



HOUSING COMMISSION AGENDA

Regular Meeting
Wednesday, August 06, 2014 at 5:30 PM
City Council Conference Room
City Hall / Administration Building
701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER

ROLL CALL – Cadigan, Calder, Clarke (Chair), Dodick (Vice Chair), Tate.

A. PUBLIC COMMENT (Limited to 30 minutes)

Under “Public Comment,” the public may address the advisory body on any subject not listed on the agenda within the jurisdiction of the Commission. Each speaker may address the Commission once 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. The public may address the Commission regarding items listed on the agenda during the consideration of each item.

B. REGULAR BUSINESS

- B1.** Nomination of a Commissioner to Serve on the General Plan Advisory Committee. ([Attachment](#))
- B2.** Approval of the May 7, 2014, Regular Meeting minutes. ([Attachment](#))

C. REPORTS AND ANNOUNCEMENTS

- C1.** Commission Member Updates
- C2.** Staff Updates

D. INFORMATION ITEMS – None.

E. ADJOURNMENT

This Agenda is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at <http://www.menlopark.org> and can receive e-mail notification of agenda and staff report postings by subscribing to the “Notify Me” service on the City’s homepage at www.menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting Clay Curtin, at 650-330-6615. (Posted 8/1/14)

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the Menlo Park Library, 800 Alma Street, Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at (650) 330-6620.



COMMUNITY DEVELOPMENT DEPARTMENT

Housing Commission Meeting Date: August 6, 2014

Agenda Item #: B-1

REGULAR BUSINESS: **Nomination of a Commissioner to Serve on the
General Plan Advisory Committee.**

RECOMMENDATION

Staff recommends the Commission nominate a member to serve as a representative on the General Plan Advisory Committee for potential Council appointment on August 19, 2014.

BACKGROUND

In January 2014, staff provided an overview on the General Plan Update and M-2 Area Zoning Update and sought input on the preparation of the Request for Proposals (RFP) for consultant services. On June 17, the City Council authorized the City Manager to enter into a contract with PlaceWorks in an amount not to exceed \$1,650,000 for the General Plan Update and M-2 Area Zoning Update and authorized the formation of the General Plan Advisory Committee (GPAC).

ANALYSIS

The scope of services for the General Plan Update and M-2 Area Zoning Update includes the creation of a GPAC comprised of 11 members appointed by the City Council. The composition of the GPAC would be two members of the City Council, three members at-large, and one member from each of the following City Commissions:

- Bicycle
- Environmental Quality
- Housing
- Parks & Recreation
- Planning
- Transportation

Each Commission is nominating one member for Council appointment to serve on the GPAC subject to Council confirmation. If more than one commissioner is interested in serving, then he or she could apply for one of the at-large appointments. All Commission nominations should be completed by August 7, 2014. Recruitment for the

three at-large appointments began in early July and has a closing date of Monday, August 11, 2014.

Each member nominated by a commission will be asked to complete an application form (www.menlopark.org/GPACapp) so that the City Council will have equal information about all potential members. The packet of applications would be posted on the website and distributed to the City Council. The appointments would be scheduled for the August 19, 2014 City Council meeting.

The GPAC would be a Brown Act body with a core mission as follows:

- (1) Serve as liaison to their respective body or community group.
- (2) Serve as an ambassador of the project and encourage people to participate in the process.
- (3) Guide the process and provide policy direction and feedback for staff.
- (4) Keep the process on track to comply with the following key milestones:
 - Fall of 2014: Conduct community workshops;
 - Spring of 2015: Complete the visioning phase;
 - Fall of 2015: Complete the draft versions of the Land Use and Circulation Elements and Zoning Ordinance Updates;
 - Summer of 2016: Adopt an updated General Plan and Zoning changes.

The overall project schedule is included as Attachment A. The term for this appointment corresponds with the General Plan and M-2 Zoning Area Update, which is targeted for two years. Based on this two-year schedule, the GPAC meetings are currently scheduled to end in July 2015. The GPAC is expected to have eight meetings between August 2014 and July 2015, summarized as follows:

- August 2014 – Establish relationship with staff/consultant team; clarify roles and responsibilities; review material for Workshop #1.
- October 2014 – Review findings from interviews, symposia and mobile workshops.
- December 2014 – Review materials for workshop #2 – Alternatives.
- January 2015 – Review findings from workshop #2 and recommend modifications.

- March 2015 – Review materials for workshop #3 – Preferred Alternatives.
- April 2015 – Review findings from workshop #3 and recommend modifications.
- June 2015 – Review draft General Plan goals, policies and implementing programs and recommend modifications; review consistency analysis for the Open Space/Conservation, Noise and Safety Elements; review preliminary updated Zoning Ordinance provisions.
- July 2015 – Review revised draft General Plan goals, policies, and implementing programs, and recommend modifications; review draft updated Zoning Ordinance provisions.

GPAC meetings would typically be held at the Civic Center Campus in the early evening on a day that avoids conflicts with other City meetings whenever possible. (Thursdays are typically good days). In addition, GPAC members would be expected to attend mobile workshops and other public events. Although subject to change, tentative meeting dates through the end of December 2014 are listed below:

Event	Meeting Date	Time of Day
GPAC Meeting #1	Monday, August 25, 2014	Evening
Workshop #1 (1 of 2)	Wednesday, September 03, 2014	Evening
Workshop #1 (2 of 2)	Thursday, September 11, 2014	Evening
Symposia #1 (Growth Management & Economic Development)	Wednesday, September 24, 2014	Evening
Mobile Tour #1 - Menlo Park	Wednesday, October 01, 2014	Daytime
Symposia #2 (Transportation - LOS Case Studies)	Wednesday, October 08, 2014	Evening
Mobile Tour #2 - Other Communities	Tuesday, October 14, 2014	Daytime
GPAC Meeting #2	Thursday, October 30, 2014	Evening
Planning Commission/City Council Study Session	Tuesday, November 18, 2014	Evening
GPAC Meeting #3	Thursday, December 04, 2014	Evening
Workshop #2 (1 of 2)	Thursday, December 11, 2014	Evening
Workshop #2 (2 of 2)	Thursday, December 18, 2014	Evening

If for whatever reason, the Commission is not interested in having a representative on the GPAC, then the City Council could consider either decreasing the membership or converting a commission slot to an at-large slot.

To date, the following Commissioners have been nominated by his/her respective Commission:

- Parks and Recreation Commission - James Cebrian
- Bicycle Commission - Matthew Zumstein
- Transportation Commission - Adina Levin
- Planning Commission - Katherine Strehl

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

A. Project Schedule

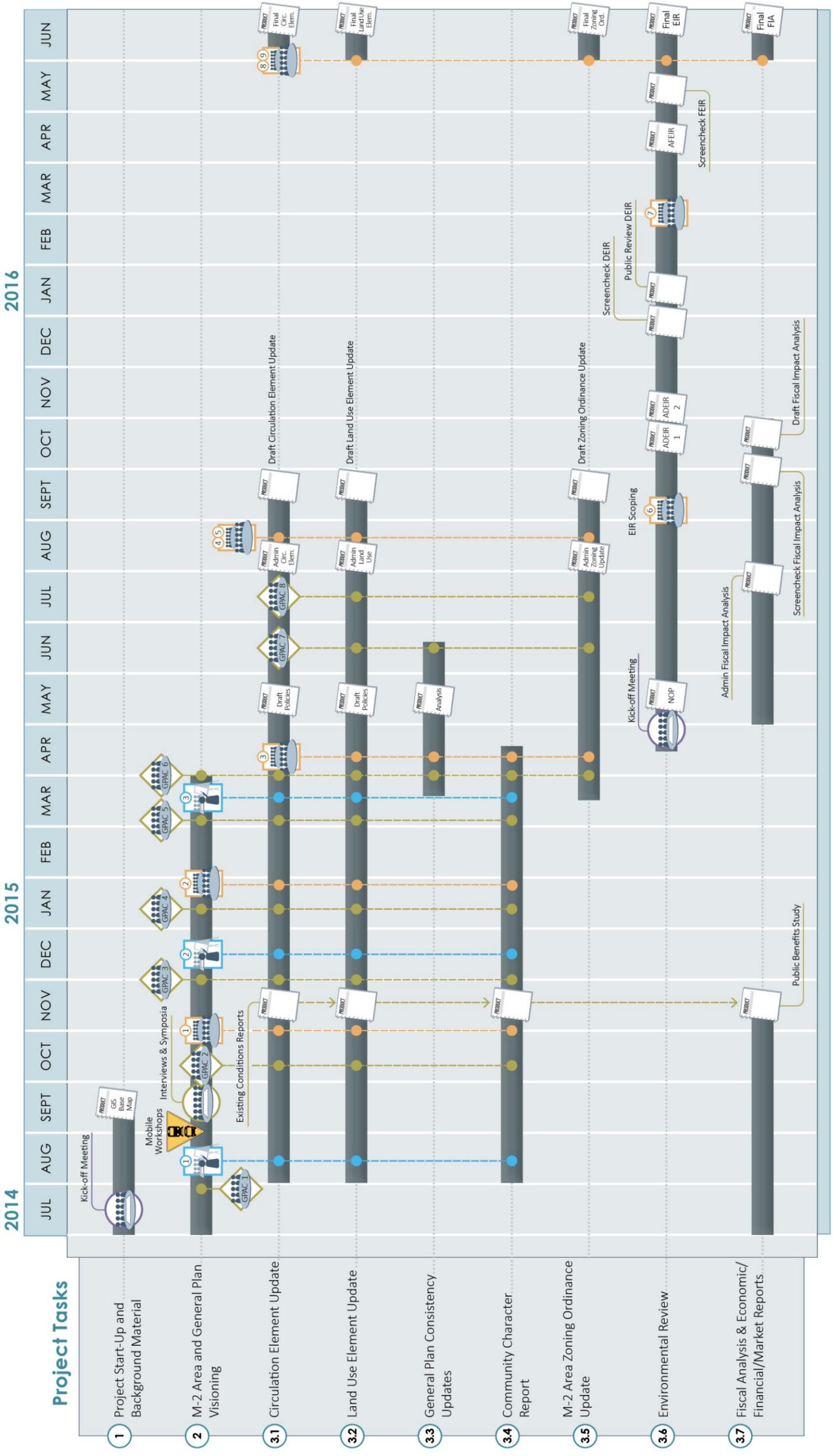
Report prepared by:

Justin Murphy, Development Services Manager

Deanna Chow, Senior Planner

Schedule

City of Menlo Park General Plan and M-2 Area Zoning Update Schedule





HOUSING COMMISSION --DRAFT MINUTES--

Regular Meeting
Wednesday, May 07, 2014 at 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 Chair Clarke at 5:32 pm.

ROLL CALL:

Present: Cadigan, Clarke, Dodick, Tate

Absent: Calder (notified staff in advance that she was ill)

Staff: Deanna Chow, Senior Planner
Clay Curtin, Assistant to the City Manager (Commission Liaison)

A. PUBLIC COMMENT (Limited to 30 minutes)

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At this time, Item C1 was called out of order.

C. INFORMATION ITEMS

- C1.** Multi-city Affordable Housing Nexus Study and Impact Fee Feasibility for Commercial and Residential Development

Senior Planner Deanna Chow provided the staff presentation. No action was required.

B. REGULAR BUSINESS

- B1.** Recommendation to the City Council on a Proposal from MidPen for a \$3.2 million loan from the Below Market Rate Fund for an Affordable Senior Housing Development at 1221-1275 Willow Road.

Jan Lindenthal, VP of Real Estate Development, and Lily Gray, Project Manager, from MidPen Housing provided a presentation.

ACTION: Motion and second (Cadigan/Tate) to recommend to the City Council that they approve the loan request from MidPen Housing for \$3.2 million from the Below Market Rate (BMR) Housing Fund to support an affordable senior housing development at 1221-1275 Willow Road. Motion passed 4-0.

- B2.** Approve the March 5, 2014, Special Meeting minutes.

ACTION: Motion and second (Cadigan/Clarke) to approve, with changes, the Housing Commission minutes of March 5, 2014, Special Meeting. The requested change involved Item B1 which should be corrected to show the motion was seconded by Chair Clarke and the vote was 3-1 with Commissioner Calder voting "no." Motion to approve the March 5, 2014, minutes with changes, passed 3-0-1, with Dodick abstaining.

D. REPORTS AND ANNOUNCEMENTS

- D1.** Commission Member Updates

1. Chair Clarke reported that she had attended a luncheon earlier in the day hosted by HEART of San Mateo County (Housing Endowment and Regional Trust) whose mission is to raise funds from public and private sources to meet critical housing needs. This was the organization's 8th annual luncheon which included over 375 attendees.

- D2.** Staff Updates

1. Staff announced that the City Council had recently reappointed Housing Commissioner Cadigan to a new 4-year term ending April 30, 2018.

2. Staff reminded the Commission about the upcoming Commissioner Training and Reception event scheduled for Tuesday, May 20, 2014. Training was planned from 4:00-6:00pm to be followed by an appreciation reception hosted by the City Council from 6:00-7:00pm.

E. ADJOURNMENT – The Commission meeting was adjourned at 6:41 pm.

Prepared by: Clay Curtin

These draft minutes are scheduled to be considered at the meeting of August 6, 2014.