

City of San Carlos 2001 Housing Element Update

A Planning Document

PURPOSE

This Housing Element is intended to update the 1990 City of San Carlos Housing Element. The State of California requires that each governing body (City Council or Board of Supervisors) of a local government in California adopt a comprehensive, long-term general plan for the physical development of the city, city and county, or county. The housing element is one of the seven mandated elements of the local general plan. Housing element law, enacted in 1980, mandates that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. The law acknowledges that, in order for the private market to adequately address housing needs and demand, local governments must adopt land use plans and regulatory systems that provide opportunities for, and do not unduly constrain, housing development. As a result, housing policy in the State rests largely upon the effective implementation of local general plans and, in particular, local housing elements. Housing element law also requires the Department of Housing and Community Development (HCD) review local housing elements for compliance with State law and to report its written findings to the local government.

RELATION TO OTHER GENERAL PLAN ELEMENTS

The Housing Element is closely related to the Land Use, Open Space and Circulation Elements. In the Housing Element, residential land use is translated into types of household units to be accommodated in the future. Lands that are designated for residential use are identified in the Land Use Element; the location, site area and terrain suitable for housing is related to both open space and land use; and the capability of serving residential neighborhoods by an efficient circulation system is discussed in the Circulation Element. Consistency with other General Plan Elements will be achieved by revising other elements, where necessary, subsequent to adoption of the Housing Element Update.

INFORMATION SOURCES FOR THE HOUSING ELEMENT UPDATE

The City of San Carlos has first looked to the data from the 2000 Census as a source of information for this housing element. However, much of the necessary data from the 2000 Census was not released in time for incorporation into this Housing Element and data from other sources including the 1990 Census, State of California Department of Finance, Association of Bay Area Governments (ABAG), local Realtors, and other sources has been used.

Additionally, the economic conditions in San Carlos are in constant flux as they are anywhere in the region or in the United States. San Carlos will continue to monitor the changing conditions in the local economy and respond appropriately to longer-term economic trends, making any necessary program or policy changes.

POPULATION CHARACTERISTICS

Overview

At the time of incorporation in 1925, there were only 600 people residing in San Carlos. Over the next three decades, the City rapidly expanded to 14,371 people, earning a reputation as the West's fastest growing town. Since that time, other than a minor reduction in population during the 1970's, the population has been slowly increasing since the 1960's.

The population of the community has been relatively stable for the past three decades and is likely to remain close to the 2000 levels. According to the 2000 Census, the current population of the City of San Carlos is 27,718, a six-percent increase from 1990. This compares to an 8.9% increase in the County and a 15.1% increase in the Bay Area.

San Carlos population is projected by ABAG to increase by approximately 1400 people between the years of 2000 and 2005. ABAG states that there are approximately 2.60 people per household. This would mean that approximately 538 new housing units would be needed. These projections could indicate that it is the population driving the housing needs rather than new development driving population. This Housing Element serves as meeting a future unmet need and reducing impacts associated with a lack of housing/affordable housing. Also according to ABAG Projections 2000, there will be a deficit of 7,540 household units in San Mateo County by 2020.

Table: Historic Population Trends

Year	Population
1925	600
1950	14,371
1960	21,370
1970	26,053
1980	24,710
1990	26,167
2000	27,718

Characteristics

The 2000 Census reports that 23.4% of San Carlos residents are under age 20 and 14.3% are 65 and older. The median age is 39.9.

The 2000 Census further reports that ethnicity is as follows:

Race	Percentage
White	84.5
Black or African American	0.8
American Indian and Alaska Native	0.2
Asian	7.9
Native Hawaiian and Other Pacific Islander	0.4
Some other race	2.4
Two or more races	3.8

EMPLOYMENT CHARACTERISTICS

In 1990, the Census showed 21,789 persons 16 years and over counted as members of the Labor Force. Of this number, 15,482 claimed to be in the labor force and 376 of those individuals were listed as unemployed, which is 1.7%. Employment rates in the Bay Area through 2000 were at historically high levels and there is reason to believe that there were fewer unemployed individuals up until early 2001 than were counted in 1990.

The unemployment rate in San Carlos has historically been low. In July 2001, according to the State of California Employment Development Department, the City of San Carlos has the lowest rate in the County at 1.7% and San Mateo County typically has one of the lowest unemployment rates in the region.

Of the employed persons 16 years and over, people were employed in the following occupations according to the 1990 Census:

Occupations	Number of people
Executive, administrative, and managerial	3,300
Professional specialty	2,615
Technical and related support	643
Sales	2,365
Administrative Support, including clerical	2,473
Private household	38
Protective service	167
Service, except protective and household	1,059
Farming forestry, and fishing	95
Precision production, craft, and repair	1,375
Machine operators, assemblers, and inspectors	296
Transportation and material moving	334
Handlers, equipment cleaners, helpers and laborers	317

SPECIAL NEEDS HOUSING

Disabled

Status and Needs

In 1990, according to the Census, 957 residents reported a mobility or self-care limitation. Disabled residents may need specially designed housing to assist with their independence and it should be located near shopping, transportation, recreation and services.

City efforts

The City approved a group home with six units for developmentally disabled individuals and all of the units are affordable.

Additionally, the City's Redevelopment Agency annually contributes to the Center for the Independence of the Disabled (CID), which offers home modifications at no cost to the applicant. These modifications allow disabled individuals to remain independent in their own homes. The organization has provided twenty-one years of service to dozens of San Carlos residents.

Seniors

Status and Needs

According to the 2000 Census, there are 2,791 households with individuals 65 years and older which is 24% of the total households. However, there are 3,976 individuals age 65 and older, which represents 14.3% of the total population.

2000 Census	Total	Owner-occupied	Renter-occupied
Householder 65+	2,553	2,167 (84.9%)	386 (15.1%)

Housing designed for seniors should take into consideration close and easy access to medical, commercial and recreational facilities and public transit.

City efforts

The Redevelopment Agency has financially assisted with each of the following projects:

- The development of The Elms, an 85-unit senior assisted care facility located across the street from the City Hall, Library, and Senior Center complex. Seventeen of the units are set aside as permanently affordable.
- The purchase of Cherry Street Apartments, six affordable units designed for families and the elderly.
- The development of Laureola Oaks, sixteen affordable units for families and the elderly.
- Financial assistance to Human Investment Project (HIP) which offers free counseling to seniors about reverse mortgages which may allow seniors to remain in their homes.

Overcrowding and Large Households

Status and Needs

In 1990, the Census reported 219 units with over 1 person per room, which is often the definition of overcrowded. Often overcrowding is due to the high cost of both rental and ownership units in the area. Approximately 1.6% of these units were built between 1940 and 1990, and approximately .2% were built 1939 or earlier. No current census information is available on the breakdown of overcrowded rental versus ownership units.

The 2000 Census reports that the average San Carlos household size is 2.4, smaller than the County average of 2.74. The average household size of owner-occupied units is 2.55 and of renter-occupied units it is 2.02. The average household size per unit is projected to increase by less than 1% during the planning period of this document.

City efforts

Given the above statistics, San Carlos does not believe there is a widespread overcrowding or a severe shortage of housing for larger households. However, the City should be aware of the special needs of larger households.

In addition to the City's efforts requiring and encouraging the construction of affordable units, the City should also encourage that a portion of new units include a higher number of bedrooms (3-4). Of note is that fact that the six of the sixteen affordable units at Laureola Oaks are three-bedroom units; this is almost 40% of the units.

Farmworkers

Status and Needs

No Farm Labor Camps currently operate in San Carlos. According to the 1990 Census, San Carlos had no Farm Workers. There are no indications that conditions have changed since 1990.

Families with Female Head

Status and Needs

According to the 2000 Census, there are 397 Female Households with no husband present and that have their own children under 18 years old. This represents approximately 3.5% of the total households.

The special needs of this group include housing suitable for children. This includes considerations such as proximity to childcare, schools, and recreational space. Shared living space including a congregate kitchen is also a viable alternative when low-cost housing alternatives are needed. Such a facility (Robbins Nest) is currently available in San Carlos.

City efforts

There are a number of developments in San Carlos that are specifically designed for families. The Cherry Street apartments provide six affordable units designed for families and the elderly.

Laureola Oaks provides sixteen affordable units including six three-bedroom units. Robins Nest is a six-bedroom, three-bath group home specifically for very low-income single parents.

Additionally, the City and/or the Redevelopment Agency annually contributes to the following organizations that serve families:

- Shelter Network -- Shelter Network operates six programs throughout San Mateo County dedicated to helping homeless parents, children, and single adults become self-sufficient. Shelter Network provides emergency shelter, transitional housing, and long-term transitional housing as well as supporting services. In calendar year 2000, Shelter Network served 44 adults and children from San Carlos when they became homeless.
- Samaritan House -- Samaritan House provides a broad range of services to San Mateo County residents including food, clothing, furniture, shelter, education, and health care. With the help of 1200 volunteers, Samaritan House has been able to provide help to approximately 15,000 recipients each year.
- Human Investment Project (HIP) -- HIP offers readily available resources for low cost housing including a one-on-one service linking people who have housing to share with those seeking housing.
- C.A.L.L. Primrose Center -- C.A.L.L. operates a drop-in center to provide information and referrals services; emergency aid including food, bus tickets, gas vouchers, and rental assistance; information and advocacy on the social service system; and free loans of medical equipment such as walkers and shower chairs.

People in Need of Emergency Shelter

Status and Needs

The 1990 Census reports no homeless in the City of San Carlos.

The homeless shelter serving San Mateo County reported one homeless individual from San Carlos during 2000.

The San Carlos Police Department reports fewer than 5 homeless individuals noticed during the course of one year. There are two known, regularly seen homeless individuals.

City efforts

The City of San Carlos contributes to the County's Emergency Winter Shelter operated by Samaritan House. San Carlos contributes \$3,000 a year to this shelter. With an operating cost of \$25.88 a bed per night, San Carlos pays for just under 116 bed nights. This represents 1.26% of the total budget for the Shelter, yet the portion of the homeless population served from San Carlos is .3% of the total homeless population served.

The City contributes annually to Shelter Network, which operates two emergency shelters in neighboring cities, including one specifically for families. Additionally, they operate four transitional housing developments.

Additionally, the City has contributed to a Regional Housing Trust Fund. Efforts are underway to raise over \$3,000,000 to leverage with additional funds to provide more low-income housing.

Emergency shelters and transitional housing may be developed with a conditional use permit in any multi-family zoning district; no re-zoning is required. Often developers see the lack of zoning constraints as an incentive to propose a project.

HOUSING COSTS AS A PERCENTAGE OF INCOME

Please note that this information is included as required by State law and that the most recent information available on housing payments as a percentage of household income is included. The reader is reminded that much of the information throughout this document is as current as possible. Updated information will be made available as soon as it is released by Census 2000 over the course of the next three years.

Selected Monthly Owner Costs as a Percentage of Household Income in 1989 as released with the Census 2000 information.

	Number of Units	Percentage of Total
Specified owner-occupied housing units	7,131	100%
Less than 20%	3,240	45.4%
20-24%	724	10.2%
25-29%	619	8.7%
30-34%	674	9.5%
35% or more	1,818	25.5%
Not computed	56	0.8%

Gross Rent as a Percentage of Household Income in 1989

	Number of Units	Percentage of Total
Specified renter-occupied housing units	3,052	100%
Less than 20%	738	24.2%
20-24%	605	19.8%
25-29%	408	13.4%
30-34%	255	8.4%
35% or more	933	30.6%
Not computed	113	3.7%

CONDITION OF HOUSING STOCK

In 1990, 10.8% of the housing units were less than ten years old. 30.6% were 20-30 years old and 49.1% were 40-50 years old. 9% of the units were more than 50 years old. All units had complete plumbing systems and access to public water. Thirteen units lacked complete kitchen facilities. Although relevant 2000 census figures have not yet been released, observation, permit processing, City enforcement and funding programs, and City revenues indicate that the condition of the City's housing stock significantly improved between 1990 and 2000, and will continue to do so over the next five years.

The City's Building Official estimates that less than 1% of the City's housing stock is in a significantly deteriorated condition and less than 5% of the City's housing stock is in need of major repairs to prevent future deterioration. The remaining housing units are in fair to excellent condition.

City Efforts

In 2000, the City established two programs to maintain and improve the condition of the housing stock.

- Rental Inspection program – Code enforcement officers annually inspect all rental housing in the City. Inspectors enforce all health and safety codes as well as the State Housing Code. During the first year of the program all common areas were inspected. The Building Official reviews all reports for each inspection and is “quite amazed” at the overall good condition of the buildings. During this year (the second year of the program) and in all future years, both common areas and 20% of the individual units will be inspected. The Building Official has noted that the number of common area violations is lower than last year and is expected to diminish to very low levels. The program appears to be very successful in maintaining the condition of the housing stock.
- Life Safety Home Repair Assistance Program -- This program is designed for low-income residents to correct hazardous structural, health or safety deficiencies such as exposed wiring, water heaters that are not earthquake safe, or illegally converted garages. Grants from the Redevelopment Agency are available to eligible applicants for either a flat amount of \$500 or a dollar-for-dollar matching grant up to \$2,500 for work repair above \$500.

As the housing stock continues to age, ongoing rehabilitation is necessary to ensure that the units remain in good condition.

DEFINITION OF INCOME CATEGORIES

The State of California's Housing and Community Development Department defines income categories. The most recent income limits are shown in the table below.

2001 SAN MATEO COUNTY INCOME LIMITS								
(prepared 4/16/01)								
-----INCOME LIMITS BY FAMILY SIZE-----								
Income Category	1	2	3	4	5	6	7	8
Extremely Low (30%)	\$17,850	\$20,400	\$22,950	\$25,500	\$27,550	\$29,600	\$31,600	\$33,650
Very Low (50%)	\$29,750	\$34,000	\$38,250	\$42,500	\$45,900	\$49,300	\$52,700	\$56,100
HOME limit (60%)	\$33,630	\$38,460	\$43,260	\$48,060	\$51,900	\$55,740	\$59,580	\$63,450
Low (80%)	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,300	\$89,750
Median (100%)	\$56,050	\$64,100	\$72,100	\$80,100	\$86,500	\$92,900	\$99,300	\$105,750
Moderate (120%)	\$67,250	\$76,900	\$86,500	\$96,100	\$103,800	\$111,500	\$119,150	\$126,850

-----MAXIMUM AFFORDABLE HOUSING PAYMENT-----					
Income Category	Studio	1-BR	2-BR	3-BR	4-BR
Extremely Low	\$446	\$478	574	663	740
Very Low	744	800	956	1105	1232
HOME Limit	841	960	1147	1326	1478
Low	1190	1275	1530	1768	1973
Median	1401	1502	1802	2083	2323
Moderate	1681	1802	2163	2499	2787

1. Maximum affordable rent based on 30% of monthly income and all utilities paid by landlord.
(Utility allowances for tenant paid utilities established by HUD's Section 8 Program.)
2. The following is the assumed family size for each unit:
 Studio : 1 1-BR : 1.5 2-BR : 3 3-BR : 4.5 4-BR : 6

NUMBER OF EXISTING HOUSING UNITS

2000 Census	Total	Owner-occupied	Renter-occupied
Housing units	11,691	8,331 (71.3%)	3,124 (26.7%)

REQUIRED HOUSING UNITS

The Association of Bay Area Governments (ABAG), based on the numbers provided by the State of California, has allocated the number of units that each Peninsula city must plan for in the

next five years. ABAG has determined that San Carlos must plan for 368 units which is 2% of the total units required in all of San Mateo County. The required units are dictated to be in the following affordability categories:

Total Allocation	Very Low	Low	Moderate	Above Moderate
368	65	32	89	182

The term “Above Moderate” refers to market-rate units. The combined total of the very-low, low, and moderate units listed above is 186.

ESTIMATED NEW UNIT PRODUCTION

A number of specific projects and sites have been identified and designated as suitable for housing. Below is a summary chart followed by a discussion about each project. [See Map A]

Specific Projects – Phase I

The Developer of these projects has indicated imminent submission of project applications.

	<u>Possible No. of units</u>	<u>Target No. affordable</u>	<u>Possible Level of affordability</u>
South Plaza	33	10	very low
		5	low
		5	moderate
Salvatore's	80	8	very low
		4	low
		8	moderate
Sub-total	113	40	

Specific Projects – Phase II

These projects are in the conceptual stage of development.

	<u>Possible No. of units</u>	<u>Target No. affordable</u>	<u>Possible Level of affordability</u>
Wheeler Plaza	60	14	very low
		9	low
		22	moderate
Railroad Property	200	35	very low
		15	low
		50	moderate
Sub-total	260	145	

Non site-specific opportunities under the General Plan

	<u>Possible No. of units</u>	<u>Target No. affordable</u>	<u>Possible Level of affordability</u>
Second Units	20	8	very low
		8	low
		4	moderate
Single Family Homes	45	none	above moderate
Multi-family Development	unknown	unknown	all levels
East Side Study Area	unknown	unknown	all levels
Sub-total	65+/unknown	20+/unknown	

Totals

Income Category	New Construction	Rehabilitation	Conservation
Very Low-Income	75	N/A	N/A
Low-Income	41	N/A	N/A
Moderate-Income	89	N/A	N/A
Above Moderate	233	N/A	N/A

Comparison of Totals

	Totals	Very Low	Low	Moderate	Above Moderate
Total Possible	438	75	41	89	233
ABAG Allocation	368	65	32	89	182
Difference	+70	+10	+9	0	+51

South Plaza

Zoning, Parcel Size: R-3; 21,850 square feet

In discussion and pre-planning for approximately eight years, this project would combine an under-utilized city-owned parking plaza as well as a recently purchased privately owned parcel to construct new apartment units. Many meetings have been held with nearby residents, business owners and property owners. The Redevelopment Agency has loaned the developer \$692,500 to acquire the additional land for this project. The City will lease a portion of the parking plaza at a nominal amount. It is currently estimated that 60% of the units will be affordable. The developer submitted a planning application in November 2001. The developer has targeted to begin construction by the end of 2002.

Salvatore's

Zoning, Parcel Size: C-S and C-P; 47,221 square feet

This site is located on El Camino Real in our primary transportation core. Currently a restaurant, this site is a good parcel for redevelopment. A developer has an option on the property and is currently reviewing possible development plans for the parcel. The developer has verbally committed to submitting a revised development application by the end of 2001 with the target of breaking ground by the end of 2002. Close to transit, shopping, personal services, and markets, the City is encouraging a mixed-use building that includes retail on the ground floor and housing on upper levels designed for a mix of income levels.

Wheeler Plaza

Zoning, Parcel Size: C-R; 78,000 square feet

This is a City-owned public parking plaza. A citizen's committee has studied this site and recommended a mixed-use development including housing. Plans call for a mixed-use development with parking, housing, and retail. City Council has approved exploring the possibility of a mixed-use development that includes housing. By October 2001, the City had purchased two adjacent parcels to allow for additional flexibility in design. After the completion of a traffic study and a height study, the City may proceed with this project. Completion of both studies is anticipated by the end of 2002. A target construction date would be in 2004.

Railroad Property

Zoning, Parcel Size: C-S; 179,500 square feet

The San Mateo County Transit District owns approximately 16 acres of property within the San Carlos City limits immediately adjacent to the railroad. A portion of this land is dedicated to the train depot and associated parking and a portion of the land is too narrow for any development.

There are two primary areas that are suitable for development. One is north of Holly Street and is approximately four acres. The second area is south of the train depot to Arroyo Street and is approximately three acres.

The Transit District is responsible for developing this land or leasing or selling this land to another developer.

The land is currently zoned C-S, H, which is Highway Service Commercial with parking requirements. Dwelling units above the ground floor are permitted with a conditional use permit. It is most likely that a developer would decide to apply for a Planned Community to allow more flexibility in design and more citizen input during the process. The City will encourage this. Additionally, a Railroad Specific Plan has been drafted and a citizen's committee has recommended approval by the City Council. Final adoption of the plan is subject to the completion of several additional studies including a traffic study, a height study, and additional citizen review.

During initial discussions with the property owner, interest has been expressed for an office building, a housing development with at least a 20% affordability component, and a 100% affordable housing development that Mid-Peninsula Housing Corporation (a local non-profit) is interested in building. An application for a total of over \$400,000 of HOME funds has been approved for the 100% affordable project with approximately 100 units.

Potential obstacles for development of the property include parcel square footage and width constraints, noise impacts, height impacts, and easement issues. However, the number of units reported in the Housing Element is lower by approximately 20% than that proposed by the property owner in order to provide a more realistic number of planned units, with sensitivity to these potential constraints and impacts. Additionally, studies are currently being done to confirm these issues and extensive public outreach is planned for 2002 to address issues related to noise and height.

Accounting for a Request for Proposal process, a community outreach process, and an entitlement process, the property owner has estimated a target construction date in 2004.

Second Units

By modifying the Second Dwelling Unit ordinance, the City hopes to encourage the creation of additional second units. (See Analysis of Programs Proposed in 1990-Second Dwelling Units-2001 Goal) This will assist in spreading the impact of new housing throughout the City.

Single Family Homes

An average of nine new single family homes has been built each year in San Carlos over the past ten years. However, the majority of these homes have been replacements of existing homes as it is estimated that there are very few undeveloped single family lots in the City and they are generally infill lots. Therefore, unless large areas of the City are redeveloped and changed from industrial to residential use, new single family homes will not be a significant source of new housing.

Staff conducted a survey of all vacant parcels located within the City of San Carlos currently zoned for residential uses (R-1, R-1-LD, R-3 and R-4), utilizing the City's Aerial map (flown in 1991). This information was updated utilizing building permit records. From that survey, Staff found approximately 43 vacant sites, with the potential for approximately 48 new single-family homes and 20 multi-family units. Many of these sites may consist of legal lots under the same ownership of the adjacent residence and may currently be utilized as a yard. As these homes sell, the City may see the construction of a new home on the vacant lot. At least two of the identified parcels require lot line adjustments or a minor subdivision to accommodate the anticipated residential development. Some of the sites identified contain steep slopes that make it difficult to construct housing. As single family vacant sites become scarcer, the development of these steep sites may become more viable.

Multi-family Redevelopment

There are currently 676 properties within multi-family zoning districts. Of these properties, there are 32 single-family homes. Should these property owners choose to redevelop their properties, additional units would be allowed. Based on a very preliminary average, should four units per site be built, a net of 96 additional units could be added to the housing stock.

East Side Specific Plan

The City Council has appointed a Citizen's Advisory Committee who will make recommendations to the City Council regarding land uses in the eastern portion of San Carlos. Discussion has occurred regarding the zoning and uses related to housing in this area. Traditionally referred to as the "Industrial Area," it is possible that the uses and nature of uses may have changed over the years. There is the potential that parcels may be assembled and redeveloped using a new master plan. Several developers have expressed interest for a transit-oriented development, as a portion of the land in the plan area is near the San Carlos train station. If this were to happen, there is a potential for additional housing in the area. This report should be presented to the Council before the end of 2002.

SAN CARLOS ZONING

The City of San Carlos defines a Mixed-Use Development as Real Property that has more than one use, e.g. a development that includes offices, retail space and housing.

Based on the following zoning allowances shown below, none of the projects listed in the Housing Element require re-zoning.

- Multi-family dwellings and apartments are permitted in R-3 and R-4 zones.

- With a conditional use permit, mixed-use projects including housing above the ground floor are permitted in the following zoning districts:
 P-R Professional/Residential (exception: housing is permitted on ground floor)
 C-2 Central Commercial
 C-4 Commercial Service
 C-R Central Retail Core
 C-P Central Business Perimeter
 C-S Highway Service Commercial

CITY HISTORY APPROVING MIXED-USE PROJECTS

The concept of mixed-use development is a newer concept in San Carlos. Given the brief timespan of consideration of these types of projects, the level of controversy that typically accompanies these type of projects, and the small total number of specific developments presented to the City, the City of San Carlos believes it has achieved a good deal of success approving mixed-use development.

In the past three years, the City has approved two major mixed-use projects. The Laurel Theater has 42 housing units over office (including the San Carlos Chamber of Commerce) and the Pacific Hacienda, currently under construction, has 89 housing units and office. Additionally, at least 3 smaller mixed-use projects have been approved in the past two years, all housing over office or retail.

The City will continue to encourage these types of projects and facilitate their development through the policies identified in this Housing Element including density bonuses, parking flexibility, transfer of development rights, and alternative transportation mitigation measures and through the West Side Specific Plan and General Plan. Additionally, during 2002 the City will consider adding additional mixed-use sites within its industrial area.

RESIDENTIAL DENSITIES

The following chart delineates the densities allowed under the Land Use Element in the General Plan

Residential Land Use Category	Zoning District	Maximum Density (units per gross acre)
Single Family, Low Density	R-1-LD	3
Single Family	R-1	6
Multiple Family, Low Density	R-3-G	15
Multiple Family, High Density	R-3, R-4	40-80

ANALYSIS OF EXISTING ASSISTED HOUSING PROJECTS AT RISK

There are no assisted housing projects at risk in San Carlos. There are no federally designated low-income housing buildings in San Carlos.

RDA-Assisted Affordable Units

However, a number of affordable units have been provided with the assistance of the Redevelopment Agency since the last Housing Element Update in 1990. As shown below, there are no units at risk during this planning cycle.

Project Description	No. of Affordable Units	Expiration of affordability
Robbins Nest	6	2024
The Elms	17	Life of the project
Laureola Oaks	16	Life of the project but no sooner than 2049
Cherry Street Apartments	6	2035 with an option for the City to
Total	45	purchase and make permanently affordable any time between 2025 and 2035

Market-Developed Affordable Units

Additionally, affordable units have been developed as a component of market development since 1991. As shown below, these units are also not at risk of expiration of affordability.

Project Description	No. of Affordable Units	Expiration of affordability
Laurel Theater Apartments	4	Life of the project
1500-block Laurel Street	1	Life of the project
000-block Club Drive	1	Restricted Second Unit
3400-block Brittan Avenue	1	Restricted Second Unit
400-block Walnut	1	Affordability restricted by unit size
600-block Cedar Street	2	Deed-restricted
200-block Old County Road	4	Life of project (ownership units to which
Total	14	the City has first right of refusal)

Condominium Conversions

Additionally, there has been concern in the past about the loss of rental units due to conversions to condominiums. The City does not believe that there are any units in San Carlos at risk for conversion. The General Plan policies state that no conversions of rental housing stock to condominiums will be permitted if the vacancy rate for rental units is less than five-percent. The 2000 Census reports that the current rental vacancy rate is two-percent. Given the current housing market, it can be reasonably assumed that the condition will not change in the near future.

ANALYSIS OF PROGRAMS PROPOSED IN 1990

Creation of Additional Units

Between January 1, 1991 and November 17, 2000 San Carlos had a net increase of 95 single-family homes, 158 multi-family homes, and 48 affordable residential units. This is a total of 301 units. Comparing the 1990 and 2000 Census data, San Carlos has added 353 net new units.

Second Dwelling Units

1990 Policy

The public hearing requirements for secondary dwelling applications will be eliminated and replaced by administrative procedure. The requirement for a second off-street parking space and maximum occupancy of 1.0 persons per room will be eliminated.

Progress

All 1990 policies have been implemented. An administrative procedure to approve second units has been established and the off-street parking space and occupancy limits have been eliminated.

2001 Goal

- Consider an amnesty program for existing, non-permitted second units.
- Consider allowing detached second dwelling units. Current ordinance only allows attached second units.
- Consider allowing more than one second unit per block. Current ordinance only allows one second unit per block.

The Planning Department is responsible for bringing a proposed revised ordinance through the public hearing process. A revised draft ordinance has been prepared and will be presented to Citizen Advisory Committees early in 2002. It is expected the Planning Commission and City Council could act by 3rd Quarter of 2002.

Density Bonus

1990 Policy

A density bonus program allowing a 25 percent increase in density in return for making 25 percent of the units affordable to low-income groups has been established. An information pamphlet will be developed and distributed to all building permit applicants.

Progress

San Carlos established a Below-Market Rate (BMR) Housing Ordinance that includes a density bonus that complies with State law. Where developers create one or more affordable housing units at or below the lower income category, they are entitled to one additional unit for each lower income unit provided on-site. The additional unit(s) are exempt from floor area ratio and density requirements. This has been used on several occasions. A marketing program will be developed by the Planning Department and implemented during 2002. Possible marketing

techniques include developing a brochure, hosting information meetings, mailing information to all known local developers, and posting information on the City's web site.

2001 Goal

Public outreach in this area will continue and City Staff will negotiate with developers to achieve the greatest number of affordable units at the most affordable levels possible.

Downpayment Assistance Loan Program (First-time Buyer Program)

1990 Policy

Using a 20 percent housing set aside from the recently established San Carlos Redevelopment Agency, a program will be developed by which the agency will make matching loans to moderate-income home buyers for down payments on homes in the redevelopment area. A total of \$500,000 will be allocated by 1995, providing assistance to 25 homebuyers based on \$20,000 per loan. The loan principal will be repaid to the agency upon resale of the dwellings. Funds will then be reused to assist additional moderate-income buyers.

Progress

A Downpayment Assistance Loan program was established by 1993 and is available for any home anywhere in the City limits. The loan amounts have been increased to account for the increase in housing prices and the current 2nd mortgage loan amount is \$55,000 with a 3% interest rate and no payments due for the first five years. Funds have been available for every qualified applicant. Six loans have been funded to date.

2001 Goal

- Continue to fund the program.
- Explore options to increase the viability of the program. Research options for increasing the loan amount, locating additional sources of funds, leveraging the funds, or reallocating the funds to help build new affordable units.
- Continue to work with CHIP (Countywide Housing Investment Program) which is a coalition of staff throughout San Mateo County who are responsible for first-time homebuyer programs. This working group has established parameters for a program that can be adopted in each City and will ultimately have a central administration.

San Carlos actively distributes information about this program and will continue to do so.

Methods of marketing the program have included:

- An informational brochure has been developed.
- Program information is mailed four times a year to all residents as a resource listed in the Parks and Recreation Guide.
- It is posted on the City's web site.
- It is included as part of the information in a Workforce Housing handout.
- Brochures are regularly distributed at public meetings regarding housing.
- The information is available at all times in the City Hall reception area.
- The program is included in The City of San Carlos Resident Handbook mailed to every resident in the City.

The Community Development Department continues to be responsible for this on-going program.

Inclusionary Zoning

1990 Policy

An ordinance will be passed requiring builders of ten or more housing units to ensure that ten percent of the total units built will be affordable to low- and moderate-income residents.

Progress

Chapter 18.200 establishes San Carlos' Below Market Rate Housing Program. Ten-percent of the units in developments of ten or more units are required to be below market-rate (BMR). Additionally, an in-lieu fee has been established charging developers for any partial units or for developments with fewer than ten units including single-family homes.

2001 Goal

Revise the BMR ordinance to require more affordable units at a deeper level of affordability. Staff anticipates recommending the affordability requirements be increased to 15-20% starting with as few as four units. Staff has prepared a Request for Proposal for an economic analysis of the proposed changes, which is scheduled to be issued in January of 2002. The City wants to ensure that potential impacts on the cost of housing caused by the proposed changes will not severely impact production unless sufficient mitigation measures can be identified. The Planning Department will carry any proposed ordinance changes through the approval process. The target date for implementing proposed changes is early 2003.

Housing Set-Aside Funds

1990 Policy

The San Carlos Redevelopment Agency was formed in 1986 and began receiving revenues in 1988. A component of the redevelopment program provides for accumulating and utilizing 20% of the tax increment revenue accruing to the Agency for the provision of increasing the supply of low- and moderate-income housing. A Housing Subcommittee of the Agency's Project Area Committee has been studying housing project options for funding, utilizing these set aside monies. The Agency projects that approximately \$1.5 million will be available for housing projects between 1988 and 1995. Potential projects include land write downs or subsidies to developers of low- and moderate-income housing, purchase of existing multiple family buildings with Redevelopment Agency funds and contracting with the San Mateo County Department of Housing and Community Development to be used for rent subsidies for lower income San Carlos residents.

Progress

Twenty-percent of the San Carlos RDA tax increment revenues that have been placed in the Agency's low and Moderate Income (Set-Aside) Housing Fund since 1988. The Project Area Committee, a 19-member citizen's advisory committee appointed by the City Council, and its Housing Committee meet monthly to review the City's housing efforts, develop and recommend housing policies and/or projects for Redevelopment Agency funding, and evaluate the success of these efforts.

Below is a summary of the Agency's housing efforts since 1990:

1. Provided funds (\$150,000) for on- and off-site public improvements to support the development of a sixteen- (16) unit apartment development (Laureola Oaks). All of the units are rented to low- and very low-income households.
2. Approved funds (\$300,000) to participate in a tri-party agreement (County of San Mateo, HIP and the Agency) to construct a six-unit development for single adults with children. Tied into the development are job training, education and job placement. (Robbins Nest)
3. Injected funds (\$100,000) to assist a non-profit organization to acquire an existing six-unit apartment building that is currently renting to low income households. (Cherry Street)
4. Loaned a developer funds (\$692,500) to acquire property to be added to a City's underutilized public parking plaza to develop approximately 35 rental apartment units, many of which will be held for low-income households. (South Plaza)
5. Reserved an additional \$692,5000 in various housing funds (including the 20% Housing Set-Aside Fund) to provide additional financial assistance for the South Plaza Project.
6. Loaned a non-profit housing corporation funds (approximately \$1.2 million) to help finance 17 affordable assisted living units for seniors – housing, meals, and services. (Note: this was a very unique project that required two years to obtain approvals from HUD and others regarding RDA and funding eligibility. Part of the funds came from bond proceeds (\$90,000) supported by Housing Set-Aside Tax Increment (20%) funds.
7. Provided annual funding (\$25,000/year) for the Human Investment Project (HIP). The organization provides an average of 25 long-term home sharing placements for San Carlos residents.
8. Annual funding for the Center for the Independent of the Disabled (CID) for matching grant funds to construct physical improvements to enable persons with physical handicaps to remain in their homes – i.e. ramps, grab bars, etc.
9. Housing informational meetings have been held to continue to inform the general public about housing needs and future projects.
10. Funding (partial or full) for several economic and planning studies related to housing development, i.e. housing market analysis, housing land use alternatives and opportunities, etc.

It is projected that during the next five years the Agency will receive a net of approximately \$2.3 million in RDA Housing Set-Aside Funds (20% of Tax Increment Funds) to continue its effort to increase the supply of low- and moderate-income housing units.

2001 Goal

The above funds will be made available as necessary for the entire planning period through 2006 for the following programs:

- Downpayment Assistance Loan program
- Life/Safety Home Repair Grants
- South Plaza (additional gap funding as necessary to maintain affordability for units)
- Wheeler Plaza (potential mixed-use retail, housing and public parking development)

- Railroad Development (potential mixed-use office, retail, and housing development)
- Property acquisition (should land become available, partner with a non-profit to purchase property for affordable housing)
- Additional programs and projects as needs arise and as funds are available

PROPOSED NEW HOUSING OPPORTUNITIES

In addition to the expansion of the existing policies and programs, San Carlos has several new concepts related to housing.

East Side Specific Plan

The City Council has appointed a Citizen's Advisory Committee who will make recommendations to the City Council regarding land uses in the eastern portion of San Carlos. Discussion will occur regarding the zoning and uses related to housing in this area. Traditionally referred to as the "Industrial Area," it is possible that the uses and nature of uses may have changed over the years. There is the potential that parcels may be assembled and redeveloped using a new master plan. Several developers have expressed interest for a transit-oriented development, as a portion of the land in the plan area is near the San Carlos train station. If this were to happen, there is a potential for additional housing in the area. The Planning Department is responsible for the completion of this plan. The Citizens' Committee is expected to finalize its recommendations in 2002 for Planning Commission and City Council consideration.

Development of Affordable Ownership Units

Almost all of the affordable units in San Carlos are rental properties. The City will explore policies and program that encourage a more balanced mix of rental and ownership properties throughout the City. One specific effort will be to rework the Downpayment Assistance Loan (see Downpayment Assistance Loan Program.) The Community Development Department will be responsible for this on-going effort.

Alternative Transportation Mitigation Measures

The City of San Carlos shall identify and encourage alternative transportation mitigation measures to reduce the traffic impacts from new development.

Larger Parcels

The City of San Carlos shall encourage assembling smaller parcels into larger parcels to allow for additional flexibility in design and increased master planning.

Transfer of Development Rights

The City of San Carlos will encourage the transfer of development rights where appropriate to provide additional affordable housing opportunities.

Underutilized Parcels

The City of San Carlos shall continue to identify underutilized and/or underdeveloped parcels and identify possible alternative uses.

Active Participation in Regional Housing Organizations

Over the past ten years, San Carlos staff and elected officials have been actively involved in providing solutions to housing at the regional level. Some examples include:

- SAMCEDA/P3 -- The San Mateo County Economic Development Association (SAMCEDA) and the Peninsula Policy Partnership (P3) have a Housing Action Team (HAT). HAT meets monthly to review and endorse housing projects and advocate for them. It has also sponsored an educational outreach program into each of the San Mateo County cities. The Community Development Director is an active member of HAT. The current mission of SAMCEDA and P3 is to address regional housing and transportation issues. A year of community meetings, surveys, and interviews has resulted in an Action Plan released during the summer of 2001. A San Carlos Councilman recently served as the Chair of P3.
- CHIP -- The Countywide Home Investment Partnership (CHIP) is a coalition of lenders, Realtors, school district representatives, and all city/county staff in San Mateo County who are responsible for housing. San Carlos' Housing/Redevelopment Manager attends all meetings and serves on several working groups. The goal of the coalition is to develop a first-time homebuyer program that can be adopted by each individual City that will attract additional investment dollars so that monies can be leveraged. For instance, one school district has approved utilizing a portion of its investment portfolio for teachers to match local first-time homebuyer funds. Additionally, ideas, information, and best practices are exchanged monthly.
- Shelter Network -- A non-profit that provides emergency shelter, transitional housing, long-term housing, and case managers for homeless adults and children to become self-sufficient. The Community Development Director serves as a board member and chair of the Programs and Services Committee.
- HLC -- Housing Leadership Council is a newly forming organization to work on housing issues and will provide a web site resource for housing information and projects in the County. The City of San Carlos will be a founding member.
- County Housing Task Force -- The Community Development Director was an active participant on this committee that was formed to regionally address the issue of homelessness. City staff initiated a countywide comprehensive housing questionnaire that is used to report what each city is doing in the area of housing. The survey has been successfully used to demonstrate other city's "good housing practices."
- Homeless Housing Trust Fund -- A Council member co-chaired the "Blue Ribbon Committee" and the City contributed funds over a three-year period to help establish a trust fund for regionally addressing homelessness.
- City Staffing -- The City has recently created a position and hired for a full-time housing and redevelopment staff member.

During the course of the next five years, San Carlos plans to maintain this level of commitment.

Parking Requirements for Housing

The City of San Carlos shall incorporate creative, innovative and flexible approaches to parking in discretionary decisions in order to encourage the production of new affordable housing where appropriate.

Equal Housing Opportunity

The City shall encourage provision of housing opportunities for all people and will take appropriate actions when necessary to ensure that the sale, rental, or financing of housing is not denied to any individual on the basis of race, sex, national origin, religion, age, or other arbitrary factors. The City, through its Community Development Department, will refer discrimination complaints to the appropriate legal service, county, or state agency including the Peninsula Conflict Resolution Center, Legal Aid Society of San Mateo County, County Office of Housing, State Department of Fair Employment and Housing, the U.S. Department of Housing and Urban Development. Additionally, the City of San Carlos will continue to fund related organizations including the Peninsula Conflict Resolution Center.

AN ANALYSIS OF OPPORTUNITIES FOR ENERGY CONSERVATION WITH RESPECT TO RESIDENTIAL DEVELOPMENT.

There are many opportunities for energy conservation during the construction of new housing units. In support of this concept, the City has a number of Objectives, Goals and Policies in the General Plan related to energy conservation. These include:

- All utilities installed in conjunction with new construction shall be placed underground. This reduces energy loss and maintenance requirements.
- The City shall require the use of water conserving plumbing fixtures in all new development permitted in San Carlos.
- The City shall encourage the use of drought tolerant vegetation in future landscaping to reduce the need for irrigation.
- City staff will actively encourage the use of active solar technology and passive solar design in construction or modification of structures.

Additionally, San Carlos Planners regularly attend conferences and seminars, focused on “green building” and incorporate their new knowledge into their jobs on a daily basis.

2001 Goal

- Staff will continue to regularly attend conferences and seminars on “green-building” and will continue to make developers aware of the above policies.
- The City has established an Energy Conservation Task Force. Comprised of the Planning Director, Finance Director and Building Official, this task force is reviewing strategies and will make recommendations for energy conservation citywide. The recommendations may include changes in the planning and building requirements.
- Staff education and the work of the Task Force are on going.

GOVERNMENTAL CONSTRAINTS

Local Permitting Process

Attachment A is a document demonstrating the 100 changes that the City of San Carlos has made to streamline its permit process. These changes will help all projects, including housing developments, move through the approval process more quickly. Additionally, faster review and

approval can result in reduced development costs. Changes included operational, policy, staffing and training improvements and have ranged from a physical redesign of City Hall to computer software purchases to a form kiosk. Staff will continue to identify improvements to the process.

Additionally, Staff follows CEQA guidelines, which provides streamlined environmental review processes for certain affordable housing projects.

SB 975 -- Prevailing Wage Bill

The State of California Legislature has approved a bill that would require that prevailing wage be paid in any project that has essentially any contact with a local Redevelopment Agency. This will negatively impact the affordability of housing projects by decreasing the number of units that will be built and decreasing the depth of the affordability of each housing project. Economic analysis shows that the cost of such housing could increase by 12-30%, perhaps higher.

Lack of ability to combine resources and provide regional solutions as mandated by State

The State of California's Housing and Community Development Department does not recognize regional solutions to regional problems such as homelessness. This hampers efforts being made that could produce significantly more results than each small city can individually make due to lack of resources. Combining the financial resources of the redevelopment agencies from several cities could more effectively and efficiently address regional housing issues.

Article 34

This State law prohibits a city from owning more than 49% of any housing without a citywide vote. This hampers the City's ability to provide affordable units.

NPDES (National Pollutant Discharge Elimination System)

The Federal Government, under the 1974 Clean Water Act, implemented a permit system regulating water discharge. Local jurisdictions are responsible for obtaining a permit and implementing measures to maintain compliance with the permit. The County of San Mateo and all of the individual communities within San Mateo County have combined resources and have their own program as part of the National Pollutant Discharge Elimination System (NPDES) permit issued to the City/County Association of Governments (C/CAG).

In October, a neighboring community, Santa Clara County, approved severe restrictions about runoff that are triggered with any new development. The regulations require that all pollutants be removed from storm runoff onsite before the storm water leaves the property. This means that part of the land must be set aside to capture and clean rainwater onsite. This may significantly limit the developable area of any given parcel. Should similar restrictions be imposed in San Mateo County, the possibilities for development may be more limited.

Compliance with the San Carlos Airport Land Use Plan (CLUP), as Amended

Government Code Section 65302.3 requires that a local agency general plan and/or any affected specific plan must be consistent with the airport/land use compatibility criteria in the relevant adopted airport land use plan (CLUP). The housing policies, goals, programs, and any other provisions to accommodate future housing development, as specified herein, do not conflict with

the relevant airport/land use compatibility criteria as contained in the most recent adopted CLUP for San Carlos Airport, as amended.

All of the possible future housing sites identified herein are located within Area A of the Avigation Easement Review Area (AERA) for San Carlos Airport, as identified in the most recent adopted CLUP for San Carlos Airport. Therefore, future development of any of those sites for housing may require the grant of an avigation easement to the County of San Mateo, as the proprietor of San Carlos Airport.

Land Use Constraints

The following are City regulations that may constrain development but are not believed to be overly burdensome or out of the ordinary in comparison to neighboring communities.

- **Parking Requirements** -- Residential parking requirements range from two covered parking spaces for a single-family residence to 1.5 for multi-family studio units, two for one and two bedroom multi-family units and 2.5 for three bedroom (or greater) multi-family units.
- **Lot Coverage** -- Lot coverage limitations range from 40% for single-family residential zoning districts to 60% for low-density multi-family zoning districts, 65% for medium density multi-family zoning districts, and 75% for high density multi-family housing zoning districts. Existing legal lots are grandfathered in and may be developed within established development standards. Otherwise, newly subdivided single-family residential lots generally must be a minimum of 10,000 square feet (increasing with slope), or as excepted by the Subdivision Map Act for multi-family housing.
- **Setbacks** -- While there is no specific maximum unit size, side setbacks for single-family residential projects vary from between 5' – 9' and front and rear setbacks for single-family residential projects vary from between 15'-19'. Side setbacks for multi-family development are generally between 5'-7' (with flexibility for exceptions), and 15' for front and rear setbacks.
- **F.A.R.** -- While the floor area threshold for single-family residential development is 40% of the lot size (decreasing with slope), there is no floor area ratio limitation per se for multi-family zoning districts.
- **Open Space** -- No specific "open space" is required for single-family residential development on existing lots. For new subdivisions, open space requirements vary from 0% to 80% of the lot depending on slope. 300 square feet of open space must be provided for each ground floor multi-family dwelling unit and 150 square feet must be provided for each multi-family dwelling unit above the ground floor. Open roof decks, balconies, lanais or other open areas may be used to satisfy the open space requirements.
- **Design Guidelines** -- Both single-family and multi-family development is required to comply with design guidelines which generally promote positive aesthetics, minimization of impacts, and provision of basic amenities.

- Property Improvements -- Requirements for significant new on and off-site improvements such as street width changes, curb, gutter and sidewalks, only apply for new subdivisions. Although new subdivision opportunity is rare in San Carlos, street widths range from 28' to 56' in width and sidewalks, curbs and gutters are required. However, exceptions for subdivisions in rural areas may be approved.
- Design and Environmental Review – New single-family housing within single-family zoning districts and multi-family housing within multi-family zoning districts require design and environmental review from the City's Planning Commission/Exception Design Control Committee. These entitlement requests are processed simultaneously. Mixed-use projects in commercial zoning districts would additionally require a Conditional Use Permit/public hearing. Again, these entitlement requests would be processed simultaneously. Thereafter, applicants would obtain a building permit. Costs and timeframes for permitted and conditional uses are included in this document. Requests for ordinance changes would require an additional level of review by the City Council.
- Additional mitigation measures -- San Carlos takes a proactive and comprehensive approach to project development and conducts city-wide traffic studies and master planning practices prior to specific project processing so that both the community and developer will participate in and be aware of requirements and issues.

Fees

City of San Carlos estimated fees for single-family residential development are approximately 2-3% of the total cost. City of San Carlos estimated fees for multi-family development are approximately 4-5% of the total cost. Fee surveys conducted in 2001 show that San Carlos fees are generally consistent with neighboring jurisdictions and are not an undue burden. Therefore, San Carlos does not see the need for additional mitigation measures. A copy of San Carlos fees and estimated processing time is attached as Attachment B.

NON-GOVERNMENTAL CONSTRAINTS

Scarcity of Land and High Real Estate Prices -- Market Analysis

A scarcity of land and high real estate prices impacts San Carlos' ability to provide high numbers of new units or any affordable units.

While median family income in the County rose 6.9% in one year, average rent for a two-bedroom apartment went up by 27%, the median sales price for a single family home went up 13%, and the median sales price for a condominium rose 28%. Only 16% of Bay Area residents can afford to buy a home.

In San Carlos, the median sales price for a single family home is \$715,000 and the average price is \$778,131. This is up 30% and 32% respectively in one year. Compared to 1997, average and median prices are up by 68%.

The median sales price for a condominium is \$450,000 and the average price is \$500,406.

Last year the apartment vacancy rate in the County was 1.5% and the average rent was \$1700 per month. That average was up 25% from 1999.

A market analysis shows that as of September 2001, according to RealFACTS, the average rent for a 2-bedroom apartment is \$1,909, more than the very-low, low, or median income households can afford. This is a 1.6% increase from the previous year and a 40% increase in three years.

High Construction Costs

New construction is expensive in San Carlos. The published average cost is \$102.38 a square foot, but several well-established local builders quote construction costs at approximately \$250 a square foot.

Citizen Concerns about Change

Every community includes citizens who are opposed to new development for various reasons. These concerns can include maintenance of the character and quality of their neighborhoods, density, traffic and the “type” of people who qualify for below-market-rate units. This sentiment may conflict with the desire and ability to provide sufficient housing in San Carlos for those of all income levels and provides an additional consideration for policy makers as they review housing developments. City staff, with the assistance of the Housing Committee has begun an extensive education and outreach program about the need for new housing and the types of professions of those families that may qualify for affordable housing. These professions include teachers, bank tellers, and nurses.

Limited Availability of Natural Resources

The limited availability of natural resources, particularly water and energy, may become a limiting factor to new development. The environmental analysis proposed for the Housing Element addresses these issues.

PUBLIC PROCESS AND OUTREACH

San Carlos Project Area Committee and its Housing Committee have been holding public meetings with the Housing Element on the agenda since February of this year. In order to ensure a significant and inclusive public process, citizen committees, the public, and elected officials are being asked to review and consider the document and policy recommendations.

Copies of the draft will be circulated to and comments requested from local citizens, affordable housing advocates, and other interested parties. The distribution list includes:

- City of San Carlos Housing Committee (eight San Carlos residents)
- City of San Carlos Project Area Committee (nineteen San Carlos residents)
- Mid-Peninsula Housing Coalition
- Human Investment Partnership
- Housing Leadership Council
- Center for the Independence of the Disabled

- Samaritan House
- Peninsula Policy Partnership -- Housing Action Team
- C.A.L.L. Primrose Center
- Shelter Network
- C/CAG/ALUC (City/County Association of Governments Airport Land Use Committee)
- SAMCAR (San Mateo County Association of Realtors)

The Project Area Committee and the Housing Committee hosted a public meeting on October 16 at 7:00 PM that was widely advertised. The means of distribution included:

- City Web Site - including a copy of the event flyer, Draft Housing Element Update in Acrobat format for viewing and printing and an intro page which explains the Draft Housing Element Update. Check the "What's New on the Web Site" or the "Community Development - Housing" sections of the web site.
- Calendar of Events - the Town Hall meeting was added to the City's Calendar of Events on the web
- Ads in Local Newspapers -- The San Mateo County Times and The Independent
- Press Release - a press release went to all local newspapers
- Letters of invitation to all housing-related institutions that the City has worked with such as Shelter Network, Samaritan House, Human Investment Project, C.A.L.L. Primrose Center, SAMCEDA, Mid-Peninsula Housing Coalition, Center for the Independence of the Disabled, and Housing Leadership Council.
- Distributed to the Fire Department
- Posting in City Hall
- Today in San Carlos - a mention of the Town Hall meeting in the first edition of the Today in San Carlos eNewsletter
- Mailing to the Council and all Council candidates
- Mailing to the school district
- Distributed to the Police Department
- Mailing to all members of the following Citizen's Advisory Committees:
 - Parks and Recreation
 - Planning Commission
 - Senior Citizens Advisory Board
 - Economic Development Advisory Commission

- Project Area Committee
- Youth Advisory Council

Additionally, comments from the citizen's committees, the general public, and the State of California will be incorporated into the Housing Element and the Staff Report and Staff will present the Housing Element during a public hearing to the Planning Commission followed by a public hearing at the City Council.

POTENTIAL FUNDING SOURCES

Local Grants

In addition to City and RDA housing set-aside funds for housing, there are several local sources of funding for housing projects. These include the following.

C/CAG grants

The City/County Association of Governments (C/CAG) provides grants to San Mateo County cities for transit-oriented housing developments. San Carlos applied for the program during 2000, the first year of availability, and was awarded over \$80,000 for South Plaza. San Carlos will apply for future grants as eligible projects are identified.

MTC Grants

The Metropolitan Transportation Commission (MTC) started a program in 2001 modeled after the above C/CAG program. Again, San Carlos applied for the program during the first year of availability and was awarded \$113,000 for the South Plaza project. Additional funds will be applied for as eligible projects are identified.

HOME Funds

San Mateo County's (Home Investment Partnership Act) HOME Program is based on the participation of 16 small cities, the unincorporated area of the County, and two CDBG entitlement cities of Daly City and South San Francisco. The program is a federal block grant providing for local flexibility to select housing projects to be financed, and encourages partnerships among government, non-profit and private sectors. San Carlos has received an allocation for over \$400,000 over the next few years.

CDBG Funds

San Mateo County's Community Development Block Grant (CDBG) Program is based on the participation of 16 cities (through cooperation agreements) and the unincorporated area of the County. The program is a federal block grant and funds are distributed to a variety of programs including housing developments. San Carlos has been awarded these funds previously and will apply for these funds in the further for all eligible housing projects.

State, Federal, and Private Funding Sources

Internet Resource

Staff has also recently identified an Internet resource for tracking the myriad of additional funding sources. It is the Clearinghouse for Affordable Housing and Community Development Finance on the State of California Housing and Community Development Department's web site. The Clearinghouse is a unique source of information on over 200 housing programs, government, private lenders and foundation grants. Each program listing identifies the goals, eligible activities and type of funding, as well as such critical and timely information as application deadlines and current funding availability. This database is updated monthly, with new or revised funding information. <http://www.hcd.ca.gov/clearinghouse/>

Private Contributions

Developers may contribute funds to assist with the development of affordable housing.