



REGULAR MEETING MINUTES

Date: 6/3/2026
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 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

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- The map displays the following details:
- Streets:** Roble Ave., Roble Ln., Alice Ln., University Dr., and Middle Ave.
 - Zoning Districts:**
 - R3:** Orange-colored areas, primarily along Roble Ave., Roble Ln., and Alice Ln.
 - OSC:** Green-colored area, located north of Nealon Park.
 - Nealon Park:** A large green area in the center of the map.
 - Addresses:** Numerous addresses are visible, including 886, 890, 894, 892, 890, 886, 879, 849, 887, 893, 897, 750, 744, 740, 730, 732, 718, 716, 714, 712, 710, 708, 706, 704, 702, 632, 624, 564, 562, 560, 540, 882, 888, 896, 805, 811, 823, 833, 841, 849, 855, 865, 873, 875, 883, 895, 444, 440, 882, 878, 864, 856, 848, 840, 838, 836, 834, 832, 830, 828, 826, 824, 822, 820, 818, 816, 814, 812, 810, 808, 806, 804, 802, 800, 798, 796, 794, 792, 790, 788, 786, 784, 782, 780, 778, 776, 774, 772, 770, 768, 766, 764, 762, 760, 758, 756, 754, 752, 750, 748, 746, 744, 742, 740, 738, 736, 734, 732, 730, 728, 726, 724, 722, 720, 718, 716, 714, 712, 710, 708, 706, 704, 702, 700, 698, 696, 694, 692, 690, 688, 686, 684, 682, 680, 678, 676, 674, 672, 670, 668, 666, 664, 662, 660, 658, 656, 654, 652, 650, 648, 646, 644, 642, 640, 638, 636, 634, 632, 630, 628, 626, 624, 622, 620, 618, 616, 614, 612, 610, 608, 606, 604, 602, 600, 598, 596, 594, 592, 590, 588, 586, 584, 582, 580, 578, 576, 574, 572, 570, 568, 566, 564, 562, 560, 558, 556, 554, 552, 550, 548, 546, 544, 542, 540, 538, 536, 534, 532, 530, 528, 526, 524, 522, 520, 518, 516, 514, 512, 510, 508, 506, 504, 502, 500, 498, 496, 494, 492, 490, 488, 486, 484, 482, 480, 478, 476, 474, 472, 470, 468, 466, 464, 462, 460, 458, 456, 454, 452, 450, 448, 446, 444, 442, 440, 438, 436, 434, 432, 430, 428, 426, 424, 422, 420, 418, 416, 414, 412, 410, 408, 406, 404, 402, 400, 398, 396, 394, 392, 390, 388, 386, 384, 382, 380, 378, 376, 374, 372, 370, 368, 366, 364, 362, 360, 358, 356, 354, 352, 350, 348, 346, 344, 342, 340, 338, 336, 334, 332, 330, 328, 326, 324, 322, 320, 318, 316, 314, 312, 310, 308, 306, 304, 302, 300, 298, 296, 294, 292, 290, 288, 286, 284, 282, 280, 278, 276, 274, 272, 270, 268, 266, 264, 262, 260, 258, 256, 254, 252, 250, 248, 246, 244, 242, 240, 238, 236, 234, 232, 230, 228, 226, 224, 222, 220, 218, 216, 214, 212, 210, 208, 206, 204, 202, 200, 198, 196, 194, 192, 190, 188, 186, 184, 182, 180, 178, 176, 174, 172, 170, 168, 166, 164, 162, 160, 158, 156, 154, 152, 150, 148, 146, 144, 142, 140, 138, 136, 134, 132, 130, 128, 126, 124, 122, 120, 118, 116, 114, 112, 110, 108, 106, 104, 102, 100, 998, 996, 994, 992, 990, 988, 986, 984, 982, 980, 978, 976, 974, 972, 970, 968, 966, 964, 962, 960, 958, 956, 954, 952, 950, 948, 946, 944, 942, 940, 938, 936, 934, 932, 930, 928, 926, 924, 922, 920, 918, 916, 914, 912, 910, 908, 906, 904, 902, 900, 898, 896, 894, 892, 890, 888, 886, 884, 882, 880, 878, 876, 874, 872, 870, 868, 866, 864, 862, 860, 858, 856, 854, 852, 850, 848, 846, 844, 842, 840, 838, 836, 834, 832, 830, 828, 826, 824, 822, 820, 818, 816, 814, 812, 810, 808, 806, 804, 802, 800, 798, 796, 794, 792, 790, 788, 786, 784, 782, 780, 778, 776, 774, 772, 770, 768, 766, 764, 762, 760, 758, 756, 754, 752, 750, 748, 746, 744, 742, 740, 738, 736, 734, 732, 730, 728, 726, 724, 722, 720, 718, 716, 714, 712, 710, 708, 706, 704, 702, 700, 698, 696, 694, 692, 690, 688, 686, 684, 682, 680, 678, 676, 674, 672, 670, 668, 666, 664, 662, 660, 658, 656, 654, 652, 650, 648, 646, 644, 642, 640, 638, 636, 634, 632, 630, 628, 626, 624, 622, 620, 618, 616, 614, 612, 610, 608, 606, 604, 602, 600, 598, 596, 594, 592, 590, 588, 586, 584, 582, 580, 578, 576, 574, 572, 570, 568, 566, 564, 562, 560, 558, 556, 554, 552, 550, 548, 546, 544, 542, 540, 538, 536, 534, 532, 530, 528, 526, 524, 522, 520, 518, 516, 514, 512, 510, 508, 506, 504, 502, 500, 498, 496, 494, 492, 490, 488, 486, 484, 482, 480, 478, 476, 474, 472, 470, 468, 466, 464, 462, 460, 458, 456, 454, 452, 450, 448, 446, 444, 442, 440, 438, 436, 434, 432, 430, 428, 426, 424, 422, 420, 418, 416, 414, 412, 410, 408, 406, 404, 402, 400, 398, 396, 394, 392, 390, 388, 386, 384, 382, 380, 378, 376, 374, 372, 370, 368, 366, 364, 362, 360, 358, 356, 354, 352, 350, 348, 346, 344, 342, 340, 338, 336, 334, 332, 330, 328, 326, 324, 322, 320, 318, 316, 314, 3

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

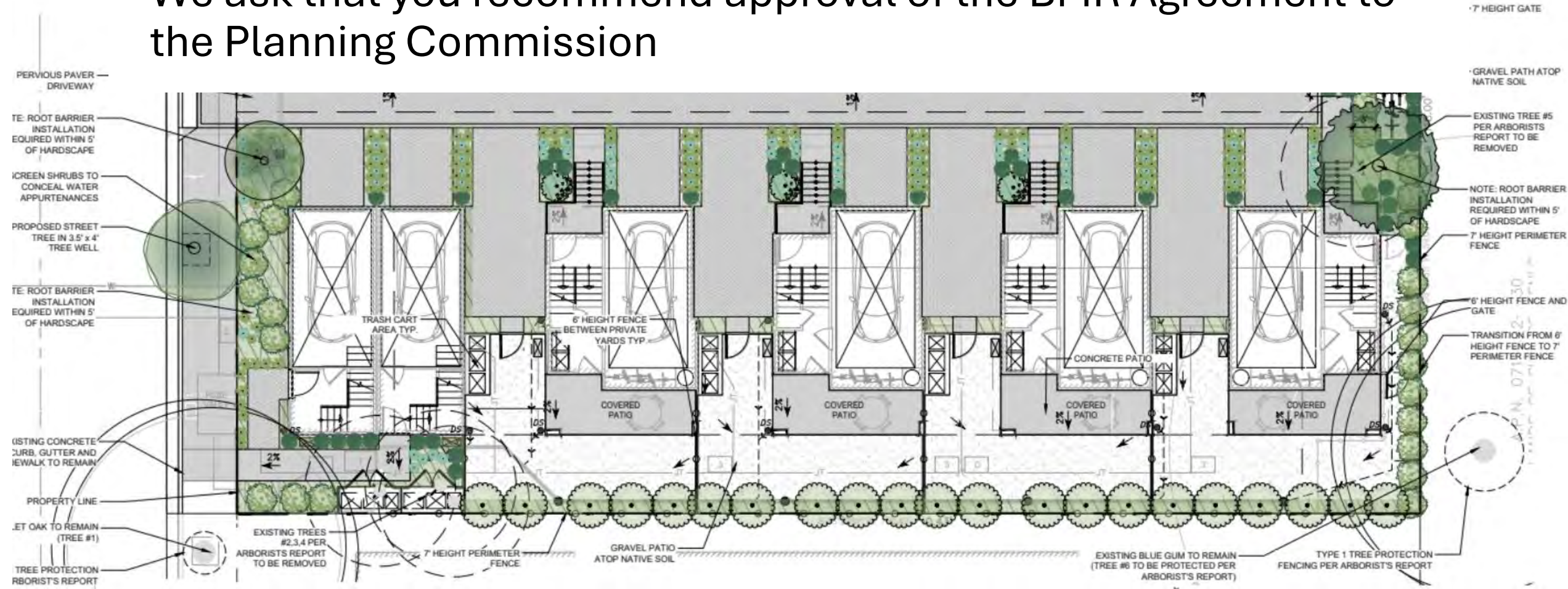
- 10% of units must be affordable
 - Project is 33% affordable, providing twice as many affordable units as required

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





Housing Commission Ad Hoc Committees

June 3, 2026

Recommendation

- Staff recommends that the Housing Commission:
 - Establish (2) Housing Commission ad hoc committees related to Housing Development and Anti-displacement (work plan goal #1 and #3)
 - Adopt purpose statements
 - Make selections to each ad hoc committee

Characteristics of an ad hoc committee

- Non-quorum
- Need a specific charge/task
- Not a Brown Act body

Background: Work plan goal #1

Housing Commission work plan

Community Development Department
701 Laurel Street, Menlo Park CA 94025
Approved September 30, 2025



Work plan goals

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.

Beneficial impacts: Improve and maintain Housing Stock. Ensure housing policies and programs are effective.

Timeline: On-going

Measure of success: Issuance of recommendations for housing development throughout the City.

High priority:

- Support Housing on downtown parking lots.
- Review and recommend to the City Council BMR policy / agreements.

Low priority:

- Encourage developers to exceed the targeted unit yields as outlined in the Housing Element

Related efforts:

- Housing Element Program H4.G
- City Council Work Plan Priority:
 - Pursue affordable housing development on City-owned downtown parking lots
 - Finalize NOFA funding agreement for 320 Sheridan Dr. and 123 Independence Dr. for BMR funds
 - Initiate second phase of BMR Guidelines update
 - Process funding & development application for 100% affordable, for-sale units at 335 Pierce Rd.
 - Process Parkline master plan

Background: Work plan goal #3

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.

Beneficial impacts: Reduced displacement, program and policy recommendations. Communicate the impacts of displacement.

Timeline: Work with staff to propose specific code language for City Council adoption by the end of FY 2025-26.

Measure of success: Issuance of recommendations on anti-displacement policy.

High priority:

- Review and support Staff Anti-Displacement study.
- Review and Recommend Policies to Quantify Displacement.

Low priority:

- Create a collection of personal accounts to demonstrate the impacts of displacement.

Related efforts:

- Housing Element Program H2.E
- City Council Work Plan:
 - Create anti-displacement strategy
 - Implement homeownership preservation program with Habitat for Humanity

Purpose of Ad Hoc Committee

- An ad hoc committee could further progress on current annual work plan goals related to Housing Development and Anti-displacement (work plan goal #1 and #3)

- Purpose Statements
 - The Housing Development ad hoc committee is to encourage the Housing Commission to explore developments for affordable housing in order to exceed the targeted unit yield outlined in the City's 2023-2031 Housing Element Adopt purpose statements
 - The Anti-displacement ad hoc committee is to review anti-displacement policies, programs and resources to recommend for the Housing Commission to explore for further implementation

Recommendation

- Staff recommends that the Housing Commission:
 - Establish (2) Housing Commission ad hoc committees related to Housing Development and Anti-displacement (work plan goal #1 and #3)
 - Adopt purpose statements
 - Make selections to each ad hoc committee



Thank You