



## REGULAR MEETING MINUTES

**Date:** 4/5/2017  
**Time:** 6:30 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 at 6:45 p.m.

### B. Roll Call

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

### C. Public Comment

- None

### D. Consent Calendar

- D1. Approve minutes for the Housing Commission meeting of March 01, 2017

**ACTION:** Motion by Cadigan and second by Calder to approve minutes for the Housing Commission meeting of March 01, 2017. Motion passes; 4-0-1 (Dodick Absent).

### E. Regular Business

- E1. Election of Chair and Vice-Chair

- Chair moved to postpone election until May meeting

- E3. Prioritization of Housing Policy Table

- Committee Members discussed and prioritized the Housing Policy Table
- Staff to adjust the Housing Policy Table according to Committee's direction and have the subcommittee review the final table before taking it to City Council
- Subcommittee: Tate and McGraw-Scherer

**ACTION:** Motion by Tate and second by Cadigan to approve the Housing Policy Table per commissioners updates and to have the subcommittee give final approve of the table. Motion passes; 4-0-1 (Dodick Absent).

E4. 2016-18 Work Plan Review

- Committee Members added more language into the work plan
- Create a priority #4 “Due to the acknowledged housing crisis in the county and in Menlo Park, promote policies that prevent displacement and encourage affordable housing development and preservation throughout Menlo Park” and add action items related to this priority
- Staff to adjust the Work Plan according to Committee’s direction and have the subcommittee review the final plan before taking it to City Council
- Subcommittee: Tate and McGraw-Scherer

**ACTION:** Motion by Tate and second by McGraw-Scherer to approve the work plan per commissioners updates and to have the subcommittee give final approval. Motion passes; 4-0-1 (Dodick Absent)

F. Informational Items

F1. Oral Report: Mid-Pen’s marketing plan for Sequoia Belle Haven

- Jan Lindenthal, Nesreen Kavar, Nevada Merriman, Kim Torres and Kimberly Wolcott were in attendance from MidPen Housing
- MidPen reviewed the Sequoia Belle Haven, 1221 Willow Road, marketing timeline ([attachment](#)), marketing plan ([attachment](#)), marketing flyers ([attachment](#)), lease-up process, lease-up update and issue brought to their attention by the Belle Haven Action Network
- MidPen adopted a new policy that says, applicants may update the Resident Selection Criteria section of their application, to change their City of Menlo Park live/work status
- There were 776 total applicants, of which 55 qualified for the live/work preference

F2. Oral Report: St. Anton’s marketing plan for Anton Menlo

- Rachel Foster and Felicia Bernard were in attendance from Anton Menlo Apartments
- 37 BMR apartments available, (22 very low income and 15 low income)
- Outreach plan: developer has an interest list, mail flyers to all Belle Haven address, contact all local schools, write an article for Belle Haven Neighborhood Association newsletter, City of Menlo Park e-blast to housing interest list, City of Menlo Park Council Digest article, Hello Housing e-blast to Menlo Park interest list, Hello Housing mailing of flyer to Menlo Park interest list, outreach and education to local community centers and senior centers, posting on Nextdoor, posting on craigslist, add in local newspaper and any local events
- Units will become available as buildings are finished (estimated dates: May through end of 2017)
- BMR applications due to leasing office on Wednesday, May 09, 2017
- Lottery will be open to the public on Friday, May 12, 2017
- A second application phase will happen in June 2017

F3. Oral Report: Mid-Pen 1300 Willow Proposal Study Session on Tuesday, April 18 - Jim Cogan

- City Staff is targeting and April 18, 2017 study session date with City Council
- The date is subject to change. Possible May 23<sup>rd</sup> date.

F4. Home for All resolution approved at March 28 City Council Meeting

F5. City Council 2017 Work Plan and Capital Improvement Program

F6. May 16, 2017 4-6 pm Annual Commission Training and Appreciation Event & Reception

**G. Commissioner Reports**

- Chair Tate reported the Belle Haven Neighborhood Association meeting is on the 1<sup>st</sup> Wednesday of the month, which is therefor in conflict with the Housing Commission meeting. Tate to agendize changing the commission meeting time.

**H. Adjournment**

Chair Tate adjourned the meeting at 9:15 p.m.