



## REGULAR MEETING AGENDA

**Date:** 12/7/2022  
**Time:** 6:30 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 825 4657 7292 and  
City Hall Downtown Conference Room, 1st Floor  
701 Laurel St., Menlo Park, CA 94025

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
  - Access the live meeting, in-person, at the Downtown Conference Room
  - Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) –Meeting ID# 825 4657 7292
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID# 825 4657 7292  
Press \*9 to raise hand to speak

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 website at [menlopark.gov](https://menlopark.gov). The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.gov/agendas](https://menlopark.gov/agendas)).

### Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 825 4657 7292)

- 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 regular meeting on November 2, 2022 ([Attachment](#))

- D2. Review and recommend to City Council approval of the Housing Commission work plan for 2022-2023 ([Staff Report #22-008-HC](#))
- D3. Recommend to release the Below Market Rate (BMR) Housing Fund – Notice of Funding Availability (NOFA) ([Staff Report #22-009-HC](#))

**E. Informational Items**

- E1. 2023 Housing Commission meeting calendar (Attachment)

**F. Reports and Announcements**

- F1. Commissioner updates
- F2. Future agenda items
- F3. Staff updates and announcements

**G. 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 by request by emailing the city clerk at [jaherren@menlopark.org](mailto:jaherren@menlopark.org). 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.

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at [menlopark.gov/agendas](http://menlopark.gov/agendas) and can receive notification of agenda postings by subscribing at [menlopark.gov/subscribe](http://menlopark.gov/subscribe). Agendas and staff reports may also be obtained by contacting the City Clerk at 650-330-6620. (Posted: 12/1/2022)



REGULAR MEETING MINUTES

**Date:** 11/2/2022  
**Time:** 6:30 p.m.  
**Location:** Zoom and City Council Chambers  
701 Laurel St., Menlo Park, CA 94025

**A. Call To Order**

Vice Chair Bigelow called the meeting to order at 6:33 p.m.

**B. Roll Call**

**Present:** Bigelow, Campos, Pimentel, Walker, Nguyen  
**Absent:** Leitch, Merriman  
**Staff:** Interim Housing Manager Eren Romero, Management Analyst Adam Patterson,  
Assistant Director Deanna Chow

**C. Public Comment**

None.

**D. Regular Business**

D1. Approve minutes for the Housing Commission regular meeting on September 7, 2022 (Attachment)

**ACTION:** Motion and second (Pimentel/ Walker), to approve minutes for the Housing Commission regular meeting on September 7, 2022, passed 5-0 (Leitch and Merriman absent).

D2. Evaluation and discussion of the current 2022-2023 draft work plan (Attachment)

The Commission discussed the draft work plan.

**ACTION:** By acclamation, the Commission continued the item to the December 7, 2022 meeting.

**E. Reports and Announcements**

E1. Ad hoc subcommittee reports

None.

E2. Commissioner updates

None.

E3. Recommend future agenda items

- Review Department of Housing and Community Development (HCD) comments on the Housing Element

E4. Staff updates and announcements

- Assistant Community Development Director Deanna Chow provided an update on Housing Element milestones and upcoming joint Housing Commission and Planning Commission meeting tentatively scheduled for January 12, 2023.

**F. Adjournment**

Chair Bigelow adjourned the meeting at 7:34 p.m.

Arianna Milton, Acting Management Analyst I



**STAFF REPORT**

**Housing Commission**

**Meeting Date:** 12/7/2022

**Staff Report Number:** 22-008-HC

**Regular Business:** Review and recommend to City Council approval of the Housing Commission 2022-2023 work plan

**Recommendation**

Staff recommends the Housing Commission review and recommend to City Council approval of the Housing Commission 2022-2023 work plan (Attachment A).

**Policy Issues**

Each commission is required to develop an annual work plan and seek City Council approval no later than September 30 of each year per City Council policy CC-22-004 (Attachment B).

**Background**

The Housing Commission is charged primarily with advising the City Council on housing matters including housing policies and programs in the City. The last Housing Commission work plan approved by the City Council was for fiscal year 2020-2021, and the Housing Commission continued its work plan last year. The Housing Commission previously appointed Chair Bigelow, Commissioner Leitch, and Commissioner Nguyen to the work plan ad hoc subcommittee. Due to the COVID-19 pandemic and staff transitions, progress on the work plan has been delayed. After receiving feedback from public comment and a discussion by the present commissioners during the last Housing Commission meeting on November 2<sup>nd</sup>, the draft 2022-2023 work plan is available for additional feedback, further input from all commissioners, and approval.

**Analysis**

The current Housing Commission draft work plan includes goals, benefits of those goals, timelines, and needed resources.

The following were discussed as potential goals for the 2022-2023 Housing Commission work plan and are available for additional expansion and discussion:

1. Provide information and education related to tenant rights, tenant protections, and anti-displacement efforts. This could be considered a short-term goal and could be accomplished within six months and include hosting and cohosting local legal resources/presentations via the Housing Commission while expanding community engagement.
2. The development of affordable housing on public lands like the downtown parking lots. This goal could be considered a long-term goal and is outlined in the latest draft of the Housing Element Update.

### Next steps

After reviewing the Housing Commission's feedback, Staff has returned with the 2022-2023 draft work plan for the Housing Commission's review and recommendation for City Council approval. Following review of the work plan by the Housing Commission, staff will submit it to the City Council for approval.

### **Impact on City Resources**

Resources expended for the preparation of the Housing Commission work plan is considered part of the City's baseline operations.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378. Any projects identified through the Commission's pursuit of these goals and priorities would be subject to environmental review under CEQA in the future.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Housing Commission draft 2022-2023 work plan
- B. City Council Policy CC-22-004 – Commission/Committees policies and procedures, roles and responsibilities

Report prepared by:  
Arianna Milton, Acting Management Analyst I

Report reviewed by:  
Eren Romero, Interim Housing Manager

# HOUSING COMMISSION

City Manager's Office  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620



## DRAFT WORK PLAN 2022-23

<b>Mission Statement</b>	
<p>We are affordable housing advocates. We make recommendations to the City Council on issues related to housing policy, implement Council policy decisions, and represent the City where needed on housing matters. We are a conduit of information out to the community about affordable housing programs and a conduit of information back from the community regarding housing matters to the City Council.</p>	
<b>Committee Members Listing and Term Expirations</b>	
Lauren Bigelow – Chair	April 30, 2023
Heather Leitch	April 30, 2025
Jackelyn Campos	April 30, 2026
Chelsea Nguyen – Vice Chair	April 30, 2025
Adriana Walker	April 30, 2025
Nevada Merriman	April 30, 2025
John Pimentel	April 30, 2024
<b>Priority List</b>	
The Housing Commission has identified the following priorities to focus on during 2022-23:	
<p><b>Summary of common high-priority items:</b></p> <ul style="list-style-type: none"> <li>• Short-term goal: community engagement to provide education on tenant rights and anti-displacement efforts</li> <li>• Long-term goal: consider City-owned Land for housing (downtown parking lots)</li> </ul> <p><b><u>Overarching goal</u></b></p>	

	We need to educate inform tenants and property owners of renter protection laws and housing programs/resources					
<b>Work Plan Worksheet</b>						
<b>Step 1 - Review the purpose of the Commission as defined by Menlo Park Council Policy CC-22-0004</b>						
<p>Each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law. The Housing Commission is charged primarily with advising the City Council on housing matters, including housing supply and housing related problems. Specific focus areas include:</p> <ul style="list-style-type: none"> <li>• Community attitudes about housing (range, distribution, racial, social-economic problems)</li> <li>• Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City</li> <li>• Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974</li> <li>• Review and recommend to the Council regarding the Below Market Rate (BMR) program</li> <li>• Initiate, review and recommend on housing policies and programs for the City</li> <li>• Review and recommend on housing related impacts for environmental impact reports</li> <li>• Review and recommend on State and regional housing issues</li> <li>• Review and recommend on the Housing Element of the General Plan</li> </ul>						
<b>Step 2 - Develop or review a Mission Statement that reflects that purpose (<i>Who we are, what we do, who we do it for, and why we do it</i>)</b>						
No changes were made to the Mission Statement included above.						
<b>Step 3 - Discuss any priorities already established by Council</b>						
Housing Element Update						
<b>Step 4 - Brainstorm goals, projects or priorities of the Committee</b>						
<u>Brainstorm goals, projects or priorities of the Committee</u>	<u>Housing Element Program</u>	<u>Benefit, if completed</u>	<u>Policy change? At Council level</u>	<u>Resources needed for completion</u> (Staff, subcommittees, funds)	<u>Estimated Completion Time</u>	<u>Measurement Criteria</u> (How will we know how we are doing?)
<b>Community Engagement-</b> <ul style="list-style-type: none"> <li>• Provide information and education related to tenant rights, tenant protections, and anti-displacement efforts</li> <li>• Host and cohost local legal resources/presentations via the Housing Commission as</li> </ul>	<ul style="list-style-type: none"> <li>• H5C, D, E</li> </ul>	<ul style="list-style-type: none"> <li>• Increase diversity of community participation and input</li> <li>• Prevent evictions and displacement</li> </ul>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Resources: staff, interpreters, ad-hoc and HC committee	June 2023; possibly ongoing	Two Informational events, 1 event every 6 months at Belle Haven location  Multi-lingual inclusive events

<p>part of expanding community engagement</p>						
<p><b>Focus on the development of affordable housing on public lands</b></p> <p>-This could include the development of affordable housing on downtown parking lots</p>	<ul style="list-style-type: none"> <li>• H4.G</li> </ul>	<ul style="list-style-type: none"> <li>• Affordable housing production- ELI, VL, LI</li> <li>• Preferential for people with special needs</li> <li>• Traffic reduction</li> <li>• Achieve climate goals</li> </ul>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Develop RFP (resources: staff, HC committee, consultants)</li> <li>• Review current use and zoning (resources: staff, ad-hoc, consultants)</li> <li>• Make recommendations (resources: staff, HC, ad-hoc, consultants)</li> </ul>	<p>Beyond 2023</p>	<ul style="list-style-type: none"> <li>• Site inventory complete, available to the public</li> <li>• Study session or another public meeting to review current use and zoning</li> <li>• HC votes on recommendations</li> </ul>
<p><b>Step 5 - Prepare the final work plan for submission to the City Council for review and approval and attach the worksheet used to determine priorities, resources, and timelines.</b></p>						
<p><b>Step 6 - Once approved, use this plan as a tool to help guide you in your work as an advisory body.</b></p>						
<p><b>Step 7 – Regularly report on the status of item progress and alert City staff of any additional time or resources needed for successful item completion.</b></p>						

# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004  
 Adopted September 20, 2022  
 Resolution No. 6776



<b>Purpose</b>
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
<b>Authority</b>
Upon its original adoption, this policy replaced the document known as "Organization of Advisory Commissions of the City of Menlo Park."
<b>Background</b>
<p>The City of Menlo Park currently has seven active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
<b>Policies and Procedures</b>
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq, 65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004

Adopted September 20, 2022

Resolution No. 6776

2

parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004

Adopted September 20, 2022

Resolution No. 6776

3

provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if s/he thinks it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004

Adopted September 20, 2022

Resolution No. 6776

4

### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Wednesday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

### 5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as "off-premises"), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

### 6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004

Adopted September 20, 2022

Resolution No. 6776

5

### G. Memberships

#### *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

#### *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

#### *Attendance*

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

#### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however,

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004

Adopted September 20, 2022

Resolution No. 6776

6

members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

### *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

### *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

### *Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

### *Term of office*

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place. The Finance and Audit Committee term of office shall be two (2) years.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

### *Vacancies*

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public (Government Code 54972, Maddy Act).

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004

Adopted September 20, 2022

Resolution No. 6776

7

### Roles and Responsibilities

#### Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

#### Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically, a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

#### Finance and Audit Committee

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

#### Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

#### Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-22-004

Adopted September 20, 2022

Resolution No. 6776

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

**Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

**Procedure history**

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631
Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-22-004

Adopted September 20, 2022

Resolution No. 6776

Procedure adoption	9/20/2022	Resolution No. 6776
--------------------	-----------	---------------------



**STAFF REPORT**

**Housing Commission**

**Meeting Date:** 12/7/2022  
**Staff Report Number:** 22-009-HC

**Regular Business:** Recommendation to release the Below Market Rate (BMR) Housing Fund – Notice of Funding Availability (NOFA)

**Recommendation**

Recommendation to release the 2022/2023 draft Notice of Funding Availability (NOFA) and application. (Attachment A).

**Policy Issues**

The Housing Element 2023-2031 Program H1.I requires advertisement of the notice of funding availability (NOFA) no less than every two years. This allows organizations to apply for funding to promote the preservation and production of affordable housing.

**Background**

The goal of the NOFA is to support and incentivize the preservation and production of affordable housing expeditiously. The City continues to encourage the development of a variety of housing, especially much-needed affordable housing, through the implementation of the City’s 2023-2031 Housing Element update. Additionally, outside of the NOFA process, the City has previously contributed BMR funds to the development of additional affordable housing projects in the City.

Although no amendments have been made to the 2022/2023 NOFA, there were two minor amendments included in the 2020 NOFA including clarification to eligible projects and the addition of an “over the counter” application process.

**Analysis**

The NOFA is designed to create a competitive process supporting affordable housing developments that are most likely to be successful in addressing the City’s affordable housing needs and that will benefit the community. The City of Menlo Park has approximately \$1.5-2 million available for this NOFA with City BMR funding intended to fill financing gaps between projected total development costs and other available funding sources. The NOFA application is attached (Attachment A). The tentative schedule for this NOFA is:

Housing Commission review:	Wednesday, December 7, 2022
NOFA publication:	Tuesday, December 20, 2022
NOFA applications due:	Friday, January 27, 2023
Housing Commission presentations and recommendations:	TBD, Spring 2023
City Council approvals:	TBD, Spring 2023

City staff will release the notification to a list of non-profit agencies. Agencies will need to register and submit electronic proposals through *PlanetBids*.

### **Impact on City Resources**

The BMR fund currently has approximately \$1.5-2 million in funds available for the NOFA process.

### **Environmental Review**

No environmental review is required for this funding process, although individual projects that may be awarded funding may be subject to California Environmental Quality Act (CEQA) review requirements.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

Attachment A: Draft NOFA and application

#### **Report prepared by:**

Arianna Milton, Acting Management Analyst I

#### **Report reviewed by:**

Eren Romero, Interim Housing Manager

## NOTICE OF FUNDING AVAILABILITY (NOFA)

Community Development Department – Housing Division  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6702



### Background

The City of Menlo Park announces the availability of funds for affordable housing projects in Menlo Park and seeks responsive proposals. Approximately \$1.5-2 million in Below Market Rate (BMR) housing funds are available under this NOFA to support the preservation or production of permanent affordable housing. The funding is intended to fill the financing gap between the projected total development costs and other available funding sources.

Qualified developers of affordable housing who meet the NOFA qualifications are encouraged to submit proposals. All proposals must be received no later than 5 p.m., January 27, 2023. Interested parties may submit as an individual entity and/or may collaborate with other entities, so long as the collective group meets the NOFA requirements. Funding will be awarded by the City Council on a competitive basis to those projects that are most successful in addressing the City's affordable housing needs.

The City is seeking proposals demonstrating the following: an understanding of the community; the unique attributes and opportunities of the neighborhood where the project will be located; successful experience in developing and managing affordable housing; and a commitment to an inclusive and informative public engagement process. Applicants must have successfully completed prior affordable housing projects. Joint venture partnerships are allowed assuming at least one member of the partnership meets the minimum experience requirement.

Eligible projects include the preservation of existing affordable housing and the acquisition or new construction of permanent affordable rental or ownership housing for extremely low, very low, and low-income households. Proposals from organizations that produce affordable housing through the administration of housing programs will also be considered, although BMR housing funds will be primarily limited to direct housing production (e.g. first-time homebuyer program, accessory dwelling unit loan program, acquisition of existing housing, etc.). The development of emergency shelters for the homeless and transitional housing is not eligible because they do not result in permanent affordable housing. Mixed-income projects containing both affordable and market-rate rental and ownership units are eligible, with only the affordable housing portion of the project eligible for assistance under this NOFA.

The City will evaluate proposals based on City Council-adopted project goals and housing priorities. All proposals will be reviewed for consistency with the Housing Element and the City's General Plan. There will not be a point system applied to these goals and priorities.

### Project priorities

To be considered for funding under this NOFA, the project should attempt to meet the following project priorities:

- Housing units will remain affordable through deed restrictions for at least 55 years.
- The project is consistent with the goals and objectives of the City's Housing Element and General Plan
- The project has reasonable costs, the ability to compete well in securing competitive fund sources, and is soundly underwritten.

- The project will allow the City to spend housing funds expeditiously, projects should be “ready to go”.
- The project site allows a development to achieve maximum density and is consistent with the applicable zoning
- The project provides dual benefits by preserving/developing affordable housing and creating a substantial improvement of a blighted property and/or neighborhood.
- The building incorporates green building practices and materials.
- The project incorporates appropriate community spaces, amenities, and services for the target population.
- The project site is within walking distance of transit, services, and amenities and is convenient for the target population.
- The project will implement a Local Hire program for Menlo Park residents (via construction and/or operations) when applicable.
- The development team has demonstrated experience with successful affordable housing projects and the capacity to work cooperatively with communities in the design and development of projects.
- The project provides housing targeting very low and low-income households.
- The project is in central or west Menlo Park.
- The project contains larger units (2+ bedroom units and larger) and generally targets families.
- The project’s management plan promotes a healthy living environment for tenants.

**Review process**

Application review

Staff will review all proposals to verify applicant eligibility. Proposals from developers that do not meet the City’s minimum required experience will not be considered. Incomplete proposals will not be considered.

Please note that the City aims to target BMR funds toward projects serving households at the lowest affordability levels. The City also intends to maximize the impact of its investment by awarding funds to projects requesting reasonable levels of subsidy, leveraged by other fund sources. So, in instances where there are multiple projects applying for funds, affordability targeting and subsidy level per unit will be considered.

Environmental review and assessment

Before the final funding commitment, projects must be assessed in accordance with the California Environmental Quality Act (CEQA). If Federal funding is involved, the project must also be assessed in accordance with the National Environmental Policy Act (NEPA).

**Application process**

Timeline

The tentative timeline for evaluating and selecting proposals is anticipated to be:

Housing Commission review:	Wednesday, December 7, 2022
NOFA publication:	Tuesday, December 20, 2022
NOFA applications due:	Friday, January 27, 2023
Housing Commission presentations:	TBD, Spring 2023
Housing Commission recommendations:	TBD, Spring 2023
City Council approvals:	TBD, Spring 2023

**Application process continued**

Contact information

Questions regarding this NOFA may be directed to Eren Romero, Interim Housing Manager, by calling 650-330-6755 or sending an email to [eromero@menlopark.org](mailto:eromero@menlopark.org).

Changes to the NOFA process

The City of Menlo Park reserves the right to request additional information from applicants, reject any and all submittals, waive any irregularities in the submittal requirements or cancel, suspend or amend the provisions of this NOFA. If such an action occurs, the City will notify all interested parties in advance.

Funding priority will be given to applications received by the due date in this NOFA. If there are BMR funds available after the NOFA process, these funds will be available on an over-the-counter basis, subject to Housing Commission review and City Council approval.

Application submittal requirements

The NOFA application is completed entirely online and will close on January 27, 2023, at 5:00 p.m.

Follow the steps below to create your vendor record, access all relevant NOFA information, and create and submit your online application.

**STEP 1.** Create a new vendor record, or access your existing record on *PlanetBids*, to initiate your NOFA application.

- Applicants who do not have a username password for the *PlanetBids* website may register for free by selecting "New Vendor Registration" on the *PlanetBids* website:  
<https://pbsystem.planetbids.com/portal/46202/login>

**STEP 2.** Access the following NOFA information in *PlanetBids*:

The NOFA solicitation packet with instructions for accessing, completing, and submitting the online NOFA application.

- General NOFA information, including updates and NOFA closing timelines; and
- All addenda (question-and-answer responses), including responses to requests for clarification or interpretation during the application period, which are regularly updated until the NOFA closes. Applicants should regularly visit the Vendor Portal to view updates.

Application due date

Applications must be submitted by 5 p.m., Friday, January 27, 2023.

Please note - under the California Public Records Act, all documents submitted as part of this application are considered public records and will be made available to the public upon request.

Submit your completed application to:

*PlanetBids* at <https://home.planetbids.com/>

## 2022/23 NOTICE OF FUNDING AVAILABILITY APPLICATION

Community Development Department  
 Housing Division  
 701 Laurel St., Menlo Park, CA 94025  
 tel 650-330-6702

Project applicant			
Organization/Agency:			
Primary contact person:			
Phone:		Email:	
Address:		City:	State: Zip:
<p>1. What is the role of the applicant in the project (check all that apply):</p> <p><input type="checkbox"/> Ownership entity</p> <p><input type="checkbox"/> Managing partner or managing member</p> <p><input type="checkbox"/> Sponsoring organization</p> <p><input type="checkbox"/> Developer</p> <p><input type="checkbox"/> Other (describe):</p>			
<p>2. Applicant legal status:</p> <p><input type="checkbox"/> General partnership</p> <p><input type="checkbox"/> Joint venture</p> <p><input type="checkbox"/> Limited partnership corporation</p> <p><input type="checkbox"/> Nonprofit organization</p> <p><input type="checkbox"/> Other (please specify):</p>			
<p>3. Organization status:</p> <p><input type="checkbox"/> Currently exists</p> <p><input type="checkbox"/> To be formed (estimated date):</p>			
<p>4. Name(s) of individuals who are/will be general partner(s) or principal owner(s):</p>			
<p>If the applicant is a joint venture, a joint venture agreement is required that clearly describes the roles and responsibilities of each partner, who is the lead partner or if the responsibilities are approximately equally split between the partners.</p>			
Project detail			
Project name:			
Project address:		City:	State: Zip:
Assessor's parcel number:			

Project type (check all that apply): <input type="checkbox"/> Families <input type="checkbox"/> Seniors <input type="checkbox"/> Special needs <input type="checkbox"/> Other (please describe):										
Project activity (check all that apply): <input type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation <input type="checkbox"/> New construction <input type="checkbox"/> Preservation <input type="checkbox"/> Mixed-income <input type="checkbox"/> Mixed-use <input type="checkbox"/> Other (please specify):										
Land area:					Number of residential buildings:					
Number of units:					Residential total floor area:					
Number of stories:					Number of elevators:					
Number of community rooms:					Community room(s) total floor area:					
Commercial/office uses (please specify):										
Commercial total floor area:					Office total floor area:					
Other uses (please specify):										
Total parking spaces:					Parking type(s):					
Residential parking spaces:					Residential parking ratio:					
Guest parking spaces:										
Commercial parking spaces:					Commercial parking ratio:					
Office parking spaces:					Office parking ratio:					
<b>Income categories</b>										
City BMR funds may only fund units serving extremely low, very low or low income households at or below 80 percent of the area median income (AMI). Inclusions of units for homeless households are encouraged.										
Category	Number of units					Percentage of units				
	Studio	1 bd	2 bd	3 bd	4 bd	Studio	1 bd	2 bd	3 bd	4 bd
0 to 30 percent AMI – Extremely low										
31 to 50 percent AMI – Very low										
51 to 80 percent AMI – Low										
81 to 120 percent AMI – Moderate										
Unrestricted										
TOTAL										

**Unit amenities**

Provide a brief list of unit amenities (e.g. air conditioning, laundry in unit, balconies, etc.):

**Project narrative (please attach any additional responses)**

1. Project description: Provide a brief narrative summary of the proposed project including location, project type (e.g. new versus rehab), target population and any unique project characteristics.
2. Project design: Provide a description of the project's architectural and site plan concepts and how these concepts address the opportunities and limitations of the site and location.
3. Green building features: Describe the green building features that will be incorporated into the project.
4. On-site amenities: Describe any on-site amenities including any project characteristics that address the special needs of the population you intend to serve.

5. Neighborhood off-site amenities: Describe the property location, neighborhood transportation options, and local services and amenities that are within 1/4 mile and 1/2 mile of the site.

6. Potential development obstacles: Are there any known issues or circumstances that may delay or create challenges for the project? If yes, list issues below including an outline of steps that will be taken and the time needed to resolve these issues.

**Site information (please attach any additional responses)**

Site control is required. Evidence should also be submitted demonstrating that the entity that has site control is the same entity applying for funds. Please include the site control document with the application.

What type of site control does the applicant currently hold?

Will site acquisition be a purchase or long-term lease?

What is the purchase price of the land? For proposed leaseholds, indicate the amount of the annual lease payment and the basis for determining that amount:

What is the current County-assessed value of the site?

Who is the current property owner and what is their address and contact information?

Total square footage of site:

Existing uses on the site and the approximate square footage of all structures:

Planned use of on-site existing structures:

- Demolish
- Rehabilitate
- Other (describe):

Provide the square footage, date built and number of stories for each on-site building to be retained as part of this project:

Provide a brief description of the condition of any buildings to be rehabilitated:

Describe unique site features (heritage trees, parcel shape, etc.)

Identify problem site conditions (high noise levels, ingress/egress issues, etc.)

### **Floodplain**

Is the site in a floodplain?  Yes  No

If yes, type of flood plain and number of years:

List any maps referenced:

**Describe adjoining land uses**

West:

East:

North:

South:

**Zoning**

What is the current zoning of the project site?

Is the proposed project consistent with the existing zoning of the site?  Yes  No

Explain:

Indicate any discretionary review permits required for the project (e.g. planned community permits, design review permits, rezoning, etc.)

If rezoning is required identify the requested zoning district for the project:

**Community priorities (please attach any additional responses)**

Explain how this project meets the objectives of the project priorities identified in this NOFA and the goals and objectives of the City's Housing Element and General Plan:

<b>Project funding (please attach any additional responses)</b>	
City funds requested:	Funds per assisted unit:
Total project cost:	Cost per assisted unit:
How will the requested City funding be used?	
Assess the chances of the project securing required funding and steps that will be taken to make the project competitive.	
What is the self-scored 9 percent tax credit tiebreaker score for the project if applicable?	
<b>Developer experience (please attach any additional responses)</b>	
Applicants may be nonprofit or for-profit affordable housing developers or owners who have affordable housing experience in the nine-county Bay Area (San Mateo, San Francisco, Marin, Sonoma, Napa, Solano, Contra Costa, Alameda and Santa Clara) and a successful track record of at least two years of ownership of at least two affordable, deed-restricted housing projects within the nine-county Bay Area in which 100 percent of the units, are targeted to those at or below 80 percent AMI. Joint venture partnerships are allowed assuming at least one member of the partnership meets the minimum experience requirement. Previous development/ownership experience must include projects that contain at least 10 units.	
Years of experience:	
Number of projects:	
Number of projects in San Mateo County:	
Average size of projects:	
Number of units placed in service:	
Please describe two projects completed in the last 10 years that are similar to the proposed project and provide photographs of each project:	
<b>Project 1 - name of project:</b>	
Location:	
Number of units:	
Type of development (senior, family, etc.):	
Name of project manager:	
Number of stories:	
Unit types (studio, 1 bedroom, etc.):	
Type of construction:	
Project amenities:	

Entitlement date:
Occupancy date:
Funding sources:
<b>Project 2 - name of project:</b>
Location:
Number of units:
Type of development (senior, family, etc.):
Name of project manager:
Number of stories:
Unit types (studio, 1 bedroom, etc.):
Type of construction:
Project amenities:
Entitlement date:
Occupancy date:
Funding sources:

**Personnel**

List the names of key members of the applicant's development team, their titles, responsibilities and years of experience in affordable housing.

Project Staff	Name	Role in proposed project	Years of housing development experience	Years with this developer
Project Manager				
Director of Real Estate Development				
Executive Director				
Chief Financial Officer				
Other				
Other				

Indicate which of the following development team members have been selected and identify them if different from applicant.	
Developer:	Architect(s):
Engineer(s):	General contractor:
Attorney(s) and/or tax professionals	
Property management agent	
Financial and other consultant(s)	
Investor(s):	
List all other participants and affiliates (people, businesses and organizations) proposing to participate in the project.	
Name	Address
Describe how the property will be managed including the number of staff, locations and management office hours.	
If the project will be managed by an agency other than the project applicant describe the project applicant's role in the ongoing management of the project and resolution of management issues.	

### Applicant certification

I certify that the information submitted in this application and all supporting materials is true, accurate and complete to the best of my knowledge. I acknowledge that if facts and or information herein are found to be misrepresented it shall constitute grounds for disqualification of my proposal. I further certify that the following statements are true except if I have indicated otherwise on this certification:

- I have not sold any of the projects listed on the 10 Year Projects list
- No mortgage on a project listed by me has ever been in default
- Government, or foreclosed, nor has mortgage relief by the mortgagee been given
- I have not experienced defaults or noncompliance under any contract or regulatory agreement nor issued IRS Form 8823 on any Low Income Housing Tax Credit (LIHTC) project on the 10 Year Projects list
- To the best of my knowledge there are no unresolved findings raised as a result of Agencies' audits, management reviews or other investigations concerning me or my projects for the past 10 years
- I have not been suspended, been barred or otherwise restricted by any state agency from participating in the LIHTC program or other affordable housing programs
- I have not failed to use state funds or LIHTC allocated to me in any state

I have checked each deletion, if any, and have attached a true and accurate signed statement, if applicable; to explain the facts and circumstances that I think help to qualify me as a responsible principal for participation in this NOFA.

Applicant name(s):

Signature:

Date:

Print name and title:

This application and all supporting material are regarded as public records under the California Public Records Act.

### Applicant supporting material

In addition to submitting a complete application, the following additional supporting material must be provided with the application:

1. Cover letter: Provide a brief summary of the proposed project and discuss your agency's qualifications and why your proposal should be selected for funding.
2. Community outreach plan: Include the plan for conducting community outreach to neighbors of the proposed development and interested community groups. The outreach plan should describe how the developer intends to build support for the project and address community concerns. The outreach plan should also discuss any anticipated community concerns and how they would be handled.
3. Site control documents: Site control is required. Please include the site control document as well as documentation demonstrating that the entity that has site control is the same entity applying for funds.
4. Development schedule: Include a detailed project schedule identifying all major milestones. The schedule must include major milestones for the development approval process such as purchase of the property, community outreach process, financing, applications, approvals, closings, project construction and lease up. Projects with schedules projecting completion within three years will be given priority.
5. Experience (owner/developer and property manager): Please provide resumes for the owner/developer and property manager. The resume should include a list of affordable housing projects owned/developed and managed. Please include the following: name of project, address, number of units, target population, project PIS date and years under ownership/management.
6. Experience and references (staff): Provide resumes and project experience for all key staff working on the project including but not limited to: principals, project manager, project staff and financial officer. Indicate the level of experience of the project manager with projects similar to the proposal. Provide at least three references from City or County staff involved with projects completed in the last six years.
7. Financial proforma: Please provide detailed financial information for the proposed project including permanent and construction fund sources, detailed permanent development budget, unit affordability mix/rent schedule, operating budget and 30-year cash flow. If the project will use tax credits, please provide the tax credit calculations.
8. Photos: Attach recent clearly labeled photos of the project site and surrounding area.
9. Board of directors: Provide a listing of the board of directors including the city of residence.

# HOUSING COMMISSION

## DRAFT MEETING DATES FOR 2023

**January**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**March**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April**

S	M	T	W	T	F	S
						1
2	3	4	5*	6*	7	8
9	10	11	12*	13*	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25*	26*	27*
28	29	30	31			

**June**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**July**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15*	16*
17*	18	19	20	21	22	23
24*	25*	26	27	28	29	30*

**October**

S	M	T	W	T	F	S
1*	2	3	4	5	6*	7*
8*	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<b>HC MEETINGS</b>	<b>CITY HALL CLOSED</b>	<b>CITY HOLIDAYS</b>
<b>SPECIAL MEETINGS WILL BE SCHEDULED AS NEEDED</b>		

1/12/23 - Special Joint HC and PC

**Legend**

-  HC Meetings
-  City Hall Closed
-  City Holidays
-  Jewish Holidays
-  Columbus Day/Indigenous Peoples' Day
-  Special Meeting
-  Juneteenth
-  Draft CC Calendar (2nd & 4th Tuesdays)

<u>Date</u>	<u>Jewish Holidays</u>
Apr. 5-13	Passover ( <i>no work permitted on 4/5; 4/6; 4/12 &amp; 4/13</i> )
May 25-27	Shavuot ( <i>no work permitted</i> )
Sept. 15-17	Rosh Hashanah ( <i>no work permitted</i> )
Sept. 24-25	Yom Kippur ( <i>no work permitted</i> )
Sept 29 to Oct. 1	Sukkot ( <i>no work permitted on 10/30; 11/1</i> )
Oct. 6-8	Simchat Torah ( <i>no work permitted</i> )
Dec. 7-15	Chanukah/Hanukkah

Note:  
*\*No work is permitted*

<u>Date</u>	<u>School Breaks</u>
Dec. 26 to Jan 6	Winter Break
Feb. 20-24	Mid-Winter Break
Apr 10-14	Spring Break

<u>Date</u>	<u>City Hall Holidays</u>
Jan. 2	New Year's Day (in lieu)
Jan. 16	Martin Luther King Day
Feb. 20	President's Day
May 29	Memorial Day
July 4	Independence Day's observed
Sept. 4	Labor Day
Nov 10	Veterans Day
Nov 23-24	Thanksgiving
Dec. 25	Christmas Day