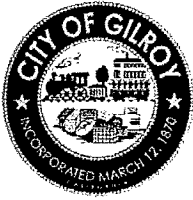


1. Housing & Neighborhood Revitalization Committee Agenda And Minutes

Documents:

[01-08-20 HNRC AGENDA AND PACKET.PDF](#)



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



## Housing & Neighborhood Revitalization Committee Meeting Agenda

January 8, 2020 – 6:00 p.m.  
City Council Chambers, City Hall  
7351 Rosanna Street, Gilroy, CA 95020

- I. **Call to Order - Welcome**
  - a. Roll Call
- II. **Report on Posting of the Agenda**
- III. **Public Comments on Items Not on the Agenda:** (Three-minute time limit). This portion of the meeting is reserved for persons desiring to address the Housing and Neighborhood Revitalization Committee on matters not on this agenda. The law does not permit the Housing and Neighborhood Revitalization Committee action or extended discussion of any item not on the agenda except under special circumstances. If Housing and Neighborhood Revitalization Committee action is requested, the Housing and Neighborhood Revitalization Committee may place the matter on a future agenda. Written material provided by public members for Housing and Neighborhood Revitalization Committee agenda item "public comments" will be limited to 10 pages in hard copy.
- IV. **Introduction of New Committee Membership and Selection of 2020 Leadership**
  - a. Introductions of City staff and committee members
  - b. Presentation on role of Chair, Vice-Chair, and City staff
  - c. Committee discussion
  - d. Public comment
  - e. Recommended Action: Select Chair and Vice-Chair
  - f. Recommended Action: Select General Plan Advisory Committee representative
- V. **Approval of Prior Committee Meeting minutes (reports attached)**
  - a. Housing Advisory Committee Meeting minutes from October 9, 2019
  - b. Community and Neighborhood Revitalization Committee Special Meeting minutes from December 4, 2019
  - c. Joint Housing Advisory Committee and Community and Neighborhood Revitalization Committee Special Meeting minutes from December 11, 2019
  - d. Committee discussion
  - e. Public comment
  - f. Recommended Action: Approve minutes
- VI. **New Committee Member Orientation (reports attached)**
  - a. Discussion on committee duties per Council Resolution No. 2019-82
  - b. Overview of Attendance Policy
  - c. Overview of Board, Commission, Committee Handbook
  - d. Discussion on agenda distribution
  - e. Presentation on Strategic Plan Process
  - f. Public comment
- VII. **Update on Neighborhood Revitalization Strategy Area and Planned Projects**
  - a. Verbal update by staff
  - b. Public comment



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### VIII. Adjournment

The City of Gilroy does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, gender identity, or familial status in the administration of its programs or activities. Pursuant to the Americans with Disabilities Act, the City of Gilroy will make reasonable efforts to accommodate persons with disabilities. If you require special accommodations, please contact the Housing and Community Development Office at (408) 846-0290 at least 72 hours in advance of the meeting.

### KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE.

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE, TO RECEIVE A FREE COPY OF THE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION STAFF AT (408) 846-0204 or [shawna.freels@cityofgilroy.org](mailto:shawna.freels@cityofgilroy.org).

**RESOLUTION 2019-82****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY CONSOLIDATING THE HOUSING ADVISORY COMMITTEE WITH THE COMMUNITY AND NEIGHBORHOOD REVITALIZATION COMMITTEE AND ESTABLISHING A NEW HOUSING AND NEIGHBORHOOD REVITALIZATION COMMITTEE**

**WHEREAS**, in 2014 the City Council created the Community and Neighborhood Revitalization Committee consisting of members of the public to provide recommendations and input in the processes of administering Community Development Block Grant and Housing Trust Fund awards throughout the City; and

**WHEREAS**, in 2005 the City Council created the Housing Advisory Committee representing nonprofit and for-profit housing developers, renters, rental property owners, homeowners and affordable housing advocates to provide recommendations and input in the Housing Element update(s) and affordable housing programs; and

**WHEREAS**, the City currently has fifteen (15) City boards, commissions and committees, all of which require extensive staff support, whether or not the body has a full membership, business to conduct, or is able to achieve a quorum for its meetings; and

**WHEREAS**, the City Council reviewed the status of the various City commissions and committees at its Annual Strategic Planning Session in March 2016 and at a City Council meeting in October 2017, and considered staff's recommendation to consolidate some commissions and committees due to the staff time required to support all of the City's commissions and committees; and

**WHEREAS**, in November 2019 the City Council again considered consolidation of some commissions and committees and provided direction to staff to consolidate the Community and Neighborhood Revitalization Committee with the Housing Advisory Committee; and

**WHEREAS** the City Council wishes to create a new advisory committee of members of the public to provide recommendations and input on housing, including affordable housing, and the administration of Community Development Block Grant and Housing Trust Fund awards throughout the City.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Gilroy does hereby establish the Housing and Neighborhood Revitalization Committee.

**BE IT FURTHER RESOLVED** that the Housing and Neighborhood Revitalization Committee is a consolidation of the Housing Advisory Committee and the Community and Neighborhood Revitalization Committee and is hereby consolidated as follows:

1. The members hereby first appointed to the Housing and Neighborhood Revitalization Committee shall consist of those members with unexpired terms from either the Housing Advisory Committee or the Community and Neighborhood Revitalization Committee, excluding the Planning Commission and Gilroy Unified School District members who also serve on the Housing Advisory Committee. The terms of the prior committee members shall remain on the Housing and Neighborhood Revitalization Committee as if they were continuing to serve on their prior committee. By January 2021 the Committee shall have no more than nine (9) members and by January 2022, no more than seven (7) members, which will be the continuing size of the Housing and Neighborhood Revitalization Committee.
2. Future members of the Housing and Neighborhood Revitalization Committee shall be appointed by the City Council and shall serve for a term of four (4) years, or until their respective successors are qualified and appointed. No person shall serve more than two (2) consecutive full terms on the Housing and Neighborhood Revitalization Committee, including their prior service on the Housing Advisory Committee or Community and Neighborhood Revitalization Committee.

- 3. Each January the Housing and Neighborhood Revitalization Committee shall select one of its members to serve as Chair who shall preside over the meeting.
- 4. The Committee shall have the duty to:
  - a) Review and recommend Community Development Block Grant (“CDBG”) and Housing Trust Fund (“HTF”) funding allocations; and
  - b) Study and advance the needs of the Neighborhood Revitalization Strategy Area; and
  - c) Study and advise on housing and affordable housing related issues pertaining to the City of Gilroy; and
  - d) Perform such other duties related to CDBG and HTF matters as may be prescribed by the City Council.

This resolution shall become effective January 1, 2020.

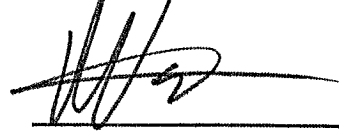
PASSED AND ADOPTED this 2<sup>nd</sup> day of December, 2019 by the following roll call vote:

AYES: COUNCILMEMBERS: BLANKLEY, BRACCO, LEROE-MUÑOZ, MARQUES, TUCKER AND VELASCO

NOES: COUNCILMEMBERS: NONE

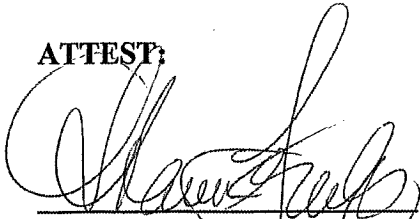
ABSENT: COUNCILMEMBERS: TOVAR

**APPROVED:**



**Roland Velasco, Mayor**

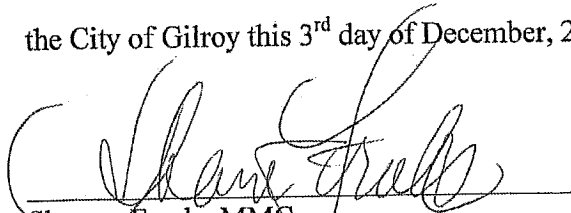
**ATTEST:**



**Shawna Freels, City Clerk**

I, SHAWNA FREELS, City Clerk of the City of Gilroy, do hereby certify that the attached Resolution No. 2019-82 is an original resolution, or true and correct copy of a city Resolution, duly adopted by the Council of the City of Gilroy at a regular meeting of said held on Council held on the 2<sup>nd</sup> day of December, 2019, at which meeting a quorum was present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Gilroy this 3<sup>rd</sup> day of December, 2019.

  
Shawna Freels, MMC  
City Clerk of the City of Gilroy

(Seal)

**City of Gilroy**  
**Policy Governing Board, Commission and Committee Attendance**

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**BACKGROUND**

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

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

**PURPOSE AND APPLICATION**

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

**SECTIONS**

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

**SECTION I. DEFINITIONS**

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

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

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



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

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

Regular meetings – A routine scheduled meeting of the body.

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

## **SECTION II. ABSENCES**

### **Allowed Absences**

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

### **Unexcused Absences**

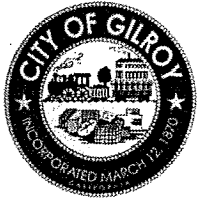
Any absence from a regular meeting in excess of the two excused absences and one emergency absence in a calendar year shall be deemed unexcused. A member with an unexcused absence shall be removed from their seat.

## **SECTION III. REPORTING ABSENCES**

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

## **IV. REMOVAL**

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



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## Housing Advisory Committee

*Draft - Meeting Minutes*

**October 9, 2019 – City Council Chambers, City Hall, 7351 Rosanna St.**

### **I. Welcome – Call to Order**

The Housing Advisory Committee meeting was called to order by Chair Lerner at 6:07 p.m.

**HAC Members present:** Reid Lerner (Chair), Rebeca Armendariz, Tuyen Fiack, Brenda Flores, Manny Singh

**HAC Members absent:** Paulina Baeza

**City Staff present:** Sue O'Strander, Deputy Community Development Director, Sandra Nava  
Committee Liaison

**Report on posting of the agenda:** Liaison Nava reported that the agenda was posted on Friday, October 4, 2019 at 4:35 p.m.

**Staff comments:** Liaison Nava informed members that remaining business cards and name badges will be distributed after the meeting.

**Committee Comments:** Member Morasca asked whether an excused absence is recorded as an absence when a meeting is cancelled due to a lack of a quorum and said he would check with the City Clerk's office on the process for remotely participating in the November 13th meeting.

**Public comment on items not on the agenda:** There was no public comment on any items not on the agenda.

### **II. Approval of Minutes from July 10, 2019**

Motion was made by Chair Lerner, seconded by Member Armendariz and carried 5-0-1, Committee Member Fiack abstaining to approve the October 31, 2019 meeting minutes.

### **III. Update on Gilroy Housing Needs Survey**

Members received late delivered email from Interim Community Development Director Greg Larson explaining that the City does not have ability to support the committee's proposed housing needs survey and described other similar housing related assessment efforts that will be underway soon. Members discussed their plan to move forward with creating an unofficial housing needs survey and canvassing the community to get input.

**Public comment:** A member of the public asked what the purpose of the survey is and where it will be distributed.

### **IV. General Plan 2040 Community Workshops/Land Use Alternatives**

Chair Lerner provided members with an update on the General Plan 2040 land use alternatives community workshops. He encouraged members to look on City's website for General Plan 2040 information and future meetings to plan for growth in Gilroy. The Planning Commission will present choices on land use alternatives to Council on November 18, 2019. Members were informed about the Equity and Engagement Workshop to be held November 8<sup>th</sup> at 227 I.O.O.F Ave. (Cesar Chavez Gym) from 6:30-8:30 p.m. The members hope to have survey ready in one week.

**Public comment:** More people are moving to Gilroy because housing is more affordable here and train schedule change will be helpful.

**V. Update HAC Council Funding Request**

Staff informed the committee that the Council budget did not include for additional staff time to be allocated to the HAC for the fiscal year. It is up to the Community Development Director and City Administrator to determine if the HAC will receive the requested presentation from staff on the "missing middle", tour of affordable housing projects, and any additional requested hours of staff time.

**VI. Nov. 4, 2019 Annual Advisory Presentation to Council**

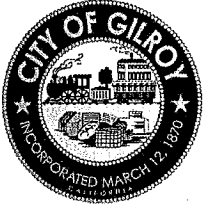
Staff provided an overview of the presentation process. Discussion was held and edits were made to the talking points of the draft PowerPoint presentation.

**VII. Future Agenda Items**

- a. Survey discussion
- b. Future field trips

**VIII. Adjournment -**

Chair Lerner adjourned the meeting at 7:35 p.m.



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## **Community and Neighborhood Revitalization Committee (CNRC) Draft Special Meeting Minutes**

**December 4, 2019**

**City Council Chambers, 7351 Rosanna St., Gilroy, CA at 6:00 p.m.**

### **I. Call to Order - Welcome**

The meeting of the Community and Neighborhood Revitalization Committee (CNRC) was called to order by Vice Chair Sally Armendariz at 6:03 p.m.

Vice-Chair announced that the meeting will be audio recorded.

Present: Vice-Chair Sally Armendariz, Greg Bozzo, Santos Cortes, Jennifer Del Bono, Danny Van

Absent: Laraine Spencer

City staff present: Sue O'Strander, Deputy Community Development Director, Sandra Nava, HCD Technician II

Staff Comments: Distributed flyer for Gilroy Community Forum and Community Needs Survey, and Regional Meetings and informed members that paper copies are available at City Hall and the Gilroy Library and online surveys are on the City's website.

Committee Comments:

There was no public comment on items not on the agenda or any other item.

### **II. Approval of Meeting Minutes from October 16, 2019**

Motion was made by Member Bozzo, seconded by Member Santos, and unanimously carried 5-0-0 to accept the October 16, 2019 meeting minutes.

### **III. Monthly Update on Plan to Meet HUD Timeliness Requirements**

Public Works is proceeding with acquisition for incomplete sidewalks on Chestnut near 8<sup>th</sup>, San Ysidro parking lot expansion, and cul-de-sac flooding problem. Clarification will be provided on the location of the cul-de-sac.

### **IV. Agency Presentation and Fair Housing, Tenant-Landlord Counseling and Dispute Resolution Services Rating and Ranking, and Funding Recommendation Process**

Staff provided an overview of rating and ranking and funding recommendation process. Project Sentinel presented on its Fair Housing and Landlord-Tenant Counseling and Dispute Resolution proposals. Members asked questions, deliberated, and were given the opportunity to change scores on rating sheet. Fair Housing ranked #1 with a score of 116, and Tenant-Landlord Counseling and Dispute Resolution Services ranked #2 with a score of 106. Motion was made by Member Bozzo, seconded by member Del Bono, and unanimously carried to approve Housing Trust Fund (HTF) funded grant allocation recommendations to Council in the amount of \$7,810 for the Fair Housing Program and \$6,390 for the Landlord-Tenant Counseling and Dispute Resolution Services Program based on \$14,200 in HTF funding. Motion was made by Member Cortes, seconded by member Bozzo, and unanimously carried to approve HTF funded grant allocation recommendations to Council in the amount of \$21,000 for the Fair Housing Program and \$26,000 for the Landlord-Tenant Counseling and Dispute Resolution Services Program if the City Council approves a \$47,000 HTF funding allocation for these programs.



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**V. Special Joint Meeting with the Housing Advisory Committee on December 11, 2019**

Staff described the preparation underway for the 2020-2025 Consolidated Plan and the 5-year Assessment of Fair Housing Plan. Discussion was held on holding a Special Joint Meeting with the Housing Advisory Committee to give the community an opportunity to provide input for the creation of these plans. Motion was made by Member Cortes, seconded by member Armendariz, and unanimously carried 5-0-0 to approve holding a Special Joint Meeting with the Housing Advisory Committee on December 11, 2019 at 6:00 p.m. in the City Council Chambers, 7351 Rosanna St.

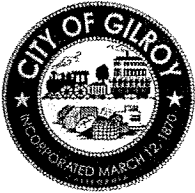
**VI. Consolidation with the Housing Advisory Committee (HAC) and Committee Structure**

December 2, 2019 Council passed and adopted Resolution-2019-82 for the new Housing and Neighborhood Revitalization Committee. Meetings will be the 2<sup>nd</sup> Wednesday of each month at 6:00 p.m. in the City Council Chambers. Members will attend an orientation meeting on January 8, 2019.

**VII. Future Agenda Items**

Monthly update on meeting CDBG timeliness requirement  
Strategic planning

**VIII. Adjournment**—Chair adjourned the Special Meeting at 7:44 p.m.



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Housing Advisory Committee (HAC) &  
Community and Neighborhood Revitalization Committee (CNRC)

**Draft Special Joint Meeting Minutes**

**December 11, 2019—6:00 p.m.**

**City Council Chambers, City Hall--7351 Rosanna Street Gilroy, CA 95020**

**I. Welcome – Call to Order**

The Special Joint Meeting of the HAC and CNRC was called to order by Chair Lerner at p.m.

HAC Members present: Reid Lerner (Chair), Rebeca Armendariz, Brenda Flores, Bruce Morasca, Tuyen Fiack

HAC Members absent: Manny Singh

CNRC Members present: Sally Armendariz (Vice-Chair), Greg Bozzo, Santos Cortes, Jennifer Del Bono,

CNRC Members absent: Laraine Spencer

City Staff present: Greg Larson, Consultant, Sandra Nava Committee Liaison

Chair Lerner informed attendees that the Regular HAC meeting was cancelled to hold the Special Joint meeting of the HAC and CNRC and announced that a Community Forum would be held.

Attendees were informed that the meeting would be audio recorded.

Liaison Nava reported that the agenda was posted on Friday, December 6, 2019 at 12:07 p.m.

**II. Introduction of Presenters preparing Consolidated Plan, and Assessment of Fair Housing Plan for 2020-2025**

Staff introduced the presenters: Thomas Silverstein from The Lawyers' Committee for Fair Housing and Community Development and Maily Chu from Michael Baker International

**III. Adjournment –** Chair Lerner informed attendees that beginning January 2020, the HAC and CNRC have consolidated to form the Housing and Neighborhood Revitalization Committee, with the first meeting January 8th. Chair Lerner adjourned the Special Joint Meeting of the Housing Advisory and Community and Neighborhood Revitalization Committee at

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