



CITY OF SANTA MONICA HOUSING COMMISSION MINUTES December 8, 2016



1. **CALL TO ORDER & ROLL CALL:** A special meeting of the Santa Monica Housing Commission was called to order by Chair Soloff at 4:34 p.m. on Thursday, December 8, 2016, in the Multipurpose Room of the Santa Monica Main Library, 601 Santa Monica Boulevard.

A. Roll Call

- **Present:** Chair Soloff, Vice-Chair Hilton, Commissioner Leavitt, Commissioner Buchanan, Commissioner Keintz, Commissioner Katz (arrived at 4:43 p.m.)
- **Absent:** Commissioner Bloch
- **Staff Present:** Housing Manager Barbara Collins, Housing Program Manager Jim Kemper, Housing Authority Administrator Lucie Loach

2. PUBLIC INPUT

No public input.

3. **APPROVAL OF MINUTES** – Approval of minutes for the November 17, 2016 Housing Commission meeting.

Motion by Commissioner Keintz, seconded by Vice-Chair Hilton, to approve November 17, 2016 minutes.

The motion was approved by the following vote:

- AYES: Chair Soloff, Vice-Chair Hilton, Commissioner Leavitt, Commissioner Buchanan, Commissioner Katz, Commissioner Keintz
- NOES: NONE
- ABSTAIN: NONE
- ABSENT: Commissioner Bloch

There was no input from members of the public.

4. DISCUSSION ITEMS

- A. HOUSING TRUST FUNDS PRIORITIES** – Presentations regarding the City’s Housing Trust Funds and the associated administrative Guidelines, including historic context, sources of funds, application and approval process, and reporting.

Joan Ling, former Executive Director of the Community Corporation of Santa Monica from 1991 to 2011, provided a presentation regarding her experience with the Housing Trust Fund Guidelines.

On order of the Chair, the information was received and filed.

(At this point in the meeting, Chair Soloff announced the intent to move Action Item 5A ahead of the Discussion Item 4B, if there were no objections. No objections were stated.)

- B. HOME PROGRAM TENANT SELECTION POLICIES** – Review of tenant selection policies for rental housing vouchers funded by the federal HOME program. [[TENANT SELECTION POLICY](#)]

Lucie Loach, Housing Authority Administrator, provide a presentation of the tenant selection policies for the tenant-based rental assistance program funded by the federal HOME program.

On order of the Chair, the information was received and filed.

5. ACTION ITEMS

- A. SECOND DWELLING UNITS** – Presentation regarding development standards in the Zoning Ordinance for second dwelling units, and pending proposed changes to the standards to comply with State law, and possible action involving Commission feedback to Planning Commission and/or City Council.

Presentation by Ariel Socarras from the Planning and Community Development Department.

Motion by Commissioner Leavitt, seconded by Commissioner Buchanan, to approve Planning staff recommendations (and the Commission notes that it has already recommended that the City work to create an incentive so some newly-developed Second Dwelling Units become deed-restricted affordable housing, and the Commission looks forward to working with staff, the Planning Commission, and the City Council toward that goal).

The motion was approved by the following vote:

AYES: Chair Soloff, Commissioner Leavitt, Commissioner Buchanan, Commissioner Katz, Commissioner Keintz

NOES: Vice-Chair Hilton
ABSTAIN: NONE
ABSENT: Commissioner Bloch

Vice-Chair Hilton requested that his reason for voting no be entered into the record, as follows: “The Commission in its support of the Ordinance on Accessory Dwelling Units should recommend affordable housing incentives and ensure that the ‘residential use’ is permanent rental housing rather than short-term, vacation or tourist housing.”

B. HOUSING COMMISSION MEETING TIME MANAGEMENT – Discussion of ideas and approaches to achieving optimal time management regarding Commission meetings.

Motion by Vice-Chair Hilton, seconded by Commissioner Katz, for Chair Soloff to work separately and privately with the Housing staff on agenda time parameters as a guide post.

The motion was approved by the following vote:

AYES: Vice-Chair Hilton, Commissioner Leavitt, Commissioner Buchanan, Commissioner Katz, Commissioner Keintz
NOES: Chair Soloff
ABSTAIN: NONE
ABSENT: Commissioner Bloch

For the record, Chair Soloff stated that his opposition to the motion stems from the challenge of gauging in advance the appropriate length of time necessary for thorough discussions. Chair Soloff further elaborated that interactive Commission discussions can take a while before important information relevant to the public, Commission, and ultimately to City Council, arises from such discussions.

Motion by Chair Soloff, seconded by Commissioner Katz, to adjourn meetings no later than 8:45 pm.

The motion was approved by the following vote:

AYES: Chair Soloff, Vice-Chair Hilton, Commissioner Leavitt, Commissioner Buchanan, Commissioner Katz, Commissioner Keintz
NOES: NONE
ABSTAIN: NONE

ABSENT: Commissioner Bloch

C. COMMISSION WORK PLAN – Discussion of annual work plan and potential priorities, and possible action setting long-range agenda and work plan.

Motion by Chair Soloff, seconded by Commissioner Leavitt, to create a subcommittee consisting of Chair Soloff and Commissioner Katz to develop a work plan for issues regarding incentives for affordable Accessory Dwelling Units.

The motion was approved by the following vote:

AYES: Chair Soloff, Vice-Chair Hilton, Commissioner Leavitt,
Commissioner Buchanan, Commissioner Katz, Commissioner
Keintz

NOES: NONE

ABSTAIN: NONE

ABSENT: Commissioner Bloch

6. HOUSING MANAGER’S REPORT – Ms. Collins reported the following:

- On December 6, 2016, City Council approved a contract extension with Real Estate Consulting & Services, Inc. (RECS), who provides property management services to Mountain View Mobile Park, while the Request for Proposal and property transfer process continues.
- The proposed revisions to the Administrative Plan were also approved by City Council on December 6, 2016.
- The Housing Authority is planning to open the Housing Choice Voucher (Section 8) wait list in late January 2017.
- The United States Department of Justice and the Department of Housing and Urban Development jointly issued a paper in November 2016 on the issue of fair housing.

7. CHAIR/COMMISSIONERS REPORT

None.

8. ADJOURNMENT OF THE HOUSING COMMISSION

On order of the Chair, the Housing Commission meeting was adjourned at 8:07 p.m.

The next scheduled Housing Commission meeting date is a regular meeting on Thursday, January 19, 2017.

ATTEST:



Michael Soloff
Chair, Housing Commission



(Jim Kemper for) Seiky Gil
Housing Commission Secretary