



## REGULAR MEETING MINUTES

**Date:** 5/3/2023  
**Time:** 6:30 p.m.  
**Location:** Teleconference and  
City Hall Downtown Conference Room, 1st Floor  
701 Laurel St., Menlo Park, CA 94025

### Regular Session

#### A. Call To Order

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

#### B. Roll Call

Present: Leitch, Merriman, Nguyen (remote – AB 2449 Just Cause),  
Pimentel (arrived at 6:48 p.m.), Portillo, Walker  
Absent: Campos  
Staff: Interim Housing Manager Eren Romero, Management Analyst Adam Patterson,  
Assistant Community Development Director Deanna Chow

#### C. Public Comment

- Dawn spoke in support of interviewing commissioners for a journalism class.

#### D. Regular Business

##### D1. Selection of the chair and vice chair

The Commission discussed the roles of chair and vice chair.

**ACTION:** Motion and second (Leitch/ Merriman), to select Commissioner Nguyen as chair of the Housing Commission, passed 6-0 (Campos absent).

**ACTION:** Motion and second (Pimentel/ Leitch), to select Commissioner Walker as vice chair of the Housing Commission, passed 6-0 (Campos absent).

##### D2. Presentations by notice of funding availability applicants

Commissioner Merriman was recused from item D2. and exited the meeting.

Interim Housing Manager Eren Romero introduced the item.

HIP Housing made a presentation (Attachment).

The Commission received clarification on HIP Housing's project timeline and financing plans.

MidPen Housing made a presentation (Attachment).

The Commission received clarification on below market rate (BMR) in-lieu fees calculations.

Rebuilding Together Peninsula made a presentation (Attachment).

- Dawn requested clarification on the notice of funding availability process and the average unit size for HIP Housing's proposal.

The Commission received clarification on in-lieu fees.

The Commission received clarification on the total available funds and discussed the presentations and funding process.

## **E. Reports and Announcements**

### **E1. Commissioner updates**

- Karen Grove spoke on an upcoming community event.

Commissioner Merriman spoke on events in May for Affordable Housing Month.

Commissioner Walker spoke on a tenant's rights workshop that she attended.

### **E2. Future agenda items**

None.

### **E3. Staff updates and announcements**

Staff reported on the Housing Element Update comments from the California Department of Housing and Community Development (HCD).

## **F. Adjournment**

Vice Chair Nguyen adjourned the meeting at 8:15 p.m.

Adam Patterson, Management Analyst II