



REGULAR MEETING MINUTES

Date: 8/8/2018
Time: 6:30 p.m.
City Hall – “Downtown” Conference Room
701 Laurel St., Menlo Park, CA 94025

A. Chair McGraw-Scherer called the meeting to order at 6:31 p.m.

B. Roll Call

Present: Meg McGraw-Scherer, Karen Grove, Wendy McPherson, Rachel Horst, Michele Tate

Absent: Nevada Merriman, Julianna Dodick

Staff: Interim Housing and Economic Development Manager Clay Curtin, Senior Planner Corinna Sandmeier, Management Analyst II Mike Noce

C. Public Comment

No public comments were received.

D. Regular Business

D1. Approve minutes for the Housing Commission meeting of July 11, 2018

ACTION: Motion and second (Grove/McPherson) to approve the July 11, 2018, Housing Commission meeting minutes, with an amendment to the Commissioner Reports section to include that Commissioner Horst asked staff to consider a survey/study of employee displacement in Menlo Park, particularly in the downtown area. The motion passed (4-0-1-2); McGraw-Scherer abstained, Merriman and Dodick absent).

D2. Consider recommending approval of the below market rate agreement term sheet with Florence Lane Ventures, LLC, for the property at 975 Florence Lane (Staff Report #18-015-HC)

Senior Planner Corinna Sandmeier introduced item. A representative from the project architect, Kellond Architects, provided additional information.

- Noel Smith, a resident of Florence Lane, spoke about parking and code enforcement concerns related to increasing the unit count.
- Donna Smith, a resident of Florence Lane, spoke about parking and code enforcement concerns.
- Miss Walker, a resident of Florence Lane, spoke about parking concerns and impacts to the neighborhood.

Senior Planner Sandmeier provided clarification as to why the BMR unit was determined to be a one-bedroom unit. There was consensus for support of the inclusion of the one-bedroom unit; however, the Commission expressed concern about the unit size.

ACTION: Motion and second (McPherson/McGraw-Scherer) to approve the below market rate agreement term sheet with Florence Lane Ventures, LLC, for the property at 975 Florence Lane; passes (5-0-2; Merriman and Dodick absent).

- D3. Review and consider recommending the City Council adopt an ordinance establishing tenant relocation assistance (Staff Report #18-016-HC)

Interim Housing and Economic Development Manager Clay Curtin introduced the item and distributed correspondence that had been sent to the City (Attachment)

- Sandra Zamora, Redwood Landing Tenants Union, spoke about receiving an \$800 rent increase within the last sixty days and supported a tenant relocation assistance ordinance.
- Lilian Flores, Redwood Landing Tenants Union, spoke about receiving an \$800 rent increase recently.
- Luis Carriel spoke about impacts of rising rents in the area and his desire to remain a Menlo Park resident.
- Carol Collins spoke about the need for more details and discussion about the ordinance provisions.
- Courtney Pal spoke in support of a tenant relocation assistance ordinance and incorporation of single-family homes, decreasing or eliminating the length of tenancy requirement and keeping the ordinance as an urgency ordinance.
- Rhovy Lyn Antonio, California Apartment Association, spoke against the current draft language and in support of an ordinance that could mutually benefit both landlords and tenants.
- Evan Collins expressed concerns about the impacts of the ordinance to landlords who currently charge below market rate rent.

By consensus, the Housing Commission requested the following changes:
Section 8.55.020

- (b) Eligible Tenant. Change "and where more than thirty (30) percent of the annual household income is required to pay either, the most current applicable Menlo Park market rate rent, published by the director of community development and updated January 1 of each year or the proposed new rent, whichever is greater." to "whose annual household income, as adjusted for household size, does not exceed two-hundred percent (200%) of the area median household income for San Mateo County"
- (d) Landlord-Caused Termination. Replace all of part (d) with an owner move-in exemption similar to that in the East Palo Alto municipal code.

ACTION: Motion and second (Grove/Horst) to 1) approve the formation of a subcommittee to include commissioners Tate, Grove and McPherson to review the updated draft ordinance with the requested revision incorporated, 2) schedule this topic for discussion at public meetings September 12 (in Belle Haven) and September 13 (at the Civic Center), 3) conduct public outreach to gather more public input. The motion passed (5-0-2; Merriman and Dodick absent).

- D4. Update on the release of the 2018 Notice of Funding Availability (NOFA)
Interim Housing and Economic Development Manager Curtin introduced the item and shared that HEART of San Mateo County had recently approached the City and County with a proposal to borrow below market rate housing funds for use with shovel-ready projects in the county. The Housing Commission expressed concerns with funds being used outside of Menlo Park and

supported proceeding with the release of a Notice of Funding Availability.

D5. Discuss the Housing Commission quarterly update to the City Council

Interim Housing and Economic Development Manager Curtin discussed the timeline of the Housing Commission's next presentation and update to the City Council.

- Pamela Jones spoke in favor of streamlining the secondary dwelling unit approval process and lowering related fees.

Chair McGraw-Scherer lead a review and discussion of the Enhanced Housing Priorities List and Housing Commission Work Plan (Attachment).

D6. Discuss and recommend future agenda items

The Commission discussed adding the following items to the October 10, 2018, meeting agenda:

- BMR In Lieu fees
- Presentation on the use of public land for affordable housing

E. Reports and Announcements

E1. Subcommittee reports (10 minutes):

Anti-Displacement Subcommittee (Grove/Horst/Merriman) – No report

Below Market Rate Housing Guidelines Subcommittee (Dodick/Grove) – No report

Housing Policy Subcommittee (McPherson/Merriman/Tate) – No report

Marketing Subcommittee (McGraw-Scherer/Horst) – No report

Notice of Funding Availability Subcommittee (McGraw-Scherer) – McGraw-Scherer reported the draft is still under review by staff and the City Attorney's Office.

E2. Commissioner reports

No reports.

E3. Staff updates and announcements

Interim Housing and Economic Development Manager Curtin provided the following updates:

- The Housing and Economic Development Manager recruitment was unsuccessful. The executive recruiter has recommended changes to the job title and salary (recently approved by the City Council) and will try again
- On August 13, 2018, the City Council will hold a special meeting at 5:30 p.m. in the City Council Chambers to discuss a ballot measure for Menlo Park to become a charter city.

F. Adjournment

Chair McGraw-Scherer adjourned the meeting at 10:19 p.m.