



**Housing Authority  
Regular Meeting Minutes - Draft**

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Monday, January 27, 2020

1:30 PM

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**1. CALL TO ORDER**

Chair Burke called the meeting to order at 1:32 p.m.

**2. ROLL CALL**

**Present** 4 - Commissioner Stephen Burke, Commissioner Leora Johnson-Morgan, Commissioner Diane Test, and Commissioner Jeffrey Owen

**Absent** 2 - Commissioner Wayne Downey Ph. D, and Commissioner Phil Olsen

**3. STATEMENTS OF ABSTENTION**

None

**4. STUDY SESSION**

**4.1 FY 2020/21 BUDGET PROCESS AND PUBLIC INPUT**

Early each year, the Housing Authority holds a study session to obtain feedback and comments from the Housing Authority Commissioners and public regarding the annual budget process. Staff will provide an overview of the budget process timeline and anticipated trends for the coming year.

Kate Goldfine introduced the item and gave the presentation.

**4.2 DOWNTOWN STATION AREA SPECIFIC PLAN UPDATE - PLAN CONCEPT STUDY SESSION**

The City has initiated an update to the Downtown Station Area Specific Plan, which was originally adopted in 2007. This study session will provide the Housing Authority with an opportunity to provide feedback and guidance on the preferred plan concept.

Senior Planner Patrick Streeter introduced the item, gave the presentation and answered Commissioners' questions.

Duane DeWitt spoke regarding the project.

**5. PUBLIC COMMENTS (ON NON-AGENDA ITEMS)**

Duane DeWitt spoke regarding project based vouchers and Section 8.

## **6. APPROVAL OF MINUTES**

None.

## **7. CHAIRMAN/ COMMISSIONER REPORTS**

Chair Burke spoke.

## **8. COMMITTEE REPORTS**

None.

## **9. EXECUTIVE DIRECTOR REPORT**

Dave Gouin spoke.

## **10. COMMUNICATION ITEMS:**

- 10.1** ANNUAL ADJUSTMENT TO THE MAXIMUM COST SCHEDULE FOR THE LOW INCOME HOUSING PRODUCTION PROGRAM - Provided for information.
- 10.2** HOUSING AUTHORITY FY 2019/20 QUARTER 1 FINANCIAL REPORT - Provided for information.
- 10.3** HOUSING AND COMMUNITY SERVICES 2019 ACCOMPLISHMENTS - Provided for information.

## **11. CONSENT ITEMS**

- 11.1** RESOLUTION - ROSELAND VILLAGE FAMILY HOUSING - ALLOCATION OF ARTICLE XXXIV UNITS

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, approve an allocation of seventy-four (74) Article XXXIV Units, for the Roseland Village Family Housing Project located at 665 and 883 Sebastopol Road.

Duane DeWitt spoke regarding the project.

**A motion was made by Commissioner Test, seconded by Commissioner Owen, to waive reading of the text and adopt Resolution no. 1680 entitled:**

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING AN ALLOCATION OF SEVENTY-FOUR (74) ARTICLE XXIV UNITS FOR THE ROSELAND VILLAGE FAMILY HOUSING PROJECT LOCATED AT 665 AND 883 SEBASTOPOL RD.**

**The motion carried by the following vote:**

**Yes:** 4 - Commissioner Burke, Commissioner Johnson-Morgan, Commissioner Test and Commissioner Owen

**12. REPORT ITEMS**

**12.1 REPORT - 2019-2020 HOUSING AUTHORITY LOAN AND PROJECT BASED VOUCHER NOTICE OF FUNDING AVAILABILITY ADDITIONAL FUNDING RECOMMENDATIONS**

BACKGROUND: The Housing Authority issued the 2019-2020 Notice of Funding Availability (“NOFA”) announcing the availability of \$2,479,000 of local and federal funds and 75 Section 8 Project Based Vouchers (“PBVs”) for affordable housing. In response to the NOFA, issued August 6, 2019, the Housing Authority received 11 project applications and one application from a Community Housing Development Organization (“CHDO”) for operational funds. The requests total \$13,077,050, more than five times the available funding. In addition, there are requests for 128 PBVs, 53 more than available.

Based upon the NOFA selection criteria and the federal funding program criteria, three applications received funding by the Housing Authority on December 16, 2019, five projects were set aside for further review and consideration at the Housing Authority’s January 2020 meeting, and four projects were dismissed from further consideration.

The NOFA Ad Hoc Committee and staff recommend funding two of the five projects that received further evaluation. The recommendations are based upon the NOFA selection criteria and the restrictions, eligibility, procedures and rules of the federal funding sources.

RECOMMENDATION: It is recommended by the Housing Authority Ad Hoc Committee and the Housing and Community Services Department that the Housing Authority, by resolution, approve 1) a loan commitment of local funds to Santa Rosa Cannery, LLC, in the amount of \$450,000

for predevelopment costs for Cannery at Railroad Square, 114 multifamily units located at 3 West 3rd Street and 60 West 6th Street; and 2) a conditional loan commitment of Community Development Block Grant funds to PEP Housing in the amount of \$690,000 for acquisition of property for Linda Tunis Senior Apartments, 26 senior units located at 600 Acacia Lane.

Frank Kasimov introduced the item, gave a presentation, and answered Commissioners' questions.

Applicant (partner at John Stewart Co., LLC) spoke regarding the project and answered Commissioners' questions.

Don Leslie, project planner, also spoke regarding the project and answered Commissioners' questions.

Another member of the applicant team spoke about project timing.

Duane DeWitt spoke in favor of the project.

**A motion was made by Commissioner Owen, seconded by Commissioner Test, to waive reading of the text and adopt Resolution 1681 entitled:**

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$450,000 TO SANTA ROSA CANNERS, LLC, FOR CANNERY AT RAILROAD SQUARE, 3 WEST 3RD STREET – LOAN NUMBERS 9030-3135-19, 9930-3145-19, 9930-3155-19, 9930-3165-19, 9930-3175-19 AND 9930-3185-19.**

**The motion was carried by the following vote:**

**Yes:** 4 - Commissioner Burke, Commissioner Johnson-Morgan, Commissioner Test and Commissioner Owen

### **13. ADJOURNMENT**

Chair Burke adjourned the meeting at 3:24