



HOUSING COMMISSION MINUTES

Regular Meeting
September 3, 2003
5:30 pm

Administrative Building Conference Room, First Floor
701 Laurel Street, Menlo Park, CA 94025-3483

CALL TO ORDER

Steve Bliss called the meeting to order at 5:30 p.m. in the Administrative Building Main Conference Room.

ROLL CALL

Housing Commission Members Present:

Steven Bliss, Chair; John Donald; Elza Keet; Kirsten Keith; Carol Louchheim, Wendy McPherson

Housing Commission Member Absent:

Clarice O'Neal

Staff Present:

Gretchen Hillard, Housing and Redevelopment Manager

PUBLIC COMMENT: There was no public comment.

REPORTS AND ANNOUNCEMENTS

1. **Housing Element Update.** Staff reported that the Housing Element update has been merged with review of the General Plan, which will begin later in the year. They discussed the implications for the availability of funds to the City, because many funding sources require a certified Housing Element. After discussion, they agreed to set discussion of delay in updating the Housing Element for the implications for availability of funds, as an agenda item for the next regular Housing Commission meeting.
2. **Welcome new member – Kirsten Keith.** The Commissioners welcomed Kirsten Keith to their membership.

BUSINESS ITEMS

1. **Thank you, Commissioner Jane West.** Chair Steve Bliss presented Jane West with a bouquet and a card and thanked her for her many years of service.
2. **Approval of August 6, 2003 Minutes.** Elza Keet made the motion and Carol Louchheim seconded, to approve the August 6, 2003 Minutes with two changes: (1) Add "s" to "Member" to change the second title under ROLL CALL to read

“Housing Commission Members Absent”, and, under item D.6., second line, change “tome” to “time”. (M/S Keet/Louchheim, 6-0-1, Keith abstained)

3. **Review of Loan Advisory Committee member commitment:** The Commissioners reviewed their commitments, and Wendy McPherson volunteered for January 2004, Kirsten Keith for April 2004, and Carol Louchheim for June 2004.
4. **Housing Commission priorities.** Gretchen Hillard introduced the discussion by referring to the Affordable Housing Action Plan, the City’s last adopted housing policy document, and referring to the Implementation Plan. The Commissioners discussed the list extensively, and decided to define a few action items to agendaize in the next few months, and to maintain a list of other items.

Elza Keet pointed out that Items 5 through 8 had not been completed. Carol Louchheim asked how the Commission could find out about what else is happening in the County. The Commissioners agreed to invite Chris Mohr of the Housing Leadership Council to a future meeting. The Commissioners discussed what percentage of BMR units would depress the price of market rate units in the Hamilton Avenue development. They also discussed what percentage of BMR units they would support. Elza pointed out that with the City subsidy of about \$300,000 per unit, housing units cost the same per unit to produce as at Linfield Drive. Carol Louchheim made the motion to approve the following list of policy priorities for the Housing Commission to address in the next few months. (M/S Louchheim/Donald 6-0)

- a. Housing Commission to explore alternative uses for the BMR Fund
- b. Continue to pursue creation of BMR units at the Hamilton Avenue park and housing development
- c. City to research/assess additional non-City funding sources that can be used for housing programs and projects, including the transit corridor initiative, the Housing Leadership Council, transit-oriented housing bonus and others. Also to investigate the impact of delaying Housing Element development and certification on the availability of those funds.
- d. How to get information out to residents about the City’s existing housing programs

The other policy priorities are:

- e. City to work with adjacent cities to address local housing needs.
- f. City to hold discussion with public agencies and private organizations regarding sites that are presently under-utilized that could become housing opportunity sites.
- g. Initiate work program for the Oak Grove site or a similar site.

5. Redevelopment Agency. The Commissioners agendaized the following items for future meetings:

- Past and planned efforts of the redevelopment agency with respect to housing
- Budget, why balance is down by half
- Overview of the City's organizational structure and where responsibilities are assigned

6. Marketing the City's existing housing programs. This item was included in the list of policy items for discussion in the near future in agenda item No. 4.

7. Appointment of new vice chair. Wendy McPherson made the motion to nominate Elza Keet as the new Housing Commission Vice-Chair. (M/S McPherson/Keith 6-0)

D. INFORMATION ITEM

1. Update on the Hamilton Avenue Park and Housing Development. The Commissioners reviewed the August 26, 2003 Agency Board meeting and discussed the Commission's position on the provision of Below Market Rate housing. They reviewed the schedule for review and approval of the application for development and the BMR Agreement.

E. ADJOURNMENT. The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Gretchen Hillard
Housing and Redevelopment Manager