



## SPECIAL MEETING MINUTES

**Date:** 8/3/2016  
**Time:** 5:30 p.m.  
**Administration Building**  
**City Council Conference Room "Fishbowl"**  
**701 Laurel St., Menlo Park, CA 94025**

### A. Call To Order

- Chair Tate called the meeting to order

### B. Roll Call

**Present:** Michele Tate (Chair), Meg McGraw-Scherer (Vice Chair),  
Sally Cadigan, Lucy Calder  
**Absent:** Julianna Dodick  
**Staff:** Jim Cogan, Housing and Economic Development Manager  
Meghan Revolinsky, Management Analyst in Housing & Economic

### C. Public Comment

None

### D. Consent Calendar

D1. Approve minutes for the Housing Commission meeting of June 29, 2015

**ACTION:** Motion by Cadigan and second by McGraw-Scherer to fix a typo of Cadigan's name and approve minutes for the Housing Commission meeting of June 29, 2015. Motion Passes: 4-0-1 (Dodick absent).

D2. Approve minutes for the Housing Commission meeting of July 7, 2016

D3. Approve minutes for the Housing Commission meeting of July 12, 2016

**ACTION:** Motion by Cadigan and second by McGraw-Scherer to approve minutes for the Housing Commission meeting of July 7, 2016 and July 12, 2016. Motion Passes: 4-0-1 (Dodick absent).

### E. Regular Business

E1. Nomination and Approval of Vice Chair

**ACTION:** Motion by Cadigan and second by Tate to nominate and approve Meg McGraw-Scherer as Vice Chair of the Housing. Motion Passes: 4-0-1 (Dodick absent).

E2. Discussion of Work Plan

Committee reviewed its 2014-2016 Work Plan, then brainstormed and discussed its priorities for their 2017-2019 Housing Commission 2 Year Work Plan (See list below). Item continued to next meeting, on Wednesday, November 2, 2016 5:00 pm.

- Housing outreach and support
- Become more involved in educational opportunities:
  - Join Housing Leadership Council of San Mateo County
  - Attend housing conferences
- Become involved in the NOFAs
  - Have Housing Commission give feedback on language
- Review Annual BMR Report
- Propose a new regular meeting schedule
- Make housing policy recommendations to Council
- Greater oversight of Housing Contractor

Celia Miller, from Menlo Park, provided positive feedback on development of the Housing Work Plan.

## **F. Informational Items**

### **F1. Review of Council Study Session on Draft BMR Nexus Studies**

Cogan gave a brief review of the BMR Nexus Studies that was presented to council and answered all commissioners' questions. Topics included: the current inclusionary zoning requirements, the nexus study brought to City Council and the recommended changes in office and residential fees.

### **F2. Hello Housing Background of Services and Report**

Matt Warner and Sarah Shimmin, from Hello Housing, gave the commission a brief overview of the services Hello Housing provides to the city of Menlo Park and a summary of its 2015-2016 statistics. Topics included:

- Overview of Hello Housing's Services
- Overview of BMR Portfolio
- BMR Homeownership Program
- BMR Waiting List Management
- BMR Resales
- BMR Refinances
- Owner Occupancy Monitoring & Enforcement
- Recordation of Requests for Copy of Notice of Default
- BMR Rental Program
- BMR Waiting List Management
- Annual Recertification
- Tenant Selection
- Resources/Communications
- Loan Servicing of Purchase Assistance Loans, CDBG Loans, Rehab Loans, Emergency Rehab Loans
- BMR Portfolio Summary
- BMR Waiting List Summary
- Summary of 2016 BMR Compliance Monitoring Report

G. Adjournment

Chair Tate adjourned the meeting