



REGULAR MEETING MINUTES

Date: 5/1/2019
Time: 6:30 p.m.
Arrillaga Family Recreation Center – Cypress Room
700 Alma St., Menlo Park, CA 94025

Housing Commissioner Karen Grove participated by phone from:
1201 K Street NW, Washington, DC 20005

A. Chair McGraw-Scherer called the meeting to order at 6:34 p.m.

B. Roll Call

Present: Meg McGraw-Scherer, Lauren Bigelow, Curtis Conroy, Karen Grove, Rachel Horst, Wendy McPherson, Nevada Merriman

Absent:

Staff: Deputy Community Development Director Rhonda Coffman,
Principal Planner Kyle Perata, Management Analyst II Mike Noce

C. Public Comment

No public comments were received.

D. Regular Business

D1. Welcome new Housing Commissioners Lauren Bigelow and Curtis Conroy

Chair McGraw-Scherer welcomed the new commissioners to the Housing Commission. Commissioners Bigelow and Conroy each gave a brief introduction.

D2. Approve minutes for the Housing Commission meeting of April 3, 2019

ACTION: Motion and second (Merriman/McPherson) to approve the Housing Commission meeting minutes of April 3, 2018. The motion passed (5-0-2; Conroy and Bigelow abstained).

D3. Presentations by applicants for the 2018 BMR Notice of Funding Availability proposals

a. MidPen Housing – 1105 and 1141 Willow Road

Chair McGraw-Scherer called for the first presentation by the applicant. The presentation for 1105 and 1141 Willow Road was given by Aditi Mahmud from MidPen Housing. (Attachment)

b. MidPen Housing - 1283 Willow Road

Chair McGraw-Scherer called for the second presentation by the applicant. The presentation for

1283 Willow Road was given by Nesreen Kawar from MidPen Housing. (Attachment)

- D4. Recommendation of a Below Market Rate Housing Agreement Term Sheet with Vasile Oros for 706-716 Santa Cruz Avenue (Staff Report #19-003-HC)

Principal Planner Kyle Perata introduced the item.

ACTION: Motion and second (McPherson/Conroy) to approve the recommendation of a Below Market Rate Housing Agreement Term Sheet with Vasile Oros for 706-716 Santa Cruz Avenue. The motion passed (7-0).

- D5. Approve final updates to the Housing Policy Priorities

Chair McGraw-Scherer introduced the item.

Deputy Community Development Director Rhonda Coffman handed out a review document and led a discussion with the Housing Commission to review updates to the Housing Policy Priorities. (Attachment)

By consensus, the Housing Commission approved the Housing Policy Priorities with the following changes:

- Combine items 1 and 8
- Item 2 changes to priority level 2
- Item 5 changes to priority level 3
- Item 6 changes to priority level 2
- Item 10 changes to priority level 1
- Item 16 changes to priority level 2

- D6. Selection of the Housing Commission Chair and Vice Chair

Chair McGraw-Scherer opened nominations for the 2019-20 Housing Commission Chair and Vice Chair positions. Chair McGraw-Scherer nominated Commissioner Merriman for the Chair position and Commissioner Grove for the Vice Chair position.

ACTION: Motion and second (McGraw-Scherer/Bigelow) to approve Commissioner Merriman as the 2019-20 Housing Commission Chair. The motion passed (7-0).

ACTION: Motion and second (McGraw-Scherer/Merriman) to approve Commissioner Grove as the 2019-20 Housing Commission Vice Chair. The motion passed (7-0).

- D7. Recommend items for future agendas

Items to be considered for future agenda items:

- Briefing from staff regarding SB35 legislation
- Meeting schedule for 2019-20 Housing Commission year
- Update on the City's homelessness efforts

- E. Reports and Announcements

- E1. a. Subcommittee reports (10 minutes):

Below Market Rate Housing Guidelines Subcommittee (Dodick/Grove) – No report

Housing Policy Subcommittee (Grove/Horst) – No report

Marketing Subcommittee (McGraw-Scherer/Horst) – McGraw-Scherer spoke about Housing Leadership Council events and community outreach opportunities.

Notice of Funding Availability Subcommittee (McGraw-Scherer/Grove) – No report

Secondary Dwelling Unit Subcommittee (McPherson/Merriman) – No report

b. New commissioners' subcommittee selection

Commissioner Bigelow selected to join the Below Market Rate Housing Guidelines Subcommittee and the Marketing Subcommittee. Commissioner Conroy selected the Housing Policy Committee.

E2. Commissioner reports

Chair Merriman highlighted the upcoming Affordable Housing Week from May 3 – 10. Commissioner Merriman announced a ground breaking ceremony schedule for May 7, 2019 for the Arroyo Green development by MidPen Housing in downtown Redwood City.

Commissioner Grove shared her plans to attend the Affordable Housing Bus Tour, which is one of the Affordable Housing Week activities presented by Housing Leadership Council.

Commissioner Bigelow shared information about an art competition hosted by Palo Alto Housing.

E3. Staff updates and announcements

Deputy Community Development Director Rhonda Coffman provided the following updates:


- On May 6, 2019, City Council will be attending a joint meeting with Palo Alto and East Palo Alto City Counsels for a Joint Study Session related to potential SB50 legislation impacts.
- On May 7, 2019, the City Council will review and potentially vote on an agreement between the City and Samaritan House for the creation of a community housing fund. Staff is recommending Council approve \$100k towards the fund to be administered by Samaritan House.
- On May 14, 2019, the City will be hosting its Annual Committee and Commission Appreciation Event. Information has been sent to all Housing Commissioners.
- On May 21, 2019, staff will provide an Information Item for City Council providing an update on best practices for addressing chronic homelessness.
- Home For All will hold a meeting on Thursday, May 23, 2019 in Belmont focused on community engagement.

F. Adjournment

Vice Chair Merriman adjourned the meeting at 8:57 p.m.

Michael Noce, Management Analyst II

Approved by the Housing Commission on July 10, 2019



**City of Menlo Park
Housing Commission**

Below Market Rate Housing Funds
Applicant: **Willow Court**

May 1, 2019

MidPen Housing Corporation




About MidPen Housing Corporation


Founded in 1970

Work in 11 Counties: Alameda, Contra Costa, Monterey, Napa, San Benito, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, and Yuba

Developed and rehabilitated over 8,000 affordable homes

Organizations:
MidPen consists of several distinct corporations working closely together to promote and achieve the MidPen mission. The three primary corporations include:


- MidPen Housing Corporation**
- MidPen Property Management Corporation**
- MidPen Services Corporation**



MidPen in Menlo Park

MidPen has 29 communities in County of San Mateo and 5 communities in the City of Menlo Park serving low-income residents

PROPERTIES	UNITS	POPULATION
335 Pierce	4	Family
Gateway	82	Family
Sequoia Belle Haven	90	Senior
Willow Court	6	Family
Willow Terrace	31	Family
TOTAL	213	



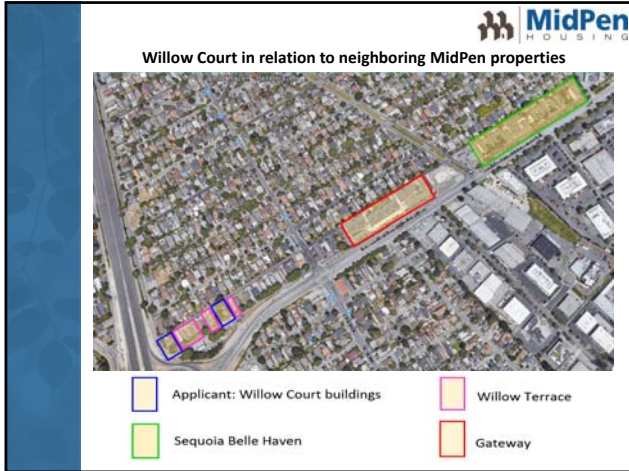

Willow Court


1105, 1141 Willow Rd., Menlo Park, CA 94025

- **Project Info:**
 - Built 1992
 - 2 buildings; 7,380 SQ FT
- **Unit Mix:**
 - 2 two BR; 4 four BR
 - 2 buildings, 7,380 SQ FT
 - Serving low income & very low income families
- **Amenities & Services:**

Washer and dryer in each unit, island kitchen, landscaped yards with garden fences, and wood fenced patios. Services include on-call residential services, crisis management and referrals to community programs.









Project Scope

- Replace existing failed windows with energy efficient dual glazed windows
- Dry-rot repair at window and building envelope trim
- New siding
- Exterior paint
- Roof-overlay & gutter replacement
- Install energy efficient LED lighting
- Install Energy Star refrigerators
- Install low-flow toilets
- Install drip irrigation system to reduce water use



Condition of Existing Gutters 



Pictures taken on 4-19-19

Condition of Existing Windows 




Pictures taken on 4-19-19

Alignment with Housing Element 

Proposed rehab is consistent with the Housing Element's goal to preserve and enhance existing affordable housing units



This map is from the **2015-2023 Housing Element**. It shows result of housing condition survey conducted in the Belle Haven community

Project Financing Request 

- Funds are being requested to address the much needed capital improvements
- Improve efficiency of property operations and
- Make the property more environmentally sustainable

We are requesting a total of \$635,502



Next Step and Project Tentative Schedule

TASK	DATES
Housing Commission Presentation	May, 2019
Anticipated Award date	June, 2019
Start Draft Loan Documents	Within 2 months of receiving award
Procure General Contractor	Within 4 months of receiving award
Finalize Loan documents	Within 5 months of receiving award
Obtain Permits & Construction Contract	Within 6 months of receiving award
Construction Commencement	Within 7 months of receiving award (December, 2019)
Construction Completion	Within 12 months of receiving award (May 2020)

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Willow Court

Contact

Aditi Mahmud
Project Asset Manager
650-235-7680
amahmud@midpen-housing.org



Questions?






1283 Willow Road



Presentation to Menlo Park Housing Commission



May 1st, 2019



MidPen Housing

Real Estate Development

MidPen has a proven track-record with over 2,500 apartments in design, and 478 units under construction.

Property and Asset Management

We are committed to being good neighbors, and we manage 7,207 homes serving over 18,800 residents at 103 properties, including Gateway and Sequoia Belle Haven.

Resident Services

MidPen invests over \$7M annually providing services to families, seniors, and those facing unique challenges. In our effort to provide services, MidPen Resident Services has partnerships with 300 service providers.



Site Context

- 1283 Willow previously entitled for police substation but never built
- MidPen acquired in 2016
- Adjacent to two existing MidPen properties
- Vacant lot seen as eye-sore in community
- Zoning updated in 2016 to allow for residential development






Community Engagement

- Community meeting in December 2017, cohosted with then Mayor Kirsten Keith
- What we heard:
 - Interest in ground-floor retail
 - Most support for café, a shared work space and a small pharmacy
 - Desire to limit height to 4 stories
 - Support for neighborhood preference and former or at-risk of homelessness





Development Proposal 

- 27 1-bedroom apartments
- Targeted for households earning 30% - 60% Area Median Income
- 3 stories housing over 3,500 sf of ground-floor retail
- Create pedestrian-friendly Willow Rd.
- Adjacency to other MidPen communities provides rare opportunity to integrate existing services




EXAMPLE 4-STORY BUILDING:



Project Funding 

Source	Amount
City of Menlo Park	\$5.1 M
San Mateo County Affordable Housing Fund 5.0 (Committed)	\$500 K
San Mateo County Affordable Housing Fund 7.0 (<i>Future Application</i>)	\$4.6 M
Bank Loans	\$5.3 M
Tax Credit Equity	\$7.2 M
Deferred Fee	\$1.2 M
Total Cost	\$23.9 M

Next Steps/Timeline 

- Project study session with City Council
- Additional design and community engagement
- Clarity on environmental review process
- Application for remaining County funding



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graph LR
    A((2019 Community Engagement + Design)) --> B((2020 Planning Approvals + Design))
    B --> C((2021-2022 Financing Approval + Construction))
  
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Thank You!

Nesreen Kawar
 Senior Project Manager
 nkawar@midpen-housing.org

Enhanced Housing Policies Priorities List
 Review Document - May 1, 2019

#	Policy	Priority 1 to 3	STATUS
1	Reduced parking requirements for affordable housing projects	1	IP
2	Amend BMR Guidelines to 1) allow BMR homeowners to sublet rooms to BMR renters, 2) expand list eligibility for displaced residents	1	IP
3	Adopt a tenant relocation assistance ordinance	1	Completed
4	Adopt the Home for All resolution	1	Completed
5	Promote home sharing programs	1	IP
6	Preserve “naturally affordable” units through conversion to BMR deed restricted units <i>(Item formerly named “Market affordable housing preservation”)</i>	1	IP
7	Promote secondary dwelling units (also known as “accessory dwelling units or ADU’s)	1	IP
8	Impact fee waiver for 100% affordable housing developments	2	IP
9	Promote “First Hire” program	2	Completed
10	Review and draft policy on short-term rentals	2	IP
11	Rental housing operational/management standards	3	IP
12	Right to return ordinance	3	New
13	Consider recommendation of a just cause eviction ordinance	3	New
14	Identify housing rehabilitation loan and grant programs and other similar resources	2	New
15	Review of housing density policies related to downtown Menlo Park with a focus on high-density, transit-oriented development. Lobbying / advocacy work on producing affordable housing in downtown Menlo Park	1	New
16	Create and implement a community engagement plan related to increased density	1	New