

HCD Transmittal Draft #2
TOWN OF WOODSIDE HOUSING ELEMENT
2023-2031

March 7, 2023

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1.0 INTRODUCTION

1.1 Introduction

When we plan for housing in our communities – while it is imperative to gather and assess a myriad of data and statistics – it is equally important to reflect for a moment on the very basic concept of why a house – our home – is important. Why do our homes, or should they, make us happy?

“There is pretty strong evidence that the environment in which people live is closely linked to their well-being,” says Graham Rowles, professor at the University of Kentucky. “It’s sort of like the human animal attachment to territory is built into our DNA.”

“We have a need for a place that is called home,” he adds. Home provides security, control, belonging, identity, and privacy, among other things. “But most of all, it’s a place that provides us with a centering—a place from which we leave each morning and to which we return each evening.”

So, given that shelter is one of our most basic human needs, ways in which we can increase housing security is intimately tied to increased health, happiness, and the ability to progress. Children in stable housing move less and do better in school. Healthy, affordable housing reduces stress and disease, thereby benefitting both mental and physical health. Affordable housing frees up funds for food and health care. Affordable housing near employers attracts employees and reduces the environmental and infrastructure impacts of long commutes. A mix of housing options allows all individuals to be secure and contribute to the community.

This Cycle 6 Housing Element will stretch the Woodside community to diversify its housing stock and to increase affordability. The Cycle 5 Regional Housing Needs Assessment (RHNA) allocation was 62 units, which was achieved by constructing ADUs and single-family homes. The Cycle 6 RHNA allocation is 328 units. This creates a challenge in a high land and construction cost environment but also creates an opportunity to increase inclusivity in Woodside.

The Cycle 6 Housing Element must also comply with new housing considerations (e.g., Affirmatively Furthering Fair Housing, AFFH), and new reporting and analysis requirements.

The Housing Element, A Required General Plan Element

In California, each jurisdiction plans for housing by preparing a Housing Element. In Woodside, the first Housing Element was included in the 1970 General Plan (and was three pages long!).

The Housing Element is one of the seven mandatory elements required by the State of California in a General Plan (a blueprint for development and conservation). A Housing Element contains

goals, policies, and programs for meeting the Regional Housing Needs Allocation (RHNA). RHNA is assigned by the State for each region. Regional governments (for Woodside this is the Association of Bay Area Governments (ABAG)) then assign RHNA allocations to individual municipalities. The Housing Element is updated every eight years, and to be certified by the State, it must be reviewed and approved by local decisionmakers and the California Department of Housing and Community Development (HCD).

The format of this Cycle 6 Housing Element provides summary information in its Chapters to give the reader a broad overview and understanding, and more in-depth and source information is its Appendices.

1.2 Woodside Demographics – Characteristics & Trends

Developing a Housing Element that functions well for the community requires an understanding of its specific housing needs. This section provides an overview of Woodside’s demographics and its changing characteristics, as described more fully in *The Housing Needs Data Report: Woodside*, prepared by the ABAG/MTC and Baird + Driskell Community Planning. The full report is included in **Appendix B**.



a. People

Population: Woodside’s population increased by 6.1% between 2000 to 2020, from 5,352 to 5,676. In 2010, the population declined to 5,287 – primarily during the Great Recession, but the overall population trend over this 20-year period has increased. The population of Woodside makes up 0.7% of the population of San Mateo County. The Town’s population has been growing, but less than the Bay Area region overall.

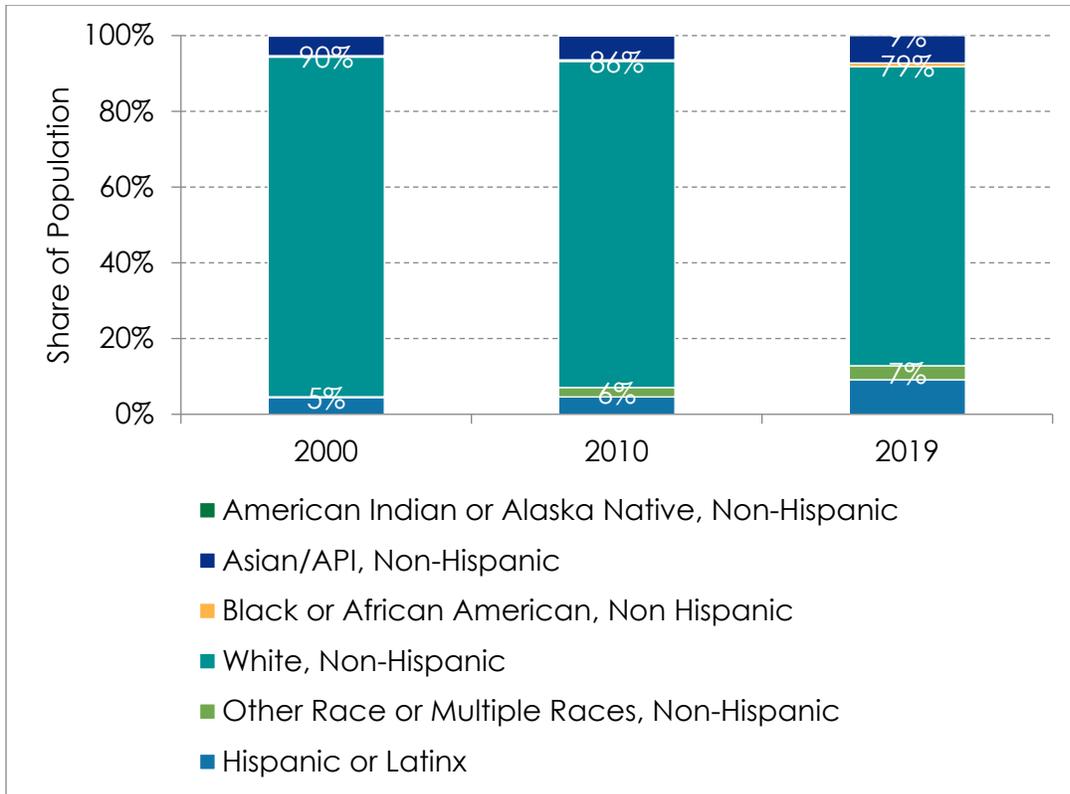
Table 1-1. Population Growth Trends

Geography	1990	1995	2000	2005	2010	2015	2020
Woodside	5,034	5,320	5,352	5,476	5,287	5,617	5,676
San Mateo County	649,623	685,354	707,163	719,844	718,451	761,748	773,244
Bay Area	6,020,147	6,381,961	6,784,348	7,073,912	7,150,739	7,595,694	7,790,537

(Table 2 in Housing Needs Data Report, Appendix B)

Slight Increases in Ethnic Diversity: Woodside’s population is slowly becoming more diverse. In 2019, 79.0% of Woodside’s population was White (vs. 86.1% in 2010); 0.9% was Black/African American (vs. .4% in 2010); 7.3% was Asian (vs. 6.3% in 2010); and 9.1% was Latinx (vs. 4.6% in 2010). People of color continue to comprise a smaller proportion of the Town’s population than in San Mateo County and the wider Bay Area.

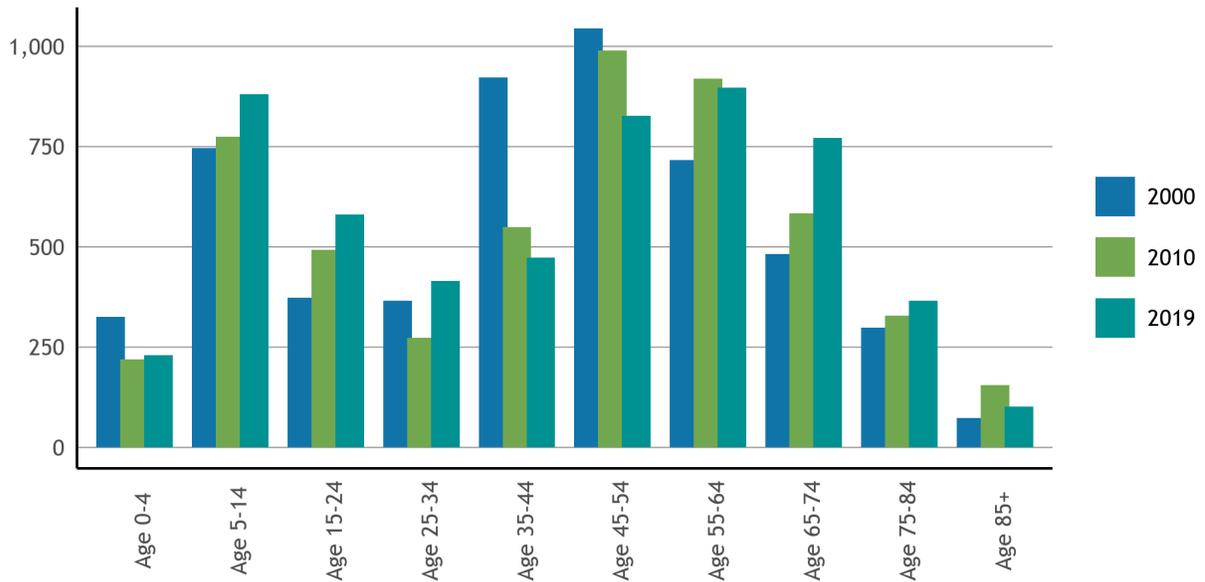
Table 1-2. Population by Race, 2000-2019 in Woodside



(Figure 3 in Housing Needs Data Report, Appendix B)

Growing Youth and Senior Populations: In Woodside, the populations of residents 5-34 and 65-84 have both increased. The population of residents 35-44 have decreased. The median age in Woodside has also increased from 43.4 years old in 2000 to approximately 47 years old in 2019.

Table 1-3. Population by Age, 2000-2019



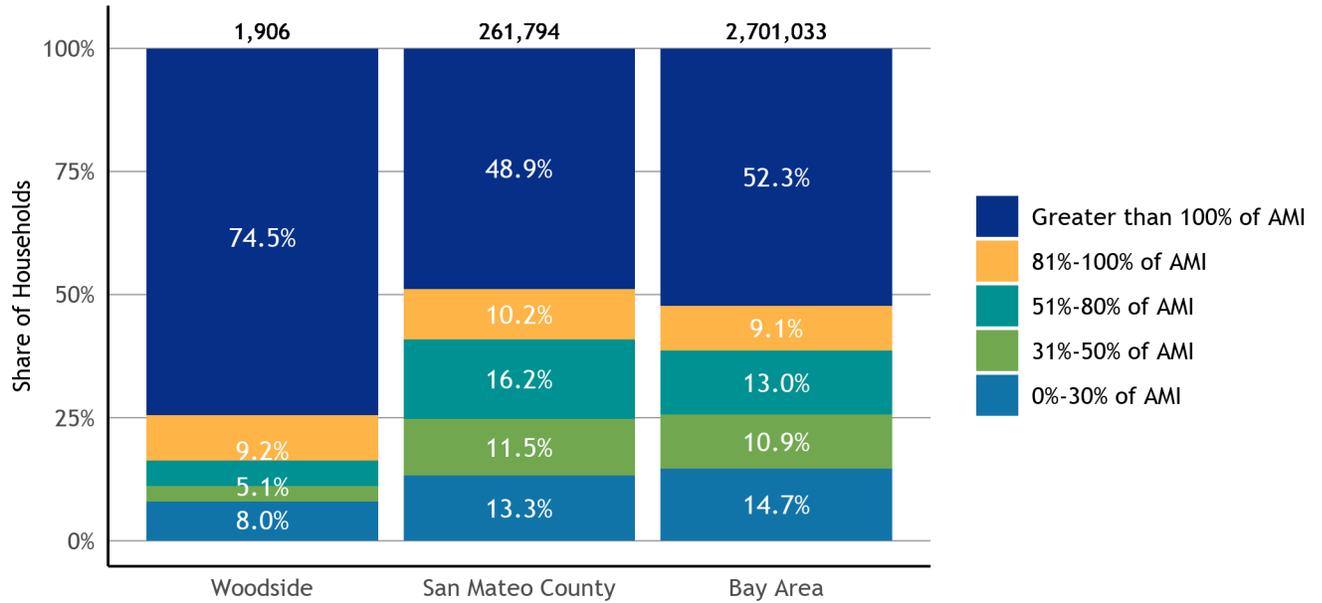
(Figure 2 in the Housing Needs Data Report, Appendix B)

Household Income Levels: The Area Median Income (AMI)ⁱ in San Mateo County is \$149,600 (based on a household of 4, effective April 1, 2021). In Woodside, 74.5% of households make more than 100% of the Area Median Income (AMI)¹, while 8.0% make less than 30% of AMI, which is considered extremely low-income. In San Mateo County, 30% AMI is the equivalent to the annual income of \$54,800 (based on a household size of 4, effective April 1, 2021). Many households with multiple wage earners – including food service workers, full-time students, teachers, farmworkers, livestock care providers, and healthcare professionals – can fall into lower AMI categories due to relatively stagnant wages in many industries.

Regionally, more than half of all households make more than 100% AMI, while approximately 15% make less than 30% AMI. **According to State Department of Housing and Community Development data and maps, the Town has a predominance of higher income households compared to the region and is a Racially Concentrated Area of Affluence with high concentrations of higher income White residents.**

¹ Income groups are based on HUD calculations for Area Median Income (AMI). HUD calculates the AMI for different metropolitan areas, and the nine county Bay Area includes the following metropolitan areas: Napa Metro Area (Napa County), Oakland-Fremont Metro Area (Alameda and Contra Costa Counties), San Francisco Metro Area (Marin, San Francisco, and San Mateo Counties), San Jose-Sunnyvale-Santa Clara Metro Area (Santa Clara County), Santa Rosa Metro Area (Sonoma County), and Vallejo-Fairfield Metro Area (Solano County). The AMI levels in this chart are based on the HUD metro area where this jurisdiction is located. Households making between 80 and 120 percent of the AMI are moderate-income, those making 50 to 80 percent are low-income, those making 30 to 50 percent are very low-income, and those making less than 30 percent are extremely low-income. This is then adjusted for household size.

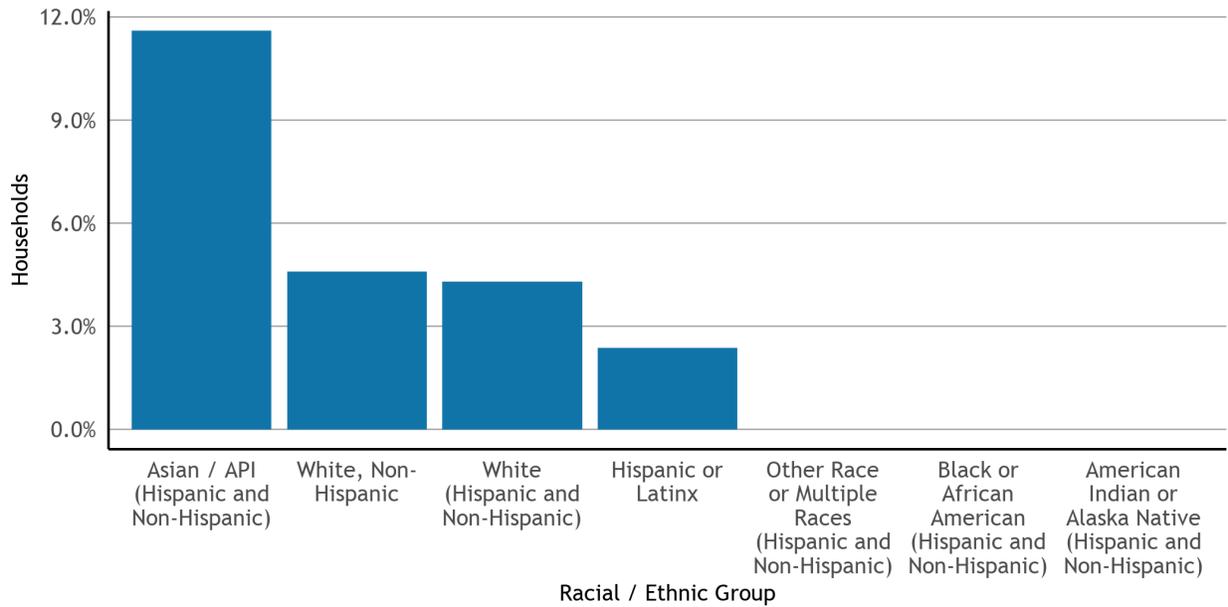
Table 1-4. Households by Household Income Level



(Figure 10 in Housing Needs Data Report, Appendix B)

Poverty: People of color are more likely to experience poverty and financial instability as a result of federal and local housing policies that have historically excluded them from the same opportunities extended to Non-Hispanic White residents.ⁱⁱ These economic disparities also leave communities of color at higher risk for housing insecurity, displacement or homelessness. The groups with the highest poverty rates in Woodside are Asian/Pacific Islander residents (nearly 12%) and Non-Hispanic White residents (approximately 4.5%). Latinx residents have the lowest poverty rate (under 3%).ⁱⁱⁱ

Table 1-5. Poverty Status by Race in Woodside



(Figure 12 in Housing Needs Data Report, Appendix B)

Female-headed Households are more likely to Live in Poverty: In Woodside 46.7% of female-headed households with children fall below the Federal Poverty line, while 12.9% of female households without children fall below this line.

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). The 2019 count determined that there were 1,512 people experiencing homelessness in San Mateo County, including: 901 unsheltered people living on the streets, in cars, in recreational vehicles (RVs), and in tents/encampments; and 611 sheltered homeless people (in emergency shelters and traditional housing programs).

Table 1-6. Homeless Count Over Time in San Mateo County



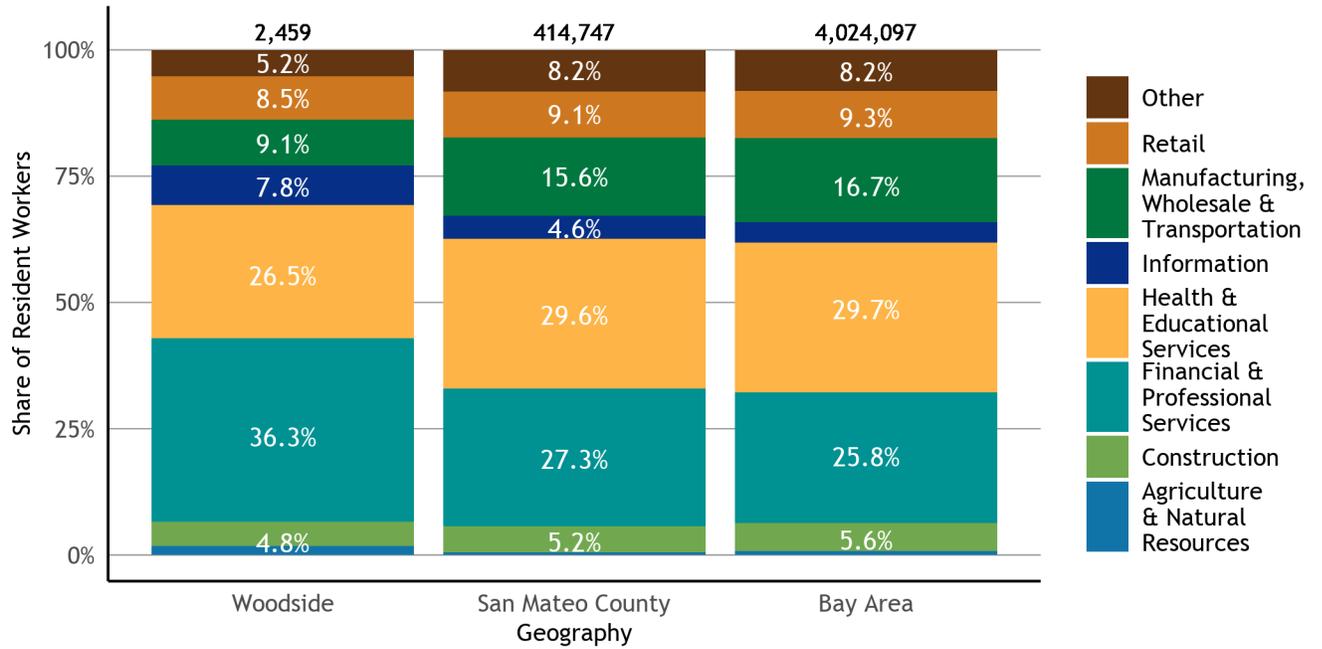
(Source: 2019 San Mateo County One Day Homeless County and Survey)



b. Jobs

Employment: Woodside residents most commonly work in the Financial and Professional Services industry (36.3%), followed by Health & Educational Services (26.5%). Since 2010, the number of jobs located in Woodside increased by 520 (32.5%). Generally, having a similar number of jobs and employed residents produces benefits for a community, such as reduced traffic and climate impacts, by allowing people who work in the community to also live there. Both San Mateo County and Woodside are job rich, meaning they have more jobs than employed residents. There are 2,430 employed residents and 3,410 jobs^{iv} in Woodside, resulting in a jobs-to-resident workers ratio of 1.4.

Table 1-7. Resident Employment by Industry



(Figure 9 in the Housing Needs Data Report, Appendix B)



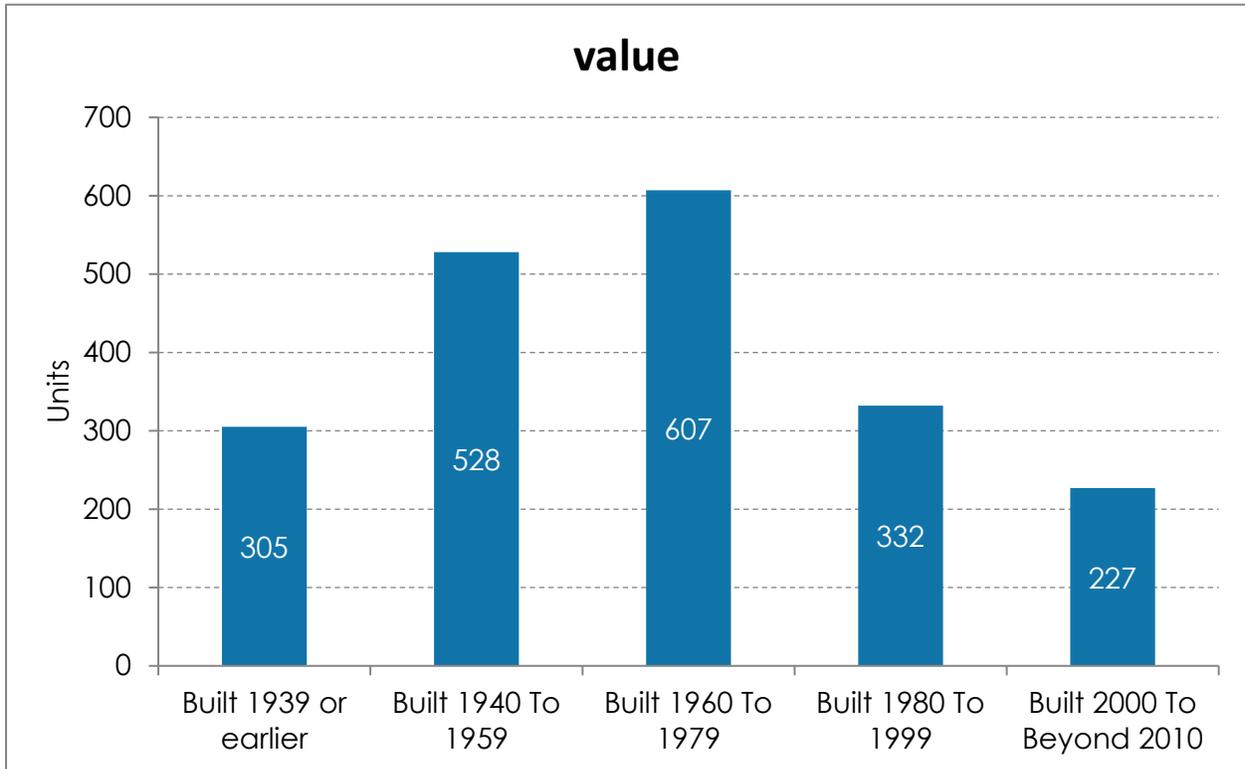
c. Housing and Household Characteristics

Woodside is primarily a Single-Family Residential Community: In 2020, 95% of homes in Woodside were single-family detached; 3% were single-family attached; and 1% were small multi-family (2-4 units). There are no medium or large multi-family units (5+ units) in Woodside. Woodside’s share of housing stock, consisting of detached single-family homes, is above that of other jurisdictions in the region (95% as compared to 52% in the Bay Area).

New Homes Built: The number of new homes built in the Bay Area has not kept pace with the demand, resulting in longer commutes, higher prices, and greater displacement and homelessness. The number of homes constructed in Woodside increased 2.9% from 2010 to 2020, which is *below* the housing growth rate for San Mateo County and the Bay Area overall during this time-period (4% and 5% respectively).

The Housing Stock in Woodside is Aging: The largest number of housing units in Woodside were constructed between 1960 and 1979 and are therefore 40-60+ years old.

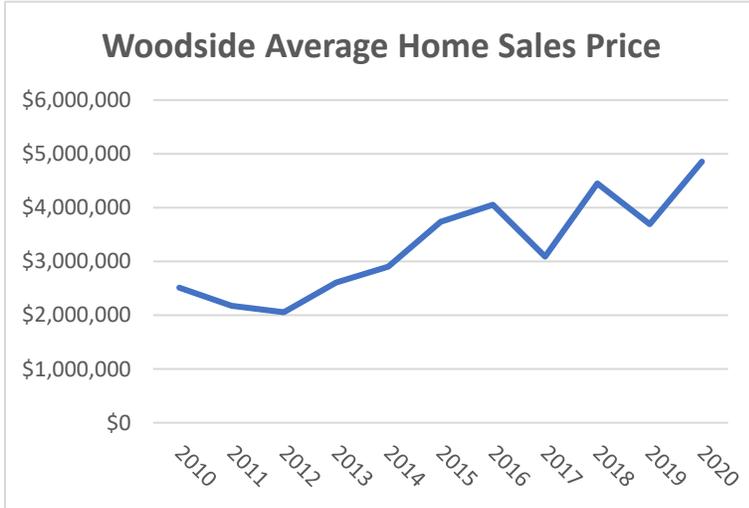
Table 1-8. Housing Units by Year Structure Built in Woodside



(Figure 19 in the Housing Needs Data Report, Appendix B)

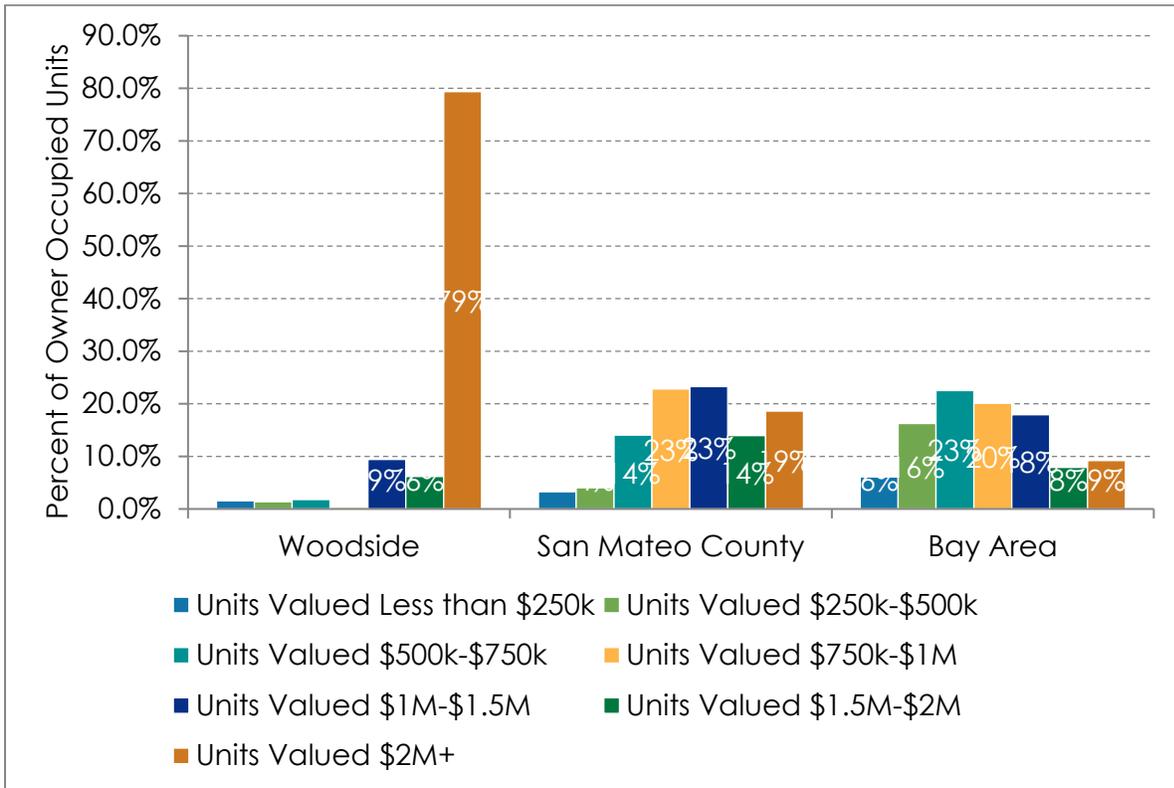
High Housing Costs: In 2020, the average sales price of a single-family home in Woodside was approximately \$4,855,976. Home prices more than doubled between 2010 to 2020 in Woodside. With high job growth and low housing growth in the County, the cost of homes in Woodside has increased significantly in the past decade.

Table 1-9. Average Home Sales Prices in Woodside



Source: San Mateo Association of Realtors Annual Reports 2010-2020

Table 1-10. Home Values of Owner-Occupied Units



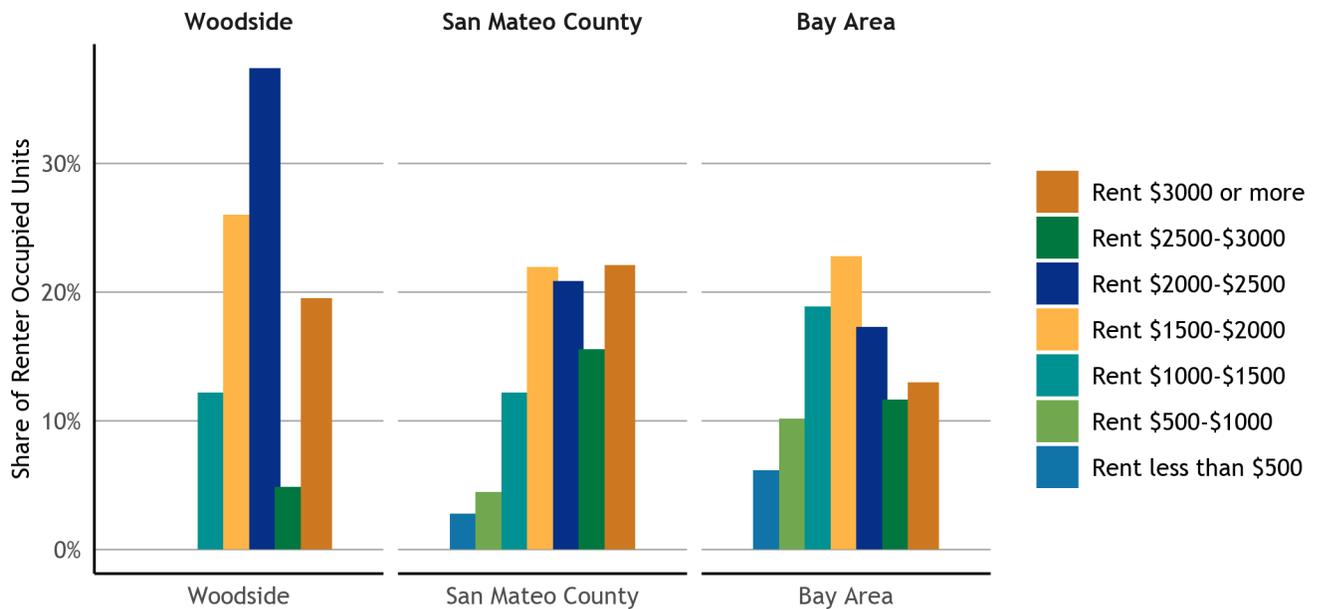
(Figure 7 in the Housing Needs Data Report, Appendix B)

Vacancy Rate: Vacant units make up 10.0% of the overall housing stock in Woodside. The rental vacancy stands at 2.6%, while the ownership vacancy rate is 1.7%. Of the vacant units, the most common type of vacancy is *For Seasonal, Recreational, Or Occasional Use*.

Low Likelihood of Displacement/Gentrification: Ninety-eight percent (98%) of households in Woodside live in neighborhoods where low-income households are likely excluded due to prohibitive housing costs. According to research from the University of California, 0.0% of households in Woodside live in neighborhoods that are susceptible to or experiencing displacement or are at risk of undergoing gentrification.

Rental Prices: Similar to home values, rents have also increased dramatically in recent years. In Woodside, the largest proportion of rental units rented in the \$2,000-2,500 category (37.4%), followed by rents in the \$1,500-2,000 category (26%). Overall, rental prices in Woodside increased by 34% from 2009 to 2019. The median rent in 2019 was \$2,150.^v To rent a typical apartment without cost burden, a household would need to make \$86,320 per year.

Table 1-11. Contract Rents for Renter-Occupied Units



(Figure 24 in the Housing Needs Data Report, Appendix B)

The Level of Cost Burden Experienced by Residents: The U.S. Department of Housing and Urban Development (HUD) considers housing to be affordable for a household if the household spends less than 30% of its income on housing costs. A household is considered “cost-burdened” if it spends more than 30% of its monthly income on housing costs, while those who spend more than 50% of their income on housing costs are considered “severely cost-burdened”. In

Woodside, 10.8% of households are cost-burdened, spending 30-50% of their income on housing, while 13.5% of households are severely cost-burdened, i.e., using the majority of their income for housing.

Special Needs Residents: The following analysis of special needs groups is based on Appendix B Housing Needs Data Report.

Some population groups have special housing needs that allow for greater mobility and accessibility. In Woodside, the population is aging, and Appendix B Figure 2 shows approximately 1,175 seniors in Woodside or approximately 21% of the total population. 5.3% of all residents have one or more disabilities and may require accessible housing. The most common disabilities in the town are ambulatory (2.6%), hearing (2.3%), and independent living (1.7%).^{vi}

Large families are generally served by homes with 3 or more bedrooms, of which there are 1,608 units in Woodside (89% of the housing). Among these 3+ bedroom units, 7% are renter occupied and 93% are owner occupied. Presently, 12.8% of Woodside households are larger households with five or more people. Cycle 5 affordable units (ADUs) were typically one-bedroom units.

Woodside residents require more housing options for seniors, more housing for people with disabilities, and more housing options for larger families that are renting units. Also, 5.6% of households are female-headed families (in Woodside 46.7% of female-headed households with children fall below the Federal Poverty line), which are often at greater risk of housing insecurity, or being at risk of losing their home, requiring more affordable housing. In addition, Cañada College is located within the Town of Woodside, resulting in greater needs for student and faculty housing, both on-campus and in the campus vicinity. While Woodside does not have agricultural land and the associated need for farmworker housing, it does have many large estates where property owners employ landscapers, caretakers, and equestrian managers, all of whom require housing.

Extremely Low-Income Households (ELI)

Number of Households - Housing Element Introduction Section 1.2 Woodside Demographics, Table 1-4 Household Income Levels, shows the percentage of extremely low-income households (less than 30% of Area Median Income-AMI) at 8% compared to 13.3% for the County and 14.7% for the Bay Area (Page 1-6). The 8% ELI Woodside households is comprised of approximately 144 households (1799 total households). HCD's Housing Element guidance notes that jurisdictions may use their RHNA for very low-income households to calculate their projected extremely low-income households at 50% of the very low-income allocation. The Cycle 6 RHNA allocation to Woodside for extremely low-income households is 45 using 50% of the very low-income households allocation. Therefore, the Town will need to plan for an additional 45 ELI households housing needs over the next eight-year planning cycle.

ELI Housing Needs – These households can be negatively impacted by the following factors:

- Cost burden – Is defined by a household paying more than 30% of its income on their housing payment. This is particularly important for ELI households as their discretionary income is limited. Per Figure 26-Cost Burden by Tenure, in Appendix B – Housing Needs Data Report (Page 39), six percent of renters are cost burdened (compared to 11.6% for ownership). This burden falls more heavily on lower income households. The Figure 27 – Cost Burden by Income Level (Page 40) - indicates 96% of ELI households are experiencing cost burden.
- Displacement - This risk is discussed on Page K-52– Displacement Risk of Appendix K - Woodside Fair Housing Assessment, and shows eight percent of Woodside residents moved in the past year (compared to 12% County-wide) and the Urban Displacement Project does not identify any Woodside areas as “Sensitive Communities vulnerable to displacement.
- Housing condition- Appendix K - Woodside Fair Housing Assessment, Page K-60 states fewer than 1% of households are living in units considered substandard.
- Overcrowding - Appendix K - Woodside Fair Housing Assessment, Page K-49 states there are no households experiencing overcrowding.
- Affordable unit availability- Per Table G-2 Cycle 6 Proposed RHNA Plan (Page Appendix G-12) the Town will have sufficient housing production over the eight-year planning period to house the projected number of ELI households.

1.3 Recent State Housing Laws & Town Implementation

A wide range of new housing and housing-related laws have been adopted since the last Housing Element Update, many of which required changes to Town ordinances. Additionally, housing-related laws adopted since the last General Plan update added requirements to the Cycle 6 Housing Element. Recent State laws primarily facilitate the development of additional housing by streamlining processes, relaxing development standards, up zoning, and decreasing local control, while other laws require additional reporting and integration with safety standards/planning. While the most applicable recent State laws for Woodside have been the new ADU laws, and SB 9 (which allows for ministerial density increases in single-family neighborhoods), other State housing laws must also be tracked and analyzed for applicability. A review of these recent laws is included below. These laws are intended to facilitate development of additional housing and the creation of more inclusive, resilient communities.

a. New Laws Pertaining to Accessory Dwelling Units (ADUs)

Over the last five years, State law has set new Statewide development standards for ADUs, marking a more top-down planning approach to housing production. The Town has shown an uptick in the construction of ADUs following the adoption of these laws, excepting the lull in 2020—the first year of the COVID-19 pandemic when contractors were scarcer. As the pandemic lingered, however, increased space at home became paramount (e.g., for extended family living

quarters, rental income generation, home office space and home school space), and the increase continued in 2021.

AB 2299, SB 1069, and AB 2406 – Streamlining Affordable Housing Projects. In 2016, the Legislature adopted AB 2299, SB 1069, and AB 2406 that required streamlining of the approval process for ADUs, removal of barriers to their construction, and expansion of a jurisdiction’s capacity to provide more affordable housing units in the State. The bills also authorized “junior accessory dwelling units” (JADUs) in single-family zones.

To ensure consistency with these State requirements, a formal ADU code amendment change was recommended by the Planning Commission on February 15, 2017 (PC Resolution 2017-005) and approved by the Town Council on March 28, 2017 (Ordinance 2017-585). Woodside implemented these laws on their State effective date. The Town also adopted a JADU ordinance (Ordinance 2018-597), although AB 2406 was voluntary.

AB 68, AB 881, and SB 13 – Changes in Requirements and Approval Timelines for ADUs. In 2019, the Legislature adopted AB 68, AB 881 and SB 13 which amended existing requirements for ADUs including the maximum setback allowed on new and existing structures, minimum parking requirements, minimum sizes for ADUs, ministerial approval for ADUs, and a shorter timeline for approval. An ADU of 800 square feet, 16 feet in height with minimum side and rear setbacks of 4 feet, is permitted by-right on all single-family residential parcels.

To address these changes, the Planning Commission adopted a Resolution of Intention and Recommendation to the Town Council (PC Resolution 2020-001) to amend the Woodside Municipal Code (WMC). The Town Council adopted the changes to the WMC on July 14, 2020 (Ordinance 2020-610). Woodside implemented these laws on their State effective date.

AB 671 – Incentives for ADUs. In 2019, the Legislature adopted AB 671 which requires a local agency to include a plan in its Housing Element that incentivizes and promotes the creation of ADUs that can be offered at affordable rent for very low, low-, or moderate-income households. The bill requires the Department of Housing and Community Development (HCD) to develop a list of existing State grants and financial incentives for operating, administrative, and other expenses in connection with the planning, construction, and operation of ADUs with affordable rent, as specified. The bill required HCD to post that list on its internet website by December 31, 2020.

The Cycle 6 Housing Element will include a program for incentivizing and promoting the creation of ADUs that can be offered at affordable rent for very low, low-, or moderate-income households.

AB 345 – ADUs: Separate Conveyance

Existing law authorizes a local agency by ordinance to allow an ADU to be sold or conveyed separately from the primary residence to a qualified buyer if certain conditions are met, including that the property was built or developed by a qualified nonprofit corporation and that the property is held pursuant to a recorded tenancy in common agreement.

AB 345 requires local agencies to allow an ADU to be sold or conveyed separately from the primary residence to a qualified buyer, and imposes an additional condition on a tenancy in common agreement to include specified information, including a delineation of all areas of the property that are for the exclusive use of a cotenant, delineation of each cotenant's responsibility for the costs of taxes, insurance, utilities, general maintenance and repair, and improvements associated with the property, and procedures for dispute resolution among cotenants before restoring to level action.

b. Decline of Single-family Zoning

Single-family zoning is now the focus of zoning reform, with the following bills approved in 2021.

SB 9 – Ministerial Units and Lot Splits. In 2021, the Governor signed SB 9 into law, allowing a property owner to split most any single-family lot into two and further allows the development of two units on each resulting lot with ministerial and objective design review only. SB 9 is effective for all local jurisdictions in the State on January 1, 2022.

On December 14, 2021, The Town of Woodside adopted an Urgency Ordinance and took a first reading of an identical regular ordinance to bring the WMC Subdivision and Zoning ordinances into compliance with SB 9 (Ordinance No. 2021-622 and Ordinance 2022-624). The second reading for Ordinance No. 2022-624 was conducted on January 11, 2022. The Town also adopted simple Objective Design Standards for SB 9 projects (Resolution No. 2021-7464) on December 14, 2021. On February 22, 2022, the Town Council introduced revisions to the Town's adopted SB 9 Ordinance concerning SB 9 projects in Very High Fire Severity Hazard Zones (qualifying that SB 9 projects which meet fire mitigation measures can be approved in the VHSFHZs) and habitat (slight wording change, from "land" to "site").

SB-10 – Density. In 2021, the Governor signed SB 10 into law, allowing jurisdictions to zone any parcel for up to 10 units of residential density, at a height specified in the ordinance, if the parcel is located in a transit-rich area or an urban infill site (located in a city with boundaries that include some portion of either an urbanized area or urban cluster, as designated by the U.S. Census Bureau). The bill specifies that this rezoning would not be a project subject to the California Environmental Quality Act (CEQA), but that subsequent development proposals may be subject to CEQA. The bill prohibits a legislative body from subsequently reducing the density of any parcel subject to the ordinance. The bill would prohibit a residential or mixed-use residential project consisting of 10 or more units that is located on a parcel zoned pursuant to the provisions of the bill from being approved ministerially or by right or from being exempt from the CEQA.

c. Affordable Housing

Previously, under the State's Density Bonus Law for 100% affordable housing projects, a jurisdiction was required to allow an increase in density and provide up to three incentives or

concessions to a development with certain levels of affordable units. AB 1763 expanded upon this.

AB 1763—Density Bonuses. In 2019, the Legislature adopted AB 1763 which requires jurisdictions to provide a density bonus to development projects that restrict 100 percent of their units as affordable to lower and moderate-income households.

The Town is currently in the process of developing its mandated Density Bonus Ordinance.

d. Environmental Justice

Environmental justice in local planning addresses the fact that low-income communities and communities of color often bear a disproportionate burden of pollution and associated health risks. Environmental justice seeks to correct this inequity by reducing the pollution experienced by these communities and ensuring their input is considered in decisions that affect them. “Environmental justice” is defined in California law as the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies (Cal. Gov. Code, § 65040.12, (e)).

SB 1000 – Environmental Justice in Local Land Use Planning. In 2016, the Legislature adopted SB 1000, requiring local governments to identify environmental justice communities (called “disadvantaged communities”) in their jurisdictions and address environmental justice in their general plans. This new law has several purposes, including to facilitate transparency and public engagement in local governments’ planning and decision making, reduce harmful pollutants and the associated health risks in environmental justice communities, and promote equitable access to health-inducing benefits, such as health food options, housing, public facilities, and recreation.

No disadvantaged communities are identified within or in the vicinity of Woodside. (SB 535 Disadvantaged Communities Map, using CalEnviro Screen 3.0 results (June 2018 Update)); therefore, an Environmental Justice Element is not required for the Town of Woodside.

e. Housing Crisis

SB 330 – Housing Crisis Act of 2019. Effective January 1, 2020, and through its expiration on January 1, 2025 (five years), California Senate Bill SB 330 (the Housing Crisis Act of 2019 – Government Code 659411.1) expands or amends existing State legislation, including the Permit Streamlining Act and Housing Accountability Act, with the broad goals of facilitating increased production of new residential units, protecting existing units, and providing for an expedited review and approval process for housing development projects through submittal of a “preliminary application.”

The Town of Woodside did not deny any housing development project during the planning period (2015-2023).

f. Streamlining

The Permit Streamlining Act was enacted in 1977 to expedite the processing of permits for development projects (Government Code § 65921). The Permit Streamlining Act achieves this goal by (1) setting forth various time limits within which State and local government agencies must either approve or disapprove permits; (2) providing that these time limits may be extended once (and only once) by agreement between the parties. In 2017, SB 35 took this one step further by linking the streamlining and discretionary versus ministerial review to RHNA status.

SB 35 – Streamlined Approval Process for Affordable Housing. In 2017, the Legislature adopted SB 35 which expedites approval of qualified zoning-compliant projects in a local jurisdiction that falls short of its Regional Housing Needs Allocation (RHNA) target, until its RHNA goals are met. The bill allows a qualified multifamily housing development project to be approved via a ministerial approval, rather than a conditional use permit, if it satisfies a detailed list of objective planning standards.

The Town of Woodside met its prorated RHNA requirements as of June 25, 2019, and June 1, 2022, and was therefore not subject to SB 35 Streamlining (SB 35 Statewide Determination Summary, Appendix C).

g. Housing Project Denial

The Housing Accountability Act (Gov. Code, § 65589.5), also known as the “Anti-NIMBY Law,” was first adopted in 1982 to prevent local governments’ – and local communities’ – resistance to affordable housing from creating barriers to the development of affordable housing and emergency shelters. It limits local governments’ ability to disapprove applications for affordable housing projects and emergency shelters, allowing such disapprovals only in certain circumstances and based on very specific factual findings. The applicant (i.e., the developer), persons who would be eligible to live at the proposed development, and housing advocacy organizations, including trade associations, may bring lawsuits challenging local governments’ violations of the Act. SB 167 increased the denial test.

SB 167 – Revisions to the Housing Accountability Act. In 2017, the Legislature adopted SB 167 which requires findings of inconsistency if a housing development is denied, that are now based on *a preponderance of evidence* rather than substantial evidence in the record. If the local agency considers the housing development to be inconsistent, not in compliance, or not in conformity, the local agency is required to provide the applicant with written documentation identifying the provisions and rationale for denying the project within a specified time-period. If documentation is not provided within this time-period, the application is deemed consistent, compliant and in conformity with the applicable plan, program, policy, ordinance, standard, requirement, or other similar provision.

h. Housing Element Analyses

Recent legislation has substantially strengthened the obligations of the Housing Element, including requiring a more in-depth analysis of the sites inventory and potentially exclusionary patterns and practices.

AB 1397— Inventory of Land for Residential Development. In 2017, the Legislature adopted AB 1397 which revises what may be included in a jurisdiction’s inventory of land suitable for residential development. The changes require parcels on a jurisdiction’s Housing Element site list to have “realistic and demonstrated potential” for development during the planning period. Parcels on the list are required to have sufficient water, sewer, and dry utilities infrastructure to support housing development, or be included in a jurisdiction’s existing General Plan program or other mandatory plan – including a public or private utility provider’s plan—to secure sufficient infrastructure to support housing development.

AB 686 – Affirmatively Furthering Fair Housing (AFFH). In 2018, the Legislature adopted AB 686 which introduced a duty to affirmatively further fair housing into California state law. Affirmatively furthering fair housing is defined as taking meaningful actions that “overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity” for communities of color, persons with disabilities, and others protected by California law. It requires the state, cities, counties, and public housing authorities to administer their programs and activities related to housing and community development in a way that affirmatively furthers fair housing, and not take any action that is materially inconsistent with this obligation. It adds a requirement for an AFFH analysis to the Housing Element for plans that are due beginning in 2021. The analysis is required to examine issues such as segregation and resident displacement, as well as the required identification of fair housing goals.

i. Employee Housing Act

The Employee Housing Act is set forth in Health and Safety Code Section 17000 and is administered and enforced by the San Mateo County Department of Environmental Health Services. The Act regulates housing that is provided by an employer to employees and establishes standards for the construction and maintenance of employee housing. The regulations apply to facilities housing five or more employees. The Town does not currently have employee housing facilities but has established policies in the event a private property owner desires to construct a facility.

j. Housing Element Reporting Requirements

Each jurisdiction is required to create an annual report on the status and progress in implementing the housing element of its general plan using forms and definitions adopted by the California Department of Housing and Community Development (HCD). The report must be

submitted to HCD and the Governor’s Office of Planning and Research on or before April 1 of each year.

AB 879 – Additional Information required in Housing Element Annual Planning Reports. In 2017, the Legislature adopted AB 879 which requires that additional information be provided in the Annual Planning Reports (APRs), including:

1. Number of housing development applications received during the prior year;
2. Number of units included in all development applications received during the prior year;
3. Number of units approved and disapproved during the prior year; and,
4. Listing of sites rezoned to accommodate that portion of the city or county’s share of the regional housing need for every income level that could not be accommodated on specific sites.

The bill also requires a jurisdiction, in its analysis of governmental constraints, to include an analysis of any currently authorized, locally adopted ordinances that directly impact the cost and supply of residential development.

The Town of Woodside provides the required information in the Housing Element Annual Planning Report (APR) that is required to be submitted to the Housing and Community Development Department (HCD) by April 1st of each year. This report is presented to the Town Council in January and is transmitted to HCD immediately after, well in advance of the April 1st deadline each year.

j. Surplus Land

The Legislature is facilitating the use of available public land for development of housing.

SB 791 – Surplus Land Unit. In 2021, the Legislature adopted SB 791 which establishes the Surplus Land Unit within the Department of Housing and Community Development. The Unit facilitates the development and construction of residential housing on surplus land, owned by local jurisdictions. The bill authorizes the Surplus Land Unit to facilitate agreements between housing developers and local agencies that seek to dispose of surplus land; provide advice, technical assistance and consultive and technical service to local agencies with surplus land and developers that seek to develop housing on surplus land; and collaborate with specified state agencies to assist housing developers and local agencies with obtaining grants, loans, tax credits, credit enhancements and other types of financing that facilitate the construction of housing on surplus land.

k. Real Property: Discriminatory Restrictions

The Legislature is working to revise discriminatory language in real estate documents and Codes, Covenants and Restrictions (CC&Rs)

AB 1466 – Real Property: Discriminatory Restrictions. AB 1466 requires a county recorder, title insurance company, escrow company, real estate broker, real estate agency, or association that delivers a copy of a declaration, governing document or deed to a person who holds an ownership interest in property to also provide a Restrictive Covenant Modification form with specified procedural information. The bill requires the county recorder of each county to establish a restrictive covenant program to assist in the redaction of unlawfully restrictive covenants.

1.4 Housing and Safety – Integration of the Housing Element with the Local Hazard Mitigation Plan (LHMP) and the Safety Element

Housing policies focus on the provision of safe and sanitary housing to meet existing and future needs of the community. The Housing Element can help strengthen community resilience by ensuring that the location and design of new or improved housing complies not only with existing building codes, but with potential hazards in mind. Opportunities to strengthen or replace structures identified as vulnerable to hazards can be promoted through existing maintenance or rehabilitation programs, and particularly through policies regarding nonconforming, substantially damaged, or substantially improved properties. Recent legislation requires the integration of the Housing Element with the Safety Element with the Local Hazard Mitigation Plan.

SB 1241 – Coordination with the Department of Forestry and Fire Protection. SB 1241, adopted in 2012, requires local agencies to coordinate with the Department of Forestry and Fire Protection to ensure uses of land and policies in State Responsibility Areas and Very High Fire Hazard Severity Zones will protect life, property and natural resources from unreasonable risks associated with wildland fires; and identify methods and strategies for wildland fire risk reduction and prevention within state responsibility areas and very high fire hazard severity zones.

The local agency is required to review and, if necessary, revise the Safety Element upon each revision of the Housing Element or Local Hazard Mitigation Plan, but not less than once every eight years.

The objective of aligning the Housing Element and the Safety Element, or Local Hazard Mitigation Plan, is to ensure that additional housing is planned for areas that are most suitable for development, while considering local conditions. Wildfire risk and availability of infrastructure are some of the factors that will need to be considered.

The State’s Land Use Priorities include (1) Promoting infill; (2) Protecting natural and working landscape and recreation areas; and (3) Encouraging efficient development patterns adjacent to existing developed areas, that are served by transportation and that minimize ongoing costs

associated with Natural Disasters.

SB 379 – Climate Adaptation. In 2015, the State Legislature adopted SB 379 requiring local cities and counties to include climate adaptation and resiliency and new information relating to flood and fire hazards in the Safety Element of their General Plans. Specifically, § 65302(g)(4) of the Government Code was revised to require that cities and counties update their Safety Elements to address climate adaptation and resiliency strategies applicable to their jurisdiction. The updates are required at the next update of their Local Hazard Mitigation Plan (LHMP), on or after January 1, 2017.

To meet the requirements of SB 379, the Safety Element (or the LHMP where information is incorporated by reference) must include:

1. A *Vulnerability Assessment* identifying the risks that climate change poses to the local jurisdiction, and the geographic areas at risk from climate impacts.
2. A *set of goals, policies, and objectives* based on a Vulnerability Assessment for the protection of the community. This should consider ways to address social equity and look for opportunities to collaborate across jurisdictions.
3. A *set of feasible implementation strategies* to carry out the goals, policies, and objectives, such as avoiding or minimizing the wildfire hazards associated with new uses of land, developing early warning systems, and relocating public facilities outside of at-risk areas.

SB 1035 – Coordination with Safety Element and LHMP. In 2018, the Legislature adopted SB 1035, requiring the Safety Element to be reviewed and revised as necessary to address climate adaptation and resiliency strategies and would require, after these revisions, the local agency to review and, if necessary, revise the Safety Element upon each revision of the Housing Element or Local Hazard Mitigation Plan, but not less than once every 8 years, to identify new information related to flood and fire hazards and climate adaptation and resiliency strategies.

SB 99 – Emergency Access. In 2019, the Legislature adopted SB 99 requiring jurisdictions, upon the next revision of the Housing Element on or after January 1, 2020, to review and update the Safety Element to include information identifying residential developments in hazard areas that do not have at least 2 emergency evacuation routes. SB 99 requires that upon the next revision of the Housing Element on or after January 1, 2014, the Safety Element be reviewed and updated as necessary to address the risk of fire for land classified as State Responsibility Areas and land classified as Very High Fire Hazard Severity Zones. This review is required to consider advice included in the Office of Planning and Research’s most recent publication of “Fire Hazard Planning”, General Plan Technical Advice Series.

AB 747 – Evacuation Routes. This bill, upon the next revision of a local hazard mitigation plan on or after January 1, 2022, or beginning on or before January 1, 2022, if a local jurisdiction has not adopted a local hazard mitigation plan, would require the safety element to be reviewed and updated as necessary to identify evacuation routes and their capacity, safety, and viability under a range of emergency scenarios. This bill would authorize a city or county that has adopted a local hazard mitigation plan, emergency operations plan, or other document that fulfills commensurate goals and objectives to use that information in the safety element to comply with this requirement by summarizing and incorporating by reference that other plan or document in the safety element.

SB 379, SB 1035, SB 99, and AB 747 all require that the Housing Element update be coordinated with an update to the Safety Element or Local Hazard Mitigation Plan (LHMP). Local jurisdictions without an LHMP must update their Safety Elements beginning on or before January 1, 2022.

The Town of Woodside recently updated and adopted (November 16, 2021) its Local Hazard Mitigation Plan as part of the San Mateo County Multijurisdictional LHMP (2021), Appendix D.

1.5 Consistency with the General Plan

In addition to the integration of the Safety Element of the General Plan discussed in section 1.4, it is also necessary to ensure that the policies of the Housing Element are consistent with all General Plan elements. This review has occurred as part of the preparation of this Cycle 6 Housing Element, and it will be necessary to amend other elements of the General Plan to be consistent with the Housing Element policies. Ongoing consistency will be maintained as part of the annual Housing Element implementation review.

ⁱ The Area Median Income (AMI) is the middle spot between the lowest and highest incomes earned in San Mateo County. The AMI for the county is \$104,700 for a single person, \$119,700 for a household of two, and \$149,600 for a family of four.

ⁱⁱ Moore, E., Montojo, N. and Mauri, N., 2019. *Roots, Race & Place: A History of Racially Exclusionary Housing the San Francisco Bay Area.* *Hass Institute.*

ⁱⁱⁱ Some demographic groups do not have reported poverty rates or may have over/underestimated rates as a result of having a limited sample for the particular group.

^{iv} Employed residents in a jurisdiction are counted by place of residence (they may work elsewhere) while jobs in a jurisdiction are counted by place of work (they may live elsewhere).

^v Note that contract rents may differ significantly from, and often being lower than, current listing prices.

^{vi} Root Policy Research, Fair Housing Assessment, Woodside (2022), p 20.

2.0 REVIEW OF CYCLE 5 (2015-2023) HOUSING ELEMENT

The Town of Woodside met its Cycle 5 RHNA allocation and made progress in meeting the objectives and implementing Programs of the 2015 - 2023 (Jan.) Housing Element. The Cycle 5 RHNA period was also one in which the State mandated many changes in State laws to support the production of additional housing. This section reviews and evaluates the Town’s progress in meeting the objectives and implementing the Programs that were developed as part of the 2015-2023 Housing Element, and identifies the work still required to broaden the opportunities for affordable housing in Woodside.

2.1 Compliance with Cycle 5 RHNA

In April 2013, the regional Council of Governments, the City and County Association of Governments of San Mateo County (C/CAG), assigned a total of 62 units as Woodside’s target for additional housing units during Regional Housing Needs Assessment (RHNA) Cycle 5. These target units included 23 Extremely Low and Very Low Units; 13 Low Income Units; 15 Moderate Income Units; and 11 Above-Moderate Income Units. The Town of Woodside has met its RHNA Cycle 5 units, as shown in **Table 2-1** below.

Table 2-1. Progress in Meeting RHNA 5 Cycle Targets (2015-2021)*

	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Totals
ABAG Regional Housing Needs (2015-2023)	23	13	15	11	62
Units Constructed (2015-2021)	40	17	15	53	125
<i>Percent Housing Needs Met</i>	174%	130%	100%	482%	202%**

*Unit Count by HCD Reporting Methodology.

**This number will increase as RHNA Cycle 5 is through December 31, 2022. Units not finalized (i.e., Building Permit final) by June 30, 2022, may be counted as RHNA Cycle 6 units (so long as they are not ‘double-counted’, i.e., also counted towards RHNA Cycle 5). As the Town has already exceeded RHNA Cycle 5, some, if not all units which are still under construction will be subtracted from RHNA Cycle 5 and

added to RHNA Cycle 6, in accordance with direction provided by HCD during our Virtual Tour on February 24, 2022.

By the end of 2021, the Town exceeded the target number of units by 63 units. Of these units, 53 are Above Moderate Units and 72 are Very Low, Low, and Moderate-Income units. Overall, the Town permitted 139% of the allocated RHNA target for affordable units (Very Low, Low and Moderate Income), and 200% of units overall, including the Above Moderate-Income Units.

The focus of planning for affordable housing during Cycle 5 was on developing ADUs which meet the special needs of many Town residents, including seniors, service personnel at Town Center businesses, people with disabilities, and students. Smaller units (less than 1,000 square feet) tended to be the most affordable units.

Housing Affordability & Accessory Dwelling Units

In 2020, the average sales price of a single-family home in Woodside was approximately \$4,855,976. Home prices increased by 102% from 2010 to 2020. ADUs are generally the only units determined to be affordable in the Town. In the future, some SB9 units could be considered affordable units, but only if rented at a cost meeting the San Mateo County affordable rent criteria, as SB 9 has no affordability requirement.

Due to the high cost of housing within the Town of Woodside, the Town has met its requirements for affordable housing through the development of ADUs. In 2014, Baird + Driskell Community Planning performed a study on the affordability of these units. Based on Baird + Driskell’s research, they assigned the following formula for affordability:

Table 2-2. Assumptions Regarding Affordability of Second Units for RHNA Cycle 5

Income	Assumptions regarding Affordability of Second Units for RHNA Cycle 5 (2015-2023)
Extremely Low Income	60%
Very Low2-2 Income	10%
Low Income	15%
Moderate Income	10%
Above Moderate Income	5%
Total	100%

The number of permits issued for Accessory Dwelling Units (ADUs) during Cycle 5 ranged from a low of 6 in 2015 to a high of 20 in 2021. An average of 15 permits per year were issued for ADUs

during RHNA Cycle 5 (through 2022). An average of 17 permits were issued for ADUs during the highest **four** years (2018, 2019, 2021 and **2022**).

Table 2-3. Building Permits Issued for ADUs in RHNA Cycle 5

Year	Building Permits for ADUs in RHNA Cycle 5 (2015-2023)
2015	6
2016	7
2017	9
2018	15
2019	16
2020	9
2021	20
2022	15
Total	97

Details on RHNA 5 Progress

Permits issued for **all** units (i.e., single family homes **and** ADUs) by year are shown in **Table 2-4**, below. Note that all units counted as Very Low, Low and Moderate Income were ADUs, and 5% of the ADUs permitted were included in the Above Moderate-Income category per the HCD-approved assumptions for affordability (see **Table 2-2**).

Table 2-4: Regional Housing Needs Allocation (RHNA) for 2015-2023

	Very Low Income	Low Income	Moderate Income	Above Moderate	Total Units
ABAG Target Projections	23*	13	15	11	62
2015	1	0	0	4	5
2016	5	1	1	8	15
2017	6	1	1	5	13
2018	11	2	1	7	21
2019	11	2	2	12	27
2020	0	7**	1	8	16
2021	6	4	9	9	28
2022	4	5	5	1	15
Total Units to Date	44	22	20	54	140
Remaining ABAG Target Projections	0	0	0	0	0
No. of Units Exceeding the Allocation	21	9	5	43***	63

* The Regional Housing Needs Allocation assumes 11 of these units are Extremely Low-Income units and 12 of the units are Very Low Income (all contained within the ‘Very Low-Income’ category above).

** Six of these units would be considered Very Low-Income units; however, the Town met its allocation for Very Low-Income Units in 2019, so they were distributed to the Low-Income category for purposes of meeting the Town’s housing goals and RHNA target.

***Exceeded the allocation of Above Moderate-Income units by forty-two (43) units.

2.2 Progress on Housing Element Goals in Cycle 5

The Cycle 5 Housing Element contains five Housing Goals. Each Goal has specific Policies which further refine the Goals, and each Policy has implementing Programs. Below is a summary of the

progress on the Housing Element Goals. This is followed by **Table 2-5**, which is a more detailed accounting of each Program and the intent to continue the program for Cycle 6.

Goal: H1: Promote the Availability of Affordable Housing: The Town has been effective in expanding affordable housing opportunities in the community by encouraging the development of ADUs. By working with residents to look for opportunities for constructing ADUs, the Town met its RHNA numbers for Cycle 5 one year early in a manner that is harmonious with the Town’s rural residential character.

Goal H2: Conserve and Rehabilitate the Existing Housing Stock and Develop New Housing Stock: The Town encourages remodeling, additions, and the reuse of existing structures. Many remodels occur in the community; however, for larger projects, given the age of housing stock, demolition and reconstruction is most common for residential projects.

Goal H3: Promote the Availability of Housing for Special Needs Groups: The Town amended the Woodside Municipal Code to create opportunities for making alterations to housing stock so that it better serves the needs of individuals with disabilities, including for seniors that want to age-in-place. During RHNA Cycle 5, the Town has not yet however provided seniors in the community with more options to “age-within-community”. With the Town’s aging population, providing greater opportunities for Senior Housing will be a key priority for RHNA Cycle 6.

Goal H4: Support Programs which Increase Housing Opportunities: The Town has been a part of the consortium, *21 Elements*, which has enabled it to collaborate on preparing housing elements and meet the housing needs within San Mateo County. The Town has benefited from the sharing of information and best practices and has accomplished its goal of meeting its Cycle 5 RHNA allocation. The Town has not yet prepared a Density Bonus Ordinance; however, the Town anticipates finalizing an Ordinance in the first year of RHNA Cycle 6.

Goal H5: Provide, Develop, and Maintain Public Information Regarding Housing Availability; Develop Housing Policy: The Town has provided extensive information on the Town website regarding housing resources available in the region. The Town has recently updated the links for Housing Resources. As the Town prepares its Housing Element APR each year, it will also update its website to ensure it remains current during RHNA Cycle 6.

Table 2-5

Housing Element Implementation – Status of RHNA Cycle 5

(CCR Title 25 §6202)

Jurisdiction: Woodside

Program Implementation Status pursuant to GC Section 65583

<i>Name of Program</i>	<i>Cycle 5 Progress</i>	<i>Cycle 6 Plan</i>
<i>Goal 1. Promote the Availability of Affordable Housing</i>		
H1.1(a) Accessory Dwelling Units Survey	The Town provides the survey to all applicants constructing ADUs. The surveys are on-file in the Planning Department at Town Hall.	Update the Survey by the end of 2022.
H1.1(b) Rental Availability Information	The Town has made housing resources available on its website on an ongoing basis, including a resource for listings of affordable rentals.	The Town will continue to provide up-to-date information about current resources and listings on its website and make the housing page more readily accessible.
H1.1(c) Streamline ASRB Review	The Town has streamlined ASRB Design Review throughout Cycle 5, limiting the number of meetings required to review projects.	The Town will continue to streamline its ASRB Design Review process and make all required changes in accordance with State mandates. ASRB review is not required for ADUs.

H1.1(d) Rental Unit Incentive Program

The Town eliminated a restriction that previously limited rentals to one of two ADUs on a property.

The Town will encourage residents to make ADUs available to Cañada College students and others to better utilize existing available housing. The Town will coordinate with Woodside businesses to evaluate housing needs. The Town notes that there are sustainability benefits that result from improving use of the existing housing stock.

H1.1(e) Affordability Incentives

ADUs are being constructed in Woodside at a rate of approximately 12 per year (and an average of 17 in the three highest years), 95% of which are Very Low, Low and Moderate Income units. This rate is more than double the target of 5.3 per year that was anticipated for the 2015-2023 Housing Element. Review of ADUs is a ministerial action in accordance with State law.

The Town will continue to publicize the opportunities for constructing ADUs, including Junior ADUs, which tend to be more affordable given their smaller size. The Town will emphasize JADUs during Cycle 6, given their affordability. The Town will also consider updating the SB 9 standards that may incentivize more SB9 projects.

H1.1(f) Affordability Outreach	ADUs are the most affordable units in Woodside. The Town receives numerous inquiries about affordable units and directs people to resources, that include affordable listings, on the Town website.	The Town will continue to provide information about the availability of affordable units through the links provided on the Town website.
H1.1(g) Affordable Rental Ordinance	The Town has not approved any type of affordable rental ordinance, but does promote the development of ADUs, which are the most affordable rental units in Town.	The Town will continue to promote the development of ADUs, which are the most affordable units in Town. The Town also prohibits short term rentals to protect existing and potential rental housing stock.
H1.1(h) Sewer for Accessory Dwelling Units	<p>The Town put the following policies into place to support providing sewer service to ADUs and other affordable housing units:</p> <ul style="list-style-type: none">(a) Support for more affordable housing: H1.1 (h): Sewer for ADUs: Coordinate with sewer providers to provide priority service to ADUs.(b) Support for senior housing: See H2.1(d) Sewage System. <p>The Town shall continue to support the provision of a sewage system to those areas experiencing waste disposal problems and will encourage sanitary service districts to prioritize service improvements for designated potential affordable housing sites, if they become available.</p>	The Town will support providing sewer service to ADUs and other affordable housing units. The Town is in the process of reviewing potential increases to the Town's contractual sewer capacity and relaxing sewer connection policies (agendized for Town Council on 7/26/22). This will be a key area of focus during Cycle 6.

<p>H1.1(i) Amnesty Program</p>	<p>The Town issued permits for ADUs that exceeded RHNA targets, therefore, an Amnesty Program was not deemed necessary for Cycle 5.</p>	<p>Cycle 6 housing targets are approximately 5.3 times greater than Cycle 5 housing targets. The Town anticipates developing an Amnesty Program for ADUs during Cycle 6 to identify existing units that count towards the RHNA target.</p>
<p>H1.1(j) Deed Restricted Units</p>	<p>The Town has not put a program in place for deed-restricting on units. In 2021, the average cost for constructing an ADU was \$493,250. For units 1,000 feet or less, the average cost dropped to \$203,704. The Town is therefore considering ways to encourage the development of smaller units.</p>	<p>While the Town allows ADUs up to 1,500 sf, it currently limits the size of SB 9 units to 800 sf, which would result in lower rental costs.</p>
<p>H1.1(k) Additional Square Footage</p>	<p>Effective January 1, 2020, an 800 sf ADU is allowed by-right for all SFR parcels in California. This law effectively provides additional square footage since Total Floor Area (TFA) is no longer a limiting factor for the construction of one 800 sf ADU.</p>	<p>Completed. Adopted implementing ordinance 2020-610 on 7/14/20.</p>
<p>H1.1(l) Prepare Brochure on ADUs</p>	<p>The Town prepared a draft ADU Brochure and is working to make it a more comprehensive guide.</p>	<p>The Town will complete the ADU/JADU brochure before the ADU Workshops scheduled for September and October 2022.</p>
<p>H1.2(a) Fabricated Units</p>	<p>The Town allows mobile homes, factory built, and modular housing units, consistent with State law.</p>	<p>The Town will continue to allow mobile homes, factory built, and modular housing</p>

		units, consistent with State law.
H1.2(b) Alternative Construction Methods	The Town encourages use of ground source geothermal, cisterns and other technologies. The Town encourages the use of green building materials through implementation of the Sustainability Element, the Residential Design Guidelines, and the Climate Action Plan.	The Town will continue to stay up to date on new technologies and innovative systems for construction, heating, cooling, harvesting of rainwater, and other measures that enhance sustainability of housing.
H1.3(a) Expand Public Transit	No changes were made to transit routes along major traffic corridors.	The Town will meet with SamTrans to discuss connecting the Tripp Road terminus of Route 85 with a route that extends down Woodside Road, so that the 85/86/87 route completes a circle and provides connections to other key routes.
H1.4(a) Administer Multi-Family Housing Opportunities	No development proposals were submitted for construction of multi-family housing within the Multi-Family Overlay Zone at Cañada College during Cycle 5.	The Town communicated with Cañada College in 2022 during the preparation of their Facilities Master Plan to support the development of additional multi-family housing on the Cañada College campus. Expand the MFRD overlay to other MF housing sites, if needed to

		meet RHNA targets, and streamline entitlement processes.
H1.4(b) Density Bonus	The Town retained a consultant to prepare the Density Bonus Ordinance.	The Town will complete the Density Bonus Ordinance during Cycle 6.
H1.5(a) Amend Municipal Code	The Town exceeded its RHNA targets through the construction of ADUs. The Town amended the Municipal Code to ease restrictions on rental units. Ordinance 2017-585.	The Town will evaluate ways to further amend the Municipal Code to support the construction of affordable housing, including affordable deed restricted units, and will make required changes in accordance with State law.
H1.5(b) Prepare Recommendations for Town Council	The Town Council amended the Municipal Code to provide internal code consistency concerning the manner in which building and plate height are measured to make ADUs above garages more conventionally habitable, thereby increasing rental opportunities. Ordinance 2018-593.	The Town will continue to amend the Municipal Code to support the development of affordable housing and in response to State mandates.

Goal 2. Conserve and Rehabilitate the Existing Housing Stock and Develop New Housing Stock

H2.1(a) Apply California Building Code

The Town works to preserve its housing stock and its historic structures. Effective January 1, 2020, all projects that are submitted for building, plumbing, electrical and mechanical permits are required to comply with the 2019 California Code of Regulations (CCR), Title 24. The Town also requires preparation of a historic assessment for all structures that are 50 years or older that are proposed for demolition, which the Town pays for (unless it is a qualifying historic structure for which an extensive report is required).

The Town will continue to amend the Municipal Code to ensure compliance with all Building Code requirements.

H2.1(b) Maintain and Improve Housing

The Town works to preserve its existing housing stock. During the first seven years of Cycle 5 (2015-2021), the Town issued 372 permits to remodel/repair existing residences and 139 permits to add additions/repair main residences. The Town also issued one permit to convert an existing residence to an ADU and one permit to convert an existing barn to an ADU. The Town issued two permits for remodeling/repairing existing ADUs. The Residential Design Guidelines prepared in 2012 and revised in 2016, support reuse of existing buildings, portions of buildings, and building materials. The Guidelines also support preservation and adaptive reuse of historic structures.

The Town will continue to encourage maintenance of structures by working with homeowners to facilitate a permitting process that includes clear requirements to minimize the processing time.

<p>H2.1(c) Enforce Housing Standards</p>	<p>The Town responds to complaints related to compliance and works with residents to address issues related to public health and safety. The Town maintains a list of housing resources on its website, including those related to loans for rehabilitation projects (San Mateo County Home Repair Program).</p>	<p>The Town will continue to enforce Health and safety standards for all housing units.</p>
<p>H2.1(d) Sewage System</p>	<p>The Town has policies in the Housing Element, including Policy H1.1(h) - Sewer for ADUs, and Policy H2.1(d) - Priority Service for affordable housing, to support providing sewer service to senior housing and affordable housing projects.</p>	<p>The Town continues to explore options for increased access to sewer.</p>
<p>H2.2(a) Continue Home Rehabilitation</p>	<p>As indicated under H2.1 above, the Town works to preserve its existing housing stock. During the first seven years of Cycle 5 (2015-2021), the Town issued 372 permits to remodel/repair existing residences and 139 permits to add additions/repair main residences. The Town also issued one permit to convert an existing residence to an ADU and one permit to convert an existing barn to an ADU. The Town issued two permits for remodeling/repairing existing ADUs. The Residential Design Guidelines prepared in 2012 and revised in 2016, support reuse of existing buildings, portions of buildings, and building materials. The Guidelines also support preservation and adaptive reuse of historic structures.</p>	<p>The Town will continue to encourage maintenance of structures by working with homeowners to facilitate a permitting process that includes clear requirements to minimize the processing time.</p>
<p>H2.2(b) Exceptions and Variances</p>	<p>The Town processes building permits for additions and remodels on an ongoing basis, and grants variances and exceptions to encourage rehabilitation of existing units over demolition. The Town developed new and more relaxed development standards for The Glens area of Woodside to reduce the need for exceptions and variances (Ordinance 2020-604). In addition, in 2018, the Planning Commission determined that the conversion of a nonconforming main</p>	<p>The Town will continue to identify ways to protect and rehabilitate existing housing stock. It will continue to provide for setback exceptions and variances to recognize limitations on existing structures to allow</p>

	residence to another residential use does not require a Change of Use.	remodeling or small additions rather than demolition and construction of new structures. Focus on the review of development standards in the Western Hills is a high priority.
H2.2(c) Utilize Town and County Rehabilitation Programs	The Town maintains links to housing resources on the Town website, including the programs offered as part of the San Mateo County Home Repair Program.	Ongoing.
H2.3(a) Construct to Building Code	Effective January 1, 2020, all projects that are submitted for building, plumbing, electrical and mechanical permits, are required to comply with the 2019 California Code of Regulations, Title 24.	The Town will continue to adopt and implement all requirements of the most up-to-date California Code of Regulations, including all Fire District requirements.
H2.3(b) Limit House Sizes	In 2016, the Town limited the size of basements. In 2017, the Town increased the maximum allowable main residence size in all single-family residential districts but not the overall allowable floor area. In 2020, allowable floor area was effectively increased as a State mandate to allow for the construction by-right of an 800 sf ADU, maintaining minimum rear and side setbacks of 4 feet, on any single-family parcel.	The Town will continue to consider refinements to the size of residential structures. The Town requires no minimum unit size, so long as it complies with Building Code minimums.
H2.4(a) Promote and Enforce Energy Efficiency and Sustainability	Effective January 1, 2020, all projects that are submitted for building, plumbing, electrical and mechanical permits, are required to comply with the 2019 California Code of Regulations, Title 24. Effective January 1, 2020, the California	The Town will continue to enforce the California Solar Mandate for all new houses, condominiums, and apartment projects. The

	2020 Solar Mandate requires installation of solar panels on all new SFRs and MFRs that are up to 3 stories in height.	Mandate requires rooftop solar photovoltaic systems on all new homes (under three stories) built, as of January 1, 2020. The rooftop solar systems are required to offset 100% of the home's electricity usage.
H2.4(b) Building Design and Materials	The Sustainability Element of the General Plan, the Residential Design Guidelines, and CAP Measure 3.1.2. encourage the integration of sustainable design features and elements, such as passive heating and cooling, solar, green roofs, geothermal, cisterns, and rain garden features.	The Town will enforce the California 2020 Solar Mandate for all new houses, condominiums, and apartment projects, and encourage integration of other sustainable design features.
H2.4(c) Sustainable Services and Development	The Town has subsidized plan review and building inspection of roof-mounted and ground-mounted solar panel installations to encourage energy saving features in retrofits. The Town also includes sections within staff reports prepared for Design Review that encourage integration of sustainable measures. The Town also amended the municipal code to allow installation of EV Chargers and battery packs in setback areas.	Staff will continue to encourage applicants to include sustainable measures and features in projects.
H2.4(d) Update Design Review	The Town implements the California Code of Regulations. Effective January 1, 2020, all projects that are submitted for building, plumbing, electrical and mechanical permits, are required to comply with the 2019 California Code of Regulations, Title 24.	The Town will continue to adopt and implement all requirements of the California Code of Regulations, Title 24.

H2.4(e) Green Building Incentives

The Town implements the California Code of Regulations. Effective January 1, 2020, all projects that are submitted for plumbing, electrical and mechanical permits, are required to comply with the 2019 California Code of Regulations, Title 24.

The Town will continue to adopt and implement all requirements of the California Code of Regulations, Title 24.

Goal 3. Promote the Availability of Housing for Special Needs Groups

H3.1 (a) Maintain Local Public Sector Employees

The Town does not maintain a list of local public-sector employees interested in rental of affordable units, but maintains a list of housing resources, including links to rental listings, on its website.

The Town will continue to maintain a list of Housing Resources on its website, including a link to the San Mateo County Department of Housing (SMCHousingSearch.org) which maintains current listings, including listings for affordable housing.

H3.1(b) Employee Housing

The Town continued to inform the public that employee housing for six or fewer persons is treated as a single-family structure and residential use, subject to the same restrictions as conventional single-family dwellings.

The Town will continue to permit housing units that can accommodate any household types.

<p>H3.2 (a) Continue Housing Programs and Policies for People with Living with Disabilities</p>	<p>The Town maintains information to support housing accessibility for people with disabilities. The Town website Housing Resources page includes a link to the Center for Independence of Individuals with Disabilities (CID). CID now has a program: Housing Accessibility Modification (HAM), in which CID installs ramps, handrails, grab bars, vertical lifts and other modifications to make homes more accessible. The program is free of charge for individuals who meet the income requirements.</p>	<p>The Town will continue to maintain a list of up-to-date resources and links on the Town's website, including a link to CID.</p>
<p>H3.2(b) Amend Zoning Ordinance to Expand Exceptions for all Disabilities</p>	<p>The Town adopted Ordinance No. 2017-582 which clarifies that the Zoning Ordinance allows exceptions to accommodate people with disabilities of all types, including developmental disabilities and/or physical disabilities.</p>	<p>The Town will continue to amend the Municipal Code to address changes in State law.</p>
<p>H3.2(c) Group Homes</p>	<p>The Town continued to inform the public that group homes with six or fewer persons are permitted uses in all residential districts, as required by State law. WMC Section 153.005, defines a Residential Care Home as a dwelling unit or portion thereof, used and licensed by the State of California or the County of San Mateo, for the care of up to six persons, including oversight occupancy or care for extended time periods, and including all uses defined in Sections 5115 and 5116 of the Cal. Welfare and Institutions Code, or successor legislation.</p>	<p>The Town will continue to permit Group Homes.</p>
<p>H3.2(d) Definition of Family</p>	<p>The Town further refined the definition of family to remove "or the occupants of a residential facility serving six or fewer persons" from the definition.</p>	<p>Complete.</p>

H3.3(a) Senior Amenities	The Town supports but has not yet received application(s) for residential projects with medical facilities and ground transportation for seniors.	The Town anticipates rezoning parcels that may provide more housing opportunities for seniors and associated amenities.
H3.3(b) Encourage ADUs for Seniors	During the first seven years of RHNA Cycle 5, the Town issued 82 permits for the construction of ADUs. By right, all owners of single-family parcels may construct a 500 sf Junior ADU within the main residence, and an attached or detached 800 sf ADU, maintaining minimum side and rear setbacks of 4 feet.	The Town will continue to work with property owners to identify opportunities for constructing ADUs for seniors and others. The Town will ensure programs support the Town's AFFH goals so that housing is available to all people.
H3.3(c) Home Repair Information	The Town maintains links to Housing Resources including home repair information on the Town website (San Mateo County Home Repair Program).	The Town will continue to maintain links to Housing Resources including home repair resources, on its website.
H3.3(d) Property Tax Postponement Program	The Town maintains links to Housing Resources including property tax postponement information on the Town website (State of California Property Tax Postponement Program).	The Town will continue to maintain links to Housing Resources, including links for information on property tax postponement.
H3.3(e) Reverse Annuity Mortgages	The Town maintains links to Housing Resources including reverse annuity mortgages information on the Town website (California Finance Home Agency).	The Town will continue to maintain links to Housing Resources including reverse annuity mortgages information.

<p>H3.4(a) Cooperate with Agencies Providing Emergency Shelter</p>	<p>The most recent snapshot count of homeless persons within Woodside (2019) indicates the population continues to be 0. The Town coordinates with agencies providing housing services, including HIP Housing that focuses on home sharing. With a local homeless population of 0 within Woodside, the Town has given priority to making financial contributions to regional programs such as the Housing Endowment and Regional Trust (HEART) that are addressing the wider regional need for homeless services.</p>	<p>The Town will continue its yearly contributions to HIP Housing and HEART.</p>
<p>H3.4(b) Amend the Municipal Code</p>	<p>The Town permits emergency shelters and transitional housing in its Community Commercial (CC) District. The Town also allows Transitional and Supportive Housing in all residential districts as a permitted use (except within the Multi-Family Residential District (MFRD))</p>	<p>The Town will continue to permit emergency shelters and transitional housing.</p>
<p><i>Goal 4. Support Programs which Increase Housing Opportunities</i></p>		
<p>H4.1(a) Community Development Block Grant</p>	<p>The Town maintains links to Housing Resources, including information on Community Development Block Grants, on the Town website (U.S. Department of Housing and Urban Development).</p>	<p>The Town will continue to maintain links to Housing Resources, including information on Community Development Block Grants. The Town will review and potentially increase contributions. It will also consider public/ private partnerships.</p>

<p>H4.1(b) Sub-Regional Housing Program</p>	<p>The Town has participated with the consortium of San Mateo jurisdictions, <i>21 Elements</i>, to reach out to members of the public across the County and develop shared resources and best practices for the Housing Element Update process.</p>	<p>The Town will continue to work with 21 Elements as it implements its Housing Element (2023-2031).</p>
<p>H4.1(c) Work with other Municipalities and Agencies</p>	<p>No additional multi-family residential housing projects were proposed at Cañada College in Cycle 5; however, the Town continues to work with the College on planning for additional higher density housing.</p>	<p>After discussion with Cañada College regarding their new Facilities Master Plan and the need for 80 housing units on campus, these units were included in the RHNA Plan, along with a Program to streamline the entitlement process for this housing.</p>
<p>H4.1(d) Work with Nearby Communities and Non-Profits</p>	<p>The Town encourages collaboration to facilitate future affordable housing.</p>	<p>The Town will continue to collaborate with the San Mateo County Community College District, Stanford University, and non-profit housing advocates to facilitate future affordable housing.</p>
<p>H4.1(e) Work with Citizens and Organizations</p>	<p>Since 2005, the Town has donated \$26,950 to the Housing Endowment and Regional Trust (HEART), and \$10,000 to HIP Housing to support provision of housing in the region. The Town also donated \$10,000 towards the construction of a new homeless shelter during 2000-01.</p>	<p>The Town will continue to support agencies and organizations providing shelter and other housing services.</p>

H4.1(f) Meet with Housing Advocates	The Town joined a consortium of jurisdictions in San Mateo County called <i>21 Elements</i> , working together to update all Housing Elements in the County. As part of this process, "listening sessions" were organized with organizations such as HIP Housing, LifeMoves, Samaritan House, Youth Leadership Institute, Ombudsman Services of SMC, and the National Alliance on Mental Illness. Service providers emphasized the need for affordable housing sites near transit, or with access to government services, near parks and community/senior centers within high walkability neighborhoods, and with adequate parking and good noise insulation.	Ongoing.
H4.2(a) Enable Home Sharing	The Town has maintained a list of housing resources on its website, including a link to HIP Housing which provides opportunities for home sharing.	The Town will continue to maintain a list of Housing Resources on its website, including links to HIP Housing and to the San Mateo County Department of Housing (SMCHousingSearch.org) which maintains current listings, including listings for affordable housing.
H4.3(a) Density Bonus Ordinance	The Town has retained a consultant to prepare a Density Bonus Ordinance.	The Town will complete its Density Bonus Ordinance during Cycle 6.
H4.3(b) Affordability Incentives	The Town met and exceeded its RHNA targets for affordable units in Cycle 5.	The Town will consider affordability incentives as one means of increasing affordable housing.

H4.4(a) Equal Opportunity Housing Organizations	The Town supports a variety of equal opportunity housing organizations including HIP Housing and the Housing Endowment Regional Trust (HEART) and provides links to housing resources on its website.	The Town will continue to provide links to equal opportunity housing organizations on its website.
H4.4(b) Referrals	The Town provides links to Housing Resources on its website, including a link to the U.S. Department of Housing and Urban Development that provides resources on filing complaints related to discrimination.	Ongoing.
<i>Goal 5. Provide, Develop, and Maintain Public Information Regarding Housing Availability; Develop Housing Policy</i>		
H5.1(a) Housing Availability Information	The Town maintains a list of housing resources on its website.	The Town will continue to maintain a list of Housing Resources on its website, including a link to the San Mateo County Department of Housing (SMCHousingSearch.org) which maintains current listings, including listings for affordable housing.
H5.2(a) Housing Inventory Database	The Town uses Trakit, a shared database of all Town development and permitting information by parcel. The Town has also updated its Vacant Lands Map in GIS and the associated parcel list.	The Town will continue to use permit/land tracking software as a database for all Town projects. It will also continue to keep its Vacant and Underutilized Lands GIS map and associated Vacant and Underutilized Parcel List up-to-date.

H5.3(a) Facilitate, Construction of New Housing

The Town works to review all residential construction in an efficient manner to facilitate the construction of new housing. Staff prepared an article for the Town's quarterly newsletter, *The Woodsider*, describing the new relaxed ADU development standards (which resulted in the construction of additional ADUs), and works with property owners to identify opportunities for constructing ADUs.

The Town will continue to work with property owners to facilitate construction of SFRs, ADUs, and SB 9 units. The Town will also look for opportunities to address the needs of seniors, students, families, and others, by partnering and/or promoting the development of multi-family housing.

H5.3(b) Permit Requirements

Review of ADUs is ministerial only, consistent with State law. The Town works with property owners in all parts of the Town to encourage development of ADUs. The Town worked with residents of The Glens to formulate recommendations for special development standards to provide property owners with more flexibility and less entitlement process as they rebuild or renovate structures. These changes, including: 1) progressively increasing maximum residence sizes for smaller lots with no increase to maximum allowable floor area; and 2) relaxed setbacks based on both zoning and lot size (adopted January 28, 2020). Effective January 1, 2022, the Town is accepting applications for SB 9 units, which require ministerial approval only for a two-lot split and two 800 sf units on each resulting lot.

The Town will continue to streamline and refine development review of housing units. As part of this effort, the Town has started its review the Western Hills development standards.

H5.3(c) Review Permit Process	As described under H5.3(b) above, the Town has streamlined design review and relaxed development standards in The Glens area of Woodside. An 800 sf ADU is permitted by right, with side and rear setbacks of 4 feet. The Town also permits SB 9 units and SB 9 parcel splits by-right on all single-family parcels meeting the criteria mandated by State law.	The Town is constantly looking to make Municipal Code changes to minimize processing barriers for housing construction.
H5.4(a) Disseminate Information	The Town maintains information related to first time homebuyers, home sharing, rentals, home repair, and other housing resources on the Town's website.	The Town will continue to maintain a list of up-to-date resources and links on the Town's website.
H5.4(b) Annual Housing Report	The Town submits its Annual Housing Report to the State's Department of Housing and Community Development (HCD) in January of each year, well ahead of the April 1st deadline.	Ongoing on an annual basis.
H5.4(c) New Data, Census	The Town incorporates the most recent Census data and other demographic information on the Town's website, as it becomes available.	Ongoing.

**H5.4(d) Support Outside
Input**

The Town of Woodside and other diverse stakeholders undertook an intensive community-based planning process to develop a plan to end homelessness in San Mateo County. The HOPE Plan (Housing Our People Effectively) is the community's comprehensive policy and planning document related to homelessness and relating to emergency shelter, transitional housing, and supportive housing. The Town also continues to participate in the 21 Elements Technical Advisory Committee to study provision of housing on a local and regional basis.

Planning processes for new facilities are convened as required. Consider public/private partnerships.

**H5.4(e) Pre-Housing
Element Update**

The Planning Commission reported to the Town Council with recommendations 12 months prior to the Cycle 6 Housing Element Update. The Planning Commission along with the Town Council and Architectural and Site Review Board (ASRB) held a joint study session on October 26, 2021, to review requirements related to SB 9. The Planning Commission met on November 17, 2021, to review SB 9 requirements and make recommendations to the Town Council regarding implementation of SB 9 and SB 9 Objective Design Standards. Additional Housing Element Update discussions were conducted with the Planning Commission on January 12, 2022, and February 16, 2022. The Town also convened a RHNA Subcommittee, consisting of both Town Council members and Planning Commission members, to evaluate Adequate Sites for the RHNA 6 cycle, and to develop a strategy for encouraging the development of more affordable housing to reach the Cycle 6 housing targets. The Subcommittee met on February 17, 2022, and February 24, 2022, and will meet on March 10, 2022.

**Twelve months in advance
of each Housing Element
Update.**

H5.4(f) Citizen Participation

The Town is currently working with the consortium, *21 Elements*, on the Housing Element Update for RHNA Cycle 6 (2023-2031). A series of 'Let's Talk Housing' workshops were conducted during the spring of 2021. The meeting with the Woodside break-out session was conducted on April 14, 2021. To provide the public with more background information for the Housing Element Update process, 21 Elements conducted a series of webinars during the fall of 2021, including: (1) Why Affordability Matters; (2) Housing and Racial Equity; (3) Housing in a Climate of Change; and (4) Putting it All Together for a Better Future. On November 4, 2021, the Town of Woodside also participated in a Second Unit webinar and led a Town break-out session to provide guidance on constructing ADUs. (<https://www.woodsidesidetown.org/planning/lets-talk-housing-san-mateo-county-webinar-series>) (https://www.woodsidesidetown.org/sites/default/files/fileattachments/planning/page/33133/adu_and_second_unit_webinar.pdf)

The Town has worked with *21 Elements* to involve and engage with Town residents during the Housing Element Update process. The Town prepared a formal response to comments. The Town will solicit additional input at pre-adoption rezoning hearings.

<p>H5.4(g) Public Notification</p>	<p>The Town has worked with the consortium, <i>21 Elements</i>, to publicize a series of public workshops and webinars to involve as many Town residents as possible in the Housing Update process. The Town publicizes all meetings on its website; it publishes notifications of meetings in the Almanac newspaper; and sends out postcards to individual property owners. <i>21 Elements</i> has also maintained a website, publicizing opportunities for public engagement.</p>	<p>The Town will notify residents of any hearings related to zoning changes that provide new housing opportunities.</p>
<p>H5.4(h) Housing Forums</p>	<p>Housing forums held as part of the current Housing Element update (2023-2031) include: https://www.21elements.com/lets-talk-housing-outreach; https://www.woodsidesatoma.org/planning/lets-talk-housing-san-mateo-county-webinar-series; and https://www.letstalkhousing.org/events. See discussion of Policy H5.4 (e) and (f), above. Housing Forums for public engagement and education concerning housing issues were held during the spring and fall of 2021.</p>	<p>Periodic during Housing Element Updates.</p>
<p>H5.5(a) Multi-Jurisdictional Coordination</p>	<p>All of San Mateo County's 21 jurisdictions are working together with the consortium, <i>21 Elements</i>, to update all housing elements in the County (2020-2022).</p>	<p>Collaboration may also continue with implementation of housing programs during RHNA Cycle 6 (2023-2031).</p>
<p>H5.5(b) Program Monitoring</p>	<p>The Town monitors its progress in implementing its housing programs on a yearly basis as part of the Housing Element Annual Progress Report (APR).</p>	<p>Annually</p>

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%
TOTAL	100%

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. 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				

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.

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 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

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

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.

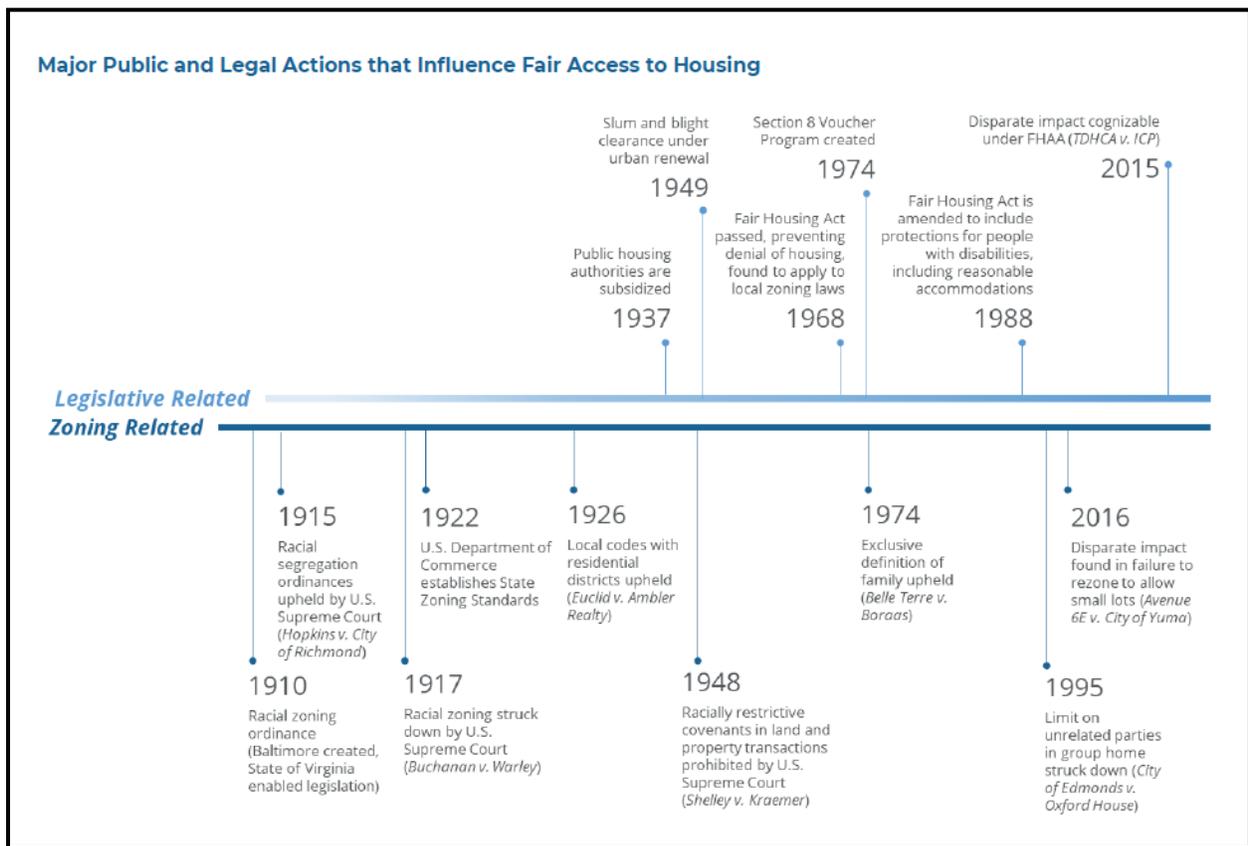


Figure 3-4. Public and Legal Actions that Influence Fair Access to Housing.

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 (see **Appendix K** using the following link:

<https://www.dropbox.com/scl/fo/jqe86raoserhhjm2k4242/h?dl=0&rlkey=11ynrugtprqrcmvhl73y8fzip>)

This following summarizes the primary **information** from the **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 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 in Appendix F.

MFRD Zone – This multi-family zone 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 Section 153.110 of the Municipal Code, and are analyzed for potential constraints in Appendix F. See Program H3.2b to revise the MFRD zone unit maximum density to 20 units per acre for housing affordable to lower income households.

Special Conservation Planning (SCP) Zone -This zone has a minimum lot size of five to 10 acres. This zoning category is reserved for areas of high environmental sensitivity (Fire zone, earthquake zone, streams, soil instability, flooding) as discussed in Appendix F (Page F-6), providing increased constraints for higher density development.

The Community Commercial (CC) Zone – This zone is intended for commercial rather than residential uses. However, single-family, ADUs, supportive, 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.

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 Town’s Fee Schedule is available on the Town website per the transparency requirements of Government Code Section 65940.1.
- 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. Appendix F, Table F4 Permit Processing Times provides a typical project review timeline. 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.
- 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. 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 153.100 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. 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.

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

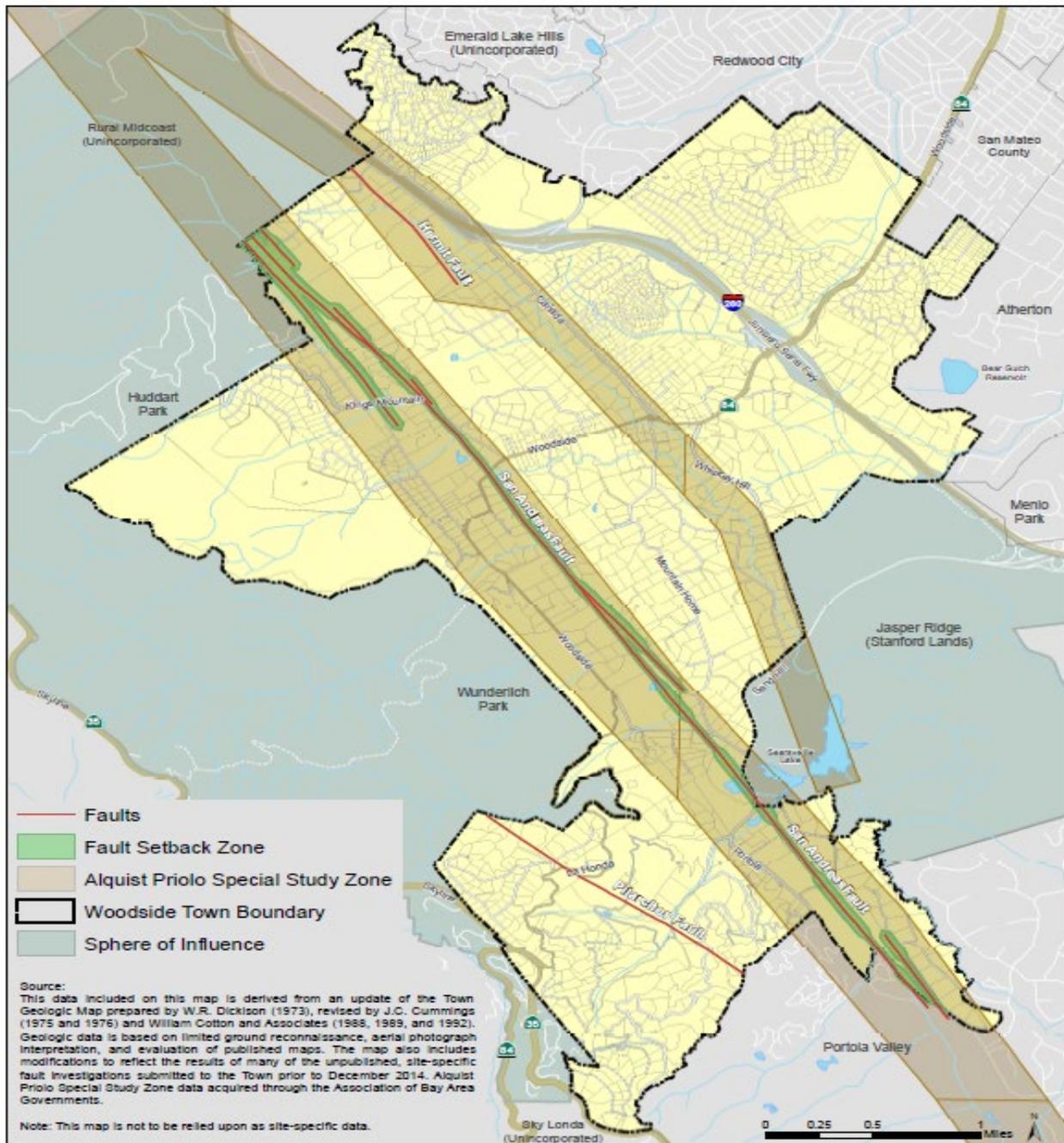


Figure 3-6. Flood Zones in the Town of Woodside.

Map NH3: Flood Zones

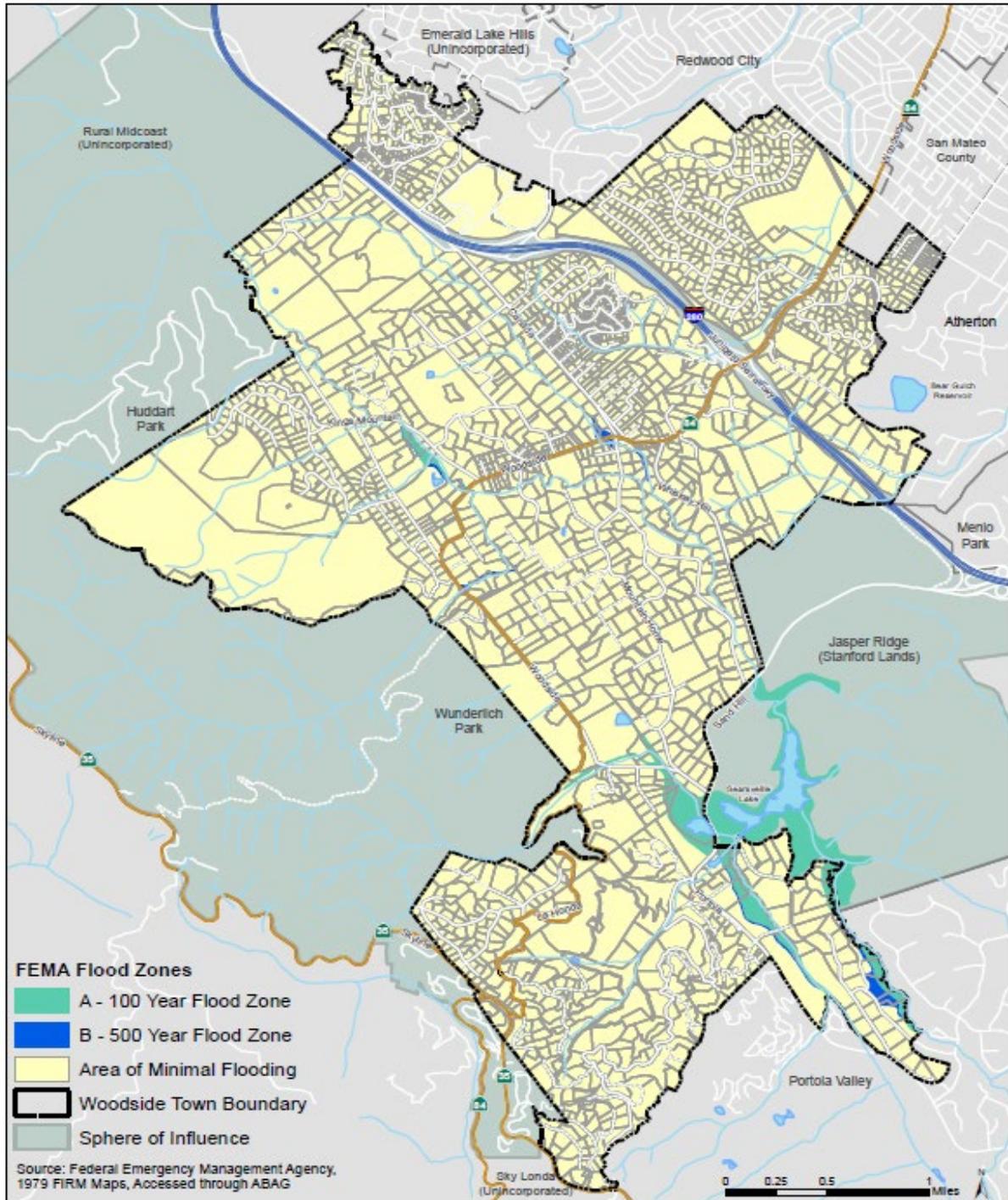
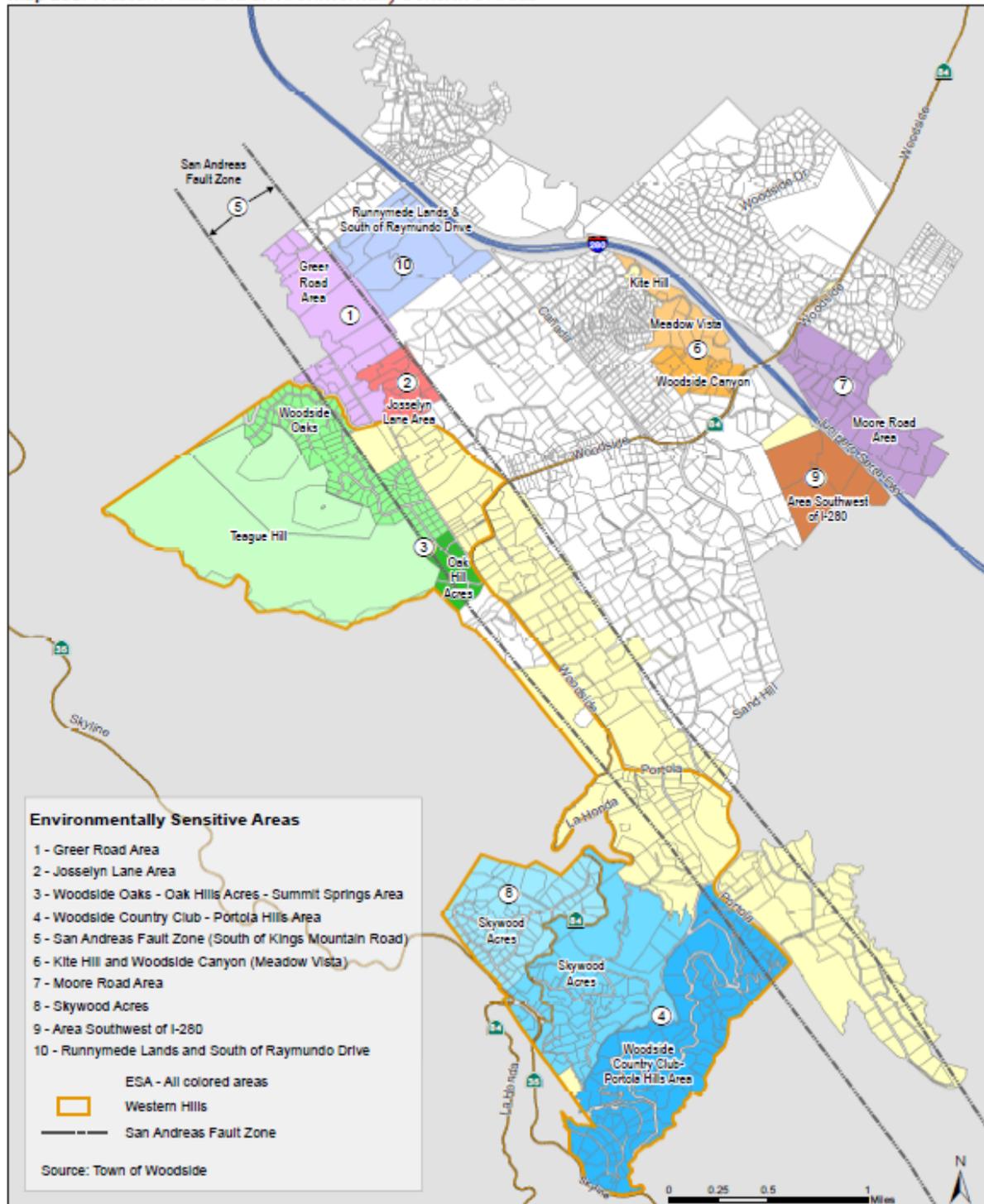


Figure 3-7. Western Hills and Environmentally Sensitive Areas

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.

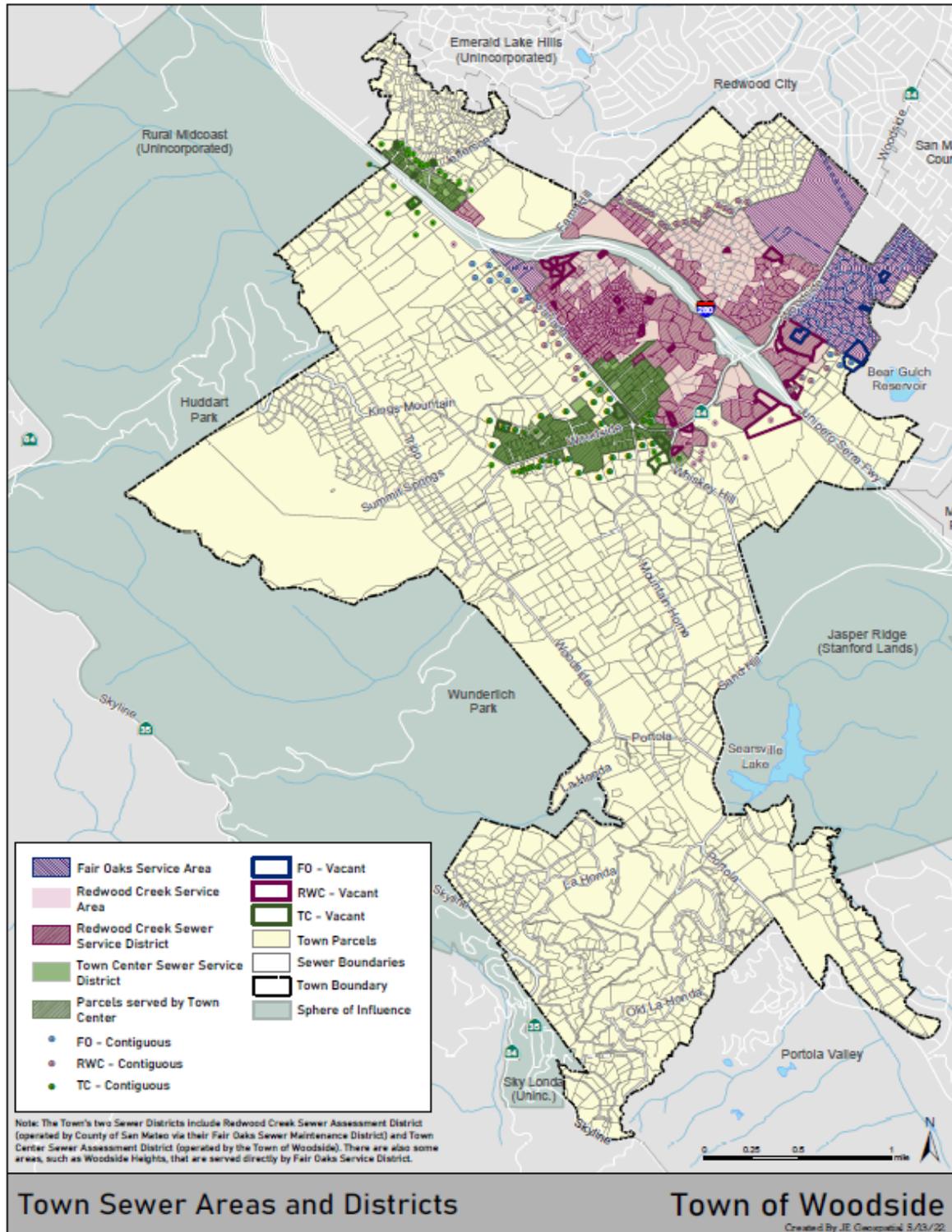
Areas of Woodside that are served by or are eligible to connect to sewer are in the central, northern, and eastern parts of Woodside. No sewer service is available in the western or southern portions of the Town.

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:

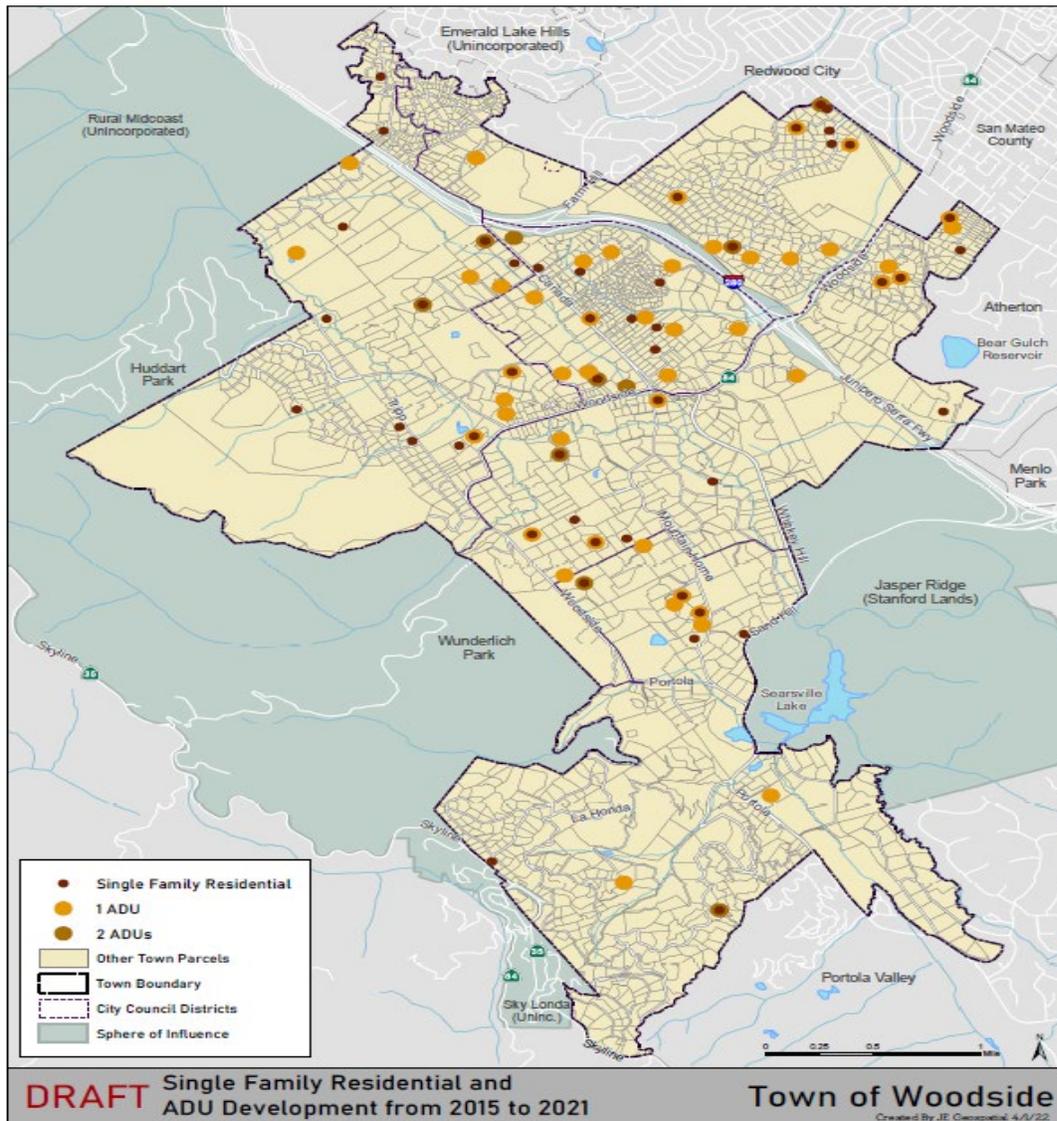
- Near transit-oriented sites, and either near governmental services, or with access to supportive social services, grocery stores, and pharmacies;

- 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 homeless, 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.

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.

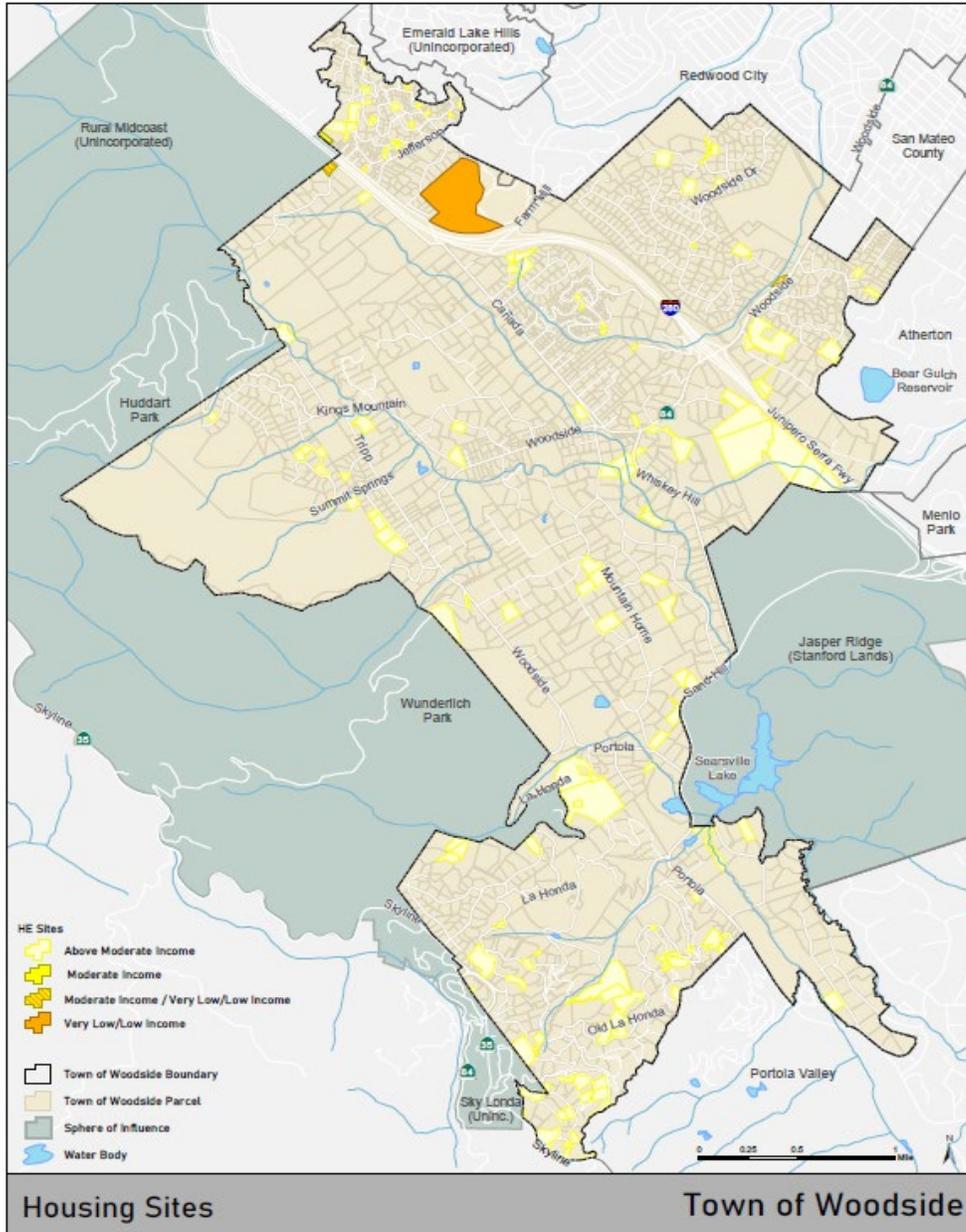
A Multi-family Residential district (MFRD) Overlay Zone was added to Cañada College in Cycle 5, along with development standards and an entitlement process to provide an opportunity for multi-family housing development that did not previously exist in the Town. In Cycle 4, the Town assisted in facilitating 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.

In July 2022, the San Mateo County Community College District adopted the 2022 Districtwide Facilities Master Plan (FMP), which was developed to guide short- and long-term planning for the District's three campuses. The District is now actively seeking funding for student and family housing at its campuses. As a first phase, 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 a second phase to obtain grant funding to support student and family housing at one of its other two campuses, including Cañada College. The second phase application submittal could take place as soon as July 2023. The District has indicated that 75-80 units at Cañada College is a reasonable assumption.

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.

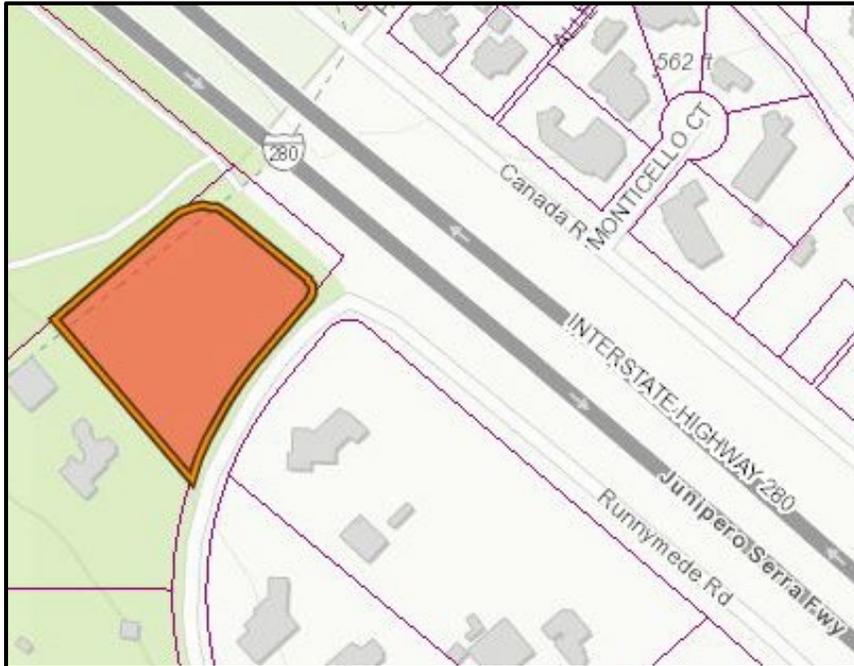
Figure 3-10. Housing Sites [Map amended to add Raymundo Drive and High Road Town-owned sites and removing Farm Hill Road site, and showing all sites identified in the RHNA Plan by income level]



Sites to be Rezoned to Higher Density:

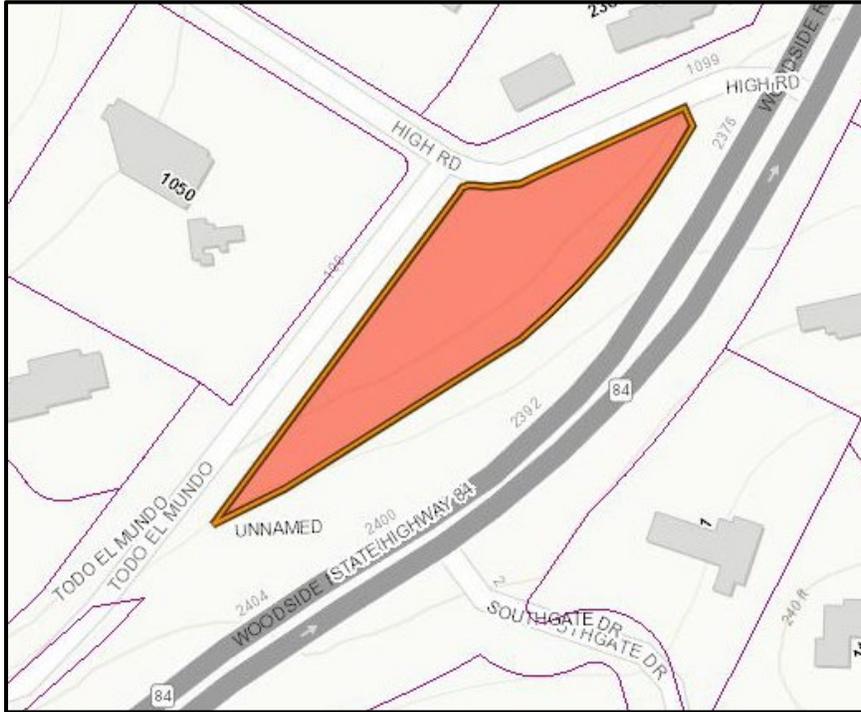
Town-owned Sites

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.**

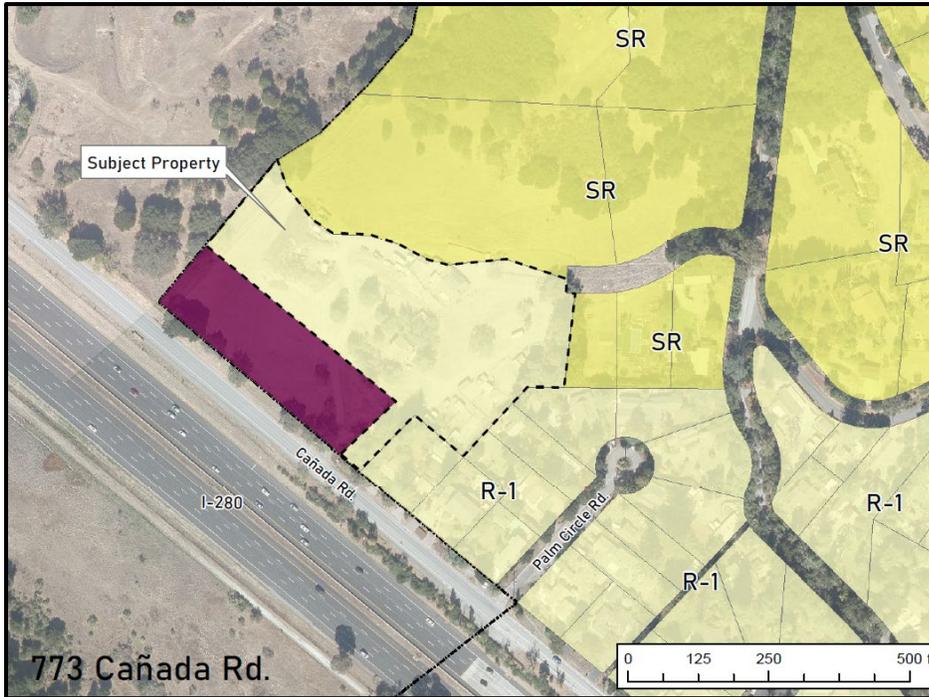
Figure 3-12. High Road Site



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. **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.)**

Private Property

Figure 3-13. 773 Cañada Road Site [replacement figure]



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.

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 3-4.

Table 3-4 Proposed RHNA Plan [New table]

	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 explanation of how each site category is calculated.

Table 3-5. Proposed RHNA Plan [Delete this table – replaced by table above]

RHNA PLAN (Cycle 6, 2023-2031) Draft approved by Town Council on 7/12/22					
	Very Low	Low	Mod	Above Mod	Total:
RHNA 6 Allocation	90	52	52	134	328
RHNA 6 20% Buffer	18	10	10	28	66
RHNA 6 Allocation plus Buffer	108	62	62	162	394
Under Current Zoning:					
ADUs (20 units/year)	48	48	48	16	160
ADU - Pipeline	6	6	6	2	20
SFDs (6 units/year)				48	48
SFDs - Pipeline				8	8
SB9 (16 units/cycle)				16	16
Land Divisions:					
1101 Cañada (SFD)				7	7
1101 Cañada (ADU)	1	1	1		3
773 Cañada (SFD)				5	5
773 Cañada (ADU/JADU)	2	1	1	1	5
Godetia (SFD)				1	1
Godetia (ADU)				1	1
385 and 387 Moore (SFD)				2	2
385, 387 and 389 Moore (ADU)	1	1	1		3
Condemned:					
111 Hillside (SFD)				1	1
111 Hillside (ADU)			1		1
Multi-Family Projects:					
Cañada College (Faculty & Staff)	50	30			80
Subtotal:	108	87	58	108	361
RHNA 6 Allocation (Deficit/Surplus):	18	35	6	-26	33
With Pre-adoption Rezoning:					
773 Cañada, Portion of Lot (10 units/acre)				10	10
Farm Hill Road, Town-owned (10 units/acre)	4	4	2		10
High Road, Town-owned (10 units/acre)	4	4	2		10
Runnymede, Town owned (10 units/acre)	4	4	2		10
Subtotal:	12	12	6	10	40
TOTAL:	120	99	64	118	401
RHNA 6 (allocation + Buffer) Deficit/Surplus:	12	37	2	-44	7

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.

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).

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

Adopt an ordinance for new development standards to allow additional ADUs (i.e., more than two ADUs) that meet basic setbacks on properties exceeding two acres. **Complete by December 31, 2023.**

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, 2023.**

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

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.

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 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.

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.

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 Whisky 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 having 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 and 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 specific timing of this assistance and this program will be determined with the District based on the District’s facilities master plan implementation schedule but is expected within the RHNA Cycle 6 planning period.**

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 Sites Identified in the Housing Element, Table 3-4

Complete rezoning of sites identified in the Housing Element, Table 3-4, to allow for higher density residential development **of 20 units per acre. The ordinance will allow the developments meeting the density standards to be permitted uses. The disposition of Town-owned sites that are rezoned will be pursuant to the Surplus Land Act process.**

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. Consider Reducing Fees for Higher Density Housing

Review Town permit fees for higher density housing to determine if fees can be reduced to further remove barriers to construction. The outcome of the review may be the reduction of fees for projects that are in multifamily (MFRD) zones, or achieve 20 units per acre, to assist with the creation of affordable units to meet the Cycle 6 RHNA. The review will be completed by the end of 2023.

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

Continue to allow group homes with six (6) or fewer 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 of six or fewer residents is a permitted use in the Town’s zoning code. The Town will develop a supportive housing zoning classification in 2024 for facilities that exceed six residents as a conditional use including objective approval standards.**

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.

Policy H4.3 Other Special Needs Housing

PROGRAMS:

a. Cooperate with Agencies Providing Emergency Shelter

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.

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.

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 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 flexibility. Complete this review by **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 3-5. 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	Complete by the end of 2023	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 2023	Appendix E/ Factor #3
f.	Monitor ADU Production	Planning	General Fund	Number of ADU/JADU applications processed	Meet RHNA target	End of 2025	Appendix E/ Factor #3

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 Near Freeway Access	Planning	General Fund	Ordinance adoption	Meet the RHNA target	Complete by December 31, 2023	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	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	Annually	Appendix G/Factor #1 & 3
d.	Increase SB 9 Density limits	Planning	General Fund	Ordinance amendment	Increase density to meet RHNA targets.	Complete ordinance review by the end of 2024	Appendix G/Factor #1 & 3
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	Promote Home Sharing Program at ADU events starting Q3 2023	Appendix F/ Factor #3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
g.	Anti-Discrimination and Fair Housing Training	Planning	General Fund		Increase awareness of fair housing practices among real estate professionals and lenders	Contact non-profit groups in Q4 2023; annual coordination on support activities	Appendix F/ Factor #3
<i>Policy H.2.2 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
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

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
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 2023; 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 Q3 2023	Appendix K/Factor #1
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	Planning/Town Administration	General Fund	Collaboration with SMCCC	75 or more units constructed	During RHNA Cycle 6 period	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 Identified in the Housing Element, Table 3-4	Planning	General Fund	Meet RHNA targets	Meet RHNA targets	Complete by December 31, 2023	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.	Consider Reducing Town Permit Fees for Higher Density Housing	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 can be further reduced	Complete by the end of 2023	Appendix F/Factor #2 & 3
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

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
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							
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 2023	Appendix B/ Factor #1,2 & 3
b.	Amend Zoning Ordinance to Expand Exceptions for People with	Planning	General Fund	People with Disabilities ability to find accessible housing.	Amend codes to provide units accessible by people with any	Complete by the end of 2025	Appendix B/ Factor #1,2 & 3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
	Disabilities to include ADUs				type of disability including ADUs.		
c.	Group Homes permitting procedures	Planning	General Fund	Develop supportive housing zoning classification for facilities exceeding six residents	Continue to permit Group homes.	2024	Appendix F/ Factor #1 & 2
d.	Support for Individuals with Disabilities	Planning	General Fund	25% increase in participation in CID programs and services by Woodside residents	Woodside individuals with disability's	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	2024	Appendix B/ Factor # 3

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
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
c.	Workforce Housing	Planning	General Fund	23 lower income units and 10 moderate income units by 2031	Woodside employees	Prepare and release an RFP by Q2 2025	Appendix B/ Factor # 3
Policy 4.3 – Other Special Needs Housing							
a.	Cooperate with Agencies Providing Emergency Shelter	Planning	General Fund	Interest from Agencies	Permit housing types that meet Zoning, and health and safety development regulations	Ongoing	Appendix B/ Factor #3
b.	Amend Muni Code for Supportive Housing in MFRD Zone	Planning	General Fund	Code amendment	Supportive housing organizations	2025	Appendix F/ Factor #3
c.	Amend Muni Code for Low Barrier	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*
	Navigation Centers						
d.	Amend Muni Code for SRO Units in Commercial Zone	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
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

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
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
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	Engineering	Sewer Hook-up fees	Coordinate with all sewer districts to accommodate	Provide sewer service for higher	Complete by the end of 2023	Appendix F/ Factor # 2

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
	Residential Development			sewer service for higher density residential development	density residential development		
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
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							

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation	Analysis/Factor*
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 proposals in a timely manner	Ongoing	Appendix B/ Factor #4
c.	Evaluate Development Standards in the Western Hills	Planning	General Fund	Number of meetings held with residents of Western Hills.	Provide residents with options to upgrade their existing properties 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.