because of the convenience they provide for all residents, including residents of affordable housing development.
- **Willing Property Owners:** To enhance the likelihood that the sites would be developed with affordable housing, the RHNA Subcommittee focused on sites with property owners that were interested in having their properties rezoned.

While most of the Town utilizes septic systems, the RHNA Subcommittee also considered availability of sewer, to reduce the amount of land that would need to be dedicated to a septic system for multiple units, as described in the discussion of Sewer Capacity above.

f. Adequate Sites Inventory

Housing Elements are required to include an inventory of land suitable and available for development of housing within the planning period and that are sufficient to provide for the jurisdiction’s share of the regional housing need for all income levels and housing unit types.

“An effective Housing Element provides the necessary conditions for conserving, preserving and producing an adequate supply of housing affordable at a variety of income levels and provides a vehicle for establishing and updating housing and land-use strategies to reflect changing needs, resources and conditions....The Housing Element establishes a jurisdiction’s strategy to plan for and facilitate the development of housing over the five-to-eight-year planning period [eight-year period for Woodside] by providing an inventory of land adequately zoned or planned to be zoned for housing and programs to implement the strategy” .ⁱⁱⁱ

For Woodside, as discussed in Section 3.1, the Town’s RHNA number is **328 units**, which is then distributed by income level. A 20% buffer is added per HCD guidance which represents an additional 65 units for a total of 393 units. A combination of new single-family homes, ADU’s where there are existing and new residences, subdivisions, pipeline projects, and higher density housing at Cañada College, and rezoning of one privately-owned property, and two Town-owned sites are anticipated to meet the RHNA allocation, while providing varied housing types that are accessible to a wider demographic, including people with disabilities. This combination of housing types, level of affordability, and the geographic distribution to meet the RHNA Plan are shown in Figure 3-10 – Housing Sites.

Identifying Adequate Sites: The ‘Adequate Sites Inventory’ identifies enough sites for increased density in conjunction with programs that will allow for more ADUs and medium density development enabling the Town to meet the RHNA allocation targets (**Appendix G – Adequate Sites Inventory**). The inventory consists of a summary Table G-2 Proposed RHNA Plan, and a more detailed HCD Excel Spreadsheet Inventory. The inventory is shown graphically in Figure G-2 – Housing Sites and Environmental Constraints. The inventory is required to include the “realistic and demonstrated potential” for identified sites to accommodate housing development. The

detailed HCD Excel Spreadsheet Inventory attached to Appendix G identifies each property by its address/Assessor Parcel Number (APN) and the ability to be served by utilities.

The privately owned 773 Cañada Road site requires a connection to an existing sewer district. The estimated cost of installing sewer for 773 Cañada Road is \$125,000 which is a minor cost for a development estimated to cost \$16 million (16 units at \$500 per square foot development cost as estimated by Appendix F-1, excluding land cost). For the ADU/JADU units assumed in Table 3-5 Proposed RHNA Plan, the sites will have existing infrastructure serving the existing residences that will serve the ADUs as well. The cost of expanding septic tanks or leach fields to accommodate ADUs will vary on a parcel-by-parcel basis and cannot be defined as a constraint at this time.

The Raymundo Drive site has potential seismic constraints that may affect the project design but may not reduce the number of units that could be developed. Raymundo Drive also has an estimated cost of \$2.6 million for connection to the sewer system, which may reduce the land value but will not preclude development of the site. Given that the Town owns the site, land cost is not a constraint to develop housing.

Per Government Code Section 65589.7 the Town will provide a copy of the Housing Element to all utility service providers following its approval by the Town Council. Utility providers are required to prioritize service to developments that provide affordable housing.

g. Special Needs Housing

Government Code Sections 65583 (c)(4)(A), (c) (1) and 65583.2(c) require the assessment of zoning and site availability for a variety of special needs housing including emergency shelters, transitional housing, supportive housing, low barrier navigation centers, single room occupancy units, farmworker housing, and manufactured housing. Emergency shelters, transitional housing, supportive housing, and low barrier navigation centers are forms of housing for the unhoused population, some with accompanying services that assist with employment training, substance abuse counseling, and transition to permanent housing.

Per Section 1.2 - Homelessness - Woodside has almost no homeless residents. In 2017 and 2019, when the most recent “snapshot” surveys were conducted, no homeless persons were found to be living in Woodside (down from 2 in 2015, and 6 in 2013). However, State housing laws require cities to provide zoning that supports these housing types. The following is an analysis of the zoning and site availability for each of these housing types.

- Emergency Shelters – Are a permitted use in the Community Commercial (CC) zone (Municipal Code Section 153.100 Zoning Districts, Table A-1 Permitted Uses in Residential and Commercial Zoning Districts). The areas with this zoning are developed with commercial buildings and the opportunity for establishing a shelter would be within a

vacant tenant space already constructed to commercial development standards. Parking for these existing commercial uses support what would be needed for shelter employees.

- Transitional/Supportive Housing – Is permitted in all single-family residential zones per Municipal Code Section 153.100 Zoning Districts, Table A-1 Permitted Uses in Residential and Commercial Zoning Districts. There are no special restrictions for this type of housing different from the restrictions and standards of the single-family residential zoning districts. Supportive housing includes group homes.
- By-Right Permanent Supportive Housing – Per Government Code Section 65583.2, by-right housing means housing that is permitted without discretionary approvals and does not require CEQA analysis. Per Government Code Section 65651, by-right supportive housing must be allowed in multi-family zones if certain restrictions regarding affordability are met. The current zoning per Municipal Code Section 153.100 Zoning Districts, Table A-1, does not allow supportive housing in the Multi-Family Residential Development Overlay (MFRD) zone. The Housing Element contains a new policy in Policy 4.3 – Provide for Emergency Shelter and Transitional Housing, to amend the Municipal Code to allow supportive housing as a by-right use in the MFRD zone provided the conditions for affordability per State law are met.
- Low Barrier Navigation Centers – Is another form of supportive housing that provides supportive services. Navigation centers typically provide longer terms of stay than emergency shelters, making them more like supportive housing, and they are considered a form of supportive housing for the purpose of zoning compliance. These facilities are also a by-right use for multi-family zones per Government Code 65660. This use was added to the new Policy 4.3.
- Single Room Occupancy (SRO) units – Are similar to a hotel use and are often a converted hotel or motel. No such facilities are present in Woodside and are not listed as a permitted or conditionally permitted use. Per Section 153.107 of the Municipal Code “Uses not listed in the table under any case category, shall not be permitted under this chapter unless the *Planning Commission* determines that the *use* is similar to the *uses* listed in the table.” For the purpose of a Planning Commission determination, SRO facilities will be considered a commercial use allowed in the Community Commercial zone. New policy 4.3 includes a program to amend the Municipal Code to add SRO units as a permitted use in the Community Commercial zone.
- Housing for Farmworkers – The Employee Housing Act, Health and Safety Code Section 17021.5, requires housing for six or fewer employees to be treated as a single-family residence and a permitted use. Housing of up to 12 units or 36 beds is a permitted use in zones that allow agricultural uses. Policy 4.3 includes a provision for the definition of a single-family home to include farmworker housing for up to six employees. Agricultural uses are permitted in all residential and commercial zones except multi-family residential.

Policy 4.3 describes farmworker housing as a permitted use in all zones except multi-family residential.

- Manufactured Housing – Is a permitted use in all single-family zones.
- The Town website has a Housing Resources page under the Planning Department page that contains a list of federal, state, and local resources for housing including special needs groups.

3.7 Energy Conservation Opportunities

The housing needs analysis required by Government Code 65583(a) includes a requirement to analyze the opportunities for energy conservation in residential development. The Town of Woodside has adopted the most recent Title 24 CALGreen Building Code that includes energy conservation measures. Section A4.602 is a table of measures that will be implemented for new development that includes enhanced durability, construction waste reduction/recycling, pollutant controls, insulation, and Energy Star appliances. Planning policies that assist with conservation include policies to meet the RHNA housing needs for all income groups, encouraging ADUs, establishing the multifamily MFRD zone, and rezoning of properties for higher density.

3.8 Strategies to Meeting RHNA Cycle 6

This Housing Element includes Programs designed to meet the Cycle 6 RHNA allocation targets. The RHNA allocation targets vary by income level and are shown in Table 3-4, Proposed RHNA Plan (Same as Table G-2 in Appendix G). The Programs balance the needs for increased access to housing by various demographics, various housing types, resilience in a heavily wooded Town that is subject to wildfires and other constraints, and resident concerns with increased housing densities. The Plan includes Programs for a mix of housing types to meet the Cycle 6 RHNA allocation. These different housing types and the levels of development anticipated during this Plan period are described below.

a. Accessory Dwelling Units & Junior Accessory Dwelling Units

The Town of Woodside encouraged and supported the development of ADUs in the Cycle 5 Housing Element. The Town issued 36 permits for ADUs during the 1999-2006 Housing Element cycle; 28 permits for ADUs during the 2007-2014 Housing Element; and 82 permits for ADUs (as of December 21, 2021) during the 2015-2023 Housing Element, for a total of 146 ADUs during the last three RHNA cycles.

The Town is characterized by steep slopes with many environmental constraints. Approximately two-thirds of the existing dwellings utilize septic systems. ADUs have been a critical component of the effort to create affordable housing, as they can be connected to the same septic systems with minimal expansion or connect to existing sewer lines serving a primary residence; and can use the same driveway as the primary home.

In more recent years, the Town has given greater focus to the development of JADUs. JADUs are limited to 500 square feet; constructed within an existing residence, utilize an existing bedroom; and have an internal connection to the residence and an independent entrance. They can utilize bathrooms that are part of the main residence or those that are within the JADU. The size of JADUs make them affordable, and since they utilize existing bedrooms, they do not require expansion of septic systems.

ADUs and JADUs will continue to be a significant source of affordable housing in Woodside. The Woodside community overwhelmingly supports the development of ADUs and JADUs as a primary means of addressing the State's affordable housing mandate, given the Town's rural character, equestrian heritage, and its many environmental constraints. With each ordinance adopted by the Town that reduces barriers to JADU and ADU construction, the Town has seen increased interest, application submittals, and permitting of such units (**Appendix J**).

b. SB 9 Projects

SB 9 was passed by the Governor on September 16, 2021, requiring local jurisdictions, as of January 1, 2022, to ministerially approve Parcel Maps allowing the division of all single-family residential lots into two lots under certain circumstances, which are referred to as SB 9 Lot Splits, and the construction of two residential units up to at least 800 square feet on all single-family residential lots. The Town adopted an SB9 Ordinance in December 2021.

SB 9 units provide another source of housing in Woodside and throughout the State. Property owners that add one or more 800 square-foot SB9 Units to their property may rent out the units, which is a source of affordable housing. In response to the enactment of SB 9, the Town adopted Ordinance 2022-624 (amended by Ordinance 2022-625), and Resolution 2021-7464 establishing subdivision, zoning, and design standards for ministerial approval of SB 9 lot splits. A significant number of existing lots in Woodside cannot be divided under existing minimum lot size requirements. Therefore, SB 9 lot splits can result in ministerially approved smaller parcels, making it substantially easier and more attractive for property owners to subdivide their lots and construct smaller units that will be more affordable. In the past year since the State's approval of SB 9, there has been some interest expressed from property owners in SB 9 lot splits in Woodside. SB 9 is a new state law, so there is minimal recent experience on how many SB 9 lot split applications might be received, so the Table 3-4 Proposed RHNA Plan does not include units produced from SB9 lot splits.

c. Land Divisions

The Town's earliest subdivisions date from 1887, when the land was part of San Mateo County. Now, most of the Town has been built out as a primarily single-family residential community with large areas of open space and parkland around it. As a result, the Town receives very few applications for land divisions which range from splitting one lot into two to seven lots.

d. Higher Density Housing

Woodside is developed as a single-family residential community; however, to meet the Cycle 6 targets for affordable housing, the Town has identified parcels for higher density housing at Cañada College, on one privately-owned parcel, and on two Town-owned sites.

Woodside has several groups that could be served by a broader range of housing types: faculty and staff at Cañada College; service workers at the Town Center; and the growing senior population in Woodside, or parents of those living in Woodside that desire independent housing units. Seniors require a range of housing options. Woodside's steep topography and windy roads can result in isolation as seniors lose physical mobility and/or the ability to drive. With the increased threat of wildfires and other natural disasters, mobility issues also pose increased challenges for safe evacuation. To provide opportunities for residents to 'age-in-community', this Plan locates higher density housing outside of the Western Hills with its high fire risks and severely limited evacuation routes.

Default Affordable Density:

In Woodside, HCD considers the "default density" to qualify units as affordable to lower and moderate-income households, to be a minimum of 20 units per acre. Sites that could accommodate 20 units per acre would add variety to the existing housing stock. A proposed higher density housing project at Cañada College, totaling approximately 75 units, would meet this density requirement. A Program has been included to streamline the entitlement process established during Cycle 5 for the Multi-Family Residential Development (MFRD) Overlay Zone (also established in Cycle 5).

Higher Density Rezoning:

A portion of a privately owned site at 773 Cañada Road is included in the RHNA Plan for rezoning to 20 units per acre (Figure 3-13). The property owner is actively exploring higher density development on a portion of this parcel. Two Town-owned sites are also planned for higher density zoning of 20 units per acre: Raymundo Drive and High Road.

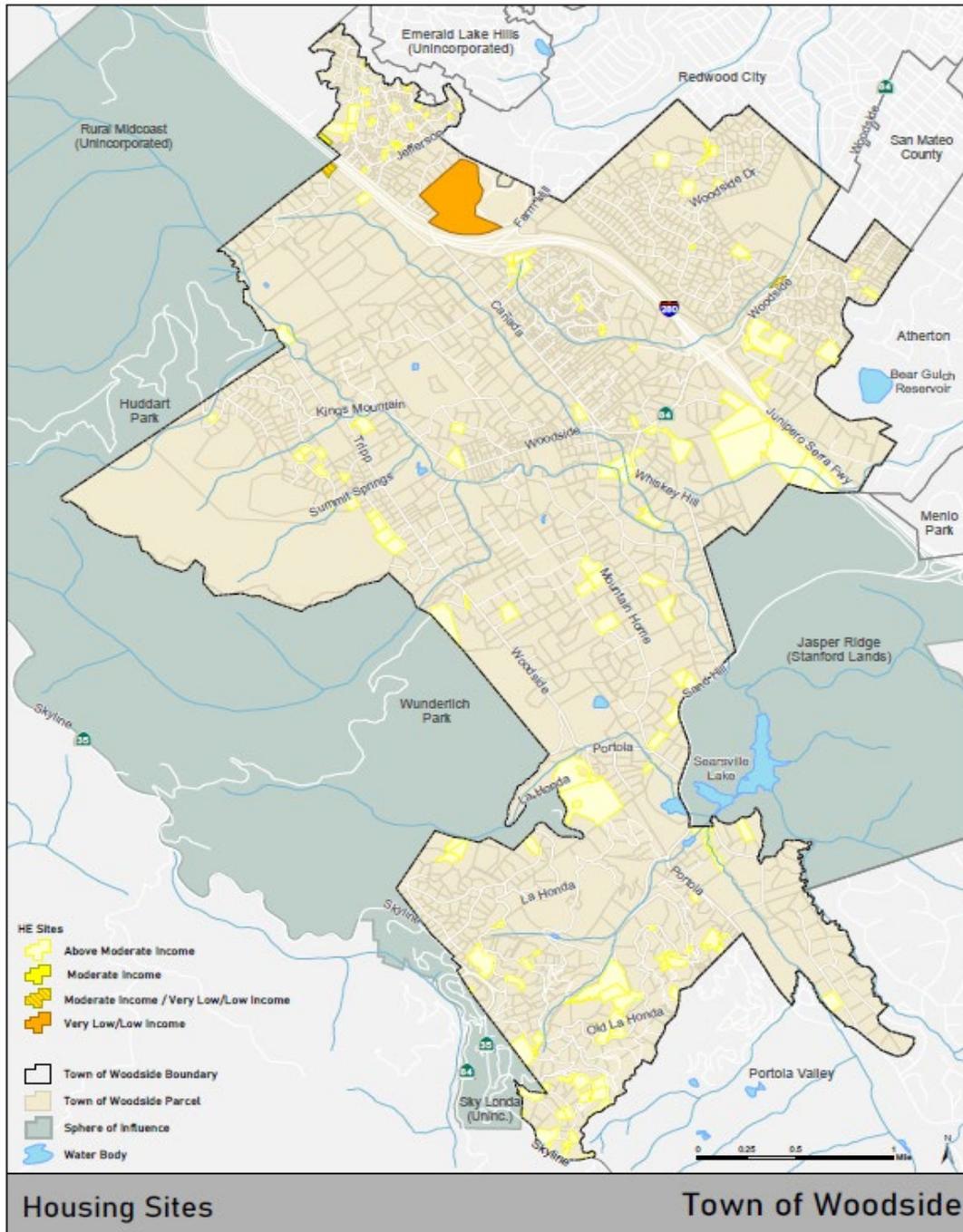
A Multi-family Residential district (MFRD) Overlay Zone was added to Cañada College in Cycle 5, along with development standards and an entitlement process to provide an opportunity for multi-family housing development that did not previously exist in the Town. In Cycle 4, the Town assisted in facilitating the construction of (60) affordable faculty and staff housing units (Cañada Vista, 22 units/acre) at the College. During Cycle 5, the College concentrated on a new 85,000 square foot Kinesiology & Wellness Center.

San Mateo County Community College District adopted a Districtwide Facilities Master Plan (FMP) in June 2022 that envisions the construction of affordable faculty and staff housing units on the Cañada College site in Woodside. Figure G-3 in Appendix G shows an excerpt from the FMP with the planned location of housing on a portion of the Cañada College campus. The District is in the

process of applying for a State grant to support housing at the College of San Mateo campus. If successful, the District would move to second and third phases to obtain grant funding to support student and family housing at its two other college campuses, including Cañada College. The second phase application will seek funding for Skyline College and could take place as soon as July 2023. The third phase application for grant funding for Cañada College is anticipated to occur during the RHNA planning period. The District has indicated that 75-80 units at Cañada College is a reasonable assumption. [Program H3.2.a requires rezoning to allow multi-family housing by right and Objective Design Standards for new housing at Cañada College.](#)

All sites identified for potential rezoning would require public hearings allowing for public input on specific development standards that can accommodate the identified densities. Further details for the site to be rezoned are provided in Figures 3-11 through 3-13.

Figure 3-10. Housing Sites



Sites to be Rezoned to Higher Density:

Town-owned Sites

Figure 3-11. Raymundo Drive Site.



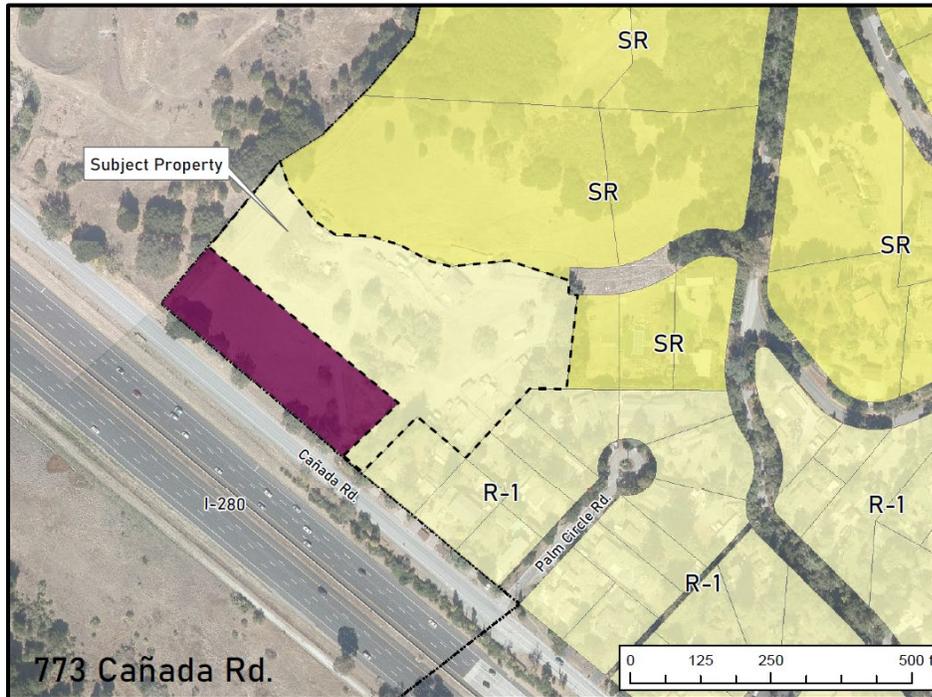
The Town-owned Raymundo Drive parcel (Assessor Parcel Number 072-041-040) is 1.770 acres (San Mateo County Assessor estimate). The site is relatively flat. The site has potential seismic constraints that may affect the project design but may not reduce the number of units that could be developed. The Raymundo site also has an estimated cost of \$2.6 million for connection to the sewer system. This site is vacant with some trees and is used by the Town Public Works Department for staging of tree/plant trimming waste before disposal. The Town can relocate staging of trimming waste, therefore it is not a barrier to the development of the site.

Figure 3-12. High Road Site

The Town-owned High Road parcel (Assessor Parcel Number 069-170-450) is 1.055 acres (San Mateo County Assessor estimate). Potential constraints include topography, drainage and soil conditions, and an existing PG&E easement for existing overhead electrical lines. The irregular shape of this site may minimize the flexibility of the housing development types (e.g., small lot development, semi-attached units, single-family development, etc.). This site is vacant; has mature trees and low-lying vegetation, which are not a barrier to development. The adjacent gas transmission line in the public ROW should be acknowledged, noting that development onsite can be permitted while following all construction safety requirements to avoid any conflict with the adjacent gas transmission line in the Todo El Mundo right-of-way and electrical lines within the existing onsite easement.

Private Property

Figure 3-13. 773 Cañada Road Site



The 773 Cañada Road Parcel (Assessor Parcel Number 068-100-220) is privately-owned and is 4.807 acres (San Mateo County Assessor estimate). The property owner is actively exploring higher density development on the lower portion of this parcel shown in purple. The development would require new sewer service. The site is adjacent and eligible to connect to the Town Center Sewer District with Town Council approval.

e. The Proposed RHNA Plan

The Proposed RHNA Plan is a mix of unit types that together can meet the Cycle 6 RHNA allocation of affordable housing units. The Proposed RHNA Plan includes a suite of housing prototypes and development opportunities, including: ADUs/JADUs (based on the results of a 2022 community survey), new single-family homes, land divisions (approved, active, and pending), very low- and

low-income multi-family housing at Cañada College, and higher density housing on one private property and two Town-owned sites as shown in Table 3-7.

Table 3-7 Proposed RHNA Plan

	Low and Very Low Income	Moderate Income	Above Moderate Income	Total
Current Zoning Sites				
Vacant Single-Family Sites			105	105
Non-Vacant Single-Family sites			44	44
Pipeline Projects	6	3	21	30
Cañada College	75			75
ADUs @ 15 units annually	72	36	12	120
Rezoning Sites				
773 Cañada Site @ 20 units/acre		16		16
High Rd. @ 20 units/acre	11	5		16
Raymundo @ 20 units/acre	12	5		17
Total	176	65	182	423
RHNA Allocation - Base	142	52	134	328
RHNA Buffer @ 20%	28	10	27	65
Total RHNA + Buffer	170	62	161	393
Surplus/Deficit	+6	+3	+21	+30

This plan is the same as Table G-2 in Appendix G Adequate Sites Inventory. See footnotes to Table G-2 for an explanation of how each site category is calculated.

f. The Relationship between Available Sites for Housing Development, and Development of Concrete Actions to AFFH:

The Town of Woodside is committed to affirmatively furthering fair housing options in the community, in accordance with State and federal law.

State law requires a jurisdiction to identify sites to meet its RHNA obligations throughout the community in a manner that is consistent with its duty to affirmatively further fair housing. Appendix K, Section 3.6 includes a detailed analysis to support this requirement. In summary, the analysis demonstrates that buildout of the inventory sites and production of ADUs/JADUs as forecast throughout Woodside would improve the balance of lower, moderate, and above moderate-income households in all Census block groups in Woodside and would increase access to High and Highest Resource areas for lower and moderate-income households.

The analysis of regional and local fair housing conditions included in Appendix K indicates that the whole of the Town of Woodside is classified as a Racially Concentrated Area of Affluence, and, further, that all tracts in the Town are classified as either High or Highest Resource, indicating that all provide exceptional economic, educational, and environmental opportunities for residents. To help redress this pattern and increase access to opportunity for lower and moderate income households in Woodside, as described more fully in Appendix G, the inventory identifies four sites with a combined capacity for 26 moderate and 98 lower income units, and it projects construction of 36 moderate and 72 lower income ADUs and JADUs throughout the community, based on permitting trends in Woodside since 2018. Further, Table 3-17 contained in Appendix K identifies additional meaningful actions that Town will take over the planning period to address the risk of displacement among renters, the rate of fair housing complaints among individuals with disabilities, and the potential for discriminatory practices in the real estate industry, as well as to further increase housing opportunities and expand access to opportunity for lower and moderate-income households.

g. Quantified Objectives for Construction Rehabilitation and Conservation of Housing

Rehabilitation and conservation of existing residential units at all income levels is important to maintaining habitable housing units within the Town of Woodside. The new units proposed in Table 3-8 below are the RHNA projections including a 20% buffer as outlined in Table 3-7. In 2023, 88 permits were issued to repair, remodel, and add onto existing ADUs and main residences. Extrapolating the 2023 permits issued over eight years creates 704 permits projected for repairs, remodels, and additions to existing ADUs and main residences. Policy H6.1 outlines three Programs to conserve the existing housing stock. Policy H6.2 outlines four Programs to assist with the rehabilitation of the existing housing stock, including granting exceptions necessary to rehab existing nonconforming housing units and connecting low income residents with the San Mateo County loan program for repairs and rehabilitation of existing units.

Table 3-8 Projected New and Rehabilitated Housing Units 2023-2031

Income	New Construction	Rehabilitation	Conservation/ Preservation
Extremely Low-	59	19	10
Very Low-	59	19	10
Low-	58	19	10
Moderate-	65	7	5
Above Moderate-	182	440	165
TOTAL	423	504	200

3.9 Housing Program and Action Plan – Guiding Principles, Goals, Policies, and Programs

The Cycle 5 Housing Element Programs were effective in helping the Town reach the RHNA targets for the cycle (Chapter 2, Table 2-5). RHNA targets for Cycle 6 significantly increase the housing unit targets from Cycle 5, as discussed above, requiring the Town to administer new programs and rezone to reach the new housing targets. The Town will increase opportunities for different housing types by having unit square footage maximums equivalent to current allowances for ADUs (up to 1,500 square feet). This Housing Element expands housing types available for different demographics. The Town balances the objective to make all parts of the community accessible with the need to encourage development of housing in areas with fewest environmental constraints and hazards.

A. Guiding Principles

Guiding Principle 1: Provide adequate housing for all persons regardless of race, color, ancestry/national origin, religion, income, age, disability, sex, sexual orientation, gender identity or expression, genetic information, marital status, familial status, military, or veteran status, and/or source of income.

Guiding Principle 2: Assure a variety of housing types within the context of the Town's General Plan and existing physical constraints.

Guiding Principle 3: Integrate new housing types while maintaining the Town's rural character and equestrian heritage.

Guiding Principle 4: Provide opportunities for housing to meet the needs of those families and individuals who wish to live in a rural setting—in quiet residential areas which provide privacy, separation from traffic, undisturbed terrain, extensive vegetation, and opportunities to keep horses and other animals.

Guiding Principle 5: Provide adequate and safe housing for households of varied income levels.

Guiding Principle 6: Allow housing development that is subordinate, sensitive, and complementary to the natural environmental setting and specific site conditions, including sites designated and rezoned for medium to high density housing with full consideration of environmental/service constraints.

B. Goals, Policies and Programs

Goal H1: Increase Opportunities for Development of Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs)

Policy H1.1 - Collect Information on Use of ADUs and JADUs, and Provide Outreach to Residents to Encourage Development of ADUs and JADUs

PROGRAMS:

a. ADU Survey

Update the existing ADU Survey, a required submittal during permitting of all new ADUs, detailing occupancy and rental costs of the unit(s) [as further described in Program H1.3.f.](#)

b. Outreach to Encourage ADUs

Conduct outreach to all residents to promote ADUs, and JADUs, by mailing postcards annually and posting details on the Town website, explaining the benefits of ADUs and JADUs, including multi-generational living/family support, caretaker housing, and sources of income. Additionally, the Town will continue to reach out to organizations and host public meetings on an annual basis to “demystify” past circulated assumed barriers to ADU and JADU construction.

Policy H1.2 - Promote ADUs and JADUs as an Opportunity for Affordable Housing to Promote an Inclusive and Equitable Community

PROGRAMS:**a. Prepare and Distribute Brochures on ADUs and JADUs**

Prepare and distribute annually a brochure explaining opportunities and design ideas for ADUs and JADUs. The brochure shall be reviewed on a bi-annual basis to ensure it remains up to date with new code changes.

b. Obtain and Distribute information from Companies that Specialize in ADU Construction

The Town shall solicit and obtain information from companies that specialize in ADU construction and transmit the information to residents through various outlets, such as updates on the Town website, quarterly or bi-annual mailings to residents, and public inquiries made with Planning Department staff.

c. Conduct ADU Workshops by New Town Council Districts

The Town conducted workshops in Fall 2022 for each district. Information was provided on state and local ADU laws. A total of 135 residents registered for the five ADU Workshops, and, on average, 61 percent attended (82 residents). The Town Council District 2 Workshop had the highest attendance at 70%. Of the 82 attendees, the comment cards recorded interest in developing 57 ADUs and 3 JADUs. The Town will continue to conduct additional periodic workshops throughout the planning period.

d. Revise ADU Ordinance Per State Law

Periodically amend the ADU ordinance to be consistent with State law.

Policy H1.3 – Continue to Remove Barriers to Construct ADUs and JADUs**PROGRAMS:****a. Modify Local Regulations to Permit Additional ADUs on ~~Properties Exceeding Two Acres~~ Larger Properties**

-Adopt an ordinance for new development standards to allow additional ADUs that meet basic setbacks and Total Floor Area requirements on properties exceeding two acres in the R-1, RR, SCP-5, SCP-7.5, and SCP-10 districts and exceeding one acre in the SR district. The ordinance shall allow at least four ADUs on these qualifying properties when they can safely accommodate those ADUs (meaning, for example, that the properties have adequate sewer/septic and water capacity, can construct the ADUs in compliance with all building code and fire prevention requirements, and can meet parking requirements). Complete by December 31, 2024.

b. Modify Local Regulations that Remove Barriers to Constructing ADUs and JADUs

Adopt an ordinance to revise development standards that create barriers to developing ADUs and JADUs. This may include allowing ADU septic systems, utilities, and ADUs themselves on slopes between 35% and 50% and areas required to remain in a Natural State. Complete by December 31, 2024.

c. Reduce Town Permit Fees for ADUs and JADUs

In 2022, the Town approved a plan to reduce certain ADU fees to remove barriers to construction. The estimated value of the fee reduction over the eight- year planning period is \$960,000.

d. Expedite Processing for ADUs and JADUs

Expedite stand-alone building permit processing for ADUs and JADUs from the Permit Streamlining deadline of 30 days to 20 days. This policy change will be included in the annual mailed information document on ADU's.

e. Develop Amnesty Program

Develop an Amnesty Program to legalize ADUs and JADUs constructed without permits prior to 2020, that meet current health and safety regulations, which includes an elimination of penalty fees. Publicize this program to encourage broad participation. The program will include inspection of units to provide, either a completion certification for units that meet code, or list of corrections needed to meet code, with a completion certification after code improvements are completed and inspected. After the program has been approved, information on the program will be included in the annual mailed information document on ADU's. The effectiveness of the program will be determined by the number of residents using the program.

f. Monitor ADU Production and Affordability

The Town shall require a survey to be completed by applicants building ADUs, requesting rent amount information, if the unit is part of an onsite worker compensation package, and/or if the unit will be occupied by a family member pursuant to Program H1.1.a. After two years following the adoption of the Housing Element, assess the number of applications for ADUs and JADUs approved and compare to the annual estimate of 15 units per year in Table 3-5 Proposed RHNA Plan. If the actual number of applications approved is less than 15 units annually, review measures to increase ADU production. After three years and again after six years in the planning period the Town will assess the ADU production rate, and if the production rate of 15 ADUs per annum is not being met, review the overall progress in meeting the RHNA Plan for a variety of housing types,

and if there is a projected deficiency in meeting the production goals, adopt additional policies for meeting the RHNA including identifying policies to incentivize ADU production, and if needed, identify areas in the Town suitable for rezoning to 20 units per acre. If ADU production rate is not at least 15 units per year by the end of 2025, measures noted above shall be implemented by the end of 2026. If the ADU production rate is not at least 15 units per year by the end of 2028, measures noted above shall be implemented by the end of 2029.

Goal H2: Affirmatively Further Fair Housing (AFFH):

Policy H2.1 - Provide Opportunities for Varied Housing Types with Access to High Resource Areas Amenities (schools, libraries, retail, restaurants, and services), and Transit Routes, including Bus Stops, Designated Bicycle Lanes, and Safe Routes to School Pathways.

PROGRAMS:

a. Establish Higher Density Zoning/Objective Design Standards near Freeway Access

Adopt an ordinance allowing higher density housing of up to 20 units/acre on one privately owned parcel (773 Cañada Road), and the two Town-owned sites at Raymundo Drive and High Road. These sites are conveniently located on an arterial near freeway access to reduce commute distances and thus greenhouse gas emissions. The ordinance will allow the developments meeting the density standards to be a permitted use by right per Government Code Section 65583.2(h) and (i). The rezoning and site-specific Objective Design Standards will establish appropriate development standards for the multifamily sites in order to facilitate achieving maximum allowable densities, and will be adopted by the end of 2024, as further outlined in Program H3.2.a.

b. Revisit the SB9 Development Standards

Revisit the SB9 development standards to encourage more SB9 Units, which would be smaller than main residences, with size limitations similar to ADUs (the maximum ADU size in Woodside is 1,500 square feet), thereby creating more affordable units.

c. Promote SB 9 Lot Splits

Provide information to property owners on SB9 lot split standards, and survey their interest in pursuing lot splits, as part of the annual information postcards mailed for ADU information in Policy H1.2.a.

d. Increase SB 9 Density Limits

Review the SB 9 ordinance to increase SB9 unit size limits similar to existing ADU size limits.

e. Pursue Public Transit

Continue to request the extension of public transit routes to Woodside on an annual basis.

f. Home Sharing and Tenant Matching

Home-sharing and tenant matching programs pair existing homeowners with renters in need of space. HIP Housing, based in San Mateo, runs a Home Sharing Program that matches Home Seekers and Home Providers and offers supportive services such as background checks, applicant interviews/screening, and facilitation of living together agreements. These programs make efficient use of existing housing stock and provide affordable rental rates without the need for new construction. Home sharing can be a particularly effective tool to support independent living for seniors and disabled residents while also increasing local housing opportunities for lower income earners who work in San Mateo County. Through this program, the Town will promote participation by Woodside homeowners in the HIP Housing Home Sharing Program by providing information at ADU workshops and continuing to refer interested parties to HIP Housing.

g. Anti-Discrimination Fair Housing Training and Fair Access to Housing

Increase awareness of fair housing practices among real estate professionals and lenders by working with organizations such as Hip Housing, HEART, San Mateo County ADU Resource Center and Department of Housing by creating tenant, landlord and real estate outreach and education workshops annually.

h. No-Net-Loss of Multi-Family Housing

In accordance with State Government Code Section 65863 any land that is zoned for higher density multi-family housing shall not be rezoned to a lower residential density.

i. Partner with HIP Housing for Support and Access to Housing for Special Needs Residents

Establish a partnership with HIP Housing to assist the Town with increasing production and outreach activities to promote ADUs; housing match services; support individuals with disabilities to find housing and/or services that would help existing residents to stay in their homes by providing in home support services; and, connecting low income residents programs/resources for rental assistance.

j. Partner with Project Sentinel and the Legal Aid Society of San Mateo County to Resolve and Promote Fair Housing Issues

Establish a partnership with Project Sentinel and the Legal Aid Society of San Mateo County to promote available housing issue resolution services and fair housing information that are advertised on the Town's website and sent out in the Town's newsletter.

k. Update the Town Center Area Plan

Update the Town Center Area Plan, and as a part of the planning process, determine areas within the Town Center that could accommodate different housing types, such as mixed-use, medium or high-density housing.

l. Housing Mobility

In coordination with Programs H2.1.a and H3.2.a, expand multi-family residential opportunities to new areas of the Town that currently lack multi-family housing options and affordable housing choices. Additionally, in coordination with Programs H.2.a, H2.2.d, H2.2.g, H3.3.c and H4.1.b, continue to support equal opportunity housing organizations to help with rental assistance and other support services, provide referrals to housing resources, establish a Density Bonus Ordinance, and Expand development exceptions for residents with disabilities.

Policy H2.2 Provide, Develop, and Maintain Public Information Regarding Housing Availability**PROGRAMS:****a. Provide Rental Availability Information**

The Town will continue to provide information on its website as a resource for listings of affordable rentals (San Mateo County and HIP Housing home share programs) including ADUs.

b. Promote Public Participation

The Town will solicit additional input at rezoning hearings.

c. Support Equal Opportunity Housing Organizations

The Town supports a variety of equal opportunity housing organizations including HIP Housing and the Housing Endowment and Regional Trust (HEART) and provides links to housing resources on its website, as outreach to protected classes based upon race, age, gender, family status, and religion.

d. Provide Referrals to Fair Housing Resources

The Town has and will provide links to housing resources on its website, including links to two investigative and enforcement agencies: the U.S. Department of Housing and Urban

Development, and the State Department of Fair Housing and Employment. These agencies provide resources and a means for resolution of fair housing complaints, including filing complaints related to discrimination against protected classes.

e. Provide Multi-Lingual Information

The Town will distribute fair housing information in languages other than English, in handouts that will be distributed with ADU applications, and for display at Cañada College, Woodside Library, and Town Hall.

f. Provide Information for Non-Profit Housing Assistance Organizations

The Town will add information to the Town website on housing complaints enforcement and contact information for non-profit information and enforcement organizations, including Project Sentinel, Legal Aid Society of San Mateo County, and the Community Legal Services of East Palo Alto. Include this information in the handouts developed for ADU applications.

g. Rental Assistance

In Woodside, renters northeast of Canada and Whiskey Hill Road, including Hispanic renters in this area, are more cost burdened than in the rest of town. The Town provides information regarding rental assistance programs offered by the Housing Authority of the County of San Mateo County (HACSM), including financial support, pro-bono legal assistance and emergency rental assistance to low-income tenants facing eviction, and/or disputing with their landlords over the habitability of their rental unit. Through this program, the Town will also collaborate with HACSM and non-profit service providers active in the county, such as Nuestra Casa, Casa Circulo, and El Centro de Libertad, to proactively promote the availability of these programs with informational fliers and referrals from Promotoras.

h. English Learner Services

Woodside Elementary English learners have lower test scores and greater absenteeism than native English speakers. As a member of the San Mateo County Libraries Joint Powers Authority, the Town of Woodside supports a range of educational support services offered at the Woodside Branch, including live online tutoring, live help for language learners, online writing assistance, and the LEAP Learning Platform, a diagnostic test center with customized study plans, lessons, and live tutoring. Through this program, the Town will actively promote the availability of these programs to English learners. Town actions may include: posting information and links on the

Town website; promoting services via Townwide newsletters; and, facilitating connections between Woodside Elementary teachers and Library staff.

Goal H3: Support Opportunities for Higher Density Housing

Policy H3.1 Support New Independent Housing at Cañada College

PROGRAMS:

a. Administer and Support new Independent Housing at Cañada College

The Woodside Town Council approved the Multi-Family Overlay Zone at Cañada College on January 27, 2015. The College District has prepared a Districtwide Facilities Master Plan for its three campuses that includes the construction of new housing, including independent units for families and individuals that attend or work at the College. The Town shall administer any permitting and/or local regulatory changes necessary to facilitate the development of the housing units. The Town commits to creating new zoning districts and Objective Design Standards (ODS) on the Cañada College campus, which will allow multi-family housing by right. The ordinance will allow the housing developments meeting the density standards to be permitted uses by right per Government Code Section 65583.2(h) and (i). ~~as further outlined and described in Programs H2.1.a and H3.2.a.~~ As noted in each of those programs, the Town will adopt the new multi-family development standards and ODS before the end of 2024. The Town will provide any additional resources it can to help ensure the desired housing is constructed. The Town will assist the District in obtaining local non-profit, state and/or federal financing to allow a portion of the units to be affordable to very low income (50 units) and low income (25 units) persons. The Town commits to ongoing bi-annual discussions with the College District to determine how the Town can support the District's facilities master plan implementation schedule, and that permits are issued this RHNA Cycle 6 planning period. If Cañada College does not submit a construction application for new housing units by the end of 2027, the Town will determine if other areas in the Town are suitable for rezoning at the same density of 20 units per acre and rezone feasible sites by the end of 2028.

b. Streamline Cañada College Housing Development Entitlement

Collaborate with the San Mateo County Community College District to streamline the entitlement process for housing development at Cañada College. The target housing goals are at least 75 units, of which 50 are very low income and 25 are low income, to implement the Cycle 6 RHNA.

Policy H3.2 Rezone Properties Allowing Increased Housing Density

PROGRAMS:**a. Rezone and Create Objective Design Standards for Sites Identified in the Housing Element to Accommodate Multi-Family Housing, Table 3-7**

Complete rezoning of sites identified in the Housing Element, Table 3-47, to allow for higher density residential development of 20 units per acre. The Town ~~is developing~~ shall develop/approve new multi-family zoning ~~standards-requirements, such as maximum height, maximum lot coverage, minimum setbacks, minimum parking standards, etc.,~~ that will establish appropriate development standards for multifamily sites in order to facilitate achieving maximum allowable densities ~~accommodate the maximum density~~ at 20 units per acre, and ~~the Town is creating~~ shall develop/approve ~~different~~ Objective Design Standards (ODS) that are tailored for each site specified for new multi-family housing within the planning cycle in Table 3-7. The ordinance will allow the developments meeting the density standards to be permitted uses by right per Government Code Section 65583.2(h) and (i). Zoning requirements and ODS, including but not limited to, maximum height, maximum lot coverage, minimum parking spaces per unit, minimum setbacks, etc., approved by the Town shall not restrict the ability to construct the maximum residential unit density at the affordability rates outlined in the Table 3-7. The adoption of new multi-family zoning development standards and site specific ODS will be adopted before the end of 2024. The disposition of Town-owned sites that are rezoned will be pursuant to the Surplus Land Act process. Within two years of the completion of the rezoning of the Town-owned sites the Town will issue a Notice of Availability pursuant to the Surplus Land Act to solicit affordable housing developers to develop the sites. The Town will facilitate the approval of entitlements and building permits and will cooperate with the applications for state and federal funding for affordable units. If the sites are not sold or a contract is not completed with a developer with a schedule to obtain building permits by the end of 2028, the Town will determine if other areas in the Town are suitable for rezoning at the same density of 20 units per acre and rezone feasible sites by the end of 2029.

b. Amend Multi-Family Residential Zone

Amend the Municipal Code MFRD zone to decrease the maximum lot size from 2,400 square feet to 2,200 square feet to increase the density in this zone from 18 to 20 units per acre, to meet Government Code Section 65583.2 density standards.

Policy H3.3 Incentivize Higher Density Housing**PROGRAMS:****a. Reduce Fees for Higher Density Housing if Barriers to Development**

Review Town permit fees for higher density housing to determine if fees need be reduced to further remove barriers to construction. The outcome of the review may be the reduction of fees for projects that are in multi-family (MFRD)-zones that achieve 20 units per acre with and to assist with the creation of affordable units (below above moderate income) to meet the Cycle 6 RHNA. The review will be completed by the end of 2024. By the end of 2027, the Town shall evaluate Town permit fees established for multi-family housing development that include affordable units to meet the Cycle 6 RHNA Plan, and if determined that existing permit fees are a barrier to the construction of such multi-family affordable units, the Town shall reduce the permit fees.

b. Expedite Processing for Higher Density Housing

Expedite processing for higher density housing including ADUs, JADUs, and developments of 20 units per acre from the Permit Streamlining deadline of 30 days to 20 days. Applicants for higher density housing will be informed of this policy when inquiries are made for higher density sites and as part of the ADU page on the Town website.

c. Density Bonus Ordinance

Adopt a density bonus ordinance to implement the State density bonus law.

Policy H3.4 Assist with the Development of Extremely Low-Income Housing

Assist with the development of extremely low-income housing through a variety of incentives. In addition to reducing fees and expediting permit processing as set forth in policies H3.3.a and b, consider modification of development standards (e.g., parking on a project basis), and assist non-profit developers with applications for State and federal grant, loan, and tax credit programs for project funding.

Goal H4: Promote the Availability of Housing for Special Needs Groups

Policy H4.1 - Promote Affordable Housing Opportunities for Persons with Disabilities of all types, not limited to Physical Disabilities

PROGRAMS:**a. Continue Access to Housing for people with Disabilities**

Continue to enable people with disabilities 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 Persons with Disabilities program at the Center for Independence of Individuals with Disabilities. The Town will direct inquiries for house modifications for people with disabilities to the County program. Public information regarding the program is available on the Town's website. The Town will develop and implement a Reasonable Accommodation Procedure to inform disabled persons of their rights and remedies under the federal Fair Housing Act and Americans with Disabilities Act, including Town code exceptions and referrals to County and non-profit resources for resolution of discrimination complaints, and funding resources for home modifications. The procedure will be developed and added to the existing Housing Resources webpage by the end of 2023 and will be added to the annual mailout of information regarding ADUs.

b. Amend Zoning Ordinance to Expand Exceptions for People with all types of Disabilities

The Town will amend and expand the existing Municipal Code to provide units accessible by people with any type of disability and including Section 153.204 - Exceptions for Minor Improvements for Disabled Access – to include ADUs.

c. Group Homes/Supportive Housing

Continue to allow group homes/supportive housing with ~~six (6) or fewer persons~~ over seven (7) persons –in all residential districts, as required by State law. Group homes are considered supportive housing and are allowed in all residential districts pursuant to Welfare and Institutions Code Section 5116. Supportive housing is a permitted use in the Town's zoning code under Municipal Code Section 153.107(Table A-1). As defined in Municipal Code Section 153.005, supportive housing that is occupied by the target population, and that is linked to onsite or offsite services that assists the resident in retaining housing and improving health that has no limit on the length of stay. The Municipal Code already allows for supportive housing in single family residential districts to follow the same form of development (floor area, setbacks, heights, accessory structures, etc.) that is currently permitted. This Program shall prohibit the Town from modifying development standards in a way that would prohibit supportive housing or group homes. In conjunction with the adoption of multi-family development requirements and Objective Design Standards (ODS) (Programs H2.1.a and H3.2.a), the Municipal Code will be updated to ensure supportive housing and group homes are permitted in the new multi-family zoning districts by adopting an ordinance prior to the end of 2024.

d. Support for Individuals with Disabilities

Fair housing complaints are disproportionately related to disability in San Mateo County, and while the overall number is small, there have been disability-related complaints lodged in Woodside. Additionally, the incidence of disability among both male (20%) and female (14.9%) Woodside residents living in poverty is disproportionately high. Through this program the Town will partner with Center for Independence for Individuals with Disabilities (CID) to promote the availability of programs and services for individuals with disabilities in Woodside. CID is a San Mateo County-based private, nonprofit corporation that provides direct and indirect services to more than 2,000 people. Town actions may include providing information and links to CID programs and services in Townwide newsletters; and co-hosting informational events.

Policy H4.2 - Promote Affordable Housing Opportunities and Services for Lower Income Residents, including Service Personnel, People with Disabilities, Caretakers, Equestrian Mangers/Employees, and Public Sector Employees

PROGRAMS:

a. Private Sector Employee Housing

Revise the Town Housing Resources webpage to provide information on the provisions of the Employee Housing Act and contact information for the San Mateo County Department of Environmental Health Services as the regulator of the law. Provide this information to property owners as part of the annual mailout for ADUs information.

b. Employee Housing

Promote opportunities for affordable housing to local employees (e.g., housing match services), which also reduces greenhouse gas emissions.

c. Workforce Housing

The High Road (APN 69170450) and Raymundo Drive (APN 72041040) properties owned by the Town have been identified as candidates for redevelopment with affordable housing, in consultation with non-profit housing developers. Through this program, the Town will seek to partner with a non-profit developer or non-profit developers for the construction of workforce housing to meet the needs of lower and moderate-income households in Woodside. In making these properties available for affordable housing development, the Town will comply with the requirements of the Surplus Lands Act. Within two years of the completion of the rezoning of the Town-owned sites the Town will issue Notice of Availability pursuant to the Surplus Land Act to solicit affordable housing developers to develop the sites. The Town will facilitate the approval of entitlements and building permits, and will cooperate with the applications for state and federal

funding for affordable units. If the sites are not sold or a contract is not completed with a developer with a schedule to obtain building permits before the end of the planning period by the end of 2028, the Town will determine if other areas in the Town are suitable for rezoning at the same density of 20 units per acre and rezone feasible sites by the end of 2029.

Policy H4.3 - Other Special Needs Housing

PROGRAMS:

a. Cooperate with Agencies Providing Emergency Shelters and Update Definitions/Parking Standards

The Town shall cooperate with agencies providing emergency shelter and transitional housing for the homeless, victims of domestic violence, and those in immediate crisis. Support includes the permitted use zoning for these facilities in the Community Commercial zone, working with any providers to carefully review development standards pursuant to Government Code Section 65583(a)(4)(A), and to find possible solutions to any barriers that may arise for a specific project. Ongoing support would be provided by Town staff as needed by any organization interested in establishing an emergency shelter within Woodside. Pursuant to Government Code Section 65583(a)(4), prior to December 31, 2024, the Town shall amend the definition of “Emergency Shelters” under its Zoning Code to clarify the inclusion of other interim interventions, including but not limited to, navigation centers, bridge housing, and respite or recuperative care, and to ensure that the treatment of Emergency Shelters under the Zoning Code is compliant with State Law. The Town shall establish specific parking standards for emergency shelters that correspond with industry standards, which would be sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone.

b. Supportive Housing in the Multi-Family Residential Development Overlay Zone (MFRD)

Amend the Municipal Code Section 153.110.E-Review Process, to allow supportive housing as a by-right use in the MFRD zone provided the conditions of State law for affordability restrictions are met.

c. Low Barrier Navigation Centers

Amend the Municipal Code to identify Low barrier navigation centers as a form of supportive housing as defined by State law, that are by-right use for multi-family zones per Government Code Section 65660.

d. Single Room Occupancy Units (SRO)

Amend the Municipal Code to add SRO units as a permitted use in the Community Commercial zone.

e. Farmworker Housing

Amend the Municipal Code to add farmworker housing as a residential use allowed in all residential and commercial zones except MFRD and define single-family zoning to include farmworker housing of up to six employees; and farmworker housing up to 12 units or 36 beds as a permitted use in zones allowing agricultural uses per the Employee Housing Act (Health and Safety Code 17021.5).

f. Senior Amenities

Continue to pursue a housing project for seniors.

Goal H5: Plan for a Resilient Community:

Policy H5-1: Minimize Damage from Natural Disasters

PROGRAMS:

a. Update the Very High Fire Hazard Severity Zones (VHFHSZ) Map

Update the Town’s Fire Hazard Map on an ongoing basis to be consistent with CalFIRE maps.

b. Improve Emergency Access and Response in the Very High Severity Fire Hazard Zones

Utilize resource materials developed as part of the Local Hazard Mitigation Plan (LHMP) and work with the Woodside Fire Protection District (WFPD) to identify potential Emergency Vehicle Access (EVA) routes where only one access point currently exists on streets within WUI areas. Ensure visible street signs and accommodate projects providing adequate water supplies for fire suppression.

c. Facilitate and Encourage Neighborhood Preparedness

Encourage neighbors to organize and work with the Town’s Emergency Preparedness Committee, the Woodside Fire Protection District, and Citizens Emergency Response Team (CERT) annually to prepare for natural disasters, including planning for evacuation of people and animals, developing

go-bags, and setting up communication networks among neighbors. Include information to the annual mailout to property owners about the CERT program and preparedness resources available on the Town's Emergency Services page.

Policy 5.2 - Provide Adequate Utilities

PROGRAMS:

a. Provide Sewer Service to Address Waste Disposal Failures

Continue to support sewer system access to those areas experiencing septic failure, when contiguous to a sewer district. For properties that are a significant distance from any sewer infrastructure, they may pursue alternative onsite effluent disposal with approval by the San Mateo County Department of Environmental Health. Information can be provided to property owners by the Town's Engineering Department and by the San Mateo County Department of Environmental Health.

b. Prioritize Sewer for Higher Density Residential Development

Encourage sanitary service districts to prioritize sewer allotments for higher density residential development for affordable housing.

c. Coordinate with CAL-Water to ensure Adequate Water Supplies

Work with the Town Engineering Department to ensure housing units and projects are proposed in areas with adequate water supplies for domestic use and wildfire suppression.

GOAL H6: Conserve & Rehabilitate the Existing Housing Stock & Develop New Housing Stock

Policy H6.1 - Conserve the Existing Housing Stock

PROGRAMS:

a. Apply California Building Code

The Town shall continue to apply the California Building Code 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 will be brought into conformance in a timely manner. The emphasis is 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.

Policy H6.2 - Rehabilitate the existing housing stock**PROGRAMS:****a. Continue to Encourage and Facilitate Home Rehabilitation**

Continue to encourage and facilitate the rehabilitation and/or expansion of existing housing units.

b. Provide for 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. Municipal Code Section 153.940 sets forth the discretionary approval process for variances by the Planning Commission. Findings for approval are listed as the basis for the Commission decision.

c. Evaluate and Modify Development Standards in the Western Hills

Using the model developed in The Glens, evaluate opportunities to relax development standards, including minimum lot sizes, to provide property owners with more development flexibility, which will remove barriers for the construction of new residential units and additions/remodels to existing units. Complete this review and adopt an ordinance to modify development standards in the Western Hills neighborhoods by the end of 2025.

d. Utilize 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. The Town's website contains information about County rehabilitation programs under the "Housing Resources" page.

Policy H6.3 - Promote Sustainability Including Energy Efficient Housing**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. Require compliance with the Solar Mandate which requires installation of photovoltaic panels on all new residences (houses, condominiums, and apartment projects) up to three stories to offset their use of electricity.

b. Encourage Energy Efficient 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. Require compliance with all fire regulations.

C. Action Plan for Program Implementation

As required by State law, Section 65583(c) of the Government Code, an Action Plan has been established to implement the goals, policies, and objectives contained in the Housing Element. Table 3-5 is Woodside's Action Plan for Program Implementation identifying schedule, status, and departments responsible for implementation of programs designed achieve the Housing Element objectives.

Table 3-9. Action Plan for Program Implementation

The Housing Element programs proposed for the Cycle 6 reporting period (2023-2031), including targets and implementation, are included below.

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
GOAL H1: Increase Opportunities for Development of Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units							
Policy H1.1 – Collect Information on Use of ADUs and JADUs, and Provide Outreach to Residents Encouraging Development of ADUs and JADUs							
a.	ADU Survey	Planning	General Fund	Response rate	100% response rate	Update the Survey by the end of 2023 and distribute annually Provide to applicants – ongoing	ADU Survey/Factor #3
b.	Outreach to Encourage ADUs	Planning	General Fund	Response rate	Mailings to all residents and annual meetings	Ongoing and annually	Appendix E/Factor #3
Policy H1.2 – Promote ADUs and JADUs as an Opportunity for Affordable Housing -Inclusive and Equitable Community							
a.	Prepare and Distribute Brochures on ADUs/JADUs	Planning	General Fund	Number of new ADUs and JADUs applications approved	Meet RHNA targets for ADUs and JADUs	Complete Brochure by end of 2023 and distribution is ongoing and annual	Appendix E/ Factor #3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
b.	Obtain and Distribute Information from Companies that Specialize in ADU Construction	Planning/Building	General Fund	Number of residents reached/ participating	All Woodside residents aware of and potentially benefitting from information	Complete by the end of 2023, with annual updates	Appendix E/ Factor #3
c.	Conduct ADU Workshops by New Town Council Districts	Planning	General Fund	Number of residents participating	All Woodside residents aware of and potentially benefitting from information	Completed October 2022. Additional workshops to be conducted periodically.	Appendix E/ Factor #3
d.	Revise ADU Ordinance	Planning	General Fund	Revision of ordinance	All Woodside residents aware of and potentially benefitting from information	2023 for initial HCD recommendations; on-going as law changes	Appendix E/ Factor #3
Policy H1.3 – Continue to Remove Barriers to Constructing ADUs and JADUs							
a.	Modify Local Regulations to Permit Additional ADUs on Properties Exceeding Two Acres	Planning	General Fund	Increase development of new ADUs	Meet RHNA targets for ADUs and JADUs (120 units)	Complete by the end of 2023 2024	Appendix E/ Factor #3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
b.	Modify Local Regulations to Remove Barriers to Constructing ADUs and JADUs	Planning	General Fund	Increase development of new ADUs and JADUs	Meet RHNA targets for ADUs and JADUs	Complete by the end of 2023	Appendix E/ Factor #3
c.	Reduce Town Permit Fees for ADUs and JADUs	Planning	General Fund Estimated \$960,000 cost	Town's ability to increase financial subsidies for ADU and JADU permit fees.	Reduce fees as financially feasible, and review on an annual basis to determine if fees can be further reduced.	Completed 2022	Appendix E/ Factor #3
d.	Expedite Permitting for ADUs and JADUs	Planning/Building	General Fund	Reduce Town plan check time from the State Permit Streamlining deadline of 30 days to 20 days	Meet the 20-day plan check target for all ADUs and JADUs	Begin January 2023 Ongoing	Appendix E/ Factor #3
e.	Develop Amnesty Program for ADUs and JADUs	Planning	General Fund	Number of residents using program	Permit 100% of existing non-permitted ADUs	Complete by the end of 2024	Appendix E/ Factor #3
f.	Monitor ADU Production <u>and Affordability</u>	Planning	General Fund	Number of ADU/JADU applications processed	Meet RHNA target	If ADU production rate is not at least 15 units per year by the end of 2025,	Appendix E/ Factor #3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
						<p>adopt additional policies for meeting the RHNA including identifying policies to incentivize ADU production, and if needed, identify areas in the Town suitable for rezoning to 20 units per acre shall be implemented by the end of 2026. If the ADU production rate is not at least 15 units per year by the end of 2028, measures noted above shall be implemented by the end of 2029.</p> <p><u>Require ADU survey to be completed by applicant at permit issuance asking for proposed rent level for the ADU.</u></p>	

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
Goal H2: Affirmatively Further Fair Housing (AFFH)							
Policy H2.1 – Provide Opportunities for Varied Housing Types with Access to High Resource Areas Amenities (schools, libraries, retail, restaurants, and services), and Transit Routes, including Bus Stops, Designated Bicycle Lanes, and Safe Routes to School Pathways							
a.	Establish Higher Density Zoning and Objective Design Standards Near Freeway Access	Planning	General Fund	Ordinance adoption	Meet the RHNA target and goals to provide more affordable housing (at least 49 units on three sites identified for high density housing)	Complete by December 31, 2024	Appendix G/Factor #1 & 3
b.	Revisit SB9 Unit Development Standards; Inform residents of program.	Planning	General Fund	Ordinance adoption; number of postcards and electronic info distribution	Revisit SB9 development standards to encourage more SB9 Units (Programs H2.1.b/c/d should create at least 10 units)	Complete ordinance review by the end of 2024. Annual distribution of info and survey of interest	Appendix G/Factor #1 & 3
c.	Promote SB 9 Lot Splits	Planning	General Fund	Number of lot split applications	Meet RHNA targets (Programs H2.1.b/c/d should create at least 10 units)	Annually	Appendix G/Factor #1 & 3
d.	Increase SB 9 Density limits	Planning	General Fund	Ordinance amendment	Increase density to meet RHNA targets. (Programs	Complete ordinance review by the end of 2024	Appendix G/Factor #1 & 3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
					H2.1.b/c/d should create at least 10 units)		
e.	Provide Public Transit	Planning/ Public Works	General Fund	Response from SamTrans	Seek bus routes in Woodside	Annually	Appendix F/ Factor #3
f.	Home Sharing/Tenant Match	Planning	General Fund	10 home sharing matches	Matching Woodside housing with employees (5 homeshares)	Promote Home Sharing Program at ADU events starting Q3 2023	Appendix F/ Factor #3
g.	Anti-Discrimination and Fair Housing Training	Planning	General Fund	Number of education sessions held annually	Increase awareness of fair housing practices among real estate professionals lenders, landlords, and tenants	Contact non-profit groups in Q4 2024; annual coordination on support activities	Appendix F/ Factor #3
h	No Net-Loss of Multi-family Housing	Planning	General Fund	Retention of of multi-family housing zoning	Any land that is zoned for higher density multi-family housing shall not be rezoned to a lower residential density	Ongoing	Appendix F/ Factor #3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
i.	Partner with HIP Housing for Support and Access to Housing for Special Needs Residents	Planning	General Fund	Number of residents that utilize services to help new residents find housing and existing residents to remain in their homes	Establish a partnership with HIP Housing to assist the Town with outreach; housing match services; support individuals with disabilities; and, connecting low-income residents with programs/resources for rental assistance (5 connections for support services for residents with special needs)	Establish partnership with Hip Housing by the end of 2024	Appendix F/ Factor #3
j.	Partner with Project Sentinel and the Legal Aid Society of San Mateo County to Resolve and Promote Fair Housing Issues	Planning	General Fund	Number of residents that utilize services	Establish a partnership with Project Sentinel and the Legal Aid Society of San Mateo County to promote available housing issue	Establish partnership with Project Sentinel and the Legal Aid Society of San Mateo County by the end of 2024	Appendix F/ Appendix B Factor #1, 2, &3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
					resolution services and fair housing information		
k.	Update the Town Area Center Plan	Planning	General Fund	New Housing Opportunities within the Town Center	Update the Town Center Area Plan, and as a part of the planning process, determine areas within the Town Center that could accommodate different housing types, such as mixed-use, medium or high-density housing.	Complete update by end of 2026	Appendix F/ Factor 3
l.	Housing Mobility	Planning	General Fund	Number of constructed affordable housing units, rehabilitated units for those with disabilities, and forged partnerships	Expand multi-family residential opportunities to new areas of the Town that currently lack multi-family;	Ongoing throughout Planning Period	Appendix F/ Factor 3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
				with organizations that provide support services to low income residence and those with special needs	continue to support equal opportunity housing organizations to help with rental assistance and other support services, provide referrals to housing resources, establish a Density Bonus Ordinance, and Expand development exceptions for residents with disabilities		
<i>Policy H2.2 Provide, Develop, and Maintain Public Information Regarding Housing Availability</i>							
a.	Provide Rental Availability Info	Planning	General Fund	Number of inquiries	Lower income residents	Annually and on-going	Appendix B/ Factor #1,2, &3
b.	Promote Public Participation	Planning	General Fund	Number of meetings	All residents	Hearings on rezonings	Appendix H/ Factor #2

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
c.	Support Equal Opportunity Housing Organizations	Planning	General Fund	Number of referrals	All residents	Create links on Town website	Appendix K/Factor #1
d.	Provide Referrals to Fair Housing Resource's	Planning	General Fund	Number of referrals	All residents	Add links on Town website	Appendix K/Factor #1
e.	Provide multi-Lingual Info	Planning	General Fund	Creation of multi-lingual documents	All Residents	2024	Appendix B/ Factor #2
f.	Provide Info on Non-profit Housing Organizations	Planning	General Fund	Creation of information	All residents	2024	Appendix K/Factor #1
g.	Rental Assistance	Planning	General Fund	Increase housing security for renters northeast of Canada and Whisky Hill Road	All residents and employees	Identify non-profit partners by Q4 2024; coordinate annually with HACSM and partners on promotional activities	Appendix K/Factor #1
h.	English Learner Services	Planning	General Fund		Support skills development in non-native English-speaking youth in Woodside	Post information on website by Q2 2023; promote services via newsletter semi-annually starting Q3 2023; facilitate school-library connections annually starting Q2 2024	Appendix K/Factor #1

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
Goal H3: Support Opportunities for Higher Density Housing							
Policy H3.1 – Support New Independent Housing at Cañada College							
a.	Administer and Support new Independent Housing at Cañada College by adopting multi-family zoning standards and Objective Design Standards (ODS) to ensure multi-family units in accordance with the Master Facilities Plan will be allowed by right and up to 20 units per acre.	Planning/Town Administration	General Fund	Collaboration with SMCCC	75 or more units constructed during RHNA Cycle 6 period	Implement zoning development standards and ODS for multi-family housing by the end of 2024. Ongoing discussions on a bi-annual basis to receive status updates on housing construction and to determine if the Town can provide assistance	Appendix G/Factor #2 & 3
b.	Streamline Cañada College Housing Development Standards	Planning	General Fund	Ordinance adoption	75 or more units constructed	End of 2024	Appendix G/Factor #2 & 3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
Policy H3.2 – Rezone Properties Allowing Increased Housing Density							
a.	Rezone Sites and create Objective Design Standards for multi-family sites Identified in the Housing Element, Table 3-7, and contract with affordable housing developer for Town owned sites	Planning	General Fund	Meet RHNA targets	Meet RHNA targets	Complete rezoning and ODS by end of 2024, and partner with affordable housing development for Town owned sites by the end of 2028	Appendix G/Factor #2 & 3
b.	Amend MFRD zone maximum lot size to 2,200 square feet = 20 du/ac	Planning	General Fund	Ordinance adoption	Meet RHNA targets	2024	Appendix G/Factor #2 & 3
Policy H3.3 – Incentivize Higher Density Housing							
a.	Reduce Fees for Higher Density Housing if	Planning	General Fund	Town’s ability to increase financial subsidies for ADU and JADU permit fees	Reduce fees as financially feasible, and review on an annual basis to determine if fees	Complete by the end of 2024 and ongoing. <u>Review fees by 2027 to determine if fees need to be further</u>	Appendix F/Factor #2 & 3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
	Barriers to Development				need to be further reduced	<u>reduced if creating a barrier to the construction of multi-family housing.</u>	
b.	Expedite Processing of Higher Density Housing	Planning/Building	General Fund	Reduce Town plan check time from the State Permit Streamlining deadline of 30 days to 20 days	Meet the 20-day plan check target for all ADUs and JADUs and developments of 20 units per acre	Begin July 2023 Ongoing	Appendix F/Factor #2 &3
c.	Adopt Density Bonus Ordinance	Planning	General Fund	Ordinance adoption	Affordable development project	2024	Appendix F/Factor #2 &3
Policy 3.4 Assist with Development of Extremely Low-Income Housing							
a.	Provide incentives including Development standards modification	Planning	General Fund	Projects assisted	Non-profit housing developers	On-going	Appendix F/Factor #2 &3
Goal H4: Promote the Availability of Housing for Special Needs Groups							
Policy H4.1 – Promote Affordable Housing Opportunities for Persons with Disabilities of All Types, not Limited to Physical Disabilities							

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
a.	Continue to Enable Access to Housing for People with Disabilities. Develop a Reasonable Accommodation Procedure	Planning	General Fund	People with Disabilities ability to find accessible housing.	Apply existing codes allowing exceptions to development standards to allow access for people with disabilities	Ongoing Develop procedure in 2024	Appendix B/ Factor #1,2 & 3
b.	Amend Zoning Ordinance to Expand Exceptions for People with Disabilities to include ADUs	Planning	General Fund	People with Disabilities ability to find accessible housing.	Amend codes to provide units accessible by people with any type of disability including ADUs.	Complete by the end of 2025	Appendix B/ Factor #1,2 & 3
c.	Group Home and Supportive Housing permitting procedures	Planning	General Fund	Develop supportive housing zoning classification for facilities exceeding six residents	Continue to permit group homes and supportive housing in all residential zones similar to other residential uses of the same form in the same zone. Update Municipal Code to allow supportive housing and group	Ongoing to continue to allow uses, and adopt an ordinance to allow group homes and supportive housing in new multi-family residential districts by the end of 2024	Appendix F/ Factor #1 & 2

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
					homes in new mutli-family residential zoning districts		
d.	Support for Individuals with Disabilities	Planning	General Fund	25% increase in participation in CID programs and services by Woodside residents	Woodside individuals with disabilities	Annually throughout the planning period starting Q3 2023	Appendix F/ Factor #1 & 2
Policy H4.2 – Promote Affordable Housing Opportunities for Students, Service Personnel, People with Disabilities, Caretakers, Equestrian Managers/Employees, and Public Sector Employees							
a.	Private Sector Employee Housing Resources	Planning	General Fund	Information added to Town website and property owner mailouts	Woodside employees (Programs H4.2.a/b/c will contribute to 5 housing matches)	2024	Appendix B/ Factor # 3
b.	Employee Housing	Planning	General Fund	Number of local workers able to access housing in Town	Promote opportunities for affordable housing to local employees (e.g., housing match services)	Ongoing	Appendix B/ Factor # 3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
					(Programs H4.2.a/b/c will contribute to 5 housing matches)		
c.	Workforce Housing. Contract with affordable housing developer for Town owned sites identified for multi-family housing.	Planning	General Fund	23 lower income units and 10 moderate income units by 2031	Woodside employees (Programs H4.2.a/b/c will contribute to 5 housing matches)	Prepare and release an RFP by Q2 2025 Contract with affordable housing developer for Town owned sites identified for multi-family housing by the end of 2028.	Appendix B/ Factor # 3
Policy 4.3 – Other Special Needs Housing							
a.	Cooperate with Agencies Providing Emergency Shelter and update Municipal Code to create specific parking	Planning	General Fund	Interest from Agencies	Continue to permit housing types that meet Zoning, and health and safety development regulations for Emergency Shelters, and update the Municipal Code to	Ongoing review of development standards, and update parking standards for Emergency Shelters before the end of 2025	Appendix B/ Factor #3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
	standards, and update zoning standards if any standard is shown to be a barrier pursuant to Government Code Section 65583(a)(4)(A), uses within the same zone.				establish parking standards for Emergency Shelters before the end of 2025		
b.	Amend Muni Code for Supportive Housing as a permitted use without discretionary review in zoning districts allowing multi-family housing.	Planning	General Fund	Code amendment	Supportive housing organizations	2025	Appendix F/ Factor #3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
c.	Amend Muni Code for Low Barrier Navigation Centers	Planning	General Fund	Code amendment	Supportive housing organizations	2025	Appendix F/ Factor #3
d.	Amend Muni Code for SRO Units as a permitted use without discretionary review in the Commercial Zone that allows residential uses.	Planning	General Fund	Code amendment	Lower income residents	2025	Appendix F/ Factor #3
e.	Amend Muni Code to Allow Farmworker Housing	Planning	General Fund	Code amendment	Lower income farmworkers	2025	Appendix F/ Factor #3
f.	Senior Amenities	Planning	General Fund	Town consideration of standards for different types of senior housing	Provide viable options for seniors living in Woodside	Complete by the end of 2026	Appendix B/ Factor #3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
Goal H5: Plan for a Resilient Community							
Policy H5-1 - Minimize Damage from Natural Disasters							
a.	Update the Very High Fire Hazard Severity Zones (VHFHSZ) Map	Planning/Engineering	General Fund	Update local maps within 3-6 months of new VHFHSZ maps released by CAL Fire	Update Town maps consistent with CAL Fire map updates	Periodically on an ongoing basis	Appendix F/ Factor # 2 &5
b.	Improve Emergency Access and Response in the Very High Fire Hazard Severity Zones	Planning/Building/Engineering	General Fund	Identify areas in WUI with only one point of access and work with the Fire District to improve evacuation routes	Permit increased evacuation points proposed	Ongoing	Appendix F/ Factor # 2 &5
c.	Facilitate and Encourage Neighborhood Preparedness	Building/Woodside Fire Protection District	General Fund	Ensure residents from every CERT District go through CERT training	Ensure Woodside neighborhoods are prepared for natural disasters	Ongoing and annual	Appendix F/ Factor # 2 &5

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
Policy H5-2 – Provide Adequate Utilities							
a.	Provide Sewer to Address Waste Disposal Failures	Engineering	Sewer Hook-up fees	Provide information for connecting to sewer to residents contiguous to sewer districts experiencing septic failure	Address failures in a timely manner	Ongoing	Appendix F/ Factor # 2
b.	Prioritize Sewer for Higher Density Residential Development	Engineering	Sewer Hook-up fees	Coordinate with all sewer districts to accommodate sewer service for higher density residential development	Provide sewer service for higher density residential development	Complete by the end of 2024	Appendix F/ Factor # 2
c.	Coordinate with Cal Water to ensure Adequate Water Supplies	Engineering	General Fund	Coordinate on timing for implementing capital projects	Ensure adequate water supply for sites with increased housing densities	Ongoing, and during application process for developments fulfilling RHNA	Appendix F/ Factor # 2

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
Goal H6: Conserve and Rehabilitate the Existing Housing Stock and Develop New Housing Stock							
Policy H6.1 – Conserve the Existing Housing							
a.	Apply California Building Code	Building	General Fund/Permit Fees			Ongoing	Appendix B/ Factor #4
b.	Maintain and Improve Housing	Building	General Fund/Permit Fees			Ongoing	Appendix B/ Factor #4
c.	Enforce Housing Standards	Building	General Fund/Permit Fees	Code enforcement progress addressing corrections to unsafe living conditions	Address Code Enforcement cases in a timely manner to protect adequate public health and safety living conditions.	Ongoing	Appendix B/ Factor #4
Policy H6.2 – Rehabilitate the Existing Housing Stock							
a.	Continue to Encourage and Facilitate Home Rehabilitation	Planning/Building	General Fund/Permit Fees	Number of permits approved meeting code requirements to maintain existing housing units	Provide clear and publicized checklists for housing upgrades	Ongoing	Appendix B/ Factor #4
b.	Provide Exceptions and Variances	Planning	General Fund/Permit Fees	Number of variances approved	Review Exception and Variance	Ongoing	Appendix B/ Factor #4

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
					proposals in a timely manner		
c.	Evaluate Development Standards in the Western Hills	Planning	General Fund	Number of meetings held with residents of Western Hills, adoption of new standards, and number of units constructed and maintained after implementation of new standards	Adopt a new ordinance that provides residents with options to upgrade their existing residential units and create new residential units that do not increase hazards or the ability to safely evacuate during emergencies	Complete by the end of 2025	Appendix F/ Factor # 2
d.	Utilize Rehabilitation Programs	Planning	County/Federal Programs	Number of programs utilized	Provide information on existing programs available that can subsidize home improvements	Ongoing	Appendix B/ Factor #4

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
Policy 6.3 - Promote Sustainability Including Energy Efficiency							
a.	Promote and Enforce Energy Efficiency and Sustainability	Planning/Building	General Fund/Permit Fees	Adopt by reference all new building code cycles with increased energy efficiency regulations	Ensure all new housing meets minimum energy efficient requirements as updated by the State	Ongoing	State Law/Factor #2
b.	Encourage Energy Efficient Building Design and Materials	Planning/Building	General Fund/Permit Fees	Provide information about resources and technology available for increased energy efficiency	Require all new housing to meet State mandate energy efficiency requirements	Ongoing	State Law/Factor #2

ⁱ The State Median Income for a Family of 4 in San Mateo County is \$149,600 (2021 San Mateo County Income Limits, as defined by HUD, effective April 1, 2021)

ⁱⁱ 21 Elements Listening Session with Service Providers, November 15, 2021.

ⁱⁱⁱ HCD Memorandum, Housing Element Site Inventory Guidebook, June 10, 2020, p. 3.

*Analysis/Factor Column- The appendix containing the analysis of data that supports the policy is listed first/then the factor the policy addresses per State law as follows:

1. Contributing factors to fair housing issues.
2. Specific commitment, milestones, metrics, and geographic targeting.
3. Housing mobility, new housing choices, affordability in high opportunity areas.
4. Place based strategies for community preservation.
5. Displacement protection.