



## REGULAR MEETING MINUTES

**Date:** 4/3/2024  
**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 Onap called the meeting to order at 6:41 p.m.

### B. Roll Call

**Present:** Leitch, Onap, Merriman, Walker, Campos  
**Absent:** Pimentel, Portillo  
**Staff:** Housing Manager Tim Wong, Management Analyst Adam Patterson,  
Management Analyst Arianna Milton

### C. Public Comment

None.

### D. Regular Business

D1. Approve the Housing Commission meeting minutes for February 7, 2024 (Attachment)

**ACTION:** Motion and second (Leitch/ Walker), to approve the Housing Commission meeting minutes for February 7, 2024, passed 3-0 (Campos and Merriman abstaining, Pimentel and Portillo absent).

D2. Recommend approval for the commitment of \$3,600,000 Below Market Rate (BMR) housing funds for Habitat for Humanity of Greater San Francisco (Habitat) proposal to acquire the property located at 335 Pierce Road for the construction of affordable, for-sale residential units (Staff Report #24-003-HC)

Commissioner Merriman was recused from item D2.

The Commission received clarification on future design markups and project funding.

**ACTION:** Motion and second (Leitch/ Walker), to recommend approval for the commitment of \$3,600,000 Below Market Rate (BMR) housing funds for Habitat for Humanity of Greater San Francisco (Habitat) proposal to acquire the property located at 335 Pierce Road for the construction of affordable, for-sale residential units passed 4-0 (Merriman recused, Pimentel and Portillo absent).

### E. Reports and Announcements

E1. Commissioner updates

None.

E2. Future agenda items

None.

E3. Staff updates and announcements

Staff provided updates on a request for proposals (RFP) letter that can be presented to City Council in May by a designated Housing Commissioner, the upcoming Affordable Housing Fair, City Council's recent goal setting session and the upcoming marketing for BMR vacancies and developments.

**F. Adjournment**

Chair Onap adjourned the meeting at 7:18 p.m.

Management Analyst I Arianna Milton