



REGULAR MEETING MINUTES

Date: 2/5/2025
Time: 6:30 p.m.
Location: Teleconference and
Arrillaga Recreation Center, Oak Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

Present: Beeli, Leitch, Portillo, Merriman, Switzer, Trempont
Absent: Onap
Staff: Housing Manager Tim Wong, Management Analyst Arianna Milton, Sustainability Manager Rachael Londer and Associate Planner Fahteen Khan

C. Public Comment

None.

The Housing Commission reordered item D1. to come after E2.

~~D. Presentations~~

~~D1. Presentation: Introduction to new City Sustainability program to electrify homes~~

E. Regular Business

E1. Approve the Housing Commission meeting minutes for January 7, 2025 (Attachment)

ACTION: Motion and second (Leitch/ Switzer), to approve the Housing Commission meeting minutes for January 7, 2025 passed 6-0-1 (Onap absent).

E2. Consider and make a recommendation to the Planning Commission to approve a Below Market Rate Housing Agreement with 3705 Haven LLV for 3705 Haven Avenue (Staff Report #25-002-HC) (Attachment)

Associate Planner Fahteen Khan and Michelle Loeb of LDP Architecture made the presentation.

- Katherine Dumont spoke in support of building very low income affordable homes with parking spaces provided.

The Commission discussed impacts to potential tenants from the concessions including the elimination of the 75% rent cap and the additional costs for unbundled parking to the below market rate (BMR) units affordability.

The applicant expressed interest in exploring the possibility of potential tenants having sole access to parking spaces on neighboring properties or a procedure for the project's tenants to share a parking space on a neighboring property.

The Commission received clarification that staff will be reexamining and revising the City's BMR Guidelines to look into folding parking requirements in as a utility, therefore it be part of the rent.

ACTION: Motion and second (Leitch/ Switzer), to recommend approval to the Planning Commission of the below market rate housing agreement with 3705 Haven LLC for 3705 Haven Ave. including Housing Commission comments regarding parking as a utility or amenity, more analysis of the 75% cap concession and that both staff and applicant will continue to explore shared parking to the Planning Commission, passed 5-1-1 (Merriman opposed, Onap absent).

D. Presentations

D1. Presentation: Introduction to new City Sustainability program to electrify homes.

Sustainability Manager Rachael Londer made the presentation.

E. Reports and Announcements

E1. Commissioner updates

None.

E2. Future agenda items

Staff reported out that the Commission would receive the Housing Element Annual Progress Report and the Parkline BMR agreement in March.

The Commission discussed receiving an update on Housing Element implementation.

D3. Staff updates and announcements

The Commission received clarification on the Housing Element Annual Progress Report to include an update on the implementation of housing programs and schedule as an agenda item for the Housing Commission's March meeting date.

Staff requested that the Commission provide outreach ideas for May's upcoming Affordable Housing Month.

E. Adjournment

Chair Merriman adjourned the meeting at 8:15 p.m.

Management Analyst I Arianna Milton