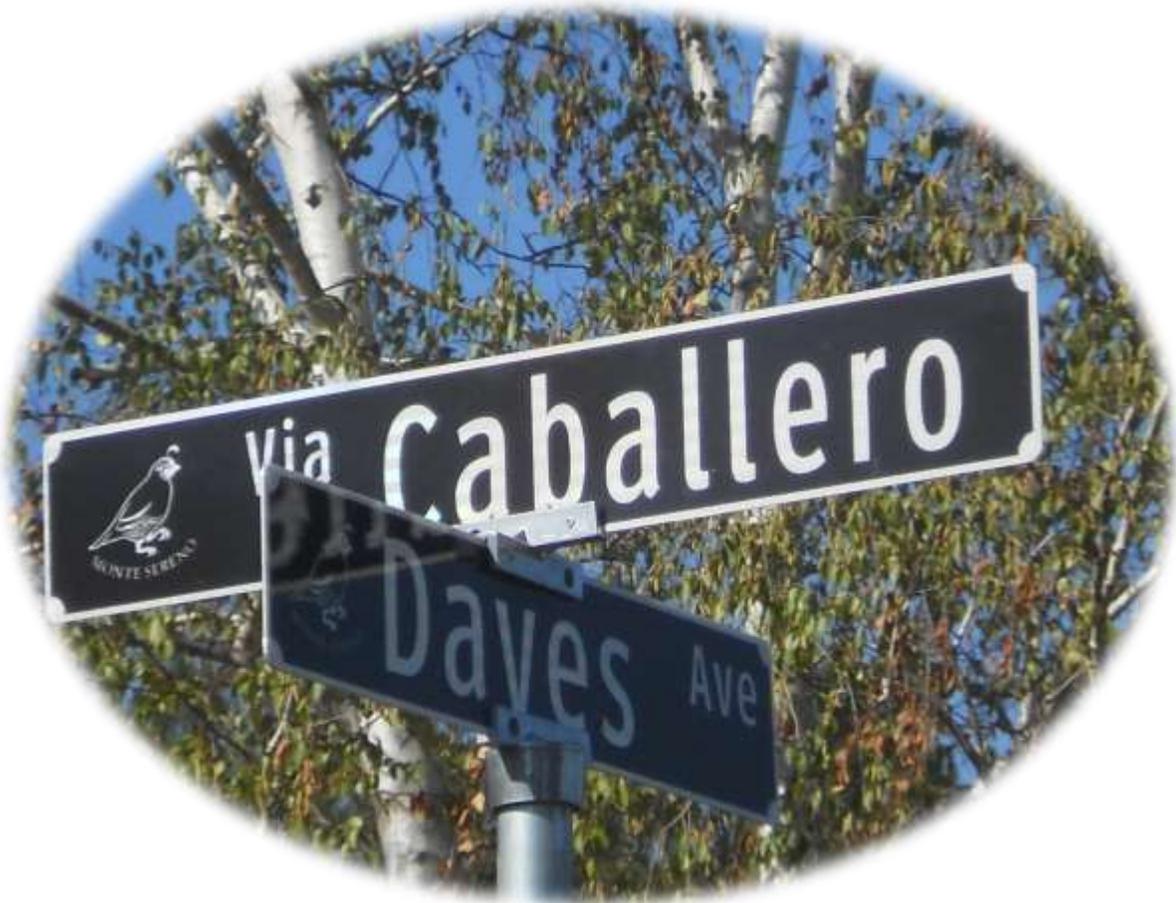


# Monte Sereno General Plan



Adopted December 16, 2008

Housing Element Adopted May 19, 2015

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# 1 INTRODUCTION

Monte Sereno is a quiet residential community nestled in the hills of western Santa Clara County. Residents of Monte Sereno enjoy peaceful neighborhoods, abundant open space and a serene lifestyle within close proximity to a variety of high-quality urban amenities. The City has adopted this General Plan to maintain and enhance these community characteristics that are highly valued by Monte Sereno residents. This General Plan also strives to promote a way of life in Monte Sereno that is environmentally sustainable and in balance with the natural environment.

## *A. Purpose of this General Plan Update*

The General Plan is the principal policy document to guide future conservation, enhancement and development in Monte Sereno. It represents the basic policy direction of the City Council on community values, ideals and aspirations to govern a shared environment through 2025. The General Plan addresses all aspects of development including land use, transportation, housing, public facilities and infrastructure and open space.

California State law requires that the General Plan be comprehensive, internally consistent and long-term. Although required to address certain issues specified in State law, the General Plan may be organized in a way that best suits the City. The plan must be clearly written, accessible to all those concerned with the community's development and easy to administer.

The General Plan is a public document that guides day-to-day decisions of the City Council, its commissions and City staff. The General Plan provides a framework for the City Council to compare and evaluate specific projects, to prioritize resources and to ensure that City policies and programs respond to residents' needs, values and desires. As the "constitution" for development in Monte Sereno, all other policy documents, such as the City's zoning ordinance, must be consistent with the General Plan.

*B. History of Monte Sereno*

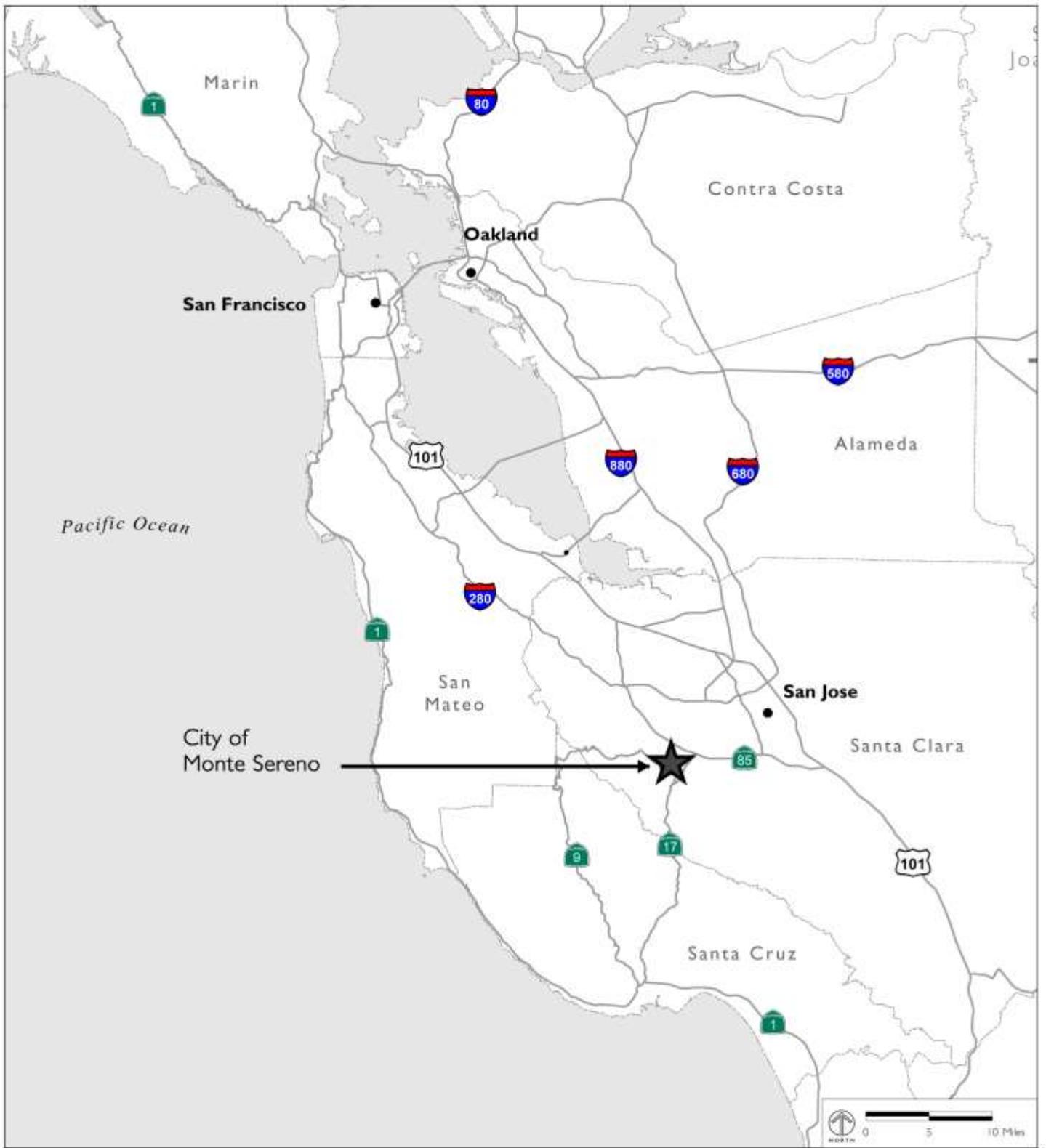
Monte Sereno was established in the early 1900's as a rural agricultural community. The area was dotted with ranch houses, orchards, dairies and livestock, and the mountain slopes of the southern portion of the city contained summer homes, recreational properties and a few large estates. The beauty and tranquility of the area attracted artists and writers, including John Steinbeck, looking for a peaceful and inspirational place to pursue their craft.

Unlike many other cities in Santa Clara County, Monte Sereno did not form on a crossroads or from an historical village. Consequently, a commercial core never developed in the city, leaving Monte Sereno strictly residential. Monte Sereno was incorporated in 1957 as a response to the ever-increasing pressure of annexation from surrounding cities. Residents of the community joined together and decided that incorporation rather than annexation was the best way to ensure the continued way-of-life for the community. The desire of residents to maintain Monte Sereno as a low-density residential community continues to this day.

*C. The City and its Planning Area*

The City of Monte Sereno is located in western San Clara County in the San Francisco Bay Area of Northern California. Monte Sereno is the smallest incorporated community in Santa Clara County, containing approximately 1.6 square miles of land. Monte Sereno is located adjacent to the towns of Los Gatos and Saratoga and near the City of Campbell. The regional location of Monte Sereno is shown in Figure I-1.

This General Plan applies to land within Monte Sereno city boundaries as well as to areas within Monte Sereno's Sphere of Influence. The Sphere of Influence (SOI) is the area that, according to the Santa Clara County Local Agency Formation Commission, can efficiently utilize public services provided by Monte Sereno. The SOI also identifies areas outside of the city boundary that may be annexed into the City in the future. Regulations and policies in this General Plan that apply to areas outside of city boundaries but within the SOI go into effect at the time that these areas are annexed into the City. Prior to annexation, these areas are subject to the policies and regulations of Santa Clara County. Monte Sereno's city boundaries and SOI are identified in Figure I-2.



Source: DC&E 2007

FIGURE I-1  
REGIONAL LOCATION

*D. General Plan Contents*

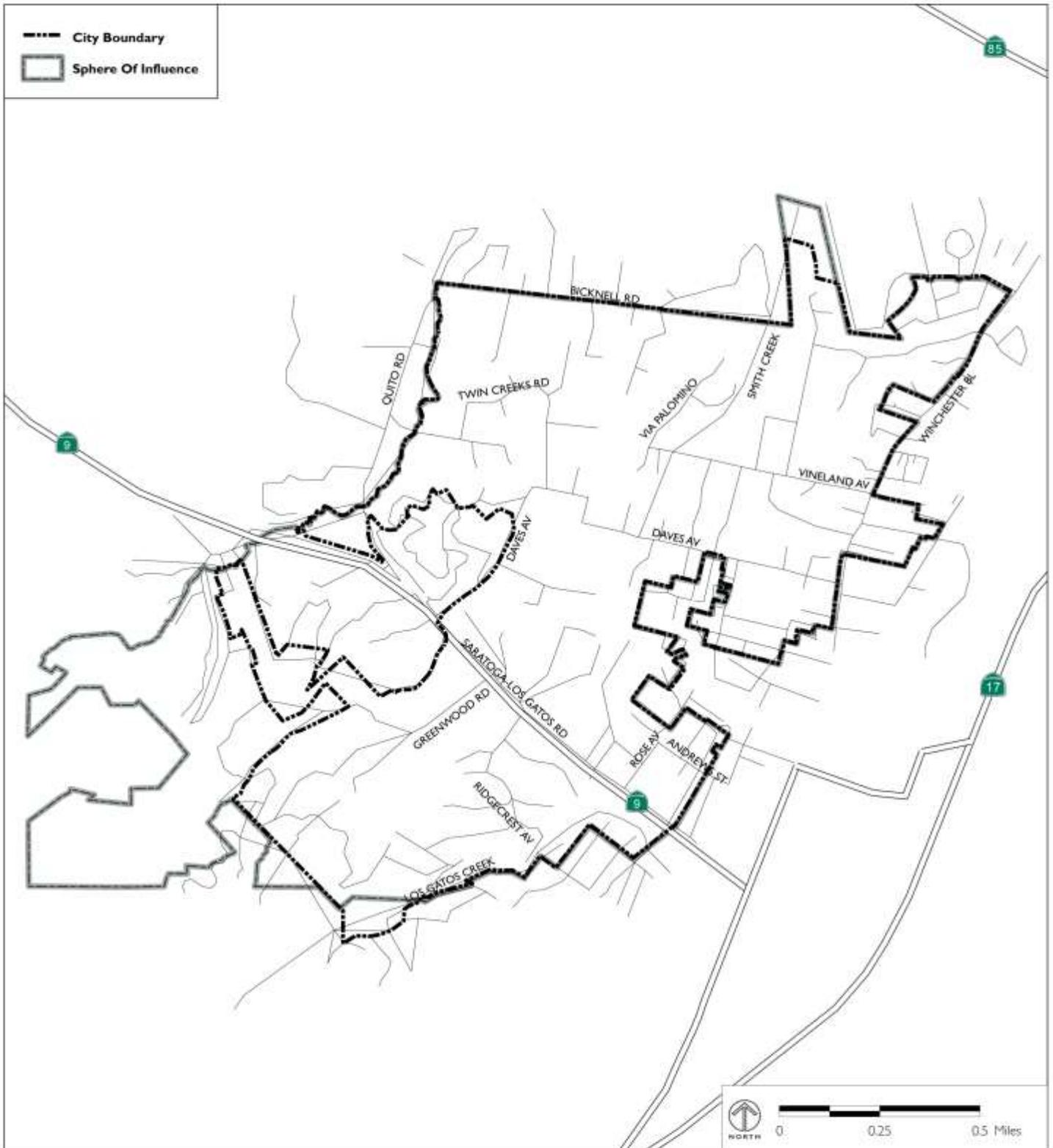
Beyond this introduction, the General Plan includes seven separate chapters or “elements” that set goals, policies and actions for each given subject. Some elements are required by State law, others are included in this General Plan as optional elements. A brief summary of topics included in the Monte Sereno General Plan Update is provided here.

1. **Introduction.** The introduction describes the history and location of Monte Sereno and provides an overview of the purpose and contents of the General Plan.
2. **Guiding Principles.** This section identifies key community values that serve as a foundation to the General Plan.
3. **Land Use Element.** The required Land Use Element identifies land uses and intensities of development that are permitted in Monte Sereno. A Land Use Map identifying the location of these permitted uses is included in this element. The Land Use Element also includes goals and policies relating to the character of the built environment in Monte Sereno.
4. **Housing Element.** The Housing Element is unique among General Plan elements in that it must be reviewed by the State and is updated every five years. This Housing Element, which applies to a 2009-2014<sup>1</sup> planning period, includes policies relating to promoting housing opportunities for all income groups and preserving existing affordable housing in the city.
5. **Circulation Element.** This required element specifies the general location and extent of existing streets, transit facilities and the bicycle and pedestrian network. As required by law, all facilities in the Circulation Element are correlated with the land uses foreseen in the Land Use Element.

**Included with this document is the 2015-2023 Housing Element Adopted May 19, 2015**

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<sup>1</sup> Included with this document is the 2015-2023 Housing Element Adopted May 19, 2015



Source: City of Monte Sereno, 2007

FIGURE I-2  
CITY BOUNDARY AND SPHERE OF INFLUENCE

6. **Open Space and Conservation Element.** The Open Space Element and the Conservation Element are required under State law and are combined in this General Plan. Issues addressed in this element include the conservation, development and utilization of natural resources; the preservation of open space; and the provision of parks and recreational facilities.
7. **Public Services and Facilities.** This optional element contains goals and policies to guide the provision of public services to maintain the quality of life in Monte Sereno.
8. **Health and Safety Element.** The Health and Safety Element is required by State law and contains policies to protect the community from risks associated with the effects of fires, flooding, earthquakes and other natural and man-made hazards.

One of the guiding principles in this General Plan is environmental sustainability and stewardship of the natural environment. This principle informs goals and policies found in all of the General Plan elements. Related to this principle is the issue of climate change resulting from the emission of greenhouse gases. Goals and policies that specifically address greenhouse gas emissions are located in the Health and Safety Element of this General Plan.

#### *E. Organization of the General Plan Elements*

Each element of this General Plan contains background information and goals, policies and actions. The background information section of each element describes current conditions in Monte Sereno relative to the subject of the element. The goals, policies and actions provide guidance on how to maintain and enhance the city over the next 15 years. The goals, policies and actions in each element are derived from a number of sources including other City Planning documents and public input gathered at community workshops. Each is described as follows:

- ◆ A **goal** is a description of the general desired result that the city seeks to create through the implementation of its General Plan.
- ◆ A **policy** is a specific statement that guides decision-making in working to achieve a goal. Policies represent statements of regulation and require no further implementation. The General Plan's policies set the standards that will be used by City staff and the City Council in their review of land development projects and in decision-making about County actions in Monte Sereno.

- ◆ An **action** is a program, implementation measure, procedure or technique intended to help achieve a specified goal.

Figure 1-3 shows the relationship between each of the components described above. As shown in the figure, policies and actions are at the same level; both policies and actions are intended to implement goals. In most cases, goals have both implementing policies and actions. However, it is also possible for a goal to be implemented exclusively through either policies or actions.

FIGURE I-3 **GENERAL PLAN COMPONENTS**

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## *F. General Plan Update Process*

The Monte Sereno General Plan Update was prepared by the City Council, City staff and a consultant team, with extensive public input. The process featured three tiers of public input: (1) public workshops, (2) City Council study sessions and (3) a public review period.

### **1. Public Workshops**

The City hosted three public workshops for the General Plan Update. These workshops, described below, enabled residents to learn about the General Plan and provide input through a variety of interactive exercises and meeting formats.

- ◆ **Workshop #1 – October 15, 2007.** At this workshop City staff and its consultants presented an overview of the General Plan Update process and facilitated a discussion of general policy questions. Workshop participants separated into four small groups to discuss questions relating to land use, annexation, housing, transportation, natural resources, public facilities and services and safety. Input received at this workshop was used to identify key policy issues for the General Plan Update.
- ◆ **Workshop #2 – November 29, 2007.** This workshop began with a presentation that summarized the outcome of the first public workshop. Workshop participants then divided into three small groups to discuss specific land use and policy alternatives for the General Plan Update. The small groups discussed 17 questions presented in an Alternatives Workbook.
- ◆ **Public Informational Meeting – October 21, 2008.** At this informational meeting the Draft General Plan was presented to the City Council and the public for the kickoff of the public review and comment period.

### **2. City Council Study Sessions**

The City Council held two study sessions to discuss the General Plan prior to the preparation of a draft document. On February 8, 2008 the City Council held the first study session to provide input on key policy questions that emerged from the first two workshops. At the second study session on May 20, 2008, the City Council reviewed four land use alternative maps and selected a preferred land use alternative for the Land Use Element.

### **3. Public Review Period**

As required by State law, the General Plan will be circulated for a 30-day period along with the associated environmental review. This review period will begin in

CITY OF MONTE SERENO  
GENERAL PLAN  
INTRODUCTION

September of 2008 with the presentation of the Draft General Plan at Public Informational Meeting. During the review period residents and other community stakeholders may submit written comments on the Draft General Plan. These written comments along with additional verbal comments will be considered by the City Council at public hearings on the Draft General Plan in the summer and fall of 2008. After making any necessary revisions to the Plan, it is anticipated that the City Council will adopt the Final General Plan in the fall of 2008.

CITY OF MONTE SERENO  
GENERAL PLAN  
INTRODUCTION

## 2 GUIDING PRINCIPLES

The Guiding Principles chapter establishes the key community values that act as a foundation to this General Plan. These principles represent the primary goals to which Monte Sereno aspires. These principles are general in nature and relate to all goals, policies and actions contained in the individual elements of this Plan. The principles articulate a shared vision for the future of Monte Sereno to guide City decision-making throughout the life of this Plan.

The following Guiding Principles serve as the foundation to this General Plan:

1. **Community Character.** Ensure that all new development preserves and enhances the unique residential character of Monte Sereno.
2. **Environmental Sustainability.** Support a way-of-life in Monte Sereno that protects natural resources and minimizes residents' impacts to the environment.
3. **Enhanced Mobility.** Ensure that residents can safely travel to their destinations by automobile, public transit, bicycle or walking.
4. **Quality Public Services.** Provide high-quality services to residents in an efficient and cost-effective manner.
5. **Community Safety.** Ensure that Monte Sereno residents are prepared for and protected from natural and man-made hazards.

CITY OF MONTE SERENO  
GENERAL PLAN  
GUIDING PRINCIPLES

### 3 LAND USE ELEMENT

The purpose of the Land Use Element is to plan for and shape the future physical development of Monte Sereno. This element seeks to preserve and enhance the residential character of Monte Sereno which is highly valued by residents. The Land Use Element is the central chapter of the General Plan.

As required by State law, this Land Use Element contains text and maps that designate the future use and reuse of land within city limits. The Land Use Element also includes standards of density and building intensity for the city, which are also required by law.

The Land Use Element sets forth specific goals, policies and actions to guide land uses for Monte Sereno. The General Plan Land Use Map, contained in this Element, graphically represents the City's vision for the future enhancement and conservation of Monte Sereno.

#### *A. Background Land Use Information*

This section provides details on the existing land uses in Monte Sereno to document the development pattern in Monte Sereno in 2008 and to provide background information for the Land Use Element. This section describes the development and land use pattern present at the time the General Plan was adopted.

##### **1. Existing Land Uses**

Monte Sereno is a community of low-density residential neighborhoods. Within these neighborhoods, the density of development ranges from one dwelling unit per acre to five dwelling units per acre. Residential neighborhoods feature detached single-family homes with some homes having either detached or attached second dwelling units.<sup>1</sup> A description of the eight residential neighborhoods in Monte Sereno is provided in Section B below.

Monte Sereno does not feature any commercial or industrial land uses. Non-residential uses in Monte Sereno are limited to a few public facilities and privately-owned open space. In 2008 non-residential land uses in Monte Sereno included:

- ◆ Daves Elementary at 17770 Daves Avenue.
- ◆ The Community Center with City offices and the U.S. Post Office at 18041 Saratoga-Los Gatos Road.
- ◆ The First Baptist Church of Los Gatos at 17765 Daves Avenue.

---

<sup>1</sup> On August 6, 2013 the City Council created an additional Land Use designation to allow for multifamily zoning at a density of 3 dwelling units per acre.

- ◆ Privately-owned open space including Loma Serena and Tract 5970 subdivision.

## 2. Development Potential

Monte Sereno is a largely built-out community with a limited supply of vacant land. Additionally, many of the remaining vacant sites within the city boundary are located on unstable, steep slopes and are not ideal for development. This General Plan therefore anticipates limited additional development in Monte Sereno over the next 15 years. New development in Monte Sereno during this period is expected to consist of redevelopment of single-family homes, new secondary dwelling units and multi-family housing. As discussed further in the Housing Element, the Association of Bay Area Governments (ABAG) projects that new development will accommodate approximately 150 additional households in Monte Sereno by 2035. No additional non-residential development is anticipated during this planning period.

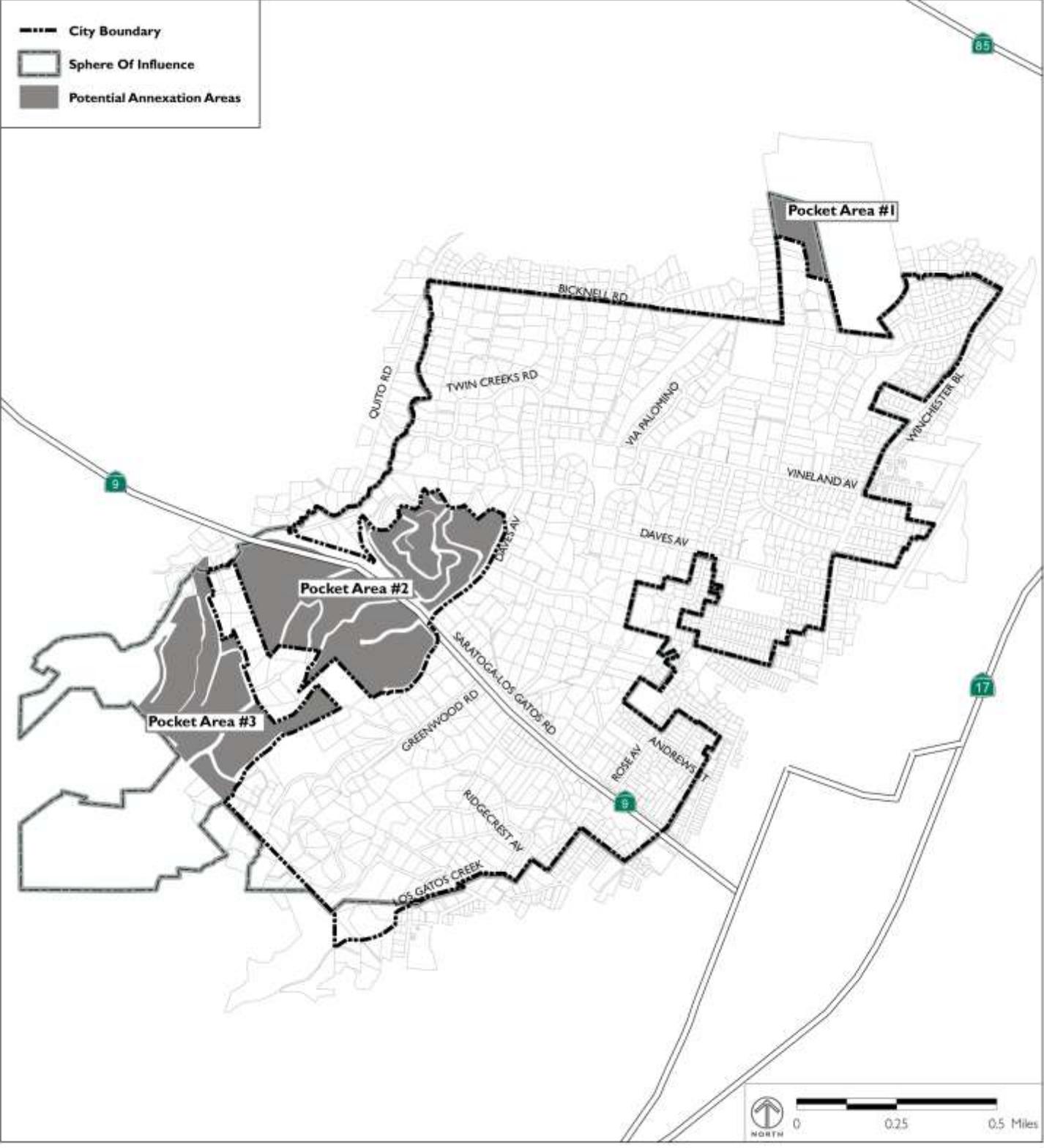
## 3. Potential Annexation Areas

Monte Sereno's Sphere of Influence (SOI) contains areas that the city may annex during the planning period of this General Plan. The Santa Clara Local Area Formation Commission (LAFCo) has identified the following three areas (or "pockets") in the SOI as land most appropriate for annexation into Monte Sereno:

- ◆ Pocket #1, Karl Avenue, 9 acres
- ◆ Pocket #2, Highway 9, 125 acres
- ◆ Pocket #3, Upper Hillside, 68 acres

The location of these three annexation pockets is identified in Figure LU-1. Annexation of these pockets or any other areas within the City's SOI requires approval of both the Monte Sereno City Council and the Santa Clara LAFCo.

Within Annexation Pocket #2 is the La Hacienda Inn, located on Saratoga-Los Gatos Road at Austin Way. The La Hacienda Inn, containing 20 guest rooms, a restaurant and a bar, is a non-conforming use as it is located in a County zone that permits only low-density residential uses.



Source: City of Monte Sereno, 2007

FIGURE LU-1  
POTENTIAL ANNEXATION AREAS

## *B. Land Use Designations*

The following outlines the allowable land uses for each land use designation. Maximum density and intensity measures are also identified for each land use type. Table LU-1 summarizes the acreage for each land use designation and Figure LU-2 maps the locations of the General Plan land use designations.

### **1. Single-Family Residential, 1 D.U./Acre (R-1-44)**

This designation allows for the development of single-family dwellings at a maximum density of 1 dwelling unit per acre. Additional uses that may be allowed include home businesses, second units, renting of rooms/boardings and other compatible uses identified in the Monte Sereno Municipal Code.

### **2. Single-Family Residential, 2 D.U./Acre (R-1-20)**

This designation allows for the development of single-family dwellings at a maximum density of 2 dwelling units per acre. Additional uses that may be allowed include home businesses, second units, renting of rooms/boardings and other compatible uses identified in the Monte Sereno Municipal Code.

### **3. Single-Family Residential, 3 to 5 D.U./Acre (R-1-8)**

This designation allows for the development of single-family dwellings at a maximum density of three to five dwelling units per acre. The minimum lot area under this designation is 8,000 square feet. Additional uses that may be allowed include home businesses, second units and other compatible uses identified in the Monte Sereno Municipal Code. Cluster development may be conditionally permitted.

### **4. Multi-family Residential, 3 D.U./Acre (RM)**

This designation allows for the development of single-family and multi-family dwellings at a maximum density of three (3) dwelling units per acre. The minimum lot area under this designation is 14,520 square feet. Additional uses that may be allowed include home businesses, second units and other compatible uses identified in the Monte Sereno Municipal Code. Cluster Developments may be conditionally.

### **5. Public (P)**

The Public designation allows for the development and operation of services and facilities that are necessary to meet the community's public needs. Allowable uses include public schools, City offices, post offices, fire and police facilities, other governmental facilities, parks and other recreational facilities. The maximum allowed intensity in the Public designated shall be as established by use permit or other vehicle for project approval.

### **6. Open Space (OS)**

The Open Space designation is used to preserve environmentally sensitive areas and maintain a high quality scenic beauty in the community. Allowable uses are limited to unimproved open space and public facilities. No permanent structures are permitted in the Open Space designation.

CITY OF MONTE SERENO  
GENERAL PLAN  
LAND USE ELEMENT

**TABLE LU-1 SUMMARY OF DESIGNATED LAND USES**

<b>Land Use Designation</b>	<b>Acreage in City Limits</b>
Single-family Residential, 1 D.U./acre	858
Single-family Residential, 2 D.U./acre	55
Single-family Residential, 3-5 D.U./acre	134
Multi-family Residential, 3 D.U./acre	4.5 (in City's SOI)
Public	9
Open Space and Conservation	38

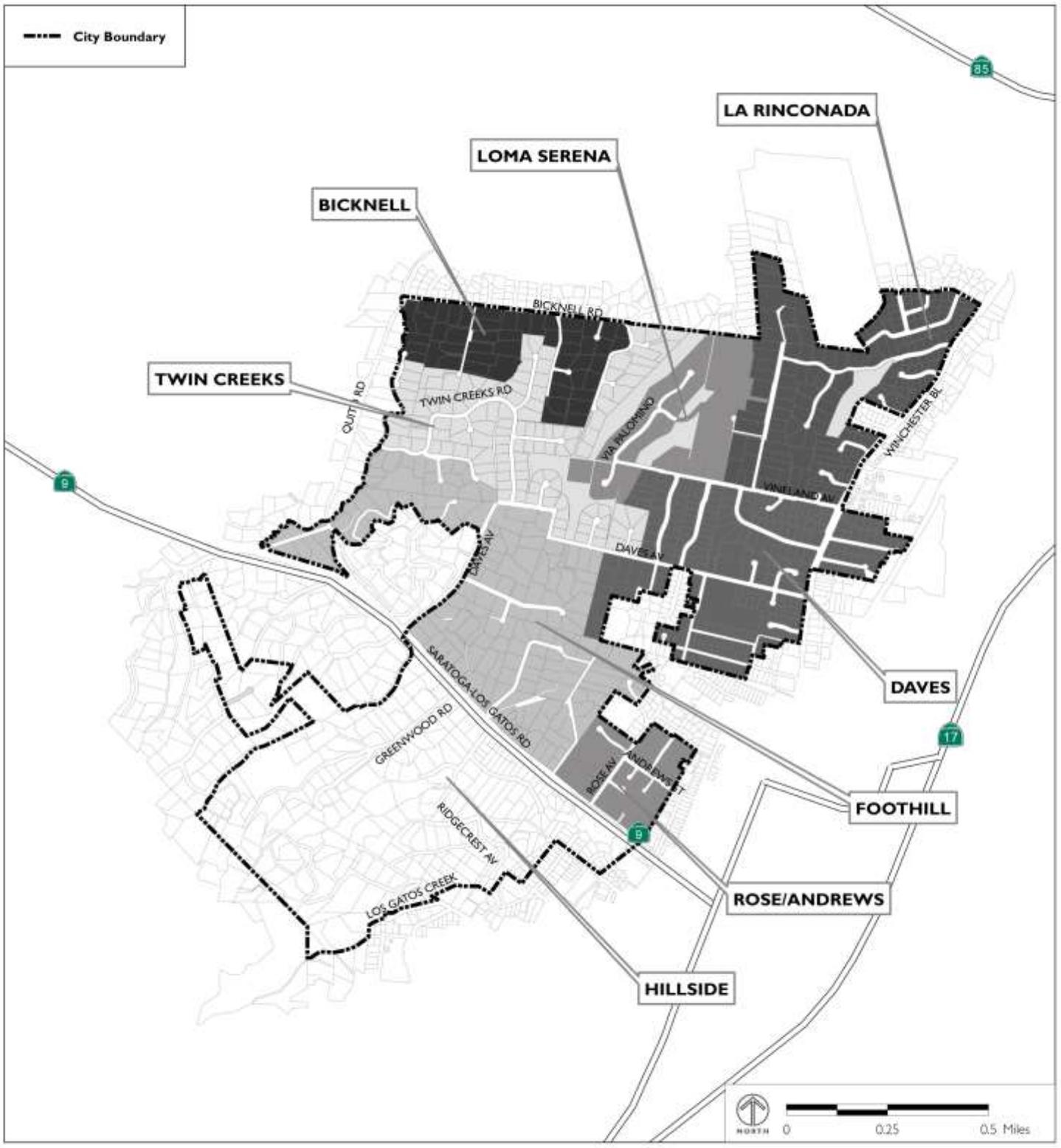


### C. *Monte Sereno Neighborhoods*

Monte Sereno is divided into eight neighborhoods, distinguished by their location and unique characteristics, such as ambience, physical description, type of roadways and vegetation. The neighborhoods are used as a basis for planning analysis and policy formulation. The location of the planning areas are identified in Figure LU-3.

The eight planning areas are described below. Each description is intended to characterize the area, not establish land use policies. Goals and policies in Section D below express the land use policies that affect the planning area.

- ◆ *Bicknell.* Bicknell, located in the northwest portion of the city west of Elm Park, has large, ranch style homes that have been built on expansive and flat converted farm land. The neighborhood is surrounded by open space, and the roadways are generally described as quaint and scenic. The focal point of Bicknell is the dairy farm.
- ◆ *Daves.* Daves, a neighborhood east of Palos Verdes Drive and Oak Knoll Drive, south of Vineland Avenue, and north of Bruce Avenue, is characterized by uniform, small lots with older homes with natural, unimproved landscaping and sections of newer homes with extensive landscaping. Daves Avenue School is located in this neighborhood, and the First Baptist Church of Los Gatos is the focal point of the neighborhood. Daves Avenue and Vineland Avenue are major collector streets, while additional traffic is generated by the church and school in the neighborhood.
- ◆ *Foothill.* Foothill is located in the southwest corner of the city, north of the Highway 9 Scenic Route. On a moderate slope, Foothill has a diverse housing stock varying from small to large-sized homes that are widespread and sit on irregularly-shaped lots of varying sizes. Many of the streets in Foothill are dead-end, private streets with some steep hillside roads. The San Tomas Aquinas Creek runs through the neighborhood.



Source: City of Monte Sereno, 2007

FIGURE LU-3  
MONTE SERENO NEIGHBORHOODS

- ◆ *Hillside*. Hillside is the neighborhood located west of Highway 9 in Monte Sereno. It is characterized by moderate to steeply sloping land and heavily, naturally landscaped and wooded evergreen areas. Homes are a mixture of smaller, older homes and larger, new homes with large setbacks. Lots are primarily large and irregularly-shaped because of boundaries resulting from natural contours in the area. Roadways are narrow and winding with limited sight distance.
- ◆ *La Rinconada*. Rinconada, located north of Vineland Avenue, south of Golf Course Drive, east of Robin Ann Lane, and west of Winchester Boulevard, is a neighborhood of semi-rural character with mature oak and pine trees surrounded by large, open spaces. Rinconada has a diverse housing stock of various styles and sizes. Natural valley areas generally act as physical barriers within the neighborhood. There is limited through access in this neighborhood.
- ◆ *Loma Serena*. Loma Serena, located south of Bicknell Road, north of Daves Avenue, West of Robin Anne Lane and includes the streets of Via Palomino, Via Pinto, Via Encantada, Via Caballero, Via Vaquero and Equestrian Way. The neighborhood primarily surrounds a private open space well maintained by the Loma Serena Homeowners Association. Homes are of similar shape, larger size and style dating back to 1964. Most lots have views and vistas and an equestrian trail runs through the open space area.
- ◆ *Rose/Andrews*. Rose/Andrews is located north of the Highway 9 Scenic Route and west of Winchester Boulevard on flat lands. The Government Center is located here. Homes are a wide variety of styles. Properties commonly feature fences and distinct landscaping. Lots are small and inconsistently shaped. The character of the neighborhood is consistent with neighboring Los Gatos properties. Roadways in Rose/Andrews are typically small, private dead-end streets. However, some roads may be used as a transportation link between Highway 9 and Winchester Boulevard.
- ◆ *Twin Creeks*. The Twin Creeks neighborhood incorporates Grandview Avenue and Viewfield Avenue, to the south of the Bicknell neighborhood and the north of the Foothill neighborhood. It is characterized by semi-rural neighborhoods, manicured landscapes, and large, grand homes on large lots. Equestrian trails run through Twin Creeks set within abundant open space. This neighborhood embodies the typical style and character of Monte Sereno's image.

*D. Goals, Policies and Actions*

<b>Goal LU-1</b>	<b>Ensure that development enhances the residential character of the community.</b>
------------------	---

Policies

- |               |   |
|---------------|---|
| Policy LU-1.1 | Protect Monte Sereno neighborhoods from the intrusion of incompatible land uses and disruptive traffic to the extent reasonably possible. |
| Policy LU-1.2 | Require new development to complement and enhance existing neighborhood character.  |
| Policy LU-1.3 | Continue to review new development proposals to ensure that they do not overwhelm their sites or their neighborhood.                      |
| Policy LU-1.4 | Continue to require landscape plans as part of Site Development Permit applications.  |
| Policy LU-1.5 | Ensure that regulations, requirements and processing procedures are clear, precise and reflect City Policy.                               |

Actions

- |               |  |
|---------------|--|
| Action LU-1.1 | Review City regulations on a regular basis to ensure that development within the city occurs in a manner compatible with the City's character. |
|---------------|--|

**Goal LU-2 Promote development that is harmoniously integrated into the natural environment.**

Policies

- Policy LU-2.1 Require development to be designed to protect natural resources, preserve open spaces and natural topography.
- Policy LU-2.2 Encourage residential uses to merge naturally with surrounding land uses through the gradual change of densities and the preservation of the natural topography.
- Policy LU-2.3 Permit the clustering of building sites to protect environmentally sensitive areas, avoid hazards, or create shared uses such as neighborhood recreation areas. However, in no case shall the number of lots allowed be greater than that permitted for a conventional subdivision.
- Policy LU-2.4 Carefully review development in areas of high scenic value.

**Goal LU-3 Coordinate growth and development with other agencies.**

Policies

- Policy LU-3.1 Continue to take an active role in coordinating land use decisions with federal, state, and regional agencies, Santa Clara County, special districts and surrounding cities. Coordination shall address issues including but not limited to flood control, air quality and climate protection, transportation, water supply, sewage treatment, solid waste disposal and recycling, hazardous waste management and natural resource protection.
- Policy LU-3.2 Monte Sereno shall work with surrounding communities and agencies to insure protection of hillside areas.

<b>Goal LU-4</b>	<b>Provide for orderly growth consistent with the City's existing character.</b>
------------------	--

Policies

- |               |   |
|---------------|---|
| Policy LU-4.1 | Continue to review and comment on all development proposals located within the City's Sphere of Influence.  |
| Policy LU-4.2 | Consider the cumulative affects of individual development projects throughout the planning process.   |
| Policy LU-4.3 | Require that prior to approval, development proposals demonstrate that the site will be served by adequate infrastructure.  |
| Policy LU-4.4 | Evaluate fiscal impacts of development proposals to assure that new development does not reduce service standards or increase the burden upon existing residents of the city.   |
| Policy LU-4.5 | Continue annexation of areas within the City's Sphere of Influence only when: <ol style="list-style-type: none"><li>1. The area is contiguous with the city's boundaries;</li><li>2. Necessary infrastructure and services can be provided in an efficient manner;</li><li>3. The fiscal well-being of the city will not be adversely impacted</li><li>4. The annexation is consistent with State law and Santa Clara County Local Agency Formation Commission (LAFCo) standards and criteria;</li><li>5. The annexation is supported by a majority of affected landowners;</li><li>6. The annexation will not adversely impact the quality of life of city residents or the character of the community; and</li><li>7. The annexation is consistent with the General Plan.</li></ol> |

**CITY OF  
MONTE SERENO  
2015-2023 HOUSING ELEMENT**

**COVERING THE PERIOD JANUARY 31, 2015- JANUARY 31, 2023**



---

**ADOPTED: MAY 19, 2015**

## SECTION 1: INTRODUCTION

### *A. Purpose of the Housing Element*

This 2015-2023 Housing Element represents the City of Monte Sereno's intent to plan for the housing needs of the Monte Sereno community while meeting the State's housing goals as set forth in Article 10.6 of the California Government Code. The California State Legislature has identified the attainment of a decent home and a suitable living environment for every Californian as the State's major housing goal.

The Monte Sereno Housing Element represents a sincere and creative effort to meet local and regional housing needs within the constraints of a fully established built-out community, limited land availability and extraordinarily high costs of land and housing.

Pursuant to State law, the Housing Element must be updated periodically according to statutory deadlines. This Housing Element covers the planning period of January 31, 2015 through January 31, 2023.

The Element must include the following components:

- Analysis of the City's population, household, and employment base, and housing stock characteristics.
- Summary of the present and projected housing needs of the City's households.
- Review of potential constraints to meeting the City's identified housing needs.
- Review and evaluation of the City's previous Housing Element (2009-2014).
- Evaluation of opportunities that will further the development of new housing.
- Description of the Housing Plan to address the identified housing needs.

The 2015-2023 Housing Element replaces the City's 2009-2014 Housing Element. The 2009-2014 Housing Element was adopted by the City in 2010 and was later in that same year found to be in compliance with State Housing Element Law by the California Department of Housing and Community Development.

### *B. Relationship to the General Plan*

The City of Monte Sereno General Plan was adopted in 2009 and is comprised of the following elements: 1) Land Use; 2) Housing Element; 3) Circulation; 4) Open Space and Conservation; 5) Public Services and Facilities; and 6) Health and Safety.

The City's Housing Element is being updated at this time in conformance with the 2014-2022 update cycle for jurisdictions in the Association of Bay Area Governments (ABAG) region. The Housing Element builds upon the other General Plan elements and contains policies to ensure that it is consistent with other elements of the General Plan. As portions of the General Plan are amended in the future, the Plan (including the Housing Element) will be reviewed to ensure that internal consistency is maintained.

## SECTION 2. COMMUNITY OUTREACH AND PUBLIC PARTICIPATION

### **A. Community Meeting**

A community meeting was held in the City's Council Chambers on May 20, 2014. Public notice of this meeting was sent on May 5, 2014 to members of the City's Site and Architecture Commission, City Council members, affordable housing organizations and legal advocacy groups, County of Santa Clara Planning Department and Housing Authority as well as everyone listed in the City's email notification group, in a diligent effort to achieve public participation of all economic segments of the community. A list of the advocacy groups invited to the meetings is attached as Appendix E. An article on the proposed meeting was also included in the May 16, 2014 edition of the "Town News" (Los Gatos/Saratoga/Monte Sereno edition). The meeting date and location, a description of the Housing Element Update process, a list of "Frequently Asked Questions" and other relevant information was also posted on the City's web site prior to the meeting.

### **B. Information Distribution**

The City distributed information and updates on the City's website throughout the development of this Housing Element Update.

### **C. Review of Draft and Final Housing Element**

The 2015-2023 draft Housing Element was released for public review on September 5, 2014. An electronic copy of the draft document was published on the City's website and a hard copy was available at City Hall for public review. The draft Housing Element was reviewed by the City Council at their October 7, 2014 meeting. Public notice of the October 7, 2014 meeting was posted on the City's website on September 5, 2014 and notice was provided to individuals on the City's email list as well as appropriate organizations/agencies. Please see Appendix E for a list of organizations/agencies that received public notice. In addition, public notice of the meeting was printed in the "Town News" (Los Gatos/Saratoga/Monte Sereno edition). At their October 7, 2014 meeting, the City Council took public comments on the draft Element and unanimously voted to submit the draft Element to the Department of Housing and Community Development (HCD). On October 10, 2014, the City submitted the draft Housing Element to HCD and requested a streamlined review of the document.

On December 12, 2014, HCD sent a letter to the City, which contained comments on the draft Housing Element. In addition, HCD forwarded one letter dated December 11, 2014 from Wendel, Rosen, Black and Dean LLP on behalf of Hacienda Realty. Other than the December 11, 2014 letter, the City received no other comments on the draft Housing Element.

The draft Housing Element was revised to respond to the comments and the Final Housing Element document was released for public review on February 9, 2015 and a Public Hearing was scheduled for February 17, 2015. On February 9, 2015, the document was available at City Hall and on the City's web site. Notice of the document availability and the February 17, 2015 Public Hearing was sent to the list of organizations contained in Appendix E of this document as well as anyone who had submitted comments either written or orally on the document. Further, notice of the document availability and Public Hearing was also sent to everyone on the City's email notification list. The date and location of the February 17, 2015 meeting was also published in the February 6 and 13, 2015 edition of the "Town News" (Los Gatos/Saratoga/Monte Sereno edition).

The 2015-2023 final Housing Element was sent to HCD on February 23, 2015 and, following HCD's review, the 2015-2023 Housing Element was adopted by the City Council on May 19, 2015.

*Please see Appendix G of this document for a more detailed description of the public participation process.*

SECTION 3. COMMUNITY PROFILE

**Community Profile**

Monte Sereno is a quiet residential community of approximately 1.56 square miles nestled in the southwestern portion of Santa Clara County at the base of the Santa Cruz Mountains between the City of Saratoga and the Town of Los Gatos. It is an all residential community of approximately 3,500 residents and the area is known for its rural character and wooded hillsides. The City of Monte Sereno is approximately 50 miles southeast of San Francisco and just minutes from the heart of Silicon Valley and has easy access to Highways 17 and 85. It was incorporated as a City on May 14, 1957. A few of the City points of interest are the home in which American author John Steinbeck wrote the Grapes of Wrath and the site of the Billy Jones Rail Road.

*(Please note: all data cited in this section is from the ABAG 2014 Housing Element Data workbooks unless otherwise noted.)*

**A. Population Characteristics**

**Current Population**

The California Department of Finance estimates that the population of Monte Sereno is 3,450 persons as of January 1, 2014. Monte Sereno is the smallest community in Santa Clara County, which had an estimated total population of 1,868,558 in 2014.

**Table HE-1 Santa Clara County Population Estimate, 2014**

Campbell	41,993
Cupertino	59,946
Gilroy	52,413
Los Altos	29,969
Los Altos Hills	8,354
Los Gatos	30,532
Milpitas	70,092
Monte Sereno	3,450
Morgan Hill	41,197
Mountain View	76,781
Palo Alto	66,861
San Jose	1,000,536
Santa Clara	121,229
Saratoga	30,887
Sunnyvale	147,055
Unincorporated County	87,263
<b>Total</b>	<b>1,868,558</b>

Source: California Department of Finance Estimates, January 1, 2014

**Age Composition**

Table HE-2 shows the 1990, 2000 and 2010 age distributions for the population in Monte Sereno. As shown in this table, the number of people age 65 or older increased by 28 percent from 2000 (505 people) to 2010 (647 people). This change is consistent with the region-wide trend of an aging population. The percentage of seniors living in Monte Sereno, however, is greater than the percentage of seniors living elsewhere in Santa Clara County. In 2010, 19% percent of the population in Monte Sereno was 60 or over, while in Santa Clara County, 16 percent of the population was 60 or over.

The number of seniors in Monte Sereno is expected to increase in the future due to the aging of the baby boom generation. Detailed future age distribution projections for Monte Sereno are not available. However, as Table HE-2 below demonstrates, the percentage of people 65+ years has steadily increased in Monte Sereno from 1990-2010 and this trend is expected to continue.

**Table HE-2 Population by Age, Monte Sereno 1990, 2000, 2010**

<b>Age Group</b>	<b>Population 1990</b>	<b>Percent 1990</b>	<b>Population 2000</b>	<b>Percent 2000</b>	<b>Population 2010</b>	<b>Percent 2010</b>
<i>65+ years</i>	364	11.1%	505	14.5%	647	19%
<i>45- 64 years</i>	1,065	32.4 %	1,121	32.2 %	1235	37%
<i>20-44 years</i>	1,066	32.4%	846	24.3 %	587	18%
<i>0-19 years</i>	792	24.1 %	1,011	29 %	872	26%

Source: U.S. Census, ABAG Housing Element Data (2014)

**Employment**

Monte Sereno has a very small employment base that is made up of City employees, school district personnel and people involved in miscellaneous home occupations. The City does not have commercial, industrial or institutional centers; the majority of Monte Sereno residents who are in the workforce commute elsewhere to their jobs. According to ABAG, the number of employed adults 16 years of age and older in the City has remained relatively static since 2000. ABAG’s 2014 Housing Element Data indicate that there were 1,501 employed adults in the City in 2000 and that number increased only slightly to 1,523 adults in the 2007-2011 period. The primary industries in which these residents were employed included manufacturing, professional services and education.

ABAG’s ‘Projections 2013’ found only 450 total jobs in the City in 2010, projected to increase to 580 in 2040. Since Monte Sereno has more than three employed residents for each job in the City, it serves as a bedroom community for nearby job-rich communities such as Los Gatos.

***B. Household Characteristics***

**Household Size and Growth**

Monte Sereno households are slightly smaller than the average Santa Clara County household. In 2000, Monte Sereno’s average household size was 2.88 persons per household as compared to the county average of 2.92 persons per household. Average household size in 2007-2011 was 2.85 persons per household in Monte Sereno and 2.89 persons per household in Santa Clara County.

The number of households in the City has remained at approximately 1200 households from 2000-2010. ABAG has predicted that the City will have a 3.2% growth rate in the decade between 2010-2020, resulting in a net increase of approximately 38 households.

**Housing Tenure**

Monte Sereno has a very high rate of home ownership. In 2010, approximately 90 percent of housing units in Monte Sereno were owner occupied. This figure decreased slightly from 1990, when approximately 92 percent of housing units were owner-occupied. In Santa Clara County, approximately 58 percent of housing units were owner-occupied in 2010.

**Household Income Levels**

Monte Sereno is a relatively affluent community. The median household income in Monte Sereno was \$181,719 in 2011. In Santa Clara County, the median household income was \$89,064. From 2000 to 2011, household income decreased in both Monte Sereno and Santa Clara County. In 2000, the median household income was \$208,262 (in 2011 dollars) in Monte Sereno and \$100,352 in Santa Clara County. This decrease can probably be attributed to the recessionary period, which began in 2008.

For planning purposes, the State Department of Housing and Community Development categorizes Monte Sereno households into five income groups based on the Santa Clara County Median Family Income (MFI). In 2014 the MFI in Santa Clara County was \$105,500. Income levels for four-person households are defined as follows:

- ◆ **Extremely Low Income:** Households with incomes less than 30% of MFI (under \$31,650)
- ◆ **Very Low Income:** Households with incomes between 31 percent and 50 percent of MFI (\$31,651 to \$53,050)
- ◆ **Low Income:** Households with incomes between 51 percent and 80 percent of MFI (\$53,051 to \$84,900)
- ◆ **Moderate Income:** Households with incomes between 81 percent and 120 percent of MFI (\$84,901 to \$126,600)
- ◆ **Above Moderate Income:** Households with incomes greater than 120 percent of MFI (over \$126,001)

In 2007-2011, approximately 16% of all City households or 190 households total were lower income households (extremely low, very low and low income). This is a slight increase from 2000 when 13% of the City’s households were lower income. This 3% increase could indicate that additional housing units in the City are providing housing for lower income households. Moderate income households accounted for 13.5% of all households in 2007-2011 and the remaining 70.5% of households in the City are considered above moderate income households.

Extremely Low Income	60 households
Very Low Income	60 households
Low Income	70 households
Moderate Income	165 households
Above Moderate Income	865 households
TOTAL CITY HOUSEHOLDS	1220 households

**Race and Ethnicity**

In 2010, 77 percent of the population in Monte Sereno was White, 14 percent was Asian, 5% was Hispanic and the remaining percent was other. In Santa Clara County, roughly equal percentages of the population were white and Asian (35 and 32 percent, respectively) and 27 percent was Hispanic.

***C. Housing Stock Characteristics***

**Vacancy Rates**

The vacancy rate in Monte Sereno in 2010 was 1.6% (21 units) for units available for rent or sale. An additional 55 units were vacant but were either seasonal units or vacant for other reasons.

**Housing Types**

In 2014, there were 1,293 dwelling units in Monte Sereno. Approximately 97 percent of housing units in Monte Sereno are single-family detached homes and 2% are single-family attached units.

These single-family homes are supplemented by a growing supply of secondary dwelling units or “Second Units.” The City estimates that there are 87 Second Units in Monte Sereno in 2014. As discussed further in Section 6 of this Element, Second Units are the primary form of affordable housing in Monte Sereno.

**Age and Condition of Housing Stock**

Monte Sereno’s housing stock includes a wide variety of units built throughout the past century. Listed below are the percentages of units built by age:

Built in 1940s or earlier	19%
Built in 1950s	18%
Built in 1960s	21%
Built in 1970s	25%
Built in 1980s	3%
Built in 1990s	6%
Built in 2000 or recently	8%

In 2014, ABAG data indicates that there are no units lacking complete plumbing or kitchen facilities in Monte Sereno. In 2014, based on observations by the City’s inspectors responsible for code enforcement, while some units need deferred maintenance repairs, there are no or few units in need of substantial rehabilitation. Most code enforcement complaints to the City involve relatively minor repairs.

In addition to age of unit, overcrowding is another factor that can affect housing condition. Overcrowding is defined as households that have more than 1 person per room. In Monte Sereno, there were no overcrowded owner units and 10 overcrowded renter units. None of the 10 renter units were identified as severely overcrowded (more than 1.5 person per room).

***D. Housing Costs***

**Units for Sale**

Home prices in Monte Sereno are among the most expensive in the Bay Area. The Santa Clara County Association of Realtors reports that, as of December 2013, the average sales price of a home in Monte Sereno was \$2,220,216 and the median sales price was \$1,980,000.

**Rental Units**

It is difficult to determine an estimate of the average rental costs in Monte Sereno due to the limited number of housing units, especially rental units. Table HE-3 below includes average rental costs for three communities in proximity to Monte Sereno. Of the three communities, Saratoga and Los Gatos are more similar to Monte Sereno in terms of type of housing stock and size of units. It is estimated that rental costs in Monte Sereno are similar to those in Saratoga and Los Gatos.

**Table HE-3 Rental Cost Per Month in Neighboring Communities (2014)**

	Studio/One Bedroom	Two Bedroom	Three Bedroom	Four or More Bedrooms
<b>Campbell</b>	\$1768	\$2333	\$2750	\$3100+
<b>Los Gatos</b>	\$2049	\$2538	\$3750	\$4125+
<b>Saratoga</b>	\$2104	\$3550	\$4150	\$5000+

Source: Craigslist.com, and local newspapers (2014).

**E. Housing Affordability**

Housing costs are very high in Monte Sereno. As stated above, the median sales price was \$1,980,000 at the end of 2013 – a price affordable only to a certain percentage of above moderate income households. Rental costs are also estimated to be high. Assuming that Monte Sereno’s rents are similar to Saratoga, a one bedroom rent is \$2104 and a two bedroom unit rents for \$3550. The chart below illustrates how “unaffordable” those rents are to typical lower income households.

**Table HE-4 Rental Affordability (2014)**

	1 bedroom unit	2 bedroom unit
<b>Estimated Market Rent</b>	\$2104	\$3550
Maximum “affordable” to a <b>very low</b> income household	\$1061	\$1194
Maximum “affordable” to a <b>low income</b> household	\$1266	\$1424

*“Affordable” amount calculated using City affordability formula as specified in Second Unit Program guidelines. (See Section B in Appendix)*

**Overpayment**

Households spending more than 30 percent of household income on housing costs are generally considered to be overpaying for housing. Households who spend more than 50% of their income for housing are considered to be “severely” overpaying.

In Monte Sereno, it is estimated that 319 households are paying between 30-50% of their income for housing costs. Of those 319 households, 289 are owner occupants and the majority of those owners (264) have incomes that are considered above moderate income. Of the 30 renter households who are overpaying, there are no lower income households and all 20 renter households have incomes of above moderate income.

In the category of “severely” overpaying (paying more than 50% of income for housing costs), there are a total of 325 households, of which 290 are owner occupants. These 290 households are divided among extremely low (30 households), very low (40 households), low income (60 households), moderate (90 households) and above moderate (70 households). The remaining 35 renter households with severe overpayment conditions include 10 extremely low income households, 10 very low income households and 15 moderate income households. The 644 total households overpaying for housing represent approximately 53% of all Monte Sereno households. This is not considered unusual given the fact that Monte Sereno’s housing costs are among the highest in the Bay Area and California.

**At-Risk Units**

The Housing Element is required to identify and develop a program for the preservation of affordable multifamily units assisted under various federal, State and local programs. The City is required to provide an inventory of assisted, affordable units that are eligible to convert to a market rate within ten years. In 2014 there are no assisted units within Monte Sereno’s boundaries that are subject to conversion to market rate within 10 years.

**F. Special Needs Housing**

To provide adequate housing for all people, a community must consider the housing needs of those with specific limitations or challenges. Special need populations include seniors, persons with disabilities, female headed households, large households, farm workers and persons in need of emergency shelter.

**Seniors**

Seniors face many housing challenges as they age, including the likelihood of a fixed budget, higher medical costs and greater likelihood of disabilities. In addition, seniors’ income tends to decline as they age. Young seniors often have some retirement savings or employment income that can supplement Social Security. Older seniors are more likely to use up their savings and therefore are more likely to have more limited incomes.

In 2010 approximately 19% of the City’s population was 60-74 years and another 9% of the population was 75 + years. This is an increase from 2000 data when 15% of the population was 60-74 years and an additional 5% was 75+ years. In total, 28% of the population (975 persons) were 60 years or older in 2010. It is expected that the overall number of elderly residents will continue to grow as members of the baby boomer generation age.

The 2009-2013 American Community Survey reported that 40% of the households in Monte Sereno had one or more people 65 years and older. Of those households, 25% were 1-person households. There were no senior households in Monte Sereno with incomes below the poverty level. Following are the percentage distribution of incomes for senior households over the age of 65 years in Monte Sereno

<u>Household Income</u>	<u>% of all Senior Households</u>
Under \$30,000	10%
\$30,001- 49,999	19%
\$50,000 - 74,999	16%
\$75,000 – 99,999	10%
\$100,000 or more	45%

The overwhelming majority of seniors in Monte Sereno own their homes. In the age group of 65-74 years, 96% of senior households own their homes. In the age group of 75-84 years, 98% of households are owners. And, in the age group of 85+ years, 89% of the senior households own their homes.

In regards to housing needs, seniors need housing that is accessible and affordable. Existing senior households living in Monte Sereno will probably require accessibility modifications to their homes in order to continue to “age in place” comfortably. They may also require caregivers, a situation where a Second Dwelling Unit could be very helpful in providing affordable living quarters for the caregiver as well as 24 hour assistance for the senior. Other in-home care opportunities are available in the area for seniors who wish to remain at home. The Home Instead Senior Care office in Campbell and the Visiting Angels Senior Homecare office in San Jose are local options that connect seniors with caregivers.

The charitable foundation Health Trust provides services to Santa Clara County residents. The local Meals on Wheels program is one of the programs operated under Health Trust that serves Santa Clara County residents who are physically limited and homebound, including seniors and persons with disabilities. Health Trust programs offer access to high quality, affordable health services for seniors through their Healthy Aging Initiative.

**Persons with Disabilities**

The Census Bureau defines disability as, “A long-lasting physical, mental, or emotional condition. This condition can make it difficult for a person to do activities such as walking, climbing stairs, dressing, bathing, learning, or remembering. This condition can also impede a person from being able to go outside the home alone or to work at a job or business.”

People with disabilities face many challenges when looking for housing. There is a limited supply of handicap accessible, affordable housing generally. Additionally, because some people with disabilities, particularly developmental disabilities, live with their parents they often do not have rental or credit history. This makes it harder to compete for the limited housing that is available. Second Units are often a valuable resource for families with members who are disabled and need care but want to live independently.

In 2000, there were 354 people five years old or older living in Monte Sereno with a disability. Of these, 68 percent were active members of the workforce and approximately 19 percent were senior citizens. The 2014 ABAG Housing Element data does not include disability estimates for communities under 5,000 in population. However, the U.S. Census American Community Survey estimates that there were 232 individuals in Monte Sereno with a disability in the 2008-2012 survey period. Of these 232 individuals or 79% of the total were 65 years and over.

### **People with Developmental Disabilities**

SB 812 signed into law in 2010, requires Housing Elements to include an analysis of the special housing needs of people with developmental disabilities. Additionally, SB 812 requires that individuals with disabilities receive public services in the least restrictive, most integrated setting appropriate to their needs.

California defines developmentally disabled as a “severe and chronic disability that is attributable to a mental or physical impairment. The disability must begin before the person’s 18<sup>th</sup> birthday, be expected to continue indefinitely, and present a substantial disability.” Some development disabilities cause mental retardation and some do not. Common developmental disabilities include Down’s syndrome, autism, epilepsy and cerebral palsy.

The San Andreas Regional Center (SARC) is a community based non-profit which serves the needs of the developmentally disabled in Santa Clara County. The center reports that there were 10,019 developmentally disabled individuals in the County in 2013. Of this total, 8,357 live at home and 1,590 live in care-giving facilities. SARC provides additional data on the type of developmental disability as follows: 49% due to mental retardation, 10% due to autism, 11% due to cerebral palsy, 16% due to epilepsy and 14% due to other causes. SARC reports that, in 2014, there were 66 developmentally disabled clients in Monte Sereno.

In addition to the San Andreas Regional Center, the Silicon Valley Independent Living Center (SVILC) serves Santa Clara County residents who have disabilities. The nonprofit organization provides services related to information, referrals, peer support, independent living skills training, housing and assistive technology.

Many physically and developmentally disabled individuals are able to lead productive lives outside of institutional settings. The lack of suitable supportive housing at an affordable cost is a persistent barrier to their quest for independence. In 2011, the City revised the Municipal Code to include provisions for “Reasonable Accommodations” for persons with a disability. Further, in 2012 the City also included provisions for transitional and supportive housing in residential districts. In addition, as noted above, the City’s Second Unit program can be an important resource for families with members who have a disability and want access to their families but in an independent housing unit.

### **Female-Headed Household**

Female-headed households may require special needs resulting from a combination of income and housing stock limitations. At the time of the 2000 Census, there were 49 female-headed households in Monte Sereno (4 percent of total households). Of these, 22 households included children under the age of 18. Six of these families were renters, and none were reported as living in poverty. In 2010, there were 59 female-headed households or 5.9% of all households. Of those female-headed families, 25 households had children less than 18 years. As in 2000, none of the female-headed families in 2010 were below the poverty level.

**Large Households and Overcrowding**

Large households are typically defined as those having 5 or more persons. Large households are considered a special needs group because they require homes with more bedrooms and, typically, these larger homes are more expensive. In 2010, there were 123 large households in Monte Sereno, approximately 10% of all households. Of these 123 households, 110 were owner occupants and the remainder was renters.

**Table HE-5 Large Households by Tenure and Income**

	<b>Median Income</b>	<b>Owner</b>	<b>Renter</b>	<b>TOTAL</b>
5 Persons	\$222,500	85	8	93
6 Persons	\$144,712	19	4	23
7 Persons	\$250,001	6	1	7
<b>Total Large Households</b>		110	13	123

Overcrowding is not a significant problem for most households due to the substantial supply of large housing units in Monte Sereno. Approximately 57% of Monte Sereno’s housing stock is 4 or more bedrooms. Another 33% of the housing stock has 3 bedrooms. An “Overcrowded” unit is one occupied by 1.01 persons or more per room and a “Severely Overcrowded” Unit is one occupied by more than 1.5 persons per room. The ABAG Housing Element Data indicates that there are no overcrowded owner units in Monte Sereno and 10 overcrowded renter units. There are no severely overcrowded owner or renter units.

**Farm workers**

There are no identified farm workers residing in Monte Sereno and no commercial agricultural operations. However, in Santa Clara County there are 4,425 persons who work in agriculture, forestry, fishing, and mining. They primarily reside in San Jose, Gilroy, and the unincorporated County. Farmworkers typically have relatively low incomes and generally face higher rates of overcrowding and other substandard housing conditions. To the extent that agricultural workers may desire to live in Monte Sereno, their need for affordable housing would be similar to that of other lower income persons, and affordable housing in the City would serve farmworkers as well as others employed in low-wage jobs. Provisions required by State law regarding employee housing may also assist farmworkers.

**Persons in Need of Emergency Shelter**

The 2013 Santa Clara County biennial count of homeless persons did not find any homeless persons in Monte Sereno. However, Monte Sereno is part of the larger Santa Clara County community where homelessness is present. The 2013 count found 7,631 homeless persons in the County, 5,674 of whom 74% were unsheltered. Key causes of homelessness include alcohol or drug use and economic factors such as job loss, unemployment and the inability to pay the rent or mortgage.

There is no data presently available documenting the increased level of demand for shelter in Santa Clara County during particular times of the year. Due to the relatively mild climate, the only time of year when increased demand appears to be a factor is during the winter months (November to March). The biennial homeless count always takes place in the last week of January, a period when demand for shelter typically is at its highest. Since the year-round need described above is based on that annual count, the need for emergency shelter either year-round or seasonally is not likely to be greater than that found during the biennial homeless count.

Santa Clara County has approximately 23 emergency shelters, providing close to 800 beds year-round, with an additional 300 beds available during the winter months (November through March). There are also over 1,100 transitional housing beds throughout the County that offer a combination of stable housing and intensive, targeted support services for the mentally ill, those with chronic substance abuse, developmental disabilities, and other factors that prevent the homeless from returning to permanent housing situations. Transitional housing includes both single site and "scattered site" programs. Table HE-6 provides a summary of emergency shelters and transitional housing near the City of Monte Sereno.

**Table HE-6 Homeless Facilities Near Monte Sereno**

Facility	Beds	Target Population	Location
<b>Emergency Shelters</b>			
Asian Americans for Community Involvement	12	Women with Children	San Jose
City Team Rescue Mission	52	Single men	San Jose
Hospitality House, Salvation Army	24	Single men	San Jose
Our House Youth Services HomeFirst	10	Homeless and run away youth	San Jose
San Jose Family Shelter	143	Families	San Jose
Support Network for Battered Women	18	Domestic violence shelter-women and children	San Jose
<b>Emergency Shelter/Transitional Housing</b>			
InnVision	178	Working men, women & children, mentally ill men & women	San Jose
James Boccardo Reception Center	370	Families and single adults	San Jose
<b>Transitional Housing</b>			
Next Door- Women with Children	19	Domestic Violence Shelter - Women and children -	San Jose
St. Josephs Cathedral	45	Worker housing- men, women and children	San Jose
YWCA- Villa Nueva	126	Women and children	San Jose

Source: Santa Clara County Consolidated Plan, 2010-2015

In Monte Sereno, Emergency Shelters are now allowed as a use “by right” in areas zoned as “public” according to Municipal Code Section 10.05.045. Emergency shelters are those that meet the definition as contained in California Health and Safety Code 50801(e). There are three areas in the City with a zoning designation of “Public,” two parcels on Daves Avenue and the City Hall parcel.

**Extremely Low Income Households (ELI)**

Extremely Low Income Households are defined as households earning 30 percent or less of the Area Median Family Income. In Santa Clara County, this amounts to an annual income of less than \$31,600 for a family of four persons in 2014. Many ELI households live in rental housing and most likely encounter overpayment for housing, overcrowding or substandard housing conditions. Housing types available and suitable for ELI households include affordable rentals, Second Units, supportive and transitional housing.

There are 60 ELI households in Monte Sereno according to 2010 CHAS data. Of those 60 households, 45 are owners and 15 are renters. ABAG projects that Monte Sereno's households will grow by 6.5% between 2010 and 2030. Assuming the same percentage increase to the ELI households, it is estimated that there will be a total of 64 ELI households in 2030.

## SECTION 4: REVIEW OF THE 2009-2014 HOUSING ELEMENT

### *A. Overview*

The City of Monte Sereno is unique compared to other cities in California. Since its inception, the City has grown utilizing primarily one zoning classification, single-family residential (in addition to public and open space categories). Until only recently when a new multi-family residential zoning classification was established, the City has developed through the construction of single-family homes. The review of the 2009-2014 Housing Element below was completed within the backdrop of an already established and built out, small community seeking to refine existing regulations and programs so that housing goals can be better achieved. The purpose of the review is to evaluate past programs and actions and determine whether they should be retained, modified or other programs/policies added for the 2015-2023 Housing Element.

### *B. Significant Actions Accomplished in 2009-2014*

During the time period of 2009-2014, the City of Monte Sereno has revised their Municipal Code to include the following housing related changes:

**Reasonable Accommodations (March 2011):** This section of the Municipal Code (MC 10.23) was added to provide a process for persons with disabilities for making a request for reasonable accommodations. In specific, this section applies to any person who requires reasonable accommodation in the application of a zoning law, which may be acting as a barrier to fair housing opportunities.

**Transitional and Supportive Housing (May 2012):** Municipal Code Section 10.05 was revised to allow residential care homes, supportive housing and transitional housing as a use “by right” in all single-family residential districts.

**Emergency Shelters (June 2012):** Emergency Shelters are now allowed as a use “by right” in areas zoned as “public” according to Municipal Code Section 10.05.045. Emergency shelters are those that meet the definition as contained in California Health and Safety Code 50801(e).

**Density Bonus (June 2012):** Chapter 10.24 was added to the Municipal Code to allow for density bonuses under certain conditions. The density bonus program described in this chapter was developed pursuant to State Government Code, commencing with Section 65915 of Division 1 of Title 7.

**Establishment of New Zoning Designation (2013):** The City was required to amend the Municipal Code to permit the development of a variety of housing types, in particular, multifamily housing. The Municipal Code was amended (MC 10.05.043) to include a new zoning classification, RM- Multi-Family Residential District, which permits multifamily housing. A detailed discussion of this zoning district is included in Section 5 of this document.

**Revisions to Second Unit Program (2009-2014):** The City has systematically introduced changes and improvements to its existing Second Unit Program. These include:

- allowing Second Units of up to 1,200 square feet,
- eliminating covered parking requirement,
- waiving fees for rent restricted units,
- improving data collection system,
- increasing public awareness and knowledge of the program, and
- establishing an amnesty program.

**C. Summary of Housing Production (RHNA)**

The Association of Bay Area Governments (ABAG) establishes specific housing production objectives for communities within their jurisdiction, which includes the City of Monte Sereno. These objectives are known as the Regional Housing Needs Allocation or RHNA and are further broken down by income classification. The City’s overall 2007-2014 RHNA was to plan for 41 units for the 4<sup>th</sup> RHNA cycle. This 41-unit objective by units affordable to specific income category is as follows:

- 13 very low income (extremely low and very low income combined) units
- 9 low income units
- 11 moderate income units
- 8 above moderate income units
- 41 TOTAL UNITS

The City’s 2009-2014 Housing Element included these RHNA objectives. Table HE-12 in the 2009-2014 Housing Element (page 55) includes the 41 unit total RHNA objective and also includes estimates of units built during the period up to the completion of the Housing Element (June 30, 2008). Table HE-12 in that document shows a total of 9 single family and second units under construction or approved in the period ending June 30, 2008. From July 1, 2008 until December 31, 2013, an additional 21 units were built. The total number of units built during the 2007-2014 planning period was 30 units.

**Table HE-7 Housing Production and RHNA 2007-2014**

	Very Low Income (includes extremely low income)	Low Income	Moderate Income	Above Moderate Income	TOTAL
<b>2007-2014 RHNA</b>	13	9	11	8	41
Second Units Built or Approved *	6	11	3		20
Single Family Homes Built or Approved				10	10
Total Units Built or Approved	6	11	3	10	30
% of RHNA Achieved	46%	122%*	27%*	125%	73%

\* Units from lower income categories can be used in higher income categories to meet RHNA. For example, there is an excess of 2 units in the low income category. These 2 units can be added to the moderate income category for a revised total of 5 units instead of 3 units, thereby achieving a revised rate of 45%.

The data in Table HE-7 above indicate several important facts. First, 2/3 of the units produced in the 2007-2014 planning period were Second Units. Second, the City achieved 73% of its total RHNA goals, which is significant. This data is confirmed in ABAG’s January 2015 report on “Bay Area Progress in Meeting 2007-2014 Regional Housing Need Allocation.” ABAG reports the same unit production as noted in the table above for Monte Sereno and indicates that Monte Sereno’s 73% achievement rate exceeds the average for Santa Clara County communities, which was 64%.

The City's 2009-2014 Housing Element directed that the City's RHNA obligations to provide 22 lower income units and 11 moderate income units would be addressed through the provision of second units. The 2009-2014 document was very specific that the RHNA needs for lower and moderate income would be addressed through the Second Unit program and the remaining above moderate income need through new housing within the existing City limits. The City modified and provided additional incentives to the Second Unit Program in order to encourage Second Unit production, resulting in 2/3 of the units produced during 2007-2014 being Second Units. See Appendix A in this document for a complete review of program implementation actions for 2009-2014.

#### *D. Progress in Implementation and Continued Appropriateness*

Appendix A of this document includes a detailed review and evaluation of each of the programs from the 2009-2014 Housing Element. Following is an evaluation of the progress in implementing the housing goals from 2009-2014 and recommendations on whether to continue existing policies and programs.

##### **Production of New Units (Goals H-1 and H-3):**

###### Quantified Objectives

The 2009-2014 Housing Element (Table HE-13, Page 56) identified an objective of 18 new single-family units and 30 second units, or 48 units total. During the 2007-2014 time period, 10 single family homes and 20 second units were produced, or 30 units total. The 30 units represent 64% of the total 48-unit objective. It should be noted that the 48-unit goal was an ambitious goal and exceeded the RHNA objective of 41 units. The 48 units represent 7 more units than required by the RHNA and Housing Element regulations. At the time that the 48-unit goal was developed, construction activity in Monte Sereno was at an all-time high and it was projected that the trend would continue. However, the recessionary period that followed suppressed housing construction activity.

During the 2009-2014 time period, the City undertook a series of actions to provide adequate sites and reduce governmental constraints towards the production of new units. The City revised its second unit program to encourage the development of more second units. Included in these changes were increasing the maximum square footage to 1200 square feet, eliminating covered parking requirements, creating an amnesty program, waiving fees for rent-restricted units, and increasing public awareness and knowledge of the program.

In order to encourage a variety of housing types, the City established a new multi-family zoning designation. The City managed a multi-year project to prepare a multifamily residential zoning district and conducted an analysis (including preparation of an environmental impact report) for an approximate 4.45 acre site (APN 510-08-018 and -019) in the City's sphere of influence. As a result of that analysis, the City pre-zoned the site with a newly established zoning category of multi-family, RM district that would allow the development of 13 multifamily units. The owner of that property, however, has not proceeded with initiating annexation at the time that this 2015-2023 Housing Element is prepared.

Because the owner of the prezoned property has not filed an annexation application, the City has determined to provide opportunities for multifamily housing within the City limits by modifying the development regulations applicable to the P (Public) zone to allow multifamily development on a designated site. Additionally, the City desires to increase the production of Second Units by making additional revisions to its Second Unit ordinance.

Please see Section 6 ("Housing Needs and Resources") and Section 7 ("Housing Program Strategy") for a detailed description of the actions that are proposed to address these two issue areas.

##### **Maintenance of Existing Housing and Energy Conservation** **(Goals H-2 and H-6):**

###### Quantified Objectives:

The 2009-2014 Housing Element identified an objective of 10 rehabilitated units. This included 5 moderate and 5 above moderate income units. There were no specific objectives for energy conservation opportunities. There were approximately 450 permits issued by the City for remodeling activities during the 2009-2014 time period. The income levels of households who remodeled are not available but it is assumed that the City's quantified objectives were definitely achieved for both moderate and above moderate income units when compared to the number of permits issued.

It is recommended that the 2014-2023 Housing Element include continued support for the maintenance of existing housing units through code compliance efforts and continue to comply with all State guidelines for energy conservation practices and include incentives for energy or other green building activities.

#### **Housing for Special Needs Population (Goal H-4):**

##### Quantified Objectives:

The 2009-2014 Housing Element did not include any quantified objectives for special needs population groups.

During 2011-2012 the City revised its Municipal Code in order to address specific needs of certain types of households. Transitional and Supportive housing is now allowed as a use “by right” in all R-1 neighborhoods. Emergency shelters are also allowed in areas zoned P. Procedures for Reasonable Accommodations were adopted for persons with a disability who require reasonable accommodation in the application of a zoning law, which may be acting as a barrier to fair housing opportunities. These actions specifically address the goals of Programs H-4.2, H-4.3 and 4.4 of the 2009-2014 Element.

The 2015-2023 Housing Element should continue to include policies and programs that will support housing for all population groups, including special needs. Because demographic trends indicate an aging of the Monte Sereno population base, special emphasis should be placed on housing opportunities for 60+ year population groups.

#### **Equal Housing Opportunities (Goal H-5):**

##### Quantified Objectives:

The 2009-2014 Housing Element did not include any quantified objectives for providing equal housing opportunities.

The City implemented Programs H-5.1, H-5.2 and H-5.3 during the 2009-2014 time period and should continue those efforts in the policies and programs for the 2015-2023 Housing Element.

**SECTION 5: HOUSING CONSTRAINTS**

State law requires that Housing Elements include an analysis of governmental and nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels. Governmental constraints include land use controls, building codes and their enforcement, fees and exactions, and permitting procedures. Nongovernmental constraints are primarily market-driven and include land costs, construction costs and the availability of financing.

**A. Governmental Constraints**

**General Plan and Land Use**

The Monte Sereno General Plan is the City’s primary land use control policy document. The General Plan Land Use Element identifies permitted land uses and development intensities for all land within city boundaries. Permitted uses in Monte Sereno include residential, public and open space. The General Plan does not designate any areas in Monte Sereno as commercial or mixed-use. Table HE-8 identifies the residential land use designations and their maximum permitted densities.

**Table HE-8 Residential Land Use Designations**

Designation	Maximum Density
Low Density Residential (R-1-44)	0 - 1 dwelling unit per acre
Medium Density Residential (R-1-20)	1 - 2 dwelling units per acre
Higher Density Residential (R-1-8)	3 - 5 dwelling units per acre
Multi-Family Residential (RM)	3 dwelling units per acre

**Zoning Code**

The Monte Sereno Zoning Code (Monte Sereno Municipal Code Title 10 - Planning and Zoning) implements the General Plan by establishing standards and regulations for all development in Monte Sereno. To this end, the Zoning Code establishes four residential zoning districts: R-1-8, R-1-20, R-1-44 and RM. Development standards that apply to these districts are summarized in Table HE-10. In all districts single-family homes are permitted uses. In the RM zone multi-family housing is also a permitted use. The Municipal Code also includes a “Public” zone category. As described later in this document, one of the proposed program actions (Program H-2.5) for the 2015-2023 Housing Element planning period is to modify the Public zoning standards on a designated site to allow residential uses. This modification will facilitate additional opportunities for multi-family housing in the City.

**Structural Coverage**

The City's structural coverage limits of 20 to 40%, with higher coverage allowed on smaller lots, are not a constraint on the maintenance, improvement, and development of housing. Applying the structural coverage limit to the various zoning districts throughout the City would result in allowable structural footprints of at least 3,200 sq. ft. on the smallest single-family lots permitted in the City. In the RM multifamily zone, at least 5,800 sq. ft. of structure coverage is allowed on the minimum sized lot.

**Lot and Unit Size**

Originally, Monte Sereno developed as a large lot, residential community with minimum lot sizes of one acre and one-half acre. Typically, requirements for lots of this size may potentially act as a constraint to housing. But, because a majority of the City has been subdivided and already built at this density, a higher density cannot be achieved without drastic alterations to the City character and existing street and utility systems, both of which were designed for lower volumes.

However, in the eastern part of the City, residential districts were designated with smaller minimum lot sizes, with 3-5 units per acre and 8,000 sq. ft. lots permitted. The R-1-8 zone also allows for clustering which can reduce the minimum lot size even further depending on slope calculations and street improvements. To facilitate multifamily development, Program H-2.5 in Section 7 of this document proposes to revise the “Public” zoning category to allow multifamily units. Design and development standards are intended to be similar to those of the R-1-8 district, parking requirements are expected to be similar to those required in the RM zone and there will be provisions for the clustering of units.

Allowable house size in Monte Sereno ranges from a maximum of 3,000 sq. ft. to 6,600 sq. ft. (including 400 square feet of parking) depending on the lot size and zoning district, as shown in Table HE-10. There are no minimum floor area requirements.

In regard to lots for Second Units, there are 1,222 parcels in Monte Sereno in 2014 (based on 2014 law enforcement parcel tax assessment). Allowing for the 87 Second Units that currently exist on parcels (based on secondary dwelling unit use permits), it is estimated that there are a remaining 1,135 residential parcels (City GIS data). It is further estimated that 71% of these parcels are of sufficient size to accommodate a second unit. Therefore, the net number of parcels on which a Second Unit could be built is 806, for a total capacity for 806 Second Units

#### Clustering of Units

Section 10.05.050 of the City’s Municipal Code allows special residential development exception to the minimum development standards generally required in the R-1-8 and RM districts by allowing the clustering of homes on smaller sites. This provision can assist in providing a variety of housing types and affordability levels.

### **Analysis of Potential Constraints on Housing Types**

#### **Second Units**

Second units are allowed in the four residential districts if the units comply with all applicable development standards. The approval process for Second Units is accomplished with an Administrative Use Permit and permits are issued by the City Planner if the unit meets specified standards. For any structure over 120 square feet, the City requires a Site Development Permit. This permit approval process has been identified as a possible constraint to the development of Second Units. Program H-2.1 in Section 7 of this document contains a program action to revise the approval process so that it is ministerial rather than requiring discretionary approval.

Although the City adopted substantial changes to its Second Unit ordinance during the last planning period to encourage Second Units, staff and the public have identified additional constraints. In all R-1 zones, reducing setback requirements would facilitate more Second Units. And, in the R-1-8 zone, more Second Units would be allowed if the City eliminated its existing policy of deducting Second Unit square footage from the allowable maximum size of the principal dwelling on lots smaller than 12,000 square feet. Both of these constraints have been addressed in Program H-2.1 in Section 7 of this document.

Although not a constraint, the City has identified improved tracking of Second Units as a goal in the 2015-2023 planning period. In particular, the City will collect information on affordability of Second Units and use of the units after construction is completed. The City intends to survey owners of Second Units at least twice during the planning period with a survey form to gather information on affordability and use of the unit. The first survey will be conducted concurrent with the evaluation of progress towards RHNA goals as described in Program H-2.3 in Section 7 of this document.

#### **Multi-Family Units**

During the 2009-2014 planning period, the City established a new multi-family zoning designation, described further in this section, to provide all housing types in the City and rezoned an adjacent parcel to the RM zone. At the time the 2015-2023 Housing Element was prepared, the owner of the property had decided not to proceed with annexation. As a result, the City has determined to provide opportunities for multifamily housing within the City limits by allowing residential uses on a designated site in the “Public” zoning category, as described in Program H-2.5 in Section 7 of this document.

#### **Transitional and Supportive Housing**

Municipal Code Section 10.05 allows residential care homes, supportive housing and transitional housing as a use “by right” in all single-family residential districts. However, these uses were inadvertently omitted including in the RM zone. Program H-2.6 in Section 7 of this document includes actions to correct this.

### **Emergency Shelters**

As described in Section 3 of this document (“Special Needs”), the 2013 Santa Clara County biennial count of homeless persons did not find any homeless persons in Monte Sereno.

If there is a future need for homeless assistance in Monte Sereno, Emergency Shelters are allowed as a use “by right” in Public Zones (“P”) in the City. There are 3 parcels in the City with a Public Zone designation, comprising approximately 12 acres. Since the only other zoning categories in the City are residential, the Public Zoning category is the most appropriate if an Emergency Shelter was to be considered.

Sites zoned P include City Hall; First Baptist Church; and the Daves Avenue Elementary School. Both the City Hall and Church sites contain available land area that would be suitable for a homeless shelter as permitted by the City's Municipal Code. The City Hall site is 26,171 square feet, has no development constraints, and could accommodate a small emergency shelter in an accessory building. The First Baptist Church site is 3.48 acres and is partially developed with an existing church. A shelter could be located either within the existing church building, especially if it was a rotating shelter in conjunction with other churches or shelter facilities, or on the undeveloped portion of the site (discussed in the site inventory). As noted, there are no retail businesses in Monte Sereno, nor any frequent bus service. However, these sites, which are associated with public-serving institutions and located on a state highway (City Hall), are the most suitable sites in the City for an emergency shelter.

### **Employee Housing**

Generally, employee housing is privately owned housing, which houses five or more employees and meets one of the following:

- Living quarters provided in connection with any work, whether or not rent is involved.
- Housing in a rural area which is:
  1. Provided by someone who is not an agricultural employer, and
  2. Provided for agricultural workers employed by any agricultural employer.

Program H-2.6 in Section 7 of this document includes an action item for the City to amend the Municipal Code to allow employee housing serving 6 or fewer employees in any residentially zoned area.

### **Single Room Occupancy (SRO)**

Single Room Occupancy residences consist primarily of very small studio units with minimal kitchen facilities that serve single persons. These facilities would be considered multi-family housing. They are permitted in the RM zone and will be permitted on the site of the First Baptist Church following implementation of Program H-2.5

Additionally, the City’s Municipal Code (Chapter 10.05) specifies that “renting of rooms and/or the providing of table board to not more than two (2) persons so long as no kitchen facilities, other than those of the single kitchen of the main dwelling are installed or used” is an allowable use in single family residential districts. Program H-2.6 includes an action to include this section of the Municipal Code as applicable in the RM zone also.

Table HE-9 Residential Development Standards

Zoning	Minimum Lot Area (SqFt)	Setbacks			Maximum Height	Maximum Building Size (SqFt)	Maximum Structural Lot Coverage	Maximum Units/Acre	
		Front	Side	Rear					
R-1-8	8,000*	25' First & 30' Second-story	6' First & 10' Second-story	30' First & 30' Second-story	Single-story bldg.	21'	40%	5	
					Two-story bldg.	30'			3,300
					Accessory bldg.	12'			3,000
R-1-20	21,780	30' First & 40' Second-story	15' First & 20' Second-story	30' First & 40' Second-story	Single-story bldg.	21'	30%	2	
					Two-story bldg.	30'			4,950
					Accessory bldg.	21'			4,500
R-1-44	43,560	30' First & 45' Second-story	30' First & 40' Second-story	30' First & 40' Second-story	Single-story bldg.	21'	20%	1	
					Two-story bldg.	30'			6,600
					Accessory bldg.	21'			6,000
RM	14,520 per lot	25' First & 30' Second-story	6' First & 10' Second-story	30' First & 30' Second-story	Single-story bldg.	21'	40%	3	
					Two-story bldg.	30'			2,600 square feet
					Accessory bldg.	12'			Included in maximum structural coverage

\*Reduction in minimum lot sizes resulting from clustering of units is allowed in the R-1-8 and RM zone districts.

### **Permitting Fees**

Housing development is subject to permit processing and impact fees. These fees help to compensate the public for any impact associated with the new development. These fees are collected by the City as well as other agencies providing public services in Monte Sereno. An estimate of fees associated with the development of single family home with a building permit valuation of approximately \$1,000,000 (the average building permit valuation from 2013-2014 in Monte Sereno) is identified in Table HE-10.

### **Permit Processing Procedures**

The construction of new single-family homes, major remodels of existing homes, and new multi-family uses in the RM zone require a Site Development Permit and a public hearing before the City Site and Architecture Commission. Typical permit processing times are one to two months for a remodel and two to three months for a new home, including a 10 day public notice period. Additional processing time would be required if the project is not exempt from the California Environmental Quality Act.

Permit processing procedures for single family dwelling units require a design review approval. The design review does not pose a significant cost impact because the cost of application ranges from \$360 for a basic remodel to \$2,750 for a complex hillside home construction project. Compared with other construction costs such as the cost of materials, this application fee is nominal.

Permit approval requires the Commission to find the application consistent with site and building design requirements and to find that the proposed design retains the character of the neighborhood, mitigates significant visual impacts, meets City design guidelines, and meets other standards regarding landscaping, grading, tree removal, and drainage.

The Site Development Permit process does not place a significant cost on the applicant, but more often requires minor architectural alterations and/or landscaping to minimize unreasonable impacts on surrounding properties. The majority of design review applications are approved within one month from the date of submittal. Consequently, permit processing procedures and fees do not appear to be a constraint to housing development.

### **Building Codes and Code Enforcement**

Monte Sereno has adopted the 2013 editions of the California Building, Fire, Plumbing, Mechanical, Electric and Health and Safety Codes. The City has not adopted any amendments to these codes that significantly increase housing costs; the amendments recognize the City's location in a high fire hazard area near the San Andreas Fault and require fire-resistant roofs in the Wildland-Urban Interface Fire Area, additional bracing in certain situations, and fire sprinklers. The City Building Official regularly inspects development projects to ensure compliance with all applicable codes. . Inspections and approvals are completed promptly and do not add unnecessary delays in the construction of new housing. Code enforcement is pursued as a result of Building Official inspections and resident complaints and typically involves minor deferred maintenance. Building Codes and Code Enforcement are not considered a constraint to development.

**On/Off-Site Improvement Standards**

Due to the low-density and semi-rural character of Monte Sereno, the City typically requires only minimal on- and off-site improvements as a condition of approval for new residential development, particularly compared to the requirements of neighboring communities. Most new housing development occurs on existing lots that are already served by necessary infrastructure. Fees associated with the provision of infrastructure to serve new development are identified in Table HE-10 along with other planning and development fees. The estimate below is for a home with a construction valuation of \$1,000,000, which was the average building permit valuation in Monte Sereno for 2013-2014.

**Table HE-10 Monte Sereno Development and Planning Fees (2014)**

<b>Item</b>	<b>Cost</b>
Building	\$11,895
Plumbing	\$383
Electrical	\$408
Mechanical	\$378
Grading and Drainage	\$1,449
Storm Drain	\$1,704
Construction Tax	\$2,996
School Fees (\$3.20/sq. foot)*	\$6,400
Sewer Connection	\$510
Water Connection*	\$7,300
Road Impact Fee	\$5,165
Microfilm, Copies and Miscellaneous Other Fees	\$290
<b>Total</b>	<b>\$38,878</b>

\*Indicates a fee paid to another entity

As a comparison, listed below are estimated fees from three neighboring communities for a typical detached single-family unit.

- City of Cupertino \$52,851
- City of Campbell \$35,978
- City of Saratoga \$33,900 (does not include school impact fees or building fees)

Total fees in Monte Sereno constitute only four percent of the building valuation on a typical home, and fees charged by the City itself constitute only 2.5 percent of building permit valuation. This fee structure appears reasonable and comparable to other surrounding communities and, as such, is not considered a constraint to development.

**Parking Requirements**

Parking requirements are as follows according to zoning designation.

<i>Zoning Designation</i>	<i>Lot with on street parking</i>	<i>Lot without on street parking</i>
R-1-8	2 covered/2 uncovered	2 covered/3 uncovered
R-1-20	2 covered/2 uncovered	2 covered/4 uncovered
R-1-44	2 covered/2 uncovered	2 covered/5 uncovered
RM	1 covered/1uncovered	1 covered/1 uncovered

For single-family homes located on streets with on-street parking, the parking requirement can be met by a typical two-car garage and two parking spaces on the driveway apron. The additional requirement for uncovered driveway parking for lots without on-street parking is designed to ensure that fire access is not impaired. The requirement applies only to above moderate-income housing.

The reduced parking requirement in the RM zoning designation is important to note and is designed to ensure that parking does not serve as a constraint to multi-family development. Consequently, parking requirements appear reasonable and are not considered a constraint.

**Environmental Constraints**

Environmental hazards affecting housing units include geologic and seismic conditions, flooding, fire hazards, toxic and hazardous wastes, and noise. The following hazards may impact future development of residential units in the City. Most of the identified sites in Appendix F: Underdeveloped Land Inventory, do not contain environmental constraints to the development of housing. Where environmental constraints exist, the City of Monte Sereno has identified measures for mitigation.

**Seismic Hazards**

Monte Sereno is located within the seismically active San Francisco Bay region, one of the most seismically active zones in the United States. The faults in the San Francisco Bay region are capable of generating earthquakes of at least 8.0 in magnitude on the Richter Scale, producing very strong ground shaking in Monte Sereno.

The closest major fault is the San Andreas Fault, which passes through Monte Sereno’s SOI southwest of Lyndon Canyon. A portion of Monte Sereno also is near the potentially active Shannon Fault, just north of Monte Sereno in Los Gatos.

To address these seismic hazards the City requires new construction to be built using the most recent building codes to minimize potential damage to structures as a result of an earthquake. Development or substantial renovations in Monte Sereno must comply with the Uniform Building Code (UBC), which outlines standards for seismic design, foundations and drainage and requires that geotechnical engineering studies be undertaken for all major new buildings or earth works.

As required by the State of California, the Monte Sereno General Plan contains policies regarding land instability and seismic hazards within the Health and Safety Element (updated in 2009). In addition, the General Plan identifies the general location of the areas of potential seismic hazards, as well as potentially active faults, 100-year flood areas, and hazardous fire areas in the Health and Safety Element.

**Landslides**

The hillside region of the City contains some rock formations conducive to landslides. The landslide zone is also present within the Sphere of Influence. Landslides and unstable slopes may occur in this area, and can create hazards within the City limits as the slide debris and rock move down the incline toward the City's valley floor.

Landslides and slope instability are the major non-seismic geologic hazards in Monte Sereno. According to the County of Santa Clara, approximately 75 percent of Monte Sereno is located in an area with a high potential for earthquake induced landslides. As noted above, the General Plan includes specific policies to protect residents from injuries and minimize property damage resulting from land stability, geologic and seismic hazards. Moreover, the Zoning Ordinance includes specific regulations for residential development in the hillsides designed to protect human life and property.

### **Soil Creep and Expansive Soils**

Soil creep and expansive soils are most prevalent in the hillside regions of the City. Soil creep is the slow, down slope movement of near surface materials. The rate of soil creep is a function of slope angle and soil thickness and texture. It can be regarded as a continuous process, and may cause retaining walls, foundations, and paved roads to fail over a period of time. Expansive soils contain high proportions of clay and alternatively absorb and release large amounts of water during wet and dry cycles.

Structures built on expansive soils can experience rising foundations during the wet season, resulting in cracked foundations, distorted frameworks, and warped windows and doors. To address adverse effects associated with soil creep and expansive soils, the City requires geotechnical investigations and soil reports in areas where soil creep and expansive soils exist. The presence of soil creep should not have a prohibitive effect on land use, but should alert the City to require appropriate geotechnical investigations to evaluate conditions and to impose engineering solutions to mitigate problems.

### **Flooding**

Large-scale flooding is not a significant hazard in Monte Sereno. Most of the properties in Monte Sereno are built above the base flood elevation. However, both surface and subsurface local drainage problems do exist in some parts of Monte Sereno.

Monte Sereno participates in the National Flood Insurance Program (NFIP). The City adopts and enforces certain floodplain management ordinances and, in return, residents can purchase Federally-backed flood insurance. In addition, the City has a review procedure in conjunction with the Santa Clara Valley Water District, which addresses flooding potential and the impact on development.

### **Toxic and Hazardous Wastes**

Hazardous material usage and hazardous waste are primarily associated with residential uses in Monte Sereno. Household hazardous materials including pesticides, fertilizers and oil are the most commonly occurring hazardous material in the City.

Department of Toxic Substances Control (DTSC) is authorized by the Environmental Protection Agency to enforce and implement federal hazardous materials laws and regulations, including disposal and transportation of hazardous materials.

Santa Clara County operates a Household Hazardous Waste disposal program for incorporated and unincorporated residents and small businesses. Household hazardous waste includes flammable, corrosive, toxic and oxidizer material and can be dropped off at facilities located in Sunnyvale, San Jose and San Martin.

As stated in section 8.02.020 of the Monte Sereno Municipal Code, accumulation of hazardous material is prohibited. As contained in the document, "No owner, agent, lessee or other person occupying or having charge or control of any building, lot or premises within the City of Monte Sereno shall permit weeds, dirt, rubbish, rank growths and other hazardous material to remain upon said premises, or public sidewalks, or streets, or alleys between said premises and the centerline of any public street or alley."

### **Fire Hazards**

Central Fire District of Santa Clara County serves the City of Monte Sereno. All area fire departments cooperate in mutual aid agreements, which loosen the strict adherence to district boundaries when adjacent communities are in need.

Hazardous fire areas within the City are located within the hillside area and extend to flatter areas of the City that back up to open space. Special building regulations exist for the hazardous fire areas, including the requirement for fire retardant roofs.

The City also requires anti-fire buffer areas and sufficient clearance around each house in the Wildland Urban Interface Zone. Finally, the City has a Weed Abatement Ordinance that requires property owners to remove weeds and other combustible materials that become a fire menace, or the City through partnership with Santa Clara County will abate the nuisance at the expense of the property owner.

### **Noise**

Traffic is the primary source of noise in Monte Sereno. The City's Planning Department currently considers noise in the project review process and works with the applicant to use site planning and other design strategies to reduce noise impacts.

### **Infrastructure Constraints**

The following presents the analysis of existing and future water and sewer capacity in Monte Sereno. The City has found that based on population projections and housing growth needs, there is adequate water and sewer capacity.

#### **Water**

The City of Monte Sereno receives its water supply from the San Jose Water Company. San Jose Water Company obtains water from three major sources: groundwater, imported surface water, and local mountain surface water. Groundwater is pumped from over 100 wells that draw water from the Santa Clara Groundwater Basin. Groundwater accounts for approximately 40 percent of supply. Imported surface water is provided by Santa Clara Valley Water District (SCVWD), the wholesale supplier. Surface water imported from the Sacramento-San Joaquin Delta and purchased from the Santa Clara Valley Water district accounts for approximately 50 percent of supply. A majority of this water originates as Sierra snowmelt, and travels through the State and Federal water projects before treatment at SCVWD's three water treatment plants. A smaller portion is impounded in local reservoirs in Santa Clara County. Local mountain surface water is collected in the Santa Cruz Mountains, and treated at San Jose Water Company's two water treatment plants. Local surface water accounts for approximately 10 percent of supply. These sources are often blended together in the distribution system. Consequently, different sources are dispersed to Monte Sereno from day to day as customer usage changes.

The Water Company's 2010 Urban Water Management Plan (adopted April 2011) found that the Water Company has more than adequate supplies in a normal year. However, in a four- to six-year drought, mandatory water conservation measures may be required. The Water Company has been ordered to achieve a 20 percent reduction in water use under emergency regulations adopted by the State Water Quality Control Board.

There is adequate water availability and distribution to serve the 71 units projected for the 2015-2023 time frame as presented in Table HE-15 of this document.

#### **Sewer**

The City of Monte Sereno is served by West Valley Sanitation District. The West Valley Sanitation District covers over 30 square miles, serving a population of over 120,000 people. The District facilities include over 400 miles of sewer mains and over 250 miles of sewer laterals. The District has a fixed capacity allocation of 13.05 million gallons per day. Based on population growth projections for 2030, the District would not exceed the current fixed capacity allocation.

There is adequate sewer availability and distribution to serve the 71 units projected for the 2015-2023 time frame as presented in Table HE-15 of this document.

As required by Section 65589.7, the City will provide copies of its Housing Element to the San Jose Water Company and West Valley Sanitation District after adoption.

#### **Energy Conservation Opportunities**

Energy conservation remains a major priority in Monte Sereno. The City requires compliance with Title 24 of the California Code of Regulations on the use of energy efficient appliances and insulation. Through compliance with Title 24, new residential development has reduced energy demand.

The City requires the submittal of a Cal Green checklist for new construction and remodeling. The Cal Green checklist is based on standards produced by the California Building Standards Commission. Checklists for both new construction and remodeling as well as instructions for completing the forms are available on the City's website.

The City also provides incentives for the installation of solar panels. Streamlining of permit applications as well as permit fee waivers are provided for solar panel installations in residential units.

Pacific Gas and Electric Company (PG&E), which provides service in Monte Sereno, offers public information and technical assistance to homeowners regarding energy conservation. PG&E also provides numerous incentives for energy efficiency in new construction and home remodeling. Remodeling rebates exist for projects installing three or more upgrades from a flexible menu of options that earn points towards incentives and rebates. This program's incentives range between \$1,000-\$4,500.

One of the more recent strategies in building energy-efficient homes is following the U.S. Green Building Council's guidelines for LEED Certification. The LEED for Homes program includes standards for new single-family and multi-family home construction.

The following presents a variety of ways that Monte Sereno can promote energy conservation and are included in Program H-3.3 in Section 7.

*Continue to offer streamlining and fee waivers for solar panel installations,  
Continue the "Build It Green" program and checklists,  
Provide information regarding rebate programs and energy audits available through PG&E, and  
Provide resource materials regarding green building and conservation programs.*

#### **Constraints on Housing for Persons with Disabilities**

State law requires the Housing Element to include an analysis of governmental constraints upon the maintenance, improvement or development of housing for persons with disabilities. Housing Elements also must include programs to remove these constraints to the extent possible and to provide reasonable accommodations for housing designed for and occupied by persons with disabilities.

Chapter 10.23 of the Monte Sereno Municipal Code provides reasonable accommodation to people with disabilities, and complies with the Fair Housing Amendments Act of 1988 and the California Fair Employment and Housing Act in the application of the City's zoning, land use laws, regulations, rules, standards, policies, procedures, and practices.

A request for reasonable accommodation may include a request for modification or exception to the land use rules for the siting, development and use of housing or housing-related facilities that would eliminate regulatory barriers and provide a person with a disability equal opportunity to housing of that person's choice.

Chapter 10.05 of the Monte Sereno Municipal Code allows residential care homes, supportive housing and transitional housing as uses "by right" in single family residential districts. The City does not have siting, separation, or separate parking requirements for residential care homes, supportive housing, or transitional housing. Allowing residential care homes, supportive housing and transitional housing was inadvertently omitted when the RM zoning regulations were drafted. Program H-2.6 in Section 7 of this document includes a program action to amend the Municipal Code to allow these uses in the RM zone.

The City's definition of 'family' does not limit the number of unrelated persons who reside in a residence.

#### **Summary of Governmental Constraints**

Given the City's already developed land use pattern, the governmental regulations identified above are a responsible and thoughtful effort to maintain the character of already developed areas while providing opportunities for additional types of housing that can be more affordable. The clustering provision for R-1-8 and RM properties, which allows smaller lot sizes, is especially important in reducing constraints to the development of all housing types. Reduced parking requirements for RM lots also make housing more affordable.

Those constraints that were identified have been addressed with specific program actions. In order to encourage more multi-family opportunities, Program H-2.5 will provide modifications to the "Public" zoning category that will allow multi-family residential uses with reduced lot sizes and modified parking requirements on a designated site, thereby ensuring that all housing types are permitted in the City. Further, the City intends to reduce identified constraints to the development of Second Units, using the actions outlined in Programs H-2.1 and H-2.3. And, in order to continue to facilitate a variety of housing types, Program H-2.6 includes specific amendments to the Municipal Code.

*B. Non-Governmental Constraints*

**Land and Construction Costs**

Land is expensive in Monte Sereno due to the limited availability of buildable sites, as well as the scenic setting and the area's existing upscale character. The current market price for unimproved land is over \$1,000,000 per acre. Similarly, high construction costs in the Bay Area also contribute to the high cost of housing in Monte Sereno. Based upon City building permit data, construction costs for new single-family homes typically range from \$1,000,000 to \$2,000,000. Land and construction costs in Monte Sereno represent the primary barrier to affordable housing in the community. The difficulty of building in Monte Sereno virtually guarantees that, even in the absence of governmental constraints, housing in Monte Sereno will be very expensive. Except for Second Units, it is extremely unlikely that housing affordable to low and moderate income households can be constructed in Monte Sereno under any circumstances without considerable subsidy, public or private.

**Availability of Financing**

As a stable and affluent community, private housing mortgage financing is readily available in Monte Sereno. There are no mortgage-deficient areas in the City and no identifiable underserved groups in need of financing assistance. At the time this Housing Element was drafted, interest rates for homebuyers were very low historically, in the approximate range of 3.5-4% for a fixed rate, 30 year mortgage.

SECTION 6: HOUSING NEEDS AND RESOURCES

**A. Future Housing Needs**

As identified earlier in this document, significant housing issues facing Monte Sereno in the 2015-2023 time frame are expected to be:

- Growing senior population,
- Limited amount of vacant, developable land,
- Expensive housing costs, and
- Restricted City financial resources for addressing housing issues.

As specified in State Housing Element law, regional councils of governments identify specific housing objectives (known as the Regional Housing Needs Allocation, or RHNA) for individual communities for a specified planning period. ABAG, the Association of Bay Area Governments, has identified the following RHNA objectives for Monte Sereno for the period from January 1, 2014 to October 31, 2022. These objectives are the minimum number of housing units necessary to accommodate the City's regional share of population growth for all household income levels. The City's obligation is to provide zoning and adequate land at sufficient densities to allow the following units to be built.

**Table HE-11 Regional Housing Needs Allocation: January 2014 - October 2022**

<i>Household Income</i>	<i>Number of Units</i>
Extremely Low Income	11 units
Very Low Income	12 units
Low Income	13 units
Moderate Income	13 units
Above moderate Income	12 units
<b>TOTAL UNITS</b>	<b>61 units</b>

**Housing Produced January 1, 2014 to December 31, 2014**

As shown in Table HE-12 on the following page, building permits were issued for five units during 2014. One unit is a single-family unit and assumed to be affordable to an above moderate income household. The four remaining units are Second Units, one is affordable to a low income household and the other three are assumed to be affordable to an above moderate income household, in two cases because their affordability level cannot yet be determined. The City's methodology and process for determining household affordability levels for Second Units is described in more detail in Section B of the Appendix to this document.

**Table HE-12 Revised Regional Housing Need Allocation 2014-October 2022**

<i>Household Income</i>	<i>Number of Units</i>	<i>Units Built Jan. 1-Dec. 31, 2014</i>	<i>Remaining RHNA</i>
Extremely Low Income	11 units	0	11 units
Very Low Income	12 units	0	12 units
Low Income	13 units	1	12 units
Moderate Income	13 units	0	13 units
Above moderate Income	12 units	4	8 units
<b>TOTAL UNITS</b>	<b>61 units</b>	<b>5</b>	<b>56 units</b>

The remaining RHNA total for Monte Sereno for the 2014-2023 period equals 56 units. As discussed below, Monte Sereno can accommodate this housing need with existing underdeveloped parcels in the City as well as the City's Second Unit Program.

**B. Site Inventory (Underdeveloped Land)**

There are 5 parcels of underdeveloped land identified within the City limits.

**Table HE-13 Underdeveloped Parcels, City of Monte Sereno 2014**

<i>APN</i>	<i>Zoning</i>	<i>Acres</i>	<i>Density</i>	<i>Realistic Unit Capacity</i>
409-40-006	R-1-44	10	1 unit/acre	4 Units
410-20-022	R 1-8	1.9	3-5 units/acre	8 units
510-22-012/13	R-1-44	8.24	1 unit/acre	5 units
410-02-012	R-1-20	1	2 units/acre	1 Units
410-08-036	Public	3.48	3-5 units/acre*	15 Units
<b>Total Potential Units</b>			<b>33 Units</b>	

*\*Proposed zoning modification as described below and in Program H-2.5 in Section 7 of this document.*

The properties identified in the table above are described in more detail in the Appendix (Appendix F: Underdeveloped Land Inventory). Four of the five properties have residential single family zoning designations. However, the fifth property is a site that currently has a “Public” zoning category and is more fully described below.

The fifth site is an underdeveloped property located at 17765 Daves Avenue (APN # 410-08-036). The site is approximately 3.48 acres and is the location of the First Baptist Church. The church related buildings and surface parking are located on 2.30 acres of the property and the remaining 1.18 acres are open space areas. The site is zoned for “Public” use. Program H-2.5 in the Housing Program Strategy section of this document describes modifying the Public zoning category to allow multifamily residential uses by right on this site as long as design and development standards are met. The development standards would contain incentives similar to the existing provisions in the R-1-8 and RM Districts and would allow clustering of units and reduction of lot sizes. It is estimated that the site could accommodate 15 residential units on the 1.18 acres that is currently open space area. This would achieve a net residential density on the site of approximately 15 units. This site with the accompanying zoning modifications as described below will ensure that the City's site inventory can accommodate all housing types, including multifamily housing.

### **Proposed Guidelines for Public/Residential Multi Family Zone (First Baptist Church Site):**

Under Program H-2.5, the City intends to adopt design guidelines so that a proposed residential development conforming to the guidelines may be approved 'by right' without the need for a discretionary PD-type or other approval, unless a subdivision map is requested.

#### Developable Area:

The total square footage of the First Baptist Church site is 3.48 acres. It is estimated that the area proposed for development would be the approximate 1.2 acres of currently open space area and possibly some of the existing parking area. Depending on the actual configuration of any proposed project, the existing parking area could be re-designed to possibly allow more square footage for the project while providing a revised and more efficient parking design.

#### Density:

The entire site would be designated with a gross density of 3-5 units per acre. However, clustering of units would be allowed so that a maximum of 15 units could be developed in the 1.2 + acres of open space and possibly some of the existing parking area – resulting in a net density of approximately 15 units per acre.

#### Type of Development:

It is assumed that the development would consist of townhomes, apartments, SROs or condominium units. Given the church and the neighboring public school, the site is particularly suitable for employee housing serving school employees or senior housing in studio or 1-bedroom unit. Senior housing could also complement the existing after school care program on the Church site. Seniors could help to volunteer with the after school care program in a mutually supportive inter-generational setting.

#### Building Height

Maximum height limitations

Single story: 21' Height

Two stories: 30' Height

#### Setbacks:

The required setbacks will be similar to the R-1-8 development standards. Reduced setbacks will be considered with a cluster design.

#### Parking:

1 space per unit

Visitor parking could be accommodated in conjunction with the existing parking lot. The Church parking lot is an ideal spot for shared parking as it is only used infrequently during the week.

#### Easement

The First Baptist Church parcel map shows an easement running along the back portion of the site between the paved parking area and the open space area. The Santa Clara Valley Water District owns title to the easement. Any potential development project would need to identify the current use of the easement, if any, and, as appropriate, either seek to have the easement abandoned, relocate any utilities, or design to avoid encroaching into the easement. Because of its location, residences can be designed to avoid the easement, and so it does not pose a significant constraint to development.

#### Other Issues:

In addition to finalizing standards and amending the General Plan to include a Public/Residential Multi Family Zone, the City's existing "Cluster Housing" regulations would need to be amended. Certain provisions of the Ordinance, such as minimum site area of 4 acres and other provisions, would need to be amended to be consistent with the standards of the new Public/Residential Multi Family zone district.

With flexible guidelines as identified above, it is not anticipated that a Planned Development Permit will be required for any proposed project.

**Land Inventory (continued)** In 2013 the City rezoned a 4.45 acre site in the City’s Sphere of Influence. The site is the location of the La Hacienda restaurant and is located at 18840 Saratoga Los Gatos Road. The site was rezoned RM-Multi Family Residential, which allows up to 3 units per lot, and the City completed an EIR on the rezoning so that environmental review of any future project could be streamlined. The minimum net lot size for a site containing multi-family housing is 14,520 square feet per unit or the minimum as required by the City’s Slope Density formula; however, the units themselves may be clustered on the site. The total number of units that could be built is 12-13 units. Because the property owner has indicated that he does not intend to annex the property with this pre-zoning designation, the parcel is not included in the City’s site inventory. Should the property be annexed in the future, this parcel could potentially provide additional multifamily housing.

**C. Second Unit Program**

Second Units are independent homes located on the same lot as a primary, larger dwelling unit. Generally, Second Units are typically more affordable than other rental units.

The City’s Second Unit programs allows for either attached or detached units. The unit must have its own kitchen and must meet all current building codes. Either the primary residence or the Second Unit must be the principal residence of a legal owner of the property.

**Incentives for Increased Second Unit Production**

The City has administered a Second Unit Program for over 15 years. During that time, the program has been evaluated on a periodic basis and revised as necessary to ensure its effectiveness. For example, in 2013-2014, the City refined its survey method and replaced mail questionnaires with person-to-person interviews to gather rent and occupancy information on newly approved Second Units. In the last planning period, the City also revised the program with the following changes:

**1. Increasing allowable square footage to 1200 square feet**

A very important change to the program in the last planning period was the increased allowance of up to a maximum of 1200 square feet for Second Units. This change increases the probability that a Second Unit can provide housing for families and larger households. Depending on the R-1 zone and whether attached or detached, Second Units can be of a size that accommodates a range of household types and sizes.

Attached Secondary Dwelling Unit Maximum Size		Detached Secondary Dwelling Unit Maximum Size	
R-1-8	600 sq. ft.	R-1-8	900 sq. ft.
R-1-20	700 sq. ft.	R-1-20	1,000 sq. ft.
R-1-44	800 sq. ft.	R-1-44	1,200 sq. ft.

**2. Eliminating Covered Parking Requirements**

Another significant revision was the elimination of requirements to provide covered parking for Second Units. This change can provide measurable cost savings in the construction of Second Units and is another incentive to produce Second Units.

**3. Waiving fees for rent restricted units**

As an incentive to provide units with rent restrictions, the City will waive all planning and building department fees.

**4. Increasing public awareness of the Second Unit Program**

In recent years, the City has provided additional outreach and written information about the Second Unit Program at City Hall as well as on the City’s website and City newsletters.

### **5. Established an Amnesty Program**

Starting July 1, 2013 the City began an amnesty program allowing units constructed legally and converted illegally to be recognized by the City as legal Secondary Dwelling units. For units to be considered for amnesty they must meet the following requirements:

- Receive a successful health and safety inspection from an outside inspector that the unit meets all State habitability requirements.
- Must be a separate dwelling unit that provides complete and independent living facilities for one or more people with its own kitchen (including, but not limited to stove, microwave oven or equivalent).
- Either the primary or secondary unit must be the principal residence of a legal owner of the property. The other unit may be rented.
- The lot or parcel must be served by the sanitary sewer system.

In August 2014 the City Council voted to extend the amnesty program unit through December 31, 2015. The City has approved 6 units under the amnesty program and continues to conduct outreach to interested parties.

### **6. Improved Tracking of Second Units**

The City began conducting real time surveys in 2013, either in person or over the phone, of secondary dwelling unit permit holders during the permitting process. This was done to specifically document the affordability and occupancy of the unit at that time.

The City conducts an interview with homeowners during the building process. In the interview questions are asked about the intended use of the unit and the estimated rent that will be charged. The planning department has also been adding a note, when conducting preliminary plan check that attached units must be used as secondary dwelling units and are not to be used to expand the livable area in the main house.

In addition to this initial survey at the time of construction, the City intends to survey owners of already-built Second Units at least twice during the 2015-2023 Planning Period. As described in Section 7, Housing Program 2.1 of this document, the City will collect information through the survey about affordability and use of the unit. The first survey will be conducted in conjunction with the evaluation by the end of 2017 on the progress being made towards achieving the City's RHNA objectives.

The City is considering including additional incentives to the Second Unit Program. As described in Section 7 of this document, Housing Program H-2.1, the City will review ordinance amendments to remove constraints to Second Unit development, such as reducing setback requirements for Second Units in all R-1 zones and eliminating the existing policy that deducts Second Unit square footage from the allowable maximum size of the principal dwelling on lots of less than 12,000 square feet in the R-1-8 zone. In addition, the City will revise the Second Unit approval process to be ministerial, rather than discretionary.

**Affordability of Second Units**

The City calculates the affordability of Second Units based on the rent and the size of the units. The rents are then compared to household income limits defined by the State for very low, low and moderate income households. These income limits are revised on an annual basis by the State and the City then updates their rent affordability levels accordingly. For example, in 2014, the City would identify a Second Unit studio as a very low income unit if the rent charged did not exceed \$928 per month. A Second Unit of 1 bedroom would be classified as a low income unit if the maximum rent was \$1266 or less. A detailed discussion of the City's methodology for determining affordability is included in Appendix B.

**Table HE-14 Production of Second Units By Affordability Levels, 2007-2014**

<i>Income Level</i>	<i>2007-2008*</i>	<i>2009</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014**</i>	<i>Total</i>
<i>Very Low</i>	1	0	0	0	1	4	0	6
<i>Low</i>	4	0	1	2	2	2	1	12
<i>Moderate</i>	1	2	0	0	0	0	0	3
<i>Above Moderate</i>	0	0	0	0	0	0	3	3
<b><i>Totals</i></b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>4</b>	<b>24</b>

*\* As reported in Annual Progress Reports to State of California Department of Housing and Community Development*

*\*\* The 3 second units in 2014 classified as “above moderate” income include two units that were issued building permits at the end of calendar year 2014 but income levels had not been determined when this Housing Element was completed in February 2015. Once those income determinations have been completed, these two units could possibly be reclassified from “above moderate” to lower income categories.*

Of all the Second Units produced between 2007-2014 (24 units total), following is the percentage breakdown by income level:

Very Low Income	25% (6 units)
Low Income	50% (12 units)
Moderate Income	12.5% (3 units)
Above Moderate	12.5% (3 units)

These percentages are similar to results of a study conducted in 2014 by the San Mateo County “21 Elements” task force<sup>1</sup>. This study looked at recent research on Second Units in the San Mateo County area (which borders Santa Clara County) and, in particular, the community of Hillsborough (which is similar in demographics and housing costs to Monte Sereno). That study concluded “overall secondary units are a more affordable option for lower income households” and determined that:

- approximately 25-60% of secondary units are affordable to extremely low income households,
- another approximately 10-25% of secondary units are affordable to very low income households,
- another approximately 15-20% of secondary units are affordable to low income households,
- approximately 10-20% more of secondary units are affordable to moderate income households,
- and approximately 5% of secondary units are affordable to above moderate income households.

The study varied its percentages depending on the income characteristics of a community—in particular, citing that wealthier communities are more likely to make secondary units available at no rent to household members or domestic help and the units are therefore affordable to extremely low income households.

As shown above, Second Units can be a critical component in the production of more affordable housing units in a community. However, Second Units can also play other roles in a community, such as making more efficient use of land by increasing density on already developed parcels. Please see Section 8: Appendix (Part C) for more information regarding why Second Units are a vital part of Monte Sereno’s housing strategy.

<sup>1</sup> “Affordability of Secondary Dwelling Units,” County of San Mateo, 21 Elements Working Group, April 9, 2014

## **Second Unit Capacity**

Second Units are built on already developed or newly developed residential parcels. They can be either attached or detached from the main structures.

Based on 2014 assessor's parcel data, there are 1,222 parcels in Monte Sereno in 2014. Allowing for the 87 Second Units that currently exist on parcels (based on secondary dwelling unit use permits), it is estimated that there are a remaining 1,135 residential parcels (City GIS data) that could theoretically accommodate Second Units. It is further estimated that 71% of these parcels are of sufficient size to accommodate a Second Unit. Therefore, the net number of parcels on which a Second Unit could be built is 806, for a total capacity for 806 units

## **How the Second Unit Program Will Address the City's Need for Lower Income Housing**

The City estimates that an average of six Second Units will be built annually during the 8 year time frame of this Housing Element, resulting in 46 new Second Units. Based on the affordability data described previously, 75 percent of these units, or 35 units, will be affordable to lower income households. This number matches the City's remaining lower income RHNA of 35 units (23 very low and 12 low income).

The City is confident that the Second Unit Program will address the City's need for lower income housing for the following reasons:

1. **Current and historical demand for Second Units**

In the last two years (2013 and 2014) there were 10 Second Units approved for an average of 5 annually. This was an increase from the prior years and can be attributed to the changes that the City made to the Second Unit Program (e.g. increasing maximum square footage of Second Units to 1200 square feet, eliminating covered parking requirements, etc.) as well as the housing market recovery from the "Great Recession." Residential construction has resumed, and this is reflected in the increased number of Second Units beginning in 2013.

It is anticipated that this upward trend will continue. Beginning in January 2015, two additional Second Unit applications have been approved and it is anticipated that building permits will be issued for these units in 2015. One additional Second Unit application has been submitted for Site Development Permit review as of February 2015. The City has also received three building permit applications for Second Units that were previously approved. Assuming building permits are issued for these six units and the units are constructed, the City will have already met the City's goal of 6 units for all of 2015.

Historically, Second Units in Monte Sereno have either been newly constructed or owners have remodeled existing square footage or structures into suitable Second Units. When the City inspects Second Units, the unit must meet minimum standards for a habitable unit as a dwelling unit and adds to the City's housing supply as would any other dwelling unit.

2. **Additional modifications to Second Unit Program will facilitate more Second Units**

As proposed in Section 7 of this document, the City will review modifications to the Second Unit Program to reduce setback requirements for Second Units in R-1 zoned properties and eliminate the existing policy in R-1-8 zones that deducts Second Unit square footage from the allowable maximum size of the principal dwelling on lots of less than 12,000 square feet. There are several property owners who "check in" on a regular basis with the Planning Department to find out when these proposed changes will be made because they want to build a Second Unit on their property but cannot without these revisions. Consequently, the City is confident that these types of modifications and others, as the City continually improves the program, will increase the average annual number of Second Units to at least 6 per year.

3. Demand for Second Units

The percentage of people 65+ years has steadily increased in Monte Sereno from 1990-2010 and this trend is expected to continue in the future as “baby boomers” age. With more senior households who desire to stay in their homes and “age in place,” Second Units provide a convenient and affordable housing option for caregivers and personal assistants. In addition to seniors, other special need households such as disabled family members could benefit from the independent living opportunity that Second Units can provide.

Further, Second Units are a perfect solution for families that desire multi-generational housing opportunities. Households who want to have their elderly parents live with them have traditionally created a demand for Second Units. But, with continually increasing housing costs in California, young adult children are returning to live with their parents and also create a demand for Second Units. With allowable square footages of up to 1200 square feet, Second Units in Monte Sereno can easily accommodate a range of multi-generational housing options.

4. Monte Sereno is the ideal community for a Second Unit Program

Monte Sereno’s stock of large homes and large lots is the perfect environment for creating Second Units. Unlike other communities with small lot sizes and traffic/parking issues, Monte Sereno can easily accommodate Second Units without engendering some of the neighborhood issues that other communities encounter with Second Unit programs. Further, by adding small rental units to neighborhoods of large homeowner-occupied units, the Second Unit strategy leads to more ecological (and fiscal) sustainability by relying on existing infrastructure in a community otherwise unlikely to redevelop.

5. Second Units have consistently been affordable units

From 2007-2014, approximately 75% of the Second Units built in the City have been affordable to very low and low income households. This historical data, and the experience of other cities, confirms that Second Units developed in the 2015-2023 time frame will be affordable. Applying the 75% figure to the 46 unit objective of the Second Unit Program, it is estimated that 35 of those units will be affordable to very low and low income households, matching the RHNA for very low and low income units.

In summary, all of the factors noted above demonstrate that the City can achieve its goal of at least 46 Second Units, if not more, by 2023. The City is committed to monitoring the Second Unit program and its effectiveness on a regular basis in order to achieve this goal. Program H-2.3 as described in the following section of this document, outlines a plan of action whereby the City in 2017 will evaluate the progress in meeting the RHNA lower income goals and take immediate steps if certain milestones are not met. This action reflects the City’s commitment to provide and facilitate opportunities for affordable housing in the Monte Sereno community.

SECTION 7: HOUSING PROGRAM STRATEGY

**A. Goals, Objectives, Policies and Programs**

Following are the goals, policies, programs and quantified objectives for the City’s 2015-2023 housing strategy.

**Goals** determine what should be done, and where. **Policies and programs** establish who will carry out the goals, how and when. **Quantified objectives** are required by Government Code to “establish the maximum number of housing units by income category that can be constructed, rehabilitated, and conserved over a five year time period.” Quantified objectives are noted for those programs where goals/objectives are specific and can be measured. Not all programs will have quantified objectives.

The Goals, Policies and Programs adopted in the 2009-2014 Monte Sereno Housing Element have basically been retained. However, based on the City’s experience and success since then, some have been removed, others have been added, and text wording has been revised in some instances. (See Section 8: Appendix of this document for the full text of the 2009-2014 goals, policies and programs.)

**GOAL H-1 PROVIDE HOUSING CONSISTENT WITH THE CHARACTER OF THE COMMUNITY.**

- Policy H-1.1 Ensure that new residential development is compatible with the existing neighborhood character.
- Policy H-1.2 Require that residential development is well-integrated into the natural environment and physical landscape of the site.
- Policy H-1.3 Ensure that new residential development preserves valued scenic qualities such as hills, ridgelines and views and mitigates adverse visual impacts to the extent possible.
- Program H-1.1** Continue to require Site Development Permit approval for all new homes and to require project consistency with the City Design Guidelines.  
*Responsibility:* City Staff and Council  
*Time Frame:* Annually, ongoing through the 2015-2023 planning period  
*Quantified Objective:* 10 above moderate income units

**GOAL H-2 CONSTRUCT ADDITIONAL HOUSING TO MEET THE IDENTIFIED NEEDS OF ALL INCOME GROUPS IN MONTE SERENO.**

- Policy H-2.1 Encourage the construction of new Second Units through incentives, regulatory relief and increased public outreach to meet the need for lower income housing in the City.
- Policy H-2.2 Remove constraints to the production and availability of housing, consistent with other General Plan policies.
- Policy H-2.3 Expedite the review process, where appropriate, for special needs housing and affordable housing for extremely low, very low, low- and moderate-income households.
- Policy H-2.4 Ensure that sites are provided as needed for a variety of housing types for all income levels.

**Program H-2.1** The City will continue to administer and improve the Second Unit Program in order to encourage the construction of additional Second Units affordable to lower income households. Specific tasks that the City will undertake include:

- Continue to survey affordability and use of Second Units at time of construction as well as conduct a survey of existing Second Units at least twice during the Planning Period to determine affordability and use of the unit. The first survey and results of that survey shall be completed by the end of 2017.
- Revise the approval process for Second Units so that it is ministerial, rather than discretionary,
- publicize incentives for construction of new Second Units with a systematic approach utilizing all forms of media and outreach, such as City’s website and email notification system, articles in printed media as well as social media platforms, written information available at City Hall and Planning Department counter, outreach to building contractors/architects, etc.,
- continue the Second Unit amnesty program,
- review and revise Second Unit Program to remove constraints to Second Unit development, such as reducing setback requirements for Second Units in all R-1 zones and eliminating the existing policy in the R-1-8 zone that deducts Second Unit square footage from the allowable maximum size of the principal dwelling on lots of less than 12,000 square feet;
- explore other innovative uses of Second Units such as providing housing for multi-generational uses (small families, aging in place, etc.) and develop programs as feasible, and
- further amend the Second Unit Program, such as by permitting junior second units, if necessary to achieve RHNA production goals.

**Responsibility:** City Staff and Council

**Time Frame:**

**2015-2016:**

Approve Program amendments to remove identified constraints to Second Unit production, especially reducing setback requirement in all R-1 zones and eliminating square footage deduction in R-1-8 zoned properties.

Revise approval process for Second Units so that it is ministerial, rather than discretionary.

**2016-2017:**

Conduct a survey of existing Second Units in order to determine affordability and use of units. Have survey results completed by the end of 2017 and utilize information in conjunction with actions in Program H-2.3 below to evaluate progress towards achieving RHNA.

Annually, ongoing through the 2015-2023 planning period for other program actions and tasks

**Quantified Objective: 46 Total New Second Units, as follows:**

- 11 Extremely Low Income Units
- 12 Very Low Income Units
- 12 Low Income Units
- 11 Moderate Income Units
- 46 TOTAL

**Program H-2.2** The City will explore and implement if appropriate other options to provide additional affordable housing opportunities within its existing housing stock. For example, shared housing or renting rooms would be most appropriate for a community such as Monte Sereno that has many large housing units capable of housing more people. Shared Housing programs match persons needing housing with homeowners and others who have space to rent. At a minimum, the City will contact shared housing agencies and publicize opportunities to share housing.

*Responsibility:* City Staff and Council

*Time Frame:* Annually, ongoing through the 2015-2023 planning period

*Quantified Objective:* 5 Extremely Low and 5 Very Low Income Persons

**Program H-2.3** By the end of 2017, the City will evaluate progress towards meeting its RHNA, in particular new construction objectives for extremely low, very low, low and moderate income households. If the City determines that fewer than 12 Second Units are constructed every two years, the City will evaluate and implement revisions to the Second Unit program to meet the City's objectives. As part of this analysis, the City will consider revising its multi-family zoning and density standards. If changes are required that are inconsistent with the Housing Element, the City will amend the Housing Element as necessary.

*Responsibility:* City Staff and Council

*Time Frame:* 2015-2017; and every two years thereafter.

*Quantified Objective:* If at least 12 affordable Second Units (25% of total 46 unit objective for the planning period) are not approved by the end of 2017, the City will evaluate and implement additional changes to the Second Unit ordinance as well as implement site development revisions to provide more affordable units. Of the 12 Second Units, at least 75% (9 units) shall be affordable to lower income households, reflecting the lower income proportions of the RHNA. If revisions required are inconsistent with the Housing Element, the City will amend the Housing Element as necessary.

**Program H-2.4** The City will work with nearby communities to explore countywide housing needs and solutions. On an annual basis, the City Manager will provide a summary report of activities in cooperation with other jurisdictions/agencies to further increase the supply of affordable housing in the County of Santa Clara. Also, included in this report will be a description of the City's efforts to meet its RHNA goals. This information will also be included in the City's annual Housing Element update to HCD.

*Responsibility:* City Staff and Council

*Time Frame:* Annually, ongoing through the 2015-2023 planning period

**Program H-2.5** The City will revise the Municipal Code (Section 10.05.045) Public (“P”) zoning district by December 2016 to allow multifamily residential uses by right on the First Baptist Church site (17765 Daves Avenue). Revisions will include development standards that include those described in Section 6 of this document (Site Inventory: “Proposed Guidelines for Public/Residential Multi Family Zone First Baptist Church Site.”) The City will also complete any amendments to the General Plan that may be necessary to allow multifamily uses in the Public (“P”) zoning district by December 2016. If the necessary amendments are not adopted by December 2016 and not successful in encouraging multi-family development, the City will provide alternate multi-family residential opportunities and will amend the Housing Element as necessary to correct any inconsistencies.

Further, in conjunction with Program H-4.1, the City will make specific outreach with developers of housing affordable to lower income and special need households, including incentives such as density bonuses, fee waivers or other incentives. The City will also assist with identifying and/or applying for project funding from other sources including, but not limited to, CDBG and HOME funds, at the request of the developer.

*Responsibility:* City Staff and Council

*Time Frame to Amend Ordinance and Complete Necessary General Plan Amendments:* 2015 – December 2016

*Time Frame for Developer Assistance:* Annually and Ongoing, as appropriate, throughout the 2015-2023 time frame.

*Quantified Objectives for Planning Period:*

7 Moderate Income Units

8 Above Moderate Income Units

**Program H-2.6** The City will revise the Municipal Code to 1) allow employee housing that provides housing for 6 or fewer employees in all residential zoned areas , 2) include residential care homes, supportive housing and transitional housing as a “use by right” in RM zones and 3) include Municipal Code Section 10.05 regarding SRO use as allowable in RM zones..

*Responsibility:* City Staff and Council

*Time Frame to Amend Ordinance:* 2015-2016

**GOAL H-3: MAINTAIN AND IMPROVE EXISTING HOUSING STOCK**

Policy H-3.1 Support the efforts of property owners to maintain and improve homes in Monte Sereno.

Policy H-3.2 Ensure adequate investments in public services and facilities to maintain a high-quality living environment in older residential neighborhoods.

Policy H-3.3 Encourage energy conserving practices in the maintenance of existing dwellings and in new residential development.

**Program H-3.1** The City will continue to pursue code enforcement on homes that are not maintained in compliance with City codes.

*Responsibility:* City Staff and Council

*Time Frame:* Annually, ongoing through the 2015-2023 planning period

**Program H-3.2** The City will review and revise on a biannual basis the Capital Improvement Program (CIP) to identify public infrastructure priorities that will maintain the community's older residential neighborhoods.

*Responsibility:* City Staff and Council

*Time Frame:* Biannually, ongoing through the 2015-2023 time frame

**Program H-3.3** The City will encourage energy conservation practices for new and existing residential dwelling units by enforcing State and local regulations and encouraging incentives for energy conservation “best practices.” Suggested actions include:

- continue to offer streamlining and fee waivers for solar panel installations,
- continue the “Build It Green” program and checklists,
- provide information regarding rebate programs and energy audits available through PG&E, and
- provide resource materials regarding green building and conservation programs.

*Responsibility:* City Staff and Council

*Time Frame:* Annually, ongoing through the 2015-2023 planning period

**GOAL H-4: SUPPORT A CONTINUUM OF HOUSING OPPORTUNITIES FOR MEMBERS OF THE MONTE SERENO COMMUNITY IN ALL STAGES OF LIFE, INCLUDING THOSE WITH OR WITHOUT SPECIAL NEEDS.**

Policy H-4.1 Support special need population groups gaining access to decent housing.

Policy H-4.2 Assist seniors as a growing proportion of the Monte Sereno Community in identifying and developing suitable living situations.

**Program H-4.1** The City will support special need households (including physically and developmentally disabled) in securing affordable and appropriate housing. The City will:

- promote the use of Second Units as an opportunity to provide affordable housing for special needs individuals, such as seniors (and their caregivers) and disabled family members,
- continue to allow transitional housing, supportive housing and residential care facilities, including group homes for six or less persons, as a use by right in all R-1 neighborhoods,
- annually contact nonprofit housing sponsors to coordinate and implement a strategy for developing or making housing available for lower and moderate income households, including special needs households, and
- as specified in Program H-2.6, the City will amend the Municipal Code to allow supportive housing, transitional housing and residential care facilities in the RM zone

*Responsibility:* City Staff and Council

*Time Frame:* Annually, ongoing through the 2015-2023 planning period

**Program H-4.2** Working with other local organizations and agencies, the City will work to develop a plan to meet the changing needs of seniors. As Monte Sereno’s population ages, issues such as “aging in place” and better utilization of existing housing become paramount. The City can take a lead role in thoughtfully addressing these important issues while developing some potentially innovative housing.

*Responsibility:* City Staff and Council

*Time Frame:* Annually, ongoing through the 2015-2023 planning period

**Program H-4.3** The City will review existing procedures and identify revisions to the City’s procedures in order to expedite the development review process, especially for special needs housing and affordable housing for lower and moderate income households.

*Responsibility:* City Staff and Council

*Time Frame:* Annually, ongoing through the 2015-2023 planning

**GOAL H-5: ENSURE EQUAL HOUSING OPPORTUNITIES**

Policy H-5.1 Work to ensure that individuals and families seeking housing in Monte Sereno are not discriminated against on the basis of age, sex, family structure, national origin, or other arbitrary factors.

**Program H-5.1** The City will continue to implement its “Reasonable Accommodations” procedures as contained in the Municipal Code.

*Responsibility:* City Staff and Council

*Time Frame:* Annually, ongoing through the 2015-2023 planning period

**Program H-5.2** The City will provide written information on fair housing laws and resources at the Planning Department counter as well as on the City’s website. Further, the City will promote the use of Project Sentinel, a HUD approved housing counseling agency in Santa Clara County as a resource for fair housing information and advisory services. The City will work with other organizations to promptly address complaint of discrimination in the sale, rent and development of housing in Monte Sereno.

*Responsibility:* City Staff and Council

*Time Frame:* Annually, ongoing through the 2015-2023 planning period

Table HE-15 Summary of Sites Suitable to Meet RHNA, 2015-2023

<i>Program</i>	<i>Extremely Low Income</i>	<i>Very Low Income</i>	<i>Low Income</i>	<i>Moderate Income</i>	<i>Above Moderate Income</i>	<i>TOTAL</i>
<b>Second Units:</b> H-2.1: The City will continue to manage and improve the Second Unit Program in order to encourage the construction of additional Second Units.	11	12	12	11	0	46
<b>New Construction</b> H-1.1: Continue to require site development permit approval for all new homes and to require project consistency with the City Design Guidelines.	0	0	0	0	10	10
H-2.5: The City will revise the Municipal Code to allow residential uses in "Public" zone				7	8	15
<b>TOTAL</b>	11	12	12	18	18	71
<b>RHNA Objectives</b>	11	12	12	13	8	56

Table HE-15A Quantified Objectives 2015-2023

<i>Category</i>	<i>Extremely Low Income</i>	<i>Very Low Income</i>	<i>Low Income</i>	<i>Moderate Income</i>	<i>Above Moderate Income</i>	<i>TOTAL</i>
<u>Maintenance and Improvement</u>	2	2	2	0	0	6
New Construction	11	12	12	13	8	56
<u>Preservation*</u>	<u>2</u>	<u>2</u>	<u>2</u>			<u>6</u>

\*The City has no deed-restricted affordable units at risk of loss during the next 10 years. However, through its second unit surveys and amnesty program, the City will seek to keep second units affordable.

**Table HE-16 Summary of Housing Programs**

NEW CONSTRUCTION	
Program H-1.1	Continue to require Site Development Permit approval for all new homes and to require project consistency with the City Design Guidelines.
Program H-2.1	Continue to administer and improve the Second Unit Program in order to encourage the construction of additional Second Units affordable to lower income households
Program H-2.5	The City will revise the Municipal Code (Section 10.05.045) Public (“P”) zoning district by December 2016 to allow multifamily residential uses by right on the First Baptist Church site (17765 Daves Avenue)..
CONSERVATION OF EXISTING UNITS	
Program H-3.1	The City will continue to pursue code enforcement on homes that are not maintained in compliance with City codes.
Program H-3.3	The City will encourage energy conservation practices for new and existing residential dwelling units by enforcing State and local regulations and encouraging incentives for energy conservation “best practices.”
PRESERVATION*/DEVELOPMENT OF AFFORDABLE HOUSING	
Program H-2.2	The City will explore and implement other options to provide additional affordable housing opportunities within its existing housing stock, such as shared housing
Program H-2.3	By the end of 2017, the City will evaluate progress towards meeting its RHNA, in particular new construction objectives for extremely low, very low, low and moderate income households.
Program H-2.4	The City will work with nearby communities to explore countywide housing needs and solutions.
Program H-4.1	The City will support special need households (including physically and developmentally disabled) in securing affordable and appropriate housing
Program H-4.3	The City will review existing procedures and identify revisions to the City’s procedures in order to expedite the development review process, especially for special needs housing and affordable housing for lower and moderate income households.

There are no “at risk” affordable units in Monte Sereno.

SECTION 8: APPENDICES

*Appendix A. Review of 2009-2014 Housing Element Goals and Policies*

Following are the programs from the 2009-2014 Housing Element. Comments are provided as to the status and actions taken during 2009-2014. The fourth column of the chart provides recommendation as to the program’s continuing status in the 2015-2023 time frame.

Program Implementation Status			
Program Number	Program	Status and Effectiveness	Recommendation
H-1.1	Continue to require Site Development Permit approval for all new homes and to require project consistency with the City Design Guidelines.	During the 2009-2014 Planning Period the City approved approximately 160 Site Development Permits.	Continue program in 2015-2023 planning period (Program H-1.1)
H-2.1	The City will continue to monitor residential neighborhoods for housing in need of rehabilitation.	During routine site visits throughout the City, Planning Department staff observes housing conditions to identify if there is a need for rehabilitation.	Monitoring and response to code complaints—no substantial rehabilitation needs anticipated
H-2.2	The City will continue to participate with Santa Clara County in the Federal Community Development Block Grant Program to provide housing rehabilitation loans and weatherization services for extremely low, very low, low and moderate-income households. As part of the Urban County the City commits that by 2011 it will develop a local plan and process for citizen participation in review of any City project proposals. The City will detail proposed project activities, detail the Urban County’s need that the project is addressing and detail a project implementation timeline. The City will prepare quarterly progress reports during the program year activities are being carried out. The City also will provide any additional information necessary for the completion of the Urban County’s Consolidation Plan, including a detailed description of the City’s commitment to provide housing assistance to extremely low, very low, low and moderate- income persons.	The City is currently participating in the Santa Clara County Community Development Block Grant Program by attending meetings and reviewing projects submitted to the region. The City did not have any City project proposals during the Planning Period. However, the City continues to look for opportunities for projects proposals within the City.	Continue to look for opportunities for project proposals and explore countywide solutions through Program H-2.4 in 2015-2023 planning period.

H-2.3	The City will continue to monitor the availability of additional State and federal funds to assist in the rehabilitation of the housing in Monte Sereno. The City will also apply for and assist with the application process for funds.	The City monitored the availability of State and federal funds for housing rehabilitation. Although the City participated in the Santa Clara County CDBG program, it received no inquiries or applications regarding the need for funds for housing rehabilitation. During routine site visits throughout the City, Planning Department staff observes housing conditions to identify if there is a need for rehabilitation, but only minor rehabilitation needs were identified.	The City does not anticipate any applications for rehabilitation assistance or actions in the 2015-2023 period.
H-2.4	The City will continue to pursue code enforcement on homes that are not maintained in compliance with City codes.	During routine site visits throughout the City, Planning and Building Department staff observes housing conditions to identify if there is a need for rehabilitation or code violations. Any issues identified are then referred to the Code Enforcement Officer. The City also investigates code violation complaints received from neighbors.	Continue program in 2015-2023 planning period (Program H-3.1)
H-2.5	The City will review on a biannual basis the Capital Improvement Program (CIP) to identify public infrastructure priorities that will maintain the community's older residential neighborhoods.	Annually the Capital Improvement Program (CIP) and priorities are set and approved by the City Council during the budget setting process. The City Council also conducts mid-year budget review to make adjustments as needed to the CIP.	Continue program in 2015-2023 planning period (Program H-3.2)
H-3.1	Amend the zoning code to increase the maximum permitted size of second units to 1,200 square feet and to exclude covered parking from the second unit building size calculation.	On October 16, 2012 the City Council adopted an ordinance (NS-184) to increase the maximum allowed size of secondary dwelling unit to 1,200 square feet and to exclude covered parking requirements. This program allows for more variety in the size of secondary dwelling units and provides a regulatory concession by elimination of parking requirement	Action completed in 2009-2014 time frame. Additional incentives for Second Unit development are proposed for the 2015-2023 planning period.

H-3.2	<p>In order to encourage the development of secondary dwelling units and single room occupancies affordable to extremely low income households the City will adopt new incentives that may include such things as waiving planning fees of secondary dwelling units and single room occupancies and/or regulation concessions.</p>	<p>The City Council adopted regulatory concessions to encourage the development of secondary dwelling units. These concessions include increasing the maximum allowed size of secondary dwelling unit to 1,200 square feet and to exclude covered parking requirements. Single room occupancies are permitted in multi-family zones, and room rentals are permitted.</p>	<p>Action completed in 2009-2014 time frame. Additional incentives for Second Unit development are proposed for the 2015-2023 planning period (Program H-2.1)</p>
H-3.3	<p>The City will continue to track and monitor the construction and affordability levels of new second units through building permits and an affordability questionnaire. The affordability questionnaire will be updated and distributed by 2011.</p>	<p>In May 2012 the City sent out a survey to all secondary dwelling unit owners to better gauge the affordability of the existing secondary dwelling units within the City. Starting in 2013 the City began conducting real time, person to person surveys, for units during the permitting process to gather information about affordability. The affordability levels described in the survey correlate with the income affordability levels published annually by the State.</p>	<p>Action completed in 2009-2014 time frame. Continued tracking and monitoring are proposed for the 2015-2023 planning period (Program H-2.1)</p>
H-3.4	<p>Initiate an intensive public outreach campaign to publicize incentives for the construction of new second units and the amnesty program for existing un-permitted second units. By 2011 the City will initiate a secondary unit public outreach program. Information will be provided on the City's web site, through e-mailings, and the City's quarterly newsletter.</p>	<p>The City adopted an amnesty program in October 2012 that ran from July 2013 to July 2014. Due to the success of the program the City extended the amnesty program in October 2014, through December 2015. As part of the public outreach the City published an article in the City's quarterly newsletter (Fall 2012), posted information on the City's website, and provided information at the front counter.</p>	<p>Action completed in 2009-2014 time frame. Increased and continued public outreach are proposed for the 2015-2023 planning period (Program H-2.1)</p>

<p>H-3.5</p>	<p>The City will monitor the second unit ordinance to ensure that standards and regulations are not prohibiting the construction of new second units needed to meet the City’s share of the region’s housing needs. The City will amend the second unit ordinance if needed to facilitate the construction of second units for very-low, low and moderate income households.</p>	<p>A Secondary Dwelling Unit Survey was completed in May 2012 for all existing secondary dwelling units. The survey results were aggregated to show trends and patterns of affordability depending on the size and number of bedrooms of the secondary dwelling unit. Real time surveys are now completed for new units during the permitting process. On October 16, 2012 the City Council adopted an ordinance (NS-184) amending the second dwelling unit ordinance was amended to increase the allowing size of second dwelling units and eliminate the covered parking requirements.</p>	<p>Action completed in 2009-2014 time frame. Programs H-2.1 and H.2-3 will continue efforts in 2015-2023 time frame.</p>
<p>H-3.6</p>	<p>The City will continue to track and monitor the construction and affordability levels of new second units. On an annual basis, the City will compare the results of the tracking system with its regional housing needs allocation (RHNA) for extremely low, very low, low, and moderate-income families. If the RHNA is not being met, the City will develop alternate strategies for addressing the housing needs for extremely low, of very low, lower, and moderate-income families. When the City receives an application for assistance to develop affordable housing, the City will apply for funds within three months of receiving an application.</p>	<p>As part of the Annual Progress Report submitted to HCD, the City tracks the construction and affordability of all permitted units.</p> <p>At the end of the 2009-2014 Planning Permit the City has meet 75% of its RHNA. Based on the report published by ABAG, titled Bay Area Progress in Meeting 2007-2014 Regional Housing Need Allocation (RHNA), Santa Clara County cities combined to achieve 64% of the RHNA allocation.</p> <p>The City received no application for assistance in developing affordable housing.</p>	<p>Action completed in 2009-2014 time frame. Programs H-2.1 and H.2-3 will continue efforts in 2015-2023 time frame.</p>

<p>H-3.7</p>	<p>The City will continue to evaluate existing development review procedures and identify ways to reduce the time and associated development costs for extremely low, very low, low, and moderate-income housing.</p>	<p>The City continues to streamline the development review process. Periodically the Site and Architectural Commission reviews the submittal requirements and regulations for development.        On June 20, 2013 the City held a homeowner building seminar to educate homeowners on the construction process. The seminar was publicized in the City's Spring 2013 newsletter.</p>	<p>Continue effort in 2015-2023 planning period</p>
<p>H-3.8</p>	<p>The City will continue to participate in efforts to provide affordable housing for all income groups in Santa Clara County. These efforts include programs administered by the Housing Trust of Santa Clara County, the Housing Authority of Santa Clara County and the Santa Clara County Office of Affordable Housing by 2010.</p>	<p>The City currently participates with the Housing Trust of Santa Clara County, the Housing Authority of Santa Clara County and the Santa Clara County Office of Affordable Housing</p>	<p>Continue to look for opportunities for project proposals and explore countywide solutions through Program H-2.4 in 2015-2023 planning period</p>
<p>H-3.9</p>	<p>The City will continue to monitor the availability of State and federal funds to assist in the development of affordable housing in Monte Sereno. The City will also apply for and assist with the application process for funds.</p>	<p>The City did not receive any applications for the development of affordable housing during the 2009-2014 Planning Period, and so did not assist with the application process.</p>	<p>Continue to look for opportunities for project proposals and explore countywide solutions through Program H-2.4 in 2015-2023 planning period</p>

<p>H-3.10</p>	<p>Evaluate the fiscal impacts of annexing parcels suitable for a variety of residential development in the sphere of influence. This evaluation should be confined to areas that are surrounded by urban development and have access to services. The City has approximately 11 acres in its sphere of influence suitable for evaluation. Given the current zoning of one to four units per acre on these parcels, the additional dwelling unit capacity is 20 units. However, in addition, the City will consider higher density multifamily uses on annexed parcels to facilitate the development of a variety of housing types including housing for extremely low, low and moderate-income households. In evaluating a variety of housing types the City will prepare guidance for development standards such as building height, setbacks, grading quantities, and lot coverage to encourage and facilitate higher density multifamily housing such as 15-20 units per acre. The City will target financial resources (see Program H-3.9) to promote extremely low income housing where multifamily opportunities are being explored. Evaluate annexation of parcels in the sphere of influence for annexation and initiate annexation by July 2011. The process to evaluate annexation will include community outreach to provide information, answer questions and gather input from the public. The City will also conduct at least two public hearings with formal notification to property owners within the annexation areas. The City will evaluate progress of this program by July 2012 and if zoning and sites are not made available for multifamily developments, the City will immediately amend the Housing Element to identify and establish other sites and zoning to encourage and facilitate multifamily development. Zoning to allow multifamily development will be established by December 2012.</p>	<p>The City's 2007-2014 Housing Element included this program to provide a range of different housing types within the City. The City's obligation to provide adequate sites for lower income housing was met through the City's Second Unit program, which was entirely implemented. The City undertook a multi-year planning program to evaluate sites within the sphere of influence and within the City that were possibly suitable for multi-family zoning. The evaluation included fiscal impacts, community outreach, formal notification to property owners within the annexation area, and numerous public hearings. Adoption was delayed by the necessity to complete an Environmental Impact Report to explore the impacts of multi-family zoning. A range of densities were considered, up to 20 units per acre.</p> <p>Completed in August 2013. The City Council adopted Ordinance NS-187 allowing multi-family residential and Ordinance NS-188 pre-zoning 18840 Saratoga Los Gatos Road to allow 12-13 multi-family units. The City also amended the City Design Guidelines to include guidance for multi-family development. These modified development standards reduced parking requirements, allowed cluster development, and contained height and setback requirements adequate to permit development of the planned multifamily units.</p> <p>At this time the property owner has not pursued annexation.</p>	<p>The City completed the action identified by rezoning land to multi-family residential. In the 2015-2023 planning period, the City will revise the Municipal Code so that residential uses that can accommodate multi-family housing are allowed on a specified site zoned "Public." (Program H-2.5)</p>
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H-3.11	The Planning Director (PD) will prepare an annual report to the City Council which describes the amount and type of housing produced and the extent to which this housing meets the identified need of all income groups in Monte Sereno.	Starting in March 2011, staff has prepared an annual report describing the amount and type of housing produced during the previous year. This report is presented to the City Council at a public meeting.	Continue effort in 2015-2023 planning period with Program H-2.4.
H-3.12	The City will adopt an ordinance that complies with State density bonus law (Government Code Section 65915) to facilitate the economic feasibility of affordable housing development.	The City adopted an ordinance (NS-182) that complies with State density bonus law on July 17, 2012.	Action Completed
H-4.1	The City will continue to annually review the Zoning Ordinance and Building Code to identify and remove constraints on the production and availability of housing for special needs populations.	The Zoning Code and Building Code are review periodically by staff, Site and Architectural Commission, and City Council. Uniform Building Codes were adopted by Monte Sereno most recently in December 2013. The City implemented Programs H-4.2, 4.3, and 4.4 to accommodate special needs populations.	Continue effort in 2015-2023 planning period.
H-4.2	The City will develop and adopt a reasonable accommodation ordinance within two years of the adoption of this Housing Element. This ordinance will establish procedures and guidelines for the City to respond to requests for adjustments to standards and regulations to enable persons with disabilities to access and occupy housing in Monte Sereno.	The City developed and adopted an ordinance (NS-175) to allow for reasonable accommodation on April 5, 2011 that included procedures and guidelines.  The City has granted requests for reasonable accommodations for two properties.	Action Completed
H-4.3	The City will amend the Zoning Code to allow transitional housing, supportive housing and residential care homes, both group homes for six or less and seven or more, as-of-right in a single-family home in the R-1-8 zoning district within all residential zones within the City.	The City adopted an ordinance (NS-181) that amends the Zoning Code to allow for transitional housing, supportive housing and residential care homes, both group homes for six or less and seven or more, as-of-right within all residential zones within the City. This was completed on June 19, 2012.	Action Completed. City will continue effort by implementing Program H-2.6 in 2015-2023 planning period.
H-4.4	The City will allow emergency shelters on all parcels zoned Public within Monte Sereno. The parcels currently zoned Public contains uses that are compatible with emergency shelters. These parcels are also larger and in locations that are easily accessible. Existing relationships are in place with current property owners to allow the properties to be used for emergency response.	The City rezoned (NS-183) three parcels "Public" on July 17, 2012. The public zoning designation allows for emergency shelters as a matter of right.	Action Completed

H-4.5	<p>In order to purpose the development of emergency shelters the City’s Emergency Manager will work with the American Red Cross and the Santa Clara County Office of Emergency Services to develop an inventory of existing shelter and a needs assessment for additional space.</p> <p>The City will also continue to participate in the annual County wide homeless count to determine shelter need by locality.</p>	The City participated in the annual countywide homeless count in Fall 2014.	Continue to participate in countywide homeless count
H-5.1	Work to ensure that individuals and families seeking housing in Monte Sereno are not discriminated against on the basis of age, sex, family structure, national origin, or other arbitrary factors.	The City did not receive any reports of discrimination during the Planning Period.	Continue in 2015-2023 planning period. (Program H-5.2)
H-5.2	Continue to cooperate with and support efforts of organizations dedicated to the elimination of discrimination in housing.	The City did not receive any reports of discrimination during the Planning Period. However, the City continues to support efforts of organizations dedicated to eliminating discrimination, especially Project Sentinel,.	Continue in 2015-2023 planning period (Program H-5.2)
H-5.3	The City will promptly address complaints of discrimination in the sale, rent, and development of housing in Monte Sereno.	The City did not receive any reports of discrimination during the Planning Period.	Continue in 2015-2023 planning period(Program H-5.2)
H-6.1	Enforce the State's Energy Conservation Standards for new residential construction and additions to existing structures.	In December 2013 the City adopted the Green Building Standard Code 2013.	Continue to promote and enforce energy conservation in 2015-2023 planning period (Program H-3.3).
H-6.2	Continue to encourage innovative designs to maximize passive energy efficiencies through the Site Development Permit approval process	In order for a project to receive a Site Development Permit, the City's Site and Architecture Commission must make findings that the project preserves solar access and also follows the City's Design Guidelines. The City Design Guidelines encourage designs that maximize passive energy efficiencies.	Continue to promote and enforce energy conservation in 2015-2023 planning period (Program H-3.3)
H-6.3	The City will continue to cooperate with and support efforts of organizations dedicated to working toward elimination of discrimination in housing.	The City did not receive any reports of discrimination during the Planning Period. However, if a complaint is received the City will work with the City Attorney and Project Sentinel to investigate the complaint.	Continue effort in 2015-2023 planning period (Program H-5.2)

<p>H-6.4</p>	<p>Adopt new incentives, including but not limited to waiving fees for installing solar panels and other green building permits, to encourage the use of green building practices.</p>	<p>The City does not charge a building permit fee for the insulation of solar panels and requires applicants to complete the Build it Green checklist.</p> <p>In December 2013 the City adopted the Green Building Standard Code 2013 that requires green building methods to be utilized during construction.</p>	<p>Action completed. Continue to encourage green building practices in 2015-2023 planning period (Program H-3.3)</p>
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*Appendix B. 2014 Household Income Limits and Second Unit Affordable Rents*

Household Income Limits 2014 (State Income Limits, 2014)

Household Income Category	1 Person	2 Person	3 Person	4 Person
Extremely Low	\$22,300	\$25,500	\$28,650	\$32,850
Very Low	\$37,150	\$42,450	\$47,750	\$53,050
Low	\$59,400	\$67,900	\$76,400	\$84,900
Moderate	\$88,600	\$101,300	\$113,950	\$126,600

Second Unit Affordable Rents 2014

Income Category	Maximum Rent		
	Studio	1-Bedroom	2-Bedroom
Extremely Low	\$553	\$633	\$712
Very Low	\$923	\$1061	\$1194
Low	\$1107	\$1266	\$1424
Moderate	\$2030	\$2321	\$2611

**Description of Second Unit Verification Process:**

The City began conducting real time surveys in 2013, either in person or over the phone, of secondary dwelling unit permit holders during the permitting process. This was done to specifically document the affordability and occupancy of the unit at that time.

Affordability limits used in the survey correlate with the affordability limits published annually by the State. Affordability limits are based on the number of bedrooms in the unit and median income levels in Santa Clara County. Based on these limits and the number of the bedrooms in the secondary dwelling unit the City uses the survey to determine which income category the unit best fits within.

In 2012 the City conducted a secondary dwelling unit survey of all secondary dwelling unit holders. The results from this survey provided the City with aggregate data. The data showed that over two-thirds of occupied one-bedroom units qualify as very low or low income units; while 60 percent of two-bedroom units qualify as very low or low income units. These survey results were a one time survey and should be considered in light of the overall data from 2007-2014, which shows that 75% of Second Units were affordable to lower income households.

As with all dwelling units constructed, the City cannot require homes to be rented or occupied on a permanent basis. This rule applies to second units, single-family homes, and multifamily housing. The City is required to adopt planning and zoning standards permitting enough dwelling units to meet its Regional Housing Needs Allocation.

*Process for calculation of Second Unit Rents:*

1. Use State Median incomes for Santa Clara County from HCD Memo, *State Income Limits for 2014* (California Code of Regulations, Title 25, § 6932). See Table on previous page for specific limits by household size.
2. Assume household size of 1 person for studio unit; 2 persons for 1-bedroom unit; 3 persons for 2-bedroom unit.
3. Calculate maximum rents based on Health & Safety Code Section 50053(b), as follows:

Extremely low income maximum rent = 30% of 30% of median income for assumed household size, divided by 12.

Very low income maximum rent = 30% of 50% of median income for assumed household size, divided by 12.

Low income maximum rent = 30% of 60% of median income for assumed household size, divided by 12.

Moderate income maximum rent = 30% of 110% of median income for assumed household size.

### *Appendix C. Why are Second Units a Vital and Necessary Component of Monte Sereno's Housing Program?*

Second Units, defined as a self-contained dwelling unit, complete with its own kitchen and at least one bathroom, is located on the same property as a single-family house, and is significantly smaller than the main dwelling unit. The Second Unit can be either attached to the main unit or detached.

In communities such as Monte Sereno, Second Units can be an effective and vital component of the City's housing strategy. Monte Sereno is a well-established community with scarce land availability, very high housing costs and limited public funding for housing programs. However, the existing land patterns and housing types are very conducive to a successful Second Unit program. Minimum lot sizes are larger than average in Monte Sereno thereby providing more opportunities for the construction of Second Units.

Several recent articles and papers have established the importance and effectiveness of Second Units in communities such as Monte Sereno and in the San Francisco Bay area. The first article, published in the Journal of Urbanism: International Research on Placemaking and Urban Sustainability ("Hidden density in single-family neighborhoods: backyard cottages as an equitable smart growth strategy," February 2014), provides data research on Second Units in the San Francisco Bay area. One of the conclusions of the article is

*Secondary units, or apartments added to low-density residential properties via either micro-infill or the partitioning of existing structures can potentially add as much or more density, at a fraction of the cost, as large scale development. Because secondary unit development is readily implementable in higher-income neighborhoods, the strategy contributes to neighborhood diversity and helps meet fair housing goals. By adding small rental units to neighborhoods dominated by large homeowner-occupied units, the strategy provides flexibility. For instance, more families are able to age in place. This in turn leads to more ecological (and fiscal) sustainability by relying on existing infrastructure in places otherwise unlikely to redevelop (Page 308).*

The article further concludes that:

*Backyard cottages (Second Units), then, could yield infill housing production levels exceeding the results of an aggressive conventional infill scenario that would take decades to realize. What is more, unlike market rate multi family development, backyard cottage projects require comparatively small injections of capital (frequently under US \$100,000, as compared with millions of dollars for even a small five-unit project), and can be easily completed within a year. By contrast, multifamily projects take several years from conception to planning (Page 316).*

In addition to addressing the effectiveness of Second Units in land utilization, the article also provides insight into the affordability of Second Units.

*Secondary units appear to be considerably likelier to bolster income diversity through addition to the stock of modestly priced rental apartments in high-opportunity neighborhoods than are other types of unsubsidized rental housing. In addition, and unlike absentee-owned rental housing, secondary units have the potential to provide an income stream to existing homeowners. Thus, in addition to facilitating the entry of non-affluent residents into otherwise unattainable neighborhoods, secondary units can further contribute to income diversity by helping existing homeowners age in place even amidst transformative life events such as job loss, retirement, and health setbacks (Page 320).*

Another recent research paper also validates the importance of Second Units in providing affordable housing opportunities. A task force of communities ("21 Elements") in the County of San Mateo produced a research paper titled "Affordability of Secondary Dwelling Units" (April, 2014). Their study assessed the affordability of secondary dwelling units throughout San Mateo County (located adjacent to Santa Clara County) and, in particular secondary dwelling units in the Town of Hillsborough. Hillsborough is very similar to Monte Sereno in terms of household income levels, type of housing stock and housing costs. The study found very high levels of affordability for existing second units, such as:

- Approximately 60% of secondary units are affordable to Extremely Low Income households,
- An additional approximately 10% of secondary units are affordable to Very Low Income households,
- Another approximately 15% of secondary units are affordable to Low Income households, and
- Approximately 10% more of secondary units are affordable to Moderate Income households.

The report also concluded that the results noted above are "most applicable to wealthier communities where secondary units are more likely to be available to domestic help or family members at free or heavily subsidized rates."

Both of the studies referenced above support the City of Monte Sereno's decision to utilize Second Units as its primary strategy to produce lower income housing. Because of the lack of commercial services and limited public transportation in Monte Sereno, sites in the City will compete poorly for tax credits, the chief source of financing for affordable multifamily housing. Unsubsidized multifamily construction will not be affordable to lower income households. Second Units have been demonstrated to not only **succeed in efficient utilization of available land and infrastructure but can also add much needed housing units at a faster rate and a more affordable price than conventional multi-family housing units.**

### *Appendix D: Abbreviations*

ABAG: Association of Bay Area Governments, the Bay Area's COG

AMI: Area Median (Household) Income

BMR: Below-market-rate dwelling unit

CEQA: California Environmental Quality Act

CHFA: California Housing Finance Agency

CIP: Capital Improvements Program

COG: Council of Governments

EIR: Environmental Impact Report

FAR: Floor Area Ratio

FY: Fiscal Year

GMI: Gross Monthly Income

HCD: Housing and Community Development Department of the State of California

HUD: U.S. Dept. of Housing and Urban Development

NA: Not Applicable

PUD: Planned Unit Development

PMSA: Primary Metropolitan Statistical Area

RHNA: Regional Housing Needs Allocation

SOI: Sphere of Influence

SRO: Single Room Occupancy

*Appendix E: Organizations/Agencies Notified of Public Meetings*

Neighborhood Housing Services Silicon Valley

Housing Trust of Silicon Valley

Project Sentinel

Council on Aging Silicon Valley

Catholic Charities of Santa Clara County

Hispanic Foundation of Silicon Valley

County of Santa Clara Planning Department

Public Interest Law Firm, San Jose

**Appendix F. Underdeveloped Land Inventory**

Monte Sereno is an established community with limited development opportunities. The only lands available to accommodate the City’s share of the Regional Housing Need are underdeveloped parcels. Market conditions such as high land and construction costs, combined with a limited supply of available and developable land and a high demand for housing in the community suggest conditions are favorable for redevelopment of existing underutilized land. "Teardowns" are relatively common in the community, and, where the location of an existing home poses a constraint to the development of additional lots, the market value of the additional lots would likely compensate for the need to rebuild the home.

The City has identified five sites that are underutilized and available for redevelopment. Although these sites are developed with existing residential or institutional uses, the existing uses are not considered to be a constraint to new residential development due to their age, their poor or fair condition, room for additional development on the site, and/or the developer interest that has been expressed in redeveloping the sites.

The five sites include:

<b>UNDERDEVELOPED PARCELS, CITY OF MONTE SERENO 2014</b>				
<i>APN</i>	<i>Zoning</i>	<i>Acres</i>	<i>Density</i>	<i>Realistic Unit Capacity</i>
409-40-006	R-1-44	10	1 unit/acre	4 Units
410-20-022	R-1-8	1.9	3-5 units/acre	8 Units
510-22-012/13	R-1-44	8.24	1 unit/acre	5 Units
410-02-012	R-1-20	1	2 units/acre	1 Units
410-08-036	Public	3.48	3-5 units/acre*	15 Units
<b>Total Potential Units</b>			<b>33 Units</b>	

*\*Proposed zoning modification as described in Program H-2.5 in Section 7 of this document.*

The first four sites are all zoned for R-1 use and all currently have an existing residential unit on the parcel. The table above identifies the number of additional units that could be accommodated on the parcels after approval of subdivisions.

The fifth site is an underdeveloped property located at 17765 Daves Avenue (APN # 410-08-036). The site is flat and is approximately 3.48 acres in size. The First Baptist Church is located on the site. The church and related buildings and surface parking are located on 2.30 acres of the property and the remaining 1.18 acres are open space areas. The site is zoned for “Public” use. Program H-2.5 in the Housing Program Strategy section of this document describes modifying the Public zoning category to allow multifamily residential uses by right on this site as long as design and development standards are met. The development standards would contain incentives similar to the existing provisions in the R-1-8 and RM Districts and would allow clustering of units in one portion of the site. It is also anticipated that the parking standards would be similar to the existing RM parking standards. It is estimated that the site could accommodate 15 residential units on the 1.18 acres that is currently open space area. This would achieve a net residential density on the developed portion of the site of approximately 15 units/acre.

*Realistic Capacity Assumptions*

In determining the realistic unit capacity of the five sites, the City reviewed existing uses on the site, the location of the existing structures, whether those structures were recently constructed, the slope of the property, subdivision requirements, and the allowable density based on the zoning district. The unit calculations were based on the maximum density allowed taking into consideration the City’s development standards for the appropriate zone (e.g. setbacks, square footage allowances, street and parking requirements, etc.).

Monte Sereno is a very desirable residential community; consequently, market demand was not considered to be a constraint for additional units on the underdeveloped parcels. However, other non-governmental constraints such as the high cost of land and construction could influence the further development of these parcels.

For the purposes of this land inventory, the potential units that could be achieved through a density bonus were not included in the realistic unit capacity. Site #5 (APN #410-08-03) is the only site that is likely to request a density bonus. At the time that this Land Inventory was prepared, there have been no specific plans submitted for this property and so it is unrealistic to consider a density bonus calculation on the site at this time.

Listed on the following pages are more detailed descriptions of each of the five sites.

## SITE 1

### Characteristics:

**Address:** 15191 Karl Avenue  
**APN:** 409-40-006  
**Lot Size:** 10 acres

### Land Use Considerations:

**General Plan:** Residential  
**Zoning:** R-1-44 (1 du/ac)  
**Overlay(s):** None  
**Existing Use:** Main dwelling unit, secondary dwelling unit, and accessory structures  
**Pending Development:** Building underway for main dwelling unit  
**Development Potential:** Additional 4 main dwelling units, plus 4 secondary units

### Existing and Planned Infrastructure Capacity:

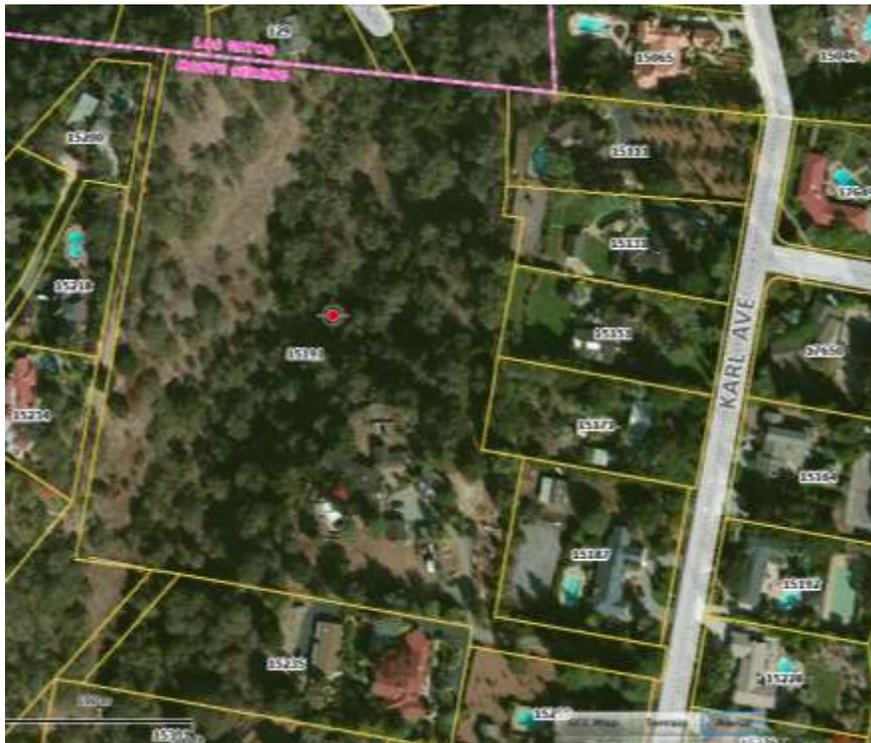
Public sewer and water available.

### Environmental Constraints:

Areas of slope, setbacks from existing creek and a trace fault running through the property.

### Development Potential

Based on the existing home on the property, the lot size, and the estimated slope it is estimated that the development potential of the site is 4 additional lots. The existing home on the property is located towards the front of the property. This leaves approximately 8 acres towards the rear of the property that can be redeveloped.



## SITE 2

### Characteristics:

**Address:** 16121 Rose Avenue  
**APN:** 410-20-022  
**Lot Size:** 1.9 acres

### Land Use Considerations:

**General Plan:** Residential  
**Zoning:** R-1-8 (3-5 du/acre)  
**Overlay(s):** none  
**Existing Use:** Single family dwelling unit  
**Pending Development:** none  
**Development Potential:**  
Additional 8 main dwelling units and 8 secondary dwelling units

### Existing and Planned Infrastructure Capacity:

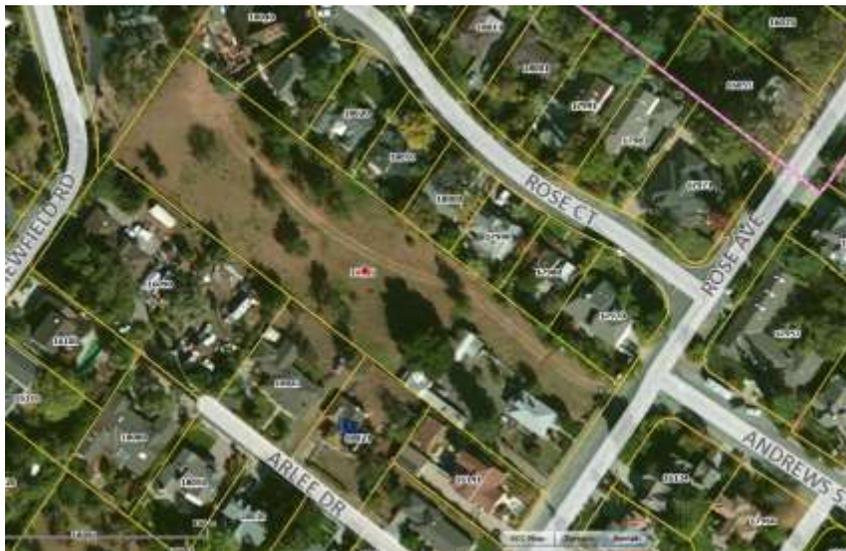
Public sewer and water available.

### Environmental Constraints:

None anticipated

### Development Potential:

Site 2 is a flat site that contains an older home located in the front portion of the property. The site is surrounded by 8,000 square foot lots, and access could be provided to create eight additional lots on the site. There are no physical constraints to development of the property..



### SITE 3

**Characteristics:**

**Address:** 16180 Greenwood Lane  
**APN:** 510-22-012/13  
**Lot Size:** 8.24 acres

**Land Use Considerations:**

**General Plan:** Residential  
**Zoning:** R-1-44 (1 du/ac)  
**Overlay(s):** none  
**Existing Use:** Main dwelling unit and accessory structures  
**Pending Development:** None.  
**Development Potential:**  
Additional 5 main dwelling units and 5 secondary dwelling units

**Existing and Planned Infrastructure Capacity:**

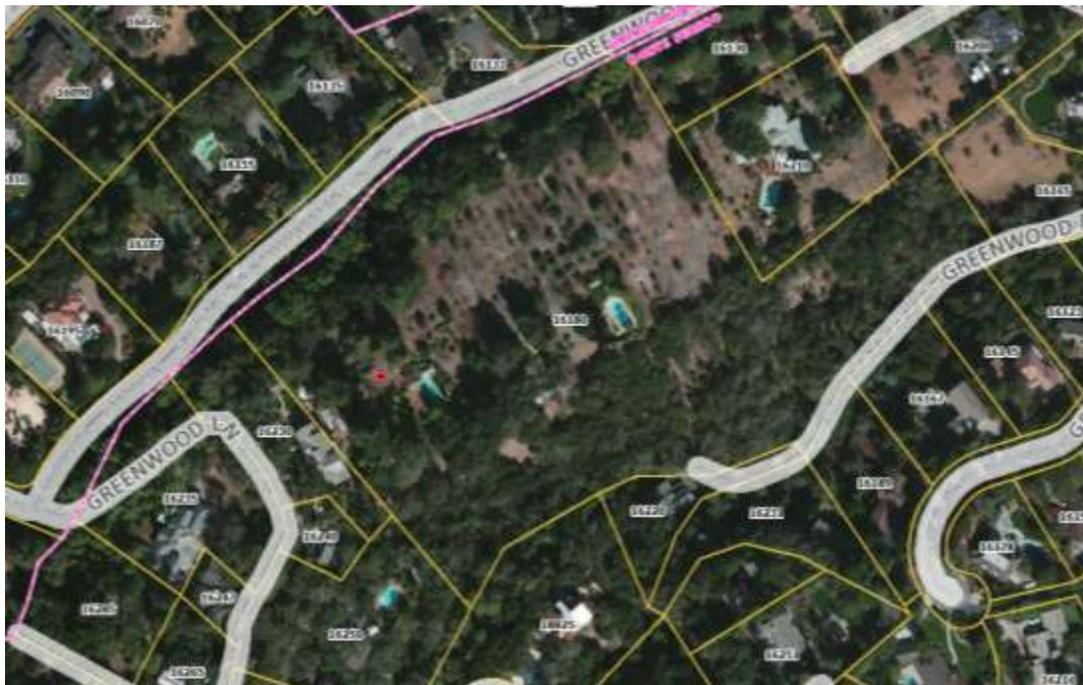
Public sewer and water available.

**Environmental Constraints:**

Areas of slope

**Development Potential:**

Site 3 is currently underdeveloped and can accommodate five additional lots. The site has access from two streets and the current structures are clustered towards the top of the property, leaving a large vacant area that could be subdivided.



## SITE 4

### Characteristics:

Address: 15541 Palos Verde Drive  
APN: 410-02-012  
Lot Size: 1 acre

### Land Use Considerations:

**General Plan:** Residential  
**Zoning:** R-1-20 (2 du/ac)  
**Overlay(s):** none  
**Existing Use:** single family dwelling unit and secondary dwelling unit.  
**Pending Development:** None, but there has been recent inquiries about the potential of splitting the lot.  
**Development Potential:** Additional 1 main dwelling unit and 2 secondary dwelling units

### Existing and Planned Infrastructure Capacity:

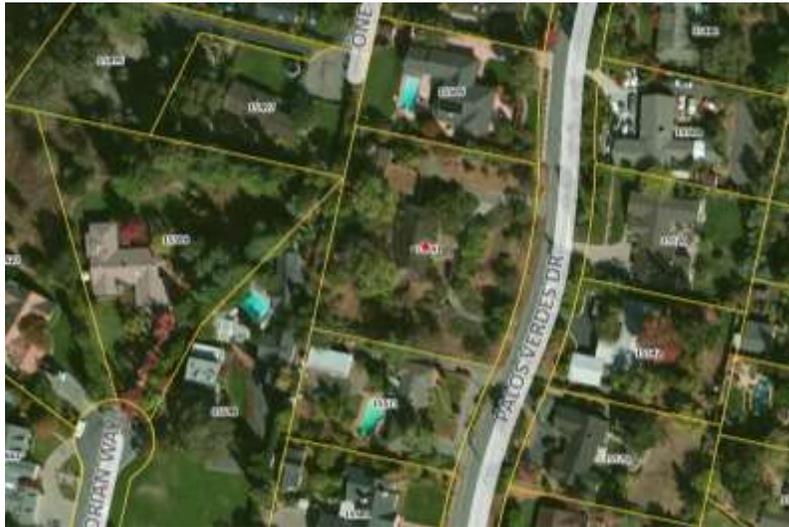
Public sewer and water available

### Environmental Constraints:

None anticipated

### Development Potential:

Site 4 is considered underdeveloped and could accommodate two lots. The City has been approached about the possibilities of development and splitting the lot. The current home needs updating and it is not uncommon in Monte Sereno for homeowners to demolish existing homes and build new ones.



## SITE 5

### Characteristics:

**Address:** 17765 Daves Avenue  
**APN:** 410-08-036  
**Lot Size:** 3.48 acres

### Land Use Considerations:

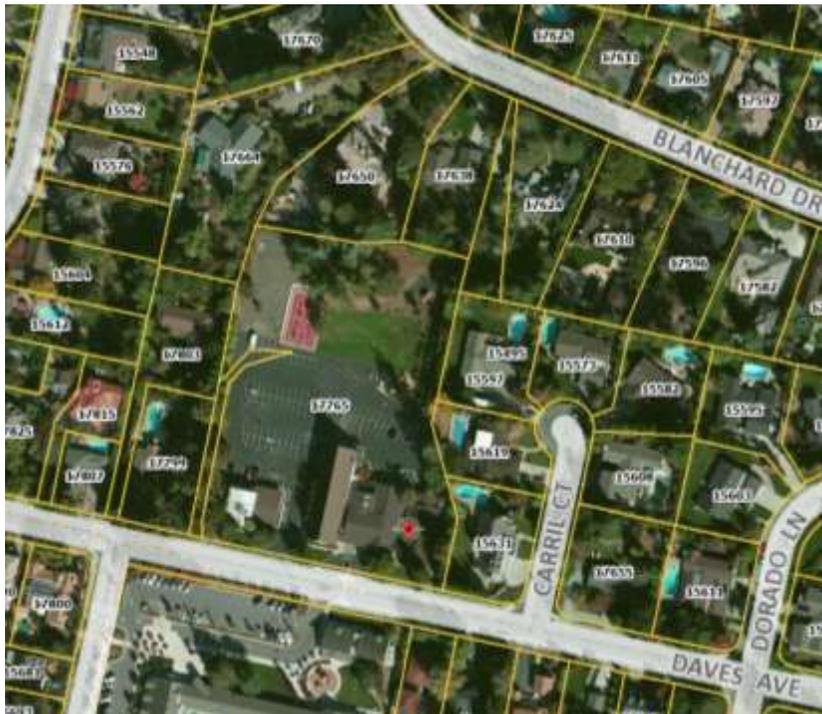
**General Plan:** Public  
**Zoning:** Public  
**Overlay(s):** none  
**Existing Use:** Church, open space, and parking lot  
**Pending Development:** None  
**Development Potential:** 15 dwelling units

### Existing and Planned Infrastructure Capacity:

Public sewer and water available

### Environmental Constraints:

None anticipated



Section 6B of the Housing Element contains a detailed description of the site constraints and proposed design guidelines applicable to the site.

Adequate Sites Inventory Summary

Site	APN	GP/ Zone	Allowable Density (Du/Ac)	Acres	Realistic Unit Capacity	Existing Use	Infrastructure Capacity	Environmental Constraints
1	40940006	SFR	1	10	4	SFR	Yes	Possible
2	41020022	SFR	5-8	1.9	8	SFR	Yes	None anticipated
3	51022012 51022013	SFR	1	8.24	5	SFR	Yes	Possible
4	41002012	SFR	2	1	1	SFR	Yes	None anticipated
5	41008036	P	5	3.48	15	Church	Yes	None anticipated
	<b>Total</b>				<b>33 Units</b>			

## *Appendix G: Public Participation Process*

As described in Section 2 of this document, there were significant efforts made to engage the community and encourage public participation in the Housing Element review process. Information was posted on the City's website, written and email notifications were sent out, specific affordable housing organizations and agencies were notified of public meetings and public notices were posted in the local newspaper.

The following describes the community meeting and public hearings in more detail.

### Community Meeting and Public Hearings

#### **1. Community Meeting - May 20, 2014**

##### Presentation and Public Comments

Members of the City Council and staff were present at the May 20, 2014 meeting as well as several residents and members of the public. A PowerPoint presentation was delivered which included:

- Overview of Housing Element Update process
- Brief Summary of Housing Element Components
- Current Housing Element Programs and Accomplishments
- Possible Strategies for 2015-2023
- Next Steps

As part of the PowerPoint presentation, the following observations were noted:

- Monte Sereno's population is older than most of the County and the proportion of 60+ yrs. persons will probably continue to increase.
- Approximately 48% of Monte Sereno households are families without children.
- Monte Sereno is generally a wealthy community, but approximately 16% of households are lower income. This is an increase from the year 2000 when 13% of all households were lower income.
- Housing values and costs are high and will probably continue to increase.

Following the presentation, members of the audience were invited to provide comments. A flip chart was used to record comments. The following was recorded on the flip chart:

1. Providing "offsets" as a mechanism to provide affordable housing
2. Encouraging more multi-generational housing
3. Providing affordable housing is difficult when market conditions (housing and land costs) are prohibitive
4. Affordable housing is a regional responsibility
5. Second Unit Program needs to be evaluated and possibly modified

These comments were considered during the preparation of the Draft Housing Element Update (August, 2014). The response to each of the comments is as follows:

#### **1. Providing "offsets" as a mechanism to provide affordable housing**

This comment was basically a question as to whether affordable housing could be produced using an "offset." The example given was how water districts in California were allowing additional development if the developer could provide proof of "offsets" such as replacing lawn/turf area, water saving toilets, etc. With affordable housing, this type of process becomes more problematic. The closest example might be Inclusionary Housing Programs, where developers can either pay a fee into an affordable housing fund or actually develop affordable housing units. This type of program really only works where there is a possibility for substantial amounts of potential residential development. In a fully established and built out community such as Monte Sereno, most of the estimated new construction projects are very small in scale and limited in number.

## **2. Encouraging more multi-generational housing**

A commenter noted that the East Coast of the U.S. had housing units that encouraged multi-generational housing and that might be a good example for Monte Sereno. Indeed, multi-generational housing is becoming more popular, especially as the aging population and “boomerang” children are becoming more a part of family households. As a response to this comment, the Draft Housing Element Update includes both the Second Unit Program (Program H-2.1) and the Shared Housing Program (Program H.2-2). Both of these programs encourage the provision of housing units/rooms to additional household members, such as aging parents, boomerang “kids” or children and grandchildren.

## **3. Providing affordable housing is difficult when market conditions (housing and land costs) are prohibitive**

The Draft Housing Element acknowledges that housing and land costs are expensive in Monte Sereno. Home sales prices are in the median range of \$2 million dollars. When rentals are available in Monte Sereno, rental costs are estimated to be unaffordable. Vacant/underdeveloped land is also expensive. Unfortunately, there is little to nothing that a local government can do in regards to changing market conditions.

## **4. Affordable housing is a regional responsibility**

One commenter noted that the responsibility for providing affordable housing is a regional responsibility. The Draft Housing Element acknowledges this in two ways. First, the Draft utilizes the Regional Housing Needs Allocation (RHNA) developed by the Association of Bay Area Governments (ABAG). The RHNA uses goals for statewide housing production and distributes those goals on a regional level to local communities. Second, the Draft also includes Program # H-2.4 which requires the City Manager to provide a summary report annually of activities in cooperation with other jurisdictions to further increase the supply of affordable housing in Santa Clara County.

## **5. Second Unit Program needs to be evaluated and possibly modified**

A member of the audience made several comments in regards to the existing Second Unit Program. The comments included a concern that the existing program did not accurately collect/analyze data regarding affordability or production.

These comments were considered as part of the Update process. General policies of the existing Second Unit Program were reviewed. Section 4 of the Draft Housing Element includes a review and evaluation of programs during the 2009-2014 period, including the Second Unit Program. This Section of the Housing Element Draft notes that several substantive changes were made to the Second Unit Program during the 2009-2014 time period including:

- increasing the maximum size of a second unit to 1200 square feet,
- eliminating the covered parking requirement,
- providing incentives to the Second Unit Program, such as fee reductions and fast tracking,
- revising the method in which information is collected, and
- initiating an amnesty program.

Further, the Appendix to the Housing Element Update includes Section B, which contains the procedures by which affordable rents and household incomes are calculated for the Second Unit Program.

Generally, the primary discussion item was the City’s existing Second Unit program. In addition, recent revisions to the City’s multi-family land use and zoning were discussed. Comments were noted and considered during the update process of this Housing Element.

## **2. Public Hearing (Draft Housing Element) - October 7, 2014**

A Public Hearing was held on October 7, 2014 to review and receive comments on the draft Element. The only oral comment was made by representatives of Hacienda Realty, LLC and note was made of the letter sent on that same day from Wendel, Rosen, Black & Dean LLP on behalf of Russel Stanley and Hacienda Realty, LLC. There were no other written comments.

The City reviewed the letter after receiving it and following is the City's response to those comments

### **1. Public Participation**

The 2015-2023 Draft Housing Element was released for public review on September 5, 2014. An electronic copy of the draft document was posted on the City's website at that time and a hard copy was available at City Hall for public review. The September 5 release provided a 32 day period for the public to review the document before the October 7, 2014 City Council meeting. The City also provided notice of the draft Housing Element and October 7, 2014 meeting to individuals on the City's email list as well the following organizations/agencies:

Neighborhood Housing Services Silicon Valley  
Housing Trust of Silicon Valley  
Project Sentinel  
Council on Aging Silicon Valley  
Catholic Charities of Santa Clara County  
Hispanic Foundation of Silicon Valley  
County of Santa Clara Planning Department  
Public Interest Law Firm, San Jose

These agencies were also sent notice of the May 20, 2014 community meeting. The City has received no comments from them.

Regarding Footnote # 1, the draft Housing Element was originally scheduled to be reviewed at the City Council's September 2, 2014 meeting but was re-scheduled for October 7, 2014. This information has since been corrected in the draft Housing Element.

### **2. Streamline Review**

The City of Monte Sereno has requested that HCD conduct a streamline review of the 2015-2023 Draft Housing Element. The City has acted to meet all of the requirements for a streamlined review, including the following:

- revised Municipal Code to provide for "reasonable accommodation" procedures for persons with disabilities (March 2011),
- revised Municipal Code to allow residential care homes, supportive housing and transitional housing as a use "by right" in residential districts (May 2012),
- adopted a Density Bonus Program, which was developed pursuant to State Government Code (June 2012), and
- revised Municipal Code to allow Emergency Shelters as a use "by right" in areas zoned as public (June 2012).

In reference to rezoning, the HCD streamlining template asks "If a local government's previous housing element included a rezone program pursuant to GC Sections 65583(c), 65583.2 and 65584.09 to address a shortfall of adequate sites, has the program(s) to rezone been completed?" Monte Sereno's 2009-2014 Housing Element did not identify a shortfall of adequate sites. In fact, the adequate sites analysis on pages 51-55 of the 2009-2014 Draft Housing Element demonstrates adequate sites for the City's RHNA and an additional "surplus" of 12 more units. Therefore, specific programs to rezone land are not an issue and Monte Sereno is eligible to submit a request for a streamlined review.

In regard to achieving quantified objectives, Section 4 of the 2015-2023 Draft Housing Element, beginning on page 15, contains a thorough review and analysis of the quantified objectives as identified in the 2009-2014 Housing Element.

### 3. Multi Family Housing Program

Program H-3.10 in the 2009-2014 Housing Element describes the process whereby the City will evaluate parcels in the sphere of influence and by a certain date establish “zoning to allow multi family development.” In 2013, the City adopted a new multi-family zoning designation, RM-Multi Family Residential District. This zoning designation is described on page 19 of the 2015-2023 Draft Housing Element and in Section 5 of the Final Housing Element.

As required by State Housing Element Law, the 2015-2023 Draft Housing Element includes a review and evaluation of the 2009-2014 Housing Element programs and goals (Section 4, beginning on page 15). This review indicates that the City achieved 73% of its RHNA goals for the 2009-2014 period. The majority of units produced during this time period were Second Units. The City revised the Second Unit Program several times during 2009-2014 in order to encourage the production of Second Units. The review of the Second Unit Program in Section 4 concludes that the Second Unit Program has been effective in producing new units at affordable levels and should continue to be implemented in the 2015-2023 time frame. In fact, the 2015-2023 Draft Housing Element also includes reference materials in the Appendix describing the importance of the Second Units as a vital and necessary component of Monte Sereno’s Housing Program. The review and evaluation of the 2009-2014 Housing Element was conducted as directed on page 2 of HCD’s January 22, 2014 letter.

As further assurance that the City is addressing its RHNA objectives, Program H-2.3 in the 2015-2023 Draft Housing Element commits the City in 2017 to review its progress towards meeting the RHNA.

### 4. Multi Family Zoning Within the City

Government Code Section 65583 (c) refers to Housing Element requirements to include an implementation plan with specific objectives, time frames and programs. The 2015-2023 Draft Housing Element includes such an implementation plan, which is described fully in Section 7, “Housing Program Strategy.”

### 5. Rezone Sites to Meet Affordable Housing Obligation

The statement that the 2015-2023 Draft Housing Element “double counts” units in the RHNA analysis is not correct. The methodology used to determine RHNA production from 2009-2014 (Table HE-5 on page 17) and RHNA objectives for 2014-2023 (Table HE-11 on page 29) was reviewed and approved in September 2014 by staff at HCD. However, in the Final Element, units built in 2014 will only be used in evaluating 2014-2023 RHNA production.

In regards to the reference to Government Code 65584.09 (AB 1233), this section of the Code applies to communities that:

- failed to adopt a Housing Element in the prior planning period, or
- adopted a Housing Element found out of compliance by HCD due to failure to substantially comply with the adequate sites requirement, or
- failed to implement the adequate sites programs identified in the Housing Element within the planning period, or
- failed to identify or make available adequate sites to accommodate the RHNA.

None of these scenarios apply to Monte Sereno. Monte Sereno’s current Housing Element (2009-2014) was adopted by the City and found to be in compliance with State Housing Element law by HCD. The 2009-2014 Housing Element identified adequate sites for the RHNA (pages 51-55). The adequate sites analysis included the Second Unit Program and land availability for single-family units. Table HE-12 on page 55 of the 2009-2014 Housing Element provides quantified objectives by household income levels towards meeting and, in fact, exceeding the RHNA.

### 6. Second Unit Program

Pages 31-33 of the 2015-2023 Draft Housing Element includes a thorough evaluation of the City’s Second Unit Program and also includes summaries of other documents which evaluate Second Unit Programs (i.e. County of San Mateo “21 Elements” and Journal of Urbanism, February 2014 article in the document’s Appendix). This additional documentation reflects Monte Sereno’s understanding of Second Unit programs and their ability to create affordable dwelling units. Hence, the City has committed to continuing its Second Unit Program as a critical component of its overall Housing Program Strategy.

In regards to comments regarding the documentation of affordability of second units, Appendix B of the 2015-2023 Draft Housing Element identifies household income limits, second unit affordable rents and formulas used for calculation of affordable rents. The City has continued to revise and improve its recordkeeping system and maintains documentation of initial rents for all Second Units as they are approved in Monte Sereno.

## **7. Governmental Constraints**

The 2015-2023 Draft Housing Element includes a discussion of the EIR and pre-zoning of the Hacienda site on pages 21-22 in the Governmental Constraints section. The Final Housing Element includes an expanded discussion of governmental constraints.

### **3. Public Hearing (Final Draft Housing Element) February 17, 2015**

A public hearing on the Final Draft Housing Element was held before the Monte Sereno City Council on February 17, 2015. Notice of the public hearing was released to the public on February 6, 2015 and a copy of the Final Draft Housing Element was available on the City's web site on February 9, 2015. Written copies of the Final Draft Housing Element were also available at City Hall on February 9, 2015. Notices of the public hearing were also sent to all of those on the City's email server list as well as the housing organizations listed in Appendix E of this document. Further, there was written public notice in the local newspaper on February 6 and 13, 2015.

At the February 17, 2015 public hearing, several people presented oral testimony regarding the draft Element and there were 3 written letters submitted. The majority of written and oral comments concerned the proposed modification of the Municipal Code to allow residential multi-family use on the First Baptist Church property on Daves Avenue. After closing the public hearing, Council members discussed the concerns noted during public testimony. After their discussion, the City Council then voted to approve the Final Draft Element as presented and to send it to HCD for their review.

### **4. Public Hearing (Revised Final Draft Housing Element- dated May, 2015) May 19, 2015**

A public hearing of the revised Final Draft Housing Element was held on May 19, 2015. The revisions included in the May Revised Final Draft included changes or additions to the text in response to comments received from HCD. City staff and consultants discussed potential revisions with HCD staff in a telephone conference call on April 2, 2015 and later submitted proposed written revisions on April 17 and 24, 2015 to HCD. After reviewing all proposed revisions, HCD provided a letter dated April 24, 2015 in which the Final Draft with the revisions as reviewed by HCD was found to be conditionally in compliance.

On May 1, 2015 the Revised Final Draft Housing Element was posted on the City's website and public notice was provided to all organizations/individuals as listed in Appendix E of this document as well as public notice published in the local newspaper. The public comment period was May 1, 2015 to May 19, 2015.

On May 19, 2015, the public hearing on the Revised Draft Housing Element (and accompanying Mitigated Negative Declaration) was opened by Mayor Huff and, after a detailed oral staff report, members of the public were invited to provide comment. Several members of the audience spoke with an equal number of people supporting adoption of the document and other speakers encouraging additional traffic studies to be completed in regard to the First Baptist Church property. It should be noted that the traffic comments appeared to be in relation to the traffic studies conducted for the preparation of the Mitigated Negative Declaration. After closing the public hearing, the City Attorney also reported to the City Council that a letter had been received at 4:59 PM that day from the Wendel Rosen Law Firm, representing Russ Stanley and Hacienda Realty, LLC. After members of the City Council provided oral comments, the City Council voted unanimously (5-0) to adopt the Revised Final Draft Housing Element, dated May 2015.

## 5 CIRCULATION ELEMENT

The purpose of the Circulation Element is to provide the policy framework for regulation and development of the circulation system in Monte Sereno. This Element balances the need to provide safe ways to move people from one place to another with the goal of preserving the character of the community and creating a walkable and bicycle-friendly city.

The Circulation Element must be correlated with the Land Use Element. As required by Government Code Section 65302(b), this Element contains information on the general location and extent of existing and proposed major thoroughfares and transportation routes. State law also requires that a Circulation Element include data and policies related to the provision of the public infrastructure. For the purposes of this General Plan, these components have been moved to Public Services and Facilities Element.

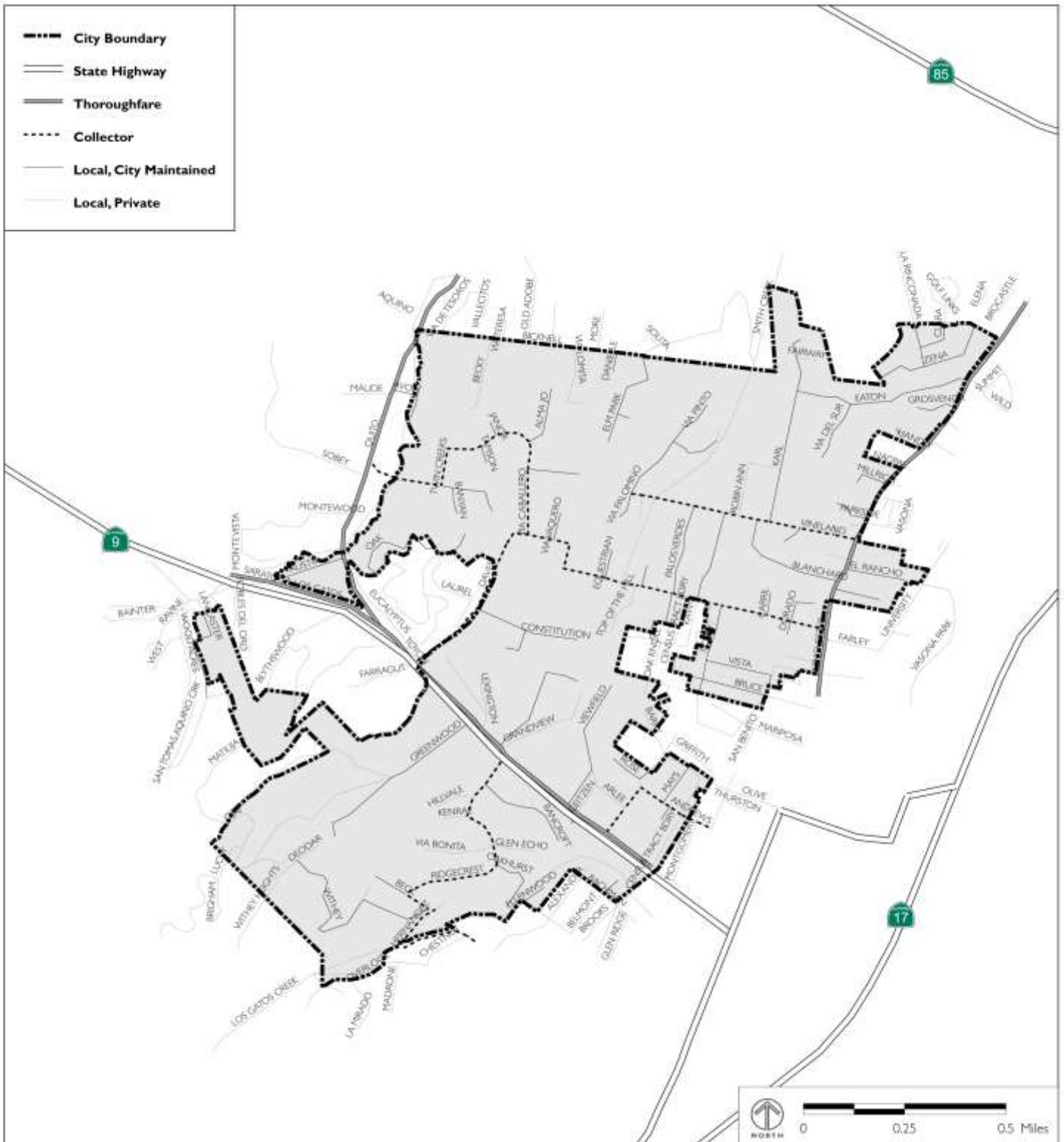
### *A. Background Information*

#### **1. Regional Roadway System**

The regional roads near the borders of Monte Sereno are Highway 9, State Route 85 and State Route 17, as shown in Figure C-1. Highway 9 becomes Saratoga-Los Gatos Road near Monte Sereno, running 11 miles from the Santa Cruz County line through Saratoga and Monte Sereno to the Los Gatos city limit. State Route 85, also called Highway 85, runs from downtown Mountain View through the northern border of Monte Sereno to San Jose. State Route 17, locally referred to as Highway 17, runs between San Jose and Santa Cruz, often carrying commuter and holiday traffic.

#### **2. Local Street Classification Setting**

There are three types of roads in Monte Sereno: thoroughfares, collectors, and local streets. Thoroughfares are roadways that accommodate higher volumes of traffic at higher speeds, and connect Monte Sereno with adjacent communities. The three thoroughfares in Monte Sereno are Highway 9, Winchester Boulevard and Quito Road. Collector and local streets are designed for internal circulation within Monte Sereno and accommodate lower volumes and vehicle speeds. Figure C-1 shows the location of these types of streets along with local streets that are privately owned and not maintained by the City.



Source: City of Monte Sereno, 2007

FIGURE C-1  
CIRCULATION

### 3. Level of Service Definitions

The operation of the roadway facilities is described with the term level of service (LOS). LOS is a qualitative description of traffic flow based on such factors as speed, travel time, delay and freedom to maneuver. Six levels are defined from LOS A, the best operating conditions, to LOS F, the worst operating conditions. LOS E represents “at capacity” operations. When volumes exceed capacity, stop and go conditions result and operations are designated as LOS F. Table C-1 provides a description of each LOS for intersections in Monte Sereno.

**TABLE C-1 SIGNALIZED INTERSECTION LEVEL OF SERVICE CRITERIA**

LOS	Description	Average Control Delay (in seconds)
A	Operations with very low delay occurring with favorable progression and/or short cycle lengths.	≤10.0
B	Operations with low delay occurring with good progression and/ or short cycle lengths.	>10.0-20.0
C	Operations with low delay occurring with good progression and/or short cycle lengths.	>20.0-35.0
D	Operations with average delays resulting from fair progression and/ or longer cycle lengths or high V/C ratios. Many vehicles stop and individual cycle failures are noticeable.	>35.0-55.0
E	Operations with high delay values indicating poor progression, long cycle lengths, and high V/C ration. This is considered to be the limit of acceptable delay.	>55.0-80.0
F	Operation with delays unacceptable to most drivers occurring due to over-saturation, poor progression or very long cycle lengths.	>80.0

### 4. Public Transit

Transit service in Santa Clara County is provided by the Santa Clara Valley Transportation Authority (VTA). The VTA is also responsible for congestion management, transit planning and some highway improvement projects. The basic transit services currently available in Santa Clara County are the VTA light rail service and regular, express and commuter bus routes.

Local Bus Line #48 runs through Monte Sereno with stops along Winchester Boulevard. Although the VTA light rail does not run through Monte Sereno, the closest light rail station stop is Winchester station at the southern end of the Mountain View-Winchester line. The Winchester Station is located in Campbell, northwest of Monte Sereno; a park-and-ride lot is available at the station. VTA also has plans to extend the Mountain View-Winchester line to Los Gatos. Funding for this rail extension has not yet been identified.

**5. Bicycle and Pedestrian Facilities**

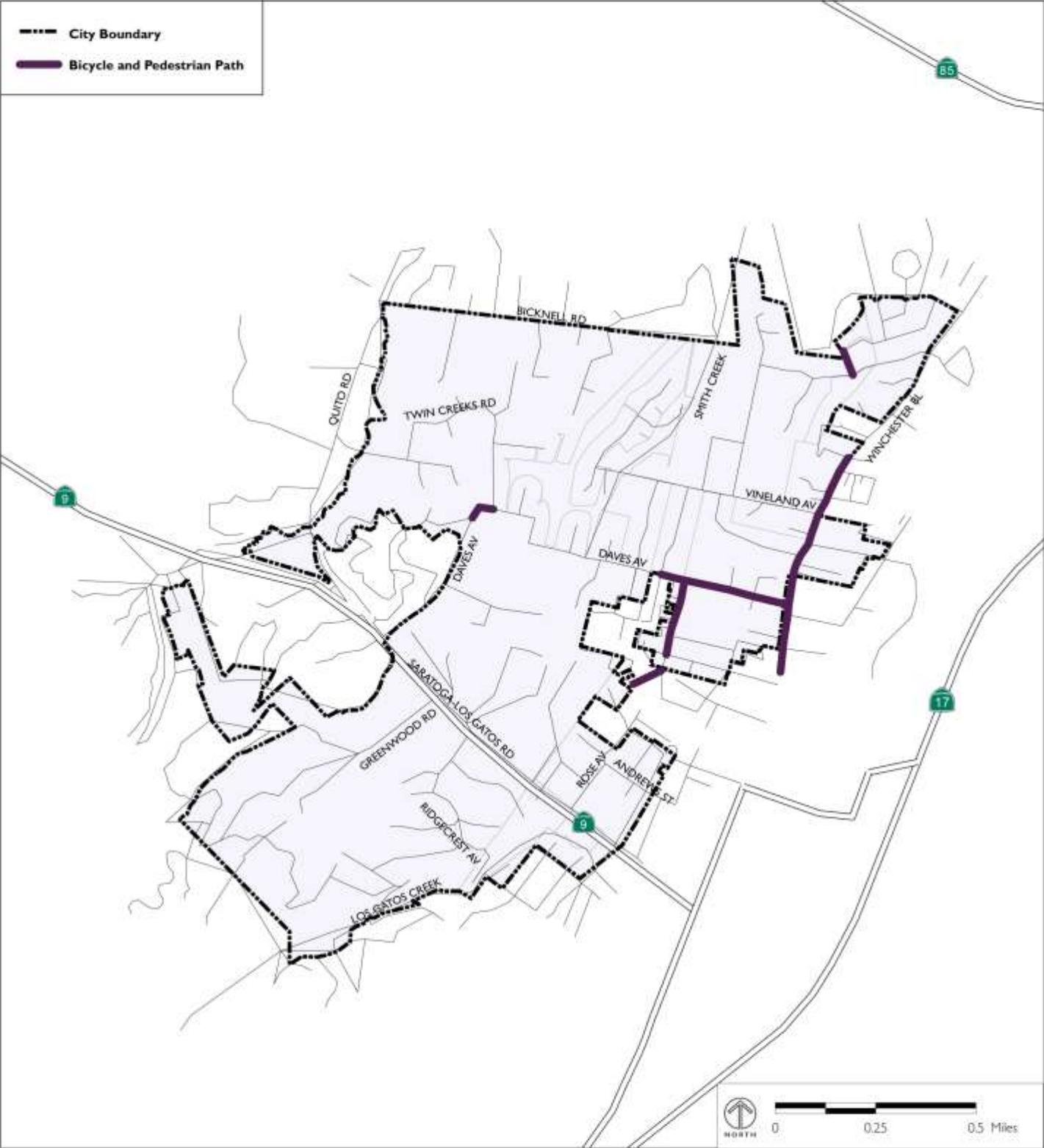
As shown in Figure C-2, portions of Daves Avenue, Winchester Boulevard and Poppy Lane as well as an extension from Eaton Lane have Class II dedicated bicycle lanes. Class II bicycle lanes are paved facilities on the outer edge of a road that are reserved for the exclusive use of bicycles. No other roads in Monte Sereno have bicycle lanes, though the low levels of traffic on most streets allow for bicycles to safely use local streets that do not have dedicated bicycle facilities.

Other types of bicycle facilities include Class I bicycle paths, which are paved facilities that are completely separated from the road by space or a physical barrier, and Class III bicycle routes, which are typically indicated by signs only and do not necessarily include extra pavement width. Currently there are no Class I or Class III bicycle facilities in Monte Sereno. The three types of bicycle facilities are summarized in Table C-2.

**TABLE C-2 BICYCLE FACILITY TYPES**

<b>Type</b>	<b>Description</b>
Class I bicycle paths	Paved facilities completely separated from the road by space or a physical barrier
Class II bicycle lanes	Paved facilities on the outer edge of a road, reserved for the exclusive use of bicycles
Class III bicycle routes	Usually indicated by signs and do not necessarily include extra pavement width

Due to the rural-residential character of Monte Sereno, most streets in the city do not have sidewalks. The only sidewalks in the city are located in the same places as the bicycle lanes, as shown in Figure C-2, above.



Source: City of Monte Sereno, 2007

FIGURE C-2  
BICYCLE AND PEDESTRIAN PATHS

An important issue for bicyclists and pedestrians is the safety of the Highway 9 corridor. The corridor is a popular route for bicyclists, but the design of roadway and speed of traffic creates dangerous conditions for non-motorized forms of transportation. To address these issues, Monte Sereno has partnered with the City of Saratoga, the Town of Los Gatos and Caltrain on the *Highway 9 Bicycle/Pedestrian Improvement Project*. The purpose of this project is to improve bicycle and pedestrian safety along the portion of Highway 9 that runs through the participating jurisdictions. Alternative designs for bicycle and pedestrian facilities along the corridor are currently being evaluated as part of the project.

**6. Scenic Roads**

Highway 9 is officially designated a California State Scenic Highway. State Scenic Highways are roadway corridors of outstanding natural beauty that are subject to special regulations that preserve and enhance the scenic quality of the corridor. Highway 9 starts at Skyline Boulevard in Santa Cruz County and runs through a forested landscape, an abandoned pear-apple orchard farm, and later joins the Saratoga-Los Gatos Road at Blaney Plaza in the City of Saratoga.

***B. Goals, Policies and Actions***

<b>Goal C-1</b>	<b>Promote safe and efficient vehicular movement within the city.</b>
-----------------	---

Policies

- Policy C-1.1      Plan for thoroughfares and collectors in concert with existing and future land uses in Monte Sereno.
- Policy C-1.2      Maintain a balance between land use development and the capacity of the transportation system.
- Policy C-1.3      Maintain roadways and traffic-control devices in a safe and effective operating condition.
- Policy C-1.4      Improve roadways and intersections as needed to minimize the potential for automobile accidents.

- Policy C-1.5 Provide adequate sight distances at all intersections and drive-ways.
- Policy C-1.6 Ensure that safe and efficient emergency access is provided with new development.
- Policy C-1.7 Continue to encourage private street maintenance where City engineering and safety standards cannot be met.
- Policy C-1.8 Prohibit development which causes adverse impacts to streets which can not be mitigated.

<b>Goal C-2</b>	<b>Minimize traffic congestion to the extent possible.</b>
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Policies

- Policy C-2.1 Maintain a minimum Level of Service “B” operating standard for intersections and roadway segments in Monte Sereno except for intersections and roadway segments adjacent to Daves Elementary School. Intersections adjacent to Daves Elementary School include Daves Avenue at Poppy Lane and Daves Avenue at Winchester Boulevard.
- Policy C-2.2 Accept Level of Service “D” during the morning and afternoon pick-up and drop-off hours at intersections and roadway segments adjacent to Daves Elementary School due to the intermittent character of the congestion.
- Policy C-2.3 Work with Daves Elementary School to encourage school operations that reduce, wherever possible, traffic impacts to adjacent roadways.
- Policy C-2.4 Encourage Daves Elementary School to expand ride-sharing activities to help reduce school-generated vehicle traffic around the school.
- Policy C-2.5 Coordinate with adjacent jurisdictions and regional planning agencies to support the management of traffic congestion.

<b>Goal C-3</b>	<b>Minimize intrusion of through traffic on residential streets.</b>
-----------------	--

Policies

- |              |  |
|--------------|--|
| Policy C-3.1 | Protect residential neighborhoods from the intrusion of disruptive and excessive through traffic to the extent reasonably possible.            |
| Policy C-3.2 | Consider roadway improvements and traffic control devices to discourage through traffic on residential streets when other methods have failed. |
| Policy C-3.3 | Improve thoroughfares and collectors to as high a level of service as possible in order to minimize through traffic on residential streets.    |

<b>Goal C-4</b>	<b>Promote public transportation that is responsive to the needs of Monte Sereno residents.</b>
-----------------	---

Policies

- |              |   |
|--------------|---|
| Policy C-4.1 | Support the extension of the VTA light rail system to Los Gatos.  |
| Policy C-4.2 | Support paratransit program that provide on-demand transportation to seniors and persons with disabilities.       |
| Policy C-4.3 | Support the continuation of bus service that connects Monte Sereno to destinations throughout Santa Clara County. |

<b>Goal C-5</b>	<b>Provide for safe pedestrian and bicycle routes in appropriate locations.</b>
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Policies

- Policy C-5.1 Install sidewalks along roadway segments where needed to protect public safety and facilitate pedestrian circulation.
- Policy C-5.2 Install bicycle lanes along roadway segments where needed to protect public safety and encourage bicycling.
- Policy C-5.3 Continue to work with Daves Elementary School to promote safe driving and pedestrian circulation around or near the school.
- Policy C-5.4 Continue to work with Caltrans, Santa Clara County and other agencies on the reconfiguration of Highway 9 to safely accommodate bicyclists and pedestrians.
- Policy C-5.5 Encourage bicycle usage as an alternative to the automobile to reduce transportation-related greenhouse gas emissions.
- Policy C-5.6 Consider bicycle and pedestrian safety when reviewing all development project applications.

Action

- Action C-5.1 The City will prepare a bicycle and pedestrian master plan to identify the location of future bicycle and pedestrian facilities.

<b>Goal C-6</b>	<b>Continue to participate in regional transportation and congestion management planning.</b>
-----------------	---

Policies

- |              |  |
|--------------|--|
| Policy C-6.1 | Coordinate transportation planning with other local jurisdictions and regional agencies to provide acceptable and compatible levels of service.      |
| Policy C-6.2 | Support improvements to major arterials which serve Monte Sereno and minimize through traffic on residential streets to the fullest extent possible. |

## 6 OPEN SPACE AND CONSERVATION ELEMENT

The purpose of the Open Space and Conservation Element is to protect the natural environment, promote climate protection and ensure the preservation of open space land in and around Monte Sereno. This Element seeks to maintain the low density, residential character of the community and its high quality of life by preserving open spaces, protecting natural resource, reducing the impacts of global warming and providing recreational opportunities for city residents.

This Element combines two State-mandated elements, the Open Space Element and the Conservation Element. The focus of the Open Space Element is the management of open space resources, including cultural resources. Open space is defined as any parcel or area of public or private land or water that is essentially unimproved and undeveloped. State law identifies several types of open space, including Open space that 1) preserves natural resources, 2) manages production of natural resources, 3) provides outdoor recreation and 4) protects public health and safety.

Similarly, the Conservation Element is concerned with the protection of natural resources, including plants and animal wildlife, water bodies, watersheds, forests, soils, minerals and energy conservation. Included in this element are goals and policies to reduce impacts to global warming caused by the release of greenhouse gases.

### *A. Background Information*

#### **1. Climate Protection**

Monte Sereno believes that global warming caused by greenhouse gas emissions is a serious issue requiring immediate action. According to the California Climate Change Center, continued global warming is expected to result in significant impacts to California, such as substantial loss of snow-pack, a substantially increased risk of large wildfires, and reductions in the quality and quantity of agriculture products.

Global warming is caused by the release of greenhouse gases such as carbon dioxide and methane into the atmosphere. Monte Sereno directly contributes to global warming by its household usage of energy, vehicle trips, construction activities and the energy used in the operation of government and educational facilities.

The City of Monte Sereno is committed to taking action to reduce greenhouse gas emissions and increase energy efficiency. On June 17, 2008 the City Council

adopted Resolution 3304, which establishes Monte Sereno as a partner in the ICLEI Cities and Counties Climate Protection Program. As a member of ICLEI, Monte Sereno pledges to take a leadership role in promoting public awareness about the causes and impacts of climate change. As stewards of climate protection, the City will establish a greenhouse gas emissions reduction target and will develop an action plan to meet this target. With these goals in mind, Monte Sereno has established a “Build it Green” checklist which is required for all new residential development, and requires that all new public buildings be LEED certified.

The State of California also has taken several recent steps to address global warming. In 2005, Governor Schwarzenegger issued Executive Order S-3-05, which officially recognized California’s vulnerability to global warming and set greenhouse gas emission reduction targets for the state. A year later the Governor signed AB 32, the California Global Warming Solutions Act of 2006, which requires California to reduce its greenhouse gas emissions to 1990 levels by 2020. The legislation also encourages entities to voluntarily reduce greenhouse gas emissions prior to 2012 by offering credits for early voluntary reductions.

## **2. Watershed**

Monte Sereno is part of the Guadalupe Watershed, managed under the Santa Clara Valley Water District. The Guadalupe Watershed is 170 square miles in area and includes the cities of San Jose, Campbell and Santa Clara, and the Town of Los Gatos. The creeks located in the Guadalupe Watershed are the Guadalupe, Los Gatos, Ross, Alamitos and Canoas creeks. Surface water in the Guadalupe Watershed ultimately flows into the southern portion of the San Francisco Bay.

## **3. Water Quality**

The Santa Clara Valley Water District is the primary steward of water quality in the Guadalupe watershed. The District protects water quality through creek restoration programs, grants to community organization and other education and outreach programs. One of the primary water quality issues in the Guadalupe watershed is mercury toxicity that resulted from mining operations during the California Gold Rush. The Water District oversees ongoing efforts to study and reduce mercury levels found in streams and other water bodies throughout the watershed.

In Monte Sereno, water quality can be adversely impacted when stormwater runoff contains toxic materials or other harmful substances. Common sources for these harmful substances in Monte Sereno include motorized vehicles, household chemicals and sediment discharge from construction activities.

#### **4. Parks and Open Space**

There are approximately 70 acres of privately-owned open space land in Monte Sereno. The City itself, however, does not own or manage public parkland. Instead, Monte Sereno residents utilize parks in neighboring Los Gatos and Saratoga as well as Vasona Lake County Park, a 150-acre park including the Los Gatos Creek Parkway located just east of the city. Southwest of Monte Sereno is the El Sereno Open Space Preserve, a 1,412-acre preserve with hiking, biking and equestrian trails. Monte Sereno has historically contributed Proposition 40 money to neighboring communities and expects to continue to do so in the future.

#### **5. Biological Resources**

The California Department of Fish and Game maintains the California Natural Database (CNDDB), which tracks the location and condition of California's rare animals, plants and natural habitats. A search of the database was completed for Monte Sereno and a one-mile radius around the city to identify rare and sensitive species and habitats with the potential to occur in Monte Sereno. Table OS-1 lists the rare and sensitive species and communities that may occur within and near the city.

Creeks in Monte Sereno provide important riparian habitat for a variety of plant and animal species. In addition to providing natural habitat, well established vegetation along the waterways plays an important role in controlling erosion.

Oak woodlands provide additional important habitat for sensitive plant and animal species in Monte Sereno. Oak woodland is found primarily in Monte Sereno's undeveloped open space. The City attempts to preserve existing oak woodlands to the greatest extent possible, especially when reviewing proposals for new development.

#### **6. Cultural Resources**

The environmental setting in Monte Sereno includes properties with historic and architectural significance. Properties in Monte Sereno are identified as historic through either the National Register of Historic Places or local designation. The following four Monte Sereno properties are designated as historic resources:

- ◆ Steinbeck House 16250 Greenwood Lane in which American author John Steinbeck wrote the *Grapes of Wrath*. This property is listed on the National Register of Historic Places.
- ◆ 17981 Saratoga-Los Gatos Road.

◆ 17940 Saratoga-Los Gatos Road.

◆ 17985 Saratoga-Los Gatos Road.

Archeological remains from Native American inhabitants may also be present in Monte Sereno. These remains are often found in the alluvial areas near streams and other water bodies although the City has no documented findings of such archeological remains.

**TABLE OS-1 SENSITIVE BIOLOGICAL SPECIES IN THE MONTE SERENO VICINITY**

<b>Common Name</b>	<b>Type</b>	<b>Status<sup>a</sup></b>
Caper-Fruited Tropicocarpum	Plant	State - Species of Special Concern Federal – Not Listed
Hairless popcorn-flower	Plant	State - Species of Special Concern Federal – Not Listed
Hoary bat	Vertebrate animal	State - Species of Special Concern Federal – Not Listed
Loma Prieta hoita	Plant	State - Species of Special Concern Federal – Not Listed
Robust spineflower	Plant	State - Species of Special Concern Federal – Endangered
Western pond turtle	Vertebrate animal	State - Species of Special Concern Federal – Not Listed

<sup>a</sup> Species of Special Concern status applies to species that meet the definition for threatened or endangered but has not been formally listed or to species that may soon meet the definition for threatened or endangered.

Source: California Department of Fish and Game, *California Natural Diversity Database*, September, 2007.

**7. Other Important Resources**

The City of Monte Sereno does not contain any designated important mineral resources that need to be protected pursuant to State law. In addition, due to the mainly developed nature of the community, there is no on-going agricultural or lumber production within the city. The State has not identified any important farmlands within Monte Sereno that are in need of conservation.

*B. Goals, Policies and Actions*

<b>Goal OSC-1</b>	<b>Reduce greenhouse gas emissions by providing leadership in climate protection.</b>
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Policies

- Policy OSC-1.1 Adopt a Climate Action Plan that establishes baseline greenhouse gas emissions, sets reduction targets relative to that baseline, and identifies strategies and implementation actions to achieve the reduction targets.
- Policy OSC-1.2 Continue to participate in regional efforts to reduce Greenhouse gas emissions.
- Policy OSC-1.3 Support a reduction in the city's peak electric load through increases in energy efficiency, conservation and shifting the timing of energy demands.
- Policy OSC-1.4 Require all new construction of public buildings to be LEED-certified.
- Policy OSC-1.5 Encourage the use of green building practices and LEED certification in residential development.
- Policy OSC-1.6 Require all new and remodeled homes to complete the green sustainability checklist.
- Policy OSC-1.7 Consider solar access and orientation in the review of proposed residential development projects.
- Policy OSC-1.8 Encourage the use of energy-efficient appliances in residences.
- Policy OSC-1.9 When upgrading appliances or equipment in City buildings, require energy-efficient upgrades.

Actions

- Action OSC-1.1 Adopt uniform energy efficiency standards for new and remodeled homes that exceed the State’s Title 24 energy standards by 25 percent.
- Action OSC-1.2 Continue to require the completion of Build it Green checklists as part of all Building Permit applications.
- Action OSC-1.3 Develop and implement public education programs to increase residents’ awareness of energy issues, including conservation measures and resources.

**Goal OSC-2 Provide adequate parks and recreational facilities for Monte Sereno residents.**

Policies

- Policy OSC-2.1 Work with other jurisdictions to provide parkland and recreational facilities for Monte Sereno residents.
- Policy OSC-2.2 Continue to designate State Park funds to neighboring jurisdictions when these funds cannot be effectively used within the city. Collaborate with the neighboring jurisdictions to come up with park and open space opportunities for Monte Sereno residents.
- Policy OSC-2.3 Maintain associations with the Bachman, Oak Meadow, Vasona and other local and regional parks or recreational facilities which serve the needs of the community of Monte Sereno.
- Policy OSC-2.4 Review future subdivision proposals for the opportunity to incorporate new recreational opportunities into the site design and/or require parkland in-lieu fees.
- Policy OSC-2.5 Work with non-profit organizations, adult education and junior college programs, and park and recreation programs from other jurisdictions to offer weekend and evening “fun” classes through existing programs.

Policy OSC-2.6 Encourage resident participation when evaluating and planning park and recreation facility and services opportunities.

**Goal OSC-3 Maintain and expand protected open space.**

Policies

Policy OSC-3.1 Preserve dedicated private open space in Monte Sereno.

Policy OSC-3.2 Support the preservation of open space in areas adjacent to and near Monte Sereno.

**Goal OSC-4 Preserve and protect valuable biological resources.**

Policies

Policy OSC-4.1 Preserve and rehabilitate natural habitat areas that support wild-life, particularly large contiguous areas of open space and riparian habitat along creeks.

Policy OSC-4.2 Preserve and protect rare, endangered and other sensitive species.

Policy OSC-4.3 When appropriate, require development project applicants to submit biological surveys necessary to ensure compliance with all local, regional, State and federal environmental regulations.

Policy OSC-4.4 Require mitigation of potential impacts to special status plant and animal species based on a policy of no-net-loss of habitat value. Mitigation measures shall incorporate, as the City deems appropriate, the guidelines and recommendations of the US Fish and Wildlife Service and the California Department of Fish and Game.

Policy OSC-4.5 To the extent possible, encourage the retention and re-establishment of native vegetation in all private development projects and public facility construction projects.

Policy OSC-4.6 Use native plants for landscaping of all public projects to the extent possible.

Policy OSC-4.7 Encourage the use of native vegetation in landscape plans for all new development.

**Goal OSC-5 Preserve and enhance the city’s urban tree canopy.**

Policies

Policy OSC-5.1 Continue to require that development proposals minimize the disturbance to or removal of existing trees to the extent possible.

Policy OSC-5.2 Require that removed trees be replaced with at least a one-to-one ratio, unless prohibited by good forestry practices

Policy OSC-5.3 Encourage the replacement of non-native trees with California native tree species.

Policy OSC-5.4 Continue to preserve and protect California native trees while recognizing the need to allow for the gradual replacement of trees to provide for on-going natural renewal.

Policy OSC-5.5 Continue to enforce the Tree Removal Ordinance and require development proposals to provide adequate information to City staff to assess the project’s impact on existing trees.

Policy OSC-5.6 Continue to preserve the quality of trees in public and private open space areas.

**Goal OSC-6 Maintain a high level of water quality.**

Policies

Policy OSC-6.1 Encourage the preservation of riparian habitat in a natural state by not allowing the culverting of existing creeks and requiring appropriate setbacks from creekbeds.

- Policy OSC-6.2 Require development projects to reduce, to the extent feasible, sediment discharge and erosion during construction and post-construction. Require projects to incorporate mitigation measures, such as Best Management Practices (BMPs) to address these water quality issues.
- Policy OSC-6.3 Reduce surface run-off by minimizing impervious surfaces associated with motor vehicles, as well as requiring projects to include site designs that minimize impervious surfaces and maximize on-site filtration.
- Policy OSC-6.4 Require property owners to work with the natural topography and drainage to the extent possible when designing development projects to reduce the amount of grading and limit disturbances to natural drainage systems.

<b>Goal OSC-7 Promote water conservation.</b>
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Policies

- Policy OSC-7.1 Continue to enforce residential landscaping standards with minimal water requirements.
- Policy OSC-7.2 Support the use of dual plumbing systems in residential properties to utilize recycled water for gardening and landscaping.
- Policy OSC-7.3 Require water-conserving water fixtures in all new development.

<b>Goal OSC-8 Reduce the generation of solid waste in Monte Sereno.</b>
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Policies

- Policy OSC-8.1 Establish a policy that by 2040 the City will achieve zero waste to landfills and incinerators.

- Policy OSC-8.2 Support the expansion of the City’s curbside recycling program to include e-waste.
- Policy OSC-8.3 Support the diversion of organic waste generated within the city to produce compost or biofuels.
- Policy OSC-8.4 The City shall develop a construction debris recycling ordinance to reduce construction and demolition waste through mandated recycling levels.
- Policy OSC-8.5 Encourage use of recycled-content construction materials.
- Policy OSC-8.6 Comply with the source reduction and recycling standards mandated by the State.
- Policy OSC-8.7 Actively educate the public about waste reduction programs.

<b>Goal OSC-9</b>	<b>Preserve cultural resources in Monte Sereno.</b>
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Policies

- Policy OSC-9.1 Support property owners’ efforts to preserve the character of older homes when reviewing development project applications.
- Policy OSC-9.2 Continue to enforce the City’s Historic Preservation Ordinance.

Actions

- Action OSC-9.1 Consider the establishment of a location to display historical material.

## 7 PUBLIC SERVICES AND FACILITIES ELEMENT

The Public Services and Facilities Element addresses the public services, facilities, utilities and infrastructure needed to maintain public safety and the high quality of life in Monte Sereno. This Element includes policies to support needed services and facilities in a cost-effective manner.

Although the Public Facilities section is not explicitly required by State law, the topics addressed here are an integral part of the City's overall commitment to providing a high quality of life for its residents. Additionally, State law requires the Land Use Element to include "the proposed general distribution and general location and extent of the uses of the land for...solid and liquid waste disposal facilities" and it requires the Circulation Element to include information on "the general location and extent of existing and proposed...public utilities and facilities."

These required components are included in this Element, which as part of the following topics:

- ◆ Schools
- ◆ Fire Service
- ◆ Police
- ◆ Government Facilities
- ◆ Water and Sewer
- ◆ Stormwater Drainage
- ◆ Solid Waste & Recycling
- ◆ Libraries

### A. *Background Information*

#### 1. Schools

Monte Sereno youth enrolled in public schools attend seven schools in the Los Gatos Union School District, the Los Gatos-Saratoga Union High School District, and the Campbell Union High School District. The number of Monte Sereno students who attended each school in 2007 is shown in Table PS-1. The number of Monte Sereno students also attending area private schools in 2007 is shown in Table PS-2.

Daves Avenue Elementary school is the only school located in Monte Sereno. In 2007, Daves Avenue Elementary School was attended by 550 students. Its modern facility was reconstructed in 2007. The location of Daves Avenue Elementary

**CITY OF MONTE SERENO  
GENERAL PLAN  
PUBLIC SERVICES AND FACILITIES**

School and other public facilities in and around Monte Sereno are shown in Figure PS-1.

**TABLE PS-1 MONTE SERENO STUDENTS ENROLLED IN PUBLIC SCHOOLS, 2007**

School Name	Location	Students Enrolled	% of Total Combined
Daves Avenue Elementary School	17770 Daves Ave., Monte Sereno	171	32 %
Lexington Elementary School	19700 Old Santa Cruz Highway, Los Gatos	1	<1 %
Van Meter Elementary School	16445 Los Gatos Bld., Los Gatos	2	<1 %
Raymond J. Fisher, Jr. Middle School	19195 Fisher Avenue, Los Gatos	95	17 %
Los Gatos High School	20 High School Court, Los Gatos	132	24 %
Saratoga High School	17421 Farley Rd West, Los Gatos	32	6 %
Westmont High School	4805 Westmont Ave., Campbell	1	<1 %
<b>TOTAL</b>		<b>434</b>	

Source: Los Gatos Unified School District, 2007.

**TABLE PS-2 MONTE SERENO STUDENTS ENROLLED IN PRIVATE SCHOOLS, 2007**

School Name	Location	Number of Students Enrolled	% of Total Combined
St. Mary's	30 Lyndon Ave., Los Gatos	40	7 %
Archbishop Mitty High School	5000 Mitty Ave., San Jose	19	3 %
Bellarmino College Preparatory	960 West Hedding St., San Jose	16	3 %
Harker School (Upper School Campus)	500 Saratoga Ave., San Jose	30	6 %
Notre Dame High School	596 South 2 <sup>nd</sup> St., San Jose	2	>1 %
St. Francis High School	1885 Miramonte Ave., Mtn. View	1	>1 %
St. Francis Cabrini School	15325 Woodard Rd., San Jose	1	>1 %
<b>TOTAL</b>		<b>109</b>	<b>20 %</b>
<b>Combined Total in Public and Private Schools</b>		<b>543</b>	<b>100 %</b>

Source: Los Gatos Unified School District, 2007.

## **2. Fire Service**

The Santa Clara County Fire Department provides fire protection services to Monte Sereno as well as Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Morgan Hill and Saratoga. As shown in Figure PS-1, the Fire Department is headquartered in Los Gatos at 14700 Winchester Boulevard and manages 16 total fire stations. Although none of these stations are located in Monte Sereno, the closest fire stations to the city are the Quito Fire Station at 18870 Saratoga-Los Gatos Road in unincorporated county on the western border of Monte Sereno and the Los Gatos Fire Station at 306 University Avenue in Los Gatos on the eastern border of Monte Sereno.

## **3. Police**

The Los Gatos-Monte Sereno Police Department serves the City of Monte Sereno under a long-term contract with the City put into effect July 28, 1995. Police Service includes 24-hour communications and protection, participation in special programming, and coordination with emergency and disaster relief. At present, the Los Gatos- Monte Sereno Police Department has 64 sworn officers and 150 regular employees. As shown in Figure PS-1, the station is located at 110 East Main Street in the City of Los Gatos. A new police facility on Los Gatos Boulevard is being constructed and will be complete in 2009.

## **4. Emergency Response**

As further discussed in the Health and Safety Element, emergency response services are provided by the Fire Department, the Police Department, the City of Monte Sereno and the Santa Clara County Office of Emergency Services (County OES). In an emergency, the role of County OES is to coordinate among local first responders and act as a single point-of-contact for state and federal agencies.

## **5. Government Facilities**

Monte Sereno City Hall is located at 18041 Saratoga-Los Gatos Road, as shown in Figure PS-1. City Hall provides space for City administrative offices, the City Council chambers and the post office.



## **6. Water**

The Santa Clara County Valley Water District and San Jose Water provide water service to Monte Sereno. The District is responsible for designing and building local water reservoirs and water distribution facilities and operating water treatment plants. The District then sells treated water to local water retail agencies that serve communities using their own distribution systems. San Jose Water Company is the water retailer that provides water to Monte Sereno residents. San Jose Water also sells water to the cities of San Jose, Cupertino, Los Gatos and Campbell.

## **7. Stormwater Drainage**

Monte Sereno uses a stormwater collection system, in conjunction with the natural creek drainage system, to manage runoff. Stormwater collected through this system ultimately drains into the San Francisco Bay.

## **8. Solid Waste & Recycling**

Recycling service is provided by West Valley Collection and Recycling (WVC&R). WVC&R is a joint venture between Green Team of San Jose and Green Waste. Solid waste is picked up Monday through Friday weekly, depending on the Monte Sereno neighborhood. Paper, plastic, metal, glass and green waste, such as lawn trimmings, can be recycled. All recyclables collected are transmitted to the Material Recovery Facility located in San Jose, where they are sorted and processed into new materials. E-waste is not collected by WVC&R at this time but may be dropped off by residents at the Material Recovery Facility.

## **9. Libraries**

While there are no libraries within Monte Sereno boundaries, the Saratoga Library, located at 13650 Saratoga Avenue in the City of Saratoga northwest of Monte Sereno, serves residents of Monte Sereno. Additionally, Monte Sereno appoints one member to the Saratoga Library Committee. The Saratoga Library is part of the Santa Clara County library system, which holds 1,750,704 books in its collection. A total of 249,063 of these books are housed at the Saratoga Branch Library.

## **10. Other Services and Facilities**

Electricity and natural gas is provided to Monte Sereno residents by Pacific Gas & Electric (PG&E). Sanitary sewer services are provided by the West Valley Sanitation District (WVSD). The nearest hospitals to Monte Sereno are Columbia Good Samaritan at 2425 Samaritan Drive in San Jose and the Community Hospital of Los Gatos at 815 Pollard Road in Los Gatos. Animal control services are provided by the Silicon Valley Animal Control Authority (SVACA).

*B. Goals, Policies and Facilities*

<b>Goal PS-1</b>	<b>Provide residents with quality services in a cost effective manner.</b>
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Policies

Policy PS-1.1 Continue to provide public services using outside (non-City) providers if doing so will meet the needs of residents in the most cost-effective manner .

Policy PS-1.2 Periodically review public services to ensure the cost-effective provision quality services for Monte Sereno residents.

Policy PS-1.3 City-provided services and facilities should be paid for by those benefiting. Benefit assessment districts or direct payment through fees should be utilized rather than use of general revenues.

Policy PS-1.4 The design and construction of City infrastructure should be consistent with the City's rural character and maintain the existing character of the neighborhood in which it is installed.

<b>Goal PS-2</b>	<b>Coordinate with governmental agencies and other outside providers to deliver quality public services.</b>
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Policies

Policy PS-2.1 Participate in regional policy decision making which affects the quality and level of services provided in Monte Sereno. The City shall take an active role in coordinating with regional agencies, special districts, and surrounding cities regarding issues which lie within the Sphere of Influence.

Policy PS-2.2 Continue to take a proactive role in decision making and providing input to outside service providers.

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- Policy PS-2.3 Consult with outside service providers to ensure that uses and equipment are planned and constructed in a manner consistent with adopted City policies.
- Policy PS-2.4 Work closely with other governmental agencies, districts, and utility companies in monitoring current and projected levels of service to assure that present needs are met and that adequate capacity is maintained
- Policy PS-2.5 Reduce costs by coordinating public improvements and programs with neighboring jurisdictions.
- Policy PS-2.6 Promote joint-use of public facilities and agreements for sharing costs and operational responsibilities among public service providers.
- Policy PS-2.7 Encourage PG&E to upgrade gas and electrical systems to improve service and minimize power outages.
- Policy PS-2.8 Encourage PG&E to place overhead utility lines underground when lines are replaced.
- Policy PS-2.9 Encourage the San Jose Water Company to upgrade infrastructure and water pressure sufficiently for fire protection in all areas of Monte Sereno, especially Hazardous Fire Areas.
- Policy PS-2.10 Continue to operate a branch post office at City Hall while recovering full actual costs from the US Postal Service contract payments.

<b>Goal PS-3</b>	<b>Ensure that providing services and infrastructure for new development or annexation does not create an unreasonable cost burden for existing residents.</b>
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Policies

- Policy PS-3.1 Require that services and facilities for new development or annexation are paid for by developers or property owners and not existing residents.

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- Policy PS-3.2 Encourage new development to install the highest rated utility equipment.
- Policy PS-3.3 Require all new electrical, communication and telecommunication lines to be installed underground, unless the City deems it infeasible.
- Policy PS-3.4 Actively promote the undergrounding of existing overhead utility facilities.

<b>Goal PS-4</b>	<b>Ensure the highest quality schools, libraries, police and fire services for Monte Sereno residents.</b>
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Policies

- Policy PS-4.1 Continue to work with the Los Gatos Unified School District, the Los Gatos-Saratoga Union High School District and the Campbell Union High School District to ensure that the District continues to offer high quality educational services to the community.
- Policy PS-4.2 Encourage the Los Gatos Union School District, the Los Gatos-Saratoga Union High School District and the Campbell Union High School District to provide school facilities with the best possible new or upgraded equipment, technological advances and highly trained staff.
- Policy PS-4.3 Participate in efforts to update the long range plan for the Los Gatos Union School District, the Los Gatos-Saratoga Union High School District and the Campbell Union High School District to ensure that Monte Sereno's needs and interests are adequately represented.
- Policy PS-4.4 Continue to work with the Santa Clara County Fire Department to provide an adequate level of fire service for Monte Sereno residents.

Policy PS-4.5 Continue to participate in Santa Clara County Library System Oversight Committee to ensure that an adequate level of service is maintained.

<b>Goal PS-5</b>	<b>Provide effective outreach to the public and encourage resident participation in City decision-making.</b>
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Policies

Policy PS-5.1 Continue to publish a citywide newsletter containing information regarding special activities and events.

Policy PS-5.2 Continue to provide opportunities for residents to informally interact with elected and appointed officials and City staff to express their concerns, ask questions and share ideas.

Policy PS-5.3 Support activities that encourage community participation such as Annual Clean-up Day (to remove roadside trash and trim vegetation on vacant properties) and Neighborhood Watch.

Policy PS-5.4 Provide available public documents and information on the City's official website when feasible.

Policy PS-5.5 Encourage resident participation in developing new community programs and services.

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## 8 HEALTH AND SAFETY ELEMENT

The Health and Safety Element provides information about risks in Monte Sereno due to natural and man-made hazards. The Element contains goals, policies and actions designed to protect the community and its property from fire, seismic, flooding and toxic material hazards. This Element also addresses noise within the community and general emergency and disaster preparedness.

As required by State law, the Health and Safety Element addresses the protection of the community from any unreasonable risks associated with the impacts of:

- ◆ Fires.
- ◆ Geologic and seismic hazards, including earthquake faults and ground shaking hazards.
- ◆ Flood hazards, including localized flooding, 100 year flooding and dam failure.
- ◆ Hazardous materials.
- ◆ Air Quality.
- ◆ General emergency and disaster preparedness.

State law also mandates that a City's General Plan address current and foreseeable noise impacts. As noted above, noise is not contained in a stand-alone element but is addressed in this Health and Safety Element.

### *A. Background Information*

This section contains information on current risks due to natural and man-made hazards. Existing noise sources and their projected levels are also addressed in the background information section.

#### **1. Fires**

Open space areas that are heavily vegetated and grassy are especially vulnerable to fire hazards. The risk of fire is highest in the steep, heavily vegetated hillside area south of Highway 9. The risk of fire is also highest during the summer and fall dry seasons. Because most wildfires are caused by people, increased accessibility to fire hazard areas further increases the risk of fire. Figure HS-1 identifies the wildfire hazard areas in Monte Sereno.

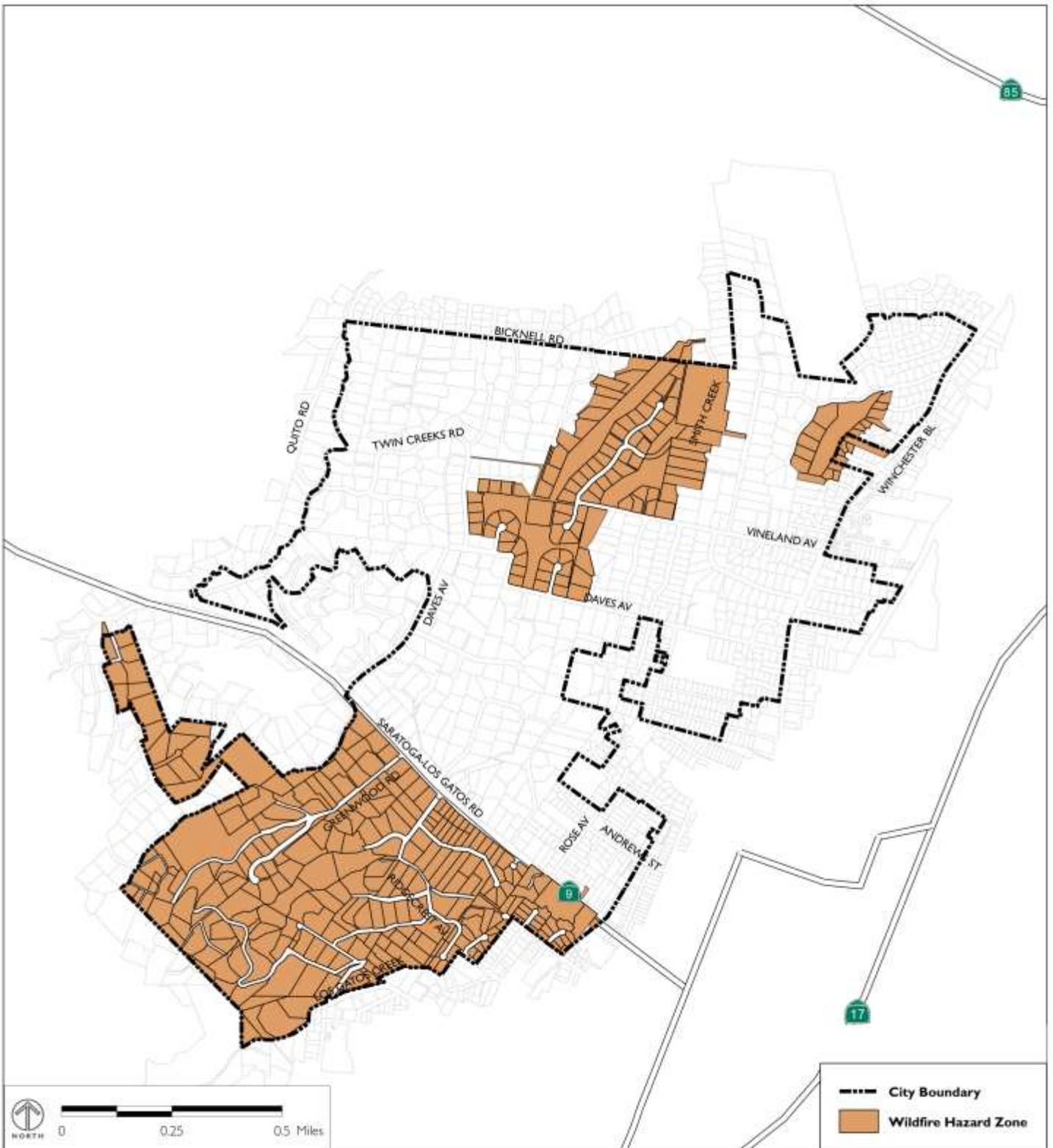
To reduce fire hazards, Monte Sereno adopted a weed and brush abatement ordinance in 2007. This ordinance, codified as Municipal Code Section NS-154, broadly defines fire hazards as dry or dead shrubs, dead trees, combustible refuse and waste, and any vegetation that could pose dangers. Monte Sereno residents are required by this ordinance to remove and properly dispose of fire hazards from their property.

## **2. Seismic Activity**

Monte Sereno is located within the seismically active San Francisco Bay region, one of the most seismically active zones in the United States. The faults in the San Francisco Bay region are capable of generating earthquakes of at least 8.0 in magnitude on the Richter Scale, producing very strong ground shaking in Monte Sereno.

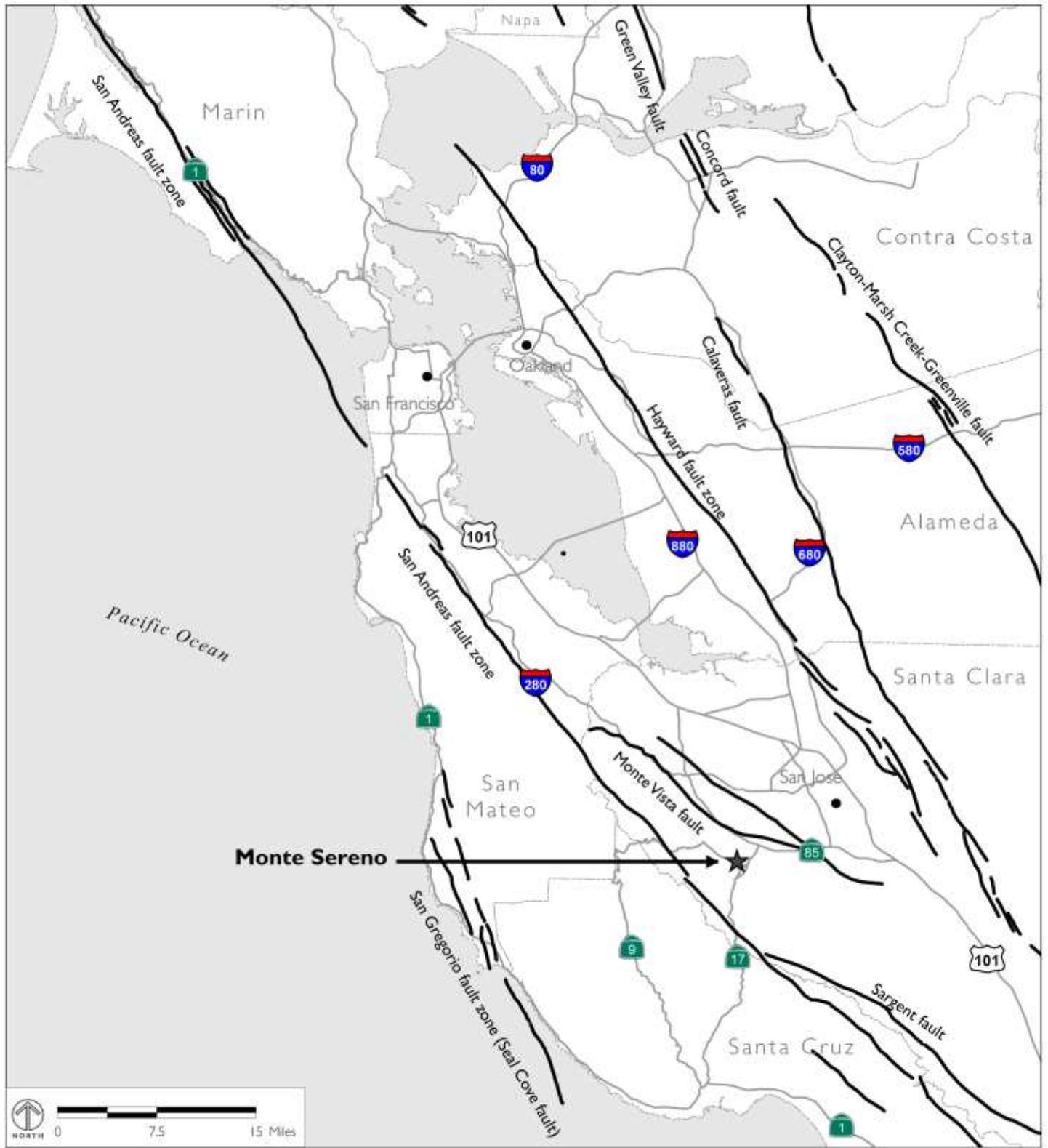
The closest major fault is the San Andreas Fault, which passes through Monte Sereno's SOI southwest of Lyndon Canyon and is shown on Figure HS-2. A portion of Monte Sereno also is near the potentially active Shannon Fault, just north of Monte Sereno in Los Gatos. As a potentially active fault, the Shannon Fault is not shown on Figure HS-2.

To address these seismic hazards the City requires new construction to be built using the most recent building codes to minimize potential damage to structures as a result of an earthquake. Development or substantial renovations in Monte Sereno must comply with the Uniform Building Code (UBC), which outlines standards for seismic design, foundations and drainage and requires that geotechnical engineering studies be undertaken for all major new buildings or earth works.



Source: City of Monte Sereno

FIGURE HS-1  
WILDFIRE HAZARD ZONES



Source: DC&E GIS, 2007.

FIGURE HS-2  
REGIONAL FAULTS

### **3. Steep Slopes and Landslides**

Landslides resulting from earthquakes are the greatest earthquake hazard concern for residents of Monte Sereno. According to the County of Santa Clara, approximately 75 percent of Monte Sereno is located in an area with a high potential for earthquake induced landslides. Despite this potential, few historic landslides have been mapped in Monte Sereno. Figure HS-3 identifies incidence of mapped landslides in and around Monte Sereno.

### **4. Liquefaction**

Liquefaction is a phenomenon primarily associated with saturated, cohesionless soil layers located close to the ground surface. During liquefaction, soils lose strength and ground failure may occur. Since soils must be saturated to be at risk of liquefaction, areas with high groundwater levels are most susceptible to liquefaction. Figure HS-4 shows that the majority of the city has a very low potential for liquefaction. Areas with high liquefaction potential are located along the west border of the city limit.

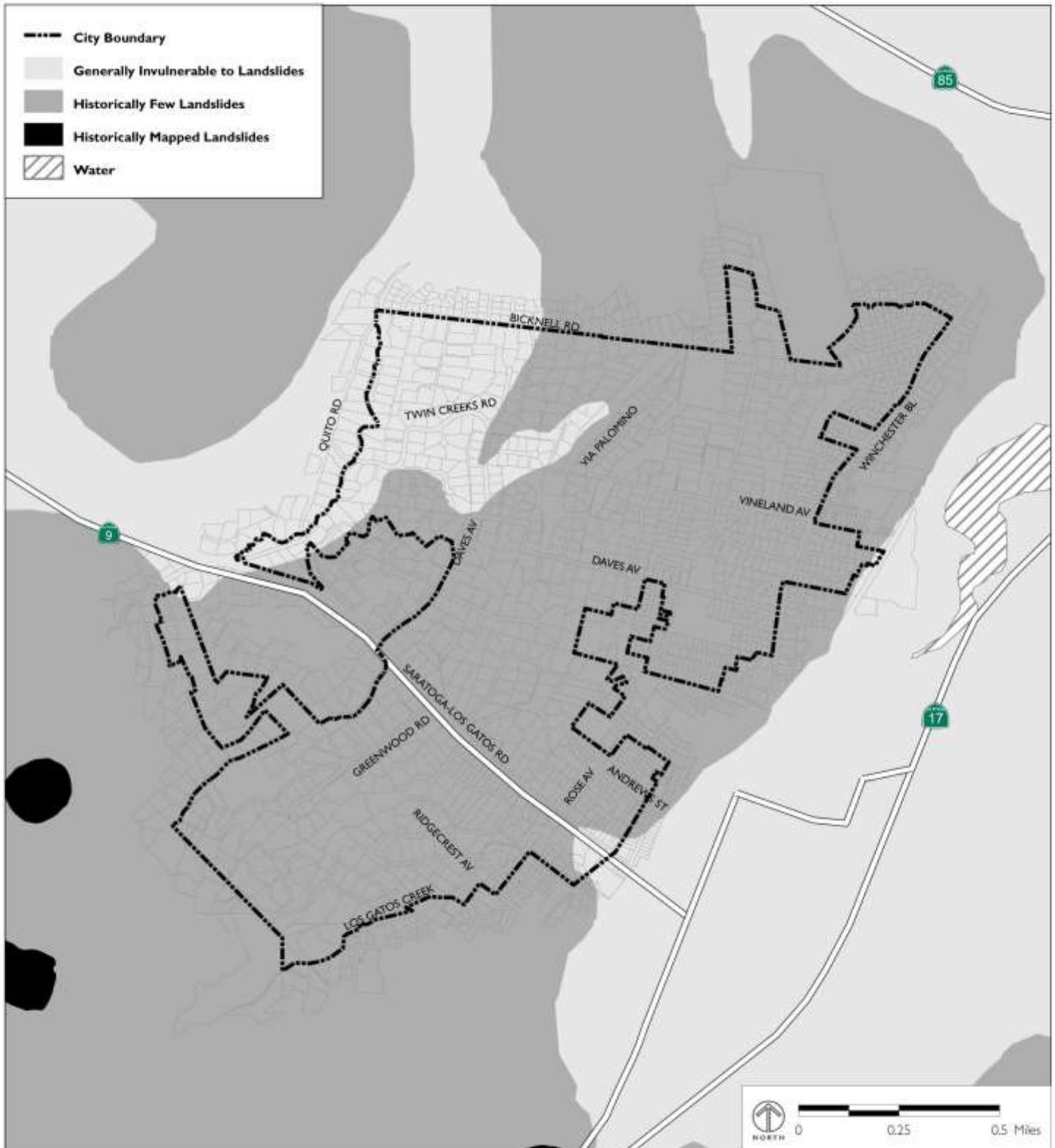
### **5. Flood Hazards**

Large-scale flooding is not a significant hazard in Monte Sereno. Most of the properties in Monte Sereno are built above the base flood elevation. However, both surface and subsurface local drainage problems do exist in some parts of Monte Sereno, and there is currently no drainage plan for Monte Sereno. Due to its minimal danger of flooding, The Federal Emergency Management Agency (FEMA) has withdrawn the City of Monte Sereno from the emergency program list of the National Flood Insurance Program.

### **6. Hazardous Materials and Hazardous Waste**

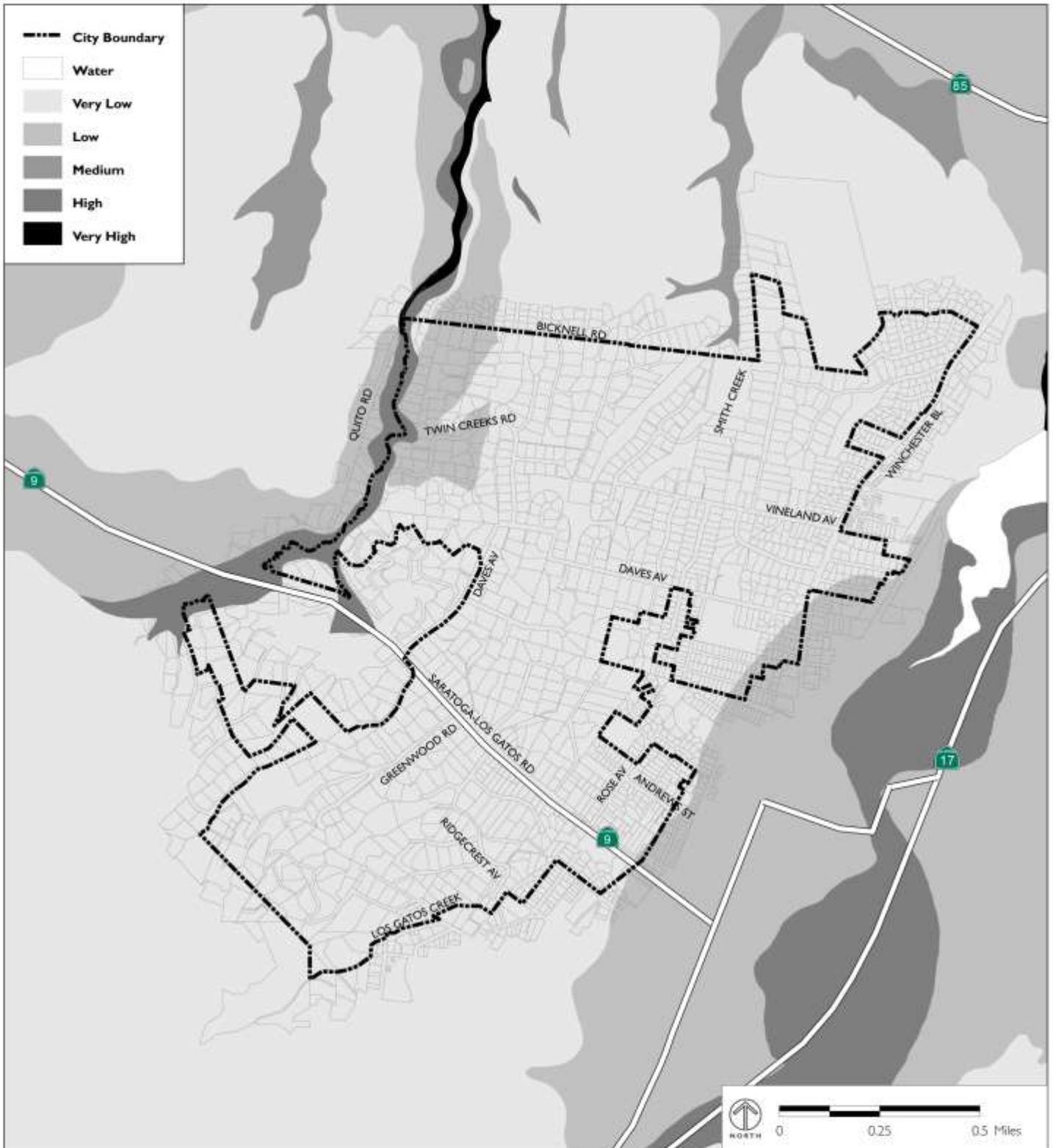
Hazardous material usage and hazardous waste are primarily associated with residential uses in Monte Sereno. Household hazardous materials including pesticides, fertilizers and oil are the most commonly occurring hazardous material in the city. The California Environmental Protection Agency, Department of Toxic Substances Control (DTSC) is authorized by the Environmental Protection Agency to enforce and implement federal hazardous materials laws and regulations, including disposal and transportation of hazardous materials.

Santa Clara County operates a Household Hazardous Waste disposal program for incorporated and unincorporated residents and small businesses. Household hazardous waste includes flammable, corrosive, toxic and oxidizer material and can be dropped off at facilities located in Sunnyvale, San Jose and San Martin.



Source: Summary Distribution of Slides and Earth Flows in the San Francisco Bay Region, California, USGS, 1997.

FIGURE HS-3  
LANDSLIDE HAZARD ZONES



Source: Preliminary Maps of Quaternary Deposits and Liquefaction Susceptibility, Nine-County San Francisco Bay Region, California: A Digital Database, USGS, 2000.

FIGURE HS-4  
LIQUEFACTION HAZARD ZONES

As stated in section 8.02.020 of the Monte Sereno Municipal Code, accumulation of hazardous material is prohibited. As contained in the document, “No owner, agent, lessee or other person occupying or having charge or control of any building, lot or premises within the City of Monte Sereno shall permit weeds, dirt, rubbish, rank growths and other hazardous material to remain upon said premises, or public sidewalks, or streets, or alleys between said premises and the centerline of any public street or alley.”

## **7. Emergency Response**

As required by law, Monte Sereno has established emergency preparedness procedures to respond to a variety of natural and man-made disasters that could occur within the area. The City participates in the Santa Clara County Operational Emergency Plan (EOP or Plan) and the City has representatives on the Emergency Operations Center (EOC) Steering Committee. The Plan is an all hazards document describing the County’s Emergency Operations organization, compliance with relevant legal statutes, other guidelines, and critical components of the Emergency Response System. This system is activated during extraordinary emergency situations associated with large-scale disasters affecting Santa Clara County and/or the Santa Clara County Operational Area. By definition of the State of California, the Santa Clara County Operational Area consists of the cities, special districts, and the unincorporated areas of the county. This plan is not intended to address specific emergency responses.

The Plan continues the County’s compliance with the California Standardized Emergency Management System (SEMS) and establishes compliance with the National Incident Management System (NIMS), the National Response Framework (NRF), and the National Preparedness Guidelines (NPG).

Monte Sereno residents also have an important role in responding to emergencies. Many neighborhoods in Monte Sereno and Los Gatos have organized to plan and prepare for disasters through the Community Emergency Response Team (CERT) program. The CERT program educates people about disaster preparedness and trains them in basic disaster response skills. In the event of an emergency, CERT members can assist others in their neighborhood before professional responders are able to arrive. The Town of Los Gatos currently offers CERT training courses that are available to Monte Sereno residents.

## **8. Air Quality**

The Bay Area Air Quality Management District (BAAQMD) regulates air quality in Santa Clara County. The county, including Monte Sereno, is part of a region-wide

non-attainment area in which ambient levels exceed State or federal air quality standard for ground-level ozone and airborne particulates (PM<sub>2.5</sub>, and PM<sub>10</sub>.) Additionally, ozone precursors generated in Santa Clara County often move to other communities, where smog is formed several hours later. Thus, the BAAQMD tries to minimize local emissions that will contribute to an existing violation of State and federal standards in any part of the Bay Area.

The BAAQMD monitors air quality at numerous sites within the nine-county District, although not within Monte Sereno. The closest air monitoring station is in Los Gatos, but the closest air monitoring station with complete annual data is in central San Jose.

Local air pollutant levels measured over the past three years (2004 to 2006) at the Central San Jose station are reported in Table HS-1. The air pollutants of greatest concern are ground-level ozone, PM<sub>10</sub>, and PM<sub>2.5</sub>, because health standards for these compounds are exceeded in the Bay Area. CO, lead, and NO<sub>2</sub> standards have been achieved, primarily through cleaner fuels, more efficient motor vehicles, and evolving regulations. As shown in Table HS-1, measurements of ozone in Central San Jose exceeded air quality standards during the 2005 and 2006 monitoring period. Carbon monoxide measurements met federal and State standards during the 2004-2006 monitoring period. Measurements of PM<sub>10</sub> exceeded California air quality standards on one day during the 2004-2006 monitoring period.

TABLE HS-1 MEASURED AIR POLLUTANT CONCENTRATIONS IN CENTRAL SAN JOSE (2004-2006)

Pollutant	Avg. Time	National Ambient Air Quality Standard	California Ambient Air Quality Standard	Measured Levels		
				2004	2005	2006
<b>San Jose</b>						
Ozone (O <sub>3</sub> )	1-Hour	–	0.09 ppm	0.09 ppm	0.11 ppm	0.11 ppm
	8-Hour	0.08 ppm	0.07 ppm	0.07 ppm	0.08 ppm	0.09 ppm
Carbon Monoxide (CO)	1-Hour	35 ppm	20 ppm	4.4 ppm	4.3 ppm	4.1 ppm
	8-Hour	9 ppm	9.0 ppm	3.0 ppm	3.1 ppm	2.9 ppm
Respirable Particulate Matter (PM <sub>10</sub> )	24-Hour	150 µg/m <sup>3</sup>	50 µg/m <sup>3</sup>	58 µg/m <sup>3</sup>	54 µg/m <sup>3</sup>	73 µg/m <sup>3</sup>
	Annual	50 µg/m <sup>3</sup>	20 µg/m <sup>3</sup>	23.1 µg/m <sup>3</sup>	22.3 µg/m <sup>3</sup>	21.0 µg/m <sup>3</sup>

Notes: ppm = parts per million

µg/m<sup>3</sup> = Micrograms per cubic meter

Source: Bay Area Air Quality Management District (BAAQMD).

## 9. Noise

For the purpose of the General Plan, noise is defined as a sound or series of sounds that are considered invasive, irritating, objectionable or disruptive to the quality of life. Noise varies in its range, source and volume and can derive from individual incidents such as a lawnmower, to sporadic disturbances such as a car horn, to more constant irritants such as traffic along major arterials.

State Law requires that all City and County General Plans address noise to limit the exposure of the community to excessive noise levels. To this end local governments are required to “analyze and quantify noise levels and the extent of noise exposure” through field measurements or noise modeling, and “implement measures and possible solutions to existing and foreseeable noise problems.” Noise contours for current and projected conditions within the community are required to be prepared in terms of either the Community Noise Equivalent Level

(CNEL) or the Day-Night Average Level ( $L_{dn}$ ), which are descriptors of total noise exposure at a given location for an annual average day. CNEL and  $L_{dn}$  are generally considered to be equivalent descriptors of the community noise environment within plus or minus 1.0 dBA. Table HS-2 provides definitions of the acoustical terminology used in this document.

a. Land Use Compatibility

Land uses deemed noise sensitive by the State of California include schools, hospitals, rest homes, long-term care and mental care facilities. Many jurisdictions also consider residential uses noise sensitive since families and individuals expect to use time in the home for rest and relaxation, and excess noise can interfere with those activities. Monte Sereno considers residential uses as noise sensitive since the quiet community character is one of attractions to living in the city.

Monte Sereno is generally a quiet, residential community. The primary noise generator that impacts Monte Sereno residents is vehicular noise from major roadways. To ensure that future development is not adversely impacted by noise generators, or is itself a negative noise source, the City will utilize land use compatibility guidelines as part of planning and development decisions. Figure HS-5 summarizes which land uses are compatible with different noise levels.

**TABLE HS-2 DEFINITION OF ACOUSTICAL TERMS**

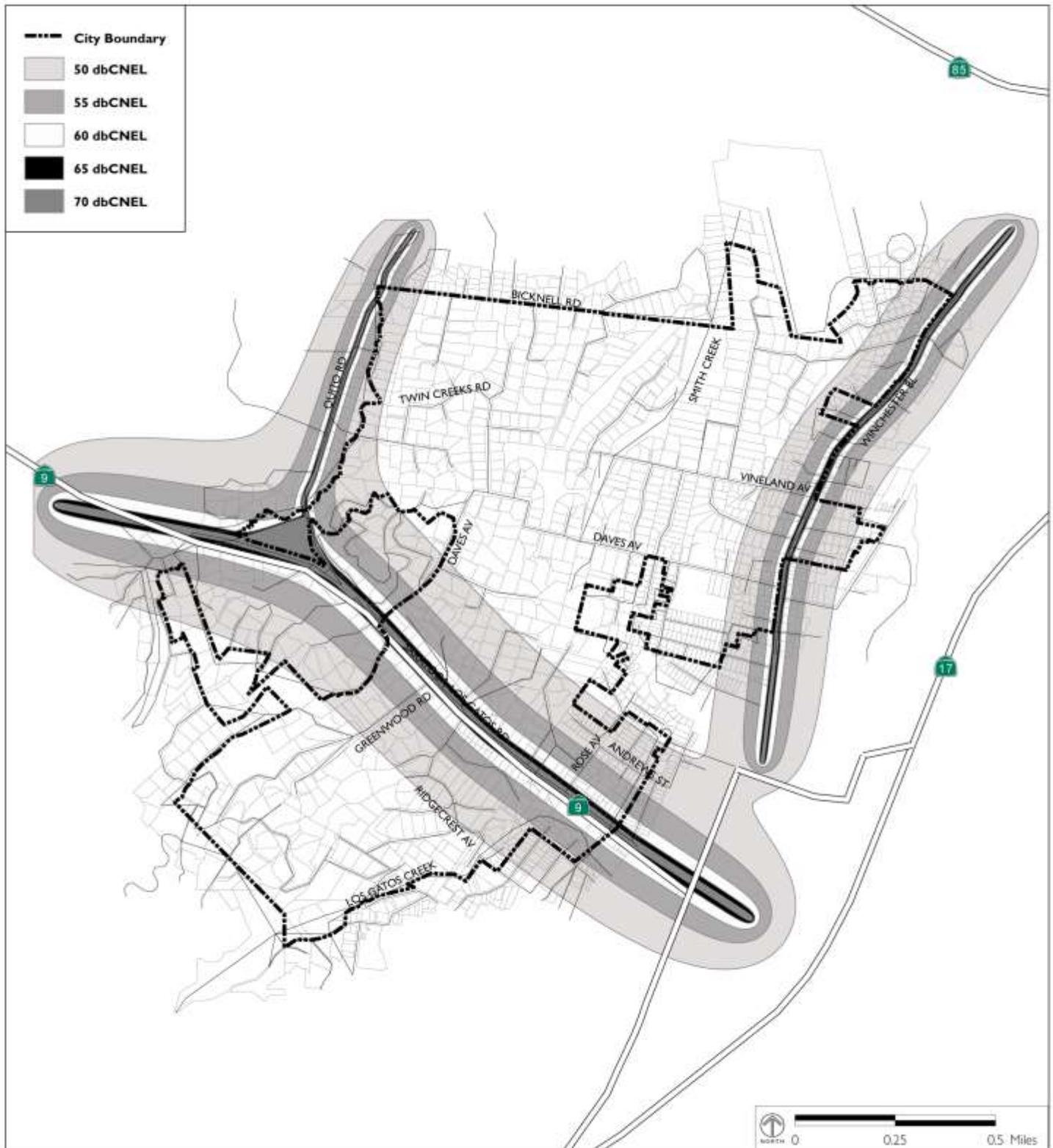
<b>Term</b>	<b>Definitions</b>
Decibel, dB	A unit describing the amplitude of sound, equal to 20 times the logarithm to the base 10 of the ratio of the pressure of the sound measured to the reference pressure, which is 20 micropascals (20 micronewtons per square meter).
A-Weighted Sound Level, dBA	The sound pressure level in decibels as measured on a sound level meter using the A-weighting filter network. The A-weighting filter de-emphasizes the very low and very high frequency components of the sound in a manner similar to the frequency response of the human ear and correlates well with subjective reactions to noise. All sound levels in this report are A-weighted, unless reported otherwise.
Community Noise Equivalent Level, CNEL	The average A-weighted noise level during a 24-hour day, obtained after addition of 5 decibels in the evening from 7:00 pm to 10:00 pm and after addition of 10 decibels to sound levels measured in the night between 10:00 pm and 7:00 am.
Day/Night Noise Level, Ldn	The average A-weighted noise level during a 24-hour day, obtained after addition of 10 decibels to levels measured in the night between 10:00 pm and 7:00 am.
Ambient Noise Level	The composite of noise from all sources near and far. The normal or existing level of environmental noise at a given location.
Intrusive	That noise which intrudes over and above the existing ambient noise at a given location. The relative intrusiveness of a sound depends upon its amplitude, duration, frequency, and time of occurrence and tonal or informational content as well as the prevailing ambient noise level.

b. Existing and Future Noise

Automobiles are the most common noise source in Monte Sereno. As shown on Figure HS-5, automobile noise is greatest on Highway 9 and Winchester Boulevard. Local and regional growth is not anticipated to create a large increase in traffic noise during the next 20 years. Figure HS-5 depicts projected future noise levels for sample roadways based on future traffic levels in 2030. These contours are very similar to existing noise conditions, with a slight increase of noise levels occurring during the next 20 years along the major regional roadways. The majority of traffic increases will result from regional growth, over which the City has no control. Noise levels are only shown for those roadways that were studied as part of the General Plan traffic analysis or where traffic counts were available. Roadways that were not modeled for noise contours also experience traffic noise, with noise levels along local streets anticipated to be similar or quieter than those modeled streets.

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Noise impacts also result from construction and landscaping activities. To limit noise from these sources, Chapter 9.07 of the Monte Sereno Municipal Code establishes permitted hours for construction and mechanical blowers. Construction requiring a building permit is permitted from 8:00 a.m. to 8:00 p.m. Monday through Friday, 9:00 a.m. to 5:00 p.m. Saturday and prohibited on Sundays and holidays. Construction not requiring a permit can occur at any time. The use of mechanical blowers is limited to 8:00 am to 5:00 pm Monday through Friday, 9:00 a.m. to 5:00 pm Saturday and permitted from 10:00 a.m. to 5:00 p.m. on Sundays and holidays only if operated by a homeowner or tenant. The maximum volume for mechanical blowers is 65 decibels as measured 50 feet from the blower for backpack-mounted blowers, and 70 decibels as measured 50 feet from the blower for handheld blowers.



Source: Charles M. Salter Associates, Incorporated, 2008

FIGURE HS-5  
FUTURE 2028 NOISE CONTOURS

*B. Goals, Policies and Actions*

<b>Goal HS-1</b>	<b>Prevent and reduce risks to property and protect residents from urban and wildfire hazards.</b>
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Policies

- Policy HS-1.1 Cooperate with Central Fire District in providing fire protection facilities needed to maintain or improve existing fire protection standards.
- Policy HS-1.2 Cooperate with Central Fire District in developing a quarterly summary and yearly report summarizing types of emergency requests and response times.
- Policy HS-1.3 Conduct a periodic review of the City's emergency response plan in conjunction with Emergency Responses to ensure that escape routes are adequate, existing programs can be carried out, and new programs added.
- Policy HS-1.4 Ensure areas of high fire hazard should have low density development and gated emergency access roads where needed to maintain appropriate level of service.
- Policy HS-1.5 Work with the San Jose Water District to ensure that infrastructure and water pressure are sufficient for fire protection in all areas of Monte Sereno including high risk areas such as the hillside and Foothill neighborhoods.
- Policy HS-1.6 Require that new development provide all necessary water service, fire hydrants, and access consistent with the City's standards.
- Policy HS-1.7 Require fire-safe roofing materials in high fire hazard areas.
- Policy HS-1.8 Require all new development to be constructed according to fire safety conformance standards and with all related regulations.

- Policy HS-1.9 Encourage that new development includes the use of fire-resistant landscaping and building materials.
- Policy HS-1.10 Require property owners to remove fire hazards, including vegetation, hazardous structures and materials, and debris.
- Policy HS-1.11 Request that Pacific Gas & Electric inventory the old gas mains in the vicinity of the Planning Area, review their condition and upgrade them as necessary.

<b>Goal HS-2</b>	<b>Prevent loss of life, injury, and property damage due to geologic and seismic hazards.</b>
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Policies

- Policy HS-2.1 Evaluate seismic risks and require earthquake protection measures as part of the Development Review process.
- Policy HS-2.2 Development project applicant shall perform geologic hazard investigations for all projects proposed in hillside areas to insure potential landslide hazards due to development are mitigated.
- Policy HS-2.3 Require new building plans in high risk areas meet current seismic building codes and use methods of construction to withstand stress caused by an earthquake.
- Policy HS-2.4 Design new roads and utility lines to minimize damage and allow quick restoration of service following earthquake damage.
- Policy HS-2.5 Prepare for a major earthquake and other natural disasters through the measures identified in the Emergency Response Plan.

<b>Goal HS-3</b>	<b>Minimize risk to lives, property and public liability due to landslides, soil erosion and flood.</b>
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Policies

- Policy HS-3.1 Engineer roads in hillside areas to standards that prevent excessive maintenance and repair costs.
- Policy HS-3.2 Require the preparation of soils reports prior to the approval of new structures or significant additions to existing structures. Based on the findings of these reports, the City shall require that any identified soil problems are mitigated in the design and construction of new structures.
- Policy HS-3.3 Require that new development is constructed in such a manner as to protect life and property from soil erosion and slope failure.
- Policy HS-3.4 Require re-vegetation where feasible to mitigate the appearance of engineered slopes and to control erosion contour grading.
- Policy HS-3.5 Cooperate with County Flood Control to maintain a natural creek setting to the extent possible while providing for adequate drainage capacity.
- Policy HS-3.6 Require, as appropriate, construction of storm drainage improvements prevent flooding during periods of heavy rainfall.

Action

- Action HS-3.1 Monte Sereno will prepare a citywide drainage plan.

<b>Goal HS-4</b>	<b>Protect the community from man-made hazards such as air pollution, hazardous materials and criminal activity.</b>
------------------	--

Policies

- |               |  |
|---------------|--|
| Policy HS-4.1 | Provide information to residents about household use and disposal of hazardous materials.  |
| Policy HS-4.2 | Prohibit the accumulation of weeds, dirt, rubbish, rank growths and other hazardous material in any building, lot or premises within the city.       |
| Policy HS-4.3 | Work with the Police Department to maintain a high level of visible police patrol services within the city.  |
| Policy HS-4.4 | Support the Police Department's efforts to use modern technology and provide adequate training to maximize job performance.                          |
| Policy HS-4.5 | Encourage service and education programs which respond to community concerns such as elderly people living alone, drug and alcohol abuse, and crime. |

Action

- |               |  |
|---------------|--|
| Action HS-4.1 | Conduct an annual review of the of the performance of the Los Gatos/Monte Sereno Police Department to ensure that existing programs are carried out and new programs considered. |
|---------------|--|

<b>Goal HS-5</b>	<b>Ensure the City's ability to respond effectively to natural and human-caused emergencies.</b>
------------------	--

Policies

- |               |  |
|---------------|--|
| Policy HS-5.1 | Maintain Los Gatos as the Emergency Operation Center to coordinate relief efforts during natural disasters. Monte Sereno City Hall will remain a potential emergency backup location and recommended disaster supplies should be kept on hand. |
|---------------|--|

Policy HS-5.2 The City shall maintain mutual aid agreements and communications links with surrounding jurisdictions for assistance during times of emergency.

Actions

Action HS-5.1 Conduct emergency response exercises by the City in cooperation with other appropriate agencies. Exercises should be designed to test and upgrade various disaster response plans.

Action HS-5.2 Conduct on a regular basis a public education workshop to familiarize residents of Monte Sereno's emergency procedures, evacuation routes, and other related information.

Action HS-5.3 Conduct a periodic review of the City's emergency response plan in conjunction with Emergency Response to ensure that escape routes are adequate, existing programs can be carried out, and to identify needed new programs.

<b>Goal HS-6</b>	<b>Reduce noise levels within neighborhoods resulting from vehicular traffic and construction activity.</b>
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Policies

Policy HS-6.1 Reduce noise levels in residential areas shall restricting truck traffic to designated routes and monitoring speed of local traffic.

Policy HS-6.2 Encourage the use of the latest noise control technology to minimize noise in residential neighborhoods.

Policy HS-6.3 Continue to enforce local and State noise regulations to minimize noise impacts associated with construction and public and private activities.

Policy HS-6.4 Encourage new development in noise impacted areas to provide effective noise insulation measures.

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Policy HS-6.5 Cooperate with Santa Clara County, State and federal agencies, private businesses and individuals to control and maintain an acceptable noise environment in Monte Sereno.

Policy HS-6.6 Provide input on regional decisions which will affect noise levels in Monte Sereno.

Policy HS-6.7 Minimize potential transportation-related noise through street circulation design, coordination of routing and other traffic control measures, and consider use of noise-absorbing “quiet” pavements when resurfacing roadways.

Action

Action HS-6.1 Require construction techniques for noise buffering, barriers or setbacks in development subject to high noise levels, to reduce noise to a level within the noise/land use compatibility standards.

## 9 IMPLEMENTATION PROGRAM

This Implementation Program summarizes the specific actions and programs needed to implement the goals and policies contained in the General Plan. This Program helps to ensure that the General Plan functions as a living document that guides City decisions and activities on a daily basis.

### *A. Implementation Program Overview*

A general plan is often referred to as the “constitution” governing the future growth, development, and conservation of a community. As a constitution, this General Plan should guide all decisions and activities of the City Council, appointed committees and City staff. The General Plan should be a living document that is used on a daily basis to guide the implementation of key community goals and values.

This General Plan includes actions and programs as part of each Element to identify specific measures needed to achieve the goals and policies of the General Plan. The success of this General Plan in achieving the community-wide goals and policies will depend to a large extent on the effective implementation of the actions and programs in each element of the Plan. This Implementation Program provides a basis for the City to effectively put these actions and programs into effect, to monitor their success, and to make adjustments to reflect changing conditions and priorities in the years ahead.

By adopting this Implementation Program as part of the General Plan, the City Council is making a commitment to put into action the General Plan and to ensure that all City decisions and actions are consistent with the General Plan. It is the City Council’s intention to initiate and, if possible, to complete all Housing Programs prior to June 30, 2014. It is also the Council’s intention to initiate and, if possible, complete all other General Plan programs within ten years of the date of adoption of this General Plan.

*B. Implementation Program Summary Table*

Table IP-1 identifies the responsible party and timeframe for each action in the General Plan. This table also identifies quantified objectives and funding sources for programs in the Housing Element. This table is intended to serve as a guide for the City when preparing the annual budget and its capital improvement program (CIP). Table IP-1 also helps to identify amendments to the City Municipal Code necessary to implement the General Plan and, in the case of the Housing Element, comply with State law.

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IMPLEMENTATION PROGRAM

TABLE IP-1 IMPLEMENTATION PROGRAM SUMMARY TABLE

Action Number	Action	Responsible Agency	Time Frame
<b>LAND USE ELEMENT</b>			
LU-1	Review City regulations on a regular basis to ensure that development within the city occurs in a manner compatible with the city's character.	Planning Director	Ongoing
<b>CIRCULATION ELEMENT</b>			
CIR-5-1	The City will prepare a bicycle and pedestrian master plan to identify the location of future bicycle and pedestrian facilities.	Planning Director City Council	June 2010
<b>OPEN SPACE AND CONSERVATION ELEMENT</b>			
OSC-1.1	Adopt uniform energy efficiency standards for new and remodeled homes that exceed the State's Title 24 energy standards by 25 percent.	City Manager City Council	
OSC-1.2	Continue to require the completion of Build it Green checklists as part of all Site Development Permit applications.	Planning Director Building Official	
OSC-1.3	Develop and implement public education programs to increase residents' awareness of energy issues, including conservation measures and resources.	City Manager	
OSC-9.1	Consider the establishment of a location to display historical material.	City Manager City Council	
<b>HEALTH AND SAFETY ELEMENT</b>			
HS-3.1	Monte Sereno will prepare a citywide drainage plan.	City Engineer	January 2011
HS-4.1	Conduct an annual review of the contract with the Los Gatos/Monte Sereno Police Department to ensure that existing programs are carried out and new programs considered.	City Manager City Attorney Chief of Police	Ongoing
HS-5.1	Conduct emergency response exercises by the City in cooperation with other appropriate agencies. Exercises should be designed to test and upgrade various disaster response plans.	Director of Emergency Services	Ongoing
HS-5.2	Conduct on a regular basis a public education workshop to familiarize residents of Monte Sereno's emergency procedures, evacuation routes, and other related information.	Director of Emergency Services	Ongoing
HS-5.3	Conduct a periodic review of the City's emergency response plan in conjunction with Emergency Response to ensure that escape routes are adequate, existing programs can be carried out, and to identify needed new programs.	Director of Emergency Services	Ongoing
HS-6.1	Require construction techniques for noise buffering, barriers or setbacks in development subject to high noise levels, to reduce noise to a level within the noise/land use compatibility standards.	Building Official	Ongoing

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**For Current Housing Element Program Summary, please see Updated Housing Element page 61 (Section 7: Housing Program Strategy)**

## 10 GLOSSARY

This glossary explains the technical terms used in the Monte Sereno General Plan. Definitions come from several sources, including existing Monte Sereno codes, the California Office of Planning and Research and the American Planning Association Glossary of Zoning, Development and Planning Terms.

### *A. Abbreviations*

<b>ABAG</b>	Association of Bay Area Governments
<b>ADA</b>	Americans with Disabilities Act
<b>ADT</b>	Average daily trips made by vehicles or persons in a 24-hour period
<b>AMI</b>	Area Median Income
<b>BAAQMD</b>	Bay Area Air Quality Management District
<b>BMPs</b>	Best Management Practices
<b>Caltrans</b>	California Department of Transportation
<b>CDBG</b>	Community Development Block Grant
<b>CERT</b>	Community Emergency Response Team
<b>CEQA</b>	California Environmental Quality Act
<b>CESA</b>	California Endangered Species Act
<b>CHAS</b>	Comprehensive Housing Affordability Strategy
<b>CIP</b>	Capital Improvement Program
<b>CNDDB</b>	California Natural Diversity Database
<b>CNEL</b>	Community Noise Equivalent
<b>CUP</b>	Conditional Use Permit
<b>dB</b>	Decibel
<b>dBA</b>	A-Weighted Sound Level
<b>DFG</b>	California Department of Fish and Game
<b>DTSC</b>	California Environmental Protection Agency, Department of Toxic Substances Control
<b>du/acre</b>	Dwelling units per acre
<b>du</b>	Dwelling units

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<b>EOP</b>	Santa Clara County Operational Emergency Plan
<b>EPA</b>	Environmental Protection Agency (US)
<b>FEMA</b>	Federal Emergency Management Agency
<b>HCD</b>	California Department of Housing and Community Development
<b>LAFCo</b>	Local Agency Formation Commission
<b>Ldn</b>	Day/Night Average Level
<b>Leq</b>	Average noise levels
<b>LOS</b>	Level of Service
<b>MFI</b>	Median Family Income
<b>NIMS</b>	National Incident Management System
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>NPG</b>	National Preparedness Guidelines
<b>NRF</b>	National Response Framework
<b>OES</b>	Santa Clara County Office of Emergency Services
<b>PG&amp;E</b>	Pacific Gas & Electric
<b>PM<sub>10</sub></b>	Particulate matter, 10 microns or less in diameter
<b>PPM</b>	Parts per Million
<b>RHNA</b>	Regional Housing Needs Allocation
<b>RWQCB</b>	Regional Water Quality Control Board
<b>SEMS</b>	Standardized Emergency Management System
<b>sf</b>	Square footage
<b>SOI</b>	Sphere of Influence
<b>UBC</b>	Uniform Building Code
<b>USFWS</b>	United States Fish and Wildlife Service
<b>VMT</b>	Vehicle Miles Traveled
<b>V/C</b>	Volume/Capacity
<b>VTa</b>	Santa Clara Valley Transportation Authority
<b>WVC&amp;R</b>	West Valley Collection and Recycling
<b>WVSD</b>	West Valley Sanitation District

## ***B. Terminology***

### **Action**

An action is a program, implementation measure, procedure or technique intended to help achieve a specified goal. (See “Goal”)

### **Affordable Housing**

Housing capable of being purchased or rented by a household with very low, low, or moderate income, based on a household’s ability to make monthly payments necessary to obtain housing. Housing is considered affordable when a household pays less than 30 percent of its gross monthly income (GMI) for housing including utilities.

### **Archaeological Resource**

Material evidence of past human activity found below the surface of ground or water, portions of which may be visible above the surface.

### **Arterials**

Major streets that primarily serve through-traffic and provide access to abutting properties as a secondary function. Arterials are generally designed with two to six travel lanes and have signals at major cross-street intersections. This roadway type is divided into two categories major and minor arterials.

### **Bicycle Lane (Class II facility)**

A corridor expressly reserved for bicycles, existing on a street or roadway in addition to lanes for use by motorized vehicles.

### **Bicycle Path (Class I facility)**

A paved route, not on a street or roadway, expressly reserved for bicycles traversing an otherwise unpaved area. Bicycle paths may parallel roads but are typically separated from them by landscaping.

### **Bicycle Route (Class III facility)**

A facility shared with motorists and identified only by signs, a bicycle route has no pavement markings or lane stripes.

### **Bikeways**

A term that encompasses “bicycle lanes” and “bicycle paths.”

**Built-out; Build-out**

Land developed to its full potential or theoretical capacity as permitted under current or proposed planning or zoning designations.

**California Environmental Quality Act (CEQA)**

Legislation and corresponding procedural components established in 1970 by the State of California to require environmental review for projects anticipated to result in adverse impacts to the environment.

**Collectors**

Collectors are streets that provide land access and traffic circulation within residential areas. They connect local streets to arterials and are typically designed with two travel lanes.

**Community Noise Equivalent Level (CNEL)**

A descriptor for the 24-hour A weighted average noise level. The CNEL concept accounts for the increased acoustical sensitivity of people to noise during the evening and nighttime hours. Sound levels during the hours from 7 p.m. to 10 p.m. are penalized 5 dB; sound levels during the hours from 10 p.m. to 7 a.m. are penalized 10 dB. A 10 dB increase in sound level is perceived by people to be a doubling of loudness.

**Conditional Use Permit**

A permit authorizing a use not routinely allowed on a particular site, subject to a public hearing. If approval is granted, the developer must meet certain conditions to harmonize the project with its surroundings.

**Cultural Resources**

Includes historic, archaeological and paleontological resources, as well as human remains.

**Decibel (dB)**

A unit used to express the relative intensity of a sound as it is heard by the human ear. The lowest volume a normal ear can detect under laboratory conditions is 0 dB, the threshold of human hearing. Since the decibel scale is logarithmic, 10 decibels are ten times more intense and 20 decibels are a hundred times more intense than 1 db.

**dba**

The “A-weighted” scale for measuring sound in decibels, which weighs or reduces the effects of low and high frequencies in order to simulate human hearing. Every increase of 10 dBA doubles the perceived loudness even though the noise is actually ten times more intense.

**Density, Residential (du/acre)**

The number of permanent residential dwelling units per acre of land.

**Density Bonus**

The allocation of development rights that allow a parcel to accommodate additional square footage or additional residential units beyond the maximum for which the parcel is zoned, usually in exchange for the provision or preservation of an amenity at the same site or at another location.

**Development**

The physical extension and/or construction of non-farm land uses. Development activities include subdivision of land; construction or alteration of structures, roads, utilities and other facilities; grading; deposit of refuse, debris or fill materials; and clearing of natural vegetative cover (with the exception of agricultural activities).

**Dwelling Unit (du)**

The place of customary abode of a person or household, which is either considered to be real property under State law or cannot be easily moved.

**Element**

California State Government Code Section 65302 requires each General Plan to contain seven separate “elements” that set goals, policies and actions for each mandated subject. Topics can sometimes be combined or included into other elements, as allowed by State law.

**Exaction**

A contribution or payment required as an authorized precondition for receiving a development permit; usually refers to mandatory dedication (or fee in lieu of dedication) requirements found in many subdivision regulations.

**Fault**

A fracture in the earth’s crust that forms a boundary between rock masses that have shifted.

**General Plan**

A compendium of City policies regarding its long-term development, in the form of maps and accompanying text. The General Plan is a legal document required of each local agency by the State of California Government Code Section 65301 and adopted by the City Council. In California, the General Plan has seven mandatory elements (Circulation, Conservation, Housing, Land Use, Noise, Open Space and Public Safety) and may include any number of optional elements the City deems important.

**Goal**

A description of the general desired results that Monte Sereno seeks to create through the implementation of the General Plan. Goals are included in each element of the Plan and may include the key physical or community characteristics that the City and its residents wish to maintain or develop.

**Greenhouse Gases**

Gases in the atmosphere that trap the sun's energy and thereby contribute to rising surface temperatures; include carbon dioxide (byproduct of burning fossil fuels), methane (from agricultural sources) and nitrous oxide (from industrial sources).

**Habitat**

The physical location or type of environment in which an organism or biological population lives or occurs.

**Impact Fee**

A fee charged to a developer by the City according to the proposed development project, typically by number of units, square footage or acreage. The fee is often used to offset costs incurred by the municipality for services and infrastructure such as schools, roads, police and fire services, and parks.

**Impervious Surface**

Surface through which water cannot penetrate, such as a roof, road, sidewalk, and paved parking lot. The amount of impervious surface increases with development and establishes the need for drainage facilities to carry the increased runoff.

**Implementation**

Actions, procedures, programs or techniques that carry out policies.

**Infill Development**

Development that occurs on vacant or underutilized land within areas that area already largely developed.

**In-lieu Fee**

Cash payments that may be required of an owner or developer as a substitute for a dedication of land for public use, usually calculated in dollars per lot, and referred to as in-lieu fees or in-lieu contributions. (See “dedication”)

**Land Use**

The occupation or utilization of an area of land for any human activity or any purpose.

**Land Use Designation**

One particular category in a classification series of appropriate use of properties established by the General Plan Land Use Element.

**Level of Service (LOS) Standard**

A standard used by government agencies to measure the quality or effectiveness of a municipal service, such as police, fire or library, or the performance of a facility, such as a street or highway.

**Level of Service (Traffic)**

A scale that measures the amount of traffic that a roadway or intersection can accommodate, based on such factors as maneuverability, driver dissatisfaction and delay. Level of service are usually described on a scale of A to F, as described in the Circulation Element.

**Liquefaction**

A phenomenon primarily associated with saturated, cohesionless soil layers located close to the ground surface. During liquefaction, soils lose strength and ground failure may occur.

**Local Agency Formation Commission (LAFCo)**

A five- or seven-member commission within each county that reviews and evaluates all proposals for formation of special districts, incorporation of cities, annexation to special districts or cities, consolidation of districts and merger of districts with cities. Each county’s LAFCo is empowered to approve, disapprove or conditionally approve such proposals.

**Local Street**

Local streets provide direct access to abutting residential properties as their primary function. In Monte Sereno, the majority of streets are local streets.

**Noise Contour**

A line connecting points of equal noise level as measured on the same scale.

**Non-Conforming Use**

A use that was valid when brought into existence, but no longer permitted by later regulation. “Non-conforming use” is a generic term and includes (1) non-conforming structures (because their size, type of construction, location on land, or proximity to other structures is no longer permitted); (2) non-conforming use of a conforming building; (3) non-conforming use of a non-conforming building; and (4) non-conforming use of land. Any use lawfully existing on any piece of property that is inconsistent with a new or amended General Plan, and that in turn is a violation of a zoning ordinance amendment subsequently adopted in conformance with the General Plan, will be a non-conforming use. Typically, non-conforming uses are permitted to continue for a designated period of time, subject to certain restrictions.

**Parcel**

A lot, or contiguous group of lots, in single ownership or under single control, usually considered a unit for purposes of development.

**Policy**

A specific statement of principle or of guiding actions that implies clear commitment but is not mandatory. A general direction that a governmental agency sets to follow, in order to meet its goals before undertaking an implementing action. (See “Action”)

**Riparian Corridor**

A habitat and vegetation zone which is associated with the banks and floodplains of a river, stream or lake. Riparian trees and shrubs are typically phreatophytes, plants whose root systems are in constant contact with groundwater.

**Sensitive Receptors**

Uses sensitive to noise such as residential areas, hospitals, convalescent homes and facilities, and schools.

**Sphere of Influence (SOI)**

The probable physical boundaries and service area of the City, as determined by the Local Agency Formation Commission (LAFCO) of the county.

**City boundaries**

The legal boundaries of the geographical area subject to the jurisdiction of the City of Monte Sereno government. For example, development applications for properties located within the City limits must be reviewed by the City.

**Thoroughfare**

Thoroughfares are roadways that accommodate higher volumes of traffic at higher speeds. In Monte Sereno, these roads connect the City to adjacent communities.

**Traffic Calming**

Measures designed to reduce motor vehicle speeds and to encourage pedestrian use, including

- ◆ Narrow streets
- ◆ Tight turning radii
- ◆ Parking bays
- ◆ Textured paving at intersections

**Unincorporated Area**

Encompasses properties that are located outside of cities. Development in the unincorporated area is subject to County jurisdiction.

**Use**

The purpose for which a lot or structure is or may be leased, occupied, maintained, arranged, designed, intended, constructed, erected, moved, altered and/or enlarged in accordance with the City zoning ordinance and General Plan land use designations.

**Wastewater**

Water that has already been used for washing, flushing, or in a manufacturing process, and therefore contains waste products such as sewage or chemical by-products.

**Watershed**

The region of land from which surface or underground water drains into a river, river system or other body of water.

**Wetland**

An area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soil conditions, commonly known as hydrophytic vegetation.

**Zoning**

The division of a city or town by ordinance or other legislative regulation into districts or zones, which specify allowable uses for real property and size restrictions for buildings constructed in these areas; a program that implements the land use policies of the General Plan.