



HOUSING COMMISSION MEETING MINUTES

Wednesday, January 6, 2010 at 5:30 p.m.
701 Laurel Street, Menlo Park, CA 94025
Administrative Building Conference Room, First Floor

Chair Moser called the meeting to order at 5:30 p.m. in the Administrative Building Conference Room.

ROLL CALL – John Bautista, Patricia Boyle (Vice Chair), Carolyn Clarke, Anne Moser (Chair), Brian Steuer, Katherine Strehl, Brigid Van Randall.

New Housing Commissioner Brigid Van Randall introduced herself to the Commission. She said she is a realtor for Coldwell Banker and interested in housing and political issues. The Commissioners welcomed her and then introduced themselves in turn.

Housing Manager Frederick introduced David Johnson, City of Menlo Park Economic Development Manager, and Cherise Brandell, City of Menlo Park Community Services Director. Housing Manager Frederick announced there has been a change in the structure of City management. In addition to continuing as the City's Economic Development Manager, David Johnson will also manage the redevelopment agency. Mr. Johnson introduced himself to the Commission and explained that in this new capacity his responsibilities lie in the non-housing portion of the redevelopment agency. Cherise Brandell introduced herself as having most recently served as the City's Community Engagement Officer. Ms. Brandell became Community Services Director on Monday and will now oversee housing programs and activities. The Housing and Redevelopment Division will now be part of the Community and Neighborhood Services Department. Ms. Brandell said this new structure will allow the City to focus on community building.

A. PUBLIC COMMENT – None.

B. REGULAR BUSINESS

1. Election of Chair and Vice-Chair for 2010

M/S Strehl/Clarke to appoint Vice-Chair Boyle as Housing Commission Chair for 2010; 7-0-0.

M/S Moser/Bautista to appoint Brian Steuer as Housing Commission Vice-Chair for 2010; 7-0-0.

The Commission thanked outgoing Chair Moser for her service as Chair in 2009.

2. Loan Committee Assignments for 2010

Commissioners volunteered to serve on the Housing Loan Committee for the following months in 2010:

January – Anne Moser
February – Katherine Strehl
March – Brian Steuer

April – Brigid Van Randall
May – Carolyn Clarke
June – John Bautista
July – Patricia Boyle
August – Katherine Strehl
September – Brian Steuer
October – Brigid Van Randall
November – Carolyn Clarke
December – John Bautista

3. Approval of December 2, 2009 Minutes

Housing Manager Frederick said management will now require action minutes.

M/S Boyle/Strehl to approve the December 2, 2009 minutes as presented; 4-0-3, with Commissioners Bautista, Steuer, and Van Randall abstaining.

C. REPORTS AND ANNOUNCEMENTS

1. Update on Housing Activity (Report from Staff)

Housing Manager Frederick reported on the following December housing activity:

- A three-bedroom, two and a half-bath BMR unit in Vintage Oaks was resold to a family on the BMR waiting list.
- Last week, the City issued the former owner of the one-bedroom BMR condominium unit at Menlo Square a notice to vacate. She responded to the City for the very first time by requesting a two-week extension to vacate, which was granted.

2. Monthly Report on Housing Rehabilitation Loan Program for November 2009

Housing Manager Frederick reported that Housing Rehabilitation Specialist George Starmer recently completed a roof replacement, as well as a couple of other projects of a similar nature. The Hill home, which had burned down, is still in process.

3. Report from the Chair

Chair Boyle reported she was just notified this afternoon (via memo) about the City's Five-Year Capital Improvement Program and Community Asset Management Plan. There will be an organizing meeting in which Commissions are required to participate on January 13. Recommendations from the Commissions are due in February.

M/S Moser/Boyle to respond to the memo's author that this is not an agenda item and the Commission cannot discuss it until its February meeting, so the Commission will be unable to meet the February deadline; 7-0-0.

Chair Boyle requested that staff provide all members of the Commission with copies of the memo.

Chair Boyle also reported that members of the community are arranging for Don Weden, former Chief Planner for Santa Clara County, to speak in Menlo Park. It is hoped he will speak at the new Menlo-Atherton performing arts theater in March.

4. Commission Member Reports – None.

Commissioners Strehl and Bautista left the meeting at 6:45 p.m.

D. INFORMATION ITEMS

1. Hamilton Avenue Update

Housing Manager Frederick provided an update on the Hamilton Avenue development site. The two Belle Haven community meetings were poorly attended however a staff report will go to the City Council on January 26. An architect has been commissioned to provide a preliminary rendering of the project.

Commissioner Clarke provided the Commission with comments that Matt Henry had asked her to share on behalf of the Belle Haven Homeowner's Association. The comments included specific recommendations regarding the proposed project and the development process.

2. Update on Foreclosure Programs

Housing Manager Frederick reported that staff has now received four applications for the Foreclosure Prevention Program. Staff recently held a conference call about the program with representatives from Bank of America, Northern California Urban Development (NCUD), and the EARN Group. At the end of December, the City made an offer to purchase a home in Belle Haven. Staff is taking this item to City Council next week to approve purchase of the home. If approved, the home will be fully rehabbed and sold through the BMR Program.

Deven Richardson, Director of Real Estate Development for Habitat for Humanity Greater San Francisco, provided an update on the Habitat-Menlo Park program. Habitat has already purchased three homes in the Belle Haven neighborhood, all of which were purchased by households on the City's BMR waiting list. Habitat has purchased a fourth home now and has identified a fifth. Habitat is gearing up to start the homeowner selection process for the fourth and fifth homes and Mr. Richardson thanked the City for its part in the program. Habitat hopes to acquire an additional five homes in Menlo Park.

3. BMR and RDA Annual Reports

There was no discussion.

E. ADJOURNMENT – 7:10 p.m.

Minutes submitted by: Megan Nee, Management Analyst