



REGULAR MEETING MINUTES

Date: 2/3/2021

Time: 6:30 p.m.

Regular Meeting Location: Zoom.us/join – ID #997-7506-7654

A. Call To Order

Chair Grove called the meeting to order at 6:33 p.m.

B. Roll Call

Present: Bigelow, Conroy, Grove, Horst, McPherson, Merriman, Pimentel

Absent: None

Staff: Deputy Community Development Director Rhonda Coffman,
Management Analyst II Mike Noce, Senior Planner Tom Smith,
Associate Planner Ori Paz, Contract Planner Payal Bhagat

C. Public Comment

- Julie Shanson spoke about low income households who experience changes in income.

D. Regular Business

- D1. Approve minutes for the Housing Commission regular meeting on November 4, 2020 and special meeting on November 18, 2020

ACTION: Motion and second (McPherson/Horst), to approve the Housing Commission regular meeting minutes on November 4, 2020 and special meeting minutes on November 18, 2020, passed unanimously.

- D2. Recommendation of a below market rate housing agreement term sheet with Waymo for 950 O'Brien Drive (Staff Report 21-001-HC)

Associate Planner Ori Paz introduced the item.

ACTION: Motion and second (Merriman/Bigelow), to approve the below market rate term sheet with Waymo for 950 O'Brien Drive, passed unanimously.

- D3. Recommendation of a below market rate housing agreement term sheet with Greystar for the Menlo Uptown Project (Staff Report 21-002-HC)

Senior Planner Tom Smith introduced the item.

- Kim Novello asked questions regarding public outreach for below market rate (BMR) programs related to whether housing needs of current Menlo Park residents are being met and information on unit size and design style of the project.
- Julie Shanson shared concerns about the structure of the proposed community amenity being

satisfied with a community land trust and spoke about the importance of family oriented housing with two and three bedroom units.

- Pam Jones spoke in favor of the general concept of a community land trust with local residents included in board positions and that more information was needed on this topic.
- Corey Smith, Housing Action Coalition representative, spoke in favor of the Greystar proposal and that a rental and ownership development paired with a community land trust amenity will great help the community.
- Joshua To, Valley Community Land Trust representative, spoke in favor of the project and increasing affordable housing.
- Diane Dittmar, Valley Community Land Trust board member, spoke in favor of the project and shared how the land trust can help the community and assist households facing potential displacement.

ACTION: Motion and second (Merriman/Bigelow) to recommend the approval of the Below Market Rate Housing Fund – Notice of Funding Availability, passed 5-1-1 (McPherson against, Conroy abstaining).

D4. Recommendation of a below market rate housing agreement term sheet with SP Menlo, LLC for 111 Independence Drive (Staff Report 21-003-HC)

Contract Planner Payal Bhagat introduced the item.

- Kim Novello spoke about the need for increased information about housing for families and how proximity to schools should be considered.
- Pam Jones spoke in favor of the building design and location especially that transportation and shopping are nearby and the affordability of the project.

ACTION: Motion and second (Merriman/Horst) to recommend the approval of the Below Market Rate Housing Fund – Notice of Funding Availability, passed 6-0-1 (Conroy abstaining).

D5. Information update on the notice of funding availability (NOFA) submissions received on or prior to January 22, 2021

Deputy Community Development Director Rhonda Coffman introduced the item.

- Kate Comfort Harr, HIP Housing representative, spoke about the proposal submitted to acquire 6 – 8 Coleman Place and convert 14 existing market rate units into affordable, low income units.
- Kim Novello spoke in favor of housing west of highway 101 and shared concerns over different types of development.

E. Reports and Announcements

E1. Ad hoc subcommittee reports (10 minutes):

None.

E2. Commissioner updates

Commissioner Conroy reported out on that the San Mateo County one day homeless count has been postponed.

Chair Grove reported out information regarding the history of residential segregation and invited interested parties to contact her for more information.

E3. Recommended future agenda items.

The Commission suggested future agenda items:

- NOFA presentations
- Health equity related to housing decisions
- Information related to the housing element

E4. Staff updates and announcements

Management Analyst II Mike Noce provided updates on:

- HouseKeys was selected as the new BMR administrator and their contract with the City beginning on February 1. Staff is working closely with HouseKeys to ensure a smooth transition and no interruptions in service to our BMR participants.
- A single-family home that is part of the BMR ownership portfolio located at 555 Hamilton Avenue is being purchased by the City. Staff is expecting the purchase to be completed in March, and will work with BMR administrator, HouseKeys, to find a new buyer as soon as possible using the City's existing BMR ownership waitlist.

F. Adjournment

Chair Grove adjourned the meeting at 10:17 p.m.

Mike Noce, Management Analyst II, Community Development

Approved by the Housing Commission on March 3, 2021

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Housing Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor's Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID #997-7506-7654
 - Access the regular meeting real-time via telephone (listen only mode)
at: (669) 900-6833 Regular Meeting ID 997-7506-7654

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).