



REGULAR MEETING MINUTES

Date: 12/13/2017

Time: 2:00 p.m.

**Arrillaga Family Recreation Center – Cypress Room
700 Alma St., Menlo Park, CA 94025**

A. Chair Tate called the meeting to order at 6:37 p.m.

B. Roll Call

Present: Michele Tate (Chair), Meg McGraw-Scherer (Vice Chair), Sally Cadigan, Nevada Merriman, Camille Kennedy and Karen Grove

Absent: Julianna Dodick

Staff: Meghan Revolinsky, Management Analyst II

C. Public Comment

There was no public comment received.

D. Regular Business

D1. Approve minutes for the Housing Commission meeting of November 08, 2017

ACTION: Motion and second (Cadigan/Grove) to approve the November 8, 2017, Housing Commission meeting minutes with changes, passed (6-0-1; Dodick absent).

D2. Recommendation of a Below Market Rate Agreement with Hunter-Storm Properties for 1540 El Camino Real

Associate Planner Kaitlin Meador provided a project overview and Deke Hunter of Hunter Properties answered commissioner questions.

ACTION: Motion and second (Tate/Kennedy) to recommend approval, contingent upon applicant providing additional information to the Housing Commission on his BMR rental rates before the item goes to the Planning Commission, of a below market rate housing agreement term sheet with Hunter-Storm Properties for 1540 El Camino Real with 1) strong consideration to have the city purchase the remaining .6 unit or use the fee to buy down rent costs within the moderate income range and 2) strong consideration to have the BMR unit mix proportionate to the development's unit mix. The motion passed (6-0-1; Dodick absent).

E. Reports and Announcements

E1. Hello Housing quarterly update

Sarah Shimmin, Senior Program Manager with Hello Housing, provided the update.

E2. Subcommittee reports

NOFA subcommittee members McGraw-Scherer and Cadigan provided no report.

Nexus subcommittee members Merriman and Grove reported they met with staff and staff will be updating a table with fees from other cities. They plan to bring forward a proposal to the committee early next year.

BMR Guidelines subcommittee members Kennedy, Dodick and Grove reported they have continued meeting, have met with key stakeholders and plan to meet with staff for next steps.

Housing Policy subcommittee members Merriman, Kennedy and Tate provided no report.

E3. Oral report on Waverly Street properties

Staff Revolinsky provided the update.

E4. Update from MidPen Housing on the 1238 Willow Road and 355 Pierce Road community meeting

Nesreen Kavar, Senior Project Manager of MidPen Housing, provided the update.

E5. Commissioner reports

There were no commissioner reports.

E6. Staff updates and announcements

Staff Revolinsky provided an update on the Transportation Master Plan Oversight and Outreach Committee.

F. Adjournment

Chair Tate adjourned the meeting at 9:24 p.m.