



## SPECIAL MEETING MINUTES

**Date:** 12/3/2025  
**Time:** 6:30 p.m.  
**Location:** Teleconference and  
Belle Haven Community Campus, Flex Room  
100 Terminal Ave., Menlo Park, CA 94025

### A. Call To Order

Chair Switzer called the meeting to order at 6:39 p.m.

### B. Roll Call

**Present:** Chapa, Dumont, Kranen (arrived 6:50 p.m.), Oursler, Switzer, Wong  
**Absent:** Beeli  
**Staff:** Housing Manager Tim Wong, Management Analyst Arianna Milton

### C. Public Comment

None.

### D. Regular Business

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

**ACTION:** Motion and second (Wong/ Dumont), to approve the Housing Commission meeting minutes for November 5, 2025, passed 6-0-2 (Beeli and Kranen absent).

D2. Discuss participation in the City Housing and Community Resource Fair and provide direction to the Community Engagement ad hoc committee in preparation for Affordable Housing Month (Attachment)

Management Analyst Arianna Milton made the presentation (Attachment).

The Housing Commission received clarification on the 2024 housing resource fair, what potential resources could be included at next year's fair, the level of participation that the Commission could have and how the Community Engagement ad hoc subcommittee can participate during the day of the event.

The Housing Commission discussed participating in next year's resource fair and various ways to advertise it.

**ACTION:** Motion and second (Switzer/ Oursler), that the Housing Commission will participate in the 2026 Housing and Community Resource Fair with direction to the ad hoc subcommittee to prepare a list of pre-engagement ideas, direction to all commission members to direct housing resource related organizations to coordinate with staff and to continue the discussion to the January 7 meeting, passed 6-0-1 (Beeli absent).

D3. Review of the draft 2026 Housing Commission regular meeting schedule (Attachment)

The Housing Commission discussed potential rescheduling of the July 2026 meeting date and the May 2026 meeting date.

**ACTION:** Motion and second (Dumont/Kranen), to approve the Housing Commission meeting calendar for 2026, passed 6-0-1 (Beeli absent).

**E. Reports and Announcements**

E1. Commissioner updates

None.

E2. Community Engagement Ad Hoc Subcommittee report out

The subcommittee reported that they will create a list of pre-engagement ideas for the upcoming resource fair.

E3. Future agenda items

The Commission discussed having the future meeting for the anti-displacement agenda item at the Belle Haven Community Campus.

The Commission discussed agendizing the exploration of creating additional subcommittees.

E4. Staff updates and announcement

None.

**G. Adjournment**

Chair Switzer adjourned the meeting at 7:35 p.m.

Management Analyst I Arianna Milton