



HOUSING COMMISSION MEETING MINUTES

Wednesday, November 3, 2010 at 5:30 p.m.
701 Laurel Street, Menlo Park, CA 94025
Administrative Building Conference Room, First Floor

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

ROLL CALL –

Commissioners Present: Patricia Boyle (Chair), Sally Cadigan, Carolyn Clarke, Anne Moser, Yvonne Murray, Brigid Van Randall (Vice-Chair).

Commissioners Absent: John Bautista.

Staff Present: Douglas Frederick, Housing Manager; Megan Nee, Management Analyst.

A. PUBLIC COMMENT #1 - None

B. REGULAR BUSINESS

1. Adoption of the 2-Year Work Plan

Housing Manager Frederick said that City Clerk Roberts is unable to be here tonight. Regarding the proposed final Commission Work Plan that the Commission had in front of them, Housing Manager Frederick said that City Clerk Roberts had told him that a couple of things had been left out. However, he said, they probably aren't major and will be added prior to presentation to the City Council.

The Commission discussed how to implement the Work Plan and outreach strategies, including public access television (do people know about it and do they watch it?) and putting information in the City's Activity Guide. Housing Manager Frederick reported that staff has planned to include information about City housing programs in the next issue of the Activity Guide. Commissioner Moser suggested utilizing local college students to help with outreach because they are frequently looking for projects and wouldn't cost the City very much. Commissioner Murray suggested that for the Work Plan goals, priorities, and/or tasks, the Commission should identify Commissioners to be accountable for them and make sure the Commission is working on them. The Commission was receptive to this idea but decided such a step should wait until another meeting and that the Commission's focus this evening should be on review of the proposed Work Plan for recommendation of approval to City Council.

The Commission then discussed the Work Plan goal/priority/task entitled "Housing Element." Housing Manager Frederick announced he has just learned that ABAG (Association of Bay Area Governments) is starting the process for the next round of housing production numbers, or Regional Housing Numbers Allocation (RHNA). He explained about this process and Chair Boyle explained about the Housing Element and

the sub-regional process in San Mateo County. Housing Manager Frederick explained the obstacles to undertaking the Housing Element. Although it was concluded that nothing can be done with the Housing Element right now, Commissioners can become familiar with the El Camino Real Downtown Specific Plan as it relates to housing.

In regards to the Work Plan as a whole, Commissioner Moser commented that she thinks it is “overkill” due to the possibility that staff and the Commission won’t do anything about it, and also in terms of its waste of resources (uses too much paper). Housing Manager Frederick said that staff can include items for discussion that relate to the Work Plan on the Commission’s meeting agenda each month.

M/S Cadigan/Moser to present the proposed Work Plan to the City Council for approval; 6-0-0.

2. Approval of the Commission Meeting Minutes from October 6, 2010

M/S Moser/Murray to approve the minutes as presented; 6-0-0.

C. REPORTS AND ANNOUNCEMENTS

1. Report on the City Council Housing Study Session

Housing Manager Frederick reported on the following topics as discussed at the City Council study session on October 19th:

Habitat for Humanity’s Terminal Avenue Project

Council members Fergusson and Robinson are forming a subcommittee to study this topic. Since Council member Robinson was not re-elected yesterday, staff and City Council will have to figure out how to take this next step. Two members of the current City Council expressed thoughts that the project is untenable and the other three members voiced support for the subcommittee. However, there will be a new Council soon as a result of the election so we’ll have to wait and see what happens.

Chair Boyle said she’s heard a member of the community suggest the following idea: sell the site to the school for a reasonable fee and incorporate affordable teacher housing there and possibly also a library. Many Commissioners expressed interest in this idea. Housing Manager Frederick said it is not likely that a library would be built there.

Hamilton Avenue

The Council accepted staff’s recommendation to reimburse the Redevelopment Agency’s Housing Set-Aside Fund from its Non-Housing Fund. It expressed support for continuing to work with the community to meet the City’s/Agency’s needs but without overwhelming the community.

Changes to the Neighborhood Stabilization Program (NSP)

The Council does not want to make changes to the program or expand it.

EIR for Housing Element

This will be included in the City's CIP (Capital Improvement Project) budget for 2011-2012.

Other Development Opportunities

The Council accepted staff's recommendation that the City be more proactive in pursuing additional BMR units through participation in development opportunities. Commissioner Moser stated that at the meeting someone commented that developers should not be allowed to pay fees in lieu of providing actual BMR units. Housing Manager Frederick said this was just an idea and wasn't a specific direction to staff.

In conclusion, Commissioner Moser complimented Housing Manager Frederick and his presentation to City Council at the study session.

2. Update on Housing Activity (Report from Staff)

Housing Manager Frederick reported that the BMR resale located at 2160 Santa Cruz Avenue #9 had finally closed escrow. In addition, construction is scheduled to begin soon on one of two remaining BMR units in the Morgan Lane development.

3. Monthly Report on Housing Rehabilitation Loan Program for September 2010

The Hill home is almost complete and Mr. Hill should be moving in next week or the week after. Also, the Housing Loan Committee approved funding for three new loans today.

4. Report from the Chair

Chair Boyle reported on Housing Leadership Day.

5. Commission Member Reports

Commissioner Clarke also reported on Housing Leadership Day. She said it impressed her very much.

Commissioner Cadigan provided a report on the Clara-Mateo homeless/emergency housing shelter located on the grounds of the Menlo Park V.A. She said it hasn't been formally announced but the V.A. will give the shelter another year to find a new location (it was originally supposed to move by December 1st of this year). The shelter would also like to negotiate with the V.A. to create some sort of permanent place for the shelter there.

D. INFORMATION ITEMS – None.

E. PUBLIC COMMENT #2 – None.

F. ADJOURNMENT – 6:30 p.m.

Minutes submitted by: Megan Nee, Management Analyst