



## REGULAR MEETING MINUTES

**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 agenizing 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