



SPECIAL MEETING AGENDA

Date: 11/27/2023
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 895 2840 6631 and
Arrillaga Recreation Center, Oak Room
700 Alma St, Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the meeting, in-person, at the Downtown Conference Room
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID# 895 2840 6631
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID# 895 2840 6631
Press *9 to raise hand to speak

Subject to change: The format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Special Session

A. Call To Order

B. Roll Call

C. Presentations and Proclamations

C1. Presentation: Belle Haven Community Development Fund

D. Regular Business

D1. Accept the Housing Commission meeting minutes for June 7, 2023 ([Attachment](#))

D2. Review and recommend to City Council approval of revisions to the Below Market Rate (BMR) Guidelines ([Staff Report #23-007-HC](#))

E. Informational Items

E1. Housing Commission meeting calendar for 2024 ([Attachment](#))

F. Reports and Announcements

- F1. Commissioner updates
- F2. Future agenda items
- F3. Staff updates and announcements

G. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at menlopark.gov/agendas and can receive notification of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting the City Clerk at 650-330-6620. (Posted: 11/22/2023)



REGULAR MEETING MINUTES - DRAFT

Date: 6/7/2023
Time: 6:30 p.m.
Location: Teleconference and
Arrillaga Recreation Center, Oak Room
700 Alma St, Menlo Park, CA 94025

A. Call To Order

Vice Chair Nguyen called the meeting to order at 6:35 p.m.

B. Roll Call

Present: Campos, Nguyen, Portillo, Walker
Absent: Merriman, Pimentel, Leitch
Staff: Interim Housing Manager Eren Romero, Management Analyst Adam Patterson,
Planning Manager Kyle Perata, Contract Planner Payal Bhagat

C. Public Comment

- Alheli spoke in support of smoke-free multi-unit housing.

D. Regular Business

- D1. Approve minutes for the Housing Commission meetings on April 3, 2023 and May 3, 2023 (Attachment).

ACTION: Motion and second (Walker/ Campos), to approve the minutes of the Housing Commission meetings on April 3, 2023 and May 3, 2023, passed 4-0 (Merriman, Pimentel, Leitch absent).

- D2. Recommend a Below Market Rate Housing In-Lieu Fee for the proposed research and development project located at 1125 O'Brien Drive (Staff Report #23-003-HC)

Contract Planner Payal Bhagat introduced the item (Attachment).

The Commission received clarification on in-lieu fees.

ACTION: Motion and second (Campos/ Walker), to recommend a Below Market Rate Housing In-Lieu Fee for the proposed research and development project located at 1125 O'Brien Drive, passed 4-0 (Merriman, Pimentel, Leitch absent).

- D3. Recommend draft Below Market Rate Housing Agreements and Below Market Rate Housing Agreement Term Sheet with The Sobrato Organization for the proposed housing development project located at 123 Independence Drive Project (Staff Report #23-004-HC)

Contract Planner Payal Bhagat introduced the item (Attachment).

The Commission received clarification on the proposed commercial space, the distribution of rental and ownership units, and on the relationship between agenda items D3 and D4.

Peter Tsai from The Sobrato Organization and Maureen Sedonaen and Constanza Asfura-Heim from Habitat for Humanity Greater San Francisco made a presentation (Attachment).

The Commission received clarification on the independent completion timelines for the Below Market Rate (BMR) units and market rate units, how the BMR units and market rate units compare, how these units will be marketed and distributed, and on the Habitat for Humanity homeownership process and requirements.

- Virginia spoke in support of making the development nature-friendly.

The Commission received clarification on the development's environmental review process and on the energy sources of the development.

- Alheli requested clarification on whether the homes will be smoke-free.
- Pam Jones spoke in support in support of the project.

The Commission spoke in support of community outreach regarding this project.

The Commission received clarification on the scope of the recommendation of this item.

ACTION: Motion and second (Walker/ Portillo), to recommend draft Below Market Rate Housing Agreements and Below Market Rate Housing Agreement Term Sheet with The Sobrato Organization for the proposed housing development project located at 123 Independence Drive Project, passed 4-0 (Merriman, Pimentel, Leitch absent).

- D4. Presentation by Habitat of Greater San Francisco on its notice of funding availability (NOFA) application

Item D4 was included in the presentation of item D3.

E. Reports and Announcements

- E1. Commissioner updates

Commissioner Campos spoke on an upcoming community resource fair at the Belle Haven Library.

- E2. Future agenda items

None.

- E3. Staff updates and announcements

Staff reported that the July Housing Commission meeting will be canceled.

Staff reported on upcoming Housing Element Update public meetings.

F. Adjournment

Vice Chair Nguyen adjourned the meeting at 7:42 p.m.

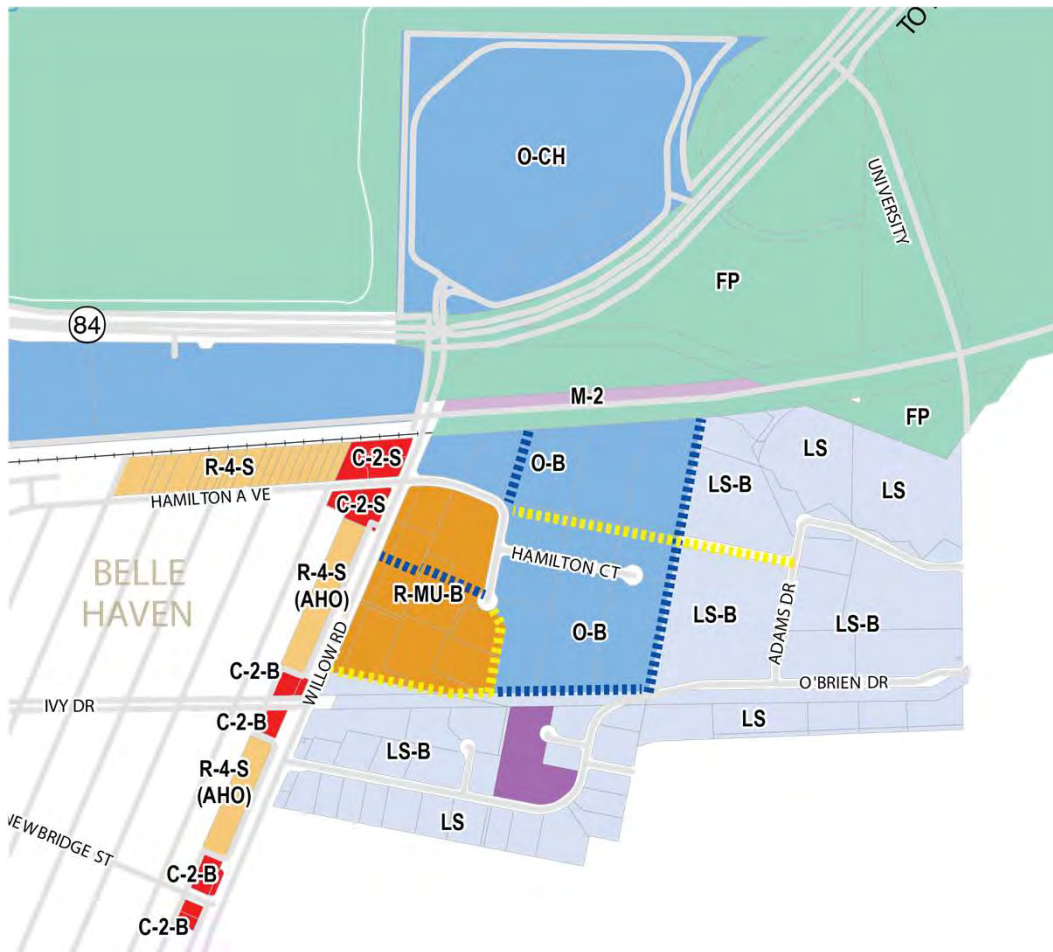
Adam Patterson, Management Analyst II

1125 O'Brien Drive

Menlo Park

06.07.23

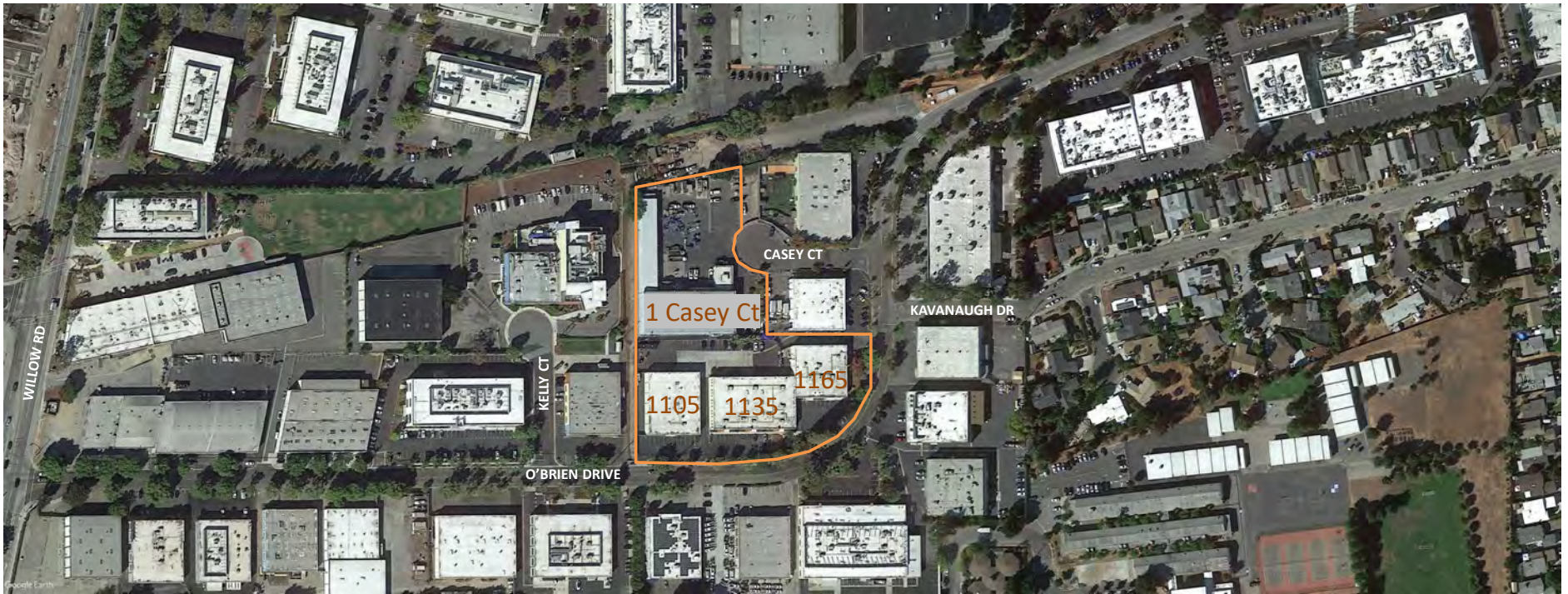




- Project Site
- R-MU Residential Mixed Use / R-MU-B (-B = Bonus Available)
- LS Life Sciences / LS-B (-B = Bonus Available)
- O Office / O-B (-B = Bonus) / O-CH (-CH=Corporate Housing) / O-H (-H = Hotel)

New Connection

- New Public Street
- Paseo





Existing 4 structures (59,866sf) to be replaced with one new building (131,825sf)

New building proposed to include research and development space as well as a Grab and Go Café (2,659sf)

Project will require a use permit per Chapter 16.82 and comply with chapter 16.96 BMR.

Consistent with BMR Ordinance and Guidelines, Applicant proposes to satisfy BMR housing requirement by payment of an in-lieu fee.



TARLTON

1125 O'Brien Drive
MENLO PARK, CA

LOBBY VIEW

DES
ARCHITECTS
ENGINEERS



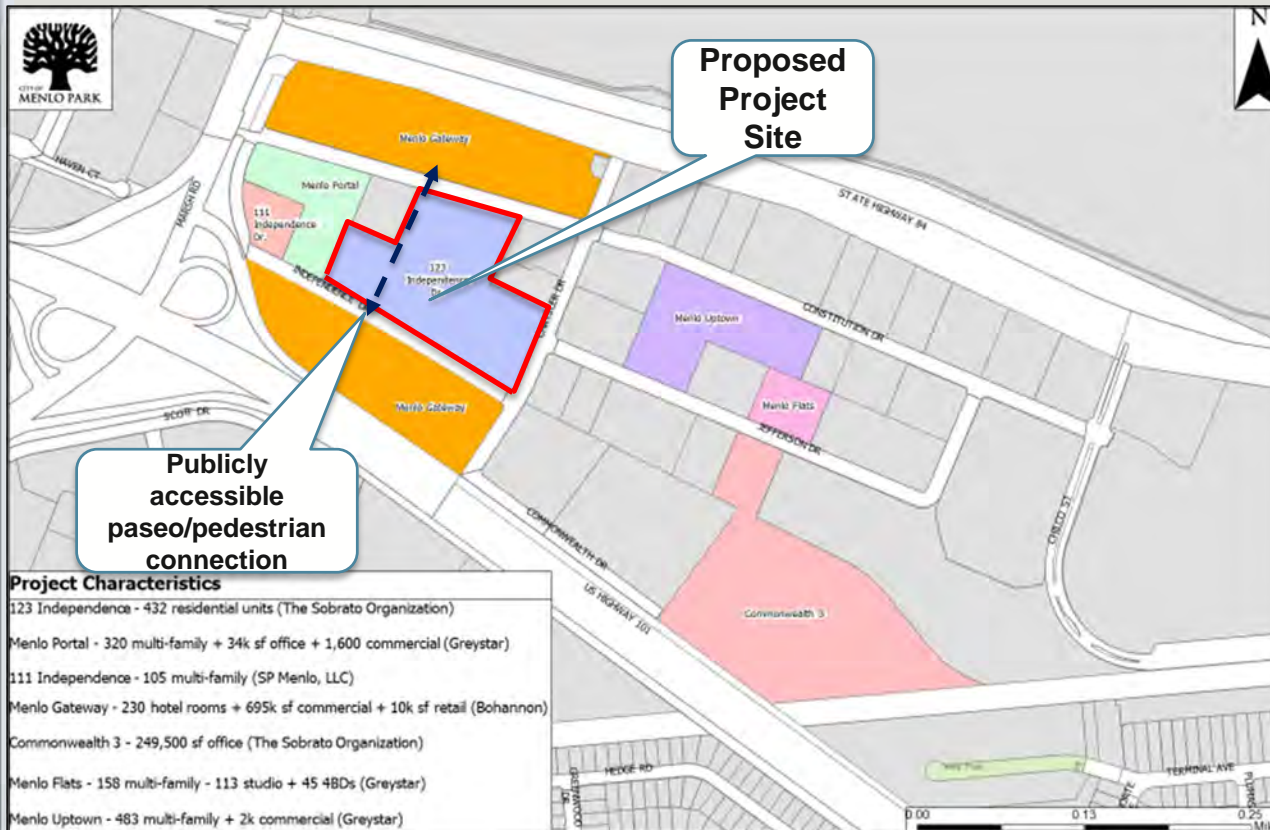
123 INDEPENDENCE DRIVE PROJECT

119, 123-125, 127 Independence Dr., 130 Constitution Dr., 1205 Chrysler Dr.

Housing Commission Public Hearing

Staff Presentation to Housing Commission, June 7, 2023

PROJECT LOCATION







THANK YOU

123 Independence Drive Menlo Park, CA

Housing Commission Meeting June 7, 2023



The **SOBRATO** Organization

*“Making the Bay Area a place of **opportunity for all** its residents by promoting access to high-quality education, career pathways, and essential human services...”*

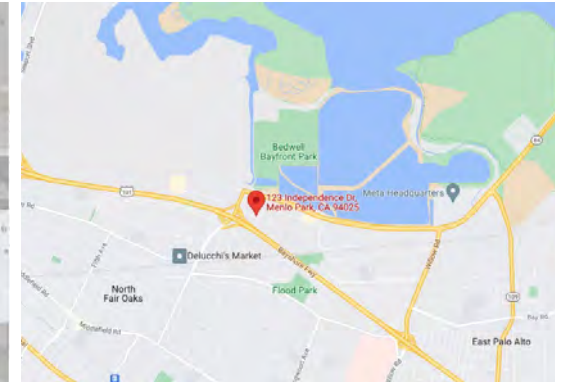
What Makes Us Different:

- Local based organization
- Family-owned
- Long-term owners
- Part of the communities we do business in
- Proceeds from real estate fund philanthropic giving
- Over \$644M donated to charities and non-profits



123 INDEPENDENCE DRIVE MENLO PARK, CA

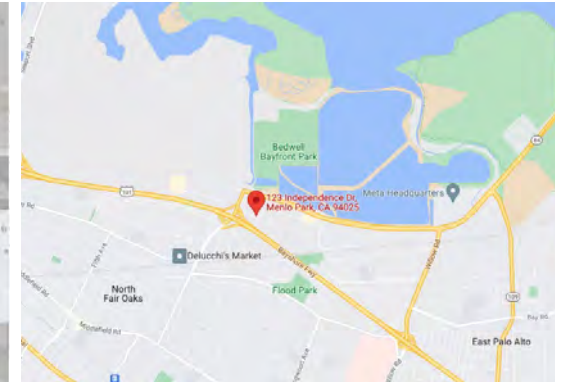
GENERAL LOCATION AND PREVIOUS MIXED USE PROJECT



SITE ORIENTATION

123 INDEPENDENCE DRIVE MENLO PARK, CA

PROJECT LOCATION



SITE ORIENTATION

PROJECT OVERVIEW



LOT A: APARTMENTS

5 Stories
316 Units | 56 BMR Units

LOT 1: PASEO & PUBLIC PARK

Fire Access
Neighborhood Park
Ped/Bike Connection to greater network

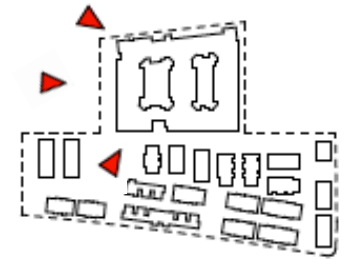
LOT C: AFFORDABLE TOWNHOMES

3-story townhomes
18 BMR Units
Habitat for Humanity as affordable developer

LOTS B & D: TOWNHOMES

3-story townhomes
98 Units

123 INDEPENDENCE DRIVE MENLO PARK, CA

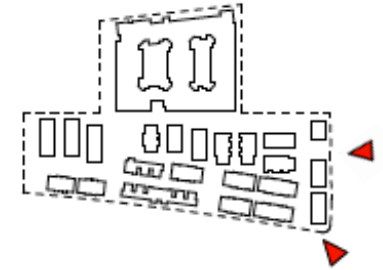


CONSTITUTION PERSPECTIVE



PASEO & PUBLIC OPEN SPACE PERSPECTIVE

123 INDEPENDENCE DRIVE MENLO PARK, CA

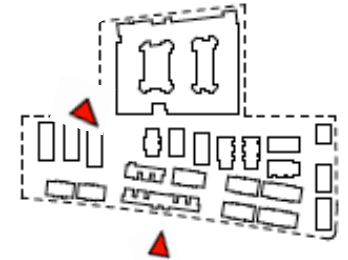


INDEPENDENCE DRIVE PERSPECTIVE

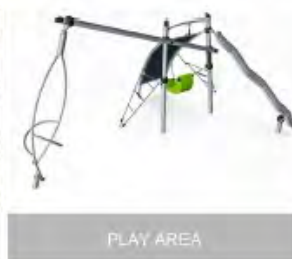


CHRYSLER DRIVE PERSPECTIVE

123 INDEPENDENCE DRIVE MENLO PARK, CA



CENTRAL GATHERING AREA: PUBLIC OPEN SPACE + PASEO



COMMUNITY ENGAGEMENT

78

Number of Individuals

we met throughout this project,
including a recent open house
meeting and an online session

15

Number of Groups

represented including local schools,
Boys & Girls Club, small business
owners, and more

WHAT WE HEARD

The need for more **housing**

The need for more quality affordable **housing**, in particular more ownership units

Many were interested in the affordable **housing**, specifically the ownership units

Interest in the community amenity being provided

Interested in pricing for the market rate units as well as project timing

COMMUNITY AMENITY

Transit and Transportation Improvements	Social Service Improvements	Jobs & Training at M-2 Area Companies
<ul style="list-style-type: none">• Sidewalks, lighting, and landscaping• Bike trails, path, or lanes• Dumbarton Rail• Traffic-calming on neighborhood streets• Bus service and amenities• Innovative transportation solution	<ul style="list-style-type: none">• Education improvements in Belle Haven• Library Improvements at Belle Haven• Medical center• Senior service improvements• Add restroom at Onetta Harris Community Center• Pool House remodel in Belle Haven• High-Quality Affordable Housing	<ul style="list-style-type: none">• Job opportunities for residents• Education and enrichment programs for young adults• Job training programs and education center• Paid internships and scholarships for young adults
Community-Serving Retail	Energy, Tech, & Utilities Infrastructure	Park & Open Space Improvements
<ul style="list-style-type: none">• Grocery store• Restaurants• Pharmacy• Bank/ATM	<ul style="list-style-type: none">• Underground power lines• Telecommunications investment• Incentives for private home energy upgrades, renewable energy, and water conservation• Soundwalls adjacent to Highway 101	<ul style="list-style-type: none">• Bedwell Bayfront Park Improvements• Tree planting• Dog park• Community garden(s)

BELOW MARKET RATE PROPOSAL SUMMARY

74

total # of BMR units

56 rental apartments, of which 8 apartments
are our Community Amenity Proposal and
18 for-sale townhomes

17%

of the units are affordable

and will be offered at low-AMI levels



Habitat
for Humanity®
Greater San Francisco

INTRODUCTION TO HABITAT GREATER SAN FRANCISCO



Mortgage

0% down
0% interest

Costs

Housing payments capped
at 30% of income

Criteria

AMI range 50-120%
Credit score 650+

Requirements

500 hours of sweat equity
Willingness to partner





Novato

10 family homes at
Mt Burdell Place
completed in 2017



San Francisco

69 Homes including
Habitat Terrace
inaugurated in 2017



Daly City

51 Homes including
the 36 units of 7555
Mission (built 201X)



Menlo Park

12 homes bought
during 2008 crisis



East Palo Alto

38 homes including
24 on *Gloria Way*



Redwood City

52 family homes
including 36 units
at *Rolison Road*





96%

*Are confident that
their children will
finish high school.*

95%

*Say that their children
will go
on to college*

73%

*Say that they have
financial security*

69%

*Are able to save for
the future*

PROJECT DETAILS FOR BMR TOWNHOMES



COMMUNITY WITHIN A COMMUNITY

Clustering all 18 BMR townhomes on one parcel



TIMING

BMR Townhomes to be on an independent timeline



DESIGN

BMR Townhomes use donated materials and volunteer labor and will have separate materials and finish package



LAYOUT

BMR Townhomes are designed consistent with other HGSCF homes for overall size including # of bedrooms, bathrooms, etc.



FINANCING

HGSCF's unique financing model



Habitat
for Humanity®
Greater San Francisco

NOFA REQUEST



City of Menlo Park BMR Housing Funds

Eligible uses include “new construction of permanent affordable rental or ownership housing”

\$2M

REQUESTED AMOUNT



Legacy



Stability



Equity



Habitat
for Humanity®

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Greater San Francisco

PROJECT ENDORSEMENTS



THANK YOU
ANY QUESTIONS?

The **SOBRATO** Organization

Design
Partners



BRIGHTWORKS
SUSTAINABILITY

Affordable
Housing Partner



Habitat
for Humanity®
Greater San Francisco



STAFF REPORT

Housing Commission

Meeting Date:

11/27/2023

Staff Report Number:

23-007-HC

Regular Business:

Consider and make a recommendation to the City Council on the proposed amendments to the Below Market Rate (BMR) Housing Program Guidelines to update the BMR residential sales process

Recommendation

Staff requests the Housing Commission consider and make a recommendation to the City Council on the proposed revisions to the Below Market Rate Housing Program Guidelines (BMR Guidelines) to update the BMR residential unit sales process.

Policy Issues

The City Council may approve changes to the BMR guidelines by way of resolution. The City's BMR housing program is intended to increase the housing supply for households that have extremely low, very low, low and moderate incomes compared to the median income for San Mateo County. The BMR Guidelines govern the administrative practices of the BMR housing program in multiple areas including, but not limited to, development requirements, in-lieu fees, unit standards, interest list procedures, etc.

Background

The City of Menlo Park's Below Market Rate ("BMR") Housing Program is intended to increase the housing supply for households that have very low, low- and moderate-incomes compared to the median income for San Mateo County. Per the BMR Guidelines, the primary objective is to obtain actual housing units, either "rental" or "for sale," rather than equivalent cash. The BMR Guidelines help implement the BMR Housing Program established in Chapter 16.96 of the Municipal Code. The guidelines were originally adopted by City Council on January 12, 1988. They have been revised a number of times, most recently in March 2022.

Based on difficulties staff experienced calculating the sales price for and implementing the sales process for a BMR residential unit and anticipated sale of additional homeownership units, the proposed updates to the BMR Guidelines are primarily to refine and clarify the BMR sales procedures for new BMR units. Given the nature of the proposed changes and the timeliness for implementation, the updates to the BMR Guidelines are focused and limited in scope to new BMR sales. Therefore only modest revisions are proposed to the BMR resale or rental sections of the BMR Guidelines.

In addition, the adopted 2023-31 Housing Element includes Program H4.A and H4.B to further evaluate the BMR Guidelines for potential modifications such as the inclusionary zoning requirement, level of affordability, density bonuses, and funding. Both programs were expected to be initiated in 2023 and completed within two years, but they have been delayed to focus on the certification of the Housing Element and associated zoning-related implementation programs. Those proposed changes will be brought to the Housing Commission for review and recommendation and Council for the consideration in the future.

4868-7735-6434 v2

Analysis

When BMR ownership and/or rental unit(s) become available, staff works closely with the City's BMR administrator (Housing Inc.) and property owner to advertise the units. Marketing efforts are made directly to persons and households on the City's BMR ownership Legacy List and rental interest list, often referred to as the interest list, as well as through other general advertising practices to publicize the affordable housing opportunities to households not on the interest list. Similar to many cities throughout the Bay Area, the City of Menlo Park has seen dramatic increases in property values over the last 15 to 20 years. Menlo Park is among the most desired cities in the region, which has resulted in home prices and rents exceeding the averages of many other Bay Area cities and making the need for affordable housing even greater. When BMR units become available, having clear guidelines and processes in place make help make for a smooth and timely transaction.

The proposed updates to the BMR Guidelines are focused on the sections applicable to for-sale residential units, which includes the marketing of the units. Proposed changes to the guidelines that are not listed in specific detail in the analysis section of this report are considered general programming-related description edits and "clean up" to terminology to align the BMR guidelines with standard program administration practices such as updating the income limits and grammatical changes.

Below are the proposed revisions to the BMR Guidelines sections:

- Section 4.1.2
 - Specify that the sales price for a new BMR unit must be calculated prior to the building inspection for temporary certificate of occupancy or final certificate of occupancy, whichever comes first ("Building Inspection").
- Section 5.1 and 5.2
 - For condominium conversions, further clarify that those condominium conversions that do not require a Building Inspection, City staff will still inspect to insure that the BMR unit meets the City BMR guideline requirements for comparable appliance, size, design and materials for other market rate units in the development.
 - For all new units, specify that the City must review building permit or other improvement plans to confirm that the plans show that the requirements of 5.1 and 5.2 are or will be met
- Section 5.4 - BMR Maximum Sales Price Calculation
 - In determining the maximum sales price of the unit, it further defines the various components of the BMR value calculation. The revisions include requiring that the calculation use the smallest household size for a unit of the BMR unit's size and referring to Section 9.1.4 for a formula.
 - Clarifies that the developer is responsible for transaction costs including the title policy, escrow fee, documentary transfer tax, and the BMR administrator's fee.
 - Requires that the City have a BMR administrator to assist with the sales process
 - States that the BMR administrator will serve as the broker in the BMR sales and represent both buyer and seller in the process. The buyer cannot have their own real estate agent. The seller may hire another real estate agent to represent them but seller would be responsible for the cost of that agent in addition to the BMR administrator's fee.

- Section 5.5- Right of First Refusal
 - The City's purchase price under its right of first refusal is determined in the same way as the resale price to BMR buyers
 - Removes the option of allowing the City to consent to a market rate sale or transfer to a person who does not income qualify if it is unlikely that a BMR buyer will be found in a reasonable amount of time
 - Removes repetitive discussion of exceptions to the prohibition on a BMR owner's ability to sell or transfer the BMR unit and notes that these exceptions are discussed in Section 10.3
- Section 7.1
 - Removes exception to requirement that a new BMR buyer be a first time homebuyer if their household was on the Purchase Waiting List before 2010
 - Removes exception to requirement that a new BMR buyer be a first time homebuyer if they own a home 50 miles or more away from Menlo Park
- Section 7.2
 - Clarifies that an applicant need not complete homebuyer education before applying for a BMR unit, but must do so before they may sign an agreement with the developer
- Section 7.4- replace "households having gross incomes of up to 120% of AMI" with "households having incomes up to the income limit for the income category designated in the BMR Housing Agreement" (examples of income categories are extremely low- 30% AMI, very low- 50% AMI, subsidized low- 60% AMI, low- 80% AMI, or moderate- 120% of AMI)
- Section 8.1 – Application and Maintenance of the BMR Purchase Legacy List
 - Additional language is included for the annual updating of the BMR Purchase Legacy List. List members must affirm their interest and provide proof that they are still income qualified and first time homebuyers each year. If they do not respond or do not provide acceptable proof, they are removed from the list. Please see below for an expanded discussion about the City Legacy List.
 - Members of the Purchase Legacy List do not need to show they meet a preference when they apply for a BMR unit
- Section 8.2 – BMR Preference Criteria and Lottery Process
 - The additional language clarifies that the City will use a lottery in the event the Legacy List is exhausted or if there two or fewer Legacy households eligible for the unit based on their household size
- Section 8.3- BMR Applicant Financing Rules. Loans must be 30-year mortgages with 3% downpayment and interest rates consistent with the Freddie Mac Primary Mortgage Market Survey
- Section 8.4- Applications.
 - Legacy list members must prove they are income qualified and first time homebuyers
 - All other applicants must prove the above, and that they meet a preference if they are claiming a preference
 - Applicants must all acknowledge and agree to the title requirement specified in Section 7.3

4868-7735-6434 v2

- Section 9.1 - Purchase Process for new units and Condo Conversions
 - The updates further expands on the requirements in determining the BMR sales price, when that BMR sales prices is set in the review process and the responsibilities of the seller and buyer.
 - Add specific timelines for steps in the purchase process.
 - Removes the ability for the unit to be sold at a market rate if the City does not obtain a qualified BMR buyer within 6 months of the issuance of the certifying letter (deletes the previous Section 9.1.16)
- Section 9.1.1 – New units or condo conversions that require a Building Inspection
 - The developer is required to notice the City 180 days prior to the Building Inspection.
 - The developer's notice must include HOA dues, estimated property taxes, and estimated insurance costs. Previously it was not clear when developer would provide this.
- Section 9.1.2 - Condo conversion or condo projects that do not require a Building Inspection
 - Requires the developer to provide notice 180 days before the units are sold. The City then has 60 days from receipt of the notice to inspect the unit.
 - The developer's notice must include HOA dues, estimated property taxes, and estimated insurance costs. Previously it was not clear when the developer would provide this
- Section 9.1.4 – BMR sales price determination
 - Within 90 days of notice, the City determines the maximum BMR sales price for the developer.
- Section 9.1.5 – Final inspection
 - In units requiring Final Building Inspection, requires the developer to inform City of receipt of the final Certificate of occupancy which triggers the obligation of the City to provide a certifying letter. The certifying letter can update the sales price if interest rates have changed.
 - In units not requiring Final Building Inspection, City's confirmation that the unit meets the requirements of Section 5.1 and 5.2 and (if applicable) is in good condition after a tenant vacates triggers the City obligation to provide a certifying letter
- Section 9.1.7 and 9.1.9 - Marketing Plan Requirements and Implementation
 - Sets a deadline of 10 days from developer's receipt of certifying letter for developer to provide a contract, CC&Rs, HOA rules and bylaws, and a marketing plan
 - The revisions include additional requirements for a marketing plan when a BMR ownership unit comes on the market and either the Purchase Legacy List has been terminated or there are only 2 or fewer households of an appropriate size for the unit. The revisions would require a more robust outreach including listing the BMR unit on Zillow or Redfin and require open houses to be held on weekends or evenings on weekdays to ensure they are held at times when buyers would be available.
- Section 9.1.10 and 9.1.11- includes specific deadlines for closing the application period and publishing rankings with applicants identified by their assigned number
- Section 9.1.12

- Provides specific timelines for both the designated buyer to submit documentation that they have completed a homebuyer education course to the City and for the City to review and introduce the applicant to the developer if the documentation is acceptable.
- Also provides a specific deadline for both the buyer and developer (seller) to sign the purchase agreement.
- If the applicant does not meet the required deadlines, the update clarifies the next highest ranked applicant would be given the opportunity to purchase the unit.
- Section 9.2- Process for Resale of BMR Units
 - Clarifies that the procedures applicable to sales of new units also apply to resales, except that a marketing plan is not required and advertising will be done on the City website. The sales price is the lower of the appraised value or the price determined based on the formula previously included in Section 11.6.
 - The BMR owner is responsible for the same transaction costs as the seller in new units

BMR Purchase Legacy List

The City continues to use the BMR Purchase Legacy List (Legacy List) to determine the potential homebuyers when a BMR ownership unit becomes available. Previously known as the BMR Purchase Waiting List, it was structured as a ranked waiting list in which households had to pay a fee to annually recertify. However, in 2021, it was decided to no longer add households to and maintain this waiting list. It was converted to the Legacy List where those households on the Legacy list will have priority over all other applicants.

Therefore, procedurally, when a BMR unit becomes available, eligible Legacy List households are contacted about the availability of the unit. Some households may not be eligible for a unit because of certain factors such as household size (e.g. the available unit is a one bedroom and the applicant is a four person household) or income level (it is a moderate income unit and the household is low income) and the highest ranked eligible household will be given the opportunity to purchase the unit.

The Legacy List has not been updated for a few years. City staff intends to contact all households on the Legacy list on an annual basis to reaffirm their interest and to update their information if necessary. If they do not respond in a timely manner, they will be removed from the list. Staff will continue to update the Legacy List until there are no longer any households on the Legacy List. As part of the update, marketing requirements have been included in the eventuality that the Legacy List is no longer used.

Next Steps

After the Housing Commission reviews and makes their recommendation, the proposed Guideline revisions will be considered by the City Council at its December 5, 2023 meeting. If Council supports the changes, it will adopt a resolution approving the Guideline changes. The revisions will become effective immediately.

Impact on City Resources

There are no impacts to City resources besides the preparation of the report and continued coordination of the BMR housing program with the City's designated BMR administrator. BMR sales administration expenses have been included in the City's agreement with the BMR administrator.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

Report prepared by:
Tim Wong, Housing Manager

Reviewed by:
Nira Doherty, City Attorney
Deanna Chow, Community Development Director

HOUSING COMMISSION

DRAFT MEETING DATES FOR 2024

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
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18	19	20	21	22	23	24
25	26	27	28	29		

March						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22*	23*	24	25	26	27
28	29*	30*				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11*	12*	13*	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2*	3*	4	5
6	7	8	9	10	11*	12*
13	14	15	16*	17	18	19
20	21	22	23*	24*	25*	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

HC MEETINGS

CITY HALL CLOSED

CITY HOLIDAYS

SPECIAL MEETINGS WILL BE SCHEDULED AS NEEDED

Legend

	HC Meetings
	City Hall Closed
	City Holidays
	Jewish Holidays
	Columbus Day/Indigenous Peoples' Day
	Special Meeting
	Juneteenth
	Draft CC Calendar (2nd & 4th Tuesdays)

<u>Date</u>	<u>Jewish Holidays</u>
Apr. 22-30	Passover (<i>no work permitted on 4/22; 4/23; 4/29 & 4/30</i>)
Jun 11-13	Shavuot (<i>no work permitted</i>)
Oct. 2-4	Rosh Hashanah (<i>no work permitted</i>)
Oct. 11-12	Yom Kippur (<i>no work permitted</i>)
Oct. 16-23	Sukkot (<i>no work permitted on 10/16; 10/23</i>)
Oct. 24-25	Simchat Torah (<i>no work permitted</i>)
Dec. 25 to Jan. 1	Chanukah/Hanukkah

Note:

**No work is permitted*

<u>Date</u>	<u>School Breaks</u>
Dec. 25 to Jan 5	Winter Break
Feb. 19-23	Mid-Winter Break
Apr 8-12	Spring Break

<u>Date</u>	<u>City Hall Holidays</u>
Jan. 1	New Year's Day
Jan. 15	Martin Luther King Day
Feb. 19	President's Day
May 27	Memorial Day
June 19	Juneteenth
July 4	Independence Day's observed
Sept. 2	Labor Day
Nov 11	Veterans Day
Nov 28-29	Thanksgiving
Dec. 25	Christmas Day