



SPECIAL MEETING AGENDA

Date: 9/25/2019

Time: 6:30 p.m.

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

A. Call to Order

B. Roll Call

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Regular Business

- D1. Approve minutes for the Housing Commission special meeting of August 7, 2019 ([Attachment](#))
- D2. Informational update by Samaritan House on the Menlo Park Tenant Relocation Assistance Fund and services at the Belle Haven Neighborhood Service Center
- D3. Informational update on the City of Menlo Park’s Homeless Outreach Team
- D4. Approve Housing Policy Subcommittee recommendations for potential short-term rental regulations community outreach plan
- D5. Update and discussion on the Housing Commission’s work plan and priorities

E. Reports and Announcements

- E1. Subcommittee reports (10 minutes):
 - Below Market Rate Housing Guidelines Subcommittee (Bigelow/Grove)
 - Housing Policy Subcommittee (Conroy/Grove/Horst)
 - Marketing Subcommittee (Bigelow/Horst/McGraw-Scherer)
 - Notice of Funding Availability Subcommittee (Grove/McGraw-Scherer)
 - Secondary Dwelling Unit Subcommittee (McPherson/Merriman)
- E2. Commissioner reports
- E3. Recommend future agenda items
- E4. Staff updates and announcements

F. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

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REGULAR MEETING MINUTES - DRAFT

Date: 8/7/2019

Time: 6:30 p.m.

**Menlo Park City Hall, 1st Floor – Downtown Conference Room
701 Laurel St., Menlo Park, CA 94025**

A. Vice Chair Grove called the meeting to order at 6:35 p.m.

B. Roll Call

Present: Lauren Bigelow, Curtis Conroy, Karen Grove, Rachel Horst, Wendy McPherson, Meg McGraw-Scherer

Absent: Nevada Merriman

Staff: Deputy Community Development Director Rhonda Coffman,
Management Analyst II Mike Noce

C. Public Comment

- Pamela Jones, Menlo Park resident, requests data on the vacancy of below market rate (BMR) rental units throughout the City and wants the City to adopt a fee structure for violators of BMR policies.

D. Regular Business

D1. Approve minutes for the Housing Commission meeting of July 10, 2019.

ACTION: Motion and second (Horst/Conroy) to approve the Housing Commission meeting minutes of July 10, 2019. The motion passed (6-0-1; Merriman absent).

D2. Update on short-term rental regulation findings and information reported by the Housing Policy Subcommittee

Vice Chair Grove introduced the item and called for verbal reports from the Housing Policy Subcommittee. Conroy, Horst and Grove shared their findings on short-term rental regulations with the Housing Commission.

- Michael Zhang spoke about transient occupancy tax collection and inquired about who will be effected by potential regulation.
- Iliana Garcia, representative from Nuestra Casa, spoke in favor of regulation that increases the amount of long term rental housing units. Garcia also offered the services of Nuestra Casa to hold joint community focus groups in partnership with the City and Housing Commission.
- Pamela Jones spoke about the need to regulate short term rentals in large apartment complexes, including regulation for corporately leased units.
- Lisa Fung spoke about property rights and allowing the housing market to control itself. Fung

spoke in favor of transient occupancy tax being collected on short term rentals.

By consensus, the Housing Commission requested staff compile key components of a potential ordinance for their review at a future meeting. In addition, the Housing Policy Subcommittee will return to the Housing Commission to present community outreach plan options.

D3. Recommend items for future agendas

Items to be considered for future agenda items:

- Housing Policy Subcommittee report on short term rental outreach proposals
- BMR Guidelines policy suggestions
- Hello Housing quarterly report

E. Reports and Announcements

E1. Subcommittee reports (10 minutes):

Below Market Rate Housing Guidelines Subcommittee (Bigelow/Grove) – Plan to meet with staff prior to the next Housing Commission meeting.

Housing Policy Subcommittee (Conroy/Grove/Horst) – The subcommittee is coordinating their next meeting to discuss outreach efforts.

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

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

Secondary Dwelling Unit Subcommittee (McPherson/Merriman) – No report

E2. Commissioner reports

Vice Chair Grove highlighted potential schedule conflicts with the Housing Commission's regular meeting in September. Staff will poll the Housing Commission to determine next steps.

E3. Staff updates and announcements

Deputy Community Development Director Rhonda Coffman provided the following updates:

- Menlo Park City Manager Starla Jerome-Robinson announced the appointment of Deanna Chow to Interim Community Development Director and Nikki Nagaya to Interim Public Works Director. Both respective departments will report to Deputy City Manager Justin Murphy. The City Manager also appointed Clay Curtin into the newly created Public Engagement Manager role.
- Samaritan House is organizing office hours at the Menlo Park Neighborhood Service Center.
- Stanford Inn project at 115 El Camino Real scheduled for City Council meeting on August 20, 2019.
- The Housing Commission work plan meeting will be tentatively scheduled for one of the City Council meeting in September. Staff will continue to update the Housing Commission.
- Cannabis Ordinance first reading scheduled for City Council on August 20, 2019.

- Housing staff organized a tenant information meeting for Anton Menlo BMR tenants, which was co-hosted with Anton Menlo property management.
- Staff are monitoring changes to HUD that could affect Menlo Park BMR housing providers.

F. Adjournment

Vice Chair Grove adjourned the meeting at 8:03 p.m.

Noce, Michael R

From: Coffman, Rhonda L
Sent: Wednesday, August 7, 2019 3:07 PM
To: Coffman, Rhonda L
Cc: Noce, Michael R
Subject: FW: Short term rentals

Good Afternoon Housing Commission,
I am forwarding a comment regarding short term rentals, please see below.

Rhonda

Sent: Monday, August 5, 2019 8:20 PM
To: Coffman, Rhonda L
Subject: Short term rentals

Dear Housing Commission,

I am writing regarding the agenda item on short-term rentals.

The slides in the staff report say that 3-4% of Menlo Park housing stock is used for short-term rentals, but that doesn't say how much these units are used for this purpose. If the properties are used for short-term rentals all the time this would be a very different story from 4% of the population occasionally renting a home they live in, while making some extra money helping them to pay their mortgage/rent/living expenses

And only 10% are paying the hotel tax, which suggests we have no idea what the intensity of use is. So a good first good step would be to collect the tax that is owed, and then use the data to assess if any other policies are warranted.

Also, when this tax is collected, it seems like a good and reasonable idea to use it for affordable housing related uses.

Thank you for your consideration,

- Adina
Adina Levin
Menlo Park Resident