



## REGULAR MEETING MINUTES

**Date:** 2/14/2018  
**Time:** 6:30 p.m.  
**Arrillaga Family Recreation Center – Cypress Room**  
**700 Alma St., Menlo Park, CA 94025**

**A.** Chair Tate called the meeting to order at 6:34 p.m.

### **B. Roll Call**

**Present:** Sally Cadigan, Julianna Dodick, Karen Grove, Nevada Merriman, Meg McGraw-Scherer, Michele Tate

**Absent:** Camille Kennedy

**Staff:** Housing and Economic Development Manager Jim Cogan, Principal Planner Deanna Chow, Assistant Planner Michele Morris, Management Analyst II Meghan Revolinsky

### **C. Public Comment**

Karla Sandoval, resident, spoke about her landlord refusing to offer her a 12 month lease even though she meets all of the qualifications.

### **D. Regular Business**

D1. Approve minutes for the Housing Commission meeting of December 13, 2017

**ACTION:** Motion and second (Grove/ McGraw-Scherer) to approve the December 13, 2017, Housing Commission meeting minutes, passed (6-0-1; Kennedy absent).

D2. Approve minutes for the Housing Commission meeting of January 10, 2018

**ACTION:** Motion and second (Grove/ McGraw-Scherer) to approve the January 10, 2018, Housing Commission meeting minutes, passed (6-0-1; Kennedy absent).

D3. 2017 Annual Progress Report on the Status and Progress in Implementing the City's Housing Element (Staff Report #18-002-HC)

Principal Planner Deanna Chow and Assistant Planner Michele Morris provided an overview of the 2017 Housing Element Report.

**ACTION:** Motion and second (Tate/Grove) to recommend that the City Council accept the 2017 City's Housing Element Report and transmit it to the California Department of Housing and Community Development, passed (6-0-1; Kennedy absent).

## **E. Reports and Announcements**

### **E1. Subcommittee reports (10 minutes)**

Notice of Funds Available subcommittee members McGraw-Scherer and Cadigan reported they met with staff and are drafting a Notice of Funds Available for 2018. They asked staff to agendaize discussing this topic at the next Housing Commission meeting.

Nexus subcommittee members Merriman and Grove reported they have developed fee recommendations. Details and recommendations to be discussed further at the next Housing Commission Meeting.

BMR Guidelines subcommittee members Kennedy, Dodick and Grove reported they met with staff, the City Attorney and Hello Housing to give recommendations on changes that should be made to the BMR guidelines. The City Attorney will draft an ordinance for Housing Commission review.

Housing Policy subcommittee members Merriman, Kennedy and Tate gave no update.

### **E2. Oral report on City Council's Goal Study Session**

Staff Cogan reported on the City Council Goal Study Session and reviewed the top six priorities and the housing implications within those priorities.

### **E3. Oral report on the February 5, 2018 Planning Commission meeting**

Staff Cogan reported on the Planning Commission's review and action on the BMR Guidelines and the tentative City Council review on March 13 or 20, 2018.

### **E4. Oral report on the January 17, 2018 Main Library Siting meeting**

Tate and McGraw-Scherer reported on the Siting Meeting and noted the negativity about housing being included in the project.

### **E5. Commissioner reports**

Tate reported on the [www.soup.is/](http://www.soup.is/) project and encouraged everyone to look into it.

Grove reported Home for All is hosting a meeting March 22, 2018, in Belmont on "How to Talk about Housing So People Will Listen, Think and Act."

### **E6. Staff updates and announcements**

Staff Revolinsky and Cogan reported on discussions with HIP Housing to address one of the top priorities in the Enhanced Housing Program Policy Table, "Promote Home Sharing Programs."

## **H. Adjournment**

Chair Tate adjourned the meeting at 8:53 p.m.