



## REGULAR MEETING MINUTES

**Date:** 12/7/2022  
**Time:** 6:30 p.m.  
**Location:** Zoom and City Hall Downtown Conference Room, 1st Floor  
701 Laurel St., Menlo Park, CA 94025

### A. Call To Order

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

### B. Roll Call

**Present:** Bigelow, Campos, Pimentel, Leitch, Merriman (arrived at 6:47 p.m.)  
**Absent:** Nguyen, Walker  
**Staff:** Interim Housing Manager Eren Romero, Management Analyst Adam Patterson, Acting Management Analyst Arianna Milton

### C. Public Comment

None.

### D. Regular Business

D1. Approve minutes for the Housing Commission regular meeting on November 2, 2022 (Attachment)

**ACTION:** Motion and second (Pimentel/ Leitch), to approve minutes for the Housing Commission regular meeting on November 2, 2022, passed 4-0 (Nguyen, Merriman, and Walker absent).

D2. Review and recommend to City Council approval of the Housing Commission work plan for 2022-2023 (Staff Report #22-008-HC)

- Jenny Michel spoke in support of the work plan.
- Karen Grove requested clarification on work plan items.

**ACTION:** Motion and second (Pimentel/ Leitch), to adopt and recommend to City Council approval of the Housing Commission work plan for 2022-2023, passed 5-0 (Nguyen and Walker absent).

D3. Recommend to release the Below Market Rate (BMR) Housing Fund - Notice of Funding Availability (NOFA) (Staff Report #22-009 HC)

The Commission received clarification on the scale and impact of NOFA funds, structure of NOFA, and funding release timeline.

**ACTION:** Motion and second (Merriman/ Leitch), to direct staff to revise the 2022/2023 NOFA application and adopt with suggested changes, passed 5-0 (Nguyen and Walker absent).

**E. Informational Items**

E1. 2023 Housing Commission meeting calendar (Attachment)

Staff reported on the cancellation of the regular January 2023 Housing Commission meeting.

The Commission requested a quorum check for the first three months of meetings in 2023.

**F. Reports and Announcements**

F1. Commissioner Updates

Commissioner Campos provided an update on an upcoming community event.

F2. Recommend future agenda items

None.

F3. Staff updates and announcements

Staff provided updates on the Housing Element Update draft, approval of the Willow Village project, upcoming draft environmental impact report for 123 Independence Drive project, and provided clarification regarding the January 12, 2023 joint meeting with the Planning Commission.

**G. Adjournment**

Chair Bigelow adjourned the meeting at 7:20 p.m.

Arianna Milton, Acting Management Analyst I  
Adam Patterson, Management Analyst II