



REGULAR MEETING MINUTES

Date: 4/1/2026
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 6:30 p.m.

B. Roll Call

Present: Chapa, Dumont, Kranen, Oursler, Switzer, Wong
Absent: Beeli
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 March 4, 2026 (Attachment)

ACTION: Motion and second (Oursler/ Dumont), to approve the Housing Commission meeting minutes for March 4, 2026, updating remote participation and meeting location, passed 6-0-1 (Beeli absent).

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).

- Patrick Yee expressed support for the proposed project's location and that the proposed below market rate (BMR) units are equally spread through each building.

The Housing Commission received clarification on proposed BMR units being of similar size and distributed evenly throughout the development, on the cost difference between ownership units and rental units and the financial obstacles in creating ownership units.

The Housing Commission expressed appreciation for the applicant coming back to the Housing Commission and for the proposed project's for sale option.

ACTION: Motion and second (Oursler/Chapa), to recommend that the Planning Commission approve the BMR Housing Agreement with 68 Willow Owners, LLC for a 50-unit housing development project at 68 Willow Rd., passed 6-0-1 (Beeli absent).

E. Reports and Announcements

E1. Commissioner updates

Commissioner Kranen expressed interest in using visual charts done by Embarcadero Media to capture the City's progress in their Housing Element.

Commissioner Chapa attended the March resource fair and learned more about management of accessory dwelling units (ADU's) through nonprofit organizations.

E2. Subcommittee community outreach and resource fair update

Staff reported out on resource fair planning progress including a postcard flyer, submittals to Menlo Park school district newsletters and future City social media posts.

F3. Future agenda items

The Commission discussed forming additional ad hoc subcommittees.

Staff reported out on the anti-displacement agenda item and the upcoming Love Our Earth event.

F4. Staff updates and announcement

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

Chair Switzer announced that they will be participating remotely at the May Housing Commission meeting.

G. Adjournment

Chair Switzer adjourned the meeting at 7:11 p.m.

Management Analyst I Arianna Milton

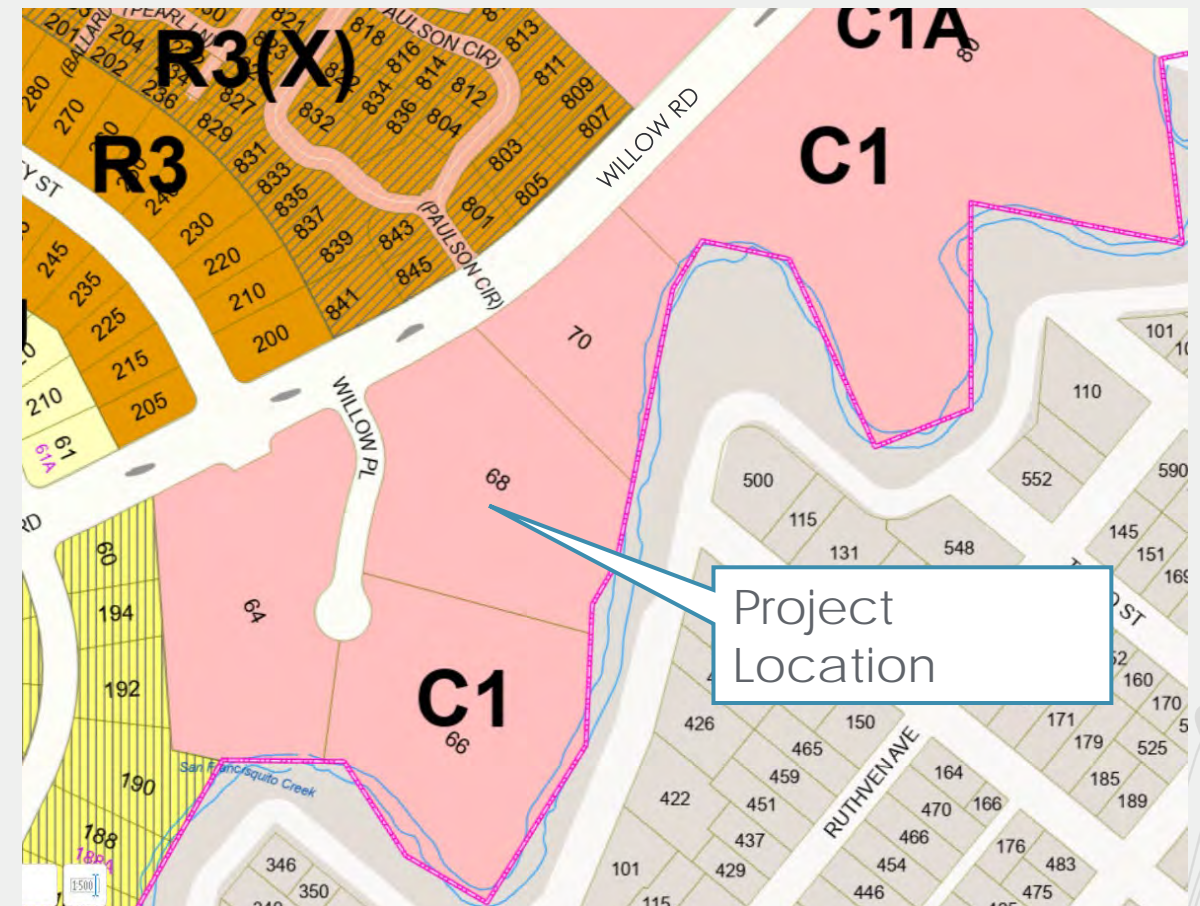


68 Willow Road BMR Agreement

Chris Turner, Senior Planner

Project Location

- 68 Willow Road
 - C-1 zoning district
 - Intersection of Willow Road and Willow Place
- Surrounding properties
 - C-1 commercial buildings
 - R-3 single- and multifamily developments
 - San Francisquito Creek and Palo Alto



Project Description

- Eight new townhouse buildings
 - 50 townhouse units
 - Onsite improvements
 - Major subdivision
- Open space and landscaping
- Play structure amenities



BMR Requirements

- Required to provide 15% of units as BMR units
- Applies to base density exclusive of bonus units
 - This project does not include bonus units
- Results in 8 units required to meet City's BMR requirements
- BMR units are required to be indistinguishable from market-rate units

Previous Housing Commission Review

- Project reviewed by Housing Commission in November 2025
 - Recommend approval of for-sale BMR agreement

- Applicant expressed desire to bring alternate BMR agreement to Housing Commission
 - Provides flexibility in financing
 - Ensures housing can be built

- Alternate Agreement
 - Rental project
 - Two agreements would be reviewed by Planning Commission
 - Applicant would record final agreement prior to building permit issuance

BMR Agreement

- Restricts eight units to be sold at below market rates
- Indicates units to be sold to eligible households with a low income
 - Up to 80% area median income (AMI)
- Establishes affordability term
 - 55 years



Recommendation

- Recommend to Planning Commission approval of the draft BMR Agreement



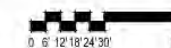


NOTE:

1. Refer to Civil sheets for all property lines, easements, site dimensions, accessible unit locations, etc.
2. Refer to project data sheet A00.2 for all site summary info
3. Refer to Landscape sheets for landscape design, dimensions and detailed information

SITE KEY:

BMR	- BELOW-MARKET RATE UNIT
	- UNIT 1
	- UNIT 2
	- UNIT 3
	- UNIT 4
	- UNIT 5



BMR UNIT LOCATIONS
A02.2