



HOUSING COMMISSION

Agenda

Regular Meeting

May 9, 2024, 5:30 p.m.

Council Chamber
1200 Carlsbad Village Dr.
Carlsbad, CA 92008
carlsbadca.gov

Welcome to the Housing Commission Meeting

We welcome your interest and involvement in the city's legislative process. This agenda includes information about topics coming before the Housing Commission and the action recommended by city staff. You can read about each topic in the staff reports, which are available on the city website.

How to watch

In Person



City Council Chamber
1200 Carlsbad Village Drive

Online



Watch the livestream at
carlsbadca.gov/watch

How to participate

If you would like to provide comments to the Commission, please:

- Fill out a speaker request form, located in the foyer.
 - Submit the form to the Clerk before the item begins.
 - When it's your turn, the Clerk will call your name and invite you to the podium.
 - Speakers have three minutes, unless the presiding officer (usually the chair) changes that time.
 - You may not give your time to another person, but can create a group. A group must select a single speaker as long as three other members of your group are present. All forms must be submitted to the City Clerk before the item begins and will only be accepted for items listed on the agenda (not for general public comment at the beginning of the meeting). Group representatives have 10 minutes unless that time is changed by the presiding officer or the Commission.
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- **In writing:** Email comments to christian.gutierrez@carlsbadca.gov. Comments received by 2 p.m. the day of the meeting will be shared with the Commission prior to the meeting. When e-mailing comments, please identify in the subject line the agenda item to which your comments relate. All comments received will be included as part of the official record.

Reasonable accommodations

Reasonable Accommodations Persons with a disability may request an agenda packet in appropriate alternative formats as required by the Americans with Disabilities Act of 1990. Reasonable accommodations and auxiliary aids will be provided to effectively allow participation in the meeting. Please contact the City Manager's Office at 442-339-2821 (voice), 711 (free relay service for TTY users), 760-720-9461 (fax) or manager@carlsbadca.gov by noon on the Tuesday before the meeting to make arrangements. City staff will respond to requests by noon on Thursday, the day of the meeting, and will seek to resolve requests before the start of the meeting in order to maximize accessibility.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES:

Minutes of the Regular Meeting held on April 11, 2024

PRESENTATIONS: None.

PUBLIC COMMENT: *The Brown Act allows any member of the public to comment on items not on the agenda. Please treat others with courtesy, civility, and respect. Members of the public may participate in the meeting by submitting comments as provided on the front page of this agenda. The Commission will receive comments in the beginning of the meeting. In conformance with the Brown Act, no action can occur on these items.*

CONSENT CALENDAR: *The items listed under Consent Calendar are considered routine and will be enacted by one motion as listed below. There will be no separate discussion on these items prior to the time the Commission, votes on the motion unless members of the Commission, staff, or the public request specific items be discussed and/or removed from the Consent Calendar for separate action.*

PUBLIC HEARINGS: None.

DEPARTMENTAL REPORTS:

1. **LEGISLATIVE UPDATE** – Receive a presentation regarding the Intergovernmental Affairs Program of the City of Carlsbad and the city’s recent and ongoing legislative advocacy efforts related to affordable housing and homelessness and provide feedback as appropriate. (Staff contact: Jason Haber, City Manager’s Department)

Recommended Action: Receive the presentation and provide feedback.

2. **JANUARY 2023 – JUNE 2024 HOUSING COMMISSION WORK PLAN REPORT AND FISCAL YEAR 2024-25 HOUSING COMMISSION WORK PLAN** – Adopt a resolution recommending that the City Council approve the January 2023 – June 2024 Housing Commission Work Plan Report and the FY 2024-25 Housing Commission Work Plan. (Staff contact: Christian Gutierrez, Housing & Homeless Services Department)

Recommended Action: Adopt the resolution.

COMMISSION MEMBER COMMENTARY AND REQUESTS FOR CONSIDERATION OF MATTERS:

STAFF COMMENTS:

ADJOURNMENT:



HOUSING COMMISSION

Minutes

Council Chamber
1200 Carlsbad Village Drive
Carlsbad, CA 92008

April 11, 2024, 5:30 p.m.

CALL TO ORDER: 5:30 p.m.

ROLL CALL: Collins, Ydigoras, Chang.
Absent: Berger, Horton.

ANNOUNCEMENT OF CONCURRENT MEETINGS: None.

PLEDGE OF ALLEGIANCE: Chair Collins led the Pledge of Allegiance.

APPROVAL OF MINUTES:

Minutes of the Regular Meeting held on March 14, 2024

Motion by Commissioner Chang, seconded by Commissioner Ydigoras, to approve the minutes as corrected. Motion carried, 3/0/2 (Berger and Horton – Absent).

PRESENTATIONS: None.

PUBLIC COMMENT: None.

CONSENT CALENDAR: None.

PUBLIC HEARING: None.

DEPARTMENTAL REPORTS:

1. **CARLSBAD HOUSING AGENCY 2024-25 PUBLIC HOUSING AGENCY ANNUAL PLAN** – Adopt a resolution recommending that the Community Development Commission approve the City of Carlsbad’s 2024-25 Public Housing Agency Annual Plan for submission to the U.S. Department of Housing and Urban Development (HUD). (Staff contact: Christian Gutierrez, Housing & Homeless Services Department)

Recommended Action: Adopt the resolution.

Commissioners asked questions and made comments, staff responded.

Motion by Commissioner Chang, seconded by Commissioner Ydigoras, to adopt the resolution. Resolution No. 2024-004 carried, 3/0/2 (Berger and Horton – Absent).

2. **HOUSING COMMISSION JULY 2024 – JUNE 2025 WORK PLAN** – Discuss and provide feedback to staff regarding the July 2024 – June 2025 Housing Commission Work Plan draft. (Staff contact: Christian Gutierrez, Housing & Homeless Services Department)

Recommended Action: Discuss and provide feedback to staff.

Commissioners asked clarifying questions, staff responded.

COMMISSION COMMENTARY AND REQUESTS FOR CONSIDERATION OF MATTERS:

Commissioner Ydigoras requested a future agenda item for the concerns at Windsor Pointe. Director Mills replied that the City Council is directly engaged in this issue and that she will check with them on if they want the Housing Commission involved. Commissioner Ydigoras said he had requested data on Windsor Pointe at the last Housing Commission meeting and was still waiting on it. Director Mills clarified that she could not provide the data for his specific request but could share the data from the City Council reports. Commissioner Ydigoras replied that he would check with Mayor Blackburn for insight and information. Commissioner Ydigoras retracted his future agenda item request as to not be a shadow board to the City Council.

Chair Collins asked for the best method for a Housing Commissioner to interact with the City Council regarding Windsor Pointe. Director Mills replied that attending a Council Meeting and speaking in-person or by sending an email. Commissioner Ydigoras clarified that he was not requesting to agendize Windsor Pointe for the Housing Commission.

Motion by Commissioner Ydigoras, seconded by Chair Collins, for a future agenda item to discuss veteran's needs. Motion carried, 3/0/2 (Berger and Horton – Absent).

Chair Collins asked Director Mills why particular data is not available on Windsor Pointe. Director Mills replied that it would be a privacy violation due to distinguishing resident factors.

Commissioner Ydigoras spoke about a CalFresh/EBT pilot program allowing participants a fresh food and vegetable allowance and requested that staff support legislation to expand the program to benefit Carlsbad residents.

ANNOUNCEMENTS: None.

STAFF COMMENTS: None.

ADJOURNMENT: 6:08 p.m.

Leah Sorensen
Administrative Secretary



HOUSING COMMISSION

Staff Report

Meeting Date: May 9, 2024

To: Housing Commission

From: Mandy Mills, Housing & Homeless Services Director

Staff Contact: Jason Haber, Intergovernmental Affairs Director
jason.haber@carlsbadca.gov, 442-339-2958

Subject: Legislative Update

Recommended Action

Receive a presentation regarding the Intergovernmental Affairs Program of the City of Carlsbad and the city's recent and ongoing legislative advocacy efforts related to affordable housing and homelessness and provide feedback as appropriate.

Executive Summary

One of the Housing Commission's 2023-2024 Work Plan goals calls for an improved understanding of housing programs, policies, and laws and recommends a presentation on the City's legislative platform related to housing and homelessness. City Council and Legislative Subcommittee Member Melanie Burkholder and Intergovernmental Affairs Director Jason Haber will provide an update on the city's recent and ongoing advocacy efforts related to affordable housing and homelessness; including an overview of the city's process for evaluating and pursuing grant opportunities, and the city's current funding priorities.

Discussion

The City of Carlsbad City Council Legislative Subcommittee works in coordination with the city's Intergovernmental Affairs Director, City Manager's Office, City Attorney's Office, city departments, legislative consultants and the Carlsbad community to:

- a. Receive information and advise the City Council on intergovernmental and legislative matters affecting the city;
- b. Continuously monitor state and federal proposed legislation, and:
 - i. Review proposed legislation for consistency with the city's Legislative Platform;
 - ii. Make recommendations to the City Council to identify high priority bills; and
 - iii. Make recommendations to the City Council to adopt advocacy positions on high priority bills not addressed by the Legislative Platform;
- c. Proactively seek to identify local and regional legislative needs and recommend bill sponsorship opportunities to the City Council; and

- d. Engage and inform the Carlsbad community (residents, businesses, stakeholder groups) and other governmental agencies on intergovernmental and legislative matters affecting the city.

Fiscal Analysis

This is an informational report, and no funding is being requested.

Environmental Evaluation (CEQA)

This action does not require environmental review because it does not constitute a project within the meaning of the California Environmental Quality Act under California Public Resources Code Section 21065 in that it has no potential to cause either a direct physical change or a reasonably foreseeable indirect physical change in the environment.

Public Notification and Outreach

This item was noticed in keeping with the state's Ralph M. Brown Act and available for public viewing and review at least 72 hours before the scheduled meeting date.



HOUSING COMMISSION

Staff Report

Meeting Date: May 9, 2024

To: Housing Commission

From: Christian Gutierrez, Housing Services Manager

Staff Contact: Christian Gutierrez, Housing Services Manager
christian.gutierrez@carlsbadca.gov, 442-339-2299

Subject: January 2023 – June 2024 Housing Commission Work Plan Report and Fiscal Year 2024-25 Housing Commission Work Plan

Recommended Action

Adopt a resolution recommending that the City Council approve the January 2023 – June 2024 Housing Commission Work Plan Report and the FY 2024-25 Housing Commission Work Plan.

Executive Summary

City Council Policy No. 90 outlines the policies for administration, requiring an Annual Report that shall be reviewed by the Housing Commission. Additionally, Carlsbad Municipal Code Section 2.15.020 (C) requires that each board or commission provide to the City Council for its approval an annual work plan of activities to be undertaken and to provide a subsequent report of its accomplishments. Attached for the Housing Commission's review and consideration is a report of the January 2023 – June 2024 Work Plan accomplishments and the FY 2024-25 Housing Commission Work Plan.

Discussion

The Housing Commission was established to advise and make recommendations to the Community Development Commission (the governing body of the Carlsbad Housing Authority) and/or the City Council on issues related to affordable housing. The items covered within this report include the January 2023 – June 2024 Housing Commission Work Plan Report, as well as a recommendation for a new FY 2024-25 Work Plan.

January 2023 – June 2024 Housing Commission Work Plan Report and FY 2024-25 Housing Commission Work Plan

In 2018, the City Council revised the CMC to create uniform policies and procedures related to boards and commissions, including a requirement for annual work plans. The purpose of the Work Plan is to encourage increased dialogue between the Commission and the City Council. It is also intended to ensure that the Commission is working in line with the priorities of the City Council.

On Feb. 7, 2023, the City Council approved the January 2023 – June 2024 Housing Commission Work Plan. In carrying out its duties under the Municipal Code and consistent with the Work Plan, the Housing Commission met a total of 12 times during the 18-month period. The attached report outlines the status of January 2023 – June 2024 Work Plan tasks as Exhibit 1, Attachment A. The Work Plan was for a period of 18 months in order to sync future plans with the fiscal year.

Several tasks in the January 2023 – June 2024 Work Plan are still in process or are recurring or ongoing in nature. Staff suggests it is appropriate to carry such tasks forward to the FY 2024-25 Work Plan. One-time tasks that were completed in January 2023 – June 2024 have been removed from the Work Plan for FY 2024-25. The Housing Commission provided feedback on a draft work plan to staff in April 2024. That feedback has been incorporated into the FY 2024-25 Housing Commission Work Plan provided as Exhibit 1, Attachment B.

Next Steps

After the Commission's review and acceptance, the January 2023 – June 2024 Housing Commission Work Plan Report and the FY 2024-25 Housing Commission Work Plan will be forwarded to the City Council for their review and approval.

Fiscal Analysis

There is no direct fiscal impact associated with approving the annual report and work plan. Activities in the work plan will be carried out with existing staff resources.

Environmental Evaluation (CEQA)

Pursuant to Public Resources Code Section 21065, this action does not constitute a “project” within the meaning of the California Environmental Quality Act (CEQA) in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review.

Public Notification and Outreach

This item was noticed in accordance with the Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

Exhibit

1. Housing Commission resolution

RESOLUTION NO.

A RESOLUTION OF THE HOUSING COMMISSION OF THE CITY OF CARLSBAD, CALIFORNIA, RECOMMENDING CITY COUNCIL APPROVE THE JANUARY 2023 – JUNE 2024 HOUSING COMMISSION WORK PLAN REPORT AND THE FISCAL YEAR 2024-25 HOUSING COMMISSION WORK PLAN

WHEREAS, Carlsbad Municipal Code Section 2.40.060 delineates the functions of the Housing Commission; and

WHEREAS, City Council Policy No. 90 requires an Annual Report of the Housing Trust Fund be reviewed by the Housing Commission prior to the City Council; and

WHEREAS, CMC Chapter 2.15 requires that each board or commission provide to the City Council for its approval, an annual Work Plan of activities to be undertaken by the board or commission and a subsequent report of its accomplishments; and

WHEREAS, the Housing Commission considered the Work Plan for the January 2023 - June 2024 period at their Jan. 12, 2023 regular meeting.

NOW, THEREFORE, BE IT RESOLVED by the Housing Commission of the City of Carlsbad, California, as follows:

1. That the above recitations are true and correct.
2. That the Housing Commission accepts and recommends that the City Council approve the January 2023 - June 2024 Housing Commission Work Plan Report (Attachment A).
3. That the Housing Commission accepts and recommends that the City Council approve the Fiscal Year 2024-25 Housing Commission Work Plan (Attachment B).

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Housing Commission of the City of Carlsbad on the ____ day of _____, 2024 by the following vote, to wit:

AYES:

NAYS:

ABSENT:

ABSTAIN:

TYLER COLLINS, Chair

MANDY MILLS, Director

**Housing Commission
January 2023 – June 2024 Work Plan Report**

I. Mission Statement

The mission of the Housing Commission is to promote housing security and affordability for all segments of our community, including lower income families and people with special housing and supportive service needs.

II. Composition

The Housing Commission consists of five members who are appointed by the Mayor and confirmed by the City Council. Members shall serve four-year terms.

III. 2023-24 Goals & Tasks

Below is the status of the January 2023 – June 2024 Housing Commission goals and tasks:

GOAL/TASK	STATUS	COMMENTS/RECOMMENDATION
Goal 1: Support and advise the City Council regarding efforts to address affordable housing.		
a. As needed throughout the year, perform the functions of the Housing Commission consistent with Carlsbad Municipal Code Section 2.40.060, including responsibilities for the Carlsbad Public Housing Authority (PHA).	The Housing Commission met twelve times from Jan. 2023-June 2024 to consider a range of items within the scope of their function, including review, input and recommendations on: <ul style="list-style-type: none"> • The Homeless Response Plan Update and Homelessness Action Plan Funding Plan • Amendments to the Housing Choice Voucher Administrative Plan In addition, the Housing Commission received various informational reports and updates on housing and homelessness-related matters.	The Housing Commission will continue to carry out their functions in FY 2024-2025, consistent with the Carlsbad Municipal Code.
b. Review and recommend for approval to City Council the Public Housing Agency Annual Plan for year 2023-24.	On Jan. 12, 2023, the Housing Commission recommended approval of the PHA Annual Plan to the City Council.	The task is complete. The City Council adopted the Annual PHA Plan on Feb. 7, 2023. Recommend this as a recurring task for the next Work Plan.
c. Examine housing policy questions as may be referred by the City Council.	No housing policy questions were referred during the period.	This is included in the new Work Plan.

**Housing Commission
January 2023 – June 2024 Work Plan Report**

GOAL/TASK	STATUS	COMMENTS/RECOMMENDATION
Goal 2: Support and advise the City Council regarding efforts to address homelessness.		
a. Receive a report on the Homelessness Response Plan Update and provide recommendations for prioritization of actions, if warranted.	This item was a part of the Homelessness Response Plan Update conducted Oct. 12, 2023.	Received the report. Recommend this as a recurring task for the next Work Plan.
Goal 3: Improve understanding of housing programs, policies and laws.		
a. Receive legislative update offered or arranged by the City of Carlsbad.	The Housing Commission received a presentation regarding the city’s legislative update on May 9, 2024.	This task is complete for 2023-24. Recommend this as a recurring task for the next Work Plan.
b. Receive update on Housing Element progress and affordable housing sites, and inclusionary housing alternative compliance.	The Housing Commission received a presentation regarding the Housing Element sites on Dec. 14, 2023.	This task is complete for 2023-24. Recommend a presentation on annual Housing Element performance as a recurring task for the next Work Plan.
c. Participate in best practices session on addressing rental and homeownership affordable housing needs and homelessness.	The Housing Commission received informational reports and presentations and that improved understanding of housing and homelessness related activity, policies and laws throughout the period.	This task is complete for 2023-24. Recommend this as a recurring task for the next Work Plan.
d. Examine ways to reduce barriers to accessing affordable housing.		Recommend this as a task for the next Work Plan.
e. Examine smoke free requirements for city assisted affordable housing.	The Housing Commission received a presentation regarding the education and enforcement options of a potential smoke free multifamily housing ordinance on Feb. 8, 2024.	Housing Commission received the report and provided feedback to staff. The City Council is considering Ordinance language on June 11, 2024.

**Housing Commission
January 2023 – June 2024 Work Plan Report**

GOAL/TASK	STATUS	COMMENTS/RECOMMENDATION
Goal 4: Housing Trust Fund		
a. Review and provide input on requests for funding from the Housing Trust Fund.	The Housing Commission received a presentation regarding the consideration of a loan (\$1,470,621) commitment to Catholic Charities for the potential expansion of La Posada.	This task is complete for 2023-24. Recommend this as a recurring task for the next Work Plan.
Goal 5: Facilitate communication with the City Council and the broader Carlsbad community regarding matters which fall within the Commission's functions.		
a. Prepare an annual work plan and present to City Council for approval.	The 2023-2024 Work Plan was approved by the Housing Commission and approved by the City Council on Feb. 7, 2023.	This task is complete for 2023-24. Recommend this as a recurring task for the next Work Plan.
b. Report to City Council and public on annual work plan accomplishments.	The 2022 Work Plan Annual Report was approved by the Housing Commission and approved by the City Council on Feb. 7, 2023.	This task is complete for 2023-24. Recommend this as a recurring task for the next Work Plan.
c. Provide an annual report to the City Council on the status and progress of affordable housing and homelessness programs.	The City Council received an annual report for the Housing Trust Fund on Feb. 6, 2024. Additionally, the City Council was presented with quarterly updates in 2023 on the city's progress on reducing homelessness.	This task is complete for 2023-24. Recommend this as a recurring task for the next Work Plan.
d. Promote efforts to maximize public participation in city-organized information forums, workshops and public hearings related to goals above.	The city utilizes various tools to inform and communicate with the public on city-sponsored activities including print publications (such as direct mailers, bill inserts and newspaper notices, city website notifications, subscription lists, social media channels, media releases and stakeholder surveys.) One or more of these methods were used in notifying the public about items related to the goals above.	This task is complete for 2023-24.

City of Carlsbad
Housing Commission Work Plan
Fiscal Year July 2024 - June 2025

I. Mission Statement

The mission of the Housing Commission is to promote housing security and affordability for all segments of our community, including lower income families and people with special housing and supportive service needs.

II. Composition

The Housing Commission consists of five members who are appointed by the Mayor and confirmed by the City Council. Members shall serve four-year terms.

III. July 2024 - June 2025 Goals & Tasks

The Housing Commission will focus on the following goals and tasks:

1. Support and advise the City Council regarding efforts to address affordable housing.
 - a. As needed throughout this time frame, perform the functions of the Housing Commission consistent with Carlsbad Municipal Code Section 2.40.060, including responsibilities for the Carlsbad Public Housing Authority.
 - b. Review and recommend for approval to City Council the Public Housing Agency Plan.
 - c. Examine housing policy questions as may be referred by the City Council and examine Housing Policy as suggested by the Housing Commission.
 - d. Receive an annual report on the status of affordable housing projects.
2. Support and advise the City Council regarding efforts to address homelessness.
 - a. Receive a report on the Homelessness Action Plan and provide recommendations for prioritization of actions or funding, if necessary.
 - b. Receive a report on efforts to reduce veteran homelessness.
3. Improve understanding of housing programs, policies and laws.
 - a. Receive legislative update offered or arranged by the City of Carlsbad.
 - b. Receive update on Housing Element progress, and inclusionary housing alternative compliance.
 - c. Participate in any best practices sessions on addressing affordable housing needs and homelessness.
 - d. Examine ways to reduce barriers to accessing affordable housing.
4. Support and advise the City Council regarding the use of Housing Trust Fund and Community Development Block Grant funds.
 - a. Receive an annual report on the Housing Trust Fund.
 - b. Review and provide input on requests for funding from the Housing Trust Fund.
 - c. Review and provide input on requests for Community Development Block Grant funding.
 - d. Review and provide input on the Community Development Block Grant Consolidated Plan.
5. Facilitate communication with the City Council and the broader Carlsbad community regarding matters which fall within the Commission's functions.
 - a. Prepare an annual Work Plan and present to City Council for approval.
 - b. Report to City Council and public on annual Work Plan accomplishments.