



## REVISED - REGULAR CITY COUNCIL MEETING

TUESDAY, DECEMBER 11, 2018 – 7:00 P.M.

Community Meeting Chambers

Los Altos City Hall

1 North San Antonio Road, Los Altos, California

### ESTABLISH QUORUM

### PLEDGE OF ALLEGIANCE

Presented by Junior Girl Scouts Troop 60799

### SPECIAL ITEM

- A. Resolution No. 2018-47: Declaration of election results and canvass of returns: Adopt Resolution No. 2018-47 declaring the results of the November 6, 2018 General Municipal Election and declaring the results to be final (J. Maginot)

### CHANGES TO THE ORDER OF THE AGENDA

### PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Council's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the City Clerk. Speakers are generally given two or three minutes, at the discretion of the Mayor. Please be advised that, by law, the City Council is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

### CONSENT CALENDAR

These items will be considered by one motion unless any member of the Council or audience wishes to remove an item for discussion. Any item removed from the Consent Calendar for discussion will be handled at the discretion of the Mayor.

1. Council Minutes: Approve the minutes of the November 27, 2018 regular meeting (S. Henricks)
2. 2019 City Council meeting schedule: Approve the 2019 City Council meeting schedule (S. Henricks)
3. 2019 City Council assignments: Accept the Mayor's appointments to local and regional boards and Council Committees for 2019 (S. Henricks)
- 3A. Authorizing a Letter of Support for an appointment to the Board of Directors of the Metropolitan Transportation Commission: Authorize the Mayor to sign a letter of support for Councilmember Bruins to be reappointed to the MTC Board (C. Jordan)
4. Sewer Line replacement under the Santa Clara Valley Water District Box Culvert on Mountain View Avenue, Project WW01010: Appropriate and approve \$16,881.09 from the Sewer Fund to the Capital Improvement Project WW01010 to be paid as additional reimbursement to the Santa

Anita Enander  
Councilmember

Jan Pepper  
Vice Mayor

Lynette Lee Eng  
Mayor

Jeannie Bruins  
Councilmember

Neysa Fligor  
Councilmember

Clara Valley Water District for the City's sewer line replacement under the District's Box Culvert on Mountain View Avenue to account for higher costs due to unforeseen conditions (A. Fairman)

## DISCUSSION ITEM

5. Veteran's Community Plaza Shade Structure Project CF 01019: Accept the \$11,000 cash donation from the Rotary Club of Los Altos; appropriate an additional \$29,000 to the Veteran's Community Plaza Shade Structure, Project CF01019; and authorize the City Manager to execute a professional services agreement between the City of Los Altos and Verde Design Inc. in an amount not to exceed \$21,000 for landscape architecture services for the CIP project CF01019 (D. Brees)

## STUDY SESSION

6. Carmel Terrace Update and Discussion: Receive update and provide direction to staff (A. Bodduna)
7. CASA Proposal – The Committee to House the Bay Area: Discuss the elements of the CASA Housing Compact and provide direction to staff as needed (C. Jordan)

## COUNCIL/STAFF REPORT AND DIRECTIONS ON FUTURE AGENDA ITEMS

## ADJOURNMENT

### SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for City Council items may be viewed on the Internet at <http://www.losaltosca.gov/citycouncil/meetings>. Council Meetings are televised live and rebroadcast on Cable Channel 26. On occasion the City Council may consider agenda items out of order. If you wish to provide written materials, please provide the City Clerk with **10 copies** of any document that you would like to submit to the City Council for the public record.

Written comments may be submitted to the City Council at [council@losaltosca.gov](mailto:council@losaltosca.gov). To ensure that all members of the Council have a chance to consider all viewpoints, you are encouraged to submit written comments no later than 24 hours prior to the meeting.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Council meeting may not be the final documents approved by the City Council. Contact the City Clerk at (650) 947-2720 for the final document.

If you challenge any planning or land use decision made at this meeting in court, you may be limited to raising only those issues you or someone else raised at the public hearing held at this meeting, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Please take notice that the time within which to seek judicial review of any final administrative determination reached at this meeting is governed by Section 1094.6 of the California Code of Civil Procedure.



**SPECIAL ITEM**

**Agenda Item # A**

## **AGENDA REPORT SUMMARY**

**Meeting Date:** December 11, 2018

**Subject:** Resolution No. 2018-47: Declaration of election results and canvass of returns

**Prepared by:** Jon Maginot, Deputy City Manager

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

1. Resolution No. 2018-47 (Exhibit A to be distributed following certification by County Registrar)

**Initiated by:**

California State Elections Code

**Previous Council Consideration:**

Non

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- There are no policy questions for Council consideration. This action is required by State Law

**Summary:**

- Council must adopt a Resolution declaring the results of the November 6, 2018 Election

**Staff Recommendation:**

Adopt Resolution No. 2018-47 declaring the results of the November 6, 2018 General Municipal Election and declaring the results to be final



**Subject:** Resolution No. 2018-47: Declaration of election results and canvass of returns

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**Purpose**

To adopt a Resolution declaring the results of the November 6, 2018 General Municipal Election.

**Background**

The California State Elections Code Section 15400 *et seq.* requires the City to declare elected the person (or persons) having the highest number of votes for office as well as the results of all City ballot measures. An election was held on November 6, 2018 to fill two seats on the City Council and to determine two ballot measures.

**Discussion/Analysis**

The Santa Clara County Registrar of Voters completed the canvass of returns and has counted the ballots cast.

Council Election

A total of 25,472\* votes were cast (voters were allowed to vote up to 2 times). The following details the results of the election:

CANDIDATE	NUMBER OF VOTES	% OF VOTES CAST
<b>Neysa Fligor</b>	8,358	32.81%
<b>Anita Enander</b>	5,153	20.23%
Jean Mordo	5,022	19.72%
Nancy Bremeau	4,678	18.38%
Teresa Morris	2,258	8.86%

Measure C

Measure C was placed on the ballot by Citizens' Initiative. It asked voters the following question:

“Shall an amendment to the City of Los Altos General Plan be adopted requiring voter approval of the sale, lease or certain changes in use of certain land designated as “Parks”, “Other Open Space” or “Public and Institutional” in the City’s General Plan?”

A total of 16,100 votes were cast. The following details the results of the election:

	NUMBER OF VOTES	% OF VOTES CAST
Yes	7,559	46.95%
<b>No</b>	8,541	53.05%



**Subject:** Resolution No. 2018-47: Declaration of election results and canvass of returns

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Measure D

Measure D asked voters the following question:

“Shall an ordinance be adopted increasing the maximum Transient Occupancy (Hotel) Tax rate from 11% to 14% of rent paid by a hotel guest for transient occupancy of any hotel/lodging generating approximately \$700,000 annually for unrestricted general revenue purposes, until ended by voters?”

A total of 15,506 votes were cast. The following details the results of the election:

	<b>NUMBER OF VOTES</b>	<b>% OF VOTES CAST</b>
<b>Yes</b>	9,138	58.93%
<b>No</b>	6,368	41.07%

The total number of voters voting in the election was 16,845 or 82.90% of 20,320 registered voters.

\*All numbers are as of December 3, 2018.

**Options**

- 1) Adopt Resolution No. 2018-47 accepting the Certificate of Election Results from the Santa Clara County Registrar of Voters for the November 6, 2018 General Municipal Election and declaring the results to be final

**Advantages:** The City is required by State Law to take this action. There are no other options

**Disadvantages:** None identified

**Recommendation**

The staff recommends Option 1.

**RESOLUTION NO. 2018-47**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
RECITING THAT A REGULAR MUNICIPAL ELECTION WAS HELD IN THE  
CITY OF LOS ALTOS ON TUESDAY, NOVEMBER 6, 2018, CONFIRMING  
THE RESULTS OF THE CANVASS AND DECLARING THE RESULT**

**WHEREAS**, a General Municipal Election was held and conducted in the City of Los Altos, California on Tuesday, November 6, 2018, as required by law, for the purpose of filling two seats on the City Council, and submitting two local measures to Los Altos voters; and

**WHEREAS**, notice of the election was given in time, form and manner as provided by law, voting precincts were properly established, election officers were appointed and that in all respects the election was held and conducted and the votes were cast, received and canvassed and their return made and declared in time, form and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

**WHEREAS**, the Santa Clara County Registrar of Voters canvassed the returns of the election and has certified the results to the City Council, which are attached as Exhibit A.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby declares as follows:

1. That the canvass is confirmed, and that the following are the results of the canvass of the election:
  - A. That the whole number of votes/ballots cast in the precincts except vote by mail voter ballots and provisional ballots was 3,066 as set forth in the Registrar of Voters' Certificate of Election attached as Exhibit A
  - B. That the whole number of vote by mail voter ballots cast in the City was 13,786, making a total of 16,852 votes/ballots cast in the City, as set forth in the Registrar of Voters' Certificate of Election attached as Exhibit A
  - C. That the names of the persons voted for at the election for Member of the City Council are as follows:

Nancy Breneau  
Anita Enander  
Neysa Fligor  
Jean Mordo  
Teresa Morris

- D. That the measure(s) voted upon at the election are as follows:

Measure C: "Shall an amendment to the City of Los Altos General Plan be adopted requiring voter approval of the sale, lease or certain changes in use of

certain land designated as “Parks”, “Other Open Space” or “Public and Institutional” in the City’s General Plan?”

Measure D: “Shall an ordinance be adopted increasing the maximum Transient Occupancy (Hotel) Tax rate from 11% to 14% of rent paid by a hotel guest for transient occupancy of any hotel/lodging generating approximately \$700,000 annually for unrestricted general revenue purposes, until ended by voters?”

- E. That the number of votes given at each precinct and the number of votes given in the City to each of the persons above named for the respective office for which the persons were candidates (and for or against the measure(s)) are attached as Exhibit A

The City Council does declare and determine that the following results are true and correct, and that the following persons were elected to their respective offices and that the following measures were either passed or failed:

- a. That Neysa Fligor and Anita Enander were the candidates for City Council who received the highest number of votes and have therefore been elected to full terms of four years each
- b. That the results of Measure C are as follows and, therefore, as a result of the election, a majority of the voters voting on Measure C did not vote in favor of it, and that the measure was not carried, and shall not be deemed adopted and ratified:

	<b>NUMBER OF VOTES</b>	<b>% OF VOTES CAST</b>
Yes	7,562	46.96%
<b>No</b>	8,542	53.04%

- c. That the results of Measure D are as follows and, therefore, as a result of the election, a majority of the voters voting on Measure D did vote in favor of it, and that the measure was carried, and shall be deemed adopted and ratified:

	<b>NUMBER OF VOTES</b>	<b>% OF VOTES CAST</b>
<b>Yes</b>	9,141	58.94%
No	6,369	41.06%

- 2. The City Clerk shall enter on the records of the City Council of the City, a statement of the results of the election, showing: (1) The whole number of voters/ballots cast in the City; (2) The names of the persons voted for; (3) The measure(s) voted upon; (4) For what office each person was voted for; (5) The number of votes given at each precinct to each person, and for and against each measure(s); and (6) The total number of votes given to each person, and for and against each measure

- 3. The City Clerk shall immediately make and deliver to each of the persons so elected a Certificate of Election signed by the City Clerk and authenticated; that the City

Clerk shall also administer to each person elected the Oath of Office prescribed in the Constitution of the State of California and shall have them subscribe to it and file it in the office of the City Clerk. Each and all of the persons so elected shall then be inducted into the respective office to which they have been elected

4. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the \_\_\_\_ day of \_\_\_\_, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lynette Lee Eng, MAYOR

Attest:

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Jon Maginot, CMC, CITY CLERK



**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF  
THE CITY OF LOS ALTOS, HELD ON TUESDAY, NOVEMBER 27, 2018,  
BEGINNING AT 7:00 P.M. AT LOS ALTOS CITY HALL, 1 NORTH SAN  
ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Mayor Mordo, Vice Mayor Lee Eng, Councilmembers Bruins, Pepper and Prochnow

ABSENT: None

**PLEDGE OF ALLEGIANCE**

Presented by Brownie Girl Scouts, Troop 60466

**CLOSED SESSION ANNOUNCEMENT**

1. Conference with Labor Negotiations:  
Pursuant to Government Code Section 54957.6(a)  
Employee organization: Unrepresented Employees

City Attorney Diaz reported that the Council took no reportable action during the Closed Session. Mr. Diaz also added clarification that the Council did not discuss local agency executive heads salaries within the Closed Session.

Mayor Mordo reported that the Council decided to remove item 9 from the agenda and postpone to a future agenda.

**CHANGES TO THE ORDER OF THE AGENDA**

None

**SPECIAL PRESENTATION**

A. Fiscal Year 2017/18 Comprehensive Annual Financial Report

Administrative Services Director Etman introduced the item and Maze & Associates representative Katherine Yuen presented the report.

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

There was no one wishing to speak.

**CONSENT CALENDAR**

Members of the public pulled Item 5.

Action: Upon a motion by Councilmember Bruins, seconded by Councilmember Pepper, the Council unanimously approved the Consent Calendar, except for Item 5, as follows:

1. Council Minutes: Approved the minutes of the October 9, 2018 and November 13, 2018 regular meetings and November 13, 2018 study session.
2. Quarterly Investment Portfolio Report – Quarter ended September 30, 2018: Received the Investment Portfolio Report through September 30, 2018.
3. Resolution No. 2018-43: Conflict of Interest Code: Adopted Resolution No. 2018-43 amending the City of Los Altos Conflict of Interest Code.
4. Resolution No. 2018-44: Department of Justice grant funding acceptance: Rescinded Resolution No. 2018-27 and adopted Resolution No. 2018-44, which accepts grant funds of \$29,209 from the California Department of Justice for the implementation of tobacco education and enforcement programs.
5. Approval of Street Shoulder Improvement Policy: Approve the Street Shoulder Improvement Policy – *pulled for discussion, see below.*
6. Resolution No. 2018-45: LAMEA MOU Side Letter Agreement – Defined 9/80: Adopted Resolution No. 2018-45 to update LAMEA’s MOU with a Side Letter Agreement (Attachment 2, Appendix C) that replaces Article 9.1 and 11.1 in their entity and keep Article 11.2 unchanged.

#### **ITEMS PULLED FOR DISCUSSION**

5. Approval of Street Shoulder Improvement Policy: Approve the Street Shoulder Improvement Policy

Public Works Director Susanna Chan introduced the item.

Public Comment: The following individuals provided public comment: Gary Hedden, Barbara O’Reilly, Kevin O’Reilly, Fred Haubensak, Diana Neiman, Martin Neiman, Robert Burdick, Kate Disney, Barbara Kyser, Nancy Bremeau, Don Bray, Paola Zeni, Caroline Horn, Teresa Morris, Angelo Degiuli, Darwin Poulos, Tim Mulcahy, Tammy Mulcahy, Mike Abrams, Linda Ziff, Heather Larkin and Debbie Skelton.

Motion: Mayor Mordo made a motion to postpone the policy to a future meeting for discussion. The motion died for lack of a second.

Motion: Motion made by Councilmember Bruins, seconded by Councilmember Lee Eng, to approve the street shoulder improvement policy with the following modification: the default materials for the drainage swale will be constructed using permeable concrete pavers with the option to use asphalt based on the context of the project, based on staff’s discretion.

The motion failed by the following vote: AYES: Bruins, Lee Eng; NOES: Mordo, Pepper, Prochnow; ABSTAIN: None; ABSENT: None.

Motion: Motion made by Mayor Mordo, seconded by Vice Mayor Lee Eng, to continue the item to a new study session in which the Council will examine the options to be responsive to the residents.

The motion failed by the following vote: AYES: Lee Eng, Mordo; NOES: Bruins, Pepper, Prochnow; ABSTAIN: None; ABSENT: None.

Action: Motion made by Councilmember Pepper, seconded by Councilmember Prochnow, to approve the street shoulder policy with the revisions to require permeable materials for the first 3-feet of the bioswale and that the policy not specify the type of materials.

Vice Mayor Lee Eng offered an amendment, which was not accepted, to specify the types of permeable materials that could be used to construct the swale.

The motion, as made by Councilmember Pepper, passed by the following vote: AYES: Lee Eng, Mordo, Pepper, Prochnow; NOES: Bruins; ABSTAIN: None; ABSENT: None.

*Mayor Mordo recessed the meeting. The meeting resumed at 8:41 p.m.*

## **DISCUSSION ITEMS**

7. Proposed Five-Story, 50-Unit Multiple-Family Building at 4856 El Camino Real: Adopt Resolution No. 2018-42, which will approve Design Review application 18-D-01, Use Permit application 18-UP-01 and Subdivision application 18-SD-01 for a new 50-unit multiple-family development at 4856 El Camino Real

Planning Services Manager Dahl introduced the item. Project architect Jeff Potts presented the item.

Public Comment: The following individuals provided public comment: Sue Russell, Pierre Bedard, Fred Haubensak, Roberta Phillips, Charles Fine, Teresa Morris, Phan Truong, and Caroline Bedard.

Project Applicant Mircea Voskerician provided comment.

*Mayor Mordo closed the public hearing.*

Councilmember Pepper expressed concerns about the magnitude of the density bonus, the number of incentives, and the impact on the community.

Vice Mayor Lee Eng expressed similar concerns and added that she preferred all ten BMR units be rental units and that the Resolution provide more clarity regarding electric vehicle charging stations and stated approval of the Resolution and application would set a bad precedent for future development projects.

Action: Motion made by Councilmember Bruins, seconded by Councilmember Prochnow, to adopt Resolution No. 2018-42, which will approve Design Review application 18-D-01, Use Permit application 18-UP-01 and Subdivision application 18-SD-01 for a new 52-unit multiple-family development at 4856 El Camino Real.

Vice Mayor Lee Eng offered an amendment, which was not accepted, to require that all ten BMR units be rental units.

The motion as originally stated passed by the following vote: AYES: Bruins, Mordo, Prochnow; NOES: Lee Eng, Pepper; ABSENT: None; ABSTAIN: None.

8. Resolution No. 2018-46: Regional Housing Needs Allocation (RHNA) Subregion: Adopt Resolution No. 2018-46 supporting the formation of RHNA Subregion

Community Development Director Jon Biggs presented the report.

Action: Upon a motion by Councilmember Pepper, seconded by Vice Mayor Lee Eng, the Council unanimously adopted Resolution No. 2018-46 supporting the formation of RHNA Subregion.

9. Resolution No. 2018-47: Compensation ranges and benefits package for non-represented employees: Adopt Resolution No. 2018-47 approving adjustments to the compensation ranges for Calendar Years 2019 and 2020 and to the benefit package beginning with Fiscal Year 2019-20 for the non-represented employee group

The Council pulled the item from the agenda.

## **COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS**

Councilmember Pepper reported that she attended the NCLA meeting on November 26, 2018.

Councilmember Bruins reported that she attended the MTC, SVCE, and CalTrain meetings, met with Councilmember-elect Fligor, attended the Homestead Road Corridor – Safe Routes to School community meeting, and joined the City Manager for a ride in a Waymo vehicle.

Councilmember Bruins also requested that the Mayor send a letter on behalf of the City Council supporting LASD and BCS boards to work together to resolve facilities disputes.

Vice Mayor Lee Eng reported that she participated in the Festival of Lights parade.

City Manager Chris Jordan recommended the Council view the agenda for Metropolitan Transportation Commission Workshop on the CASA Compact, scheduled for November 28, 2018 at 1:00 p.m. He also reminded the Council that Assistant Manager J. Logan and Public Works Director Susanna Chan are each finishing their last week with the City.

**ADJOURNMENT**

Mayor Mordo adjourned the meeting at 10:08 p.m.

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Jean Mordo, MAYOR

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Jon Maginot, CMC, CITY CLERK



**CONSENT CALENDAR**

**Agenda Item # 2**

**AGENDA REPORT SUMMARY**

**Meeting Date:** December 11, 2018

**Subject:** 2019 City Council meeting schedule

**Prepared by:** Sarah Henricks, Deputy City Clerk

**Reviewed by:** Jon Maginot, Deputy City Manager/City Clerk

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

None

**Initiated by:**

City Council

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to approve the 2019 City Council meeting schedule?

**Summary:**

- The City Council regularly meets on the second and fourth Tuesdays of each month

**Staff Recommendation:**

Approve the 2019 City Council meeting schedule



**Subject:** 2019 City Council meeting schedule

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### **Purpose**

To set the City Council meeting schedule for 2019.

### **Background**

The City Council holds its regular meetings on the second and fourth Tuesdays of each month, beginning at 7:00 p.m. in the Community Meeting Chambers.

### **Discussion/Analysis**

The following is proposed as the City Council 2019 regular meeting schedule:

- January 8, 2019
- January 22, 2019
- February 12, 2019
- February 26, 2019
- March 12, 2019
- March 26, 2019
- April 9, 2019
- April 23, 2019
- May 14, 2019
- May 28, 2019
- June 11, 2019
- June 25, 2019
- July 9, 2019
- August 27, 2019
- September 10, 2019
- September 24, 2019
- ~~October 8, 2019~~
- October 22, 2019
- November 12, 2019
- November 26, 2019
- December 10, 2019

In addition, the following Special City Council Meetings are proposed:

- March 5, 2019           Commission Interviews
- May 7, 2019            Joint meetings with Commissions
- September 3, 2019    Commission interviews



**Subject:** 2019 City Council meeting schedule

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- November 5, 2019 Joint meetings with Commissions
  - December 3, 2019 Council reorganization

The proposed schedule includes cancelling the second regular meeting in July and the first regular meeting in August for a summer break and the second regular meeting in December. The ~~second~~ first regular meetings in ~~April and~~ October falls on the Jewish holidays ~~Passover and Simchat Torah,~~ respectively Yom Kippur, and ~~are~~ is proposed to be cancelled.

### Options

- 1) Approve the 2019 City Council meeting schedule

**Advantages:** Sets the calendar for City Council meetings in 2019

**Disadvantages:** None identified

- 2) Modify and approve the 2019 City Council meeting schedule

**Advantages:** Sets the calendar for City Council meetings in 2019

**Disadvantages:** None identified

### Recommendation

The staff recommends Option 1.





**CONSENT CALENDAR**

**Agenda Item # 3**

**AGENDA REPORT SUMMARY**

**Meeting Date:** December 11, 2018

**Subject:** 2019 City Council assignments

**Prepared by:** Sarah Henricks, Deputy City Clerk

**Reviewed by:** Jon Maginot, Deputy City Manager/City Clerk

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

1. Council assignments descriptions

**Initiated by:**

City Council

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to accept the Mayor's appointments for 2019?

**Summary:**

- The Mayor annually appoints Councilmembers to serve on regional boards and Council Committees

**Staff Recommendation:**

Accept the Mayor's appointments to local and regional boards and Council Committees for 2019



**Subject:** 2019 City Council assignments

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### **Purpose**

To accept the list of appointments to Council Committees and regional boards.

### **Background**

Per the City's Council Norms and Procedures, the Mayor appoints Councilmembers to serve on various Council Committees and regional boards. These appointments are done at the beginning of each year with the exception of certain, multi-year appointments. The appointments are subject to affirmation by the full Council.

### **Discussion/Analysis**

For calendar year 2019, Mayor Lee Eng has made the following assignments:

#### **Mayor Lee Eng**

- City / CUSD Schools Issues Committee
- Youth Commission Interview Committee
- Association of Bay Area Governments (Alternate)
- Santa Clara County Cities Association – Board (Alternate)
- Santa Clara Cities Association – Selection Committee
- Santa Clara County Library District JPA
- Valley Transportation Authority – Policy Advisory Committee
- Valley Transportation Authority – State Route 85 Corridor Policy Advisory Board (Alternate)
- Santa Clara Valley Water Commission – Alternate
- Santa Clara / Santa Cruz Counties Airport / Community Roundtable (Alternate)
- Complete Streets Commission

#### **Vice Mayor Pepper**

- Open Government Committee
- Youth Commission Interview Committee
- Santa Clara County Cities Association – Board
- Santa Clara County Cities Association – Selection Committee (Alternate)
- North County Library Authority – through 2020
- Environmental Commission
- ~~Library~~ Historical Commission

#### **Councilmember Bruins**

- City / LASD Schools Issues Committee
- Silicon Valley Regional Interoperability Authority (SVRIA) (Alternate – City of Palo Alto is primary)
- Grand Boulevard Initiative Task Force
- Silicon Valley Clean Energy Authority Board



**Subject:** 2019 City Council assignments

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Santa Clara County Expressway Policy Advisory Board  
Design Review Commission  
Financial Commission  
Public Arts Commission

**Councilmember Enander**

City / LASD Schools Issues Committee  
Open Government Committee  
Los Altos / Los Altos Hills Joint Community Volunteer Awards Committee  
Association of Bay Area Governments  
Santa Clara Valley Water Commission – through 2021  
Santa Clara / Santa Cruz Counties Airport / Community Roundtable  
Parks and Recreation Commission  
Planning Commission  
Senior Commission

**Councilmember Fligor**

City / CUSD Schools Issues Committee  
CHAC  
North County Library Authority  
Valley Transportation Authority – Policy Advisory Committee (Alternate)  
Valley Transportation Authority – State Route 85 Corridor Policy Advisory Board  
County Housing & Community Development Advisory Committee (HCDAC)  
~~Historical Library~~ Commission  
Youth Commission  
Silicon Valley Clean Energy Authority Board (Alternate)

**Options**

- 1) Accept the Mayor’s appointments to local and regional boards and Council Committees for 2019

**Advantages:** Confirms those appointments which have been made thus far, allowing those individuals to begin or continue their service on those bodies

**Disadvantages:** None identified

- 2) Modify or continue the acceptance of the Mayor’s appointments

**Advantages:** None identified



**Subject:** 2019 City Council assignments

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**Disadvantages:** None identified

**Recommendation**

The staff recommends Option 1.

Committee	Description	Meeting Schedule
City/LASD Schools Issues Standing	Facilitates communication between the Council and the School Board on issues of mutual concern <a href="mailto:jmaginot@losaltosca.gov">jmaginot@losaltosca.gov</a>	Quarterly
City/CUSD Schools Issues Standing	Facilitates communication between the Council and the School Board on issues of mutual concern <a href="mailto:jmaginot@losaltosca.gov">jmaginot@losaltosca.gov</a>	Quarterly
Open Government Committee	Advise City Council and provide information to City Manager on potential ways in which to implement the Open Government Policy and report to City Council on any practical or policy problems encountered in administration of Open Government Policy <a href="mailto:jmaginot@losaltosca.gov">jmaginot@losaltosca.gov</a>	As needed
Youth Commission Interview Committee	Conducts interviews of applicants for the Youth Commission and makes recommendations to the Council regarding the appointments <a href="mailto:jmaginot@losaltosca.gov">jmaginot@losaltosca.gov</a>	As needed
Community Health Awareness Council (CHAC)	CHAC exists to provide alternatives to self-destructive behavior and to help create healthy lives for the children and families of Mountain View, Los Altos, Los Altos Hills, and surrounding communities 650-965-2020	Monthly
Los Altos/Los Altos Hills Joint Community Volunteer Awards Committee	Selects community members to be recognized for their volunteer service and organizes a luncheon in their honor each December <a href="mailto:jmaginot@losaltosca.gov">jmaginot@losaltosca.gov</a>	As needed during second half of year
Association of Bay Area Governments	Determines policy matters for the Association, including adoption of the annual general budget and summary work program; reviews major policy actions and recommendations of the Executive Board; establishes the annual membership fee for all members of the Association upon adoption of the annual budget; reviews and adopts amendments to the Bylaws of the Association; any official representative may, at any meeting, propose a subject of consideration by the Association; the General Assembly may take action upon such proposals, determine whether a study will be made, or refer the matter to the Executive Board Fred Castro <a href="mailto:fredc@abag.ca.gov">fredc@abag.ca.gov</a>	Biannually, (Spring and Fall)
Santa Clara County Cities Association – Board	1) reviews, studies, and develops consensus positions, and recommends on issues of interest to Santa Clara County cities; 2) develops a	Typically 2 <sup>nd</sup> Thursday of

Committee	Description	Meeting Schedule
Santa Clara County Cities Association – Board (continued)	common agenda for Santa Clara County cities; 3) serves as a source of education, information and networking for officials from all cities in Santa Clara County; 4) provides a forum for non-City individuals, organizations, and the private sector to address items of interest to Santa Clara County cities; 5) monitors legislative activities at the state and federal level through its Legislative Action Committee; and 6) serves as the City Selection Committee pursuant to Government Code Section 50270 et seq., making appointments to regional and local bodies as provided by law. Andi Jordan <a href="mailto:executive_director@citiesassociation.org">executive_director@citiesassociation.org</a>	each month, 7:00 p.m.
Santa Clara County Cities Association – Selection Committee	See above	As needed
County Library JPA	Responsible for the development, administration and operation of an integrated public library system Cynthia Rios Garcia <a href="mailto:criosgarcia@sccl.org">criosgarcia@sccl.org</a>	As needed, at least four times each year
North County Library Authority	Plan, support, acquire, maintain and operate programs and facilities for the extension of public library services for the benefit of the inhabitants within the collective boundaries of the Member Entities <a href="mailto:jmaginot@losaltosca.gov">jmaginot@losaltosca.gov</a>	January and May of each year and as needed
Valley Transportation Authority - Policy Advisory Committee	Advise the Board of Directors on: Policy issues referred to the Committee by either the Board or the General Manager; and the County-wide transportation plan (Valley Transportation Plan), the Short-Range Transit Plan (SRTP), development of the annual or biennial budget, and tariff and service modifications. May also advise the Board of Directors with respect to any policy matter the members determine to be relevant to their Member Agency or to VTA. <a href="mailto:board.secretary@vta.org">board.secretary@vta.org</a>	2 <sup>nd</sup> Thursday of each month, 4:00 p.m.
Valley Transportation Authority - El Camino Real Bus Rapid Transit Policy Advisory Board	Ensure that local jurisdictions most affected by major transportation improvement projects are involved in guiding the planning, design and construction of these projects <a href="mailto:board.secretary@vta.org">board.secretary@vta.org</a>	Last Wednesday of each month, 3:00 p.m.

Committee	Description	Meeting Schedule
Valley Transportation Authority - State Route 85 Corridor Policy Advisory Board	Ensure the stakeholder cities in the SR 85 corridor are involved in the development of existing and potential transportation capital projects along the corridor and have the opportunity to provide input and recommendations to the VTA Board of Directors <a href="mailto:board.secretary@vta.org">board.secretary@vta.org</a>	At least quarterly
Santa Clara Valley Water Commission	Assist the Board with policies and issues pertaining to water supply and water quality as well as in the annual review of groundwater production charges Glenna Brambill <a href="mailto:gbrambill@valleywater.org">gbrambill@valleywater.org</a>	Quarterly
County Housing & Community Development Advisory Committee (HCDAC)	Serves as the policy recommending body to the Housing and Community Development Council Committee	5 times per year
Silicon Valley Regional Interoperability Authority <i>*Represented by delegate from Mountain View</i>	Identify, coordinate and implement communications interoperability solutions to its member agencies William McCammon <a href="mailto:bmccammon@svria.org">bmccammon@svria.org</a>	At least twice per year, Wednesdays at 6:30 p.m.
Grand Boulevard Initiative Task Force	Improve the performance, safety and aesthetics of El Camino Real. The Task Force is comprised of policy makers from the public and private sector. Kristen Johnson-Oyoo <a href="mailto:johnsonk@samtrans.com">johnsonk@samtrans.com</a>	4 <sup>th</sup> Wednesday of March, June, September and 3 <sup>rd</sup> Wednesday of November at 10:00 a.m.
Silicon Valley Clean Energy Authority Board	Makes policy decisions related to providing a Community Choice Energy program through the joint powers authority. Girish Balachandran <a href="mailto:info@svcleanenergy.org">info@svcleanenergy.org</a>	2 <sup>nd</sup> Wednesday of each month at 7:00 p.m.
Santa Clara / Santa Cruz Counties Airport / Community Roundtable	Serves as an aircraft noise mitigation entity representing all affected communities in Santa Clara and Santa Cruz Counties. Andi Jordan <a href="mailto:executive_director@citiesassociation.org">executive_director@citiesassociation.org</a>	To be determined

<b>Commission</b>	<b>Meeting schedule</b>
Complete Streets	4 <sup>th</sup> Wednesday of each month
Design Review	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of each month
Environmental	2 <sup>nd</sup> Monday of each month
Financial	3 <sup>rd</sup> Monday of each month
Historical	4 <sup>th</sup> Monday of each month
Library	2 <sup>nd</sup> Thursday of each month
Parks and Recreation	2 <sup>nd</sup> Wednesday of each month
Planning	1 <sup>st</sup> and 3 <sup>rd</sup> Thursdays of each month
Public Arts	4 <sup>th</sup> Thursday of each month
Senior	1 <sup>st</sup> Monday of each month
Youth	1 <sup>st</sup> Monday of each month





**CONSENT CALENDAR**

**Agenda Item # 3A**

**AGENDA REPORT SUMMARY**

**Meeting Date:** December 11, 2018

**Subject:** Authorizing a Letter of Support for an appointment to the Board of Directors of the Metropolitan Transportation Commission

**Prepared by:** Chris Jordan, City Manager

**Attachment(s):**

1. Letter from MTC to the Cities Association

**Initiated by:**

Council Members

**Previous Council Consideration:**

Not Applicable

**Fiscal Impact:**

Not Applicable

**Environmental Review:**

Not Applicable

**Policy Question(s) for Council Consideration:**

- Does the City Council want to support the appointment of Councilmember Jeannie Bruins to the MTC Board of Directors?

**Summary:**

- The City Selection Committee of the Cities Association of Santa Clara County selects one individual to serve on the MTC Board
- For the past two years, Councilmember Bruins has served in that role representing the cities of Santa Clara County
- Councilmember Bruins completes her term at the end of 2018 and she is seeking re-appointment from the City Selection Committee to another 2-year term
- To indicate its support for the re-appointment of Councilmember Bruins, it is requested that the City Council authorize the Mayor to sign a letter of support

**Staff Recommendation:**

Authorize the Mayor to sign a letter of support for Councilmember Bruins to be re-appointed to the MTC Board



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Bay Area Metro Center  
375 Beale Street, Suite 800  
San Francisco, CA 94105  
415.778.6700  
www.mtc.ca.gov

Received 10/2/2018

*Jake Mackenzie, Chair*  
Sonoma County and Cities

*Scott Haggerty, Vice Chair*  
Alameda County

*Alicia C. Aguirre*  
Cities of San Mateo County

*Tom Acunbrado*  
U.S. Department of Housing  
and Urban Development

*Jeannie Bruins*  
Cities of Santa Clara County

*Damon Connolly*  
Marin County and Cities

*Dave Cortese*  
Santa Clara County

*Carol Dutra-Vernaci*  
Cities of Alameda County

*Dorene M. Giacomini*  
U.S. Department of Transportation

*Federal D. Glover*  
Contra Costa County

*Anne W. Halsted*  
San Francisco Bay Conservation  
and Development Commission

*Nick Josefowitz*  
San Francisco Mayor's Appointee

*Jane Kim*  
City and County of San Francisco

*Sam Liccardo*  
San Jose Mayor's Appointee

*Alfredo Pedroza*  
Napa County and Cities

*Julie Pierce*  
Association of Bay Area Governments

*Libby Schaaf*  
Oakland Mayor's Appointee

*Warren Slocum*  
San Mateo County

*James P. Spring*  
Solano County and Cities

*Tony Touares*  
California State  
Transportation Agency

*Amy R. Warth*  
Cities of Contra Costa County

*Steve Heminger*  
Executive Director

*Alix Bockelman*  
Deputy Executive Director, Policy

*Andrew B. Frenier*  
Deputy Executive Director, Operations

*Brad Paul*  
Deputy Executive Director,  
Local Government Services

September 25, 2018

Via U.S. Mail

The Honorable Rod Sinks  
President  
Cities Association of Santa Clara County  
P.O. Box 3144  
Los Altos, CA 94024

Dear President Sinks:

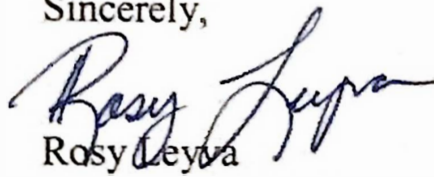
Pursuant to the Metropolitan Transportation Commission's (MTC) enabling legislation, all Commissioners are appointed to concurrent four-year terms. The current term of your representative on MTC, the Honorable Jeannie Bruins, expires on February 9, 2019. I have been asked by the Commission to request that the Cities Association of Santa Clara County begin consideration of the reappointment of Ms. Bruins, or the appointment of a new representative, to serve a four-year term that commences on February 10, 2019.

Enclosed for your information is a copy of MTC's enabling legislation. MTC Commission members may be elected or appointed officials, or members of the general public. Pursuant to Government Code Section 66504: "Commissioners shall be selected for their special familiarity with the problems and issues in the field of transportation."

MTC Commissioners should expect to serve on one or more of the Commission's standing, special or advisory committees. Usually, the Commission and each committee meet once a month in San Francisco. From time to time, the Commission may conduct public hearings in the MTC region, which MTC Commissioners may be requested to attend. A \$100 per diem (up to a maximum of \$500 per month), plus Commission-authorized travel expenses, are paid to members for attendance at meetings of their committees, the Commission, and public hearings held by the Commission.

Should you wish additional information concerning the Commission or the responsibilities of its members, please feel free to contact me. The Commission would appreciate being notified of the reappointment or appointment of a representative as soon as possible.

Sincerely,



Rosy Leyva

Secretary to the Commission

RL:rc

Enclosure (1)

cc: Andi Jordan, Executive Director, Cities Association of Santa Clara County (no enclosure)  
Megan Doyle, Clerk, Santa Clara County Board of Supervisors (no enclosure)  
Commissioner Jeannie Bruins (no enclosure)



**CONSENT CALENDAR**

**Agenda Item # 4**

**AGENDA REPORT SUMMARY**

**Meeting Date:** December 11, 2018

**Subject:** Sewer Line Replacement under the Santa Clara Valley Water District Box Culvert on Mountain View Avenue, Project WW01010

**Prepared by:** Aida Fairman, Senior Civil Engineer

**Reviewed by:** Susanna Chan, Public Works Director

**Approved by:** Chris Jordan, City Manager

**Attachment:**

1. Santa Clara Valley Water District Final Invoice Cover Letter

**Initiated by:**

City Council

**Previous Council Consideration:**

March 14, 2017

**Fiscal Impact:**

Additional appropriation of \$16,881.09 from the Sewer Fund (difference between final cost and project budget)

	<b>Project Budget</b>	<b>Final Cost</b>
Design	\$ 13,240.00	\$ 13,240.00
Construction (to SCVWD)	\$ 39,215.00	\$ 68,541.09
Printing, Miscellaneous	\$ 100.00	\$ 100.00
Total	<b>\$ 52,555.00</b>	<b>\$ 81,881.09</b>
<b>Project Budget</b>	<b>\$ 65,000.00</b>	

**Environmental Review:**

Environmental Impact Report (EIR) prepared by the Santa Clara Valley Water District.

**Policy Questions for Council Consideration:**

None

**Summary:**

- The Santa Clara Valley Water District (District) is finishing construction of the Permanente Creek Flood Protection Project – Channel Improvements
- The City of Los Altos replaced its existing sanitary sewer line under the box culvert at Mountain View Avenue as part of the District’s project while the box culvert was removed



**Subject:** Sewer Line Replacement under the Santa Clara Valley Water District Box Culvert on Mountain View Avenue, Project WW01010

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- The District has requested that the amount for the sewer main replacement be increased by \$29,326.09 due to unforeseen conditions increasing the project cost

**Staff Recommendation:**

Appropriate and approve \$16,881.09 from the Sewer Fund to the Capital Improvement Project WW01010 to be paid as additional reimbursement to the Santa Clara Valley Water District for the City's sewer line replacement under the District's Box Culvert on Mountain View Avenue to account for higher cost due to unforeseen conditions



**Subject:** Sewer Line Replacement under the Santa Clara Valley Water District Box Culvert on Mountain View Avenue, Project WW01010

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### **Purpose**

Appropriate an additional \$16,881.09 to the CIP project WW01010 for Sewer Line Replacement under the Santa Clara Valley Water District Box Culvert on Mountain View Avenue and approve a total reimbursement of \$68,541.09 to the Santa Clara Valley Water District (District) to account for higher sewer line replacement cost due to unforeseen conditions.

### **Background**

In 2010, the District initiated a project to replace the box culvert at Hale Creek on Mountain View Avenue. The City had an existing 6-inch sanitary sewer main under the box culvert in a 15-inch casing that needed to be replaced, as recommended by the Sanitary Sewer Master Plan.

The City contracted with Harris & Associates to complete the design to remove and replace the existing sewer main with an 8-inch sewer main by open trench as part of the District's project. The construction phase of the District's project was placed on hold after the design was completed and the CIP was closed. The District re-opened the project and removed and replaced the Hale Creek box culvert at Mountain View Avenue during the summer and early fall of 2018.

### **Discussion/Analysis**

City Council approved a new CIP on February 28, 2017 to allocate funds of \$65,000 for the project budget, which covers the design, construction support services, and estimated cost of construction of the sewer main replacement project.

A cost sharing agreement was executed on April 28, 2017 with the District to reduce the project costs and unnecessary duplication of work related to the sewer main replacement. Per the agreement, the City would reimburse \$39,215 to the District, which was the estimated construction cost for the sewer line replacement.

Bids received for construction of the project, including the construction of the sewer line replacement, were higher than estimated. In the selected contractor's bid, the bid item for the replacement of the sanitary sewer pipe was \$48,746. Additionally, it was discovered during the work that an existing storm drain manhole would need to be relocated to accommodate the sanitary sewer line replacement. Due to these two unanticipated factors that increased the project cost, the District has requested that the reimbursement be increased by \$29,326.09 (for a total of \$68,541.09 to be reimbursed by Los Altos for the sewer replacement).



**Subject:** Sewer Line Replacement under the Santa Clara Valley Water District Box Culvert on Mountain View Avenue, Project WW01010

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### Options

- 1) Appropriate an additional \$16,881.09 to the CIP project WW01010 for Sewer Line Replacement under the Santa Clara Valley Water District Box Culvert on Mountain View Avenue and approve a total reimbursement of \$68,541.09 to the Santa Clara Valley Water District to account for higher sewer line replacement cost due to unforeseen conditions

**Advantages:** The sewer line was replaced at a reduced cost through the District's project during the replacement of the box culvert at Mountain View Avenue

**Disadvantages:** None

- 2) Do not appropriate and approve the additional funds to the Capital Improvement Project WW01010 for reimbursement to the Santa Clara Valley Water District for the City's sewer line replacement

**Advantages:** None

**Disadvantages:** Without the appropriation there will be insufficient funds to reimburse the Santa Clara Valley Water District for the sewer line replacement

### Recommendation

The staff recommends Option 1.

November 15, 2018

City of Los Altos  
Engineering Division  
One North San Antonio Road  
Los Altos, CA 94022

Subject: Sewer Line Replacement Project Under the Santa Clara Valley Water District  
Box Culvert on Mountain View Avenue  
Agreement No. A4067S, Contract No. C0625  
**Invoice #1 (Final) - \$68,541.09**

Dear Ms. Susanna Chan:

As you are aware, construction of the subject project was awarded on May 23, 2017. Provision 3 of Agreement No. A4067S, states that the City of Los Altos' financial commitment under this Agreement shall not exceed \$39,215. However, the City of Los Altos approved the following additional costs during a meeting on October 18, 2018:

- 1) The agreement had estimated that the cost of the sewer line replacement work would be \$39,215. However, the actual cost was \$48,746, hence there is a difference of \$9,531. Please see Items #127 – 130 on the attached October 2018 Progress Payment #14 to the Contractor, Robert A. Bothman Construction (Attachment 1).
- 2) Additional work associated with the relocation of a storm drain manhole due to a conflict with the sewer line totaled \$24,905.73. However, the District will pay the pavement portion of the work, so the cost to the City of Los Altos for this item will only be  $\$24,905.73 - (\$3,045.20 + \$2065.44) = \$19,795.09$ . Please see the attached Construction Change Order Report for details (Attachment 2).

This letter requests for a total reimbursement of \$68,541.09.

For convenience, we are enclosing two copies of the invoice. Please return one copy of the invoice with remittance to:

Santa Clara Valley Water District  
P.O. Box 20130  
San Jose, CA 95160-0130





If you have any questions regarding this invoice, please contact me at (408) 630-2795, or Ms. Anne Cooper at (408) 630-2807.

Sincerely,



Lotina Nishijima  
Associate Civil Engineer  
Design and Construction Unit 1  
Santa Clara Valley Water District

Enclosures

cc: A. Cooper, C. Owens, S. Hosseini



## DISCUSSION CALENDAR

### Agenda Item # 5

## AGENDA REPORT SUMMARY

**Meeting Date:** December 11, 2018

**Subject:** Veteran's Community Plaza Shade Structure, Project CF01019

**Prepared by:** Dave Brees, Special Projects Manager

**Reviewed by:** Susanna Chan, Public Works Director

**Approved by:** Chris Jordan, City Manager

**Attachment:**

1. Shade Comforts Inc. letter, dated April 4, 2018
2. Rotary Club of Los Altos letter, dated November 14, 2018

**Initiated by:**

City Council – CIP Project CF01019

**Previous Council Consideration:**

None

**Fiscal Impact:**

The proposed project budget is \$89,000, including \$21,000 for design, \$60,000 for construction of the shade structures and a ten percent project contingency of \$8,900. The proposed project budget will utilize a combination of the previously appropriated \$60,000 Park-in-Lieu Funds, an additional \$18,000 of Park-in-Lieu funds, and \$11,000 donation from the Rotary Club of Los Altos.

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301 (e2B).

**Policy Questions for Council Consideration:**

- Does Council desire to continue with the Veteran's Community Plaza Shade Structure, Project CF 01019, as originally scoped at an anticipated cost increase?
- Does Council desire to reduce the possible scope of the proposed shade structure improvements to adhere to the approved \$60,000 project budget?
- Does Council desire to accept a \$11,000 cash donation from the Rotary Club of Los Altos to be used toward the installation of new shade structures at the Veteran's Community Plaza?

**Summary:**

- On June 12, 2018, City Council considered a request from members of the Rotary Club of Los Altos to install shade structures in the Veteran's Community Plaza
- Council was supportive of the idea and approved a Capital Improvement Project with a budget of \$60,000



**Subject:** Veteran's Community Plaza Shade Structure, Project CF01019

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- Council further directed staff to return with a proposed project, which included a concept design suggested by the Rotary Club of Los Altos
- City released a Request for Proposals for landscape architecture services for the design of a shade structure(s) at the Veteran's Community Plaza; two responses were received
- The proposed \$89,000 project budget is significantly higher than the original \$60,000 appropriation for the project

**Staff Recommendation:**

Accept the \$11,000 cash donation from the Rotary Club of Los Altos; appropriate an additional \$29,000 to the Veteran's Community Plaza Shade Structure Project CF01019; and authorize the City Manager to execute a professional services agreement between the City of Los Altos and Verde Design Inc. in an amount not to exceed \$21,000 for landscape architecture services for the CIP project CF 01019



**Subject:** Veteran's Community Plaza Shade Structure, Project CF01019

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### **Purpose**

Accept the \$11,000 cash donation from the Rotary Club of Los Altos; appropriate an additional \$29,000 to the Veteran's Community Plaza Shade Structure, Project CF01019; and authorize the City Manager to execute a professional services agreement between the City of Los Altos and Verde Design Inc. in an amount not to exceed \$21,000 for landscape architecture services for the CIP project CF01019.

### **Background**

At the June 12, 2018 City Council meeting, members of the Rotary Club of Los Altos presented a request for the installation of two proposed shade structures in the Veteran's Community Plaza. After discussion, Council approved the creation of a Capital Improvement Project and appropriated \$60,000 Park-in-Lieu funds to the project. Council also directed the project be returned to Council for further discussion regarding the look and feel of the proposed shade structures.

### **Discussion/Analysis**

On September 12, 2018, staff met with members of the Rotary Club of Los Altos to discuss the proposed shade structures in the Veteran's Community Plaza. Club members expressed the desire to increase the utilization of the plaza for both informal gatherings and special events. The plaza is a focal point in the downtown area and would benefit from unique, simple and elegant shade structures. The Rotary Club members presented a letter from Shade Comforts, Inc. (Attachment 1) which outlined the proposed design and scope of work for the project.

Additionally, staff issued a Request for Proposal (RFP) on October 30, 2018 for landscape architecture services for the preparation of the projects plans and specifications. Two RFP responses were received on November 20, 2018.

Based upon the results of the conversations with the Rotary Club and the responses to the RFP, staff has developed a proposed project scope and budget consistent with the Shade Comfort Inc. proposal. The proposed project budget of \$89,000 is for the design and construction of the shade structures and includes a ten percent project contingency.

Verde Design Inc. has extensive experience in both public and private shade structure and park installation projects. Recent projects include installations in Morgan Hill, Tracy and the Benicia Unified School District.



**Subject:** Veteran's Community Plaza Shade Structure, Project CF01019

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## Options

- 1) Accept the \$11,000 cash donation from the Rotary Club of Los Altos; appropriate an additional \$29,000 to the Veteran's Community Plaza Shade Structure, Project CF01019; and authorize the City Manager to execute a professional services agreement between the City of Los Altos and Verde Design Inc. in an amount not to exceed \$21,000 for landscape architecture services for the CIP project CF01019

**Advantages:** Project design and development will proceed immediately, with construction estimated for spring 2019

**Disadvantages:** Increase to the overall project cost

- 2) Do not authorize the execution of a professional services agreement, reduce the overall project scope and reissue the project design Request for Proposal

**Advantages:** Possible reduction in project cost

**Disadvantages:** Not authorizing the execution of the contract will result in delays to the project and possibly higher design costs, as three rounds of proposal solicitation have already occurred

## Recommendation

The staff recommends Option 1.



Lic. #881893  
D.I.R. #1000020770

Mr. Ron Labetich  
Rotary Club of Los Altos

From: Bill Moore  
[bill@shadecomforts.com](mailto:bill@shadecomforts.com)

April 4, 2018

Ref: V1 Hypar Umbrellas: Veterans Plaza

Page 1 of 2

Item Description	Total
(2) VI Hyperbolic Umbrellas per attached renderings & Design-Build Specifications with each including:	\$19,070.00
<ul style="list-style-type: none"> <li>• (1) Alnet Extra Block knitted HDPE UV-treated shade fabric approved by California State Fire Marshal. Fabric will have seam(s) due to roll width.</li> <li>• (1) steel post &amp; (4) steel beams field-bolted together. Each member is... <ul style="list-style-type: none"> <li>○ ...factory-welded watertight.</li> <li>○ ...factory-primed &amp; powder coated with standard color</li> </ul> </li> <li>• Stainless steel bolts, galvanized cable &amp; cable clamps</li> <li>• Warranty</li> </ul>	
Engineer structures & drilled pier footings per attached Design-Build Specifications.	2,750.00
(3) sets of stamped drawings & structural calculations to Los Altos, CA building code. Others to prepare and submit other documents that may be required for building permit.	
Freight to Los Altos job site, unloading, unwrapping, & disposal of packing materials	3,440.00
Jobsite perimeter security fence (200'x6') installed at prevailing wage rates	1,140.00
Construct drilled pier footings & erect both structures to engineered plan*	31,400.00
<b>Sub Total</b>	<b>\$57,800.00</b>
9.0% Sales Tax (structures only)	1,716.30
<b>Total Before Bonding</b>	<b>\$59,516.30</b>
Payment & Performance Bond	1,785.49
<b>Contract Total</b>	<b>\$61,301.79</b>

**Terms:**

1. Quote is good for 60 days; all sales are final.
2. Engineering begins upon receiving \$2,750 payment.
3. Fabrication & Construction begin upon receiving \$29,300 deposit after building permit is issued.
4. Balance due upon erection "completion" as defined by the earlier of (1) structures' suitability for its intended use or (2) issuance of an occupancy permit by the permitting authority.
5. Interest charged at 1.5% per month on account balances 30+ days overdue.
6. Price remains unchanged if proposal is signed within 60 days and customer enables construction to be completed within 180 days of proposal.

(see next page)

SHADE COMFORTS, INC.

77 SOLANO SQUARE #238  
(T) 707-746-5080 \* [www.shadecomforts.com](http://www.shadecomforts.com)

BENICIA, CA 94510



\* Site plans, permits, fees and special inspections are Owner's responsibility. Price quoted by Shade Comforts, Inc. (i.e. "Contractor") includes all materials, rentals & labor and assumes the following conditions:

- Prior to engineering, Owner to provide geotechnical soils report if available.
- Unrestricted access to job site during daylight hours (upon prescheduled appointment).
- Prevailing wage rates apply.
- Contractor will schedule USA Underground to detect public, underground utilities. Owner is advised to engage a private company to search for underground private utilities that USA Underground cannot detect.
- Contractor to saw-cut & remove (2) 46"x46" sections of concrete slab not exceeding 4" thick.
- Contractor intends to auger holes in a single shift for (2) drilled pier footings. There shall be no underground or overhead "obstructions" (e.g. utilities, sewer/irrigation lines, water, boulders, foundations, volcanic rock; trees, light posts, debris, rubble, etc.). Additional work to be billed as a separate change order for added costs (i.e. labor, overhead, re-deployment, materials & rentals) + 10% for (1) 1+ hour delays caused by obstructions; (2) removal of obstructions; (3) obstructions requiring excavation methods other than auguring with this rig; (4) obstructions necessitating alternative footing designs; or (5) incurred costs to relocate piers.
- Once drilling begins, if soil, rock, water, or other underground conditions indicate that holes will likely collapse before filled with concrete or can't be augured as planned, then it may become necessary to change the design, construction methods, and scheduling. This could increase costs (especially if excavating, steel casing, or core barrel equipment is required). Upon discovering these conditions, Contractor will confer with Owner before continuing work.
- Contractor to remove all spoils from property. Owner to provide laboratory certification that spoils are clean and uncontaminated. If this report is not available and the nearest-available dumpsite requires this certification, then Owner agrees to pay the needed charge for a laboratory analysis. Should testing prove toxic spoils, then Owner agrees to pay all extra charges for their disposal.
- Posts to be base-plated and anchor-bolted to underground, reinforced concrete piers. Contractor to set post base plates below grade; grout under them; and backfill voids with concrete to finish grade.
- Contractor to unload delivery truck at the location where structure erection will immediately begin.
- Owner to provide access to toilet facility.

Please sign, date & return this proposal with \$2,750 deposit to begin engineering.

City of Los Altos, CA

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner officer name (please print)

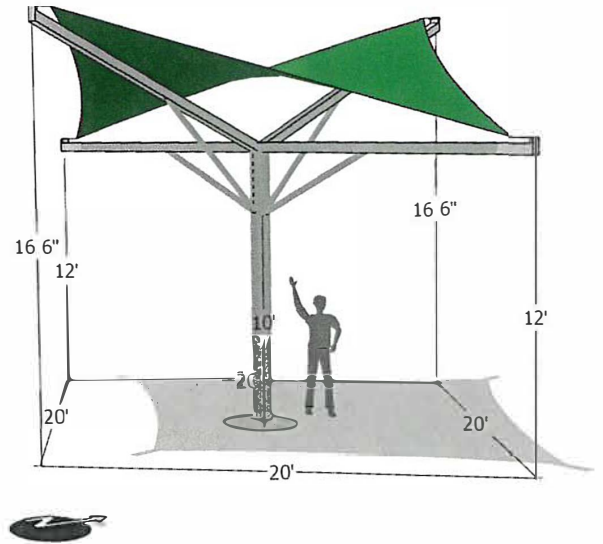
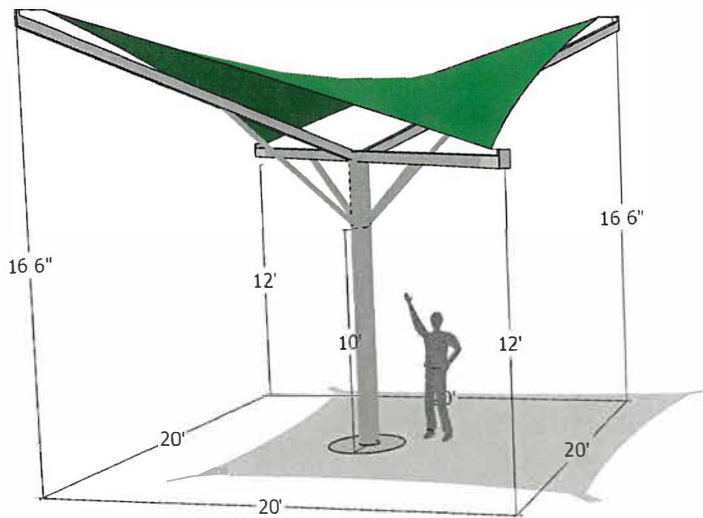
\_\_\_\_\_  
Owner officer title

\_\_\_\_\_  
Owner officer signature

V1 Hyperbolic Umbrellas  
Los Altos Community Plaza  
ShadeComforts.com

June 21 @ 12PM  
Shadows are estimates only and do  
not factor adjacent buildings & trees

This rendering is exclusively owned by  
Shade Comforts, Inc. It is loaned to  
recipient(s) for consideration and should  
only be shared with those involved in the  
decision process.



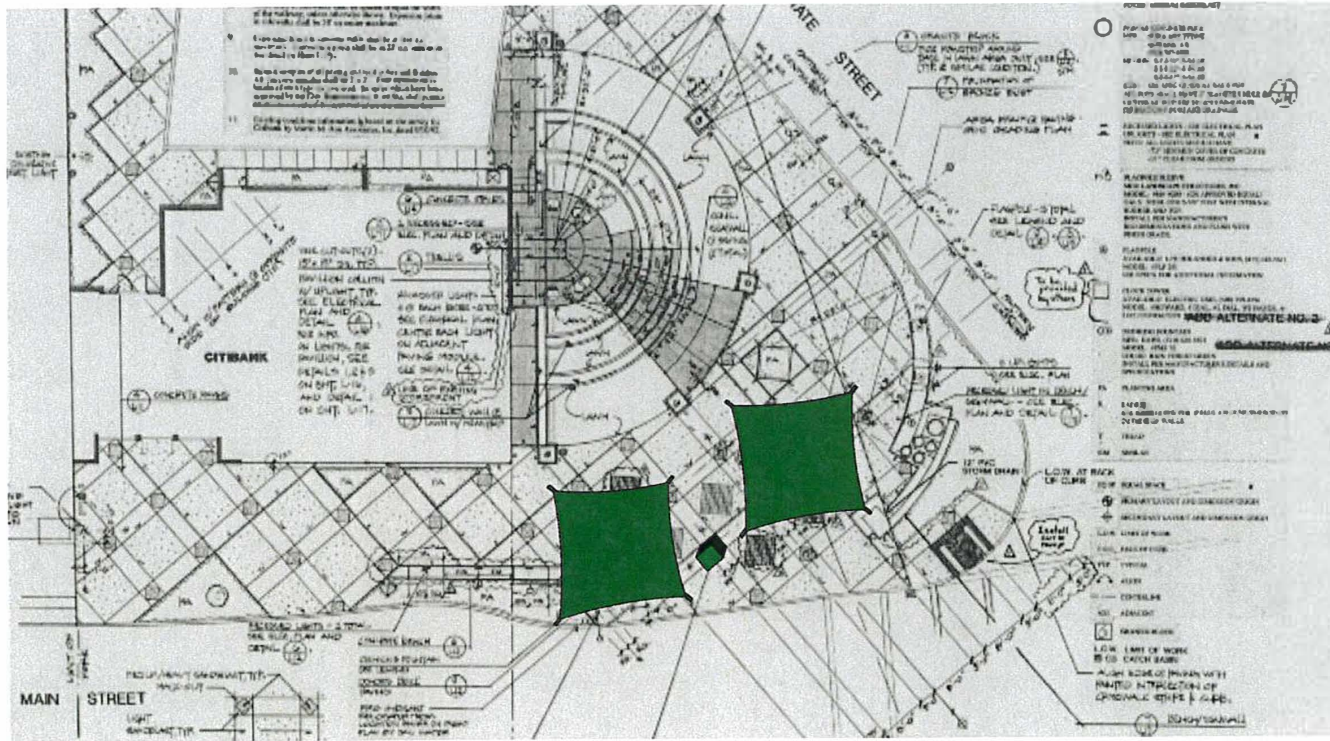


LOS ALTOS  
COMMUNITY  
PLAZA  
CITY OF LOS ALTOS



Blank Tower 9-26-45  
Isabel & Carlos Camp 9-17-45  
Walter "Al" Altamirano 9-17-45

1000 NORTH COMMUNITY PLAZA  
9000  
LAYOUT PLAN  
4/23/51  
REV 001





## DESIGN-BUILD SPECIFICATIONS TENSIONED FABRIC SHADE STRUCTURES

### GENERAL QUALITY ASSURANCES

- I. Single-vendor contractual responsibility for all phases of the design-build process (i.e. design, engineering, fabrication, shipping, unloading, foundation construction, structure erection, & warranty servicing)
- Design & Engineering
    - To current, local California building code by Professional Structural Engineer licensed in California
    - PE must have designed/engineered 100+ commercial, cable-tensioned fabric structures
    - Wind design speed: 110+ MPH 3-second wind gusts with fabrics attached
  - In-Plant Fabrication
    - Fabricator has 20+ years experience exclusively manufacturing cable-tensioned shade structures
    - To ensure fit & finish, fabricator does both steel work and sews fabrics
    - All materials shall be free of sharp edges, corners, & extremely rough surfaces
    - All materials shall be new and conform to all specifications as herein stated
  - Construction
    - Licensed California contractor with "B" (Gen'l Building) or "C61-D03" (Awnings) license
    - 10+ years dedicated experience with cable-tensioned fabric shade structures
    - Completion of 100+ commercial (i.e. non-residential) California structures
    - Completion of 5+ California municipal projects in last 3 years
    - BBB Accredited rating of A+
    - Completion of accredited training in rigging, forklift & scissor lift operations
    - Building permit will always be obtained when required
    - Proof of Insurance minimums:
      - Workers Compensation : \$1M Each Accident
      - General Liability: \$2M General Aggregate; \$1M Each Occurrence
      - Automotive Liability: \$1M Each Accident
- II. Closely-held, corporation dependent on reputation with California architects, general contractors, & owners

### 1.0 MATERIALS

#### 1.1 FABRIC

- A. High density polyethylene (HDPE) fabric shall be Alnet Extra Block shade cloth or approved equal
- Weighs 9.2-9.6 ounces per square yard for durability (ASTM D3776) color dependent
    - Fabric strength: Monofilament & tape construction
    - Tensile Strength (ASTM C 4595-86) color dependent: Warp: 1224-1156 lbf/ft.  
Weft: 1632-1768 lbf/ft.
    - Tear Strength (ASTM D 1424) color dependent: Warp: 44 lbf; Weft: 44 lbf
    - Elongation at Break: (ASTM C 4595-86) color dependent: Warp: 66-68%; Weft: 58%
    - Burst Strength (ASTM 3786) color dependent: 784-828 lbf
  - UV stabilized for protection
    - UV% blocked: 85-96% (color dependent) UV Protection Factor: up to 25 (color dependent)
  - Shade Factor (visual light): 80-97% (color dependent)
  - Stentored to maintain shape under tension and minimize sag
  - Rachel-knitted to prevent unraveling if cut
  - Temperature stability: -77 to 176 degrees F
  - 10 year warranty
- B. Alnet Extra Block fire resistance approvals
- California State Fire Marshal Section 13115 Registration # F-94501
  - NFPA 701-99 (Test Method 2)
  - ASTM E-84



## DESIGN-BUILD SPECIFICATIONS TENSIONED FABRIC SHADE STRUCTURES

### 1.2 THREAD

- A. Shall be Gore Tenara high density; high strength and low shrinkage
- B. Shall be abrasion resistant and immune to UV radiation
- C. Shall be unaffected by non-hydrocarbon based cleaning agents, acid rain, mildew, rot, chlorine, saltwater, and industrial pollution
- D. Shall be warranted for six (6) years

### 1.3 CARBON STRUCTURAL STEEL

- A. All fabricated steel shall conform to approved shop drawings and calculations.
- B. All carbon structural steel shall be ASTM A500 or A513 (except steel pipe columns, which shall be ASTM A-53 Grade B, unless otherwise noted). Plate steel shall conform to A36 Grade B.

### 1.4 TENSIONING CABLE & HARDWARE

- A. 7x19 galvanized steel cable shall conform to ASTM A-603
- B. Cable diameter determined by calculated engineering load
  - o 1/4" diameter for small-to-medium loads ; 3/8" diameter for heavy loads
- C. Cable connectors, shackles & turnbuckles shall be stainless steel or hot dipped galvanized
- D. Machine bolts shall conform to ASTM A-307 unless otherwise noted.
- E. Fabric corners for tensile structures shall have aluminum discs for added strength.

### 1.5 ANCHOR BOLTS

- A. Anchor bolts set in new concrete shall be A36 threaded rod, ASTM A-325, or A-307.
- B. All anchor bolts shall be hot dipped galvanized.

### 1.6 FOOTING REINFORCEMENT

- A. All reinforcement shall conform to ASTM A-615 grade 60.
- B. All reinforcing steel shall conform to approved shop drawings and calculations.

## 2.0 PROCESSES

### 2.1 WELDING

- A. All shop welds shall comply with the latest edition of the American Welding Society Specifications.
- B. Welding procedures shall comply with the AWS D1.1-AWS Structural Welding Code-Steel.
- C. All welds to be performed by a certified welder.
- D. All welds shall be continuous where length is not given, unless otherwise noted on drawings.
- E. All welds shall develop the full strength of the weaker member.
- F. All welds shall be made using E70xx electrodes; gas metal welds using ER 70S3 wire
- G. Shop connections shall be welded unless noted otherwise.
- H. All fillet welds shall be a minimum of 3/16" unless otherwise noted.
- I. All steel shall be welded shut at terminations to prevent leakage.
- J. Field -welded connections are not acceptable.
- K. Field connections shall be indicated on the drawings

### 2.2 CORROSION PROTECTION

- A. Non-galvanized structural carbon steel greater than 7 gauge thickness plus welds
  - o Degrease with mild alkaline cleaner at 140 degrees.
  - o Iron phosphate rinse to create a conversion layer on the steel & welds.
  - o Prebake in oven at 350-400 degrees to burn off additional contaminants.
  - o Apply rust inhibiting primer prior to applying the powder coat.
  - o Primer shall be epoxy polyester hybrid.
  - o Apply TGIC polyester, UV-inhibited weather resistant powder coat (minimum 2 mm thick).



## DESIGN-BUILD SPECIFICATIONS TENSIONED FABRIC SHADE STRUCTURES

- B. Pre-galvanized structural steel up to 7 gauge thickness
  - o Already has triple layer of zinc protection with polymer clear coat acting as primer.
  - o Clean with a mild alkaline solution.
  - o Prebake in oven at 350-400 degrees to burn off additional contaminants.
  - o Apply TGIC polyester, UV-inhibited weather resistant powder coat (minimum 2 mm thick).

### 2.3 SEWING

- A. On-site sewing of fabric will not be accepted.
- B. Corners shall be reinforced with extra non-tear material & strap
- C. Perimeters containing cables shall be double row lock stitched.

### 2.4 FOOTING CONSTRUCTION

- A. Footings shall conform to approved engineering specifications.
- B. Reinforcement fabricated & placed to latest ACI Detailing Manual & Manual of Standard Practice.
- C. Concrete work shall conform to latest edition of American Concrete Building Code ACI 318.
- D. Concrete specifications shall conform to approved engineering specifications.
- E. 28 Days Strength  $F'c = 3000$  psi or 2500 psi depending upon approved engineering specifications.
- F. Contractor shall not pour concrete when daily ambient temperature is below 55 degrees F.

### 2.5 STRUCTURE ERECTION

- A. Erect structures & hardware in compliance with fabricators' instructions.
- B. Securely fasten all parts to be attached.
- C. Ensure all parts interact freely & smoothly without binding.
- D. Install shade structure in a timely manner & coordinate with the work of other trades.

## 3.0

### WARRANTY

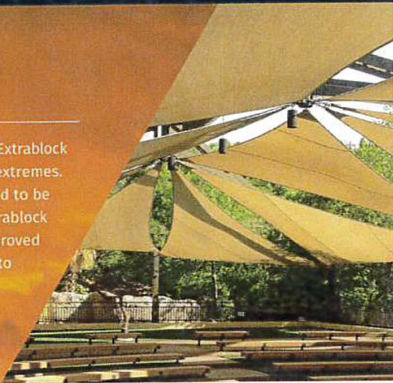
- 3.1 The structural integrity of the steel shall be warranted for twenty (20) years.
- 3.2 The fabric & sewn composite shade covering shall have a pro-rated warranty of ten (10) years.
- 3.3 When used in its designed capacity, the structure shall be guaranteed for five (5) years from original installation against:
  - A. Steel frame corroding or deteriorating under normal conditions.
  - B. Inappropriate design of supporting structure.
  - C. Fabrics shall be warranted for winds & gusts up to a specified design. The fabric warranty is void if winds or gusts exceed such design.
  - D. Excessive loss of fabric color under normal exposure conditions (i.e. sunlight, rot, & normal atmospheric chemicals).
  - E. Wearing or wind blowouts caused by poor installation or design.
- 3.4 The fabrics should be removed before extreme wind conditions that exceed its design capacity.
- 3.5 The contractor reserves the right to repair or replace any item covered by the warranty.
- 3.6 Shade structures located in areas where they may be damaged from other construction shall be protected and or removed from the locations until hazardous conditions cease.



# EXTRABLOCK

## EXTRABLOCK

Designed for strength and durability, Alnet's Extrablock shade cloth protects against all of nature's extremes. It meets the highest standards and is knitted to be dimensionally stable for easy fabrication. Extrablock also comes in 16 California Fire Marshall approved colors and is backed by a 10-year warranty to demonstrate our dedication to quality, durability and safety.



Properties	Mass	Thickness	Fabric Width	Tensile		Elongation at Break		Tearing Strength		Burst Strength	Burst Strength	Temp. Stability
Test Method	ASTM D276	ASTM D277	ASTM D778	ASTM D 1584	ASTM D 4165-07	ASTM D 2261	ASTM D 3787 Ball	ASTM D 788 Mullen				
	gsm	mm	m	N	lb	%	N	lb	N	lb	psi	°C
US	9.6 oz/yd	50.4 mil	118 in.	278 lb	340 lb	71%	33 lb	36 lb	363 lb	460 psi	-13°F +176°F	
Metric	325 gsm	1.28mm	3 m	1236 N	1512 N	71%	147 N	160 N	1615 N	3172 kPa	-25°C +80°C	

Colors	UPF	UVR	Shade Factor	Fire Retardancy	Flame Resistance
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True Blue	14	93%	89%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Forest Green	24	96%	94%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Silver	19	95%	93%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Sunblaze	14	94%	91%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Latte	18	95%	90%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Bottle Green	16	94%	91%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Charcoal	20	96%	94%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Midnight	33	98%	98%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Mint Green	18	95%	93%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Dove Blue	13	93%	90%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Oxide Red	14	93%	91%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Pearl Onyx	16	94%	86%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Purple	16	94%	86%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Olive	26	97%	96%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Brown	19	95%	93%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Navy Blue	23	96%	96%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Lime	18	95%	79%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2

### CERTIFICATIONS

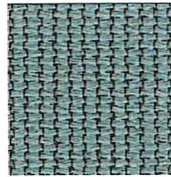


### 10 Year Warranty

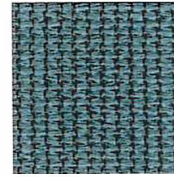
ALNET is the leading innovator in synthetic textile and netting material production for the world's *architectural, agricultural, aquacultural* and *industrial industries*.

Shade Comforts, Inc.  
77 Solano Square #238  
Benicia, CA 94510

Tel: 707-746-5080  
ShadeComforts.com



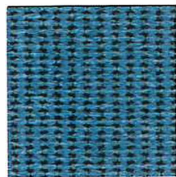
**MINT GREEN**



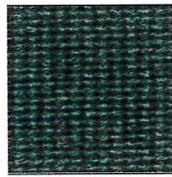
**DOVE BLUE**



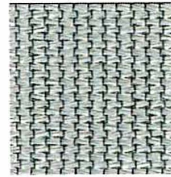
**OXIDE RED**



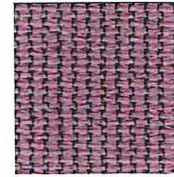
**TRUE BLUE**



**FOREST GREEN**



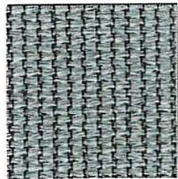
**PEARL ONYX**



**PURPLE**



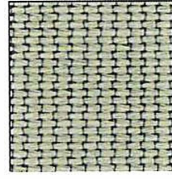
**OLIVE**



**SILVER**



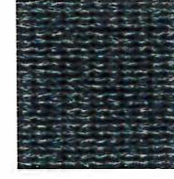
**SUNBLAZE**



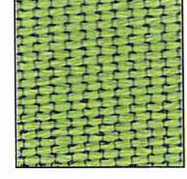
**LATTE**



**BROWN**



**NAVY BLUE**



**LIME**



**BOTTLE GREEN**



**CHARCOAL**



**MIDNIGHT**



[www.AlnetAmericas.com](http://www.AlnetAmericas.com)



CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL

## REGISTERED FLAME RESISTANT PRODUCT

Product:

EXTRA BLOCK SHADECLOTH

Registration No.

F-94501

Product Marketed By:

ALNET PTY (LTD)  
MOORSOM AVENUE, EPPING, INDUSTRY II  
CAPE TOWN, S. AFRICA

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code.

The scope of the approved use of this product is provided in the current edition of the **CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS** published by the California State Fire Marshal.

Deputy State Fire Marshal

Expire: 6/30/2018

# SHADE COMFORTS, INC

Warning: Digital images may not accurately show color.

## POWDERCOAT COLORS







# Rotary Club of Los Altos

P.O. BOX 794  
LOS ALTOS, CALIFORNIA 94022

November 14, 2018

Honorable Council Members  
Los Altos City Council  
1 North San Antonio Road  
Los Altos, CA 94022

Re: Confirmation of Los Altos Rotary Club Donation

Dear Council Members:

This letter confirms that the Los Altos Rotary Club will donate \$11,000.00 toward the purchase and installation of new shade sails at the Veterans Community Plaza at the conclusion of the construction. These are designated funds and may only be used for the sail construction.

Our Rotary Club has a long history with the plaza from its' initial construction in 1992 to the renaming of the Community Plaza last year to the Veterans Community Plaza. The renaming had the support of community members including Rotary, American Legion, LAVA, Kiwanis Club, Chamber of Commerce and Foothill College.

The sails will provide badly needed shade so that more of our community members and guests can gather in our downtown, have conversations, patronize our shops, dine in our restaurants and enjoy the surroundings.

Thank you for your consideration and hopefully you will move this approval forward at your December 11<sup>th</sup> meeting,

Respectfully,

A handwritten signature in blue ink, appearing to read "George Stafford", with a long horizontal line extending to the right.

George Stafford  
President, Board of Trustees  
Los Altos Rotary Endowment Fund

**From:** [Gary Maggard](#)  
**To:** [Jon Maginot](#); [Ron Labetich](#)  
**Subject:** City cancel meeting  
**Date:** Wednesday, December 5, 2018 1:54:30 PM

---

Dear Mr Maginot,

My wife and I fully support the proposal to add the shade sails at the Veterans Community Plaza downtown Los Altos.

Respectively,  
Gary Maggard  
Sandy Mingia

**From:** [Jerry Moison](#)  
**To:** [Jon Maginot](#)  
**Subject:** shade sails on Plaza  
**Date:** Wednesday, December 5, 2018 11:01:29 AM

---

Hi Jon:

It should come as no surprise to you that I am in favor of this project. Really good for our community and in particular, the downtown retail owners.

Sent from [Mail](#) for Windows 10

**From:** [Patricia Kapp](#)  
**To:** [Jon Maginot](#)  
**Subject:** Shade Sails  
**Date:** Wednesday, December 5, 2018 10:43:39 AM

---

Hi Jon,

On behalf of the Chamber, I wanted to give *another* thumbs up to install the shade sails for Vets Plaza.

The Chamber believes that amenities like shade sails add to the interest, comfort and welcoming feeling that downtown Los Altos provides. This investment supports our mission, vision and the goal of greater vibrancy in the community.

Thanks for your consideration.

Best regards,

Pat Kapp  
President, Los Altos Chamber of Commerce  
321 University Avenue  
Los Altos, CA 94022  
650.948.1455  
[www.losaltoschamber.org](http://www.losaltoschamber.org)

**From:** [Ron Labetich](#)  
**To:** [Jon Maginot](#)  
**Cc:** [Jon Biggs](#); [Chris Jordan](#)  
**Subject:** Veterans Plaza  
**Date:** Wednesday, December 5, 2018 2:46:37 PM

---

Hello. Below is letter for council.  
Best, Ron

Sent from my iPhone

Begin forwarded message:

**From:** Janet Harding <[REDACTED]>  
**Date:** December 5, 2018 at 12:11:01 PM PST  
**To:** Ron Labetich <[REDACTED]>  
**Cc:** Bill Moison <[REDACTED]>, Alex Glew  
[REDACTED], Arley Marley [REDACTED], bonnie  
burdett walker [REDACTED], brandon smith  
[REDACTED], Carla & Rich Stevenson  
[REDACTED], craig carpenter [REDACTED], david  
rock [REDACTED], Dennis Young [REDACTED], Diana  
Neiman [REDACTED], donna verna [REDACTED], frank verlot  
[REDACTED], gary maggard [REDACTED], Gerri Acers  
[REDACTED], gigi kubursi [REDACTED], Harry & Lori Price  
[REDACTED]  
[REDACTED], jean mordo  
[REDACTED], jeff baier [REDACTED], Jerry Moison  
[REDACTED], John Sylvester [REDACTED], Julie  
Rose [REDACTED]  
[REDACTED], ken  
parker [REDACTED], Kris Olson [REDACTED],  
[REDACTED], Laura Woodworth  
[REDACTED], Lee Lera [REDACTED], Lina Broydo  
[REDACTED], lindsay carpenter [REDACTED],  
lonnie gary [REDACTED]  
[REDACTED], Mona & Bob Armistead  
[REDACTED], PAT KAPP [REDACTED], Paul  
Gonella [REDACTED], Paul Nyberg [REDACTED],  
Paul Schutz [REDACTED], "Renee Zimmerman (El Camino)"  
<[REDACTED]>, Bob & Lois Adams  
[REDACTED], robin [REDACTED], Ron  
Levine [REDACTED], Ron & Crystal Packard  
[REDACTED], Roy & Maureen Jones [REDACTED],  
Sam Harding [REDACTED], Steve Shepherd  
[REDACTED], Thuy Nguyen [REDACTED], Allan &  
Mary Lou Varni [REDACTED], von packard [REDACTED],  
Wyatt and Alisanne Allen <[REDACTED]>, Robin Latta  
[REDACTED]

**Subject: Re: Meeting**

Hi Ron, et. al.

Sam & I attended the tree-lighting ceremony last week & Veteran's Community Plaza most definitely needs help. It was actually embarrassing to have the wonderful singing ensembles participating... but no one could hear without effective sound tech. Much less see them. Not to mention that no one could here Scott & Jean's remarks. And it was so dark. If I were king, I'd at least light the tree early-on & then continue the celebration. Santa, hot cocoa, trolley were all good. And so many darling young families! Our plaza needs lights (in winter) and sound in order to to have meaningful gatherings. And shades when it's sunny.

I'll be bringing Roy Jones to our 11:00 meeting.

Cheers! Janet

On Dec 5, 2018, at 11:52 AM, Ron Labetich [REDACTED] >  
wrote:

Great

Sent from my iPhone

On Dec 5, 2018, at 11:31 AM, Bill Moison  
<[REDACTED]> wrote:

I'll be there.

Bill

---

**From:** [REDACTED]  
**Sent:** Wednesday, December 05, 2018 10:36 AM  
**To:** [REDACTED]; arley marley; Bill Moison; bonnie burdett walker; brandon smith; carla stevenson; craig carpenter; david rock; Dennis Young; diana neiman; donna verna; frank verlot; gary maggard; Gerri Acers; gigi kubursi; Harry Price; [REDACTED] Janet Harding; jean mordo; jeff baier; Jerry Moison; John Sylvester; Julie Rose; [REDACTED]; ken parker; Kris Olson; [REDACTED] laura woodworth; Lee Lera; [REDACTED] lindsay carpenter; lonnie gary; [REDACTED] Mona Armistead; PAT KAPP; paul gonella; Paul Nyberg; Paul Pschutz; Renee Zimmerman (El Camino); [REDACTED]; robin; Ron Levine; Ron Packard; Roy Jones; Sam Harding; Steve Shepherd; Thuy Nguyen; varni; von

packard; [REDACTED]  
Cc: 'Robin Latta'  
Subject: Meeting

Good morning. Attached is our agenda for tomorrow's meeting at 11AM AT GARDEN HOUSE. Also attached is the recommendation to support the shade sails Veterans Community Plaza downtown— PLEASE SEND AN EMAIL TO SUPPORT THIS IMPROVEMENT TO JON MAGINOT AT [jmaginot@losaltosca.gov](mailto:jmaginot@losaltosca.gov) THANK YOU, Rpn

**From:** [Scott O'Brien](#)  
**To:** [Jon Maginot](#)  
**Cc:** [Scott O'Brien](#); [Lara O'Brien](#)  
**Subject:** Shade Sails - Veteran's Plaza  
**Date:** Friday, December 7, 2018 9:30:44 AM

---

Dear Council Members-

I am writing to let you know that we are in support of the shade sails being installed in Veteran's Plaza. That is a wonderful plaza that would benefit from the installation of the shade sails. It will bring more vibrancy to the plaza and downtown by creating a more comfortable location for members of our community. Many in the community feel there is a lack of open community space in downtown and this is an easy, quick, and inexpensive way to make this space better. We have a teenage son that likes to ride his bike downtown to meet friends and there is no outdoor space for them to hangout. The shade sails will make the plaza more inviting and give everyone in our community a nice place to meet friends, hangout, or even work outside on a nice day.

Sincerely,  
Scott & Lara O'Brien







**STUDY SESSION**

**Agenda Item # 6**

**AGENDA REPORT SUMMARY**

**Meeting Date:** December 11, 2018

**Subject:** Carmel Terrace Update and Discussion

**Prepared by:** Aruna Bodduna, Transportation Services Manager

**Reviewed by:** Chris Lamm, Interim Public Works Director

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

None

**Initiated by:**

City Council

**Previous Council Consideration:**

January 4, 2011; February 14, 2012; May 22, 2012; January 8, 2013; June 9, 2015

**Fiscal Impact:**

To be determined depending on Council direction

**Environmental Review:**

To be determined depending on Council direction

**Policy Question(s) for Council Consideration:**

- Should City continue or make permanent “No Stopping” and/or permit parking restrictions on Carmel Terraces/Altamead Drive?
- Should City consider additional bicycle safety improvements on Carmel Terrace/Altamead Drive?

**Summary:**

- A one-year pilot project was established in 2009 restricting stopping and parking on Carmel Terrace/Altamead Drive
- Signage from the pilot project remains, however is not enforced
- A comprehensive traffic study was prepared in 2011 identifying projects to improve pedestrian and bicycle safety in the area
- CIP project TS-01050 Carmel Sidewalk Gap Closure was funded in FY 2018/19 to improve pedestrian safety on Carmel Terrace



**Subject:** Carmel Terrace Update and Discussion

---

**Staff Recommendation:**

Receive update and provide direction to staff



**Subject:** Carmel Terrace Update and Discussion

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### **Purpose**

Carmel Terrace Update and Discussion.

### **Background**

Traffic safety, congestion and flow in the greater Blach School neighborhood have been a concern for stakeholders dating back to 2001. The first traffic calming strategy meeting occurred in August of 2002 and focused on reducing cut-through traffic on Eastwood Drive. Ultimately in 2005, the Eastwood Drive Neighborhood Traffic Management Plan (NTMP) was implemented limiting right turning movements from Miramonte Avenue between 7:00 a.m. and 10:00 a.m. on school days.

In May of 2007, a second NTMP process began involving Carmel Terrace and Altamead Drive as a result of neighborhood concerns related to student safety, increased traffic volumes and drop offs at the rear of Blach School. The NTMP expanded to include Miramonte Avenue between Portland and Covington Road, and Portland Avenue between Grant Road and Miramonte Avenue. This plan was presented to the Traffic Commission on July 21, 2009 and was not supported because of lack of agreement between residents and staff. At the November 10, 2009 Council meeting, Council acknowledged support of the neighborhood and authorized staff to suspend the Neighborhood Traffic Management Plan project process for Carmel Terrace for one year and implement an experimental No Drop-off Zone on Carmel Terrace and Altamead Drive. This one-year pilot included:

- Installation of “No Stopping” signs near the back of Blach Middle School with a 7:00 a.m. to 10:00 a.m. limit and a second sign stating, “Residential Permit Excepted”.
- Administration of a residential parking permit program by the Carmel Terrace – Altamead Drive Neighborhood Association (CANA) for a one-year trial period.
- No continuing commitment of enforcement of the signage by Los Altos PD during the initial one-year period.
- Determination at the end of the one-year period as to whether the signage will remain in place or be removed.

This trial program caused numerous citizens to voice their concerns to staff and Council. Consequently, Council directed staff to conduct a comprehensive traffic study for the greater Blach School area. The one-year trial program was extended by Council until they received the final report. On January 4, 2011, the final traffic study prepared by Fehr & Peers, Transportation Consultants, was presented to the Council. The purpose of this study was to evaluate traffic patterns and identify physical improvements to improve students’ safety walking/biking to/from school and improve vehicular circulation for the greater Blach Intermediate School (Blach) neighborhood.

The study recommended projects to improve safety and categorized them into three tiers. The first level of improvements, those that have the largest impact to students’ safety and circulation, are recommended as part of Tier 1. The second level of improvements are recommended Tier 2 and third



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level as Tier 3. Three projects from Tier 1, one project from Tier 2 and one project from Tier 3 were originally programmed into the Capital Improvement Plan: Miramonte Avenue/Covington Road Intersection Improvements (Tier 1); Covington Road Class I Pathway (Tier 1); Carmel Terrace Class I Pathway (Tier 1); Miramonte Avenue Path project (Tier 2) and Miramonte Avenue/Berry Avenue intersection improvements (Tier 3). The status of these projects is described below.

- Miramonte Avenue/Covington Road intersection improvements: The original improvements recommended for the intersection of Miramonte Avenue and Covington Road included building out the corners to improve pedestrian and bicycle refuge, adding a crosswalk across the north leg of the intersection and installing a traffic signal. A traffic signal at this location was warranted and would alleviate the traffic congestion. However, based on public feedback, at its May 22, 2012 meeting, City Council directed staff to proceed with the improvements at the intersection without a traffic signal. This item was reconsidered at the June 9, 2015 Council meeting to discuss the impact of Los Altos School District (LASD) Initial Study/Mitigated Negative Declaration (IS/MND). The additional trips generated from the project would worsen the performance of the intersection and have a significant impact. Installation of the traffic signal would improve the intersection performance and reduce the project impact to less than significant. However, Council supported continuing with the previous plans for intersection improvements at Miramonte Avenue and Covington Road without a traffic signal.
- Covington Road Class I Pathway: The Covington Road Class I Pathway, Project CF-01005, was approved as part of the Fiscal Year 2013/14 Capital Improvement Program (CIP). The original CIP project scope was to construct a Class I Pathway on the south side of Covington Road. Considering input from the Blach PTA and affected residents, Class II and Class III bicycle facility options were evaluated and presented to the community and Complete Streets Commission (CSC, then BPAC). After analyzing the options and considering the input from the residents, staff recommended establishing a restricted hours bike lane and installing improved sidewalks. While this option serves those that are traveling to school in a safer manner than a Class III bike route, the impacts to parking are minimized. On March 8, 2016, Council directed staff to move forward with improvements as recommended by staff and to examine aligning the restricted parking hours with the flow of traffic with the goal of minimizing impacts to parking. Construction of this project has been completed with a time restricted Class II bicycle lane. Parking in the bicycle lane is restricted for one hour in the eastbound direction in the morning and one hour in the westbound direction in the afternoon.
- Carmel Terrace Class I Pathway: Carmel Terrace Class I pathway from Portland Avenue to Altamead Drive was recommended to enhance the pedestrian and bicycle safety of students accessing Blach Intermediate School. In January 2011, Council directed that an alternative design be evaluated that provides bicycle-friendly street features in combination with a pedestrian walkway. A chronology of actions related to implementation of No Stopping/No



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Parking signs on Carmel Terrace and Altamead Drive was presented to the Council on October 25, 2011. It should be noted that when the “No Stopping” and permit parking signs were installed on a one-year trial period basis, Carmel Terrace – Altamead Neighborhood Association (CANA) would administer the neighborhood parking program and there would not be enforcement of the signage during the initial one-year period.

In 2016, staff presented three conceptual plans for Carmel Terrace Bicycle and Pedestrian improvements to the Blach PTA (March 2016) and at the Bicycle and Pedestrian Advisory Commission (May 25, 2016) in an attempt to solicit feedback from the Commission and residents, and to determine if a project could be developed. The three conceptual plans included Class I pathway/walkway, Class II (bike lanes) with sidewalk gap closure, and Class III (bike route) with sidewalk gap closure. A Class I pathway/walkway on the west side would require removal of parking on the west of Carmel Terrace. A Class II facility with bicycle lanes on both sides of the street would require parking removal/restriction to accommodate bike lanes like bicycle lanes on Covington Road between Miramonte Avenue and Eastwood Place. A Class III facility would not have any impacts to parking, and bicyclists would share the road/travel lanes with cars. Appropriate signage and pavement markings would be placed on the street to identify as a Class III facility.

The Blach PTA generally favored the Class I pathway/walkway option as that provided the most safety benefits. They did not support the Class III option. They further requested that any bicycle/pedestrian improvements be compatible should the existing pick up/drop off restriction be removed. The residents along Carmel Terrace were opposed to the removal of “No Stopping” signs and the implementation of the Class I pathway/walkway but were generally supportive of the Class III option that had least impacts to parking. Both the Class II and Class III options included extending the sidewalk on the west side of Carmel Terrace from its current location at 1240 Carmel Terrace to Portland Avenue.

Subsequently, Council adopted CIP project, Carmel Terrace Sidewalk Gap Closure (TS-01050), to address an approximate 550’ long sidewalk gap on the western portion of Carmel Terrace. The completion of this work will provide continuous sidewalk infrastructure (route to school) from the raised crosswalk facility at Portland Avenue/Carmel Terrace and the rear access to Blach Intermediate School. Staff is currently soliciting proposals for design of this project.

- Miramonte Avenue Path Project: This project was identified in the 2010 Blach Neighborhood Traffic Study as a Class I pathway, the current and previously adopted Los Altos Bicycle Transportation Plan, and the Pedestrian Master Plan (adopted 2015) and is currently listed as a Tier II project in the County Bicycle Expenditure Program. The goal of the Miramonte Avenue project was to provide and improve accessible walkways, add accessible curb ramps



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at intersections, add bicycle facilities and enhance school crosswalks. Currently, pedestrians and bicyclists utilize the striped shoulders that offer little protection from conflicts with vehicles. On April 12, 2016, Council approved a contract with a design consultant to provide professional engineering design and construction support services for the Miramonte Avenue Path, Project CF-01006. As part of the project, three design concepts for bicycle and pedestrian improvements were prepared and presented at a Special Complete Streets Commission (then Bicycle and Pedestrian Advisory Committee) meeting on August 24, 2016. The design concepts included these alternatives: Class I Pathway, Class II (bike lanes) with an accessible walkway, and Class III (bike route) with an accessible walkway. The Class II bike lanes with an accessible walkway alternative was supported by the Commission. Design for the preferred alternative was then presented at the City Council meeting on January 22, 2018 and the CSC meeting on January 24, 2018. The impact to on-street parking had been identified since 2016. The estimated project cost for the entire Miramonte Path Project is \$3.7 million. The City had an opportunity to pursue a \$1 M federal grant for this project in mid-2017. Staff, along with the consultant team, identified project limits that could fit in with this grant amount, which was from Covington Road to Berry Avenue. The staff report for this project from the July 10, 2018 Study Session provides more information on the project background, outreach efforts, and criteria for selecting Phase 1 project limits for the grant application. Council acknowledged residents' concerns about loss of parking and issues with raised sidewalks that was perceived as not fitting with the rural character. Council directed staff to investigate re-design of the project and to determine if the grant funding could be retained with the change in scope. At November 13, 2018 City Council Meeting, staff reported that the proposed revisions suggested by the Council at the July 10, 2018 Study Session required re-design of the project and re-submittal for the Caltrans environmental review process with the new design. In doing so, the project would not meet the MTC's Regional Project Delivery Policy. Council directed staff to redesign the project and forgo \$1M federal grant funding.

- Miramonte Avenue/Berry Avenue intersection improvements: The improvements at this location included installation of high visibility crosswalk and pole mounted pedestrian actuated flashing beacons. Improvements at this location were included as part of a three-year list of capital improvement projects that will address school route safety. This project was combined with the Miramonte Avenue Path Project (discussed above). There was lot of concern and push back from the residents regarding the installation of flashing beacons. Based on the feedback from the residents and the Council, the project is now rescoped only to install the raised crosswalk without flashing beacons.

Traffic Safety is a City Council priority. The City will take steps to improve traffic/pedestrian and bicycle safety throughout the City with a specific focus on safe routes to schools. All the projects discussed above are in the vicinity of the schools with improvements identified to enhance safety for school children. While the original scope for these projects would provide superior elements to



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enhance safety, the projects were rescoped to fit in with the neighborhood concerns, that mainly centered around on-street parking impacts.

### **Discussion/Analysis**

At various public forums, including school meetings, Council meetings and Commission meetings, there have been requests from the public and Blach School to re-evaluate the parking restrictions along Altamead Drive and Carmel Terrace. The residents along Carmel Terrace request to continue the “No Stopping” and permit parking signage because the lower traffic volume street provides safer access for students to access the back entrance. If the Council decides to establish a permanent residential parking permit program, the City will require additional staff resources and budget for maintenance of such a program.

Staff has developed the following options for Council consideration.

### **Options**

- 1) Continue “No Stopping” restrictions, establish a permanent residential permit parking option, complete the sidewalk gap closure project and formalize the Class III option

**Discussion:** City does not have a residential parking permit program. If a permanent residential parking permit program is chosen, the City will require additional staff resources and budget for maintenance of such a program. As indicated previously, the current parking permit along Carmel Terrace/Altamead Drive is not maintained by the City

- 2) Continue “No Stopping” restrictions, remove permit parking, complete the sidewalk gap closure project, and provide Class II bicycle lanes

**Discussion:** The Class II option would provide dedicated bicycle lanes on both sides of the street. With this option, there would not be enough room to accommodate both parking and bicycle lanes. The impacts to loss of parking could be minimized by restricting the no-parking hours like Covington Road

- 3) Remove “No Stopping” restrictions, remove permit parking, complete the sidewalk gap closure project and formalize Class III option

**Discussion:** Appropriate signage and pavement markings will be placed on the street to identify as a Class III facility. This option will retain on-street parking. With the removal of no stopping restrictions, some school traffic from Covington Road would divert to Carmel Terrace/Altamead Drive, potentially reducing



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congestion along Covington Road. Removal of no stopping restrictions would increase traffic on Carmel Terrace/Altamead Drive. This will increase potential bicycle and vehicular conflicts as the bicyclists share the road with vehicular traffic

- 4) Remove “No Stopping” restrictions, remove permit parking, complete the sidewalk gap closure project, and provide Class II bicycle lanes

**Discussion:** With the removal of no stopping restrictions, some school traffic from Covington Road would divert to Carmel Terrace/Altamead Drive, potentially reducing congestion along Covington Road. Removal of “No Stopping” restrictions would increase traffic on Carmel Terrace/Altamead Drive, thereby increasing potential bicycle and vehicular conflicts. With the potential increase in traffic, a Class II option with dedicated bicycle lanes on both sides would enhance the safety compared to the Class III option. The impact to loss of parking could be minimized by restricting the no-parking hours. It should be noted that further investigation will require additional studies such as intersection level of service impacts and trip routing to and from school, especially with the potential changes to the school facilities

**Recommendation**

Receive update and provide direction to staff.



To: Los Altos City Council (re: meeting scheduled for 12/11/18)

I have been a resident at 1280 Carmel Terrace since 1957. I graduated from Carmel Elementary School (now occupied by Miramonte School), Blach Intermediate School and Awalt High School (now known as Mountain View High School).

Regarding the proposals by the BPAC to create bike lanes on Carmel Terrace and to remove the “No Drop Off” signs from our street, I strongly object to any addition of bike lanes. If safety is the primary issue, then the “No Drop Off” signs must remain and more importantly, the signs must be complied with. This would minimize and/or eliminate vehicles and bikers/walkers occupying the same thoroughfare during a time when students are usually in a rush to avoid tardiness and parent drivers are doing the same when dropping off their child.

I’ve seen the “No Right Turn” sign on Miramonte Road (northbound) approaching Eastwood Drive disallowing motorists to drop off their child on the West side of the Blach campus. I understand this causes traffic congestion at the intersection of Covington Road and Miramonte Road and that a stoplight proposal was not approved at the intersection. These actions have shifted the motorists to use Carmel Terrace as a means of convenience to drop off their child, even though “No Drop Off” signs have been posted. Since law enforcement does not patrol the area used for drop off, one of our neighbors took it upon herself to remind motorists about the “No Drop Off” signs and has received abuse from some of the adult drivers (most likely Blach School parents), even though they are breaking the rule. What example are those parents sending to their child?...that it’s okay to break the rule as long as you don’t get caught? I don’t expect law enforcement officers to patrol our street on a daily basis, but there should be an occasional police presence to remind drivers of the sign instead of residents having to get into confrontations with non-conforming drivers. Also, cooperation from the Blach School PTA is crucial to “partner” with CANA to educate the parents (especially new 7<sup>th</sup> grade parents) about the “No Drop Off” policy.

In addition, Blach School has a front parking lot that is designed for drop off but if the complaint from the parents is that the Covington/Miramonte intersection is too congested and slow, then the parents need to leave their home that much earlier and use the school’s front parking lot drop off system...or have their child bike or walk to school. The front parking lot drop off system is well suited for safety and convenience with zero improvement costs to the city.

If safety is the main concern, then vehicles and children walking/biking on the same street is an “accident waiting to happen”. My other issue is with vehicles exceeding the 15 mph speed limit as you approach Blach School as well as the 25 mph residential speed limit between 7:45 am – 8:15 am during the week. I’m in favor of speed bumps to alleviate the problem and periodic police presence.

In summary, there is no need to disrupt our resident’s properties with sidewalks, bike lanes and greenery as well as narrowing our street that increases the chance of a head-on collision due to the bend midway down our street. The proposals from BPAC are asking the Carmel Terrace residents to make PERMANENT changes in their everyday lives for the benefit of those parents who will be TEMPORARILY at Blach for only two years while their child is receiving their 7<sup>th</sup> and 8<sup>th</sup> grade education. Those same parents only want CONVENIENCE, not safety concerns to drop off their child...if safety was their concern, they would refrain from driving down the same street as student bikers/walkers.

As a Los Altos resident for 60+ years, please “keep life simple” and “don’t fix it if it ain’t broke”!

Regards,  
Ken Nakano, member of CANA  
12/7/18

**From:** [Chris Jordan](#)  
**To:** [Aruna Bodduna](#); [Liz Checke](#)  
**Cc:** [Christopher Lamm](#); [Andy Galea](#); [Jon Maginot](#); [Sarah M. Henricks](#)  
**Subject:** FW: Residential Parking on Carmel Terrace  
**Date:** Friday, December 7, 2018 3:45:41 PM

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**From:** The Absars <[REDACTED]>  
**Sent:** Friday, December 07, 2018 11:23 AM  
**To:** City Council <council@losaltosca.gov>  
**Subject:** Residential Parking on Carmel Terrace

Council Members,

We, the Absars, will not be able to attend the council meeting next week therefore please find the below message about residential parking on Carmel Terrace.

This email is coming to you from one of the corner homes on Carmel Terrace, we are residents of 1200 Carmel Terrace, and we are a multi car family. Restricting residential parking on the street will causes many issues not only just for our family but for others as well. We have a one car width (narrow) driveway, and lining up all the vehicles can cause issues at all times of the day, especially in the morning.

Our Father, Ilyas Absar, passed last December. Towards the end of his life he was on a wheelchair and had multiple appointments and many emergencies. We as a family all came together to help take care of him. We could only have one car on the driveway which was accessible by a ramp built from our back door and most comfortable for him, so that in any case of emergency or meeting/appointment someone could take him easily to his destination. If we were forced to park multiple cars in our driveway that would have caused **a lot** of problems and potentially delayed him from receiving the proper attention. We are extremely thankful that we were able to do something as simple as parking our other cars on along the curb.

Now, currently we do not have such a situation but clearly have had so in the past. It would be extremely sad to see if (God forbid) someone else has a situation like ours in our neighborhood and they have to juggle around multiple cars just to get someone to the doctor.

We, the Absar family, strongly oppose to the restriction of residential parking on Carmel Terrace.

Please let us know if you need any more information, we will try our best to send a family member to the council meeting.

Sincerely,  
Sena Absar on behalf of the entire Absar family.  
Cell: [REDACTED]



**STUDY SESSION**

**Agenda Item # 7**

**AGENDA REPORT SUMMARY**

**Meeting Date:** December 11, 2018

**Subject:** CASA Proposal – The Committee to House the Bay Area

**Prepared by:** Chris Jordan, City Manager

**Attachment(s):**

1. CASA Technical Committee December 3, 2018 Meeting Agenda Packet

**Initiated by:**

Council Members

**Previous Council Consideration:**

Not Applicable

**Fiscal Impact:**

Not Applicable

**Environmental Review:**

Not Applicable

**Policy Question(s) for Council Consideration:**

None at this time -- this is a discussion item.

**Summary:**

- Council Members have requested an opportunity to discuss the proposal and provide direction
- The Council should discuss any action they believe the City should take in response to this proposal

**Staff Recommendation:**

Discuss the elements of the CASA Housing Compact and provide direction to staff as needed



375 Beale Street  
Suite 800  
San Francisco, California

## Meeting Agenda

### CASA Technical Committee

**CASA Co-Chairs**

*Fred Blackwell, CEO, The San Francisco Foundation  
Leslye Corsiglia, Executive Director, Silicon Valley at Home  
Michael Covarrubias, CEO, TMG Partners*

Monday, December 3, 2018

1:00 PM

Boardroom - 1st Floor

#### Committee to House the Bay Area

The meeting will be webcast at <http://mtc.ca.gov/whats-happening/meetings>  
For information on CASA meetings, contact Wally Charles at (415) 820-7993.  
For information on CASA process, visit <http://mtc.ca.gov/CASA>

#### I. Welcome and Updates

*Fred Blackwell, CEO, The San Francisco Foundation  
Leslye Corsiglia, Executive Director, Silicon Valley at Home  
Michael Covarrubias, CEO, TMG Partners  
Steve Heminger, Executive Director, MTC*

#### II. Public Comment

*Ken Kirkey, Planning Director, MTC / ABAG*

#### III. Draft CASA Compact - Overview

[18-1067](#) Draft CASA Compact  
**Presenter:** Steve Heminger, Executive Director, MTC / ABAG  
**Attachments:** [03 CASA Compact 113018.pdf](#)

#### IV. Review Racial Equity Analysis

[18-1071](#) Review Racial Equity Analysis  
**Presenter:** Vikrant Sood  
**Attachments:** [04 Racial Equity Analysis 113018.pdf](#)

#### V. Next Step / Close

**Public Comment:** The public is encouraged to comment on agenda items at Committee meetings by completing a request-to-speak card (available from staff) and passing it to the Committee secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

**Meeting Conduct:** If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Committee may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

**Record of Meeting:** Committee meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site ([mtc.ca.gov](http://mtc.ca.gov)) for public review for at least one year.

**Accessibility and Title VI:** MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

**可及性和法令第六章:** MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

**Acceso y el Titulo VI:** La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

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Attachments are sent to Committee members, key staff and others as appropriate. Copies will be available at the meeting.

All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are subject to change by the Committee.



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

**File #:** 18-1067      **Version:** 1      **Name:**

**Type:** Report      **Status:** Informational

**File created:** 11/29/2018      **In control:** CASA Technical Committee

**On agenda:** 12/3/2018      **Final action:**

**Title:** Draft CASA Compact

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [03\\_CASA Compact 113018.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Draft CASA Compact

**Presenter:**  
Steve Heminger, Executive Director, MTC / ABAG

**Attachments:**

# CASA COMPACT

A 15-Year Emergency Policy Package to Confront the Housing Crisis in the San Francisco Bay Area

December 2018



**CASA**

The Committee to  
House the Bay Area

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# CASA Preamble

The Bay Area faces many pressing regional problems — traffic congestion, air pollution, the threat of earthquakes and other natural disasters, to name a few. But the housing shortage has reached crisis proportions. During our remarkable run of economic expansion since the Great Recession ended in 2010, the Bay Area has added 722,000 jobs but constructed only 106,000 housing units. With housing supply and demand that far out of whack, prices have shot through the roof and long-time residents as well as newcomers are suffering the consequences.

In one of the wealthiest metropolitan areas on the planet, hundreds of thousands of our fellow citizens are ill-housed or not even housed at all. Many more families are just one missed paycheck away from eviction. While the recent wildfires have underscored the devastating effects of suddenly losing a home, the reality is that too many Bay Area residents face that situation every day.

Our housing crisis is also a transportation crisis. Nearly 190,000 workers commute from outside the nine-county Bay Area to the business parks of Silicon Valley and the Tri-Valley, and more than 220,000 East Bay residents cross the toll bridges to the Peninsula every day. Driven by the search for reasonably-priced housing, these “super-commuters” are clogging the roads and transit systems that we all rely on.

The Bay Area faces a housing crisis because we have failed at three tasks: (1) we have failed to produce enough housing for residents at all income levels; (2) we have failed to preserve the affordable housing that already exists; and (3) we have failed to protect current residents from displacement where neighborhoods are changing rapidly.

These 3 P’s — Production, Preservation, and Protection — are not only the signposts of our collective failure, but they should be the focus of our future efforts to overcome the crisis we have created.

What is CASA? Of course, it is the Spanish word for “house”. It is also the name of a blue-ribbon task force of elected and civic leaders convened by the Association of Bay Area Governments (ABAG) and Metropolitan Transportation



*“The Bay Area is in a state of great peril today; CASA is the best chance to fix this crisis.”*

FRED BLACKWELL

Commission (MTC). Its three Co-Chairs are Fred Blackwell of the San Francisco Foundation, Leslye Corsiglia of Silicon Valley @ Home and Michael Covarrubias of TMG Partners. The CASA Compact is a 15-year emergency policy package to confront the region’s housing crisis head-on. It includes a series of policy reforms that will allow the Bay Area to build more housing at all income levels while protecting tenants and low-income communities from unjust evictions and displacement.

The Compact also includes a series of revenue recommendations needed to, preserve our existing housing stock, subsidize the construction of more affordable housing, and provide assistance to tenants facing eviction.

Finally, the CASA coalition proposes to create a new Regional Housing Enterprise to provide technical assistance to local governments, collect data to monitor our progress, and administer any new regional funds that might be approved. The new enterprise will not have direct land use authority. These three R’s — Reform, Revenue, and Regionalism — form the crux of the CASA Compact.

Animating our work has been a deep concern about how we grow housing in a more inclusive manner in all neighborhoods and not accelerate displacement in the most vulnerable communities. The Bay Area’s segregated housing patterns — both by race and by income — are a legacy of decades of discriminatory government policies and private sector lending practices. The CASA Compact contains specific protections for neighborhoods and residents most affected by that horrible history. And while the Compact was not designed to deal directly with all aspects of the region’s chronic homelessness problem, many of its elements should result in more and better options to shelter this particularly vulnerable segment of the Bay Area’s population.

When Bay Area residents are polled about who is responsible for the region’s housing crisis, they spread the blame far and wide: it’s the businesses who create all the jobs, it’s the developers who build the luxury housing, it’s local government officials who oppose new housing developments, it’s environmental and labor interests whose demands make new housing more expensive, it’s community



*“Our goal is to reach consensus on big picture responses that will move the needle on housing affordability in this region.”*

LESLYE CORSIGLIA

groups who fear the changes that new development will bring.

All those interests (and more) came together around the CASA table for the past 18 months. They worked in the spirit of finding common ground, working through entrenched differences and charting a course forward for the good of the region. The resulting Compact represents an interlocking series of agreements among the negotiating parties. Each signatory to the Compact pledges to support the entire agreement and all of its provisions.

The signatories to the CASA Compact further pledge that their work will not stop when they put down their ceremonial pens. The real work will have just begun.

Implementation of the CASA Compact will require bills to be passed in Sacramento, it will require leadership from our new governor Gavin Newsom, it will require regional ballot measure campaigns in 2020



*"We must compromise, break down silos, and set aside differences for the greater good of the Bay Area."*

MICHAEL COVARRUBIAS

and the years beyond, it will require changes in transportation and housing policy-making at both ABAG and MTC, and it will require every local government in the Bay Area to do their part.

It is a commonplace to say problems that have been decades in the making can't be solved overnight. But we can't afford to take our time in confronting the Bay Area's housing crisis. We need to make significant progress in the next 3-5 years. The CASA Compact is detailed, comprehensive, and actionable. Yet, the region's housing challenge really boils down to a simple, quite personal question: shouldn't our region be able to grow and prosper while also ensuring that our kids and grandkids can live as adults in the neighborhoods where they grew up?

*We say the answer is yes.*



*CASA is about what kind of place our kids and grandkids will live in.*

## Introduction

### About CASA

The recommendations in this Compact are the result of an intensive dialogue among the key interests who are collectively responsible for housing the Bay Area. Over the course of 18 months, the Metropolitan Transportation Commission (MTC) and the Association of Bay Area Governments (ABAG) convened a series of structured discussions with local government officials, developers, major employers, labor interests, housing and policy experts, social equity advocates and non-profit housing providers. The goal was straightforward but by no means simple: find common ground on a comprehensive set of solutions to the Bay Area's housing crisis.

CASA was led by three Co-Chairs (Fred Blackwell, Leslye Corsiglia and Michael Covarrubias), and Steve Heminger, Executive Director of MTC/ABAG. It was structured around a Technical Committee of policy experts and practitioners and a Steering Committee of elected officials, thought leaders and major employers. The Technical Committee's role was to recommend actions for addressing the crisis. Those recommendations went to the Steering Committee for review, refinement and final approval. The CASA effort was supported and staffed by MTC/ABAG and a team of consultants. Profiles of the Co-Chairs and rosters for both the Steering and Technical Committees are included as appendices to this document.

### Phase One: Foundational Work (June 2017-Jan 2018)

The first phase of the CASA process was focused on learning, sharing perspectives, and developing a framework for the process of developing the CASA Compact. Experts from UC Berkeley provided in-depth analysis of the many causes and consequences of the crisis, ensuring that all members of the Committees were operating from a shared base of knowledge.

On the basis of this shared understanding, the Co-Chairs and Committee forged a detailed framework (shown as Figure A) to shape the CASA process and the ultimate Compact. The framework is organized around three principal outcomes, or 'Three Ps' as they became known in CASA parlance:

- (1) Increasing housing *production* at all levels of affordability,
- (2) *Preserving* existing affordable housing, and
- (3) *Protecting* vulnerable households from housing instability and displacement.

### Phase Two: Brainstorming Action Ideas (Jan-July 2018)

Next, the Committees spent six months brainstorming and vetting upwards of 30 action ideas. This process was driven by workgroups who dedicated hundreds of hours to meeting, researching and drafting ideas. Community-based organizations and members of the public also participating in generating ideas. A series of listening sessions around the region solicited input from vulnerable households in identifying priority actions that CASA should consider. Members of the public also shared ideas and feedback through public comment. Each idea was written up and presented to the Technical Committee for vetting. The Committee members used a "gradients of agreement" tool to score each idea on a scale of 1-5. The Steering Committee reviewed and refined the most promising ideas that emerged from the Technical Committee.

### Phase 3: Crafting the Compact (Sept-Dec 2018)

In the final phase, the Co-Chairs distilled the 30+ action plans into the Compact you see before you. This happened through an iterative process, with successive versions of the Compact presented to both the Technical and Steering Committees and refined based on their input.

### Phase 4, CASA Implementation

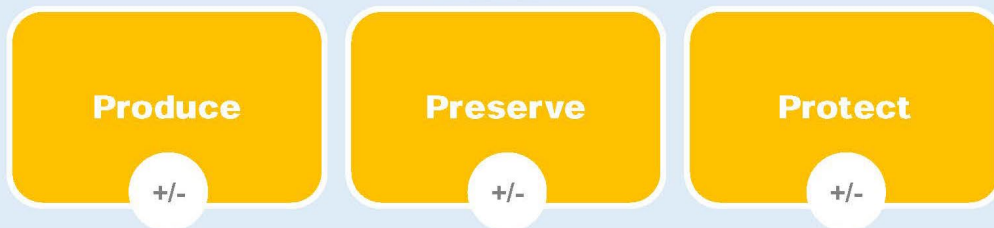
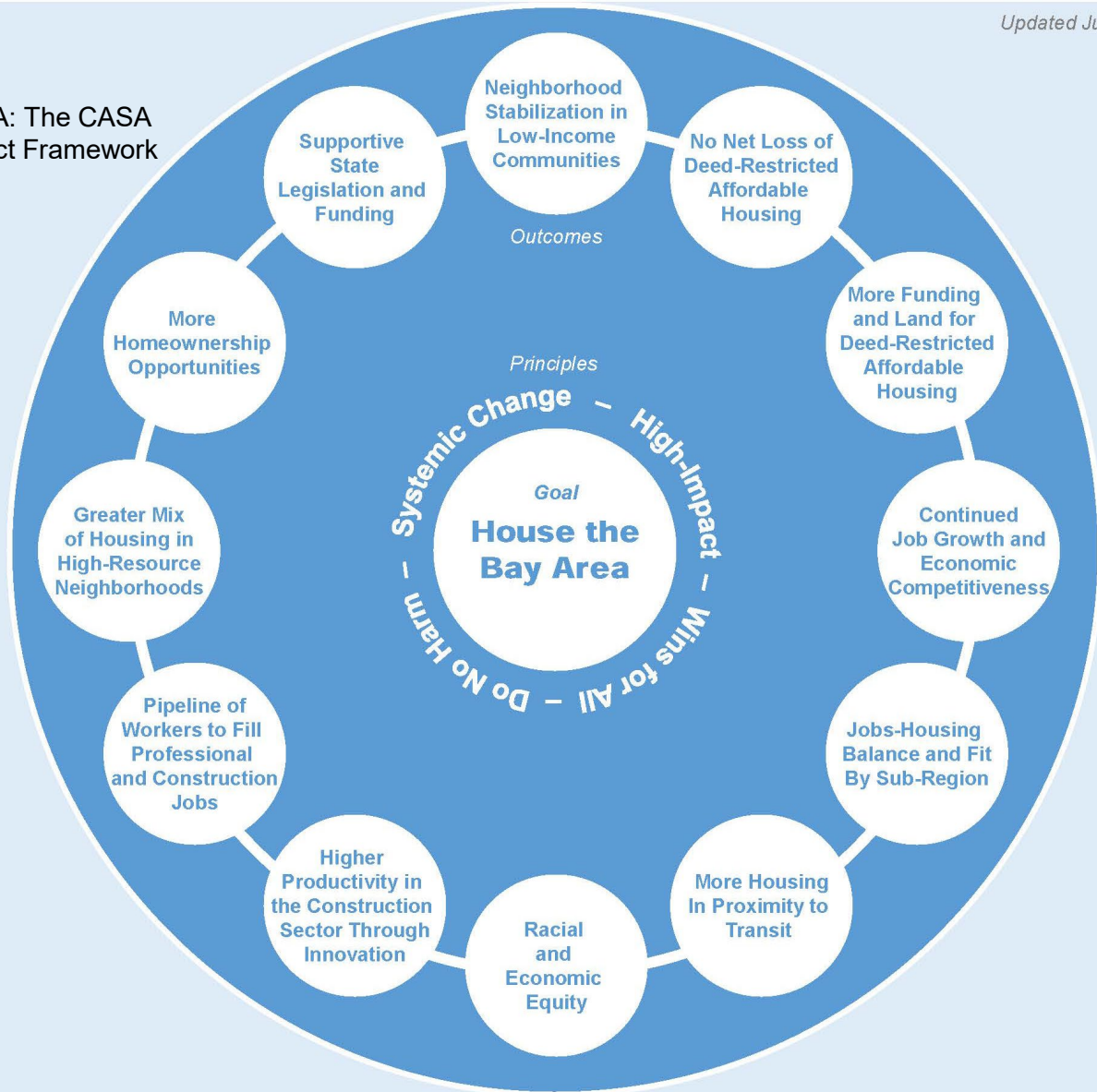
CASA leadership and key members will continue to work in cross-sector coordination with State and local elected officials and agencies to implement the principles of the CASA Compact.

### Core Principles

Over the course of this process, the participants forged an understanding around core principles that underpin the recommendations in this document. These include:

1. **Shared responsibility:** All sectors and interests should share the burdens and benefits of housing the Bay Area.
2. **Inclusion everywhere:** Find ways to include more housing at all income levels, in every jurisdiction.
3. **Promote 'Missing Middle' housing types:** Encourage the development of smaller homes that are more affordable by design and less likely to cause displacement.
4. **Stabilize communities:** Preserve the historic diversity and access to opportunity in the Bay Area.
5. **Balance across the Three Ps:** Individual components of the Compact should move forward together and avoid undermining each other.
6. **Level the playing field:** The Compact should create fair, more uniform standards for the housing development process, across the Bay Area.
7. **Minimize administrative burden:** We should minimize new administrative requirements and focus on strategies that can be implemented rapidly and efficiently.

Figure A: The CASA Compact Framework



**Numeric Targets**  
**35,000 Housing Units / Year**  
 14,000 of Which are Affordable to Lower-Income and 7,000 to Moderate-Income Households

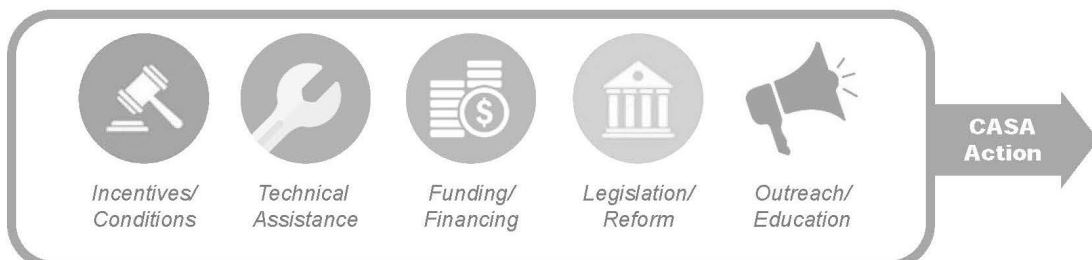
**30,000 Affordable Units**  
 26,000 of Which are Market-Rate Affordable Units, and 4,000 are At-Risk Over the Next 5 Years

**300,000 Lower-Income HHs**  
 Who are Extremely Rent-Burdened (they spend more than 50 percent of their income on housing)

"Lenses"

	<b>Timeframe</b>	<b>Geography</b>	<b>Level of Effort</b>
	Near-Term	Within/Outside PDAs	Early Wins
	Medium-Term	High-Opportunity Areas	Low-Hanging Fruit
	Long-Term	Disadvantaged Areas	Big Ideas

Typology of Actions



## Compact Element #1: Just Cause Eviction Policy

**Brief Summary:** Ensure that all Bay Area tenants are protected from arbitrary evictions by adopting a region-wide policy requiring landlords to cite specific "just causes" (both fault and no-fault) for termination of tenancy, such as failure to pay rent or violation of lease terms. Require landlords to provide relocation assistance for covered no-fault evictions.

---

**Desired Effect:** Just cause protects tenants from arbitrary evictions. Studies show that eviction can cause health issues, emotional trauma, school disruption for children, longer and costly commutes, and reduced wage earnings for adults. Just cause eviction protections promote tenant stability and limit eviction-related health consequences. See Figure 1 for recent eviction trends in San Francisco.

---

**References and Models:** Action Plan 2.1; NJ state Just Cause Law; Large cities in CA (SF, Oakland, San Jose, LA)

---

### Detailed Proposal:

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**Permissible causes for eviction:** both fault and no-fault evictions should be allowable under a region-wide just cause policy. Fault eviction causes should include failure to pay rent, substantial breach of a material term of the rental agreement, nuisance, waste, or illegal conduct. No-fault causes should include owner move-in, withdrawal of unit from rental market (Ellis Act/condo conversions), unit unsafe for habitation, or demolition/substantial rehabilitation

**Coverage:** just cause eviction standards should apply to all rental units except the following:

- Government owned and government subsidized housing units or housing with existing government regulatory assessments that govern rent increases in subsidized rental units (e.g., Section 8)
- Transient and tourist hotel occupancy as defined in Civil Code Section 1940(b)
- Housing accommodations in nonprofit hospital, religious facility, or extended care facility
- Dormitories owned and operated by an institution of higher education or a K-12 school
- Tenant shares bathroom/kitchen with the owner who maintains principal residence there
- Single owner-occupied residences including when the owner-occupant rents or leases 2 units (including ADU and JADU) or bedrooms
- Resident-owned nonprofit housing

**Waiting Period:** the protections should apply only after a tenant has been in occupancy (with or without a lease) for at least 12 months. All existing tenancies should be subject to these protections, effective immediately upon the policy being signed into law.

**Notice Requirements:** owners should be required to provide notice to tenants at the beginning of each tenancy as to tenant rights with copy of lease. This notice should be in the form of a lease addendum that is signed by the tenant at the time the lease is signed. The grounds for eviction should be set forth in the notice to terminate tenancy.

If the reason for the termination is a curable lease violation, the owner should be required to provide an initial notice with an opportunity to cure before the notice of termination. If the lease violation is related to specific illegal activity that presents the potential for harm to other tenants, there should not be a right to cure. Separate provisions should be made for domestic violence situations.

**Relocation Assistance:** relocation assistance should be provided in all covered no-fault causes where tenants have been in occupancy for at least 12 months, except in cases where the owner is moving into the unit. At time of service of notice to quit, the landlord should notify the tenants of their right to relocation assistance and provide payment directly to the tenant. The amount of relocation assistance should be tiered based on number of bedrooms (see San Jose example). Relocation assistance should be available to all qualifying tenants regardless of income.

**Preemption of Local Ordinances:** this law should not preempt more restrictive local ordinances.

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Figure 1: Low-Income Renters in 2016 and Sensitive Communities  
Sonoma

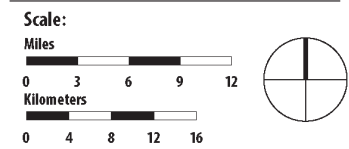


## Low-Income Renters, 2016

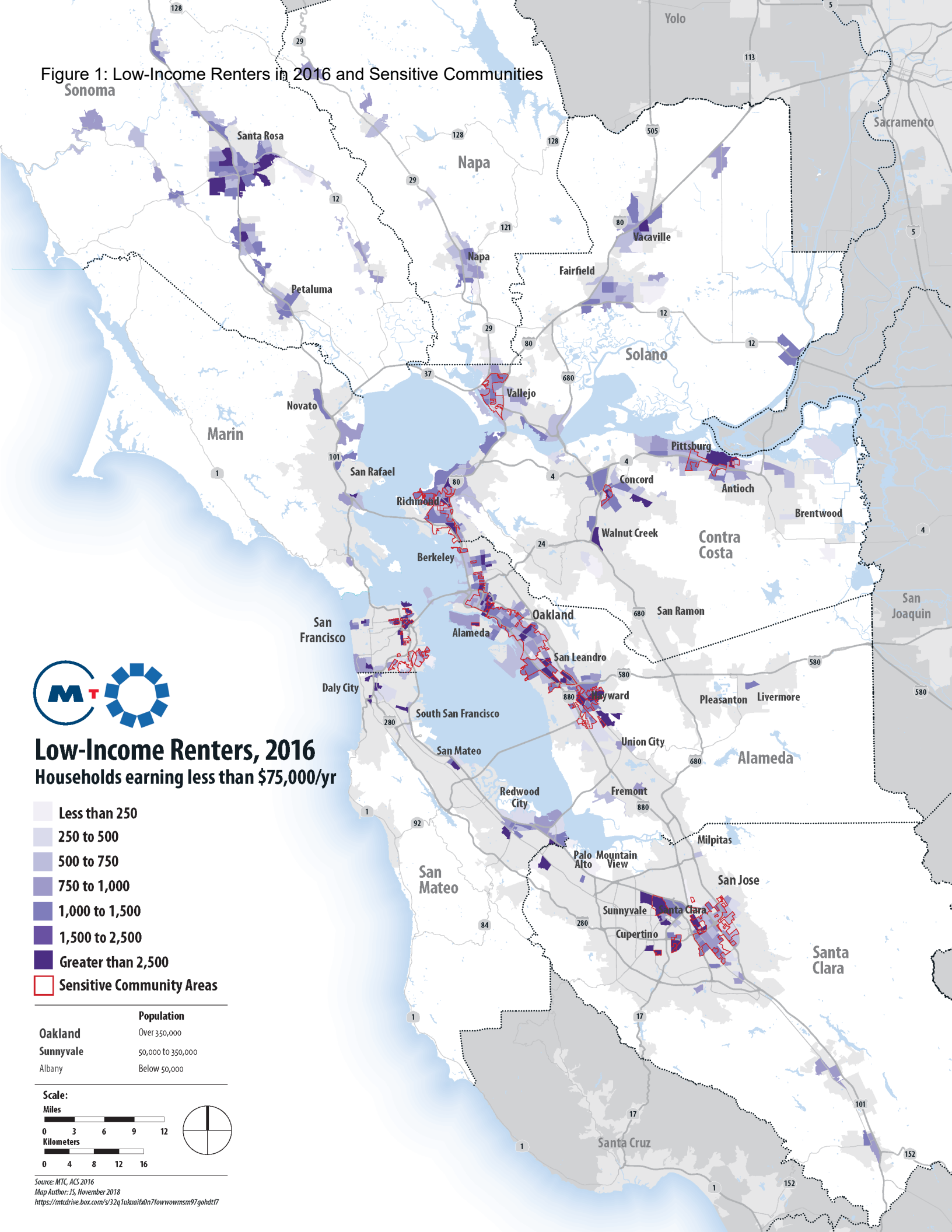
Households earning less than \$75,000/yr

- Less than 250
- 250 to 500
- 500 to 750
- 750 to 1,000
- 1,000 to 1,500
- 1,500 to 2,500
- Greater than 2,500
- Sensitive Community Areas

	Population
Oakland	Over 350,000
Sunnyvale	50,000 to 350,000
Albany	Below 50,000



Source: MTC, ACS 2016  
 Map Author: JS, November 2018  
<https://mtc.drive.box.com/s/32q1ukuaib0n7fowwvmsm97gohdt7>



## Compact Element #2: Emergency Rent Cap

**Brief Summary:** Establish a Bay Area-wide emergency rent cap that limits annual increases in rent to a reasonable amount.

---

**Desired Effect:** An emergency rent cap would prevent extreme increases in rent on a year-to-year basis, thereby decreasing the number of households who are at risk of displacement and homelessness, decreasing the number of households who are rent burdened, and promoting tenant and community stability. Extreme rent increases can pose a particular burden for tenants who are low and fixed income. Can be extended after the emergency period. Figure 2 maps the many Bay Area communities at risk of displacement.

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**References and Models:** Action Plans 1.1, 1.2, 1.3; Existing State Anti-Gouging Law in States of Emergency

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### Detailed Proposal:

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**Cap on Annual Rent Increase:** for an emergency period (15 years), no landlord should increase rent by more than CPI+5% in any year of tenancy. The notice of allowable rent increase should be provided annually.

**Vacancy Provision:** the cap on rent increase should apply to the renter, not the unit.

**Coverage:** the following unit types should be exempt from the cap:

- Affordable housing properties governed by regulatory agreements;
- ADUs on owner-occupied properties;
- Dormitories.

**Pass-Throughs, Banking and Capital Improvements:** if rent has declined or if landlord has not increased rents for several consecutive years, landlords should be able to bank those unused rent increases for 3-5 years. When drawing upon banked rent increases, landlords should not be allowed to increase rents more than 10-15% annually.

A landlord should be able to pass through a percentage of capital improvements and expenses to renters, not to exceed a fixed dollar amount per year.

**Preemption of Local Ordinances:** this law should not preempt more restrictive local ordinances.

**State of Emergency:** rent cap shall be evaluated before any extension is granted to study impact of rent cap on housing market overall.

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Figure 2: Map of Displacement Risk

Sonoma



# High-Displacement Risk Areas

University of California Berkeley  
 American Community Survey 2009-2013  
 Tracts Within Urbanized Areas

## Lower Income Tracts

Greater than 39% of Households are considered Low Income.

- Not losing LI Households, or Very Early Stages
- At Risk of Gentrification or Displacement
- Undergoing Displacement
- Advanced Gentrification

## Moderate to High Income Tracts

Less than 39% of Households are considered Low Income.

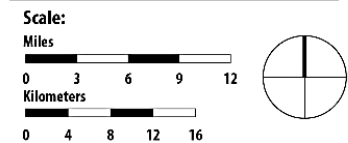
- Not Losing LI Households, or Very Early Stages
- At Risk of Displacement
- Undergoing Displacement
- Advanced Exclusion

About this Data:

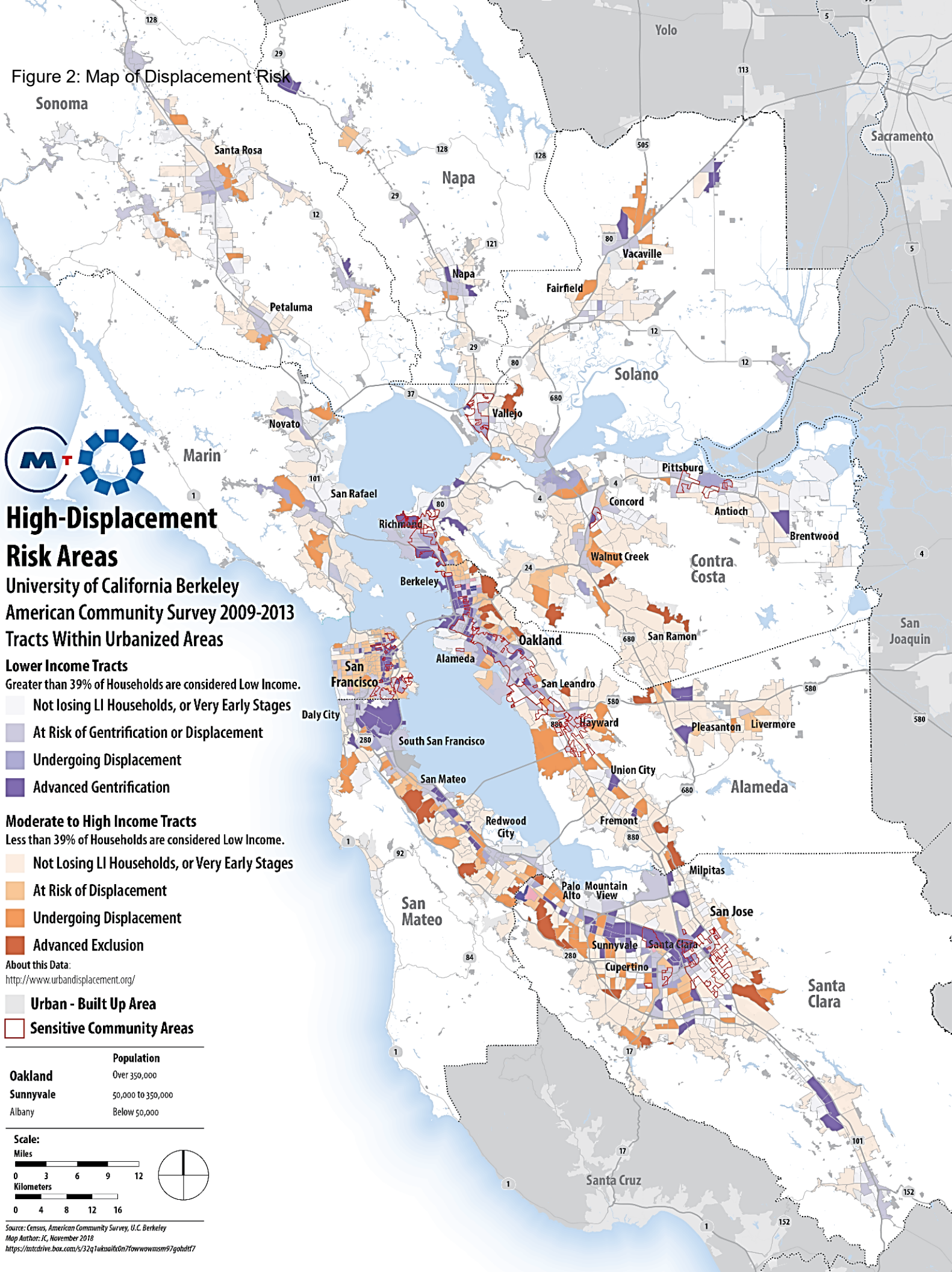
<http://www.urbandisplacement.org/>

- Urban - Built Up Area
- Sensitive Community Areas

	Population
Oakland	Over 350,000
Sunnyvale	50,000 to 350,000
Albany	Below 50,000



Source: Census, American Community Survey, U.C. Berkeley  
 Map Author: J.C. November 2018  
<https://mtcdrive.box.com/s/32q1ukuaih0n7fowwvwm5m97gohdt7>





## Compact Element #3: Emergency Rent Assistance and Access to Legal Counsel

**Brief Summary:** For low-income tenants facing eviction, provide access to free legal counsel and emergency rent assistance.

---

**Desired Effect:** Access to a lawyer can be the difference between losing a home and keeping it. Ensuring that all tenants facing eviction have access to legal counsel would create a fairer justice system; prevent evictions and homelessness; improve health, stability, and opportunity for thousands of residents including children; and preserve existing affordable housing.

Non-payment of rent is the leading cause of evictions in the Bay Area. Figure 3 shows rent increase trends in Alameda County. An emergency rent assistance program would assist in cases where tenants have an urgent, temporary financial gap. It would help tenants stay in their homes, preventing evictions, periods of marginal housing, and homelessness for households at risk of eviction due to financial instability.

---

**References and Models:** Action Plans 3.1 and 4.1; SF Prop F (June 2018); New York City; Santa Clara County Emergency Assistance Network

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### Detailed Proposal:

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**Legal Representation:** all tenants who are faced with legal proceedings to evict them from their residence should have access to legal counsel, except when eviction proceedings are brought by a landlord or master tenant who resides in the same dwelling unit or property with tenant. The term “legal representation” should mean full scope representation provided to an individual by a designated organization or attorney which includes, but is not limited to, filing responsive pleadings, appearing on behalf of the tenant in court proceedings, and providing legal advice.

**Emergency Rent Assistance:** low-income tenants facing eviction and homelessness due to non-payment of rent should be eligible to receive emergency rent assistance. This assistance should be targeted to tenants who have an urgent, temporary financial gap and are at high risk for becoming homeless if evicted. The Regional Housing Enterprise (see Compact Element #10) should establish guidelines and policies for administering the program, including how to determine eligibility. The regional agency should identify, fund and oversee local service providers (public or non-profit) to carry out the program.

**Cap on Assistance:** the amount of total assistance should be capped at \$5,000 - \$10,000 per tenancy.

**Landlord Obligation:** landlord obligation should be limited to providing an addendum notice of this access in lease and eviction notice. Landlord should have no payment or any other obligations. If a tenant fails to seek legal counsel, it will not impede eviction proceedings for landlord.

**Means Testing:** emergency rental assistance should be limited those whose incomes do not exceed 80% of AMI. Legal services should be provided to all qualifying tenants regardless of income.

**Funding:** generate significant funds through Compact Element #9 to fund regional access to legal counsel and emergency rent assistance. Pro-bono counsel for tenants shall be encouraged.

Figure 3: Map of Rent Increases, 2010-2016  
Sonoma



## Rent Increases, 2011 to 2016 (% Change, by Census Tracts)

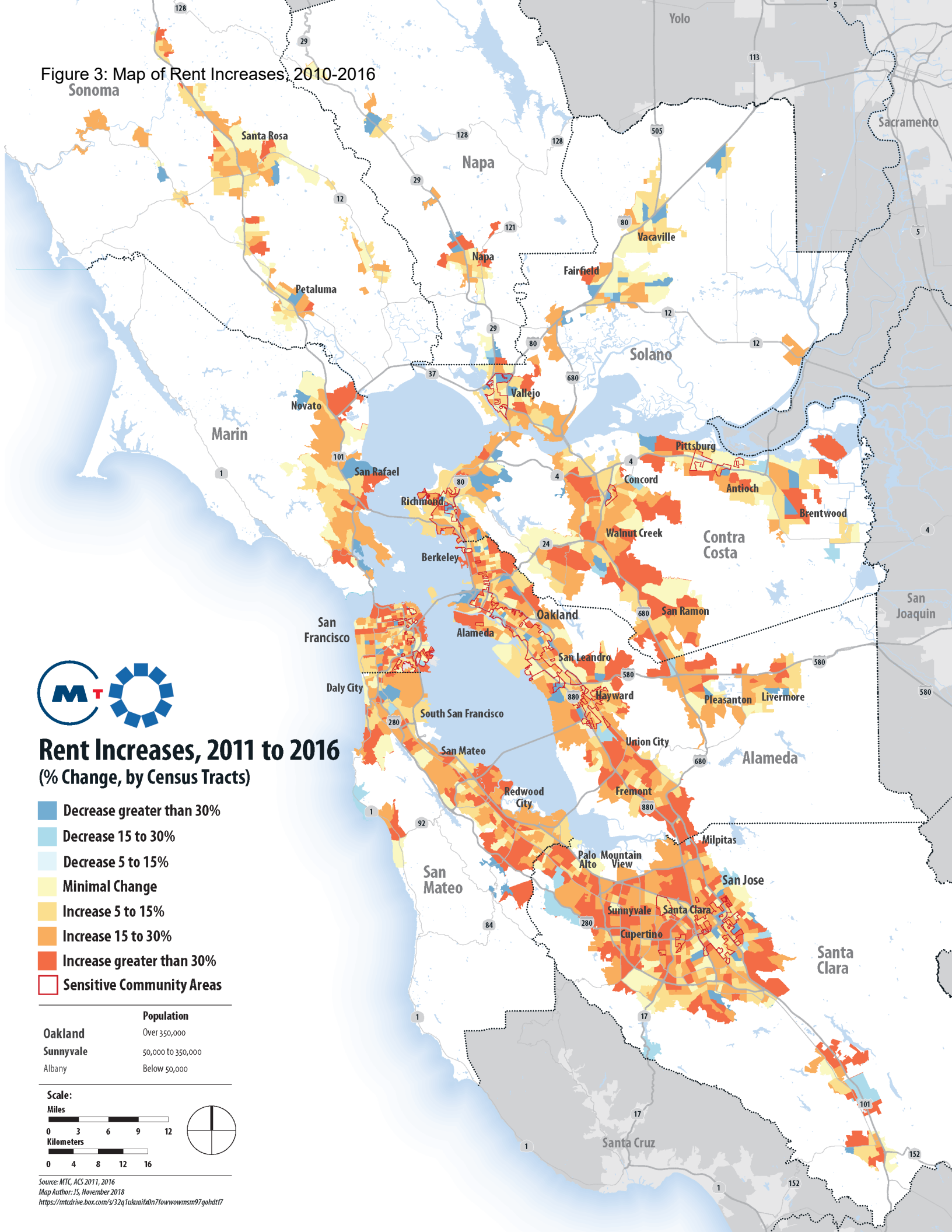
- Decrease greater than 30%
- Decrease 15 to 30%
- Decrease 5 to 15%
- Minimal Change
- Increase 5 to 15%
- Increase 15 to 30%
- Increase greater than 30%
- Sensitive Community Areas

	Population
Oakland	Over 350,000
Sunnyvale	50,000 to 350,000
Albany	Below 50,000

**Scale:**



Source: MTC, ACS 2011, 2016  
Map Author: JS, November 2018  
<https://mtdrive.box.com/s/32q1ukuaf6n7fowwowmsm97gohdtf7>



## Compact Element #4: Remove Regulatory Barriers to ADUs

**Brief Summary:** Extend current Bay Area best practices regarding Accessory Dwelling Units (ADUs) to every jurisdiction in the region. Amend existing state ADU law to remove regulatory barriers including ministerial approval for ADUs and Junior ADUs in residential zones, allowance for multiple ADUs in multi-family homes, and creation of a small homes building code (AB 2890 Ting).

---

**Desired Effect:** Existing single-family homes make up a significant portion of the region's land base. Local best practices in the region today allow both an ADU and Junior ADU on single family lots and multiple ADUs in existing multi-family buildings with ministerial approval. See Figure 4 for a prototypical ADU. Expanding these best practices regionwide would allow for a rapid increase in more affordable homes, and would help stabilize cost-burdened homeowners by creating a new source of income. If 20% of the region's 1.5 million single-family homeowners choose to build an ADU, this policy could create 300,000 new homes distributed throughout existing neighborhoods. This includes about 50,000 new units in Priority Development Areas alone.

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**References and Models:** Action Plans 10.3, 10.4; UCB Chapple 2014; UCB Turner Center 2017; Legislative history SB 1069, AB 2890; Arlington VA, Portland OR, Seattle WA, Vancouver BC, State of Oregon Tiny Homes Code.

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### Detailed Proposal:

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**Local Standards for ADUs (see AB 2890 Ting):** new state law should require local jurisdictions in the Bay Area to encourage the creation of ADUs as follows:

- Require ministerial approval for both an ADU and a Junior ADU (JADU) in all residential zones including in rear yards or by division of existing homes into two units;
- ADUs receiving ministerial permits should not be used for short-term rentals;
- Encourage forgiveness of code violations (except health and safety) in grandfathered ADUs;
- Apply the Housing Accountability Act's provisions for determining project consistency.

Sprinklers should be required for ADUs if required under the building code for comparable home construction. Use of unlicensed contractors under "owner builder" permits shall be discouraged by requiring that a statement of owner liability be provided when building permit is issued.

**Impact Fees:** require impact fees for ADUs and tiny homes to be charged on a per-square-foot basis and (2) only on net new living area over 500 sq. ft. per accessory unit.

**Small and Tiny Homes Building Code:** state law should create a building code for small homes and wheeled homes to reduce non-safety code requirements that disproportionately make small homes and tiny homes infeasible including energy standards, appliance and room sizes, and similar. Life-safety standards must be upheld.

**Owner Occupancy:** Local jurisdictions should be encouraged to adopt owner occupancy requirements for properties containing ADUs. If owner occupancy is required, reasonable annual monitoring programs that rely on existing published documents should be established.

---

Figure 4: Prototypes for Accessory Dwelling Units



### Unit Specifics

Unit Type	Detached
Bedrooms	1
Bathrooms	1
Square feet	495
Year built	2003
Construction	New construction
Total Cost	\$17k
Jurisdiction	Pacifica
Neighborhood	Sharp Park
Designer	Ernie Brousal, Daly City
Builder	Rick Lee, Pacifica
Use	Rent to a family member



11

### Unit Specifics

Unit Type	New construction
Bedrooms	2
Bathrooms	2
Square feet	800
Year built	2010-12
Construction	New construction (including primary dwelling)
Total Cost	\$11 million for entire project - second unit was approximately 2.5%
Jurisdiction	San Carlos
Neighborhood	Devonshire
Designer	Fred Statchdee
Builder	Victor (homeowner)
Use	Residence (rents primary dwelling)



Kate & Miranda's Retirement Plan  
336 sq ft - 1 bedroom, 1 bath, kitchen, living room



Pedro's Backyard Cottage  
496 sq ft - 1 bedroom, 1 bath, kitchen, living room

## Compact Element #5: Minimum Zoning near Transit

**Brief Summary:** this element includes three components. In neighborhoods served by high quality bus service, establish minimum zoning on all residential, commercial, and institutional zones to allow ‘missing middle’ housing types up to 36’ tall. In neighborhoods surrounding the region’s major transit stops (rail stations and ferry terminals), establish minimum zoning to allow midrise residential housing up to 55’ tall (75’ tall with a density bonus). Allow sensitive communities to defer rezoning above 36’ while they develop context-sensitive plans. On large commercial-zoned parcels located near job centers, make housing an allowable use. For projects with 20 units or more, require inclusion of affordable units.

---

**Desired Effect:** This policy would create an inclusive mix of homes near transit and jobs, consistent with the goals of Plan Bay Area. It would spur the development of ‘missing middle’ housing types that are within reach of working families and blend into existing neighborhoods. This type of housing is common in pre-war neighborhoods of the East Bay and Peninsula but has largely been zoned out of existence in recent decades.

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**References and Model Policies:** SB 827 (Wiener, 2017). CASA Action Plans 8.2, 10.3, 10.5, 10.6

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### Detailed Proposal:

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**Minimum Zoning Near Transit:** the state should establish minimum zoning for housing in neighborhoods served by existing high-quality transit as follows:

- *High quality bus service:* Residential uses up to 36’ tall should be allowed within ½ mile of bus stops with at least 15-minute headways at peak periods and 30-minute headways on weekends (as defined in SB 827).
- *Major transit stop:* Residential uses up to 55’ tall (75’ tall with density bonus) should be allowed within 1/4 -mile radius of major transit stops (rail stations and ferry terminals).

Development standards such as setbacks, unit sizes and lot coverage requirements should apply. Neither development standards nor other zoning and design controls should mandate densities lower than those prescribed above. . **Housing Overlay on Large Low-Density Commercial Sites:** the state should establish minimum zoning for housing on low-density commercial sites above a certain acreage that are located within the transit areas defined above.

**Tenant Protections and Preservation:** All sites rezoned under this policy should be subject to tenant protections, demolition controls and no net loss provisions. Sites occupied by a mobile home park, public housing, or Single Room Occupancy (SRO) built prior to the effective date of the enabling legislation should not be eligible for rezoning.

**Affordable Housing Requirements:** onsite affordable housing should be required at levels not less than state density bonus law.

Projects with 10-20 units should have the option to pay an in-lieu fee. This in-lieu fee should be deferred or waived for units that are sold or rented at or below missing middle income levels. This fee should be imposed at the time of sale. Funds generated by this fee should be deposited into a local or regional housing fund.

**Sensitive Communities:** if a major transit stop is located in or adjacent to a sensitive community, up-zoning above 36’ should be automatically deferred for a period of 3 years while the jurisdiction develops a context-sensitive plan for that community. The opt-out period should be extended beyond 3 years where good faith planning efforts are underway. If the community so chooses, it may opt into up-zoning to 55’ without a deferral period or community plan. The decision to opt in should be made by the local legislative body (city council or board of supervisors) and must involve consultation with residents of the sensitive community and at least one public hearing. Sensitive community areas represent the intersection of disadvantaged and vulnerable communities as defined by the following Bay Area regional agencies: MTC, SF Bay Conservation and Development Commission (BCDC), and the Bay Area Air Quality Management District. See Figure 5 for the map of these Transit Access and Sensitive Community Areas.

**Labor Standards:** The residential development shall comply with all applicable labor, construction, employment, and wage standards otherwise required by law and any other generally applicable requirement regarding the approval of a development project, including, but not limited to, the local government’s conditional use or other discretionary permit approval process, the California Environmental Quality Act, or a streamlined approval process that includes labor protections.

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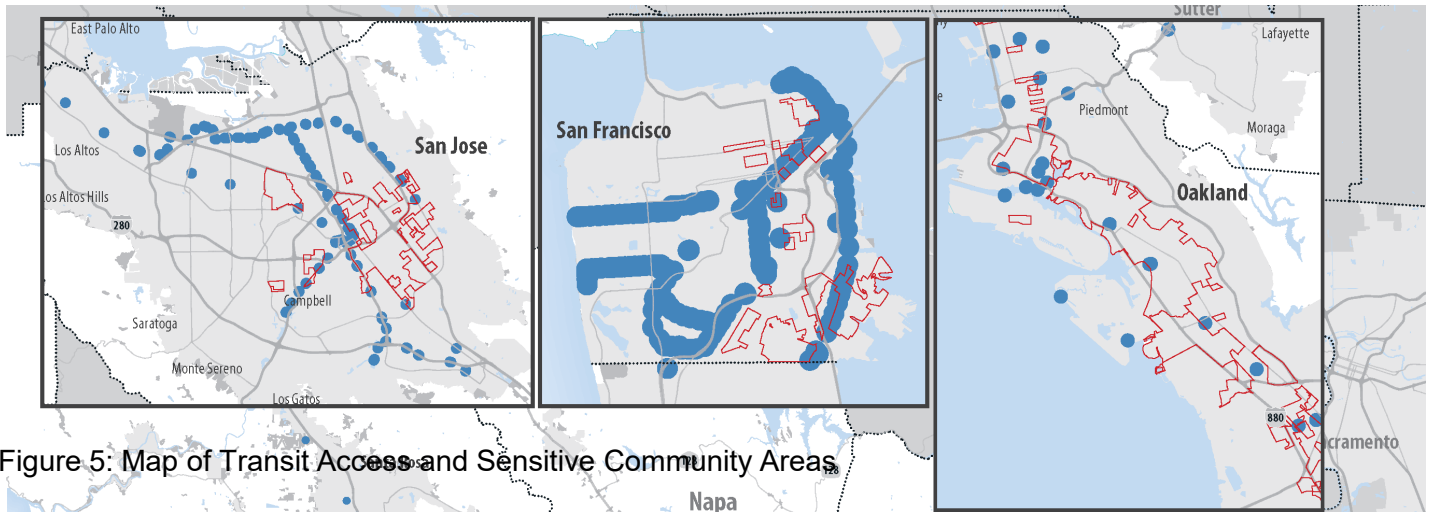
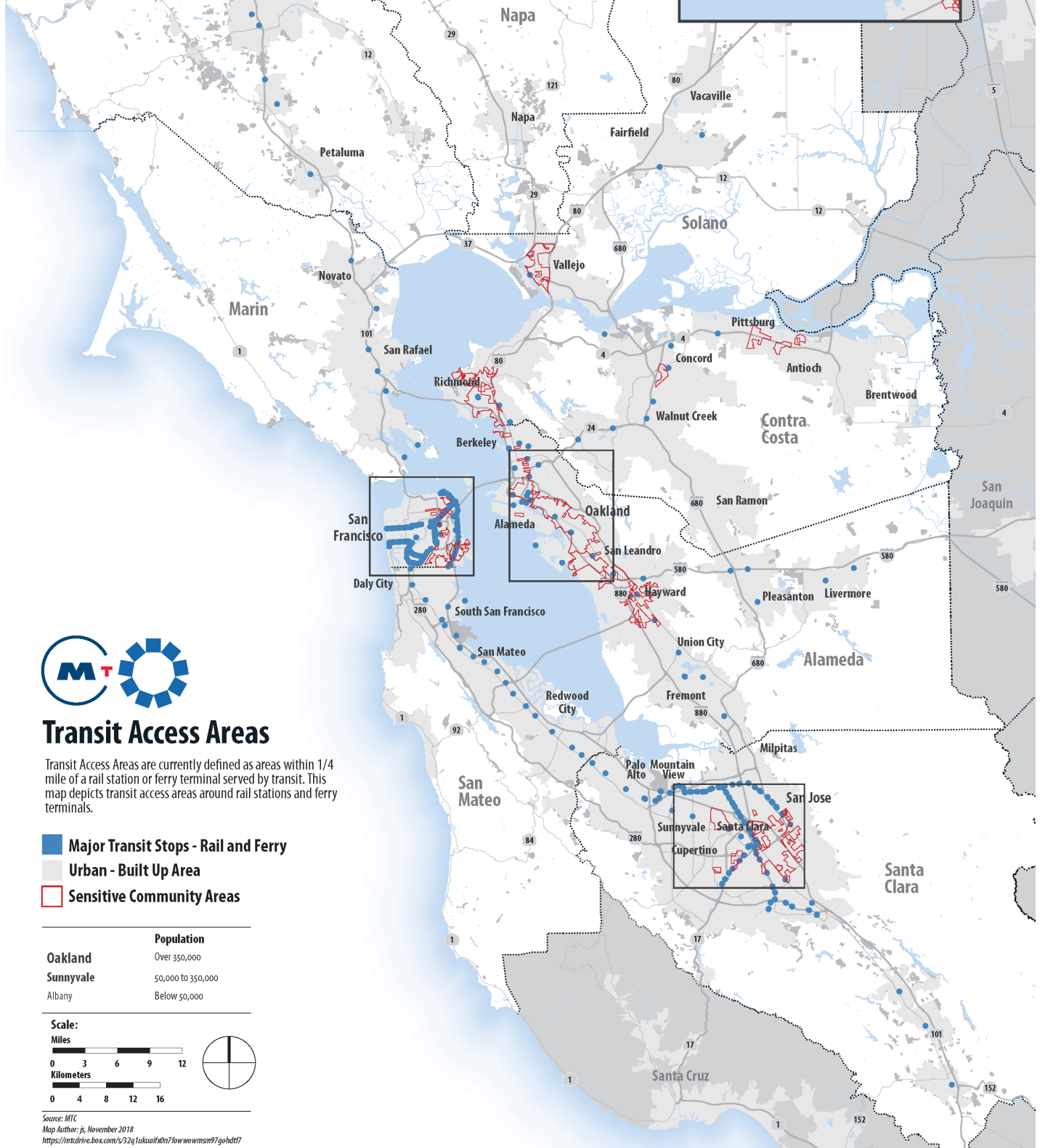


Figure 5: Map of Transit Access and Sensitive Community Areas

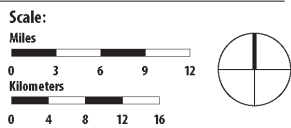


## Transit Access Areas

Transit Access Areas are currently defined as areas within 1/4 mile of a rail station or ferry terminal served by transit. This map depicts transit access areas around rail stations and ferry terminals.

- Major Transit Stops - Rail and Ferry
- Urban - Built Up Area
- Sensitive Community Areas

	Population
Oakland	Over 350,000
Sunnyvale	50,000 to 350,000
Albany	Below 50,000



Source: MTC  
Map Author: js, November 2018  
<https://mtcdrive.box.com/s/32q1ukauifd0n7fowwwmsms97gohdtf7>

## Compact Element #6: Good Government Reforms to Housing Approval Process

**Brief Summary:** Establish ‘good government’ standards for the entitlement and permitting of zoning-compliant residential projects. Require transparency and consistency in how residential impact fees are set and enforced. Figure 6 shows how complicated the approval process for housing can be in California.

---

**Desired Effect:** Research by the UC Berkeley Turner Center for Housing Innovation demonstrates that local government impact fees and inclusionary requirements, when combined with regulatory uncertainty and record-high construction costs, have made it economically infeasible to build a standard mid-rise housing project in many parts of the Bay Area. The American Planning Association recommends that local governments should restore direct reliance on adopted plans and create transparency, predictability, reliability and timeliness to the housing approvals process.

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**References and Model Policies:** CASA Action Plan 12.1; Turner Center Report on Fee Costs; Berkeley Law Land Use Study; Roseville fee transparency

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### Detailed Proposal:

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**Standards for Processing Zoning-Compliant Residential Applications with Fewer than 500 Units:** local jurisdictions should be required to process zoning-compliant residential development applications in accordance with the following standards:

- Each jurisdiction should create and maintain an up-to-date listing of all rules, codes and standards that apply to residential development applications, including how an application is deemed complete. This information should be made available online and in print.
- Rules, fees and historic status should be locked at the date of application completeness.
- Rules, fees and historic status should be locked at the date of application completeness which shall be defined as providing only the elements on the agencies written application material.
- The jurisdiction should require no more than three de novo public hearings on a zoning-compliant residential application.
- Building permits should expire if not used in 24 months, with flexibility to adapt to changing economic conditions and other extenuating circumstances.
- Jurisdictions should apply the Housing Accountability Act’s standards for project consistency and remedies

**Standards for Impact Fees:** state law should create a set of uniform standards and requirements for Bay Area jurisdictions to follow when imposing impact fees on new residential development, as recommended by the UC Berkeley Turner Center:

- Every jurisdiction should conduct a comprehensive review and assessment of their fees to better understand the aggregate costs imposed.
- When determining the amount of fees to charge to new residential projects, jurisdictions should adhere to a standardized methodology and set of objective standards, rather than the current “reasonableness” test which is overly broad.
- Every jurisdiction should create and maintain an up-to-date fee schedule in a publicly accessible format.
- Adopt fee deferral programs which allow builders to pay some fees later in the development process.

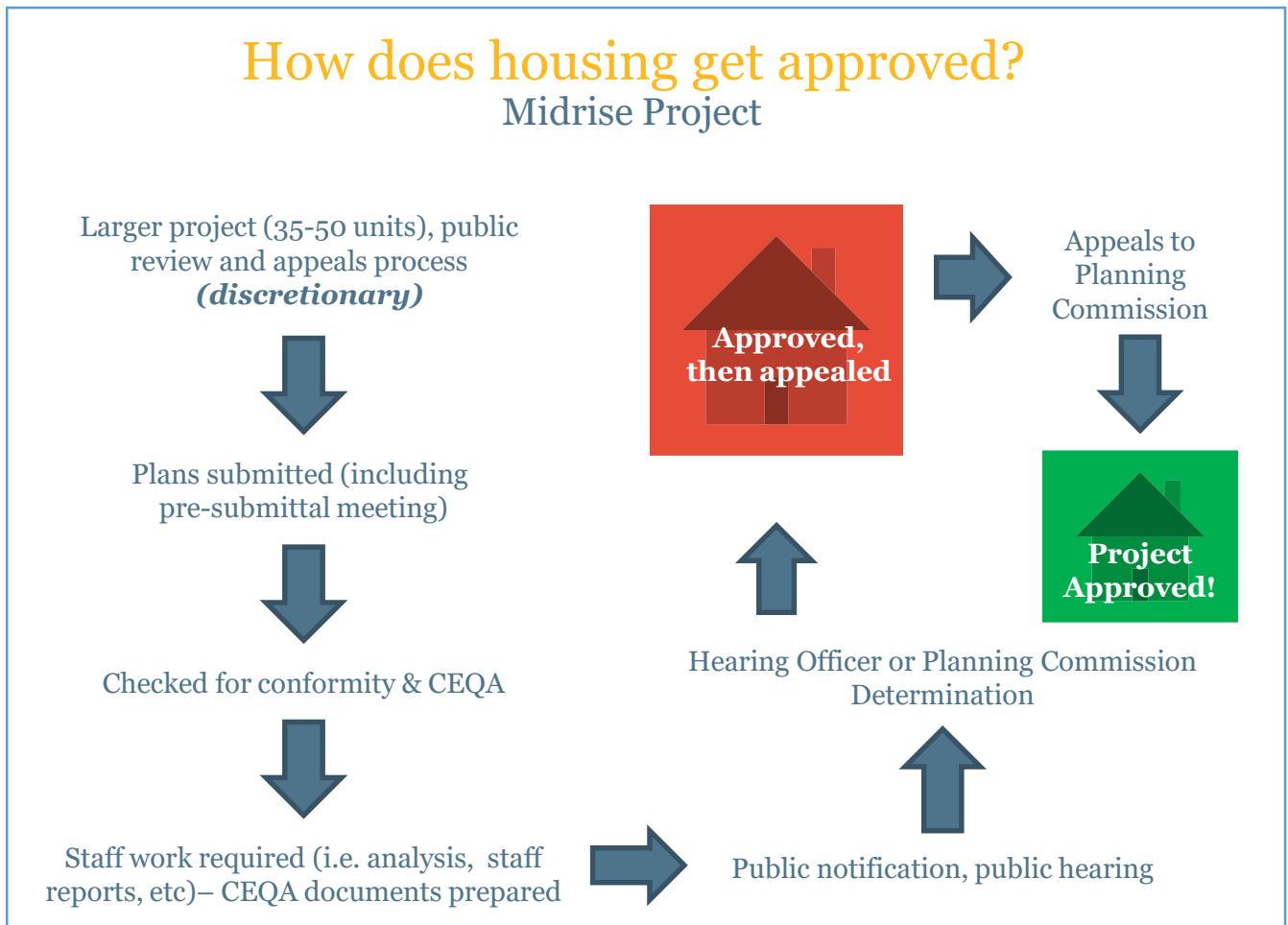
**Standards for Inclusionary Zoning:** state law should establish that programs which require inclusion, such as density bonus, local inclusionary requirements, housing impact fees and in-lieu fees, should not be additive. Require that in-lieu fees should be an option for fulfilling inclusionary requirements imposed without the density bonus. Existing local policies should be grandfathered in.

**Standards for Downzoning and Moratoria:** the State should create standards that govern the circumstances in which local governments downzone or impose building moratoria in existing or planned residential neighborhoods. Such actions run counter to state housing law and should only be undertaken to address an immediate crisis, such as a health and safety hazard or protection of low-income families at risk of displacement.

**Report Impositions That May Suppress Housing above the Hard Cost of Housing Construction:** jurisdictions should annually document all local agency impositions that increase the hard cost (excluding labor and materials) of housing construction, including fees and inclusionary zoning requirements. This information should be included in the jurisdiction’s annual Housing Element report.

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Figure 6: Typical Local Housing Approval Processes and Timeframes



Source: the Turner Center for Housing Innovation, UC Berkeley, 2018,



## Compact Element #7: Expedited Approvals and Financial Incentives for Select Housing

**Brief Summary:** ensure timely approval of zoning-compliant housing projects and create financial incentives for enabling on-site affordability and prevailing wages. This streamlining policy will provide another option for projects that may not benefit from SB 35. This policy does not amend or replace SB 35. Allow Sensitive Communities to defer implementation while they develop a context-sensitive plan.

---

**Desired Effect:** This policy would make it possible to build more housing projects while addressing the critical shortage of housing labor, curbing unsafe labor practices, and providing on-site affordability for missing-middle income ranges that aren't eligible for other sources of subsidy. By harnessing future tax increment from the proposed housing development itself, local jurisdictions can get more affordable units built with less public subsidy. All taxing agencies will benefit from the multiplier effect of new construction beyond the project site. By providing expedited approvals, these projects will be approved and built more quickly.

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**Models and References:** SB 35 (Weiner,2017); New York tax abatement; Action Plans Referenced: 12.2, 12.3, 17.1, 17.2

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### Detailed Proposal:

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**Streamlined Review Process:** state law should create a new, expedited review process for residential projects that meet thresholds outlined below. These projects should be granted a statutory CEQA exemption and should be subject to a limited discretionary review process. Projects should be approved within one year and should be subject to no more than three de novo public hearings.

**Qualifying Projects:** to qualify for streamlined review, projects should meet all of the following criteria:

- Complies with existing zoning standards;
- Located in an existing urbanized area;
- Eligible sites as defined in SB 35;
- Restricts at least twenty percent (20%) of onsite housing units to middle-income households (approximately 80% - 150% AMI depending on local market conditions), with an average affordability of 110% AMI;
- Provides prevailing wages and safe working conditions for all workers;
- Utilizes apprentice labor to grow the construction workforce.

**Financial Incentives to Offset Costs:** qualifying projects should receive financial incentives to offset the costs associated with providing income-restricted housing units and higher wages. Incentives could include some combination of the following:

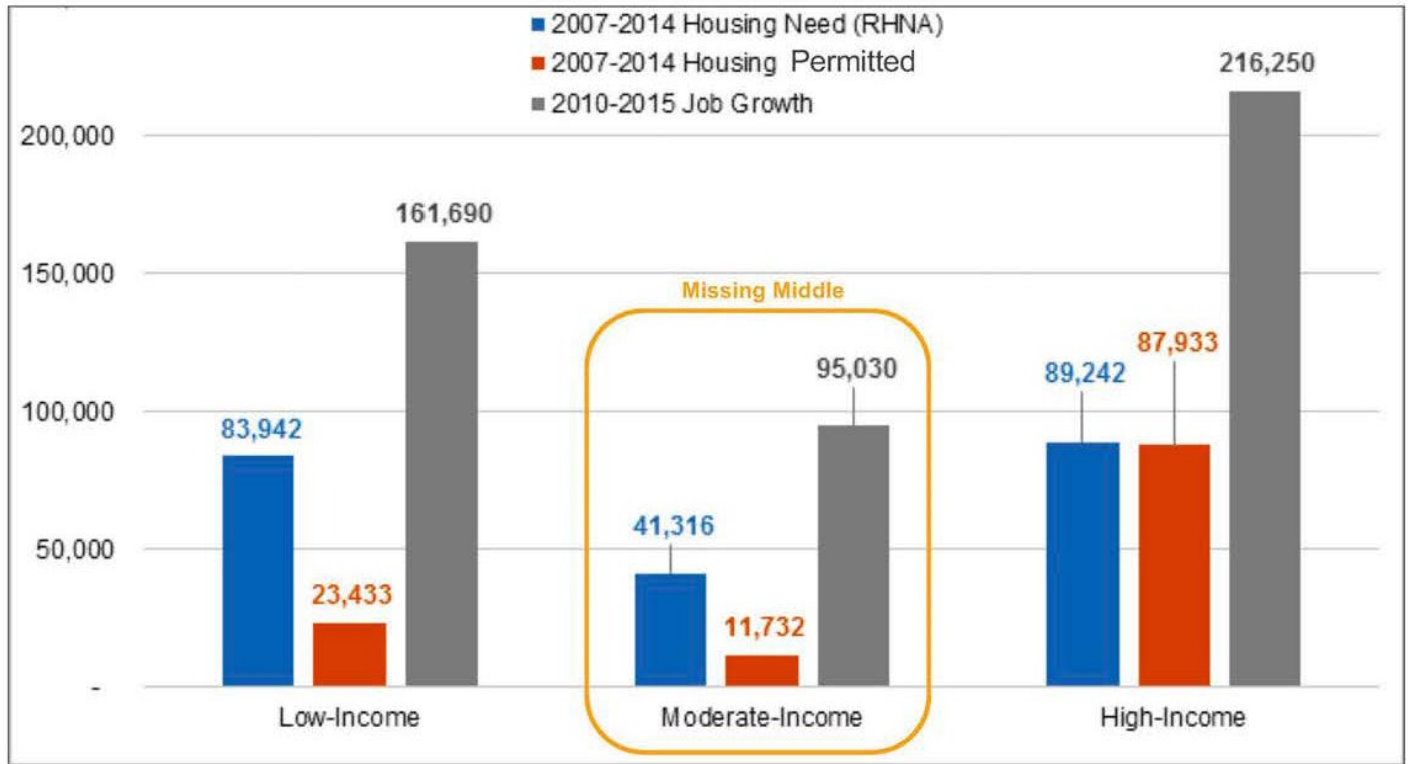
- Fifteen years of property tax increment abatement, modeled on the New York City program. Abatement should be structured so that units rented or sold at missing middle prices (ie 150% AMI or less) receive full abatement, and units rented or sold above this shall receive a lesser abatement (ie 50% -75% abatement)
- Cap impact fees at a reasonable level that allows project feasibility targeted to regional median
- Density bonus of 35%
- Parking reduced to 50% of local requirement (at the discretion of the developer)
- Relief from strict liability standards for ownership housing

**Sensitive Communities:** implementation of this policy in sensitive communities should be automatically deferred for a period of up to 3 years. During this time, the local jurisdiction should develop a context-sensitive plan for that community. The opt-out period should be extended beyond 3 years where good faith planning efforts are underway. If a Sensitive Community so chooses, it may opt to implement this policy effective immediately. The decision to opt in should be made by the local legislative body (city council or board of supervisors) and must involve consultation with residents of the sensitive community, and at least one public hearing. Sensitive community areas represent the intersection of disadvantaged and vulnerable communities as defined by the following Bay Area regional agencies: MTC, SF Bay Conservation and Development Commission (BCDC), and the Bay Area Air Quality Management District. See Figure 5 for the map of these Transit Access and Sensitive Community Areas.

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Figure 7: Regional Housing Production is Worst for the “Missing Middle”

### Affordable Housing Permits Are Lower Than Identified Need



## Compact Element #8: Unlock Public Land for Affordable Housing

**Brief Summary:** Promote increased utilization of public land (surplus and underutilized) for affordable housing through a variety of legislative and regulatory changes, as well as the creation of new regional coordination and planning functions.

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**Desired Effect:** Encourage the reuse of public land for creation of mixed-income/affordable housing by reducing barriers to development on public land. See Figure 8 for the largest public agency landowners near public transit.

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**References and Models:** Action Plans 16.1; 16.2; Puget Sound region including Seattle; Enterprise; MTC/ABAG Study.

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### Detailed Proposal:

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#### Support reforms introduced in AB 2065 (Ting, 2017)

- Respond to the issue of charter cities and the requirement that all cities comply with State surplus lands law
- Create clear definition of “surplus” and “underutilized”
- Require cities, counties, State agencies, and all public agencies to create a full inventory of their publicly-owned sites and report them to HCD.
- Direct HCD to develop a statewide public lands database that will include all publicly-owned sites in the State of California, starting with a pilot in the Bay Area. The database will also include information on present uses. HCD would enforce a revised State Surplus Land Act with referral power to the Attorney General’s Office for infractions.

#### Amend State Housing Element Law to:

- Allow residential uses on all developable public land, regardless of zoning, by establishing a presumption in Housing Element Law that homes may be built on public land meeting certain criteria (eg not parkland).
- Require that Housing Elements include a discussion of the jurisdiction’s policies and plans to encourage the development of affordable housing on these sites.
- Require jurisdictions to report annually through housing element progress reports how they disposed of public and surplus sites.
- State and regional agencies should give preference in screening and scoring projects for discretionary funds to public agency project sponsors that dispose of surplus lands for affordable housing.

#### Regulatory and Process Changes

- Require State agencies to comply with the State Surplus Land Act and make surplus and underutilized property available for affordable housing, including deploying 10% of underutilized/surplus property for affordable housing on an annual basis.
- Amend State law time frames for surplus land disposition to expedite the process to no more than 24 months.
- Competitive funding programs for affordable housing, including the Low-Income Housing Tax Credit (LIHTC) and Affordable Housing & Sustainable Communities (AHSC) programs, should reward additional points to projects that propose affordable development on public land.
- The State of California should review its spatial guidelines for public facilities (i.e., schools) to evaluate potential for changes that could open up land for housing without compromising the quality of on-site public services.

**Labor Standards:** public lands released for housing should include policies that help expand the trained labor pool available for housing construction including requirements for trained apprentices and prevailing wages. Exceptions to these requirements on should be made for temporary housing built to address an emergency, and for housing built with volunteer labor (see Labor Code § 1720.4). Temporary housing shall be defined as follows:

Designed and constructed to be relocatable and transportable over public streets.

- Floor area of 500 square feet or less when measured at the most exterior walls.
  - Sited upon a temporary foundation in a manner that is designed to permit easy removal.
  - Designed to be removed within three (3) years of installation.
-

Figure 8: Top Ten Landowners for Publicly-Owned Parcels Suitable for Housing Near Transit

## Publicly-Owned Land

Source: MTC

Landowner	Number of Parcels	Total Acres
Bay Area Rapid Transit (BART) District	91	<b>229</b>
Santa Clara Valley Transportation Authority (VTA)	26	<b>178</b>
State of California	17	<b>42</b>
City/County of San Francisco	18	<b>26</b>
San Mateo County Transit District (SamTrans)	11	<b>18</b>
Union City Community Redevelopment	6	<b>15</b>
County of Santa Clara	7	<b>15</b>
City of Oakland	19	<b>10</b>
City of San Jose	5	<b>8</b>
Suisun City	17	<b>8</b>
<b>Total</b>	<b>217</b>	<b>548</b>

## Compact Element #9: Funding and Financing the CASA Compact

**Brief Summary:** Raise \$1.5 billion in new revenue annually from a broad range of sources, including property owners, developers, employers, local governments and the taxpayers, to fund implementation of the CASA Compact. While not all revenue ideas in Figure 9 will be implemented, no one sector would bear the burden on its own. No more than one revenue idea should be implemented under each of the five categories.

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**Desired Effect:** The Compact identifies a range of strategies to protect tenants, preserve affordability and produce new units. Many of the strategies, such as “Access to Legal Counsel,” building 14,000 new subsidized housing units annually, and preserving 26,000 market-rate units as permanently subsidized units for lower-income households, require an infusion of new revenue.

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**References and Models:** The entire CASA Compact

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### Detailed Proposal:

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**Funding gap:** CASA estimates that the funding gap to implement the Compact is \$2.5 billion per year over the next 15 years. CASA proposes to meet \$1.5 billion of this deficit with regional and local self-help measures. The remainder would be funded from additional state and federal sources.

**Potential sources:** new revenue could be raised through fees or taxes. In principle, new revenue would be raised from a range of sources to spread the responsibility. These sources may include property owners, developers, employers, local governments and taxpayers. The Compact identifies a menu of options (for further details see Figure 9):

- A. Vacant Homes Tax levied on property owners;
- B. Parcel Tax levied on property owners (residential and commercial);
- C. Commercial Linkage Fee charged to developers;
- D. Gross Receipts Tax levied on employers;
- E. Head Tax levied on employers;
- F. Revenue Set Asides for Redevelopment Agencies (local governments);
- G. Revenue Sharing Contribution into a region-wide housing program for local governments;
- H. 1/4-cent Sales Tax; and
- I. General Obligation Bonds, reissued every five years.

**Allocation formula:** new revenues would be allocated by the following shares:

- Up to 10 percent for local jurisdiction incentives (including funding for hiring more building inspectors);
- Up to 10 percent for tenant protection services;
- Up to 20 percent for preservation; and
- A minimum of 60 percent for subsidized housing production.

**Distribution formula:** new revenues would be distributed by the following shares (total expenditures would still meet the allocation formula (see above), and be subject to objective performance standards and outcomes):

- 75 percent to county of origin (return to source); and
- 25 percent to a regional program (revenue-sharing).

**Labor Standards:** public funding through CASA shall include a requirement for trained apprentices and prevailing wages, calibrated to ensure affordable housing project feasibility and continued eligibility for state resources. Projects under a certain size should be required to comply with existing wage and labor laws and standards.

**Administration:** revenue collection and disbursement would be managed by the Regional Housing Enterprise (see next Element). New revenue would be authorized based on fund source but may include state enabling legislation, a decision of the RHE board, or a vote of the people in the Bay Area.

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# Menu of Funding Sources to Implement the Compact

## Potential New Sources of Revenue

Target: \$1.5 billion per year

### Property Owners





 \$100 million  
**1 percent**  
*Vacant Homes Tax* on the assessed value of vacant home, region-wide  
  
 Vancouver adopted an Empty Homes Tax of 1 percent in 2016  
 Oakland adopted a Vacant Property (parcel) Tax of \$3,000 to 6,000 in 2018


 \$100 million  
**\$48 per year**  
*Parcel Tax*, region-wide  
  
 Bay Area approved Measure AA for \$12 per year in 2016

**Key**

-  Voter Approval
-  State Legislation
-  Policy Benefit
-  Fee Imposition

### Developers



 \$200 million  
**\$5-\$20 per sq. ft.**  
*Commercial Linkage Fee* on new construction; variable rates based on number of workers at location, jobs-housing ratio of host jurisdiction, and location within or outside transit-served areas, region-wide  
  
 38 jurisdictions in the Bay Area have a commercial linkage fee, with a median of \$10 per sq. ft.  
  
 Jurisdictions with an existing linkage fee (which is set aside for housing) will get a credit


 \$200 million  
**\$10 per sq. ft.**  
*Flat Commercial Linkage Fee* on new construction, region-wide

### Employers


 \$200 million  
**0.1%-0.75%**  
*Gross Receipts Tax*, variable rates based on sector and firm size, region-wide  
  
 Almost half the jurisdictions in the Bay Area charge some form of gross receipts tax, often as a business tax  
  
 Small businesses would be exempt from the tax. Employers in a jurisdictions with an existing tax will get a credit



 \$200 million  
**\$40-120 per job**  
*Head Tax*; variable rates based on number of employees, jobs-housing ratio and transit access, region-wide  
  
 Mountain View adopted a Head Tax of up to \$149 in 2018

### Local Governments


 \$200 million  
**25 percent**  
*Redevelopment Revenue Set-Aside* for affordable housing in TPAs (including portion for schools and special districts), **statewide**  
  
 Former Redevelopment Agencies were required to set aside 20 percent of their revenue towards affordable housing


 \$100 million  
**20 percent**  
*Revenue Sharing Contribution* from future property tax growth, region-wide  
  
 Minneapolis-St. Paul adopted a seven-county Fiscal Disparities Program (tax-base sharing) in 1971 that pools 40 percent of future revenue increase

### Taxpayers


 \$400 million  
**1/4-cent**  
*Sales Tax*, region-wide  
  
 Most jurisdiction have local sales taxes. Should be linked to "point of sale" and e-commerce legislation. Could be folded into a "mega-measure" that includes funding for transportation


 \$100 million  
**5-Yr. Term**  
*General Obligation Bonds*, issued by a regional housing enterprise, renewed every five years, region-wide

### Philanthropy

*CZI-TSFF Initiative*  
Policy and Infrastructure Funds

## Compact Element #10: Regional Housing Enterprise

**Brief Summary:** Establish a regional leadership entity to implement the CASA Compact, track and report progress, and provide incentives and technical assistance. The entity must be governed by an independent board with representation for key stakeholder groups that helped develop the Compact. The housing entity would not play a regulatory/enforcement role.

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**Desired Effect:** Existing regional agencies either do not have the mandate (for e.g., the Metropolitan Transportation Commission) or the resources/tools (for e.g., the Association of Bay Area Governments) to directly tackle the region's pressing displacement and affordable housing crisis. The CASA Compact will set a bold region-wide agenda for addressing protection of existing tenants, preservation of existing affordable units and production of both market-rate and subsidized units. To implement this agenda, a broad coalition of stakeholders, who have helped shape the CASA Compact, must stay engaged with state legislative advocacy, building support for raising new revenue and financing programs, tracking and monitoring progress, keeping the public engaged, and taking a regional approach to challenges such as homelessness. A regional approach can balance inequities and imbalances across multiple jurisdiction that have to contend with varying market strengths, fiscal challenges and staff expertise.

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**Models:** New York City Housing Development Corporation (housing finance); Twin Cities (revenue-sharing)

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**References:** The entire CASA Compact

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### Detailed Proposal:

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**Board Structure and Governance:** CASA recommends establishing a Regional Housing Enterprise (RHE) to coordinate and lead implementation of the CASA Compact. State law should establish an independent board, with broad representation to MTC, ABAG and key stakeholder groups that helped develop the CASA Compact. See Figure 10 for graphic depiction of RHE.

**Authority:** the state should form the RHE through an act of legislation and give it authority to collect new revenue (through fees or taxes); disburse the revenue to programs and projects in the expenditure plans (consistent with the CASA Compact); purchase, lease and hold land; and provide direct assistance. The RHE will not have regulatory authority.

#### Roles and Responsibilities

*Revenue administration and debt issuance* – using the authority to levy fees and seek voter approval to impose taxes for housing, the RHE may collect and disburse new funding, issue debt based as needed, and allocate funding to protection, preservation and production programs, as laid out in the CASA Compact.

*Land leasing and disposition* – the RHE may act on behalf of the related public agency to lease or purchase land for housing development and assemble parcels, when appropriate. The RHE may hold and bank land, based on market conditions.

*Monitoring and reporting* – the RHE may coordinate with MTC/ABAG to collect relevant data (including on local housing performance), conduct research and analysis, and disseminate information as part of its monitoring and reporting role. The RHE may also conduct evaluation of its program to improve stated CASA outcomes.

*Enhanced technical assistance* – the RHE may coordinate with MTC/ABAG to provide extensive support and technical assistance to local jurisdictions (especially smaller jurisdictions with limited staff capacity), education and awareness for stakeholders (such as tenants and landlords), and communication materials for the broader public.

*Oversight of protections programs* – while the RHE will not have an administrative role in implementing tenant protection policies, the board would provide oversight when allocating funding.

**Staffing:** the RHE will be supported by the consolidated staff of MTC/ABAG, with additional staff added in specialized areas such as debt issuance, land leasing and disposition, financing projects, etc.

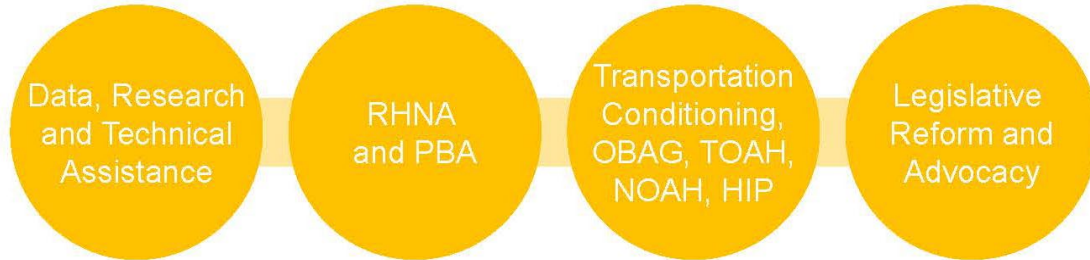
**Administration:** this state-enabled policy package in the CASA Compact will be implemented by the RHE. Some capacity would be needed at the local and county-level to implement the protection strategies.

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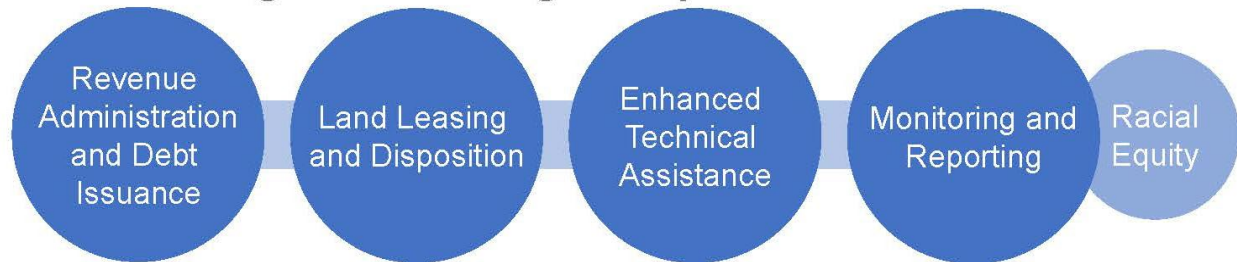
Figure 10: Regional Housing Enterprise

# Regional Housing Enterprise

## MTC/ABAG Roles and Responsibilities



## Regional Housing Enterprise Roles



## Regional Housing Enterprise Governance

- **Independent board** w/ representation from MTC, ABAG and key stakeholders
- Supported by **MTC/ABAG consolidated staff** (with additions in specialized areas such as debt issuance, land leasing, etc.)



# Calls for Action

The CASA Compact sets a bold region-wide agenda for addressing the protection of existing tenants, preservation of existing affordable units and production of both market-rate and subsidized units. The CASA Compact Elements represent key reforms that were developed through an intensive 18-month process encompassing multiple stakeholders and constituencies. Supportive state action on the issues outlined below in concert with the implementation of the CASA Compact will fundamentally “turn the tide” on the Bay Area’s housing crisis.

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## Call for Action: Redevelopment 2.0

**Background:** The elimination of redevelopment agencies in California severely restricted the production of affordable housing and market rate housing in the Bay Area. Prior to dissolution, redevelopment agencies in the region provided \$200 million in annual funding for affordable housing that was highly leveraged with other funding sources. In addition, redevelopment agencies provided funding, expertise and infrastructure to advance the production of market rate housing in mixed-use, infill developments. CASA supports the development of a new redevelopment framework to advance the production of extremely low, very low, and low-income housing, and to leverage funding for mixed income, infill housing.

**CASA Call for Action:** Pass legislation enabling the re-establishment of redevelopment agencies in California to provide a significant source of new funding for affordable and mixed income development. Redevelopment agencies should be focused on development activities that are audited regularly, with local projects subject to state level reviews. A new redevelopment framework in California should reinforce a strong link between housing and jobs and transit. Funding should be designed to leverage other sources, including new regional funding through the implementation of the CASA Compact.

**References:** The entire CASA Compact

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## Call for Action: Lower the Voter Threshold for Housing Funding Measures

**Background:** Bay Area voters have demonstrated — through their past approval of major transportation, school, housing, and water bonds — that they understand the importance of investing in the region’s future. Although Bay Area voters have passed a significant number of funding measures to expand the supply of affordable housing, on too many occasions an overwhelming majority of voters have supported new funding but the final tally fell short of the two-thirds majority needed for approval under current state law. When provided the opportunity, voters supported lowering the voter threshold for school bonds to a 55 percent vote. The well-being of California’s children was a motivating factor in lowering the voter threshold for school funding. Ensuring that future generations, our children and grandchildren, have the housing opportunities they will need to remain in the Bay Area is a central purpose of the CASA Compact.

**CASA Call for Action:** Pass legislation that will provide voters statewide with the opportunity to apply a 55 percent threshold for investments in affordable housing and housing production. This legislative priority is critical to the successful implementation of the CASA Compact — and to the Bay Area’s prosperity and quality of life.

**References:** The entire CASA Compact

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## Call for Action: Proposition 13 Fiscal Reforms Fiscalization of Land Use

**Background:** Under Proposition 13, local jurisdictions in California are “paid more” for commercial land uses than for housing. This “fiscalization of land use” is a central factor in the Jobs-Housing Imbalance that exists in the Bay Area resulting in long commutes, traffic congestion and a diminished quality of life for millions of Bay Area residents. The California Tax Code in effect punishes cities that build more housing and rewards cities that build commercial space without commensurate housing for workers and their families. To address the revenue imbalance related to new housing, jurisdictions have raised impact fees and other development requirements that make housing even more expensive so that cities and counties may maintain infrastructure and provide for the needs of existing residents.

**CASA Call for Action:** Pass legislation that will return e-commerce/internet sales tax revenues to the point of sale - not the point of distribution as currently - to provide cities that have a significant residential base with a commensurate fiscal stimulus for new housing. Also pass legislation that will change the Proposition 13 property tax allocation formula to provide jurisdictions building more housing with a higher share of property tax revenue.

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**References:** CASA Elements # 9 and # 10.

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## Call for Action: Homelessness

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**Background:** The Bay Area has one of the largest and least sheltered homeless populations in North America. The proliferation of homeless encampments from select urban neighborhoods to locations across the region is the most visible and arguably disheartening manifestation of the Bay Area's extreme housing affordability crisis. Although this is one of the most prosperous regions in the world, every night thousands of people sleep on our streets. The complexity and scale of homelessness in the Bay Area has increased exponentially as previously housed people including families with children, veterans, and senior citizens cannot find shelter. In the nation's most expensive housing market, commonplace life circumstances (e.g. illness, job loss, and separation/divorce) result in too many of our neighbors being unable to afford monthly rent and resulting in a downward spiral to homelessness.

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**CASA Call for Action:** California is experiencing an affordability and housing crisis that is negatively impacting thousands of Californians. The work of CASA has endeavored to put forth a package of policy interventions to house the Bay Area. Homelessness is a humanitarian crisis that deeply impacting the entire Bay Area. CASA recognizes that homelessness is a regional issue that requires alignment across geographies in order to tackle this problem. CASA's funding package must include resources that help produce housing for formerly homeless people, prevent homelessness when possible and make homelessness rare, brief and non-reoccurring.

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**References:** The following CASA Elements include measures to reduce the region's unhoused population, provide more temporary options for homeless housing, and streamline approvals of permanent homeless housing developments which are often strongly opposed by project neighbors:

CASA Elements 1,2,3 - Tenant Protections: Critical to stabilize households and reduce displacement from housing that has caused significant rapid rise in unhoused population

CASA Element 4 – Accessory Dwelling Units (ADUs) /Tiny Homes: create more housing options for populations vulnerable to economic setback by allowing more of the smallest naturally affordable home types in every neighborhood including seniors or their family members, disabled family members, students, Section 8 recipients.

CASA Elements 5, 6, 7- Up-zone and streamline to increase income restricted and market rate housing options and reduce displacement and upward rent pressure on existing homes and neighborhoods

CASA Element 8 - Public land: encourage immediate disposal of more public land for affordable housing to create more sites and reduce the subsidy needed.

CASA Element 9 - Public funding: More funding for the preservation and production of affordable housing, the provision for new tenant protection measures, and new permanent supportive housing

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## Call for Action: Grow and Stabilize the Construction Labor Force

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**Background:** Growing the construction labor force and improving labor force productivity is critical to expanding the supply of housing. By increasing the safety and desirability of construction work, and thereby expanding the pool of available workers and contractors, we can grow the labor force without which we cannot increase housing production. The following are recommended by CASA as a starting point. We also recommend ongoing work to implement the CASA recommendations in a manner which creates an effective and coordinated regional and State response the need for a larger construction labor force.

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### **CASA Call for Action:**

1. Grow the workforce by increasing apprentice training, placement, and payment of prevailing wages when direct public funding, public land, fee abatement, tax abatement, CEQA exemptions, and other fiscal/economic development incentives are provided for housing (Compact items 7, 8, 9).
  2. Discourage the underground economy and require following of existing wage and workforce laws (Compact items 4, 5).
  3. Create a CASA/State labor workgroup charged with coordinating implementation of CASA policies and needed labor force expansion consistent with CASA principles.
  4. Call upon the State to use its workforce development and training programs to improve the construction employment pipeline and create improved pathways from secondary education into apprentice training programs.
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**References:** Compact Elements 4, 5, 7, 8 and 9.

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# Local Best Practices

Local governments have a strong role to play in implementing CASA. This section will summarize a handful of best practices that could serve as a model for other jurisdictions in the region. The case study presented below is for illustrative purposes only. Other case studies will be added here by January 2019.

## Emergency Response to Fires in Sonoma County and the City of Santa Rosa

Sonoma County/City of Santa Rosa	Alignment with CASA Compact Elements
<b>Targets</b>	
<p><i>Production:</i> 30,000 units in five years (4,000 low-income subsidized)</p>	<p><i>Protection:</i> 300,000 lower-income HHs  <i>Preservation:</i> 2,000 units/year in 15 yrs  <i>Production:</i> 35,000 units/year in 15 years</p>
<b>Tenant Protections</b>	
<p><b>Protection from Price Gouging</b></p> <ul style="list-style-type: none"> <li>• <i>State law</i> – 10 percent cap on rent increases till end-2018, incl. building materials.</li> <li>• <i>City</i> – protections that allow civil lawsuits.</li> <li>• <i>County</i> – tenants of mobile home parks.</li> </ul> <p><b>Urgency Ordinance for Temporary Housing to Prevent Homelessness (County)</b></p> <p>The ordinance would allow:</p> <ul style="list-style-type: none"> <li>• Use of recreational vehicles and trailers as homes, with an emergency temporary permit.</li> <li>• Safe Parking Program for RVs, trailers and campers, to be parked overnight on county-owned land (basic services such as bathrooms, showers, and warming stations are provided).</li> <li>• Year-round occupancy in seasonal farmworker housing.</li> <li>• Replacement schools and child care centers in specific zones without a use permit.</li> <li>• Long-term rental of bed and breakfasts, inns, resorts, etc.</li> </ul>	<p><b>Just Cause Eviction Policy</b></p> <p><b>Emergency Rent Cap</b></p> <p><b>Access to Legal Counsel in Eviction Proceedings</b></p>
<b>Housing Inclusion and Capacity</b>	
<p><b>Incentives for ADUs</b></p> <ul style="list-style-type: none"> <li>• <i>Impact fee waivers</i> – for capital facilities, housing and parks.</li> <li>• <i>Utility connection fee waiver</i> – for new connection or capacity change for ADUs 750 sq.ft. or smaller.</li> </ul> <p><b>Incentives for Multi-Family Projects in Downtown Santa Rosa</b></p> <ul style="list-style-type: none"> <li>• Partial reduction in impact fees (capital and park fees).</li> <li>• Additional discounts for affordable/inclusionary housing.</li> </ul> <p><b>Additional inclusive housing capacity changes:</b></p> <ul style="list-style-type: none"> <li>• Make small SRO projects a permitted use/ remove size limits.</li> <li>• Allow transitional &amp; supportive housing in single-family zones.</li> </ul> <p><b>The County passed code changes to expand opportunities for housing in urban service areas by:</b></p> <ul style="list-style-type: none"> <li>• Simplifying development standards for multi-family housing</li> <li>• Allowing higher densities near jobs and transit, as a new Workforce Housing Combining Zone.</li> </ul>	<p><b>Removing Barriers to ADUs</b></p> <p><b>Minimum Zoning for Housing Near Transit</b></p> <p><b>Expedited Approvals and Financial Incentives</b></p>

- Allowing “cottage housing” that provides multi-unit housing in low- and medium-density areas.
- Allowing new density unit equivalent concept to encourage smaller rental units

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### Approval Process and Timeline

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#### Additional Staff Capacity

- *Resiliency Permit Center (County)* – expedited checks and permitting w/ contract staff
- *Resilient City Permit Center (Santa Rosa)* – expedited checks and permitting for fire affected property owners w/ contract staff

#### CEQA Exemption and Judicial Streamlining

- Requested for two specific plans (pending)

#### Permit and Approval Streamlining

The City of Santa Rosa has streamlined permitting by:

- **Allowing expansion of damaged nonconforming residential structures** to added living areas, ADUs, and JADUs.
- Increasing the allowable residential floor area in mixed-use projects from 50 to 80 percent.
- Delaying collection of fees until near occupancy.

**County of Sonoma has created expedited permitting for housing and ADUs**

#### Good Government Reform for Approval Process

#### Removing Regulatory Barriers for ADUs

#### Expedited Approvals and Financial Incentives

#### Call to Action: Labor Force Expansion

Reduce planning staff workload per project

Provide CEQA statutory exemption

Expand construction and building inspection labor force

Improve streamlining for all eligible projects

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### Funding and Coordination

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#### New Revenue and Financing Tools

- \$124 million, 30-year bond measure (failed November 2018 ballot).
- Portion of County Educational Revenue Augmentation Fund redirected to the RED for an Enhanced Infrastructure Finance District (EIFD) and affordable housing.

#### Renewal Enterprise District (RED)

- Joint powers authority proposed by County and City (to be decided in December 2018).

#### New Revenue and Financing Tools

- Public Land and \$1.5 billion/year
- Portion of BATA funds redirected to a Regional Infrastructure Bank (RIB).

#### Regional Housing Enterprise (RHE)

- Revenue collection/allocation
  - Land leasing/purchase
  - Technical assistance
  - Monitoring and reporting
-

# Appendices

- A. CASA Leadership Profiles (Co-Chairs and Moderators)
- B. Steering Committee Roster
- C. Technical Committee Roster

## Legislation Details (With Text)

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**File #:** 18-1071      **Version:** 1      **Name:**

**Type:** Report      **Status:** Informational

**File created:** 11/29/2018      **In control:** CASA Technical Committee

**On agenda:** 12/3/2018      **Final action:**

**Title:** Review Racial Equity Analysis

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [04\\_Racial Equity Analysis 113018.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Review Racial Equity Analysis

**Presenter:**  
Vikrant Sood

**Attachments:**

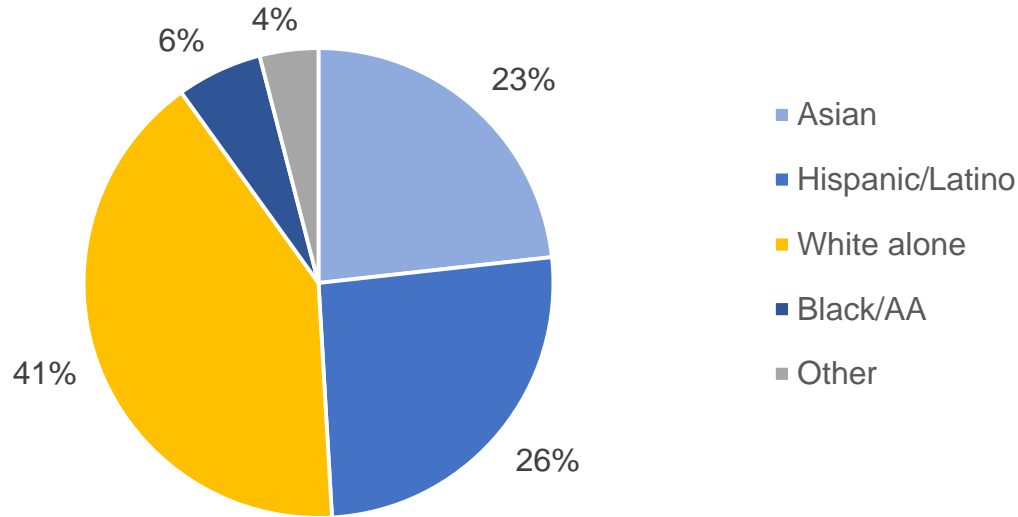


Racial Equity Analysis for the  
**CASA Compact**

November 30<sup>th</sup>, 2018

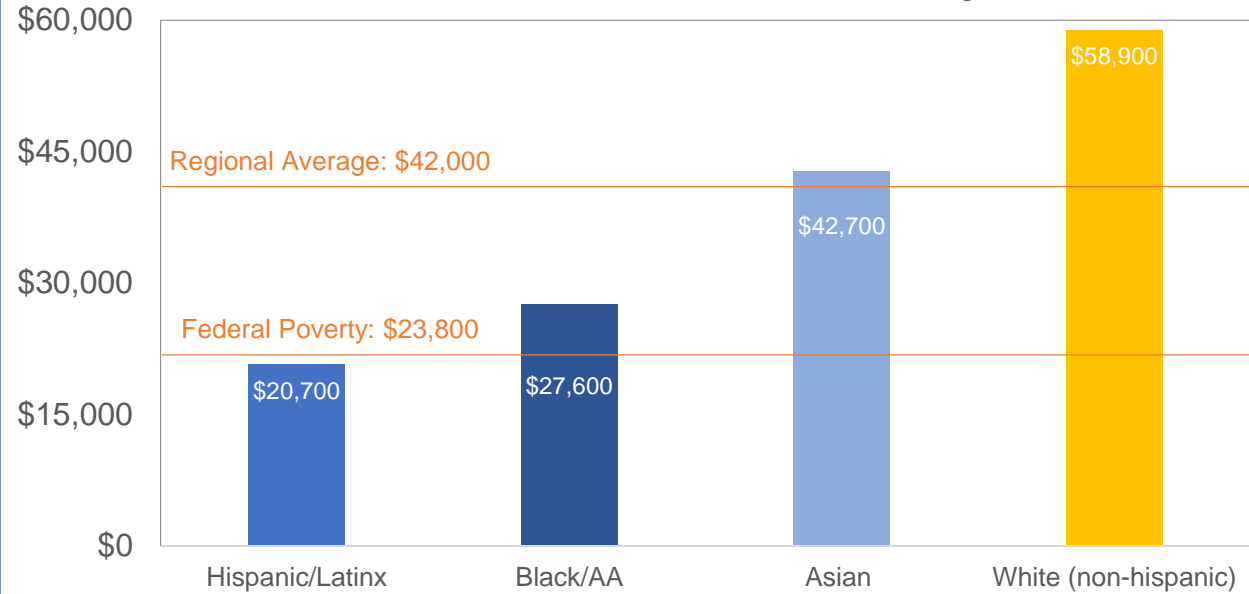
## Population by Race, Bay Area, 2016

Source: US Census ACS, 2012-2016 5-Yr. Avg.



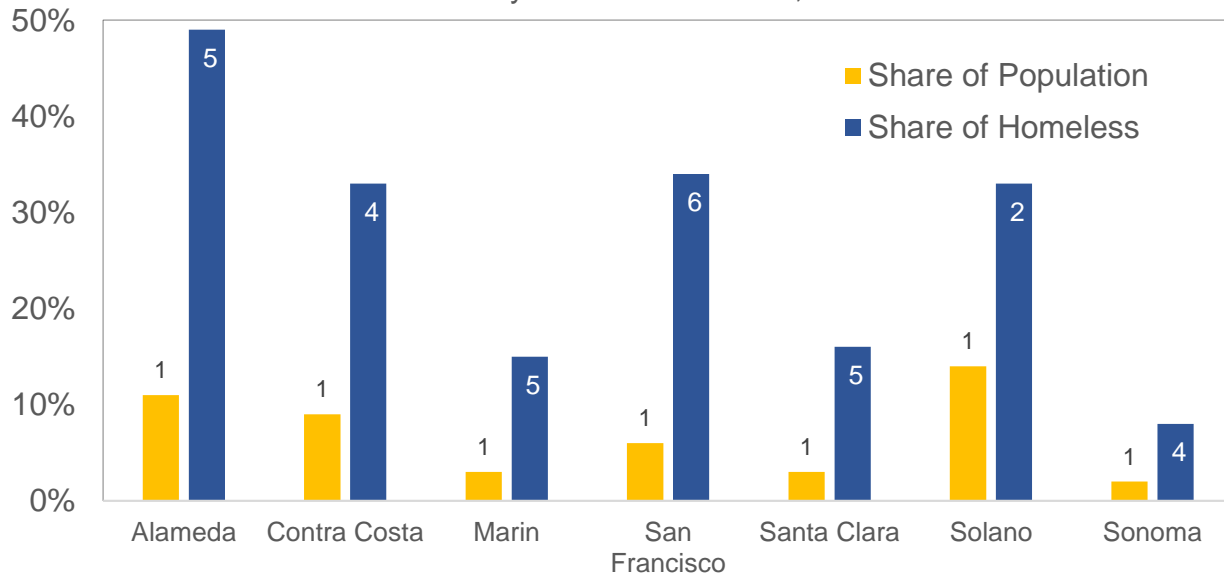
## Per Capita Income by Race, Bay Area, 2016

Source: US Census, ACS, 2012-2016, 5-Yr. Avg.



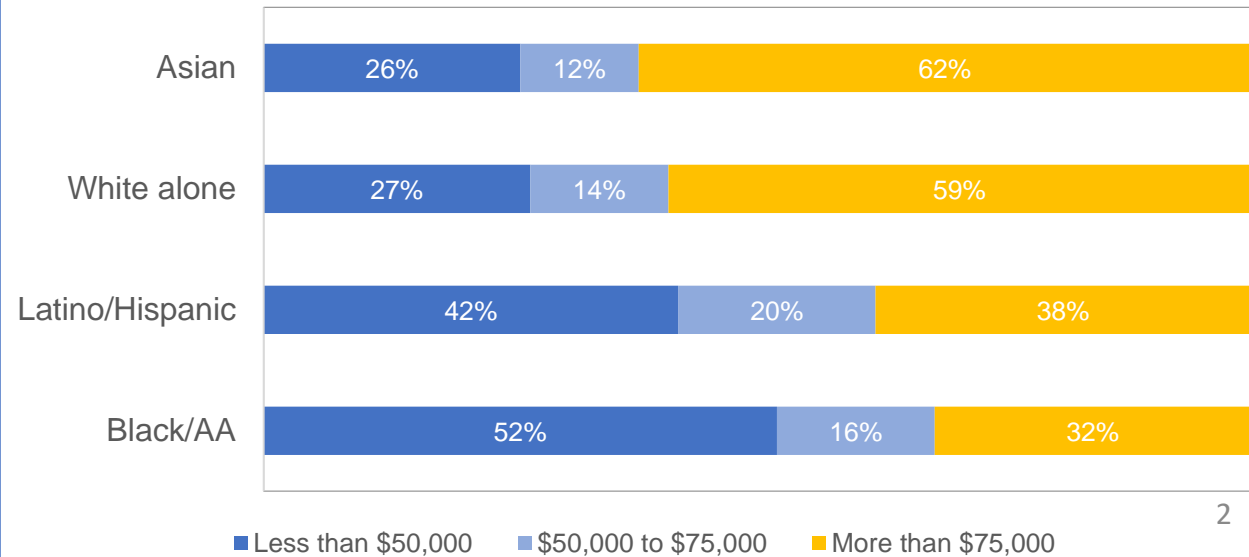
## Homelessness, Blacks/African Americans

Source: County Homeless Census, 2017/2018



## Household Income by Race, Bay Area, 2016

Source: US Census, ACS, 2012-2016, 5-Yr. Avg.

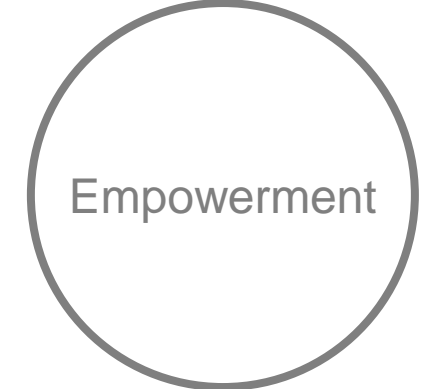




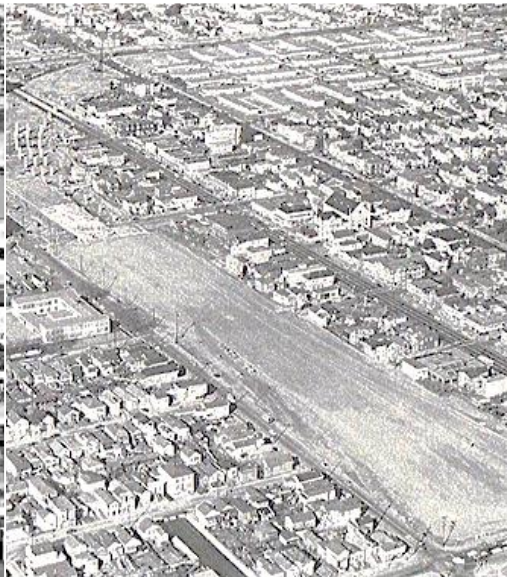
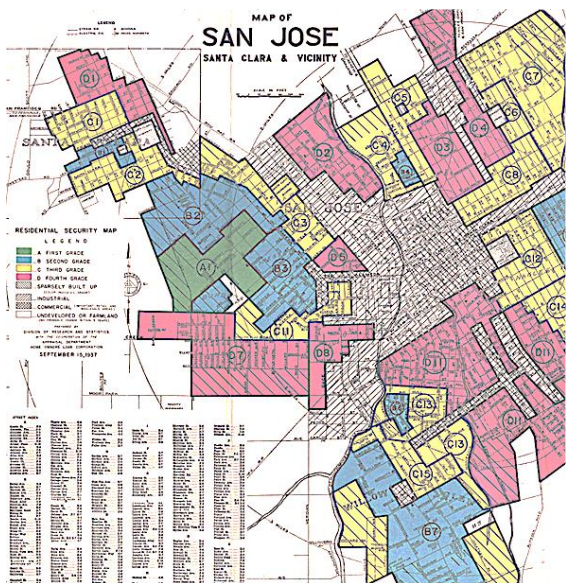
# Challenges and Opportunities

Racial Equity Lens for CASA

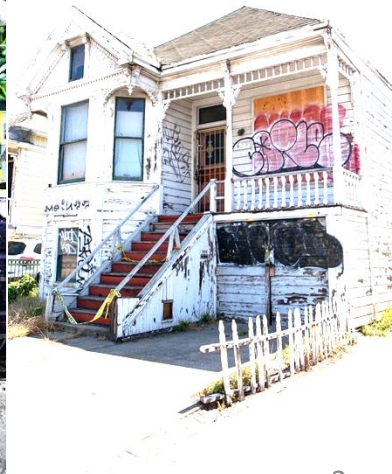
Cumulative Benefits



## Historic Patterns of Exclusion



## Gentrification and Displacement



Disinvestment and Urban Renewal

Housing Discrimination

Foreclosure Crisis

# Overall Approach

Racial Equity Analysis for the CASA Compact

## Purpose

The analysis does not attempt to provide conclusive evidence or numeric results. But rather a framework for shaping policy and setting priorities.

## Placeholder for Sensitive Communities (SCs)

Defined for now as the overlap of communities of concern adopted by regional agencies: MTC, BCDC and BAAQMD.

## Geographic Focus

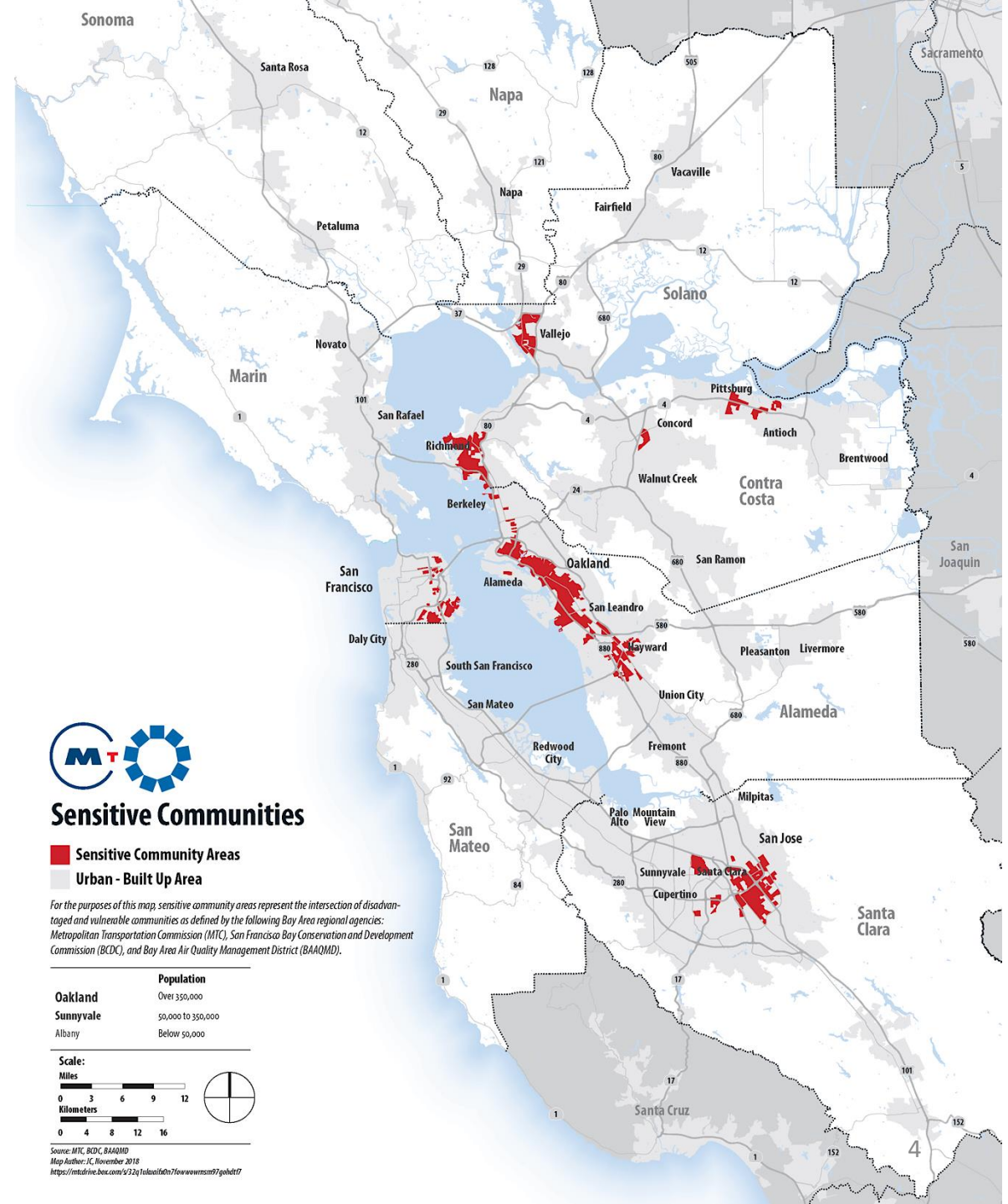
Most Compact Elements have a geographic component, which, for this analysis is evaluated using “policy overlays.”

## Policy Overlays

This analysis uses three policy overlays: transit access areas (TAAs), high-opportunity areas (HOAs) and displacement risk areas (DRAs).

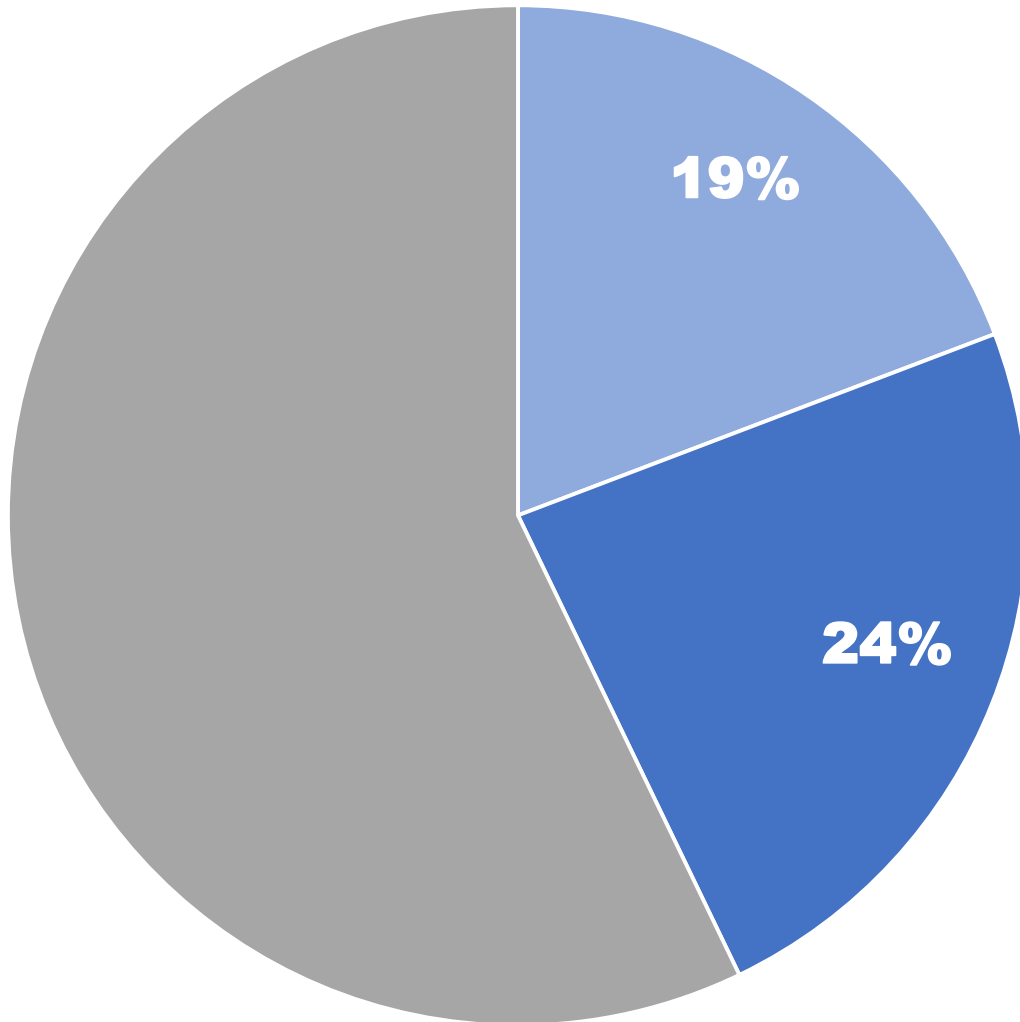
## Income Used Where Race Data Unavailable

At a smaller geography, the analysis uses income instead of race.



## Low-Income Renter Households

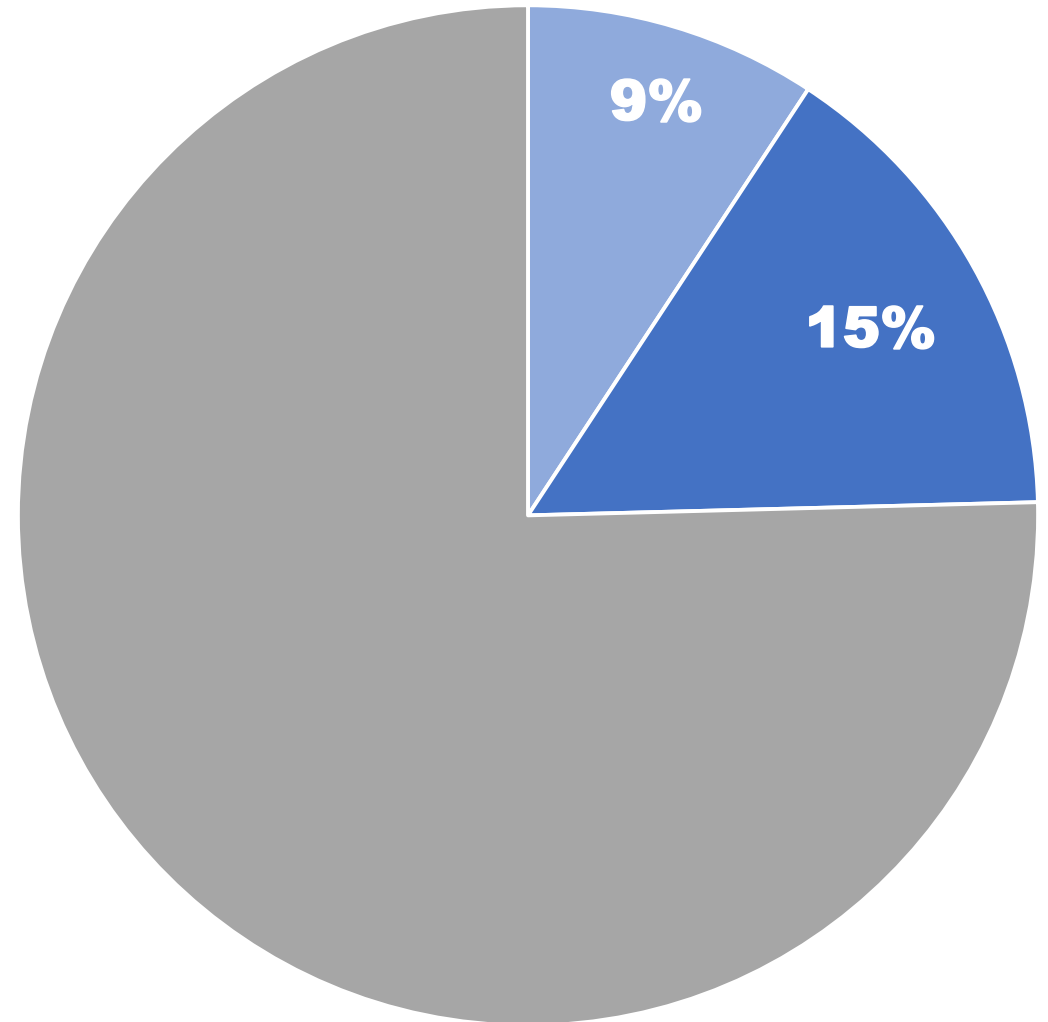
Source: US Census ACS 2012-2016 5-Yr. Avg.  
Low-Income – Earning \$75,000 or Less



- LI Renter HHs Paying 30-50% of Income on Housing
- LI Renter HHs Paying >50% of Income on Housing
- All Other Renter HHs

## Low-Income Minority Renters

Source: US Census PUMS 2012-2016 5-Yr. Avg.  
Low Income – 200 percent below Federal Poverty Level



- LI Minority Renters Paying 30-50% of Income on Housing
- LI Minority Renters Paying >50% of Income on Housing
- All Other Renters



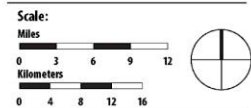
## Low-Income Renters Share of Households Paying Greater than 30% of Income on Housing



  Sensitive Community Areas

For the purposes of this map, 'Low-Income' is defined as renter households earning less than \$75,000 per year.

	Population
Oakland	Over 350,000
Sunnyvale	50,000 to 350,000
Albany	Below 50,000



Source: American Community Survey 2012-2016  
Map Author: J.C. November 2018  
<https://mtshive.bois.com/v/22q1khuu1dn7lowwmsmsn71gshdt/>



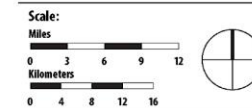
## Low-Income and Minority Renters Share Paying Greater than 30% of Income on Housing



  Sensitive Community Areas

For the purposes of this map, 'Low-Income' is defined as renters residing in households earning less than 200% of the Federal Poverty Level.

	Population
Oakland	Over 350,000
Sunnyvale	50,000 to 350,000
Albany	Below 50,000



Source: American Community Survey Public Use Microdata, 2012-2016  
Map Author: J.C. November 2018  
<https://mtshive.bois.com/v/22q1khuu1dn7lowwmsmsn71gshdt/>

# Displacement Risk Areas

Policy Overlay

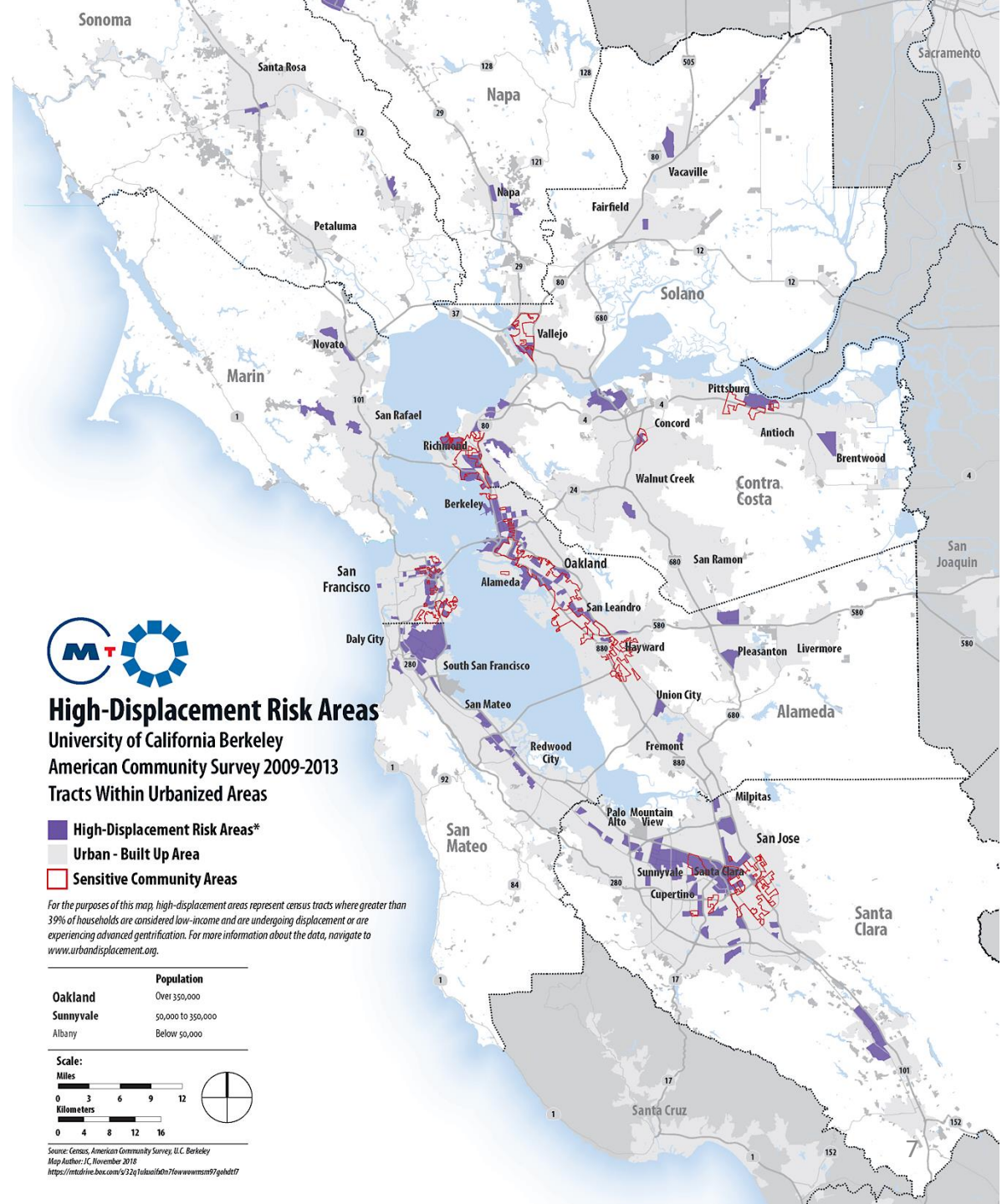


18 percent of low-income\* (LI) renter households (HHs) that pay more than 30 percent of income on housing live in DRAs

DRAs do not entirely overlap with SCs, including in San Francisco and Oakland

DRAs represent areas that are undergoing displacement or are in advanced stages of gentrification

\* HHs that earn less than \$75,000



# High-Opportunity Areas

## Policy Overlay

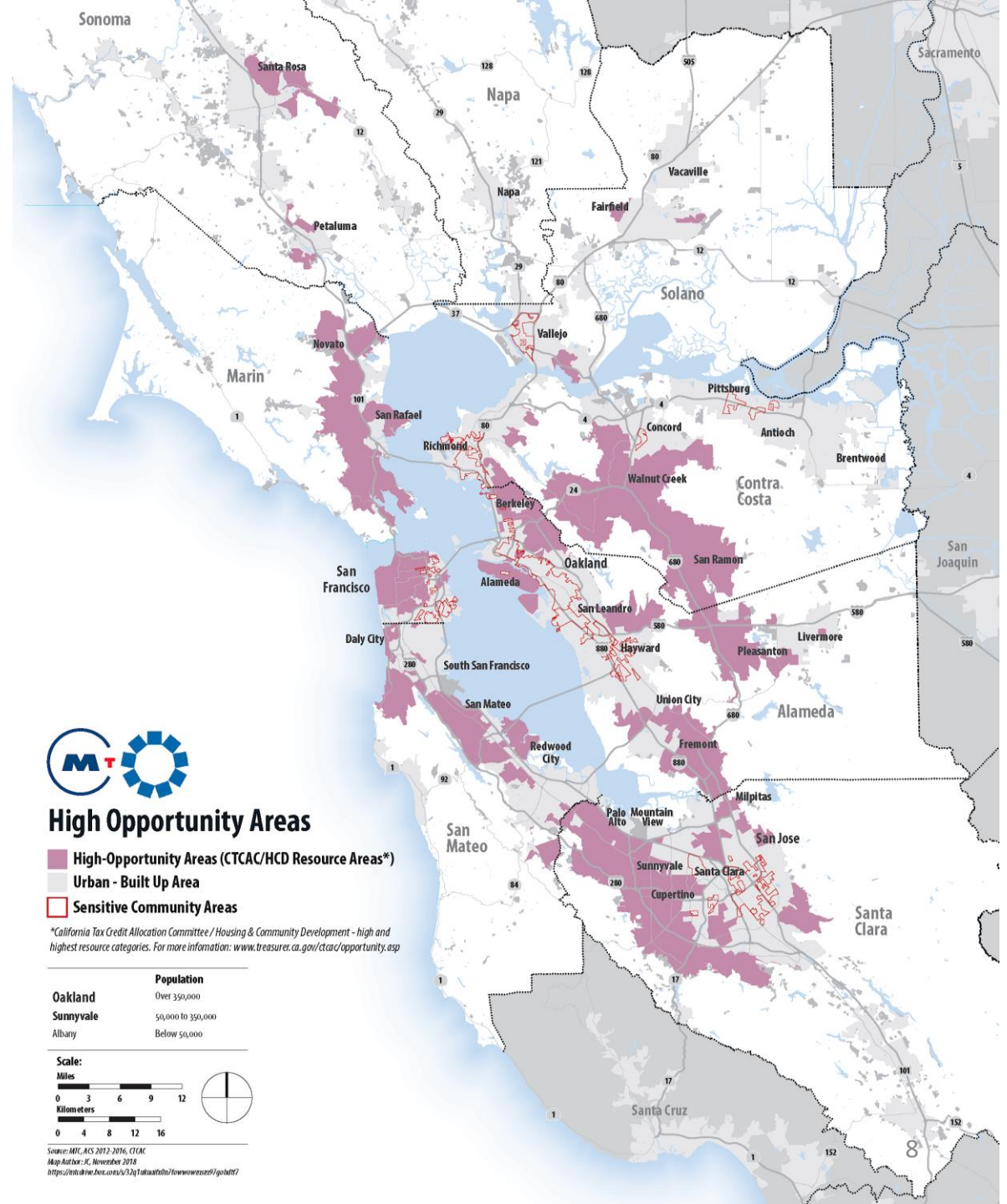


26 percent of LI\* renter HHs that pay more than 30 percent of income on housing live in HOAs

HOAs and SCs are almost completely exclusive geographies, which reflects Bay Area's segregation challenges

HOAs are considered "exclusion areas" that provide limited housing opportunities for LI / MI renter HHs

\* HHs that earn less than \$75,000



# Transit Access Areas

Policy Overlay

Stability and  
Protections

Community  
Reinvestment

Equity- and  
Wealth-Building

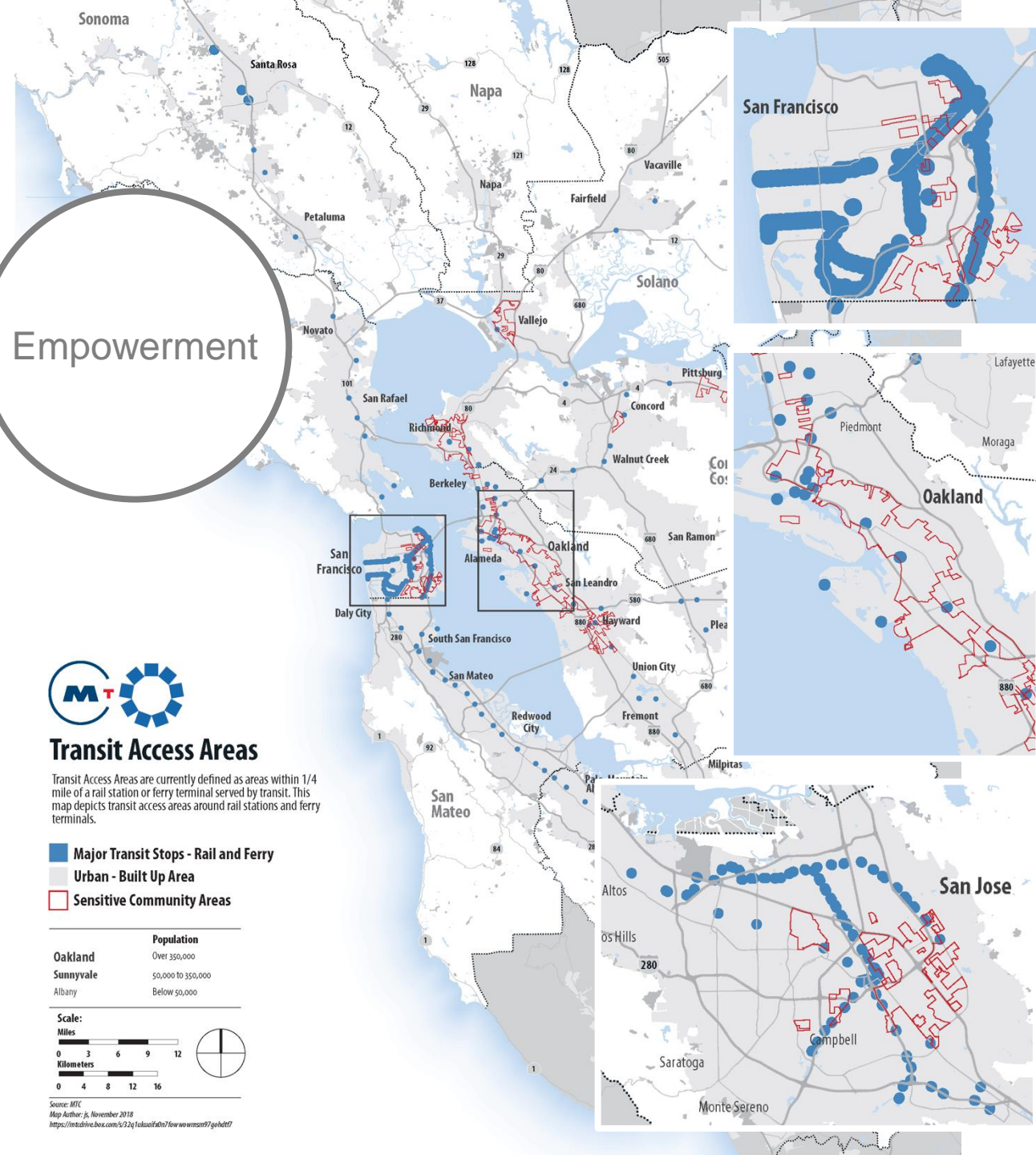
Empowerment

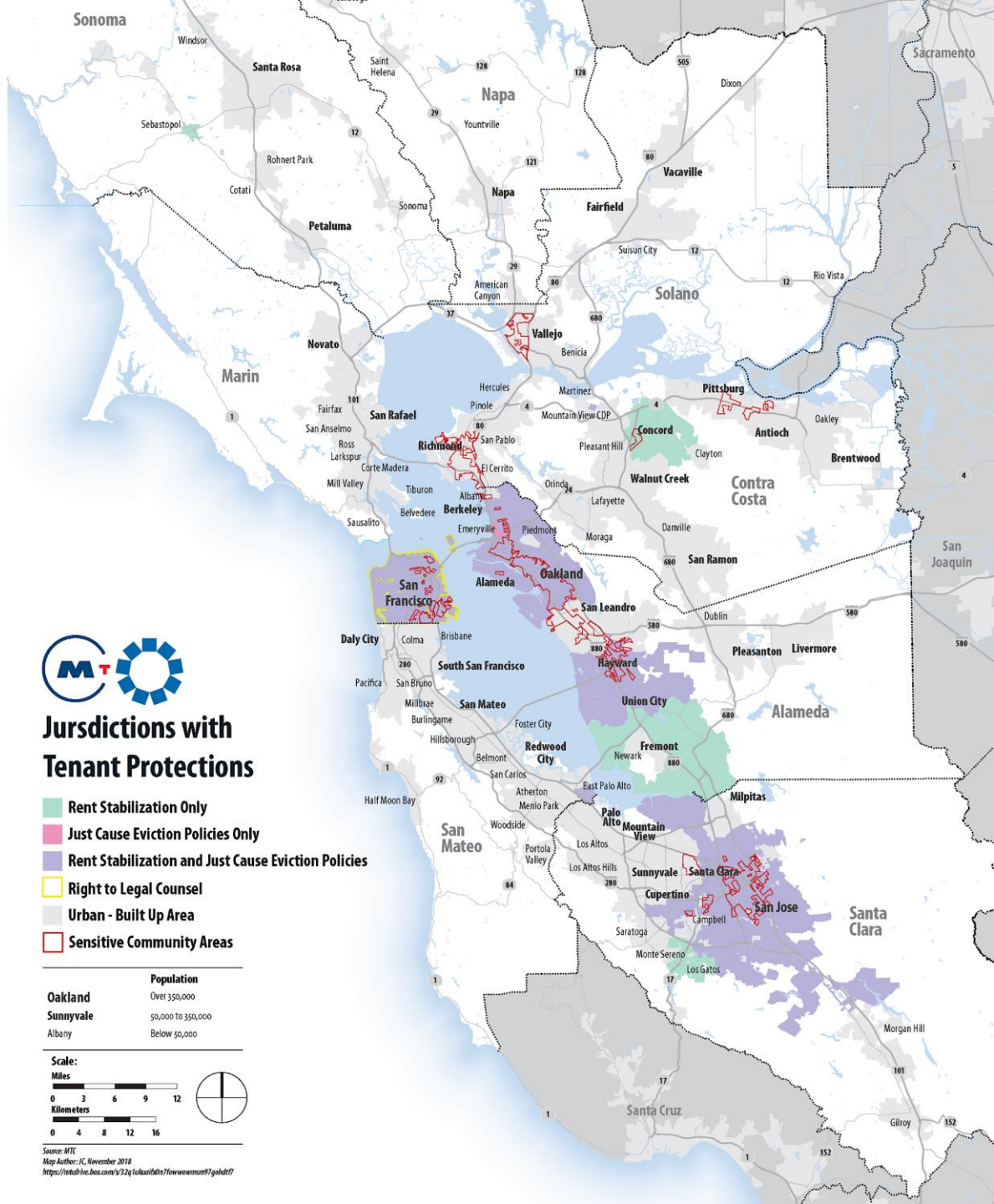
33 percent of LI\* renter HHs that pay more than 30 percent of income on housing live in TAAs

TAAs and SCs overlap in most areas, especially in the core urban communities such as San Francisco, Oakland and San Jose

Plan Bay Area 2040 promotes higher density infill development in TAAs, which helps the region meet its greenhouse gas targets

\* HHs that earn less than \$75,000





# Tenant Protections

1. Just Cause Eviction Policy
2. Renter Assistance and Access to Legal Counsel
3. Emergency Rent Cap

## Findings:

- Most SCs are in cities that have rent stabilization and just cause eviction policies
- SCs in parts of Richmond, Vallejo and Pittsburg have no protections

## Opportunities:

- Adopting region-wide tenant protection policies will cover all tenants
- CASA could potentially prioritize tenant services in SCs, DRAs and TAAs



# Housing Inclusion and Capacity

4. Remove Barriers to Accessory Dwelling Units

## Approval Process and Timeline

6. Good Government Reforms to Local Approval Process

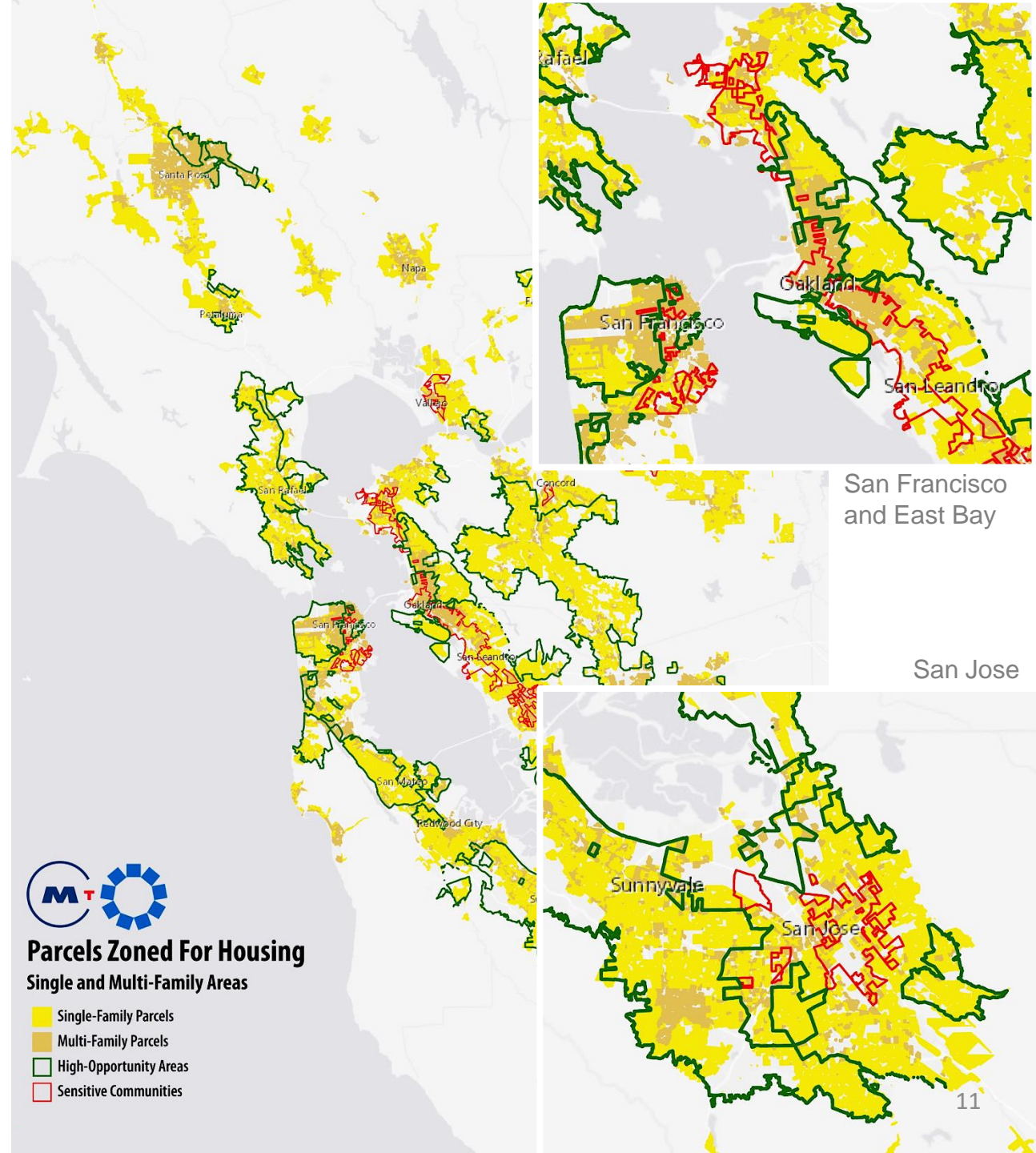
### Key Findings:

- Over 1.6 million parcels in the region are zoned for single- or multi-family housing\*
- Over 700,000 of these parcels are in HOAs, 301,000 in TAAs and 120,600 in SCs
- 15 percent of single-family parcels within TAAs already have a second unit

### Opportunities:

- ADUs / new units within HOAs will provide access to opportunity at scale
- ADUs / new units in TAAs and DRAs could provide homeownership / wealth-building opportunities, as well as mitigate displacement risk by increasing supply

\* Includes already built up parcels or acres



# Housing Inclusion and Capacity

## 5. Minimum Zoning for Housing Near Transit



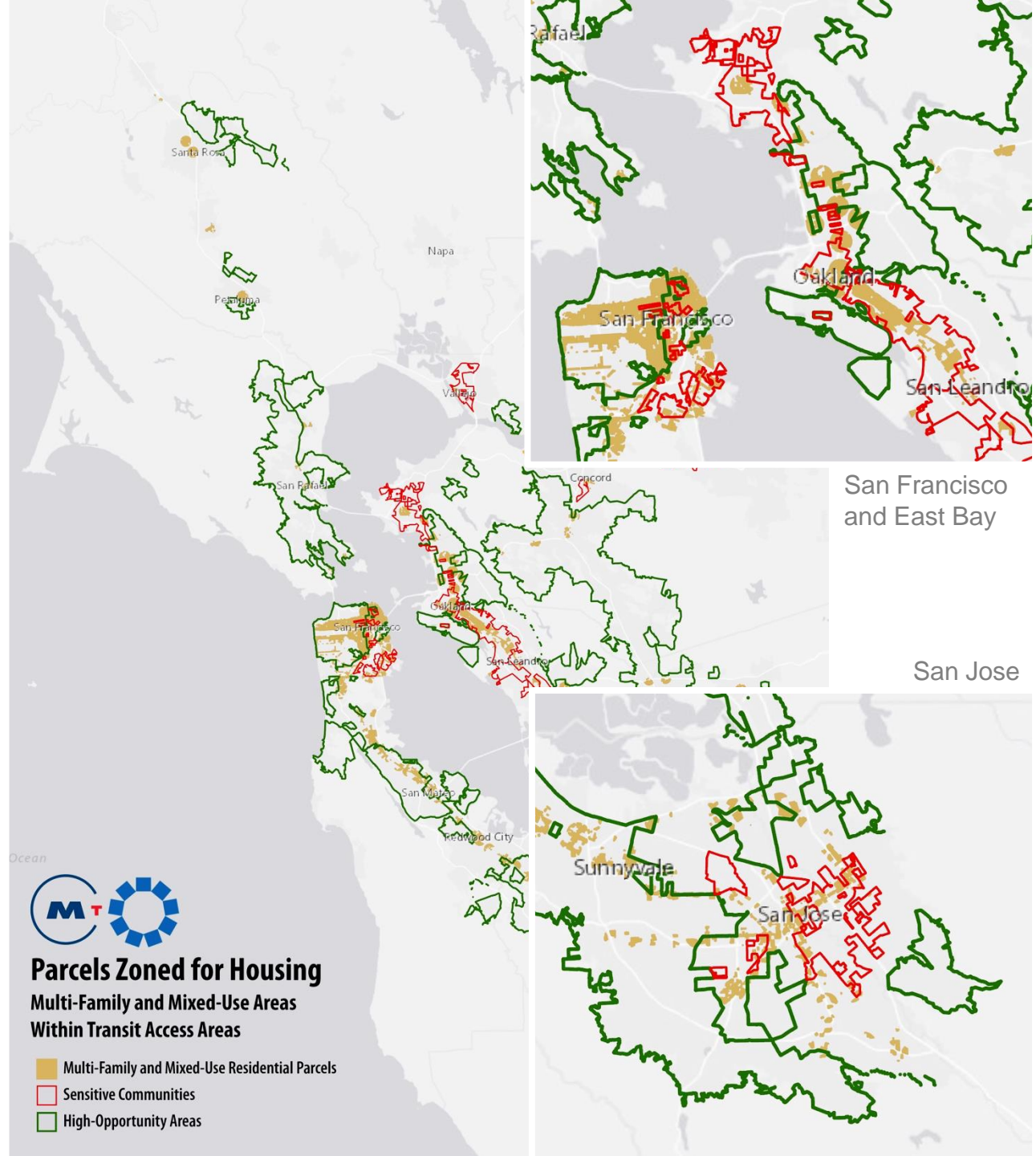
### Key Findings:

- A high-quality transit stop is within or adjacent to all SCs, enhancing regional access
- A deferral in SCs would affect a third of the area that is eligible for up-zoning\*
- That still leaves 19,200 acres outside SCs, 8,900 of which are in HOAs and 5,000 in DRAs

### Opportunities:

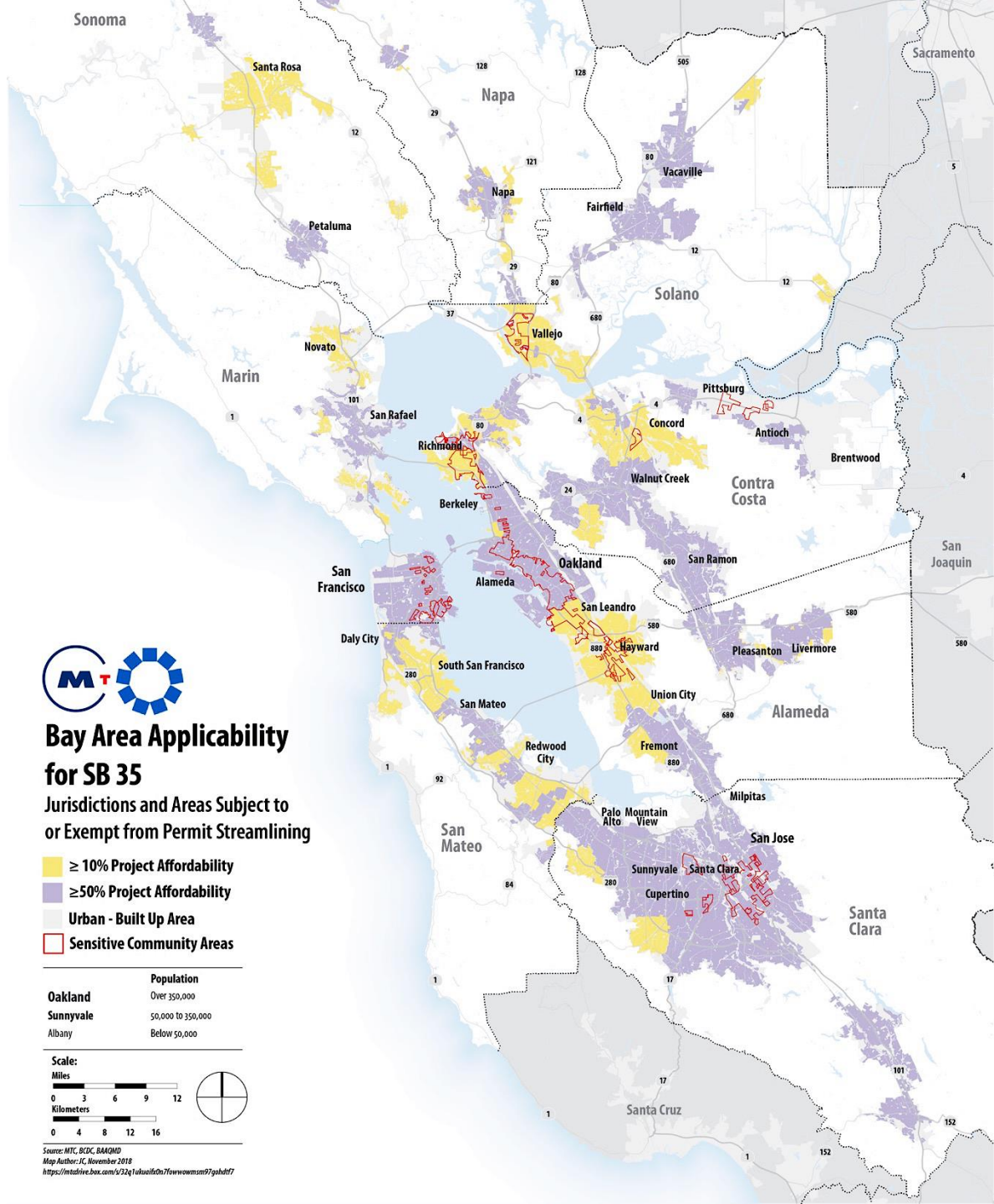
- Expanding development capacity for subsidized and mixed-income housing in HOAs will vastly expand access to opportunity
- And, in TAAs and DRAs, provide homeownership / wealth-building opportunities, as well as mitigate displacement risk by increasing supply of affordable units

\* Includes already built up parcels or acres



**Parcels Zoned for Housing**  
Multi-Family and Mixed-Use Areas  
Within Transit Access Areas

- Multi-Family and Mixed-Use Residential Parcels
- Sensitive Communities
- High-Opportunity Areas



# Approval Process and Timeline

## 7. Expedited Approvals and Financial Incentives



### Key Findings:

- Most jurisdictions failed to meet RHNA targets in one or more income categories, triggering SB 35 streamlining
- The three large cities with sizable SCs fell short on affordable units, while weaker markets with SCs (Vallejo, Hayward and Richmond) fell short on market-rate units

### Opportunities:

- Streamlining for subsidized housing in HOAs (North Bay, Tri-Valley and South Bay) will expand access to opportunity
- Streamlining for subsidized housing in TAAs / DRAs will mitigate displacement risk



# ● ● ○ ○ Funding and Coordination

- 9. New Revenue to Implement the CASA Compact
- 10. Regional Housing Enterprise

## Revenue Allocation Assumed for Analysis

<i>Investment Buckets</i>	<i>Lower-Income (\$1.3 billion)</i>	<i>Moderate-Income (\$60 million)</i>	<i>Market-Rate</i>	<i>Total (\$1.5 billion)</i>
Local Jurisdiction Incentives	<b>\$120 million</b>			<b>\$120 million</b>
Tenant Protection	<b>\$60 million</b> (24,000 LI-HHs)	<b>\$30 million</b> (12,000 MI-HHs)	Direct Benefit (e.g., deterrence)	<b>\$90 million</b>
Preservation	<b>\$200 million</b> (2,000 units)			<b>\$200 million</b>
Production	<b>\$1.1 billion</b> (7,300 units)	<b>\$30 million</b> (750 units)	Direct Benefit (e.g., streamlining)	<b>\$1.1 billion</b>

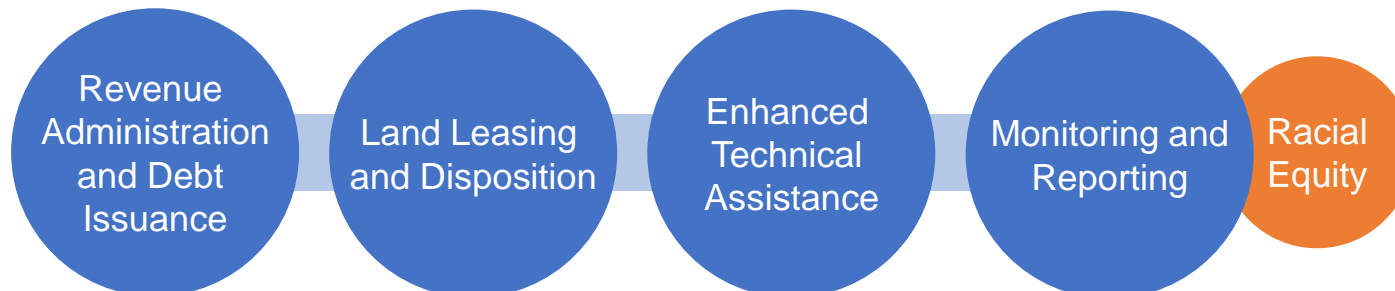
### Direct Benefits:

- Access to legal counsel
- Short-term rental assistance
- Subsidy for production
- Subsidy for preservation
- Homeownership opportunities
- Construction jobs

### Indirect Benefits:

- Stability through deterrence
- Access to opportunity
- Improved health outcomes
- Capacity-building (public, private and non-profit sector)
- Data

## Regional Housing Enterprise Roles



# Provisional Findings

## Overall, impacts should be positive

With an emphasis on 3 Ps, the Compact has the potential to improve housing outcomes for low-income residents, and by extension for low-income minorities.

## Implementation will take collective action

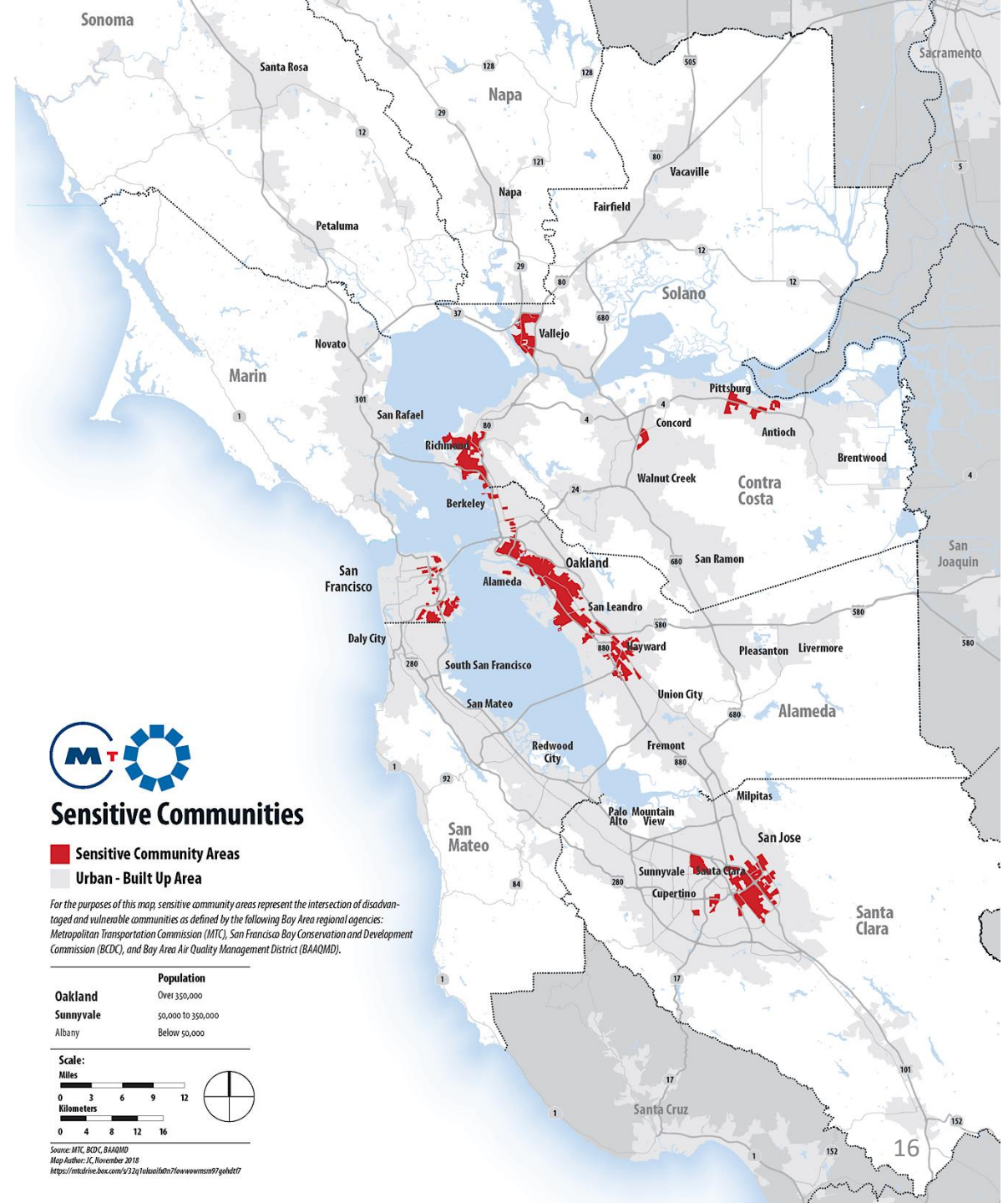
How the Compact is implemented will determine if the potential benefits are realized. CASA can utilize best practices to shape effective policies and strategies.

## Geography could help inform priorities

Historically, public and private actions at CASA's scale have negatively impacted minorities. So, sequencing and phasing implementation is critical.

## RHE could provide institutional support

A regional entity focused on housing can play a critical role by setting effective program guidelines, monitoring / reporting on progress and providing technical assistance.



# Benefits / Impacts of Compact Elements

NOTE: this table will be populated through an outreach process with impacted communities

Key	<i>X Beneficial but Mitigation Needed</i>	<i>XX Beneficial and Mitigation Not Needed</i>	<i>XXX Element itself is the Mitigation</i>	
CASA Compact Elements	Displacement Risk Areas (DRAs)	High Opportunity Areas (HOAs)	Transit Access Areas (TAAs)	Mitigation Measures
1/2/3. Just Cause / Rent Cap / Legal Counsel				
4/6. Accessory Dwelling Units / Good Govt. Reforms				
5. Minimum Zoning for Housing Near Transit*				
7. Expedited Approvals and Financial Incentives				
8. Public Land for Affordable Housing				
Preservation of Existing Affordable Units				

\* Deferred in Sensitive Communities