



REGULAR MEETING MINUTES

Date: 11/14/2018

Time: 6:30 p.m.

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

A. Chair McGraw-Scherer called the meeting to order at 6:36 p.m.

B. Roll Call

Present: Meg McGraw-Scherer, Karen Grove, Rachel Horst, Nevada Merriman
Wendy McPherson, Julianna Dodick, Michele Tate

Absent: None

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

C. Public Comment

- Lorena Cuffy spoke about a recent 12 percent rent increase she received on her two-bedroom, below market rate apartment at Anton Menlo.
- Cecilia Taylor spoke about housing policies and possible improvements to the operation of the City's below market rate waiting list.

D. Regular Business

D1. Approve the minutes for the October 10, 2018, Housing Commission regular meeting.

ACTION: Motion and second (Grove/Merriman) to approve the Housing Commission meeting minutes of October 10, 2018. The motion passed (5-0-2) with the condition of a change to item D2 a) striking "of the area median income"; Dodick and Tate abstain.

D2. Discuss and consider recommendations related to the San Mateo County Civil Grand Jury Report: "Smoke-Free Multiunit Housing: No Ifs, Ands, or Butts"

Interim Housing and Economic Development Manager Clay Curtin introduced the item.

- Lorena Cuffy shared that her apartment complex is already smoke-free by policy and did not support additional regulation at this time.

During the Commission's discussion, several commissioners spoke in support of the intent of such a policy to reduce health hazards from secondhand smoke and lower maintenance/repairs generated by in-unit smoking. However, many raised concerns about enforcement, specifically the use of eviction as an enforcement mechanism, which could cause an increase in displacement, homelessness and housing discrimination. Following its discussion, and by acclamation, the

Housing Commission determined not to pursue and that no further action was needed at this time.

D3. Review and consideration of updates to the enhanced housing policy priorities list and Housing Commission Work Plan.

Interim Housing and Economic Development Manager Clay Curtin introduced the item.

- Pamela Jones spoke in favor of increased communication between City commissions, avoiding overlapping commission meeting times and moving all commission meetings to the City Council Chambers so that they could be recorded.

The Housing Commission reviewed the 15 items listed on the enhanced housing policies priority list. Multiple updates were discussed and will be presented in 2019 to the City Council for official changes to be approved and executed. Requests may include items 10 and 12 to reflect a higher priority level. Items 5 and 9 are to be listed as completed, but remain as part of the priority list to promote follow up of these items. Item 11 was recommended to be deleted, and items 13 and 15 recommended to be combined. One additional priority that may be requested is the review of housing density policies related to downtown Menlo Park with a focus on high density, transit oriented development.

Staff will return to the Housing Commission with an updated draft priority list for further review.

D4. Discuss and recommend future agenda items

- Lorena Cuffy spoke about her experience on the below market rate waiting list and the need for a centralized system to be in place citywide.

Items to be considered for future agenda items include:

1. Review a draft copy of the enhanced housing policies priority list.
2. Discussion on strategies for the tenant relocation assistance ordinance.
3. Updates on the 2018 Notice of Funding Availability (NOFA).
4. Update on three below market rate ownership units at 133 Encinal Ave.

E. Reports and Announcements

E1. Subcommittee reports (10 minutes):

- Pamela Jones spoke about the need for empty housing units throughout the city to be filled, possibly by tracking them as part of a comprehensive housing stock inventory.

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

Below Market Rate Housing Guidelines Subcommittee (Dodick/Grove) – Grove reported that the subcommittee is looking forward to the BAE study, which includes a closer look at the point of indifference for in-lieu fees versus the cost to build a below market rate unit.

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

Marketing Subcommittee (McGraw-Scherer/Horst) – McGraw-Scherer shared the subcommittee's interest in organizing a community education session in January or February 2019. Horst reported on suggested updates to the City's housing webpages to increase the visibility of community resources.

Notice of Funding Availability (NOFA) Subcommittee (McGraw-Scherer) – McGraw-Scherer reported the 2018 NOFA has been released and can be found on the City's website. The deadline for applications is 5 p.m., Thursday, January 31, 2019. Several commissioners mentioned the NOFA should become an annual process with the next one released in fall 2019.

E2. Commissioner reports

Grove informed the housing commission of her attendance to a speaker session hosted by Congresswoman Jackie Speier featuring Matthew Desmond held on Friday, November 2. The presentation focused on a discussion about regional housing and displacement in the Bay Area.

E3. Staff updates and announcements

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

- Staff was contacted by a tenant of the Stanford Inn, 115 El Camino Real, Menlo Park, whom received a 60-day notice to vacate their unit. Staff provided the tenant with legal and housing related resources.
- The City has contracted with BAE Economics to perform a development feasibility study, which should be completed in late January 2019.
- The Housing and Economic Development Division has hired a new fulltime permanent Management Analyst to fill a vacant position. That individual will start December 10, 2018.
- Interviews for the Deputy Community Development Director – Housing position will be held November 30, 2018.
- Invitation to the City Council Reorganization Meeting at 7 p.m., Tuesday, December 11, 2018, in the City Council Chambers, 701 Laurel St..

F. Adjournment

Chair McGraw-Scherer adjourned the meeting at 9:22 p.m.