



## REGULAR MEETING MINUTES

**Date:** 8/2/2023  
**Time:** 6:30 p.m.  
**Location:** Teleconference and  
Arrillaga Recreation Center, Oak Room  
700 Alma St., Menlo Park, CA 94025

### A. Call To Order

Chair Nguyen called the meeting to order at 6:52 p.m.

### B. Roll Call

**Present:** Campos, Leitch, Nguyen, Pimentel, Portillo, Walker (remote – AB 2449 Just Cause)  
**Absent:** Merriman  
**Staff:** Housing Manager Tim Wong, Management Analyst Adam Patterson, Assistant Community Development Director Deanna Chow

### C. Public Comment

- Julie Shanson spoke on concerns related to the Below Market Rate (BMR) policy and levels of affordability of development projects.

### D. Presentations and Proclamations

#### D1. Presentation: Menlo Park housing resources (Attachment)

Samaritan House Senior Director of Programs and Services La Trice Taylor made the presentation.

- Pam Jones spoke on concerns related to outreach and follow-up with residents and spoke in support of anti-displacement strategies.

The Commission received clarification on Samaritan House healthcare services, volunteer opportunities, support needs, priorities, outreach strategies, and program eligibility.

### E. Regular Business

#### E1. Recommendation to appropriate \$4.18 million from the Below Market Rate (BMR) housing fund to three Notice of Funding Availability (NOFA) 2022 applicants to support affordable housing activities (Staff Report #23-005-HC)

Assistant Community Development Director Deanna Chow introduced the item.

Good City Company representative Sandy Council made a presentation (Attachment).

The Commission received clarification on housing preferences for veterans at the MidPen project.

The Commission received clarification on HIP Housing's updated proposal (Attachment).

The Commission received clarification on its role in reviewing NOFA proposals.

The Commission received clarification on funding status, traffic mitigation, community amenities, smoking regulations, and veteran outreach for the MidPen project.

**ACTION:** Motion and second (Pimentel/ Portillo), to recommend to appropriate \$4.18 million from the BMR housing fund to three NOFA 2022 applicants to support affordable housing activities, passed 6-0 (Merriman absent).

## **F. Reports and Announcements**

### **F1. Commissioner updates**

None.

### **F2. Future agenda items**

None.

### **F3. Staff updates and announcements**

Staff introduced the new Housing Manager, Tim Wong.

Staff provided updates on community outreach events and upcoming Planning Commission and City Council meetings.

## **G. Adjournment**

Chair Nguyen adjourned the meeting at 8:30 p.m.

Adam Patterson, Management Analyst II

# Menlo Park Housing Commission

August 2, 2023



# BMR Fund Request for Proposals

- NOFA for approx. \$2M issued 12/23/22
- 4 Proposals received- Total requests approx. \$15.5M
- All applicants meet eligibility/experience requirements
- All projects address many Menlo Park Housing Priorities
- Main areas of difference:
  - Location/amenities
  - Cost per unit/leverage other \$\$
  - Readiness
  - Large families

# Summary of Funding Requests

Organization	Type of activity	Location	Description	Subsidy per unit	Amount requested
Habitat for Humanity of Greater San Francisco	New Construct: Ownership	123 Independence Dr.	18 townhomes – Low income	\$111,111	\$2,000,000
MidPen Housing, Inc.	New Construct: Rental	795 Willow Road	62 rental units for veterans - Extremely Low income to Very Low	\$32,258	\$2,000,000
Rebuilding Together Peninsula	Preservation: Owner Rehab	Belle Haven Neighborhood	Rehab 8 owner occupied home- Low income	\$22,500	\$180,000
HIP Housing	New Construct: Rental	1162 El Camino Real	9 rental units -Low income	\$1,257,323	\$11,300,000
			Total Requested		\$15,480,00



# Staff Recommendations

- \$2 M to Habitat for 18 new ownership units
- \$2 M to MidPen for 62 new rental units/Veterans
- \$180,000 to Rebuilding Together to preserve 8 existing owner-occupied SF units





Home. Heart. Hope.

August 1, 2023

TO: Menlo Park Housing Commission  
701 Laurel St.,  
Menlo Park, CA 94025

RE: Meeting 8/2/2023  
Agenda Item E1  
Staff Report 23-005-HC

Regular Business: Recommendation to appropriate \$4.18 million from the Below Market Rate (BMR) housing fund to three Notice of Funding Availability (NOFA) 2022 applicants to support affordable housing activities

Dear Chair Nguyen and Housing Commission Members,

On behalf of HIP Housing, I want to thank you for your consideration of our 2022 NOFA proposal for the evolving project at 1162 El Camino. It was important for us to get this project on your radar and we appreciate your review.

Like us, staff also felt it was important for you to know about the project which contributed to us submitting a NOFA application. We continue to work with staff and Prince Street Partners on the donation of land for 1162 El Camino and on the preferred development size.

The projects being recommended for funding from the 2022 NOFA are exciting and wonderful examples of what is possible in our housing community. We look forward to keeping you updated as our project details evolve so that 1162 might also on day become a wonderful addition of very low-income, transit-oriented housing, in the District 3 downtown Menlo Park area.

To that end, should additional funding become available, HIP Housing would appreciate the opportunity to apply for pre-development funding to facilitate the continued progress of the 1162 project. Funds would be used to facilitate continued work with the City as well as for our work with Nibbi Brothers Construction, development consultants, updated site plans, and any required building fees or reports.

While it is acknowledged that 1162 is an expensive project, the more units we can get approved the less the per unit cost. Luckily, we have some options for size. But regardless, we believe what the site may lack in size, is more than compensated for, by the opportunity for a model, low-income, transit-oriented housing opportunity in Menlo Park's beautiful downtown.

We look forward continued discussions on 1162 El Camino project and hope the Commission will consider \$50,000 in pre-development funding at a future date.

Very fondly,

A handwritten signature in blue ink, appearing to read 'Kate', is written over the typed name.

Kate Comfort Harr  
Executive Director  
HIP Housing

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