

2023-2031 Housing Element Program Implementation, 2024

| Program # | Program Text | Responsible Agency | Funding Source | Implementing Objective # | Implementing Objective | Time Frame | Quantified Objective | Status |
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| 1.1 | Adequate Sites Program | Planning and Development Services | General Fund | A | Amend the Comprehensive Plan and zoning districts as needed for properties identified to meet the City's RHNA obligations. The amendments include changes to allow increased residential densities shown in Appendix D in developments and relevant development standards to accommodate increased density, and modifications to allowable uses to permit multi-family residential uses where it is not currently allowed. Examples of possible changes include adjustments to building height, lot coverage, floor area ratios, ground floor landscaping requirements, and parking, as discussed in Chapter 4, Analysis of Land Use Controls. This also includes zoning updates to create the El Camino Real Focus Area, which would allow up to 4.0 FAR and 85 feet in height in exchange for the provision of 20 percent inclusionary housing on site. Located between Page Mill Road and Matadero Avenue, this location has excellent access to services, shopping, California Avenue, jobs, Stanford, and transit. The rezone/upzoning shall include the following provisions of Government Code Section 65583.2(h) and (i) for specified sites accommodating lower incomes: (1) By-right development of multi-family developments in which 20 percent or more of units are affordable to lower-income households; (2) Accommodation of at least 16 units per site; (3) Minimum density of 20 units per acre; (4) Because 50 percent of the lower-income need cannot be accommodated on sites designated for residential use only, a portion shall be accommodated on sites zoned for mixed uses that allow 100 percent residential use and require that residential use occupy at least 50 percent of the total floor area of a mixed-use project. | | The City will amend the Comprehensive Plan or zoning designation of 291 properties located in commercial, industrial, or residential zoning districts, which together will generate a realistic yield of 4,063 housing units. | Complete. Ordinance and Comprehensive Plan update were adopted by City Council in November 2023. |
| 1.1 | Adequate Sites Program | Planning and Development Services | General Fund | A | The rezoning includes the following requirements for these Stanford-owned properties: | Complete by January 31, 2024 | | |
| 1.1 | Adequate Sites Program | Planning and Development Services | General Fund | A | i. For the housing opportunity site located at the corner of Pasteur Drive and Sand Hill Road and the adjoining property at 1100 Welch Road, as an alternative to the State Density Bonus law, amend zoning regulations to allow approximately net new 425 units up to 85 feet in height; redevelopment of the Welch Road property shall comply with the replacement housing provisions of the Housing Crisis Act, which will substantially protect tenants from displacement. | Complete by January 31, 2024 | The City will amend the Comprehensive Plan or zoning designation of 291 properties located in commercial, industrial, or residential zoning districts, which together will generate a realistic yield of 4,063 housing units. | Complete. Ordinance and Comprehensive Plan update were adopted by City Council in November 2023. |
| 1.1 | Adequate Sites Program | Planning and Development Services | General Fund | A | ii. For the housing opportunity site located at 3128 El Camino Real (McDonald's), as an alternative to the State Density Bonus law and as part of the El Camino Real Focus Area, amend zoning regulations to allow at least 144 housing units with a maximum height of 85 feet; allow a minimum of 315 housing units if combined with an adjacent property, and require 20 percent inclusionary housing. | Complete by January 31, 2024 | The City will amend the Comprehensive Plan or zoning designation of 291 properties located in commercial, industrial, or residential zoning districts, which together will generate a realistic yield of 4,063 housing units. | Complete. Ordinance and Comprehensive Plan update were adopted by City Council in November 2023. |
| 1.1 | Adequate Sites Program | Planning and Development Services | General Fund | A | iii. For the housing opportunity site located at 3300 El Camino Real, as an alternative to the State Density Bonus law and as part of the El Camino Real Focus Area, allow up to 200 housing units, up to a 4:1 floor area ratio (FAR) with a 20 percent inclusionary housing requirement. Commercial office approved or permitted on this property is inclusive of the total floor area allowed for this site. | Complete by January 31, 2024 | The City will amend the Comprehensive Plan or zoning designation of 291 properties located in commercial, industrial, or residential zoning districts, which together will generate a realistic yield of 4,063 housing units. | Complete. Ordinance and Comprehensive Plan update were adopted by City Council in November 2023. |
| 1.1 | Adequate Sites Program | Planning and Development Services | General Fund | B | Rezone ROLM and GM zoned properties to allow multi-family residential housing with a density of 90 dwelling units per acre for properties nearest Bayshore Freeway and generally bounded by East Charleston Road and Loma Verde Avenue. This action will require additional changes to the related development standards to accommodate higher-density development. Examples of specific changes to development standards are discussed in Chapter 4, Analysis of Land Use Controls. | Complete by January 31, 2024 | The City will rezone approximately 146 sites in the designated area, including the already identified housing inventory sites, to allow for development at approximately 90 dwelling units per acre. | Complete. Ordinance and Comprehensive Plan update were adopted by City Council in November 2023. |
| 1.1 | Adequate Sites Program | Planning and Development Services | General Fund | C | Maintain an updated inventory of housing sites and actively promote sites available for lower- and moderate-income housing development to potential developers, private and non-profit organizations, and other interested persons. Post information on the City's website and update as necessary to maintain accurate information. | Post information on the City's website by June 2024 and update annually, or more often if needed. | Support the development of 1,556 units for very-low income, 896 units for low income, 1,013 units for moderate income, and 2,621 above-moderate households during the planning period. | Ongoing/Standard Operations. The City maintains an updated inventory of housing sites and continues to communicate availability of site for lower- and moderate-income housing to potential partners. |
| 1.1 | Adequate Sites Program | Planning and Development Services | General Fund | D | Provide technical assistance and information on parcels available for lower-income developments to private or non-profit housing developers. Technical assistance includes land development counseling by staff planners. | Develop technical assistance program by December 2024 and set/publish regular hours for assistance on the City's website. | Support the development of 1,556 units for very-low income, 896 units for low-income households during the planning period. | Ongoing/Standard Operations. City staff regularly provide technical assistance to developers. |
| 1.1 | Adequate Sites Program | Planning and Development Services | General Fund | E | Engage owners of parcels owned by faith-based institutions to educate them on legislation (SB 4) that streamlines the residential development process for religious institutions, and funding opportunities for this type of development. Because the outreach, engagement, and site design will take time, the City anticipates that the majority of production will happen during the second half of the planning period. To track program implementation, monitor faith-based community interest and production. By 2027, halfway through the planning period, if less than 35 percent of the Quantified Objective (i.e., 48 affordable housing units) has been entitled, update the Site Inventory to identify new opportunities to achieve the Quantified Objective in this program. | Initiate discussions in 2025 and then annually. | Support the development of 135 units on sites owned by faith based institutions during the planning period | Pending/Not Started. |
| 1.2 | Site Inventory Monitoring Program | Planning and Development Services | General Fund | A | Maintain an updated inventory of residential housing developments that have been submitted and acted upon. | Update inventory annually every April. | Management of site inventory through the Annual Progress Report to HCD. | Ongoing/Standard Operations. The City maintains a regularly updated site inventory. |
| 1.2 | Site Inventory Monitoring Program | Planning and Development Services | General Fund | B | Monitor the development of vacant and nonvacant properties identified in the sites inventory and ensure that adequate sites are available to meet the remaining RHNA by income category; amend the sites inventory list and rezone additional properties as needed. In the event that sites in zones that allow 100% nonresidential sites that are identified for lower-income RHNA develop with non-residential uses, the City will prioritize its buffer allocation to accommodate any shortfall | Conduct review of sites inventory annually and report findings in housing element progress report; correct any deficiency within 180 days if identified. | The City will maintain a sufficient number of reserve housing inventory sites to remain compliant with State law. In the event the City falls short of that requirement, it has committed to adding or rezoning additional properties within 180 days of noticed shortfall of units. | Ongoing/Standard Operations. City monitors the status of the sites inventory to ensure a sufficient number of reserve sites. |

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|-----------|--------------------------------------|-----------------------------------|----------------|--------------------------|---|---|--|--|
| 1.2 | Site Inventory Monitoring Program | Planning and Development Services | General Fund | C | Actively promote, through outreach and discussions, sites available for lower- and moderate-income housing development to potential developers, private and non-profit organizations, and other interested persons and organizations. | Update inventory annually every April. | Conduct a minimum of four (4) meetings annually with potential developers about lower- and moderate income housing sites. | Ongoing/Standard Operations. City continues to discuss housing sites with interested parties. |
| 1.3 | Sites Used in Previous Housing Cycle | Planning and Development Services | General Fund | A | The City shall rezone or amend its Municipal Code to allow by-right approval on non-vacant sites included in one previous housing element inventory and on vacant sites included in two previous housing elements and designated for lower-income housing, provided that the proposed housing development consists of at least 20 percent lower-income housing units. | Complete by January 31, 2024 | Complete rezoning and amend development standards for qualifying sites to enable a projected realistic housing yield of 390 housing units. | Complete. |
| 1.4 | City-Owned Land Lots | Planning and Development Services | General Fund | A | Any future project on the six City-owned surface parking lots identified in Appendix D for redevelopment shall include replacement public parking and provide 100% affordable housing units serving households earning up to 80% of the Area Median Income (AMI) or for workforce housing for City employees and Palo Alto Unified School District (PAUSD) employees. The City will prepare a request for proposals to solicit interest in a public/private partnership for redevelopment of one or more sites in the City's University Avenue Downtown area. The City will comply with the provisions of the Surplus Lands Act, ideally by using the streamlined provisions for affordable housing dispositions under Government Code Section 37364. | The City will take a phased approach to developing these lots. An RFI was issued in 2023 with the intent to select a development partner in 2024 and solicit feedback from community partners. The City will assist its development partner in securing tax credits and other financing, with the goal of awarding construction contracts on both the housing project and replacement public parking in 2026. Based on the results of the initial effort, the City will issue one or more additional RFIs or RFPs for any remaining units no later than 2026, with the goal of selecting development partners in 2027. The City will coordinate with development partners and community partners, to ensure units are entitled during the planning period. The City anticipates that the majority of production will happen during the second half of the planning period. The City will monitor progress during the planning period. If the City is not on track to meet the Quantified Objective by 2027, halfway through the planning period, the City will remove these sites and identify alternate sites with zoning sufficient to accommodate any shortfall of units, likely resulting from the Downtown Housing Plan by December 31, 2027. Any additional selected sites will meet the requirements of Government Code Section 65583.2. | Develop 50 lower income units through the initial RFI process, with the intent to develop the remaining 240 units that can be accommodated on City-owned sites through one or more separate efforts to follow during the planning period | In Progress. In January 2025, the City Council directed staff to enter into an exclusive negotiating agreement with a non-profit partner. |
| 1.4 | City-Owned Land Lots | Planning and Development Services | General Fund | B | Upon completion of the Project Homekey project, the City anticipates that sufficient transitional housing capacity to serve Palo Alto's needs will be available. If additional capacity for interim or transitional housing is required, the City will examine City owned parcels and other sites based on availability, size, access to services and related metrics. If additional parcel(s) are identified, pursue partnerships and funding opportunities to build interim or transitional housing. | If additional capacity is needed, complete site identification within 180 days of identification of need. | Subject to identification of suitable sites and formation of public/private partnership; provide transitional housing opportunities for 75 or more beds during the planning cycle. | In Progress. City is monitoring the progress of the Project Homekey project, which is currently under construction. |
| 1.5 | Stanford University Lands | Planning and Development Services | General Fund | A | Remove the Conditional Use requirement for residential uses in the Research Park zone district, which is specific for the Stanford Research Park, except for properties subject to or impacted by the City's hazardous materials ordinance. Sites included in Appendix D will have the Conditional Use requirement removed under Program 1.1. | Complete by January 31, 2025. | This will remove a governmental housing constraint that may encourage greater residential uses in the Stanford Research Park. | Complete. The ordinance update to remove the CUP for residential uses within the RP and RPS zones except for sites that are subject to or impacted by the City's hazardous waste ordinance was adopted by Council in January 2025. |
| 1.5 | Stanford University Lands | Planning and Development Services | General Fund | B | Engage Stanford University in a dialogue about future multi-family housing opportunities within the Stanford Research Park, including consideration of a new neighborhood along Foothill Expressway. Identify locations suitable for housing and mixed-use development and zoning modifications and housing incentives as appropriate for consideration in the Seventh Cycle Housing Element Update | Initiate conversations with Stanford University, Simon Properties, and other stakeholders prior to December 31, 2025. | If Stanford University and long-term lease holder are receptive to future residential development, establish a memorandum of understanding with appropriate stakeholders that identify the location and amount of future housing at these locations by the end of the planning period. | Pending/Not Started. Outreach and engagement with Stanford and Simon Properties for possible residential redevelopment will be initiated in early 2025. |
| 1.5 | Stanford University Lands | Planning and Development Services | General Fund | C | Engage Stanford University and long-term leaseholder Simon Properties for possible residential redevelopment opportunities at the Stanford Shopping Center for consideration in the Seventh Cycle Housing Element Update. | Initiate conversations with Stanford University, Simon Properties, and other stakeholders prior to December 31, 2025. | If Stanford University and long-term lease holder are receptive to future residential development, establish a memorandum of understanding with appropriate stakeholders that identify the location and amount of future housing at these locations by the end of the planning period. | Pending/Not Started. Outreach and engagement with Stanford and Simon Properties for possible residential redevelopment will be initiated in early 2025. |
| 2.1 | Affordable Housing Development | Planning and Development Services | General Fund | A | Use funds available through the City's residential and commercial affordable housing fund to provide gap funding for qualifying affordable housing projects. Housing funds are derived from development impact fees, in-lieu inclusionary fees and proceeds from a local business tax approved by the voters in November 2022. The City will continue to seek funding sources, including supporting the ongoing development of the Bay Area Housing Financing Authority (BAHFA). | Annually review fund balances and if sufficient funds warrant, prepare a Notice of Funding Availability. The fund balance will vary over time based on development activity and for the business tax, first collection is anticipated to start no sooner than January 2024. | Over the planning period, the City anticipates it would generate approximately twenty million dollars (\$20 M) for use toward affordable housing and homelessness projects. Based on this projection, the City would expect to be able to support gap funding for the production of 55 affordable housing units during the planning cycle or support other housing priorities. | Ongoing/Standard Operations. City regularly monitors available funds and issued an Affordable Housing Notice of Funding Availability in September 2024 with funds awarded in January 2025. |
| 2.1 | Affordable Housing Development | Planning and Development Services | General Fund | B | Prepare an updated nexus and feasibility study and adjust the residential and commercial housing development impact fee as appropriate, to support affordable housing production, while ensuring that the fee is set appropriately to maintain project feasibility. As part of this study, the City will engage local developers and building industry stakeholders to gain feedback on impact fees and will incorporate feedback into the study. | Initiate study prior to December 31, 2025 with implementation of adjusted impact fees, if needed, by January 2026. | Use the study to adjust impact fees as necessary to support continued contribution to the City's affordable housing fund without burdening housing production with excessive fees that cannot be supported by the City's development standards. | Pending/Not Started. |
| 2.1 | Affordable Housing Development | Planning and Development Services | General Fund | C | Partner with qualified housing developers to identify affordable housing development opportunities with emphasis on promoting housing choices that serve the needs of special needs populations, including seniors, homeless, female-headed households, large families, low-income, and/or persons with disabilities. Opportunities along Alma Street, Embarcadero Road northeast of Highway 101, and the South Ventura neighborhood should be prioritized to provide additional opportunities where special needs populations are located. Meet annually throughout the housing cycle. | By December 2024 initiate meetings with housing developers to discuss affordable housing opportunities. | Through annual meetings, identify with partners at least three affordable housing opportunity sites and facilitate project approval and permitting to realize implementation. | Ongoing/Standard Operations. Meetings have been held with a number qualified housing developers.. |

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|-----------|---|-----------------------------------|----------------|--------------------------|---|--|---|--|
| 2.1 | Affordable Housing Development | Planning and Development Services | General Fund | D | Research and identify additional State and federal funding opportunities for affordable housing projects. Disseminate information on funding opportunities on the City's website and/or to potential developers during technical assistance meetings and meetings with housing developers. | Ongoing task as part of meetings with housing developers. | Support the development of 1,556 units for very-low income, and 896 units for low-income households during the planning period. | Ongoing/Standard Operations. The City continually shares information about affordable housing funding opportunities with several developers. |
| 2.2 | Below Market Rate (BMR) Program | Planning and Development Services | General Fund | A | Continue to require development of three or more net-new residential units to provide at least fifteen (15 percent) of those units as inclusionary units at below market rates for ownership housing or pay a fee toward the City's affordable housing fund. | Ongoing | 15 percent of the net new multi-family ownership housing stock will be deed-restricted to affordable housing (two-thirds at 100 percent AMI and one-third at 120 percent AMI), except in instances where an in-lieu payment may be accepted. The City will collect in-lieu payments for new multi-family rental housing based on project floor area times a dollar amount set by the City's fee schedule, currently \$24.52; payments will be used to support qualifying affordable housing projects. Some rental home builders may elect to provide inclusionary units to qualify for the State Density Bonus, in such instances no additional in-lieu payment will be received. | Ongoing/Standard Operations. Per Palo Alto Municipal Code, the City continues to require developments of three or more net-new residential units to provide at least fifteen percent of units as BMR inclusionary units. |
| 2.2 | Below Market Rate (BMR) Program | Planning and Development Services | General Fund | B | Update the City's 2020 financial feasibility report prepared by Strategic Economics and research a tiered inclusionary housing requirement for ownership and rental housing where market conditions support a higher inclusionary rate; establish requirements for lower income units at a reduced inclusionary requirement based on feasibility findings and discussion with developers and community members. | Complete study and implement recommendations by June 30, 2026. | Update study and present findings to the City Council with options to modify the City's inclusionary requirements. If supported, enact municipal code changes to implement changes. Implementation of this objective may have the effect of modifying the quantified objective in A above. | Pending/Not Started. |
| 2.2 | Below Market Rate (BMR) Program | Planning and Development Services | General Fund | C | Amend the City's BMR program to ensure continued affordability of income-restricted ownership units for the life of the project (exempting certain affordable projects taking advantage of tax credit financing). Once amended, conduct outreach with home builders and other stakeholders regarding amended program. | Complete by December 31, 2028. | Conduct outreach with home builders and other stakeholders and draft an ordinance to extend income restrictions in accordance with the implementing objective. | Pending/Not Started. |
| 2.2 | Below Market Rate (BMR) Program | Planning and Development Services | General Fund | D | Review the City's Below Market Rate rental procedures for households who exceed the maximum income limit during their tenancy. Update rental procedures to ensure reasonable transition time for households whose incomes increase but end up disqualifying households from deed restricted housing. [Note: this can only apply to units in the City's BMR program, 100 percent affordable projects may have other lender-dictated requirements.] | Complete by December 31, 2025. | Update rental procedures to respond to input from rental community to ensure that affordable housing units are occupied by qualified individuals. | Pending/Not Started. |
| 3.1 | Fee Waivers and Adjustments | Planning and Development Services | General Fund | A | Amend the City's municipal fee schedule to waive City staff costs associated with the processing of an affordable housing planning application, except for directly related consultant supported costs. | Amend fee schedule by December 2024 | Reduce application processing costs by approximately \$20,000 per affordable housing application and processed for a planning entitlement. | Complete. The Palo Alto Municipal Fee Schedule outlines a Planning Application Fee Waiver for 100% Affordable Housing Projects. |
| 3.1 | Fee Waivers and Adjustments | Planning and Development Services | General Fund | B | Prepare an economic feasibility study to analyze implications that the park fee, may have on housing production; adjust fees as appropriate to enable a reasonable return on investment and ensure sufficient fee collection to support City services. Complete additional study by December 2025. If study demonstrates that park fees are acting as a constraint on housing production, amend fee schedule by September 2026. | Complete and implement studies by September 2024. Complete additional study by 2025. Amend fee schedule by September 2026. | | In Progress. Initial study has been completed. |
| 3.1 | Fee Waivers and Adjustments | Planning and Development Services | General Fund | C | By September 2024, complete and implement studies to convert existing park, community center, and library development impact fees that are applied on a per unit basis to a per square foot basis. Complete additional study by December 2025. If study demonstrates that development impact fees are acting as a constraint on housing production, amend fee schedule or modify development standards by September 2026. | Complete and implement studies by September 2024. Complete additional study by 2025. Amend fee schedule by September 2026. | | In Progress. Initial study has been completed. The Municipal Fee amendment to convert development impact fees that are applied on a per unit basis to a per square foot basis has been completed. |
| 3.2 | Monitor Constraints to Housing | Planning and Development Services | General Fund | A | Monitor new local policy initiatives for effectiveness in combatting identified constraints to housing development. | Complete review and implementation of required edits once during the planning period, by January 2027. | | Ongoing/Standard Operations. |
| 3.2 | Monitor Constraints to Housing | Planning and Development Services | General Fund | B | When new land use regulations, impact fees, or procedural changes are being considered by the Planning and Transportation Commission and City Council, the City shall prepare an analysis in the accompanying staff report detailing how the regulation may impact housing production, if at all, and provide recommended solutions to address those impacts. | Complete review and implementation of required edits once during the planning period, by January 2027. | | Ongoing/Standard Operations. |
| 3.2 | Monitor Constraints to Housing | Planning and Development Services | General Fund | C | The City shall monitor the application of the Municipal Code standards for potential constraints to housing projects and recommend changes annually, as appropriate, to enhance the feasibility of affordable housing. | Complete review and implementation of required edits once during the planning period, by January 2027. | | Ongoing/Standard Operations. |
| 3.3 | Affordable Housing Development Incentives | Planning and Development Services | General Fund | A | Amend the municipal code to extend the affordable housing incentive program to apply to all housing opportunity sites identified in the Housing Element and zoned for commercial, industrial or multi-family residential use; research potential AHIP regulations for religious institution sites located in the R1 district with a reduced density provision. | Complete zoning changes by December 31, 2024 | Amend the zoning code and comprehensive plan as necessary to extend the provision of affordable housing incentive program to sites in the housing inventory and codify additional incentives described herein. | In Progress. Ordinance recommendation went before the Planning and Transportation Commission in December 2024 and is anticipated to go before the City Council in early 2025. |
| 3.3 | Affordable Housing Development Incentives | Planning and Development Services | General Fund | B | Amend the affordable housing overlay (incentive program) regulations to allow housing projects to achieve a residential floor area ratio of 2.4:1.0 without requiring commercial floor area (except where required on University and California Avenues). The City will modify AHIP development and parking standards commensurate with FAR increases, and, for housing projects income restricted to 60 percent of the area median income level or below, allow up to sixty (60) feet in height on all opportunity sites | Complete zoning changes by December 31, 2024 | Amend the zoning code and comprehensive plan as necessary to extend the provision of affordable housing incentive program to sites in the housing inventory and codify additional incentives described herein. | In Progress. Ordinance recommendation went before the Planning and Transportation Commission in December 2024 and is anticipated to go before the City Council in early 2025. |

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|-----------|--|-----------------------------------|----------------|--------------------------|---|--|---|--|
| 3.3 | Affordable Housing Development Incentives | Planning and Development Services | General Fund | | Amend Zoning Code to incorporate all recent changes to State density bonus law and develop summary materials to promote the use of density bonuses. | Complete zoning changes by December 31, 2024 | Amend the zoning code and comprehensive plan as necessary to extend the provision of affordable housing incentive program to sites in the housing inventory and codify additional incentives described herein. | In Progress. Ordinance recommendation went before the Planning and Transportation Commission in December 2024 and is anticipated to go before the City Council in early 2025. |
| 3.3 | Affordable Housing Development Incentives | Planning and Development Services | General Fund | | Amend the PAMC to streamline all 100% affordable housing development projects. Implement a procedure that prioritizes affordable housing projects for staff resources and, if applicable, hearing dates, above other projects, regardless of submission date. | Complete by December 2024 | The timeframes associated with permit processing can be viewed as a constraint to affordable development. The City aims to complete the processing of planning entitlements for affordable housing projects exempt from environmental review within 90 days from application submittal. | In Progress. Ordinance recommendation went before the Planning and Transportation Commission in December 2024 and is anticipated to go before the City Council in early 2025. |
| 3.4 | Housing Incentive Program (HIP) | Planning and Development Services | General Fund | | HIP qualifying projects that also comply with City approved objective standards shall be administratively reviewed with one courtesy meeting before the Architectural Review Board. | Revise review process instructions by December 2024. | Monitor projects for compliance with desired review schedule, track application processing timelines and number of applications appealed to Council; use data to inform future modifications to the HIP program. | In Progress. Ordinance recommendation went before the Planning and Transportation Commission in December 2024 and is anticipated to go before the City Council in early 2025. |
| 3.4 | Housing Incentive Program (HIP) | Planning and Development Services | General Fund | | Amend the local Housing Incentive Program to include specific expanded development standards, as an alternative to state density bonus provisions. Reduce barriers by removing Planning Director discretion to define applicable standards in each instance. | Complete Municipal Code amendments by December 31, 2024. | Amend the municipal code and comprehensive plan to codify implementing objective with the goal of encouraging the development of approximately 550 units over the planning period. | In Progress. Ordinance recommendation went before the Planning and Transportation Commission in December 2024 and is anticipated to go before the City Council in early 2025. |
| 3.4 | Housing Incentive Program (HIP) | Planning and Development Services | General Fund | | Allow for sites subject to the City's retail preservation ordinance – except in the ground floor (GF) and retail (R) combining districts and strategic locations generally depicted in the draft South El Camino Real Design Guidelines – to have a reduction in the amount of retail replacement floor area needed for redevelopment and waive the retail preservation requirement for identified housing opportunity sites. | Complete Municipal Code amendments by December 31, 2024. | Amend the municipal code and comprehensive plan to codify implementing objective with the goal of encouraging the development of approximately 550 units over the planning period. | In Progress. Ordinance recommendation went before the Planning and Transportation Commission in December 2024 and is anticipated to go before the City Council in early 2025. |
| 3.4 | Housing Incentive Program (HIP) | Planning and Development Services | General Fund | | Extend the local Housing Incentive Program to the multi-family residential districts (RM-20, RM-30, and R-40) as well as the ROLM and GM district focus area. The Housing Incentive Program development standards shall be amended to increase height and floor area allowances for housing projects; reduce parking requirements to match or improve upon state density bonus, and adjustment to other development standards to enable greater housing production. | Complete Municipal Code amendments by December 31, 2024. | Amend the municipal code and comprehensive plan to codify implementing objective with the goal of encouraging the development of approximately 550 units over the planning period. | In Progress. Ordinance recommendation went before the Planning and Transportation Commission in December 2024 and is anticipated to go before the City Council in early 2025. |
| 3.4 | Housing Incentive Program (HIP) | Planning and Development Services | General Fund | | Expand the geographic boundaries of the El Camino Real Focus Area (adopted in 2023) to incentivize housing production at appropriate locations. Increase building height and floor area ratios and apply other objective standards, such as transitional height restrictions, to address single family zoning district adjacencies. The proposed standards will be an alternative to the state density bonus. | Complete municipal code amendments by June 30, 2025. | Amend municipal code with the goal of encouraging development of approximately 500 units over the planning period. | In Progress/Ongoing. The effort to expand the boundaries of the El Camino Real Focus Area is underway and a recommendation is expected to go before the Planning and Transportation Commission in spring 2025. |
| 3.5 | Accessory Dwelling Unit (ADU) Facilitation | Planning and Development Services | General Fund | | Develop, maintain and update a City Summary Guide to ADUs and JADUs to promote, educate, and assist homeowners with developing ADUs/JADUs. | Complete by June 30, 2024 and maintain annually thereafter. | Facilitate the development of 512 ADUs over the planning period. | Ongoing/Standard Operations. An updated version of the City Summary Guide to ADUs and JADUs was made available in 2024. |
| 3.5 | Accessory Dwelling Unit (ADU) Facilitation | Planning and Development Services | General Fund | | Provide informational workshop(s) and publish resources on City's website on building ADUs and JADUs. Target outreach to property owners in neighborhoods designated as racially concentrated areas of affluence to promote housing mobility for lower- and moderate-income households. Provide workshops and materials in English, Spanish, and Chinese. | Publish material on the City's website by December 2024 and facilitate one workshop annually in multiple languages. | Facilitate construction of 512 ADUs over the planning period, with a goal of at least 128 (25%) of these to be in neighborhoods with higher median incomes. | In Progress. Resources on building ADUs and JADUs were published on the website in 2024. Staff is available to provide information as needed. |
| 3.5 | Accessory Dwelling Unit (ADU) Facilitation | Planning and Development Services | General Fund | | In accordance with AB 1332, and in coordination with Santa Clara County's ongoing efforts, develop a program for pre-approved standards for ADU foundation plans or prefabricated plans. | Create program by January 1, 2025 and annually inform residents and developers of available plans. | Facilitate construction of 512 ADUs over the planning period, with a goal of at least 128 (25%) of these to be in neighborhoods with higher median incomes. | In Progress. An ADU Plans Gallery is available on the City's ADU webpage. |
| 3.5 | Accessory Dwelling Unit (ADU) Facilitation | Planning and Development Services | General Fund | | Continue to monitor and publish information related to ADU production and application review timelines; meet with ADU stakeholders and review application processing performance to identify potential impediments and make adjustments as needed. | Meet with ADU stakeholders at least once every two years starting in 2024; prepare information reports bi-annually. | Prepare bi-annual reports documenting findings to facilitate construction of 512 ADUs over the planning period, with a goal of at least 128 (25 percent) of these to be in neighborhoods with higher median incomes. | In progress. Quarterly reports are published related to production and review timelines. |
| 3.5 | Accessory Dwelling Unit (ADU) Facilitation | Planning and Development Services | General Fund | | Realign development impact fees for ADUs larger than 750 sq. ft. to utilize per-square-foot methodology, likely reducing fee applied to ADUs. | Adopt changes to fee schedule by September 2024. | Eliminate variations in impact fees for similarly sized ADUs to increase the supply of affordable housing in higher opportunity areas | Complete. Impact fees for ADUs have been realigned. |
| 3.5 | Accessory Dwelling Unit (ADU) Facilitation | Planning and Development Services | General Fund | | Amend ADU ordinance as required to comply with State law and submit to HCD | Amend ordinance by May 2023. If further amendments are made to state ADU law, amend ordinance within 6 months to ensure continued compliance with ADU law. | Ensure that the City's ADU ordinance complies with State law. | Ongoing/Standard Operations. Initial ordinance amendment has taken place. Staff monitors ADU law to ensure continued compliance with State law. |

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|-----------|--|-----------------------------------|----------------|--------------------------|---|---|---|---|
| 3.5 | Accessory Dwelling Unit (ADU) Facilitation | Planning and Development Services | General Fund | G | Review ADU production and affordability levels every two years to determine if assumptions made in Housing Element are accurate. Prepare and circulate survey of ADUs to determine affordability levels and determine where any improvements can be made to the process and whether non-governmental constraints to construction of ADUs, such as financing and construction costs, are restricting development. If assumptions are not met, and depending on the results of the survey, take additional actions, which could include additional public outreach efforts, modifications to process, pre-approved plans, additional zoning flexibility, ADU incentives, financial assistance, and identification of new sites. | Meet with ADU stakeholders at least once every two years starting in 2024. Review ADU trends every two years starting in January 2025. If assumptions are not met, take actions within six months of receiving results to increase ADU production and ensure that the City continues to have adequate housing sites. | Undertake affordability survey and prepare bi-annual report documenting findings to promote income integration and increase the supply of affordable housing in higher opportunity areas | In progress. Quarterly reports are published related to production and review timelines. |
| 3.6 | Expedited Project Review | Planning and Development Services | General Fund | A | Amend the Municipal Code to exempt housing projects from Architectural Review to the extent they comply with the City's objective design standards, requiring only one study session or courtesy review by the Architectural Review Board. Clarify staff-level approval process for ministerial and by-right reviews. | Complete by January 31, 2024. | | Complete. |
| 3.6 | Expedited Project Review | Planning and Development Services | General Fund | B | For projects subject to Architectural Review, develop process for early review by the ARB (within 45-60 days of submittal), even if application is not yet complete. | Implement by December 2024. | The City aims to complete the processing of planning entitlements for housing projects exempt from environmental review within 90 City-processing days from application completeness. | Pending/Not Started. |
| 3.6 | Expedited Project Review | Planning and Development Services | General Fund | C | Formalize a procedure to offer no-cost pre-application consultation services for new housing developments. | Complete by July 1, 2024 | Provide a no-cost pre-consultation meeting for up to 120 minutes for any multi-family housing project. | Complete. Process has been implemented as of June 30, 2024. |
| 3.6 | Expedited Project Review | Planning and Development Services | General Fund | D | For housing projects subject to the City's Architectural Review Board, limit the number of hearings before the ARB to a maximum of two meetings. | Complete by December 31, 2024 | Amend the zoning code to limit multi-family housing projects to two hearings before the City's ARB unless additional review is agreed upon by the home builder and City; document the City's performance. | Complete. The ordinance amendments was adopted by Council in January 2025. |
| 3.7 | Objective Design Standards for SOFA | Planning and Development Services | General Fund | A | Develop Objective Design Standards for the SOFA Area to accommodate future residential development at higher densities. | Complete and adopt objective design standards by December 31, 2026 | Support additional residential development proposed for the SOFA area. | Pending/Not Started. |
| 3.8 | Zoning Ordinance Monitoring | Planning and Development Services | General Fund | A | Amend the zoning code to ensure compliance with all provisions of current state law as specified in Program 6.5. | Complete by December 31, 2023 | Ensure that the zoning code is consistent with state law. | Complete. |
| 3.8 | Zoning Ordinance Monitoring | Planning and Development Services | General Fund | B | Review future adopted changes in state law and adopt additional zoning ordinance changes as required to comply with state law. | In addition, by December 31 of each year, review adopted changes in state law effective January 1 of the next year and adopt additional ordinance changes as required to comply with state law. This program would continue to be implemented on an ongoing basis through the remainder of the planning period as state law is amended. | Ensure that the zoning code is consistent with state law. | Ongoing/Standard Operations. Staff regularly monitors changes in State law. |
| 3.9 | Conversion of Commercial Uses to Mixed-Use Development | Planning and Development Services | General Fund | A | Amend the City's Municipal Code to reduce commercial floor area allowances or other commercial incentives at strategic locations to shift the economic benefit of redevelopment toward home building. | Complete amendments to Municipal Code by December 31, 2025 | Support the development of 716 units on sites with existing commercial uses. | In Progress. The project has been initiated. |
| 3.9 | Conversion of Commercial Uses to Mixed-Use Development | Planning and Development Services | General Fund | B | The City shall conduct outreach with home builders and other stakeholders to assess the feasibility of marketing different housing typologies without on-site parking (paid through an in-lieu fee) and the implications for City parking resources. Findings will be presented to the City Council along with options on how to proceed, including the potential extension of the University Avenue In-Lieu Parking program to residential projects and the creation of an in-lieu parking program for the California Avenue area. | Present findings to City Council by December 31, 2025 with amendments to municipal code by December 31, 2026. | | In Progress. The project has been initiated. |
| 4.1 | Replacement Housing | Planning and Development Services | General Fund | A | Enforce replacement housing requirements as required by state law. Amend the City's municipal code to require all sites listed in the housing element, all projects utilizing density bonuses, and all projects demolishing residential dwelling units to meet the replacement housing requirements of state law contained in housing element law, density bonus law, the Housing Crisis Act of 2019 as amended by AB 1218. | Continue to implement state law for all development projects subject to replacement housing requirements. Adopt ordinance as part of planned rezonings by January 31, 2025. | Amend the municipal code to implement replacement housing obligations. | Complete. The ordinance amendments were adopted by Council in January 2025. |
| 4.2 | Housing and Neighborhood Preservation | Planning and Development Services | General Fund | A | Annually communicate with renters through direct mailing to multi-family apartment buildings and through the City's website, resources available to renters, including expectations for housing quality and steps to take for suspected substandard housing conditions. | Initiate in 2025 and annually thereafter. | Prepare relevant information, provide to all renters by mail, and post online, implement best outreach approaches to communicate with renters. | Pending/Not Started. |
| 4.2 | Housing and Neighborhood Preservation | Planning and Development Services | General Fund | B | In response to any complaint about substandard housing received by the City's Code Enforcement Program, staff will provide information to the resident or homeowner about the City's Rehabilitation Program and conduct residential code inspections to determine if the property is substandard in accordance with PAMC 16.40.020 and the state Housing Code. If the property is substandard, the City will begin code enforcement action. | Ongoing. | Staff will respond to any complaints received, conduct code inspections of all reported units, provide access to relevant information, and, when necessary, connect the complainant with mediation services offered by the City through a contract provider, or undertake enforcement action, as appropriate. | Ongoing/Standard Operations. City responds to complaints received as appropriate and partners with a non-profit service provider to offer mediation services. |
| 4.2 | Housing and Neighborhood Preservation | Planning and Development Services | General Fund | C | The City will conduct increased outreach to increase awareness of housing resources, fair housing workshops, and tenant protection. Specifically, the City will conduct at least one fair housing workshop annually for community-based organizations that serve residents and housing providers in areas of the City with the highest number of substandard housing complaints to Code Enforcement. Non-profit partners provide fair housing information and advice to individual tenants. | Ongoing and annually, with first workshop to occur by December 2024. | Disseminate information to the public to increase the awareness of support for tenant protections with the goal of reaching at least five new households annually. The City will engage with community-based organizations to gauge the effectiveness of the workshops. If new households are not reached, City will increase outreach efforts. | Ongoing/Standard Operations. City has held multiple workshops to provide housing resources throughout the year, in part through contract with non-profit service providers. |

| Program # | Program Text | Responsible Agency | Funding Source | Implementing Objective # | Implementing Objective | Time Frame | Quantified Objective | Status |
|-----------|--|-----------------------------------|-----------------------|--------------------------|---|--|--|--|
| 4.2 | Housing and Neighborhood Preservation | Planning and Development Services | General Fund | D | The City will develop options for limiting short-term rentals in all areas of the City to ensure housing stock is used for long-term rentals. Strategies to evaluate include prohibiting short-term rentals (no less than 30 days allowed), limiting the number of days the unit can be used for short-term rentals, prohibiting short-term rentals in all multi-unit dwellings, allowing for short-term rentals only if the property is the owner's primary residence, and benchmarking the number of short-term rentals allowed to no more than a specific percentage of the community's rental housing stock | Initiate study of short-term rentals in 2025 and determine impact on City housing supply. Adopt ordinance by July 1, 2027 to limit short-term rentals as required to minimize impacts on properties available for long-term use. | | Pending/Not Started. |
| 4.2 | Housing and Neighborhood Preservation | Planning and Development Services | General Fund | E | The City will evaluate the feasibility of adding regulations to incentivize the use of housing units for residential purposes to support retention of housing stock. | Initiate study of short-term rentals in 2025 and determine impact on City housing supply. Adopt ordinance by July 1, 2027 to limit short-term rentals as required to minimize impacts on properties available for long-term use. | Amend the municipal code to codify regulations limiting short-term rentals. | Pending/Not Started. |
| 4.3 | Home Rehabilitation | Planning and Development Services | General Fund & CDBG | A | Continue to work with home rehabilitation organizations to assist qualifying low-income homeowners with home rehabilitation projects. | | | Ongoing/Standard Operations. City continues to partner with home rehabilitation organizations to support home repair needs of low-income homeowners. |
| 4.3 | Home Rehabilitation | Planning and Development Services | General Fund & CDBG | B | Develop CDBG outreach program to educate residents about opportunities for services, such as RV parking and rental assistance regarding mediation. | Develop program by December 2026. The City's partnership with home rehabilitation organizations is ongoing. | Disseminate information to the public to increase the awareness of support for home rehabilitation with the goal of reaching at least five new households annually. | Pending/Not Started. |
| 4.3 | Home Rehabilitation | Planning and Development Services | General Fund & CDBG | C | Annually dedicate CDBG funds as available to support the City's Rehabilitation Program; seek additional funding to supplement CDBG funding to expand the program and recipients to households above low-income levels. | Annually budget CDBG funds for City's Rehabilitation Program. | Participate and remain in good standing with the CDBG program, with the goal of providing funding to support the rehabilitation of at least five homes annually | Ongoing/Standard Operations. City continues to partner with home rehabilitation organizations to support home repair needs of low-income Palo Alto homeowners and monitors availability of funds to support households at other income levels. |
| 4.3 | Home Rehabilitation | Planning and Development Services | General Fund & CDBG | D | City will conduct increased outreach to increase awareness of CDBG funds and availability of said funds. The City will conduct one CDBG workshop annually to disseminate information regarding program requirements and availability of funds. The City will also update their website annually with information on the program. | Ongoing and annually, with first workshop to occur by December 2024 and website updated after adoption of each CDBG budget. | Disseminate information to the public to increase the use of available CDBG funds with the goal of supporting the rehabilitation of at least 5 homes annually. Market home rehabilitation program opportunities as part of Housing Resources Fair. Continue to update the new Housing Portal on the City's website. | Ongoing/Standard Operations. City conducts annual outreach and workshop to increase awareness of availability of CDBG funds. |
| 4.4 | Seismic Retrofit | Planning and Development Services | General Fund | A | Amend the City's seismic hazards identification program to strengthen regulations and require seismic upgrades of vulnerable housing stock through a combination of mandatory provisions and voluntary incentives. | Initiate effort in 2024 begin outreach in 2025, complete by 2026. | Amend the City's seismic regulations to advance implementation objective, including a compliance schedule for approximately 130 soft-story multi-family buildings in Palo Alto located near Downtown, Midtown and the Ventura neighborhood, along California Avenue, College Terrace, San Antonio Road, and elsewhere. | In progress. The effort has been initiated. |
| 4.5 | Encourage Local Hiring | Planning and Development Services | General Fund | A | Develop local labor program list. Establish and post a list of local labor unions and apprenticeship programs on City's website and encourage developers and contractors to hire local labor. | Establish list by December 31, 2026. | Develop local labor program list. | Pending/Not Started. |
| 5.1 | Preservation of At-Risk Housing | Planning and Development Services | General Fund and HOME | A | Monitor the status of the 72 units at high risk of conversion to market rate units during the planning period and seek to preserve these affordable units at their existing affordability levels. | Monitor annually. | Track the status of units with high risk of conversion to market-rate to preserve affordability for extremely low and very low income households. | Ongoing/Standard Operations. Staff continually monitors status of units at high risk of conversion. |
| 5.1 | Preservation of At-Risk Housing | Planning and Development Services | General Fund and HOME | B | Provide direct notification to property owners and tenants of low-income deed restricted housing units of the state requirement to notify affected households about the termination of the affordability restrictions at six and twelve months, and three years. | Twice during the reporting period, once in 2024 and again in 2028. | Mail requirements to qualifying property owners as specified. | In Progress. First mailing to occur in early 2025. |
| 5.1 | Preservation of At-Risk Housing | Planning and Development Services | General Fund and HOME | C | Inform property owners of their obligation to comply with noticing requirements stipulated under state law to ensure that qualified nonprofit entities from the State's qualified entities list are informed of the opportunity to acquire the affordable property and that tenants are informed about their rights and potential resources. | Send notice to property owner three years prior to potential project conversion. Provide follow-up with contacts one years and six months prior to conversion if property owner fails to comply. | Ensure qualified non-profit entities are notified of acquisition opportunities and to ensure tenants are aware of the impending changes. | Ongoing/Standard Operations. Staff continually monitors affordable units that are at-risk of conversion. |
| 5.1 | Preservation of At-Risk Housing | Planning and Development Services | General Fund and HOME | D | Contingent on funding availability, in the event that a property is scheduled for conversion, contact property owner regarding funding availability. If the property owner intends to sell the property encourage sale to a qualified non-profit entity. | Inform property owner three years prior to potential project conversion whether funding is available to preserve the affordability restrictions. | Incentivize the sale to a qualified non-profit entity. | Ongoing/Standard Operations. Staff continually monitors affordable units that are at-risk of conversion. |
| 5.1 | Preservation of At-Risk Housing | Planning and Development Services | General Fund and HOME | E | Continue to engage with HUD and the property owner of 4230 Terman Drive (Terman Apartments) with 72 affordable housing units at risk of conversion to market rate units during the housing cycle to explore opportunities for continued affordability. At present, the owners have no intention to sell the project or transfer the affordable units out of the Section 8 contract, based on correspondence with a HUD representative on September 14, 2022. | Initiate conversation in 2024. | Preserve 72 affordable housing units that are at risk of conversion. | In Progress. Conversation with HUD was initiated in 2024. |
| 5.2 | Water and Sewer Suppliers | Planning and Development Services | General Fund | A | Provide a copy of the adopted 2023-31 Housing Element to the City's Utility Department, which provides water and sewer service to the City. | Within 30 days of adoption. | Update Utilities Department Rules and Regulations. | Complete. Certified Housing Element has been shared with the City's Utility Department. |
| 6.1 | Housing for Persons with Special Needs | Planning and Development Services | General Fund & CDBG | A | For extremely low-income housing units, update the City's affordable housing guidelines to establish preferences for populations with special needs in those units. | Adopt revised guidelines by December 31, 2024. | | In Progress. Affordable Housing Guidelines update to be approved in early 2025. |

| Program # | Program Text | Responsible Agency | Funding Source | Implementing Objective # | Implementing Objective | Time Frame | Quantified Objective | Status |
|-----------|--|-----------------------------------|---------------------|--------------------------|---|---|--|---|
| 6.1 | Housing for Persons with Special Needs | Planning and Development Services | General Fund & CDBG | B | Contract with and financially support non-profit services providers through the Community Development Block Grant program, such as the Opportunity Center, that help meet the supportive services needs of the City's diverse community, especially those with extremely low incomes. | Starting in 2023 and annually thereafter, as funds are available. | Support the Opportunity Center with the goal of providing services to 50 low-income households during the planning period. | Ongoing/Standard Operations. The City continues to contract with multiple organizations to provide supportive services to residents. |
| 6.1 | Housing for Persons with Special Needs | Planning and Development Services | General Fund & CDBG | C | In order to assist in the housing needs for special needs populations, the City will facilitate the development of housing for persons with disabilities through incentives including streamlined processing, scoring priorities in future Notices of Funding Availability, and/or direct subsidies drawing from City affordable housing funding such as CDBG, HOME, Affordable Trust fund, and other State/federal funding sources for affordable housing development with services, resources, and assistance: a)Establish procedures by June 2024 in Notice of Funds Available (NOFA) that create incentives for the development of various types of housing units, including units for persons with disabilities and seniors, such as bonus points or preference for special needs housing. b)Annually engage with housing stakeholders and housing providers, on the identification of needs and new solutions, including lessons learned from the operators of the City's recently approved AB2162 housing project for persons with disabilities. c)Partner with the County and other agencies to pursue funding sources, such as County Measure A funds, designated for housing for special needs groups, including persons with disabilities. | Conduct outreach to housing providers and County starting in 2024 and annually thereafter. Prepare a NOFA in 2024 and review annually thereafter based on adequate availability of funds. | Meet annually with housing service providers and the Santa Clara County representatives to identify opportunities to further support special needs populations. Develop at least 5 units annually for a total of 40 housing units for special needs households | Ongoing/Standard Operations. The City awarded funds through an Affordable Housing NOFA issued in September of 2024 and remains in conversation with housing stakeholders and providers. A proposed 100% affordable development in Palo Alto received Measure A funding in 2024. |
| 6.1 | Housing for Persons with Special Needs | Planning and Development Services | General Fund & CDBG | D | Continue to implement the Municipal Code and facilitate requests for reasonable accommodation to land use decisions and procedures regulating the siting, funding, development, and use of housing for people with disabilities. | Annually report on reasonable accommodation requests received, and their outcomes, in the Annual Progress Report. | Support the development of additional housing opportunities for those with disabilities. | Ongoing/Standard Operations. |
| 6.2 | Family Housing and Large Units | Planning and Development Services | General Fund | A | Research and implement incentives to encourage larger units, such as FAR exemptions for three or more bedroom units, and creation of family-friendly design standards. Meet with housing stakeholders and conduct public hearings before the Planning and Transportation Commission to receive public and commissioner input on ways to achieve stated objective. Make recommendations to Council and follow up with an ordinance to effect a change in local zoning regulations as directed. | Support additional development of large housing units in areas with larger concentrations of overcrowding (along Embarcadero Road northeast of Highway 101 and south of Alma Street) through code amendments that incentive large family housing units and family-friendly designs, with the goal of a housing stock where large units comprise 10 percent of all new rental units. | Initiate study of possible incentives by June 2025 and adopt recommended actions by June 2026. | In Progress. As part of HIP/AHIP Ordinance, provisions are included to incentivize larger units. |
| 6.3 | Middle Housing Program | Planning and Development Services | General Fund | A | Increase the floor area limitation from 800 to 1,200 square feet per unit for SB 9 projects that result in creation of three or more detached units on a single-family lot. Refine objective design standards and development standards based on experience with project applications. | Initiate by 2025, complete by December 2026. | Development of 40 net new units, other than ADU development, on single-family zoned lots in racially concentrated areas of affluence during the planning period | Pending/Not Started. |
| 6.3 | Middle Housing Program | Planning and Development Services | General Fund | B | Prioritize adoption of development standards that support smaller-scale "missing middle" development when implementing Programs 1.1, 3.4, 3.5, and 3.6 | See timeframes for referenced programs | Development of 40 net new units in smaller-scale development projects in racially concentrated areas of affluence. | Ongoing/Standard Operations. |
| 6.4 | Homelessness Program | Planning and Development Services | General Fund | A | Expand geographic and service areas of the City's Safe Parking Program. Research the feasibility and extend the safe parking program to City parks, parking lots and commercial lots. Expand program services to include case management and explore opportunities to provide supervised access to City facilities. | Initiate by 2026, complete by December 2028. | Support the City's existing population living in vehicles by annually moving 40 percent of individuals using Safe Parking to housing as it becomes available. | Pending/Not Started. |
| 6.4 | Homelessness Program | Planning and Development Services | General Fund | B | Create a social services directory and make it available to residents at public counters, on the City website, and at Safe Parking areas. | Complete by December 2023. | | Complete. A Social Services directory has been created and widely distributed. |
| 6.4 | Homelessness Program | Planning and Development Services | General Fund | C | Expand the City's homeless prevention program to include renter protections, including security deposit limits, eviction reductions and financial assistance for utilities. Identify funding sources, such as Human Services Resource Allocation Process (HSRAP) funds to support households at risk of homelessness; engage with homelessness stakeholders, conduct hearings before the Planning and Transportation and City Council and make recommendations to support objective; implement based on available funding. | Initiate code amendments in 2023 and complete by June 2024. | Adopt new renter protection ordinances to advance objective. | In Progress. A security deposit limit of 1.5x of monthly rent was adopted by City Council in 2023. Just cause eviction protections were enacted by City Council in 2023. |
| 6.4 | Homelessness Program | Planning and Development Services | General Fund | D | Continue to pursue the Homekey Palo Alto at 1237 San Antonio Road for use as a temporary bridge housing facility to provide accommodations for individuals who are actively engaged in services leading to permanent housing. Engage with stakeholders, including the State Department of Housing and Community Development, LifeMoves, Santa Clara County Office of Supportive Housing, and the Santa Clara County Housing Authority. | Continue engagement efforts on an ongoing basis throughout the planning period. | Advance the project and ensure robust uptake by engaging in ongoing outreach to the unhoused, ensuring support services, connectivity, and transitional housing for, at a minimum 88 households annually. | In Progress. City is monitoring the progress of the Project Homekey project, which is currently under construction. |
| 6.4 | Homelessness Program | Planning and Development Services | General Fund | E | Explore and implement, where feasible, additional opportunities for Homekey funding or other similar funding sources to convert hotels to permanent or interim housing for persons experiencing homelessness or at risk of homelessness. Work with stakeholders to identify additional funding opportunities and locations to support homelessness population and those at risk of homelessness. | Ongoing | | Ongoing/Standard Operations. City regularly accesses suitability of new sources of funding to support the homeless population and those at risk of homelessness. |
| 6.5 | Alternate Housing | Planning and Development Services | General Fund | A | Coordinate with HIP Housing or similar house sharing services to provide shared housing arrangements. Identify opportunities to extend home sharing services to Palo Alto and promote on the City's website as appropriate | Initiate conversations in 2024. | | In Progress. Discussions have been initiated. |
| 6.5 | Alternate Housing | Planning and Development Services | General Fund | B | Allow innovative housing structures, such as micro-unit housing and new shared and intergenerational housing models, to help meet the housing needs of aging adults, students, and lower-income individuals citywide. Meet with housing stakeholders and conduct public hearings before the Planning and Transportation Commission to receive public and commissioner input on ways to achieve stated objective. To the extent that density presents a constraint on development of alternative housing types, identify sites where elimination of maximum dwelling units per acre is appropriate. Because impact fees assessed per unit inordinately impact alternative housing types, adjust fees to apply to square footage. Make recommendations to Council and follow up with an ordinance to effect a change in local zoning regulations as directed. | Initiate study of alternative models in 2024 and present initial findings in 2025 to Commission, public, and stakeholders. Adopt ordinance revisions as appropriate before December 31, 2026. Adjust fees to apply by square footage, to encourage alternative housing types, in Fall 2024 | | In Progress. Project has been initiated. |
| 6.5 | Alternate Housing | Planning and Development Services | General Fund | C | Amend the PAMC to include group homes by right in all residential zones. Include a set of objective standards to provide certainty to applicants through the permitting process. | Adopt ordinance amendments by June 2025. | | Complete. The ordinance amendments were adopted by Council in January 2025. |

| Program # | Program Text | Responsible Agency | Funding Source | Implementing Objective # | Implementing Objective | Time Frame | Quantified Objective | Status |
|-----------|-------------------|-----------------------------------|-----------------------|--------------------------|--|---|--|---|
| 6.5 | Alternate Housing | Planning and Development Services | General Fund | D | Amend the PAMC to be consistent with Government Code Sections 65650 et seq., which require that Supportive Housing meeting the standards in the statute be treated as a by-right use where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses. Amendments will also be made to allow transitional and supportive housing, as defined in Government Code Section 65582, to be permitted as a residential use in all zones allowing residential uses and only subject to those restrictions that apply to other residential dwellings of the same type in the same zone. | Adopt ordinance amendments by January 2025 | | Complete. The ordinance amendments were adopted by Council in January 2025. |
| 6.5 | Alternate Housing | Planning and Development Services | General Fund | E | Amend the PAMC to be consistent with Government Code sections 65660 et seq., which require a Low Barrier Navigation center to be a use by-right in areas zoned for mixed-use and nonresidential zones permitting multifamily uses, provided specific requirements of the law are met. | Amend by January 2025 | | Complete. The ordinance amendments were adopted by Council in January 2025. |
| 6.5 | Alternate Housing | Planning and Development Services | General Fund | F | Amend the PAMC parking regulations for Homeless and Emergency Shelters and Navigation Centers to comply with Government Code section 65583, subdivision (a)(4)(A). Allow emergency shelters in the ROLM(E) zone to be approved ministerially, without discretionary action, remove distance requirements, adjust length of stay requirements, and ensure that the development standards for shelters are in compliance with statutory requirements | Amend by January 2025 | | Complete. The ordinance amendments were adopted by Council in January 2025. |
| 6.5 | Alternate Housing | Planning and Development Services | General Fund | G | Amend the PAMC zoning code to ensure compliance with the Employee Housing Act (including California Health and Safety Code sections 17021.5, 17021.6, and 17021.8) to state that farmworker housing up to 36 beds or 12 units are to be permitted as an agricultural use and therefore "by right" in the AC and OS zones and no discretionary permit would be required of employee housing providing accommodation for six or fewer employees if discretionary permits are not required of a family dwelling of the same type in the same zone. | Amend by January 2025 | | Complete. The ordinance amendments were adopted by Council in January 2025. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | A | Distribute educational materials to property owners, apartment managers, and tenants relative to fair housing requirements, regulations, and services via public counters, the City's website, social media, community announcements and in response to telephone inquiries. Provide materials in English, Spanish, and Chinese. | Initiate first distribution by May 31, 2024 and implement annually thereafter. | Outreach to 100 residents, housing providers, and housing professionals. Prioritize neighborhoods with lower income residents and cost burdened renters, including at least 20 individuals in South Ventura and North of Downtown, adjacent to Menlo Park. | Ongoing/Standard Operations. The City has contracted with a fair housing services organization to conduct outreach and distribute materials. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | B | City will require affirmative marketing of all residential projects and will require developers to advertise to under-represented, socio-economically sensitive communities (as defined in Appendix C, AFFH Analysis) along Alma Road to indicate the availability of housing units that meet affordable housing requirements. | Develop policy and initiate by May 31, 2024. | Inclusion of marketing materials as a condition of residential permit approvals Citywide. | Complete. Affirmative marketing of residential projects is required as a condition of approval. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | C | Prepare an area plan for the San Antonio Road Corridor, including the ROLM/GM Focus Area. Collaborate with local organizations and residents to facilitate neighborhood planning that integrates housing with safe multi-modal transportation and provides access to amenities, parks and open space, placemaking improvements, and mitigations for environmental impacts. | Initiate work on area plan by December 31, 2024. | Improve assets in areas of lower opportunity and in areas projected for growth in lower income housing, along the San Antonio Road corridor. | In Progress. Work has been initiated on the San Antonio Area Plan. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | D | Provide public announcements, via different media (e.g., social media, newspaper ads, and public service announcements at local radio and television channels) related to fair housing programs and opportunities for Palo Alto residents. Public announcement will be provided in English, Spanish, and Chinese. | Initiate in January 2024 and biannually thereafter. | Provide biannual announcements during the planning period. | Ongoing/Standard Operations. The City has contracted with a fair housing services organization to support the public awareness of related programs and opportunities. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | E | Partner with non-profit service providers to conduct random compliance testing of rental properties in South Ventura at least twice per year during the planning period. Refer individuals to State Fair Employment and Housing, HUD Fair Housing and Equal Opportunity division, and other legal services as appropriate | Ongoing; maintain contract with non-profit service providers. | Aim to reduce fair housing complaints by approximately 10 percent annually in the years following implementation of this program. | Ongoing/Standard Operations. The City has contracted with a non-profit service provider to conduct compliance testing. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | F | Allocate annual funding for fair housing services through the Action Plan process for the use of CDBG funds. | Annually as part of the CDBG update. | | Ongoing/Standard Operations. The City continues to allocate CDBG funding to fair housing-related service providers. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | G | Continue to require mixed-income developments accessible to lower income residents citywide, especially in high opportunity and resource-rich areas through use of the City's Below Market Rate (BMR) requirements. Continue to give priority for use of Housing Trust Funds, development of city-owned properties, and use of grant funding for housing to projects located in high opportunity and resource-rich areas. Pursue additional funding sources, such as State grants. | Ongoing as housing projects are proposed and City prepares notices of grant funding. | Support the development of 1,556 units for very-low income, and 896 units for low-income households in high opportunity and resource-rich areas during the planning period. | Ongoing/Standard Operations. The City continues to enact its Below Market Rate Housing requirements. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | H | In addition to existing funding, develop or identify a source for the City to provide expanded funding to non-profit service providers. Ongoing and expanded funding will support efforts to address housing discrimination in the City, to conduct site tests, and to educate the general public on fair housing issues. | Identify and, if applicable, prepare an application for new funding by Fall 2024. | Goal for expanded funding to reach an additional 20 residents annually. | Ongoing/Standard Operations. The City continues to monitor available funds and apply as applicable, such as for the HCD Encampment Resolution Funding. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | I | Adopt tenant protections to prevent anti-displacement including the following: eviction reduction; rental registry program; security deposit limit; right to counsel. Specific proposals include: Fair Chance Ordinance for persons with criminal records, self-funded rental registry and survey program; expanding AB 1482 protections to apply to new construction and limiting security deposits 1.5x of monthly rent for unfurnished units. Local relocation assistance requirements were significantly expanded in 2022. | Begin implementation in December 1, 2023 with implementation completed by the following dates: June 2024 (Fair Chance Ordinance, rental registry program, eviction reduction and security deposit limit legislation) and December 2027 (right to counsel) | Develop a database for tracking tenant displacement and evictions to establish baseline, trends, and develop policies that would reduce unjust evictions. | In Progress. A security deposit limit of 1.5x of monthly rent was adopted by City Council in 2023. Just cause eviction protections were enacted by City Council in 2023. The City's Rental Registry Program implementation began in 2024. Staff will receive additional direction on the a potential Fair Chance Ordinance in early 2025. |

| Program # | Program Text | Responsible Agency | Funding Source | Implementing Objective # | Implementing Objective | Time Frame | Quantified Objective | Status |
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| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | | As state law permits, require a 90-day notice for a rent increase of 6% instead of the State's 10% threshold for noticing. Provide educational materials to landlords and tenants as part of Programs 6.6 J A, B, D, and L. | Begin implementation in December 1, 2023, with legislation adopted by June 2024. | | Pending/Not Started. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | | Promote Housing Choice Vouchers to support housing mobility by educating landlords about income discrimination (i.e., Cannot post "NO Section 8" on applications), with a goal to increase acceptance of Housing Choice Vouchers in high opportunity and high resource areas. Include educational materials as part of Programs 6.6 A, B, D, and L. | Ongoing | Assist 200 households annually or the number of vouchers allocated under the housing choice voucher program, including project-based vouchers | Ongoing/Standard Operations. The City has provided mailings and workshops for landlords to provide education regarding income discrimination. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | | Work with non-profit service providers and renter organizations to conduct an annual workshop in the South Ventura and Downtown North neighborhoods to educate tenants and landlords about fair housing requirements. | Ongoing, annually. | Aim to reduce fair housing complaints by educating at least 20 tenants and landlords annually | Ongoing/Standard Operations. The City has contracted with a fair housing services organization to educate tenants and landlords throughout the year. This includes multiple workshops for tenants and landlords regarding fair housing requirements. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | | Work with non-profit service providers to respond to complaints of discrimination (i.e. intaking, investigation of complaints, and resolution) within 3 days and follow up with information on the resources and services available through fair housing services. | Ongoing. | Aim to reduce fair housing complaints by ensuring timely attention to complaints. | Ongoing/Standard Operations. The City has contracted with a fair housing services organization to respond to discrimination complaints and provide mediation services. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | | Educate tenants and landlords about their rights and responsibilities related to relocation assistance required by the City or state law in the event of an owner move-in, Ellis Act eviction, or property redevelopment. Conduct one workshop for tenants and one workshop for landlords annually, in multiple languages | Annually. | Aim to educate at least 20 tenants and landlords annually. | Ongoing/Standard Operations. The City has contracted with a fair housing services organization to educate tenants and landlords throughout the year. This includes multiple workshops for tenants and landlords. |
| 6.6 | Fair Housing | Planning and Development Services | General Fund and CDBG | | Enforce relocation payment required through imposition of liens in cases where landlords fail to pay required assistance. | Ongoing | Establish a complaint tracking system by June 2024 through Code Enforcement with a goal of minimizing complaints through outreach and education and of ensuring that all tenants receive required relocation payments | Ongoing/Standard Operations. A complaint tracking system through Code Enforcement is in place. |
| 6.7 | Community Outreach Program | Planning and Development Services | General Fund | | Partner with Human Services for community outreach with a focus on additional engagement to traditionally underrepresented groups. Meet with Human Services representatives bi-annually to formulate strategies aimed at engaging the City's most vulnerable populations located in areas with lower income households, particularly along Alma Street and Embarcadero Road northeast of Highway 101. | Bi-annually; initiate first meeting by January 2024. | Reach at least 20 households annually through work with Human Services. | Ongoing/Standard Operations. The Planning and Development Services Department regularly communicates with the Human Services team. Collaborative events are held to engage the City's most vulnerable populations, such as a May 2024 Resource Fair for the unhoused and their allies. |
| 6.7 | Community Outreach Program | Planning and Development Services | General Fund | | The City shall continue to facilitate opportunities for all residents and stakeholders to provide meaningful and effective input on proposed planning activities early on and continuously throughout plan development and the public review process. Outreach efforts to disadvantaged communities, particularly areas with higher poverty rates (University Avenue and Downtown North, and South Ventura neighborhood) and areas designated as moderate resource (along Embarcadero Road northeast of Highway 101) will be a priority. Engagement materials will be made available in multiple languages and the City will ensure that all public meetings are in locations accessible to all persons. | Ongoing. | Increase public participation rates amongst City's underrepresented groups by at least 20% by the end of the planning period. | Ongoing/Standard Operations. The City widely distributes materials for outreach efforts in multiple languages. |
| 6.7 | Community Outreach Program | Planning and Development Services | General Fund | | Create a website that provides relevant housing application and processing information to the home building community. | Complete by June 30, 2024 and update annually. | Support the development of 1,556 units for very-low income, 896 units for low income, 1,013 units for moderate income, and 2,621 above-moderate households during the planning period. | Ongoing/Standard Operations. Housing application and processing information is posted on the City's website and is updated regularly. |
| 6.7 | Community Outreach Program | Planning and Development Services | General Fund | | Promote general awareness of lower-income housing availability by providing the location, type, and contact information of housing developments in the City on the website. | Complete by January 15, 2024 and update annually | Promote availability of lower-income housing opportunities to lower-income residents concentrated along Alma Street and Embarcadero Road northeast of Highway 101. | Ongoing/Standard Operations. Information about housing developments is posted on the City's website and updated regularly. |
| 6.7 | Community Outreach Program | Planning and Development Services | General Fund | | Develop language accessibility improvements to ensure residents with limited English proficiency have access to housing information. | Complete policy by January 15, 2025 and full implementation by December 31, 2025. | Promote housing opportunities to limited English proficiency residents. | Pending/Not Started. |