



## REGULAR MEETING AGENDA

**Date:** 8/4/2021

**Time:** 6:30 p.m.

**Regular Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID #997-7506-7654

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Housing Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor's Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
  - Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID #997-7506-7654
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(669) 900-6833  
Regular Meeting ID 997-7506-7654  
Press \*9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](http://www.menlopark.org). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](http://menlopark.org/agenda)).

### Regular Session ([Zoom.us/join](https://zoom.us/join) – ID# 997-7506-7654)

- A. Call to Order
- B. Roll Call
- C. Public Comment

Under "Public Comment," the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than

to provide general information.

#### **D. Regular Business**

- D1. Approve minutes for the Housing Commission regular meeting on July 7, 2021 ([Attachment](#))
- D2. Review and provide feedback on potential land use strategies to meet the Regional Housing Need Allocation for the 2023-2031 planning period as part of the Housing Element Update ([Staff Report #21-008-HC](#))
- D3. Selection of the Housing Commission Chair and Vice Chair

#### **E. Reports and Announcements**

- E1. Ad hoc subcommittee reports  
Below market rate guidelines ad hoc
- E2. Commissioner updates
- E3. Recommend future agenda items
- E4. Staff updates and announcements

#### **F. Adjournment**

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at [jaherren@menlopark.org](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 7/29/2021)



## REGULAR MEETING MINUTES – DRAFT

**Date:** 7/7/2021

**Time:** 6:30 p.m.

**Regular Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID #997-7506-7654

### A. Call To Order

Chair Grove called the meeting to order at 6:36 p.m.

### B. Roll Call

**Present:** Bigelow, Grove, Horst, Leitch, Nguyen

**Absent:** Merriman, Pimentel

**Staff:** Deputy Community Development Director Rhonda Coffman, Assistant Community Development Director Deanna Chow, Management Analyst II Mike Noce, Senior Planner Calvin Chan

### C. Public Comment

- Bruce McHenry spoke about concerns regarding future development of the SRI property.

### D. Regular Business

- D1. Approve minutes for the Housing Commission regular meeting on May 5, 2021 ([Attachment](#))

**ACTION:** Motion and second (Leitch/ Horst), to approve the Housing Commission regular meeting minutes on May 5 2021, passed 5-0-2 (Merriman and Pimentel absent).

- D2. Informational update on the Housing Element process and schedule

Assistant Community Development Director Deanna Chow introduced the item and provided a presentation ([Attachment](#)).

- Pam Jones spoke in support of joint meetings with multiple City commission, highlighted the importance of accurate forecasting of the below market rate (BMR) development pipeline, and the need for additional outreach to members of the community who are non-English speakers or use English as a second language.
- Lynne Bramlett spoke in support of establishing an accurate timeline to complete the housing element, the selection process of focus groups and dispersal of fact sheets related to BMR development and income requirements.

- D3. Selection of the Housing Commission Chair and Vice Chair

Deputy Community Development Director Rhonda Coffman introduced the item.

**ACTION:** Motion and second (Leitch/ Grove) to continue item D3 to the August 4, 2021 Housing Commission meeting, passed 5-0-2 (Merriman and Pimentel absent).

**E. Reports and Announcements**

**E1. Ad hoc subcommittee reports (10 minutes):**

Commissioner Bigelow reported the BMR guidelines ad hoc subcommittee met multiple times during the month of June to outline a work plan and set the priority of proposed edits to the guidelines.

**E2. Commissioner updates**

Chair Grove shared the housing element intro seminar is available to watch on the City's website or via YouTube.

**E3. Recommended future agenda items.**

The Commission suggested future agenda items:

- Housing element process updates

**E4. Staff updates and announcements**

Deputy Community Development Director Rhonda Coffman provided updates on:

- The City Council approved the fiscal year 2021-22 budget and additional rental assistance funding has been established by the City Council. Information will be available on the City's website.
- The eviction moratorium extension through September 30.
- Planning Commission hearing on the Greystar's Menlo in late July or early August.

**F. Adjournment**

Chair Grove adjourned the meeting at 8:28 p.m.

Mike Noce, Management Analyst II, Community Development

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

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# REGIONAL HOUSING NEEDS ALLOCATION

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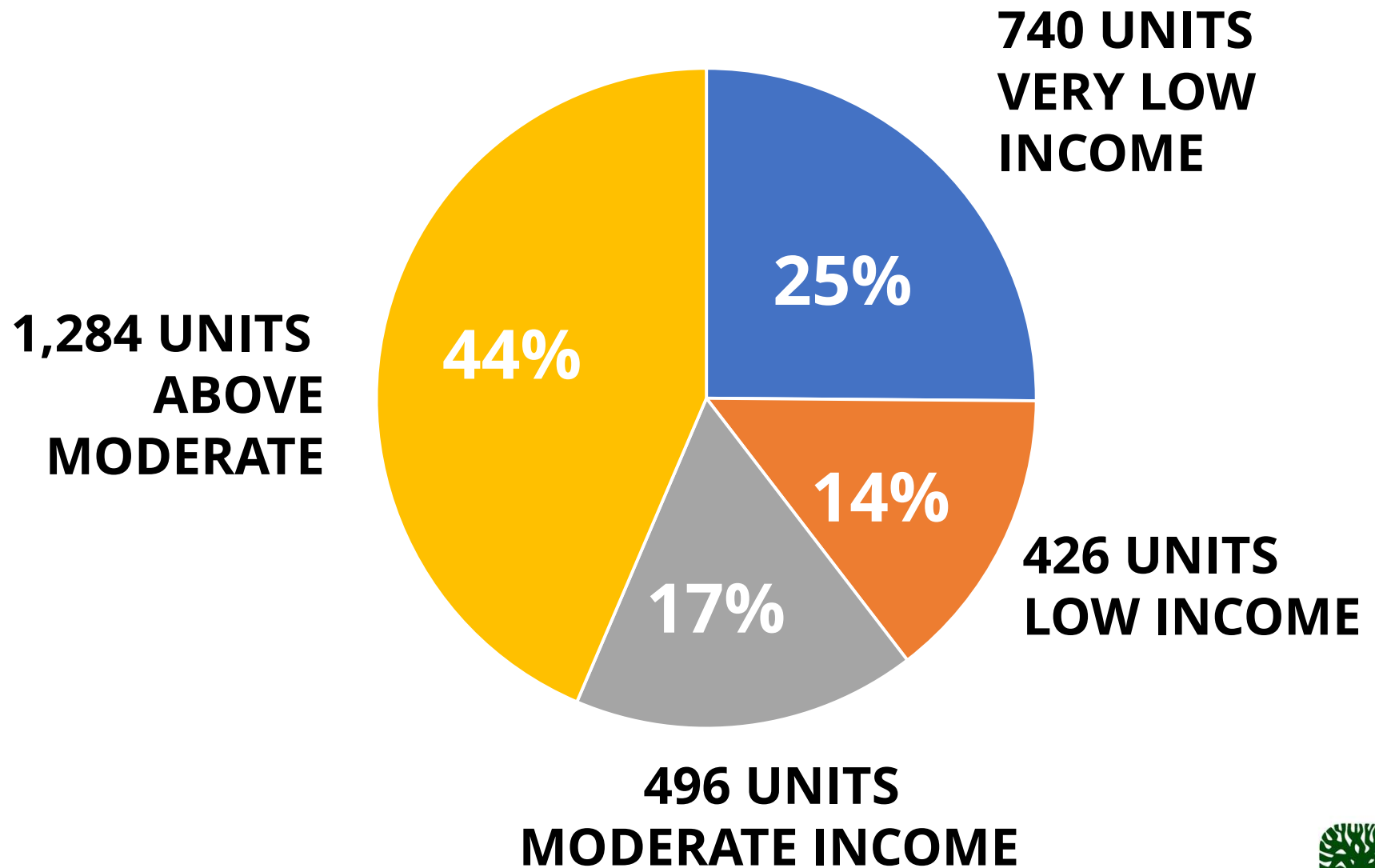
	5 <sup>th</sup> Cycle RHNA	6 <sup>th</sup> Cycle RHNA
Bay Area	187,990	441,176
San Mateo County	16,418	47,321
<b>Menlo Park</b>	<b>655</b>	<b>2,946</b>

		6 <sup>th</sup> Cycle RHNA
Lowest	Town of Colma	202
Average	All 21 Jurisdictions	2,253
Highest	City of San Mateo	7,015



# 6TH CYCLE RHNA

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# MAJOR MILESTONES





# HOUSING COMMISSION

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To review and provide feedback on the housing element:

- Land use alternatives
- Policies and programs
- Draft housing element



# OUTREACH & ENGAGEMENT

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# PROJECT WEBSITE

[MenloPark.org/housingelement](http://MenloPark.org/housingelement)

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## 2023-2031 Housing Element Update

The City of Menlo Park is currently updating its required Housing Element and Safety Element, and preparing a new Environmental Justice Element.

### Upcoming event: Housing Element Update Introduction Webinar

Thursday, July 1, 2021  
6 p.m.  
[Register for the webinar](#)

Learn about the Housing Element Update process, project components, and how to be involved in the process.

### What is a Housing Element Update?

Housing Elements are housing plans that are one part of the General Plan – a guide to all the ways each city, town or county is planned and managed, from our roads and

Contact us

**Deanna Chow**  
Assistant Community Development Director  
[Email](#)  
650-330-6702  
[Sign up for updates](#)

Related links

- [Traducir esta página al español](#)
- [Countywide "Let's Talk Housing" website](#)
- [Staff Report - M-Group contract authorization](#)
- [Staff Report - CEOC](#)



# FOCUS GROUPS

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- Sign up for a renters or homeowners focus group
  - Meetings take place week of July 19
  - Deadline to sign up is July 9*

[Menlopark.org/focusgroup](https://menlopark.org/focusgroup)

- Sign up for project updates

[Menlopark.org/projectupdates](https://menlopark.org/projectupdates)





## STAFF REPORT

### Housing Commission

**Meeting Date:**

**8/4/2021**

**Staff Report Number:**

**21-008-HC**

### Study Session:

Review and provide feedback on potential land use strategies to meet the Regional Housing Need Allocation for the 2023-2031 planning period as part of the Housing Element Update

## Recommendation

Staff recommends that the Housing Commission conduct a study session to review and provide feedback on potential land use strategies to meet the City's Regional Housing Need Allocation (RHNA) for the 2023-2031 planning period for further analysis and consideration.

## Policy Issues

State Housing Law requires that jurisdictions throughout California adequately plan to meet the housing needs of everyone within their community by regularly updating their General Plan's Housing Element. The Regional Housing Needs Allocation (RHNA) identifies the specific number of housing units at each income level category required to comply with State mandates. Additionally, the Affirmatively Furthering Fair Housing (AFFH) Act requires that all local public agencies facilitate deliberate action to explicitly address, combat, and relieve disparities resulting from past patterns of segregation to foster more inclusive communities.

## Background

The City of Menlo Park is currently planning for its 6<sup>th</sup> cycle of Housing Element adoption. The RHNA process and AFFH Act provides both quantitative and qualitative guidance for this process and should be considered as the City evaluates potential strategies to achieve housing goals.

## RHNA Overview

The RHNA process consists of two major outcomes: (1) determining the total number of housing units each jurisdiction has a responsibility to provide in each housing cycle and (2) identifying how many of those units the jurisdiction must provide at each income level. The RHNA numbers are provided by the State at the regional scale and then allocated to each jurisdiction by the appropriate regional authority.

On May 20, 2021, the Association of Bay Area Governments (ABAG) approved the final RHNA methodology and draft allocations for jurisdictions within the nine-county Bay Area. Table 1 identifies the draft number of housing units at each income level specifically required in Menlo Park during the 6<sup>th</sup> cycle update to the Housing Element. For comparison, the 5<sup>th</sup> cycle requirements are also provided.

Local jurisdictions and the State's Department of Housing and Community Development (HCD) had until early July to submit appeals to ABAG's draft RHNA allocations and identify any concerns. No jurisdiction in San Mateo County appealed the allocation; however, if other appeals are successful and ABAG adjusts the allocation, it's possible that the current number of units required in Menlo Park could increase.

When planning for how to meet the RHNA, HCD recommends an additional "buffer" of the housing allocation between 15-30 percent. Table 1 also provides an estimate of the total number of housing units

with a 30 percent buffer to the draft RHNA numbers. This buffer is an important component of housing planning in that it supports case by case decision making on individual projects and ensures that an adequate supply of sites is provided throughout the entire planning period, especially for lower-income RHNA. The buffer is essential to ensure compliance with the “No Net Loss Law” (Government Code 65863). The City can also create a buffer by projecting site capacity at less than the maximum density for some reductions in density at the project level.

ABAG’s RHNA and appeal process will conclude in late 2021, at which point Menlo Park will have finalized numbers for its Housing Element update. The 6<sup>th</sup> cycle Housing Element must then be approved by each jurisdiction and submitted to HCD by January 15, 2023.

**Table 1: Draft 6<sup>th</sup> Cycle RHNA 2023-2031 Required Housing Units**

Income Level	5 <sup>th</sup> Cycle	6 <sup>th</sup> Cycle	6 <sup>th</sup> Cycle with 30% buffer
Very Low	233	740	+222
Low	129	426	+128
Moderate	143	496	+149
Above Moderate	150	1,284	+385
<b>Total</b>	<b>655</b>	<b>2,946*</b>	<b>+884</b>
*An additional 15-30% buffer is recommended. With buffer: 3,388 to 3,830			

Income levels are defined by HCD for each county depending on the number of individuals for each household. Table 2 identifies income limits in San Mateo County by number of persons in a household and at each income level. This information gives jurisdictions guidance on how to provide affordable housing for target populations. For San Mateo County, the annual average median income (AMI) for a four-person household is \$149,600. For reference, the average household size in Menlo Park is 2.78 persons<sup>1</sup>. Categories of very low-income, low-income, moderate and above-moderate are then based on their relative percentage of a county’s AMI.

<sup>1</sup> <https://www.census.gov/quickfacts/fact/table/menloparkcitycalifornia/PST045219>

Table 2: 2021 HCD Income Limits for San Mateo County (\$)								
San Mateo County Area Median Income (\$149,600)	Number of Persons in Household							
	1	2	3	4	5	6	7	8
Extremely Low 0-30% of AMI	38,400	43,850	49,350	54,800	59,200	63,600	68,000	72,350
Very Low 31-50% of AMI	63,950	73,100	82,250	91,350	98,700	106,000	113,300	120,600
Low 51-80% of AMI	102,450	117,100	131,750	146,350	158,100	169,800	181,500	193,200
Median (100%)	104,700	119,700	134,650	<b>149,600</b>	161,550	173,550	185,500	197,450
Moderate 81-120% of AMI	125,650	143,600	161,550	179,500	193,850	208,200	222,600	236,950

Table 3 shows Menlo Park's allocation and outcomes from the 5<sup>th</sup> Housing Element cycle (2015-2023). Since the beginning of this cycle, building permits were issued for 1,416 units. While this figure is over double the total amount of required housing, only the requirement for the 'above moderate' income level was met.

Table 3: 5 <sup>th</sup> Cycle RHNA – Completeness Status (Units)			
Income Level	Allocation	Total Through 2020	Percent Complete
Very Low	233	148	64%
Low	129	80	62%
Moderate	143	11	8%
Above Moderate	150	1,177	785%
<b>Total</b>	<b>655</b>	<b>1,416</b>	<b>N/A</b>

### Fair Housing Overview

To achieve compliance with the Housing Element's requirements for Affirmatively Furthering Fair Housing (AFFH), the City must acknowledge the existing level of segregation that has been created from past practices and patterns of segregation. This history includes racial covenants in neighborhoods as early as the 1920s, the expansion of Highway 101 in the 1950s, and the subsequent disenfranchisement of northern neighborhoods (particularly Belle Haven) through predatory practices like blockbusting. These past practices have resulted in segregation based on race, income-level, property value and proximity to services. Therefore, each potential housing solution identified below must be considered in the context of these disparities and with the goal of achieving equity.



## Analysis

### Potential Land Use Strategies to Meet RHNA

Within each Housing Element, a city must plan for their fair share of the region's housing need for all income categories. For the next planning period, the City must plan for between 3,400 and 3,800 housing units. The Housing Element must demonstrate that there are sufficient sites and adequate capacity to accommodate the housing. The project team has identified seven initial strategies to achieve the 6<sup>th</sup> cycle RHNA requirements, while adhering to the intent of fair housing requirements. These strategies were also shared at a high level with the City Council at their May 25, 2021 Housing Element Update kick-off meeting. As a study session item, no actions are taken. The purpose of the Housing Commission study session is to solicit feedback on potential strategies and their relative expectedness to contribute to achieving the community's housing goals. As part of the discussion and feedback, the Housing Commission may wish to also address the following questions to help inform the discussion:

- For the current Housing Element, what is working well and what could be improved? (Please see Attachment A for link to the current Housing Element)
- During the current Housing Element cycle (2015-2023), the affordable (very low-, low-, and moderate-income) housing goals from the RHNA have been met at approximately 47% as of 2020, while market rate (above moderate income) housing has been produced well above the goal. How can Menlo Park increase affordable housing production?
- In 2018, AB 686 was adopted in 2018 to require jurisdictions to Affirmatively Further Fair Housing and actively combat racial and economic segregation. How can the Housing Element Update best address these topics?

In addition to the potential site selection strategies, a number of parameters must also be evaluated, including:

- Demonstration that an existing use will likely be discontinued in the 2023 – 2031 planning period.
- Sites for lower-income households are not concentrated in lower resource areas and segregated concentrated areas of poverty.
- Sites must be at least ½ acre but no larger than 10 acres, unless justified.
- Proximity to transit, high performing schools, jobs, parks, and services.
- Access to health care facilities and grocery stores.
- Proximity to available infrastructure and utilities.

The City Council will provide direction on the final land use strategy upon review and recommendation by the Planning Commission and Housing Commission.

### Outline of Potential Strategies

#### 1. 5<sup>th</sup> Cycle Sites

The State requires Housing Elements to identify opportunity sites where housing development could be appropriate, taking into consideration factors such as site conditions, existing uses, and development potential under existing zoning. Appendix A of the City's current Housing Element (2015-2023), included as Attachment A, identifies potential housing opportunity sites throughout the City. During the planning period, not all locations were redeveloped with housing. As a result, Menlo Park can re-use some sites, but some sites may need up-zoning to a minimum of 30 du/ac and by-right development. By-right development is required for eligible re-use sites and the



minimum density is required to accommodate low- and very low-income RHNA. The project team will engage with the community to learn about what density ranges would be supported by the community. The final re-use sites, and minimum and/or maximum densities will be determined by the City Council upon recommendations from the Housing and Planning Commissions.

## 2. Pipeline Projections

The 2016 adoption of the ConnectMenlo General Plan enabled opportunities for a live/work/play environment, which included up to 4,500 new housing units in the Bayfront area. Table 5 below identifies the major residential projects that are currently in the pipeline as either pending or approved projects. These units could potentially count towards Menlo Park's RHNA net new unit requirement if the residential units are not completed before June 30, 2022. While the total number of units shown in Table 5 could address a substantial portion of Menlo Park's RHNA, reliance on the number alone does not meet the statutory requirements to address affordability by income categories and fair housing requirements (AFFH).

**Table 5: Major Pipeline Projects**

Project	Status	Units
111 Independence Dr.	Approved	105
115 Independence Dr. (Menlo Portal)	Pending/Aug 9 <sup>th</sup> PC	335
123 Independence Dr.	Pending	383
141 Jefferson Dr. (Menlo Uptown)	Pending/Appealed to CC	480
165 Jefferson Dr. (Menlo Flats)	Pending	158
Willow Village	Pending	1,729
<b>TOTAL UNITS</b>		<b>3,192</b>

In addition to the pipeline projects, the project team is aware of additional potential opportunity sites, including a portion of the SRI Campus (333 Ravenswood Avenue), the U.S. Department of Veterans Affairs property (795 Willow Road), the U.S. Geological Survey property (345 Middlefield Road), and the former Flood School site (321 Sheridan Drive).

## 3. Religious Facilities

In 2020, the State adopted Assembly Bill No. 1851 that gives faith-based organizations the ability to build housing on their properties without needing to replace up to 50 percent of the off-street parking. There are a number of religious institutions throughout the City that could consider development under AB 1851 and provide much needed housing. To facilitate such development Menlo Park could also consider additional incentives to enhance this strategy. The number and type of new units would vary by site.

## 4. Commercial Sites

Existing vacant or non-vacant commercial sites are potential housing sites because they can either be converted to housing or develop as mixed-use buildings. There are a number of zoning districts within the City that currently do not allow for mixed-use residential/commercial developments. A solution focused on commercial sites will vary greatly in unit count depending on the number of sites that meet the technical criteria.

5. El Camino Real and Downtown Area

The El Camino Real and Downtown neighborhood in Menlo Park provides another opportunity to explore for additional housing beyond the Specific Plan's residential cap that what was previously studied in the 2015-2023 Housing Element. Due to the proximity to Caltrain and the services downtown, higher residential densities could be considered within the Downtown/El Camino Real Specific Plan area.

6. Accessory Dwelling Units (ADUs)

In 2017 the State adopted legislation requiring jurisdictions to allow for the construction of Accessory Dwelling Units (ADUs) under specific parameters. To supplement that requirement the State adopted a larger package of additional requirements in 2019. These requirements further clarified sizes and parameters at which ADUs must be approved by a jurisdiction, as well as when a jurisdiction could assess development impact fees on ADUs. HCD provides two different methodologies the City can use when applying ADUs as a strategy for achieving RHNA numbers.

The first methodology allows the City to determine an annual ADU production rate based on outcomes from 2018-2020. During this time Menlo Park produced an average of 10.6 units per year. Therefore, 85 units could be assumed during the planning period covered by the 6<sup>th</sup> cycle element.

The second methodology allows a weighted average based on the ADU production between 2015-2017. The average is weighted (5 times actual) as it assumes a higher rate of production attributed to more recent State legislation. This results in a total of 376 units assumed during the planning period covered by the 6<sup>th</sup> cycle element. Depending on the methodology applied, this solution could account for approximately 85 - 376 net new units. While this is considered a "safe harbor" methodology, the City would likely need to consider ADU incentives to substantially increase current production levels.

7. Housing in Single Family Areas

Evaluating additional housing opportunities, in addition to ADUs, in single-family zoned areas provides another solution for achieving both RHNA and Fair Housing requirements. Additional housing opportunities in single-family areas can increase both the supply and locational variety of available housing that is affordable to a greater number of households. Many parcels in single-family zoned areas would not qualify for low- and very low-income housing as they are less than 0.5 acres. HCD notes that parcels sizes between 0.5 acres and 10 acres are the most conducive for the development of to low- and very low-income units. Approximately 45 percent of the total non-bayland area of the city is devoted to single detached residential uses.

Menlo Park is not unique in the city's prevalence of single-family home development. Accordingly, Senate Bill 9 promotes streamlining the process for small-scale residential development and would allow every single-family lot to be split into two lots and be developed with a duplex on each lot with ministerial approval. This bill is currently under consideration by the state legislature with protections for historic and affordable properties. Similarly, larger jurisdictions (including Sacramento, San Francisco, San Jose, and Berkeley) are considering amending their single-family residential districts to enable four-plexes.

There is also potential for more closely-tailored solutions such as densification of corner lots, location of density relative to access to transit, or distributing density based upon equity

consideration. Given the breadth of voluntary and potential state mandated solutions involving single-family residential zoning, the estimated net new units varies. Community input will be solicited on these strategies.

Table 5: Land Use Strategies Overview	
Strategy	Net New Unit Estimate
Pipeline Projects	3,192
5 <sup>th</sup> Cycle Sites	Variable
Religious Facilities	Variable
Commercial Sites	Variable
El Camino Real/Downtown	Variable
Accessory Dwelling Units	Approx. 80 – 400
Single Family Areas	Variable

### Next Steps

The City is undertaking an extensive community engagement process to support the Housing Element Update. The City Council formed the Housing Element Community Engagement and Outreach Committee (CEOC) at the onset of the project and is assisting the City in ensuring broad and inclusive community engagement. The bulk of outreach and engagement events is occurring during the next few months in order to help prepare the draft documents and initiate the preparation of the environmental impact report. Activities such as targeted focus groups, a general public survey, pop-ups, and community meetings are designed to provide the community with multiple avenues to participate and stay engaged. Community input will be used to help develop strategies and identify locations to accommodate the City's RHNA.

More specifically, the project team is conducting focus group meetings to hear directly from constituent groups over the next few weeks. The community survey (Attachment B) to seek input on topics related to the Housing Element, Safety Element and Environmental Justice Element has launched and will close on August 22. There is also a virtual public workshop on Saturday, August 14, 2021, at 10:00 AM to discuss and received feedback on the potential land use strategies to meet the City's RHNA. For individuals who cannot attend this event, comments may also be submitted at <https://www.menlopark.org/FormCenter/Community-Development-9/Housing-Element-Update-comment-question-415>.

In addition, a community meeting is anticipated to be held in early September to discuss potential housing sites in the City. Upon consideration of feedback received during this outreach, the project team plans to provide three land use alternatives to the Planning Commission and Housing Commission at a joint meeting, tentatively scheduled for early Fall 2021. Upon recommendation of the Planning Commission/Housing Commission, the City Council would review and provide direction on the land use alternatives.

More information about the project and upcoming and past events will be posted on the Housing Element webpage (Attachment C).

### **Environmental review**

This item is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. As part of the Housing Element Update process, an environmental impact report will be prepared.

### **Attachments**

- A. Hyperlink - Housing Element (2015-2023):  
<https://www.menlopark.org/DocumentCenter/View/4329/Adopted-Housing-Element-2015-2023?bidId>
- B. Hyperlink – Housing Element Update Community Survey (English):  
<https://publicinput.com/HousingElement>  
Hyperlink – Housing Element Update Community Survey (Spanish):  
<https://publicinput.com/HousingElementES>
- C. Hyperlink – Housing Element Update project webpage: <https://menlopark.org/housingelement>

Report prepared by:

Deanna Chow, Assistant Community Development Director

Geoff Bradley, Principal, M-Group

Report reviewed by:

Rhonda Coffman, Deputy Community Development Director, Housing