

THE CITY OF
HALF MOON BAY
CALIFORNIA

Measure D Application Handbook
and Scoring Guide

December 23, 2025



Measure D Application Handbook and Scoring Guide

Purpose of This Handbook

This handbook is intended to serve as a practical resource for applicants preparing a Measure D application. Its purpose is to explain the application requirements, outline the steps needed for a complete submittal, and clarify how projects are evaluated and scored under the Measure D Criteria Scoring Table. Applicants who use this handbook and provide clear, thorough documentation will be better positioned to receive all points earned under the ordinance.

Pre-Application Consultation with City Staff

Applicants are strongly encouraged to schedule a meeting with Planning Division staff at least two weeks prior to the application deadline. City planners are available to review draft applications and provide non-binding guidance to assist applicants in understanding requirements and scoring criteria.

To schedule a meeting, contact the Community Development Department at **650-726-8270** or email **planning@halfmoonbay.gov**.

Step 1: Download and Review the Measure D Application Package

Begin by downloading the Measure D Application Package. Carefully review the first page of the application, which contains essential information including the submittal deadline, application instructions, and processing fee requirements. Applications submitted after the deadline or without the required fee will not be accepted.



Applicants should confirm the deadline, understand the submittal format, and submit payment according to the instructions provided.

Step 2: Complete the Application and Assemble Required Materials

Read through the first three pages of the application package in their entirety. Use the checklist provided on the second page to ensure that all required forms, plans, studies, and supplemental materials are included. Only complete applications received by the deadline will be considered and it is the applicant's responsibility to ensure they are submitting all required materials. Therefore, consultations are encouraged as mentioned in Step 1.

Understanding the Criteria Scoring Table

The final section of the application is the Criteria Scoring Table. This table identifies the objective standards used to determine how many points a project receives. While points are awarded based on the criteria contained in the Measure D Ordinance, applicants play an important role by clearly documenting how their project will meet each applicable criterion.

In 2020, the City Council and Planning Commission revised the Criteria Scoring Table. As a result, some criteria are no longer scored for points. Those criteria are shaded in the official table and are not included in this handbook.



Criteria Scoring Table

Category 1: Infill Sites

1a. If the project is located in a built urban setting with utilities in place for 10 years or more, the project receives 5 points; otherwise it receives 0 points for this criterion.

- ◇ The project must be located in a setting where at least half the sites in the subdivision are developed and water and sewer utilities have been in place for more than ten years. The site must be zoned for residential development with one of the following zoning designations: (R-1, R-1-B-1, R-1-B-2, R-1-B-3), mixed-use development (C-D, C-R, C-G, C-VS), or planned development with approved PUD or Specific Plans that provide for residential development (PUD or PUDX).
- ◇ You can look up the project zoning using the online map at the bottom of the webpage at this [link](#)

1b. If the project is located in a built urban setting and avoids environmentally sensitive areas, it receives 5 points, otherwise 0 points are awarded.

- ◇ The project must be located outside of and more than 100 feet from an environmentally sensitive habitat area (ESHA) as indicated by City mapping or other relevant sources. If the project is located in or near an ESHA, substantial evidence, such as a biological resources evaluation is required to confirm ESHA avoidance and buffer requirements. The City highly recommends consultation with the Planning Division to make this determination. Applicants can also find mapped ESHAs on the maps in the 2020 Land Use Plan located at this [link](#).



1c. For each contiguous side of a building site adjacent to existing development (Including across any public or private right of way).

- ◇ If all sides of the building site are contiguous to existing development, 5 points are awarded even if the site has only 4 sides. For ADUs proposed with an existing residence, all points awarded. Points are awarded based on abutting developed lots divided by total number of abutting lots. For this purpose, abutting lots are those with at least one foot of common frontage. For example, a lot that borders four other lots including across a street, three of which are already developed and the other is vacant would receive $\frac{3}{4}$ of 5 pts = 3.75 (ie. $5 * (\frac{3}{4}) = 3.75$)

1e. If the building site is located within one-half mile of a transit stop, the 5 points are awarded; otherwise 0 points are awarded.

- ◇ For this criterion, consider all SamTrans bus stops. Almost every residentially zoned property in Half Moon Bay is located within one-half mile of a SamTrans bus stop and, therefore, most projects will receive points. SamTrans routes can be found published at [Schedules & Maps | SamTrans](#).

1f. If the project is located on an existing all-weather road surface providing vehicle access to the site constructed to city standards or otherwise acceptable to the city engineer, it is awarded 5 points; otherwise 0 points are awarded.

- ◇ This would include all City streets and could include private streets provided they are acceptable to the City Engineer.



1g. Except for below market rate (BMR) housing, if the development would satisfy all of the established development standards for the zoning district without requiring a variance or exception, then 5 points are awarded; otherwise 0 points are awarded.

- ◇ The Measure D ordinance and the Criteria Scoring Table refer to other discretionary applications, but this has consistently been interpreted to only include variances and exceptions, since virtually every new building will require a Coastal Development Permit—a discretionary permit.

1h. Residential development that provides below market rate (BMR) housing receives 35 points; otherwise no 0 points are awarded.

- ◇ The BMR housing must include at least one unit and BMR units must be deed restricted for affordable (extremely low, very low, or low income) households for a minimum of 55 years.
- ◇ A handout with general information regarding BMR can be found on the Measure D webpage. If you are considering this item scheduling a consultation with City Staff is strongly recommended.



Category 2: Home Size, Scale and Clustering

2a. Homes are clustered to preserve open space and natural features are awarded 5 points; otherwise 0 points are awarded.

- ◇ Clustering residential units is generally practiced on larger lots to preserve open space. For infill sites under this criteria, “clustered” includes the following: multi-family development like duplexes, triplexes, apartments, and condominiums; ADUs; and/or single-family development with an ADU. Single-family development without an ADU does not qualify as “clustered.” For new subdivisions, refer to [City of Half Moon Bay Municipal Code Section 17.06.200](#).

2b. Projects that increase resource conservation by increasing residential density receive 5 points plus one additional point for every five dwelling units per acre (du/ac) greater than 10 du/ac.

- ◇ Density is calculated for each site, including both existing and new units. For projects that will result in a site density of at least 10 du/ac, 5 points are awarded. Another point is awarded for each additional full 5 du/ac such that 15 du/ac = 6 points, 20 du/ac = 7 points, 25 du/ac = 8 points, 30 du/ac = 9 points, 35 = du/ac 10 points. For example, a density of 22 du/ac will be awarded 7 points. All sites with an ADU receive 5 points as a base even if under 10 du/ac. With the exception of ADUs, no points are awarded for projects with less than 10 du/ac. A maximum of 15 points are available only for projects invoking full density bonus allowances resulting in 35 du/ac.



2c. The Home Size Efficiency criterion rewards smaller units, awarding points based on the square footage of living space, excluding covered or enclosed parking areas.

- ◇ Single family residences that are 1,000 square feet (SF) of living space or less receive 5 points; 1,001 – 2,000 SF living space receive 2.5 points; and 2,001 SF living space receive 0 points. For projects with a single family residence and an ADU, the square footage of both units is combined and divided by two. The resulting square footage is then applied to the point values per square feet above.

2d. Five points are awarded for projects where building layout and orientation improve natural cooling and passive solar attributes; otherwise, 0 points are awarded.

- ◇ Examples of attributes that would qualify for points under this criterion include, shading features on south and west sides of structures such as deep eaves, covered porches, floor plans and window locations that allow for crossflow ventilation, and maintenance of solar access to the rooftop. Because of its temperate climate, most development in Half Moon Bay can qualify for this criterion with operable windows. Locational choices for ADUs are limited; therefore, all ADUs qualify for the full 5 points.



Category 3: Design for Walking and Bicycling

3a. Residential units that provide pedestrian access to neighborhood services within one-half mile receive one point per neighborhood service.

- ◇ One point is received per service for a total of 12 points, repeats of the same service within the radius is only one point. An example of the radius/buffer area can be seen as an example graphic on the following page. Each service that counts as one point and a brief description and some examples are provided below.
- **Community Center** - A community center is a public or nonprofit space designed to serve as a hub for local residents to gather, access services, participate in programs, and build social connections. Examples in town include the Ted Adcock Community Center and the Senior Coastsiders.
 - **Library**- The Half Moon Bay Library is the only qualifying library.
 - **Grocery Store** - a store primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments. Examples in town include Safeway, Cunha Market, and New Leaf. Neighborhood markets may be considered, if they meet the definition above.
 - **School**- an organized institution designed to support teaching and learning. Examples include Hatch Elementary, Cunha Middle School, Sea Crest, HMB Highschool, etc.
 - **Daycare** – A daycare service that provides supervised care for children during the day, typically while parents or caregivers are at work or otherwise unavailable. with an active business license. There are several day cares located throughout the City.
 - **Laundry** – An establishment with washing machines and dryers for available for public use.



- **Medical**- Services and clinics equipped and authorized to provide health-related services, including diagnosis, treatment, prevention, and care for illness, injury, or other medical conditions. Examples of this include dentist, family practices, medical centers, urgent care, optometry, etc.
- **Entertainment**- Places that qualify as entertainment include the Downtown retail area along main street, Francis Beach Amphitheater, Carter Park, and the Coastal Repertory Theater.
- **Restaurant** – A facility that prepares and serves food and beverages to customers for on-site or take out consumption.
- **Post Office** – A government-run service that provides mail and package delivery services.
- **Place of Worship** - Places of religious assembly/worship and incidental religious education but not including private schools.



- **Bank** - A financial institution that provides services for managing, storing, and moving money. An ATM is not counted as a bank.

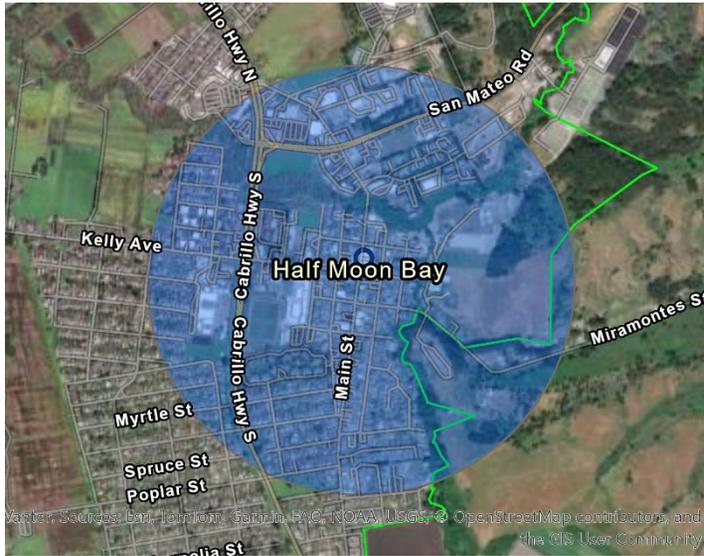


Figure 1. Example of a .5 radius buffer surrounding City Hall (501 Main St.) Each service category located within the buffer would be counted toward one point.



Category 4: Design for Safety and Social Gathering

4b. This criterion awards 5 points for homes where the front entrance can be seen from the street and/or from other front doors; main entrances that are not located within site of the street or neighbors receive 0 points.

- ◇ Single-family residences must have their main entrance facing the street. Multi-family development can satisfy the criterion where units share entrance facilities such as a lobby, elevator, or hallway. In accordance with State law and City regulations, ADUs are only subject to objective design standards and may be sited in locations where the main entrance could not meet this criterion. Therefore, ADUs receive 5 points regardless.

4c. Residential development that includes porches that are one-hundred-square-foot minimum area and are oriented towards streets and/or public spaces receive 5 points; otherwise 0 points are awarded.

- ◇ Attached ADUs receive full points. Detached ADUs receive full points if open space is provided for the ADU. Single-family residences must include a porch shown or called out on the site plan that is a minimum of 100 square-feet.



Category 5: Design for Diverse Households

5a. Residences that provide at least one zero-step entrance receive 5 points; otherwise 0 points are awarded.

- ◇ A zero-step entry is a flush entry between the finished floor height within the unit and pavement or floor height outside or in a hallway or other area that can reasonably be anticipated to be free and clear of obstructions. A garage or carport does not qualify. To receive points for this criterion, project plans must be submitted that indicate where and how grading, ramping or other means will achieve zero-step entry pursuant to ADA requirements.

5c. When the residence includes at least one half-bath on the ground floor with blocking in the framing for grab bars, the project receives 5 points; otherwise 0 points are awarded.

- ◇ This criterion is intended to be consistent with ADA visit ability standards. Blocking refers to horizontal framing members that provide secure installation of grab bars and is straightforward to implement. The requirement can be required for all building permit applications.



Category 6: Landscaping

6a.(5) Projects that indicate fencing on-site will be built with at least 70% of Forest Stewardship Council certified, recycled plastic or composite lumber are awarded 2 points; otherwise 0 points are awarded.

- ◇ To receive points, the application must indicate that the applicant intends to qualify for the criterion. ADU only applications with existing fencing receive full points. This commitment is followed through as a condition of approval.

6a.(8) Five points are awarded to projects that integrate shade trees of an appropriate species into the landscape; otherwise 0 points are awarded.

- ◇ To receive points, the application must indicate that the applicant intends to qualify for the criterion. ADU only applications, with an existing shade tree receive full points. This commitment is followed through as a condition of approval.

6a.(11) For projects that use non-plant landscape elements, 5 points are awarded to those that use at least 50% salvaged or recycled-content materials.



- ◇ To receive points, the application must indicate that the applicant intends to qualify for the criterion. This commitment is followed through as a condition of approval.

6a.(13) To reduce heat-island effects, 5 points are awarded to projects where at least 50% of all non-roof impervious surfaces on site consist of light-colored, high-albedo materials with a solar reflectance index ≤ 0.3 .

- ◇ To receive points, the application must indicate that the applicant intends to qualify for the criterion. This commitment is followed through as a condition of approval.

6a.(14) Ten points are awarded to projects where at least 50% of all non-roof materials are pervious.

- ◇ “Pervious materials” include aggregate, pervious pavers, mulch, landscape areas, and others.

6a.(15) Rainwater harvesting

systems are provided on-site:

Either none or one of the following may be awarded based on application, but not both.

- Less than 350 gallon capacity.
 - ◇ *Points awarded if application indicates applicant’s intent to qualify for the criterion; in such case, the criterion will be a condition of approval.*
- Greater than 350 gallon capacity.
 - ◇ *Points awarded if application indicates applicant’s intent to qualify for the criterion; in such case, the criterion will be a condition of approval. 350 gallons or greater qualifies.*

