



## City of Healdsburg Community Housing Committee Regular Meeting Agenda

City Hall Council Chamber  
1557 Healdsburg Avenue, Community Room  
Healdsburg, CA 95448  
Phone: 431-3316

Date: April 22, 2019  
Time: 5:00 P.M.  
Date Posted: April 18, 2019

1. Call To Order
2. Roll Call
3. Approval of April 22, 2019 Special Meeting Agenda
4. Approval of July 9, 2018 Special Meeting Minutes

5. Public Comment on Non-Agenda Matters

*This time is set aside to receive comments from the public regarding matters of general interest not on the agenda, but related to the Community Housing Committee. Pursuant to the Brown Act, however, the Committee cannot consider any issues or take action on any requests during this comment period. Speakers are encouraged to limit their comments to 3 minutes maximum so that all speakers have an opportunity to address the Committee. Members of the audience desiring to address the Committee please walk to the public speaker podium and, after receiving recognition from the Chair, state your name and address for the record and make your comments.*

6. **OLD BUSINESS**

None.

7. **NEW BUSINESS**

1. **Update on Affordable Housing Initiatives and Housing Action Plan Implementation**

- a) Accessory Dwelling Units
- b) Inclusionary Housing Ordinance
- c) Growth Management Policies and Procedures
- d) Multifamily Preservation
- e) Affordable Housing Master Plan
- f) Funding Strategy for Affordable Housing

2. **CHC Schedule, Organization and future work**

8. **COMMITTEE REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING (Information Only)**

9. **DIRECTORS REPORT**

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**10. ADJOURNMENT**

**SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS:** *Any writings or documents provided to a majority of the Community Housing Committee regarding any item on this agenda after the posting of this agenda and not otherwise exempt from disclosure, will be made available for public review in the City Clerk's Office located at City Hall, 401 Grove Street, Healdsburg during normal business hours. If supplemental materials are made available to the members of the Community Housing Committee at the meeting, a copy will be available for public review at the City Hall Council Chamber, 401 Grove Street, Healdsburg, CA 95448.*

*These writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act.*

**DISABLED ACCOMMODATIONS:** *The City of Healdsburg will make reasonable accommodations for persons having special needs due to disabilities. Please contact Stephanie A. Williams, City Clerk, at Healdsburg City Hall, 401 Grove Street, Healdsburg, California, 431-3317, at least 72 hours prior to the meeting, to ensure the necessary accommodations are made.*



**Community Housing Committee  
Special Meeting Minutes  
1557 Healdsburg Avenue, Community Room  
Healdsburg, CA 95448**  
July 9, 2018  
5:00 p.m.

Present Committee Members: Abramson, Gain, Vice Chair Kladder, Kravitz, and Chair Mason

Absent Committee Members: Doll and Nieto

**CALLED TO ORDER**

Chair Mason called to order the special meeting of the Community Housing Committee of the City of Healdsburg at **5:04 p.m.**

**APPROVAL OF AGENDA**

On a motion by Vice Chair Kladder, seconded by Committee Member Gain, approved the July 9, 2018 special meeting agenda as submitted. The motion carried on a unanimous voice vote of the Committee Members present. (Ayes 5, Noes 0, Absent – Doll and Nieto).

**APPROVAL OF MINUTES**

On a motion by Committee Member Kravitz, seconded by Vice Chair Kladder, approved the June 11, 2018 special meeting minutes as submitted. The motion carried on a unanimous voice vote of the Committee Members present. (Ayes 5, Noes 0, Absent – Doll and Nieto).

**PUBLIC COMMENT**

Ken Munson asked about the status of work regarding accessory dwelling units.

**OLD BUSINESS – INCLUSIONARY HOUSING ORDINANCE**

Chair Mason went over the components of the staff report, asking Committee members if they wished to proceed by going through each of the “levers” as outlined in order to confirm and refine the Committee’s Inclusionary Housing Ordinance recommendation. The Committee then focused on the tables provided, which illustrated on-site inclusionary requirements and the related in-lieu fee, based on the needed subsidy by income category. There was discussion about whether 140% or 160% of area median income should be used for middle income in the inclusionary calculations.

The Committee discussed on-site requirements and in-lieu fees, along with programs that include both, usually allowing smaller projects to pay the fee. Discussion ensued regarding use of funds to purchase existing units and make them affordable.



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Richard Burg stated that conversion of properties to affordable is not adding new units to the City, but is providing affordable units.

Committee members confirmed that units regulated to be affordable to households earning 140% of area median income would require a growth management allocation, which is different than the other, lower income categories of inclusionary units. Following additional discussion about the benefits of collecting fees, the Committee decided that part of its recommendation should be to prioritize future collected fees toward the purchase of existing housing stock and converting it to long term, affordable units.

Committee members found that the inclusionary requirement should be consistent from income category to income category, that if the Low and Moderate income categories utilize the maximum for the affordability range for the category, so should Middle Income. The Committee found for that Levers 1, 2 and 3, which are project size, inclusionary requirement and compliance: single family projects of 5 or more units should be subject to a 20% on-site requirement, with 5% to Low (at 80% of area median income), 10% to Moderate (at 120% of area median income), and 5% to Middle Income (at 160% of area median income). Multifamily projects of 10 or more units would be subject to an on-site inclusionary requirement, with 5% to Moderate (at 120% of area median income) and 5% to Middle Income (at 160% of area median income).

Ken Munson stated he wanted to see developers build affordable units on site.

The group then discussed Lever 4, which is the type of inclusionary unit. Discussion occurred regarding Burlington, Vermont's requirement of having a proportional number of inclusionary units match the size of the market rate units and whether it should be considered. The Committee agreed that the existing IHO language allowing smaller but compatible inclusionary units should be retained, along with the requirement that projects with 10 or more units include 10% of inclusionary units with three bedrooms.

The Committee decided that Levers 5 and 6, Alternative Compliance and Development Incentives, remain as initially recommended. There was discussion around the density bonus incentive, and the Cambridge, Massachusetts requirement that 50% of bonus units be affordable and how that might affect the overall effectiveness of a density bonus program. The Committee recommended this concept be studied when revisions to the City's density bonus provisions are undertaken.

Vice Chair Kladder moved and Committee Member Gain seconded to recommend changes to the Inclusionary Housing Ordinance as summarized below:



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**Require projects to build on site, but maximize in lieu fees.**

Recommended on-site inclusionary requirement for **single family projects**:

**20% for projects of 5 or more units**, with 5% to low (at 80% of area median income), 10% to moderate (at 120% of area median income), 5% to middle income (at 160% of area median income).

Recommended on-site inclusionary requirement for **multifamily projects**:

**10% for projects of 10 or more units**, with 5% to moderate (at 120% of area median income) and 5% to middle income households (at 160% of area median income).

**In lieu fee should be indexed to adjust to the market.**

In addition, when the fee is revised it is recommended that funds collected be prioritized for purchase of existing properties and conversion to long-term, affordable units.

**Retain language from the current IHO regarding the type of inclusionary unit and inclusion of three bedroom inclusionary units.**

The size (square footage) and amenities of inclusionary units may be reduced from the overall quality of the market rate units; provided that all other zoning and building codes are met. However, the exterior design of the inclusionary units shall be reasonably consistent and compatible with the total project design in terms of appearance, materials and finished quality, as determined through the design review process.

**Allow alternative compliance and innovation.**

A revised IHO should include allowance for land dedication, off-site building of affordable units, and purchase of existing units and providing for their long-term affordability. Add a provision allowing a developer to propose an innovative approach to complying with the IHO, and to include language requiring demonstration of equivalency. Language could be similar to the existing IHO, which identifies “other equivalent methods which meet the intent of the Housing Element as determined by the final decision-making body for the project.”

**Development Incentives**

Use incentives to help reduce costs of development. In future revision of the City’s density bonus provisions, analyze both a 50% and 100% density bonus and what impact that will have in terms of greater affordability and mass and bulk of future projects. Consider requiring up to 50% of bonus units as affordable.



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## **Other Considerations**

As part of the annual monitoring and reporting required by the IHO, consider including a grace period so that tenants who no longer match the required affordability parameters will have time to find another place to live.

The motion carried on a unanimous voice vote of the Committee Members present. (Ayes 5, Noes 0, Absent – Doll and Nieto).

## **OLD BUSINESS – CHC SCHEDULE, MEETING LOCATION AND FUTURE WORK**

The Committee talked about whether it should meet at the Community Center or at City Hall. Members expressed their appreciation of sitting around a table and discussing issues and the less formal feel than sitting at the dais in the Council Chambers. After discussion about the possibilities of a similar meeting format in the Council Chambers, the Committee decided it would like to move back to City Hall for meetings, retaining the second Monday of the month as the meeting date.

The Committee then addressed future work possibilities, now that it had completed the tasks directed by the City Council in Resolution 28-2017. Ideas included:

- Work more closely with the City Council, perhaps in a workshop format, to address housing issues.
- Host a community charrette regarding housing and discuss possibilities, including a foundation that could provide public/private funds.
- Hold joint sessions with other boards, such as the Senior Citizens’ Advisory Committee and the Planning Commission, to learn from them and to solidify roles.
- Take solid and concrete action on accessory dwelling units to move this item forward.
- Be more proactive in communication and get information out to builders so all are working with accurate information.
- Review General Plan land use designations and zoning to ensure higher density sites.
- Participate in upcoming code work on accessory dwelling units and the inclusionary housing ordinance.

It was noted that a report on the CHC’s recommendations would be forwarded to the City Council, likely in September 2018, with additional Council direction anticipated at that time. There would be no CHC meeting scheduled in August.

The Committee discussed the possibility of rescheduling the meeting in September, but members could not find a mutually available date, so it was decided that a Doodle poll would be conducted as September neared.



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**WRITTEN COMMUNICATION**

None.

**COMMITTEE REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING (Information Only)**

Chair Mason stated that the Mill District developers were hosting a charrette regarding affordable housing later in July. She cannot attend, but Vice Chair Kladder has agreed to go. Following comments about the exclusivity of the meeting, she noted that it had initially involved mostly the non-profit community, and that the developers were trying to support what people in poverty need.

Richard Burg provided an update regarding the Sustainable Design Assessment Team (SDAT). A team is coming to Healdsburg from August 13 to 15. On the evening of August 13, a town hall meeting will be held, then there will be stakeholder meetings. The team will work at the Chamber offices and then will present a road map to sustainable development on the evening of August 15.

**DEPARTMENT REPORT ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING (Information Only)**

Senior Planner Kranz noted that the City Council would hold a special meeting on July 23, 2018 to discuss the possibility of placing a housing bond on the November 2018 ballot, and that a second special meeting of the Council could be held on this topic on July 30. Additionally, the Council will consider ballot language for a Growth Management Ordinance Amendment at its regular meeting of August 6, 2018.

**ADJOURNMENT**

There being no other Community Housing Committee business to discuss the meeting was adjourned at approximately **6:50 p.m.**

APPROVED:

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Debbie Mason, Chairperson

ATTEST:

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Lisa Kranz, Senior Planner