



REGULAR MEETING MINUTES

Date: 11/5/2025
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 Switzer called the meeting to order at 6:31 p.m.

B. Roll Call

Present: Chapa, Beeli, Dumont, Kranen, Oursler, Switzer, Wong
Absent: None
Staff: Housing Manager Tim Wong, Management Analyst Arianna Milton, Senior Planner Chris Turner

C. Public Comment

None.

D. Regular Business

D1. Approve the Housing Commission meeting minutes for October 1, 2025 (Attachment)

ACTION: Motion and second (Oursler/ Dumont), to approve the Housing Commission meeting minutes for October 1, 2025, passed unanimously.

D2. Consider and make a recommendation to the Planning Commission to approve a Below Market Rate Housing Agreement with 68 Willow Owners, LLC for a 50-unit housing development project at 68 Willow Rd. (Attachment)

Senior Planner Chris Turner made the presentation (Attachment).

The Housing Commission received clarification on potential waiver incentives, accessibility requirements for the units, the number of below market rate (BMR) units to be provided and the project's environmental impact.

The Commission discussed suggestions to the Planning Commission to encourage the applicant to save as many heritage trees as possible and for the applicant to explore additional accessibility options.

ACTION: Motion and second (Kranen/ Chapa), to recommend to the Planning Commission approval of a Below Market Rate Housing Agreement with 68 Willow Owners, LLC for a 50-unit housing development project at 68 Willow Rd., passed unanimously.

E. Reports and Announcements

E1. Commissioner updates

The Commission reported out on the Oct. 17 Housing Leadership Council's Housing Leadership Day.

E2. Community Engagement Ad Hoc Committee report out

The Subcommittee reported out on coordinating an event for Affordable Housing Month with staff.

E3. Future agenda items

Staff reported out on the 2026 Housing Commission meeting calendar and a tentative review of the anti-displacement plan in December.

E4. Staff updates and announcement

Staff provided an update on the BMR guideline revision approval by City Council.

E5. Receive and file the 2025-2026 Housing Commission work plan

The Commission received clarification on receipt and file of the 2025-2026 City Council approved Housing Commission work plan.

G. Adjournment

Chair Switzer adjourned the meeting at 7:25 p.m.

Management Analyst I Arianna Milton