



REGULAR MEETING MINUTES

Date: 3/2/2022
Time: 6:30 p.m.
Location: Zoom

A. Call To Order

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

B. Roll Call

Present: Grove, Leitch, Merriman, Pimentel
Absent: Bigelow, Nguyen
Staff: Acting Housing Manager Mike Noce, Acting Principal Planner Tom Smith

C. Public Comment

None.

D. Regular Business

D1. Approve minutes for the Housing Commission regular meeting on February 2, 2022 (Attachment)

ACTION: Motion and second (Leitch/ Merriman), to approve minutes for the Housing Commission regular meeting on February 2, 2022, passed 4-0 (Bigelow and Nguyen absent).

D2. Review and recommend that the City Council accept the 2021 Housing Element Annual Progress Report (Staff Report #22-003-HC)

Acting Principal Planner Tom Smith and Acting Housing Manager Mike Noce made the presentation (Attachment).

- Jill Olson spoke on housing on the Flood Park school site.
- Michal Bortnik spoke on below market rate (BMR) unit targets between the current and upcoming Housing Element cycle.

ACTION: Motion and second (Leitch/ Merriman), to approve the recommendation that the City Council accept the 2021 Housing Element Annual Progress Report and the to include the addition of an income limits table and information pertaining to Menlo Park housing needs to the City Council staff report, passed 4-0 (Bigelow and Nguyen absent).

E. Reports and Announcements

E1. Ad hoc subcommittee reports (10 minutes)

None.

E2. Commissioner updates

None.

E3. Recommended future agenda items.

None.

E4. Staff updates and announcements

Acting Housing Manager Mike Noce provided updates on:

- The City Council approved the first phase of updates to the BMR Housing Program Guidelines on March 1, 2022.
- Potentially cancelling the April 6, 2022 Housing Commission meeting.

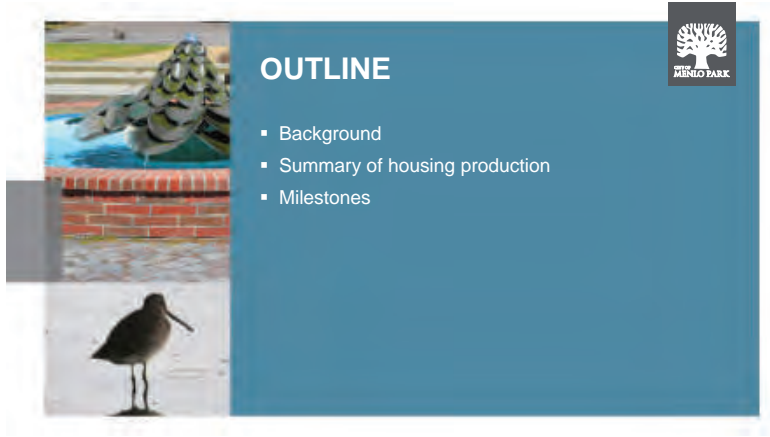
F. Adjournment

Chair Grove adjourned the meeting at 7:55 p.m.

Mike Noce, Acting Housing Manager, Community Development



HOUSING ELEMENT ANNUAL PROGRESS REPORT 2021



OUTLINE

- Background
- Summary of housing production
- Milestones



BACKGROUND

- Since 1969, California has required all local governments to adequately plan to meet the housing needs of everyone in the community
- Annual Progress Report (APR)
 - Due by April 1st every year
 - Documents housing production amounts and housing-related activities
- 5th Cycle Housing Element (2015-2023)
 - Provides a blueprint for meeting housing needs
 - Regional Housing Needs Allocation (RHNA)
 - CA Department of Housing and Community Development (HCD)
 - Association of Bay Area Governments
 - Menlo Park 5th Cycle RHNA is 655 dwelling units



HOUSING PRODUCTION STATUS

- APR tracks lifecycle of an application
- 96 net new dwelling units in 2021
 - Based on building permits issued
 - 1345 Willow Road – 58 net new very-low income units
 - 36 ADUs
 - SB 35 streamlining exemption
 - One of only 29 jurisdictions in CA
 - Maintaining RHNA production
- ADU production increasing
 - Increase from 13 in 2020 to 36 in 2021 (177% increase)
 - Increase likely due to changes in state laws that went into effect in 2020, which aimed to streamline ADU permitting



ADU PRODUCTION BY COUNCIL DISTRICT

ADU Building Permits Issued in 2021	
Council District	Units
District 1	4
District 2	13
District 3	0
District 4	5
District 5	14
TOTAL	36



RHNA DEVELOPMENT PROGRESS

Income level	Permits Issued by Affordability, 2015-2021								Total units to date	Total remaining RHNA
	RHNA 2015-2023	2015	2016	2017	2018	2019	2020	2021		
Very low	233	85	45	0	0	1	0	69	217	16
Low	129	22	4	6	6	16	26	11	91	38
Moderate	143	0	0	1	2	7	0	11	22	121
Above moderate	150	712	17	20	26	172	230	5	1,182	Exceeded
Total	655	819	66	35	44	196	256	96	1,512	175

▪ Breakdown of deed/non-deed restricted units included in 2021 APR (Table B)

POTENTIAL FUTURE HOUSING PRODUCTION



- 890 new units entitled in 2021 (3,600% increase from 2020)
- Will count toward future APRs when building permits are granted
- From three projects of over 100 dwelling units:
 - 14 very low income units
 - 46 low income units
 - 73 moderate income units
 - 748 above moderate income units
- Over 2,300 units under review for potential entitlements
 - Could produce over 390 additional BMR units

MILESTONES



- Housing Element APR program areas (Table D)
- BMR housing fund 2021 highlights
 - Notice of Funding Availability (NOFA) released for \$10 million
 - Three proposals received, all from nonprofit housing organizations
 - \$5.5 million - HIP Housing for the acquisition of 6-8 Coleman Place
 - Approved by City Council in February 2021 with sale completed in March 2021
 - Conversion to 14 low income units, included in 2021 APR
 - \$1.2 million - Homeownership Preservation Program, Habitat for Humanity Greater S.F.
 - Repair and rehabilitation for low income homeowners in the Belle Haven neighborhood
 - Approved by City Council in May 2021 with program initiating in 2022
 - Pending \$3.6 million – MidPen Housing proposing the construction of 12 low-income ownership units at 335 Pierce Road
 - Anticipated for City Council consideration in Spring 2022 (study session held in Nov. 2021)

MILESTONES



- Housing Assistance Program
 - Formerly the Rental Assistance Program
 - Expanded to include both rental and mortgage assistance
 - Assists qualified households related to COVID-19 pandemic or other emergency circumstances
 - Administered by Samaritan House San Mateo
 - Council approved \$250,000 of American Rescue Plan funds in October 2021
 - Allocation was an additional supplement to initial funding of \$100,000
 - Funding has assisted 32 households (86 persons) to remain housed during periods of economic instability

LOOKING AHEAD



- 6th Cycle Housing Element Update
 - Will cover planning period from 2023-2031
 - RHNA including buffer is 3,830 dwelling units (1,490 affordable units)
 - Preparation for 6th Cycle Housing Element is underway
 - EIR studying up to 4,000 units
 - Draft Housing Element to be released Spring 2022
 - Draft EIR to be released Summer 2022
 - Safety and Environmental Justice Elements also under development
 - Deadline for submittal to HCD is January 31, 2023
 - Project timelines and information available on the City's website
 - menlopark.org/housingelement

THANK YOU



2021 INCOME LIMITS SAN MATEO COUNTY



2021 California State Income Limits for San Mateo County Households						
Income Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
Extremely low income (30% AMI)	\$38,400	\$43,850	\$49,350	\$54,800	\$59,200	\$63,600
Very low income (50% AMI)	\$63,950	\$73,100	\$82,250	\$91,350	\$98,700	\$106,000
Low income (80% AMI)	\$102,450	\$117,100	\$131,750	\$146,350	\$158,100	\$169,800
Area median income (100% AMI)	\$104,700	\$119,700	\$134,650	\$149,600	\$161,550	\$173,550
Moderate income (120% AMI)	\$125,650	\$143,600	\$161,550	\$179,500	\$193,850	\$208,200