



REGULAR MEETING MINUTES

Date: 5/9/2018
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 6:35 p.m.

B. Roll Call

Present: Karen Grove, Rachel Horst, Meg McGraw-Scherer, Wendy McPherson, Nevada Merriman, Michele Tate

Absent: Julianna Dodick

Staff: Interim Housing and Economic Development Manager Clay Curtin, Principal Planner Deanna Chow, Management Analyst II Mike Noce

C. Public Comment

- Julie Shanson spoke about additional noticing provisions for the 12-month lease ordinance.

D. Presentations and Proclamations

D1. Welcome newly appointed Housing Commissioners Horst and McPherson

Chair Tate welcomed the new housing commissioners who introduced themselves.

D2. Home for All San Mateo County presentation

Deputy County Manager Peggy Jensen provided a presentation on the state of affordable housing in San Mateo County with a focus on the Home for All program and secondary dwelling units.

E. Regular Business

E1. Approve minutes for the Housing Commission meeting of April 11, 2018

ACTION: Motion and second (Merriman/McGraw-Scherer) to approve the April 11, 2018, Housing Commission meeting minutes, passed (6-0-1; Dodick absent).

At this time, Chair Tate took Item E3 out of order at the request of staff.

E3. Consider and recommend that the City Council approve the addition of Chapter 8.54 [Tenant Anti-discrimination] to the City's Municipal Code. (Staff Report #18-010-HC)

Principal Planner Chow presented on the proposed addition to Municipal Code 8.54 [Tenant Anti-discrimination].

ACTION: Motion and second (Grove/McGraw-Scherer) to approve the addition of Chapter 8.54 [Tenant Anti-discrimination] to the City's Municipal Code including the following amendment: section 8.54.030 C.1 strike "fewer than four dwelling units" and insert "three units or more," passed (5-1-1, McPherson dissents, Dodick absent).

At this time, Chair Tate returned to the regular order of business and Item E2.

- E2. Consider recommending City Council approve updates to the Below Market Rate Housing Program Guidelines. (Staff Report #18-009-HC)
- Sateez Kadivar spoke about below market rate household income limits and affordable unit dispersion.

Interim Housing and Economic Development Manager Curtin presented the proposed updates to the Below Market Rate Housing Program Guidelines as developed by the BMR Subcommittee and the City Attorney's Office.

ACTION: Motion and second (Grove/McPherson) to approve updates to the Below Market Rate Housing Program Guidelines including the following amendments: section 5.1 strike "generally" and "unless otherwise approved by the City Council for a project that proposes more than 15 percent of the total units as affordable"; clarify section 7.1 bullet point five to include example qualifiers for economic conditions (including but not limited to job loss, rent increase, eviction, foreclosure or other form of economic hardship resulting in loss of housing) and provide that evidence of such economic displacement shall be in the form of direct evidence (i.e., job termination letter) or declarations submitted under penalty of perjury, passed (6-0-1, Dodick absent).

- E4. Housing Commission Chair and Vice Chair Selection: May 2018 – April 2019 term

The Housing Commission carried out a brief discussion and then allowed for motions for Chair and Vice Chair positions.

Chair Tate opened nominations for the 2018-19 Housing Commission Chair. Tate nominated Meg McGraw-Scherer. There were no further nominations.

ACTION: The Commission voted to select Meg McGraw-Scherer as 2018-19 Housing Commission Chair (6-0-1; Dodick absent).

At this time, Chair Tate turned the meeting over to the new Housing Commission Chair McGraw-Scherer.

Chair McGraw-Scherer opened nominations for the 2018-19 Housing Commission Vice Chair. McGraw-Scherer nominated Nevada Merriman and Tate nominated Karen Grove. There were no further nominations. Voting proceeded in order of nomination.

ACTION: Merriman received three votes (Merriman, McGraw-Scherer and McPherson), Grove received two votes (Tate, Grove) and Commissioner Horst abstained. Merriman receiving a majority of votes cast, and a quorum of members having voted, the Commission selected Nevada Merriman as the 2018-19 Housing Commission Vice Chair.

F. Study Session

F1. 12-month lease ordinance

The Housing Commission discussed the current 12-month lease ordinance and potential areas of improvement.

Staff will review the commission's suggestions and bring forward proposed changes for the Commission's consideration.

G. Reports and Announcements

G1. Subcommittee reports (10 minutes):

Notice of Funding Availability (NOFA) Subcommittee: McGraw-Scherer reported staff currently have the NOFA in their possession and the committee looks forward to an update.

Nexus Fee Study Subcommittee: No report

BMR Guideline: No report

Housing Policy Committee: No report

G2. Commissioner reports

Grove reported on upcoming Belle Haven "dance party" events June 23 and June 30.

G3. Staff updates and announcements

Interim Housing and Economic Development Manager Curtin reported the City Manager will hold the annual budget workshop May 29, 2018, in the City Council Chambers.

H. Adjournment

Chair McGraw-Scherer adjourned the meeting at 9:50 p.m.