



HOUSING COMMISSION MINUTES

Regular Meeting

January 9, 2008

5:30 p.m.

Administrative Building Conference Room, Second Floor
701 Laurel Street, Menlo Park, CA 94025-3483

CALL TO ORDER

Outgoing Chairperson Boyle called the meeting to order at 5:30 p.m. in the Administrative Building Administration Conference Room.

ROLL CALL

Housing Commission Members Present: Patricia Boyle, Don Brawner, Elizabeth Lasensky (Chair), Anne Moser, Clarice O'Neal (Vice Chair).

Housing Commission Members Absent: Elza Keet, Carol Louchheim.

Staff Present: Douglas Frederick, Housing Manager; Megan Nee, Management Analyst.

A. PUBLIC COMMENT – None.

B. BUSINESS ITEMS

1. Election of New Commission Chair and Vice Chair for 2008

Outgoing Chairperson Boyle nominated Vice Chair Lasensky for Chair.

M/S Boyle/Moser to appoint Vice Chair Lasensky as Chair of the Housing Commission for 2008; 5-0-0.

Incoming Chairperson Lasensky nominated Commissioner O'Neal for Vice Chair.

M/S Lasensky/Moser to appoint Commissioner O'Neal as Vice Chair of the Housing Commission for 2008; 5-0-0.

2. Election of Commissioner to Serve on El Camino Real Steering Committee

Commissioner Boyle nominated Chair Lasensky to serve on the El Camino Real Steering Committee. Vice Chair O'Neal seconded the nomination.

In addition, Commissioner Brawner nominated himself to serve on the steering committee. Vice Chair O'Neal seconded the nomination.

M/S Boyle/O'Neal to appoint Chair Lasensky to serve on the El Camino Real Steering Committee; 3-0-0.

M/S Brawner/O'Neal to appoint Commissioner Brawner to serve on the El Camino Real Steering Committee; 2-0-0.

Chair Lasensky was appointed to serve on the steering committee and she said that she will be unable to attend one, possibly two, meetings. She said that she does not know if the Commission can appoint an alternate to attend the meetings in her place. She said that she is awaiting a response from City staff as to whether or not an alternate can be appointed, especially given that some meetings are mandatory. The Commission discussed whether to appoint an alternate at the present meeting or to wait until an answer has been given. Commissioners decided to appoint an alternate at the present time. Commissioner Moser expressed an interest in serving as the alternate.

M/S O'Neal/Brawner to appoint Commissioner Moser to serve as an alternate on the El Camino Real Steering Committee; 5-0-0.

3. Priority Recommendations for 2008 Budget

The Commission discussed what projects to recommend to the City Council for approval as priorities for the 2008 budget year (the 2008-2009 fiscal year).

Commissioner Boyle asked that work on the Housing Element be placed on the Commission's list of priorities that it recommends to the City Council.

M/S Boyle/Moser to recommend to the City Council completion of the planning process for the Housing Element as a priority project for fiscal year 2008-2009; 5-0-0.

Commissioner Boyle also suggested that the completion and implementation of a 2007-2008 priority, the Senior Housing Needs Assessment, be recommended as a priority for fiscal year 2008-2009.

M/S Boyle/O'Neal to recommend to the City Council completion of the Senior Housing Needs Assessment with follow up implementation as a priority project for fiscal year 2008-2009; 4-0-1.

The Commission further discussed including recommendations of the Green Ribbon Task Force as recommended priority projects, particularly project number LU-O & N as follows: "Encourage multi-story, mixed use housing and retail/office projects in the downtown area and in all other areas where housing and other uses now co-exist. Encourage multi-story higher density housing including senior housing."

Commissioner Boyle said that the project will be primarily a planning project and a policy issue. Commissioner Moser suggested that the Commission ask to be considered to work with the Planning Commission on the project. Following some discussion, Commissioner Moser moved that the Commission make the project its third recommended priority for fiscal year 2008-2009.

M/S Moser/O'Neal to recommend to the City Council to direct staff to consider revisions to the zoning ordinance in reference to the Green Ribbon Citizens' Committee recommendation LU-O & N including budget allocation as a priority project for fiscal year 2008-2009; 4-1-0.

The following projects will be recommended to the City Council for approval as priorities for the 2008-2009 fiscal year:

- A. Completion of the planning process for the Housing Element.
- B. Completion of the Senior Housing Needs Assessment with follow up implementation.
- C. Direct staff to consider revisions to the zoning ordinance in reference to the Green Ribbon Citizens' Committee recommendation LU-O & N including budget allocation.

4. Green Ribbon Citizens' Committee Recommendations

Commissioners discussed the recommendations and included LU-O & N as a recommended priority project for fiscal year 2008-2009.

5. 2007 BMR and Agency Reports and the Mid-Year Redevelopment Plan Review

Housing Manager Frederick introduced the items and attendant staff reports, beginning with the Redevelopment Agency Annual Report and the Mid-Year Redevelopment Plan Review. He explained that the Mid-Year Redevelopment Plan Review is an update of the Redevelopment Agency's five-year Redevelopment Implementation Plan (R.I.P.) and looks at goals, accomplishments, budgets, and Agency funds remaining to be spent.

In reference to the redevelopment project area, Chair Lasensky said it is an area that is predicted to be hard hit by rising bay waters and asked why there is no discussion of this in the Mid-Year Redevelopment Plan Review. Housing Manager Frederick said because there was no discussion of it in the original R.I.P. Commissioner Boyle asked about the Las Pulgas Advisory Committee and Housing Manager Frederick explained that it is no longer a functioning committee.

Commissioner Moser asked about the objective of promoting the development of a neighborhood shopping center serving Project Area residents and providing employment opportunities through the promotion of commercial development, listed as real estate development/improvement on page A-3 of the Mid-Year Redevelopment Plan Review staff report. Housing Manager Frederick said that nothing is being done about this at this time. Management Analyst Nee explained that the Agency did in part address this objective by developing the small shopping center at the corner of Willow Road and Hamilton Ave. The development was completed several years ago and it helped the Agency to meet both development and employment objectives. Commissioners also asked questions about the Atherton Channel project and the Belle Haven shuttle.

Housing Manager Frederick provided an overview of the BMR Annual Report. He said that it details the uses of the BMR fund and provides information on the BMR waiting list as well as current and upcoming BMR units. Commissioner Boyle asked about page three of five of the report in which it says that a BMR rental policy is in place and several BMR rental units have been proposed and are currently under review. She asked which rental units have been proposed. Housing Manager Frederick replied that the project proposed for 1300 El Camino Real may be a rental development. Commissioner Boyle further asked if BMR funds may be used to purchase and renovate units to rent at below market rates. Housing Manager Frederick responded yes, BMR funds may be used for that purpose. Commissioner Moser asked if we should keep our eye out for possible properties to purchase for such purpose. Housing Manager Frederick responded yes but added that we're not authorized to take action and that it would require approval by the City Council. Commissioner Moser asked how we would do this and Housing Manager Frederick said that this work could fall under updates to the BMR Guidelines and use of BMR funds. Vice Chair O'Neal commented that she enjoyed reading the reports.

6. Approval of December 5, 2007 Minutes

Chair Lasensky pointed out a typo on page two of the minutes, under Item B.4., letter A. The second sentence was corrected to read: "Commissioners were against the idea. Felt that wait listers should be required to affirm their spot on the list yearly."

Commissioner Boyle stated the need for a correction on page four, Item C, Reports and Announcements. She said it should be corrected to read that Housing Finance Day is December 17th and the Housing Element and Housing Preservation meeting is January 24th.

M/S Boyle/O'Neal to approve the December 5, 2007 minutes as amended; 5-0-0.

C. REPORTS AND ANNOUNCEMENTS

1. Update on Housing Activity (Report from Staff)

Housing Manager Frederick and Management Analyst Nee reported on their work on the Senior Housing Needs Assessment. Management Analyst Nee distributed flyers promoting the survey and four upcoming community meetings. She described staff's outreach efforts, which include a link on the Peninsula Volunteers website, information placed on the City's website, distributing flyers to various community locations including senior centers, libraries, community centers, Meals on Wheels, Crane Place, Partridge Place, Rosner House, Avenidas, Glenwood Inn, and placing ads on Public Access TV and in the Almanac Newspaper. She said the ad in the Almanac will run on January 16th.

Commissioner Moser recommended distributing flyers to local churches. Chair Lasensky asked when the cut-off date for the survey will be and Housing Manager Frederick responded that it will probably be mid-to-late February. Management

Analyst Nee said that she will forward the flyer to the Commissioners via email so that they can forward it on to their community contacts.

2. Report from the Chair

Chair Lasensky announced that she will be attending the Housing Element and Housing Preservation meeting on January 24th. Commissioners Moser and Boyle said they will also attend.

Chair Lasensky asked Housing Manager Frederick if the Commission needs to hold an additional January Commission meeting. Housing Manager Frederick replied that he does not think it will be necessary. It was decided that an additional January meeting will not be held.

3. Commission Member Reports

Commissioner Boyle stated that she will attend an upcoming Planning Commission meeting and would like to say that the Housing Commission supports green building practices. She said that Habitat for Humanity is planning to incorporate solar power as part of its Terminal Avenue project proposal.

M/S Boyle/O'Neal that the Housing Commission supports promoting sustainable green building practices in new projects that include below market rate units; 5-0-0.

D. INFORMATION ITEMS

1. Monthly Report on the Housing Rehabilitation Loan Program for November 2007.

E. ADJOURNMENT: The meeting was adjourned at 7:00 PM.

Respectfully submitted,

Megan Nee
Management Analyst