



REGULAR MEETING MINUTES

Date: 8/5/2026
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, Dumont, Kranen, Oursler, Switzer, Wong (remote)
Absent: None
Staff: Management Analyst Adam Patterson, Management Analyst Arianna Milton, Senior Planner Chris Turner

C. Public Comment

None.

D. Regular Business

D1. Approve the Housing Commission meeting minutes for June 3, 2026 (Attachment)

ACTION: Motion and second (Beeli/ Kranen), to approve the Housing Commission meeting minutes for June 3, 2026, passed unanimously.

The Commission reordered the agenda, moving item D3 before item D2.

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

Management Analyst Arianna Milton made the presentation (Attachment).

The Housing Commission discussed time allotted for the presentation and volunteers for the annual report out.

ACTION: Motion and second (Chapa/ Switzer), to select Chair Oursler as the presenter for the Housing Commission annual report out to the City Council, passed unanimously.

D2. Recommendation of a below market rate housing in-lieu fee for a proposed research and development project at 985-1005 O'Brien Dr. and 1320 Willow Rd.
(Staff Report #26-006-HC)

Senior Planner Chris Turner and Tarlton Properties representative John Tarlton made the presentation (Attachment).

The Commission discussed the facilities storage of hazardous materials.

The Commission received clarification on the Below Market Rate (BMR) Housing Fund and what kind of city projects it can be used for.

ACTION: Motion and second (Switzer/ Dumont), to recommend to the Planning Commission approval 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., passed unanimously.

E. Reports and Announcements

E1. Commissioner updates

Commissioner Kranen reported out that they will not be present for the Sept. 2 Housing Commission meeting.

Vice Chair Switzer reported out on the upcoming Housing Leadership Conference this October.

E2. Subcommittee updates

The Commission confirmed members of the commissioners are part of the Housing Development, Community Outreach and Anti-displacement ad hoc subcommittees.

F3. Future agenda items

Commissioner Wong expressed interest in joining the Anti-displacement ad hoc subcommittee.

F4. Staff updates and announcement

Staff reported out on Management Analyst Adam Patterson becoming the Housing Commission liaison.

G. Adjournment

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

Management Analyst I Arianna Milton



Housing Commission

City Council Annual Report Out

August 5, 2026

Recommendation

Staff recommends that the Housing Commission:

- Select a presenter for the Housing Commission annual report out to the City Council
- Discuss presentation to the City Council for the Housing Commission annual report out.

Annual Commission Report Out

City Council Policy #CC-24-004 states:

- Each Commission is required to develop an annual work plan
- The plan is to be reported out by a representative of the advisory body at least annually
 - Report out is scheduled for the August 25th City Council meeting

Report Out Presentation

- No set number of presenters required
- Work Plan accomplishments
- Presenter can work with City Staff on presentation topics

Housing Commission '25-26 Annual Work Plan

- Housing Development
 - Review and make recommendations on BMR policy and agreements
- Community Engagement- Encourage community participation and provide resources
 - Encourage community participation and provide resources
- Anti-displacement- Develop resources to support current residents and monitor causes of displacement
 - Develop resources to support current residents and monitor causes of displacement

Potential Report Out Content

- Recommending approval of the Anti-displacement Plan
- Recommending approval of the draft BMR agreement for 68 Willow Road
- Recommending City Council updates to the BMR Housing Program Guidelines
- Community outreach through subcommittees for the Housing and Neighborhood Resource Fair

Recommendation

Staff recommends that the Housing Commission:

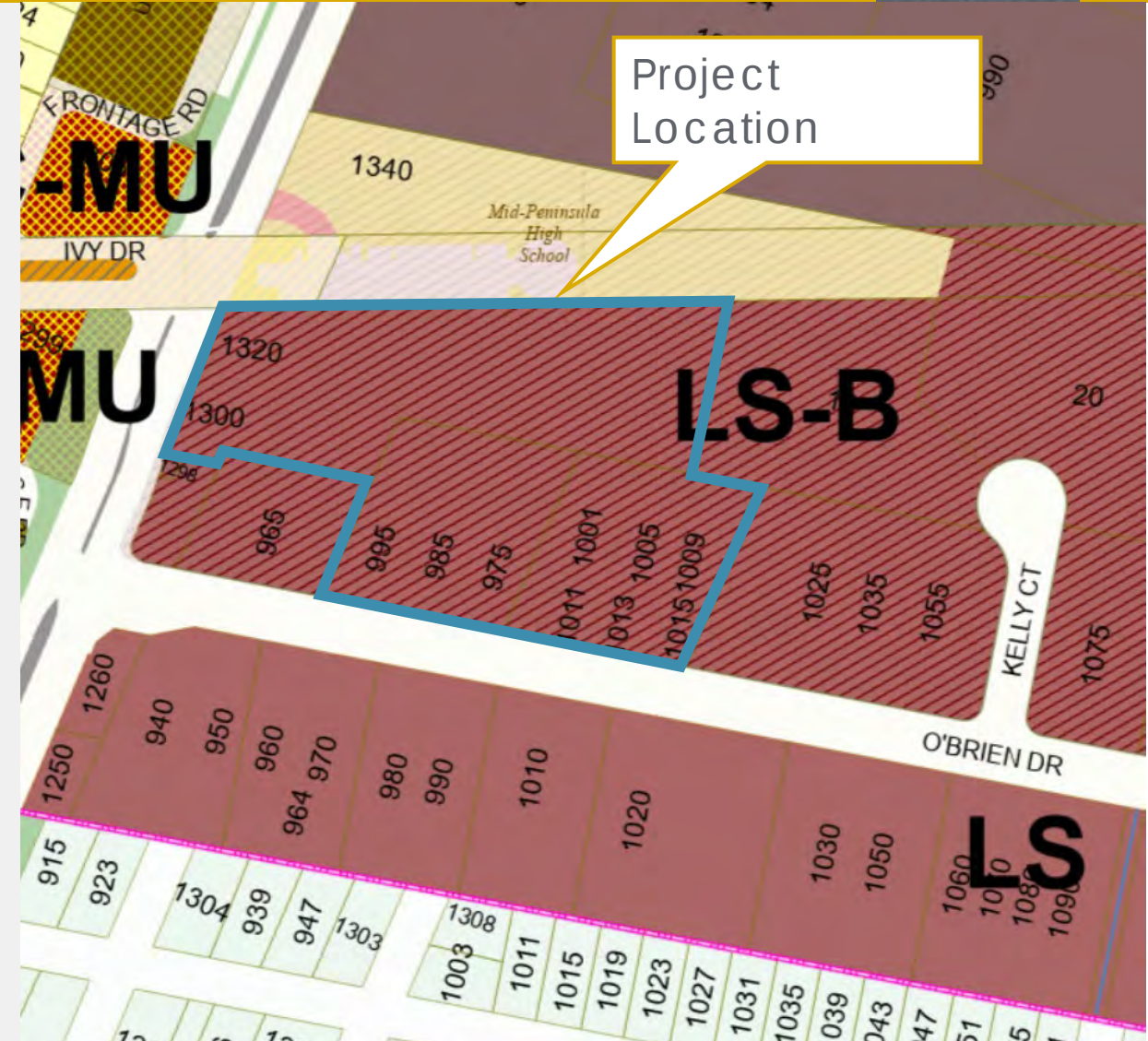
- Select a presenter for the Housing Commission annual report out to the City Council
- Discuss presentation to the City Council for the Housing Commission annual report out.

1005 O'Brien Drive and 1320 Willow Road

Chris Turner, Senior Planner

Project Location

- Near Willow Road intersections with O'Brien Drive and Ivy Drive
- Project includes three existing parcels
 - 975-995 O'Brien
 - 1001-1015 O'Brien
 - 1300-1320 Willow
- Life Science, Bonus (LS-B) zoning.
 - Surrounding properties also LS/LS-B
 - Includes Mid Pen High School



Project Description

- Phase 1
 - Construction of new five-story life science/R&D building (154,381 sf)
 - Construction of five level of parking structure
- Phase 2
 - Construction of new four-story life science/R&D building (73,617 sf)
 - Construction of two additional levels on parking structure
- Phase 2 potentially would not occur until approximately 2034 due to existing leases



BMR Requirements

- Requirements for commercial projects
 - Additions and new construction of 10,000 sf or more of gross floor area
 - Changes of use from Group B (non-office or life science commercial) to Group A (office or life science) when the building is 10,000 sf or more
- Applicants must either provide proportional amount of BMR units on site, off site, or pay an in-lieu fee if providing units is infeasible
- Projects get credit for existing square footage when calculating BMR obligation

BMR Proposal

- Proposal to pay the BMR in-lieu fee
- Total payment of approximately \$3.84M
- Payment made at time of building permit issuance for each building
 - Payment would be split between buildings
 - Approximately \$2.45M during Phase 1
 - Approximately \$1.39M during Phase 2
 - Subject to fee rate in place at time of payment



Analysis

- Residential uses are not allowed in LS-B district
- Applicant does not own any property zoned for residential uses in Menlo Park
- Payment of in-lieu fee is appropriate for this project



Recommendation

- Recommend to Planning Commission approval of the BMR in-lieu fee

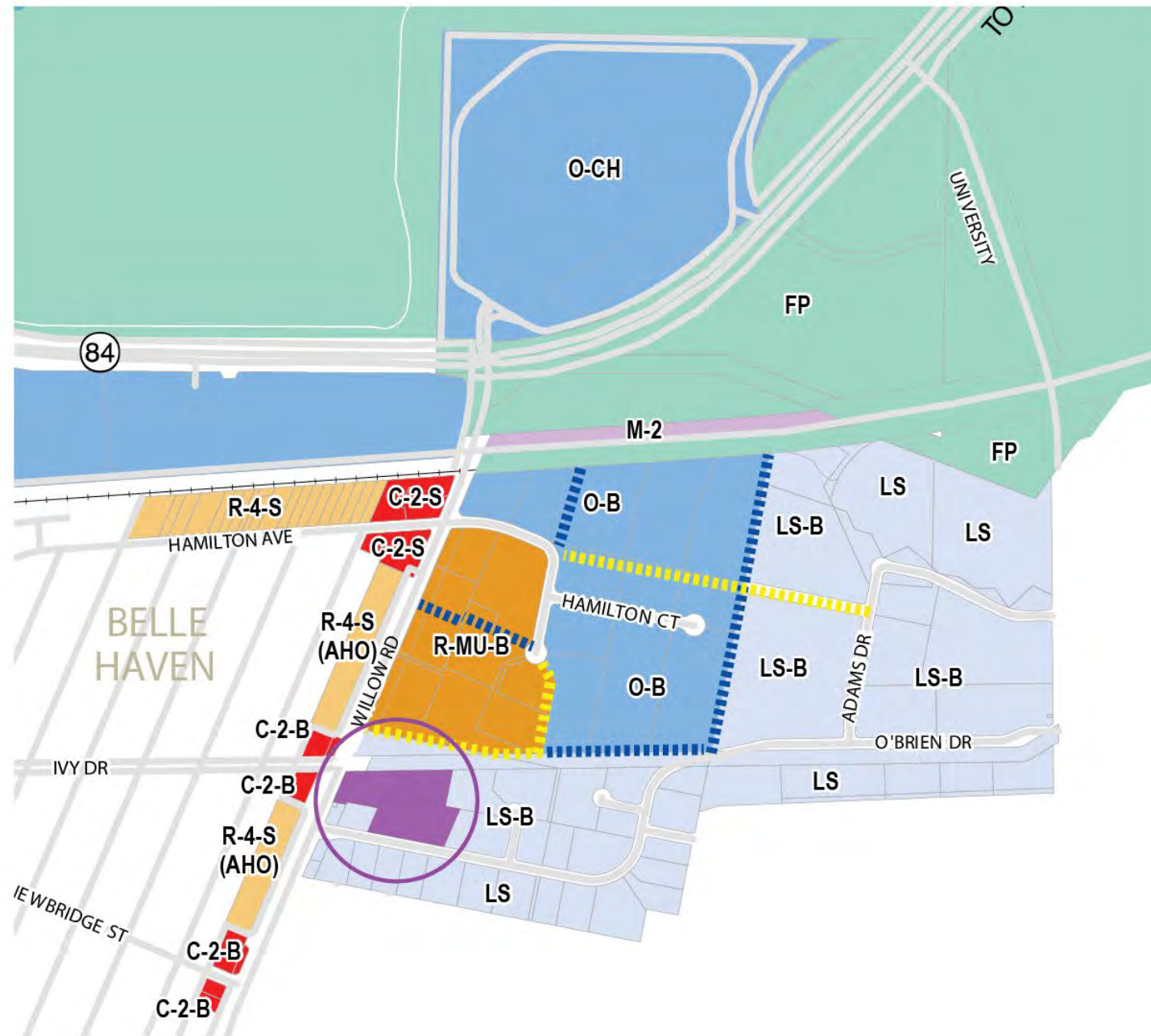


1005 O'Brien Drive & 1320 Willow Road

Menlo Park

08/05/2026

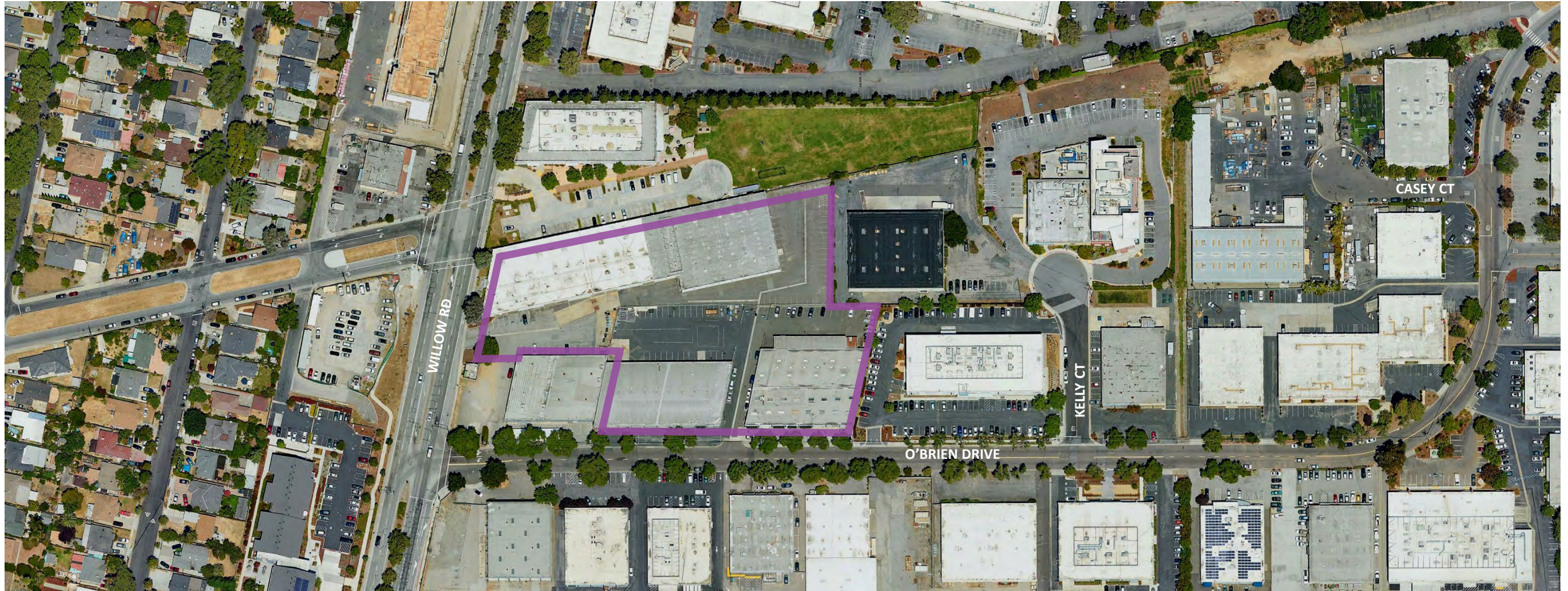




- Project Site
- R-MU Residential Mixed Use / R-MU-B (-B = Bonus Available)
- LS Life Sciences / LS-B (-B = Bonus Available)
- O Office / O-B (-B = Bonus) / O-CH (-CH=Corporate Housing) / O-H (-H = Hotel)
- Neighborhood Mixed Use, Restrictive
- High Density Residential, Special

New Connections

- Public Street
- Paseo



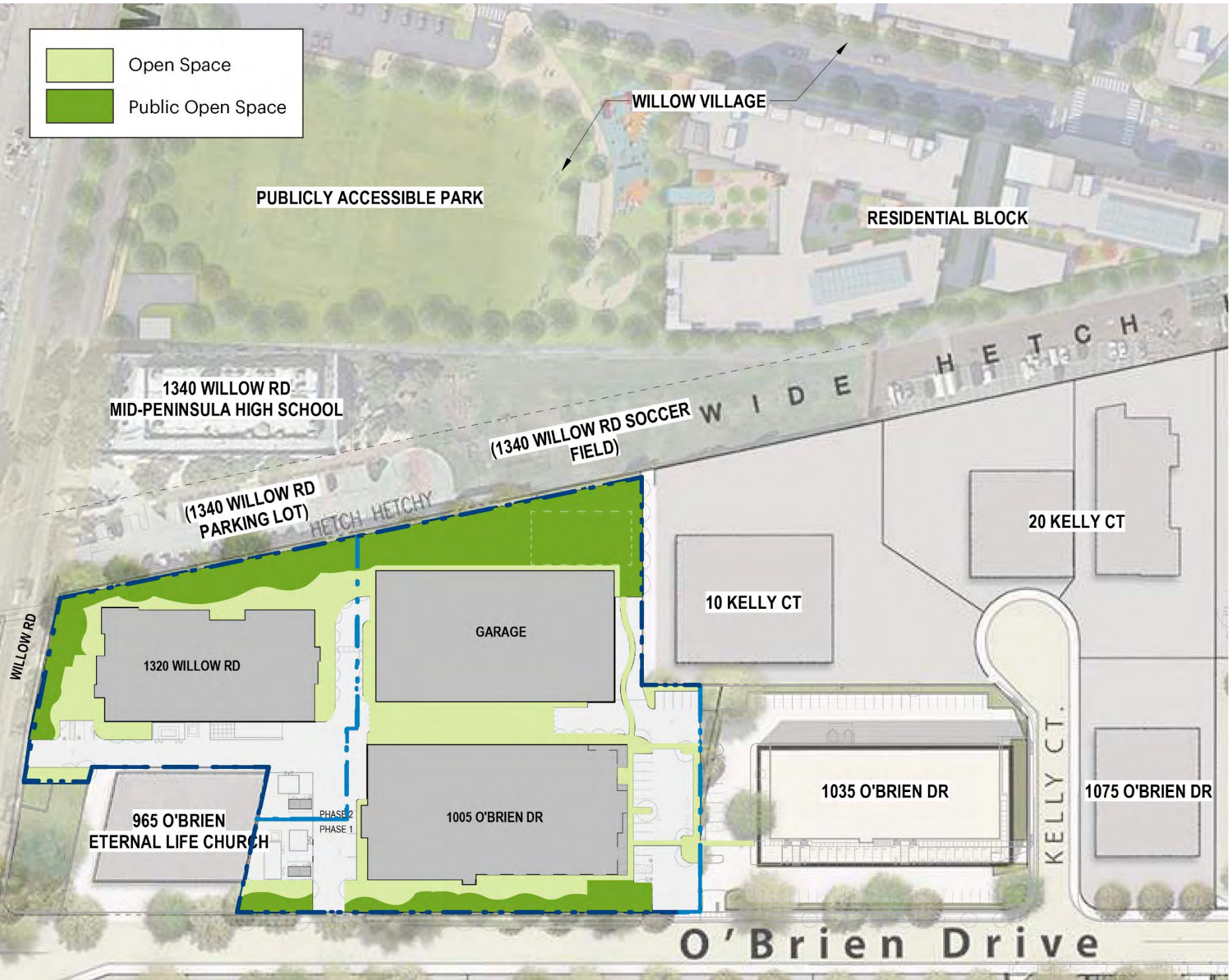
OVERALL PROJECT

	PROPOSED	LS-BONUS ZONING
BUILDING AREA	228,398 SF 1.24 FAR	229,520 SF 1.25 FAR
HEIGHT (MAX)	101 feet	120 feet
HEIGHT (AVERAGE)	74.1 feet	77.5 feet
PARKING	520 cars	Min 343 cars Max 570 cars

PHASED PROJECTS

	Phase 1 – 1005 O’Brien Dr	Phase 2 – 1320 Willow Rd
BUILDING AREA	154,581 SF 1.25 FAR	73,817 SF 1.23 FAR
HEIGHT (MAX)	101 feet	74 feet
PARKING	325 cars	195 cars





Phase 1	Required	Provided
Total Site Area	123,738 SF	-
Open Space (Total)	24,748 SF (20% of Site Area)	38,559 SF (31% of Site Area)
Public Open Space	12,374 SF	21,633 SF

Phase 2	Required	Provided
Total Site Area	59,878 SF	-
Open Space (Total)	11,976 SF (20% of Site Area)	20,785 SF (35% of Site Area)
Public Open Space	5,988 SF	9,902 SF

Overall Project	Required	Provided
Total Site Area	182,616 SF	-
Open Space (Total)	36,724 SF (20% of Site Area)	59,344 SF (32% of Site Area)
Public Open Space	18,326 SF	31,535 SF





TARLTON

1005 O'Brien Drive & 1320 Willow Road
MENLO PARK, CA

1320 WILLOW RD - BUILDING ENTRY VIEW





- **LEED 4.0 Gold** (Core and Shell) target for 1005 O'Brien **LEED Silver** for 1320 Willow Road.
- On-site **EV Parking and Bike Facility**.
- **Reduced Parking footprint** and heat island impact.
- Purchase **100% renewable electricity** from Peninsula Clean Energy (PCE).
- Purchase certified renewable energy credits to offset 100% of natural gas use.
- Install Solar PV on available portion of rooftops.
- Provide quality open space to its occupants for more than 20% of the site area.
- Optimize window to wall ratio for **quality daylight and views** while minimizing heat gain and glare.
- Reduce water use at all fixtures and install infrastructure for future recycled water.
- Use **sustainably sourced, low-emitting and recycled materials**.
- Install LED light fixtures both exterior and interior.
- Divert demolition and construction waste from landfills.