



## REGULAR MEETING MINUTES

**Date:** 12/12/2018  
**Time:** 6:30 p.m.  
**Arrillaga Family Recreation Center – Elm Room**  
**700 Alma St., Menlo Park, CA 94025**

**A.** Chair McGraw-Scherer called the meeting to order at 6:32 p.m.

### **B. Roll Call**

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

**Absent:** Michele Tate

**Staff:** Management Analyst II Mike Noce, Management Analyst II John Passmann

### **C. Public Comment**

- Pamela Jones spoke about the Menlo Park Housing Element and a possible linkage between vacant units and housing shortage challenges.

### **D. Regular Business**

D1. Approve the minutes for the November 14, 2018, Housing Commission regular meeting.

**ACTION:** Motion and second (Grove/Horst) to approve the Housing Commission meeting minutes of November 14, 2018, as amended. The amendment replaced “that this was not a pressing issue for Menlo Park” with “not to pursue.” The motion passed (6-0-1; Tate absent).

D2. Discuss and review potential changes to the enhanced housing policies priority list.

Management Analyst II Mike Noce introduced the item.

The Housing Commission reviewed and discussed the 15-item priority list and requested additional changes. The requested changes will be included in the next Housing Commission update to the City Council in early 2019. Changes included:

1. Combining Item 2 and Item 3 to consolidate all changes affecting the BMR Guidelines, retaining BMR homeowner sublets and extending the eligibility for displaced tenants.
2. Reflect in the “Notes” column of Item 8 the Housing Commission’s request for a joint Planning Commission and Housing Commission meeting.
3. Retain Item 10 as a priority two and change Item 12 to a priority two.

- D3. Update on the three below market rate (BMR) ownership units at 133 Encinal Ave. (Marquis by Pulte project)

Management Analyst II Mike Noce provided the update.

The project includes one low-income BMR unit and two moderate-income BMR units. Staff is working closing with Hello Housing and the Pulte Group to hold a workshop on Wednesday, January 16, 2019, for pre-screened members of the City's Below Market Rate Purchase Waiting List. All three BMR units are expected to be completed and ready for owner move-in during the second quarter of 2019.

## **E. Reports and Announcements**

- E1. Subcommittee reports (10 minutes):

Anti-Displacement Subcommittee (Grove/Horst/Merriman) – Commissioner Grove reported an upcoming workshop scheduled for January 24, 2019, from 9–11:30 a.m. at the Federal Reserve Bank of San Francisco, located at 101 Market St., which will focus on displacement and regional partnerships.

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

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

Marketing Subcommittee (McGraw-Scherer/Horst) – Chair McGraw-Scherer plans to report back in January 2019 about a possible community outreach workshop. Commissioner Horst reported she will work with staff to update the City's housing webpages.

Notice of Funding Availability (NOFA) Subcommittee (McGraw-Scherer) – No report

- E2. Commissioner reports

Commissioner Grove informed the Housing Commission of her interest to pursue the removal of the registered voter requirement for all Menlo Park commissioners.

Commissioner Merriman shared information about the San Mateo County Annual Homeless Count. The event will be held January 31, 2019. Information is available on the County's website. The public is welcome to participate; however, attendance to a brief workshop is required in order join.

- E3. Staff updates and announcements

Management Analyst II Mike Noce provided the following updates:

- The Deputy Community Development Director recruitment is ongoing and has been narrowed down to four potential candidates. Staff expects a final decision in early January.
- The Notice of Funding Availability (NOFA) is currently open and has a deadline of January 31, 2019. No applications have been received to date; however, staff expects inquiries to increase in January.

- MidPen Housing will be holding a community meeting Monday, December 17, 2018, at 6:30 p.m. at the Menlo Park Senior Center about the Gateway Apartments Redevelopment project located in the 1300 block of Willow Road.
- City Council will hold a closed session meeting on December 18, 2018, to discuss the City Manager recruitment.
- The request to change the Housing Commission meetings to the first Wednesday of the month will be presented to City Council in January 2019 or at the earliest available City Council meeting. Any changes to the Housing Commission regular meetings will take effect after City Council approval.

**F. Adjournment**

Chair McGraw-Scherer adjourned the meeting at 7:50 p.m.