



REGULAR MEETING MINUTES

Date: 7/7/2021

Time: 6:30 p.m.

Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID #997-7506-7654

A. Call To Order

Chair Grove called the meeting to order at 6:36 p.m.

B. Roll Call

Present: Bigelow, Grove, Horst, Leitch, Nguyen

Absent: Merriman, Pimentel

Staff: Deputy Community Development Director Rhonda Coffman, Assistant Community Development Director Deanna Chow, Management Analyst II Mike Noce, Senior Planner Calvin Chan

C. Public Comment

- Bruce McHenry spoke about concerns regarding future development of the SRI property.

D. Regular Business

D1. Approve minutes for the Housing Commission regular meeting on May 5, 2021 ([Attachment](#))

ACTION: Motion and second (Leitch/ Horst), to approve the Housing Commission regular meeting minutes on May 5 2021, passed 5-0-2 (Merriman and Pimentel absent).

D2. Informational update on the Housing Element process and schedule

Assistant Community Development Director Deanna Chow introduced the item and provided a presentation ([Attachment](#)).

- Pam Jones spoke in support of joint meetings with multiple City commission, highlighted the importance of accurate forecasting of the below market rate (BMR) development pipeline, and the need for additional outreach to members of the community who are non-English speakers or use English as a second language.
- Lynne Bramlett spoke in support of establishing an accurate timeline to complete the housing element, the selection process of focus groups and dispersal of fact sheets related to BMR development and income requirements.

D3. Selection of the Housing Commission Chair and Vice Chair

Deputy Community Development Director Rhonda Coffman introduced the item.

ACTION: Motion and second (Leitch/ Grove) to continue item D3 to the August 4, 2021 Housing Commission meeting, passed 5-0-2 (Merriman and Pimentel absent).

E. Reports and Announcements

E1. Ad hoc subcommittee reports (10 minutes):

Commissioner Bigelow reported the BMR guidelines ad hoc subcommittee met multiple times during the month of June to outline a work plan and set the priority of proposed edits to the guidelines.

E2. Commissioner updates

Chair Grove shared the housing element intro seminar is available to watch on the City's website or via YouTube.

E3. Recommended future agenda items.

The Commission suggested future agenda items:

- Housing element process updates

E4. Staff updates and announcements

Deputy Community Development Director Rhonda Coffman provided updates on:

- The City Council approved the fiscal year 2021-22 budget and additional rental assistance funding has been established by the City Council. Information will be available on the City's website.
- The eviction moratorium extension through September 30.
- Planning Commission hearing on the Greystar's Menlo in late July or early August.

F. Adjournment

Chair Grove adjourned the meeting at 8:28 p.m.

Mike Noce, Management Analyst II, Community Development

Approved by the Housing Commission on August 4, 2021

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Housing Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor's Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID #997-7506-7654
 - Access the regular meeting real-time via telephone (listen only mode)
at: (669) 900-6833 Regular Meeting ID 997-7506-7654

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

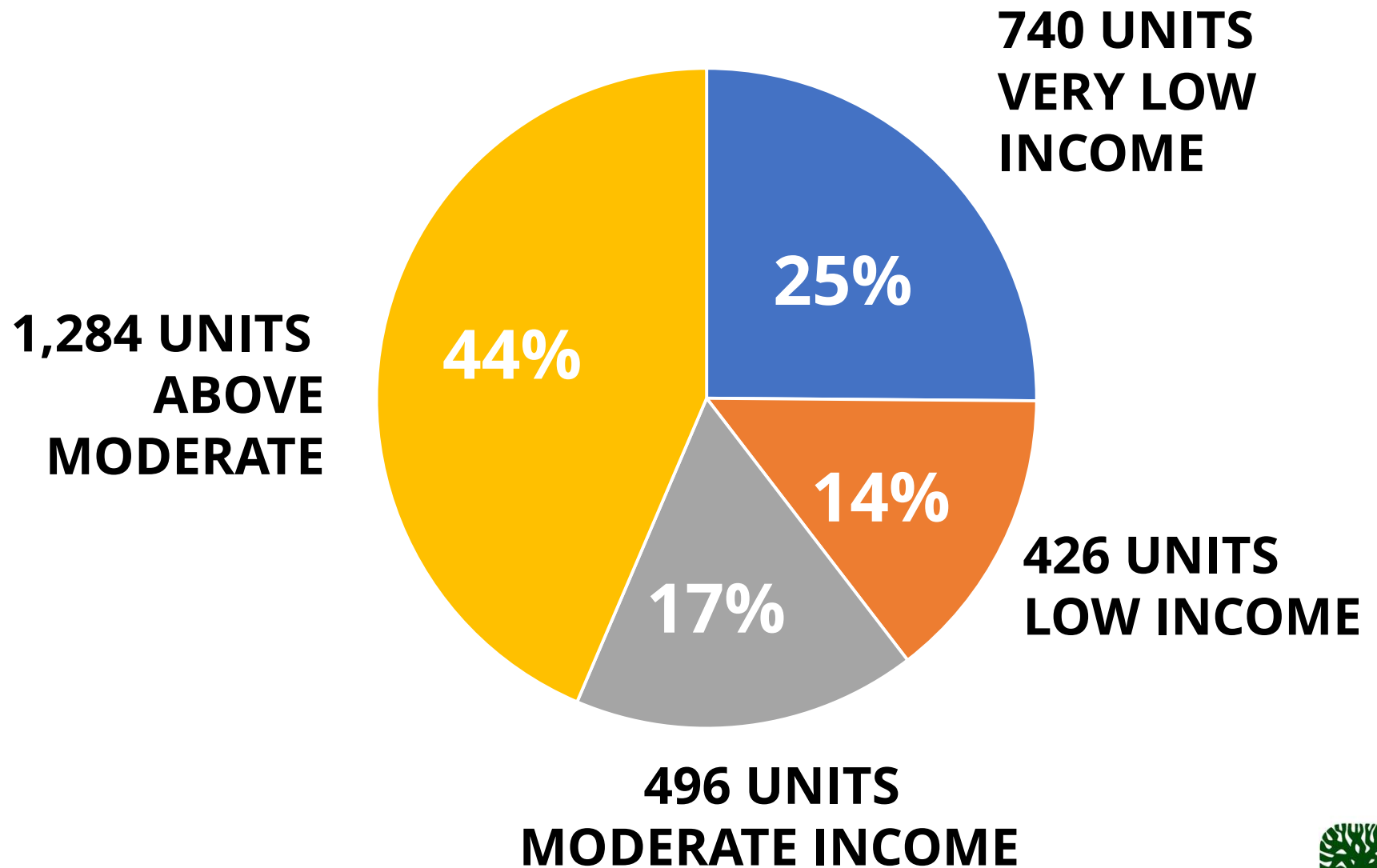
REGIONAL HOUSING NEEDS ALLOCATION

	5 th Cycle RHNA	6 th Cycle RHNA
Bay Area	187,990	441,176
San Mateo County	16,418	47,321
Menlo Park	655	2,946

		6 th Cycle RHNA
Lowest	Town of Colma	202
Average	All 21 Jurisdictions	2,253
Highest	City of San Mateo	7,015



6TH CYCLE RHNA



MAJOR MILESTONES



HOUSING COMMISSION

To review and provide feedback on the housing element:

- Land use alternatives
- Policies and programs
- Draft housing element



OUTREACH & ENGAGEMENT



PROJECT WEBSITE

[Menlopark.org/housingelement](https://menlopark.org/housingelement)

The screenshot shows the City of Menlo Park website. At the top left is the City of Menlo Park logo. To the right are social media icons for Facebook, Twitter, YouTube, Instagram, and LinkedIn, along with a search bar labeled "Search Menlo Park". Below the search bar are links for "Agendas", "Alerts", "Calendar", and "Jobs". A navigation bar contains five main categories: "GOVERNMENT", "OUR COMMUNITY", "SERVICES", "DOING BUSINESS", and "I WANT TO...". On the left side, there is a vertical menu with links for "Events", "FAQ", "How to get involved", "Housing Element Community Engagement and Outreach", "Notify Me!", "Report a Concern", "Share Your Ideas", "Open Government", and "Register Online". The main content area features a breadcrumb trail: "You are here: Home > Government > City departments > Community Development > Comprehensive planning > Housing Element > 2023-2031 Housing Element Update". The primary heading is "2023-2031 Housing Element Update". Below this, a paragraph states: "The City of Menlo Park is currently updating its required Housing Element and Safety Element, and preparing a new Environmental Justice Element." A section titled "Upcoming event: Housing Element Update Introduction Webinar" is scheduled for Thursday, July 1, 2021, at 6 p.m., with a link to "Register for the webinar". A paragraph explains that the webinar will cover the Housing Element Update process, project components, and how to be involved. A section titled "What is a Housing Element Update?" defines Housing Elements as housing plans that are one part of the General Plan – a guide to all the ways each city, town or county is planned and managed, from our roads and

Contact us

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[Sign up for updates](#)

Related links

- [Traducir esta página al español](#)
- [Countywide "Let's Talk Housing" website](#)
- [Staff Report - M-Group contract authorization](#)
- [Staff Report - CEOC](#)



FOCUS GROUPS

- Sign up for a renters or homeowners focus group
 - Meetings take place week of July 19
 - Deadline to sign up is July 9*

[Menlopark.org/focusgroup](https://menlopark.org/focusgroup)

- Sign up for project updates

[Menlopark.org/projectupdates](https://menlopark.org/projectupdates)

