



REGULAR MEETING MINUTES

Date: 11/6/2024
Time: 6:30 p.m.
Location: Teleconference and
Arrillaga Recreation Center, Oak Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

Present: Beeli (Remote – Brown Act), Leitch, Merriman, Onap (Remote – AB 2449), Portillo Switzer, Trempont
Absent: None
Staff: Community Development Director Deanna Chow, Management Analyst Adam Patterson, Management Analyst Arianna Milton, Senior Planner Christopher Turner, Principal Planner Tom Smith

C. Public Comment

None.

D. Regular Business

D1. Selection of Vice Chair (Staff Report #24-010-HC) (Attachment)

Management Analyst Arianna Milton introduced the item.

ACTION: Motion and second (Leitch/ Portillo), to select Commissioner Trempont as Vice Chair of the Housing Commission, passed unanimously.

D2. Approval of the Housing Commission meeting minutes for September 4, 2024 (Attachment)

ACTION: Motion and second (Leitch/ Portillo), to approve the Housing Commission meeting minutes for September 4, 2024, passed 6-0-1 (Switzer abstaining).

D3. Recommend approval for the commitment of \$600,000 from the Below Market Rate housing fund to Alliant Strategic Development for the production of affordable rental units located at 320 Sheridan Drive (Staff Report #24-011-HC)

Senior Planner Christopher Turner made the presentation (Attachment).

- Skip Hilton spoke in support of a second entrance for the proposed development.
- Karen Grove spoke in support of the project.
- Ross Silverstein spoke in support of the project and additional bike storage.

- Adina Levin spoke in support of the project and adapting transit to the area.

The Housing Commission discussed establishing a link to the preferences of this proposed project and the City's anti-displacement efforts.

ACTION: Motion and second (Leitch/ Switzer), to recommend approval for the commitment of \$600,000 from the Below Market Rate Housing Fund to Alliant Strategic Development for the production of affordable rental units located at 320 Sheridan Dr. with staff to focus on exploration of preferences in reference to the City's anti-displacement strategy, passed unanimously.

D4. Consider and make a recommendation to the Planning Commission to approve a Below Market Rate Housing Agreement with Alliant Strategic Development for an 88-unit housing development project at 320 Sheridan Drive (Staff Report #24-012-HC)

Management Analyst Adam Patterson made a presentation (Attachment).

Applicant Steven Spielberg made a presentation (Attachment).

The Housing Commission discussed reviewing the applicant's project management information plan.

ACTION: Motion and second (Leitch/Switzer), to consider and make a recommendation to the Planning Commission to approve a below market rate housing agreement with Alliant Strategic Development for an 88-unit housing development project at 320 Sheridan Dr. with staff to provide more information into the applicant's management plan, passed unanimously.

D5. Receive an update on Housing Element program H4.G to provide affordable housing on City-owned parking lots, and provide input on the Request for Qualifications (Staff Report #24-013-HC)

Chair Merriman was recused and exited the meeting.

Principal Planner Tom Smith made the presentation (Attachment).

- Adina Levin spoke in support of the project and of a parking analysis.
- Anne Paulson spoke of the project and on concerns related to the difficulty of securing funding.
- Karen Grove spoke in support of the project and considering relocating existing parking.

The Housing Commission discussed the difficulty of finding parking in certain lots, exploration of bicycle storage as an alternate to parking spaces for more housing units, interest in a study utilizing underground parking, ground floor utilization and the limitations on the public benefit for developers.

ACTION: Motion and second (Leitch/Portillo), to receive an update on Housing Element program H4.G to provide affordable housing on City-owned parking lots, and provide input on the request for qualifications, passed 6-0-1 (Merriman recused).

Chair Merriman rejoined the meeting.

E. Reports and Announcements

E1. Commissioner updates

Commissioner Switzer introduced themselves to the Commission.

E2. Future agenda items

The Housing Commission expressed interest in anti-displacement policy outreach efforts.

E3. Staff updates and announcements

Staff reported out on upcoming anti-displacement events and the City Council study session on 1162 El Camino Real.

E4. Receive and file the 2024-2025 Housing Commission work plan

F. Adjournment

Chair Merriman adjourned the meeting at 9:16 p.m.

Management Analyst I Arianna Milton



320 SHERIDAN DRIVE

NOFA and BMR Housing Agreement

PROJECT LOCATION

- 320 Sheridan Drive
 - R-3 zoning district
 - Between Flood Triangle and Suburban Park neighborhoods

- Surrounding properties
 - North – Highway 101
 - South – Flood Park
 - East – Haven Family House
 - West – Single-family residences

- Former Flood School site

Project Location



PROJECT DESCRIPTION

- Three new multi-family buildings
 - 88 rental units
 - 100% affordable
- Community room
- BBQ and Children's play area



BMR REQUIREMENTS

- Required to provide 15% of units subject to BMR Ordinance
- Applies to base density units exclusive of any density bonus
- Results in 8 units subject to City's BMR requirements

BMR AGREEMENT

- Restricts all units to BMR rates
- Indicates 8 units subject to City BMR requirements
- Indicates remaining units deed restricted pursuant to State Density Bonus Law
 - Would be subject to RCSD preferences
- Some households may qualify under both City criteria and RCSD preference

RECOMMENDATION

- Recommend to Planning Commission to approve the BMR agreement



NOTICE OF FUNDING AVAILABILITY (NOFA)

- April 2024 –The city received a funding request from Alliant Strategic Development for approximately \$2.9M
- Targeted affordability – 30-80% of Area Median Income
- Mix of 1, 2, and 3-bedroom units

NOFA ANALYSIS

- Meets several City Housing Priorities established in the 2023-2031 Housing Element Update
- City preferences
- Status and availability of BMR housing funds

NOFA RECOMMENDATION

- Staff recommends that the Housing Commission recommend approval for the commitment of \$600,000 from the BMR Housing Fund to Alliant Strategic Development for the production of affordable rental units located at 320 Sheridan Drive



THANK YOU

Sheridan Drive Apartments 320 Sheridan Drive, Menlo Park Housing Commission



November 6, 2024



CITY OF
MENLO PARK

Who we are:

•Experienced Team

- Socially conscious, results-oriented multifamily real estate professionals.

•Core Focus

- Affordable housing, Workforce, Mixed-income, and Attainable.

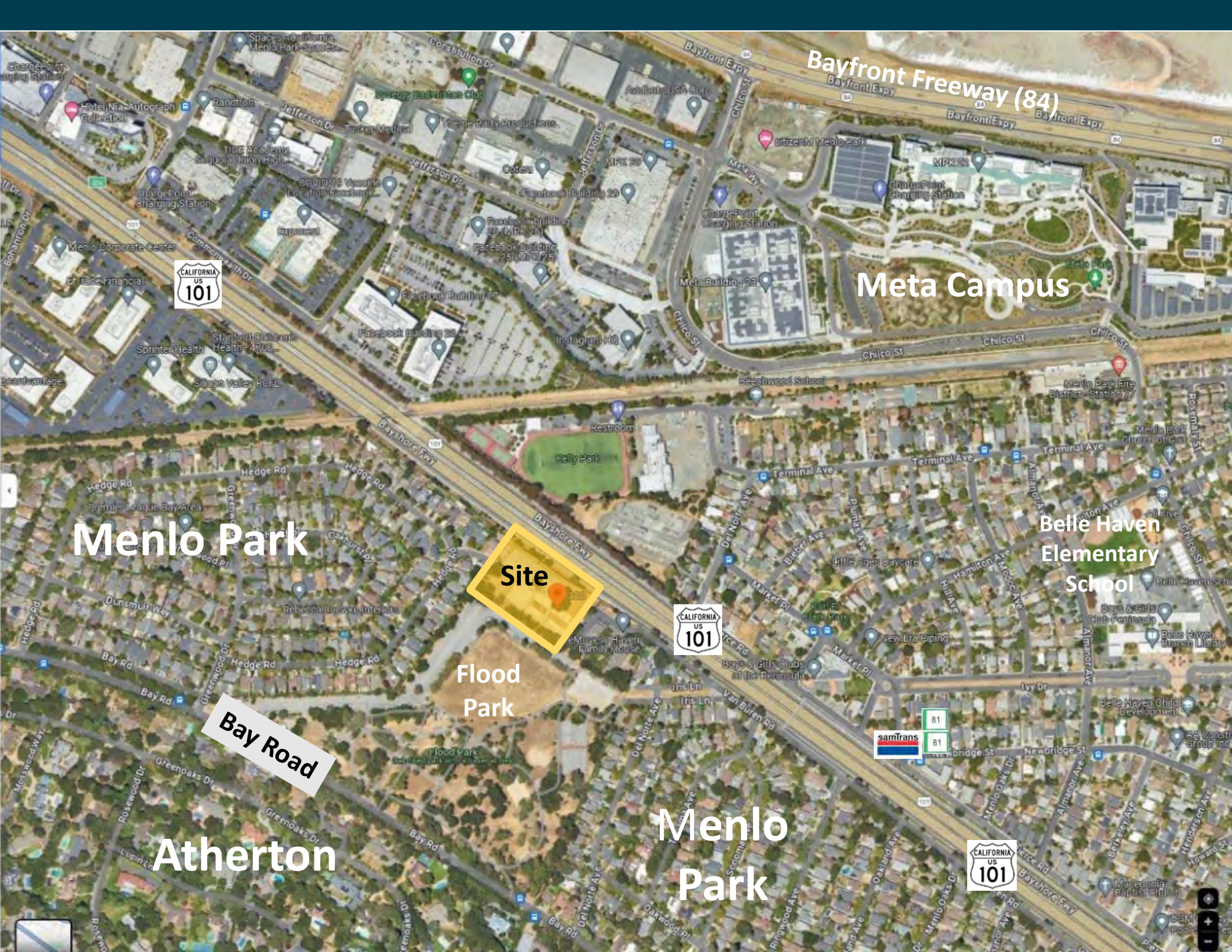
•Extensive Experience

- Acquisition, development, and preservation of affordable and workforce housing across the U.S. for working families, seniors, veterans, teachers and staff.

EXPERIENCE

Executive Team Track Record





Bayfront Freeway (84)

Meta Campus

Menlo Park

Belle Haven Elementary School



Site

Flood Park

Bay Road

Atherton

Menlo Park



81

81





Background:

- Former Ravenswood City School District elementary school
- Closed in 2011, demolished, and has sat vacant for years
- District explored multiple options:
 - Bus yards
 - District office space
 - Leasing to a private school, and more.
- Alliant selected through competitive RFP in Fall 2021 to develop and lease the land.
- Achieves multiple District goals:
 - Addresses regional housing crisis (~40% of Ravenswood families are classified as 'homeless')
 - Generates unrestricted revenue for the District
 - Provides a priority for Ravenswood teachers and staff to have access to safe, decent, affordable housing



Architecture:

- Modern Farmhouse Style derived from analysis of neighboring homes
- Trim and detailing in context with neighborhood
- Massing and Articulation to breakdown overall size (**changed from 4 to 3 stories**)
- Open Space leads to adjacent Flood Park
- Private patios and decks for residents
- Community Space for gatherings – connection



Architecture:

Solar

Massing & Articulation

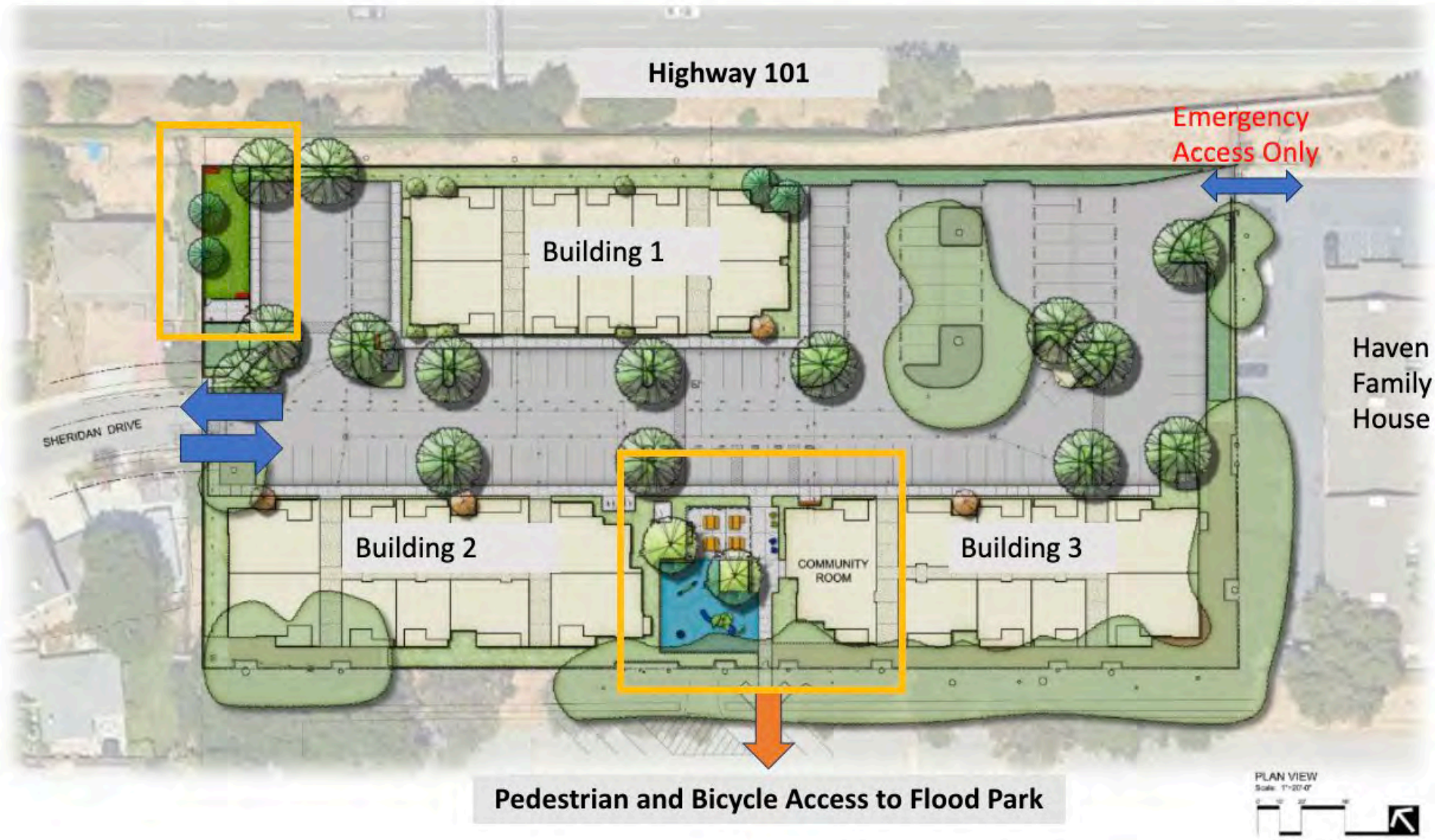
Private Decks

Roof Articulation

Materiality



Site Plan:



Project Details:

Preference for Teachers & Other School District Staff

Unit breakdown

1bed - 42

2bed - 23 (inc. mgr.)

3bed - 23

Total: 88 Units

Income Mix

30% - 80% of the Area Median Income



Financial Request:

- Project will leverage Federal & State Low Income Housing Tax Credits
- \$2,939,486 Requested from City of Menlo Park to fill funding gap **(or whatever is available)**
- **\$1,000,000 of city housing funds is a threshold for San Mateo County funding**



Below Market Rate (BMR) housing program:

The Below Market Rate Housing Program is intended to increase the supply of affordable housing in Menlo Park. As part of the program, residential and commercial / industrial developers who build in Menlo Park are required to contribute BMR housing units and/or BMR housing in-lieu fees.

- Ground lease requires all units be rented to District teachers and staff
- AB 2295 requires to first offer units to the local educational agency employees thereby precluding BMR requirements
- District is amenable to allowing BMR units if the City helps with the Project's funding gap
- BMR requires 15% of the Project site's base density be set aside for Program
 - 8 BMR Units
 - BMR Units will comply with City's BMR Guidelines
- Project needs option to make units available for other funding sources.



Projected Timeline:

- ✓ *Preliminary application – Summer 2023*
- ✓ *Community outreach meeting – December 2023*
- ✓ *Project Website launched – February 2024 www.homesforeducators.org*
- ✓ *Formal SB330 application – March 4 2024*
- ✓ *Community Open House events – May 20 & 21*
- ✓ *Housing Commission Information Session – August 2024*
- ***Housing Commission for BMR & funding request – November 2024***
- *Planning Commission – December 2024*
- *Possible Housing Commission for second funding request – December 2024*
- *City Council – January 2025*
- *Tax Credit Application – Spring 2025*
- *Start Construction – February 2026*
- *Start Leasing – December 2027*

THANK YOU



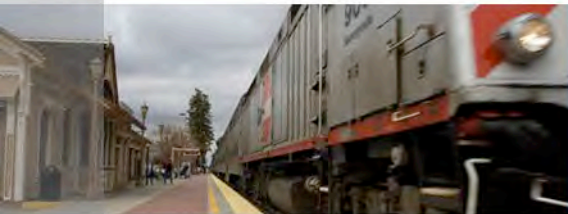


**DOWNTOWN PARKING LOTS
AFFORDABLE HOUSING RFQ INPUT**
Housing Commission – November 2024

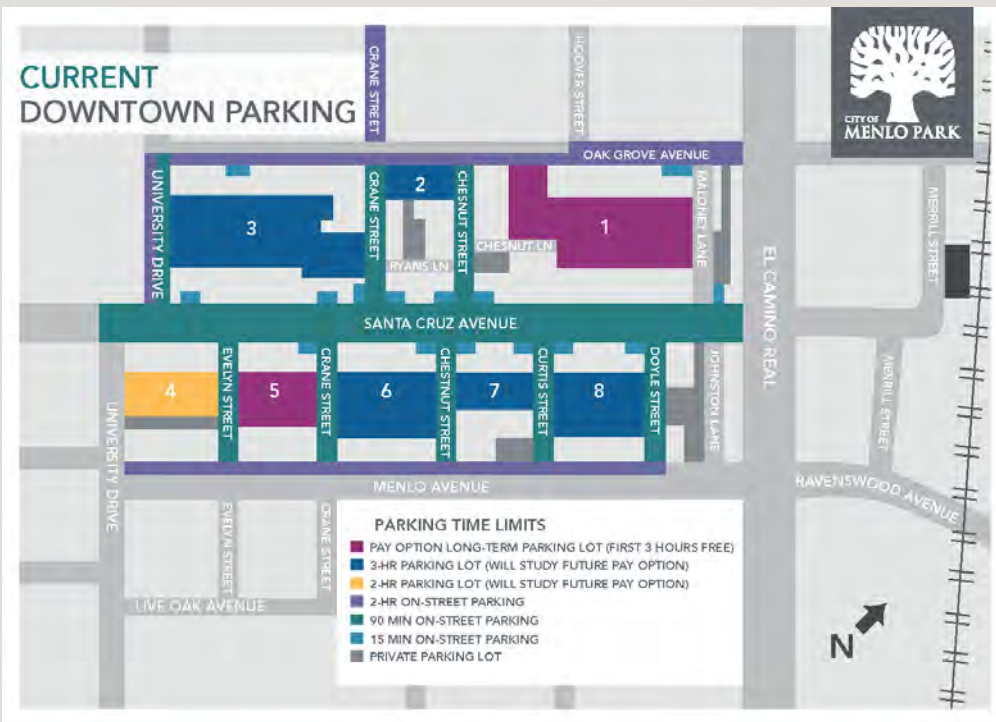
The background of the slide is a landscape photograph showing a river or stream flowing through a green, hilly area. The sky is blue with large, white, fluffy clouds. The text is overlaid on a teal horizontal band across the middle of the image.

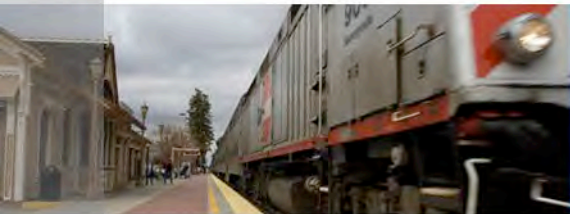
BACKGROUND

- Housing Element Program H4.G prioritizes development of 345+ very low-income units on downtown City-owned parking lots
- Key to meeting Regional Housing Needs Allocation (RHNA)
- Timeline
 - Feasibility study (completed Aug. 2024)
 - Issue RFP, or other selection process (2024)
 - Complete entitlements (2025)
 - Develop 345+ units (2027)
- City Council directed focus on Parking Plazas 1, 2, and 3



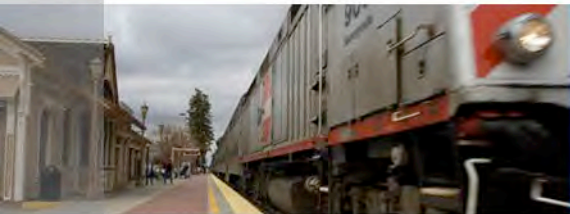
PARKING PLAZA MAP



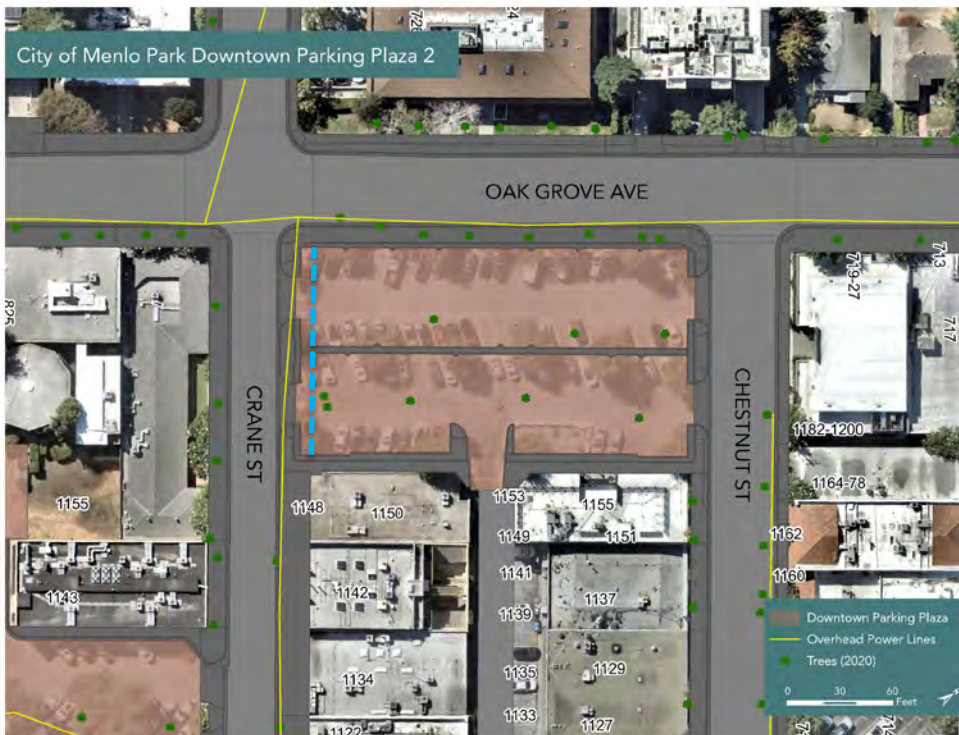


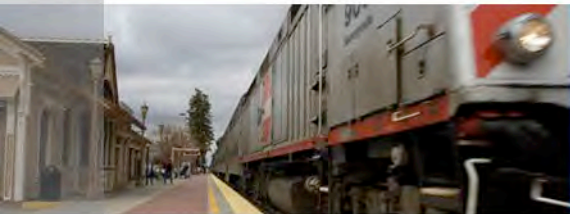
PARKING PLAZA 1





PARKING PLAZA 2





PARKING PLAZA 3



KEY INFORMATION

- Three selected plazas could accommodate 483+ units at bonus level density
 - Affordable Housing Overlay (AHO) and state laws could increase totals
- Would exceed 345-unit goal from Housing Element
- Balance housing goals with downtown parking needs

ZONING

- All parking plazas in Downtown (D) district of Specific Plan:

| Standard | Base level development max. | Bonus level development max. |
|------------------|-----------------------------|------------------------------|
| Density | 60 dwelling units per acre | 100 dwelling units per acre |
| Max. height | 60-64 feet (4-5 stories) | 81-85 feet (6-7 stories) |
| Floor area ratio | 275% | 375% |

- State legislation allows greater flexibility
 - Potentially unlimited density
 - Extra height of three stories or 33 feet
 - No parking minimums

DRAFT RFQ PARAMETERS

Minimum requirements:

1. 345+ very low-income units
2. Replacement public parking spaces
3. Compliance with Specific Plan development standards

Development objectives:

1. Maximum affordable units through density bonuses
2. Community engagement in development process, especially local businesses
3. Deep affordability levels
4. Diverse unit mix with multiple bedrooms
5. Sustainable design features
6. Public open space

TENTATIVE NEXT STEPS

- Nov. 14: Public informational meeting focused on downtown business owners
- Nov. 19: City Council review of draft RFQ
- Early Dec.: RFQ issuance
- Winter 2025: Review submittals and return to City Council for direction

POTENTIAL DISCUSSION TOPICS

- RFQ minimum requirements
- RFQ development objectives
- Community engagement approach
- RFQ timeline



THANK YOU