



HOUSING COMMISSION SPECIAL MEETING AGENDA

March 5, 2014

5:30 pm

City Council Conference Room
City Hall Administration Building
701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER

ROLL CALL:

Sally Cadigan, Lucy Calder, Carolyn Clarke (Chair), Julianna Dodick (Vice Chair), Michele Tate

A. PUBLIC COMMENT (Limited to 30 minutes)

Under "Public Comment", the public may address the Commission on any subject not listed on the agenda and items listed under the Consent Calendar. Each speaker may address the Commission one time under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information

B. REGULAR BUSINESS

- B1. Recommendation to the Planning Commission and City Council on the Final Draft Housing Element of the General Plan and the Associated Implementing Ordinances ([Attachment](#))
- B2. Review and Discuss the Next Two-Year Housing Commission Work Plan Goals and Outcomes ([Attachment](#))
- B3. Approve the February 5, 2014, Regular Meeting Minutes ([Attachment](#))

C. REPORTS AND ANNOUNCEMENTS

- C1. Commission Member Updates

D. INFORMATION ITEMS

E. ADJOURNMENT

Upcoming Quarterly Housing Commission Meeting Dates:

| | |
|-------------|-----------------|
| May 7, 2014 | Regular Meeting |
| Aug 6, 2014 | Regular Meeting |
| Nov 5, 2014 | Regular Meeting |

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MEMORANDUM

DATE: March 5, 2014

TO: Housing Commission

FROM: Deanna Chow, Senior Planner

RE: **Item B1: Recommendation to the Planning Commission and City Council on the Final Draft Housing Element of the General Plan and the Associated Implementing Ordinances**

OVERVIEW

The City is in the process of updating the Housing Element of the General Plan for the 2015-2023 planning period in compliance with State law. Within each planning period, regional housing needs are identified for each jurisdiction in a process referred to as the Regional Housing Needs Allocation (RHNA) that includes the State and the Association of Bay Area Governments (ABAG). The City of Menlo Park's allocation for the 2015-2023 planning period is 655 dwelling units. The Housing Element also includes goals, policies and programs to help guide the City's housing efforts through the planning period.

The Housing Element for the 2015-2023 planning period is required to be adopted by January 31, 2015. Local governments that adopt its Housing Element on time and receive certification from the State Department of Housing and Community Development (HCD) will not have to adopt another housing element for eight years, instead of every four years. Certification is contingent upon completing several key items by specified dates, including the establishment of an emergency shelter overlay zone by May 21, 2014. This is one of several Housing Element implementation programs that is being addressed through Zoning Ordinance amendments concurrent with the Housing Element update.

The Housing Element process was guided by a Steering Committee comprised of two members each from the City Council, Planning Commission and Housing Commission. In addition to four Steering Committee meetings, a community workshop was conducted in September 2013 to engage members of the public

about the Housing Element and the proposed Zoning Ordinance amendments related to 1) emergency shelter for the homeless overlay zone, 2) process for reasonable accommodation, 3) zoning for transitional and supportive housing and 4) potential modifications to the secondary dwelling unit and accessory buildings/structures ordinances.

The Preliminary Draft Housing Element and concepts of the implementation ordinances were presented to the Housing Commission and Planning Commission in November 2013 and the City Council in December 2013 to receive input. Subsequently, a Draft Housing Element and supplemental revisions, based upon HCD feedback and City Council approval, were prepared and submitted to HCD for review. The City has received indication from HCD that the proposed Housing Element for the 2015-2023 planning period is compliant with State law, subject to meeting the deadlines of the aforementioned items.

On January 27 and February 10, 2014, the Planning Commission conducted study sessions to provide staff with feedback on the potential modifications related to secondary dwelling units and accessory buildings and structures. Using the feedback given, staff created draft ordinance language pertaining to secondary dwelling units and accessory buildings and structures for discussion by the Housing Element Steering Committee on February 27, 2014. A few concepts that were raised at the meeting are in the process of being evaluated by staff. The items pertain to daylight plane requirements and the allowance for reconstructing nonconforming setbacks as part of the conversion process for accessory buildings into secondary dwelling units.

Concurrent with the Housing Element update, the City will be reviewing the implementing ordinance of several Housing Element programs. The latest version of the draft ordinances for each of the programs are presented in the Attachments. These documents are also available for review on the project web page as well as available at the City Main Library and Community Development Department during business hours. More information regarding the project is available on the City-maintained [website](#).

The March 5, 2014 meeting is the Housing Commission's opportunity to review and comment on the Final Draft Housing Element and the implementing ordinances.

The Planning Commission is scheduled to make a recommendation on the Housing Element and related components at its meeting on March 5, 2014 and the City Council is tentatively scheduled to take action on April 1, 2014. Upon adoption of the final version of the Housing Element, the City will submit it to the State Department of Housing and Community Development (HCD) for certification.

ENVIRONMENTAL REVIEW

The proposed Housing Element Update (2015–2023) and Zoning Ordinance Amendment (Housing Element Implementation) is a project under the California Environmental Quality Act (CEQA). A [Negative Declaration](#), which is part of the environmental review process and prepared on the basis of an [initial study](#) for the proposal, is being circulated for a 30-day review period. The comment review period ends on March 14, 2014.

CORRESPONDENCE

Since the December 12, 2013 City Council meeting, several pieces of correspondence have been received regarding the Housing Element update and implementation programs. The attached correspondence generally pertains to one of three categories, including 1) the proposed Emergency Shelter for the Homeless Overlay zone, 2) the proposed modifications to the secondary dwelling unit and accessory building/structure ordinances, and 3) best practices for affordable housing policies and programs as identified by a coalition of concerned community groups (Housing Leadership Council of San Mateo County, San Francisco Organizing Project/Peninsula Interfaith Action and Greenbelt Alliance). As part of the adopted Housing Element and the Housing Element Update, the City has either completed some of the best practice programs or has included such implementing programs for the next planning period, and will evaluate the appropriateness of others.

RECOMMENDATION

Staff recommends the Housing Commission provide comments and/or a recommendation to the City Council on the Final Draft Housing Element and the implementing ordinances.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, at least 72 hours prior to the meeting, with this agenda item being listed. A postcard was also mailed to all property owners and occupants in the City with the upcoming meetings for the Housing Commission, Planning Commission and City Council. In addition, the City sent an email update to subscribers to the project page for the proposal, which is available at the following address: <http://www.menlopark.org/athome>.

ATTACHMENTS

- A. [Final Draft Housing Element, date February 2014](#)
- B. [Draft Ordinance Pertaining to Emergency Shelter for the Homeless Overlay Zone](#)

- C. [Draft Ordinance Pertaining to Reasonable Accommodation](#)
- D. [Draft Ordinance Pertaining to Transitional and Supportive Housing and Residential Care Facilities](#)
- E. [Draft Ordinance Pertaining to Secondary Dwelling Units](#)
- F. [Draft Ordinance Pertaining to Accessory Buildings and Structures](#)
- G. [Initial Study and Negative Declaration](#)
- H. [Correspondence](#)

Housing Commission
--PROPOSED--
Work Plan for 2014-2016



Housing Commission

Mission Statement

We are affordable housing advocates.

We make recommendations to the City Council on issues related to housing policy, implement Council policy decisions, and represent the City where needed on housing matters.

We are a conduit of information out to the community about affordable housing programs *and* a conduit of information back from the community regarding housing matters to the City Council.

For consideration by the City Council on March 18, 2014



Housing Commission 2014-2016

Commission Members Listing

| | |
|--------------|------------------------------|
| Commissioner | Carolyn Clarke (Chair) |
| Commissioner | Julianna Dodick (Vice Chair) |
| Commissioner | Sally Cadigan |
| Commissioner | Lucy Calder |
| Commissioner | Michelle Tate |



Housing Commission Priority List

The **Housing Commission** has identified the following priorities to focus on during 2014-2016:

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| 1. | <p><u>BMR Housing</u></p> <ul style="list-style-type: none">• Activities:<ul style="list-style-type: none">○ Monitor and review BMR funds and use.○ Participate in and advise Council and/or Planning Commission on policy decisions related to BMR.• Trigger: Staff will bring items to the commission for consideration. |
| 2. | <p><u>Housing Element Implementation</u></p> <p>Commission lead: _____</p> <ul style="list-style-type: none">• Activities:<ul style="list-style-type: none">○ Monitor and Review of the Housing Element program implementation.○ Our responsibility is to represent the community in an advisory role and continue to advocate for relevant housing programs, as outlined in the Housing Element, with an emphasis on affordable housing.• Timeframe: Ongoing. |
| 3. | <p><u>Housing Projects</u></p> <p>Commission lead: _____</p> <ul style="list-style-type: none">• Stay apprised of housing projects in Menlo Park (i.e. CORE, Mid-Peninsula/Willow, HIP, Habitat)• Action: Lead will include information on activities in update at quarterly commission meetings. |

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| 4. | <p><u>Community Advocacy for Affordable Housing</u></p> <p>Commission lead: _____</p> <ul style="list-style-type: none"> • Develop awareness in community of the need for affordable housing. <ul style="list-style-type: none"> ○ Interpret who may fit the profile for BMR (i.e. your child's nanny, workers in Menlo Park, etc). This will require understanding the demographics profile of both current and potential BMR candidates. ○ Define what affordable housing means in Menlo Park. • Conduit of information out to the community <i>and</i> back from the community • Action: Commission is in a learning and investigation stage. We will come back to council in 60 days with a detailed proposal. |
| 5. | <p><u>Collaborate with area Housing Agencies and Advocates</u></p> <ul style="list-style-type: none"> • Identify Housing Commission liaisons for area housing agencies and advocates. Liaison will report back regularly at commission meetings. |



Commission Work Plan Guidelines

Work Plan Worksheet

Step 1

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| Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004 | Housing matters including housing supply and housing related problems; Community attitudes about housing (range, distribution, racial, social-economic problems); Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City; Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974; Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program; Review and recommend to the Council regarding the Below Market Rate (BMR) program; Initiate, review and recommend on housing policies and programs for the City; Review and recommend on housing related impacts for environmental impact reports; Review and recommend on State and regional housing issues; and Review and recommend on the Housing Element of the General Plan |
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Step 2

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| Develop or review a Mission Statement that reflects that purpose <i>Who we are, what we do, who we do it for, and why we do it!</i> | We are affordable housing advocates. We make recommendations to the City Council on issues related to housing policy, implement Council policy decisions, and represent the City where needed on housing matters. We are a conduit of information out to the community about affordable housing programs <i>and</i> a conduit of information back from the community regarding housing matters to the City Council. |
|--|---|

Step 3

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| Discuss any priorities already established by Council | There are no Council priorities identified that specifically pertain to the Housing Commission, however, we will monitor development and advocate for affordable housing where advisable. |
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Step 4

| Brainstorm goals, projects or priorities of the Commission | Benefit, if completed | Mandated by State / Local law or by City Council direction? | Required policy change at the City Council level? | Resources needed for completion? Staff or creation of subcommittees? | Estimated Completion Time | Measurement Criteria How will we know how we are doing? |
|--|--|--|--|---|---------------------------|--|
| BMR Housing | <ul style="list-style-type: none"> Oversight of compliance with guidelines | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <ul style="list-style-type: none"> Staff time Commission meetings | 24 Months | <ul style="list-style-type: none"> Approved BMR Agreements |
| Housing Element Implementation | <ul style="list-style-type: none"> In compliance with State requirements | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <ul style="list-style-type: none"> Funding Staff time | 24 Months | <ul style="list-style-type: none"> Commission knowledge and feedback on upcoming projects |
| Housing Projects | <ul style="list-style-type: none"> Continued awareness of upcoming projects in absence of Housing staff | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <ul style="list-style-type: none"> Staff time (briefs from planning staff on pending projects) | 24 Months | <ul style="list-style-type: none"> Commission knowledge of projects |
| Community Advocacy for Affordable Housing | <ul style="list-style-type: none"> More awareness of the need to provide a range of housing opportunities | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <ul style="list-style-type: none"> Subcommittee | 24 Months | <ul style="list-style-type: none"> More acceptance of affordable housing by the community |
| Collaborate with area Housing Agencies and Advocates | <ul style="list-style-type: none"> Access to more resources and ideas | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <ul style="list-style-type: none"> Subcommittee | 24 Months | <ul style="list-style-type: none"> More communication with area housing advocates |

Step 5

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--DRAFT--
HOUSING COMMISSION REGULAR MEETING
MINUTES

February 5, 2014

5:30 pm

City Council Conference Room
City Hall Administration Building
701 Laurel Street, Menlo Park, CA 94025

The meeting was called to order by Vice Chair Dodick at 5:31 p.m. The Commission introduced and welcomed two new commissioners, Lucy Calder and Michele Tate.

ROLL CALL:

Commissioners Present: Sally Cadigan
Lucy Calder
Carolyn Clarke (Chair; arrived at 5:36 p.m.)
Julianna Dodick (Vice Chair)
Michele Tate

Staff Present: Justin Murphy, Development Services Manager
Deanna Chow, Senior Planner
Clay Curtin, Assistant to the City Manager (Commission liaison)

A. PUBLIC COMMENT

There were no public comments.

B. REGULAR BUSINESS

- B1. Recommendation of a Below Market Rate Housing In-Lieu Agreement with the Sobrato Organization for commercial linkage fees for 151 Commonwealth Drive and 164 Jefferson Drive ([Attachment](#))

Justin Murphy, Development Services Manager, provided a brief report.

ACTION: Commissioner Cadigan made a motion (seconded by Vice Chair Dodick) that the Housing Commission recommend to the Planning Commission and City Council that they approve the proposed Below Market Rate Housing In-Lieu Fee Agreement with the Sobrato Organization for commercial linkage fees for 151 Commonwealth Drive and 164 Jefferson Drive. **The motion was approved unanimously.**

- B2. Overview of the Proposed General Plan Update and Discuss and Potentially Provide Comments to the City Council on the Scope of Work ([Attachment](#))

Justin Murphy, Development Services Manager, provided a report and presentation. He asked the Commission provide input on the scope of work for the General Plan Update.

ACTION: Chair Clarke made a motion (seconded by Commissioner Cadigan) that the Housing Commission recommend to the City Council that it: "Explore the possibility of including some level of affordable housing as part of any residential rezoning considered as part of the General Plan Update." **The motion was approved unanimously.**

- B3. Approve the November 6, 2013, Meeting Minutes ([Attachment](#))

ACTION: Commissioner Cadigan made a motion (seconded by Vice Chair Dodick) to approve the minutes of the November 6, 2013, Housing Commission meeting. ***The motion was approved 3-0-2 (Commissioners Calder and Tate abstaining).***

C. REPORTS AND ANNOUNCEMENTS

- C1. Commission Member Updates

There were no commissioner updates.

D. INFORMATION ITEMS

Staff provided a couple of brief updates:

Justin Murphy, Development Services Manager, provided a brief update on the status of the Draft Housing Element submitted to the State Department of Housing and Community Development (HCD).

Clay Curtin, Assistant to the City Manager, requested feedback on the Commission's communications and invited the commissioners to subscribe to weekly updates from the City via the City Council Weekly Digest, which is distributed every Friday by the City Manager's office.

E. ADJOURNMENT

The meeting was adjourned at 6:41 p.m. to the March 5, 2014, Special Meeting starting at 5:30 p.m.

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