



REGULAR MEETING AGENDA

Date: 8/5/2026
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – 865 4847 4804 and
Arrillaga Recreation Center, Oak Room
700 Alma St., Menlo Park, CA 94025

Commissioner Carol Wong will be participating from:
Courtyard by Marriott Shanghai Xujiahui
100 HongQiao Rd., Xuhui District
Shanghai, China, 200030

Members of the public can listen to the meeting and participate using the following methods.
How to participate in the meeting

- Access the meeting, in-person, at Arrillaga Recreation Center, Oak Room
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 865 4847 4804
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 865 4847 4804
Press *9 to raise hand to speak

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A. Call To Order

B. Roll Call

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Regular Business

- D1. Approve the Housing Commission meeting minutes for June 3, 2026 ([Attachment](#))
- D2. Recommendation of a below market rate housing in-lieu fee for a proposed research and development/life sciences development project at 985-1005 O'Brien Dr. and 1320 Willow Rd. ([Staff Report #26-006-HC](#))

- D3. Select a presenter and discuss presentation to the City Council for the Housing Commission annual report out ([Staff Report #26-007-HC](#))

E. Reports and Announcements

- E1. Commissioner updates
- E2. Subcommittee updates
- E3. Future agenda items
- E4. Staff updates and announcements

F. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

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Housing Commission



REGULAR MEETING MINUTES – DRAFT

Date: 6/3/2026
Time: 6:30 p.m.
Location: Teleconference and
 Belle Haven Community Campus, Event Room
 100 Terminal Ave., Menlo Park, CA 94025

A. Call To Order

Chair Oursler called the meeting to order at 6:30 p.m.

B. Roll Call

Present: Beeli, Chapa, Kranen, Oursler
Absent: Dumont, Switzer, Wong
Staff: Housing Manager Tim Wong, Management Analyst Arianna Milton

C. Public Comment

None.

D. Regular Business

D1. Approve the Housing Commission meeting minutes for May 6, 2026 (Attachment)

ACTION: Motion and second (Beeli/ Kranen), to approve the Housing Commission meeting minutes for May 6, 2026, passed 4-0-3 (Dumont, Switzer and Wong absent).

D2. Consider and make a recommendation to the Planning Commission to approve a Below Market Rate Housing Agreement with Park South 624, LLC for a 6-unit housing development project at 624 University Dr. (Staff Report #26-004-HC)

Planner Jacob Garcia made the presentation (Attachment).

The Housing Commission received clarification on the right of first refusal and the use of the City's legacy list to fill the proposed units.

The Housing Commission discussed the actual habitable space of the units and the quality of the below market rate (BMR) units compared to the market rate units.

ACTION: Motion and second (Beeli/ Chapa), to recommend that the Planning Commission approve a below market rate housing agreement with Park South 624, LLC for a 6-unit housing development project at 624 University Dr, passed 4-0-3 (Dumont, Switzer and Wong absent).

D3. Review and recommend to City Council approval of the Housing Commission 2026-2027 work plan (Staff Report #26-005-HC)

Management Analyst Arianna Milton introduced the item.

The Housing Commission discussed progress on its adopted 2025-2026 work plan and hosting additional Commission meetings held at the Belle Haven Community Campus (BHCC).

ACTION: Motion and second (Oursler/ Kranen), to recommend to City Council approval of the 2026-2027 Housing Commission work plan with the amendment to increase the number of housing Commission meetings held at BHCC to two meetings, passed 4-0-3 (Dumont, Switzer and Wong absent).

- D4. Establish Housing Commission ad hoc committees, adopt purpose statements and make selections to the Housing ad hoc committees (Staff Report #26-006-HC)

Management Analyst Arianna Milton introduced the item.

The Housing Commission discussed retroactively adding absent members to the newly established ad hoc subcommittees.

ACTION: Motion and second (Chapa/ Beeli), to establish the Housing Development ad hoc subcommittee and the Anti-displacement ad hoc subcommittee, adopt purpose statements, and select Commissioners Beeli, Chapa and Oursler to the Housing Development ad hoc subcommittee and select Commissioners Dumont and Chapa to the Anti-displacement ad hoc subcommittee, passed 4-0-3 (Dumont, Switzer and Wong absent).

E. Reports and Announcements

- E1. Commissioner updates

Commissioner Kranen reported out on the Housing and Neighborhood Resource Fair.

- E2. Subcommittee community outreach and resource fair update

Staff reported out on the results of the Housing and Neighborhood Resource Fair.

- F3. Future agenda items

None.

- F4. Staff updates and announcement

Staff reported out on the potential cancellation of the July 1 Housing Commission meeting and the advisory body training event on June 29.

G. Adjournment

Chair Oursler adjourned the meeting at 7:28 p.m.

Management Analyst I Arianna Milton



624 University Drive BMR Agreement

Jacob Garcia, Contract Senior Planner

Project Location

- 624 University Dr.
 - General Plan Land Use: Residential
 - R-3 Zoning District (Apartment District)
- Surrounding properties
 - R-3 multifamily developments
 - Nealon Park (rear)



Project Description

- Demolition of an existing 4-unit apartment building
- Construction of 6 “for-sale” units and related site improvements (5 buildings in total)
 - 4 detached three story units
 - 1 three story duplex with 2 units
- Entitlements:
 - Major Subdivision
 - Use Permit
 - Architectural Control
 - BMR Agreement



Rendering from University Dr.



Rendering from interior to site from 632 University Drive

Menlo Park BMR Requirements

- Required to provide 10% of units as BMR units
- For a 6-unit project, 0.6 units required, rounds up to one BMR unit
 - Fractional units can be provided through a pro rata in lieu payment with a unit being the preferred option
- The project proposes one BMR Very low-income unit to satisfy the requirement

SB 330 Housing Replacement

- The project proposes to demolish **four existing one-bedroom units**.
- Under **SB 330**, required to replace protected units with deed-restricted affordable housing.
- The City applied the statutory rebuttable presumption using CHAS data for Menlo Park:
 - **14.2%** of units are presumed occupied by **low-income households**
 - **18.8%** of units are presumed occupied by **very low-income households**
 - Combined, **33% (1.32 units)** of the four existing units
 - Fractional replacement unit calculations to be **rounded up**
- The project must provide 1 low income and one very low-income deed restricted units (total of 2 units)
- To satisfy the requirement the project proposes:
 - One BMR Unit deed restricted at the very low-income level
 - One BMR Unit deed restricted at the low-income level

State Density Bonus Law (SDBL)

- The applicant is requesting **concessions and waivers** under the State Density Bonus Law.
- Project provides at least **16% very low-income units** (1 of 6 units), and qualifies for the maximum number of 4 concessions, and unlimited waivers under State law.
- Project is using the parking requirements established by state law.

Proposed BMR Agreement

BMR Agreement:

- Two Deed Restricted BMR Units:
 - One low-income
 - One very low-income

- Applying SDBL Concessions:
 1. BMR Guideline dispersed location
 2. BMR Guideline for proportionate number of bedrooms
 3. BMR Guideline for proportionate size
 4. BMR Guideline for design
- Utilizing adjusted sales price based on household size (SDBL)
- Utilizing state law for reduced parking requirements (SDBL and AB 2097)

Recommendation

- Recommend to Planning Commission Approval of the draft BMR Agreement
 - o Draft Agreement included in Attachment A

624 University

A Mixed Income Housing Project

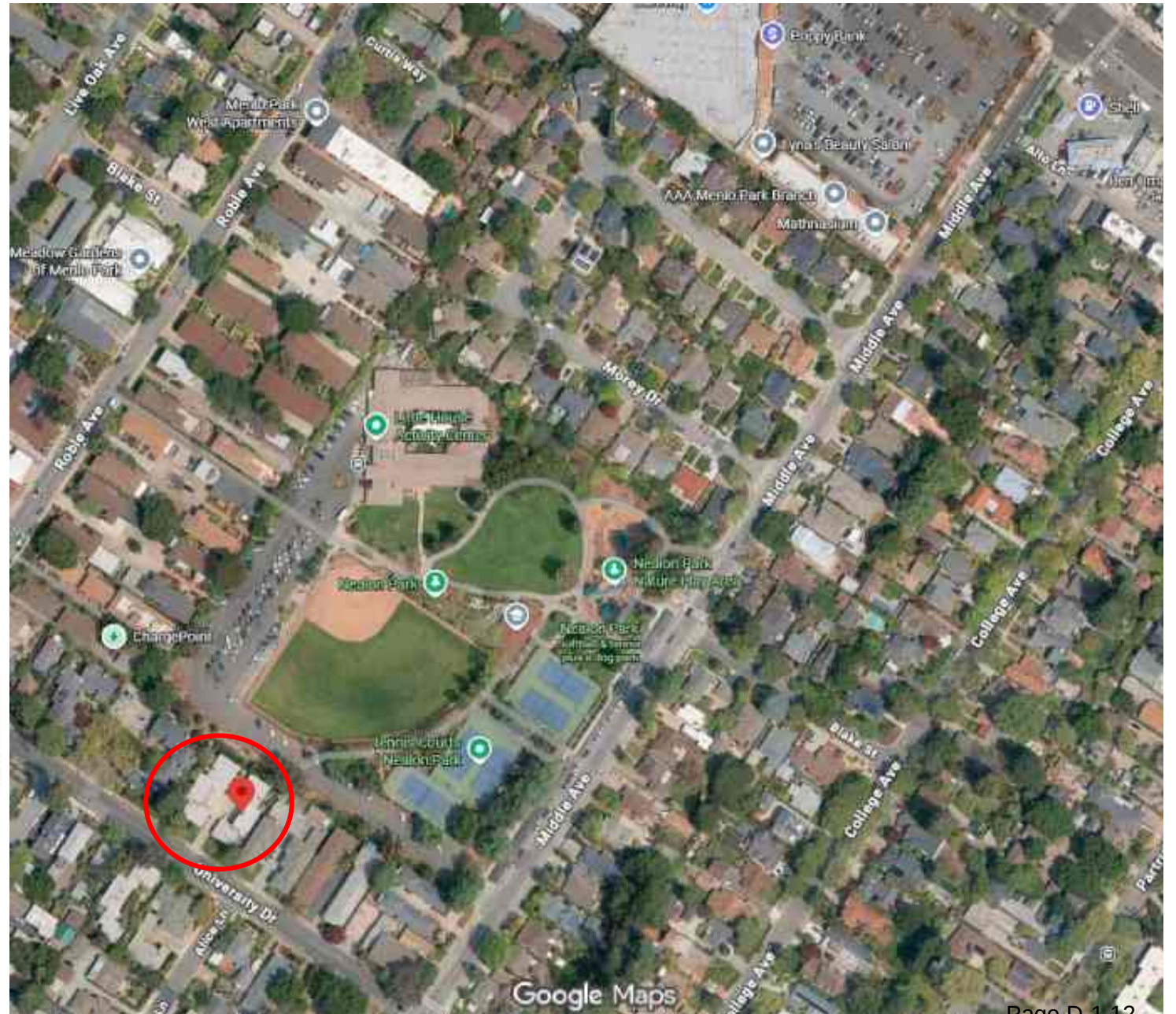
Project Site

Lot size: 8,877 sf

Zoning: R-3

Close to transit and amenities

Existing conditions: rental housing with no deed restricted affordable units.



Project

Four single-family homes, with an average floor area of 1300 square feet (living space is less), each with two bedrooms.

One duet with two, one-bedroom affordable units, with an average floor area of 664 square feet

Provides naturally affordable home ownership opportunities that do not now exist with guaranteed (deed restricted) affordable housing.



Applicable Affordable Housing Requirements

Housing Crisis Act

- Must build as many units as demolish
 - Demolish four units and build six
- Must replace protected units with like-kind units
 - Demolishing two, one-bedroom units; vacant but presumed to have been occupied by lower income renters according to the Housing Crisis Act
 - Providing two, one-bedroom deed-restricted affordable units (one VLI and one LI)

Menlo Park's Inclusionary Ordinance

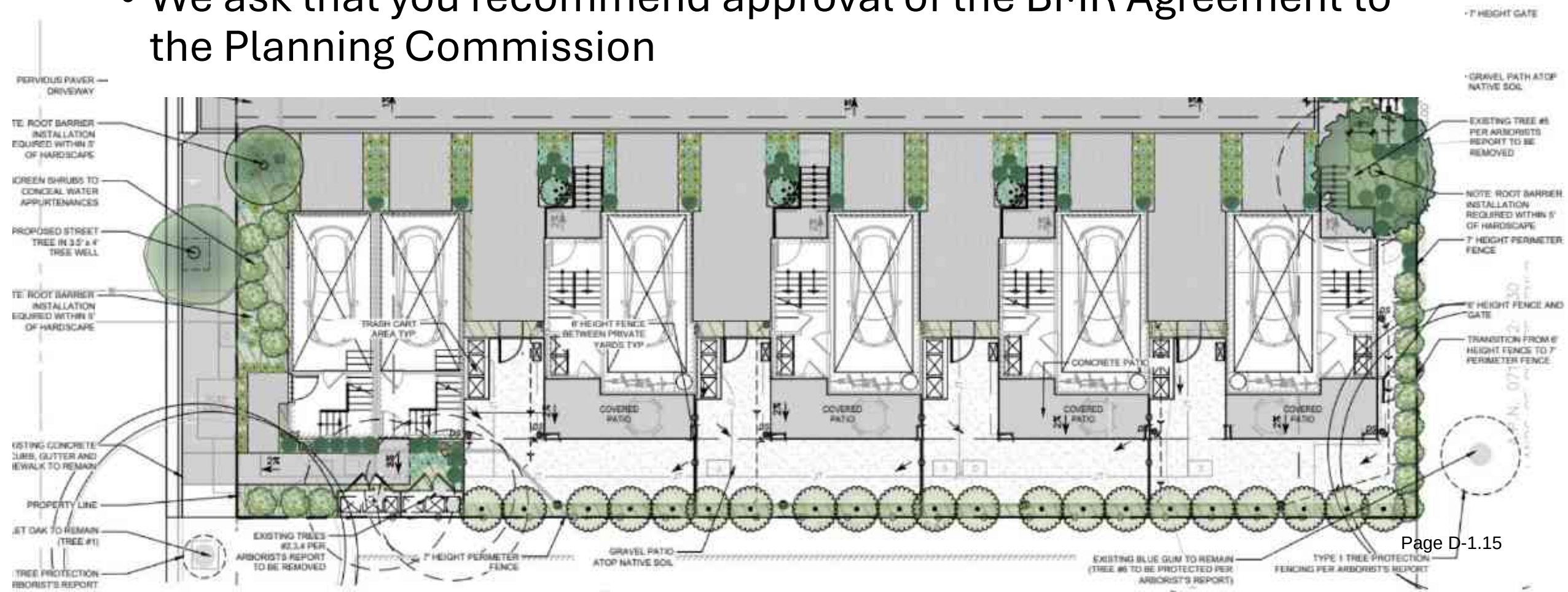
- 10% of units must be affordable
 - Project is 33% affordable, providing twice as many affordable units as required

Menlo Park's BMR Guidelines (12/2023)

- Same proportionate size by area and bedrooms
 - Concession to allow smaller affordable units by area and bedroom count
- Distributed
 - Concession to allow a duet, resulting in both units on one side of the property
- Indistinguishable
 - Concession to allow a duet rather than single-family home

BMR Proposal

- Consistent with all requirements—state and local
- We ask that you recommend approval of the BMR Agreement to the Planning Commission





STAFF REPORT

Housing Commission

Meeting Date:

8/5/2026

Staff Report Number:

26-006-HC

Regular Business:

Recommendation of a below market rate housing in-lieu fee for a proposed research and development/life sciences development project at 985-1005 O'Brien Dr. and 1320 Willow Rd.

Recommendation

Staff recommends that the Housing Commission review and recommend approval to the Planning Commission for payment of a below market rate (BMR) in-lieu fee as part of a proposed research and development (R&D)/ life sciences project consisting of one new approximately 154,381-square-foot, five-story R&D building and one new approximately 73,617-square-foot, four-story R&D building, located at 985-1005 O'Brien Dr. and 1320 Willow Rd., respectively.

Policy Issues

Each BMR Housing Agreement is considered individually. The Housing Commission should consider whether the proposal would comply with the BMR Housing Program Guidelines requirements and the BMR Housing Ordinance.

Background

Site location

The approximately 4.2-acre site consists of three parcels: two located on the north side of O'Brien Drive between Kelly Court and Willow Road and one located on Willow Road between O'Brien Drive and the Hetch Hetchy Water Line right-of-way. These three legal parcels, currently developed with three light industrial buildings, make up the project site, which is located in the LS-B (Life Sciences, Bonus) zoning district. For the purposes of this report, O'Brien Drive is considered to have an east-west orientation, and all compass directions referenced use this orientation. Immediately to the north of the project site is the Hetch Hetchy water line, a portion of which is used by Mid-Peninsula High School for parking and sports fields. Parcels to the east and west are also in the LS-B zoning district and are developed with R&D, light industrial and church buildings. Parcels to the south across O'Brien Drive are in the LS (Life Sciences) zoning district and are developed with additional R&D and light industrial buildings. A location map is included as Attachment A.

Analysis

Project description

The applicant, Tarlton Properties, Inc., is proposing to demolish the existing buildings and surface parking, merge and re-subdivide the parcels, and construct a new, approximately 154,381-square-foot, five-story R&D building, one new approximately 73,617-square-foot, four-story R&D building, and a new parking structure. The proposed life sciences and R&D use is permitted in the LS-B zoning district and is consistent

with the project site land use designation from the General Plan. The applicant is proposing to develop the project site utilizing bonus level provisions of the Zoning Ordinance.

The proposal includes a request for architectural control to construct the new buildings and onsite improvements and use permits for bonus-level development with the provision of community amenities (currently proposed to be provided in form of in-lieu payment), use and storage of hazardous materials associated with two emergency back-up diesel generators, and to modify building modulation requirements. The project also includes a vesting tentative parcel map to reconfigure the lots, heritage tree removal permits, and environmental review. The project plans are included in Attachment B. The Planning Commission will take final action on all requested entitlements for the proposed project unless the project is appealed to the City Council.

BMR housing program requirement

Since the project includes more than 10,000 square feet of new non-residential development, the applicant is required to comply with Chapter 16.96 of City's Municipal Code ("BMR Ordinance"), and with the BMR Housing Program Guidelines adopted by the City Council to implement the BMR Ordinance ("BMR Guidelines"). At this time, the Housing Commission should review the proposal to provide payment of a commercial in-lieu fee and provide a recommendation to the Planning Commission. The Planning Commission would subsequently review the commercial in-lieu fee proposal and take final action on the project, including the applicant's proposal to pay the in-lieu fee.

The applicant's BMR proposal is included as Attachment C. The BMR Guidelines strongly recommend that qualifying commercial developments provide on-site BMR units. However, residential use of the property is not permitted in the LS-B zoning district and consequently would not be consistent with the Life Sciences General Plan Land Use Designation. The subject site is located within an area where other life science uses currently exist. The property owner does not own any other sites zoned for residential uses within the City. Based on the project's zoning and land use, staff has found that development of BMR units on-site in accordance with the requirements of the BMR Ordinance and Guidelines is not feasible.

The project is proposed to be developed in phases, beginning with construction of the 1005 O'Brien building and a portion of the parking structure. Construction of the 1320 Willow Rd. building could be delayed until approximately 2034 when the lease for the current tenant of the existing 1320 Willow Rd. building expires. The applicant would be required to pay the applicable in-lieu fee prior to issuance of the building permits for this project. The in-lieu fees per building would be calculated as set forth in Table 1 and Table 2 below. The applicable fee for the project would be based on the per square foot fee and the proposed square footages within Group A and Group B at the time of payment. The total square footage of the proposed buildings is proposed to be 228,398 square feet according to the current project plans. Projects get credit for the existing uses on site when the fees are calculated, shown as negative balances in the tables. Given the potential gap between phases of construction, and the fee being paid at time of building permit issuance, the applicable fee for the 1320 Willow Rd. building may differ from the values below if fees per square foot are updated in the future.

Table 1: BMR Requirements – 1005 O'Brien Dr.			
	Fees per square foot	Project component	Component fees
Proposed building – office or R&D (Group A)	\$23.26	154,581 sq. ft	\$3,595,554.06
Proposed building – non-office or R&D (Group B)	\$12.62	0 sq. ft.	\$0
Existing Building – office or R&D (Group A)	\$23.26	30,564 sq. ft.	(\$710,918.64)
Existing building – non-office or R&D (Group B)	\$12.62	34,054 sq. ft.	(\$429,761.48)
Estimated BMR In-Lieu Fee			\$2,454,873.94

Table 2: BMR Requirements – 1320 Willow Rd.			
	Fees per square foot	Project component	Component fees
Proposed building – office or R&D (Group A)	\$23.26	73,817 sq. ft	\$1,716,983.42
Proposed building – non-office or R&D (Group B)	\$12.62	0 sq. ft.	\$0
Existing Building – office or R&D (Group A)	\$23.26	0 sq. ft.	\$0
Existing building – non-office or R&D (Group B)	\$12.62	26,013 sq. ft.	(\$328,284.06)
Estimated BMR In-Lieu Fee			\$1,388,699.36

Correspondence

At the time of preparation of this staff report, staff has not received any correspondence regarding the proposed in-lieu fee. Any correspondence received prior to the Housing Commission meeting will be disclosed during the review of this project at the meeting.

Conclusion

Given that the residential use of LS-B zoning properties is not permitted under the current zoning regulations, and that the applicant does not control another property within the City where off-site BMR units could be provided, staff recommends that the Housing Commission recommend approval to the Planning Commission of the proposed BMR in-lieu fee to be paid prior to issuance of building permits for the project.

Impact on City Resources

The project sponsor is required to pay Planning, Building, and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project. BMR in-lieu fees collected from development projects are deposited into the BMR Housing Fund in accordance with Menlo Park Municipal Code Chapter 16.96. At the sole discretion of the City Council, BMR Housing Funds may be used for eligible projects outlined in Section 13.3 of the City of Menlo Park BMR Housing Guidelines.

Environmental Review

The proposed project is being evaluated with respect to compliance with the California Environmental Quality Act (CEQA) as part of the Planning Commission action on the project. A recommendation on the

BMR in-lieu fee payment is not an action under CEQA, so environmental review is not required by the Housing Commission.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Location map
- B. Hyperlink – Project plans:
https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fsharedassets%2Fpublic%2Fv%2F1%2Fcommunity-development%2Fdocuments%2Fprojects%2Funder-review%2F1005-o%25E2%2580%2599brien-drive-and-1320-willow-road%2F1005-obrien_november-2025-plans.pdf&url_hash=dc2f0f6be7ef96af501d35321db2445c&domain=menlopark.gov&found_on=https%3A%2F%2Fwww.menlopark.gov%2FGovernment%2FDepartments%2FCommunity-Development%2FProjects%2FUnder-review%2F1005-OBrien-Dr-and-1320-Willow-Rd
- C. Applicant's BMR proposal

Report prepared by:
Chris Turner, Senior Planner

Report reviewed by:
Corinna Sandmeier, Principal Planner
Adam Patterson, Management Analyst II



CITY OF MENLO PARK

LOCATION MAP

985-1005 O'BRIEN DRIVE AND 1320 WILLOW ROAD

Scale: 1:5,000

Drawn By: CRT

Checked By: CDS

Date: 5/4/26

Page D-2.6



July 20, 2026

Chris Turner
Senior Planner
Community Development Department, Planning Division
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Below Market Rate Housing Proposal for 1005 O'Brien Drive

Dear Mr. Turner:

O'Brien Drive Portfolio, LLC ("Applicant") has proposed redevelopment of three lots, currently addressed as 985 and 1001 O'Brien Drive and 1320 Willow Road (APNs 055-421-050, 055-421-060, and 055-421-160) (the "Property") as a bonus project pursuant to Municipal Code section 16.44.060. The lots are currently occupied by three buildings with approximately 90,631 gsf of commercial and industrial uses. The proposed project would include two new research and development buildings totaling approximately 228,398 gsf and an accompanying parking structure (the "Project").

The project will require a use permit per Chapter 16.82 and must comply with Chapter 16.96 of the City's Municipal Code ("BMR Ordinance"). The Property is located within the LS (Life Science) zoning district and the Life Sciences land use designation in the City of Menlo Park. The Property's General Plan land use and zoning designations do not permit residential uses. The Applicant does not own any other sites within the City that are zoned for residential uses. Therefore, consistent with the BMR Ordinance and Guidelines, the Applicant proposes to satisfy the BMR housing requirement for the Project by payment of an in-lieu fee.

We sincerely hope that you share in our enthusiasm for this Project, and we look forward to discussing this further with City Staff.

Sincerely,



Ron Krietemeyer,
Chief Operating Officer
Tarlton Properties, Inc.



STAFF REPORT

Housing Commission

Meeting Date:

8/5/2026

Staff Report Number:

26-007-HC

Regular Business:

Select a presenter and discuss presentation to the City Council for the Housing Commission annual report out

Recommendation

Staff recommends that the Housing Commission:

1. Select a presenter for the Housing Commission annual report out to the City Council; and
2. Discuss presentation to the City Council for the Housing Commission annual report out.

Policy Issues

The Housing Commission is charged primarily with advising the City Council on housing matters including housing policies and programs in the City. Per City Council policy CC-24-004 (Attachment A), each commission must develop an annual work plan and seek City Council approval no later than Sept. 30 of each year. This work plan must then be reported out on by a representative of the advisory body at a regularly scheduled City Council meeting.

Background

Annual Commission report out

The annual commission report out can include accomplishments of the past year, upcoming plans and specific discussion items that the representative of the advisory body would like to relay to the City Council. The Housing Commission's report out is tentatively scheduled for Aug. 25.

Analysis

Selection of presenter

As mentioned, a representative(s) of the advisory body is to present the annual report out to the City Council. Staff requests that the Housing Commission select a representative for the presentation.

Report out presentation

For the annual report out presentation, staff will work closely with the selected presenter on the report talking points. The presentation can reference the Housing Commission's 2025-2026 adopted work plan. As a reminder, these goals included:

1. Housing Development: Encourage development of affordable housing, aiming to exceed the targeted unit yield outlined in the 2023-2031 Housing Element. Support existing housing commitments. Review below market rate (BMR) policy and make recommendations to support future housing stock.

2. Community Engagement: Provide public resources and communication regarding tenants' rights and protections and available legal resources. Increase quantity and diversity of community participation including multi-lingual input.
3. Anti-Displacement: Review and recommend anti-displacement policy and programs. Develop resources and information to support current residents. Aim to better monitor and quantify the causes and impacts of displacement.

Potential report out presentation items could include:

- Reviewed and recommended to the City Council on the adoption of the City's first Anti-displacement Plan. This aligns with Housing Commission work plan goal #3.
- Reviewed and recommended to the Planning Commission on the draft BMR Housing Agreement for a housing project at 68 Willow Rd., which will provide eight (8) affordable townhomes. This aligns with Housing Commission work plan goal #1.
- Reviewed and recommended to the City Council on updates to the BMR Housing Program Guidelines. This aligns with Housing Commission work plan goal #1.
- Assisted with community outreach, through established subcommittees, for May's Housing and Neighborhood Resource Fair. This aligns with Housing Commission work plan goal #2.
- Holding two (2) future Housing Commission meetings at the Belle Haven Community Campus. This is an upcoming goal in the proposed 2026-2027 work plan. This would require the City Council to amend the Public Meetings Accessibility CC-26-030 (Attachment B).

Impact on City Resources

There are no impacts on City resources.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines Sections 15378. Any projects identified through the Commission's pursuit of these goals and priorities would be subject to environmental review under CEQA in the future.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Hyperlink – Commission/Committees Policies and Procedures, Roles and Responsibilities CC-24-004:
www.menlopark.gov/files/sharedassets/public/v/1/city-council/documents/cc-policies/cc-24-004-commission-committee.pdf
- B. Hyperlink – Public Meetings Accessibility CC-26-030:
www.menlopark.gov/files/sharedassets/public/v/1/city-council/documents/cc-policies/cc-26-030-public-meetings-accessibility-policy.pdf

Report prepared by:

Arianna Milton, Management Analyst I

Report reviewed by:
Adam Patterson, Management Analyst II