

Please Start Here

General Information	
Jurisdiction Name	Los Altos
Reporting Calendar Year	2022
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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](#)

1_23_23

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>

Submittal Instructions

Please save your file as Jurisdictionname2022 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2022

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	Los Altos	
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Planning Period	5th Cycle	01/31/2015 - 01/31/2023

**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 Bc Applics	
1				2	3	4	5							6	7	8	9	10	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted+ (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	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Ddid the housing development application seek incentives or concessions pursuant to Government Code section 65915?7
Summary Row: Start Data Entry Below								61	5	60	33	6	55	241	461	382	0		
	17024041	215 ANGELA DR		ADU22-0001	ADU	R	1/12/2022		1						1	1	0	No	No
	17036044	305 GORDON WAY		ADU22-0002	ADU	R	1/17/2022		1						1	1	0	No	No
	34247004	2375 FRIARS LN		ADU22-0003	ADU	R	1/16/2022		1						1	1	0	No	No
	34207003	1965 LAVER CT		ADU22-0004	ADU	R	1/25/2022		1						1	1	0	No	No
	34210032	1000 CROOKED CREEK DR		ADU22-0005	ADU	R	1/25/2022		1						1	1	0	No	No
	19719020	1400 PRITCHETT CT		ADU22-0006	ADU	R	1/27/2022			1					1	1	0	No	No
	17026076	245 HAWTHORNE AVE		ADU22-0007	ADU	R	1/30/2022			1					1	1	0	No	No
	18918102	775 EDGE LN		ADU22-0008	ADU	R	1/27/2022			1					1	1	0	No	No
	17012080	240 DELPHI CIR		ADU22-0009	ADU	R	2/3/2022			1					1	1	0	No	No
	31823034	2009 CRIST DR		ADU22-0011	ADU	R	1/14/2022			1					1	1	0	No	No
	34223034	1515 CEDAR PL		ADU22-0012	ADU	R	2/7/2022			1					1	1	0	No	No
	17011053	736 PANCHITA WAY		ADU22-0013	ADU	R	2/7/2022			1					1	1	0	No	No
	17040079	41 MARVIN AVE		ADU22-0014	ADU	R	1/10/2022			1					1	1	0	No	No
	18910013	1060 GOLDEN WAY		ADU22-0015	ADU	R	2/14/2022			1					1	1	0	No	No
	18949028	834 CAMPBELL AVE		ADU22-0016	ADU	R	2/17/2022			1					1	1	0	No	No
	18935063	688 CAMELLIA WAY		ADU22-0017	ADU	R	1/31/2022			1					1	1	0	No	No
	17003015	771 JORDAN AVE		ADU22-0018	ADU	R	2/17/2022			1					1	1	0	No	No
	16736043	17 LOS ALTOS AVE		ADU22-0019	ADU	R	2/17/2022			1					1	1	0	No	No
	16743038	390 JUANITA WAY		ADU22-0020	ADU	R	2/6/2022			1					1	1	0	No	No
	16730005	108 CORONADO AVE		ADU22-0022	ADU	R	2/23/2022			1					1	1	0	No	No
	17020047	670 SPARGUR DR		ADU22-0024	ADU	R	2/26/2022			1					1	1	0	No	No
	17023079	20 DIOR TER		ADU22-0025	ADU	R	2/26/2022			1					1	1	0	No	No
	17037048	561 GABILAN ST		ADU22-0026	ADU	R	3/1/2022			1					1	1	0	No	No
	16730004	120 CORONADO AVE		ADU22-0027	ADU	R	3/4/2022			1					1	1	0	No	No
	17019011	390 CECELIA WAY		ADU22-0028	ADU	R	3/4/2022			1					1	1	0	No	No
	34238022	1180 ST CHARLES CT		ADU22-0029	ADU	R	3/4/2022			1					1	1	0	No	No
	17031023	118 HIGGINS AVE		ADU22-0031	ADU	R	3/8/2022			1					1	1	0	No	No
	19339020	1206 PAYNE DR		ADU22-0033	ADU	R	3/8/2022			1					1	1	0	No	No
	17031021	138 HIGGINS AVE		ADU22-0034	ADU	R	3/8/2022			1					1	1	0	No	No
	18952058	500 BENVENUE AVE		ADU22-0035	ADU	R	3/9/2022			1					1	1	0	No	No
	34209005	1385 MONTCLAIRE CT		ADU22-0036	ADU	R	3/10/2022			1					1	1	0	No	No
	17036037	331 EDNA CT		ADU22-0037	ADU	R	3/5/2022			1					1	1	0	No	No
	17034031	496 EDITH AVE		ADU22-0038	ADU	R	3/15/2022			1					1	1	0	No	No
	17020007	641 SPARGUS DR		ADU22-0039	ADU	R	3/15/2022			1					1	1	0	No	No

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

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	2										3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Very Low	Deed Restricted	169	-	1	-	-	-	-	-	-	-	-	7	162
	Non-Deed Restricted		-	-	-	-	-	-	3	3	-	-	-	-
Low	Deed Restricted	99	-	17	-	-	2	-	-	2	-	-	77	22
	Non-Deed Restricted		-	-	-	8	-	-	19	29	-	-	-	-
Moderate	Deed Restricted	112	-	-	-	-	1	-	-	6	-	-	63	49
	Non-Deed Restricted		-	1	-	-	-	-	31	24	-	-	-	-
Above Moderate		97	-	224	9	49	60	107	23	58	6	-	536	-
Total RHNA		477												
Total Units			-	243	9	49	71	107	23	119	62	-	683	233
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5	6										7	
		Extremely low-income Need	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date	Total Units Remaining	
Extremely Low-Income Units*		85	-	-	-	-	-	-	-	-	-	-	85	

*Extremely low-income housing 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.

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.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		Los Altos	
Reporting Year		2022 (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
Program 1.1.1 – Implement voluntary code inspection program.	Provide voluntary inspections	On-going	Continue the voluntary code inspection program encompassing code compliance, rehabilitation, energy conservation, and minimum fire safety standards.
Program 1.1.2 – Help secure funding for housing assistance programs.	Help secure funding for housing assistance	On-going	Continue to support County and nonprofit housing rehabilitation programs by providing program information to interested individuals through handouts available at City Hall, the Los Altos Senior Center, the Los Altos Library, and the Woodland Branch Library. The City also continues to transfer their Community Development Block Grant (CDBG) funds to the County to support housing programs each year.
Program 1.2.1 – Support rezoning from office to medium-density multifamily.	Support rezoning from office to multiple-family	On-going	Continue to implement, no requests received to date.
Program 1.3.1 – Enforce neighborhood residential buffering.	Provide appropriate buffers	On-going	Continue to enforce minimum standards for buffers between residential properties and commercial uses and public/quasi-public uses through the development permit review process as provided in the Zoning Ordinance. Buffering will include a combination of landscaping, minimum setback, or yard requirements and stepped-back building heights.
Program 1.3.2 – Restrict commercial uses in residential neighborhoods.	Restrict commercial land uses in residential areas	On-going	Continue to restrict commercial uses in residential neighborhoods except where may be allowed through recent State Law provisions.

Program 1.4.1 – Implement zoning and design standards.	Implement appropriate zoning and design standards	On-going	Continue to implement residential zoning, development standards, and design review to ensure compatibility of housing with neighborhood character, minimum open yard space, and streets that are safe.
Program 1.4.2 – Evaluate design review process.	Evaluate design review processes	On-going	Continue to implement by finding new ways to streamline the development review process to facilitate housing.
Program 1.4.3 – Facilitate alternate modes of transportation in residential neighborhoods.	Facilitate alternative transportation modes	On-going	Continue to implement zoning and development standards to facilitate walkable neighborhoods and the safe use of alternate modes of transportation such as bicycles.
Program 1.4.4 – Accommodate the needs of children through design review and land use regulations, including open space, parks and recreation facilities, pathways, play yards, etc.	Accommodate the needs of children in development	On-going	Continue to implement through development process and implementation of Park Land Dedications Ordinance.
Program 1.5.1 – Review compatibility of land divisions as part of the permit review and approval process.	Review land use compatibility of subdivisions	On-going	Continue to implement.
Program 2.1.1 – Encourage diversity of housing.	Encourage housing diversity	On-going	Multi-Family Residential projects approved with a mix of ownership and rental BMR's that demonstrates housing diversity.
Program 2.1.2 – Implement multifamily district development standards.	Require maximum density of multiple-family projects	On-going	Continue to implement the multifamily district development standards to ensure the maximum densities established can be achieved and the maximum number of units is required to be built.
Program 2.1.3 – Allow employee housing	Allow employee housing for agricultural uses	Pending	Outstanding - given limited agricultural operations in the City.
Program 2.2.1 – Provide development incentives for mixed-use projects in commercial districts.	Provide development incentives for mixed-use projects	On-going	Continue to implement, have adopted changes to the CT District regulations to clarify density bonus incentives.

Program 2.3.1 – Implement density bonuses.	Implement density bonuses	On-going	Continue to implement - Density Bonus projects have been approved and continue to be submitted. Density Bonus regulations have been amended to align with State Law.
Program 3.1.1 – Support efforts to fund homeless services.	Facilitate and help pursue funding for homelessness services	Ongoing	Continue to implement. Transfer CDBG funding to the County.
Program 3.1.2 – Continue to participate in local and regional forums for homelessness, supportive, and transitional housing.	Participate in regional forums for homelessness, supportive and transitional housing	On-going	Continue to implement. Transfer CDBG funding to the County.
Program 3.2.1 – Amend the City’s Zoning Ordinance to accommodate emergency shelters.	Amend zoning code for emergency shelters	5/1/2015	Implemented June 2015 with code amendment.
Program 3.2.2 – Recognize the statutory requirements for transitional and supportive housing.	Recognize transitional and supportive housing	5/1/2015	Implemented June 2015 with code amendment.
Program 3.2.3 – Provide incentives and amend the City’s Zoning Ordinance for compliance with statutory requirements for single-room-occupancy residences to address the needs of extremely low income households	Provide incentives and amend code to allow SRO for extremely-low income households	5/15/2019	Implemented June 2015 with code amendment.
Program 4.1.1 – Monitor condominium conversion.	Monitor condo conversions	On-going	Continue to implement the Condominium Conversion Ordinance to protect against the conversion or demolition of rental units.

Program 4.1.2: Conserve small houses in areas of small lot sizes.	Conserve small houses in small-lot districts	On-going	Continue to conserve the stock of small houses in areas of small lot sizes.
Program 4.2.1 – Facilitate new construction of second dwelling units.	Facilitate new accessory dwelling units	On-going	Adopted amendment to ADU ordinance October 2020 in conformance with state laws and continue to implement.
Program 4.2.2 – Study the feasibility of reducing minimum lot sizes for second living units.	Consider reducing lot size minimum for accessory dwellings	1/1/2016	Code amendment adopted in 2018 and 2020 which removed the requirement for minimum lot sizes for ADUs consistent with State Law.
Program 4.3.1 – Assist in the development of affordable housing.	Help develop affordable housing	On-going	Continue to implement, transfer CDBG funding to the County, explain the density bonus process and affordable housing requirements to developers.
Program 4.3.2 – Implement Chapter 14.28 of the Municipal Code, which defines the number of required below-market-rate (BMR) units by development size and type, and requires on larger projects (greater than 10 market-rate units) that the BMR units generally reflect the size and number of bedrooms of the market rate units	Implement BMR housing regulations	On-going	Continue to implement as amended in 2018 to require 15% affordability for projects having 5-9 units and increase the percentage of affordable units in projects having 10 or more units from 15% to 20% for low income in rental projects and from 10% to 15% for very low income rental projects and increase the percentage of BMR units in an ownership project from 10% to 15% with the majority of the units affordable to moderate income households.
Program 4.3.3 –Consider reduced parking requirements for certain housing types and affordable housing units.	Consider reduced parking for affordable housing	On-going	The City's Density Bonus ordinance was amended to implement State Density Bonus law with regard to reduced parking ratios and elimination of guest parking.

Program 4.3.4 – Continue to encourage maximum densities.	Encourage max density	Annually	Continue to implement.
Program 4.3.5 – Initiate an affordable housing administration contract review and renewal.	Initiate affordable housing administrative contract renewal	7/1/2015	Agreement with Alta Housing finalized in 2018 and they now serve as housing provider.
Program 4.3.6 – Improve the City’s BMR program priority ranking process.	Evaluate the application priority ranking process	7/1/2015	Implemented March 2015, revised priority list to merge Los Altos residents and those employed within the City limits as a second priority
Program 4.3.7 – Consider a commercial development linkage fee for affordable housing.	Consider Affordable housing linkage fees	1/16/2019	Adopted a commercial development linkage fee in 2018.
Program 5.1.1 – Assist residents with housing discrimination and landlord-tenant complaints.	Assist residents with housing and discrimination, and landlord-tenant issues	On-going	Continue to implement.
Program 6.1.1 – Discourage senior-only housing from converting to other uses.	Discourage conversion of senior-only projects	On-going	Continue to discourage projects developed as senior-only projects from converting to other uses.
Program 6.1.2 – Assist seniors to maintain and rehabilitate their homes.	Assist seniors to maintain and rehabilitate their homes	On-going	Continue to implement, created a handout on Age Friendly Design Elements
Program 6.1.3 – Encourage conforming and contextual senior housing near transportation and services.	Encourage senior housing near transit and services	On-going	Continue to ensure that senior housing conforms and harmonizes with surrounding neighborhoods and encourage that it be located near transportation and services.

Program 6.2.1 – Provide senior housing density bonuses and development incentives.	Provide senior housing density bonuses and development incentives	On-going	Continue to implement.
Program 6.2.2 – Designate and encourage senior housing on specific well-suited sites.	Designate and encourage senior housing on well-suited sites	On-going	Continue to implement.
Program 6.2.3 – Mixed-use development, including developments that contain senior and institutional housing, will be encouraged in public and quasi-public land use areas that are zoned PCF.	Encourage mixed-use developments that contain senior	On-going	Continue to implement.
Program 6.2.4 – Senior housing with extended care facilities will be allowed in multifamily and mixed-use zoning districts.	Allow senior extended care in multifamily and mixed-use districts	On-going	Continue to implement.
Program 7.1.1 – Promote energy and water conservation through education and awareness campaigns.	Promote energy and water conservation	On-going	Continue to implement.
Program 7.1.2 – Participate in a Property Assessed Clean Energy (PACE) financing program.	Participate in PACE financing	On-going	City adopted a Resolution supporting PACE programs.
Program 7.1.3 – Promote the use of solar energy.	Promote solar energy	On-going	Continue to implement and as required by Green Building and Title-24 Building requirements.

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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 to receive the password that will 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 checklist 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									

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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

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Cells in g

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						
1				2	3	4						
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
Summary Row: Start Data Entry Below												

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Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	3
Low	Deed Restricted	0
	Non-Deed Restricted	29
Moderate	Deed Restricted	0
	Non-Deed Restricted	24
Above Moderate		6
Total Units		62

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

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	3	0	0
2 to 4	0	0	0
5+	351	0	0
ADU	107	62	40
MH	0	0	0
Total	461	62	40

Housing Applications Summary	
Total Housing Applications Submitted:	121
Number of Proposed Units in All Applications Received:	461
Total Housing Units Approved:	382
Total Housing Units Disapproved:	0

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

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

Cells in grey contain auto-calculation formulas