



## HOUSING COMMISSION MEETING MINUTES

Wednesday, November 2, 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:** Patricia Boyle (Chair), Sally Cadigan, Carolyn Clarke, Anne Moser.

**Commissioners Absent:** John Bautista, Yvonne Murray (Vice-Chair), Brigid Van Randall.

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

### A. PUBLIC COMMENT #1 - None

### B. REGULAR BUSINESS

#### 1. List of Properties for Possible Housing Element Inclusion

Housing Manager Frederick said the list was used during the 2005 Housing Element update, which was never completed due to the expense of having to complete an EIR for all of the potential housing sites. The Commission went through the list and noted the current status of each property, including some in which the status was unknown. Of the 21 properties on the list, at least eight were identified as completed, already in progress, or entitled for another use. One site, Terminal Avenue, was identified as officially “off the table.” Some sites were thought to be expansions of existing density at unspecified sites. The following four sites/projects were discussed as possible additions to the list: Cadillac site, Stanford land, downtown area all along Santa Cruz Avenue, and the Matteson property.

The meeting was briefly suspended at 5:55 p.m. when Commissioner Clarke left the room. The meeting resumed upon her return at 6:00 p.m.

Commissioners expressed interest in the City partnering with non-profits to develop sites that become available. The Commission also expressed support in general for creative financing strategies for the development of affordable housing.

#### 2. Potential Housing Strategies for Housing Element

Housing Manager Frederick said the collection of housing strategies came from a database from last year of the 21 Elements group. Chair Boyle noted she was particularly impressed with some innovative ideas from the Cities of Burlingame, San Mateo, and Foster City. Housing Manager Frederick noted that these are just ideas and we don't know how many have been implemented or are actual law. Following a discussion, Chair

Boyle said she would like to continue this next time with a little more structure when the rest of the Commission is present. Commissioners should feel free to raise questions to staff in the meantime, she said.

2. Approval of October 5, 2011 Minutes

M/S Boyle/Moser to approve the minutes as presented; 3-0-0.

**C. REPORTS AND ANNOUNCEMENTS**

1. Update on Housing Activity (Report from Staff)

Housing Manager Frederick reported that he has received five responses to the RFQ for the Hamilton Avenue East site however the Agency's assets are currently frozen so staff has slowed down the review process. The lawsuit filed by CRA against the State has caused redevelopment agency assets to be frozen pending the final court decision in December or January. The Hollyburne home is at a stand-still until staff receives a new bid package.

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

The Commissioners accepted the report.

3. Report from the Chair

Chair Boyle reported on the recent Housing Leadership Council annual conference, which she said was very good.

4. Commission Member Reports

Commissioner Moser requested an update on the Downtown Specific Plan and the Menlo Park V.A. Housing Manager Frederick reported that the City Council recently reviewed the specific plan and made some changes; it is expected that Council will fully approve the plan with incorporated changes by early next year. He also distributed copies of the City's zoning maps per Chair Boyle's request. At Council Member Fergusson's request, Housing Manager Frederick will attend a meeting next week with Ms. Fergusson, Shelter Network, and the V.A. He will find out more at that meeting.

**D. INFORMATION ITEMS – None.**

**E. PUBLIC COMMENT #2 – None.**

**F. ADJOURNMENT – 6:40 p.m.**

Minutes submitted by: Megan Nee, Management Analyst.