



HOUSING COMMISSION MEETING MINUTES

Wednesday, September 7, 2011 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: John Bautista, Patricia Boyle (Chair), Sally Cadigan, Carolyn Clarke (arrived at 5:40 p.m.), Anne Moser, Brigid Van Randall.

Commissioners Absent: Yvonne Murray (Vice-Chair).

Staff Present: Megan Nee, Management Analyst; Deanna Chow, Senior Planner; Kyle Perata, Assistant Planner.

A. PUBLIC COMMENT #1 - None

B. REGULAR BUSINESS

1. BMR Agreement for 1460 O'Brien Drive

Senior Planner Deanna Chow introduced the item. The applicant, CA 1460 O'Brien, LLC, was represented by Robert Williamson. Commissioner Moser inquired if the applicant owns any other land in Menlo Park that would be suitable for housing. Mr. Williamson responded that the property at 1460 O'Brien Drive is the only property the company owns in Menlo Park. He said that in addition to another new tenant, his company will occupy the renovated building as well. The renovation includes adding a basketball court, to which both tenants of the building will have access. In response to a question from the Commission, Mr. Williamson said the City is including the basketball court as an office or Group A use, which means it is assessed at the higher Group A commercial in lieu fee (\$14.50 per square foot of gross floor area) along with the rest of the proposed renovated space.

Commissioner Bautista asked if the proposed all-office usage is compatible with the surrounding area and Senior Planner Chow responded that it is. Commissioners also inquired about the number of employees the new tenants are likely to have and possible impacts to traffic as a result of these employees. Mr. Williamson explained that the proposed new tenants of the property are all light office users and should not impact traffic at all. In response to a request from Commissioner Bautista, Senior Planner Chow explained how the commercial in lieu fees for the proposed project were calculated. She showed the Commission the existing and proposed floor plans for the building and explained that the applicant gets credit for the existing uses (both Group A and Group B,

which are office and non-office). The fee of \$68,077.94 equals the net difference between the credit for the existing uses and the fee for the all-new office space (Group A).

M/S Bautista/Van Randall to recommend the City Council approve the proposed BMR Agreement for 1460 O'Brien Drive, in which the applicant will pay \$68,077.94 in lieu of providing below market rate housing units; 6-0-0.

2. Approval of August 3, 2011 Minutes

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

3. Chair Boyle's Comments to the Planning Commission on the Downtown/El Camino Real Specific Plan

Commissioners thanked Chair Boyle for delivering the Commission's recommendation regarding the Downtown/El Camino Real Specific Plan to the Planning Commission at its hearing on August 4, 2011. Chair Boyle said that at one of the meetings the possibility of developing hotels was discussed. She said before she'd support this idea she would like to know how much revenue the City is getting from the Rosewood Hotel. It was suggested that Housing Manager Frederick or the City's Finance Director, Carol Augustine, could provide this information.

Chair Boyle reported there will be a City Council study session regarding the Downtown/El Camino Real Specific Plan on September 13th. The City Council is still accepting community input on the matter. Council will again consider the matter on September 20th and Chair Boyle encouraged Commissioners to attend.

Commissioner Bautista suggested that open, public space and sufficient set-backs would allow people to meet and would be desirable. Commissioners concurred. Set-backs are part of the proposed plan, Chair Boyle said. Commissioners identified specific examples of these ideas in the community, for instance the area in front of Borrone's and Courthouse Square in Redwood City. Examples of things to avoid were also identified. Chair Boyle expressed support for housing over retail and said she would like to take pictures of examples of this in Menlo Park, which she would then put together for people to look at.

Commissioner Moser asked that staff provide the Commission with an update on the status of the BMR waiting list at the next Commission meeting or so. Management Analyst Nee said she will do this. Chair Boyle asked if staff can send a notice to everyone on the BMR waiting list encouraging them to attend the study sessions. Management Analyst Nee responded she does not think this is possible and/or advisable. The Commission also discussed an objection to "multi-family housing" that someone made at one of the planning meetings.

C. REPORTS AND ANNOUNCEMENTS

1. Update on Housing Activity (Report from Staff)

Management Analyst Nee made an announcement about the second annual San Mateo County Foreclosure Resource Fair, to be held on Saturday, October 1st from 9:00 a.m. to 1:00 p.m. The Resource Fair will be held in the Arrillaga Family Recreation Center and it is projected that approximately 300 people will attend. City Housing Division staff is on the planning committee for the fair and the City of Menlo Park is a sponsor, along with other cities in the county, lenders, and local not-for-profit community organizations. The fair is being spear-headed by the Office of Supervisor Rose Jacobs Gibson and will serve residents county-wide, whereas last year it was focused on south county residents. Management Analyst Nee and the Supervisor's Office are distributing information about the fair to the Menlo Park community. Management Analyst Nee provided Commissioners with flyers for the fair in English, Spanish, and Tongan and requested that Commissioners distribute them to their networks. She said most churches in Menlo Park had been contacted but asked if any Commissioners were willing to help contact the remaining few. Commissioners Moser and Cadigan volunteered to do so. Commissioner Van Randall volunteered to distribute the flyer to some of her real estate colleagues.

Management Analyst Nee also provided a report on the status of the Hollyburne home.

2. Monthly Report on Housing Rehabilitation Loan Program for July 2011

The Commissioners accepted the report.

3. Report from the Chair

Chair Boyle provided a report on the Grand Boulevard Initiative Forum, which she is helping plan. A date for the forum has not yet been set, but it will be sometime in early November. The forum will be a way to tell people about the initiative and is meant to be a visioning process.

4. Commission Member Reports

None.

D. INFORMATION ITEMS

1. None

E. PUBLIC COMMENT #2 – None.

F. ADJOURNMENT – 6:20 p.m.

Minutes submitted by: Megan Nee, Management Analyst