



AGENDA
REGULAR MEETING
Commission on Homelessness
Monday, June 4, 2018, 6:00 p.m.
Oxnard City Council Chambers, 305 West Third Street, Oxnard CA 93030

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENT.

A person may address the Commission only on matters within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to three (3) minutes per speaker. The Commission cannot enter a detailed discussion of or take action on any item presented during public comments that is not on the meeting agenda. Such items may only be referred to the Commission Secretary for administrative action or scheduled on a subsequent meeting agenda for discussion.

3. INFORMATION/CONSENT ITEMS

SUBJECT: Minutes of Regular Meeting of May 7, 2018 (001)

RECOMMENDATION: Approve minutes of meeting of May 7, 2018.

4. REPORTS FROM CITY STAFF

SUBJECT: Entitlement Grant Funding Process for FY 2018-19

SUBJECT: Program update from Homeless Assistance Program Coordinator

5. COMMISSION BUSINESS

SUBJECT: Draft Five-Year Plan

RECOMMENDATION: Receive presentation and provide input on draft Five-Year Plan to address issues of homelessness.

SUBJECT: Sub-Committee and Commissioner Reports

RECOMMENDATION: That the Commission receive reports and recommendations from these ad hoc sub-committees, and from individual Commissioners, and provide direction as appropriate: (A) Safe Sleep Program; (B) Oxnard Downtown Safety and Hygiene (C) Increasing Landlord Participation in Housing Choice and VASH Voucher Programs; and Tiny Homes

SUBJECT: Commission Meeting Time for July Meeting

RECOMMENDATION: Review and discuss recent experience relating to conducting meetings in the evening rather than the afternoon; determine time for Commission meeting in July and thereafter.

6. **NEW BUSINESS**

7. **ANNOUNCEMENTS OF UPCOMING EVENTS**

8. **ADJOURNMENT**

In accordance with the Americans with Disabilities Act and City of Oxnard policy, if you need special assistance to participate in a meeting, please call 385-8095 (TDD 487-2850). Notification 72 hours prior to the meeting will assist the City in making reasonable arrangements to ensure meeting accessibility.

City of Oxnard Commission on Homelessness
DRAFT Minutes of the Regular Meeting of May 7, 2018

On Monday, May 7, 2018, at 6:02 p.m. the Regular Meeting of the Commission on Homelessness convened in the Council Chambers at 305 West Third Street, Oxnard, CA 93030. The following Commissioners were in attendance: Vice-Chair Lucy Martinez, Commissioner Peggy Rivera, Commissioner Yukio Okano and Commissioner Francisco Jaena. Chair Francine Castañon was absent with excuse. City of Oxnard staff members present were Mark Alvarado, Homeless Assistance Program Coordinator; Commander Keven Baysinger, Oxnard Police Department; Associate Planner Paul McLaren, Development Services Department; and Karl Lawson, Housing Department, who acted as Recording Secretary. Vice-Chair Martinez presided.

1. ROLL CALL AND CALL TO ORDER

Vice-Chair Martinez called the meeting to order at 6:04 p.m., and chaired the meeting. Roll was called and a quorum was deemed present.

2. PUBLIC COMMENT

None.

3. INFORMATION/CONSENT ITEMS

SUBJECT: Approval of Minutes of Meeting of April 2, 2018

Commissioner Rivera moved approval of the minutes as presented in the agenda packet, and Commissioner Jaena seconded. The motion carried unanimously.

4. REPORTS FROM CITY STAFF

SUBJECT: 2018-19 Entitlement Grant Funding Process

Mr. Lawson notified the Commission of two recent developments related to the 2018-19 entitlement grant funding process. First, the schedule for the second public hearing and the presentation to City Council of the funding allocation recommendations has been changed. Rather than taking place in the month of May, it will now be scheduled for sometime in July. Second, HUD has advised the City that the funding that the City will receive for the CDBG and HOME programs have been increased 14% and 48%, respectively, over the previous 2017 estimates. The final recommendations will include proposed allocations of these increased amounts. In response to questioning from the Commission, Mr. Lawson indicated that HOME funds are dedicated primarily to First-Time Homebuyer assistance the low-income homeowner property rehabilitation loans.

SUBJECT: Homeless Assistance Program Coordinator Report

Mr. Alvarado provided a comprehensive report to the Commission on the activities of the homeless services division, including updates on the following: development of Year-Round/Foul Weather shelter; issuance of Request for Qualifications by County, City of Oxnard, and City of Ventura, seeking organizations for operation of a shelter; the draft Five-Year Plan to be presented to the Commission and

then to City Council; the expansion and accessibility improvements at the Kingdom Center; the 2018 Point In Time Count data; the increase in the number of homeless near the intersection of Fifth Street and Richmond Avenue; financial and performance monitoring of ESG Sub-recipients; the upcoming clergy luncheon for the proposed Safe Sleep program; and the recent incident in Ventura which resulted in the death of a man.

Mr. Omare Pryor addressed the Commission on the efforts of Community Action of Ventura County with respect to the recent increase in homeless persons along East Fifth Street. Commissioner Rivera provided additional detail on the Safe Sleep luncheon, thanking Mr. Abe Magaña for offering co-sponsorship of the event by the Oxnard Downtown Business Improvement District, and at which Interim City Manager Chief Scott Whitney will be a speaker.

5. COMMISSION BUSINESS

SUBJECT: Accessory Dwelling Units

The Commission received a detailed presentation on the Accessory Dwelling Unit program from Paul McClaren, Associated Planner in the Development Services Department. Mr. McClaren responded to numerous questions from the Commissioners and from staff on the various aspects of the ADU program, and how ADUs can help increase the supply of affordable housing stock in the City. A copy of his power point presentation is attached to these minutes.

SUBJECT: Sub-Committee and Commissioner Reports

Safe Sleep: Commissioner Okano reported on the Safe Sleep sub-committee activities. He indicated that the leadership of All Saints Episcopal Church has expressed interest in serving as a host site, but noted that the church parking lot is on City-owned property.

Downtown Safety and Hygiene: Vice-Chair Martinez advised that there had been no subsequent meetings, and reported on the efforts to develop proposed changes to City ordinances. She introduced Oxnard Police Commander Kevin Baysinger, who provided the Commission with a verbal update on proposed changes to ordinances that address actions, rather than a person's status as a homeless individual.

Landlord Participation: Commissioner Rivera reported on the meeting with Oxnard Housing Authority program manager Brenda Lopez, and the issues of the housing assistance waiting list and homeless vouchers.

6. NEW BUSINESS

None

7. SUBJECT: ANNOUNCEMENTS OF UPCOMING EVENTS

The Commission was informed of the upcoming events:

Wednesday, May 9, 1:30 p.m.: Tally of remaining Vote-By-Mail ballots cast in the May 1, 2018, City Council recall election; at the Human Resources Community Room, 300 West Third Street.

Saturday, May 12: Dedication of complex at Press Courier Building; Day at Beach for Disabled Children, at Ed Hunt Rehab Point, beginning at 11:00 a.m.

Wednesday, May 30: Pastoral Luncheon for Proposed Safe Sleep Program, 12:00 – 3:00 p.m., Ventura County Rescue Mission, 234 East Sixth Street.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 7:36 p.m.

(Minutes prepared by Karl Lawson)

ADU Process Improvements

Accessory Dwelling Units

May 7, 2018



Permitted Zones

ADUs are allowed in the following zones: R-1, R-1PD, R-1-7PD, R-1-8PD, R-2, R-2PD, R-3, R-3PD, and R-10PD [§ 16-467(B)]. ADUs are allowed in the C-2 and CBD zones upon issuance of Special Use Permit (§ 16-469.5). Only one ADU may be permitted per lot [§ 16-467(N)]. There must be a legal or legal nonconforming single-family residence on the lot [§ 16-467(C)].



Covenant

The owner must record a covenant with the County prior to receiving a certificate of occupancy that states:

The owner will reside at the property

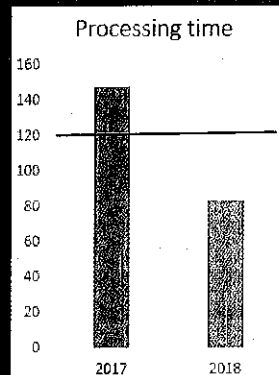
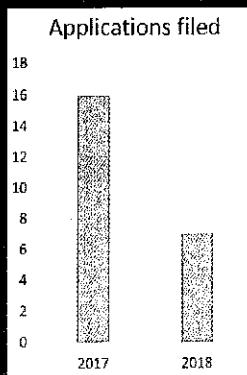
The owner will restrict occupancy for the units to the maximum allowable by health and safety code (i.e. 2 persons per bedroom +1). Efficiency units are restricted to 2 persons.

The owner will certify to the City of Oxnard each year that they continue to reside at the residence.

The ADU will not be sold separately from the primary unit.



Where are we at?



200% increase in the number of applications over last year.



New handouts

As stated in Ord. 2925, "it is in the best interest of the public to establish and update standards relating to ministerial approval of Accessory Dwelling Units."

Included in updating these standards we have updated our handouts to streamline and simplify the process. The task should not appear to be daunting and unachievable but rather, simple and straight forward.

May 7, 2018



ADU Questionnaire

CITY OF OXNARD
ACCESSORY DWELLING UNIT (ADU)
PROJECT INFORMATION QUESTIONNAIRE

General Information

1. Applicant (name and address): _____
 Phone: _____ E-mail: _____
 2. Project Location (address and cross street): _____

Existing Conditions

3. Existing zoning: _____
 Address zone: _____
 Specific plan area: _____

4. Is the property part of a home owners association? ☐ Yes ☐ No
 How many acres and/or square feet is the property? _____
 How many square feet is the primary structure (do not include garage)? _____
 How many bedrooms is the primary structure? _____
 How many stories are the existing structures? _____
 How many square feet is the garage? _____
 Is the garage attached or detached? _____
 Total square footage of other structures on the property? _____
 Total square footage of paving and/or hardscape on the property? _____
 Total square footage of landscaped areas? _____

Project Description

14. Describe the proposed ADU to be constructed (e.g. conversion, addition, new structure, detached house, number of bedrooms, etc.): _____

15. What is the square footage of the proposed ADU? _____

16. Divide total lot by items 6 and enter the answer. There must be less than 0.70. If not? _____

17. Pursuant to Oxnard Municipal Code (16-467.01), "The primary residence of the accessory dwelling unit shall be occupied by the property owner." Will the owner occupy one of the units and if so, which unit will be occupied by the owner?
☐ Yes ☐ No

18. Will either the primary unit or the accessory unit be offered for rent? If so, which unit will be offered?
☐ Yes ☐ No

19. What is the anticipated monthly rental rate for the unit to be rented (please check one)?

Unit Size	Rate
Studio 1 BDR	☐ \$575 to \$675 ☐ \$676 to \$1,299 ☐ \$1,400 to \$1,375
2 BDR	☐ \$650 to \$1,000 ☐ \$1,001 to \$1,599 ☐ \$1,600 to \$2,149
3 BDR	☐ \$675 to \$1,125 ☐ \$1,126 to \$1,799 ☐ \$1,800 to \$2,411
☐ No rent to be charged	

20. Total number of off-street parking spaces proposed
 Garage: _____ Open (detached): _____

Certification

I hereby certify that the information furnished above, and in the attached exhibits, presents the data and information required for this ministerial application to the best of my belief, and that the above information and information presented are true and correct to the best of my knowledge.

 Date: 05-09-2018 Signature: _____

PRINT

Conclusion

Planning has identified areas where we can continue to improve the process and public education regarding ADUs.

We are working on a friendlier brochure to explain what an ADU is, how to apply for one, the requirements (from beginning to end) and what the costs will be.

On going evaluation of the process. Will report back to Council at the end of the year.



Accessory Dwelling Units (ADU)

Effective Date: November 17, 2017



Changes to the State law in 2017 established new rules for cities and counties regarding "Accessory Dwelling Units" (ADUs). An ADU is defined as an independent living facility for one or more persons located entirely within or attached to an existing legal structure or as a detached structure that includes permanent provisions for living, sleeping, eating, cooking and sanitation. An ADU is situated on the same parcel as an existing primary single-family dwelling, but is subordinate to and smaller than the primary dwelling [§16-10(A)(2)]. Ordinance 2925 modifies the Zoning Code as summarized below:

Summary Of ADU Ordinance Standards		
Permit Process		Within 120 days of the director receiving a complete application, the application is to be approved without a hearing per Municipal Code §16-466 & §16-469 so long as the proposal meets all the requirements of the City Code. If the proposed property is historic then the application will default to applicable permitting procedures for development of a new unit, except that the unit is allowed per Govt. Code §65852.2.
Zoning requirements		The primary residence and accessory dwelling unit shall meet current zoning requirements for interior yard space, height, and landscaping for the zone in which they are located per Municipal Code §16-467(A) except as provided in §16-469(A).
Permitted Zones		ADUs are allowed in the following zones: R-1, R-1PD, R-1-7PD, R-1-8PD, R-2, R-2PD, R-3, R-3PD, and R-10PD [§16-467(B)]. ADUs are allowed in the C-2 and CBD zones upon issuance of Special Use Permit (§16-469.5). Only one ADU may be permitted per lot [§16-467(N)]. There must be a legal or legal nonconforming single-family residence on the lot [§16-467(C)].
Setbacks	New Construction or Additions	All applicable setback requirements apply [§16-467(E)].
	Conversion of Existing Space	Side and rear setbacks shall be sufficient for fire safety as determined by the Fire Marshal [§16-469(E)]; except that in no event shall: (1) a setback be required for a garage that is converted into an ADU, or (2) a required setback exceed five feet from the side and rear lot lines for an ADU that is constructed above a garage [§16-467(E)].
Building and Architecture		All building code requirements for habitable spaces apply [§16-467(Q) and §16-467(F)]. An ADU shall comply with the architectural standards of §16-23 and shall be of materials, colors and in a style which are each compatible with the primary residence, as reasonably determined by the Planning Manager [§16-467(H)].
Sprinklers		Fire sprinklers are required for an ADU if they are required for the primary residence [§16-467(P)].
Unit Size		The ADU's floor area shall be equal to or less than 50% of the square footage of the primary residence, but not less than 600 square feet or more than 1,200 square feet (except that the floor area shall be increased to the extent necessary for ADA compliance). However, an efficiency unit as defined by California Health and Safety Code §17958.1 shall be allowed [§16-467(R)].
Separate Entrances		The ADU shall have an entrance separate from the primary residence. Only one entrance may be visible from the front yard. A foyer with entrances to the primary residence and the ADU is allowed [§16-467(J)].
Kitchen and Bathroom		The ADU shall contain an independent kitchen facility and bathroom facility separate from the primary dwelling unit. The kitchen facility shall include a sink, refrigerator of more than five cubic feet capacity and a range or cooktop [§16-467(F)].
Parking Requirements		In addition to required parking for the primary residence, there will also be a minimum of one additional parking space or an additional parking space for each bedroom in the ADU [§16-622(F)]. The access to the parking area for the ADU shall be at least ten feet wide and paved, but the parking area is not required to be covered [§16-622(F)]. Parking may be provided as (1) tandem in an existing driveway or garage; or (2) within a required side or rear yard setback except in specific circumstances per §16-622(F). The parking may not be located in a required front yard setback. The parking must be provided on the same lot as the primary residence. Per §16-468, when a required garage, carport, or covered parking structure for the primary unit is demolished or converted as part of an ADU, the required parking for the primary unit shall be provided on the property in compliance with §16-622(F).
Owner Occupancy		The applicant for the ADU shall be an owner of record and shall reside in either the primary residence or the ADU. The unit shall not be sold separately from the primary residence [§16-467(L)]. An approved covenant to this effect shall be recorded before a certificate of occupancy is issued [§16-467(K)]. Yearly certification of residency is required.
Rental requirements		Either the accessory unit or the primary residence may be rented, but not both. Rental terms shall be 30 consecutive days or longer [§16-467(M)].

**ACCESSORY DWELLING UNIT (ADU)
PERMIT SUBMITTAL REQUIREMENTS HANDOUT**



Submittal Requirements

	No. of Copies	
Application Form	1	☐
ADU Project Information Questionnaire	1	☐
Title Report (dated within the last six months)	1	☐
Plan Set (11" x 17" including a site plan, floor plan, and elevations)	3	☐
Photographs of site and surrounding land uses with photo key map	1	☐
Planning Application Fees (Make check payable to "City of Oxnard")*	1	☐

*Verify applicable fees with Planning Division staff prior to application submittal.

CERTIFICATION

I, _____, applicant (or representative of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed following the instructions provided by Planning Division in the submittal requirements form for this permit. I have also read and incorporated the requirements of the Specific Plan within which the project is located (as applicable).

Signature

Date

OWNER'S PRELIMINARY ACKNOWLEDGEMENT

I, _____, owner of the property located at _____, hereby acknowledge my understanding of the following conditions of approval for the proposed accessory dwelling unit on said property.

- I will reside in either the primary residence or the accessory dwelling unit and that only one unit will be offered for rent, pursuant to the requirements of OCC 16-467(K). Additionally, each year I must certify to the City that I still reside at the property.
- Rental agreements for the ADU will be for a minimum period of 30 consecutive days, pursuant to the requirements of OCC 16-467(M).
- The occupancy of the ADU or primary residence will not exceed the applicable occupancy limits as described by the Health and Safety Code.

Property Owner(s) Signature

Date

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY (call 805-385-7858)

PROJECT APPLICATION REQUIREMENTS

The specific information and plans described below are required in order to consider an application for an ADU. The required materials are intended to accurately describe the features of the ADU and to simplify review by City staff. **Please note that all of the required information on the checklist on the preceding page must be provided when the application is submitted and documents must be complete, as detailed below.**

All plans submitted for file exhibits must be prepared by a professional designer, such as an architect, landscape architect, land planner, engineer, or a drafting service, unless the applicant can demonstrate an appropriate level of graphic ability.

NOTE: Planning Division staff will not accept incomplete application packages or poor quality graphics. All materials must be prepared according to the instructions contained in this document.

Any questions regarding application filing requirements should be direct to Planning Division staff at (805) 385-7858.

NOTE: Once the Planning Division has approved your permit, you will need to obtain a building permit from the Development Services Department. Contact Development Services at (805) 385-7925 to verify the exact amount of the fees and materials required for your project.

APPLICATION FORM must be completed, including project address, signature and daytime phone numbers of the applicant, property owner, architect and engineer. The address (if available; otherwise use location) and assessor's parcel number of the project site must be included on the application. A separate application must be completed for each permit. If the property is in escrow, the current owner must sign the application.

ADU PROJECT INFORMATION QUESTIONNAIRE must have all appropriate sections completed with as much detail as possible. Be sure to sign the questionnaire on the last page.

TITLE REPORT may not be more than 6 months old at the time of application submittal. If the property ownership changes, an updated title report may be required before the project is approved.

PLAN SET the plans must be submitted on 11" x 17" paper and be stapled. They must include the following items and information:

Site Plan

1. A vicinity map no larger than 4" x 4" in one corner of the plan.
2. Location and dimensions of all existing and proposed structures, with existing and proposed structures clearly labeled. Label existing structures proposed for demolition as "to be demolished."
3. Building setback dimensions, from all building(s) to all property lines and between buildings.
4. Label all landscape areas to include the size and type of tree. Label hardscape areas with the type of material (i.e. concrete, asphalt, pavers, etc.) Dimension the hardscape areas.
5. Label all fences and/or walls with material and height (i.e. 6' wood fence, 4' concrete block wall, etc.)

6. Type, area (square feet) and use of each structure, both proposed and existing.
7. Proposed parking areas, including location, dimensions, and materials. Include existing and proposed curb cuts and/or driveway approaches.
8. Location, identification and dimensions of easements on, adjacent to or otherwise affecting the property.
9. Scale and north arrow. Provide "reference North" if "true" north is not perpendicular or parallel to the property lines.
10. Property boundaries, dimensions and area (in square feet and acres).
11. Structures, land uses, walls and other improvements on adjacent properties.
12. Dimension from property line(s) to center of adjacent street(s).
13. Identification and dimensions of sidewalks, curbs and streets.
14. Identification and dimensions of trash storage area.
15. Name and street address of the project.
16. Name, address, and telephone number of the entity that prepared the plans (include on every drawing).

Floor plans:

1. Room identification and square footage of each room.
2. Room and building dimensions.
3. Location of doors and windows.
4. Distinguish between existing and proposed improvements.

Building Elevations (if there are any exterior modifications or additions):

1. All building sides, with dimensions specified. Height of each building is to be shown from the average grade of curb along property line to the top of the structure. If proposal is an addition, show how addition fits with existing building.
2. Identify the finishes by product and color specification for the exterior building materials and other features (The addition or new structure must match the existing residence).
3. Perspective drawings may not be submitted instead of elevations.

PHOTOGRAPHS are to show:

1. The project site.
2. Immediately surrounding land area and development, particularly surrounding architecture and scale.
3. Include a photo key map indicating where the pictures are taken from and which direction they are looking.

APPLICATION FEES are \$1,897.83 however, these are subject to change with City Council approval. Please go to the Fee Schedule at <https://www.oxnard.org/city-department/development-services-4/planning/planning-handouts-applications-2/> to verify current fees or contact the Planning Division.

References (blue underlined items are links to said references)

Oxnard City Code: Chapters 16 (Zoning) and 15 (Subdivisions)

City of Oxnard 2030 General Plan

City of Oxnard Landscape Standards

Oxnard Fire Department, Fire Protection

Planning Guide

Oxnard Design Guidelines

Applicable Specific Plan (if any; contact the Planning Division)

Planning Division Web Page: www.oxnard.org/planning

City of Oxnard Web Site: www.oxnard.org

City Staff Contacts: (all numbers are 805 area code)

Planning Division.....385-7858	Development Services385-7925
.....Planner.name@oxnard.org	Sup. Civil Engineer.....Paul.Wendt@oxnard.org
Solid Waste/Refuse.....385-8224	Traffic.....385-7872
Solid Waste Comp Specialist.....	Asst. Traffic Engineer.....
.....Andrea.Torres@oxnard.org	Earnel.bihis@oxnard.org
Fire Department385-7720	Wastewater/Sewer.....385-3962
Fire	Wastewater Environmental Specialist.....
Marshal.....Sergio.Martinez@oxnard.org	Alfredo.salcedo@oxnard.org
Police/Crime Prevention385-7940	Recycling.....385-8070
Safer Neighborhoods & Alcohol Compliance	Recycling Coordinator.....
Specialist.....Scott.Swenson@oxnardpd.org	Jay.Duncan@oxnard.org



**ACCESSORY DWELLING UNIT (ADU)
PROJECT INFORMATION QUESTIONNAIRE**

General Information

1. Applicant (name and address): _____

Phone: _____ E-mail: _____
2. Project Location (address and cross streets): _____

Existing Conditions

3. Existing zoning: _____ < Select >
Additive zone: _____ < Select >
Specific plan area: _____ < Select >
4. Is the property part of a home owners association? ☐ Yes ☐ No
5. How many acres and/or square feet is the property? _____ <Select >
6. How many square feet is the primary structure (do not include garage)? _____
7. How many bedrooms is the primary structure? _____ < Select >
8. How many stories are the existing structures? _____ < Select >
9. How many square feet is the garage? _____
10. Is the garage attached or detached? _____ < Select >
11. Total square footage of other structures on the property? _____
12. Total square footage of paving and/or hardscape on the property? _____
13. Total square footage of landscaped areas? _____

Project Description

14. Describe the proposed ADU to be constructed (i.e. conversion, addition, new structure, divide house, number of bedrooms, etc)? _____

15. What is the square footage of the proposed ADU? _____
16. Divide item 15 by item 6 and enter the answer here (must be less than 0.50). _____ NaN
17. Pursuant to Oxnard Municipal Code §16-467(K), "The primary residence or the accessory dwelling unit shall be occupied by the property owner." Will the owner occupy one of the units and if so, which unit will be occupied by the owner?
☐ Yes ☐ No < Select >
18. Will either the primary unit or the accessory unit be offered for rent? If so, which will be offered?
☐ Yes ☐ No < Select >
19. What is the anticipated monthly rental rate for the unit to be rented (please check one)?

Unit Size		Rates			
Studio/1 BDR	☐	\$525 to \$875	☐	\$876 to \$1,399	☐ \$1,400 to \$1,875
2 BDR	☐	\$600 to \$1,000	☐	\$1,001 to \$1,599	☐ \$1,600 to \$2,143
3 BDR	☐	\$675 to \$1,125	☐	\$1,126 to \$1,799	☐ \$1,800 to \$2,411
		☐ No rent to be charged			

20. Total number of off-street parking spaces proposed:

Garage: _____ Open (uncovered): _____

Certification

I hereby certify that the statements furnished above, and in the attached exhibits, present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge.

Date

Signature

PRINT

