



REGULAR MEETING AGENDA

Date: 4/2/2025
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 865 4847 4804 and
Arrillaga Recreation Center, Oak Room
700 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the meeting, in-person, at the Arrillaga Recreation Center, Oak Room
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID# 865 4847 4804
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID# 865 4847 4804
Press *9 to raise hand to speak

Subject to change: The format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Regular Session

A. Call To Order

B. Roll Call

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

D. Regular Business

- D1. Approve the Housing Commission meeting minutes for March 5, 2025 ([Attachment](#))
- D2. Establish an ad hoc committee for Community Engagement ([Attachment](#))

E. Reports and Announcements

- E1. Commissioner updates
- E2. Future agenda items
- E3. Staff updates and announcements

F. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at menlopark.gov/agendas and can receive notification of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting the City Clerk at 650-330-6620. (Posted: 3/28/2025)



REGULAR MEETING MINUTES – DRAFT

Date: 3/5/2025
Time: 6:30 p.m.
Location: Teleconference and
Arrillaga Recreation Center, Oak Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Commissioner Switzer called the meeting to order at 6:40 p.m.

B. Roll Call

Present: Beeli, Leitch, Portillo, Switzer
Absent: Merriman, Tremont
Staff: Housing Manager Tim Wong, Management Analyst Arianna Milton, Principal Planner Corinna Sandmeier, Principal Planner Tom Smith and Assistant City Attorney Michael Biddle

C. Public Comment

None.

The Housing Commission reordered the agenda, bringing item D1. after D3.

D. Regular Business

~~D1. Approve the Housing Commission meeting minutes for February 5, 2025 (Attachment)~~

D2. Consider and make a recommendation to the Planning Commission and City Council to approve a Below Market Rate Housing Agreement with LPGS Menlo, LLC for the Parkline Masterplan Project to comprehensively redevelop the SRI campus at 333 Ravenswood Ave. (Staff Report #25-002-HC) (Attachment)

Principal Planner Corinna Sandmeier and Mark Murray of Lane Partners made the presentation (Attachment).

- Katherine Dumont spoke in support of the project.
- Connor Cheng spoke on concerns related to the proposed transportation.

The Commission received clarification on the proposed total percentage of units dedicated for below market rate housing, plans for bike safety and future pathway connections and the selection process for nonprofit proposals for the project.

The Commission discussed the proposed project and the site tours done by the applicant to foster community engagement.

ACTION: Motion and second (Leitch/ Beeli), to recommend approval to the Planning Commission and City Council of the below market rate housing agreement for the Parkline Masterplan Project to comprehensively redevelop the SRI campus at 333 Ravenswood Ave., passed 4-0-2 (Merriman and Trempont absent).

D3. Review and recommend that the City Council accept the 2024 Housing Element Annual Progress Report.

Principal Planner Tom Smith made the presentation (Attachment).

- Loren D. spoke in support of building affordable housing projects like Parkline and in opposition of housing on Downtown parking lots.
- Katherine Dumont spoke on concerns related to the required number of units.

The Housing Commission discussed the pre-approved accessory dwelling unit (ADU) process and received clarification on the next steps for the proposed project on the Downtown parking lots.

ACTION: Motion and second (Leitch/ Switzer), to recommend that the City Council accept the 2024 Housing Element Annual Progress Report, passed 4-0-2 (Merriman and Trempont absent).

D1. Approve the Housing Commission meeting minutes for March 5, 2025 (Attachment)

ACTION: Motion and second (Beeli/ Leitch), to approve the Housing Commission meeting minutes for March 5, 2025, passed 4-0-2 (Merriman and Trempont absent).

E. Reports and Announcements

E1. Commissioner updates

Commissioner Leitch reported out that their term is ending next month.

E2. Future agenda items

The Commission discussed agenzizing the creation of an ad hoc subcommittee for May's Affordable Housing Month and future community outreach.

D3. Staff updates and announcements

Staff reported out on the open recruitment for the Housing Commission and the Belle Haven Community Campus Resource Fair March 29.

E. Adjournment

Commissioner Switzer adjourned the meeting at 8:15 p.m.

Management Analyst I Arianna Milton



PARKLINE MASTER PLAN PROJECT

333 Ravenswood Avenue

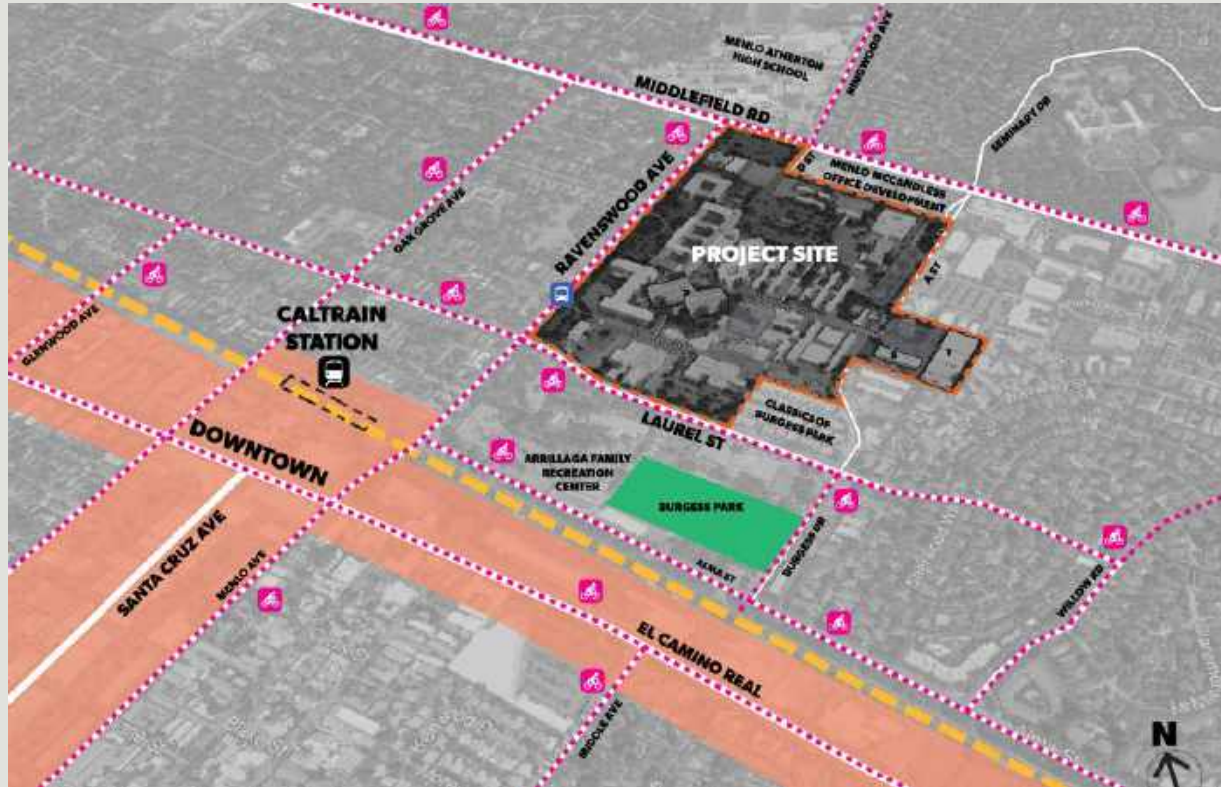
BMR Housing Agreement

Staff Presentation to Housing Commission March 5, 2025

INTRODUCTION

- Review of the BMR housing agreement for proposed Parkline masterplan project
 - Agreement consistent with Municipal Code Chapter 16.96 & BMR Guidelines
 - No exceptions requested
- Staff recommendation
 - Review and recommend approval of the draft BMR housing agreement to Planning Commission and City Council

SITE LOCATION





PROPOSED PROJECT



- 646 dwelling units (apts. & townhomes)
- Land dedication for 100% affordable bldg. w/ up to 154 units
- 5 new office/R&D buildings, 1 office amenity bldg. & 3 new parking structures
- 3 existing bldgs. to remain for SRI
- No increase in non-residential square footage
- Publicly-accessible open space
- Bike & pedestrian connections through site



BMR HOUSING REQUIREMENTS

- Residential inclusionary housing
 - 15% of units at low-income (80% AMI) or low-income equivalent
 - Agreement includes 97 units (15% of 646 units) as inclusionary BMR units
- Commercial linkage requirement
 - Commercial developments of 10,000 sf or more required to mitigate demand for affordable housing
 - Proposed total non-residential square footage, including 3 non-residential buildings to be retained, would not exceed existing non-residential development on the site
 - No commercial linkage fee required

BMR HOUSING AGREEMENT

- 97 BMR inclusionary units
 - 90 rental apts. (low-income or equivalent)
 - 7 rental townhomes (low-income or equivalent) or 7 for-sale townhomes (moderate-income)
- Donation 1.6-acre parcel to affordable housing developer
 - Additional up to 154 units (60% AMI)
- Recordation of project-wide agreement for 97 inclusionary units and up to 154 units in 100% affordable building concurrent with recordation of CDP and DA
- Subsequent BMR agreements for each building or project component
 - Specific location, size, and affordability levels of BMR units
 - Each building/component required to meet low-income equivalency independently
 - Construction of the BMR units concurrent with construction of market rate units

NEXT STEPS

- DA term sheet review (City Council)
- Release of the final EIR
- Planning Commission
- City Council



STAFF RECOMMENDATION

- Recommend approval to the Planning Commission and City Council of the draft BMR Housing Agreement



THANK YOU



PLAN UPDATE: HOUSING COMMISSION

March 5, 2025



PARKLINE

Lane's Assignment from SRI

- Update research and development campus with modern sustainable facilities to further SRI's mission.
- Consolidate SRI campus and provide for expansion ability in new facilities that will attract the best and the brightest.
- Plan for continuous operations of SRI during construction.

Parkline's Goals

Improve bike and pedestrian access and safety.

Provide housing that emphasizes affordability.

Share the SRI campus with the community.

Respect neighborhood edges and aesthetics.

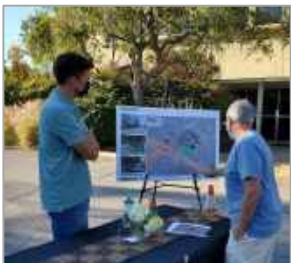
Promote sustainability and carbon reduction.

PARKLINE

Community Outreach Summary

12 Community Meetings since 2021 | 1005 Survey Responses | 45 Site Tours

- Significant requests to maximize housing at 800 homes with focus on affordability
- Desire to keep heights and density as low as possible, especially on Laurel and to place buffers against neighboring properties
- Ensure planned bike paths connect with surrounding trail networks and offer access through the community
- Agreement that site plan respect heritage trees
- Strong preference for research campus approach over traditional commercial/tech office feel
- Near unanimous support for opening campus and adding field and community places in the plan



PARKLINE

Plan Evolution 2021-2024

3Q-4Q 2021	3Q-4Q 2022	1Q 2023	2Q-3Q 2023	4Q 2023-1Q 2024
<p>Community priorities support 40 units/acre (Jun.)</p> <p>Initial proposal includes 400 units (Nov.)</p>	<p>Council directs study of 600 units max (Jun.)</p> <p>Increased base housing to 550 units, including land dedication for 100% affordable stand-alone project (Oct.)</p> <p>Planning Commission directs study of at least 700 units (Dec.)</p>	<p>Agreement to study up to 800 units max (Feb.)</p>	<p>Community feedback supports townhomes, more affordable housing, broader range of affordability</p>	<p>Church site secured for 100% affordable project on NE corner, achieving desired height/density on Laurel and increasing residential footprint to 12+ acres.</p>

KEY ISSUES:

- Housing density and building heights
- Amount, level and mix of affordable housing
- Residential buffer for existing homes

Delivering Community Benefits

- **Significant** Publicly Accessible Open Space
- **2.7 Acre** Land Dedication to City for Recreational Field & Public Uses
- **1.6 Acre** Land Dedication to Nonprofit Developer (up to 154 Units of 100% Affordable Housing)
- **2.5 Miles** of Bicycle Trails & Bicycle Repair Kiosks
- **31% Total BMR Units**
- Amenity Building with Publicly Accessible Café
- Removal of Co-Generation Power Plant
- Capacity for City Emergency Water Reservoir
- Contributions Towards (1) Middle Avenue Caltrain Crossing and (2) Railroad Quiet Zone



LAUREL STREET RESIDENTIAL



RAVENSWOOD PARKLET



PASEO CONNECTING LAUREL TO PARKLINE COMMONS



TOWNHOUSES



RESIDENTIAL + SPORTS FIELDS

Thank You

PARKLINE

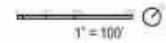
Additional resource slides for consideration

PARKLINE



LEGEND

- 01 RIVERWOOD CLASS I SHARED-USE BATH
- 02 THE GREEN - MULTI-USE LAWN
- 03 EXISTING BUILDINGS TO REMAIN
- 04 MULTI-USE BLAZA
- 05 PEDESTRIAN CONNECTION
- 06 SENIARY/NURSES CLASS I SHARED-USE PATH
- 07 COURTYARD
- 08 DOG PARK
- 09 GARAGE ENTRY
- 10 EXERCISE STATION
- 11 BIKE REPAIR STATION
- 12 CHILDREN'S PLAYGROUND
- 13 BIOL/PESNIC AREA



PARKLINE

Bike Safety and New Connections

Parkline's Balanced Plan includes miles of bike & pedestrian paths designed to enhance connectivity through Menlo Park:

- Bike lane improvements along Laurel, Burgess and Ravenswood.
- New crossings of the Caltrain tracks at Middle Ave so pedestrians and cyclists can safely cross the railroad.
- Bicycle repair kiosks distributed throughout the Project site.



PARKLINE

Sustainable & Resilient Design

Parkline's aims to reduce greenhouse gas emissions within the Project site and improve operational sustainability in alignment with the City's climate change reduction goals. Parkline would:

- Allow for SRI to decommission the existing onsite cogeneration power plant, one of the City's highest single-sources of GHG emissions (equivalent to eliminating 61 *million* miles of driving annually)
- Sustainable all-electric design for all new buildings.
- Provide land to City for a 2 to 3 million gallon water reservoir for long-term emergency preparedness.

PARKLINE

Respect the Neighborhood Edges

Parkline aims to keep true to Menlo Park's historical aesthetics and respect the privacy and serenity of its fence-line neighbors.

- Increased setbacks along the Burgess Classics neighborhood.
- Introduced single-family residences and townhomes to the site plan.
- Added 27 townhomes adjacent to the affordable housing site, in addition to the originally planned 19 two-story townhouses along Laurel Avenue.

The Parkline team has continued to meet with neighbors to gather feedback and listen to their ideas, comments and concerns.

PARKLINE

Share the Campus

Parkline will open SRI's 62+ acre campus for the first time in a generation, providing an **incredible** opportunity to activate the site and create amenities that the entire community will benefit from.

- Significant public open space and amenities.
- An event pavilion, community parks, active and passive recreation areas,
- Retail amenities adjacent to park and pedestrian and bicycle connections.
- 2.7 acre park area dedicated to City for future sports field or other recreational uses
- Publicly accessible café in centralized location



PARKLINE



PARKLINE CENTRAL GREEN - AMENITY BUILDING



PARKLINE COMMONS



PARKLINE COMMONS

PARKLINE NEIGHBORHOODS

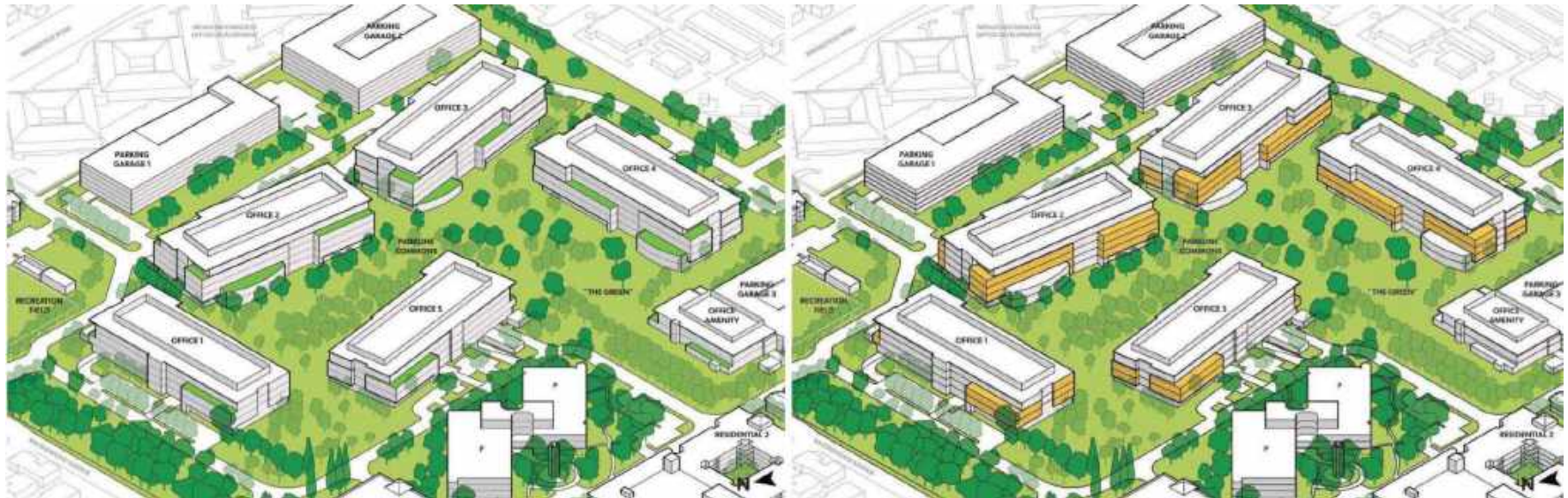


PARKLINE

A PARK FOR CREATIVITY AND RESEARCH



Office/R&D buildings are inspired by the idea of re-creating a place for research and creativity to occur while also connecting to the existing landscape.



PARKLINE



01 RAVENSWOOD CLASS I SHARED-USE PATH



02 FLEXIBLE-USE LAWN



03 MULTI-USE PLAZA



04 PEDESTRIAN CONNECTION



05 SEMINARY/BURGESS CLASS I SHARED-USE PATH



06 DOG PARK



07 PICKLEBALL COURTS



08 EXERCISE STATIONS



09 BIKE REPAIR STATION



10 CHILDREN'S PLAYGROUND



11 PERFORMANCE SPACE



12 BBQ/PICNIC AREA



13 SHADED COURTS



14 PARK GAMES



15 FARMERS' MARKET



16 RECREATION FIELD



17 FOOD TRUCKS



18 COMMUNITY FITNESS



19 MOVIE NIGHT

LEGEND

- 01 RAVENSWOOD CLASS I SHARED-USE PATH
- 02 FLEXIBLE-USE LAWN
- 03 MULTI-USE PLAZA
- 04 PEDESTRIAN CONNECTION
- 05 SEMINARY/BURGESS CLASS I SHARED-USE PATH
- 06 DOG PARK
- 07 PICKLEBALL COURT
- 08 EXERCISE STATION
- 09 BIKE REPAIR STATION
- 10 CHILDREN'S PLAYGROUND
- 11 PERFORMANCE SPACE
- 12 BBQ/PICNIC AREA
- 13 SHADED COURTS
- 14 PARK GAMES
- 15 FARMERS' MARKET
- 16 RECREATION FIELD
- 17 COMMUNITY SPACE
- 18 COMMUNITY FITNESS
- 19 MOVIE NIGHT

300 874 MARKET PROGRAMS AND SERVICES DELIVERED
SOURCES: NCHS AND THE AMERICAN WELLNESS

PARKLINE



PARKLINE CENTRAL GREEN



PARKLINE CENTRAL GREEN



PARKLINE OFFICE TERRACE



2024 ANNUAL PROGRESS REPORT

Housing Element

BACKGROUND

- Annual Progress Report (APR)
 - Due April 1 every year
 - Tracks housing production and programs

BACKGROUND

- 6th Cycle Housing Element (2023-2031)
 - Blueprint to meet housing needs over 8 years
 - Adopted Jan. 2023; amended Jan. 2024; certified March 2024
 - Regional Housing Needs Allocation (RHNA)
 - 2,946 units

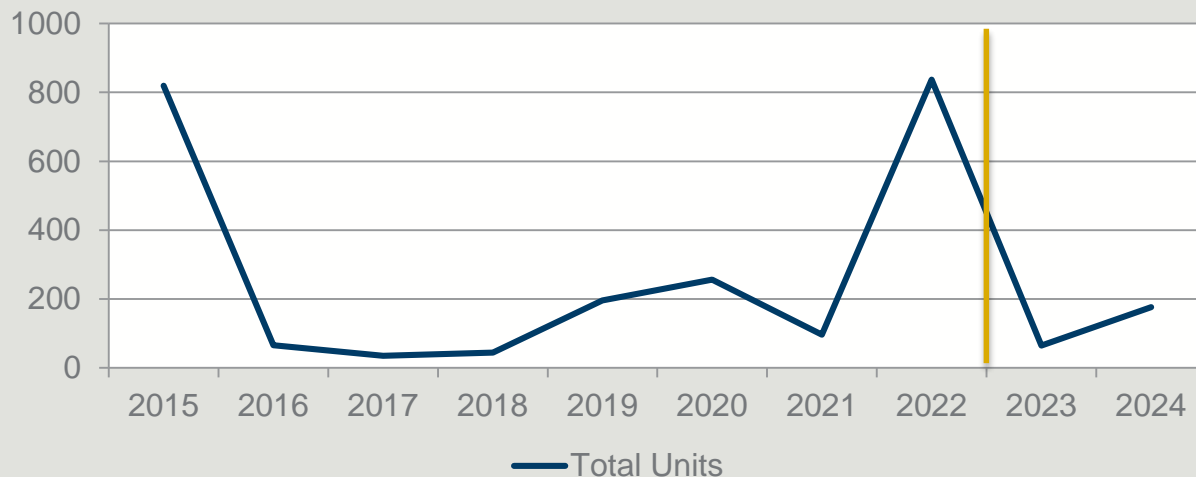


REGIONAL HOUSING NEEDS ALLOCATION

2023-2031 RHNA by income category					
	Very Low	Low	Moderate	Above Moderate	Total
RHNA units	740	426	496	1,284	2,946

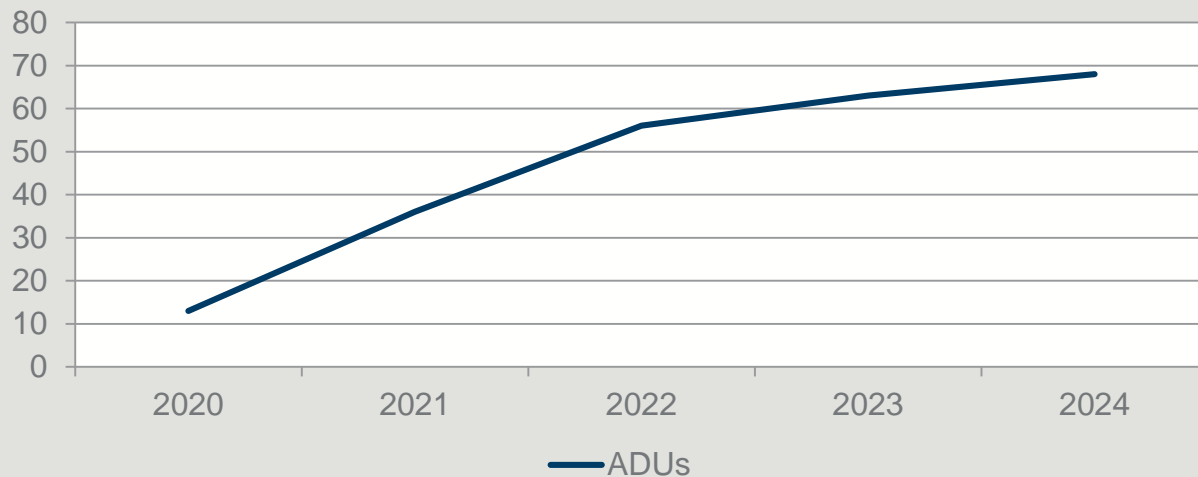
2024 HOUSING PRODUCTION

- 176 new units
 - Based on building permits issued
 - Not inconsistent with previous trends
- Overall RHNA 35.7% complete
 - Includes projection period units (June 2022-Jan. 2023)



ADU PRODUCTION GROWTH

- 68 new ADUs
 - 5th record-setting year in a row



6TH CYCLE RHNA PROGRESS

	Very Low	Low	Moderate	Above Moderate	Total
6 th Cycle RHNA Allocation	740	426	496	1,284	2,946
2024 New Units	81	31	26	38	176
Total New Units (June 2022-Dec. 2024)	118	99	116	718	1,051
Percent Complete	15.9%	23.2%	23.4%	55.9%	35.7%
Remaining RHNA Units	622	327	380	566	1,895

PROGRAM IMPLEMENTATION HIGHLIGHTS



- Table D of APR
- Housing rehabilitation programs underway (Program H2.C)
 - Habitat for Humanity: 20 very low-income households; Rebuilding Together Peninsula: 5 home rehabs
- Anti-displacement strategy development (Program H2.E)
- Veterans Affairs housing development (Program H3.F, H4.U)
 - 62 units permitted



PROGRAM IMPLEMENTATION HIGHLIGHTS



- Feasibility study and RFQ for downtown parking lots (Program H4.G)
- Community outreach: Housing Resource Fair, Love Our Earth Festival, housing brochure (Program H5.B)
- Belle Haven energy efficiency and electrification home upgrades (Program H6.C)
 - 19 home assessments, 7 energy efficiency and electrification agreements



POTENTIAL FUTURE PRODUCTION

- ~1,900 units entitled in previous years
 - Willow Village (1,730 units)
 - Menlo Flats (158 units)
- ~550 units under building permit review
 - 123 Independence Dr. (432 units)
 - 3705 Haven Ave. (112 units)
- ~900 units under discretionary review
 - Parkline (up to 800 units)
 - 320 Sheridan Dr. (88 units)
- Will count for future APRs after building permits issued

NEXT STEPS

- Continued implementation of Housing Element programs
 - Anti-displacement strategy (H2.E)
 - Modifications to BMR Guidelines (H4.B)
 - Development on downtown City-owned parking lots (H4.G)

RECOMMENDATION

- Staff recommends the Housing Commission recommend that City Council accept the APR
 - Planning Commission review scheduled March 24
 - City Council review scheduled March 25



THANK YOU



STAFF REPORT

Housing Commission

Meeting Date:

4/2/2025

Staff Report Number:

25-005-HC

Regular Business:

Establish a Housing Commission Community Engagement ad hoc committee, adopt purpose statements for Housing Commission committee and make selections to the Housing Commission Community Engagement ad hoc committee

Recommendation

Staff recommends that the Housing Commission (Commission):

1. Establish a Community Engagement ad hoc committee; and
2. Adopt purpose statement for the Community Engagement ad hoc committee; and
3. Select up to two (2) members to the Community Engagement ad hoc committee.

Policy Issues

The Housing Commission can establish an ad hoc committee to advise the full Housing Commission on recommendations to make progress towards the completion of their annual work plan goals. Per City Council Policy CC-24-002 (Attachment A), each commission must develop an annual work plan that must then be reported out on by a representative of the advisory body at a regularly scheduled City Council meeting.

Background

The City Council adopted the Housing Commission's 2024-25 work plan on September 24, 2025. The work plan (Attachment B) focuses on community engagement, anti-displacement and development of affordable housing on public lands. At the March 2025 Housing Commission meeting, the Commission discussed creating an ad hoc engagement committee. The committee would review ideas for May's Affordable Housing Month and other engagement activities, as per the Housing Commission work plan.

Analysis

The Housing Commission currently does not have any ad hoc committees. Forming an ad hoc committee for community engagement could assist the Commission to make progress to complete their annual work plan goal of community engagement and identify upcoming opportunities to celebrate May's Affordable Housing Month. Given the Housing Commission currently having six members, to avoid any conflict with quorum requirements, the ad hoc committee cannot have more than two (2) Commission members. However, the Commission may wish to add an additional member following Commission recruitment later this spring.

The purpose of the community engagement ad hoc committee would be to advise the Housing Commission

on areas of community engagement including events such as providing information on tenants' rights and protections. The term of the ad hoc committee would expire at the end of the current Housing Commission work plan.

Proposed Purpose Statement

The establishment of an ad hoc committee must have a specific purpose. Therefore a proposed purpose statement has been prepared for Housing Commission review. The proposed purpose statement is as follows:

The Community Engagement ad hoc committee is to advise the Housing Commission on areas of community engagement including informational events such as tenants' rights and protections.

Impact on City Resources

There are no impacts on City resources associated with this action outside of applicable staff assistance. Conducting outreach could involve the use of staff resources and the preparation of materials, printing, and/or use of other services to assist in the activities.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378. Any projects identified through the Commission's pursuit of these goals and priorities would be subject to environmental review under CEQA in the future.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Commission/Committees Policies and Procedures, Roles and Responsibilities (City Council Policy #CC-24-004)
- B. 2024 Housing Commission Annual Plan

Report prepared by:
Arianna Milton, Management Analyst I

Report reviewed by:
Tim Wong, Housing Manager

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890



<p>Purpose</p>
<p>To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.</p>
<p>Authority</p>
<p>Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”</p>
<p>Background</p>
<p>The City of Menlo Park currently has seven active Commissions. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code §65100 et seq., §65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
<p>Policies and Procedures</p>
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study. • Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council. • At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council. • Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code §65100 et seq., §65300-65401). • Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council. • Additional or other staff support may be provided upon a formal request to the City Council. • The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council. • Commission/Committee members will have mandatory training every two years regarding the Brown Act Page D-2.3

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

2

parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

3

provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Stipends

Per Government Code §36506, the City is authorized to pay appointed Planning Commissioners by resolution. The City Council has adopted a resolution with an amount not to exceed \$200 per month per Planning Commissioner. Per the IRS (Internal Revenue Services), "public officer" also includes appointed members of advisory boards and committees and commissions. The Planning Commission stipend is taxable income and each member will receive a W-2.

Meetings and officers

1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

4

of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Commission shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6 p.m.
- Finance and Audit Commission – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

5

6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

G. Memberships

Appointments/Oaths

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

Application and selection process

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

Attendance

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

6

- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

Compensation

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

Qualifications, compositions, number

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

Reappointments, resignations, removals

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

Term of office

- Unless specified otherwise, the term of office for all commission/committees shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code §54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

on the City’s website. This list is also available to the public (Government Code §54972, Maddy Act).

Roles and Responsibilities

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city’s newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council’s role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

Environmental Quality Commission

The Environmental Quality Commission is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability.. Specific focus areas include:

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

Finance and Audit Commission

The Finance and Audit Commission is charged primarily to support delivery of timely, clear and comprehensive reporting of the City’s fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City’s external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

Special Advisory Bodies

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

Procedure history

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803
Procedure adoption	6/27/2023	Resolution No. 6840
Procedure adoption	2/13/20024	Resolution No. 6890

Housing Commission

Community Development Department
701 Laurel Street, Menlo Park CA 94025
Adopted September 24, 2024

Work plan goals		
<p>1. Community engagement – Provide information and education related to tenant rights and tenant protections efforts and host and cohost local legal resources/presentations via the Housing Commission as part of expanding community engagement. This is to increase diversity of community participation and input. Have a minimum of two informational events, one every 6 months, at a Belle Haven location with multi-lingual inclusive events.</p> <p>2. Anti-Displacement – Review current guidelines and highlight areas to the City Council where, procedurally, there can be an emphasis on anti-displacement efforts. To work on anti-displacement efforts, especially focused on naturally occurring affordable housing. To provide current residents with displacement and relocation information to prevent evictions and displacement and try to monitor the number of households being displaced and to provide them information about resources in accordance with Program H2.E of the 2023-2031 Housing Element Update. Create a collection of displacement experiences to “personalize” the impacts of displacement.</p> <p>3. Focus on the development of affordable housing on public lands – this could include the development of affordable housing on downtown parking lots and following the development process including reviewing the RFQ and making recommendations, with the aim to exceed the targeted unit yields as outlined in Program H4.G of the 2023-2031 Housing Element Update and state requirements.</p>		
Work plan history		
Action	Date	Notes
Work plan recommended	September 4, 2024	Commission approved
Work plan adopted	September 4, 2024	City Council approved