



## HOUSING COMMISSION MINUTES

Regular Meeting

August 15, 2005

5:30 p.m.

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

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### CALL TO ORDER

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

### ROLL CALL

**Housing Commission Members Present:** Patricia Boyle, Carol Louchheim, Chair; Elza Keet; Anne Moser; Jack O'Malley;

**Housing Commission Member Absent:** Clarice O'Neal

**Staff Present:** Arlinda Heineck, Community Development Director, Justin Murphy, Director of Development Services, Gretchen Hillard, Housing and Redevelopment Manager

**A. PUBLIC COMMENT** – None.

**B. REPORTS AND ANNOUNCEMENTS** – Gretchen Hillard reported that she will be retiring in September. The Commissioners agreed to change their next meeting date to August 31, 2005. Carol Louchheim proposed that the order of the agenda be rearranged to put Item 2. first. (M/S Louchheim/Keet, 5-0)

### C. BUSINESS ITEMS

1. Approval of June 1, 2005 Minutes The Members agreed to defer the June 1, 2005 Minutes until the next meeting because the packets had not arrived before the meeting, and most Members had not had a chance to read the Minutes.
2. Recommendation to City Council concerning BMR Agreement for 110 and 175 Linfield Drive

The Commissioners discussed the fact that the packets had not arrived by mail, so they were looking at the information on the BMR proposal for the first time. Gretchen Hillard summarized the staff memo, covering the history of the proposal and points that the Commission is required to cover in its recommendation, based on the BMR Guidelines. Patricia Boyle stated that the BMR units have the smallest square footage of all the units. Kevin Fryer summarized the previous proposal and compared it with the current one. There was a discussion of fireplaces, two car garages and porches. The Commissioners determined that they were looking at two separate proposals, one for each address, that would each have a separate BMR Agreement.

Elza Keet stated that the BMR units are all two bedrooms and posed the question whether the distribution requirement in the Guidelines should be based on square footage or number of bedrooms. She proposed for study that the Commission consider recommending instead, at 110 Linfield one Plan 1 at 1473 s.f., one Plan 3A at 1666 s.f. and

one Plan 3C at 1666 s.f. Kevin Fryer stated that the cost would increase by \$400,000 to accomplish the change.

Carol Louchheim pointed out that there are three 1As in the development and they are all BMR units. Patricia Boyle proposed the alternative of a 1A, a 2A and a four bedroom unit. Anne Moser suggest Lot 19 instead of Lot 18. Kevin Fryer said that at 175 Linfield Plans 1A and 2A are used for both BMRs and market rate units. Jack O'Malley said that he would abstain on the votes because he could not make an informed decision without a chance to read and evaluate the information in the packet. He pointed out that the smallest units are BMRs, which doesn't meet the Commission's charge, and that he doesn't want to make the requirement more expensive than necessary. Elza Keet said she supported deciding tonight. Jack O'Malley proposed that the Commission wait. When asked, staff said it would be helpful to move the approval process along to have a decision tonight, and described the review process with dates, with the Planning Commission meeting on September 12 and the City Council meeting later.

Carol Louchheim posited Eliza Keet's proposal with two Plan 1As and one Plan 2A, pointing out the cost problems. She suggested switching to lots 4 and 19 ( 2A Plans), resulting in BMR units on lots 4, 13, and 19, with in lieu fees paid by lots 14 and 20. (M/S Keet/Boyle, 4-0-1, O'Malley abstained)

Next the Commissioners reviewed the proposal for 175 Linfield. They reviewed a large drawing of elevations of homes and agreed that market rate and BMR units would be indistinguishable from the exterior. Five BMR units were proposed, three Plan 1A, two Plan 2A. There are one Plan 1A and three Plan 2a market rate units. Elza Keet stated that the distribution would be improved if there were two Plan 1As, two Plan 2As and one Plan 3A or 3C. Patricia Boyle stated that since there are both market rates and BMRs in the Plan 1A and 2A designs that a 3A or 3C was not necessary. Elza Keet reiterated that the distribution would work better if one of the larger houses were a BMR. The Commissioners stated that they thought that the redesign was a great improvement over the earlier proposal. The exteriors of the homes are varied but not indistinguishable. Patricia Boyle made the proposal to recommend lots 1, 7, 9, 13, and 19 as BMR units at 175 Linfield with lot 25 paying the in lieu fees. (M/S Moser/Keet, 4-0-1; O'Malley abstained).

3. Discussion of tenants' rights in condominium conversions and rental developments where units are brought into the BMR Rental Program

Linda Heineck stated that a tenant at 1050 Pine Street wanted to buy the designated BMR unit. The condominium conversion section of the subdivision ordinance gives tenants the right to buy the unit they live in. If his unit had been designated as a BMR unit, then another unit that another tenant chose not to buy would be made available for him to buy. As the Subdivision Ordinance and BMR Guidelines are now written, households on the BMR Waiting List have first priority to buy BMR units. Displaced tenants have the first opportunity to buy the units that they are living in, but not as BMRs. Elza Keet stated that the City must determine which units would be purchased by tenants before the BMR unit is designated.

Patricia Boyle said that this could be dealt with by drafting a policy or on a case by case basis. Arlinda Heineck said that no policy is needed unless a new policy stating that displaced people can bump to the top of the BMR Waiting List is proposed. Elza Keet observed that there is a conflict. Arlinda Heineck stated that the Subdivision Ordinance does not address BMR units. BMR units are covered in the BMR Guidelines and BMR Ordinance. Carol Louchheim asked what the staff recommended. Arlinda Heineck said staff recommends that the policy be left as it is. Jack O'Malley said that he agreed.

Patricia Boyle asked if the tenants were eligible for a PAL loan, and raised the thought that there might be other ways to help them achieve homeownership. Anne Moser summarized the consensus not to take any actions, and later to consider the idea that if all units were to sell, then the property owner would pay in lieu fees.

4. Housing Loan Committee Minutes of June 6 and Jun 13, 2005. This item was deferred to the next meeting.
5. Monthly Report on the Housing Rehabilitation Loan Program for May and June 2005 This item was deferred to the next meeting.
6. Election of Vice-Chairperson Carol Louchheim stated that it is a Housing Commission tradition to elect as Vice Chairperson the person with the greatest seniority; and that the Vice Chairperson is the person who is in line to become the Chair for the next year. She suggested Anne Moser for the Vice Chairperson position. Elza Keet made the motion. (M/S Keet/Boyle, 5-0)

## **B. INFORMATION ITEMS**

1. Housing Element Patricia Boyle stated that she would make the report in September.
2. Report on green building in the Netherlands by Elza Keet Elza Keet said that she would make the report in October.
3. City Council Budget Study Gretchen Hillard described the new budget process. Then Jack O'Malley described the work of the Budget Advisory Committee, and the work and issues the Budget Advisory Committee is addressing.

**E. ADJOURNMENT** The meeting was adjourned at 7:15 p.m. by consensus.

Respectfully submitted,

Gretchen Hillard  
Housing and Redevelopment Manager