

# 5<sup>th</sup> Cycle (2015-2023) Housing Programs and Accomplishments

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One of the requirements of every Housing Element Update is to conduct an analysis of the previous Housing Element Programs. The Town’s Housing Element consultant is currently reviewing the existing programs and will be preparing a written outline with recommended changes and areas for improvement, retention of relevant programs, and other housing issues that might be included in the update. The follow table (Appendix B) is a **draft** document that illustrates only the Town’s 2015-2023 Housing Element Programs, their status, and what has been accomplished.



Name of Program	Objective	Time Frame	Accomplishments
1	Review all new residential development and reconstruction and rehabilitation of existing residences through the Site Development Permit review process, which focuses on development siting as well as issues of grading, drainage, access, and landscape screening as visual mitigation.	Ongoing	The Town continues to utilize this process for new single-family homes and from 2020 onward, has adopted objective standards for all ADUs. In total, the Town has permitted 153 net new dwelling units through this process since 2015.
2	Work with County of Santa Clara, mid-peninsula cities, the Mid-peninsula Regional Open Space District and other public agencies to promote open space programs that are compatible with the Town’s goals and policies, especially within the Town and its Sphere of Influence. (Policies A - D)	Ongoing	The Town routinely reviews the comprehensive plans prepared by the Mid-peninsula Regional Open Space District, including the fire management plans and multi-year trail plans, and has preserved the open space easements and open space parcels within the recently annexed Ravensbury Island Annexation.
3	Participate through Santa Clara County in the Federal Housing and Community Development Block Grant Program to provide housing rehabilitation loans for low and moderate income housing units/households. Make available to the Town residents, information about CDBG funds on the Town Website	Ongoing	The City has not previously utilized CDBG funds during the 8 years of the housing element.



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4	Enforce the California Building Standards Code through an on-going program of enforcement and abatement based on complaints from Town residents.	Ongoing	Since 2015, the Town's Building Inspection and Code Enforcement Divisions have annually processed 15 to 20 code complaints related to unpermitted construction and substandard housing units.
5	Continue to facilitate and expedite the development of new dwelling units and the rehabilitation and reconstruction of existing units.	Ongoing (Yearly Update)	The Town has issued permits for 153 net new housing units and an additional 115 new single-family homes were replacement structures on previously developed properties. Additionally, the Town has provided guidance on the conversion of detached structures to ADUs to encourage new affordable units.
6	Continue the annexation of lands within the Town's Sphere of Influence to increase the Town's supply of lands suitable for residential secondary dwelling unit development.	Ongoing	Within the last housing cycle, the Town completed 7 annexations totaling 22 properties.
7	Analyze the potential annexation of the pre-zoned 95 lots within the Spalding/Magdalena neighborhood, potentially including an evaluation of the desire of residents to be annexed.	Ongoing	The Town has considered and is still determining whether the annexation is desirable. The Town did pre-zone the land for potential annexation. However, there are pre-existing issues with several roadways in the area and there are potential infrastructure constraints.
8	<p>Modify the Zoning Ordinance to comply with the California Employee Housing Act.</p> <p>Allow non-residential uses with approved use permits to provide on-site affordable housing for up to six employees. In accordance with the Employee Housing Act (Health and Safety Code Section 17000 et seq.), the employee housing shall be regulated in the same manner as single-family</p>	Ordinance change December 2016	The City has not completed a zoning ordinance amendment to comply with the Employee Housing Act. The Town will be focusing on implementing this program following adoption of the Housing Element update.



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	<p>dwelling in the same zoning district. Through this revision, non-residential uses will be able to create opportunities for a number of employees of these non-residential uses to live on-site in Los Altos Hills. This will help in the creation of affordable housing opportunities, including housing for extremely low income households, while helping in the reduction of commute traffic.</p>		
9	<p>Continue to encourage room rentals as means of providing affordable housing options within existing housing stock.</p>	Ongoing	<p>The Town has implemented the state definition of a family. In addition, there are no restrictions on the rental of primary residences or ADUs for non-related individuals.</p>
10	<p>Maintain and make available on the City's website information on the construction of new, and rehabilitation of existing, residential units.</p>	Ongoing	<p>The Town holds a public hearing and annually publishes its annual progress report through its meeting dockets. The Town also has recently created a housing element website to provide information on new and rehabilitated units.</p>
11	<p>Continue to provide a review process to allow staff level approval of all residential second units.</p> <p>Since the adoption of the 1998 Housing Element, the Town has successfully adopted an administrative review process for residential second units whereby any second unit that conforms to development standards may be approved at staff level. This has resulted in an expedited process and the production of</p>	Ongoing	<p>The Town has successfully reviewed ADUs administratively with objective standards and has produced 105 ADUs since 2015.</p> <p>In 2020, the Town adopted an ADU ordinance that complies with state law and provides for ministerial review.</p>



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	<p>40 secondary dwelling units during the last planning period from 2007 through 2014. The Town will continue to encourage and facilitate the production of second units through the expedited administrative review process.</p>		
12	<p>Develop a residential secondary dwelling unit brochure for placement on the Town’s website, to be made available at the Town’s public information counter and provided to each applicant for development of a residential parcel within the Town, to existing residents interested in developing new second units or converting portions of existing primary units, and to seniors seeking opportunities to remain in Los Altos Hills. The second unit brochures shall also be provided to all owners of property pre-zoned and annexed to the Town of Los Altos Hills. Brochures shall include information regarding incentives for construction of secondary units, such as an expedient administrative review process; waiver of the housing fee, and under specified criteria, the building permit and sewer hook-up fees; and modified parking requirements. The Town will annually review these incentives to evaluate their effectiveness in encouraging second units affordable to extremely low, very low, low and moderate income households and report to State HCD as part of the Town’s</p>	<p>Ongoing. Review effectiveness of incentives on an annual basis.</p>	<p>The Town has created a dedicated ADU webpage and prepared a brochure that is used to inform residents about the program.</p>



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	annual Housing Element review. To the extent these incentives appear ineffective; the Town will adopt additional incentives and revise its Housing Element accordingly.		
13	Develop and adopt reasonable criteria for reducing or waiving building permit and sewer hook-up fees for second units.	December 2015	The Town adopted a policy to reduce the sewer hookup fee by 50% for ADUs in 2021.
14	Evaluate the use of existing legal nonconforming parking areas to meet the parking requirement for a secondary dwelling unit	December 2016	Completed. The Town adopted an ADU ordinance in 2020 allowing parking in setbacks.
15	Consider development of an amnesty program to legalize existing unpermitted secondary dwelling units and ensure that the second unit meets current health and safety codes and current setback and parking requirements.	December 2016	Completed. The Town adopted language in its ADU ordinance that allows for amnesty in unpermitted second dwelling units. City Ordinance has no sunset date and goes beyond the 2025 sunset date in state law.
16	Evaluate an amendment to the Zoning Ordinance allowing attached secondary dwelling units on properties that are less than one acre in area.	December 2016	Completed. The Town adopted an ADU ordinance in 2020 allowing ADUs on properties under one acre.
17	Evaluate an amendment to the Zoning Ordinance that would allow for secondary dwelling units up to a maximum floor area of 1,200 square feet.	December 2016	Completed. The Town adopted an ADU ordinance in 2020 allowing ADUs with a maximum floor area of 1,200 square feet.
18	Evaluate the factors that could facilitate the qualification of existing structures to allow them to be recognized as secondary dwelling units.	December 2016	The Town adopted language in its ADU ordinance that allows for amnesty in unpermitted second dwelling units and the Town actively encourages conversion of detached pool houses and guest cottages to ADUs.



Name of Program	Objective	Time Frame	Accomplishments
19	<p>Support Foothill College in potential future development of affordable student, faculty, and employee housing on the College properties, and provide incentives for development through an expedited review process, establishment of enabling provisions in the General Plan and Zoning, and provision of funding support. The Town will meet annually within the planning period in an effort to explore the possibility of student and employee housing including affordable housing for extremely low income households. The Town will amend the General Plan to change the Foothill College designation from P (Public School) to PC (Public College), and identify multi-family residential as a permitted use. In addition, the Zoning Code will be amended to permit sites designated PC in the General Plan to allow multi-family residential at densities of 20 units/acre. When there is an appropriate opportunity, the Town will meet with multi-family housing developers and the college to discuss the proposal and work to find ways to expedite the processing of permits. Apply to the Santa Clara County Office of Affordable Housing for CDBG and HOME funds, and to the Housing Trust Fund of Santa Clara County in support of development of housing affordable to</p>	<p>Identify incentives and provide expedited review process – December 2017 and Ongoing.            Communicate to college officials annually during the planning period.            General Plan and Zoning Code Text Amendments – December 2017            Identify funding sources annually and apply for funding – Ongoing (at pre-application phase of projects)</p>	<p>The Town initially engaged with Foothill College District Administration in 2015 and at the time, there was no interest in developing housing on the campus. In January 2022, the District applied for a feasibility grant with the state in order to evaluate the possibilities of both on and off-site housing. Town Staff is currently working with the District on obtaining a commitment to develop a portion of the campus for multi-family housing.</p>



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	extremely low, very low and low income households at the college.		
20	At least once every eight years participate in the determination of the Town's local housing needs.	2022	Completed. The Town completed an ADU Survey in 2021, as well as a Housing Element Survey in 2022 for the 6 <sup>th</sup> Cycle to help assess the housing needs.
21	Maintain an inventory of sites, either manually or by computerized data base, suitable for residential development, based on available environmental and infrastructure information.	Ongoing	The Town maintains an inventory of sites suitable for residential development. The Town provides this data to any interested party.
22	At least once at the beginning and once at the end of the eight-year timeframe of the Housing Element, conduct Town-wide surveys to ascertain information on rental rates of rooms and second units, occupancy status, structural condition of unit or room.	2014, 2022	Completed. The Town completed an ADU Survey in 2021, as well as a Housing Element Survey in 2022 for the 6 <sup>th</sup> Cycle to help assess the housing needs.
23	<p>Maintain an inventory of second units and provide monthly and yearly updates on the construction of second units.</p> <p>At mid-point in the timeframe of the Housing Element, the Town will compare the results of the tracking system with its regional housing needs allocation (RHNA) for extremely low, very low, low and moderate-income families. If RHNA is not being met, the City will develop alternative strategies for addressing the housing needs of very low, low and moderate-income families.</p>	Annually – Ongoing	<p>Yearly updates are done through the Annual Progress Report (APR). Monthly Building Permit reports are provided with the City Manager's Report which is available to all residents.</p> <p>The Town maintains a digital list of ADUs using TRAKiT database software.</p> <p>The ADU progress based on the APR, ADU survey and rental data indicates that the Town was generally successfully in meeting the housing needs of very low, low, and moderate income households.</p>





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24	Review and revise as appropriate all building and planning fees on a regular basis to assure that the fees charged provide for but do not exceed the Town's costs of delivering services and adjust accordingly. The Town completed a review of development fee charges in 2014 that resulted in the recommendation to modify building permit fees for new single-family residences and residential second units. Town Council approved the recommended changes and adopted the Ordinance in June 2014.	Annually	Completed. The Town conducted a user fee study in Fiscal Year 2019-2020, and adjusted its planning, building, and engineering fees based on the results of the fee study.
25	Develop, maintain, and make available pamphlets, brochures, and other written information on the Town's development and environmental constraints and permitting process.	Ongoing (Yearly Update)	Completed. The Town maintains written brochures and outlines the site development and building permit process on the websites along with fillable PDFs of applicable forms.
26	The Town shall annually review the Land Use Element of the General Plan for those areas subject to flooding as identified by the Flood Plan prepared by the Federal Management Agency or the Department of Water Resources (DWR). Upon any amendment to the General Plan, the Housing Element will be reviewed for internal consistency and amended as appropriate.	Ongoing (Annual Review)	The Town has no coastal frontage and flood zones are limited to the immediate areas along creek channels. Staff uses the most current FEMA maps when reviewing projects and best management practices are used in the development of housing near or within flood zones.
27	Enforce the use of energy conserving features required by the latest edition of the California Building Standards Code	Ongoing	Every 3 years, the Town adopts and implements the latest version of the California Building Standards Code. In addition, in 2019, the Town adopted "Reach Codes" requiring that all new residences utilize



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	and applicable provisions of the California Government Code.		more efficient electric water and space heating to reduce greenhouse gases (GHGs) and improve indoor air quality.
28	Refer interested residents to PG&E for information on energy conservation.	Ongoing	In 2017, The Town agreed to join a Community Owned Power Provider known as Silicon Valley Clean Energy (SVCE). SVCE is dedicated to increasing energy efficiency, reducing GHGs, and promoting all electric homes. SVCE provides ongoing programs and grants and has monthly meetings with the member agencies. The Town refers questions to SVCE which has a robust outreach program.
29	Monitor the results of the Town's Development Area bonus program for solar panels to quantify the number of new solar panels constructed annually.	Ongoing	The development area bonus for rooftop solar expired in 2016. The Town continues to exempt up to 500 square feet of ground mounted solar and all new residences are required to install PV systems per the building code.
30	Monitor the results of the pervious surface Development Area credit program.	Ongoing	The City monitors the program and ensures that the credits given for specific pervious surfaces are installed prior to occupancy. The requirements for stormwater retention and dissipation are enforced at the building permit stage.
31	Monitor the results of the Town's Green Building Ordinance and consider updating the code to include residential additions.	Ongoing	The Town fully complies and enforces the CalGreen Building Code along with "Reach codes" for electrification of space and water heating systems in new residences. The Town is currently considering new codes to encourage electrification of heating and cooking systems in major additions/remodels.
32	Publicize the County Water-Wise Audit and Lawn removal incentive program. Under the program, residents can receive up to a \$1,000 rebate and commercial, industrial, and institutional properties can receive up to a \$10,000 rebate by replacing high water using plants such as turf grass, with	Ongoing	The Town works closely with the two private water purveyors to reduce the amount of water used for irrigation by enforcing the Town's adopted Water Efficiency Landscape Ordinance (WELO) regulations.  Adopted ordinance that provides more water efficient landscape.



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	low water using plants from our Approved Plant List or by installing permeable hardscape.		Publicized through conditions of approval and documents available at the counter and on the website.
33	Continue to provide financial support to the Community Services Agency and the Los Altos Senior Center for the provision of such services as emergency assistance, nutrition and hot meal programs, information and referral, and senior care management.	Ongoing	The Town continues to provide financial support for the local Community Services Agency (CSA) which provides food and services to low income and homeless individuals and the Community Health Awareness Council (CHAC) which provides affordable mental health care for homeless individuals and seniors. The amount provided has increased from \$10,000 to over \$100,000 in the 21-22 budget.
34	Support Senior Housing Solutions (formerly Project Match), a home sharing service that matches seniors interested in sharing their homes with other seniors, including publicizing Senior Housing Solutions its services via articles in local newspapers and newsletters, and including financial support to assist Senior Housing Solutions. Senior Housing Solutions is headquartered in Milpitas and operates throughout the Peninsula.	Ongoing	The Town currently provides support for seniors through the local Community Services Agency (CSA) which provides food and services to low income and homeless individuals and the Community Health Awareness Council (CHAC) which provides affordable mental health care for homeless individuals and seniors. The amount provided has increased from \$10,000 to over \$100,000 in the 21-22 budget.
35	The County of Santa Clara contracts with Mid-Peninsula Citizens for Fair Housing for provision of fair housing education, outreach and counseling services. While not providing direct funding to Mid-Peninsula Citizens for Fair Housing, the Town of Los Altos Hills is one of several jurisdictions that participate with the County of Santa Clara in providing fair housing services to its residents and make use of the programs available through	Ongoing. Provide fair housing brochures and website link by December 2015.	The Town continues to work with the County of Santa Clara to provide fair housing education, outreach and counseling services to its residents. The Town is planning to update the website to provide information on current services available.



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	Mid-Peninsula Citizens for Fair Housing. The Town will prepare a handout with information on this service and will make it available at the public counter and provide a link on the Town's Website.		
36	As part of this Housing Element, the Town has conducted a review of zoning, building codes, and permit processing, and has identified the following actions appropriate to better facilitate the provision of accessible housing: Establish written procedures for reasonable accommodation requests for persons with disabilities with respect to zoning, permit processing and building laws.	Zoning Ordinance Revisions by 2016	The Town does review, on a case-by-case basis, requests for reasonable accommodation. Although very few requests have been made, the Town does not have any regulations that would prohibit or impair any reasonable accommodation request.
37	Refer any individual or household in need of emergency shelter to appropriate agencies and organizations.	Ongoing	In 2015, the Town adopted regulations allowing for Emergency Shelter Housing within the community. Although the Town has not received any written requests by persons or households in need, staff would refer anybody in need to the appropriate resources.
38	Meet with Hidden Villa, an educational community organization in the Town's Sphere of Influence, to discuss potential partnership on transitional housing services.	December 2015	The Town has provided annual funding of \$10,000 to support educational programs at Hidden Villa and continues to discuss options for housing services on the site.
39	Review and update development review procedures in coordination with city departments and other responsible agencies to ensure efficient customer service and expedient delivery of development review services.	Ongoing	Since 2019, process improvements have been implemented to allow for electronic plan submittals, payments and remote meetings. The Town also adopted a streamlined process for ADUs in 2020 and for SB 9 units in 2021 that allow for ministerial review.



Name of Program	Objective	Time Frame	Accomplishments
40	Modify as needed the existing Fast Track Guide for new residential development to assist in design and review.	Ongoing	The Town continues to utilize the adopted Fast-Track Guide for New Residences, which is posted online, and the Town will be updating the graphics and handouts.
41	Update the 2013 Senior Community Survey that evaluates the condition and need for senior services and report to City Council.	Ongoing	In 2016, a Town Satisfaction Survey was completed which found that there was support for senior services within the community.
42	Continue to participate as part of the Urban County to access Community Development Block Grant (CDBG) and Housing Trust of Santa Clara County funds through Santa Clara County. Apply to the County for specific community service projects to provide financial support for Senior Housing Solutions and Mid-Peninsula Housing Coalition projects.	Ongoing Apply to the County as specific projects are proposed	The Town has not applied for any CDBG funding for any specific projects but does support use of funds for community services.
43	Work with the City of Los Altos to measure actual sewer capacity by installing flow meters throughout the system.	Ongoing	Temporary flow meters were installed in four locations where the sewer trunks enter Los Altos.
44	Make available material including brochures and pamphlets to educate the Town public on the benefits of undergrounding utility lines.	Ongoing	Completed. Town is working on undergrounding utilities for fire safety.
45	Make available material on the Town's Web Site to educate the Town public on the benefits of and requirements for brush and weed abatement.	Ongoing	Completed. Brochures are available in the Town lobby and information is available on the Town's website. The LAH Fire District also provides brush clearance and conducts fire safety workshops.
46	Continue the Town's policy requiring the removal of eucalyptus trees as a condition of development approval for new	Ongoing	Standard conditions of approval are applied to all new residences to remove hazardous eucalyptus trees within 150 feet of the main structure.



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	residences, additions, or alterations to structures which individually or cumulatively equal or exceed 1,200 square feet of floor area.		
47	Make available material on the Town's Web Site to educate the Town public on the hydrant upgrades requirements.	Ongoing	Completed. Fire Hydrants have been upgraded and maintenance is ongoing.
48	Amend the Fire Code to address the natural characteristics of the Los Altos Hills area and amend the Wildland-Urban Interface Fire Area map to reflect the current fire hazards.	December 2015	In 2020, the Town adopted amendments to the Residential Building and Fire Codes that require all new construction meet the Wildland-Urban Interface Fire regulations. These regulations require ignition resistant exterior materials, enclosed eaves, and other fire resistant designs. These regulations apply to every property in the Town.