



HOUSING COMMISSION MEETING MINUTES

Wednesday, March 7, 2012 at 5:30 p.m.
701 Laurel Street, Menlo Park, CA 94025
Administrative Building Conference Room, First Floor

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

ROLL CALL –

Commissioners Present: Sally Cadigan, Carolyn Clarke (arrived at 6:10 p.m.), Julianna Dodick, Anne Moser, Yvonne Murray (Chair), Brigid Van Randall (Vice-Chair).

Commissioners Absent: John Bautista.

Staff Present: Douglas Frederick, Housing Manager; Megan Nee, Management Analyst; Rachel Grossman, Associate Planner.

A. PUBLIC COMMENT #1 – None.

B. REGULAR BUSINESS

1. Approval of Below Market Rate Agreement with Campbell Menlo, LLC for commercial linkage fees for 4085 Campbell Avenue

Housing Manager Frederick said the numbers are correct in the actual BMR Agreement but not in his staff report/memorandum to the Housing Commission. Associate Planner Grossman presented an overview of the proposed project and an architect for the developer/project applicant, Mr. Kevin Jones, was present and answered questions. Following a brief discussion, Vice-Chair Van Randall made the motion.

M/S Van Randall/Moser to recommend that the Planning Commission approve the proposed Below Market Rate Agreement with Campbell Menlo, LLC for commercial linkage fees for 4085 Campbell Avenue; 5-0-0.

2. Housing Commission Goals (moved up from Agenda Item B.3 because representatives of HIP Housing were not present at the start of this item)

Chair Murray reported on a Housing Commission subcommittee meeting that was held following the February Commission meeting. Commission members present at the subcommittee meeting included Chair Murray, Vice-Chair Van Randall, and Commissioner Moser. At the subcommittee meeting, participating Commissioners drafted a mission and goals/objectives for the Housing Commission given the City Council's elimination of the Housing Division. The Commission discussed putting the subcommittee's proposed mission and goals in the City's standard two-year workplan format. Housing Manager Frederick said the Commission will have the opportunity to

present the new workplan to the City Council on April 16, 2012. Commissioners decided to hold another subcommittee meeting to help finalize the new workplan. Commissioners who agreed to participate in this second subcommittee meeting include Chair Murray and Commissioners Cadigan, Moser, and Dodick. For Commissioners who want to help but are unable to attend the subcommittee meeting, the subcommittee will identify additional follow-up tasks for them.

Related to this discussion, Housing Manager Frederick reported that the Housing Element has recently become a priority for the City Council due to the threat of litigation. As a result, staff is recommending that the City allocate \$150,000 in the budget to hire a consultant to work on it. This would likely be allocated in next year's budget, fiscal year 2012/2013.

3. HIP Housing Proposal (moved down from Agenda Item B.2)

Housing Manager Frederick introduced the item and Kate Comfort Harr, Executive Director of HIP Housing, and Bruce Bean, Vice President of HIP Housing's Board of Directors, discussed the proposal and answered questions. After a discussion in which Commissioners expressed strong enthusiasm for HIP's proposal to acquire two existing Menlo Park apartment buildings, rehabilitate them, and convert them into permanently affordable rental housing for low- and very low-income households, Commissioner Moser made the motion.

M/S Moser/Cadigan to recommend that the City Council approve HIP Housing's request for financing, in which the City's BMR Fund would provide HIP with a no interest 55-year deferred payment loan in the amount of \$1,990,000 to help acquire the property located at 1157-1161 Willow Road in Menlo Park for use as permanently affordable rental housing; 5-0-1 with Commissioner Clarke abstaining because she arrived late and missed the majority of the discussion.

4. Approval of February 1, 2012 Minutes

M/S Moser/Van Randall to approve the minutes as presented; 4-0-2 with Commissioners Clarke and Dodick abstaining.

C. REPORTS AND ANNOUNCEMENTS

1. Update on Housing Activity (Report from Staff)

Housing Manager Frederick provided a report on the status of the two NSP homes, as well as the RFP process for contracting out the administration of the City's BMR and PAL Programs.

2. Monthly Report on Housing Rehabilitation Loan Program for February 2012

Housing Manager Frederick reported that one unit is being finished up and will be completed in the next week or so. After that there will be no more projects since the program has been shut down.

3. Report from the Chair

Chair Murray had nothing additional to report.

4. Commission Member Reports

Vice-Chair Van Randall reported on the items she had followed up on from the subcommittee meeting.

The Commission discussed who may become the staff representative to the Housing Commission once the Housing Division is dissolved and Housing Manager Frederick is no longer here. The Commission expressed a preference to work with one person consistently rather than with representatives who change or rotate.

Commissioner Cadigan provided an update on a group of Stanford students who are conducting outreach to area homeless persons in partnership with InnVision (a local non-profit) and two local churches.

The Commission also welcomed new Housing Commissioner Julianna Dodick.

D. INFORMATION ITEMS – None.

E. PUBLIC COMMENT #2 – None.

F. ADJOURNMENT – 6:45 p.m.

Minutes submitted by: Megan Nee, Management Analyst.