



SPECIAL MEETING MINUTES

Date: 4/3/2023
Time: 6:30 p.m.
Location: Teleconference 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 6:33 p.m.

B. Roll Call

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

C. Regular Business

C1. Approve minutes for the Housing Commission regular meeting on February 1, 2023

ACTION: Motion and second (Walker/ Campos), to approve minutes of the Housing Commission regular meeting on February 1, 2023, passed 5-0 (Nguyen and Pimentel absent).

C2. Review and recommendation of two revised below market rate housing agreements for previously approved projects located at 506-558 Santa Cruz Avenue/1125 Merrill Street and 1162-1170 El Camino Real (Staff Report #23-002-HC)

Assistant Community Development Director Deanna Chow introduced the item.

Developer Chase Rapp spoke on the extension request and timing.

The Commission requested clarification on the need for the extension and discussed the request.

ACTION: Motion and second (Leitch/ Walker), to review and make a recommendation on two revised below market rate housing agreements for previously approved projects located at 506-558 Santa Cruz Ave./1125 Merrill St. and 1162-1170 El Camino Real, passed 5-0 (Nguyen and Pimentel absent).

C3. Establish ad hoc subcommittee for community outreach

The Commission discussed the creation of an ad hoc subcommittee for community outreach.

Commissioners Walker and Campos were selected to serve on the Community Outreach Ad Hoc Subcommittee.

Marleen Santoyo spoke in support of community outreach efforts and provided information on an

upcoming tenant educational workshop at the Belle Haven Library on April 18 and 19.

D. Reports and Announcements

D1. Commissioner updates

Chair Bigelow announced the end of her term.

D2. Future agenda items

The Commission discussed the following potential future agenda items:

- Subcommittee updates on community outreach
- Notice of funding availability (NOFA) updates
- Appointments of chair and vice chair

D3. Staff updates and announcements

Staff reported on the below market rate (BMR) administrative services request for proposal (RFP), BMR ownership workshop scheduled for April 27 in conjunction with HouseKeys, housing staff recruitment updates, and the upcoming Housing Commission review of the development agreement for 123 Independence Dr.

E. Adjournment

Chair Bigelow adjourned the meeting at 7:26 p.m.

Adam Patterson, Management Analyst II