



Public Comment Draft

TOWN OF WOODSIDE HOUSING ELEMENT
(2023-2031)

May 18, 2022

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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. 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. With a projected ADU production of 200 units and 48 new single family homes during Cycle 6 (8 years), an additional 80 units must be planned for.

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.

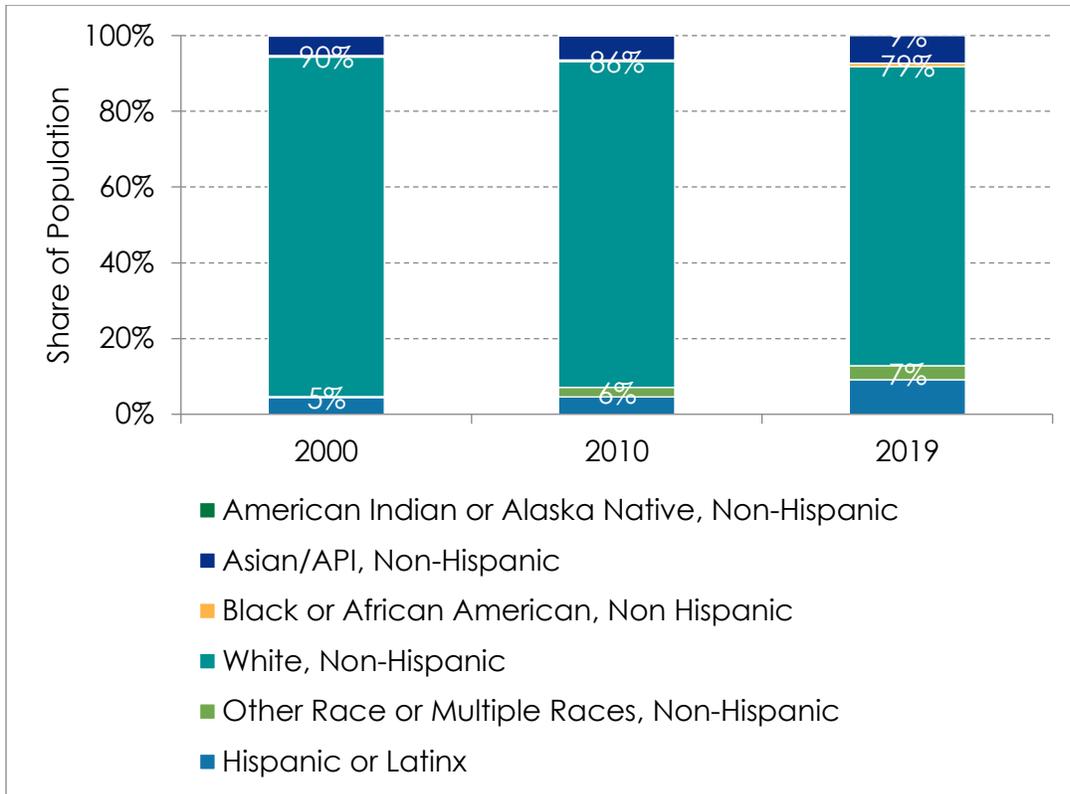
Table 1-1. Population Growth Trends

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.

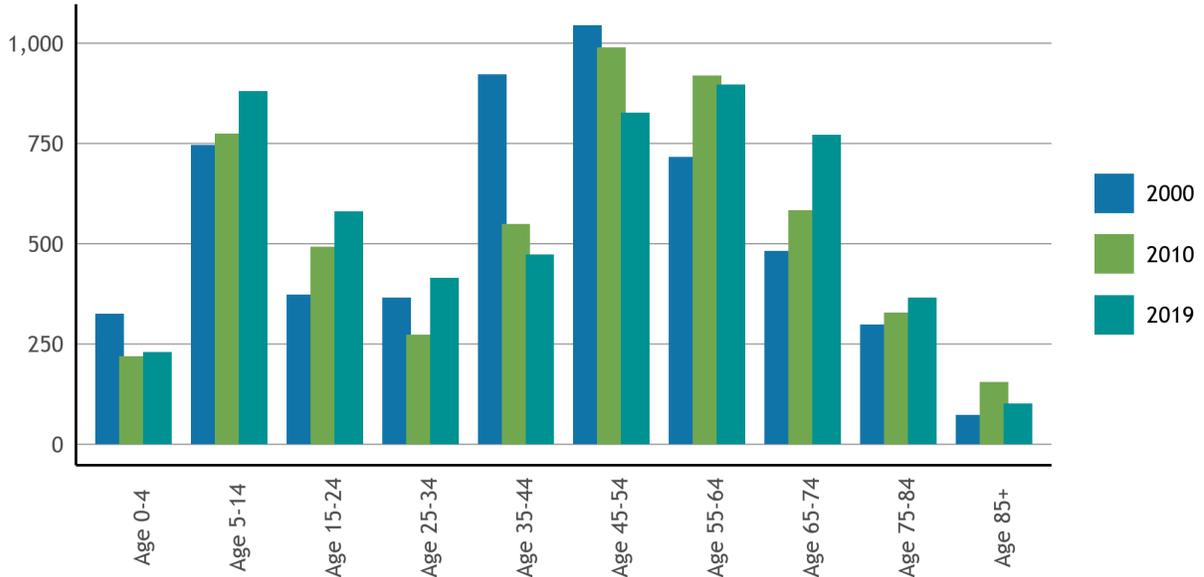
Table 1-2. Population by Race, 2000-2019 in Woodside



(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



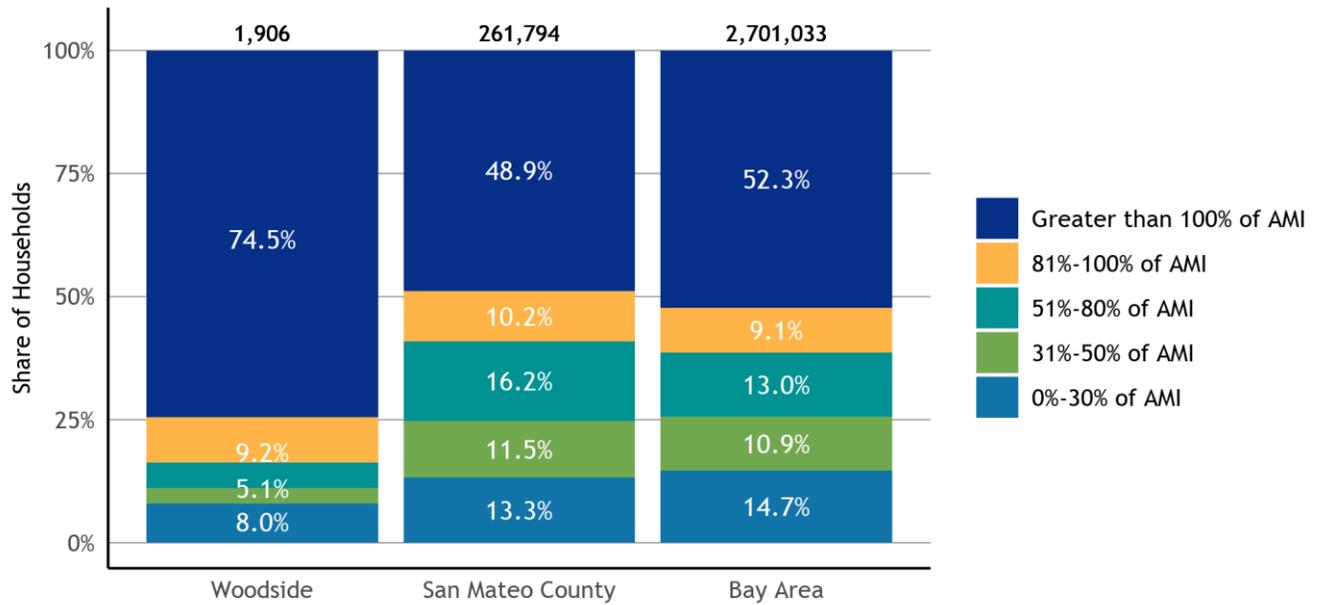
(Figure 2 in the Housing Needs Data Report, Appendix B)

Household Income Levels: The Area Median Income (AMI)ⁱ in San Mateo County is \$149,600 (based on a household of 4, effective April 4, 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 4, 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.

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.

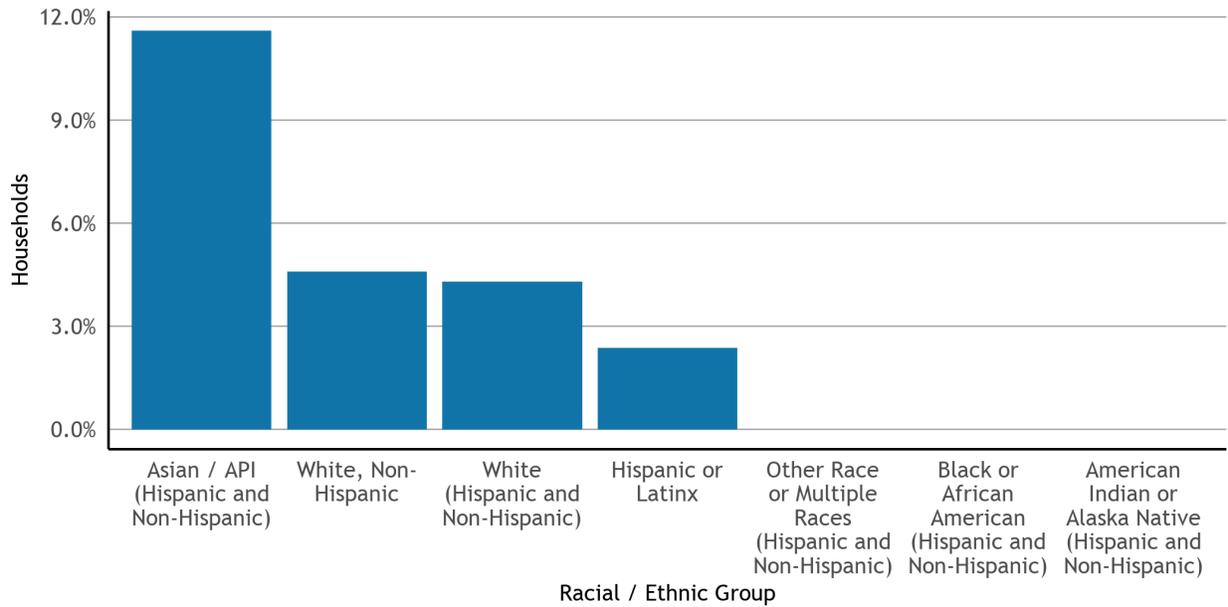
Table 1-4. Households by Household Income Level



(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



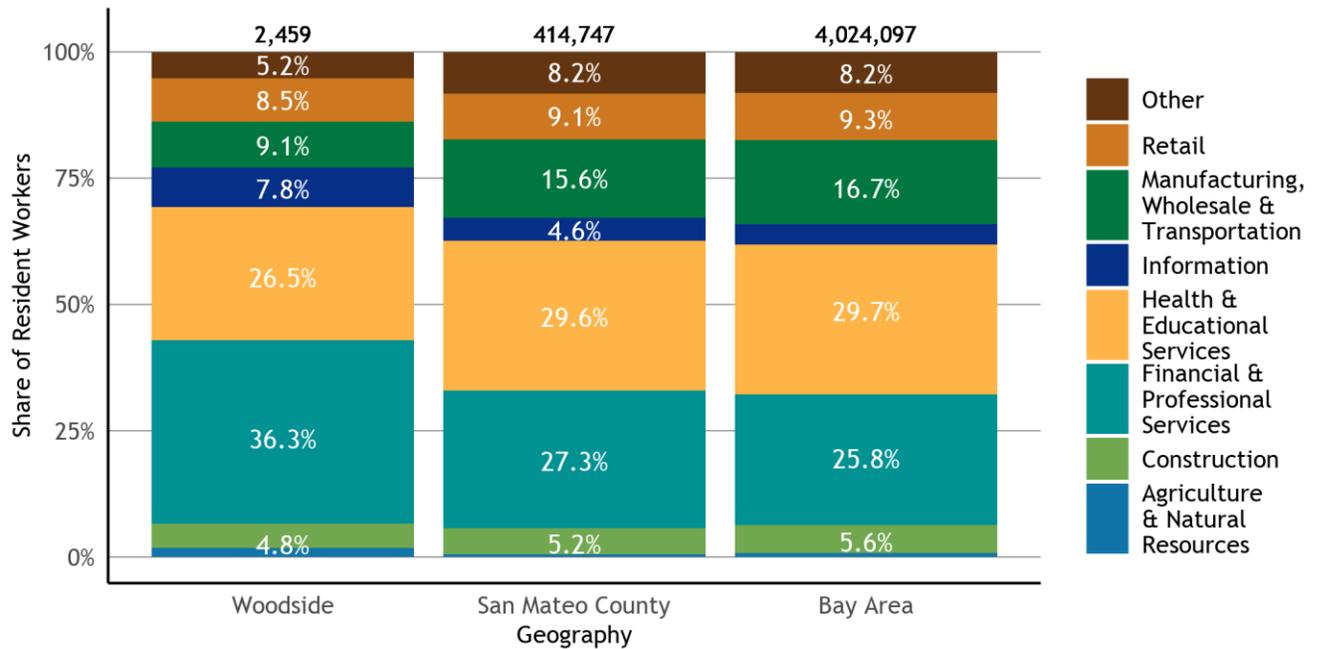
(Source: 2019 San Mateo County One Day Homeless County and Survey)



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)



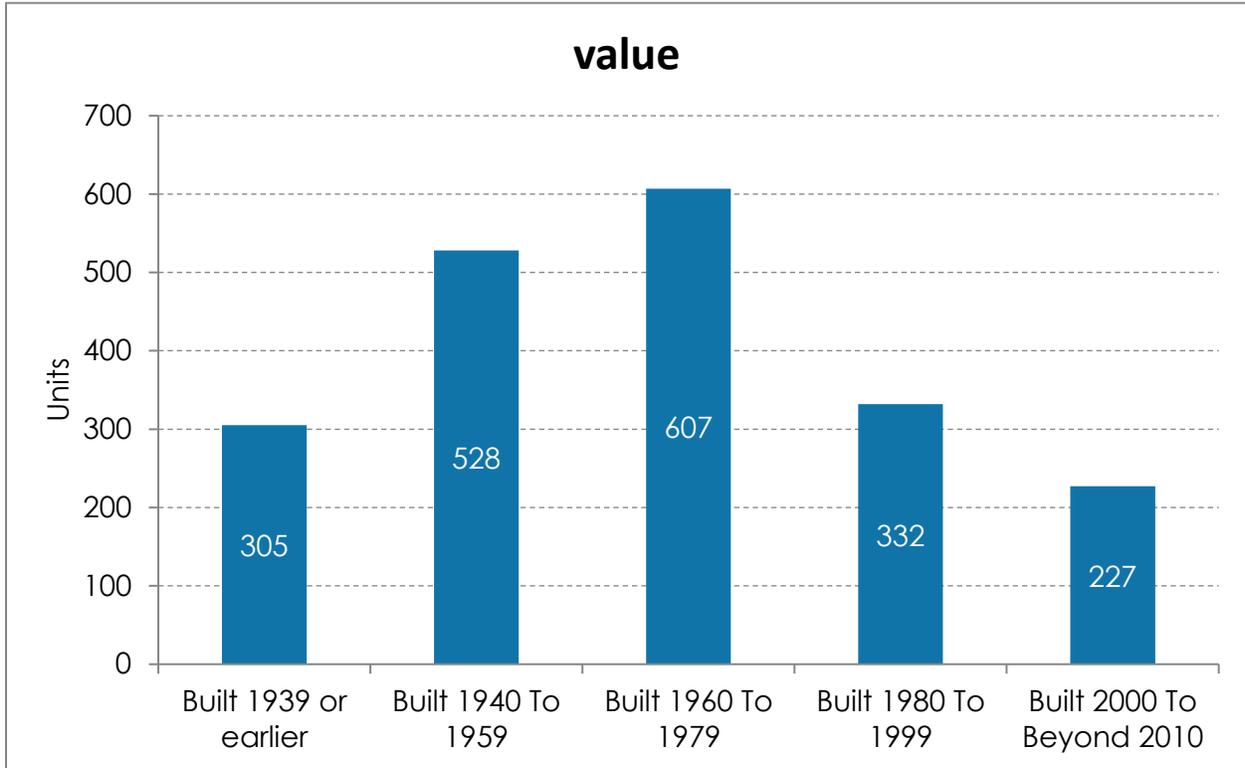
c. Housing and Household Characteristics

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.

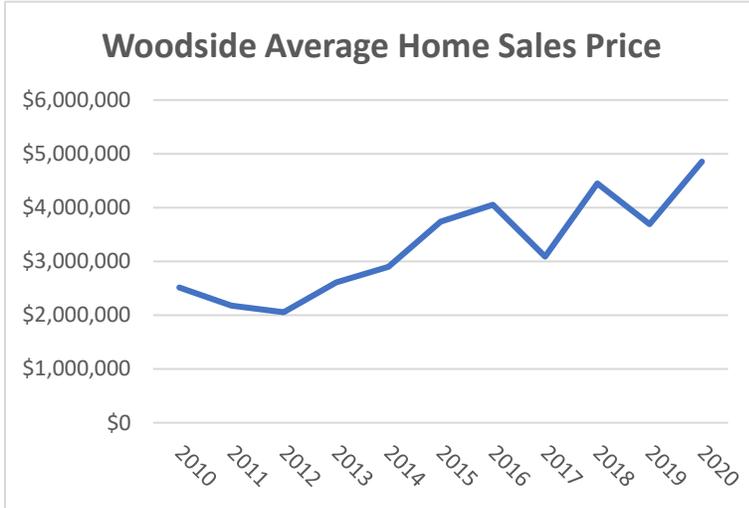
Table 1-8. Housing Units by Year Structure Built in Woodside



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

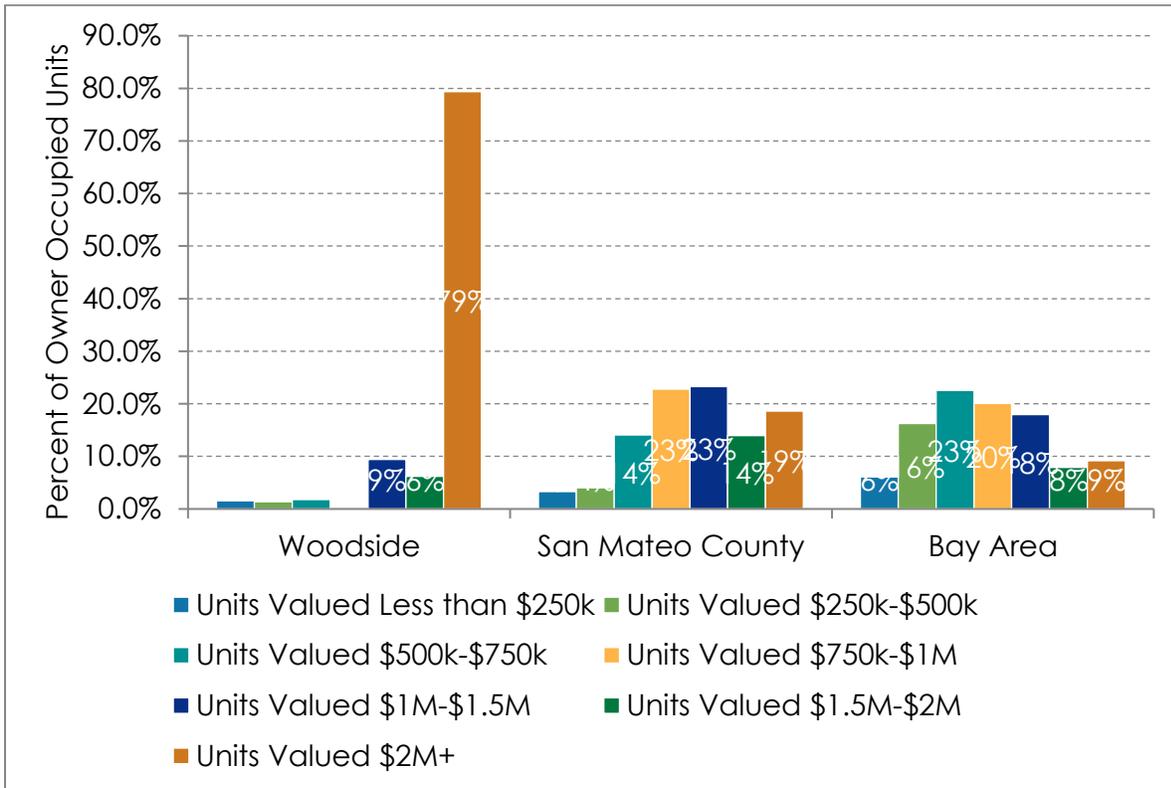
High Housing Costs: In 2020, the average sales price of a single-family home in Woodside was approximately \$4,855,976. Home prices more than doubled between 2010 to 2020 in Woodside. With high job growth and low housing growth in the County, the cost of homes in Woodside has increased significantly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



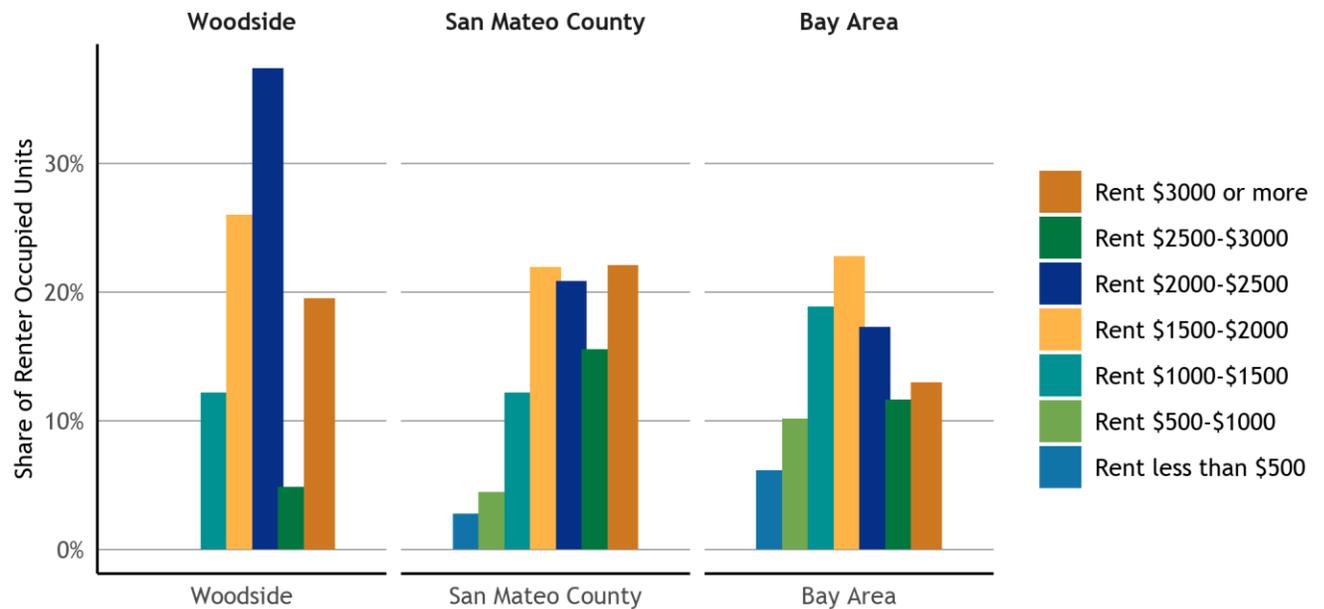
(Figure 7 in the Housing Needs Data Report, Appendix B)

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: Some population groups have special housing needs that allow for greater mobility and accessibility. In Woodside, the population is aging and 5.3% of 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.

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 impactful 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 pandemic. 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 this year.

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, subd. (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 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. 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 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 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 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 has recently updated its Local Hazard Mitigation Plan as part of the San Mateo County Multijurisdictional LHMP (2021), **Appendix D.***

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	16	15	53	124
<i>Percent Housing Needs Met</i>	173%	123%	100%	381%	200%**

*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 62 units. Of these units, 53 are Above Moderate Units and 71 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 19 in 2021. An average of 11.57 permits per year were issued for ADUs during RHNA Cycle 5 (through 2021). An average of 16.6 permits were issued for ADUs during the highest three years (2018, 2019 and 2021).

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	19
2022	TDB
Total	81

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	3	9	9	27
2022					TBD

Total Units to Date	40	16	15	53	124
Remaining ABAG Target Projections	0	0	0	0	0
No. of Units Exceeding the Allocation	17	3	0	42***	62

* 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 (42) 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>
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 no longer required for stand-alone ADU projects.

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 11.85 per year (and an average of 17.6 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	The Town put the following policies into place to support providing sewer service to ADUs and other affordable housing units: (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: H2.1(d) Sewage System: The Town shall continue to support the provision of a sewage system to those areas experiencing waste disposal problems and will encourage sanitary service districts to prioritize service improvements for designated potential affordable housing sites, if they become available.	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. This will be a key area of focus during Cycle 6.

H1.1(i) Amnesty Program	The Town issued permits for ADUs that exceeded RHNA targets, therefore, an Amnesty Program was not deemed necessary for this cycle.	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.
H1.1(j) Deed Restricted Units	The Town has not put a program in place for placing deed-restrictions 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.	While the Town allows ADUs up to 1,500 sf, it limits the size of SB 9 units to 800 sf, which would result in lower rental costs.
H1.1(k) Additional Square Footage	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.	Completed. Adopted implementing ordinance 2020-610 on 7/14/20.
H1.1(l) Prepare Brochure on ADUs	The Town prepared a draft ADU Brochure and is working to make it a more comprehensive guide.	The Town will complete the ADU/JADU brochure before, or early in Cycle 6.
H1.2(a) Fabricated Units	The Town allows mobile homes, factory built, and modular housing units, consistent with State law.	The Town will continue to allow mobile homes, factory built, and modular housing units, consistent with State law.

<p>H1.2(b) Alternative Construction Methods</p>	<p>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.</p>	<p>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.</p>
<p>H1.3(a) Expand Public Transit</p>	<p>No changes were made to transit routes along major traffic corridors.</p>	<p>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.</p>
<p>H1.4(a) Administer Multi-Family Housing Opportunities</p>	<p>No development proposals were submitted for construction of multi-family housing within the Multi-Family Overlay Zone at Cañada College.</p>	<p>The Town will maintain ongoing discussions with Cañada College 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, with site specific development standards.</p>

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.
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.
H2.1(c) Enforce Housing Standards	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).	The Town will continue to enforce Health and safety standards for all housing units.
H2.1(d) Sewage System	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.	The Town continues to explore options for increased access to sewer.

H2.2(a) Continue Home Rehabilitation

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.

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.

H2.2(b) Exceptions and Variances

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 residence to another residential use does not require a Change of Use.

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 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 2020 Solar Mandate requires installation of solar panels on all new SFRs and MFRs that are up to 3 stories in height.	The Town will continue to enforce the California Solar Mandate for all new houses, condominiums, and apartment projects. The 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. The Town will clarify Fire District requirements.
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.
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>

<p>H3.3(a) Senior Amenities</p>	<p>The Town supports but has not yet received application(s) for residential projects with medical facilities and ground transportation for seniors.</p>	<p>The Town anticipates rezoning parcels that may provide more housing opportunities for seniors and associated amenities.</p>
<p>H3.3(b) Encourage ADUs for Seniors</p>	<p>During the first seven years of RHNA Cycle 5, the Town issued 81 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.</p>	<p>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.</p>
<p>H3.3(c) Home Repair Information</p>	<p>The Town maintains links to Housing Resources including home repair information on the Town website (San Mateo County Home Repair Program).</p>	<p>The Town will continue to maintain links to Housing Resources including home repair resources, on its website.</p>
<p>H3.3(d) Property Tax Postponement Program</p>	<p>The Town maintains links to Housing Resources including property tax postponement information on the Town website (State of California Property Tax Postponement Program).</p>	<p>The Town will continue to maintain links to Housing Resources, including links for information on property tax postponement.</p>
<p>H3.3(e) Reverse Annuity Mortgages</p>	<p>The Town maintains links to Housing Resources including reverse annuity mortgages information on the Town website (California Finance Home Agency).</p>	<p>The Town will continue to maintain links to Housing Resources including reverse annuity mortgages information.</p>

<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>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>

H4.1(c) Work with other Municipalities and Agencies	No additional multi-family residential housing projects were proposed; however, the Town continues to encourage additional housing for students and other members of the community.	The Town will look for opportunities for the development of additional student and employee housing within the San Mateo County Community College District area.
H4.1(d) Work with Nearby Communities and Non-Profits	The Town encourages collaboration to facilitate future affordable housing.	The Town will look for opportunities to collaborate with the San Mateo County Community College District, Stanford University, and non-profit housing advocates to facilitate future affordable housing.
H4.1(e) Work with Citizens and Organizations	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.	The Town will continue to support agencies and organizations providing shelter and other housing services.

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.	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.
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	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, <i>The Woodsider</i> , 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 requires ministerial approval, consistent with State law, unless the ADU is part of a larger project. 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 is starting 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) on or before April 1st of each year.	Ongoing on an annual basis.
H5.4(c) New Data	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 Updates and 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 will also solicit input during any hearings related to zoning changes that provide new housing opportunities.

H5.4(g) Public Notification	<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>
H5.4(h) Housing Forums	<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.woodsides town.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 about housing issues were held during the spring and fall of 2021.</p>	<p>Periodic during Housing Element Updates.</p>
H5.5(a) Multi-Jurisdictional Coordination	<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>
H5.5(b) Program Monitoring	<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 experience spending 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 5.3x 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. Additionally, HCD requires local jurisdictions to include development allowances/regulations 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), SB 9 projects (by-right lot splits and duplexes), subdivisions, disabled accessible units, and rezoned properties (increased 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 by various income levels. HCD requires a Plan that provides a 20% buffer over the 328 minimum, should some expected housing types/developments not be

completed, to still reach the target number of units. Therefore, this Housing Element includes a Plan for the construction of 394 units (328+20%) (Table 3-1).

Table 3-1. RHNA 6 Cycle Housing Targets

	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total
ABAG Regional Housing Needs (2023-2031)	90	52	52	134	328
Housing Needs + 20% Buffer	108	62	62	162	394

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.

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 more 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 16.6 ADUs (**Appendix I**), while increasing ADU permit issuance to 19 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 lather 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, SB9 projects, replacement of condemned unit(s), new high-density housing for students and employees at

Cañada College (San Mateo County Community College), and, if required, medium-high density multi-family housing projects on privately owned and Town owned properties.

In consultation with HCD, the following affordability distribution for ADUs are used for ADUs:

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 the firm, Root Policy Research, to prepare ‘Affirmatively Furthering Fair Housing’ analyses for each jurisdiction (Section 3-4). Root Policy Research also assembled information on State and federal fair housing laws to ensure jurisdictions are tracking all compliance requirements.
- **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 they are 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 meetings are outlined in Table 3-3 below (**Appendix H**):

Date:	Virtual Meetings and Webinars:	Town Council:	Planning Commission:	RHNA Subcommittee:
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”			

Table 3-3. Public Engagement Summary				
Date:	Virtual Meetings and Webinars:	Town Council:	Planning Commission:	RHNA Subcommittee:
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

Table 3-3. Public Engagement Summary

Date:	Virtual Meetings and Webinars:	Town Council:	Planning Commission:	RHNA Subcommittee:
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		

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.



Figure 3-1. The Announcement for First Public Outreach Meeting 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 ‘Let’s Talk Housing!’ 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 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 complete 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 and San Mateo County by the firm Root Policy Research (**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,

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.

marital status, military or veteran status, and source of income (including federal housing assistance vouchers).

b. History of Segregation in the Region

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

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

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

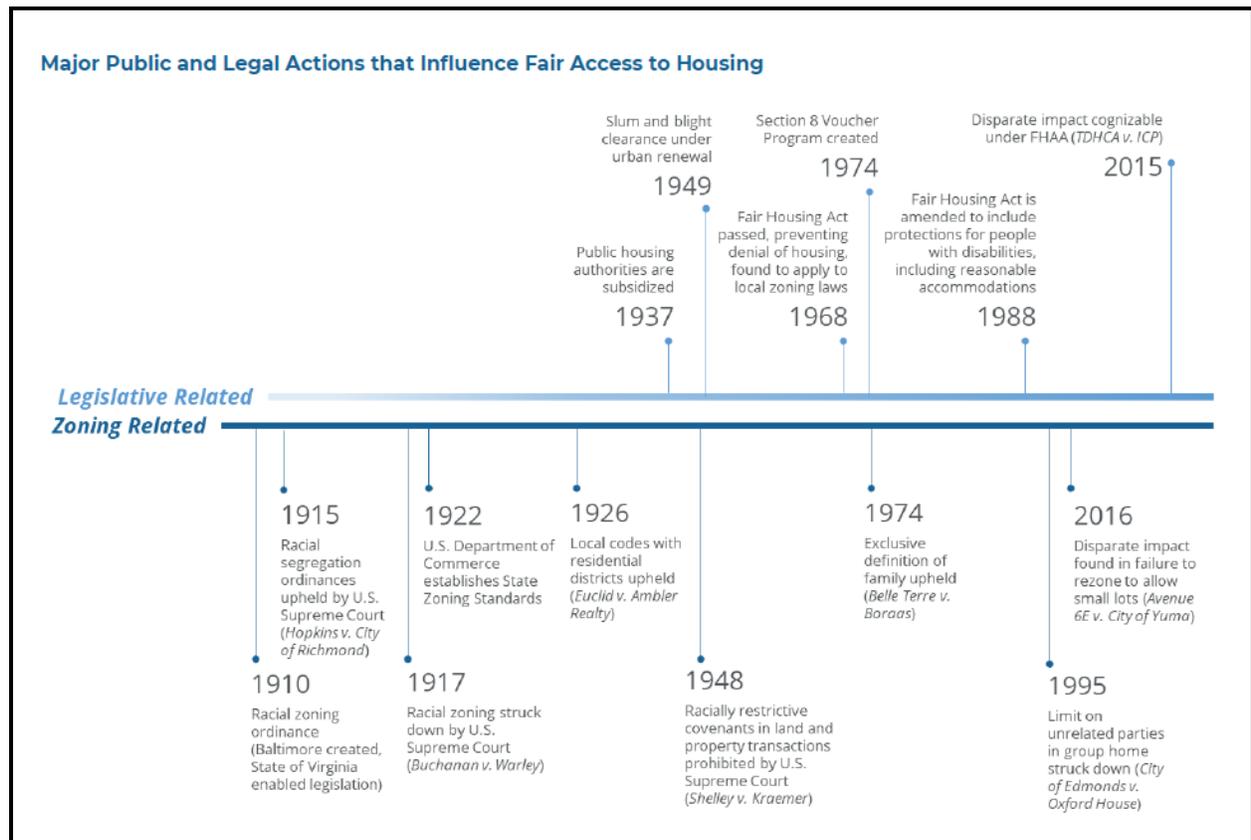


Figure 3-4. Public and Legal Actions that Influence Fair Access to Housing.

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 Root Policy Research assisted San Mateo jurisdictions in preparing their ‘Affirmatively Furthering Fair Housing’ analyses. The full report for the Town of Woodside, along with the Countywide report, is included in **Appendix K**.

This section summarizes the primary findings from the Fair Housing Assessment prepared for the Town of Woodside, including the following sections: fair housing enforcement and outreach capacity, integration and segregation, access to opportunity, disparate housing needs, contributing factors, and the Town’s fair housing action plan. These findings include:

- The Town can improve the accessibility of fair housing information on its website and resources for residents experiencing housing discrimination.
- Compared to the county overall, Woodside has limited racial and ethnic diversity: Countywide, racial/ethnic minorities account for 61% of the overall population; however, in Woodside, they account for 21%.
- Economic diversity is also 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.
- Woodside has a slight underrepresentation of residents with a disability with 5% of the population compared to 8% in the county. San Mateo County is rapidly aging; therefore, this population with a disability is likely to increase.
- 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.
- Woodside is entirely contained within a single census tract—the standard geographic measure for “neighborhoods” in U.S. Census data products. As such, the Town does not contain any non-White racial/ethnic concentrations or concentrations of low-income wage earners.
- In the regional context, Woodside represents an area for a population with increased opportunities, while having minimal accessibility to low- and moderate-income households.

The Town of Woodside RHNA Plan meets the majority 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. The Housing Element includes broader housing types, including allowances for denser housing and

different housing types within the Commercial Corridor along Woodside Road, close to high resource amenities, such the Town library, high performing public school, retail businesses, grocery store, and Town services. Vacant Town owned properties are identified for rezoning to be used for construction of income restricted housing units.

3.5 Sites Inventory and Assessment to Accommodate Housing Units

Woodside's RHNA targets for Cycle 6 require the Town to identify sites where rezoning may be required 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 medium/higher density housing unit construction, 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, access to sewage effluent disposal, 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, outside of high fire zones that have limited emergency access, access to sewer, and adjacent to arterial roads identified in the Town's General Plan Circulation 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.

Map NH2: Fault Zones

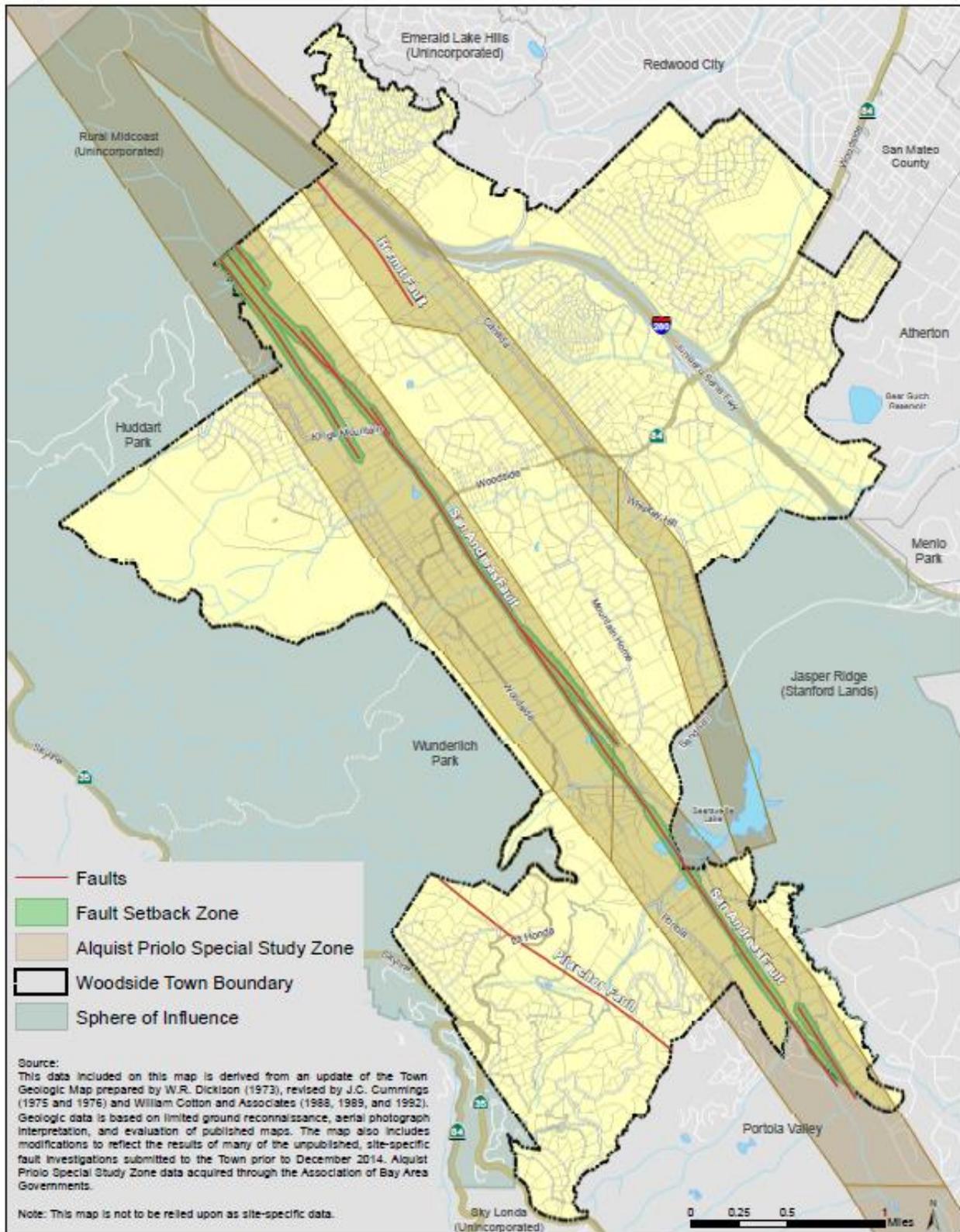


Figure 3-5. Fault Zones in the Town of Woodside.

Map NH3: Flood Zones

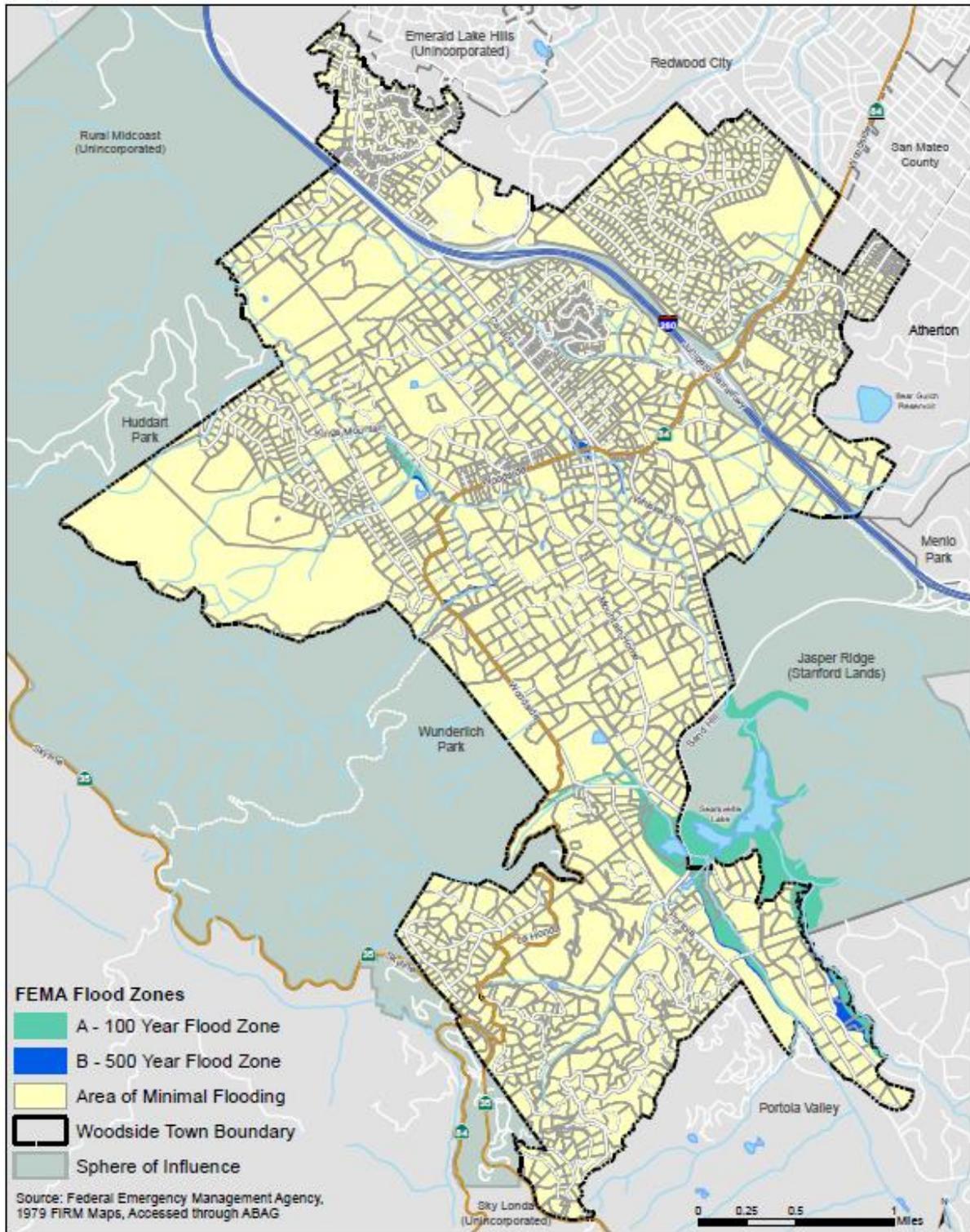


Figure 3-6. Flood Zones in the Town of Woodside.

Map LU3: Western Hills and Environmentally Sensitive Areas

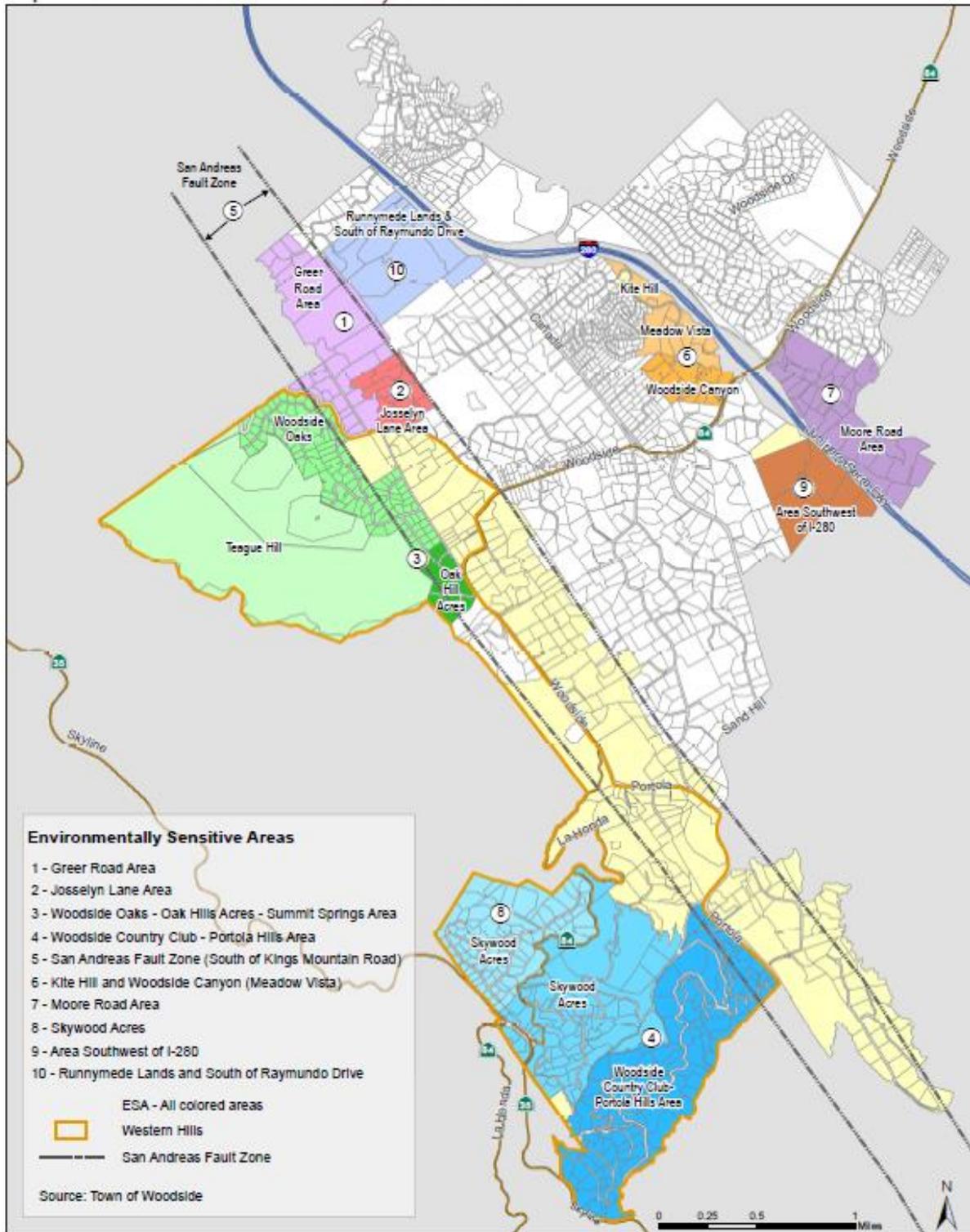


Figure 3-7. Western Hills and Environmentally Sensitive Areas.

b. Vacant Lands

The Town of Woodside includes few vacant parcels without significant development constraints, noted above, for development of a single-family residence and possible ADUs, therefore, such sites are unlikely to be developed with high density multi-family construction. Sites and areas of the Town to accommodate increased housing densities are identified below, most of which are Town owned vacant parcels.

c. Sewer Capacity

The majority of parcels in Woodside utilize private on-site septic systems for effluent waste disposal.

As a result of these conditions and constraints, only a third of the parcels in Town are served by sewer. The rest of Town (yellow areas as depicted on Figure 3-8) utilizes septic systems. All sewage from Woodside flows to the Wastewater Treatment Plant in Redwood City.

Areas of Woodside that are served by or are eligible to be connected 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.

This District is near contractual capacity. 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).

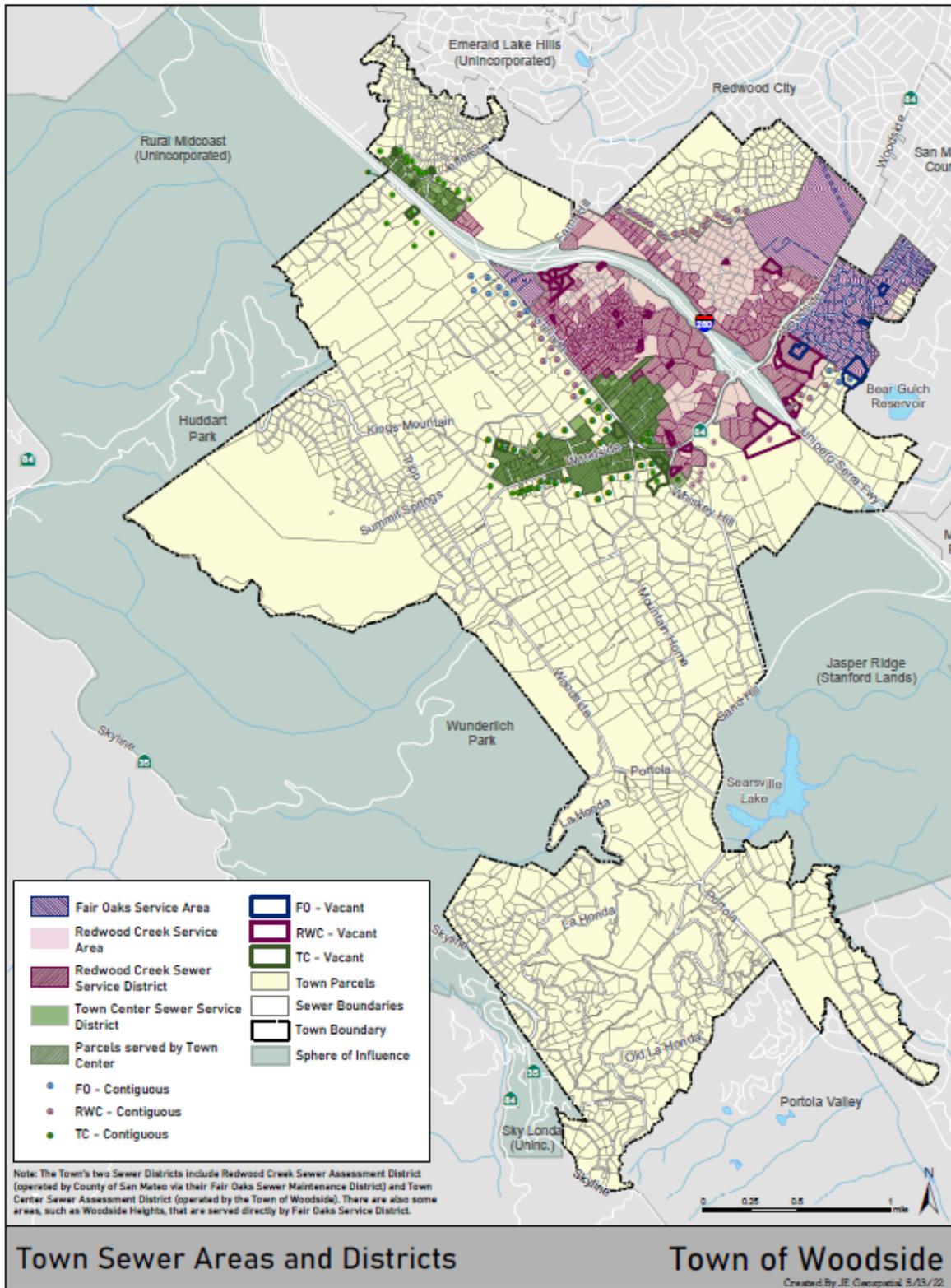


Figure 3-8. Town Sewer Areas and Districts.

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).

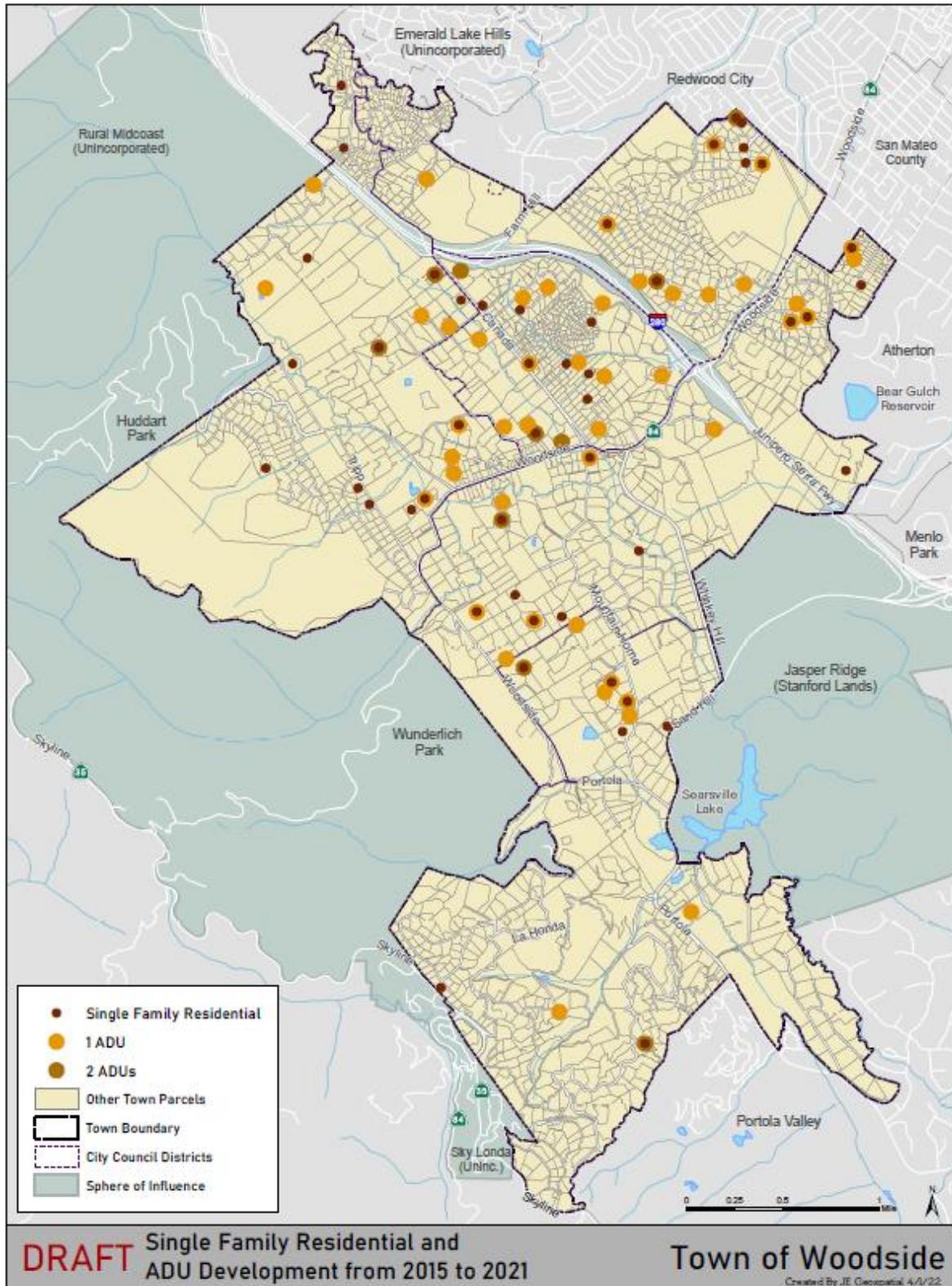


Figure 3-9. Location of Single-Family Residences and ADUs for which Building Permits were issued during Cycle 5 (2015-2021).

It is anticipated that SB 9 units may also be built throughout the community. For sites with overlay zones that allow for small and medium-sized multi-family housing projects, the AFFH “lens” requires that sites be selected that offer opportunities and benefits to the people living in them, as is 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**.

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 transit routes that extend all the way through the Town. 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.
- ***Proximity to Services:*** Sites close to the Town Center offer easy access to local services, including markets, and restaurants.
- ***Walkable/Bikeable:*** Sites close to, or that include easy walking and/or bicycle access to the Town Center.
- ***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. After factoring out the anticipated number of ADUs (200) and SFRs (48), the Town determined that the remaining RHNA allocation would be approximately **80 units**, or **146 units** to meet the 20% buffer required by HCD. A combination of SB 9 projects, subdivisions, pipeline projects, and, and proposed student and faculty housing totaling approximately 80 units at Cañada College, are anticipated to meet the RHNA allocation, while providing varied housing types that are accessible to a wider demographic, including people with disabilities.

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**). The inventory is required to include the “realistic and demonstrated potential” for identified sites to accommodate housing development. The inventory identifies each property by its address/Assessor Parcel Number (APN) and has ability to be served by utilities, as shown in Table 3-4, below.

Table 3-4. List of Medium to High Density Opportunity Sites and Sites with Active Land Division Applications

Address:		Assessor Parcel:	Parcel Size (acres):	GP Designation:	Zoning:	Availability of Utilities			Improvements:	Active Application:
Street	No					Water:	Sewer:	Dry Utilities:		
Cañada Road	773	068100220	5.01	R	SR	√	√ Adjacent to and eligible to connect to the Town Center Sewer District	√	(e) SFR and equestrian structures	No
Cañada Road	1101	073011270	7.849	IN	SR	√	√ Within the Fair Oaks Service Area	√	(e)SFR	7-Lot Subdivision
Godetia Drive	988	068301100	4.373	R	SR		No		(e) SFR, ADU, garage and stable	Lot Split
Runnymede Road/ Raymundo Drive	NE corner (no address)	068301100	1.970	OS	OS	√	No Would require Sewer Expansion Area	√	Town Public Works site	No

Cañada College on CSM Drive	3401	068320330	57	IN	SR/MF RD	√	√	√	Community College	No
High Road		069170450	1.055	R	SR	√	√	√	vacant	No
Farm Hill Road		068322390	1.676	R	SR	√	√ Within the Fair Oaks Service Area	√	vacant	No
Woodside Road	3100	072162060	3.0	R	RR	√	√	√	(e) SFR	No
Woodside Road	3110	072162080	3.0	R	RR	√	√ Adjacent to and eligible to connect to the Town Center Sewer District	√	(e) SFR	No
Woodside Road	3130	072162090	1.0	R	SR	√	√	√	(e) SFR	No
Woodside Road	3105	072191080	1.029	R	SR	√	√	√	(e) SFR	No
Woodside Road	3117	072191060	1.072	R	SR	√	√	√	(e) SFR	No
Woodside Road	3145	072191040	1.063	R	SR	√	√	√	(e) SFR	No

3.6 Strategies to Meeting RHNA Cycle 6

This Housing Element includes Programs designed to meet the Cycle 6 RHNA allocation targets. The Programs balance the need 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; and 81 permits for ADUs (as of 12-31-21) during the 2015-2023 Housing Element, for a total of 145 ADUs during the 3 RHNA cycles.

The Town is characterized by steep slopes with many environmental constraints. Approximately 2/3 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, utilizing an existing bedroom; 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 primary sources of affordable housing in Woodside. The Woodside community overwhelmingly supports the development of ADUs and JADUs as the 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.

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 property which is a source of affordable housing.

As a new housing type with no track record of development given the recent adoption by the State, this Plan provides a very conservative estimate for the number of SB9 Units that will be constructed in this Housing Element Cycle. It is possible, and even likely, that many more permits will be issued for SB 9 Units during Cycle 6, but without a track record, the number is difficult to estimate.

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. Medium-High Density Housing

Woodside developed as a single-family residential community; however, to meet the Cycle 6 targets for affordable housing, the Town has identified parcels for a range of new housing types—from medium density overlays to high density multi-family housing at Cañada College and on Town owned parcels.

Woodside has several groups that could be served by a broader range of housing types: students 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 includes a Program for creating overlay zoning of six properties referred to as “Commercial Corridor” units near the Town Center that can accommodate smaller multi-family housing development of up to 10 units/acre (including conversions of existing residences).

Commercial Corridor Sites:

Housing demand is outpacing housing supply and new housing needs to respond to a massive demographic shift. In contrast to the mid-late nineteenth century’s nuclear family, one in four households today is a single person household. One in three adults has never married. The birth rate is dropping. All of these factors contribute to the increasing need for housing variety. ...In response to the worsening housing crisis, there is a trend toward zoning for Missing Middle housing development. Missing Middle zoning permits the development of two-, three, and four-family housing and smaller-scale multifamily buildings to provide the variety called for by the country’s changing demographics. It is a “range of house-scale buildings with multiple units—compatible in scale and form with detached single-family homes—located in a walkable neighborhood.” These provide housing for young professionals, senior households, and low-to-moderate income individuals. Missing Middle units may include duplexes, triplexes, townhomes, tiny homes, small apartment buildings and more. The typical Missing Middle development has 4-8 units per lot or building.^{iv}

The RHNA Plan identifies 6 sites adjacent to Woodside Road (State Highway 84), located between the Town Center commercial district, including Town Hall, and the public library and only school in Woodside. The identified sites referred to as the “Commercial Corridor” would allow increased density and housing types than are currently permitted (Figure 3-10). This development would be compatible in scale with single-family or transitional neighborhoods. These medium density building types, such as duplexes, triplexes, fourplexes, cottage courts, and courtyard buildings,

provide diverse housing options and support locally serving retail and public transportation. Commercial Corridor housing is intended to meet the demand for walkable neighborhoods, respond to changing demographics, and provide housing at different price points. Such units can be created by new development or the conversion of larger residences into several smaller units.

This will provide opportunities for varied housing types in an area that is served by the Town Center Assessment District for sewer and includes development pathways and bikeways that provide access to the services and amenities in the Town Center. This overlay zoning will occur at the beginning of Cycle 6 in an effort to provide an immediate increase in housing unit permit applications.

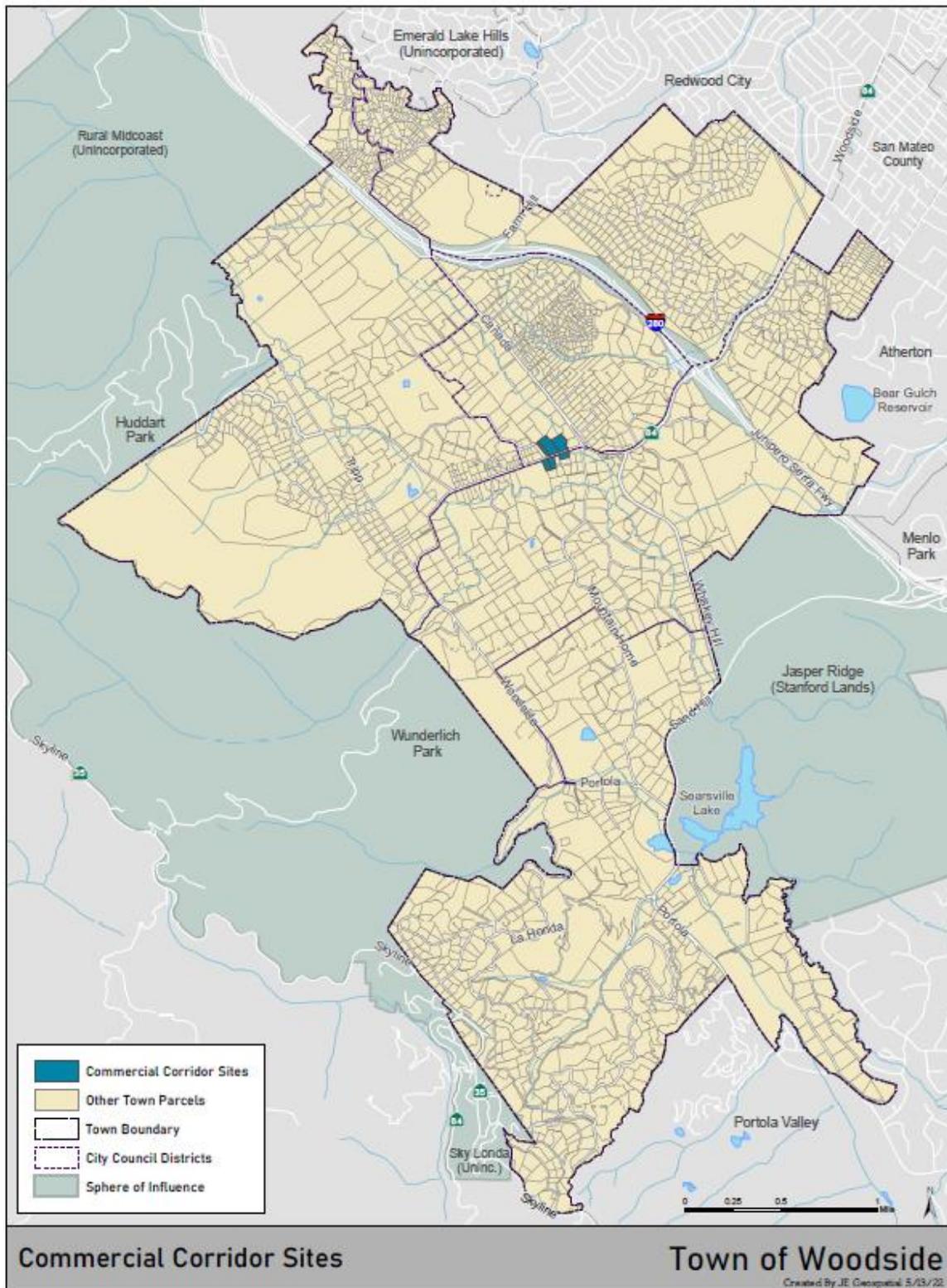


Figure 3-10. Commercial Corridor Sites.

Medium – Higher Density Multi-Family Housing:

To qualify units as affordable to lower and moderate-income households, HCD requires that sites be zoned for a minimum of 20 units per acre (20-acre default). Sites that could accommodate 20 units per acre create variety in the available housing stock. A proposed high density housing project at Cañada College, totaling approximately 80 units, would meet the density requirement with minor modifications to the area that is already zoned for Multi-Family Residential Development (MFRD). With this project and other sites under existing zoning, the Town anticipates meeting its RHNA targets.

Post Housing Element Certification Rezoning

The Town will monitor building permits issued on a yearly basis. If the Town is not on track to meet RHNA targets, three Town-owned sites would be rezoned for up to 10 units/acre. These Town-owned properties include sites on Runnymede Road, Farm Hill Road, and High Road (Figure 3-11). At 10 units/acre, deed restrictions would be required to ensure the units are affordable to very-low and low-income households. Given that the sites are owned by the Town, any partnership with an affordable housing developer would ensure the units are available to those in the very low- and low-income categories.

An additional privately owned site at 773 Cañada Road, could be rezoned to allow one acre of the property to have a density of 10 units per acre (Figure 3-11). Since this site would not be 20 units per acre, or require income restrictions, it could include new housing types that would be available to fill the need for above moderate-income units.

All sites identified for potential rezoning would require public hearings allowing for public input on specific development standards that can accommodate the identified densities.

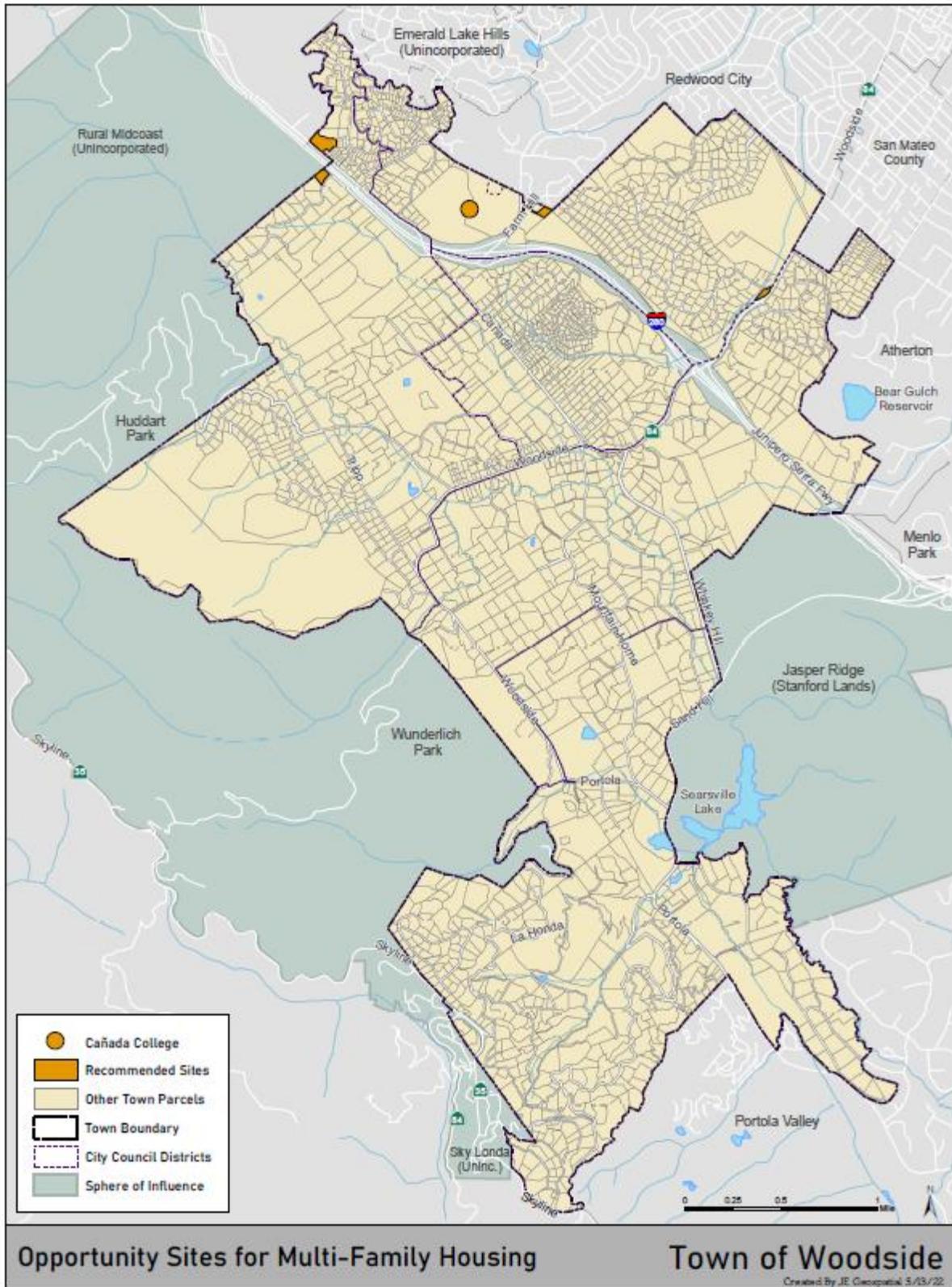


Figure 3-11. Opportunity Sites for Multi-Family Housing.

e. The Draft RHNA Plan

The Draft RHNA Plan is the mix of unit types that together can meet the Cycle 6 RHNA allocation of affordable housing units. The draft RHNA Plan includes a suite of housing prototypes and development opportunities, including: ADUs/JADUs and new single-family homes (based on results from a community survey), SB 9 projects (conservative estimate, no historic data), land divisions (approved, active, and pending), ‘pipeline’ ADUs and single-family homes (i.e., development that has not yet received a Building Permit final by June 30, 2022, which exceed RHNA 5 requirements), and, multi-family housing at Cañada College for very low and low income students and college employees.

All anticipated units under current zoning, total approximately 393 units, exceeding the RHNA target of 328 units. The Town will monitor the number of building permits issued each year. If the Town is on track to meet the RHNA target and 20% buffer, rezonings outside of Cañada College, may not be necessary. If the Town is not on track to meet the RHNA target and 20% buffer, overlay zones allowing 10 units per acre, will be placed on the six Commercial Corridor sites and the 773 Cañada Road site; and the three Town-owned sites would be rezoned for 10 units per acre with income restrictions, as shown in Table 3-5.

Table 3-5. Proposed RHNA Plan

RHNA PLAN (Cycle 6, 2023-2031):					
	Very Low	Low	Mod	Above Mod	Total:
RHNA 6 Allocation	90	52	52	134	328
<i>RHNA 6 20% Buffer</i>	18	10	10	28	66
<i>RHNA 6 Allocation plus Buffer</i>	108	62	62	162	394
2021 ZONING SUPPORTS:					
ADUs (25/year)	60	60	60	20	200
ADU - Pipeline not finalized by June 30, 2022	6	6	6	2	20
SFDs (6/year)				48	48
SFDs - Pipeline not finalized by June 30, 2022				8	8
SB 9* (8/cycle)				8	8
Land Divisions:					
1101 Cañada (SFD)				7	7
1101 Cañada (ADU)	1	1	1		3
773 Cañada (SFD) * (APN 068-100-220)				5	5
773 Cañada (ADU/JADU) * (APN 068-100-220)	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	40	40	0	0	80
TOTALS - CURRENT ZONING:	110	109	70	104	393
TOTALS THROUGH 2022 REZONING					
	110	109	70	104	393
RHNA 6 Deficit/Surplus	20	57	18	-30	65
POST-ADOPTION REZONINGS					
Multi-Family Sites:					
Commercial Corridor (10 units/acre)				10	10
773 Cañada, Portion of Lot (10 units/acre)				10	10
Farm Hill Road, Town-owned (10 units/acre)	5	5			10
High Road, Town-owned (10 units/acre)	5	5			10
Runnymede, Town-owned (10 units/acre)	5	5			10
TOTALS – POST-ADOPTION ZONING:	15	15		20	50
TOTAL CUMULATIVE					
	125	124	70	124	443
RHNA 6 plus buffer Deficit/Surplus	17	62	8	-38	49

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.

During recent Housing Element cycles, the Town’s focus for providing affordable housing has been to encourage the development of ADUs. ADUs and particularly smaller ADUs (studios and one-bedroom units) have been the housing type that has been the most affordable. All of Woodside is mapped as a ‘High Resource Area’, and construction of ADUs is permitted and encouraged in all parts of the Town. By facilitating development of units throughout the Town, the Town takes an active role in affirmatively furthering development of and access to fair housing. Figure 3-9 shows the distribution of both SFRs and ADUs in the community during Cycle 5 (2015-2021).

In the Cycle 6 Housing Element, the Town will continue to aggressively promote the development of ADUs but is also planning for and encouraging a broader mix of housing types, including JADUs, SB9 Units; and high-density housing at Cañada College. This range of housing types will increase housing choices for seniors, for single-parent households, for employees of Town Center businesses; for property maintenance workers, caretakers, equestrian managers; people with disabilities, and students at Cañada College. The Town’s Fair Housing Action Plan (Section 3.7) incorporates the following:

- Encourages residents to develop ADUs; and make ADUs and JADUs or extra bedrooms available to students at Cañada College and service providers in the community;
- Identifies potential parcels for multi-family housing;
- Establishes a ‘Commercial Corridor’ overlay zone encompassing six parcels along Woodside Road near the Town Center area that would allow for the development of small multi-family developments/building conversions.

3.7 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 revise current standards to reach the new housing targets. The Town will increase opportunities for different housing types 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 Encouraging Development of ADUs and JADUs

PROGRAMS:

a. ADU Survey

Update the existing ADU Survey required for permitting of all new ADUs detailing occupancy and rental costs of the unit(s).

b. Conduct Affordability Outreach

Conduct outreach efforts throughout the community to promote ADUs, and JADUs, by mailing postcards to all residents on a bi-annually, and along with details on the Town website, with information explaining the benefit that ADUs and JADUs provide property owners with units for multi-generational living/family support, caretakers, and sources of income. Additionally, the Town will continue to reach out to organizations to host public meetings on an annual basis that can “demystify” past circulated assumed barriers to ADU and JADU construction.

Policy H1.2 - Promote ADUs and JADUs as an Opportunity for Affordable Housing

PROGRAMS:

a. Prepare and Distribute Updated Brochures on ADUs and JADUs

Prepare and distribute a brochure explaining opportunities and design ideas to develop ADUs and JADUs on existing lots. The brochure shall be updated and distributed on a bi-annual basis outlining new development standard allowances, and any increases allowed for the number of ADUs or JDUs allowed on a property.

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-annually mailings to residents, and public inquiries made with Planning Department staff.

Policy H1.3 – Continue to Remove Barriers to Construct ADUs and JADUs

PROGRAMS:

a. Consider Modifying Local Regulations to Permit Additional ADUs on Properties Exceeding Two Acres

Consider an ordinance(s) for new development standards allowing additional ADUs that meet basic setbacks on properties exceeding two acres with few constraints.

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

Consider an ordinance(s) revising 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.

c. Consider Reducing Town Permit Fees for ADUs and JADUs

Review of Town permit fees for ADUs and JADUs to determining if fees can be reduced to further remove barriers to construction of these housing unit types.

d. Develop Amnesty Program

Develop a Town Ordinance for an amnesty program legalizing ADUs 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.

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 an Overlay Zone for Multi-Family Development Near Town Center and near Freeway Access

Adopt an ordinance(s) allowing up to 10 units/acre on 6 properties adjacent to Woodside Road, between the school/library and businesses/Town Hall; and, at 773 Cañada Road. Such development standards shall include provisions for conversions of existing residences into more than one-unit, new detached units, and new construction that blend with the existing single-family/ADU development.

b. Consider Revising SB9 Unit Development Standards

Consider revising regulations for SB9 development to encourage more SB9 Units, which would be smaller than main residences, and more similar to ADUs, thereby creating more affordable units.

c. Expand Public Transit

Continue to request the extension of public transit routes and increase in frequency of buses along major traffic corridors.

Goal H3: Support Opportunities for High Density Housing

Policy H3.1 Support New Student, Faculty, and/or Staff Housing at Cañada College

PROGRAMS:

a. Administer and Support new Multi-Family Housing at Cañada College

The Woodside Town Council approved the Multi-Family Overlay Zone at Cañada College on January 27, 2015. The College District is preparing a facilities master plan for Canada College 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.

Policy H3.2 Rezone Properties Allowing Increased Housing Density

PROGRAMS:

a. Rezone Sites Identified in the Housing Element Table 3-5

If the Town is not on pace to meet RHNA Cycle 6 housing targets by the end of 2023, an ordinance(s) shall be adopted, with development standards that can accommodate 10 units/acre on properties identified as Post 2022 Rezonings, Multi-Family Housing in Table 3-5, and ensure any housing built on Town owned properties is restricted to very low- and low-income units.

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 mobility-impaired persons to access their homes through Town development standard exceptions for accessibility modifications and other available programs. Continue to recommend that the County direct CDBG funds to support its Housing Accessibility for 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.

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

Continue to amend the Municipal Code to address changes in State law related to people with all types of disabilities.

c. Group Homes

Continue to allow group homes with six (6) or fewer persons in all residential districts, as required by State law.

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

PROGRAMS:

a. Senior Amenities

Continue to consider the possibility of allowing residential projects, for seniors.

b. Employee Housing

Promote ADUs as affordable options for any workers within the Town of Woodside.

Policy H4.3 - Provide for emergency shelter and transitional housing

PROGRAMS:

a. Cooperate with Agencies Providing Emergency Shelter

The Town shall cooperate with agencies providing emergency shelter and transitional housing for the homeless, victims of domestic violence, and those in immediate crisis.

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) to prepare for natural disasters, including planning for evacuation of people and animals, developing go-bags, and setting up communication networks among neighbors.

Policy 5.2 - Provide Adequate Utilities

PROGRAMS:

a. Provide Sewer Service to Address Waste Disposal Failures

Continue to support sewage system access to those areas experiencing onsite waste disposal problems when contiguous to a sewer district.

b. Prioritize Sewer for Affordable Housing Projects

Encourage sanitary service districts to prioritize service improvements for housing sites that provide units designated for people with below moderate-income levels.

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.

c. Evaluate Development Standards in the Western Hills

Using the model developed in The Glens, evaluate opportunities to relax development standards to provide property owners with more flexibility.

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.

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 3-6 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 3-6. Action Plan for Program Implementation

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

Number	Program	Lead Implementing Agency/Dept.	Funding Source	Program Measure(s)	Targets	Implementation
<i>GOAL H1: Increase Opportunities for Development of Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units</i>						
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 2022; Providing it to applicants is ongoing
b.	Conduct Affordability Outreach	Planning	General Fund	Response rate	Reach at least 50% of residents by mailings and annual meetings	Ongoing

Policy H1.2 – Promote ADUs and JADUs as an Opportunity for Affordable Housing						
a.	Prepare and Distribute Updated Brochures on ADUs/JADUs	Planning	General Fund	Increased development of new ADUs and JADUs	Meeting RHNA targets for ADUs and JADUs	Complete Brochure by end of 2022 and distribution is ongoing
b.	Obtain and Distribute Information from Companies that Specialize in ADU Construction	Planning/Building	General Fund	Numbers of Residents reached/ participating	All Woodside residents aware of and potentially benefitting from information	Complete by the end of 2022, with bi-annual updates
Policy H1.3 – Continue to Remove Barriers to Constructing ADUs and JADUs						
a.	Consider Modifying Local Regulations to Permit Additional ADUs on Properties Exceeding Two Acres	Planning	General Fund	Increase ADU construction above RHNA targets	Increase ADU construction above RHNA targets	Complete by the end of 2022
b.	Consider Modifying Local Regulations to Remove Barriers to Constructing ADUs and JADUs	Planning	General Fund	Increase ADU and JADU construction above RHNA targets	Increase ADU and JADU construction above RHNA targets	Complete by the end of 2022

c.	Consider Reducing Town Permit Fees for ADUs and JADUs	Planning	General Fund	Town’s ability to increase financial subsidies for ADU and JADU permit fees	Reduce fees that may be financially feasible, and review on an annual basis determining if fees can be further reduced	Complete by the end of 2022
d.	Develop Amnesty Program	Planning	General Fund	Number of residents using program	Permit 100% of existing non-permitted ADUs	Complete by the end of 2022
<i>Goal H2: Affirmatively Further Fair Housing (AFFH)</i>						
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 an Overlay Zone for Multi-Family Development Near Town Center referred to as the Commercial Corridor sites; and one acre at 773 Cañada Road	Planning	General Fund	Ordinance adoption	Meeting and exceeding RHNA target	Complete by the end of 2023

b.	Consider Revising SB9 Unit Development Standards	Planning	General Fund	Ordinance adoption	Consider expanding development standards for SB9 development to encourage more SB9 Units	Complete by the end of 2022
c.	Expand Public Transit	Planning/ Public Works	General Fund	Response from SamTrans	Increased frequency of existing and providing new bus routes	Ongoing
Goal H3: Support Opportunities for High Density Housing						
Policy H3.1 – Support New Student, Faculty, and/or Staff Housing at Cañada College						
a.	Administer and Support new Multi-Family Housing at Cañada College	Planning/Town Administration	General Fund	SMC updates	80 or more units constructed	During RHNA Cycle 6 period

Policy H3.2 – Rezone Properties Allowing Increased Housing Density						
a.	Rezone Town owned Sites Identified in the Housing Element Table 3-5	Planning	General Fund	Evaluation of housing units being constructed to determine if needed to meet RHNA targets	Use if pre-adoption RHNA goals are not on pace to meet overall RHNA targets	End of 2023
<i>Goal H4: Promote the Availability of Housing for Special Needs Groups</i>						
Policy H4.1 – Promote Affordable Housing Opportunities for Persons with Disabilities of all types, not limited to Physical Disabilities						
a.	Continue Access to Housing for People with Disabilities	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
b.	Amend Zoning Ordinance to Expand Exceptions for People with Disabilities	Planning	General Fund	People with Disabilities ability to find accessible housing	Amend laws, including incentives for ADUs, to provide units	Complete by the end of 2025

					accessible by people with any type of disability	
c.	Group Homes	Planning	General Fund	Assist in permitting construction of Group Homes	Continue to permit Group homes	Ongoing
Policy H4.2 – Promote Affordable Housing Opportunities for Seniors, Students, Service Personnel, People with Disabilities, Caretakers, Equestrian Managers/Employees, and Public Sector Employees						
a.	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
b.	Employee Housing	Planning	General Fund	Number of local workers able to access housing in the Town	Promote opportunities for local employee housing affordability access to ADUs, and JADUs	Ongoing

Policy 4.3 – Provide for Emergency Shelter and Transitional 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
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 CALFire	Update Town maps consistent with CALFire map updates	Periodically on an ongoing basis
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 1 point of access and work with the Fire District to improve evacuation routes	Permit increased evacuation points proposed	Ongoing

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
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
b.	Prioritize Sewer for Affordable Housing Projects	Engineering	Sewer Hook-up fees	Coordinate with all sewer districts to accommodate sewer service any Missing Middle and High Density (20 units/acre) housing sites	Provide sewer service for Missing Middle and High-Density Housing sites	Complete by the end of 2023

c.	Coordinate with CALWater 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
<i>Goal H6: Conserve and Rehabilitate the Existing Housing Stock and Develop New Housing Stock</i>						
Policy H6.1 – Conserve the Existing Housing						
a.	Apply California Building Code	Building	General Fund/Permit Fees			Ongoing
b.	Maintain and Improve Housing	Building	General Fund/Permit Fees			Ongoing
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

Policy H6.2 – Rehabilitate the Existing Housing Stock						
a.	Continue to Encourage and Facilitate Home Rehabilitation	Planning/Building	General Fund/Permit Fees	Approve permits requested meeting code requirements to maintain existing housing units	Provide clear and publicized checklists for housing unit upgrades	Ongoing
b.	Provide Exceptions and Variances	Planning	General Fund/Permit Fees	Ensuring residents have options to upgrade existing units that may require reasonable exceptions	Review Exception and Variance proposals in a timely manner	Ongoing
c.	Evaluate Development Standards in the Western Hills	Planning	General Fund	Meet with residents of Western Hills to identify possible	Provide residents with options to upgrade their existing	Complete by the end of 2024

				flexibility in development requirements	properties that do not increase hazards and abilities to safely evacuate during immediate hazards	
d.	Utilize Rehabilitation Programs	Planning	County/Federal Programs	Provide access to information about Rehabilitation Programs	Provide information on existing programs available that can subsidize home improvements	Ongoing
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

b.	Encourage Energy Efficient Building Design and Materials	Planning/Building	General Fund/Permit Fees	Provide Access to information about resources and technology available for increased energy efficiency	Require all new housing to meet State mandate energy efficiency requirements	Ongoing
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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.

^{iv} Zoning to fill the Missing Middle Housing Gap, Elisabeth Haub School of Law, Pace University Land Use Law Center; Blog No. 23 of the Land Use, Human Health and Equity Project; posted August 24, 2021, on the Blog of the Pace Environmental Law Programs.