



REGULAR MEETING MINUTES

Date: 11/8/2017
Time: 6:30 p.m.
City Hall
Conference Room: "Downtown"
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Tate called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Michele Tate (Chair), Meg McGraw-Scherer (Vice Chair), Sally Cadigan, Julianna Dodick, Nevada Merriman and Karen Grove
Absent: Camille Kennedy
Staff: Jim Cogan, Housing and Economic Development Manager
Meghan Revolinsky, Management Analyst II

C. Public Comment

- Angie Evans, Housing Leadership Council, spoke in favor of housing preservation.

D. Regular Business

D1. Approve minutes for the Housing Commission meeting of October 11, 2017

ACTION: Motion by Grove and second by Cadigan to approve the October 11, 2017, Housing Commission meeting minutes. Motion passes; 5-0-1 (Kennedy absent).

D2. Recommendation of a Below Market Rate Housing Agreement Term Sheet with Tarlton Properties, Inc. for 1490 O'Brien Drive

Tom Smith, Associate Planner, gave a brief description of the project and applicant John Tarlton answered commissioner questions.

ACTION: Motion by Merriman and second by Grove to approve the recommendation of a Below Market Rate Housing Agreement Term Sheet with Tarlton Properties, Inc. for 1490 O'Brien Drive. Motion passes; 5-0-1 (Kennedy absent).

D3. Recommendation of a Below Market Rate Housing Agreement Term Sheet with Tarlton Properties, Inc. for 1605 Adams Drive

Tom Smith, Associate Planner, gave a brief description of the project and applicant John Tarlton answered commissioner questions.

ACTION: Motion by Grove and second by Tate to approve the recommendation of a Below Market Rate Housing Agreement Term Sheet with Tarlton Properties, Inc. for 1605 Adams Drive with a preference to use the funds for housing preservation. Motion passes; 5-0-1 (Kennedy absent).

E. Reports and Announcements

E1. Housing Leadership Day - Oral Update – Vice Chair Meg McGraw-Scherer

Commissioner McGraw-Scherer reported Housing Leadership Day had a great turn out. Commissioners Merriman, Grove and Dodick also attended Housing Leadership Day and reported on the sessions they attended.

E2. Subcommittee reports:

NOFA subcommittee members McGraw-Scherer and Cadigan reported they had a meeting with staff to discuss next step, are currently collecting NOFAs from other cities for ideas and will make sure to include any changes from BMR guidelines.

Nexus subcommittee members Merriman and Grove reported they have met, are scheduling a meeting with staff to discuss their findings and plan to move forward by comparing our current fees with other surrounding cities' fees, bringing a recommendation back to the commission and working with the Council liaison on to proceed with next steps.

BMR Guidelines subcommittee members Dodick and Grove presented an update with a power point presentation (see attachment) and will continue working on suggestions and come back to committee.

Housing Policy subcommittee members Merriman and Tate reported they are compiling a list of ideas to move forward on.

E3. Commissioner reports

There were no reports.

E4. Staff updates and announcements

Housing and Economic Development Manager Cogan announced upcoming events:

- On Monday, November 13, 2017, Mayor Kirsten Keith and Chair Michele Tate are hosting an “On the Table” housing conversation
- On Tuesday, December 12, 2017, is the Council reorganization meeting
- Friday, December 1, 2017, is the Tree lighting, Saturday, December 2, 2017, is Breakfast with Santa and Saturday, December 3, 2017, is the downtown Wine Walk
- Potential community meeting for the 1238 Willow Rd project by MidPen in early December

Additionally, Cogan reported that staff is working on a map showing all of BMR (ownership and rental) properties in Menlo Park (see attached map)

F. Adjournment

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

BMR Guidelines Committee Update

Nov. 8, 2017

Work to date:

- Initial meeting (Grove and Dodick, Kennedy via notes)
 - Set a strategy
 - Focus on high priority changes first
 - Note other improvements for possible second round of updates
 - Review stakeholder to interview
 - CLSEPA - Keith Ogden
 - Hello Housing – Jennifer Duffy
 - Belle Haven Action
 - Staff
 - Housing developers (non-profit, for-profit, Meg? - brown act issue)
- Interview CLESPA (Nov. 3) and Hello Housing (Nov. 7)

BMR Program - Background on recommended updates

- Hello Housing memo from 2016
 - Allow households on BMR Homeownership Wait List who have been displaced to remain on the list in certain situations
- Belle Haven Action and other input from 2017
 - Include homeless people in BMR program
 - Include people who were displaced during the 2007 housing crisis

Breaking it down

- BMR Purchase List
- BMR Rental List
- BMR Agreement and Review Process

BMR Purchase List - Background

- Hello Housing memo from 2016
 - Households already on the BMR Purchase List were displaced and asked to remain on the list
- 2016 Memo to City suggesting exceptions for this situation
 - Household LIVED in Menlo Park when they were placed on the list (not only worked)
 - Have been on the list for at least one year
 - Were evicted with 60 day notice
 - Currently work in San Mateo County
 - Similar exceptions for retired Seniors who worked for at least a year in incorporated Menlo Park for at least one year before retiring.

BMR Purchase List – For Discussion

- Household LIVED in Menlo Park when they were placed on the list (not only worked)
- Have been on the list for at least one year
- Were evicted with 60 day notice
 - Evicted only? Or include displace due to rent increase beyond capacity?
- Currently work in San Mateo County
 - Include other counties within a certain radius?
- Similar exceptions for retired Seniors who worked for at least a year in incorporated Menlo Park for at least one year before retiring.
 - Also include retired Seniors who worked in San Mateo County or within ___ radius?

BMR Rental List - Background on requested updates

- Include Menlo Park residents who are homeless
- Include former residents who were displaced during the 2007 crisis
- Improve BMR Rental List administration and oversight
 - Inclusivity via policy and outreach
 - Clarity via transparency and communications
 - Simplify if possible

BMR Rental List - Background

- Currently must live or work in Menlo Park to be on Menlo Park List
- Private developers must do affirmative outreach to develop their own list – includes outreach to members on the Menlo Park List
- Only when private list is exhausted do members of the Menlo Park List who did not apply to the private developers list get called.
 - When a BMR unit is vacated, members of private list are called before going out to Menlo Park List
- Criteria for Private List may be non-inclusive
 - Credit scores, funds in reserve, criminal background

BMR Rental List – St. Anton Case Study-ette

- St. Anton negotiated a development agreement with Menlo Park, which included:
 - BMR requirement
 - Number and type of units
 - BMR rental terms
 - Affirmative outreach plan into community affected by the development
 - Eligibility criteria beyond live/work from MP Guidelines - (criminal background, credit history, etc)
 - Fee for city oversight of St. Anton BMR administration (none)
- City approved St. Anton development agreement, including BMR Terms
 - Housing Commission sees the terms and recommends approval (or not) to Planning Commission.
 - Planning Commission recommends approval (or not) to City Council
 - City Council votes

BMR Rental List – St. Anton Case Study-ette, continued

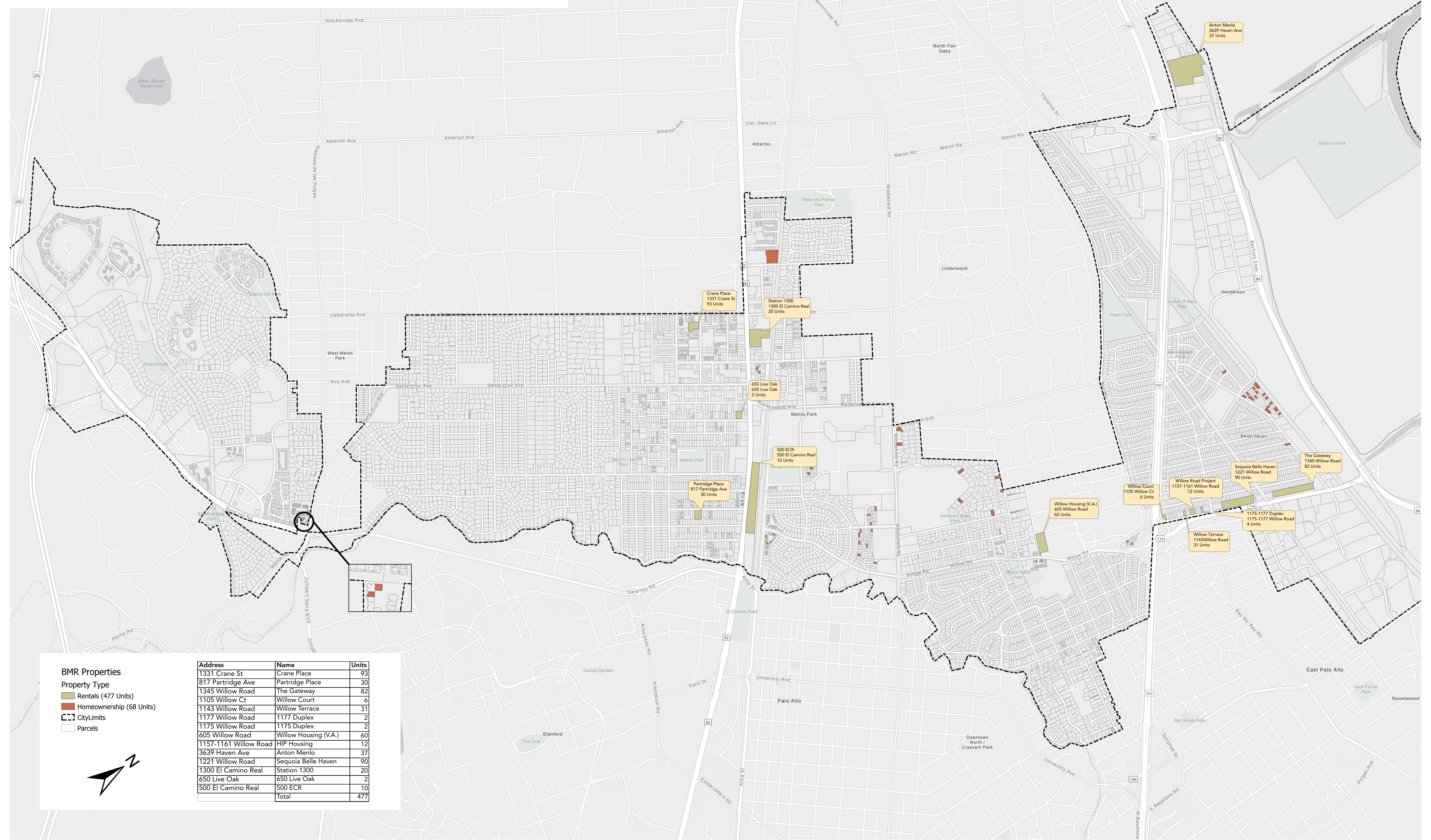
- St. Anton does outreach for BMR units and fills units from their list
 - If a unit is vacated and they have not exhausted their list, they return to their list to offer the vacant unit to someone from that list (otherwise they have to do a full, inclusive outreach just for one unit and that is not cost-effective)
 - If a unit is vacated and they have exhausted their list, they turn to the Menlo Park List
- Question – who oversees St. Anton’s BMR Administration to ensure fidelity to the agreement?
 - Hello Housing proposal to city
 - Funding will come from BMR Fund?

BMR Rental List ideas – for discussion

- Maintain an Inclusive Interest List with minimal requirements:
 - Income eligible
 - Work or live, including homeless, or *displaced since 2007*
- Easy access
 - Open year-round
 - Assisted by technology
 - Paper applications accepted
 - Max cost to city independent of number of applications
- Assign preference points for (as examples) for Menlo Park Funded BMR Units
 - High risk of displacement
 - Previously subjected to predatory lending/foreclosure
 - Historically redlined community
- Note: BMR units funded by others will have other preferences
 - Foster youth
 - Seniors
 - Extremely Low Income residents

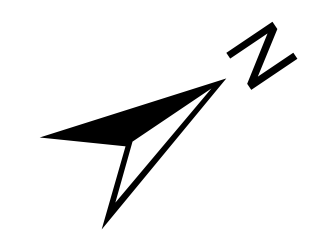


Below Market Rate Properties



- BMR Properties**
- Property Type**
- Rentals (477 Units)
 - Homeownership (68 Units)
 - City Limits
 - Parcels

Address	Name	Units
1331 Crane St	Crane Place	93
817 Partridge Ave	Partridge Place	30
1345 Willow Road	The Gateway	82
1105 Willow Ct	Willow Court	6
1143 Willow Road	Willow Terrace	31
1177 Willow Road	1177 Duplex	2
1175 Willow Road	1175 Duplex	2
605 Willow Road	Willow Housing (V.A.)	60
1157-1161 Willow Road	HIP Housing	12
3639 Haven Ave	Anton Menlo	37
1221 Willow Road	Sequoia Belle Haven	90
1300 El Camino Real	Station 1300	20
650 Live Oak	650 Live Oak	2
500 El Camino Real	500 ECR	10
	Total	477



Menlo Park BMR Rentals

Address	# Units	Owned By
1331 Crane St Menlo Park, CA 94025	93	Peninsula Volunteers Properties, Inc.
817 Partridge Ave Menlo Park, CA 94025	30	Peninsula Volunteers Properties, Inc.
1345 Willow Road Menlo Park, CA 94025	82	Developer: MidPen Housing Corporation
1105, 1104, 1141 Willow Road Menlo Park, CA 94025	6	Developer: MidPen Housing Corporation
1115, 1121, 1125, 1139, 1143 Willow Road Menlo Park, CA 94025	31	Developer: MidPen Housing Corporation
1177 Willow Road Menlo Park, CA 94025	2	City of Menlo Park
1175 Willow Road Menlo Park, CA 94025	2	City of Menlo Park
605 Willow Road Menlo Park, CA 94025	60	VA Palo Alto Healthcare System
1157-1161 Willow Road Menlo Park, CA 94025	12	HIP Housing Development
3639 Haven Ave Menlo Park, CA 94025	45	St. Anton
1221 Willow Road Menlo Park, CA 94025	90	Developer: MidPen Housing Corporation
In Construction		
1300 El Camino Real Menlo Park, CA 94025	20	Greenheart
Proposed		
500 El Camio Real	10	Stanford

Ownership Units

Property Address
2160 Santa Cruz Avenue, #9
158 Linfield Drive
20 Willow Road, #17
177 Hanna Way
503 Sandlewood Street
537 Sandlewood Street
509 Sandlewood Street
559 Hamilton Avenue
1407 Sage Street
1413 Rosemary Street
202 Ballard Lane
515 Sandlewood Street
507 Sandlewood Street
182 Seminary Drive
521 Sandlewood Street
1425 Rosemary Street
202 Morgan Lane
20 Willow Road, #22
833 Paulson Circle
533 Sandlewood Street
1 Heritage Place
169 Linfield Drive
27 Riordan Place
1155 Merrill Street, #209
10 Artisan Way
1417 Rosemary Street
265 Gloria Circle
1441 Almanor Avenue
600 Willow Road, #7
215 Gloria Circle
813 Paulson Circle
1490 Rosemary Street
2160 Santa Cruz Avenue, #1
425 Santa Monica Avenue
228 Morgan Lane
307 Homewood Place
148 Seminary Drive
520 Sandlewood Street
20 Willow Road, #30
555 Hamilton Avenue
546 Hopkins Street
10 Heritage Place
525 Sandlewood Street
535 Sandlewood Street
20 Willow Road, #33
1155 Merrill Street, #107
205 Gloria Circle
180 Seminary Drive
1058 Pine Street
29 Artisan Way
560 Barron Street
1155 Merrill Street, #206
157 Linfield Drive
1410 Rosemary Street
1401 Ginger Street
1403 Sage Street
151 Morandi Lane
600 Willow Road, #4
1382 Hollyburne Avenue
175 Hanna Way
1 Artisan Way
255 Gloria Circle
555 Barron Street
150 Seminary Drive
445 Santa Monica Avenue