



## SPECIAL MEETING MINUTES

**Date:** 5/10/2017  
**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 6:33 p.m.

### B. Roll Call

**Present:** Michele Tate (Chair), Meg McGraw-Scherer (Vice Chair), Sally Cadigan, Julianna Dodick (arrived 6:37 p.m.) and Nevada Merriman (recused herself for item E3)  
**Absent:** None  
**Staff:** Jim Cogan, Housing and Economic Development Manager  
Meghan Revolinsky, Management Analyst II

### C. Public Comment

- Pamela Jones, from Menlo Park, suggested the Housing Commission ask the City Council to allow the Housing Commission to have seven members, like all other commissions/committees
- Celia Taylor, from Menlo Park, asked how much land Hello Housing, the City of Menlo Park, MidPen and HIP Housing own in Menlo Park
- Chair Tate asked staff to email the Commissioners the finalized priority list and 2-year work plan

### D. Consent Calendar

D1. Approve minutes for the Housing Commission meeting of April 05, 2017

**ACTION:** Motion by Cadigan and second by McGraw-Scherer to approve minutes for the Housing Commission meeting of April 05, 2017. Motion passed; 3-0 (Dodick Absent and Merriman Abstained).

### E. Regular Business

E1. Election of Chair and Vice-Chair

- Cadigan nominated Tate as Chair and McGraw-Scherer as Vice-Chair

**ACTION:** By acclamation, Tate is elected Chair and McGraw-Scherer is elected Vice-Chair.

- E2. Recommendation of a Below Market Rate Housing Agreement Term Sheet with Menlo Business Park, LLC for 1605 Adams Drive
- Item not heard; application was withdrawn prior to meeting.
- E3. Review and provide a recommendation on the proposal from MidPen for a loan from the Below Market Rate Housing Fund for a possible mixed-use affordable housing development at 1317-1385 Willow Road
- Merriman recused herself from this item and left the room
  - Presentation by MidPen ([Attachment](#))
  - Jim Cogan gave brief background of the project including, original redevelopment proposal, revised possible mixes of use, number of units, income qualifications, street setback issue and amount of funding requested.
  - MidPen presented the range of options for the proposed project.
  - Public comment:
    - Vicky Roblele, from Menlo Park, suggested MidPen do additional community outreach regarding this project.
    - Rachel Kaci, from Menlo Park, also suggested MidPen do additional community outreach regarding this project.
    - Abigail Pance, from East Palo Alto, donated her time to Sheryl Bims.
    - Sheryl Bims, from Menlo Park, suggested: BMR housing be distributed throughout the city and not concentrated in the Belle Haven neighborhood, there be more community serving business in the Belle Haven neighborhood and traffic be addressed before more housing is built and MidPen not build 4 stories.
    - Cecilia Taylor, from Menlo Park, spoke against the project. She encouraged low-income, homeownership projects and community benefits, like a grocery store, come before housing is built.
    - Rachel Bickerstaff, from Menlo Park, suggested MidPen do additional community outreach regarding this project, BMR housing be distributed throughout the city and not concentrated in the Belle Haven neighborhood, traffic issues be addressed and spoke against a 4 story project or any additional units.
    - Rose Bickerstaff, from Menlo Park, said 4 stories is too high and too dense and suggested: BMR housing be distributed throughout the city and not concentrated in the Belle Haven neighborhood.
    - Pamela Jones, from Menlo Park, reiterated BMR housing be distributed throughout the city and not concentrated in the Belle Haven neighborhood and offered alternatives to this project, like trading property with the city and building for sales homes instead of rentals.

**ACTION:** Motion by Tate and second by Dodick to have McGraw-Scherer speak, on behalf of the Housing Commission, regarding the MidPen project, at the upcoming City Council Meeting. Motion passes; 4-0 (Merriman Absent).

**ACTION:** Motion by Tate and second by Cadigan to recommend the project, with the following conditions, to City Council. Motion passes; 4-0 (Merriman Absent).

1. The City Council commit funding not to exceed \$6.7 M with a preference that MidPen leverage county funds for more than \$2.5 M, therefore reducing the City subsidy

2. All units are 100% affordable, with a preference for MidPen to explore including some units at 80% of AMI and what that would cost
3. Allow for new construction to be closer to the street and give a greater distance between back of building and neighbors' fences
4. The commission was split on the number of units to recommend; therefore unable to provide a recommendation
5. No consensus was reached on the mix of use, because it increases the city subsidy by a significant amount
6. There be a greater dispersion of affordable housing throughout the city

**ACTION:** Motion by Tate and second by Dodick to create a subcommittee, McGraw-Scherer and Cadigan, to review recommendation wording and give final approval to staff. Motion passes; 4-0 (Merriman Absent).

**E4. Revision to 2017 Housing Commission Regular Meeting Schedule**

**ACTION:** Motion by Cadigan and second by Tate to revise the regular meeting schedule to the 2<sup>nd</sup> Wednesday of every month at 6:30 p.m. with the below changes for 2017. Motion passes; 5-0.

Table #1: 2017 Housing Commission Regular Meeting Schedule
Monthly, 2 <sup>nd</sup> Wednesday of Every Month at 6:30 pm *
Wednesday, June 14, 2017
<i>*CANCELED - Wednesday, July 14, 2017</i>
<i>*CANCELED - Wednesday, August 8, 2017</i>
<i>*Wednesday, August 23, 2017 – Special Meeting</i>
Wednesday, September 13, 2017
Wednesday, October 11, 2017
Wednesday, November 8, 2017
Wednesday, December 13, 2017

**F. Informational Items**

- F1. May 16, 2017 4-6 pm Annual Commission Training and Appreciation Event & Reception

**G. Commissioner Reports**

- None

**H. Adjournment**

Chair Tate adjourned the meeting at 9:50 p.m.