

Please Start Here

General Information	
Jurisdiction Name	San Carlos
Reporting Calendar Year	2023
Contact Information	
First Name	Lisa
Last Name	Porras
Title	Planning Manager
Email	lporras@cityofsancarlos.org
Phone	6504547785
Mailing Address	
Street Address	600 Elm Street
City	San Carlos
Zipcode	94070

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

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Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR/login.do>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions

Please save your file as Jurisdictionname2023 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2023

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. **Online Annual Progress Reporting System - Please see the link to the online system to the left.** This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. **Email** - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	San Carlos	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	01/31/2023 - 01/31/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		32
Total Units		32

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

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	1	1	1
Single-family Detached	1	0	1
2 to 4 units per structure	8	0	0
5+ units per structure	377	0	0
Accessory Dwelling Unit	23	31	25
Mobile/Manufactured Home	0	0	0
Total	410	32	27

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	32	32
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	15
Number of Proposed Units in All Applications Received:	107
Total Housing Units Approved:	107
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions - Applications	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	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

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 35 (2017)	0	0

Ministerial and Discretionary Applications	Applications	Units
Ministerial	8	8
Discretionary	7	99

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	1
Number of Units in Applications Submitted Requesting a Density Bonus	87
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	75
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	San Carlos	
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Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

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	Density Bonus Law Applications		Application Status	Project Type	Notes	
1					2	3	4	5							6	7	8	9	10		11	12	13	
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 (see instructions)	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	Please select streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*	
Summary Row: Start Data Entry Below								0	0	10	0	0	0	0	97	107	107	0						
	049-221-130	97 Club Drive		PLN2021-00187	SFD	O	5/2/2023								1	1	1	0	NONE	No	N/A	Approved	Discretionary	After Dec 13, 2023 all sing
	051-394-050	1552 Chestnut St		PLN2022-00161	ADU	R	4/17/2023								1	1	1	0	NONE	No	N/A	Approved	Ministerial	
	049-360-060; 050-220-170; 050-220-160; 050-220-020	808 Alameda de las Pulgas		PLN2018-00209	SFA	O	5/1/2023			10					77	87	87	0	NONE	Yes	Yes	Approved	Discretionary	
	051-131-370	2540 Howard Ave		PLN2022-00181	SFD	O	5/16/2023								1	1	1	0	NONE	No	N/A	Approved	Discretionary	
	051-131-370	2540 Howard Ave		PLN2022-00181	ADU	R	5/16/2023								1	1	1	0	NONE	No	N/A	Approved	Ministerial	This ADU was submitted w
	050-034-150	549 Prospect St		PLN2022-00193	2 to 4	O	1/20/2023								4	4	4	0	NONE	No	N/A	Approved	Discretionary	
	050-034-120	575 Prospect St		PLN2022-00204	2 to 4	O	1/20/2023								4	4	4	0	NONE	No	N/A	Approved	Discretionary	
	051-321-030	975 Chestnut St		PLN2023-00023	SFD	O	4/17/2023								1	1	1	0	NONE	No	No	Approved	Discretionary	
	050-372-070	1110 Hudson Ct		PLN2023-00035	SFD	O	3/21/2023								1	1	1	0	NONE	No	No	Approved	Discretionary	
	051-201-160	2116 Greenwood Ave		PLN2023-00058	ADU	R	1/24/2023								1	1	1	0	NONE	No	No	Approved	Ministerial	
	051-245-050	212 Park Ave		PLN2023-00069	ADU	R	5/12/2023								1	1	1	0	NONE	No	No	Approved	Ministerial	This is a J-ADU
	049-182-090	30 Kenton		PLN2023-00072	ADU	R	5/16/2023								1	1	1	0	NONE	No	No	Approved	Ministerial	This is a J-ADU
	049-263-010	248 Molton Ave		PLN2023-00076	ADU	R	6/1/2023								1	1	1	0	NONE	No	No	Approved	Ministerial	
	050-022-300	160 Palm Ave		PLN2023-00082	ADU	R	7/2/2023								1	1	1	0	NONE	No	No	Approved	Ministerial	
	051-281-310	2033 White Oak Way		PLN2023-00086	ADU	R	7/18/2023								1	1	1	0	NONE	No	No	Approved	Ministerial	
																0								

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Housing Element Implementation

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
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022-01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)
													Total Remaining RHNA by Income Level
Very Low	Deed Restricted	739	-	-	-	-	-	-	-	-	-	-	739
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	
Low	Deed Restricted	425	-	-	-	-	-	-	-	-	-	-	425
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	
Moderate	Deed Restricted	438	-	-	-	-	-	-	-	-	-	-	438
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	
Above Moderate		1,133	14	31	-	-	-	-	-	-	-	-	45
Total RHNA		2,735											
Total Units			14	31	-	-	-	-	-	-	-	-	45
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).													
		5											6
		Extremely low-Income Need		2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date
													Total Units Remaining
Extremely Low-Income Units*		370		-	-	-	-	-	-	-	-	-	370

*Extremely low-income housng need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note. The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

- VLI Deed Restricted
- VLI Non Deed Restricted
- LI Deed Restricted
- LI Non Deed Restricted
- MI Deed Restricted
- MI Non Deed Restricted
- Above Mod Income

REPORT

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

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Shortfall Housing Need and No Net-Loss Law

[illegible]

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		San Carlos	
Reporting Year		2023 (Jan. 1 - Dec. 31)	
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
ACTION HOU-1.1	Continue the Rental Inspection Program to preserve and improve existing housing stock and neighborhood quality.	Ongoing; annually conduct approximately 240 inspection visits	Restarted Apartment Inspection program and mailings to begin inspections in 2024. Had been on hold due to Covid.
ACTION HOU-1.2	As CDBG funds are available through San Mateo County Consortium, provide grants or loans to low- and moderate-income households for the rehabilitation of residences. Examples of eligible repairs and improvements include but are not limited to energy efficiency and water conservation improvements, removal of impediments and material barriers that obstruct accessibility, roofing, plumbing repairs, electrical repairs, exterior painting, window replacement, seismic and flooding safety repairs/adaptations, and climate resiliency adaptations. Promote the availability of home repair services for low-income and special needs households available from private agencies in the county. The City will proactively outreach to low- and moderate-income households regarding available grants or loans for residential rehabilitation throughout the planning period.	Continue to participate in the San Mateo County Consortium; add information on home repair organizations to the City’s website in 2024, meet with affordable housing developers in 2024 to discuss rehabilitation opportunities; engage in proactive outreach to low-and-moderate income households annually	While San Carlos did not receive CDBG funds in 2023, the City did utilize its own funding sources to award \$88,300 to non-profit agencies to support rehabilitation of low to moderate income residences. City of San Carlos' Housing Resources webpage provides referral links to local organizations specializing in home repair services for low-income and special needs households. The City of San Carlos offers an annual Notice of Funding Availability grant program to expand and enhance affordable housing options for moderate-, low-, very low-, and extremely low-income households. Housing organizations can receive funding to proactively promote the preservation and improvement of existing housing quality through home repair, capital improvements, and rehabilitation programs.
ACTION HOU-1.3	"Retention of subsidized (i.e., assisted) housing is a critical part of maintaining the supply of affordable housing in San Carlos. San Carlos will continue to monitor the affordability of existing deed-restricted units and coordinate with property owners to encourage the retention of affordability of these units. At this time, San Carlos has no units at-risk of converting to market rate in the next ten years; however, programs are included in the unforeseen event that affordable units become at-risk during or immediately following the Housing Element period. Annually monitor the affordability status of at-risk rental units." Maintain and update the City’s list of nonprofit and community-based organizations to contact regarding possible ownership and management of the at-risk units if they are in imminent risk of conversion. In the event a project becomes at risk of converting to market-rate housing, work with property owners or other interested non-profit housing providers	Ongoing; Annually monitor/report the affordability status of at-risk rental units as part of the Annual Progress Report process; Contact owners with expiring covenants two years in advance of the expiring covenant	The San Carlos Housing Department conducts annual re-certifications to monitor the affordability status of all Below Market Rate units. All other objectives are ongoing.

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ACTION HOU-1.4	<p>San Carlos encourages the maintenance and improvement of housing for all income levels through its Code Enforcement Program. The goal of code enforcement is to minimize deferred maintenance and eliminate health and safety problems.</p> <p>Continue to implement the Code Enforcement program to bring substandard housing units into compliance with City building and property maintenance codes.</p> <p>Continue to refer eligible households to the available resources provided by nonprofits in the region, and as feasible connect with local volunteer groups for rehabilitation support. Continue to evaluate staffing and funding to ensure adequate resources for the Code Enforcement Program.</p>	Ongoing	Code Enforcement continues to address non-compliant buildings and address complaints regarding property maintenance. Code Enforcement assists property owners and directs them to proper resources in order to address non-compliant items.
ACTION HOU-2.1	<p>(1)As taller and denser housing developments are constructed as a result of the City Density Bonus and revisions to the Zoning Ordinance, determine whether additional incentives are necessary for the development of small and odd-shaped lots and/or lot consolidation. Incentives could include: Rounding up when calculating allowable units to encourage lot consolidation. (2) Providing technical assistance, such as land development counseling by Community Development staff, with consolidation or development of small and odd-shaped lots. (3) Conduct proactive outreach by advertising lot consolidation and potential site opportunities to existing property owners and prospective developers. Advertising efforts may include the preparation and distribution of a brochure with information about program incentives and an invitation to attend a working session to discuss opportunities for lot consolidation or the development of small and odd-shaped lots. (4) Providing priority processing for affordable housing and projects that exceed minimum BMR requirements. (5) Continue to provide fee deferrals and waivers for 100% affordable housing projects.</p>	Ongoing; conduct a review to assess the City Density Bonus and density, height, and parking standards in the Zoning Ordinance in 2025; as needed identify additional incentives and present options to Council in 2026; review this action item on an annual basis to evaluate its effectiveness and make recommendations as needed; conduct proactive outreach annually.	(1) The City of San Carlos' Zoning Ordinance sets forth provision to round up when calculation units. See Section SCMC 18.03.030, A. B. (2) The City provides technical assistance Monday through Friday, during regular business hours, both in person and on call. (3) The City provides its housing element opportunity sites GIS layer to the public, which includes sites identified for lot consolidation. The City will develop an online brochure by end of 2024. (4) The City prioritize all affordable housing projects. (5)The City waived all city fees for 817 Walnut, which was approved in 2019; 1232 Cherry, another 100% affordable housing project that was approved in 2023 will also receive a waiver from city fees.

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1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
ACTION HOU-2.2	As part of the 2022-2024 Downtown Specific Plan project, identify new incentives for small lot development and/or lot consolidation. The program may include incentives for small lots such as: (1)Increasing allowable zoning density. (2) Relaxed development standards (including parking reductions for small lots). (3) Streamlined permitting process. (4) City financial contributions, as well as other density bonuses, incentives and concessions that are otherwise required by State density bonus law for the provision of higher levels of affordable housing. (5) Rounding up when calculating allowable units to encourage lot consolidation. (6)Providing technical assistance, such as land development counseling by Community Development staff, with consolidation or development of small and odd-shaped lots.(7) Conduct proactive outreach by advertising lot consolidation and potential site opportunities to existing property owners and prospective developers. Advertising efforts may include the preparation and distribution of a brochure with information about program incentives and an invitation to attend a working session to discuss opportunities for lot consolidation or the development of small and odd-shaped lots. (8) Providing priority processing for affordable housing and projects that exceed minimum BMR requirements. (9)Continue to provide fee deferrals and waivers for 100% affordable housing projects.	Adopt a new Downtown Specific Plan with small lot development incentives by December 2025; review this action item on an annual basis to evaluate its effectiveness and make recommendations as needed; conduct proactive outreach annually	(1)N/A. (2) Underway; the Downtown Specific Plan area is subject to the provisions of AB2097. (3)Underway; opportunities for streamlining the processing will be evaluated. (4) Approved 100% affordable housing project consisting of 33 units on an infill development site located within the Downtown Specific Plan. The City contributed a total of \$13,125,000 to the project, including land donation, and also provided waivers for all development fees charged by the City. (5)Completed. The San Carlos Municipal Code, Zoning Ordinance contains provisions for rounding up. (6) Ongoing; Staff from Current and Advance Planning continue to provide technical assistance as needed. (7) Initiation of outreach and advertisement will commence in 2024. (8) This has been done for 817 Walnut St and 1232 Cherry St 100% affordable development projects. The City will continue to prioritize future proposals. This is an ongoing objective. (9) This has been done for 817 Walnut St and 1232 Cherry St 100% affordable development projects. The City will continue to prioritize future proposals. This is an ongoing objective.

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1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
ACTION HOU-3.1	(1)Extremely low-income households and households with special needs have limited housing options. To meet the needs of special needs groups, innovative housing options should also be implemented. Continue to apply the commercial/housing linkage fee to fund affordable housing and monitor fee amount to ensure it reflects market conditions. Encourage concurrent production of on or off-site affordable housing, in lieu of fee payment. Collaborate with existing and new major employers to encourage the development and funding of more affordable housing. (2) Offer financial and technical assistance for housing development projects for persons with special needs. (3) As part of the Housing Element Annual Progress Report, track and report the number of new affordable housing units providing a preference for people with special needs, including seniors, homeless, people with developmental disabilities, etc. that are added to the housing stock each year. (4) Monitor and pursue county, state, and federal funding programs and sources for the creation of affordable housing. Prioritize available housing funding to assist in the development of housing affordable to extremely low-income households and other special needs populations. Conduct annual proactive outreach to identify development opportunities and funding and incentives for special needs housing. (5) Proactively contact non-profit service providers and developers for persons with disabilities and other special needs groups and notify them about funding opportunities, as they become available. (6) Continue to consult with the San Mateo County Center on Homelessness to further align efforts and coordinate homeless services.	Ongoing; re-evaluate opportunities for construction in-lieu of fee payment in 2024; collaborate with city’s 10 largest employers at least every other year; annually monitor and pursue funding opportunities through county, state, and federal funding programs and sources to leverage City funds; offer funding and technical assistance to projects as they are proposed, acquire property, or issue a Notice of Funding Availability when sufficient funds are acquired; conduct proactive outreach to identify development opportunities, funding, and incentives for housing affordable to extremely low-income and other special needs households and report annually through the Housing Element Annual Report.	(1) Ongoing. The City continues to collect fee for future affordable housing development and preservation. The City continues to encourage developers to provide housing concurrent with non-residential development. (2) Through the City’s Affordable Housing Grant Program, the City supports special needs housing. (3) Ongoing. (4) Ongoing. (5) Ongoing. (6) Ongoing.

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ACTION HOU-3.2	Continue to implement the City’s Below Market Rate (BMR) Ordinance requirements for rental and ownership development. Establish a process for granting priority permit processing status for approved housing projects that exceed the City’s minimum BMR requirement. Evaluate the BMR Ordinance’s density bonuses, incentives, and concessions to determine if they continue to make the production of affordable housing feasible. As part of this process, consult with local non-profit affordable housing developers to identify potential revisions that would better support development of affordable housing, and especially Low-Income Housing Tax Credit financed housing. Revise as necessary.	Ongoing; establish priority permit processing in 2024; re-evaluate the BMR Ordinance in 2024 and update as needed	The City prioritizes these projects by utilizing outside consultants to expedite review. All other objectives are ongoing.
ACTION HOU-3.3 (1 of 2)	(1)Support the development of accessory dwelling units during the planning period and as new State laws modify accessory dwelling unit requirements, update the City’s ordinance to comply. The City last updated its ADU ordinance in August 2022. The City will draft amendments to address laws passed in 2022, including AB 2221 and SB 897 to reflect an up-to-date ordinance compliant with Government Code Section 65852.2. (2) Collaborate with surrounding jurisdictions through the 21 Elements working group to determine best approach for tracking affordability throughout the planning period. (3) Encourage the legalization of unpermitted accessory dwelling units to better ensure that they are safe and habitable. As sunset date of San Carlos Municipal Code Section 18.23.210(H) approaches, consider an extension, based on history of use of this provision and anticipated ongoing need. (4) Work with other regional/agencies countywide partnerships to identify potential funding sources for ADU construction. (5)Meet with three or four ADU builders to discuss needs and best practices. Review best practices from other cities for “pre-approved” ADUs and expedited review. Create submittal materials with documentation to facilitate expedited review. Update the City’s website and include links to “pre-approved” plans. Conduct ongoing outreach with community.	Ongoing; update the ADU ordinance by June 2023; as new State laws modify accessory dwelling unit requirements, update the City’s ordinance within a timely manner (i.e., within six months); San Carlos Municipal Code Section 18.23.210(H) - 2028; work with 21 Elements – 2023; identify funding for incentive program and complete pre-approved plans - 2024; establish priority process in development review and ADU specialist in 2023; all others - Ongoing	(1)Ongoing. The City adopted an ADU Ordinance in December 2023 to bring the City's ADU Ordinance consistent with the State Law. (2) 21 Element will be establish a tracking methodology to determine the affordability ADUs; the City will continue to collaborate with 21 Elements. (3)Provide guidance to applicants wishing to legalize non-compliant structures into ADU's to meet current code requirements for habitation. 3-ADU's were legalized in 2023. (4) Ongoing (5)Ongoing. The City Council will consider participating in the regional ADU Resource center.

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ACTION HOU-3.3 (2 or 2)	(1)Provide homeowner/applicant assistant tools by including and promoting State funding resources including the CalHFA ADU grant program and Casita Coalition financing guide on the City’s website. Review and as new information is available, update public education materials on accessory dwelling units, including planning and building requirements, streamline processing, funding possibilities, and other resources. (2) Encourage local agencies, districts, and utility providers to reduce hook-up or other fees to facilitate the development of accessory dwelling units. (3) Prioritize ADU applications to be consistent with Government Code Section 65852.2(a)(3) requirements for approval/denial within 60 days from the date a completed application is received. (4)In 2024, research and pursue the development of an incentive program to provide low-interest loans and grants to single-family homeowners to develop accessory dwelling units with affordability restrictions on their property and other incentives to accept Section 8 Housing Choice Vouchers. This research should also explore outside funds. If funding is available, establish a pilot program within one year of funding identification and implement it at least annually thereafter with a goal of achieving at least five affordable ADUs annually. (5)Promote home sharing programs to connect ADU owners and renters. (6) Identify and retain an ADU specialist within the Planning Division to respond to inquiries and support outreach efforts.	Ongoing; update the ADU ordinance by June 2023; as new State laws modify accessory dwelling unit requirements, update the City’s ordinance within a timely manner (i.e., within six months); San Carlos Municipal Code Section 18.23.210(H) - 2028; work with 21 Elements – 2023; identify funding for incentive program and complete pre-approved plans - 2024; establish priority process in development review and ADU specialist in 2023; all others - Ongoing	(1)The City is in the process of making these resources available on the City's website, adding on to the existing resources. (2) Ongoing. (3)Ongoing. (4)The City will continue to research opportunities. (5)The City supports and promotes the HIP Housing Home Sharing Program. (6)The City has identified a point person for ADUs within the Planning Division to respond to inquiries and support outreach efforts.
ACTION HOU-3.4	Direct prospective first-time homebuyers to HEART or other County programs intended for first time homebuyers. Encourage the use of these programs though annual outreach and education. Maintain and provide information on local BMR ownership units that are resold. Coordinate with regional providers of homebuyer programs to monitor trends and identify financing gaps amongst recipients.	Ongoing; update information on the City’s website at least annually; conduct outreach annually to direct prospective first-time homebuyers to available resources; coordinate with regional providers in 2024.	The City supports and promotes the County of San MAteos' HEART program, and other first time homebuyer programs offered. The City oversees all BMR units that are resold.

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ACTION HOU-3.5	Continue to implement the BMR ordinance, which specifies Housing Choice Voucher (Section 8) eligibility in the BMR program. Continue to work with the San Mateo County Department of Housing and nonprofit organizations to implement Housing Choice Voucher Rental Assistance programs. Continue to provide information on the Housing Choice Voucher program, including new legal requirements pursuant to SB 329, which prohibits housing discrimination on the basis of source of income (including Housing Choice Vouchers). Continue to collaborate with other cities in San Mateo County, regional organizations, and/or nonprofit organizations to evaluate and quantify potential discrimination against Housing Choice Voucher users or other rental assistance voucher programs. Continue to develop and act upon measures to address these issues. Coordinate with the San Mateo County Housing Authority in 2024 about utilizing a mobility counseling program in San Carlos. This program would market to landlords and property owners and inform Housing Choice Voucher holders about their residential options in areas throughout the city and provide holistic supports to voucher holders seeking to move to highest resource areas. Through landlord outreach and mobility counseling, the City's goal will be to increase the use of Housing Choice Vouchers in San Carlos by five percent and through implementation of the City's SB 9 and ADU ordinances, seek to integrate at least five units annually in highest opportunity areas.	Ongoing; update the City's website annually; coordinate with the San Mateo Housing Authority in 2024	All objectives are ongoing.
ACTION HOU-3.6	Monitor State legislation as changes are made to Government Code §65915; update the City's density bonus programs accordingly.	Ongoing; annually monitor State legislation and update the City's ordinances as needed	Ongoing

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ACTION HOU-3.7	Government Code §65863 states that no jurisdiction shall “reduce, or require, or permit the reduction of, the residential density for any parcel to, or allow development of any parcel at, a lower residential density, or allow development at a lower residential density than projected” for properties identified in the Housing Element sites inventory unless the jurisdiction makes written findings that the reduction is consistent with the General Plan, and that the remaining sites identified in the Housing Element are adequate to accommodate the jurisdiction’s need. Develop and maintain a sites inventory throughout the planning period. Evaluate residential development proposals for consistency with goals and policies of the General Plan and the 2023-2031 Housing Element sites inventory and make written findings that any density reduction is consistent with the General Plan and that the remaining sites identified in the Housing Element are adequate to accommodate the RHNA by income level. If a proposed reduction of residential density will result in the residential sites inventory failing to accommodate the RHNA by income level, identify and make available additional adequate sites to accommodate its share of housing need by income level within 180 days of approving the reduced density project.	Sites Inventory – 2023, All Others - Ongoing	Completed and ongoing; this is an effort implemented by both Current and Advance Planning Divisions. The City will monitor this on an ongoing basis and commits to ensuring adequate sites to meet it's RHNA.

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ACTION HOU-3.8	(1)Pursuant to Government Code §65583.2(g)(3), require the replacement of units affordable to the same or lower income level as a condition of any development on a nonvacant site identified in the Housing Element consistent with those requirements set forth in Government Code §65915(c)(3). Replacement requirements shall be required for sites identified in the inventory that currently have residential uses, or within the past five years have had residential uses that have been vacated or demolished, and were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low- or very low-income; or subject to any other form of rent or price control through a public entity’s valid exercise of its police power; or occupied by low- or very low-income households. For the purpose of this program “previous five years” is based on the date the application for development was submitted. (2)Pursuant to Government Code §66300(d) (Chapter 654, Statutes of 2019 (SB 330)), the City shall not approve a housing development project that will require the demolition of residential dwelling units regardless of whether the parcel was listed in the inventory unless a) the project will create at least as many residential dwelling units as will be demolished, and b) certain affordability criteria are met. (3)To provide clarity in the development process, the City will modify the Zoning Ordinance to reference these requirements.	Routinely as part of the housing development approval process, require replacement of any of units if (a) they are planned to be demolished for purposes of building new housing, and (b) they are determined to be occupied by low-income households, require the provision of assistance to prevent displacement of lower-income households due to loss of affordable units. Draft an amendment to the Zoning Ordinance to implement/reference replacement requirements of State law and bring to hearings by 2024.	(1)This is an ongoing objective enforced through a requirement that developments maintain or increase the availability of affordable housing. Ideally, such projects can significantly boost the number of affordable units, like 1232 Cherry St replacing 6 units with 33 units. (2)Ongoing. (3)Zoning Ordinance amendments will be initiated in 2024.
ACTION HOU-3.9	Promote residential development on non-vacant sites by: (1) Targeting nonvacant sites identified in the Housing Element as priorities for fund allocation as funds are available. (2) Building on outreach conducted during the Housing Element update, continue to proactively outreach to property owners with a survey on how the city can support redevelopment/new housing efforts.	Ongoing; proactively outreach to property owners in 2023 and, in response to any additional identified constraints, draft amendments to existing policies and procedures and bring to hearings by 2024.	Underway. The City will initiate a survey in 2024.

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ACTION HOU-3.10	The City will take the following actions to reduce displacement risk due to discriminatory actions: (1) Fair Housing Counseling. Ensure all tenants have access to legal counseling, and landlords are aware of their rights and responsibilities. Support coordination of biannual workshops for landlords and property managers on discriminatory practices, reasonable accommodation requirements, and resources and an annual presentation to staff on fair housing practices, beginning in 2023. (2) Rental Audits. Provide support to fair housing providers to continue to conduct annual audits of housing providers to ensure compliance with fair housing laws. (3) Fair Housing Case Monitoring. In 2027, upon completion of 2 iterations of biannual landlord and property manager workshops and 4 consecutive rental audits, meet with local fair housing providers, including Project Sentinel, to assess effectiveness of fair housing programs and identify additional strategies if needed. (4) Fair Housing Outreach Program. Include information or links to information on the City's website in 2023 (with annual updates) and provide printed informational materials in City buildings with information on the fair housing counseling program, tenant protections, and other resources to reduce displacement risk. Additional Strategies. Based on the above efforts, if additional strategies are required, conduct a study to explore implementing additional tenant protection policies; and support local efforts to create a community land trust or a housing preservation fund	Refer to individual bullets for specific timeframes. Consult with tenants' rights advocates and stakeholders, complete analysis, and hold a hearing with City Council to adopt anti-displacement strategies by 2026	All objectives are ongoing.

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ACTION HOU-3.11	(1) Noting historical inequities amplified/perpetuated by single family zoning, encourage small units in residential neighborhoods through development of ADUs, JADUs, and SB 9 units. See Action HOU-3.3 for specific measures to incentivize ADUs in San Carlos. (2)Adopt an Ordinance in 2023 to expand the housing supply in single-family zones by allowing for lot splits and duplexes under the parameters of SB 9. These include adopting updated definitions, use regulations, development standards, and ministerial processes based on the outcome of a complete SB 9 analysis. As revisions to State law occur in the future, update the City’s Zoning Ordinance and Subdivision Ordinance accordingly. (3)In coordination with research being conducted at the State level, evaluate and pursue opportunities to incentivize and, as available, provide funding assistance for homeowners to provide affordable units under SB 9.	Bring SB 9 ordinance for consideration by City Council in Fall 2023. Production and affordability will be monitored every two years thereafter and alternative actions will be implemented if necessary to meet the RHNA. Conduct proactive outreach to housing developers and property owners to promote the SB 9 ordinance through information on the City’s website, the Good City newsletter (mailed to all property owners and renters), at least two times during the planning period. Evaluate and pursue incentive opportunities in 2024.	(1)In December 2023, the City of San Carlos adopted a revised ADU Ordinance and made permanent its SB-9 Ordinance, introducing significant updates to create and streamline the establishment of additional ADUs and SB-9 units. Details about these updated ordinances were shared through the City's newsletter and a postcard distributed across the entire city. Regular updates on both ADU and SB-9 units are available on dedicated webpages maintained by the City to ensure the public has access to the latest information. To further assist and engage the community, the city has appointed specialists for ADUs and SB-9 units who are readily available to address inquiries and support outreach initiatives. (2) In November 2023, the San Carlos City Council adopted the permanent SB-9 Ordinance, along with corresponding objective design standards for SB-9 units. (3) In 2024, the City is actively pursuing a subscription to the "ADU Resource Center" to access its various benefits. This program offers numerous resources to jurisdictions, including pre-approved plans, outreach initiatives, and the ability to respond to inquiries. The primary advantage lies in the ADU affordability programs, encompassing loan and grant programs aimed at supporting low-income homeowners in constructing ADUs. Additionally, these programs serve to incentivize homeowners to build deed-restricted affordable ADUs.
ACTION HOU-3.12	The City defers and waives fees for affordable housing developments to provide local match contributions and facilitate projects. The City will continue to rReduce or waive development impact fees to facilitate 100% affordable and special needs housing, including housing for extremely low-income and persons living with disabilities (including persons with developmental disabilities).	Ongoing	This has been done for 817 Walnut St and 1232 Cherry St 100% affordable development projects. The City will continue to prioritize future proposals. This is an ongoing objective.

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ACTION HOU-3.13	In 2022, the City amended its City Density Bonus program to allow rental projects to add bonus market rate units at a ratio of 4:1 for each very-low Income unit and 2:1 for each low-income unit that is included in a development project. This City Density Bonus program currently applies citywide to rental housing developments, where multi-units and mixed-use projects are a permitted land use. In conjunction with the Housing Element update to meet the RHNA, modifications to allowable density, building height, and number of stories are proposed (see Action HOU-4.2), and it is understood that the State Density Bonus allows developments to go beyond the City’s height limits to fit all the units to which the project is entitled by the bonus. Under this action, staff will evaluate the City Density Bonus biannually to review use and implementation of the revised City Density Bonus and, as needed, to identify if the City Density Bonus should be revised to target particular areas rather than apply the Bonus uniformly throughout the City, based on place and in areas that are least impactful. Use an equity lens to ensure affordable housing and density bonuses are not concentrated in any one particular area of the community.	Ongoing; conduct a review to assess the City Density Bonus based on place and present options to Council in 2024; reevaluate biannually thereafter.	To date the City has not identified a need to amend the City Density Bonus and it still applies throughout the entirety of the City.

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ACTION HOU-4.1	The 2009 General Plan and accompanying 2011 Zoning Ordinance allows a variety of housing types, with densities ranging from one to six units per acre in single-family zoning districts, up to 59 units per acre along San Carlos Avenue, and up to 50 units to the acre in downtown San Carlos. In support of this 6th cycle Housing Element update, the City: (1)proposes to create a new multifamily residential zoning category allowing a net density of up to 100 units per acre and proposes to increase mixed use densities up to 120 units per acre, and (2) developed a parcel-specific inventory of sites suitable for future residential development (3) continue to provide appropriate land use designations and zoning districts consistent with regional housing needs. (4)Maintain an inventory of potential sites to provide to developers in conjunction with information on development incentives for affordable units. (5)As part of the Housing Element annual reporting process, evaluate project development against the sites inventory to ensure compliance with Government Code §65863. (6)Continue to pursue implementation of the General Plan through completion and adoption of implementing zoning regulations and specific plans. (7)Encourage senior housing and housing suitable for persons with disabilities and other special needs (including assisted living). See Action HOU-3.1 for specific commitments to encourage senior and other special needs housing.	Ongoing; Establish new multifamily residential zones and upzoning of mixed-use zones as part of the Zoning Ordinance revisions to be adopted by January 2023	(1)Completed. Zoning Ordinance amendments were adopted in Jan 2023. (2)Completed. (3)Ongoing. (4) Inventory of sites completed. The City will continue to offer ongoing individual consultations and provide online resources to help developers understand the benefits and requirements of both the City's Enhanced Density Bonus and the State Density Bonus programs. (5) Ongoing. (6)Ongoing. (7)Through the City's Affordable Housing Grant Program, the City supports special needs housing.

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ACTION HOU-4.2	Enact the following zoning changes: (1) Create new zones; increase density, FAR, heights, number of stories; and provide minimum densities as shown in Table 4.2-1. Height limits maximum include both feet and stories (i.e. a three-story building must not exceed the height limit of 35 feet). A 35-foot height limit is considered ample to accommodate a three-story multi-family structure (floor-to-floor stories are generally 10 feet for residential). (2) Continue to allow ground floor residential uses in the MU-D-100, MU-SC-120, and MU-SB-100 zones. Evaluate, as part of the new Downtown Specific Plan process, additional areas (on side streets and outside of the Downtown Core) where ground-floor residential uses may also be allowed. (3) Remove minimum private open space requirement for residential in Mixed Use and Multi-unit zoning districts (retaining only the common/public open space requirement). (4) For residential only development, remove additional required setbacks (i.e., removing requirement to follow RM-59 zoning setbacks) in Mixed Use zones. (5) Remove guest parking in all RM and Mixed-Use zones. (6) Remove Section 18.05.030.C side and rear yard building wall stepback requirements for mixed use and multi-family housing developments, specifically provisions pertaining to stepbacks associated with portions of the building wall containing and extending three feet on either side of any window in living rooms, primary rooms, sleeping rooms, and any other walls containing windows. (7) Allow multi-family residential use in the Public (P) zoning district as an accessory use to allowed uses such as onsite religious institutions and schools according to the development standards of the RM-20 zone, but without minimum density. (8) Strengthen incentives for transit-oriented development by updating the Zoning Ordinance to reference/incorporate the minimum parking prohibitions associated with AB 2097, effective January 1, 2023, within 0.5 miles	Identify areas appropriate for ground-floor residential uses within the Downtown Specific Plan area and bring to City Council for consideration by summer 2024; all others January 2023; if the City is not on track to achieve housing goals by 2026, identify and bring to City Council for hearing additional revisions necessary to the Zoning Ordinance or other measures to encourage housing development	(1)Completed. Zoning Ordinance amendments were adopted in Jan 2023. (2)Underway. (3)Completed. Zoning Ordinance amendments were adopted in Jan 2023. (4)Completed. Zoning Ordinance amendments were adopted in Jan 2023. (5)Completed. Zoning Ordinance amendments were adopted in Jan 2023. (6)Completed. Zoning Ordinance amendments were adopted in Jan 2023. (7)To be completed in 2024. (8)Completed. Zoning Ordinance amendments were adopted in Jan 2023.
ACTION HOU-4.3	Prepare, publicize, and provide applicants and developers with materials highlighting the City’s revised zoning standards (Action HOU-4.2) intended to encourage the production of housing at all income levels.	New Zoning Standards’ Materials Preparation – 2023	Underway. Expected for release in 2024.

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ACTION HOU-4.4 (1 of 2)	Reduce the cost of building housing through, streamlining and clear and objective standards in development regulations. (1) Review the Zoning Ordinance and craft revisions that support objective design standards consistent with the Housing Accountability Act. Adoption of objective design standards will facilitate high-quality residential development and compliance with State objectives. As part of this process, identify additional revisions to the Zoning Ordinance (beyond those presented in Table 4.4- 5) to remove barriers to development and to ensure objectivity in the City’s development standards. Key standards to assess include the FAR standards for residential uses; the requirement on third stories and above to limit the footprint to 80 percent of the ground floor and the street-facing required upper story stepback; and transition requirements for RS-adjacent lots. Recommended revisions to the Zoning Ordinance will be completed in 2024. (2) Revise the Design Review Criteria and findings to be fully objective and to provide local guidance on design and standards for by-right projects as allowed by state law, removing subjectivity from findings and approval processes, thereby reducing permit review timeframes.	Objective Design Standards – citywide, by end of 2024; Objective Design Standards - within the Downtown Specific Plan boundary, by spring 2024; develop informational materials on SB 35 by end of 2023; re-evaluate permit review times biennially; if review times do not decrease, implement additional measures to reduce processing time.	<p>In November 2023, the San Carlos City Council implemented Objective Design Standards for single-family developments, encompassing ADUs, JADUs, and SB-9 Units. The Residential Design Review committee, formerly tasked with evaluating and approving new and significant single-family developments, has been discontinued, simplifying and streamlining the review process.</p> <p>The city is currently in the process of preparing Objective Design Standards for mixed-use and multi-family residential development categories. This project seeks to streamline all type of housing creation by implementing clear and objective criteria in the design review process. It involves reassessment of existing FAR, lot coverage, 80% footprint limit, and stepback requirements, for housing, eliminating them where deemed excessive or an obstruction to creating housing, with the overall goal of improving efficiency and consistency in the review process. The anticipated timeline for the adoption of this project is end of 2024."</p>

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ACTION HOU-4.4 (2 of 2)	(1)Revise the Conditional Use Permit findings for any special residential uses that require a CUP but are also covered by the Housing Accountability Act to be fully objective and to provide local guidance on design and standards for by-right projects as allowed by state law, removing subjectivity from findings and approval processes. (2) Reduce the permitting time for residential projects (especially 100% affordable projects) through consideration of by-right approvals, reduced number of hearings, and objective design standards. (3)To accommodate future SB 35 applications and inquiries, create and make available an informational packet that explains SB 35 streamlining provisions in San Carlos and provides SB 35 eligibility information. (4) Continue to track project processing to ensure that an environmental determination is made pursuant to PRC §21080.1, within the timeframes of the PRC §21080.2 and Government Code 65950(a)(5).	Objective Design Standards – citywide, by end of 2024; Objective Design Standards - within the Downtown Specific Plan boundary, by spring 2024; develop informational materials on SB 35 by end of 2023; re-evaluate permit review times biennially; if review times do not decrease, implement additional measures to reduce processing time.	(1)The city is currently in the process of preparing Objective Design Standards for mixed-use and multi-family residential development categories. This project seeks to streamline all type of housing creation by implementing clear and objective criteria in the review process. It involves a reassessment of conditional use permit requirements for housing, eliminating them where not deemed consistent with State Law or unnecessary, with the overall goal of improving efficiency and consistency in the review process. The anticipated timeline for the adoption of this project is end of 2024. (2)The San Carlos Planning Division is actively working towards preparing Objective Design Standards for multi-family, mixed-use development projects. The project is currently under community input phase and is anticipated to be complete by end of 2024. When complete, all multi-family, mixed-use residential projects are anticipated to reviewed ministerially for design standards thus removing subjectivity from findings during approval processes. (3) Ongoing. Currently, the City requires applicants to complete a checklist based on the State's SB 35 requirements which is available online. (4)All other objectives are ongoing.
ACTION HOU-4.5	Throughout the planning period, periodically evaluate development standards to ensure that projects are able to achieve maximum densities.	By mid-year 2024 and every two years thereafter and, if analysis indicates that further revisions are necessary, complete zoning amendments within the following year.	Ongoing
ACTION HOU-4.6	Immediately upon adoption, deliver the Housing Element to all providers of sewer and water service serving San Carlos, in accordance with Government Code §65589.7. As the local sewer provider, establish procedures to grant priority sewer service to developments with units affordable to lower-income households.	Within one month of the Housing Element adoption deliver the Housing Element to providers; establish priority policy for sewer provision in 2024	The City of San Carlos currently has no sewer capacity issues and is able to provide service to all developments including units with affordable housing.
ACTION HOU-4.7	Align City noise policies in accordance with federal and State law.	Review citywide noise standards and ordinances to identify any necessary changes to reduce constraints to housing development; based on analysis, bring any necessary revisions to hearings by December 2024.	Ongoing

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ACTION HOU-5.1	(1)Implement standards contained in the Zoning Ordinance to accommodate the need for emergency shelters, supportive housing, and transitional housing. (2)Review and modify the Zoning Ordinance as needed to comply with AB 101 requirements. AB 101 requires that Low-Barrier Navigation Centers be allowed by right in areas zoned for mixed-use and nonresidential zones permitting (by right or conditionally) multi-family uses. (3)Review and modify the Zoning Ordinance as needed to comply with AB 2162 requirements to allow for modifications for required parking for units occupied by supportive housing residents that are located within one-half mile of a public transit stop. (4)Review and modify the Zoning Ordinance as needed to comply with Government Code Section 65583(4)(a) to subject emergency shelters only to those development and management standards that apply to residential or commercial development within the same zone. Revise the Zoning Ordinance to require emergency shelter parking only to be sufficient to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone. (5)Review and modify Zoning Ordinance development standards related to the number of residents that can be accommodated at an emergency shelter facility, which shall in no case be less than 20 beds.	Ongoing; review and amend the Zoning Ordinance in 2024	(1)Ongoing. (2)Compliance with AB 101 initiated in 2024. (3)Compliance with AB 2162 initiated in 2024. (4)Compliance with Government Code Section 65583(4) (a) initiated in 2024. (5)Underway.
ACTION HOU-5.2	Discuss with developers the ability to provide larger rental units appropriate for families with children, including the provision of supportive services.	Ongoing (as projects are proposed)	The City recently (2023) approved a 100% affordable housing project at 1232 Cherry St. that includes larger units, amenities for families including on-site open space and outdoor play areas. The City partnered with HIP housing fo this project.

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ACTION HOU-5.3	San Carlos encourages the development of residential care facilities and group homes. Consistent with State law, the City permits group homes with six or fewer residents in all residential zoning districts by right. (1)Amend the Zoning Ordinance code to allow group homes with seven or more residents as a permitted use in all zones that allow multi-unit or single-unit dwellings. (2)Facilitate discussions with neighborhoods and adjacent uses so that good neighbor relationships are fostered and impacts to adjacent uses are mitigated. Seek opportunities to assist nonprofit housing providers to acquire and/or rehabilitate residential housing for group homes. (3)Review and modify development standards for residential care facilities and group homes to ensure the same standards apply for these uses as other residential uses of the same type in the same zone, specifically standards related to parking requirements and distancing between similar facilities. No additional parking shall be required for group residential and residential care facilities above what is required for residential uses. Remove any subjectivity in any standards or required findings to ensure residential care facilities and group homes are allowed objectively with approval certainty similar to other residential uses.	Amend the Zoning Ordinance in 2023 to allow group homes as a permitted use; coordinate with neighborhoods and nonprofit housing providers on an ongoing basis; amend the Zoning Ordinance by the mid-2024 to modify development standards for residential care facilities in conjunction with Action 4.4.	(1)Underway. (2)Ongoing. (3)Initiated in 2024.
ACTION HOU-5.4	(1)On an annual basis, provide financial contributions to non-profit organizations and outside agencies that serve the housing needs of special needs households in and around San Carlos. These organizations and agencies may include but are not limited to: The Center for Independence of the Disabled (CID), HIP Housing, Shelter Network, Samaritan House, CALL Primrose, San Mateo County Children’s Fund, and HEART, among others. (2) Evaluate City contributions to outside agencies to assess whether to continue funding and/or adjust funding amounts or to consider other agencies for funding, particularly those organizations and agencies that provide housing with support services for persons with disabilities. As part of the evaluation, require outside agencies receiving City contributions to submit annual reports detailing how funds have been used and how programs have benefited San Carlos residents.	Ongoing; provide contributions on an annual basis through the CDBG funding process	The City of San Carlos offers an annual Notice of Funding Availability grant program to expand and enhance affordable housing options for moderate-, low-, very low-, and extremely low-income households. Housing organizations can receive funding to proactively promote the preservation and improvement of existing housing quality through home repair, capital improvements, and rehabilitation programs. All other objectives are ongoing.

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<div><div>Housing Programs Progress Report</div><div>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.</div></div>			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
ACTION HOU-5.5	(1)Consider amending the Zoning Ordinance to clarify that development standards that allow for separate cooking and/or bathroom facilities in home sharing programs, and universal design (including “visitability”) in all new residential development and significant remodeling projects. (2)Encourage the development of well-designed new accessory dwelling units in existing neighborhoods by implementing objective standards for the approval of accessory units. Include an ADA accessible design option in pre-approved ADU plans. (3)Encourage unhoused service or navigation centers to be located within or near SROs, transitional, and or/supportive housing. (4)Review the Zoning Ordinance and identify amendments to ensure findings for reasonable accommodation requests are limited to health and safety considerations and those allowed by State law.	Ongoing; complete a study on zoning needs for home sharing and universal design and bring to City Council for consideration in 2025; review/revise the Reasonable Accommodation Ordinance and bring appropriate amendments to the City Council for hearing by December 2024	(1) Ongoing. (2) In November 2023 the San Carlos City Council adopted revisions to the ADU ordinance for compliance with the State Law and permanent SB-9 Ordinance associated objective design standards that objectively regulates the design and accessibility of these units. (3)Ongoing. (4) Underway.

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ACTION HOU-5.6	Adopt an accessibility policy establishing standards and procedures for providing equal access to City services and programs to all residents, including persons with limited proficiency in English, and persons with disabilities.	Hold a hearing with City Council to consider the accessibility policy in 2024	Title VI Plan - To ensure that all persons, regardless of race, color, sex, or national origin receive the benefits of City programs, services, and activities; to ensure the City complies with Title VI and to assign responsibilities for ensuring compliance; to promote full and fair participatory decision-making; to ensure that limited English proficient (LEP) individuals are provided meaningful access to City programs, services and activities; to establish clear procedures for filing, investigating, and successfully resolving complaints on a timely basis. Limited English Proficiency (LEP) Plan - Outlines how City staff will make designated publications available in languages other than English and provide interpretation/translation services to persons who are not proficient in English. The City will take reasonable steps to ensure that LEP persons are given adequate information, are able to understand that information, and are able to participate effectively in recipient programs or activities, where appropriate. Public Participation Plan (PPP) - Establishes procedures that allow for, encourage, and monitor the participation of all citizens living and working in the City. Special attention will be paid to soliciting input from low-income and minority communities that are traditionally underrepresented. A survey tool will be used to seek feedback about the most effective channels of communication for the City to engage our communities. Website - City launched a new website with an accessibility menu and language translation on all pages. ADA Transition Plan - 2013 ADA Transition Plan identifies barriers to the City's programs, services, and activities, and prioritizes barrier mitigation in order to comply with Title II of the Americans with Disabilities Act. How about including info on ADA accessible facilities? i.e. City Hall - bathroom space; public counter heights; ramps into building; elevator; automatic door...Public Meetings (see5.7)

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ACTION HOU-5.7	Conduct public meetings at suitable times, accessible to persons with disabilities, and near public transit. Resources will be invested to provide interpretation and translation services when requested at public meetings.	Ongoing	Reasonable Accommodations Policy. Adopted by Council on 2.27.23, this policy details the procedures to accommodate individuals with disabilities (including audio impairment, visual impairment and mobility) to participate in City Council and Planning and Transportation Commission meetings. We don't have the technology to provide these accommodations for attendees of other public meetings that are not held in the Council Chambers... remain silent on that? Translation Services. As noted on all our public agendas, translation services are available to the public should they require it to participate in the meeting. Advance notification is requested so that staff can make arrangements. New Public Transit. All regularly scheduled public meetings are held in City Hall, the San Carlos Library and the San Carlos Youth Center. All those locations are within feet of public transportation. "
ACTION HOU-5.8	Promote fair housing by allowing multi-family residential uses on all sites in the P (Institutional Use) zone as an accessory use to allowed uses such as onsite religious institutions and schools. Reference/incorporate the minimum parking prohibitions associated with AB 2097, effective January 1, 2023, within 0.5 miles of public transit (as defined in AB 2097).	Amend the Zoning Ordinance in 2023	Initiated in 2024.
ACTION HOU-6.1	Fair housing laws prohibit housing discrimination based on race, color, religion, sex, or national origin. San Carlos has identified the following objectives/meaningful actions to affirmatively further fair housing (Table 4.2-2):	Annually through the San Mateo County Consortium, which distributes CBDG funding.	NA (see below)
ACTION HOU-6.1	Continue to support local agencies and organizations that provide fair housing services to San Carlos residents. Geographic Target: Citywide	2023-2031 Metrics: Track funding support to fair housing providers through the County's Annual Action Plan	Ongoing
ACTION HOU-6.1	Include a fair housing presentation in City Council meetings. and continue to educate and train City staff regarding fair housing laws. As appropriate, partner with organizations such as Project Sentinel to provide resources.	At least once every other year. Geographic Target: Citywide. 2023-2031 Metrics: Provide an annual fair housing presentation to Council and biennially provide fair housing	Presentation to occur in 2024.
ACTION HOU-6.1	Ensure that all development applications are considered, reviewed, and approved without prejudice to the proposed residents, contingent on the development application's compliance with all entitlement requirements.	Timeframe: at least once every other year. Geographic Target: Citywide. 2023-2031 Metrics: At random audit two applications per year to ensure compliance.	Ongoing

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ACTION HOU-6.1	Require non-discrimination clauses in rental agreements and deed restrictions for affordable housing.	Timeframe: Ongoing Geographic Target: Citywide. 2023-2031 Metrics: Each new and continued affordable housing rental agreement/deed restriction.	Required and include in all affordable housing rental agreements and deed restrictions.
ACTION HOU-6.1	Promote public awareness of federal, State, and local regulations regarding equal access to housing. Provide information to the public on various state and federal housing programs and fair housing law. Maintain referral information on the City’s website and at a variety of other locations such as community and senior centers, local social service offices, in City utility bills, and at other public locations including City Hall and the library. Add resources and information in Spanish and make available to the public. Continue to coordinate with other agencies and organizations, including 21 Elements, to identify other means of informing residents about fair housing laws.	Four times per year as part of fair housing workshops by Project Sentinel and other housing related events. Geographic Target: Citywide with focus on areas northwest of El Camino Real and along San Carlos Avenue with higher proportions of non-White residents and north of Cherry Street and along El Camino Real with higher proportions of people with disabilities. 2023-2031 Metrics: Provide counseling and services to at least four San Carlos residents during the planning period.	Ongoing
ACTION HOU-6.1	Alternative Land Use Strategies: Develop incentives or other strategies to promote housing choices and affordability in all development throughout San Carlos. Explore and pursue alternative land use strategies and make necessary amendments to zoning or other land use documents to facilitate a variety of housing choices, including but not limited to higher density opportunities on religious, institutional and quasi-institutional lands, missing middle zoning in addition to SB 9 such as SB 10, adaptive reuse, more than one JADU per structure, acquiring and adding affordability to existing structures and upzoning with the goal of 50 housing opportunities in the planning period. Timeframe.	Timeframe: 2025. Geographic Target: Highest Resource areas. 2023-2031 Metrics: 50 affordable housing opportunities in highest resource areas.	In November 2023 the San Carlos City Council adopted revisions to the ADU ordinance for compliance with the State Law. Additionally, the permanent SB-9 Ordinance was also adopted with its associated objective design standards.
ACTION HOU-6.1	Accessibility Improvements: Through the BMR Housing Trust Fund, provide annual grant funding to Rebuilding Together Peninsula to assist low-income households with accessibility improvements in San Mateo County.	Timeframe: The City will market and take other actions as necessary at least annually. Geographic Target: Residential and Mixed-Use neighborhoods citywide. 2023-2031 Metrics: Assist 2 low-income, San Carlos households per year.	Ongoing. The City of San Carlos offers an annual Notice of Funding Availability grant program to expand and enhance affordable housing options for moderate-, low-, very low-, and extremely low-income households. Housing organizations can receive funding to proactively promote the preservation and improvement of existing housing quality through home repair, capital improvements, and rehabilitation programs.

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ACTION HOU-6.1	Homesharing Program: Provide annual grant funding to HIP Housing’s Home Sharing Program to connect tenants with existing homeowners. The program, funded by the BMR Housing Trust Fund, facilitates new home share matches and provides support to existing home shares in San Mateo County/Northern Santa Clara County.	Timeframe: The City will market and take other actions as necessary at least annually. Geographic Target: Residential and Mixed-Use neighborhoods citywide. 2023-2031 Metrics: Assist 4 San Carlos residents annually through new home share matches or through ongoing support of existing matches.	Ongoing. The City of San Carlos offers an annual Notice of Funding Availability grant program to expand and enhance affordable housing options for moderate-, low-, very low-, and extremely low-income households.
ACTION HOU-6.1	Affirmative Marketing Plans: Require affordable housing developers receiving public funds to prepare an affirmative marketing plan, and encourage private developers with affordable units in their projects to prepare affirmative marketing plans. The plan shall ensure marketing materials for new developments are designed to attract renters and buyers of diverse demographics, including persons of any race, ethnicity, sex, handicap, and familial status.	Timeframe: As part of the entitlement process Geographic Target: Residential and Mixed-Use neighborhoods citywide. 2023-2031 Metrics: All affordable housing developers receiving public funds and at least two private housing developers with affordable units should prepare an affirmative marketing plan during the planning period.	Ongoing
ACTION HOU-6.1	Action 3.2: Continue to implement the City’s Below Market Rate (BMR) Ordinance requirements for rental and homeownership development; establish a process for granting priority permit processing status for approved housing projects that exceed the City’s minimum BMR requirement; Evaluate the BMR Ordinance’s density bonuses, incentives, and concessions to determine they continue to make the production of affordable housing feasible. As part of this process, consult with local non- profit affordable housing developers to identify potential revisions that would better support development of affordable housing, and especially Low-Income Housing Tax Credit financed housing. Revise as necessary.	Geographic Target: Citywide, particularly in the City’s highest resource areas. 2023-2031 Metrics: Increase the development of affordable housing units through the BMR Ordinance by 15% of the baseline.	Ongoing. The City currently implements the BMR Ordinance in similar way.

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ACTION HOU-6.1	Action HOU-3.3 (ADUs): Offer pre-approved plans, which support streamlining the permit review process; Promote additional pre-approved plans on the City’s website; Provide homeowner/ applicant assistant tools by including and promoting State funding resources including the CalHFA ADU grant program and Casita Coalition financing guide on the City’s website, and by promoting home sharing programs to connect ADU owners and renters, and offering counseling with a City staff-ADU specialist; Pursue funding options to support ADU construction for lower-income homeowners	Timeframe: Offer pre-approved plans and investigate funding for an incentive program no later than 2024; ongoing ADU development support; monitor ADUs annually and implement alternative strategies within one year of the annual report if assumptions are not met. Geographic Target: Single-family residential neighborhoods citywide. 2023-2031 Metric: Achieve 203 ADUs during the planning cycle.	The City of San Carlos applied for ABAG’s Symbium Plancheck Pilot program in early 2023. The city was selected to receive a 2-year license to pilot Symbium Plancheck software that will help aid in streamlining review and processing of Accessory Dwelling Units (ADU) in the city. The Symbium software will also offer pre-approved ADU designs that will further helping in the creation of accessory dwelling units and junior accessory dwelling units. The City is working on implementing this pilot program with help from the Symbium team to expedite review and approval of ADUs/JADUs and other residential projects.
ACTION HOU-6.1	Action HOU-3.4: Proactively outreach to developers and homebuyers regarding available homeownership financing options and coordinate with the regional providers of homebuyer programs to monitor trends and identify financing gaps amongst recipients.	Timeframe: Annually conduct outreach and education efforts and coordinate with regional providers of homebuyer programs in 2024 to prepare annual reports on grant recipient trends. Geographic Target: Areas with residents who have historically faced barriers to homeownership such as areas in the northwest of El Camino Real and along San Carlos Avenue with higher proportions of non-White residents; north of Cherry Street and along El Camino Real with higher proportions of people with disabilities; and south of El Camino Real between Holly Street and Arroyo Avenue with higher proportions of low-to-moderate income households. 2023-2031 Metric: On an annual basis, seek to make contact with at least 25% of the households in the areas mentioned above and increase contact thresholds if trends show there is a lack of program recipients in these neighborhoods.	Ongoing

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ACTION HOU-6.1	Action 3.5: Coordinate with the San Mateo County Housing Authority in 2024 about utilizing a mobility counseling program in San Carlos. This program would market to landlords and property owners and inform Housing Choice Voucher holders about their residential options in areas throughout the city and provide holistic supports to voucher holders seeking to move to highest resource areas. Through landlord outreach and mobility counseling, the City’s goal will be to increase the use of Housing Choice Vouchers in San Carlos by five percent and through implementation of the City’s SB 9 and ADU ordinances, seek to integrate at least five units annually in highest opportunity areas.	Timeframe: Annually. Geographic Target: Citywide. 2023-2031 Metrics: Annually reach 100 individuals, as measured in website hits, providing information about Housing. Choice Vouchers; increase use of Housing Choice Vouchers by 5 percent in San Carlos	Ongoing
ACTION HOU-6.1	Action 3.11: Noting historical inequities amplified/perpetuated by single family zoning, encourage small units in residential neighborhoods through development of ADUs, JADUs, and SB 9 units. In coordination with research being conducted at the State level, evaluate and pursue opportunities to incentivize and provide funding assistance for homeowners to provide affordable units under SB 9.	Timeframe: Bring SB 9 ordinance for consideration by City Council in Fall 2023. Production and affordability will be monitored every two years thereafter. Evaluate and pursue incentive opportunities in 2024. Geographic Target: Single-family neighborhoods citywide 2023-2031 Metrics: Achieve 203 ADUs and 5 SB 9 duplex construction during the planning period.	Ongoing. In November 2023, the San Carlos City Council adopted the permanent SB-9 Ordinance, along with corresponding objective design standards for SB-9 units.
ACTION HOU-6.1	Action 5.2: Discuss with developers the ability to provide larger rental units appropriate for families with children, including the provision of supportive services.	Timeframe: Ongoing (as projects are proposed). Geographic Target: Multi-family residential neighborhoods 2023-2031 Metrics: Complete at least one project that includes these types of units and services during the planning period.	Ongoing
ACTION HOU-6.1	Action 5.8: Promote fair housing by allowing multi-family residential uses on all sites in the P (Institutional Use) zone as an accessory use to allowed uses such as onsite religious institutions and schools. Reference/incorporate the minimum parking prohibitions associated with AB 2097, effective January 1, 2023, within 0.5 miles of public transit (as defined in AB 2097).	Timeframe: Amend Zoning Ordinance by 2023 Geographic Target: Institutional Use Zone. 2023-2031 Metrics: Complete at least one multi-family project in the Institutional Use Zone during the planning period.	To be completed in 2024.

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ACTION HOU-6.1	Conduct a mid-term evaluation of the effectiveness of these strategies in support of Housing Mobility and housing opportunities throughout the city. Make adjustments within one year to achieve the overall goal of 250 affordable units by the end of the planning period.	Timeframe: Conduct midterm evaluation in 2027. Geographic Target: Citywide, particularly in the City’s highest income areas. 2023-2031 Metrics: 250 affordable housing units during the planning period.	Ongoing
ACTION HOU-6.1	Place-Based Strategies for Community Preservation and Revitalization. Downtown Specific Plan: San Carlos initiated development of a Specific Plan for its downtown in March 2022, with estimated completion by the end of 2024. The vision is to transform the downtown and El Camino Real and Laurel Street corridors into a dynamic, vibrant, intergenerational, and eclectic mixed-use neighborhood with seamless connectivity to the adjacent residential neighborhoods, the City’s East Side Innovation District, and the San Carlos Caltrain station. The Downtown Specific Plan will address major infrastructure, such as sidewalks, trees, parking, and public amenities like seating and bike parking. This project is supplemented by a Streetscape Master Plan to accelerate the implementation of the Downtown Specific Plan. Concepts with specifications for street trees, landscaping, light standards, paving, furnishings and amenities, as well as parking and curbside management will be developed. Improvements in the public realm, will also address approaches to the design of new plazas/parks or open space areas (either as part of new developments or as public amenities resulting from permanent street closures). The Plan will also address programming and activation of public space in response to the community’s desires for social interaction within improved gathering spaces.	Timeframes: Downtown Specific Plan in 2024; pedestrian safety, bicycle, and green infrastructure improvements in 2024. Geographic Target: Citywide, particularly in the City’s highest density areas, including Downtown and areas near the Caltrain stop, where sites to meet the lower-income RHNA are located 2023-2031. Metrics: Complete at least 6 infrastructure projects in Downtown and surrounding areas.	The Downtown Specific Plan is currently underway and expected to be adopted in early 2025 with implementation expected to commence right after.

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ACTION HOU-6.1	Pedestrian Safety on El Camino Real: The City is installing a High-Intensity Activated Crosswalk Beacon system (HAWK) to improve the existing crossing across El Camino Real at Belmont Avenue. In addition, the project will also include refreshed traffic striping at the intersection. The project is underway as of 2023 but awaiting the arrival of a controller cabinet needed to complete the improvements.	Timeframes: Downtown Specific Plan in 2024; pedestrian safety, bicycle, and green infrastructure improvements in 2024. Geographic Target: Citywide, particularly in the City’s highest density areas, including Downtown and areas near the Caltrain stop, where sites to meet the lower-income RHNA are located 2023-2031. Metrics: Complete at least 6 infrastructure projects in Downtown and surrounding areas.	The HAWK signal at El Camino and Belmont has been installed and is in operation. The project also included crosswalk, yield line, and lane striping for the HAWK.
ACTION HOU-6.1	Pedestrian Safety on San Carlos Ave: The City will, as part of a Phase III of construction, construct new sidewalk, curb, and gutter along the north side of San Carlos Avenue while the existing asphalt walkway on the south side with concrete improvements.	Timeframes: Downtown Specific Plan in 2024; pedestrian safety, bicycle, and green infrastructure improvements in 2024. Geographic Target: Citywide, particularly in the City’s highest density areas, including Downtown and areas near the Caltrain stop, where sites to meet the lower-income RHNA are located 2023-203. Metrics: Complete at least 6 infrastructure projects in Downtown and surrounding areas.	The project is on schedule.
ACTION HOU-6.1	Bicycle facility improvements on San Carlos Ave: The City will stripe buffered bike lanes with green paint on the north and south sides along with a green bicycle box at the intersection of San Carlos Avenue and Devonshire Boulevard.	Timeframes: Downtown Specific Plan in 2024; pedestrian safety, bicycle, and green infrastructure improvements in 2024. Geographic Target: Citywide, particularly in the City’s highest density areas, including Downtown and areas near the Caltrain stop, where sites to meet the lower-income RHNA are located 2023-2031. Metrics: Complete at least 6 infrastructure projects in Downtown and surrounding areas.	The project is on schedule.

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ACTION HOU-6.1	Landscaping and Green Infrastructure Improvements on San Carlos Ave: The City will plant low-level shrubs and cover along with flow-through planters for collecting of surface stormwater runoff.	Timeframes: Downtown Specific Plan in 2024; pedestrian safety, bicycle, and green infrastructure improvements in 2024. Geographic Target: Citywide, particularly in the City's highest density areas, including Downtown and areas near the Caltrain stop, where sites to meet the lower-income RHNA are located 2023-2031. Metrics: Complete at least 6 infrastructure projects in Downtown and surrounding areas.	The project is on schedule.
ACTION HOU-6.1	Action 1.1: Continue the Rental Inspection Program to preserve and improve existing housing stock and neighborhood quality	Timeframe: Annually. Geographic Target: Multi-family residential neighborhoods 2023-2031 Metric: Conduct 240 inspection visits annually.	Ongoing
ACTION HOU-6.1	Action 1.2: As CDBG funds are available through San Mateo County Consortium, provide grants or loans to low- and moderate-income households for the rehabilitation of residences; Promote the availability of home repair services for low-income and special needs households available from private agencies in the county.	Timeframe: Annually or as funding becomes available Geographic Target: Multi-family residential neighborhoods and south of El Camino Real between Holly Street and Arroyo Avenue with higher proportions of low-to-moderate income households. 2023-2031 Metrics: Assist 2 5 low-to-moderate-income households annually.	While San Carlos did not receive CDBG funds in 2023, the City did utilize its own funding sources to award \$88,300 to non-profit agencies to support rehabilitation of low to moderate income residences.
ACTION HOU-6.1	Action 1.3: San Carlos will continue to monitor the affordability of existing deed-restricted units and coordinate with property owners to encourage the retention of affordability of these units.	Timeframe: Annually monitor/report the affordability status of at-risk rental units as part of the Annual Progress Report process; Contact owners with expiring covenants two years in advance of the expiring covenant. Geographic Target: Multi-family residential neighborhoods and areas south of El Camino Real between Holly Street and Arroyo Avenue with higher proportions of low-to-moderate income households. 2023-2031 Metric: Retain affordability of 137 units at 17 housing complexes.	The San Carlos Housing Department conducts annual re-certifications to monitor the affordability status of all Below Market Rate units.

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ACTION HOU-6.1	Action 3.1: Continue to apply the commercial/housing linkage fee to fund affordable housing and monitor fee amount to ensure it reflects market conditions. Encourage concurrent production of on or off-site affordable housing, in lieu of fee payment. Collaborate with existing and new major employers to encourage the development and funding of more affordable housing.	Timeframe: Re-evaluate opportunities for construction in-lieu of fee payment in 2024; collaborate with city’s 10 largest employers at least every other year; annually monitor and pursue funding opportunities through county, state, and federal funding programs and sources to leverage City funds. Geographic Target: Citywide. 2023-2031 Metric: Contribute to the production and/or preservation of at least 60 affordable housing units over the planning period.	Ongoing
ACTION HOU-6.1	Action 3.5: Continue to work with the San Mateo County Department of Housing and nonprofit organizations to implement Housing Choice Voucher Rental Assistance programs. Continue to provide information on the Housing Choice Voucher program, including new legal requirements pursuant to SB 329, which prohibits housing discrimination on the basis of source of income (including Housing Choice Vouchers). Continue to collaborate with other cities in San Mateo County, regional organizations, and/or nonprofit organizations to evaluate and quantify potential discrimination against Housing Choice Voucher users or other rental assistance voucher programs. Continue to develop and act upon measures to address these issues. Coordinate with the San Mateo County Housing Authority in 2024 about utilizing a mobility counseling program in San Carlos to market to landlords and property owners and inform Housing Choice Voucher holders about their residential options in areas throughout the city and provide holistic supports to voucher holders seeking to move to highest resource areas.	Timeframe: Annually Geographic Target: Citywide. 2023-2021 Metrics: Annually reach 100 individuals, as measured in website hits, providing information about Housing Choice Vouchers; increase use of Housing Choice Vouchers by 5 percent in San Carlos.	Ongoing

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Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
ACTION HOU-6.1	Action 3.10: Take actions to reduce displacement, including fair housing counseling, rental audits, fair housing case monitoring, outreach, and additional tenant protection policies; Support local efforts to create a community land trust or a housing preservation fund	Timeframe: Consult with tenants’ rights advocates and stakeholders, complete analysis, and hold a hearing with City Council to adopt anti-displacement strategies by 2026 Geographic Target: Multi-family residential neighborhoods and areas south of El Camino Real between Holly Street and Arroyo Avenue with higher proportions of low-to-moderate income households. 2023-2031 Metric: Partner with a community-based organization to provide residents with informational materials and workshops on latest anti-displacement strategies at least three times soon after adoption.	Ongoing
ACTION HOU-6.1	Action 8.1: Continue to work with housing services organizations, or other similar organizations, to increase housing opportunities in San Carlos. Explore partnerships with housing operators, non-profit organizations, and developers to rehabilitate and convert existing market rate rental housing into affordable housing for extremely low, very low, low and moderate-income households.	Timeframe: Discuss opportunities with developers that contact the City annually. Geographic Targeting: Multi-family residential neighborhoods and areas south of El Camino Real between Holly Street and Arroyo Avenue with higher proportions of low-to-moderate income households. 2023-2031 Metric: Develop at least one new partnership with housing organizations annually.	Ongoing
ACTION HOU-6.1	Implement an accessibility policy that establishes standards and procedures for providing equal access to City services and programs to all residents, including persons with limited proficiency in English, and persons with disabilities.	Timeframe: By 2024. Geographic Target: Areas with high proportions of non-native English speakers and north of Cherry Street and Along El Camino Real with higher proportions of people with disabilities. 2023-2021 Metric: Upon adoption of accessibility policy, assist at 20 persons annually with disability needs.	Ongoing

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		San Carlos	
Reporting Year		2023 (Jan. 1 - Dec. 31)	
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
ACTION HOU-6.1	Conduct public meetings at suitable times, accessible to persons with disabilities, and near public transit. Resources will be invested to provide interpretation and translation services when requested at public meetings.	Timeframe: Ongoing. Geographic Target: Citywide. 2023-2021 Metric: Provide at least one person at public meetings that can provide translation services.	Reasonable Accommodations Policy. Adopted by Council on 2.27.23, this policy details the procedures to accommodate individuals with disabilities (including audio impairment, visual impairment and mobility) to participate in City Council and Planning and Transportation Commission meetings. Translation Services. As noted on all our public agendas, translation services are available to the public should they require it to participate in the meeting. Advance notification is requested so that staff can make arrangements. New Public Transit. All regularly scheduled public meetings are held in City Hall, the San Carlos Library and the San Carlos Youth Center. All those locations are within feet of public transportation.
ACTION HOU-6.1	Continue to educate landlords on fair housing law, reasonable accommodations and disability rights, including posting reasonable accommodations on the website and at prominent location near the permit counter.	Timeframe: Ongoing Geographic Target: Citywide. 2023-2031 Metric: Outreach to at least five landlords annually.	Ongoing
ACTION HOU-6.1	Action 3.12: Continue to reduce or waive development impact fees to facilitate 100% affordable and special needs housing, including housing for extremely low-income and persons living with disabilities (including persons with developmental disabilities).	Timeframe: Ongoing Geographic Target: Citywide. 2023-2031 Metric: Waive or reduce development impact fees for at least one special needs project during the planning period.	Ongoing
ACTION HOU-6.1	Action 5.3: Continue to encourage the development of residential care facilities and group homes.	Timeframe: Ongoing. Geographic Target: Citywide. 2023-2031 Metric: Assist at least one nonprofit housing provider to acquire and/or rehabilitate residential housing with supportive services during the planning period.	Ongoing
ACTION HOU-6.1	Action 5.4: On an annual basis, provide financial contributions to non-profit organizations and outside agencies that serve the housing needs of special needs households in and around San Carlos. These organizations and agencies may include but are not limited to: The Center for Independence of the Disabled (CID), HIP Housing, Shelter Network, Samaritan House, CALL Primrose, San Mateo County Children’s Fund, and HEART, among others.	Timeframe: Annually. Geographic Target: Citywide. 2023-2031 Metric: Provide financial contributions to at least one non-profit organization as funding becomes available.	Ongoing

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction		San Carlos	
Reporting Year		2023	
		(Jan. 1 - Dec. 31)	
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
ACTION HOU-7.1	Study and hold a hearing with City Council to consider establishing a childcare development impact fee for new nonresidential developments	Complete study and hold a hearing with City Council by spring 2023	In October 2022, the City Council established a Childcare Development Impact Fee for new nonresidential developments in the City of San Carlos. The fee will be a one-time charge on new nonresidential development set according to the “nexus logic” as explained in the San Carlos Child Care Development Impact Fee Nexus Study prepared by Economic and Planning Systems Inc. and adopted on June 27, 2022. The funds collected can only be used to fund capital projects, not maintenance or operations.
ACTION HOU-7.2	(1)Allow by-right the siting and development of family childcare homes in all residential, mixed-use, and other zones where residences are permitted, for the convenience of families. Consider modified zoning standards, modified review procedures, and other incentives to facilitate childcare centers’ development in mixed-use and commercial zones and as an accessory use to religious/community facilities in residential zones. (2)Encourage the inclusion of space for childcare in new housing developments, including affordable housing developments, as feasible. (3)Ensure that zoning code and permitting practices are consistent with State law that prohibits use permits, business licenses, etc. for Large Family Child Care Homes. (4)In addition to the traffic impact fee exemption already provided, continue the discussion with decision makers to consider potential incentives for developers to provide childcare facilities or services as part of new residential, commercial, and industrial developments, including but not limited to: density bonuses, increases in floor area ratios, parking reduction, community benefits credit, expedited entitlements, or other modifications to zoning regulations.	Complete study and hold a hearing with City Council in 2025	(1)This action was completed in 2021. To allow childcare homes as an accessory use to religious/community facilities in residential zones is still in progress. (2)Staff continues to encourage the inclusion of childcare spaces in new developments during discussions with Developers on desired community amenities. (3)This action was completed in 2021. (4)Developers may receive a community benefit credit if they provide more childcare spaces than required, as established under the Development Impact Fee Ordinance.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

[illegible]

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	San Carlos
Reporting Year	2023 (Jan. 1 - Dec. 31)

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.

[illegible]

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction		San Carlos	
Reporting Year		2023 (Jan. 1 - Dec. 31)	
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
General Comments			

Jurisdiction	San Carlos	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

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									

Jurisdiction	San Carlos	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
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 at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the ckcklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	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									
Mobilehome Park Preservation									
Total Units by Income									

Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2	
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For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).

[illegible]

Jurisdiction	San Carlos	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table J														
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915														
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved							Units (Beds/Student Capacity) Granted Density Bonus	Notes
1				2	3	4							5	6
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SH - Student Housing)	Date	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 Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

Jurisdiction	San Carlos	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenent Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.
Notes

Yes

<https://www.codepublishing.com/CA/SanCarlos/#!/SanCarlos18/SanCarlos1816.html#18.16.080.B>

We also reference it on our Affordable Housing Resources page below:

https://www.cityofsancarlos.org/city_hall/departments_and_divisions/community_development/housing/affordable_housing_and_resources/index.php

Jurisdiction	San Carlos	
Reporting Year	2023	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT					
Local Early Action Planning (LEAP) Reporting					
(CCR Title 25 §6202)					
Please update the status of the proposed uses listed in the entity’s application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.					
Total Award Amount	\$ 150,000.00		Total award amount is auto-populated based on amounts entered in rows 15-26.		
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Housing Element project coordination; document review, existing conditions report; policy and results comparison; vacant and underutilized land inventory; opportunities and constraints; financial feasibility analysis; and preferred options and analysis	\$60,485.00	\$69,966.48	Completed	REAP	Project funded by: City funds, LEAP, SB2, and REAP
Housing Element amendments, quantification, and case studies; vulnerability assessment; outline and initial drafts; and administrative and draft documents	\$89,515.00	\$80,033.52	Other (Please Specify in Notes)	REAP	Housing Element adopted by San Carlos City Council on January 23, 2023; waiting for certification from HCD.

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted	47	
	Non-Deed Restricted	0	
Low	Deed Restricted	33	
	Non-Deed Restricted	0	
Moderate	Deed Restricted	1	
	Non-Deed Restricted	0	
Above Moderate		329	
Total Units		410	

Building Permits Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted	0	
	Non-Deed Restricted	0	
Low	Deed Restricted	0	
	Non-Deed Restricted	0	
Moderate	Deed Restricted	0	
	Non-Deed Restricted	0	
Above Moderate		32	
Total Units		32	

Certificate of Occupancy Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted	0	
	Non-Deed Restricted	0	
Low	Deed Restricted	0	
	Non-Deed Restricted	0	
Moderate	Deed Restricted	0	
	Non-Deed Restricted	0	
Above Moderate		27	
Total Units		27	