



REGULAR MEETING MINUTES

Date: 10/6/2021
Time: 6:30 p.m.
Location: Zoom

A. Call To Order

Chair Grove called the meeting to order at 6:34 p.m.

B. Roll Call

Present: Bigelow, Grove, Horst, Leitch, Merriman, Nguyen, Pimentel
Absent: None
Staff: Acting Housing Manager Mike Noce

C. Public Comment

- Pam Jones spoke in support of updates to the below market rate (BMR) information provided on the City's website and highlighted an email letter sent to the Commission and staff (Attachment).

D. Regular Business

D1. Approve minutes for the Housing Commission regular meeting on September 1, 2021 ([Attachment](#))

ACTION: Motion and second (Leitch/ Merriman), to approve the Housing Commission regular meeting minutes on September 1, 2021, passed 5-0 (Bigelow and Nguyen abstaining).

D2. Presentation by the BMR Ad Hoc Subcommittee on potential modifications to the required contribution of inclusionary units for residential development projects and changes to housing program preferences

Acting Housing Manager Mike Noce and BMR Ad Hoc Subcommittee made the presentation.

- Housing Choices representative Jan Stokley spoke in support of wheelchair preferences and strengthening affordability for special populations.
- Pam Jones spoke in support of increasing the percentage for inclusionary housing requirements at levels that do not impede development.

E. Reports and Announcements

E1. Ad hoc subcommittee reports (10 minutes):

None.

E2. Commissioner updates

Chair Grove announced Housing Leadership Day is scheduled for Friday, October 22 and highlighted Let's Talk Housing events.

Vice Chair Horst spoke about her departure from the Housing Commission by the end of the month.

Chair Grove and the commission at large thanked and acknowledged Commissioner Horst for her hard work on the Housing Commission.

E3. Recommended future agenda items.

The Commission suggested future agenda items:

- HouseKeys attend a meeting and present updates on programs
- Housing element update progress report

E4. Staff updates and announcements

Acting Housing Manager Mike Noce provided updates on:

- The city clerk's office will be working on a special recruitment to fill the remainder of Commissioner Horst's term, which expires in April 2025. Staff will coordinate the selection of a new Vice Chair at a future meeting.
- November 17, 2021 has been identified as a potential special meeting date for M-Group and City staff to return to the Housing Commission regarding policies for production of affordable housing.

F. Adjournment

Chair Grove adjourned the meeting at 8:47 p.m.

Mike Noce, Acting Housing Manager, Community Development

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).

From: [Pam D Jones](#)
To: [Karen Grove](#); [Rachel Horst](#); [Nevada Merriman](#); [Lauren Bigelow](#); [John Pimentel](#); [Chelsea Nguyen - HC](#); [Heather Leitch](#); [Noce, Michael R](#)
Subject: BMR Update Request
Date: Wednesday, October 6, 2021 5:20:53 PM

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Public Comment: October 6, 2021 Housing Commission Meeting

Dear Chairperson Grove, Vice Chair Horst, Commissioners and Staff,

After reviewing the [BMR Properties and Property Type](#) map and list of properties, it appears there needs to be an update. A response to the requested information below will help us to better understand if our BMR rentals program is meeting the needs of our residents. For example, if we have a high and constant vacancy rate how can these units prevent displacement of residents in non-BMR units. I have been unable to find the compliance requirements for both property managers and residents. I have also been unable to find any current reports on the compliance of property managers and residents

I request the following information in regards to our BMR rentals.

1. Property manager for each rental property.
2. What information is required in the annual compliance review?
3. Is there a penalty for noncompliance?
4. Annual or most current compliance report for all properties.
5. Vacancy rate for each property.
6. Duration of vacancy for each property.
7. Length of time residents rent property and reason residents move, i.e., no longer meet income requirements, increase in rent, relocate due to employment opportunities, etc.

How has our BMR program prevented displacement? It is possible that tenants and owners were not provided with information on covid-19 related rental assistance. Current and accurate information on our BMR availability will hopefully prevent further displacement.

Respectfully,

Pam D Jones, resident

The impossible dissipates when I becomes WE.