



## REGULAR MEETING MINUTES

**Date:** 6/5/2024  
**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 Walker called the meeting to order at 6:38 p.m.

### B. Roll Call

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

### C. Public Comment

- Karen Grove spoke in support of ongoing monitoring for developers and property managers of below market rate (BMR) housing.

### D. Regular Business

D1. Approve the Housing Commission meeting minutes for May 1, 2024 (Attachment)

**ACTION:** Motion and second (Leitch/ Merriman), to approve the Housing Commission meeting minutes for May 1, 2024, passed 4-0 (Campos, Onap and Portillo absent).

D2. Select a presenter and discuss presentation for the City Council for the Housing Commission annual report out (Staff Report #24-003-HC) (Attachment)

**ACTION:** Motion and second (Walker/ Leitch), to select Chair Walker and Vice Chair Campos to present the annual report out to City Council, passed 4-0 (Campos, Onap and Portillo absent).

**ACTION:** Motion and second (Leitch/ Walker), to approve the general content of the report out to City Council with refinement and editing to the language, passed 4-0 (Campos, Onap and Portillo absent).

### E. Informational Items

E1. Below Market Rate (BMR) rent calculation

Management Analyst Arianna Milton made the presentation.

### F. Reports and Announcements

F1. Commissioner updates

F2. Future Agenda items

Commissioner Leitch requested a Brown Act refresher course.

F3. Staff Updates and announcements

Staff provided updates on the upcoming advisory body training, July's meeting cancellation and possible topics for August's meeting.

**F. Adjournment**

Chair Walker adjourned the meeting at 7:43 p.m.

Management Analyst I Arianna Milton