

Jurisdiction	San Mateo
Reporting Year	2019 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

(CCR Title 25 §6202)

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes	
1					2	3	4	5								6	7	8	9	10
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Notes ⁺	
Summary Row: Start Data Entry Below								3	0	0	0	0	0	42	45	45	0	0		
	32142120	617 Highland Ave		PA-2019-0019	2 to 4	R	2/15/2019							3	3	3	0	No	Conversion of an existing 4-unit bldg to a 3-unit bldg.. Net loss of or	
	32304190	140 N. Claremont St		PA-2019-0009	ADU	R	8/16/2019							1	1	1	0	No	Add a new ADU.	
	35320450	2089 Pacific Blvd	Mode Apartments SPAR Mod	PA -2018-0056	MH	R	3/12/2019							8	8	8	0	No	Add 8 new new units by converting eight 2-bedroom units into 16 st	
	33303220	601 Humboldt St	601 S. Humboldt St, Duplex SPAR	PA-2018-0068	2 to 4	R	3/28/2019							1	1	1	0	No	Add a new unit on property, a duplex not an ADU.	
	33284180	805 S. Delaware St	805 S. Delaware St Duplex SPAR	PA-2018-0065	2 to 4	R	7/12/2019							1	1	1	0	No	Add a new unit on property, a duplex not an ADU.	
	34182150	406 E Third Ave	406 E Third Mixed Use	PA-2018-0043	MH	R	5/2/2019	3						22	25	25	0	No	Total of 25 net new units on property.	
	33151170	23 S. Grant St	23 Grant St Duplex SPAR	PA-2018-0024	2 to 4	R	6/21/2019							1	1	1	0	No	Add a new unit on property, a duplex not an ADU.	
	40072280	58 E. 39th Ave	58 E. 39th Ave SPAR	PA-2018-0028	2 to 4	R	8/16/2019							1	1	1	0	No	Add a new unit on site that already has 3-units, for a total of 4	
	32175020	345 Elm St	345 Elm St Triplex SPAR	PA-2018-0003	2 to 4	O	1/18/2019							3	3	3	0	No	Demo existing SFD, construct new 3 units. Total of 2 net new units.	
	33152250	23 S. Fremont St	23 S. Fremont St Duplex SPAR	PA-2018-0051	2 to 4	R	7/12/2019							1	1	1	0	No	Add a new unit on property, a duplex not an ADU.	
															0					
															0					
															0					
															0					

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This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
 Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	859		12	37	7	67					123	736
	Non-Deed Restricted												
Low	Deed Restricted	469	23	3			25					51	418
	Non-Deed Restricted												
Moderate	Deed Restricted	530										94	436
	Non-Deed Restricted		88	2	4								
Above Moderate		1242	480	172	424	83	294					1453	
Total RHNA		3100											
Total Units			591	189	465	90	386					1721	1590

Note: units serving extremely low-income households are included in the very low-income permitted units totals
 Cells in grey contain auto-calculation formulas

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H 1.1 Residential Protection	Consider policy during the Special Use Permit process with respect to the intrusion of incompatible uses and overconcentration of non-residential uses, during the Site Plan and Architectural Review process in regards to adequate buffers, and during design review of developments during design review process.	Ongoing	The City has adopted zoning code amendments which limit the over concentration of non-residential uses in residential zoning districts while at the same time allowing for provision of Special Use Permit request to provide for case by case review of facilities which meet identified community needs. Case by case evaluation of the impact of non-residential land uses has occurred with all Special Use Permits. Adequate buffers between residential and non residential uses are reviewed during the initial plan check. Zoning Code provisions require quantitative setbacks and buffers to ensure that both the residential and non residential uses are protected.
H 1.2 Single Family Preservation	Consider potential impacts on intact single family neighborhoods during the review of land use changes and special use permits for proposed development other than single family dwellings and consider buffering provisions during design review process.	Ongoing	Review of Special Use Permits for development near single-family neighborhoods are reviewed for land use compatibility including findings that the granting of such permit would not adversely affect the general health, safety or welfare of the community. Multi-family Dwelling Design Guidelines and Zoning Code requirements include provisions to ensure new multifamily developments are designed to transition to nearby single-family residences through tiered building heights and massing. In multifamily zoned properties that abut single family zones, there are increased setbacks and buffers to ensure that the impact to single family neighborhoods are reduced. Additional buffering above and beyond the quantitative requirements outlined in the Zoning Code is considered during the design review process.
H 1.3 Housing Rehabilitation	125 Minor Home Repairs for Low Income Households	16 projects per year	2015: Rehabs = 38 2016: Rehabs = 53 2017: Rehabs = 38 2018: Rehabs = 30 2018: Rehabs= 36 Running Total: Rehabs = 195
H 1.4 Code Enforcement	Continue code enforcement efforts and provide staff as needed to improve residential areas. Continue use of administrative citations and fees, civil penalties, and civil and criminal litigation to bring about compliance.	Ongoing	The City continues its enforcement efforts and provides staff to improve residential areas through abatement, administrative citations and fees, civil penalties, and civil litigation to bring about compliance. The City also uses court ordered inspection and abatement warrants to enter, inspect, and clean up hoarders and residential junkyards that present immediate health and safety violations.
H 1.5 Building Bulk	Through plan check review of single-family dwellings and duplex buildings, ensure compliance with both the single family and duplex regulations and design guidelines that control the bulk of and height of buildings.	Ongoing	Plan checking of single-family dwellings is ongoing. Second story additions to single family dwellings and new single-family dwellings require design review. The adopted Single Family Design guidelines help to control the bulk and height of second story additions and new single family dwellings. In 2004, Duplex Design Guidelines were adopted by the City Council. These guidelines help to protect against the over-sized additions and new construction in R-2 zoning districts.
H 1.6 Variances and Lot Divisions	Consider existing neighborhood character during variance and subdivision review.	Ongoing	Existing neighborhood character continues to be considered in the review of all variance and lot split applications. Property and building characteristics of properties in the vicinity of any variance or lot split application become the basis of findings and recommendations for these types of applications.
H 1.7 Retention of Existing Lower Income Units	1) Monitor Lesly Park Towers to ensure refinancing to ensure affordability upon expiration of existing covenants. 2) Coordinate extension of existing City Loan terms and affordability requirements for Humboldt House. 3) Support regional and local efforts to address renter displacement. Examine issues for City Council review and establish strategies as warranted.	1) 2015 2) 2020 3) 2016	1) Lesley Towers was able to secure a loan from HUD to complete full upgrades of the building and to preserve the building as senior affordable housing for an additional 40 years. 2) No action required at this time. 3) The City continues communications with the County Housing Authority and Department of Housing for ongoing opportunities. During Spring 2016 the City's Housing Task Force finalized its report to Council. The task force was not able to agree on recommending any specific renter displacement policies to Council. During November 2016, City voters rejection Measure Q - a rent stabilization and just cause for eviction measure on the ballot. In November 2017 City adopted its Assessment of Fair Housing, which includes work items to re-look at tenant displacement policies in next fiscal year.
H 1.8 Condominium Conversion	Continue the existing policy of protecting existing residents by offering purchase opportunities, long-term leases and relocation assistance.	Ongoing	There were zero (0) condo conversions in 2018.
H 1.9 Demolitions	Prohibit demolition of existing residences until a building permit for new construction has been issued, unless health and safety problems exist. Prevent housing stock from becoming health and safety problems through code enforcement efforts.	Ongoing	Demolition ordinance will continue to be implemented.
H 2.1 Fair Share Housing	Monitor housing production against ABAG Fair Share Allocation. (Regional Housing Need Allocation-RHNA)	Annual	See Tables A and B above
H 2.2 Jobs/Housing Balance	Monitor housing production against new job creation.	Annual	The City continues to work toward addressing the jobs-housing balance. The jobs housing ratio is based upon number of jobs per employed resident and is considered balanced the closer the ratio is to 1.00. ABAG projects that, based on the growth of jobs in the City, the jobs-per-employed-resident ratio will continue to rest around 1.00 through 2020.
H 2.3 Public Funding of Low/Moderate Income Housing	1) Set aside 20% of general fund property tax revenues from former RDA areas aka "Boomerang Funds". 2) Assist 50 Extremely Low units. 3) 85 Very Low units. 4) 10 Low and 60 Moderate income units.	1) 60 units, July 2015. 2) 60 units, July 2017. 3) 60 Units, July 2019. 4) 25 Units, July 2022.	1) The lease-up of 60 units of moderate units was completed at the 2000 S. Delaware project, completed by developer partner MidPen. 2) City executed Development Agreement with BRIDGE Housing to construct 68 family rental units targeted to households 30-60% AMI. Planning approvals were obtained Jan 2018, project closed escrow in December 2018, and construction started in March 2019. The City has also entered into an agreement with MidPen on a project that will construct 225 units of affordable housing in downtown San Mateo. Entitlements are expected in 2020 with construction to start soon after.
H 2.4 Private Development of Affordable Housing	1) Maintain Inclusionary Housing Requirements on ownership and rental residential developments. 2) Implement Commercial Linkage Fee.	Ongoing	The City participated in a Countywide Nexus study that was completed in September 2015. City Council adopted a Commercial Linkage Fee ordinance in 2016. All non-housing projects with net new construction of 5,000SF or greater will be required to pay the fee. City received fee from two projects in 2017 and two additional projects in 2018.
H 2.5 Distribution of Low/Mod Housing	Consider during review of applications for funding of affordable housing projects.	Ongoing	The City's current Below Market Rate program ensures that affordable housing is developed throughout the City rather than in specific areas since it is applied on all new housing projects that contain 11 or more units. Additionally, staff tries to avoid concentration of new affordable housing in any given neighborhood.
H 2.6 Rental Housing	Consider during review of applications for multi-family housing.	Ongoing	The decision to develop rental vs. for-sale units in multifamily projects varies with the market. Some developers don't decide whether to sell or rent their units until the units are under construction and the market is evaluated at that time.
H 2.7 Secondary Units	Ensure compliance with regulations, architectural standards, and design guidelines that promote design compatibility with the principle residence and the neighborhood, provide required parking on-site, and minimize privacy impacts on adjoining properties.	Ongoing	Consistent with 2016 state housing legislation, the City Council adopted a new Accessory Dwelling Unit ordinance in March 2017, which allows for one Accessory Dwelling Unit (aka secondary units) as of right within residential zoning districts. The ordinance includes ADU size limitation, parking exemptions and requirements, location requirements, and other standards. Prior to the 2017 ordinance, an average of 2-3 permits were issued each year. Between April and December 2017, a total of 16 applications for ADU permits were submitted, of which seven projects have been issued building permits and the remaining are pending review. In 2018 the City issued building permits for 8 ADU and Certificates of Occupancy for 8. In 2019, 45 were issued permits and 21 were completed. The city is working on another revision of the ADU Ordinance to further streamline production in 2020. A One-stop webpage was designed to provide a user friendly resource regarding development standards.

H 2.8 Single Room Occupancy	Adopt a Single Room Occupancy ordinance to allow the development of new SRO projects.	2018	The City does not have a Single Room Occupancy ordinance. There were no applications for SRO developments during this reporting period. An SRO ordinance will be developed in conjunction with any request for development of an SRO project.
H 2.9 Multi-Family Location	Maintain multi-family zoning on specified sites consistent with the Land Use Map or Land Use Element policies.	Ongoing	The locations designated in this policy have been designated as multi-family residential on the Land Use Map and have been reclassified to a multi-family zoning designation. The City has maintained existing land zoned for multi-family use. Multi-family projects have been developed on the Bay Meadows practice track and additional construction is underway on multi-family projects on the Bay Meadows race track.
H 2.10 Housing Densities	Consider policy during the development review process.	Ongoing	Regulations to provide for greater density upon provision of public benefits and comprehensive multi-family guidelines have not yet been developed. Both the Measure H (1991) and Measure P (2004) voter initiatives established density ranges in the City. Project specific amenities are analyzed on a case by case basis during the public review process.
H 2.11 Senior Project Location	Consider during review of reclassification applications to the Senior Citizen Overlay district and Residential Care Facility Special Use Permits.	Ongoing	The City allows Senior Projects within multi-family and commercially zoned properties. The City continues to promote the development of senior housing through its use of the Senior Citizen Overlay District. The Kimochi Senior Care Facility, approved in 2013, was completed during 2016.
H 2.12 Mixed Use	Permit the construction of housing or mixed-use projects in commercial areas. Encourage mixed use in specific area plans, the El Camino Real Master Plan, and the San Mateo Rail Corridor Transit-Oriented Development Plan. Consider designation in future plans for 42 Avenue.	Ongoing	Construction of mixed use buildings are permitted in all commercial zoning districts. Applicants developing in specific areas such as the El Camino Real Master Plan and San Mateo Corridor Plan areas are encouraged to develop mixed-use buildings.
H 2.13 Transportation Oriented Development	Encourage TOD in locations near transit nodes. Ensure that proposals conform to the TOD and the San Mateo Rail Corridor TOD Plan.	Ongoing	The San Mateo Rail Corridor Plan Transit-Oriented Development Plan, and a subsequent TOD ordinance, was adopted by the City Council in 2005. This document and the subsequent specific plan and design guidelines have regulated development in the rezoned Transit Oriented Development (TOD) properties. During 2015 two residential projects going through sale/lease-up, Mode by Alta and Bay Meadows Phase II blocks 1, 2, and 3, had projectspecific TDM Programs on file with the City. When fully occupied these projects will provide over 300 units. During 2016 and 2018 the City issued building permits for further housing development in Bay Meadows as well as Station Park Green MU1. These developments will provide over 900 housing units upon completion.
H 2.14 The Homeless	1) Continue support where feasible for programs and facilities to prevent homelessness. 2) Allow shelters a permitted uses in Regional/Community Commercial zones. Review Buffer zone and amend code if necessary. 3) Support home sharing as alternative to homelessness.	Ongoing	1) City provides continuous representation and participation on the County Continuum of Care focusing on programs for prevention of homelessness and services to homeless families & individuals. City actively participated in development of HOPE San Mateo County, the 10-year plan to end homelessness completed in 2006. The HOT Program (Housing Outreach Team) started as a first year pilot project in 2006 focused on developing a Housing First model for chronically homeless persons in Downtown San Mateo. 2010 was the first full year of operation and the 16 units of permanent supportive housing at The Vendome have had little turnover while continuing to house some of the most chronic formerly homeless individuals. Operations of The Vendome continue with minimal tenant turnover. It has proven to be a pilot program that is being duplicated by other jurisdictions who are implementing HOT programs in their communities throughout the County. 2) Zoning Code was amended in 2009 to allow emergency shelters in C2 and C3 Districts as a permitted use. Emergency shelters were also made a permitted use for religious institutions located in residential zoned areas. The City's Zoning Code designates a 300ft buffer from parks and schools which will be removed during this Housing Element, in coordination with the next update to the City's Zoning Code. 3) The City supports home sharing through funding HIP (Human Investment Project) Housing, a local non-profit whose main service is matching home seekers with those offering space for home sharing.
H 2.15 Open Choice	Continue implementation of the Fair Housing Resolution, affirmative marketing of city-subsidized housing projects, and provision of available funding for private nonprofit organizations that monitor and provide assistance to those experiencing discrimination in housing choice.	Ongoing	The City contracts with Project Sentinel to provide Fair Housing services, monitoring and investigation. All housing related projects or services funded by the City include affirmative marketing guidelines and are monitored on a regular basis. The City began the Assessment of Fair Housing process alongside San Mateo County and other entitlement Cities within the county in 2016. The report was completed and approved in 2017.
H 2.16 Special Need Groups	1) Continue to support programs particularly designed to accommodate special needs groups. 2) Consider requests for Reasonable Accommodations to City zoning code in accordance with ordinance.	Ongoing	1) 2015: The City provided financial assistance to 3 nonprofit organizations that provided housing, rental assistance and/or housing related services to variety of special needs populations. 2) Reasonable Accommodation Ordinance was adopted on 6/16/14.
H 3.1 Sustainable Housing Development	Ensure future housing developed in sustainable manner.	Ongoing	The City has had a Green Building Ordinance since 2009 and adopted the latest state Cal-Green code in January 2014.
H 4.1 Energy and Water Efficiency	Coordinate countywide marketing efforts to promote Property Assessed Clean Energy financing programs to residents.	7/1/2015	The City joined 5 PACE programs including California First, HERO, Figtree, Ygrene, and Open PACE to provide financing options to homeowners. Information about the PACE programs is being promoted through local contractors.

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Cells in grey contain auto-calculation formulas

Table E Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

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Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)

This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income									

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Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	67
	Non-Deed Restricted	0
Low	Deed Restricted	25
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		294
Total Units		386

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	10
Number of Proposed Units in All Applications Received:	45
Total Housing Units Approved:	45
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas