

1. Agenda

Documents:

[HAC AGENDA JANUARY 9, 2019.PDF](#)

2. Agenda Packet

Documents:

[HAC AGENDA JANUARY 9, 2019.PDF](#)

[HAC ADMINISTRATIVE GUIDELINES.PDF](#)

[DRAFT HAC MINUTES 8-8-18.PDF](#)

[MEMO TO COMMISSIONERS - HAC 1-9-19.PDF](#)

[BCC ATTENDANCE POLICY_ 2018_V1.PDF](#)

[FREQUENTLY ASKED QUESTIONS - ATTENDANCE POLICY.PDF](#)

[CITY OF GILROY HAC POLICY BODY PRESENTATION 082018 \(3\).PDF](#)

3. Additional Materials

Documents:

[HAC BYLAWS 9-19-2018 MADATORY REVISION.PDF](#)



City of Gilroy
Housing & Community Development
7351 Rosanna Street
Gilroy, CA 95020
(408) 846-0290-Phone
(408) 846-0429-Fax



Housing Advisory Committee

Members: Toby Echelberry (Chair), Reid Lerner (Vice-Chair)
Rebeca Armendariz, David Fissel, Lucille Reyes

January 9, 2019

Meeting Agenda

6:00 p.m. – 7:00 p.m.

City Council Chambers, City Hall

7351 Rosanna Street Gilroy, CA 95020

I. Welcome – Call to Order

- a. Inform attendees that the meeting will be audio recorded
- b. Roll Call
- c. Report on posting of the agenda
- d. Staff comments
- e. Committee Comments

PUBLIC COMMENT BY MEMBERS OF THE PUBLIC ON ITEMS NOT ON THE AGENDA, BUT WITHIN THE SUBJECT MATTER JURISDICTION OF THE HOUSING ADVISORY COMMITTEE Please limit your comments to 3 minutes. (This portion of the meeting is reserved for persons desiring to address the Housing Advisory Committee on matters not on this agenda. The law does not permit Housing Advisory Committee action or extended discussion of any item not on the agenda except under special circumstances. If Housing Advisory Committee action is requested, the Housing Advisory Committee may place the matter ON a future agenda. All statements that require a response will be referred to staff for a reply in writing. Written material provided by public members for Housing Advisory Committee agenda item “public comment by Members of the Public on items not on the agenda” will be limited to 10 pages in hard copy. An unlimited amount of material may be provided if produced electronically.)

II. Election of new Chairperson and Vice Chairperson for 2019 (report attached)

- a. Discussion on Chair and Vice Chair Duties
- b. Public Comment
- c. Vote to elect new Chair and Vice Chair
- d. Elected Chairperson presides over the meeting

III. Approval of Minutes from August 8, 2018 meeting (report attached)

- a. Housing Advisory Committee (HAC) discussion
- b. Public comment
- c. Recommended Action: approve minutes

IV. Introduction of FY 2019-20 and FY 2020-21 Budget Input (report attached)

- a. Introduction of presenter, Bryce Atkins, City Finance Manager
- b. Discussion
- c. Request for committee members to provide funding input at next meeting
- d. Public comment

V. Presentation of City Policy Governing Board, Commission & Committee Attendance (report attached)

- a. Presentation of City Governing Board, Commission & Committee attendance policy
- b. Public comment
- c. Recommended Action: approve new City Attendance Policy

VI. Overview of 8-20-18 Policy Body Presentation by Toby Echelberry (report attached)

- a. Toby Echelberry will provide overview of presentation
- b. Public comment
- c. Committee Discussion

VII. Housing Policy Issues for 2019

- a. Committee discussion
- b. Public comment

VIII. Future Agenda Items

- a. Affordable housing and mixed use data spreadsheet -approved/not built & acreage
- b. Base data reports from Jim addressing affordable housing
- c. Update from Vice-Chair Lerner on Soft Story Retrofit Program
- d. Affordable Housing funding initiatives for students and teachers at UC Berkeley
- e. Latest rent figures for new affordable developments

IX. Adjournment - Next Meeting is on Wednesday, February 13, 2019

The City of Gilroy does not discriminate on the basis of race, color, religion, national origin, sex (including sexual harassment), handicap, or age in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, or treatment or employment in, the City of Gilroy programs and activities. Pursuant to the Americans with Disabilities Act, the City of Gilroy will make reasonable efforts to accommodate persons with qualified disabilities. If you have inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the City's grievance procedures or if you require special accommodations, please contact the Housing and Community Development Office at (408) 846-0290 at least five days in advance of the meeting.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE.

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, Housing Advisory Committees and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.
FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE, TO RECEIVE A FREE COPY OF THE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION STAFF AT (408) 846-0204/shawna.freels@cityofgilroy.org.



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City of Gilroy
Housing Advisory Committee
ADMINISTRATIVE GUIDELINES

Purpose

The City recognizes development and maintenance of housing and access to housing opportunities for all Gilroy residents as high priorities. To further its efforts in engaging the community in developing and implementing policies toward these goals, the City is establishing a nine-member *Housing Advisory Committee* comprised of community stakeholders.

Duties

The Housing Advisory Committee shall perform the following duties:

- Participate in the development and/or amendment of Housing Element policies and objectives;
- Assist staff and the City Council in identifying housing needs within the community;
- Advise City Council regarding existing and potential affordable housing programs and guidelines;
- Make recommendations to City Council regarding development opportunities for affordable housing;
- Assist staff and the City Council in promoting greater public understanding of affordable housing and homeless issues;
- Participate in the selection of consultants and other resources to assist the City in housing policy development and implementation;
- Advocate for development and maintenance of a variety of housing types and opportunities; and
- Serve as a medium for informational exchange with community representatives and stakeholders on housing related matters.

Eligible Applicants

Any and all interested City residents, Gilroy business owners, and persons with technical expertise in areas of housing development and maintenance are eligible for appointment to the Housing Advisory Committee.

Term

Members shall serve a two-year term that may be extended by a majority decision of City Council. All members shall serve at the discretion of City Council and may

be removed by a majority decision of the City Council at any time. Upon expiration of term or termination of appointment, members will receive written notice from the Community Development Director or staff designee.

Meetings

LOCATION/DATE/TIME

Housing Advisory Meetings shall be held on the second Wednesday of each month in the Council Chambers of Gilroy City Hall, unless otherwise noted.

AGENDA

City staff shall mail to Committee members and post on City's website a meeting agenda, one week prior to the meeting date.

Conflicts of Interest

Members that have conflicts of interest with respect to existing or proposed policies, housing developments, properties, or other items presented to the Committee, scheduled on the agenda, and/ or under City Council consideration shall recuse themselves prior to discussion of such items at Committee meetings. Members who do not state their conflicts of interest may have their appointments terminated by City Council.

Resignation

Housing Advisory Committee members may resign by sending written notice to City Council care of the Community Development Director.

Membership Goals

The 9-member Committee shall strive to maintain in its membership:

- ▲ One Planning Commissioner
- ▲ One person with building or development experience in the housing industry
- ▲ One Local Affordable Housing Rep advocate
- ▲ One local property owner
- ▲ One GUSD member
- ▲ One residential tenant of a property in Gilroy (renter)
- ▲ Three residents at large



*City of Gilroy
Planning Division
Housing & Community
Development
7351 Rosanna Street
Gilroy, CA 95020
(408) 846-0242-Phone
(408) 846-0429-Fax*



Housing Advisory Committee

Draft - Meeting Minutes

August 8, 2018 – City Council Chambers, City Hall, 7351 Rosanna St.

I. Welcome – Call to Order

The Housing Advisory Committee meeting was called to order by Chairperson Toby Echelberry at 6:08 p.m.

HAC Members present: Toby Echelberry (Chair), Reid Lerner (Vice Chair), Elizabeth Bertolone (arrived at 6:20 p.m.), Jerrod Coddington, David Fissel, Jaime Rosso

HAC Members absent: Rebeca Armendariz (excused), Lucille Reyes (excused)

City Staff present: Sandra Nava (HCD Technician II), Jim Carney (Senior Advisor)

Report on posting of the agenda: The agenda was posted on Wednesday, August 1, 2018 at 10:30 a.m.

Staff comments: Secretary Nava Notified members that Stan Ketchum will speak on Item III b first. In addition, members were informed that they will need to vote to accept the late delivered complete June 21, 2018 Santa Clara County Civil Grand Jury Report on Affordable Housing, since only a portion of it was posted online on August 1st.

Committee Comments: None

Public comment:

There was no member of the public available to make public comment on any item.

II. Approval of Minutes from June 13, 2018 and July 11, 2018

Member Coddington asked that the spelling of his last name be corrected in both minutes.

Motion was made by Member Lerner, seconded by Member Fissel and unanimously carried with a 5-0-0 vote to accept the June 13, 2018 minutes as corrected. Motion was made by Member Rosso, seconded by Member Coddington and carried with a 4-0-1 vote to accept the July 11, 2018 minutes as corrected, with Vice-Chair Lerner abstaining due to being absent on that date.

III. Presentation from Stan Ketchum, Senior Planner

Part-time Senior Planner Stan Ketchum explained that the City Council will be asked to take action on two affordable housing items at the September 10, 2018 City Council meeting: the Santa Clara County Cities Association Regional Housing Need Allocation (RHNA) Subregion Proposal and the June 21, 2018 Santa Clara County Civil Grand Jury Report- "Affordable Housing Crisis Density Is Our Destiny."

Senior Planner Ketchum explained that the Subregion concept provides that instead of each city accepting the categories, very low, low, moderate, and above moderate, and amounts of housing that each city in the 9-county bay region is assigned by the Association of Bay Area Governments (ABAG) to try to achieve, a group of cities and one county can form their own region instead and develop their own methodology for how they want to divvy it up. The Santa Clara County Cities Association has asked each city to review and send comments/opinion back to them by the end of September. In October they will consider a vote of the Cities Association membership on whether or not to propose to ABAG to form such a Subregion. The proposal lays out the pros and cons for going forward with this. It gives cities more local control for decision making and provides flexibility (it would allow cities to trade allocations; there may be cases where one city would have more of

one income level category that they think they can accomplish). This proposal is being worked on now to be able to be in place when the next RHNA 8-year cycle begins in 2023.

Reid made a motion to accept the late delivered material entire Civil Grand Jury Report, seconded by Member Rosso and carried with a 5-0-0 vote. Eleven of the twelve recommendations Gilroy received, were also received by Morgan Hill. The City is required by penal code to prepare a response to each of the findings and recommendations assigned to the city. There is a table on page 30 of the Civil Grand Jury report that shows which findings and recommendations are assigned to which cities. The City has to respond by September 20th.

IV. Presentation from Jim Carney, Senior Advisor

Chair Echelberry proposed tabling this item to the next meeting.

V. Subcommittee Monthly Update on Inclusionary Housing

Chair Echelberry proposed tabling this item to the next meeting.

VI. Subcommittee Monthly Update on Review of Missing Middle

Chair Echelberry proposed tabling this item to the next meeting.

VII. Annual Policy Body Presentation to Council

Chair Echelberry stated he would send the policy body PowerPoint presentation to staff at least 72 hours prior to the August 20, 2018 meeting. Discussion was held on the topics to be included for consideration by the Council (inclusionary, density bonus, affordable, low income, and homeless housing).

VIII. Future Agenda Items

- a. Discussion on City of Morgan Hill's Inclusionary Housing Policy
- b. Overview and Review of Missing Middle
- c. Monthly updates on inclusionary housing and missing middle
- d. Affordable housing and mixed use data spreadsheet (what's been approved so far and not built to include acreage)
- e. Reports from Jim that will address affordable housing to get base data on Gilroy's affordable housing
- f. Update from Chair Lerner on Soft Story Retrofit Program- apartment with garage on bottom
- g. Affordable Housing funding initiatives study for students and teachers at UC Berkeley
- h. Latest figures for rents at new affordable developments, Alexander Station, Senior Gateway Project, Cannery

IX. Adjournment -

Chair Toby Echelberry adjourned the meeting at 7:51 p.m.



To: City of Gilroy Housing Advisory Committee Members

From: Bryce Atkins, Finance Manager – Budget Division

Re: **Introduction of Budget Request Process for FY 20 and FY 21**

Date: January 9, 2019

City staff are in the initial phases of budget development for Fiscal Years (FY) 2019-20 and 2020-21. The City Council asked staff during the 2017 budget process to seek input of commissions in the development of future budgets. Staff is requesting budget requests from commissions early in the process to receive input on what commissions would like to see funded in the upcoming budget cycle. Some requests may be included by staff into the staff recommended budget, but all comments will be compiled and Council will see all requests in the staff report and potentially the budget book itself.

Each commission is requested to identify what they desire to be funded, and an estimate of the cost to accomplish the request. Requests should link to one or more of the following:

- Any commission/committee work plan that has been established;
- Any master plan that the commission/committee works under; or
- Any Council Strategic Plan Goal

Staff will return at the next meeting to receive the comments and requests for budget appropriations. Comments and request should be issued by the board collectively, not each individual member. An action to approve the recommendations is advisable.

City of Gilroy
Policy Governing Board, Commission and Committee Attendance

BACKGROUND

The City of Gilroy's Boards, Commissions and Committees are established in order to provide advice and recommendations to the City Council and City Administrator, or in the context of quasi-judicial Boards and Commissions such as the Planning Commission and Building Board of Appeals, to make independent decisions and take administrative actions. The Boards, Commissions and Committees of the City play an important role of providing broad representation of ideas into the processes of the City.

The City Charter provides that, in addition to those Boards and Commissions established by the City Charter, the Council may create by ordinance such advisory boards or commissions as in its judgment are required, and may grant them such powers and duties as are consistent with the provisions of the City Charter. The City Charter describes that if a member absents themselves from three consecutive regular meetings without permission of such board or commission expressed in its official minutes, their office shall become vacant.

PURPOSE AND APPLICATION

This policy establishes attendance standards for these Boards, Commissions and Committees for regular meetings and creates a systematic procedure for reporting absences which applies to all Boards, Commissions and Committees of the City whose members are appointed by the City Council or City Administrator.

SECTIONS

- I. Definitions**
- II. Absences**
- III. Reporting Absences**
- IV. Removal**

SECTION I. DEFINITIONS

For the purposes of this Policy, the following definitions are in effect throughout:

Body – City Boards, Commissions and Committees and City-created task forces.

Member – An individual who has been appointed by the City Council or City Administrator to a Body.

Excused Absences: An absence that is reported to the staff liaison of the Body no less than 72 hours before the regular meeting. Any other absence shall not be deemed an excused absence.

Emergency Absences: An absence caused by a sudden emergency, including, but not limited to, the illness, hospitalization or accident of the member, the member's parent, spouse or domestic partner, or dependent.

Regular meetings – A routine scheduled meeting of the body.

Staff liaison – The City staff member responsible for the coordination of meetings of the Body and facilitation of communications with the members.

SECTION II. ABSENCES

Allowed Absences

Each member of a Body shall be allowed two excused absences, and one emergency absence from regular meetings per calendar year.

Unexcused Absences

Any absence from a regular meeting in excess of the two excused absences and one emergency absence in a calendar year shall be deemed unexcused. A member with an unexcused absence shall be removed from their seat.

SECTION III. REPORTING ABSENCES

Absences are to be reported through the staff liaison to the body. Such reporting shall be made by email, in person, or by phone, and shall be made no less than 72 hours before a regular meeting for an excused absence. Emergency absences shall be reported to the staff liaison as soon as practicable.

IV. REMOVAL

If a member exceeds the number of allowed absences described in this policy, his or her office shall become vacant and shall be so declared by the Council

Board, Commission & Committee Member Attendance Policy

Frequently asked Questions

Q: How many absences may a member have in a calendar year?

A: A total of 3 absences. 2 excused absences, and 1 emergency absence.

Q: What is a calendar year?

A: January – December.

Q: When does this policy go into effect?

A: September 19, 2018.

Q: Who are absences reported to?

A: The staff member who works directly with the Board/Commission/Committee.

Q: Are absences from special meetings included?

A: Absences from special meetings will not be counted towards the 3 allowable absences per year.

Q: Is there any flexibility in the allowable number of absences per year?

A: No.

Q: Do members need to report absences 72 hours before a regular meeting?

A: The policy requests that absences be reported 72 hours prior to the meeting, to assist staff in knowing if a quorum will be present.

Q: What is the process to vacate a seat?

A: The seat will become vacant as soon as a member exceeds the allowable 3 absences in a calendar year, and will be affirmed by the City Council.

City of Gilroy

Housing Advisory Committee (HAC)

2018 Annual Policy Body Presentation

Members:

Toby Echelberry, Chair
Rebeca Armendariz
Jerrod Coddington
Lucille Reyes

Reid Lerner, Vice-Chair
Elizabeth Bertolone
David Fissel
Jaime Rosso



August 20, 2018

HAC Year in Review

- Compassion Center – Tiny Home Project
- Accessory Dwelling Units (ADUs)
- Affordable housing projects followed:
 - Alexander Station
 - Cannery
 - Harvest Park
 - Senior Monterey Gateway

- HAC review of:
 - Overview of current Residential Development Ordinance (RDOs)
 - Zoning overlay development as it relates to Mixed Used Projects
 - Moratorium impacts
 - City, County housing ordinances and State housing laws education



Current and Upcoming Agenda Items

- IHOs
- The Missing Middle
- Density Bonuses
- Mixed Use Projects, ADUs, affordable housing mixed density projects

Inclusionary Housing Ordinance (IHO)

- Review local cities and provide a comparison report of their inclusionary policies
 - In-lieu vs. non-in-lieu fees/revenue to support inclusionary housing
 - Affordable housing compliance plans
- Review impact of use of various IHOs
- Using the Gilroy 2040 Plan, forecast what IHO impact would be



“The Missing Middle”

- Currently reviewing and determining study on gap in current Affordable Housing as programs target Very Low Income, Low Income and Seniors.
 - Comparison of Santa Clara County demographics vs. City of Gilroy and basis used for calculation of defined ranges
 - Identification of new classifications geared to newly defined gap
 - Review options to assist Educators, First responders and Key City Officials



Mixed Density Planning Impact for Affordable Housing

- HAC to prepare a proposal re: various other density planning projects to include not only high density (apartments) but look at duplex/triplex units, inclusion of 2-5 tiny homes on a single lot, ADUs, etc.

County Civil Grand Jury Report

- Affordable Housing Crisis “*Destiny is Our Destiny*” June 21, 2018
 - Gilroy requested to respond pertaining to the report findings and recommendations
- HAC supports findings and recommendations pertaining to IHO policy creation, density bonus ordinance, inclusion in new RHNA sub-region, commercial linkage fees to support Below Market Rate (BMR) housing and increased BMR percentages



BYLAWS OF HOUSING ADVISORY COMMITTEE

ARTICLE I - THE COMMITTEE

Section 1 Powers and Duties

The Housing Advisory Committee shall perform the following duties:

Participate in the development and/or amendment of Housing Element policies and objectives

Assist staff and the City Council in identifying housing needs within the community

Advise City Council regarding existing and potential affordable housing programs and guidelines

Make recommendations to City Council regarding development opportunities for affordable housing

Assist staff and the City Council in promoting greater public understanding of affordable housing and homeless issues

Participate in the selection of consultants and other resources to assist the City in housing policy development and implementation

Advocate for development and maintenance of a variety of housing types and opportunities

Serve as a medium for informational exchange with community representatives and stakeholders on housing related matters.

Section 2 Name of Committee

The name of the Committee shall be "Housing Advisory Committee" established by the City Council on the June 6, 2005.

ARTICLE II – MEMBERSHIP

Section 1 Membership

a. The Committee shall consist of the nine (9) citizen members appointed by the City Council. The Committee shall represent, as far as practicable:

- (1) local property owner Representative
- (1) Planning Commission Representative
- (1) Gilroy Unified School District Representative
- (1) Local Affordable Housing Representative Advocate
- (1) Residential tenant of a property in Gilroy (renter)
- (1) Person with building or development experience in the housing industry
- (3) Residents at large

b. The term of office shall be two (2) years or until a successor is appointed. Any vacancy shall be filled by the City Council for the unexpired portion of the term. Members of the Committee shall receive no compensation.

Section 2 Officers

Annually, the Committee shall appoint from its membership a Chair and Vice-Chair.

The Chair shall:

preside at all meetings of the Committee

support the efficient and accountable operation of the Committee

hold office until December 31st of the year, or until the successors are selected

The Vice-Chair shall:

perform the duties of the Chair in the absence of or incapacity of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Committee shall select a new Chair.

Should the office of the Chair or Vice-Chair become vacant, the Committee shall select a successor from the Committee membership at the next regular meeting, to fill the vacancy until December 31st of the year, or until the successors are selected.

Section 3 Staff Support to the Committee

The Community Development Director or his/her staff designee, shall provide support to the Housing Advisory Committee.

ARTICLE III - MEETINGS

Section 1 Regular Meetings

Regular meetings shall be held at 6:00 p.m., the 2nd Wednesday of each month, at City Hall, 7351 Rosanna Street in the City of Gilroy, unless a legal holiday, in which event said meeting shall be held on the following day.

Section 2 Special Meetings

A special meeting may be called, as deemed necessary, within 48 hours, in accordance with the Brown Act and Gilroy City Code Section 17A.

Section 3 Quorum

Five members shall constitute a quorum for the purpose of conducting business, but a smaller number may meet from time to time until a quorum is obtained.

Section 4 Attendance

See Council Policy Governing Board, Commission and Committee Attendance

Section 5 Order of Business

The following shall be the order of business at meetings of the Committee:

1. Roll Call
2. Approval of Minutes of Previous Meeting
3. Reports
4. Action Items
5. Other Items of Interest
6. Adjournment

Section 6 Rules of Procedure

All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order, latest Edition".

ARTICLE IV - AMENDMENTS

Section 1 Amendments to Bylaws

The bylaws of the Committee shall be amended only with the approval of at least a majority of the members of the Committee at a regular or special meeting, but no such amendment shall be adopted unless at least seven (7) days written notice thereof has been previously given to all of the members of the Committee.

Original Approval: 7-12-2017

Revised on: 5-9-18

Revised on: 9-19-2018 (Mandatory Attendance Policy)