



# City of Santa Rosa

City Hall, Council Chamber  
100 Santa Rosa Avenue  
Santa Rosa, CA

## Housing Authority Special Meeting Minutes - Draft

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Monday, December 13, 2021

1:30 PM

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### SPECIAL MEETING

#### 1. CALL TO ORDER

Chair Test called the meeting to order at 1:30PM.

#### 2. ROLL CALL

**Present** 5 - Chair Diane Test, Commissioner Stephen Burke, Commissioner Thomas LaPenna, Commissioner Scott McWhorter, and Commissioner Yvonne Rawhouser

**Absent** 2 - Vice Chair Jeffrey Owen, and Commissioner Wayne Downey Ph. D

#### 3. STATEMENTS OF ABSTENTION

NONE

#### 4. STUDY SESSION

NONE

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

NONE

#### 6. APPROVAL OF MINUTES

Approved as submitted.

6.1 November 22, 2021 - Draft Minutes

#### 7. CHAIRMAN/ COMMISSIONER REPORTS

Chair Test reported on a meeting with the Mayor and Chairs of various departments for the City of Santa Rosa.

#### 8. COMMITTEE REPORTS

Chair Test reported on the discussions of the ad hoc committee.

Commissioner Rawhouser provided details from the discussions held in the ad hoc committee.

## **9. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS:**

Megan Basinger, Interim Director Housing and Community Services, provided information about closure to the funding for Journey's End Mobile Home Park, the grand opening of the Windsor Veteran's Village, the Emergency Housing Voucher Program status and answered Commissioner questions.

## **10. CONSENT ITEMS**

NONE

## **11. REPORT ITEMS**

### **11.1 REPORT - FALL 2021 NOTICE OF FUNDING AVAILABILITY FUNDING RECOMMENDATIONS**

**BACKGROUND:** The Fall 2021 Notice of Funding Availability ("NOFA") announced approximately \$2,260,000 of funds for affordable housing production in Santa Rosa, containing \$625,325 from the Permanent Local Housing Allocation (PLHA) program and \$1,565,675 from the HOME Investment Partnership program (HOME). The Housing Authority received two applications requesting \$2,670,000 for 96 total units. The projects were evaluated and ranked based on project readiness, affordability, bedroom size, special needs set asides, leveraging, project competitiveness, developer and management experience, on-site services, amenities, and other factors. Both projects are recommended to receive funding awards. The Hearn Veterans Village project was ranked first with a score of 80 and the Burbank Avenue Apartments project was ranked second with a score of 78.

**RECOMMENDATION:** It is recommended by the Housing Authority Ad-Hoc Review Committee and the Housing and Community Services Department that the Housing Authority, by resolutions, approve 1) a conditional commitment of loan funds to Community Housing Sonoma County in the amount of \$410,000 for acquisition and predevelopment-related costs for the Hearn Veterans Village project located at 2149 West Hearn Avenue; and 2) a commitment of loan funds to WSA Burbank Housing Partners I, LP in the amount of \$284,325 for construction-related costs for the Burbank Avenue Apartments project located at 1780 Burbank Avenue.

Megan Basinger, Interim Director Housing and Community Services, introduced the item.

Nicole Rathbun, Interim Housing and Community Services Manager, gave a presentation and answered Commissioner questions.

Public Comments:

Craig Meltzner, Community Housing Sonoma County, expressed his appreciation for the funding decision by the Housing Authority.

**A motion was made by Commissioner Burke, seconded by Commissioner LaPenna,adopt as amended**

**RESOLUTION NO. 1730 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A CONDITIONAL COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$410,000 TO COMMUNITY HOUSING SONOMA COUNTY FOR ACQUISITION AND PREDEVELOPMENT-RELATED COSTS FOR THE HEARN VETERANS VILLAGE PROJECT, 2149 WEST HEARN AVENUE; APNs 134-011-012 and 134-011-013.**

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

**Yes:** 5 - Chair Test, Commissioner Burke, Commissioner LaPenna, Commissioner McWhorter and Commissioner Rawhouser

**Absent:** 2 - Vice Chair Owen and Commissioner Downey Ph. D

**A motion was made by Commissioner Burke, seconded by Commissioner Rawhouser,to waive reading of the text and adopt**

**RESOLUTION NO. 1731 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$284,325 TO WSA BURBANK HOUSING PARTNERS I. LP, FOR CONSTRUCTION-RELATED COSTS FOR THE BURBANK AVENUE APARTMENTS PROJECT, 1780 BURBANK AVENUE; APN 126-361-003.**

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

**Yes:** 5 - Chair Test, Commissioner Burke, Commissioner LaPenna, Commissioner McWhorter and Commissioner Rawhouser

**Absent:** 2 - Vice Chair Owen and Commissioner Downey Ph. D

**11.2 REPORT - UPDATE TO HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN FOR THE ADDITION OF EMERGENCY HOUSING VOUCHER PROGRAM POLICIES**

**BACKGROUND:** The Administrative Plan is the major policy document guiding the ongoing administration of the federally regulated Housing Choice Voucher (HCV) program. Where allowed under law, the U.S. Department of Housing and Urban Development (HUD) permits local jurisdictions to establish policies pertaining to the program. Revisions to the Administrative Plan must be adopted by the Housing Authority. The proposed change to the Administrative Plan will add Chapter 19 - Emergency Housing Vouchers to incorporate the initial program requirements for the Emergency Housing Voucher (EHV) program, which was authorized under the American Rescue Plan Act of 2021.

**RECOMMENDATION:** It is recommended by the Department of Housing and Community Services that the Housing Authority, by resolution, adopt the addition of Chapter 19 - Emergency Housing Vouchers to the Housing Choice Voucher Program Administrative Plan.

Megan Basinger, Interim Director Housing and Community Services, introduced the item.

Rebecca Lane, Housing and Community Services Manager, gave a presentation and answered Commissioner questions.

Public Comments:

NONE

**A motion was made by Commissioner LaPenna, seconded by Commissioner Rawhouser, to waive reading of the text and adopt**

**RESOLUTION NO. 1732 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA UPDATING THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN FOR THE ADDITION OF EMERGENCY HOUSING VOUCHER PROGRAM POLICIES.**

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

**Yes:** 5 - Chair Test, Commissioner Burke, Commissioner LaPenna,  
Commissioner McWhorter and Commissioner Rawhouser

**Absent:** 2 - Vice Chair Owen and Commissioner Downey Ph. D

## 12. ADJOURNMENT

Seeing no further business, Chair Test adjourned the meeting at  
2:38PM.

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This information can also be accessed via the internet at: <http://www.srcity.org>

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NOTE: Any writings or documents provided to a majority of the Housing Authority regarding any item on this agenda will be made available for public inspection in the Department of Housing and Community Services located 90 Santa Rosa Avenue during normal business hours.