



SPECIAL MEETING MINUTES

Date: 1/18/2024
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center, Oak Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

Present: Leitch, Merriman, Portillo, Onap (remote – Brown Act), Walker
Absent: Campos, Pimentel
Staff: Housing Manager Tim Wong, Management Analyst Adam Patterson, Community Development Director Deanna Chow, City Attorney Mary Wagner, Principal Planner Tom Smith, Senior Planner Calvin Chan, Associate Planner Matt Pruter

C. Regular Business

- C1. Approve the Housing Commission meeting minutes for August 2 and September 6, 2023 (Attachment)

ACTION: Motion and second (Leitch/ Walker), to approve the Housing Commission meeting minutes for August 2 and September 6, 2023, passed 5-0-2 (Campos and Pimentel absent).

- C2. Consider and adopt a resolution recommending the City Council amend the 2023-2031 Housing Element of the General Plan, as conditionally approved by the California Department of Housing and Community Development (Staff Report #24-001-HC)

Principal Planner Tom Smith introduced the item.

The Commission received clarification on reducing parking requirements at emergency shelters, transitioning from planning to implementation of Housing Element programs and the timeline for implementation, the Commission's role in the recommendation of these amendments, and how the Housing Element is addressing homelessness.

ACTION: Motion and second (Merriman/ Leitch), to adopt a resolution recommending the City Council amend the 2023-2031 Housing Element of the General Plan, as conditionally approved by the California Department of Housing and Community Development, passed 4-0-1-2 (Portillo abstaining, Campos and Pimentel absent).

- C3. Approve the Housing Commission meeting calendar for 2024 (Staff Report #24-002-HC)

Housing Manager Tim Wong introduced the item.

The Commission received clarification on the format of the calendar.

ACTION: Motion and second (Leitch/ Walker), to approve the Housing Commission meeting calendar for 2024, passed 5-0-2 (Campos and Pimentel absent).

D. Reports and Announcements

D1. Commissioner updates

None.

D2. Future agenda items

Staff reported out on an upcoming Housing Element progress report, pending state legislation, and an upcoming below market rate (BMR) agreement.

D3. Staff updates and announcements

None.

E. Adjournment

Chair Onap adjourned the meeting at 7:29 p.m.

Adam Patterson, Management Analyst II



HOUSING ELEMENT UPDATE

Amendments to the Adopted 2023-2031 Housing Element, as
Conditionally-Approved by HCD

BACKGROUND

- Housing Element outreach and public meetings began in 2021
 - Plan for city's housing needs from 2023 to 2031
 - Regional Housing Needs Allocation (RHNA): 2,946 units
 - Housing Commission recommended approval on Jan. 12, 2023

- Housing Element adopted Jan. 31, 2023

- HCD requested revisions in April and Aug. 2023
 - City Council authorized transmittal of revisions to HCD

- HCD indicated revisions substantially compliant with Housing Element law in Dec. 2023

- On Jan. 8, 2024, Planning Commission recommended adoption of the revisions

HIGHLIGHTED PROGRAMS

- Examples of key programs of interest:
 - **Anti-displacement strategy** (H2.E): Multi-step approach to reduce displacement, primarily focused on Belle Haven
 - **BMR Guidelines updates** (H4.A and H4.B): Amend BMR Guidelines and evaluate increased BMR requirements
 - **Affordable Housing on City-Owned Parking Lots Downtown** (H4.G): Prioritize development of affordable housing on downtown parking lots on an expedited schedule through 2027
 - **Fair chance ordinance** (H5.A): Prohibit housing providers from using criminal background as factor in tenant selection
 - **Community outreach in implementing Housing Element programs** (H5.B): Increase outreach through various channels to ensure broad public engagement

HIGHLIGHTED REVISIONS SINCE JAN. 31, 2023

- Attachment F of staff reports provides extensive list
- Examples of significant changes
 - **Mid-cycle review program** (H1.H) expanded: pipeline projects, Affordable Housing Overlay, governmental constraints, etc.
 - **Emergency shelters program** (H3.G) updated: reduce parking to maximum needed for shelter staff only
 - **City-owned parking lots program** (H4.G) updated: additional merit to proposals addressing certain housing priorities (extremely and very low income units people with special needs, etc.)
 - **Environmental Justice program** (H5.J) added: highlight General Plan Environmental Justice Element, use of community amenities fund, and implementation of one Environmental Justice Element program annually

RECOMMENDATION AND NEXT STEPS

- Staff recommends that Housing Commission recommend adoption to the City Council
- City Council will consider recommendations and take action Jan. 23
- After Council action, staff will submit Housing Element to HCD for final certification



THANK YOU