



## HOUSING COMMISSION MINUTES

Regular Meeting  
May 5, 2004  
5:30 pm

City Council Conference Room, First Floor  
701 Laurel Street, Menlo Park, CA 94025-3483

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### CALL TO ORDER

Elza Keet called the meeting to order at 5:30 p.m. in the Administrative Building City Council Conference Room.

### ROLL CALL

#### Housing Commission Members Present:

Elza Keet, Chair; Carol Louchheim, Vice-Chair; John Donald;  
Kirsten Keith; Wendy McPherson; Clarice O'Neal

**Housing Commission Member Absent:** - None

**Staff Present:** Gretchen Hillard, Housing and Redevelopment; Jeffrey Smith, Associate Planner; Justin Murphy, Principal Planner

**A. PUBLIC COMMENT:** None.

**B. REPORTS AND ANNOUNCEMENTS - None.**

### C. BUSINESS ITEMS

#### 1. Study Session – Below Market Rate Housing Program proposal for 1460 El Camino Real (Beltramo property)

Lee Ashby introduced himself as the architect for the development proposal at 1460 El Camino Real. He described the development as mixed use, with 26,800 square feet in two stories of office on El Camino Real and 16 townhomes with garages one-half story down extending to San Antonio Avenue. Two three-bedroom town homes and 14 two-bedroom townhomes are proposed, including three two-bedroom BMR unit town homes distributed throughout the site. They proposed a preference for teachers at schools within a one-half mile radius. John Beltramo joined Lee Ashby in the discussion with the Commissioners. The Commissioners /noted that the schools within the half mile would include St. Joseph/Sacred Heart, Menlo School, Nativity School and Ensenal School. Elza Keet noted that the City's housing surveys have shown that teachers have smaller households, and that two-bedroom units would serve that need.

John Donald observed that ten percent of 16 townhouses is 1.6 units, rounded up is two; and that 1.4 housing units for the commercial portion, rounded up is two, so the total contribution required would be four BMR units. Lee Ashby said that they could not pursue the project financially if there were four BMR units. Also that they couldn't build an additional unit because the 75% Floor Area Ratio maximum would reduce the size of all the other units, making them less marketable.

John Beltramo expanded on the request for a preference for teachers at schools within a one-half mile limit by stating that it represents a reasonable limit for walking to work. He also said that, even though most of the schools are not located within the City of Menlo Park boundaries, they serve a majority of Menlo Park students.

Kirsten Keith asked if the City could buy down the cost of a unit to a BMR unit price and include it in the program. The Commissioners discussed ideas about purchasing an additional BMR unit, noting that it would be complicated by the fact that it would be rental, and that the City would want the option to purchase in the development were sold as condominiums later on.

**2. Criteria Evaluation and Selection Process for use with BMR Fund Program Selection**

The Commissioners completed the criteria evaluation, and Gretchen Hillard took the results to process before the next meeting.

**3. Recommendation that BMR Fund provide additional funding for the First-time Homebuyer Loan Program and possible change to increase maximum loan amount**

Gretchen Hillard stated that she had not had time to prepare more information about possibilities for extending the PAL loan program, and would plan to prepare it for the next meeting.

**4. Finding that use of redevelopment housing funds for administrative costs to provide low and moderate income housing citywide is a benefit to the redevelopment project area**

Gretchen Hillard explained that the finding would state that use of BMR Funds to administer City housing programs was of benefit to the redevelopment project area. She said that she had not yet prepared the resolution with the finding, but that she would prepare it for the budget proposal when it was presented to the Agency Board. She will provide a copy to the Housing Commission.

**5. Approval of April 14, 2004 Minutes**

Wendy McPherson made the motion to approve the Minutes as amended.  
(M/S McPherson/Kirsten Keith and Clarice O'Neal, Motion carried 6-0.

**D. INFORMATION ITEMS**

**1. Monthly Report on the Housing Rehabilitation Loan Program for March 2004.**

Noted and filed.

**2. Review of Loan Advisory Committee Minutes for March 8, 2004 and March 26, 2004.** Noted and filed.

**E. ADJOURNMENT** The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Gretchen Hillard  
Housing and Redevelopment Manager

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