



SPECIAL MEETING MINUTES

Date: 9/25/2019
Time: 6:30 p.m.
Arrillaga Family Recreation Center – Cypress Room
700 Alma St., Menlo Park, CA 94025

A. Chair Merriman called the meeting to order at 6:31 p.m.

B. Roll Call

Present: Bigelow (arrived at 6:37 p.m.), Conroy, Grove, Horst, McPherson, Merriman

Absent: McGraw-Scherer

Staff: Deputy Community Development Director Rhonda Coffman, Police Commander Richard Struckman, Management Analyst II Mike Noce

C. Public Comment

No public comment.

D. Regular Business

D1. Approve minutes for the Housing Commission special meeting of August 7, 2019

ACTION: Motion and second (McPherson/Horst) to approve the Housing Commission meeting minutes of August 7, 2019, passed (4-0-2-1; McGraw-Scherer and Bigelow absent, Merriman abstain).

D2. Informational update by Samaritan House on the Menlo Park Tenant Relocation Assistance Fund and services at the Belle Haven Neighborhood Service Center

Associate Director of Programs and Services for Samaritan House La Trice Taylor shared a verbal presentation.

- Pamela Jones spoke in opposition of the Menlo Park Neighborhood Service Center for Samaritan House office hours. Jones also suggested tenant relocation assistance funds should include more services and help more families in need

The Housing Commission collectively discussed the information that was presented.

D3. Informational update on the City of Menlo Park's Homeless Outreach Team

Rhonda Coffman and Richard Struckman made the verbal presentation.

The Housing Commission requested staff return status updates at future meetings.

D4. Approve Housing Policy Subcommittee recommendations for potential short-term rental regulations community outreach plan

Commissioner Horst introduced an updated to the commission on the Housing Policy Subcommittee's research and stakeholder outreach efforts regarding short-term rental regulations.

By acclamation, the Housing Commission requested a staff recommendation return for their consideration and incorporate the collection of transient occupancy tax (TOT) and the inclusion of TOT tax revenue being reserved for affordable housing development and preservation projects.

D5. Update and discussion on the Housing Commission's work plan and priorities

Rhonda Coffman provided a status update on the Housing Commission's work plan and priorities.

E. Reports and Announcements

E1. Subcommittee reports (10 minutes):

Below Market Rate Housing Guidelines Subcommittee (Bigelow/Grove) – In progress and working with staff on potential edits to the BMR Guidelines.

Housing Policy Subcommittee (Conroy/Grove/Horst) – Report provided during item D4.

Marketing Subcommittee (Bigelow/Horst/McGraw-Scherer) – No report

Notice of Funding Availability Subcommittee (Grove/McGraw-Scherer) – Held a meeting with staff and discussed potential changes in advance of the next NOFA release.

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

E2. Commissioner reports

Commissioner Horst provided updates and shared information about housing legislation.

Commissioner Bigelow spoke about an affordable housing event being held at Menlo School on October 23.

Vice Chair Grove shared that she had an op-ed article published in the Almanac newspaper. Grove also spoke about an upcoming event with Richard Rothstein author of The Color of Law.

Chair Merriman provided information about Housing Leadership Day conference hosted by the Housing Leadership Council being held on Friday, October 25.

E3. Recommended future agenda items.

Commissioner suggested future agenda items:

- Parking issues and housing as it relates to Menlo Park
- Stanford Inn redevelopment report and tenant update

E4. Staff updates and announcements

Deputy Community Development Director Rhonda Coffman provided the following updates:

- On Tuesday, October 29 the Housing Commission quarterly update will go before City Council
- The Housing Commission's October regular meeting will be cancelled; however, the commission will plan to meet on November 6.
- City Council gave staff approval to move forward with negotiations for the purchase of real property at 1283 Willow Road.

F. Adjournment

Chair Merriman adjourned the meeting at 9:11 p.m.

Michael Noce, Management Analyst II, Community Development

Approved by the Housing Commission on November 6, 2019