



REGULAR MEETING MINUTES

Date: 6/13/2018
Time: 6:30 p.m.
City Hall – “Downtown” Conference Room
701 Laurel St., Menlo Park, CA 94025

A. Chair McGraw-Scherer called the meeting to order at 6:30 p.m.

B. Roll Call

Present: Karen Grove, Rachel Horst, Meg McGraw-Scherer, Wendy McPherson, Michele Tate, Julianna Dodick
Absent: Nevada Merriman
Staff: Interim Housing and Economic Development Manager Clay Curtin, Management Analyst II Mike Noce

C. Public Comment

- Brian Parent spoke about fair housing practices and his challenges acquiring rental housing in Menlo Park while having a service dog.
- Pamela Jones shared concern for the amount of property being purchased by property management companies in the Belle Haven neighborhood.
- Cecilia Taylor spoke about increasing outreach of BMR rental programs.

D. Regular Business

D1. Update and quarterly report from Hello Housing (Attachment)

Sarah Shimmin, senior program manager from Hello Housing, provided the quarterly report.

This informational item required no action.

D2. Approve minutes for the Housing Commission meeting of May 9, 2018 (Attachment)

Interim Housing and Economic Development Manager Curtin shared an amendment to section E4 of the May 9, 2018, minutes, which occurred after the agenda was published. Merriman received three votes (Merriman, McGraw-Scherer and McPherson) and Grove received two votes (Tate, Grove) for the Vice Chair position, with Commissioner Horst abstaining. During that meeting, it was believed that an affirmative vote of members present was needed to select the Vice Chair. But upon review with the City Attorney following the meeting, it was clarified that a majority of members voting was all that was required. With 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. This update was provided in amended minutes distributed to the commissioners.

- Pamela Jones spoke about possible redevelopment of the 1300 block of Willow Road.

ACTION: Motion and second (Horst/McPherson) to approve the May 9, 2018, Housing Commission meeting minutes as amended, passed (5-1-1; Tate dissents, Merriman absent).

D3. Selection of the 2018-19 Housing Commission vice chair (Staff Report #18-011-HC)

Based on the discussion contained in D2 and the amended minutes that were distributed, no action was necessary on this item.

D4. Review and consider changes to the Below Market Rate (BMR) Housing Guidelines (Staff Report #18-012-HC)

Interim Housing and Economic Development Manager Curtin introduced the item and provided an update from the Planning Commission meeting of June 11, 2018.

- Pamela Jones spoke about the need for an inclusionary statement highlighting the goals of the program in the BMR Guidelines.

ACTION: Motion and second (Dodick/Grove) to approve changes to the BMR Housing Guidelines including the following amendments. Strike, “unless otherwise approved by the City Council for a project in which special circumstances demonstrates a clear public benefit to grouping the BMR units together and upon a finding that the applicant is providing more than 15% of the total number of units as affordable” from section 5.1. Insert “or after” to bullet 5 of section 7.1, which will now read as “A person residing in Menlo Park in or after 2008 who was subsequently displaced from such housing...”. The motion passed (5-1-1; McPherson dissents; Merriman absent).

D5. Review and discuss changes to the City’s 12-month lease ordinance.

Interim Housing and Economic Development Manager Curtin introduced the item and outlined components of the ordinance. The Commissioners discussed the outcomes of the ordinance and potential tenant protections that could supplement the goals of the 12-month lease ordinance.

ACTION: Motion and second (McGraw-Scherer/Horst) to agendaize for discussion at the next Housing Commission meeting a draft tenant relocation ordinance. The motion passed (6-0-1; Merriman absent).

D6. Review and discuss subcommittee assignments (Attachment)

Interim Housing and Economic Development Manager Curtin introduced the item and requested Commission feedback. The Commission discussed potential changes to the subcommittees and commissioner assignments.

No action was taken. By acclamation, the Housing Commission requested staff agendaize this item for Commission review and approval at the July 11, 2018, commission meeting and include a draft of the subcommittee list and potential commissioner assignments.

D7. Review and consider changes to the Housing Commission’s 2018-19 meeting calendar (Attachment)

After review, no action was taken and the Housing Commission meeting calendar remains unchanged.

E. Reports and Announcements

E1. Subcommittee reports (10 minutes):

Notice of Funding Availability (NOFA) Subcommittee: Staff Curtin reported the City Attorney and staff will begin their review prior to this item returning to the Housing Commission.

Nexus Fee Study Subcommittee: No report

BMR Guideline: No report

Housing Policy Committee: No report

E2. Commissioner reports

Grove announced the June 18, 2018, Planning Commission study session for the proposed multifamily residential development at 111 Independence Drive.

Horst reported she has been contacted by members of the public with housing-related questions and requested clarification on how to proceed. Staff Curtin asked commissioners to be responsive and to refer the individual to staff for further review and resolution of cases.

E3. Staff updates and announcements

Interim Housing and Economic Development Manager Curtin reported on several recent questions and cases that had been referred to staff. They included landlord tenant disputes, a question about applicability of the Fair Housing Act and the 12-month lease ordinance. He reported that staff will always follow-up with individuals to try to understand their individual case and work with them to resolve the issue, or connect them to outside resources for further assistance.

F. Adjournment

Chair McGraw-Scherer adjourned the meeting at 9:11 p.m.