



# AGENDA

REGULAR MEETING OF THE  
**HOUSING COMMISSION**  
SANTA MONICA, CALIFORNIA



**Ken Edwards Center**  
**1527 4<sup>th</sup> Street**  
**Santa Monica, CA 90401**

**Thursday, May 17, 2018**  
**4:30 PM**

*Notice is hereby given that a regular meeting of the Housing Commission will be held at 4:30pm on Thursday, May 17, 2018, at the Ken Edwards Center for the purpose of conducting the following business:*

*The Housing Commission of the City of Santa Monica, in accordance with City Council, does resolve as follows:*

**In order to safeguard participatory democracy in Santa Monica, all persons attending public meetings in Santa Monica should strive to:**

1. Treat everyone courteously;
2. Listen to others respectfully;
3. Exercise self-control;
4. Give open-minded consideration to all viewpoints;
5. Focus on the issues and avoid personalizing debate;
6. Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions.

[\[RESOLUTION\]](#)

## **1. CALL TO ORDER**

### **A. ROLL CALL**

## **2. PUBLIC INPUT**

(Public comment is permitted only on items not on the agenda that are within the subject matter jurisdiction of the Housing Commission.)

## **3. APPROVAL OF MINUTES**

**A.** March 15, 2018 Housing Commission meeting. [\[DRAFT MINUTES\]](#)

**B.** April 19, 2018 Housing Commission meeting. [\[DRAFT MINUTES\]](#)

**C.** May 3, 2018 Housing Commission special meeting. [\[DRAFT MINUTES\]](#)



The meeting place is wheelchair-accessible. If you require any special disability related accommodations (i.e. sign language interpreting, access to an amplified sound system, etc.), please contact the Housing Division at (310) 458-8702 or TTY (310) 458-8696 at least three days prior to the scheduled meeting. This agenda is available in alternate format upon request by calling the Housing Division office. Underground parking is available. Limited validations available at the Commission Meeting. Call Big Blue Bus at (310) 451-5444 for additional transportation information.

## 4. DISCUSSION ITEMS

### A. AFFORDABLE HOUSING DEVELOPMENT PROCESS AND CHALLENGES –

Presentation by local nonprofits, Step Up on Second and Community Corporation of Santa Monica, and discussion, regarding current process for developing affordable housing in Santa Monica, and associated costs and challenges.

## 5. ACTION ITEMS

**A. PROPOSED HOUSING TRUST FUND PLAN** – Review and confirmation of the comprehensive motion approved at the Commission’s Special Meeting on May 3<sup>rd</sup>, which included the basic concepts of proposed recommendations to Council regarding the Proposed Housing Trust Fund Plan, as well as possible further refinement of the previously adopted motion, which would represent the final consensus recommendations to Council. [[MOTION APPROVED AT MAY 3, 2018 SPECIAL HOUSING COMMISSION MEETING](#)]

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

## 6. HOUSING MANAGER’S REPORT

Update on any City Council agenda items and administrative issues related to affordable housing.

## 7. CHAIR/COMMISSIONER’S REPORT

Information on housing issues, recent or future City Council actions, other City Commissions, and issues affecting housing in the City of Santa Monica.

## 8. ADJOURNMENT OF THE HOUSING COMMISSION

No other business will be conducted at the Meeting.

Any documents produced by the City and distributed to a majority of the Housing Commission regarding any item on this agenda will be made available for viewing at the Santa Monica Housing Division office located at 1901 Main Street, Suite B, Santa Monica, California during normal business hours. Documents are also available at [www.smgov.net/housing](http://www.smgov.net/housing).

Please note that this agenda is subject to change up to 24 hours prior to the scheduled meeting. We encourage you to check the agenda 24 hours prior to the meeting.



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**DRAFT MINUTES**  
**CITY OF SANTA MONICA**  
**HOUSING COMMISSION MINUTES**  
**March 15, 2018**



1. **CALL TO ORDER & ROLL CALL:** A regular meeting of the Santa Monica Housing Commission was called to order by Chair Soloff at 4:31 p.m. on Thursday, March 15, 2018, at the Ken Edwards Center, 1527 4<sup>th</sup> Street.

**A. Roll Call**

- **Present:** Chair Soloff  
Vice-Chair Hilton  
Commissioner Bloch  
Commissioner Buchanan  
Commissioner Keintz  
Commissioner Leavitt
- **Absent:** Commissioner Katz
- **Staff Present:** Housing Manager Barbara Collins  
Housing Program Manager Jim Kemper  
Marc Amaral, Administrator (Human Services Div.)  
Senior Development Analyst Lisa Varon  
Commission Secretary Steven Aguilar

2. **PUBLIC INPUT**

- Denise Barton – Spoke regarding conflicts of interest; expressed concerns related to her building’s management.
- Michael Millman – Spoke regarding incentives and support for landlords such as Earthquake Retro Fit program; spoke in support of the City preserving rental housing units; spoke in support of rent-burdened tenants who want to stay in the city.

3. **APPROVAL OF MINUTES**

- A.** Approval of minutes for February 15, 2018 Housing Commission meeting.

Motion by Chair Soloff, seconded by Commissioner Keintz, to approve the February 15, 2018 minutes.

The motion was approved by the following vote:

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

ABSENT: Commissioner Katz

#### 4. DISCUSSION ITEMS

**A. UPCOMING FY2018/19 ACTION PLAN** – Opportunity for public input to inform the upcoming draft FY2018/19 Action Plan (to be released on March 22, 2018), which proposes activities for use of federal Community Development Block Grant and HOME funding implementing the 2015-2019 Consolidated Plan. [[2015-2019 CONSOLIDATED PLAN](#)] [[STAFF HANDOUT](#)]

Report by Marc Amaral.

#### PUBLIC INPUT

- Steven Weinraub – Spoke regarding the Action Plan proposed funding amount and the process for approval.

**B. PROPOSED HOUSING TRUST FUND PLAN** – Opportunity for public input on the draft Housing Trust Fund Plan, which proposes various strategies for increasing the supply of affordable housing using housing trust funds. [[PROPOSED HTF PLAN](#)]

Report by Jim Kemper.

#### PUBLIC INPUT

- Todd Lipka – Spoke about his support for Option 3 to the Proposed Housing Trust Fund (HTF) Plan.
- Steven Weinraub – Spoke about his support for Option 3 to the Proposed HTF. Commented on transparency and updates to the HTF balance amount. (He also submitted his input in writing, and it has been added to the [public comment](#)).
- Tara Barauskas – Spoke about creating a hybrid option for the Proposed HTF and prioritizing households with the greatest need in high quality areas. (She also submitted her input in writing, and it has been added to the [public comment](#)).
- Kathryn Kosmeya-Dodge – Spoke regarding the need for accessible housing for individuals with disabilities.

**C. AFFORDABLE HOUSING CASE STUDY** – Presentation and discussion of a case study regarding barriers to increasing the supply of affordable housing on underutilized sites involving existing, occupied rental housing. [[STAFF HANDOUT](#)]

Report by Senior Development Analyst Lisa Varon.

## **PUBLIC INPUT**

- Katherine Eldridge – Spoke about the Historic Resource Inventory, Landmark issues, and conflicts of interest.

## **5. ACTION ITEMS**

- A. POD PROGRAM** – Discussion and possible action regarding program design considerations for potential future expansion of the Preserving Our Diversity (POD) pilot program, including target population and priorities.  
[\[STAFF HANDOUT\]](#)

Report by Senior Development Analyst Lisa Varon.

### **PUBLIC INPUT**

- Wes Wellman – Spoke regarding suggestions for the POD program, promises made to property owners, and protecting future bond issues.
- Catherine Eldridge – Spoke regarding verifying promises that were made to property owners.

No action was taken on this item.

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

No action was taken on this item.

## **6. HOUSING MANAGER'S REPORT** – Barbara Collins reported on the following:

- Processed 2,700 Housing waitlist applications in the past 10 days, to maximize voucher utilization.
- Nothing to officially report on federal funding.

## **7. CHAIR/COMMISSIONER'S REPORT**

- A. Vice-Chair Hilton** – spoke about articles and reports on housing production for the homeless, including jurisdictional boundaries, bureaucratic impediments, and motel conversions.
- Chair Soloff – spoke regarding a recent radio program on motel conversions for homeless housing and potential for associated displacement of persons.
  - Commissioner Leavitt – informed the commission that she will be attending meetings in Sacramento regarding housing in California and state legislation.

- Commissioner Buchanan – spoke regarding the first quarterly Homeless Steering Committee that took place 3/7/18.

**8. ADJOURNMENT OF THE HOUSING COMMISSION**

On order of the Chair, the Housing Commission meeting was adjourned at 8:35 p.m.

**The next scheduled Housing Commission meeting date is a regular meeting on Thursday, April 19, 2018.**

**ATTEST:**

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Michael Soloff  
Chair, Housing Commission

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Melinda Espinoza  
Housing Commission Secretary

DRAFT



**DRAFT MINUTES**  
**CITY OF SANTA MONICA**  
**HOUSING COMMISSION MINUTES**  
**April 19, 2018**



1. **CALL TO ORDER & ROLL CALL:** A regular meeting of the Santa Monica Housing Commission was called to order by Chair Soloff at 4:31 p.m. on Thursday, April 19, 2018, at the Ken Edwards Center, 1527 4<sup>th</sup> Street.

**A. Roll Call**

- **Present:** Chair Soloff  
Vice-Chair Hilton  
Commissioner Bloch  
Commissioner Buchanan  
Commissioner Katz (arrived 4:33 p.m.)  
Commissioner Keintz  
Commissioner Leavitt
- **Absent:** NONE
- **Staff Present:** Housing Manager Barbara Collins  
Housing Program Manager Jim Kemper  
Marc Amaral, Administrator (Human Services Div.)  
Commission Secretary Melinda Espinoza

2. **PUBLIC INPUT**

- **Denise Barton** – Spoke regarding the Housing Manager and the property management company for Ms. Barton’s residence.
- **Nancy Coleman** – Spoke regarding the Planning Commission’s proposed changes to the zoning ordinance related to ADUs.
- **Jesús Hernández** – Introduced himself to the Commission and offered his expertise as the Director of Development for Community Corporation of Santa Monica regarding any questions the Commission may have about affordable housing development and financing.

3. **APPROVAL OF MINUTES**

- A.** Tabled this item until the May meeting because the majority of the Commission hadn’t had a chance to review the revised draft minutes.

**4. DISCUSSION ITEMS**

**A. None**

**5. ACTION ITEMS**

**A. DRAFT FY2018/19 ACTION PLAN** – Discussion and possible action regarding the draft FY2018/19 Action Plan, which proposes activities for use of federal Community Development Block Grant and HOME funding implementing the 2015-2019 Consolidated Plan. [[DRAFT FY2018/19 ACTION PLAN](#)] [[2015-2019 CONSOLIDATED PLAN](#)]

Report by Marc Amaral.

No action was taken on this item.

**B. PROPOSED HOUSING TRUST FUND PLAN** – Discussion and possible action regarding the draft Housing Trust Fund Plan, which proposes various strategies for increasing the supply of affordable housing using housing trust funds. [[PROPOSED HTF PLAN](#)] [[RESPONSES TO CHAIR SOLOFF'S QUESTIONS](#)] [[COMMISSIONER HILTON'S QUESTIONS](#)] [[PUBLIC COMMENT RECEIVED](#)]

Public Input:

- Nancy Coleman – Spoke regarding seniors' use of Cal Fresh in Santa Monica.
- Catherine Eldridge – Spoke regarding the descriptions of various entitlement programs.

No action was taken on this item.

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

No action was taken on this item.

**6. HOUSING MANAGER'S REPORT**

No report this month.

**7. CHAIR/COMMISSIONER'S REPORT**



- **Joanne Leavitt** – Informed the Commission that the Main Library will hold a Cradle to Career meeting about housing that Commissioners may be interested in attending.
- **Loren Bloch** – Spoke regarding the Gelt Foundation’s grants to tenants for temporary assistance and recommended that staff research the grant program opportunity.
- **Richard Hilton** – Provided Commissioners with copies of the City’s handbook (‘toolkit’) on homelessness and spoke regarding the 50<sup>th</sup> Anniversary of the Fair Housing Act.
- **Michael Soloff** – Spoke regarding the CA Court of Appeals’ recent decision upholding cities’ authority to adopt ordinances prohibiting discrimination based upon tenants’ use of housing vouchers.

**8. ADJOURNMENT OF THE HOUSING COMMISSION**

On order of the Chair, the Housing Commission meeting was adjourned at 7:56 p.m.

**The next scheduled Housing Commission meeting date is a special meeting on Thursday, May 3, 2018.**

**ATTEST:**

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Michael Soloff  
Chair, Housing Commission

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Melinda Espinoza  
Housing Commission Secretary



**DRAFT MINUTES**  
**CITY OF SANTA MONICA**  
**HOUSING COMMISSION MINUTES**  
**May 3, 2018**



1. **CALL TO ORDER & ROLL CALL:** A special meeting of the Santa Monica Housing Commission was called to order by Chair Soloff at 4:36 p.m. on Thursday, May 3, 2018, at the Santa Monica Main Library Multipurpose Room, 601 Santa Monica Blvd.

**A. Roll Call**

- **Present:** Chair Soloff  
Vice Chair Hilton  
Commissioner Bloch  
Commissioner Keintz  
Commissioner Katz
- **Absent:** Commissioner Buchanan
- **Recused:** Commissioner Leavitt
- **Staff Present:** Andy Agle, Director of Housing & Economic Development  
Jim Kemper, Housing Program Manager  
Melinda Espinoza, Commission Secretary

**2. ACTION ITEMS**

- A. PROPOSED HOUSING TRUST FUND PLAN** – Discussion and possible action regarding the draft Housing Trust Fund Plan, which proposes various strategies for increasing the supply of affordable housing using housing trust funds. [\[PROPOSED HTF PLAN\]](#) [\[RESPONSES TO CHAIR SOLOFF'S QUESTIONS\]](#) [\[RESPONSES TO VICE CHAIR HILTON'S QUESTIONS\]](#) [\[PUBLIC COMMENT RECEIVED\]](#) [\[COMMENT FROM CITY COMMISSIONS\]](#)

Public Input:

- Tara Barauskas – Spoke regarding Community Corporation's opposition to the suggestion made at the April 19, 2018 Housing Commission meeting to use \$6 million of Housing Trust Funds (HTFs) for the Preserving Our Diversity (POD) program.

- Denise Barton – Spoke regarding the Housing Manager and Housing Authority.
- Cris McLeod – Chair of Pico Neighborhood Association, spoke regarding the Same Neighbors, Better Neighborhoods program and his support of using HTFs to support the POD program.

Motion by Chair Soloff, seconded by Commissioner Bloch, to recommend that the Housing Trust Fund Plan for this Housing Element cycle include the following elements (and that Commissioners will refine this language and add additional guidance at the next Housing Commission meeting):

- 1) Subject to there being some particularly advantageous opportunity in a particular year, that the plan should be to spend between \$15 and \$18 million per year on the Plan, thereby leaving resources for other opportunities going forward.
- 2) That it would be a goal of this Plan to ramp up the POD program into the range of no more than \$2 million per year. That would only occur after a firm plan for doing that is proposed by staff, vetted by the Housing Commission, and brought to Council.
- 3) That a goal to complete during this Housing Element and assuming within this Housing Element as it makes sense to do so, is to try to create permanent housing for those folks that are deemed to be among the homeless population that the City should house within the City of Santa Monica. Notionally, that probably means the people who are on the homelessness registry, whether that be with permanent housing or permanent supportive housing, depending on what those individuals need. That would be a major priority for the additional funding.
- 4) That then the remainder of the Housing Trust Fund monies from that annual expenditure would go to other forms of creating new affordable housing units; that the Housing Commission roughly supports the concept of equally supporting senior housing, disabled supportive housing, small family and large family housing; however that needs to be adjusted to take into account the fact that the money being spent on POD would be for low-income seniors already and residents and that the money going for supportive housing would already probably include people in the mentally or physically challenged community and may include other things and depending on what exactly the makeup is of that population there should be an adjustment for that; and that because both of those are effectively serving residents, that there should also be an adjustment in our priority system for the remaining forms of affordable housing that we're creating and/or inclusionary housing, to balance and incentivize

those other groups, including the population of people who work in Santa Monica, who are also part of our priority population. Commissioners will work for the next meeting on a more specific recommendation in that regard.

- 5) That we continue to support our recommendation and the direction from Council and the plans of staff that evaluating and revamping the AHPP program in the rest of Santa Monica, outside the downtown, is a priority and that must include both a feasibility study and then considering how, based on this plan for spending our affordable housing funds, what we're expecting to get from the AHPP program in the downtown, and then what we'll be able to get from the rest of the City will allow us to achieve our overall mix of affordable housing types as set forth in the Housing Element or otherwise.

The motion was approved by the following vote:

**AYES:** Chair Soloff, Commissioner Katz, Commissioner Bloch, Commissioner Keintz

**NOES:** Vice Chair Hilton

**ABSTAIN:** Commissioner Leavitt

**ABSENT:** Commissioner Buchanan

Vice Chair Hilton's NO vote is as follows: POD is an ongoing budget. \$2 million a year in the first year and in successive years is excessive and poses challenges to the Housing Trust Fund's financial health and the Trust Fund's contribution to production.

Chair Soloff explained his YES vote is subject to the caveat that he supports a greater allocation to the POD program because the choice is simply whether we're spending it on keeping severely rent burdened seniors in their home with dignity or we're not to get some additional units, and his view is that the public policy choice favors existing residents and so he would go for a larger amount.

Commissioner Keintz explained her YES vote is with the understanding that unused money each year would go back into the Housing Production fund.

Chair Soloff said that he meant for that to be part of the original motion, and he asked the four Commissioners who voted in favor of the motion if they agreed that they wanted to amend the motion to include what Commissioner Keintz said. They indicated their agreement by nodding their heads and/or raising their hands. Chair Soloff stated, "The four yes votes agree that that is in fact part of the motion."

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

No action was taken on this item.

### **3. ADJOURNMENT OF THE HOUSING COMMISSION**

On order of the Chair, the Housing Commission meeting was adjourned at 8:30 p.m.

**The next scheduled Housing Commission meeting date is a regular meeting on Thursday, May 17, 2018.**

**ATTEST:**

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Michael Soloff  
Chair, Housing Commission

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Melinda Espinoza  
Housing Commission Secretary

**ITEM 5A**

## Housing Commission Meeting May 17, 2018

### Agenda Item 5A

At the May 3 Housing Commission special meeting, the following motion was approved regarding the City of Santa Monica Housing Authority's use of the Housing Trust Fund:

Motion by Chair Soloff, seconded by Commissioner Bloch, to recommend that the Housing Trust Fund Plan for this Housing Element cycle include the following elements (and that Commissioners will refine this language and add additional guidance at the next Housing Commission meeting):

- 1) Subject to there being some particularly advantageous opportunity in a particular year, that the plan should be to spend between \$15 and \$18 million per year on the Plan, thereby leaving resources for other opportunities going forward.
- 2) That it would be a goal of this Plan to ramp up the POD program into the range of no more than \$2 million per year. That would only occur after a firm plan for doing that is proposed by staff, vetted by the Housing Commission, and brought to Council.
- 3) That a goal to complete during this Housing Element and assuming within this Housing Element as it makes sense to do so, is to try to create permanent housing for those folks that are deemed to be among the homeless population that the City should house within the City of Santa Monica. Notionally, that probably means the people who are on the homelessness registry, whether that be with permanent housing or permanent supportive housing, depending on what those individuals need. That would be a major priority for the additional funding.
- 4) That then the remainder of the Housing Trust Fund monies from that annual expenditure would go to other forms of creating new affordable housing units; that the Housing Commission roughly supports the concept of equally supporting senior housing, disabled supportive housing, small family and large family housing; however that needs to be adjusted to take into account the fact that the money being spent on POD would be for low-income seniors already and residents and that the money going for supportive housing would already probably include people in the mentally or physically challenged community and may include other things and depending on what exactly the makeup is of that population there should be an adjustment for

that; and that because both of those are effectively serving residents, that there should also be an adjustment in our priority system for the remaining forms of affordable housing that we're creating and/or inclusionary housing, to balance and incentivize those other groups, including the population of people who work in Santa Monica, who are also part of our priority population. Commissioners will work for the next meeting on a more specific recommendation in that regard.

- 5) That we continue to support our recommendation and the direction from Council and the plans of staff that evaluating and revamping the AHPP program in the rest of Santa Monica, outside the downtown, is a priority and that must include both a feasibility study and then considering how, based on this plan for spending our affordable housing funds, what we're expecting to get from the AHPP program in the downtown, and then what we'll be able to get from the rest of the City will allow us to achieve our overall mix of affordable housing types as set forth in the Housing Element or otherwise.

The motion was approved by the following vote:

**AYES:** Chair Soloff, Commissioner Katz, Commissioner Bloch, Commissioner Keintz

**NOES:** Vice Chair Hilton

**ABSTAIN:** Commissioner Leavitt

**ABSENT:** Commissioner Buchanan

Vice Chair Hilton's NO vote is as follows: POD is an ongoing budget. \$2 million a year in the first year and in successive years is excessive and poses challenges to the Housing Trust Fund's financial health and the Trust Fund's contribution to production.

Chair Soloff explained his YES vote is subject to the caveat that he supports a greater allocation to the POD program because the choice is simply whether we're spending it on keeping severely rent burdened seniors in their home with



dignity or we're not to get some additional units, and his view is that the public policy choice favors existing residents and so he would go for a larger amount.

Commissioner Keintz explained her YES vote is with the understanding that unused money each year would go back into the Housing Production fund.

Chair Soloff said that he meant for that to be part of the original motion, and he asked the four Commissioners who voted in favor of the motion if they agreed that they wanted to amend the motion to include what Commissioner Keintz said. They indicated their agreement by nodding their heads and/or raising their hands. Chair Soloff stated, "The four yes votes agree that that is in fact part of the motion."