



## SPECIAL MEETING MINUTES

**Date:** 1/7/2025  
**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 6:36 p.m.

### B. Roll Call

Present: Beeli, Leitch, Portillo, Merriman, Switzer, Trempont  
Absent: Onap  
Staff: Housing Manager Tim Wong, Management Analyst Arianna Milton

### C. Regular Business

- C1. Approve the Housing Commission meeting minutes for December 4, 2024 (Attachment)

**ACTION:** Motion and second (Leitch/ Switzer), to approve the Housing Commission meeting minutes for December 4, 2024, passed 6-0-1 (Onap absent).

- C2. Review and make recommendation on proposed modifications to the Below Market Rate Housing Guidelines and the Below Market Rate Housing Agreement with Habitat for Humanity Greater San Francisco for the proposed housing development located at 335 Pierce Road (Staff Report #25-001-HC) (Attachment)

Chair Merriman was recused and exited the meeting.

Housing Manager Tim Wong made the presentation.

The Commission received clarification from Habitat for Humanity representative Sydney Stone about the proposed modifications for the project, the proposed construction timeline and how the City's existing preferences and legacy list will be used in the lottery system to fill the units.

**ACTION:** Motion and second (Portillo/ Trempont), to recommend approval of modifications to the Below Market Rate Housing Guidelines and the Below Market Rate Housing Agreement with Habitat for Humanity Greater San Francisco for the proposed housing development located at 335 Pierce Road, passed 5-0-1-1 (Onap absent, Merriman recused).

Chair Merriman rejoined the meeting.

### D. Reports and Announcements

- D1. Commissioner updates

None.

D2. Future agenda items

The Commission discussed work being done by Haven Energy and expressed interest in connecting with other City of Menlo Park commissions.

Staff shared the City's collaboration on its rehab programs with Peninsula Clean Energy and Habitat for Humanity and the potential for a sustainability presentation at a future Housing Commission meeting.

The Commission discussed interest in receiving an update on Housing Element implementation.

D3. Staff updates and announcements

Staff clarified that the Annual Performance Report will include an update on the implementation and is scheduled as an agenda item for the Housing Commission's March meeting date.

Staff provided updates on February Housing Commission agenda items and an upcoming agenda item on redevelopment of the downtown parking lots for the Jan. 14 City Council meeting.

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

**E. Adjournment**

Chair Merriman adjourned the meeting at 7:22 p.m.

Management Analyst I Arianna Milton