



REGULAR MEETING MINUTES

Date: 3/4/2026
Time: 6:30 p.m.
Location: Teleconference and
Arrillaga Recreation Center, Elm 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, Dumont, Kranen, Oursler (Remote - Brown Act), Switzer, Wong
Absent: Beeli
Staff: Housing Manager Tim Wong, Management Analyst Arianna Milton, Principal Planner Tom Smith

C. Public Comment

None.

D. Regular Business

D1. Approve the Housing Commission meeting minutes for January 7, 2026 (Attachment)

ACTION: Motion and second (Kranen/ Chapa), to approve the Housing Commission meeting minutes for January 7, 2026, passed 6-0-1 (Beeli absent).

D2. Review and recommend that the City Council accept the 2025 Housing Element Annual Progress Report (Attachment)

Principal Planner Tom Smith made the presentation (Attachment).

The Housing Commission discussed the interplay between city regulations and processes and the current market conditions that affect the production of low income housing units compared to moderate units.

The Housing Commission received clarification on the Annual Progress Report (APR) approval process, how the state reviews and provides feedback, and when newly constructed units officially are counted toward the Regional Housing Needs Allocation (RHNA).

ACTION: Motion and second (Switzer/Dumont), to recommend that the City Council accept the 2025 Housing Element Annual Progress Report with an amendment of the staff report's number of total new housing units from 176 to 102, passed 6-0-1 (Beeli absent).

E. Reports and Announcements

E1. Commissioner updates

None.

E2. Subcommittee community outreach and resource fair update

Staff reported out on resource fair planning progress including, save the dates for invited organizations and approved methods of outreach for the Commission.

F3. Future agenda items

Staff reported out on the anti-displacement agenda item and a below market rate (BMR) agreement for a future Housing Commission meeting.

Staff confirmed the anti-displacement agenda item will take place at a meeting at the Belle Haven Community Campus.

The Commission discussed waiting list preferences as a future agenda item.

F4. Staff updates and announcement

Staff reported out on the March 21 City Council priority setting meeting.

G. Adjournment

Chair Switzer adjourned the meeting at 7:20 p.m.

Management Analyst I Arianna Milton



2025 Housing Element Annual Progress Report

Tom Smith, Principal Planner

Background

- Annual Progress Report (APR)
 - Due April 1 every year
 - Tracks housing production and program implementation

Background

- 6th Cycle Housing Element (2023-2031)
 - Blueprint to meet housing needs over 8 years
 - Adopted Jan. 2023, amended Jan. 2024; certified March 2024
 - Regional Housing Needs Allocation (RHNA)

Regional Housing Needs Allocation

2023-2031 RHNA by income category

	Very Low	Low	Moderate	Above Moderate	Total
RHNA units	740	426	496	1,284	2,946

RHNA progress to date

6 th Cycle RHNA Progress					
	Very Low	Low	Moderate	Above Moderate	Total
6 th Cycle RHNA allocation	740	426	496	1,284	2,946
2025 new units	19	20	18	45	102
Total new units (June 2022-Dec. 2025)	137	119	134	763	1,153
Percent complete	18.5%	27.9%	27.0%	59.4%	39.1%
Remaining RHNA units	603	307	362	521	1,793

Potential future production

- Over 2,100 units approved in previous years
 - Willow Village (1,730 units)
 - 123 Independence Drive (432 units)
- Over 1,000 units approved in 2025
 - Parkline (800 units)
 - 3705 Haven Avenue (112 units)
 - 320 Sheridan Drive (88 units)
- Over 1,500 units currently under review
 - USGS redevelopment (670 units)
 - 80 Willow Road (665 units)
 - 155 Jefferson Drive (199 units)
 - 68 Willow Road (50 units)
- Will count towards future APRs as building permits are issued

Program implementation highlights

- Table D of APR (page D-2.16)
- \$3.6 million loan towards development of 8 affordable ownership units at 335 Pierce Rd. (Program H1.E)
- Anti-displacement plan development (Program H2.E)
- BMR Housing Program amendments (Program H4.A)



Program implementation highlights

- RFP for downtown parking lots (Program H4.G)
- USGS redevelopment; Oak Gardens project on VA campus; 320 Sheridan Drive approval (Program H4.U)



Next steps

- Continued implementation of Housing Element programs
 - ADU ordinance amendments (Programs H2.D, H3.I, and H4.F)
 - SB 9 ordinance amendments (Program H7.B)
 - Anti-displacement efforts (Program H2.E)
 - BMR Housing Program updates (Programs H4.A, H4.B, H4.C)

Recommendation

- Staff recommends the Housing Commission recommend that the City Council accept the APR
 - Planning Commission review scheduled March 23
 - City Council review scheduled March 24



2025 Housing Element Annual Progress Report

Tom Smith, Principal Planner

Housing Production Since 2015

