



## REGULAR MEETING MINUTES

**Date:** 2/1/2017  
**Time:** 5:30 p.m.  
**Administration Building**  
**City Council Conference Room "Fishbowl"**  
**701 Laurel St., Menlo Park, CA 94025**

**A.** Chair Tate called the meeting to order at 5:30 p.m.

**B. Roll Call**

**Present:** Michele Tate (Chair), Meg McGraw-Scherer (Vice Chair), Julianna Dodick, Sally Cadigan and Lucy Calder  
**Absent:** None  
**Staff:** Jim Cogan, Housing and Economic Development Manager  
Meghan Revolinsky, Management Analyst  
Tom Smith, Associate Planner  
Deanna Chow, Principal Planner

**C. Public Comment**

- Pamela Jones, from Menlo Park, asked a clarifying question about Mid-Peninsula Housing, Hello Housing and The City's below market rate housing wait list.

**D. Consent Calendar**

D1. Approve minutes for the Housing Commission meeting of November 02, 2016

**ACTION:** Motion by McGraw-Scherer and second by Calder to approve the minutes for the Housing Commission meeting of November 02, 2016. Motion passes; 4-0-1 (Cadigan Abstained).

**E. Regular Business**

E1. Recommendation of a Revised Below Market Rate Housing Agreement Term Sheet with Menlo Business Park, LLC for 1430 O'Brien Drive

**ACTION:** Motion by Calder and second by Cadigan to approve recommendation of a Revised Below Market Rate Housing Agreement Term Sheet with Menlo Business Park, LLC for 1430 O'Brien Drive with a preference to have a unit built rather than the in lieu fee. Motion passes; 5-0.

E2. Recommendation of a Below Market Rate Housing Agreement Term Sheet with Stanford University for 2121-2131 Sand Hill Road

- Commission, staff and applicant discussed a clause which read, "or pay the applicable in lieu fee seven years after the date of issuance of a building permit for the construction of the office building at 2131 Sand Hill Road, if after diligent pursuit no feasible options to construct two BMR units as part

of another project are identified.”

**ACTION:** Motion by Tate and second by McGraw-Scherer to approve recommendation of a Below Market Rate Housing Agreement Term Sheet with Stanford University for 2121-2131 Sand Hill Road and in two years the applicant come back to the Housing Commission to give a status update. Motion passes; 5-0.

E3. 2016 Annual Report on the Status and Progress in Implementing the City’s Housing Element

- Deanna Chow gave verbal report on 2016 Annual Report on the Status and Progress in Implementing the City’s Housing Element
- Commission and Chow discussed 3 items that were identified as priorities during the January 27<sup>th</sup> City Council goal-setting session.
- The Commission offered suggestions for clarifications and expressed a preference regarding reducing the minimum lot size of single-family properties eligible for secondary dwelling units.

E4. Revision to 2017 Housing Commission Regular Meeting Schedule

- Pam Jones, from Menlo Park, suggested the committee not feel obligated to keep the current meeting schedule and find a time that works for them. “Don’t do things the same way just because that is the way it has been done.”

**ACTION:** Motion by Tate and second by Cadigan to have the Housing Commission meet the first Wednesday of every month, in 2017, at 6:30 p.m. and cancel the July meeting. Motion passes; 5-0.

E5. Approval of Proposed 2017-2019 Housing Commission 2 Year Work Plan

- Jim Cogan gave an overview of the Housing Commission scope of work for 2017, including the 2 year work plan and direction from the City Council’s prioritize housing program policies
- Leora from HLC gave an overview of policies that other cities have implemented. The list includes staff and city costs and other cities best practices.
- Commission discussed and made adjustments to the 2 year work plan
- Per the commission’s request Cogan review Attachment B, the 15 housing program policies the City Council referred to Housing Commission to prioritize (Prioritization to happened during March 1, 2017 meeting)

**ACTION:** Motion by Calder and second by McGraw-Scherer to approve the 2017-2019 Housing Commission 2 Year Work Plan with identified modifications. Motion passes; 5-0.

**F. Informational Items**

F1. 2016 Commission Attendance Report and Board and Commission Policy Revisions from Pam Aguilar, City Clerk

- Commission reviewed the report

F2. Oral Report on January 27<sup>th</sup> City Council Goal Setting Meeting by Jim Cogan

- Jim Cogan reviewed City Council's Friday, January 27, 2017 Goal Setting Study Session

**G. Commissioner Reports**

- None

**H. Adjournment**

Chair Tate adjourned the meeting at 8:19 p.m.