



HOUSING COMMISSION MINUTES

Regular Meeting

June 1, 2005

5:30 p.m.

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

CALL TO ORDER

Chairperson Carol Louchheim called the meeting to order at 5:30 p.m. in the Administrative Building City Council Conference Room. She asked John Donald to run the meeting.

ROLL CALL

Housing Commission Members Present: Patricia Boyle, John Donald, Vice-Chair; Carol Louchheim, Chair; Elza Keet; Jack O'Malley; Clarice O'Neal

Housing Commission Member Absent: Anne Moser

Staff Present: Deanna Chow, Associate Planner, Gretchen Hillard, Housing and Redevelopment Manager

A. PUBLIC COMMENT – None.

B. REPORTS AND ANNOUNCEMENTS – The Commissioners reviewed John O'Malley's report on the length on time that one and two person households had been on the BMR Waiting List.

C. BUSINESS ITEMS

1. Approval of May 4, 2005 Minutes Elza Keet made the motion to approve the May 4, 2005 Minutes. (M/S Keet/Donald, 6-0).
2. Recommendation to City Council concerning BMR Agreement for 1050-1060 Pine Street

Carol Louchheim opened the discussion of the BMR Agreement for the proposed condominium conversion at 1050-1060 Pine Street. Gretchen Hillard introduced Deanna Chow, Planner, Robert Barnick, the project's principal representative, and Charles Pick, the project's architect. Deanna Chow described the development proposal and permits required, as well as the timeline for approval. Charles Pick explained that the approach is to "keep it simple." The project will be brought up to code as much as possible, plus adding a couple of bay windows, switching to Class A shingle from cedar roofing, adding new siding, and additional insulation between units.

The proposed BMR unit is a middle unit. All units are of similar size. Each unit has a covered and uncovered parking space. Durable white appliances will be installed unless it is decided to install luxury grade for the market rate units, which may then be stainless steel, with white still in the BMR unit. They don't know yet how much the homeowner's dues will be.

Carol Louchheim pointed out that this is a good proposal considering one out of six units will be a BMR unit. There was a discussion about notice to the tenants and what would occur if the tenant in the BMR unit wished to purchase it. Charles Pick explained that that tenant is not interested in purchasing the unit. Patricia Boyle made the motion to

recommend the BMR Agreement as proposed to the City Council. (M/S Boyle/Keet&O'Neal, 6-0)

3. Proposed City of Menlo Park Housing Element

Patricia Boyle said that the next Housing Elements will be due in 2007 and there is a Legislative Committee trying to find funds to pay for the data gathering by agencies like ABAG. So it could be that the funds won't be available and Menlo Park will be out of compliance until 2007. She and the other Commissioners expressed concern about this, and the fact that Menlo Park is one of only five cities in San Mateo County without a certified Housing Element. They wondered why the EIR process wasn't finished, and if it could be now. They observed that if it could be completed, it would be much easier to update later. They said that the Housing Element would serve as a road map for producing affordable housing. They noted that there are not a lot of consequences now for not having a certified Housing Element, but that the City is contributing to the HEART fund and would not be eligible to use HEART funds.

The Commissioners requested that staff arrange a meeting for a discussion between Patricia Boyle and the staff person closest to the process, to understand where the Housing Element process is and what the options are. Patricia Boyle would then write a report to the Housing Commission to explain the answers for the next meeting on June 29.

4. Housing Loan Committee Minutes of May 11, 2005

The Commissioners accepted the Loan Committee Minutes of May 11, 2005, after observing the large number of loans that had been approved.

B. INFORMATION ITEM

1 Fair Housing Week, June 3 – 11

Several Commissioners discussed events that will occur during Fair Housing Week, some of which they will attend.

E. ADJOURNMENT The meeting was adjourned at 6:40 p.m. (M/S Boyle/O'Malley, 6-0)

Respectfully submitted,

Gretchen Hillard
Housing and Redevelopment Manager